

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)

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

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

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.

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

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)

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).

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

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)

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

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.

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

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!**

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

Task 5: Apply the **Off Axis 1 Right 3-D Rotation Parallel** effect to the picture on the **second page**.

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**.

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

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)

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

Task 5: Add the cover page, **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)

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

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 ...**

Task 4: On the **second page** below the **Plan a Trip** heading, enhance the graphic by applying **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**.

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.

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

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

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

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

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

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

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

Task 5:

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