

**PRACTICE PURPOSE ONLY**  
**DO NOT COUNT TOWARDS FINAL MARK**

## APPLIED TECHNOLOGIES

### Word Practice Test




1. Download the **StartFile**
2. Save the file to the NMU home drive or storage drive on home computer
3. Any extra data files you may need can be found the Moodle course site
4. Once you have completed all the instructions, upload (submit) the file on the SMARK website
5. Carry out the following instructions and save your work regularly. This is your responsibility. No extra time for work lost.

	Instructions	Mark	
1.	Change the document's page orientation to <i>Portrait</i>	1	
2.	Change the paper size to A4 for this document	1	
3.	Apply the <i>Facet</i> theme to your document	1	
4.	Change the following page margins for the document: <ul style="list-style-type: none"><li>• LEFT : 1 cm and</li><li>• RIGHT : 1 cm</li><li>• TOP : 1.2 cm</li><li>• BOTTOM : 0.8 cm</li></ul>	4	
5.	Format the entire document with the following: <ul style="list-style-type: none"><li>• Font Name : <i>Arial</i></li><li>• Font Size : <i>14</i></li></ul>	1 1	
6.	Find the paragraph that reads "XXXX" <ul style="list-style-type: none"><li>• Delete <b>ONLY</b> this paragraph</li><li>• There should not be any paragraph lines directly before the title heading that reads "Future Ships"</li></ul>	1	

	Instructions	Mark	
7.	<p>Go to the title heading that reads “Future Ships”</p> <ul style="list-style-type: none"> <li>• Insert a page break directly before this title heading</li> </ul> <p>Do the following to this heading:</p> <ul style="list-style-type: none"> <li>• Apply the <i>Title</i> Style</li> <li>• <i>Center</i> Align the heading</li> <li>• Change the Font Color to <i>Purple</i></li> <li>• <i>Thick</i> Underline this heading</li> </ul>	1	
8.	<p>Move to the blank line between the Heading Title that reads “Future Ships” and the first paragraph. Do the following on this blank line:</p> <ul style="list-style-type: none"> <li>• Insert the Picture <b>vindskip</b> from Moodle (Word THUMBNAIL, click on the link that reads <b>Additional files for Practice Test</b>)</li> <li>• Picture Size: <ul style="list-style-type: none"> <li>○ Height: 1.90"</li> <li>○ Width: 1.97"</li> </ul> <p><u><b>Tip:</b> Type the measurement unit “ with the numbers if your program’s measurement unit is in centimeters</u></p> </li> <li>• Apply the <i>Position in Top Right with Square Text Wrapping</i> to the Picture</li> <li>• Change the Artistic Effect of the Picture to <i>Glow Diffused</i></li> <li>• Apply the Picture Style – <i>Soft Edge Rectangle</i></li> <li>• Apply Color – Recolor – <i>Sepia</i> to the Picture</li> </ul>	1	
9.	<p>Insert a blank Header and do the following:</p> <ul style="list-style-type: none"> <li>• Type: <b>Digital Literacy Student Number</b> e.g. <i>Digital Literacy 218906030</i></li> </ul>	2	
10.	<p>Insert a page number at the bottom of the page as follows:</p> <ul style="list-style-type: none"> <li>• Style: <i>Plain Number 3</i></li> </ul>	1	
11.	<p>Go to the paragraph that reads “Last month in San Diego ... coast of Scotland”</p> <p>Format the paragraph as follows:</p> <ul style="list-style-type: none"> <li>• Text Effect: Glow – Glow Variations – <i>Brown, 5pt glow, Accent Color 6</i></li> </ul>	1	

	Instructions	Mark													
12.	<p>Go to the heading that reads “Grand Ideas”</p> <ul style="list-style-type: none"><li>Format this heading as follows:<ul style="list-style-type: none"><li>Apply the Heading 1 Style</li><li>Bold and Italicize the heading</li></ul></li><li>Use the format painter to copy and apply to<ul style="list-style-type: none"><li><i>Captain Free</i></li><li><i>Types of ships</i></li></ul></li></ul>	3													
		2													
13.	<p>Find the heading that reads “Grand Ideas”. On the second blank line directly BELOW this heading do the following:</p> <ul style="list-style-type: none"><li>Create a 3 Columns by 4 Rows Table</li><li>Enter the following text into the table as seen BELOW:</li></ul> <table><tr><td>Navigation Apps</td><td></td><td></td></tr><tr><td>iNavX</td><td>\$49.99</td><td>iOS</td></tr><tr><td>Garmin BlueChart Mobile</td><td>Free</td><td>iOS</td></tr><tr><td>Transas iSailor</td><td>Free</td><td>iOS</td></tr></table> <ul style="list-style-type: none"><li>Merge the cells in the first row</li><li>Apply a <i>Grid Table 4 - Accent 4</i> from the Table Style</li></ul>	Navigation Apps			iNavX	\$49.99	iOS	Garmin BlueChart Mobile	Free	iOS	Transas iSailor	Free	iOS	1	
Navigation Apps															
iNavX	\$49.99	iOS													
Garmin BlueChart Mobile	Free	iOS													
Transas iSailor	Free	iOS													
		2													
		1													
		1													
14.	<p>Find the paragraph that reads “Twenty First Century ... Grand Ideas” of this document. Do a spelling and grammar check ON THIS PARAGRAPH ONLY.</p>	1													
15.	<p>Find the paragraph that reads “Wartsila believes ... moving from A to B.”</p> <ul style="list-style-type: none"><li>Set the Line Spacing – 2 for this paragraph.</li></ul>	1													
16.	<p>Go to the paragraph that reads “Shipping is a ... in many years.”</p> <ul style="list-style-type: none"><li>Shade this paragraph using: <i>Gray-25%, Background 2</i></li></ul> <p>Format the paragraph as follows:</p> <ul style="list-style-type: none"><li>Font Color : <i>Red, Accent 5, Lighter 60%</i></li></ul>	1													
		1													
17.	<p>Find the three paragraphs that read, “Will ship designs ... convinced it has potential.”</p> <ul style="list-style-type: none"><li>Set the following indentation to these paragraphs:<ul style="list-style-type: none"><li>Left : <i>1.5 cm</i></li><li>Right : <i>1.5 cm</i></li></ul></li></ul> <p><b><u>Tip: Type the measurement unit <i>cm</i> with the numbers if your program's measurement unit is in inches</u></b></p>	2													

	Instructions	Mark	
18.	Find the paragraph that reads “He says: ... along coastlines.” Do the following to this paragraph: <ul style="list-style-type: none"> <li>• Set a <i>BOX</i> border</li> <li>• Border Color : <i>Red, Accent 5</i></li> <li>• Border Width : <i>3 pt</i></li> </ul>	1 1 1	
19.	Find the paragraph that reads “In fact ... Kongsberg, of Norway.” <ul style="list-style-type: none"> <li>• Highlight the words <b>autonomous vessels</b> with <i>Bright Green</i> in this paragraph.</li> </ul>	2	
20.	Find the word <b>miles</b> and replace it with <b>kilometers</b> throughout the entire document	1	
21.	Go to the paragraph that reads “A recent report ... areas of shipping.” <ul style="list-style-type: none"> <li>• Set the spacing for this paragraph BEFORE to 12pt and AFTER to 24pt</li> </ul>	2	
22.	Find the paragraph that reads “Regardless of ... impact on our planet.” <ul style="list-style-type: none"> <li>• <i>Dotted Underline</i> the words <b>might it be human or robot</b> in this paragraph.</li> </ul>	1	
23.	Go to the heading that reads “Types of ships”. Apply a custom bullet to the five items list found BELOW this heading using the following settings: <ul style="list-style-type: none"> <li>• Bullet Character Symbol:  (<i>Webdings – character code 74</i>)</li> <li>• Bullet Size: <i>20</i></li> <li>• Bullet Font Color: <i>Dark Red</i></li> </ul>	1 1	
24.	Find the paragraph that reads “Copyright Ships”. <ul style="list-style-type: none"> <li>• Press ENTER directly after the end of this paragraph.</li> <li>• Do the following directly BELOW this paragraph on the blank line:</li> <li>• Type: <b>End of Practice Assessment</b></li> </ul>	2	

**PRACTICE PURPOSE ONLY**  
**DO NOT COUNT TOWARDS FINAL MARK**