

## Objective 2

### Bài 1

The practice files for these tasks are located in the Objective2 practice file folder.

► Open the Word\_2-1a document and do the following:

- ☐ In the first paragraph, insert the registered trademark symbol (®) after the word *Microsoft*.
- ☐ Replace all instances of (*trademark*) in the document with the trademark symbol (™). Ensure that you replace only instances in which the word *trademark* is in parentheses, and no other version of the word.

► Open the Word\_2-1b presentation in PowerPoint and do the following:

- ☐ In the left pane, click the *Slide 4* thumbnail.
- ☐ Use any technique to copy Slide 4 to the Clipboard.

► Return to the Word\_2-1a document and do the following:

- ☐ Display the Clipboard pane and verify that the copied slide is the most recent item on the Clipboard.
- ☐ In the second paragraph, replace the text <link to slide here> with a linked copy of Slide 4, as a PowerPoint Slide Object.

- ☐ Save the document, but don't close it.

► In the Word\_2-1b presentation, with Slide 4 active, click the slide header and change *an expert* to *a superstar*.

► Save and close the Word 2-1b presentation.

► Return to the Word\_2-1a document and do the following:

- ☐ Update the link to the slide, and verify that the document displays the most recent slide content.
- ☐ Move to the end of the document, and append the contents of the Word\_2-1c document.
- ☐ Review the complete document content.

► Save the Word\_2-1a document.

► Close the open documents.

### Bài 2:

► Open the Word\_2-2 document, display the Navigation pane and the Styles pane, and do the following:

- ☐ From the Styles pane, select all paragraphs that are formatted as *Heading 3*.
- ☐ Apply the *Heading 2* style to the selected paragraphs.
- ☐ Apply the *Heading 1* style to the *Financial Summary* heading.
- ☐ Use the Format Painter to copy the style from the *Financial Summary* heading to the *Financial Statements* and *Statement Notes* headings.

► Move to the beginning of the document, and do the following:

- ☐ Set the paragraph spacing for the entire document to *Relaxed*.
- ☐ Immediately after the document title, select the text *A Brief Review of Our Finances* and format it as a WordArt object, using a built-in style of your choice.
- With the WordArt object selected, do the following.
  - ☐ Set the Text Fill color to *Brown, Text 2*.
  - ☐ Set the Text Outline color to *Orange, Accent 1*.
  - ☐ Set the Reflection effect to *Tight Reflection: Touching*.
  - ☐ Remove any Shadow, Glow, Bevel, or 3-D Rotation effects.
  - ☐ Apply the *Triangle: Down* transform (in the *Warp* category).
  - ☐ Set the width of the WordArt object to 4".
  - ☐ Set the text wrapping to *Top and Bottom*, and then center the WordArt object on the page, between the title and the *Financial Summary* heading.
- Save the Word\_2-2 document.
- Close the open documents.

### **Bài 3:**

- Open the Word\_2-3 document, and do the following:
  - ☐ On the first page, insert a page break before the *Process* heading.
  - ☐ In the *Pre-Plan Project* section, select the heading, the paragraph, and the list items. Format each of the selected paragraphs to stay on the same page as the paragraph that follows it, and to keep all the lines of the paragraph together.
  - ☐ Select the *Questions for Team Leaders* and *Questions for Department Reps* headings and the lists that follow them. Format the selection in two columns of equal width. Set the space between the columns to 0.3" and place a vertical line between the columns.
  - ☐ Insert a column break before the *Questions for Department Reps* heading so that each list is in its own column.
  - ☐ Near the end of the document, locate the *Carry out project* section. Create a separate document section that contains only the content of the *Carry out project* section, on its own page. For only this section, set the orientation to *Landscape* and all four margins to 2".
  - ☐ Preview the document on the Print page of the Backstage view to verify the changes.
- Save the Word\_2-3 document.
- Close the open documents