

Object 1

Dive Show Letter

You are an administrative assistant for an international SCUBA diving association. You are modifying a letter to be sent in response to inquiries about an upcoming Dive Show.

Task 1: Locate the file **Highlights.xlsx** in the GMetrixTemplates folder. Insert the contents of the file beneath the text, **Below are highlight sessions you will want to attend:**

Task 2: Hyperlink the email address located below the signature on the last page. Display the text **registration@diveshow.org** with the subject **Registration**.

Task 3: Navigate to the Bookmark **Taxi** and delete the entire line at that location.

Task 4: Change the page orientation of this document to **Portrait**.

Task 5: Change the theme of this document to **Integral**.

Task 6: Add the **Ion (Dark)** footer to the document.

Task 7: Configure Word to not print in the background.

Object 2

Utah Snow

You are a journalist writing a short article for a ski magazine featuring the snow in Utah. You are using Word 2016 to write your article.

Task 1: Apply the **Lines (Distinctive)** formatting style to the document.

Task 2: Add a page number to the bottom of all pages in the **Bold Numbers 3** format.

Task 3: Add the **watermark DRAFT 1** to all pages in the document.

Task 4: Replace all instances of the term **snowboarder** with **skier**.

Task 5: Add the text **Greatest Snow on Earth!** to the last shape of the SmartArt.

Object 3

Fudge Flyer

A shop you manage sells gourmet fudge. You are creating a flyer to promote your annual holiday sale.

Task 1: Configure Autocorrect to replace **lb.** with **pound**.

Task 2: Change the color of the first line of text, **Gourmet Fudge Sale**, to Orange, Accent 2.

Task 3: Apply a **6 pt** spacing before all paragraphs within this document.

Task 4: In the last sentence, apply a turquoise highlight to the term **free**.

Task 5: Beneath the last sentence, insert a **Down Ribbon** shape with the **Intense Effect - Orange, Accent 2** style. The height should be **1"** and width **3.5"**. Center the shape between the left and right margins..

Object 4

Computer Courses

You are the scheduling coordinator for a technical school that offers courses on Microsoft Office 2016. You are updating a flyer that lists the instructors and course schedule.

Task 1: Apply table style **Grid Table 2 - Accent 1** to the first table in the document.

Task 2: Change the Left and Right cell margins of the first table to **0.1"**

Task 3: On the first table, split the top row heading that contains **Course Instructor Name** into two separate columns **Course** and **Instructor Name**.

Task 4: Split the first table between the rows

containing **OneNote** and **Outlook**. Move the new table

containing **Outlook ... Martinez, Adam** to the right of the original table.

Task 5: Configure the table located below the **Schedule** heading, so the table column headings repeat onto the next page.

Object 5

Taco Trucks

You and a partner own several Taco Trucks. You are using Microsoft Word 2016 to modify the menu.

Task 1: Move the sentence **Independently Owned and Operated** and position it at the bottom of the menu in the space between the last green line and **Hours of Operation: 11:00AM to 6:00PM**.

Task 2: At the bottom of the page, remove all formatting from the sentence, **Hours of Operation: 11:00AM to 6:00PM** then center it again.

Task 3: Change the margins beneath the **Section Break** to **Wide**. Do not change the margins above the **Section Break**.

Task 4: Beneath the **DRINKS** heading, format the four paragraphs **Mexican Coke (it's just better) - \$2.50 ...Fountain Drinks / Iced Tea - \$2.25** as a list with the default bullet.

Task 5: Change the default bullet in the first list **The Big**

Beef ... Quesadillas to a picture bullet based on **taco-300x270.png** in the **GMetrixTemplates** folder.

Object 6

Reforestation

You operate a small nursery that assists with reforestation of public lands. You are using Word 2016 to edit instructions about planting tree seedlings.

Task 1: Apply the **Heading 1** style to the text **Five Steps:** located above the numbered list.

Task 2: Create a citation for the website **Reforestation, Nurseries, and Genetics Resources** authored by the **USDA Forest Service** and located at **<http://www.rngr.net>**.

Task 3: Insert a **Figure 1 - Hoedad** caption below the photo. Add **Square** Wrapping to the caption.

Task 4: At the bottom of the page, add a **Continuous Cycle** diagram with a Height: **3"** and a Width: **6"**. Change the color of the smart art to **Colored**

Outline - Accent 2. Cut the steps of the numbered list and paste them into the shapes of the diagram without any list formatting.

Object 7

Family Orchard

Your family is planting a small orchard and you are using Word 2016 to list photos and descriptions of the trees.

Task 1: Apply the **Preset 1** effect to the photo of the **Honeycrisp** apple.

Task 2: Apply a **3 pt Light Green** border to the **Black Tartarian** cherry photo.

Task 3: Apply a **Bevel Rectangle** style to the photo of the peach.

Task 4: Apply a **Tight** text wrap to the plum photo.