

Objective 3

Bài 1

► Open the Word_3-1 document, and do the following:

- ☐ In the *Consultation Request* section, convert the paragraphs that follow the heading into a page-width table with five equal-width columns.
- ☐ In the *Mileage* section, convert the tabbed list into a table that has two columns and six rows. Ensure that each column exactly fits its contents.
- ☐ Apply the *Grid Table 4 – Accent 1* built-in table style to the table. Configure the table style options to emphasize the header row and to have banded columns. (Clear all other check boxes.)
- ☐ In the *Consultation* section, convert the table to a tabbed list.
- ☐ In the blank paragraph below the *Estimate* heading, insert an empty table that is three columns wide and four rows high, with each column exactly 1.5” wide.
- ☐ Apply the *List Table 5 Dark – Accent 1* built-in table style to the table, with the default table style options.

► Save the Word_3-1 document.

► Close the open documents.

Bài 2

► Open the Word_3-2 document, and do the following:

- ☐ In the *Customer List* section, delete the *ID* column from the table.
- ☐ Perform a nested sort to sort the table in ascending order by *State*, then by *City*, and then by Last Name.
- ☐ Delete all rows that contain contacts located in *Boston, MA*.
- ☐ Add two blank columns to the right side of the table. In the header row, enter *Date* at the top of the first column and *Time* at the top of the second column.
- ☐ Add a blank row to the top of the table. In the table style options, turn off the *Header Row* formatting.
- ☐ In the blank row, merge the cells above the *Last Name*, *First Name*, *Address*, *City*, and *State* columns into one cell. Enter *Customer* in the merged cell.
- ☐ In the same row, merge the cells above the *Date* and *Time* columns. Enter *Appointment* in the merged cell.
- ☐ Select the top two rows of the table. Format the text as bold, and center the text horizontally and vertically within the cells.
- ☐ Change the width of the table to 100 Percent of the page width.
- ☐ Select the table rows that contain customer information. Set the height of the rows to 0.4” and the cell alignment to *Align Center Left*.
- ☐ Scroll to page 2 of the document, which now contains several rows of the table. Configure the table to repeat the *Customer/Appointment* header row at the top of the second page.

- Save the Word_3-2 document.

Bài 3

- In the Word 3-3 document, do the following:

- ☐ In the *Characters of a Hit Fantasy* section, format the four paragraphs as a bulleted list that uses the standard bullet character (•).

- ☐ In the sections titled *The Hero* and *The Teacher*, format the paragraphs as bulleted lists that uses a custom bullet symbol of your choice from the Wingdings font.

- ☐ In the *Plot Elements of a Hit Fantasy* section, format the three paragraphs as a bulleted list that uses the four-diamond character (❖).

- In the section titled *The Sequence of Events*, do the following:

- ☐ Format the four paragraphs below the heading as a numbered list that uses the *A. B. C.* number format.

- ☐ Paste a copy of the list into the last blank paragraph of the document, and restart the list numbering. Change the number format of the second list to the *1) 2) 3)* format.

- ☐ Immediately below the second list, paste another copy of the list, and change it to a second-level list.

- ☐ Change the second-level list to a bulleted list that uses the square bullet character (■).

- Save the Word_3-3 document.

- Close the open documents.