

WORK 1 – Type the following passage and format it as per the instructions below

Virtual Learning Environment

Vision for a learning platform is a non-invasive, but pervasive system which extends students' learning from being tied to the classroom environment to provide opportunities to continue their learning as and when they are ready. The VLE is also referred to as Learning Management Systems (LMS), Course Management Systems (CMS), Learning Content Management Systems (LCMS), Managed Learning Systems (MLE), Learning Support Systems (LSS) and Learning Platform (LP) depending upon the range of support that it provides.

Type the highlighted text as bulleted list.

Formatting Instructions

For the Heading

- Align it Center and choose the style Title from Styles option

For the rest of the content:

- Font: Berlin Sans FB, Font-Size :13
- To mark the beginning of paragraph: give an indent of 1.15cm for the first line
- Line spacing : 1.5 lines
- Justify the Text
- Insert Header. Header should contain student name and student number
- Insert Footer with the date, time
- Change font-style as Italic for the word “non-invasive”
- Create a bibliography for Dillenbourg, Pierre. "Virtual learning environments". *EUN Conference 2000: Learning in the new millennium: Building new education strategies for schools*. And include a citation at the end of the paragraph and include it as bibliography at the end of the two works.
- Margins
 - Left: 1.25 cm
 - Right: 1.0 cm
 - top : 1 cm
 - bottom : 0.5 cm
- Page Border
 - color: Dark Blue, Text 2,Darker 50%
 - Width : 1 ½

WORK 2 - Design the following table and format as per the instructions given

For green highlighted words:
Text-color: Olive Green
Accent 3, Darker 50% Font-
Size:13, Align: center-center

For red highlighted words:
Text-color: Olive Green
Accent 3, Darker 25% Font-
Size:12, Align: center-center

Formatting

VLE Pros and Cons			
Advantages		Disadvantages	
Students	Staffs		
Easy online delivery of material	Easy online delivery of material	IPR and Copyright issues	
Flexible use by students	Flexible support for lecturers	Initial fixed cost of setting up & variable cost of maintenance of website	

Text-color: Red Accent 2,
Darker 25% Font-Size:14
Align: center-center

Instructions

- The highlighted words should be of font: Arial Unicode MS
- All the text within the table should be of Font: Arial Narrow, font-size: 11, font-color: Aqua, Accent5, lighter 40% except the highlighted words.
- All text should be positioned inside the cells(except column header cells) such that its both left aligned and centered
- use Merge and Split wherever necessary
- Table borders:
 - outer border: width – 1 ½ color: dark blue, text2, lighter 40%
 - inner lines: width: ¾ color: blue, Accent 1, lighter 40%