Task 1:

· Open MS Word.

· Create a poster on Qatar Traditions.

· Apply page border.

· Apply Page colour.

· Add heading as ‘Qatar Traditions’.

· Apply Bold and Underline for Heading.

· Apply Red colour for heading.

· Insert any two pictures of Qatar Tradition in the poster.

· Choose Top and Bottom layout options from wrap text feature to move the images.

· Change the size of the images.

· Save the poster as ‘Qatar Traditions’.