

Object 1

Desktop Support

Task 1: Your technical school offers several computer courses. You are updating pages for their new course catalog.

Add a page number to the bottom of all pages in the Accent Bar 4 format.

1. Select the INSERT tab.
2. In the Header & Footer group, click Page Number.
3. From the Page Number drop-down menu, select Bottom of Page and click Accent Bar 4.
4. On the far right of the HEADER & FOOTER TOOLS DESIGN tab, click Close Header and Footer.

Task 2: Change the Subject property of the document to **Desktop Support**.

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 Subject property field and type, Desktop Support.
4. Click anywhere outside the field to confirm it.

Task 3: Display the paragraph marks on the document.

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

Task 4: Apply a yellow highlight to the heading **Pre-requisites**.

1. Select the heading, Pre-requisites.
2. On the HOME tab, in the Font group, click the Text Highlight Color down-arrow to open the menu.
3. Select Yellow.

Task 5: Add a table with three rows and four columns on the second page below the heading "Syllabus".

1. Click in the space between the headings, Syllabus and Course Length.
2. Select the INSERT tab.
3. In the Tables group, click Table and select Insert Table. Configure the following:
Number of columns: 4
Number of rows: 3

Accept all other defaults and click OK.

(Hint: As an alternate method, you could select the number of boxes representing column and rows using the mini-wizard.)

Object 2

Computer Care

A local computer reseller provides flyers on computer care to its customers. You work as a technician for this store and have been tasked to prepare a new flyer.

Task 1: Apply the Gallery theme to the document.

1. Select the DESIGN tab.
2. On the left side of the Document Formatting group, click Themes.
3. Click the Gallery theme.

Task 2: Remove the table functionality from the table containing the text **Webroot ... Kaspersky**. Retain the font formatting.

1. Click the table to select it and reveal the TABLE TOOLS contextual tabs.
2. Select the TABLE TOOLS LAYOUT tab. On the far right, in the Data group, click Convert to Text.
3. In the Convert Table to Text pop-up window, select Tabs.
4. Click OK.

Task 3: Change the numbered list below the heading "What is Regular Maintenance" to numbers 1 through 5.

1. Select the numbered list items 4 through 8.
2. On the HOME tab, in the Paragraph group, click the Numbering down-arrow and select Set Numbering Value...
3. In the Set Numbering Value pop-up, select Start new list and Set value to: 1
4. Click OK.

Task 4: Add a **Heart** shape with blue fill below the last line of text in the document.

1. Select the INSERT tab.
2. In the Illustrations group, click Shapes.
3. Below the Basic Shapes section, click the Heart shape.
4. Position your mouse device approximately centered below the last line of text in the document.
5. Click-drag to draw the heart shape.

6. On the DRAWING TOOLS FORMAT contextual tab, in the Shape Styles group, click Shape Fill and select Blue.

Task 5: Move the image at the top of the document so that it is aligned with the left margin and just below the heading **Computer Care**.

1. Click to select the image at the top of the document.

2. Using your mouse, click-drag the image right below the heading Computer Care to the left of the document against the margin.

(Hint: You will know the image is against the left margin when the vertical alignment guide displays. If you don't see the alignment guide, enable it by selecting the PICTURE TOOLS FORMAT tab and in the Arrange group click Align, then Use Alignment Guides).

3. Continue dragging the image until it is just below the heading, Computer Care.

(Hint: The three paragraphs of text should appear to the right of the image. The list beginning with ""Here are three basic things ..."" should appear below the image.)

Object 3

Games

A company you manage sells computer games. You are preparing a brochure promoting your store.

Task 1: Below the headings, **Our Mission Statement** and above the heading **Our Most Popular Games!**, insert the file **motto.docx** located in the GmetrixTemplates folder. (Accept all defaults)

1. In the sidebar, place your cursor in the empty space between the heading **Our Mission Statement** and the heading **Our Most Popular Games!**

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 **motto.docx** and click **Insert**.

Task 2: Add a Trade Mark Sign immediately after the heading, "Game Shop".

1. In the top right of the document, place your cursor immediately after the text, Game Shop.

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 Trademark character and click Insert.

6. Click Close. (Hint: You could also type the characters, (TM). Or, use the short-cut keys ALT+CTRL+T

Task 3: Merge all cells in the table **More of Our Most Popular Games!** into one cell.

1. Select all six rows in the table located in the lower right of the document.

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

3. In the Merge group, click Merge Cells.

Task 4: Convert the text below **More of Our Most Popular Games!** into a numbered list. Continue the numbering sequence from the list below **Our Most Popular Games!** located on the first page.

1. While holding down the CTRL key, select the five game names in the Our Most Popular Games! table and then select the five game names located in the More of Our Most Popular Games! table.

2. On the **HOME** tab, in the Paragraph group, click the Numbering icon to create a numbered list.

Task 5: Remove the background from the picture of the game controller, being careful not to crop off any part of the controller.

***Notice:** Due to updates in newer versions of Microsoft Office, one or more of the following steps may be different. Alternate steps are available at the end of the list.

1. Select the image of the game controller.

2. Select the **PICTURE TOOLS FORMAT** tab.

3. In the Adjust group, click Remove Background.

4. Using the resizing handles, gradually move the upper-left corner and the lower-right corner outward until no part of the controller is shaded pink.*

5. Click Keep Changes.

For Office 365:

4. Select the Mark Areas to Keep icon, then with that tool selected (your cursor will look like a pencil), left-click and hold to select the parts of the controller that are shaded pink until no part of the controller is shaded pink.*

Object 4

Preservation

You are preparing a report on popular Rock Art sites within the State of Utah.

Task 1: At the end of the document, insert the file **Preservation.docx** located in the GmetrixTemplates folder. (Accept all defaults)

1. Place your cursor at the end of the document immediately below the paragraph about **Sego Canyon**.
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 **Preservation.docx** and click **Insert**.

Task 2: Use the Go To feature to navigate to the Bookmark **sites** and delete both the heading and paragraph starting at **Where to find...**

1. On the HOME tab, in the Editing group, click Find and select Go To...
2. In the Go to what: window, scroll down and select Bookmark.
3. Beneath Enter bookmark name: click the down-arrow and select sites.
4. Click Go To.
5. Word will jump to the heading Where to Find Rock Art and the entire paragraph will be selected. Click Close, to exit the Go To tool.
6. Delete the paragraph using either the Backspace key, Delete key, or by clicking Cut on the HOME tab.

Task 3: Add a **Blank** footer with the text **UTAH TRAVEL INFORMATION**.

1. Select the INSERT tab.
2. In the Header & Footer group, click Footer and select Blank.
3. On the left side of the footer, select the **[Type here]** field and type, **UTAH TRAVEL INFORMATION**.
4. On the HEADER & FOOTER TOOLS DESIGN tab, click Close Header and Footer.

Task 4: Modify the citation by **Thor Christensen** so the year is **2012**.

1. Select the REFERENCES tab.
2. In the Citations & Bibliography group, click Manage Sources.
3. In the right window pane, select the citation by the author Christensen and then click Edit.
4. Change the year from 2015 to 2012.
5. Click OK.
6. If prompted, "Do you want to update both lists with these changes?" Click No.
7. Click Close.

Task 5: Add an Automatic Table 2 table of contents on the second page replacing the text "<Insert Table of Contents Here>".

1. On the second page select the text "<Insert Table of Contents Here>".
2. Click the REFERENCES tab.
3. In the Table of Contents group, click Table of Contents and select Automatic Table 2.

Object 5

Waterfall

You work for a small tourism center in an area famous for its waterfall. You are preparing a quarterly newsletter for hikers who visit the falls.

Task 1: At the bottom of the last page, bookmark the text **For more information**. Name the bookmark **Info**.

1. At the bottom of the last page, select the text, For more information.
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, Info
4. Click Add
5. Click anywhere outside the selected text to deselect it.

Task 2: Simultaneously replace all case versions of the text, **permit** with **license**.

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

Task 3: Change the width of the table column **Month** to **1.0"**.

1. On the second page, select only the column in the table with the heading Month.
2. Select the TABLE TOOLS LAYOUT tab.
3. In the Cell Size group, change the Width to 1.0".

Task 4: Insert the **Waterfall.jpg** photo, located in the Gmetrix Documents folder, to the right of the last paragraph of **New Trail Open**.

Apply Tight text wrapping and size the photo to **2.25"(5.715 cm)** wide and **4"(10.16 cm)** high.

1. Below the section **New Trail Open** place your cursor below the last paragraph.
2. Click the **INSERT** tab.
3. In the **Illustrations** group, click **Pictures**,
4. Browse to the GMetrixTempates folder and select **Waterfall.jpg**. Click **Insert**.
5. To the right of the inserted photo, click the **Layout Options** icon. Beneath **With Text Wrapping** click **Tight**.
6. With the image still selected, on the **PICTURE TOOLS FORMAT** tab, in the size group, change the **Shape Width: 2.25"(5.715 cm)** and **Shape Height: 4"(10.16 cm)**

Task 5: At the bottom of the last page above the sentence, **For more information ...**, add a **SmartArt Basic Process** with the size **6"** wide and **0.5"** high.

1. At the bottom of the last page, place your cursor in the empty space above the text, For more information.
2. Click the **INSERT** tab.
3. In the **Illustrations** group, click **SmartArt**.
4. In the Choose a SmartArt Graphic pop-up window, in the left pane select **Process**.
5. In the right pane, select **Basic Process**. Click **OK**.
6. Click on the border around the SmartArt graphic to select it and reveal the **SMARTART TOOLS** contextual tabs.
7. Click the **SMARTART TOOLS FORMAT** tab.
8. In the **Size** group, change **Height: 0.5"** and **Width: 6"**

Object 6

Landscaping

You work for a local tree nursery. You've been tasked to update an informational flyer for customers.

Task 1: Change the style of the list text **General Appearance**, **Trunk**, and **Crown** to **Heading 3**.

1. Hold down the CTRL key and simultaneously select the text, "General Appearance", "Trunk", and "Crown".
2. Click the **HOME** tab.
3. In the **Styles** group, click the **Heading 3** icon.

Task 2: Convert the document title, **Landscaping Made Easy** to **WordArt Fill - Olive Green, Accent 3, Sharp Bevel**.

1. At the top of the first page, select the text, Landscaping Made Easy.
2. Click the **INSERT** tab.
3. In the **Text** group, click **WordArt** to open the gallery.
4. Select **Fill - Olive Green, Accent 3, Sharp Bevel**.
5. Click anywhere outside the WordArt to deselect it.

Task 3: Below the heading, **Choosing a Tree**, starting with the heading **General Appearance ...** and ending with the text **... height of the tree.**, format all of the lists to 2 columns with a width **3.1"** and a line separating the columns.

1. Below the heading, **Choosing A Tree**, select all of the text before the paragraph that begins, "Once your yard is planted ..."
2. Click the **LAYOUT** tab.
3. In the **Page Setup** group, click **Columns** and select **More Columns ...**
4. In the **Columns** pop-up window, configure the columns as follows:
Number of columns: 2
Line between: enabled
Width: 3.1"
Spacing: 0.18"
5. Click **OK**

Task 4: Insert a Column Break just before the last bullet item, **Branches should not grow in clusters ...**

1. Place your cursor to the left of the last bullet text, Branches should not grow in clusters ...
2. Click the LAYOUT tab.
3. In the Page Setup group, click Breaks and beneath the Page Breaks section select Column.

Task 5: Add the alternative text title, **Office Hours** to the table in the document.

1. Click anywhere in the table to select it and display the TABLE TOOLS contextual tabs.
2. Select the TABLE TOOLS LAYOUT tab.
3. In the Table group, click Properties.
4. In the Table Properties pop-up window, select the Alt Text tab.
5. In the Title field type, Office Hours.
6. Click OK.

Object 7

ComputerCamp

You own computer training center. You are creating a flyer to advertise your next computer camp on Microsoft Office.

Task 1: Save the document in the **.pdf** file format with the name **Camp Flyer**.

1. Click the FILE tab.
2. In the left window pane, select Export.
3. In the right window pane, select Create PDF/XPS.
4. In the Filename field type, **Camp Flyer**. For File Type select **.pdf**
5. Click Publish.
6. Close the PDF window.

Task 2: Configure Word to replace future typed abbreviations, **UT** with **Utah**.

1. Click the FILE tab.
2. In the left window pane, select Options.
3. In the Word Options window, in the left window pane select Proofing.
4. Click the AutoCorrect Options... button.
5. On the AutoCorrect tab, configure the following:
Replace: UT With: Utah
6. Click OK. Click OK.

Task 3: Set the line spacing of the list to **1.0**.

1. Select the list text Date: Next Saturday thru Cost: \$15.
2. On the HOME tab, in the Paragraph group, click Line and Paragraph Spacing and select 1.0.

Task 4: Decrease the list level of the text **Date: Next Saturday ... Cost: \$15**.

1. Select the list text Date: Next Saturday thru Cost: \$15.
2. On the HOME tab, in the Paragraph group, click Decrease Indent.

Task 5: Add a Bevel, Relaxed Inset shape effect to the three shapes of the SmartArt graphic.

1. Click the border around the SmartArt graphic to select it.
2. Select the SMARTART TOOLS FORMAT tab.
3. In the Shape Styles group, click Shape Effects.
4. Select Bevel, then click Relaxed Inset.
5. Click anywhere outside the SmartArt to deselect it.