Step by Step for the Leonardo da Vinci document

1. Set title – Title
2. Set Sub title – Sub Title
3. Set headings – Heading One
4. Set Style set – Distinctive
   1. Demo the different styles along with the live preview
5. Set Front – Office Classic 2 (Arial Arial)
6. Demonstrate the different Font colors
7. Insert Clip Art (Search for da Vinci)
   1. Set picture format (drop shadow rectangle)
8. Demonstrate the text wrapping
9. Set text wrapping (Position top left with square text wrapping)
10. Copy the first sentence in the 3rd paragraph
11. Inter text box – Cubical
12. Paste the first sentence in the 3rd paragraph (Remember to merge formatting)
    1. Move the text box to the right side of the page
13. Select the table text at the bottom of the document
14. Insert a table and choose text to table
15. Set table shading – Light Shading Accent 1
16. Set Header – Pinstripes
    1. Set the year on the header
17. Set Footer – Pinstripes
    1. Set the authors name