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## OBJECTIVE 1 PRACTICE TASKS

### “Manage documents”

#### Objective 1.1: Navigate within documents

##### Task 1 – Search for text

<b>Open the Word_1-1 document, and then do the following:</b>
<ul style="list-style-type: none"><li>• From the Navigation pane, locate all instances of <i>toy</i> .</li><li>• Review the search results on the <i>Results</i> tab of the Navigation pane.</li><li>• Modify the search term to locate all instances of <i>toy</i> . Move between the search results by using the navigation buttons on the <i>Results</i> tab.</li><li>• Modify the search options to locate only instances of the capitalized word <i>Toymakers</i> , and then review the results.</li><li>• Perform an advanced search for all instances of <i>Toy</i> or <i>toy</i> , either capitalized or lowercase, that have the <i>Heading 2</i> style applied.</li></ul>
<b>Add Comment Task 1</b>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

##### Task 2 – Creating bookmarks

<b>Display the Contact Us section of the document, and then do the following:</b>
<ul style="list-style-type: none"><li>• Select the name <i>Lola Jacobsen</i> and insert a bookmark named <i>SalesManager</i> .</li><li>• Attach a bookmark named <i>DesignManager</i> to the name <i>Sarah Jones</i> .</li><li>• Note the brackets around the names that indicate that they are bookmarks.</li></ul>
<b>Add Comment Task 2</b>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

##### Task 3 – Inserting hyperlinks

<b>Display the table of contents, and then do the following:</b>
<ul style="list-style-type: none"><li>• Insert a hyperlink from each of the six first-level headings in the table of contents to the corresponding heading in the document.</li></ul>
<b>Add Comment Task 3</b>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

#### Task 4 – Using Go to

<b>Return to the beginning of the document, and then use the Go To function to do the following:</b>
<ul style="list-style-type: none"><li>• Move between graphics in the document until you reach the end.</li><li>• Move from the last graphic to the top of page 3.</li><li>• Move from the top of page 3 to the <i>SalesManager</i> bookmark.</li></ul>
<b>a. Maksud Soal:</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil:</b>

#### Objective 1.2: Format documents

#### Task 5 – Format page background elements

<b>Open the Word_1-2 document, and then do the following:</b>
<ul style="list-style-type: none"><li>• Set the document page color to <i>Tan, Background 2</i>.</li><li>• Configure a 1-point <i>Box</i> page border that uses a line style of your choice. (Do not use an Art style.)</li><li>• Add a diagonal watermark that displays the text Example Only to the page background. Format the text of the watermark as semitransparent 54-point <i>Lavender Accent 3</i> text. Apply the watermark and verify that it appears on all pages of the document.</li></ul>
<b>Add Comment Task 4 &amp; 5</b>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>

#### Task 6 – Insert and modify headers and footers

<b>On page 2, do the following:</b>
<ul style="list-style-type: none"><li>• Add a <i>Sideline</i> header. Configure the header so that it does not appear on the first page of the document.</li></ul>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>

#### Task 7 – Insert page numbers

<b>On page 2, do the following:</b>
<ul style="list-style-type: none"><li>• Insert the <i>Circle, Right</i> page number in the right margin.</li></ul>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>

#### Task 8 – Apply style sets

Display the document title, and then do the following:
<ul style="list-style-type: none"><li>• Apply the <i>Casual</i> style set to the document and note the resulting changes.</li></ul>
<b>Add Comment Task 6, 7, &amp; 8</b>
a. Maksud Soal
b. Langkah-langkah:
c. Hasil

#### Objective 1.3: Save and share documents

#### Task 9 – Modify basic document properties

Open the Word_1-3 document. Display the Backstage view, and then do the following:
<ul style="list-style-type: none"><li>• Set the <i>Title</i> property to <b>Simple Room Design</b> and the <i>Subject</i> property to <b>Room Planner</b> .</li><li>• Assign the keywords (tags) <b>color</b> and <b>style</b> to the document.</li><li>• Add yourself as the only author.</li><li>• Set the document <i>Status</i> to <b>Draft</b> .</li></ul>
a. Maksud Soal
b. Langkah-langkah:
c. Hasil

#### Task 10 – Modify print settings and Save documents in alternative file formats

Save the Word_1-3 document, and then do the following:
<ul style="list-style-type: none"><li>• Print the document using the Microsoft Print To PDF printer, with the scaling set to 2 <i>Pages Per Sheet</i> .</li><li>• Save a copy of the document in the practice file folder as a file named <b>MyCompatible</b> that is compatible with Word 2002.</li></ul>
a. Maksud Soal
b. Langkah-langkah:
c. Hasil

#### Task 11 – Share documents electronically

If Outlook is installed on your computer, do the following:
<ul style="list-style-type: none"><li>• Send a PDF copy of the <b>MyCompatible</b> Word document to yourself.</li></ul>
a. Maksud Soal
b. Langkah-langkah:
c. Hasil

#### **Objective 1.4: Inspect documents for issues**

##### **Task 12 – Document Inspector**

<b>Open the Word_1-4 document, review its content, and then do the following:</b>
<ul style="list-style-type: none"><li>• Inspect the document for hidden properties or personal information.</li><li>• Remove the comments and hidden text located by the document inspector. Do not remove other issues that it identifies.</li></ul>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>

##### **Task 13 – Accessibility Checker**

<b>Inspect the document for accessibility issues, and then do the following:</b>
<ul style="list-style-type: none"><li>• From the Recommended Actions menus, mark <i>Picture 1</i> and <i>Picture 2</i> as decorative.</li><li>• From the Recommended Actions menu, display the <i>Box</i> in line with the text.</li></ul>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>

##### **Task 14 – Compatibility Checker**

<b>Inspect the document for compatibility issues, and then do the following:</b>
<ul style="list-style-type: none"><li>• Note the types of issues found by the inspector.</li></ul>
<b>a. Maksud Soal</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil</b>