Microsoft Annual Report 2018 exercise

**INSTRUCTION – Microsoft Word**

Please imagine, that you are an assistant in the Microsoft company.

Your boss asked you to format Annual Report 2018, save as **PDF** and send to all employees of the company (by e-nauczanie portal) 😊

Remember to make the **font** uniform, remember about **justification** and generally make the text readable.

In addition:

* Don’t write CAPS LOCK,
* In all document the company name is spelled incorrectly – “MICRASOFT”, replace this word with the correct one,
* Insert a watermark with the company logo,
* Insert pages numbers,
* Change the paper color to light yellow,
* Check the readability of the tables (4 tables need improvement).
* Insert the date using the shortcut (Shift+Alt+D) at the designated place on the first page of report.

Source: <https://www.microsoft.com/en-us/annualreports/ar2018/annualreport>