Exercise for word processing

1. Correct the mistakes.
2. Use the Euphemia font.
3. Format the title to size 16, bold and all caps. Set the spacing before and after to 30 pt.
4. Set the rest of the text size to 14 pt. Align the text as justified and set paragraph spacing of 12 pt. before and 18 pt. after. Use double line spacing.
5. Create a header to display on every page except the first page with the title ’Visit New Zealand’. Set the text align in the center.
6. Create a footer with page numbers on the right-hand side.
7. Embolden the word ‘Hobbiton’ (it is in the fourth paragraph).
8. Use margins of 2.5 cm on each side of page.
9. Change the source links size to 10. Use italic font style and align text to the right.

New Zealand - Auckland to Wellington

A vibrant city of harbours, beaches and islands, Auckland is known as the “City of Sails”. Catch a ferry to one of the islands dotted just offshore from the city. See more must do experiences in Auckland.

Waiheke is known for its vineyards, sandy white beaches and quirky galleries, while Rangitoto is a dormant volcano laced with spectacular walking tracks. Many of the islands are within a 40-minute ferry ride from downtown Auckland.

From Auckland, head south to Matamata - home to Hobbiton, where The Shire is brought to life. Visit the Hobbiton Movie Set Tour now.

Take a guided tour and experience this magical piece of Middle‑earth for yourself - all 44 Hobbit-holes have been rebuilt exactly as they appeared on film. Once you've worked up a thirst, stop for a handle of sobering thought ale at the Green Dragon Inn or Good George Brewery (where Hobbiton beverages come from).

Journey by car to Waitomo. Enjoy a guided tour of the world-famous Glowworm Caves, which includes a magical underground boat ride to view the millions of twinkling glowworms on the cavern roof. Continue driving over the forested Mamaku Ranges to reach the “Thermal City” of Rotorua.

Explore the Central Plateau and the Tongariro Alpine Crossing - often described as New Zealand's greatest day walk. Take in the stark volcanic landscapes and visit Mt Ngauruhoe which featured as 'Mt Doom' in the Lord of the Rings Trilogy.

Located at the southernmost tip of the North Island, Wellington is home to Weta Workshop and the Weta Cave. It's a city with a passion for art, coffee and fantastic food & wine. From here, take the Interislander Ferry to Picton.

https://www.newzealand.com/int/feature/the-ultimate-middle-earth-itinerary/