

CÂU HỎI ÔN TẬP MOS WORD 2016_ENGLISH

Project1

- Task 1. At the bottom of the third page, sort the table by “Days” in descending order.
- Task 2. Make the headings of the “Time Schedule” table repeat on the following page.
- Task 3. On page 2, create a table from the text “From” to “W57”. Create the table that is separated by tabs and spreads across the width of the window.
- Task 4. On page 2, the right of “Microsoft SQL Server 2008”, insert a footnote “Express Edition”.
- Task 5. Under the heading “DEVELOPMENT PROCESS (Agile)” add a Basic Chevron Process diagram. From left to right, insert into the diagram, “Implementation”, “Integration and Testing”, “Verification”. Change the colors of the SmartArt in color range. Accent colors 3 to 4 and Change the style to Brick Scene effect.
- Task 6. Remove formatting of the sentence; “For the project we use several different types of communication tools...”.

Project2

- Task 1. Insert the contents of the file “About James.docx”, located in the **Practice Skill MOS Word 2016 Full** folder, before the title “Cause of water pollution” on page 2.
- Task 2. Apply the Bevel Rectangle effect to the image on page 1.
- Task 3. Move this image just below the title “James Salzman”.
- Task 4. Add the image “James Salzman.jpg”, located in **Practice Skill MOS Word 2016 Full** folder, above the horizontal line on page 2.
- Task 5. Rearrange the text in the SmartArt graphic so that “Global Warming” is the first point.

Project3

- Task 1. Set the line spacing for the entire document to double-spaced.
- Task 2. Change the formatting of text starting with “In the first place...” and end with “...swinging off branches.” With the intense Emphasis attribute.
- Task 3. Insert a header with the built in header type: Banded that will not be displayed on the first page.
- Task 4. Create a sign named “Copyright” before “2017”
- Task 5. Remove the picture background.

Project4

- Task 1. Add Next Page section break immediately before the heading “Soil and land pollution”
- Task 2. Adjust a page number of the type of accent bar 1 at the bottom of each page.

Task 3. Locate the list that follows the heading “Pathways of pollution” and change the numbering using capital letters (A, B, C) instead of numbers.

Task 4. Apply the Orange, Accent 1, Lighter 80% as the background color of the page.

Task 5. In the “Summary of Session” section, reconfigure the values ?? of the list to start from the number “71”.

Project5

Task 1. Highlight the text with Bright Green in the table row that starts with “9.40”.

Task 2. Format the title “Daily routine” as WordArt text box. Use the style Fill-Gold, Accent 3, Sharp Bevel.

Task 3. Use the Find and replace feature to replace all instances of “2018” with “2019”.

Task 4. Insert a sun shape at the end of the document with the text “The end.” Align this form at the bottom center of the page.

Task 5. Add the text “Children week 2018” to the subject property of this document.

Project6

Task 1. Using the Go To feature, go to the 3th heading and delete the first paragraph that follows this one.

Task 2. Add bullets to the indented list below “Types of outdoor movement”.

Task 3. Add a “Filigree” cover page. Delete the placeholder “[Company Address]”.

Task 4. In the cover page, set the spacing of “[Date]” and “[Company]” to Exactly 18pt.

Task 5. After the section break, change the orientation to landscape mode.

Task 6. Insert the contents of the file “Occupational descriptive.rtf” (located in **Practice Skill MOS Word 2016 Full** folder) at the end of the document.

Task 7. Inspect the document and remove any personal information you find.

Project7

Task 1. For the first table, add alternative text with the title as, “Overview”, and their description, “Creating Contexts for Learning and Development”.

Task 2. Insert a TRADEMARK SYMBOL deposited at the end of “Ashwell State”.

Task 3. Apply to the table “Weekly Plan” the style Grid Table 2 – Accent 1.

Task 4. Display the tab formatting symbols in the document. Be sure not to display any other formatting symbols.

Task 5. Inspect the document and remove any headers, footers, or watermarks that are found.

Project8

Task 1. Apply a shadow page border to the document with a width of 1pt and a color of Dark green, Accent 6, Darker 50%.

- Task 2. Set the text under the heading “information on how to celebrate the day” so that it wraps to the left of the photo.
- Task 3. Create a bookmark on the title “Become a partner”. Name this bookmark “Contact”.
- Task 4. On the last page, hyperlink the web address “www.aboriginalchildrensday.com.au”.
- Task 5. Change the format of the text “Director, Tasmanian Aboriginal Children Centre” in the page 2 to Strong.
- Task 6. Select the phrase “LITTLE PEOPLE BIG FUTURES” on the first page and move to the end document. Move the text but without the italic formatting.

Project9

- Task 1. Change the page margins to narrow.
- Task 2. Insert a Banded Quote in the bottom center of the cover page and insert the text, “Mos – Nguyen Mai”
- Task 3. Update the table of contents.
- Task 4. Select the first section of the text “Urban run-off...to the problems.” And modify the layout to put it on two columns with a spacing of 0.8cm.
- Task 5. On the last page, under the heading “7.4 Pathways of pollution”, turn 3 paragraphs into a list. Apply a custom bullet created from the image Check.jpg, located in the **Practice Skill MOS Word 2016 Full** folder.
- Task 6. Apply the “Line (Distinctive)” style to the document.

Project10

- Task 1. Apply the Photocopy Art effect to the image on the second page.
- Task 2. On the first page, change the color of the image’s border by selecting Dark Green, Accent 2, Lighter 40%.
- Task 3. Set the AutoCorrect function to replace “CU” with “Children University”.
- Task 4. Decrease the paragraphs “i” and “ii” one level. The resulting paragraphs should become “a.” and “b.”.
- Task 5. Under the heading “Next step” include the two paragraphs “Once approved...at your venue.” In the numbered list. Continue the existing number sequence.
- Task 6. On the last page insert a registered sign at the end of “Scotland”.
- Task 7. Put the text “Trust Scoland®” in bold and apply it a thick underline green, then put the size of the font to 14.