Word Processing Exam

Task 1

Open the file: **Ancient Egypt.docx**, located in the examination folder. On each page, except the title page, insert a header, different for even and odd pages, centred and separated from the document content by a horizontal line. All headings on even pages should have the following content: **G. Rawlinson - Ancient Egypt**. Headings on odd pages should have content appropriate to the chapter, e.g.: **Chapter 1, Chapter 2** and **Chapter 3**.
Each new chapter should start from the beginning of a new page.
Hint: Insert a section break (next page) before the texts: Chapter 2 and Chapter 3.
Insert the Table of Content on 2nd page.
*Hint: Use **Headings 1** style for Chapters titles.*

Task 2

In **Ancient Egypt.docx**, insert the page numbering for the entire document (bottom of page, centred) except the first cover page. Page numbers should be separated from the content of the document with a horizontal line.

Change the orientation of the page where the Great Pyramid of Saccarah is drawn from portrait to landscape

Save your changes and close the document.

Task 3

Open the file: **Letter.docx** in the exam folder and watermark it with the following text:
Exam 1
Save and close the file, protect it with a password against opening: **test1**

Task 4

Use the file **Letter.docx** as the main mail merge document. Use the table in the file **database.docx** as recipients. Insert the appropriate **Merge fields** into the document where the red font is. Also use the appropriate **Rules for** gender.
Complete merging the document and save the new merged file as: **Merge-mail.pdf**.
Close the **Letter.docx** without saving your changes.

Send documents listed below on my email:
- Ancient Egypt.docx
- Letter.docx
- Merge-mail.pdf