

Exercises (Using Writer)

1. Download the article provided in Appendix 1.
 - Change the letter using Arial , size 12, with double spacing.
 - Put any color the the background of the document.
 - Insert header and footer, containing your name, matric number, programme and ISM group number.
 - Put any graphic to your document and save it as Assignment 1.

2. The IIUM student society is organizing an Open Day for parents. Prepare a two column flyer to promote the event. Your flyer should contain the cover page which display the theme selected.
Use your creativity to design the contents that should include any other relevent information concerning the event.

3. You are a new graduate from IIUM and are actively seeking for a job. Find a job advertisement and write a resume to the company. Your letter should be nicely typed, using Times New Roman, size 12 and double spacing. Insert your picture to the resume.