P1

On the last page below thw heading **Weekly Rental,** convert the table to text. Separate the data by tabs

In the second sentence on the first page, link the text **log cabin** to this web page: **https://en.wikipedia.org/wiki/log_cabin**

Insert a **Continuous Section Break** on the second page just before the heading **Affordable Pricing**

In the first list, replace the bullets for the text **Living area …dryer** with the graphic **Trees.png** located in the folder task

Apply the **Simple Frame, Black** style to the floorplan on the first page

Save and submit project

P2

Place the last paragraph beginning with **Note**: into the text box at the bottom of the page

Modify the whole document so the top an bottom margins are 2,54 cm and the left and right margins are 3,81 cm

Apply the **Lines (Simple)** style set to the document

Apply a **Box** border around the entire document that is a solid line ½ pt wide, light blue color. Accept all other defaults

Insert the **Apps.jpg** photo, located in the folder, between the heading and the first paragraph. Apply **Tight** text wrapping

Save and submit project

P3

On the first page, sort the table alphabetically by **Flavor** from A to Z

On the second page, below the heading **Key Clients,** convert the text **the party people… I scream, u scream** to a list with default bullets

On the first, immediately before the quote "**we love the unique… st lake city** insert an **Austin Quote** text box. Move the quote into the text box

Apply the paint brush artistic effect to the ice cream graphic

Apply the 3d rotation, parallel, off axis1: **right picture effect to the ice cream** graphic

Save and submit

P4

On the last page bookmark the heading world-class ski resorts. Name the bookmark **Resorts**

Immediately bellow the heading **table of contents,** insert a custom table of contents displayed in the **Formal** format that displays only the following styles at the associated levels:

Caption 4

Heading1: 2

Heading2: 3

Title 1

On the bottom of the last page, create a table from the text **Resort Name** to the end of the document. Create the table with 5 columns with automatic fixed column width separate by tabs. Apply the grid table 5 dark-Accent 1 table style

In the sidebar on page 3, change the bullets of the **Ski Resorts** list to a solid square to match the other lists

Resolve the comment on the last page

Save as pdf and submit project

P5

Format the document into two columns beginning with the heading 101 **seek truth and report it** until of the end the document. Accept all defaults

Change the endnote number format to 1 2 3… at the end of the subtitle **improving and protecting journalism since 1909** insert an endnote that reads **http://www.spj.org/index.asp**

 On the second page, enhance the graphic by applying the color **colorful range – Accent colors 5 to 6**

Add a fouth shape to the diagram located at the end of the document and add the text **be accountable and transparent** to the new shape

Move the smartArt from the second page to the first page. Place between the heading and 1 code of ethics

Save as p5 and submit project

P6

Display the paragraph marks on the document

Use the document inspector to remove all of the header, footers and watermarks from the flyers, leave all other hidden properties

Reply to the comment by typing **Green**

On the first page, apply the heading 2 style to the heading **preventing fleas and ticks**

Change the table size to automatically fit to the table´s contents

View the compatibility 2016 and submit project

P7

Change the **status** property of the document to **Draft**

Place the registered trademark symbol (®) after the heading **registered**

Apply the text effect small caps to the three paragraph headings (trademark, registerd and copyrigth)

Enable change tracking on this document and lock it whit the password **Legal**

At the bottom of the page, add a comment to **fair use law** at the end of the last sentence that reads **should we explain fair use law?**

Save and submit project