Libre Office Writer

Exercise 4

1. Copy the text about History of Olsztyn from Wikipedia - http://en.wikipedia.org/wiki/Olsztyn to notepad.
2. Copy not formatted text from notepad to Libre Office Writer
3. Set the page orientation to landscape
4. Set text in three columns
5. Change the font of the entire document to Arial, 12 pt
6. Set the text adjustment to justified
7. After first paragraph insert the image from the Wikipedia webpage "Allenstein Kopernikus Platz", resize it as in the example document
8. Bold the text as in example document and change the color to navy blue
9. Copy from Wikipedia webpage the Architecture list at the end of document, and make the list from it
10. Change the spacing between list elements to 0pt
11. Set the spacing before the architecture list to 0,5 cm
12. The text "The plebiscite …" change to italic, size 10 pt, the spacing before the paragraph to 1,5cm and adjustment to right
13. Find all occurrences of the word "Allenstein" and make it bold with font book antiqua (use the format painter)
14. Change the page color to pale yellow
15. change the margins: top 1,0cm, bottom 1,0cm
16. For the words History and Architecture set the style Heading
17. Set the style "List" for the list of architecture buildings