

Object 1

Desktop Support

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

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

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**.

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

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.

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

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

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

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**.

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)

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

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

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.

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.

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

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...**

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

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

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

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**.

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

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

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.

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**.

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

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.

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

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

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**.

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

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

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

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

