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Task Title **Task Description:** This provides an overview of what the task is asking you to perform.

**Task Location:** This section defines what the task applies to in the project file. For example, it may   
refer to a starting or end point, a range of cells, specific text, or a global setting.

**Task Details:** This section provides the specific task information that should be applied to the are   
specified in the Task Location section

**Days of the Week.docx**

1. Margins **Modify the margins:**

Apply to the whole document

 Top 0.5” (127 cm)   
 Bottom 0.5” (127 cm)   
 Left 0.8” (202 cm)   
 Right 0.8” (202 cm)

2. Theme **Change the theme font of the document**

Apply to the whole document

 Theme font: **Arial**

3. Page Border **Create a Page Border**

Apply to whole document

 Setting: **Box** Colour: **Blue Accent 1** Width: **½ pt**

4. Apply Style **Apply a style to text**

The sub-headings listed below

 Style **heading 1**   
o “Days of the Week”   
o “Moaning about Mondays”   
o “Which day of the week is the favourite?”

 Style **heading 2**   
o “Facts about the days of the week”   
o “Facts about Saturday and Sunday”

5. Modify Style **Modify the Title Style**

Document Styles

 Font Colour: **Blue Accent 1**

6. Break **Insert a Break**

Before the “Moaning about Mondays” heading

 Next Page **Section Break**

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**Page 1**

7. Import Text **Insert Object text from file**

Place text at the top of the document above the “Days of the week” heading

 Source file Title.docx

8. Text to Table **Convert the text to a table**

All comma separated text from “Days” to “…the week after the sun, 7” below the “Days of the   
Week” heading

 Autofit to contents   
 Separate text at commas   
 Table Style: **Grid Table 4-Accent 1**   
 Sort by: Day Number

o Type: **Number**   
o **Ascending**

 Delete the entire row containing data for “Monday”   
 Table dimensions should be 7 rows x 4 columns

9. Table Caption **Insert a caption for the Table**

Below the table under the “Days of the week” heading

 Label: Table   
 Caption: “-Days of the week history”

10. SmartArt **Insert and modify SmartArt**

Following the paragraph under the “Facts about Saturday and Sunday” heading

 SmartArt Graphic: **Vertical Bullet List**   
 Content for first shape

o Level 1: “Weekday”   
o Level 2: “Monday”, “Tuesday”, “Wednesday”, “Thursday”, and “Friday”

 Content for second shape   
o Level 1: “Weekend!”   
o Level 2: “Saturday” and “Sunday”

 Height: **2.5” (6.36 cm)**   
 Width: **5.0” (12.7 cm)**

11. SmartArt Caption **Insert a caption for the SmartArt**

Below the SmartArt

 Label: **Figure**   
 Caption: “-All the days”

12. Footnote **Insert a footnote**

The “Day Origin Story” column heading in the table under the “Days of the Week” heading

 Footnote Text: “This information provided by www.socialstudiesforkids.com”

13. Bookmark **Insert a bookmark**

Assign to the “Days of the Week” heading

 Bookmark name: “Days”

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**Page 2**

14. Table to Text **Convert a table to text**

Table below the “Moaning about Mondays” heading

 Separate text with paragraph marks

15. Columns **Insert columns**

The text “Not so Fun Facts” through “…the least rainy day of the week” under the “Moaning about   
Mondays” heading.

 Number of columns: **2**

The text “Sunday” through “0.0000001%” under the “Which day of the week is the favourite?”   
heading

 Two columns and line between

16. Lists **Create two lists**

The text “Not so Fun Facts” through “…the least rainy day of the week” under the “Moaning about   
Mondays” heading

 Type: Multilevel List   
 Number Style: 1) a) i)…   
 Level 1: “Not so Fun Facts” and “Fun Facts”; Level 2: Everything else

The text “Sunday” through “0.0000001%” under the “Which day of the week is the favourite?”   
heading

 Type: Bullets   
 Text Format: Small caps

17. Macro **Create a macro**

Store the macro in the current document

 Name the macro “ItalicBold”   
 Assign the shortcut key “Ctrl+8”   
 Apply text effect Italic and Bold

18. Run Macro **Run a macro to change select text**

In the bulleted list level 1: “Not so Fun Facts” and “Fun Facts”

 Press Ctrl+8 to apply the macro “ItalicBold”

19. Hyperlink **Insert a Hyperlink**

The word “Saturday” in the list under the “Which day of the week is the favourite?” heading

 Link to “Which day of the week is the favourite?” heading

20. Picture **Modify the text wrapping and alignment of the picture**

The picture of the Days of the Week

 Horizontal alignment **Right** relative to the **Margin**   
 Vertical alignment **Top** relative to **Margin**   
 Text wrapping: **Tight**

21. Import Text **Insert text from a file**

Place the text at the bottom of the document below the last paragraph

 Source File: Day history.docx

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22. Textbox **Insert a textbox**

Page 2

 Text box type: **Austin** **Quote**   
 Cut and paste the text “ The seven-day week originated in ancient Mesopotamia and

became part of the Roman calendar in C.E.321.” into the text box   
 Horizontal alignment **Centered** relative to the **Margin**   
 Vertical alignment **Bottom** relative to the **Margin**   
 Keep Austin Quote formatting

23. Spelling **Check correct spelling in document**

Page 2, at the beginning of the heading “**Which day of the week…?**” and paragraph just below it

 Find text “favourite” and automatic correct spelling

**Final Steps**

24. Page **Insert Cover Page and change setting layout page**

Cover Page

 At the beginning of the document, insert a cover page “Insight 1”

Layout page

 Apply page vertical alignment “Center”

25. Navigate **Enable Navigation pane**

After the show navigation

 Leave open

26. Zoom **Adjust the zoom setting for the document**

Days of the Week.docx

 Percent **110%**

27. Document   
Properties

**Add value to document property**

Title & Categories

 “Fun Facts blog”

Subject

 “Days of the Week”

28. Word Options **Change document options**

Save options

 Save AutoRecover information every 12 minutes

 Embed only the characters used in the document (Note: leave all other default settings   
unchanged)

Proofing options

 Hide spelling errors in the document only