1. Open a new word file and save it on local disk (D :) by your name and type the following paragraph.

COMPUTER VIRUSES

Computer viruses are one of the most common threats to a computer. Any online computer can be attacked by the viruses and other online threats in less than 20 minutes if it has not been using a proper security mechanism. A virus infected computer can transmitted the viruses to the other connected computers in a network. Viruses can harm your computer in a variety of ways such as they can corrupt data, corrupt the hard disk, delete the operating system files and can crash the system.

2. Apply the following on the above paragraph

- Change the font to “Bookman Old Style”, font size =15, font color “blue” and “justify” the alignment.
- Change the Indentation from left “0.75” and from right “0.6”.
- Insert header and footer including page number.
- Apply both top and bottom border.
- Add any bulleted list at the end.

3. Insert the following table

League Type	*Number of spectator’s(in millions)*			
	2009	***2010***	***2011***	***2012***
Bundesliga	72	76	79	95
Barclays	75	70	72	81
Seria	64	62	59	69
Laliga	68	70	66	76

4. Draw an equivalent chart that can indicate the above table data.
5. Write the following subscript and superscript text.
   $(3x^3+9y^2-6)_4$.
6. Copy and paste the first paragraph on separate place and split it into three columns and insert “dropped” drop cap.
7. Apply page border and insert cover page.
8. Insert pyramid smart art and add any text inside.
9. Apply text watermark “SAMPLE”.