# Homework:

Format the given text so it is readable and easy to understand for pupils in year 9. This text is the revision of data bases the theory that will be covered in this half term.

## Task 1

Correct all the spelling mistakes in this text. **Do not** correct them one by one. Apply what you have learned in class.

## Task 2

Hint: Ctrl+Alt+Shift+S

Modify heading 1:

* Verdana
* Pt 20
* Light green
* Underlined

Modify heading 2:

* Verdana
* Pt 15
* Light green

Modify heading 3

* Verdana
* Pt 13
* Light green

Modify normal:

* Verdana
* Pt 12

## Task 3

Scan through the test and apply the following styles.

**Heading changes**

Data bases Heading 1

Data base uses Heading 2

Databases vs paper Heading 2

Advantages of using data base Heading 2

Tables Heading 2

Storing data in tables Heading 3

Creating a table Heading 3

Data types Heading 2

Setting a primary key Heading 2

Validation rules Heading 2

Queries Heading 2

Running queries Heading 3

Query scenario Heading 3

Narrowing down the results Heading 3

Forms and reports Heading 2

Forms Heading 3

Reports Heading 3

**Body changes**

Place a blank line after ‘Data bases’.

Select the bodies of text of every heading and apply the ‘normal’ style

## Task 4

Scan through the text and place bullet point where needed. You will find them in the following chapters (Use the dash symbol to display the bullets):

* Database uses
* Advantages of using a database
* Storing data in tables
* Data types
* Query scenario

## Task 5

* Centre the heading ‘ Databases’
* Select the rest of the document (excluding the title databases) and sort it in two columns

## Task 6

Change the header and the footer.

Header: Revision sheet databases and the date

Footer: Page number

Your final work should be 3 pages long and should look like this if executed properly.

