

# MOS Word 2016 - Simulation

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## Project-1

- ❖ Task 1  
Add the alternative text title, "Comparison" to the table in the document.
- ❖ Task 2  
Apply table style Grid Table 4 - Accent 1 to the table in the document.
- ❖ Task 3  
Add a Registered Sign at the end of the title in the first page.
- ❖ Task 4  
Remove all personal information from the document.

## Project-2

- ❖ Task 1  
Change the line spacing to 1.5 lines for the entire document.
- ❖ Task 2  
Copy the text "Focused Explanation" and paste it after text "Go to..."
- ❖ Task 3  
Apply the Heading 2 style to the text "Focused Explanation" that is located below the text "Go to..."
- ❖ Task 4  
Add the Integral header with the title "ETHERNET STANDARDS".
- ❖ Task 5  
Add a bookmark named "Media" to the heading "Media Connectors" in the second page.

## Project-3

- ❖ Task 1  
Apply a Turquoise text highlight to the text string "Are you okay, Sparky?" in the first page.
- ❖ Task 2  
Apply the WordArt style Fill – Aqua, Accent 1, Shadow to the text "Alternative Health Newsletter" located at the top of the document.
- ❖ Task 3  
Use a Word feature to replace each of text "poison" with "toxin".
- ❖ Task 4  
Add an Up Ribbon shape with the text "Newsletter". Place the shape to the bottom center with square text wrapping.

#### Project-4

- ❖ Task 1  
Add the contents of the file *Fast Ethernet.docx* in the Documents folder below the heading "Fast Ethernet" in second page.
- ❖ Task 2  
Apply the Circle Bevel picture effect to the image in the first page.
- ❖ Task 3  
Move the image to just above the heading "Focused Explanation" in the first page.
- ❖ Task 4  
Add the image *Workstation.jpg* from the Pictures folder above the heading "Gigabit Ethernet" in the page 2.
- ❖ Task 5  
Rearrange the text in the SmartArt graphic at the end of the document so that "OUTPUT" is on the rightmost.

#### Project-5

- ❖ Task 1  
Use the Go To feature to navigate to the bookmark "Garlic" and delete the paragraph at that location.
- ❖ Task 2  
Under the "Dr. Randy Wilson" heading, format the four lines of text starting with "2 cups of...garlic cloves" as a numbered list that has a parenthesis after the number.
- ❖ Task 3  
Add a Grid cover page.
- ❖ Task 4  
On the page after the section break, change the page orientation to landscape.
- ❖ Task 5  
Add the contents of the file *Q&A.docx* in the Documents folder to the last page in the document.

#### Project-6

- ❖ Task 1  
Add a SmartArt Vertical Curved List below the heading "Focused Explanation" at the end of the document. Add the text "Ethernet" to the first list.
- ❖ Task 2  
Add a table with two rows and three columns after the first paragraph below the "10 Mbps Ethernet" heading.

- ❖ Task 3  
Merge all cells in the top row of the table below the "Gigabit Ethernet" heading into one cell.
- ❖ Task 4  
In the table below the "Gigabit Ethernet" heading, adjust the column width so that all columns are the same width.
- ❖ Task 5  
Add a Status of "Requires review" to the document properties.
- ❖ Task 6  
Modify the citation source to change the Year to "2001".
- ❖ Task 7  
View only the tab and space formatting symbols.

### Project-7

- ❖ Task 1  
Add a Page Break immediately before the heading "Dr. Randy Wilson"
- ❖ Task 2  
Add a page number to the bottom of each page in the Brackets 2 format.
- ❖ Task 3  
Change the bulleted list in second page to Picture bullets based on *Check.jpg* in the Pictures folder.
- ❖ Task 4  
Add the watermark DO NOT COPY 1 to all pages.
- ❖ Task 5  
On the second numbered list that begins with "1. Body aches", modify the list to start numbering at "5".