

--	--	--	--	--	--	--	--	--	--

## 1. Textbook ordering

Textbook ordering is a multi-stage process in schools. We have prepared a form for the continuous recording of textbook ordering; a part of it is shown in the example.

1. File *9d.txt* contains the data of books recommended to students. Import these data into the word processor and prepare the document using these, based on the example. The picture showing the book can be found in the source directory as *konyv.gif*. Font type: Times New Roman or Nimbus Roman; default font size is 12 points.  
Save your work as *9d*.
2. Place the title, the picture, the student's name and class into the header.
3. The title is greater than the default font size by 2 points.
4. Format the student's data using paragraph modification and tabs.
5. In the part about support, the font size of the small letters is 8 points.
6. The column widths of the textbook table are: 3 cm; 5 cm; 1.5 cm; 2 cm; 1 cm; 1 cm; 3 cm. The font size is 10 points.
7. Modify the documents as follows.
8. Insert a page break at the end.
9. Copy the order in the example (the sentence starting with "I, the undersigned..."), the date and the signature leaving a spacing of 48 points before the paragraph to the new page. In the copied part modify the text from ordering in the given number to receiving: "...have received... for the given sum". Expand the text with the following sentence: "I will pay the payable sum within 8 days of receipt."
10. Copy the modified and expanded part with the date and the signature in two more copies (it is required for the settling of books arriving later). Leave a space of 48 points between the individual parts again.

**40 marks**

--	--	--	--	--	--	--	--	--	--

Example for the **Textbook ordering** exercise:



Textbook ordering for the academic year 2005/2006

Name: ..... Class: .....

Type of support (please underline to select):

- none
- state (with justification of right)
- individual (upon request, posterior judgment)

Recommended books:

Code	Title	Subject	Price	SS	Pcs	Date of receipt
MK 644-2759-4	Physics I.	Phy	1254 HUF	Y		
NT 10127/I	Geometrical Problems I.	Mat	792 HUF	Y		
CE 0002	Phys. Prob. for Sec. Schools	Phy	1200 HUF	Y		
CR 0003	Geographical Atlas	Geo	1690 HUF	N		
CR 0008	History Atlas	His	1690 HUF	Y		
KN 0010	Literature I.	Lit	660 HUF	Y		
KN 0011	Literature Text Coll. I.	Lit	1254 HUF	Y		
MS 2309	Mathematics 10.	Mat	1095 HUF	Y		
MS 2616	Chemistry 9.	Che	1040 HUF	Y		
NT 10163	Spanish Grammar	Spa	1380 HUF	Y		
NT 13103/1	Hungarian Language	Gra	398 HUF	Y		
NT 13104/1	History I.	His	939 HUF	Y		
NT 13112	Analysis of Works of Art	Art	1990 HUF	N		
NT 13135/I	Mathematical Problems I.	Mat	1160 HUF	N		
NT 13136	Sight and Representation	Art	1110 HUF	Y		
NT 13166	Spanish Language I.	Spa	1350 HUF	Y		
NT 15133/1	General Physical Geography	Geo	1070 HUF	Y		
NT 56440	Start neu Textbook	Ger	1250 HUF	Y		
NT 56440/M	Start neu Workbook	Ger	849 HUF	Y		

I, the undersigned, order the books selected above in the given number.

Date: .....

.....  
Parent's signature