P1

Add page numbering to the bottom of all pages in the **Accent Bar** 3 format.

Add the tag **Course** to the document.

Display the paragraph marks on the document.

Simultaneously delete all the comments.

Add a table **6** rows and **2** columns on the last page between the heading **GRADING** and **COURSE LENGTH**.

P2

Track any future modifications to this documents.

Remove the table while keeping the data. Retain the font formatting and separate the data with paragraph marks.

Change the numbered list below the heading **What is regular maintenance**? To numbers 1 through 5.

Add a **Heart** shape with a **blue shape** fill below the last line of text in the document.

Move the image at the top of the document so that the left side of the image is aligned with the left margin and the top of the image is aligned with the first sentesnce starting with the **Does your computer**.

P3

In the gray cell at the top of the second page, insert the 3D Model Visor.glb located in the GMetrixTemplates folder. Position in Middle Center with Square Text Wrapping.

Add a trademark ™ immediately after the heading Game over.

On the second page, merge all cells in the table **More of our most popular games**! Into one cell.

On the second page, convert the text below **more of our most popular games**! into a number list. Continue the numbering sequence from the list located on the first page.

Remove the background from the illustration of the game characters located in the lower-right corner of the first page.

P4

On the last page, insert a **Bibliography** below the **Bibliography** heading.

Use the Go to feature to navigate to the sites bookmark and delete both the heading and paragraph starting at where to find.

Add a blank footer with the next Ancient cultures. Do not display the footer on the cover page.

Insert the citation for **David Greywolfe** on page 3, at the end of the second paragraph immediately following … **created rock art**.

Add a **Automatic table 2** of contents on the page numbered 1, replacing the text, **<insert table contents here>**.

P5

Copy the formatting of the **Vol 5 Issue 1** located in the upper-right corner of the first page and apply in to the date in the opposite corner.

Check the document for accessibility issues. For the first picture that is missing alternative text, add the text **New Logo**.

Change the width of the table column Mouth to **2.54** cm.

Insert the Hiker.png illustration, located in the GMetrixTemplates folder, above the heading Don't Forget Your Permit. Make it have Top and Bottom text wrapping, and size the illustration to 1.5" (3.81 cm) high.

At the bottom pf the last page above the sentence For more information …, and SmartArt Basic Process with the size 15.24 cm wide and 1.27 cm high. Change the color to colored fill- Accent 5.

P6

Below the title Landscaping Made Easy insert a screen clipping of the photo displayed on the Project document.

Convert the footnote associated with the heading designing your yard to the endnote.

Below the heading Choosing a tree, starting the heading General appearance … and ending with the text … height of the tree. Format all of the lists to 2 columns witch a width of 7.874 cm and a line separating the columns. Accept all others defaults.

Insert a **column Break** just before the last bullet in the **trunk** list: **The bigger the root ball, the better.**

Add the alternative text title **Office Hours** to the table in the document.

P7

Three edits were made to this document. Open the Review pane. Accept the insertion of Hey, Teachers! And the replacement of camp with workshop, but reject the replacement of Saturday with Friday.

Set the line spacing of the list to **1.0.**

Increase the list level of the list to **level 2.**

Add a bevel, relaxed inset shape effect to the three shapes of the SmartArt graphic.

Save the document into the Desktop in the .pdf file format with the name mosworkshop. Do not open the pdf.