

“Format Text and Paragraphs”

Task 1 – Inserting symbols and special character

Insert the copyright symbol (©)
First paragraph in “Word_2-1a.docx”
After the word “Microsoft”

Task 2 – Replace text

Replace all the text “(trademark)”
Apply to instances in which the word “trademark” is in parentheses
Replace with trademark symbol (™)

Task 3 – Applying Styles

Apply a Style to the text
“Word_2-2.docx”
Heading 1:
<ul style="list-style-type: none">• “Financial Summary”• “Financial Statements”• “Statement Notes”

Task 4 – Changing Styles

Replace the Styles of all text formatted as Heading 3
From “Word_2-2.docx”
Replace with Heading 2 Style

Task 5 – Insert WordArt Object

Convert the text into Word Art object
Apply to “A Brief Review of Our Finances” sentence below the “Financial Report” title
Word Art style : Fill: Green, Accent Color 3; Sharp Bevel
Text Outline: Orange, Accent 1, Lighter 40%
Text Reflection : Tight Reflection: Touching
Text Transform:: Triangle: Down

Task 6 – Setting the paragraph spacing

Set the paragraph spacing
Apply to entire document (“Word_2-2.docx”)
Spacing: Relaxed

Task 7 – Modify Style

Modify Normal style
Apply to this document only
Indentation: First line, by 1 cm

Task 8 – Set the Vertical Alignment

Change the Vertical Alignment
Apply to all the text in the third page only
Vertical Alignment: Center

Task 9 – Inserting page break

Insert a page break
In “Word_2-3.docx”, before the “Process” heading
Page breaks: Page

Task 10 – Creating document section

Create a section break
Apply to entire text started from “Carry out Project” heading
Section breaks: Next Page

