# **EX16\_WD\_CH01\_GRADER\_CAP\_AS - Cake Recipe 1.4**

## **Project Description:**

In the following project, you will work with a recipe, modifying the wording, checking spelling, changing margins, and inserting symbols. The recipe was originally created in an earlier version of Word, so you will convert it to Word 2016.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Download and open the file named *EX16\_WD\_CH01\_GRADER\_CAP\_AS.doc*. | 0 |
| 2 | The document was created in an earlier version of Word. Convert the document to the Office 2016 format. Save the file, changing the file name to **EX16\_WD\_CH01\_GRADER\_CAP\_AS\_LastFirst**. | 0 |
| 3 | Check the document for spelling and grammatical errors. The word *Braeburn* is not misspelled. The word *whish* should be *whisk*. The word *appples* should be *apples*. | 9 |
| 4 | Identify a synonym for the word *Sprinkle* in the last sentence of the document. Insert the word *Dust* in place of *Sprinkle*. | 8 |
| 5 | Change the word *dark* to **light** in the third ingredient line, so that the ingredient is *light brown sugar*. Add **1 teaspoon apple pie spice** between *2 teaspoons ground cinnamon* and *1 teaspoon baking soda*. | 9 |
| 6 | Change the top and bottom margins to 1.2”. | 9 |
| 7 | Remove the dash following the number *10* in the first numbered line of the recipe directions, and insert a Nonbreaking Hyphen instead. | 10 |
| 8 | Place the insertion point after the word *cranberries* in the ingredients list and insert a raised asterisk symbol (character code **002A**), located in the (normal text) font. Insert the same symbol after the word *raisins* on the next line. | 10 |
| 9 | Place the insertion point after the number *350* in the first numbered line of the recipe directions (before the period). Insert a degree symbol (character code **00B0**). | 8 |
| 10 | Press CTRL+END to move to the end of the document and press ENTER twice. Insert a raised asterisk symbol (character code **002A** in the normal text group) and then type **1 cup cranberries or 1 cup raisins may be used instead of ½ cup each, if desired.** (Include the period.) | 8 |
| 11 | Change the left and right margins to 0.5”. | 9 |
| 12 | Insert a custom diagonal text watermark, with the text **Sample** shown in Dark Red. | 12 |
| 13 | Open Advanced Properties. Add **Cake, Apple, Recipe** to the Keywords. Change the Author to **Liu Zhang**. Accept the changes. | 8 |
| 14 | Save the document and exit Word. Submit the file as directed. | 0 |

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| **Total Points** | **100** |