

## Exercise 4

## Vitamins

Vitamins are important for maintaining good health and can be found in many different sources:

- a) In a new document, type the following text, separating the columns with single tabs (do not precede the first column with a tab). Your text will not be arranged as shown here until tab stops have been set:

Vitamin	Purpose	Common Food Sources
A	skeletal growth, skin	green leafy or yellow vegetables
B1	metabolism of carbohydrates	whole grains, liver
B12	production of proteins	liver, kidney, lean meat
C	resistance to infection	citrus fruits, tomatoes
E	antioxidant	peanut or corn oils

- b) Save the document naming it Vitamins.
- c) Format all the paragraphs to have no space before or after.
- d) Format all the paragraphs with the following tab stops:
- at 1.25" create a left tab stop (for the usage in body)
  - at 3.5" create a left tab stop (for the common food sources)
- e) Format the "Common Food Sources" column of data, except for the title, as italic.
- f) At the top of the document, create a title with the text Learn About Vitamins. Format the title as bold, center aligned, with 24 points of space after.
- g) Bold the column titles.
- h) Subscript the "1" in "B1" and subscript the "12" in "B12."
- i) Insert an appropriate clip art graphic above the title at the top of the document. Size the graphic smaller if necessary.
- j) Create a footer with your name and right align the footer text.
- k) Check the document on screen and correct any errors and misspellings.
- l) Save the modified Vitamins and print a copy.