**1.** Create an MS document name BEYOND, in your folder on the desktop.

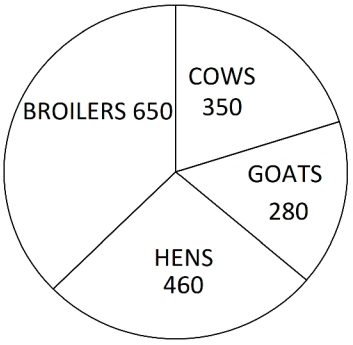
(a) Insert page numbers at the bottom center of the document, and your name on the bottom left. ***(01 mark)***

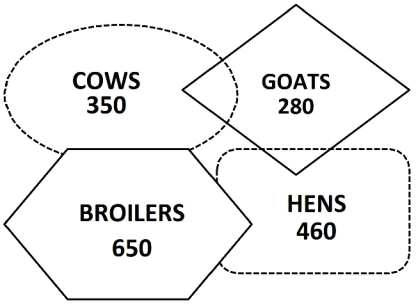
The following is info about the number of Farmer Magiri's animals:

***Goats – 350, Cows – 280, Sheep – 460, Broilers – 650***

(b) Represent the data in different graphical formats: (e.g. tabular, pie chart, shapes, word art, text box, smart art). Place each object on a different page. ***(09 marks)***

| MAGIRI'S ANIMALS | |
|---|---|
| **Animals** | **Quantity** |
| COWS | 350 |
| GOATS | 280 |
| HENS | 460 |
| BROILERS | 650 |




(c) Put appropriate captions/labels on each shape ***(01 mark)***

(d) On page three, below the shapes/smart art, type your name, and insert your email address or Facebook page as a hyperlink and change text direction in the table to vertical. ***(03 marks)***

(e) Change the paper size to A4, and landscape orientation ***(02 marks)***

(f) In the table explore inserting formulas, sorting, changing text direction. ***(02 marks)***

(g) Insert any equation and a symbolical formula of your choice. ***(02 Marks)***