WORD PROCESSING REVISION: N4 IP

1. SETTING MARGINS TOP, BOTTOM, LEFT AND RIGHT

    PAGE LAYOUT
    MARGINS
    CHANGE MARGINS

    DO NOT CLICK ON DEFAULT, AS YOU ONLY WANT TO CHANGE THE MARGINS FOR THIS DOCUMENT!!

2. LINE SPACING:

    HOME
    LINE AND PARAGRAPH SPACING
    SELECT LINE SPACING THAT IS ASKED

3. BOLD, UNDERLINE, ITALICS are all found on the "HOME", together with the alignment (Left, centre, right or justified)

4. PAGE BREAK

    Page layouts, breaks

5. SUPERSCRIPT AND SUBSCRIPT

    Highlight word or number that must be in super/subscript
    Font
    Choose superscript or subscript