

## 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](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

