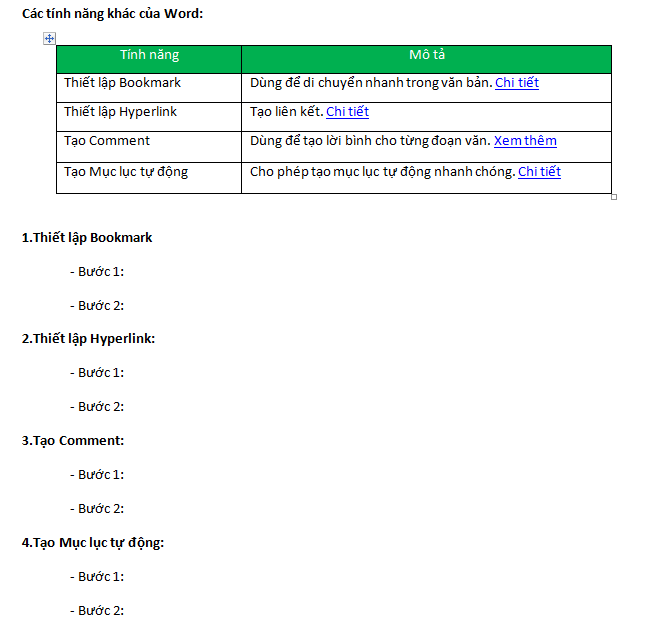
**Bµi 6.1**

**Yªu cÇu:**

**1.T¹o v¨n b¶n nh­ sau:**



**2.T¹o c¸c Bookmark:**

- T¹o c¸c bookmark cho mçi môc 1,2,3,4 vµ ®Æt tªn c¸c bookmark

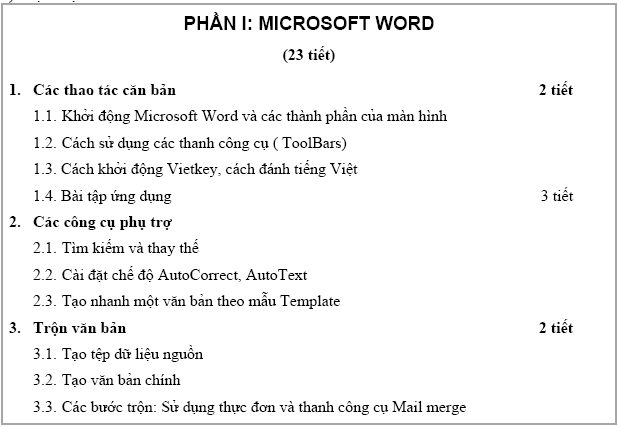
**3.T¹o c¸c Hyperlink:**

- T¹o c¸c hyperlink nh­ trong v¨n b¶n. Mçi c¸i liªn kÕt ®Õn c¸c môc 1,2,3,4 t­¬ng øng.

**Bµi 6.2**

**Yªu cÇu:**

**1.So¹n ®o¹n v¨n b¶n nh­ sau:**

****

**2.Sö dông chøc n¨ng Insert comment vµ Track changes:**

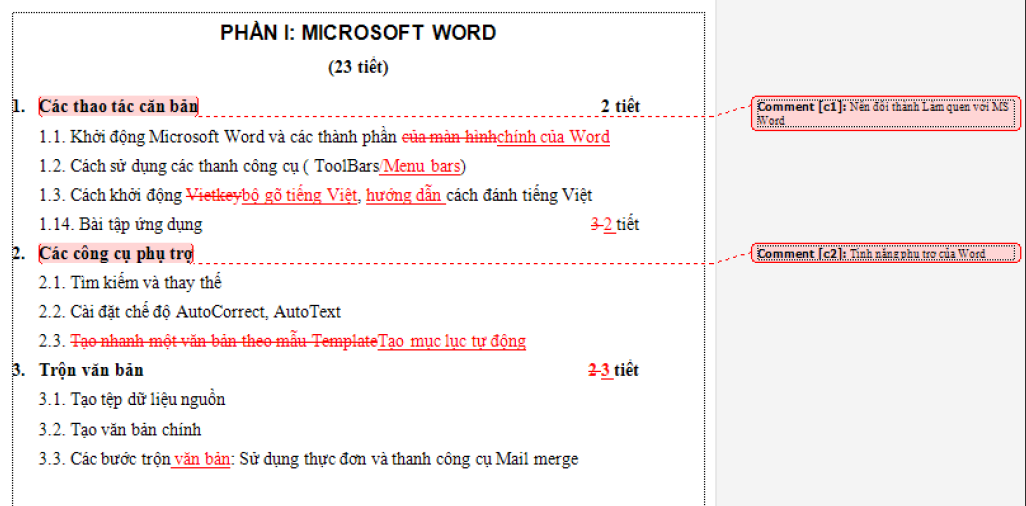
- T¹o 2 comment cho 2 môc t­¬ng øng 1,2 nh­ h×nh vÏ bªn d­íi

- Thay côm “cña mµn h×nh” thµnh “chÝnh cña Word”

- Thªm “Menubars” sau “ToolBars”. Thay “Vietkey” thµnh “bé gâ tiÕng ViÖt, h­íng dÉn”,

- Söa môc 2.3 thµnh “T¹o môc lôc tù ®éng”

- Thay “3” thµnh “2” vµ “2” thµnh “3” tiÕt nh­ h×nh d­íi



**Bµi 6.3**

**Yªu cÇu:**

**1.Sö dông tÝnh n¨ng ®¸nh chØ môc cho ¶nh:**

- Thªm 8 bøc ¶nh vµo v¨n b¶n chia thµnh 2 cét

- D­íi mçi bøc ¶nh t¹o chØ môc vµo tiªu ®Ò cña mçi bøc

- T¹o môc lôc cho c¸c ¶nh trªn

