

Objective 4

Bài 1

- ▶ Open the Word_4-1 document. In the *About the Brothers Grimm* section, do the following:
 - Immediately after the name *Jacob*, insert an endnote that says Jacob Grimm lived from 1785-1863.
 - Immediately after the name *Wilhelm*, insert an endnote that says Wilhelm Grimm lived from 1786-1859.
 - After the name *Hanau*, insert a footnote that says Hanau is located near Frankfurt, in the German state of Hesse.
 - Modify the footnote location so that it appears immediately below the text on page 1.
 - Convert the two endnotes to footnotes, either individually or at the same time.
 - Change the footnote numbering format to the range of symbols.
 - Reposition the footnotes at the bottom of the page.
- ▶ Return to the beginning of the document and do the following:
 - Position the cursor at the end of the first paragraph after the *About the Brothers Grimm* heading.
 - Create a bibliography source placeholder with the name GrimmData.
 - Edit the placeholder to create a bibliography source that cites the online article at https://en.wikipedia.org/wiki/Brothers_Grimm. Use the *Document from Web Site* source type. Leave the author blank but complete the remaining required fields, using the current date.
 - Display the Source Manager and verify that the Current List contains the source you created.
- ▶ Locate the first graphic, and do the following:
 - Caption the graphic as Figure 1. Man sleeping under apple tree, with the caption below the graphic.
 - If text from the next paragraph comes between the graphic and the caption, select the caption container and move it upward so that it clears the text.
- ▶ Locate the second graphic, and do the following:
 - Caption the graphic as Figure 2. The fox, with the caption located above the graphic.
 - Resize the caption container to remove the extra white space that blocks the graphic.
- ▶ Locate the third graphic, and do the following:
 - Caption the graphic as Figure 3. Golden bird in a cage, with the caption above the graphic.
 - Widen the caption container to fit the entire caption on one line.
 - Resize the caption container to remove the extra white space that blocks the graphic.
- ▶ Save the document.
- ▶ Close the open documents.

Bài 2:

- ▶ Open the Word_4-2a document, and do the following:
 - ❑ In the blank paragraph after the title (*Office Procedures*), insert a table of contents that uses the built-in *Automatic Table 1* style. Take the necessary steps to ensure that the page numbers in the table of contents are correct after the TOC is inserted.
 - ❑ In the table of contents, note the page number of the last heading (*Shipping Quick Reference*). Ctrl+click the heading to move to that location in the document. Verify that the page number of the heading matches the page number in the table of contents.
 - ❑ Insert a cover page using the built-in style of your choice.
 - ❑ On the cover page, replace the *Document Title* property placeholder with Office Procedures. Then delete the title from the table of contents page.
 - ❑ Provide information for any of the other document properties on the cover page.
 - ❑ Verify that the page number to the right of the table of contents page is *Page 1* and the cover page is not assigned a page number.
 - ❑ Save the document.
- ▶ Open the Word_4-2b document, and perform the following tasks to change the document page count and heading locations:
 - ❑ Remove the cover page.
 - ❑ Change the page size of the whole document to 5.5" x 8.5", which might be named *Statement* or *Half Letter* depending on your printer. If this page size doesn't appear in your Size list, you can create it as a custom page size.
- ▶ Return to the beginning of the document, and do the following:
 - ❑ Update the table of contents.
 - ❑ Verify that the page number of the last heading in the table of contents matches the page number of the heading.
 - ❑ Save the document.
- ▶ Close the open documents

