



## Exercise 03

1. Create on Desktop new **Microsoft Word Document (.docx)**.
2. Change document name in **Name Surname and Index number**.
3. Change language on English (\*United States)

### Settings of Page Layout:

4. Change **size** of paper on **A4**, **orientation** on **Portrait**, **margins** on Custom - *Left-2.5cm, Right-2.5cm, Top-3cm and Bottom-3cm. (Page Layout)*
5. Activate **Header/Footer** (double left mouse click) and change setting that first page would be different than other pages (*different first page*).
6. Change position of Header from top - **1.2cm** and Footer from bottom - **0.8cm**.

### Settings the font looks (FONT):

7. Exit from Header (left mouse click anywhere on document), write **UNIVERZITET SINGIDUNUM** (font *Times New Roman*, size **16pt**, **bold**, color **dark red** and **central orientation** of text).
8. On middle of page (Press **Enter** as many times as necessary until the middle of the page) write **MICROSOFT WORD** (font *Times New Roman*, size **20pt**, **bold**, color **black**, **central orientation** and **increased spacing between letters (expanded) 2pt**).
9. **Go to the next page** (press Enter as many times as necessary until the beginning of a new page or tab Insert, select the option Page Break).

### Setting PAGINATION:

10. Activate **Header/Footer**. In **Footer** using function **Page Number** add page numbering (**Page Number -> Bottom of Page -> Plain Number 2**).
11. Beginning pagination will be **number 2 - second page** (first/front page is viewed as the first page), and you need to change value that it says **second page is first page (Page Number -> Format Page Number and Page Numbering section**, highlight the page numbers ranging from 0 (**start at 0**)).

## Setting STYLES

12. All settings styles are changing as follows: **select a style - right click -> Modify**
13. Change settings of style **Normal** – font **Times New Roman**, size **12pt** and the text is from left margin to right margin (**justify**).
14. Change settings of style **Heading 1** – font **Times New Roman**, size **14pt**, **bold**, color **black** and the text is **left-oriented**.
15. Change settings of style **Heading 2** – font **Times New Roman**, size **13pt**, **bold**, **underline podvučena** (**underline**), color **black** and the text is **left-oriented**.
16. Change settings of style **Heading 3** (if you don't see Heading 3, click the left mouse click on Heading 2, and Heading 3 will appear) – font **Times New Roman**, size **12pt**, **bold**, **italic**, color **black** and the text is **left-oriented**.

## Setting NUMBERING:

17. Set enumeration Heading a way that it will be **gradually** (**Home tab -> multilevel list**) includes titles (heading).

## Setting TABLE OF CONTENTS:

18. Preparation of text content:
  - a. At first, write headings and subheadings,
  - b. On the basis of the number in table of contents we can see which Heading-Style is used (where is **one digit Heading 1**, where are the **two-digit Heading 2**, where are the **three-digit Heading 3**)
  - c. Highlight a title, select Style -> Heading 1, 2 or 3.
19. Based on the previous setting, the function **Table of Contents** (**References tab -> if Table of Contents -> Automatic Table 1**) create content automatically, as shown.

### Sadržaj

1	Uvod .....	1
2	Microsoft Office.....	1
2.1	Verzije.....	1
2.1.1	Office 2010 .....	1
2.1.2	Office 2013 .....	1
2.2	Internet verzija .....	1
2.2.1	Office365 .....	1

20. Change **orientation** of Content on **central** and color on **black**.