

Objective 5

Bài 1

- ▶ Open the Word_5-1a document, and do the following:
 - Position the cursor in the blank, centered paragraph after the first paragraph of text
 - Insert the Word_5-1b picture from the practice file folder.
- ▶ Position the cursor at the beginning of the fourth paragraph of text (after the first quote), and do the following:
 - Insert an *Ion Quote (Dark)* text box in its default location.
 - From the beginning of the eighth paragraph of the document text, copy the sentence “And when the princess opened the door the frog came in, and slept upon her pillow as before, till the morning broke.”
 - In the text box, select the quote placeholder and replace it with the copied sentence, merging the formatting. Then delete the *[Cite your source here]* placeholder.
- ▶ Move to the end of the document and do the following:
 - Insert a *Scroll: Horizontal* shape (from the *Stars and Banners* category) of the default size.
 - In the shape, insert the text The End!
- ▶ Save the Word_5-1a document.
- ▶ Close the open documents.

Bài 2:

- ▶ Open the Word_5-2 document. On the first page, do the following:
 - Apply the *Metal Oval* picture style to the picture.
 - Resize the picture so that it is 2.5” wide and maintain the original aspect ratio.
 - Position the picture in the center of the page (using the *Middle Center* position), and set the text wrapping to *Tight*.
 - Delete the empty paragraph mark near the top of the picture.
 - Set the picture’s alt text title to The Princess and the alt text description to Photo of a young girl in a fancy blue dress.
- ▶ On the second page, do the following:
 - Set the position of the text box to *Top Right with Square Text Wrapping*.
- ▶ Move to the end of the document, and do the following:
 - Set the height of the scroll shape to 1” and the width to 3”.
 - Drag the shape to the horizontal center of the page, just after the end of the story.
 - Apply the *Moderate Effect – Teal, Accent 5* style to the shape.
 - Set the font size of the shape text to 24 points.
- ▶ Save the Word_5-2 document.
- ▶ Close the open documents.

Bài 3

► Open the Word_5-3 document, and do the following:

In the blank paragraph that follows the list, create a SmartArt graphic based on the *Basic Timeline* layout.

Copy or enter the list items into the Text pane of the SmartArt graphic. Remove any unused bullet points.

In the Text pane, at the beginning of the list, add a first-level entry for Princess loses ball in pond.

In the SmartArt graphic, to the right of the last shape, add a shape labeled The End!.

Demote “Promises to love frog” and “Breaks promise” to second-level items.

Change the layout of the SmartArt graphic to *Basic Bending Process*.

Change the color scheme of the SmartArt graphic to *Colorful Range –Accent Colors 5 to 6*.

Apply the *Moderate Effect* style to the SmartArt graphic.

► Save the Word_5-3 document.

► Close the open documents.