Pre-Test for CRU Word Camp

Recommended Time: 10 minutes. (Time taken by the instructor: 3:17.31)

1: Work directly in this document. Follow the instructions closely. You might have to edit the instructions based on the instructions. Don’t get confused yet.

2: Change paragraph labeled with “1:” so the font becomes TH SarabunPSK or TH Sarabun New or Sarabun. Set the size to 20 points.

3: Write your name in the header. Don’t change the font.

4: Write your university name in the footer. Don’t change the font.

5: Create a bullet list of your three favorite animals below this line.

(Delete this sentence and do your work for Instruction 5 here.)

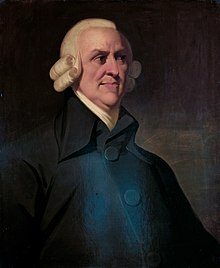
6: Change the following paragraph to “intense quote” style.

คุณธรรมและเมตตาธรรมเท่านั้น จึงไร้ผู้ต่อต้าน

7: Change the STYLE of the text above, modifying the font (for all scripts) to TH SarabunPSK or TH Sarabun New or Sarabun. Set the size to 18 points. Don’t change anything else.

8: Get online, find a picture of a cat, and paste it below this line. Place it “in line with text”.

(Delete this sentence and do your work for Instruction 8 here.)

9: Modify the cat picture so that the height is 4.00 cm. If the image is still wider than the paper, set the width to 15 cm.

10: Create a SmartArt that represents “PDCA” (Plan Do Check Act) below this line. You don’t have to write anything else.

(Delete this sentence and do your work for Instruction 10 here.)

11: Break the page before this instruction, making “10:” the last line of the first page.

12: See the portrait? Move it to the top right of the second page if not already. Do not resize or modify it.

13: Create a caption for the given portrait. The text should say “Adam Smith”. Don’t change the font.

14: Properly cite the following text by inserting a Citation at the end of the sentence, replacing the parenthesis given. The reference is already provided in the Citations & Bibliography system.

The concept was said by Adam Smith in one of his most prominent works, “it is not from the benevolence of the butcher, the brewer, or the baker, that we expect our dinner, but from their regard to their own interest” ().

15: Justify all text.

16: How many instances of “font” (this included) are in the document? Answer: \_\_\_\_

17: The quote below Instruction 6 has moved. Apply the Intense Quote style to it again.

18: In the following table, replicate the equations shown using MS Word Equation system.

|  |  |
| --- | --- |
| **Match This** | **Work Here** |
|  |  |
|  |  |

19: Apply a table style to the table above so it looks like the table below.



20: Insert the bibliography below this line.