Word Task

The Word test includes a file called CAPM. Open it and complete the following tasks:

1. Change the style of the two headings to heading 1 and heading 2.
2. Insert a Word generated table to contents.
3. Insert a title page with words Capital Asset Pricing Model as a title and your name as a subtitle.
4. Insert page numbers excluding the title page.
5. Replace all mentions of capm with CAPM.
6. Create a caption relating to the graph and call it ‘FIGURE 1: CAPM’. Insert a list of figures immediately after the table of contents.
7. Replace the manually entered references and citations with the word generated list of references and citations.
8. In relation to S&P 500 Index, insert a footnote saying ‘Standard and Poor’s 500’.
9. On the title page, state the word count of the entire document.
10. Change font of text excluding the title page and headings to Ariel 12
11. Italicize all headings, and double space the main body of text.
12. Update the table of contents and list of figures.
13. Save the edited document as Word\_Test\_ lastname where “lastname” is replaced by **your own** last name. Submit the edited document by uploading to MyCourses.