

Unit 1 ► [Executive...]

1. Change the margin setting for this document to **Normal**.
2. Beginning with the **Confidential Information** paragraph, format this document as two equal columns.

Unit 2 ► [Executive...]

1. Change the page orientation to **Landscape**.
2. Add an **orange**, solid line **Box** page border with a width of 1 pt.

Unit 3 ► [Executive...]

1. Use **Quick Parts** to replace the title **FUSION TOMO BUSINESS PLAN** with the **Document Property Title**.
2. Add the built-in **Works Cited** bibliography to the bottom of the document.

Unit 4 ► [Executive...]

1. Turn on automatic hyphenation so that words can be split on their syllables.
2. Insert the **DRAFT 1** watermark using the **Building Blocks Organizer**.

Unit 5 ► [Executive...]

1. Apply the **Web Layout** view to this document.
2. Add a **hyperlink** pointing to the email address **contact@fusiontomo.com** to the word **email** at the bottom of this document.
3. Publish this document as a blog post with the post title **Business Plans**.

Hint: If a dialog appears asking you to register, click **Register Later**.

Unit 6 ► [Executive...]

1. Apply the **Draft** view to this document.
2. Change the file type of this document to **Rich Text Format** and save with the name **Document1**.

Unit 7 ► [Executive...]

1. Modify the spacing of the bulleted list by **removing the space after paragraph**.
2. Use **Find and Replace** to replace the # character with the \$.
3. Show the paragraph marks for this document.

Unit 8 ► [Executive...]

1. Change the Shape Outline of the rounded rectangle at the bottom of page two to **Red**.
2. In **Auto Correct Options**, Add an **AutoCorrect Initial Caps Exception** to not correct the word **GMetrix**. Close all dialog boxes.

Unit 9 ► [Executive...]

1. Convert the title **Apples** to a **WordArt** image with the style **Fill - Olive Green, Accent 3, Outline - Text2**. Change the text wrap to **In Line with Text**.
2. Apply the **Simple Frame, White** picture style to the image of two apples on page one of the document.

Unit 10 ► [Executive...]

1. Start a **letter mail merge** based on the current document.
2. Create a new address list, enter the information for the two recipients into the appropriate fields: **Mr. John Smith, ABC Company, 123 Maxwell Street, St. Paul, MN 55124** and **Mary Carter, XYZ Company, 456 Hanna Street, Billings, MN 59103**. Save the address list with the name **address.mdb** in the **Your Documents\GmetrixTemplates** folder of your documents directory.
3. Add a field for an **Address Block** to the form letter in place of the existing data entry fields for the **recipient**. In the **Address Block**, choose to insert the **recipient's name**, the **company name** and the **postal address**.

Unit 11 ► [Executive...]

1. Create a new document using the **Black Tie Newsletter** template. Change the Newsletter Title to **DOCUMENTS**, and the first story title to **THEMES**.
2. Insert a **Table of Contents** at the beginning of the document and leave it with all the default settings.
3. Inside the first text box enter the quote: **LEARN FROM YESTERDAY, LIVE FOR TODAY, HOPE FOR TOMORROW.**

Unit 12 ► [Executive...]

1. Add the **Check Mark Bullet** to the paragraphs starting with the titles: **ALLOCATION OF FUNCTIONS** and ending with title: **INCENTIVES and PRIZES**.
2. In the **Autocorrect Options**, make the exception to not correct the **Initial Caps** of the word **CPs**.

Unit 13 ► [Executive...]

1. Change the bullet points starting with: **Hiring forms...** and ending with **when it will...** to numbering of: **I. II. III.**
2. Add a comment to the paragraphs starting with **ALLOCATION OF FUNCTIONS...** and ending with **...achievement of the objectives**. that reads: **Add bullets to make these stand out.**

Unit 14 ► [Executive...]

1. Insert an **Annual Quote** text box into the document before the **Bonus:** section.
2. Move the paragraph starting with **MERIT RATING -** into the text box.

Unit 15 ► [Executive...]

1. Remove the space between the paragraphs of the same style for the entire document.
2. Apply the **Intense Emphasis** Style to the table on page one. Then **Convert** the table to text, separated with paragraph marks.

Unit 16 ► [Executive...]

1. Before the heading **The Purposes:**, Insert any Clip Art that appears under the search **Building**, and apply **Square Text Wrapping** to it.
2. At the beginning of the document, add an Envelope with the **Delivery address** as: **Mark Gunner, 1450 West Point, Houston TX 77001** and the **Return address** as: **Reid Walker, 2495 South Davidson Avenue, Irvine CA 94133**.

Unit 17 ► [Executive...]

1. In the **AutoCorrect Options** add the word **Actually** to be fixed with **Actually**.
2. Start a Mail Merge using the database located in your documents folder called **Database01.accdb**. Then Finish & Merge with Edit each of the Individual Documents.

Unit 18 ► [Executive...]

1. Convert the text in the last paragraph of the document starting with: **P.A. results...** into a table.
2. Add a **digital signature** and put the **purpose of signing** as: **To Protect**.

Unit 19 ► [Executive...]

1. Add a **comment** to the last heading called: **Summary and Style Guide Example** saying: **Where is the Style Guide Example hyperlink?**
2. Create a **Table of Contents** using the **Automatic Table 2**, and set the headings above the paragraphs to **Level 2**.

Unit 20 ► [Executive...]

1. Set the paragraphs starting with: **I would like...** and ending with the last paragraph: **Please keep in touch...** to **Full Justify**.
2. Change the color of the page **background** to **Tan, Background 2** and a **Box Border** with a **width** of **6 pt**.

Unit 21 ► [Executive...]

1. Save the document as a Template under the name: **Ocean.dotx**
2. Apply a **Black Glow** to the **Cloud** picture under **Climate Effects**.

Unit 22 ► [Executive...]

1. Edit the **Footer** and set the options to not have a **different first page**.
2. **Insert** the **Motion Sidebar** text box at the end of the document and enter the words: **The Ocean is a Water World**

Unit 23 ► [Executive...]

1. Insert a **clip art** in the body of the document. Choose a clip art from the **Business** category and set the clip art text wrapping to: **behind text** and then then position and align the clip art to be centered both **horizontally** and **vertically**.
2. Add a **Blank Footer** and enter: **Copyright © FusionTomo All Rights Reserved**.

Unit 24 ► [Executive...]

1. **Insert Page number** at the bottom of page using the **Stacked Pages 2**.
2. **Mark** the document as **Final** to protect its contents and prepare it for sharing.

Unit 25 ► [Executive...]

1. In the **Autocorrect Options**, do not have it **Replace text as you type**.
2. Insert a **Header**, and using quick parts put the **Document Property: Category** and enter: **Design**.

Unit 26 ► [Executive...]

1. Format the **Background** to have the **Preset Gradient: Ocean**, with a **Shading style of From Center**
2. Add a **comment** to the heading **Climate Effects** saying: **Remove the second paragraph**.

Unit 27 ► [Executive...]

1. Add **bullets** to the **paragraph lines** that begin under the headings: **The Purposes** and **Examples of Reasons**.
2. Add a **watermark image** to the **background** without washout checked. Use the image: **ftlogo.gif** located in the GMetrix Templates folder inside your documents folder.

Unit 28 ► [Executive...]

1. Select the table under the **3rd paragraph** starting with: **You should consider...** and show **all borders**.
2. Select the list, starting with **Hiring forms and special...** and ending with **...be carried out**. **Decrease** the **indent** of the list by one.

Unit 29 ► [Executive...]

1. Select the quote starting with: **Hard work is the key to success...** and ends with **...Charles Lazarus**. Use the **Draw Text Box** to create a text box and apply the Shape Style: **Subtle Effect - Orange, Accent 6**.
2. **Protect** the **Document** by **Restrict Editing** and **Limit Formatting** to a selection of styles and use the password: **Tomo**.

Unit 30 ► [Executive...]

1. Change the quote starting with: **Hard work...** and ending with **...Charles Lazarus** to **Center alignment** with a **Left** and **Right indentation** of **0.5** inches (**1.27** cm).
2. Find the **comment** attached to **CCP** and delete it.

