**Document Production**

**Perform following activities on practice file.**

* Set page size to A4
* Set Margins:

1. Top and Bottom Margins to 1.5 cm

ii. Left and Right Margins to 2.0 cm

* Page orientation to Portrait.
* Set the font size to 11 for each paragraph.
* Set font size 14 for each heading.
* In 1st Paragraph underline and **bold** the headings and set heading to *Italic.*
* In second paragraph change the colors of country names to Blue*,* and city names to Green.
* Set line spacing for whole document to 1.5 points.
* Set paragraph spacing to 12 points.
* Use page break after the 3rd Paragraph.
* Insert a new page
* Searching from web download images of flags of countries included in the document and also inserts these flags in the last page with name of country.
* Insert footer as:: **Left corner**: Your Name, **Right corner**: Your Id, **Center**: Class
* Insert Header as:: **Left Corner:** Page Number, **Right Corner:** Name of School