

CÂU HỎI ÔN TẬP MOS WORD 2019_ EXAM 3

Project1 (use Leadership Skills.docx)

- Task 1. Apply the lines (Stylish) style set to the document.
- Task 2. In the “Our Video Collection” section, convert paragraphs starting with “The art of delegating... The causes of the resignation” to a bulleted list. Use a custom bullet character, use the Segoe UI emoji font and character code "25B8". Align the bullets with the left page margin. (Do not change the hanging indent distance.
- Task 3. In the “Functional theory” section, insert a footnote to the right of the heading. Enter the footnote text “includes teaching, coaching, motivating”.
- Task 4. Display the Integral header on all pages of the document except page 1.
- Task 5. In the “Positive reinforcement” section, insert a light night symbol before the phrase “Positive reinforcement ...”. Use the Webdings font and character code “126” (the lightning bolt symbol).
- Task 6. Apply the Pencil Sketch artistic effect to the picture on the top of the document.
- Task 7. At the bottom of the first page, merge the cells in the first table row.
- Task 8. Change the text wrapping for the picture to Square.

Project2 (use Dinosaurs.docx)

- Task 1. Check the document for accessibility issue. Correct the table-related issue reported in the inspection results by using the first recommended action.
- Task 2. In the " Dinosaur Names" section, resize the table so that each column is 1.2” wide.
- Task 3. In the " Favorite Dinosaurs" section, insert a new placeholder citation with the name "Dinosaurs" at the end of the second paragraph after the heading.
- Task 4. Change the content display of the SmartArt graphic to list versions from 1 to 4, from left to right. Do not change the order of items on the text page.
- Task 5. Assign the alt text description "Process flow" to the SmartArt graphic. (Be sure to select the entire SmartArt graphic".
- Task 6. You work for Dinosaur Research. You are preparing while paper summary research about History on Havard university
In the file properties, add "Dinosaurs Research" as a category.
- Task 7. In the " A new product" section, copy the formatting of first paragraph and apply it to the second paragraph.
- Task 8. In the "Kids love dinosaurs" section, clear all formatting from the paragraph that starts " Parents and educators... species of dinosaurs)
- Task 9. Change the orientation of only page 3 to Landscape.

Project3 (use Our Mission.docx)

- Task 1. Find the word "designers" and delete it from the document.
- Task 2. Use a Word feature to replace all instances of " book" with "eBook ".

- Task 3. In the "Where to find us" section, convert the tab-delimited text to a two-column table, Accept the default AutoFit behavior.
- Task 4. In the blank paragraph below Table of content section, insert a table of contents. Use the Automatic Table 1 style.
- Task 5. In the "Where to find us" section, in the green text box, insert the text "Anytime Account Access."
- Task 6. In the "Editing Process" section, delete the comment that is attached to the text "visuals".
- Task 7. In the "Publishing" section, change the line spacing of the two paragraphs to exactly 12pt.
- Task 8. Apply the Intense Emphasis style to the paragraph after the "Our Mission designer" heading.
- Task 9. Configure the table below "Our specialisations" section so the first row automatically repeats as the header row at the top each page.

Project4 (use International Certificate.docx)

- Task 1. In the "MOS 2019" section, sort the table data by "Date" (Ascending) and then by "Score" (Descending).
- Task 2. In the "IC3 Certification" section, change the list level for "Internet Computing Core Certification - Global Standard 5" to Level 3.
- Task 3. In the "IC3 Certification" section, in the blank paragraph at the end of the page, use the 3D Models feature to insert the Glasses model from the 3D Objects folder. Position the model in Line with Text.
- Task 4. In the "IC3 Certification" section, apply the Pencil Sketch artistic effect to the certificate image.
- Task 5. Insert a Continuous section break at the beginning of the "MOS 2019" heading.
- Task 6. Configure the table so that the first row is automatically repeated at the top of each page as the header row.
- Task 7. In the "MOS Level" section, apply the Soft Round bevel shape effect to the SmartArt graphic. (Be sure to select the entire SmartArt graphic).
- Task 8. In the "IC3 Certification" section, change the text wrapping for the picture to Square.

Project5 (use Make perfect Muffins)

- Task 1. Set the line spacing 1.4 lines for the entire document.
- Task 2. In the "Best Sellers" section, continue the numbering of the list at the top of the second column, so the list items are numbered from 1 through 6.
- Task 3. In the "Mixture" section, Split the four paragraphs into two columns with column spacing of 0.4" (0.8 cm").
- Task 4. Set the paragraph options so that the heading "Weighing" and following text always be on the same page.
- Task 5. In the "Service" section, insert a new placeholder citation with the name "Signature1" at the end of the section after the phrase "Signature by:".

Task 6. In the "Cooking" section, resolve the comment.

Task 7. In the blank space at the bottom of page 3, insert a Horizontal Scroll shape that contains the text "Delicious!". Position the shape in the bottom center of the page, with square text wrapping. The exact size and position do not matter.

Task 8. Inspect the document and remove all headers, footers, and watermarks that are found. Do not remove other information.

Project6 (use Certificate .docx)

Task 1. Apply the Pencil Sketch artistic effect to the logo image, located at the top-right corner.

Task 2. Add a 3 pt Red, Accent 1 Box page border to the whole document.

Task 3. Edit the list by choosing a custom one. Use Segoe UI Emoji font and Character code "25B8" (the special RIGHT-POINTING BLACK TRIANGLE special character).

Task 4. In the file properties, add "bikes" as a category.

Task 5. Using a feature in Word, replace all occurrences of "community" with "connectivity".

Task 6. Add a hyperlink to the logo image that is linked to page <http://Certificate.com>

Task 7. Clear all the formatting from the phrase "awarded to".

Task 8. Save a copy of the document as a Word 2019 template named "Cert" that is compatible with the latest Word features and does not support macros. Save the template file in the default location.

Project7 (use Mos 2019)

Task 1. You are reviewing an event flyer for the owner of an IT training company
Modify the document to remove it from Compatibility Mode.

Task 2. In the document header, apply the text effect Fill: Black, Accent color 1; Shadow.

Task 3. In the "Author" section, change the text wrapping of the image to "Square".

Task 4. At the end of the document, locate the paragraph that begins with "Internal use refers to items for use in a project.". Add a bookmark named "Ico" at the beginning of the paragraph.

Task 5. Regenerate the table of contents to display only level 1 headings.

Task 6. Use a Word feature to replace all instances of "2016" with "2019".

Task 7. Convert all footnotes to endnotes.

Task 8. Save a copy of the document in your Document folder as a plain text file name "memo".

Task 9. Above "Related Books" section, in the blank paragraph insert a table that has 6 rows, 2 columns. In the first row, insert "No" in the left cell, and "Book" in the right cell. Then fit table to its contents

Project8 (Sử dụng tài liệu Mos Certification.docx)

Task 1. In the first paragraph below the heading "Overview", insert the footnote "Free resources" after the word "sources".

- Task 2. You work for an IT company. You are creating a newsletter that provides information about course costs
Modify the document page margins. Set top and bottom margins of "0.75" (1.9cm) and left and right margins of "0.5" (1.27 cm)".
- Task 3. Check if the document has accessibility issues. Correct the issues reported in the inspection results by performing the first recommended action.
- Task 4. In the "MOS Introduce" section, delete all formatting from the paragraph that begins with "MOS is the only justification".
- Task 5. Below List of topics section, In the first table set the cell spacing to "0.02 inches (0.05 cm)".
- Task 6. In the "MOS Version" section, resolve the comment.
- Task 7. On page 2, change the border color of the image to Blue, Accent 1, Darker 25%.
- Task 8. Accepting all insertions and deletions in the document, they reject all formatting changes.
- Task 9. In the "MOS Version" section start number list at "111".