

1. Begonia

Many people like nicely flowering indoor plants. Taking care of these is a rewarding task and many books help with it. The two pages shown in the example were created based on a book describing indoor plants. Create these two pages using a word processing program according to the example and the description. The text of the document can be found in file *szoveg.txt* (UTF-8 encoding). You should insert pictures *kep1.jpg* and *kep2.jpg* into the document.

1. Open file *szoveg.txt* in the word processor and save it as *begonia* in the default format of the word processor.
2. In the attached text some occurrences of the name of the begonia flower were misspelled as begoni. With the exception of the four Latin names, which were spelt correctly, replace each occurrence of the word “*begoni*” in such a way that instead of it the word “*begonia*” appears. (The plural of the word also appears in the text.)
3. The page size is A4, its orientation is portrait, the top and bottom margins are 2.3 cm, the left and right margins are 1.8 cm.
4. The default font type of the document should be Times New Roman (Nimbus Roman). The font sizes used in the main body of the text are 48, 16, 12 and 8 points (this latter is the size of the Roman numbers), in the header the font size is 10 points. The paragraphs should be aligned justified with the exception of the headings.
5. Format the header of the document (which contains the words “*Indoor plants*” and the page number) according to the example.
6. The main title is aligned centered, leave a spacing of 24 points (0.85 cm) before and 36 points (1.27 cm) after it.
7. On the first page, both the left and right indents of the text in the box should be 3 cm. The text should have a line spacing of 1.5 lines, the background should be light green and the text should be dark green. The part of the text shown in the example should be placed into the box and should be surrounded by a double-line frame of width 2 points. Leave a spacing of 48 points (1.69 cm) after the paragraph.
8. Below the text in the box, create the table of the legend, which should be aligned centered. It should be a table that contains 2 columns and 5 rows and has no borders; the 2nd and 4th rows should be empty. The column widths should be 2 cm and 4 cm, respectively. Set the background of the cells in the first column as follows: in the 1st row it is grey, in the 3rd row it is green, in the 5th row it is yellow. Type texts “*Dormant period*”, “*Growth period*”, “*Flowering period*” into the 1st, 3rd and 5th cells of the second column, respectively.

The exercise continues on the next page.

9. The second page contains the description of two begonia species in one table each. The characteristics of the upper table are:
- Contains 2 columns and 3 rows
 - The table ranges from margin to margin; the width of its first column is 7 cm.
 - The cells should be merged vertically in the first column.
 - The second row of the second column should be divided into 12 parts.
 - The table has no borders.
10. Insert picture *kep1.jpg* into the first column of the upper table. Reduce it proportionally to change its width to 6.5 cm; align it centered both horizontally and vertically.
11. The Latin name of the begonia species (BEGONIA SEMPERFLORENS) should be placed into the first cell of the second column with a font whose style is small caps, size is 12 points; it should be aligned centered horizontally. Leave a spacing of 12 points (0.42 cm) before and after it.
12. Type the numbers of the months with Roman numbers (I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII) into the 12 cells of equal width of the second row using a font size of 8 points. As this begonia species flowers throughout the year, colour the background of all 12 cells with the yellow colour used in the legend.
13. The 3rd cell should contain the short description of the flower. Format it according to the example. The spacing used should be 12 points (0.42 cm). At the temperature set the notation for degrees Celsius in the standard way (°C).
14. Create the lower table so that it differs from the upper one in only that the position of the two columns are swapped.
15. Place picture *kep2.jpg* into the right-side cell of the lower table, the left-side cells should contain the description of the species BEGONIA ELATIOR. The format of the picture and the text parts is completely identical with the format used in the upper table. The colouring of the cells containing the months is:
- I, XII: dormant period (grey);
 - II, III, IV, V, X, XI: growth period (green);
 - VI, VII, VIII, IX: flowering period (yellow).
16. Use hyphenation in the required places of the document.

40 marks

Example for the Begonia exercise:

1
Indoor plants

Begonias

Begonias evolved from the hybridisation of several species, this is the reason for the extraordinary abundance of forms. With the exception of the *Begonia semperflorens* and the *Begonia elatior* species they are characterised by a flat bulb-like structure, the tuber, the superterrestrial part of the plant develops from its buds. Their leaves are always symmetrical heart-shaped, their size characterises the species group. Their flowers shoot out from the axils, they blow in short-pedicelled clusters. The silky flowers blow in innumerable shades of shiny white, yellow, orange, pink and red. Prepare somewhat acidic, loose soil for planting. During blooming the plants should be fertilised every week.

Dormant period

Growth period

Flowering period

2
Indoor plants

BEGONIA SEMPERFLORENS



We meet this begonia type most often in flower beds as annuals. Their leaves are green or red, round, fragile and have a waxy surface. They bloom abundantly throughout the summer with white, pink and red flowers. They should be watered regularly and in summer be fertilized once a fortnight. The most beautiful stems can be potted before the first freeze. The stems of the begonia should be broken back at their third, after one week they can be put into a sunny place, into the lightest part of the flat again. They bloom on abundantly throughout the winter. Their propagation is done through seeding.

LIGHT REQUIREMENT: Should be put into a sunny, light place.

TEMPERATURE: Should not be smaller than 13 °C.

WATERING: In summer it should be watered regularly, in winter only moderately, should be fertilized once every three week.

HUMIDITY: It tolerates flats with drier air.

BEGONIA ELATIOR

This group of begonia is mainly comprised of annual plants. The nice, shiny green leaves embrace nice flowers of different shape. A flowering specimen of this begonia is available almost throughout the year. Under suitable care, it retains its flowers for long. It is a shrubby plant, its height can reach 30-40 cm. Its flowers resemble to roses, they bloom in a huge number of colours from dark red to pink, from yellow to white.

LIGHT REQUIREMENT: This begonia should be kept in a light place but should not be exposed to direct light.

TEMPERATURE: Normal room temperature is ideal, in summer it does not like the heat, in winter it should not be exposed to temperatures below 13 °C.

WATERING: This begonia has high water demand, its soil should always be kept uniformly wet.

HUMIDITY: It appreciates humid environment.

