

Microsoft Word 2016 Core Validate Exercise

Instructions:

In this project, you will apply your skills to create a document about starting a band and, discusses the Beatles. The required resources will be provided to you to complete this document.

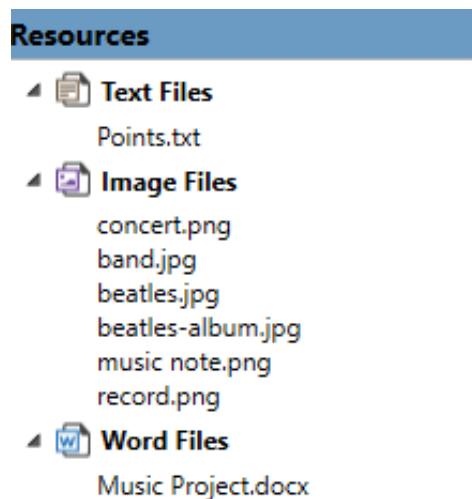
It is very important that you read and adhere to the following instructions. In the **ResourceFiles** folder you will find the required files to create your final document. When you finish the project, the document must have eight pages with text, two tables, SmartArt and images, among other elements.

Use the list of tasks as a checklist, so you can check off those elements that you've already performed, and avoid missing any.

This Validate Exercise contains **22 tasks**.

The maximum time to complete the project is **50 minutes**.

Note: Accept the defaults in all cases unless otherwise specified in the instructions.



Task 1. Open and save a document

- 1 Open **Music Project.docx** from *Documents\Jasperactive\ResourceFiles*.
- 2 Save it as **My Music Project** in *Documents\Jasperactive\MyProjects*.

Task 2. Create a SmartArt diagram

- 1 Create a blank page at the beginning of the document.
- 2 Type: **Starting a Band** as the title for the diagram. Apply the Heading 1 style to the text.
- 3 Insert a SmartArt diagram using a **Basic Bending Process** diagram (Process category, eighth row, third option).
- 4 Double-click to open the **Points.txt** file from the Resources pane below, and copy the text. Close the text file.
- 5 Paste the text into the text pane for the SmartArt diagram.
- 6 Delete any extra bullet points.

Task 3. Modify a SmartArt diagram

- 1 Change the color of the diagram to **Colorful Range - Accent Colors 4 to 5**.
- 2 Apply a **Polished** style.
- 3 Set the text fill for all boxes to be **Automatic**, and apply a **Glow: 5 point; Gray, Accent color 3** effect (first row, third option) for the text.
- 4 Resize the diagram to be **7" (17.8 cm)** in height and **7" (17.8 cm)** in width.

Task 4. Edit text

- 1 Move to page 2, and edit the first sentence so that it begins with the word "Twenty".
- 2 Change the period at the end of the sentence to a colon.

Task 5. Add a footnote

- 1 Add a footnote at the end of the first paragraph on page 2 while setting the footnote numbering to **Continuous**.

The footnote should read: **Information obtained from www.wikiHow.com**.

Task 6. Manipulate text

- 1 For the twenty numbered points on page 2, change the hanging indent to **0.3" (0.8cm)**.
- 2 Increase the line spacing of the numbered steps and the bullets to **1.15**.
- 3 Move the Additional Tips topic to the next page and apply the **Heading 2** style to the title.

Task 7. Insert and modify page numbers

- 1 Add page numbers to the footer at the bottom right of every page in the report using the **Accent Bar 4** style.
- 2 Set the footer margin to **0.3" (0.8 cm)**.
- 3 In the footer, select the entire line and change the color to **Green, Accent 6**.
- 4 Select only the page number and add bold. Also make the page number two sizes larger than the current size.

Task 8. Insert pictures

- 1 Click at the beginning of step 7 in the list of twenty steps and, from the *Documents\Jasperactive\ResourceFiles* folder, insert the band.jpg image.
- 2 Keep the size as is but change the wrap text style to Square; then set the picture so the right side of the picture is at the right margin and apply the Center Shadow Rectangle style.
- 3 Add the following Alt text for this picture: **[Description]**.
- 4 Insert the concert.png image, from the *Documents\Jasperactive\ResourceFiles* folder, at the bottom of the Additional Tips list. Center the picture and set the height at **2.0" (5 cm)**.
- 5 Add the following Alt text for this picture: **Clipart of people at a concert.**

Task 9. Create or modify bulleted lists

- 1 Move to The Beatles heading on page 4 by using the Find tool.
- 2 Apply solid square bullets to each of the band's members. Decrease the left indent so that the bullets appear at the **0.25" (0.6 cm)** mark.
- 3 Apply custom bullets to each of the record labels using the **record.png** image in the *Documents\Jasperactive\ResourceFiles* folder. Decrease the left indent so that the bullets appear at the **0.25" (0.6 cm)** mark.

Task 10. Apply columns

- 1 Select the text starting at **Studio Albums** and ending at **Let It Be (1970)**. Apply a 2 column format to the selection.
- 2 Adjust the column text so that the Original UK LPs heading appears at the top of the second column.

Task 11. Change the orientation

- 1 Insert a next page section break before the **#1 Hits/Year** heading.
- 2 Insert another next page section break at the beginning of the **Movies** heading.
- 3 Change the orientation only for the page containing the **#1 Hits/Year** heading and table to Landscape.

Task 12. Modify a Table

- 1 Drag the right border of the table so it aligns with the right margin and apply the **List Table 4 – Accent 1** table style (List area, fourth row, first option).
- 2 Distribute the columns evenly and sort the **1962** column in descending order.
- 3 Set the entire table to have **0.03" (0.8 cm)** spacing for the top and bottom cell margins.
- 4 Set the table options so that header rows are repeated.

Task 13. Insert a table

- 1 Press ENTER at the blank line below the table.
- 2 Insert a table with 8 columns and 2 rows.
- 3 In the first cell of the table, type: **1962**, press TAB and type **1963**. Continue entering the years across until **1969** (last cell in first row).
- 4 With the entire table selected, change the width of the columns to be **AutoFit Contents**.

5 Enter the data as listed in the following:

1962 1
1963 6
1964 13
1965 6
1966 7
1967 5
1968 3
1969 4

6 Center the numbers and then bold the column headings

7 Insert a row at the top of the table, merge it to add the title: **#1 Hits from 1962 to 1969**. Center the title.

8 Change the font size for the entire table to be **12pt**.

Task 14. Insert hyperlinks

1 Move to page 7 and add the following information beneath the Sources of Information heading (press TAB after entering the colon):

Web site: www.thebeatles.com

Facebook page: www.facebook.com/thebeatles

Twitter account: @thebeatles, @PaulMcCartney, @ringostarmusic

iTunes: <http://bit.ly/aXzDm8>

Record label web site: www.capitalrecords.com

www.emimusicpub.com

www.swanrecords.com

www.vee-jay.net

www.unitedartists.com

www.applerecords.com

2 Select all text. Indent the text on the left by **0.5"** and set a left indent at **2.5"** for the hyperlinks.

Task 15. Apply a theme

1 Use the Replace tool to replace the **History** heading on page 6 with the heading text **Biography**.

2 Apply the **Berlin** theme to the document.

3 Change the colors for the theme to **Red Orange**.

4 Apply the **Shaded** document style set to the document.

5 Apply a very light gray color for the pages

Task 16. Check formatting

- 1 Change the spacing before the **Original UK LPS** heading to **24pt** to align the two column headings.
- 2 Change the style for any blank lines with a shaded box to **Normal**.
- 3 Return to the large table and remove any paragraph spacing that was applied with the theme. Repeat for the small table.
- 4 Scroll through the document and delete any blank pages.
- 5 Change the color of the SmartArt diagram to another choice, if desired.

Task 17. Insert and modify pictures

- 1 Move to page 4 and at the right of the **Paul McCartney** list item, insert the **beatles.jpg** file.
- 2 Size the image to **0.7" (1.8 cm)** in height with a square wrap text style. Move the picture approximately **1" (2.5 cm)** to the right of the points.
- 3 Add the following Alt text for this picture: **beatles**
- 4 Insert the **beatles-album.jpg** on a blank line at the end of the Original UK LPS column.
- 5 Resize the image to **1.2" (3 cm)** in height.
- 6 Remove the white background and apply the **Marker – Artistic Effect** to the image.

Task 18. Correct spelling errors

- 1 Add the **Print Preview & Print** tool to the Quick Access toolbar.
- 2 Check the document for spelling and grammar. Make the necessary corrections.
- 3 Display all formatting symbols and inspect your document for any unnecessary formatting and then hide all formatting symbols.

Task 19. Create a title page

- 1 Go to the beginning of the document.
- 2 Insert a cover page using the **Integral** style.
- 3 Type: **Music Project** as the document title.
- 4 Type: **The Beatles** as the document subtitle.
- 5 For the Abstract, type the following: **This report provides general information on how to start your own band, and then provides a brief history of the Beatles.**
- 6 Type: **Music Essentials 101** for the course title.
- 7 From the *Documents/Jasperactive/ResourceFiles* folder, insert the **music note.jpg** in the place of the landscape picture and apply the **Gold, 5 pt glow, Accent color 2** effect to the picture.
- 8 Change the picture height to **2.5" (6.4 cm)** and **center** the picture.

Task 20. Adding properties

- 1 Add the following properties:

Title: Music Project
Subject: Starting a band, The Beatles
Author: Your name
Manager: Teacher's Name
Keywords: music, Beatles, project, band

Task 21. Add captions

- 1 Go to page 4 where the report on the Beatles begins and select the first picture.
- 2 Add a caption to the picture with these settings:
Caption text: - The Band Members
Location: Below figure
- 3 Resize the picture and the caption so both items fit within the Members area.
- 4 Select the picture at the bottom of the second column in the Discography area.
- 5 Add the following caption for Figure 2, Caption text: - **The Beatles c. 1970**
- 6 Change the Zoom to **100%** and switch to the **Draft View**.

Task 22. Save a document as

- 1 Check the document to remove any hidden properties. Keep all other items.
- 2 Check for accessibility and compatibility issues and note the number of items that still require information from you before you distribute this document.
- 3 Insert a table of contents after the cover page using the **Automatic Table 2** style.
- 4 Save My Music Project document again, ensuring it is being saved in the *Documents\Jasperactive\MyProjects* folder.
- 5 Save My Music Project document as a PDF for distribution to others in the *Documents\Jasperactive\MyProjects* folder.

– THE END –

Good luck at your MOS certification exam!

From YH high school ICT Teachers