

OBJECTIVE 5 & 6
PRACTICE TASKS
“Insert and format graphic elements & Manage document collaboration”

Task 1 (5%)

Open the Word_5-1 document and do the following
<ul style="list-style-type: none">Position the cursor in the blank, centered paragraph after the title and first paragraph of textInsert the Word_5-1 picture from the practice file folder
On the second page, do the following:
<ul style="list-style-type: none">Position the cursor at the beginning of the first blue quoteInsert the “Frog” picture from the online picture.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- **Add Comment at first paragraph**

Task 2 (10%)

Position the cursor at the beginning of the paragraph that begins “Then the king said,” and then do the following:
<ul style="list-style-type: none">Insert an Ion Quote (Dark) text box in its default location Drag the text box to the beginning of the anchor paragraphFrom the beginning of the eighth paragraph that follows the third blue quote, copy the sentence “And when the princess opened the door the frog came in, and slept upon her pillow as before, till the morning broke.” In the text box, select the quote placeholder and replace it with the copied sentence, merging the formatting. Then delete the [Cite your source here] placeholder
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- **Add Comment at text box**

Task 3 (10%)

Near the end of the document, position the cursor at the beginning of the paragraph that begins “The young princess,” and then do the following:
<ul style="list-style-type: none">Insert a Basic Process SmartArt graphic Resize the SmartArt canvas to 1" (inch) high and 6.5" (inch) wide
Position the cursor in the blank paragraph at the end of the document, and then do the following:
<ul style="list-style-type: none">Insert a Scroll: Vertical shape (from the Stars and Banners category) at its default size
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- **Add Comment**
- **Add section break – next page**
- **Insert – object – text from ... (next file)**

Task 4 (10%)

Open the Word_5-2 document.
On the first page, select the picture, and then do the following:
<ul style="list-style-type: none">Remove the background from the picture, leaving only the princess. Apply the Compound Frame, Black picture style to the picture.Resize the picture so that it is 2.5" (inch) wide and maintains the original aspect ratio Apply the Cutout artistic effect to the picture
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment

Task 5 (10%)

On the second page, select the 3D model of the frog, and then do the following:
<ul style="list-style-type: none">Rotate the 3D model to show it from different viewpoints. Apply the Above Front Left view to the model
<ul style="list-style-type: none">Zoom the model within the existing canvas until the frog’s nose touches the right edge of the canvas. Move the zoomed model on the canvas so the frog’s head and its front and back left feet are visible. Use the arrow keys to move the canvas so it doesn’t interfere with the blue quote above or below it.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment

Task 6 – (5%)

On the last page, select the SmartArt graphic, and then do the following:
<ul style="list-style-type: none">Change the colors of the graphic to Colorful Range – Accent Colors 5 to 6 Change the style of the graphic to Moderate Effect
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- Add Comment
- Add section break – next page
- Insert – object – text from ... (next file)

Task 7 – (5%)

Open the Word_5-3 document.
Move to the end of the document, and do the following:
<ul style="list-style-type: none">In the vertical scroll shape, insert the text The End! Set the font size of the shape text to 24 points. Align the shape text with the middle of the shape
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- Add Comment

Task 8 – (10%)

Select the SmartArt graphic, and do the following:
<ul style="list-style-type: none">Between the shapes labeled Sleeps three nights and Prince , add a shape labeled Transforms!
<ul style="list-style-type: none">Demote “Eats from her plate” and “Sleeps three nights” to second-level entries. Change the graphic layout from Continuous Block Process to Sub-Step Process
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- Add Comment
- Add section break – next page
- Insert – object – text from ... (next file)

Task 9 – (10%)

Open the Word_5-4 document.
On the first page, select the photo, and then do the following:
<ul style="list-style-type: none">Position the picture in the center of the page (using the Middle Center position) and then set the text wrapping to Tight .
<ul style="list-style-type: none">Open the Alt Text pane and enter Photo of a girl in a fancy blue dress as the description.
a. Maksud Soal:
b. Langkah-langkah:

c. Hasil:

- Add Comment

Task 10 – (10%)

On the second page, select the shape, and then do the following:
<ul style="list-style-type: none"> Rotate the shape to a position of 330°. Mark the shape as decorative.
Select the 3D frog model, and then do the following:
<ul style="list-style-type: none"> Set the text wrapping of the 3D model to Tight
Enter the alt text description Frog
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- Add Comment
- Add section break – next page
- Insert – object – text from ... (next file)

Task 11 – (15%)

Open the Word_6-1 document and display it in Print Layout view
<ul style="list-style-type: none"> Click the Next Comment button to move to the first comment shown in the document, which is attached to the word competitors . Delete the comment.
<ul style="list-style-type: none"> Move to the second comment, which is attached to the word Adequate in the Service column of the table. Point to the word in the table to display a ScreenTip that contains the name of the person who inserted the comment and the date and time the comment was inserted. Notice that the ScreenTip displays more information than the comment bubble
<ul style="list-style-type: none"> Click the Reply button in the second comment bubble. In the reply box, enter Please provide details . Move to the next comment, which is attached to the phrase some good . Resolve the comment.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- don't add comments (task 11)

Task 12 – WRITTEN ASSIGNMENT

Open the Word_6-2 document and display it in Print Layout view.
<ul style="list-style-type: none">• Configure the review settings to display the Simple Markup view of changes.
<ul style="list-style-type: none">• Configure the review settings to display revisions made by all reviewers.
<ul style="list-style-type: none">• Turn on change tracking. Lock the change tracking feature so that it can't be turned off without entering the password specialist .
<ul style="list-style-type: none">• In the upper-left table cell, select the word Store and replace it with Competitor .
<ul style="list-style-type: none">• Display only markup by Author.
<ul style="list-style-type: none">• Configure the review settings to display the All Markup view of changes
<ul style="list-style-type: none">• Move between the tracked changes in the document and notice that it isn't possible to accept or reject the changes.
<ul style="list-style-type: none">• Unlock change tracking and turn it off.
Move between the tracked changes and process them as follows:
<ul style="list-style-type: none">• Accept the deletion of the word much .
<ul style="list-style-type: none">• Reject the addition of the words but slow
<ul style="list-style-type: none">• Accept both changes associated with the replacement of Poor with Substandard
<ul style="list-style-type: none">• Show markup by all reviewers. Then configure the review settings to display the No Markup view of changes.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil: