Now use a button to find the next occurrence of [**course**].

Then use another button to replace it.

Now use a button to **Replace All** the rest of the occurrences of [**course**]. If you are asked if you would like to continue the check from the beginning, click on **Yes**.

Once Word has finished searching the document, click **OK**.

Then **Close** the Replace window.

<div align="center">*</div>

Use a button to **Print Preview** the document.

Now turn OFF the magnifying glass.

Then click anywhere on the page, to make sure that has worked. Your mouse symbol should now be and arrow.

Use the **Edit** menu to **Select All** the document.

Change the spacing by clicking **Format** from the menu.
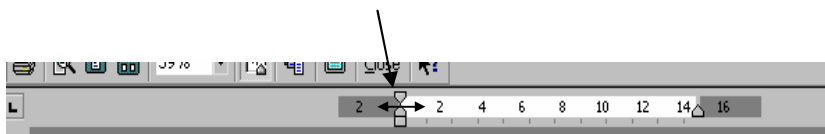
Click **Paragraph**

Then change the line spacing from single to **1.5 Lines**

Then click **OK**

Change the margins of the document.

If the rulers are not already displayed, use a button to view the rulers, (the button is just to the right of the **Zoom** control box, which shows a **%** box)

Then drag a line, in the ruler, to increase the width of the **Left Margin** to about **1.5 inches** or **4 cm**.

Use the ruler along the left-hand side to increase the top margin to about **2 inches** or **6.5 cm**