

OBJECTIVE 3
PRACTICE TASKS
“Manage table dan lists”
WAKTU: 50 MENIT

Objective 3.1: Create tables

Task 1 – Poin 10

Open the Word_3-1 document.
<ul style="list-style-type: none">In the Consultation Request section, convert the five paragraphs that follow the heading into a page-width table with five equal-width columns
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 2 - Poin 10

In the Mileage section, do the following:
<ul style="list-style-type: none">Convert the tabbed list into a table that has two columns and six rows. Ensure that each column exactly fits its contents.
<ul style="list-style-type: none">Apply the Grid Table 4 – Accent 1 built-in table style to the table. Configure the table style options to emphasize the header row and to have banded columns. (Clear all other check boxes.)
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 3 - Poin 10

In the Consultation section, convert the table to a tabbed list.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 4 - Poin 10

In the Estimate section, do the following:
<ul style="list-style-type: none">In the blank paragraph below the heading, insert an empty table that is three columns wide and four rows high.
<ul style="list-style-type: none">Set each column to a width of exactly 1.5" (inch)
<ul style="list-style-type: none">Apply the List Table 5 Dark – Accent 1 built-in table style to the table, with the default table style options.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- *Add comment*
- *Add Section Break – Next Page*
- *Insert text From next File*

Objective 3.2: Modify tables

Task 5 - Poin 10

Open the Word_3-2 document, and do the following:
<ul style="list-style-type: none">In the Customer List section, delete the ID column from the table
<ul style="list-style-type: none">Perform a nested sort to sort the table in ascending order by State, then by City , and then by LastName .
<ul style="list-style-type: none">Delete all rows that contain contacts located in Boston, MA
<ul style="list-style-type: none">Add two blank columns to the right side of the table. In the header row, enter Date at the top of the first blank column and Time at the top of the second blank column.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 6 - Poin 10

<ul style="list-style-type: none">Add a blank row to the top of the table. Notice that it becomes the header row.
<ul style="list-style-type: none">In the header row, merge the cells above the Last Name , First Name , Address , City , and State columns into one cell. Enter Customer in the merged cell. Then merge the cells above the Date and Time columns and enter Appointment in the merged cell.
<ul style="list-style-type: none">Select the second row of the table and format the text as bold.
<ul style="list-style-type: none">Center the text of the top two rows horizontally and vertically within the cells.
<ul style="list-style-type: none">Change the width of the table to 100 Percent of the page width.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 7 – Poin 10

Select the table rows that contain customer information. Set the height of the rows to 0.4 " and the cell alignment to Align Center Left .
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 8 – Poin 10

Scroll to page 2 of the document, which now contains several rows of the table. Configure the table to repeat the Customer/Appointment header row at the top of the second page.
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

- Add comment
- Add Section Break – Next Page
- Insert text From next File

Objective 3.3: Create and modify lists

Task 9 – Poin 10

In the Word 3-3 document, do the following:
<ul style="list-style-type: none">In the Characters of a Hit Fantasy section, format the four paragraphs as a bulleted list that uses the standard bullet character (•).
<ul style="list-style-type: none">In the sections titled The Hero and The Teacher , format the paragraphs as bulleted lists that use a custom bullet symbol of your choice from the Wingdings font.
<ul style="list-style-type: none">In the Plot Elements of a Hit Fantasy section, format the three paragraphs as a bulleted list that uses the four-diamond character (◆).
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

Task 10 – Poin 10

In the section titled The Sequence of Events , do the following:
<ul style="list-style-type: none">Format the four paragraphs below the heading as a numbered list that uses the A. B. C. number format.
<ul style="list-style-type: none">Paste a copy of the list into the last blank paragraph of the document, and restart the list numbering. Change the number format of the second list to the 1) 2) 3) format.
<ul style="list-style-type: none">Immediately below the second list, paste another copy of the list, and change it to a second-level list.
<ul style="list-style-type: none">Change the second-level list to a bulleted list that uses the square bullet character (▪).
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Add comment

UPLOAD JAWABAN MENJADI 1 FILE, FILENAME BEBAS