

Project 1

Bicycles

The bicycle sales and rental store Bellows Bicycle Barn has asked you to update their summer sales flier to help attract new customers.

Task 1: On **page 2** between the sections **Affordable Pricing** and **Contact Us**, insert the file **Bicycle_Pricing.xlsx** located in the **GmetrixTemplates** folder. (Accept all defaults)

1. On Page 2, place your cursor in the empty space between the sections Affordable Pricing and Contact Us.
2. Click the **INSERT** tab.
3. In the **Text** group, click **Object** and select **Object ...**
4. In the **Object** pop-up window, click the **Create from File** tab.
5. On the **Create from File** tab, click the **Browse** button.
6. Browse to the **GMetrixTemplates** folder and select **Bicycle_Pricing.xlsx** and click **Insert**.
7. In the **Object** pop-up window, click **OK**.

Task 2: Hyperlink the header **Bicycle Advantages** on **page 1** to the web page **<http://wikipedia.org/wiki/Bicycle>**.

1. In the middle of page 1, select the header text "**Bicycle Advantages**"
2. In the **INSERT** tab, in the **Links** group, click **Hyperlink**.
3. In the **Insert Hyperlink** pop-up box, change the following: **Link to:** Existing File or Web Page Address: **<http://wikipedia.org/wiki/Bicycle>**
4. Click **OK**. (Hint: If you have an Internet connection, you can test your link by holding your **CTRL** key while clicking your mouse to follow the link.)

Task 3: Insert a **Continuous Section Break** on page 2 just before the heading **Affordable Pricing**.

1. On page 2, place your cursor to the left of the heading **Affordable Pricing**.
2. Click the **LAYOUT** tab.
3. In the **Page Setup** group, click **Breaks**.
4. Below **Section Breaks**, click **Continuous**.

(Hint: You can check to see if the break has been added by going to the **HOME** tab, **Paragraph** group and clicking the **Show/Hide** button and then looking for **Section Break (Continuous)** at the bottom of page 1.)

Task 4: In the first list, replace the bullets for all of the points below the **Bicycle Advantages** heading with the graphic **Bike Rider.png** located in the **GMetrixTemplates** folder.

1. Select all of the text below the heading **Bicycle Advantages**, beginning with the text **Low maintenance...** and ending with **store**.
2. On the **HOME** tab, in the **Paragraph** group, click the **Bullets** down-arrow and select **Define New Bullet...**
3. In the **Define New Bullet** pop-up box, under **Bullet character**, click **Picture...**
4. In the **Insert Pictures** pop-up box, to the right of **From a file**, click **Browse** and locate the **GMetrixTemplates** folder. Select the file, **Bike Rider.png** and click **Insert**. Notice the sample of the new bullet displayed in the **Preview** window.
5. On the **Define New Bullet** pop-up box, click **OK**.

Task 5: Apply the **Soft Edge Rectangle** style to the photo at the bottom of **page 1**.

1. At the bottom of **Page 1**, click on the photo to select it.
2. Select the **PICTURE TOOLS FORMAT** tab.
3. In the **Picture Styles** group, select **Soft Edge Rectangle**.

Project 2

Networking

A school networking club provides fliers about computer networking basics to students. As a member of the club, you have been tasked with preparing a new flier about networking and common network types.

Task 1: After the **last paragraph**, insert the text from the file **WirelessNetworks.docx** located in the **GmetrixTemplates** folder. (Accept all defaults)

1. Place your cursor in the empty space below the last paragraph.
2. Click the **INSERT** tab.
3. In the **Text** group, click **Object** and select **Text from File ...**
4. Browse to the **GMetrixTemplates** folder and select **WirelessNetworks.docx** and click **Insert**.

Task 2: Modify the **whole document** so the **top and bottom margins** are **1.0"** (2.54 cm) and the **left and right margins** are **1.2"** (3.048 cm).

1. Click the **LAYOUT** tab.
2. In the **Page Setup** group, click **Margins**.
3. At the bottom of the **Margins** drop-down menu, select **Custom Margins ...**
4. In the **Page Setup** pop-up window, select the **Margins** tab, and configure the margins as follows:

Top: **1"** (2.54 cm) Bottom: **1"** (2.54 cm)

Left: **1.2"** (3.048 cm) Right: **1.2"** (3.048 cm)

Apply to: Whole document

5. Click **OK**.

Task 3: Apply the **Basic (Elegant)** style set to the document.

1. Click the **DESIGN** tab.
2. In the Document Formatting group, click More down-arrow located on the right side of the gallery.
3. Select the **Basic (Elegant)** style set.

Task 4: Apply a **Box border** around the **entire document** that is a **solid line, 1 1/2 pt wide, Automatic color**. (Accept all other defaults)

1. Click the **DESIGN** tab.
2. In the Page Background group, click Page Borders.
3. On the Borders and Shading pop-up window, ensure the Page Border tab is selected and configure the following:

Setting: Box

Style: Solid Line

Color: Automatic

Width: 1 1/2 pt

Apply to: Whole document

4. Click OK.

Task 5: Insert the **networking.jpg** photo, located in the **GmetrixTemplates** folder, to the left of the first paragraph. Apply **Tight text wrapping**.

1. Place your cursor before the first sentence, **A computer network...**

2. Click the **INSERT** tab.

3. In the **Illustrations** group, click **Pictures**,

4. Browse to the GmetrixTemplates folder and select **networking.jpg**. Click **Insert**.

5. To the right of the inserted photo, click the **Layout Options** icon. Beneath **With Text Wrapping** click **Tight**. Accept all other defaults.

Project 3

Ice Cream

A company you manage sells custom flavored ice cream. You are preparing an informational brochure promoting your business.

Task 1: Below the heading **Our Most Popular Flavors!**, sort the table alphabetically from A to Z.

1. Below the heading **"Our Most Popular Flavors!"**, select all of the rows in the table.

2. Click the **TABLE TOOLS LAYOUT** tab.

3. In the **Data** group, click **Sort**.

4. In the **Sort pop-up window**, in the **sort by** drop down ensure it says **column 1**. Accept the defaults.

5. Click **OK**.

Task 2: Below the heading **Key Clients**, convert the text **The Party People ... I Scream, U Scream** to a list with default bullets.

1. Below the heading **"Key Clients"**, select the text beginning with **The Party People** and ending with **I Scream, U Scream**.

2. Click the **HOME** tab.

3. In the **Paragraph** group, click the **Bullets** button.

Task 3: On the cover of the brochure, **draw a textbox** between the title, **Ice Cream Shop** and the **graphic**. Inside the textbox, type the text **We specialize in custom flavors!**

1. Place your cursor in the empty space below the title, **Ice Cream Shop**.

2. Click the **INSERT** tab.

3. In the **Text** group, click **Text Box**.

4. At the bottom of the **Built-in pop-up window**, select **Draw Text Box**. Using the cursor, draw a box big enough to hold the text
(Hint: approximately the length of the title, **Ice Cream Shop**)

5. Inside the box type the text, **We specialize in custom flavors!**

6. Click anywhere outside the textbox to deselect it.

Task 4: Apply the **Inner Shadow Effect, Inside: Top Left** to the **ice cream graphic** on the cover of the brochure.

1. Click on the graphic of the Ice Cream Cone to select it.
 2. On the PICTURE TOOLS FORMAT tab, in the Picture Styles group, click Picture Effects.
 3. Select Shadow and under the Inner section select Inside: Top Left.
- Task 5:** Apply the **Off Axis 1 Right 3-D Rotation Parallel** effect to the picture on the **second page**.
1. On the second page, click on the graphic of the Ice Cream Sundae to select it.
 2. On the PICTURE TOOLS FORMAT tab, in the Picture Styles group, click Picture Effects.
 3. In the Picture Effects drop-down menu, select 3-D Rotation. In the section Parallel, select Off Axis 1 Right.

Project 4

Rock Crawling

You are preparing a report on popular Rock Crawling sites located in nearby mountain regions.

Task 1: On **page 2**, bookmark the heading **Moab, Utah**. Name the bookmark **Moab**.

1. On page 2, place your cursor to the left of the heading, Moab, Utah.
2. On the INSERT tab, in the Links group, click Bookmark.
3. In the Bookmark pop-up box, in the top field type the name, Moab.
4. Click Add.

Task 2: **Simultaneously** replace all text, **climbing** with **crawling**.

1. On the HOME tab, in the Editing group, click Replace.
2. In the Find and Replace pop-up window, on the Replace tab, configure the following:

Find what: climbing

Replace with: crawling

3. Click Repace All (Hint: 2 replacements should have been made.) Click OK.
4. Click Close to exit the Find and Replace pop-up window.

Task 3: On the bottom of **page 2**, create a table from the text **Mountain Locations ... Depending on equipment**). Create the table with **2 columns**. (Accept all other defaults)

1. On page 2, select the text, Mountain Locations ... Depending on equipment).
2. On the INSERT tab, in the Tables group, click Table and select Convert Text to Table ...
3. In the Convert Text to Table pop-up window, configure the table size to:
Number of columns: 2
(Accept all other defaults)
4. Click OK.

Task 4: In **page 1**, change the bullets of the first list to a **solid circle** to match the other list.

1. Select all the first list, **Jeep and varients ... Mercedes Unimog**.
2. On the **HOME** tab, in the **Paragraph** group, click the **Bullets down-arrow**.
3. In the **Bullet Library**, select the **solid circle**.

Task 5: Add the cover page, **Integral**.

1. At the top of the first page, place your cursor above the heading, **Rock Crawling!**
2. On the **INSERT** tab, in the Pages group, click **Cover Page**.
3. Scroll down and select **Integral**.

Project 5

Fishing

Your family owns a small bait and tackle shop next to a lake popular for its fishing. You are preparing a quarterly newsletter for your fishing customers.

Task 1: Create 2 columns using the text **Fishing Derby a Success ... local fish enhancement**. Make the columns **2.85" (7.24 cm)** wide with spacing between the columns of **0.3" (0.76 cm)**. (Accept all other defaults)

1. Select the text beginning with the heading, Fishing Derby a Success, through the end of the third paragraph, ... local fish enhancement.
2. On the LAYOUT tab, in the Page Setup group, click Columns and select More Columns...
3. In the Columns pop-up box, change the following:

Number of columns: 2

Width: 2.85" (7.24 cm)

Spacing: 0.3" (0.76 cm)

Accept all other defaults.

4. Click OK.

Task 2: Apply the style **Grid Table 5 Dark - Accent 5** to the table on the **second page**.

1. On the second page, select the table by clicking the table selector in the upper-left corner of the table (the + symbol).
2. Select the TABLE TOOLS DESIGN tab.
3. In the Table Styles group, click the More drop-down arrow to open the gallery.
4. Select the Grid Table 5 Dark - Accent 5 style.

Task 3: Insert an endnote on the **second page** that reads, **Oregon fishing license required**. Reference the endnote from the last sentence in the first paragraph, "...fabulous all year!". Use the endnote number format: **1,2,3 ...**

1. On the second page, place your cursor to the right of the last sentence in the first paragraph, "...fabulous all year!""
2. Click the REFERENCES tab.
3. In the Footnotes group, click the Footnote & Endnote dialog box launcher located in the lower-right corner of the group.
4. In the Footnote and Endnote pop-up window, configure the following:
 - a. Below the Location section select Endnotes:
 - b. To the right of Endnotes: click the drop-down menu and select End of document.
 - c. Below the Format section, click the drop-down menu to change the Number format: to 1,2,3, ...(Accept all other defaults)

d. Click Insert.

5. In the Endnote type, Oregon fishing license required.

Task 4: On the **second page** below the **Plan a Trip** heading, enhance the graphic by applying **Colorful Range - Accent Colors 5 to 6**.

1. On the second page below the Plan a Trip heading, click the SmartArt graphic to select it.

2. Select the SMARTART TOOLS DESIGN tab.

3. In the SmartArt Styles group, click Change Colors.

4. Below the Colorful section, select Colorful Range - Accent Colors 5 to 6.

Task 5: Add the text, **Catch a Fish!** to the last shape of the graphic on the **second page**.

1. On the second page below the Plan a Trip heading, click inside the empty shape of the SmartArt.

2. Type the text, Catch a Fish!

3. Click anywhere outside the graphic to deselect it.

Project 6

FusionTomo

You have been tasked with updating the informational pamphlet that business-technology company FusionTomo sends out to prospective clients.

Task 1: Display the **paragraph marks** on the document.

1. On the HOME tab, in the Paragraph group, click the pilcrow (¶) symbol.

Task 2: Remove all of the **Document Properties** and **Personal Information** from the flyer. Leave all other hidden properties.

1. Select the FILE tab.

2. In the Info pane, click Check for Issues and select Inspect Document.

3. In the Document Inspector pop-up window, accept all defaults and click Inspect.

4. Next to Document Properties and Personal Information, click Remove All.

5. Click Close.

Task 3: Put the **quote** at the bottom of the last page from **Craig Stronin** into the **textbox** located below it.

1. At the bottom of the last page, select the text, Business is ... FusionTomo CEO (include the quotes).

2. On the HOME tab, in the Clipboard group, click Cut (scissors icon). (Hint: You can also use the short-cut key, CTRL+X)

3. Place your cursor inside the textbox.

4. In the Clipboard group, click Paste. (Hint: You can also use the short-cut key, CTRL+V).

Task 4: On the **first page**, apply the **Strong font style** to the four list items **Vision**, **Reliability**, **Adaptability**, and **Family**.

1. On the first page, hold down the CTRL key and select the four list items "Vision", "Reliability", "Adaptability", and "Family".

2. With the four list items selected, on the HOME tab, in the Styles group, click the More down-arrow to open the gallery.

3. Click Strong.

Task 5: On the **first page**, change the width of the table column **Purpose** to **1.8"**.

1. On the first page, select only the column in the table with the heading Purpose.
2. Select the TABLE TOOLS LAYOUT tab.
3. In the Cell Size group, change the Width to 1.8".

Project 7

Scuba

You own a small SCUBA diving concession in the Caribbean. You are creating a flyer to advertise your next dive class.

Task 1: Change the **Status** property of the document to **Draft**.

1. Select the FILE tab.
2. In the lower right corner of the Properties pane, click Show All Properties.
3. Insert your cursor in the Status property field and type, Draft.
4. Click anywhere outside the field to confirm it.

Task 2: In the endnote, replace the word **Section** with its **Special Character**.

1. In the endnote located at the bottom of the flyer, select the text "Section".
2. Click the INSERT tab.
3. In the Symbols group, click Symbols and at the bottom click More Symbols ...
4. In the Symbols pop-up window, select the Special Characters tab.
5. Select the Section character and click Insert.
6. Click Close.

Task 3: Increase the **font size** of the document one level.

1. Select the text in the entire document by triple-clicking in the left margin.
2. Click the HOME tab.
3. In the Font group, click the Increase Font Size icon once.

Task 4: Remove all formatting from the endnote **As per ... 101-12-37(b)**

1. At the bottom of the flyer, select the text in the endnote. (Hint: Select only the text, not the endnote reference symbol.)
2. Click the **HOME** tab.
3. In the Font group, click **Clear All Formatting**. (Hint: The icon looks like an eraser with an A behind it.)

Task 5:

Convert the text **Discover Scuba** to **WordArt Fill - Blue, Accent 1, Shadow**. Position the WordArt centered **above the photo**.

1. Select the text, Discover Scuba.
2. Click the INSERT tab.
3. In the Text group, click WordArt to open the gallery.
4. Select Fill - Blue, Accent 1, Shadow.
5. On the DRAWING TOOLS FORMAT tab, in the Arrange group, click Align and select Align Center.
6. Click anywhere outside the WordArt to deselect it.