




Exercise

1. Open *Exercise 1*
2. Insert a header *Exercise 1* aligned at the center and date aligned at the right.
3. Insert a footer page number aligned at the left and *prepared by your name* aligned at the right
4. Insert the symbol © after '*AND MICROSOFT OFFICE*'
5. Insert the following text and symbol in a new line:
this is a mouse ⇒ 
this is a keyboard ⇒ 
this is a computer ⇒ 
6. save the file and exit Microsoft Word.