

NPM :  
Nama :

OBJECTIVE 2  
PRACTICE TASKS  
“INSERT AND FORMAT TEXT, PARAGRAPHS DAN SECTION”

Task 1 – Insert symbol

Open the Word_2-1 document and do the following
<ul style="list-style-type: none"><li>In the first paragraph, insert the registered trademark symbol ( ® ) after the word Microsoft</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment Task 1

Task 2 – Replace text

<ul style="list-style-type: none"><li>Replace all instances of (trademark) in the document with the trademark symbol (™). Ensure that you replace only instances in which the word trademark is in parentheses, and no other version of the word.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment Task 2

Task 3 – Format text paragraphs

Open the Word_2-2 document, display the Navigation pane and the Styles pane
From the Styles pane, do the following:
<ul style="list-style-type: none"><li>Display all the styles in the document, in alphabetical order.</li></ul>
<ul style="list-style-type: none"><li>Select all paragraphs that are formatted as Heading 3</li></ul>
<ul style="list-style-type: none"><li>Apply the Heading 2 style to the selected paragraphs. Note the document structure change in the Navigation pane.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment Task 3

Task 4 –Apply built-in styles to text

Move to the beginning of the document, and do the following:
<ul style="list-style-type: none"><li>Apply the Heading 1 style to the Financial Summary heading. Note the document structure change in the Navigation pane.</li></ul>
<ul style="list-style-type: none"><li>Use the Format Painter to copy the style from the Financial Summary heading to the Financial Statements and Statement Notes headings.</li></ul>
<ul style="list-style-type: none"><li>Set the paragraph spacing for the entire document to Relaxed</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add Comment Task 4

Task 5 – WordArt & format text

Immediately after the document title, select the text A Brief Review of Our Finances . Then do the following:
<ul style="list-style-type: none"><li>• Apply the Fill: Green, Accent color 3; Sharp Bevel text effect to the selected text.</li></ul>
<ul style="list-style-type: none"><li>• Change the space before the Financial Summary heading from 20 pt to 12 pt.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Task 6 – Display content in columns

Open the Word_2-3 document, and do the following:
<ul style="list-style-type: none"><li>• Near the beginning of the document, insert a page break before the Process heading.</li></ul>
<ul style="list-style-type: none"><li>• Select the Questions for Team Leaders and Questions for Department Reps headings and the lists that follow them. Format the selection in two columns of equal width. Set the space between the columns to 0.76cm and place a vertical line between the columns.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Task 7 – Define document pages and sections

<ul style="list-style-type: none"><li>• If necessary, insert a column break before the Questions for Department Reps heading so that each list is in its own column.</li></ul>
<ul style="list-style-type: none"><li>• In the Pre-Plan Project section, select the heading, the paragraph, and the list items. Format each of the selected paragraphs to stay on the same page as the paragraph that follows it, and to keep all the lines of each paragraph together</li></ul>
<ul style="list-style-type: none"><li>• </li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Task 8 –

<ul style="list-style-type: none"><li>• Near the end of the document, locate the Carry out project section. Create a separate document section that contains only the content of the Carry out project section, on its own page. For only this section, set the orientation to Landscape and all four margins to 2" .</li></ul>
<ul style="list-style-type: none"><li>• Preview the document on the Print page of the Backstage view to verify the changes.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil: