

OBJECTIVE 1

“Create and Manage Documents”

Task 1 – Open a non-native file using Ms. Word

Open “Word_1-2.docx”
Use Ms. Word 2019 installed on your computer to open it
Remember, do not use any short cut key !

Task 2 – Create and save a new Word Document

Create a new Blank Document
Save it using “Word Documents (.docx)” type
File Name : “name (space) Exercise 1”

Task 3 – Copy and Paste text

Copy and paste all the text inside “Word_1-2.txt”
Paste the text to “name (space) Exercise 1.docx” document
Save the document

Task 4 – Find and format certain word in a document

Add highlight to the word “Bamboo”
Apply to all related words
Highlight colour: Gray-25%

Task 5 – Insert hyperlink to the text

Insert a hyperlink
To the text “sarah@wingtiptoys.com”
Link to : Email address
E-mail address : “sarah@wingtiptoys.com”

Task 6 – Insert bookmark

Insert bookmark
Apply to “Keeping Bugs at Bay” heading in the 2 nd page
Bookmark name : “Keeping_Bugs_at_Bay”

Task 7 – Manage Paper size and margins

Set the paper size and margins
Apply to the whole document
Paper size : A4
Margins : top 2 cm, bottom 2 cm, left 3 cm, and right 2,5 cm

Task 8 – Format columns

Format columns to the text
Apply to the first paragraph only
Columns : Three columns
Space between columns : 1,5cm

Task 9 – Apply Theme

Apply theme to the document	
Apply to the whole document	
Theme	: Facet
Theme Colors	: Red Orange
Font Set	: Corbel

Task 10 – Insert header

Insert header to the document	
Odd page and even page must use different header and ensure that the header does not appear on the first page	
Even page	: Facet (Even Page) header
Odd page	: Facet (Odd Page) header

Task 11 – Insert Watermark

Insert Text Watermark to the document	
Display the phrase “Example Only” to the page background	
Font	: Arial
Size	: 36pt
Color	: Red, Accent 1, Lighter 60% (semitransparent)
Layout	: Diagonal

Task 12 – Insert and format page numbers

Add and format page numbers to the document	
Place the page number in the page margin area	
Page number	: “Circle”
Format Page Numbers	: uppercase Roman numerals

Task 13 – Modify Styles

Add and format page layout to the document	
Apply to the second paragraph only : one columns	
The Other paragraph, Except : two columns	

Task 14 – Modify Styles

Modify Title Styles	
Apply to this document only	
Formatting	: Bold, 18pt,
Format text	: All Caps

Task 15 – Modify Styles

Modify Heading 1 Styles	
Apply to the second paragraph only	
Format text:	
- Spacing after	: 10pt
- Line Spacing	: 1.5 lines

Task 16 – Changing Document Views

Change the page movement
Apply to document : Page movement Side to side

Task 17 – Zoom the document view

Zoom the document
Apply to document
Zoom: 100%

Task 18 – Setting the document property

Add a document property
Title : “All about Bamboo”
Subject : “bamboo”

Task 19 – Setting the document property

Add a document property
Author : (your name)
Keywords : “bamboo”

Task 20 - Save file as word

File name : **“name (space) Exercise 1”**
File type : **Word document**

