Objective 1

Bài 1:

The practice files for these tasks are located in the Objective1 practice file folder.

➤ Start Word, and do the following:

❑ From the Start screen, create a new document based on the built-in *Blank document* template:

❑ Save the document in the practice file folder as MyBlankDoc.docx.

❑ In the open document, display the New page of the Backstage view. Locate the online template for a fax cover sheet that uses the *Equity* theme.

❑ Create a document based on the *Fax Cover Sheet (Equity theme)* template. Save the document in the practice file folder as MyFaxCover.docx.

➤ In File Explorer, navigate to the practice file folder, and do the following:

❑ Create a new document based on the Word_1-1a document template.

❑ Save the document in the practice file folder as MySummerDoc.docx.

➤ In the new document, do the following:

❑ On the Open page of the Backstage view, navigate to the practice file folder and display only the text files in the folder.

❑ Open the Word_1-1b text file in Word.

❑ Select the text file title, *Nursery Rhymes*, and format it as bold.

❑ Save a copy of the file in the practice file folder as MyNurseryRhymes.docx to preserve the formatting

➤ Starting from File Explorer, do the following:

❑ Open the Word_1-1c PDF file in a PDF reading program (such as Microsoft Reader).

❑ Open the Word_1-1c PDF file in Word.

❑ Modify the PDF file in Word by deleting the *Technical Review* paragraph from the last page of the file.

❑ Save the modified file in the practice file folder as a document named MyPDF.docx.

➤ Close the open documents

Bài 2

➤ Open the Word_1-2 document, and then do the following:

❑ From the Navigation pane, locate all instances of to.

❑ Review the search results on the *Results* page of the Navigation pane.

❑ Modify the search term to locate all instances of toy. Move between the search results by using the navigation buttons on the *Results* page.

❑ Modify the search options to locate only instances of the capitalized word Toymakers, and then review the results.

❑ Perform an advanced search for all instances of Toy or toy, either capitalized or lowercase, that

have the *Heading 2* style applied.

➤ Display the table of contents, and then do the following:

❑ Insert a hyperlink from each of the six first-level headings in the table of contents to the corresponding heading in the document.

➤ Ctrl+click the hyperlink you inserted to move to the *Resources* section of the document, and do the following:

❑ In the first paragraph, insert a hyperlink from the URL *wingtiptoys.com* to the website at http://www.wingtiptoys.com. Change the display text of the hyperlink from *wingtiptoys.com* to the Wingtip Toys website and set the target frame to display the website in a new window.

❑ Verify that clicking the hyperlink displays the Microsoft website home page in your default browser.

➤ In the *Contact Us* section of the page, do the following:

❑ Insert a hyperlink from *sarah@wingtiptoys.com* that will create an email message addressed to you, with the subject MOS Study Guide message. Ensure that the display text remains arah@wingtiptoys.com.

❑ Ctrl+click the hyperlink to create the message, and then send the message to yourself.

❑ Select the name *Lola Jacobsen* and insert a bookmark named SalesManager.

❑ Attach a bookmark named DesignManager to the name *Sarah Jones*.

➤ Return to the beginning of the document, and then use the Go To function to do the following:

❑ Move between graphics in the document until you reach the end.

❑ Move from the last graphic to the top of page 3.

❑ Move from the top of page 3 to the *SalesManager* bookmark.

➤ Save the Word_1-2 document.

➤ Close the open documents

Bài 3

➤ Open the Word_1-3 document, and then do the following:

❑ Turn on automatic hyphenation and ensure that consecutive lines will not be hyphenated.

❑ Apply the *Facet* theme to the document.

❑ Change the color set to the *Red Orange* palette, and change the font set to *Corbel*.

❑ On page 2, add a *Facet (Even Page)* header and the *Circle, Right* page number in the right margin. Configure the header elements so they do not appear on the first page of the document.

❑ Add a diagonal watermark that displays the text Example Only to the page background. Format the text of the watermark as semitransparent 54-point orange (*Accent 4*) text. Apply the watermark and verify that it appears on all pages of the document.

❑ Apply the *Casual* style set to the document.

➤ Save the Word_1-3 document.

➤ Close the open documents.

Bài 4

➤ Open the Word_1-4 document, and do the following:

❑ Display the document content in Read Mode view, in wide columns.

❑ Display two pages of the document side by side in Print Layout view.

❑ Split the window, and display the document view in the upper split pane at 235% and the document view in the lower split pane at 45%.

❑ Close the lower split pane, and display the document at page width.

➤ Display the *Quick Access Toolbar* page of the Word Options dialog box, and do the following:

❑ Create a Quick Access Toolbar that appears only in this document.

❑ Add the *Format Painter* button, the *Shading* button, and the *More Shading Colors* button from the Home tab to the document-specific Quick Access Toolbar.

❑ Add the *Insert Comment* button and the *Accept* menu from the Review tab to the document-specific Quick Access Toolbar.

❑ Insert a separator between the three commands from the *Home* tab and the two commands from the *Review* tab.

➤ Display the *Customize Ribbon* page of the Word Options dialog box, and do the following:

❑ Display the *Developer* tab on the ribbon.

❑ Hide the *Mailings* tab.

❑ Create a custom tab named Favorites with a custom group named Colors. Assign a symbol of your choice to the group.

❑ Move the *Proofing* group of commands from the *Review* tab to your *Favorites* tab.

❑ Add the *Font Color* and *Text Highlight Color* buttons to the *Colors* group

➤ Close the *Word Options* dialog box, display the document properties, and do the following:

❑ Set the *Title* property to Simple Room Design and the *Subject* property to Room Planner.

❑ Assign the keywords (tags) redecorating, color, and style to the document.

❑ Add yourself as the only author.

❑ Add a custom property named Document Number with a value of 1001.

❑ Save the document and exit Word.

➤ Start Word without opening a document, and do the following:

❑ Verify that the ribbon displays the Developer tab.

❑ Verify that the ribbon does not display the Mailings tab.

❑ Verify that the Quick Access Toolbar is unchanged.

➤ Reopen the Word 1-4 document, and do the following:

❑ Verify that the document-specific Quick Access Toolbar appears in this document only.

❑ Remove the Favorites tab from the ribbon, and redisplay the Mailings tab. Hide the Developer tab if you don't use it. Do not reset the Quick Access Toolbar.

➤ Save the Word 1-4 document.

➤ Close the open documents.

Bài 5:

➤ Open the Word_1-5 document, review its content, and then do the following:

❑ Print only Section 1 of the document, with the scaling set to *2 Pages Per Sheet*.

❑ Save a copy of the document in the practice file folder as a PDF file named MyBookmarks that is optimized for online publishing and includes bookmarks to all the document headings.

❑ Save a copy of the document in the practice file folder as a file named MyCompatible that is compatible with Word 2002.

❑ Close the open documents, saving your changes if prompted to do so.

➤ From File Explorer, do the following:

❑ Open the *MyBookmarks* file in a PDF reading program (such as Microsoft Reader), display the bookmarks, and verify that clicking bookmarks moves to the corresponding headings.

❑ Open the *MyCompatible* document in Word 2016, ensure that *Compatibility Mode* appears in the title bar, and review the document to identify any changes resulting from the file compatibility downgrade.

➤ Close the open documents.