

1. Open the file **04_travel**.
2. Save this document using the name **04_traveloffer**.
3. Zoom the document to 100 %.
4. Change the font in the document to Times New Roman, type size 14 pt. and change it to non-italic.
5. Change the page format to portrait format.
6. Change the left margin to 3 cm and the right margin to 4 cm.
7. Center align the title (=subject line) **Travelling around** and make it bold, font size 18 pt. font color blue. Change the spacing of the paragraph so that there is an 18-point space after the paragraph. Underline the title and make it all uppercase.
8. Indent the text **Prepare carefully...** until **... in your dream holiday** with 2 cm from the left margin and 1 cm from the right margin and use justification.
9. Apply double line spacing to this paragraph.
10. Change the spacing of the paragraph ending **...in your dream holiday** so that there is a 24-point space after the paragraph.
11. Apply automatic numbering to the countries.
12. Replace the name **William** with the name **Joe**. Apply to the name a cursive handwriting of your choice.
13. Use the spell-check program and make changes if necessary.
14. Apply automatic hyphenation to the document.
15. Insert an image like a suitcase (clipart) into the top of the page. Resize the image so that it is 4 cm in height.
16. Frame the text **Prepare carefully for your holiday!** Apply a colored shading to the text.
17. Apply the paragraph style „gw orange“ to the text **Please choose your country**.
18. Save the file.
19. **Mail Merge:** Use this document as a form letter.
 - a. Use the spreadsheet file **addresses** as data source. Replace the existing address with **title, first name, second name, street, postcode** and **location**.
 - b. Create a mail-merged document showing all addresses. Save the mail-merged document as **allmails**.
 - c. Save and close all documents.

Vocabularies:

| | | | |
|-----------------|--------------|-------------|---------------------|
| italic | kursiv | spacing | Abstand |
| portrait format | Hochformat | spell-check | Rechtschreibprüfung |
| margin | Rand | hyphenation | Silbentrennung |
| center align | zentrieren | resize | Größe ändern |
| bold | fett | insert | einfügen |
| paragraph | Absatz | mail merge | Serienbrief |
| indent | hereinrücken | re | |
| apply | anwenden | | |