

Unit 1 ▶ [Executive...]

1. Apply the **Arial** font to the paragraph titled **Confidential Information**.
2. Create a left indent of **1** inch (**2.54** cm) for the selected paragraph.
3. Find all instances of the word **Australia** in the entire document and replace them with **Canada**.

Unit 2 ▶ [Executive...]

1. Format the sentence **Even the introduction of CSMA/CD did not reduce the latency period.** with the strikethrough effect and red font color.
2. Modify the **SubObjective Heading** style to use **0.75**-point expanded character spacing and center alignment.

Unit 3 ▶ [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 4 ▶ [Executive...]

1. Replace the first instance of **CSMA/CD** with **Carrier Sense Multiple Access/Collision Detection (CSMA/CD)** in italics.
2. Replace all instances of the word **LAN** with the phrase **local network**.

Unit 5 ▶ [Executive...]

1. Apply double line spacing to the entire document.

Unit 6 ▶ [Executive...]

1. Create a **Continuous** section that will contain only the **yellow highlighted** text and apply the **Moderate** margin settings to the **yellow highlighted** text.
2. Prevent a **page break** in the final paragraph of this document by **Keeping the lines together**.

Unit 7 ▶ [Executive...]

1. Demote the last item in the bullet list by one level.

Unit 8 ▶ [Executive...]

1. Go to the bookmark named **quote**, and create a **right indent** of **1.0** inches (2.54cm).
2. Use the line and paragraph spacing option to add a **line spacing** before **paragraph three** on page 1.

Unit 9 ▶ [Executive...]

1. Create a **special hanging indent** of **1 (2.54 cm)** in page one paragraph three, starting with, **Quotations that are longer than...** and ending with **...with a colon:**
2. Add **line spacing** after **paragraph four**, starting with **Start long quotatins on a new...** and ending with **...this Microsoft Word Template**.

Unit 10 ▶ [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 11 ► [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 12 ► [Executive...]

1. Select the list, starting with **Hiring forms and special...** and ending with **...be carried out**. **Decrease** the **indent** of the list by one.

Unit 13 ► [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).

Unit 14 ► [Executive...]

1. Indent the bulleted list on page 1 by an additional 0.25 inches (6.35 mm) and apply a hanging indent of 0.5 inches (1.27 cm) to the paragraphs that begin with **Note:**.

Unit 15 ► [Executive...]

1. Set the before and after spacing to **18** pt for the line **Detoxifications is the key**. Set the line spacing to at least **12**pt for the first paragraph that begins with **It is important**.

Unit 16 ► [Executive...]

1. Insert page breaks before the headings **1. The Cyclone** and **2. The Council with the Munchkins**.
2. Ensure that content in all paragraphs is not split across pages.

Unit 17 ► [Executive...]

1. Apply a left tab stop to the yellow highlighted section of this document. Set the stop at **1** (2.54 cm).

Unit 18 ► [Executive...]

1. On page two of this document, insert a **3x4** table between the first and second paragraph and apply the **Table Style Light Shading - Accent 3**.

Unit 19 ► [Executive...]

1. Add the **Tiles Sidebar** text box to the first page of this document and enter the text **An apple a day keeps the doctor away**.
2. Create a two column table from the list of countries on page one of this document. **AutoFit** the table to the contents and accept all other default settings.
3. **Sort** the data in the new table by **Tons of Apples** in **descending** order.

Unit 20 ► [Executive...]

1. Convert the text in the last paragraph of the document starting with: **P.A. results...** into a table.

Unit 21 ► [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 22 ► [Executive...]

1. Insert the text from the file toxins.csv at the bookmark named **ToxinTable**. Convert the inserted text to a table with fixed-width columns.

Unit 23 ► [Executive...]

1. Add a new row to the bottom of the **March 2007 Sales Breakdown** table with the text **Total** in the first column.
2. Add the **Sum** formula in the second column totaling all category sales.

Unit 24 ► [Executive...]

1. Add the **Check Mark Bullet** to the paragraphs starting with the titles: **ALLOCATION OF FUNCTIONS** and ending with title: **INCENTIVES and PRIZES**.

Unit 25 ► [Executive...]

1. Add **bullets** to the **paragraph lines** that begin under the headings: **The Purposes** and **Examples of Reasons**.

Unit 26 ► [Executive...]

1. Change the style of the bulleted list of objectives in section 1.1 from a **solid circle** to **check marks**.
2. Change the **style set** of the document to the **Distinctive**.

Unit 27 ► [Executive...]

1. Beginning with **Confidential Information**, add **Numbering** to the remaining paragraphs in this document, not including the Signed by line. Use the following numbering format: **1) 2) 3)**.

Unit 28 ► [Executive...]

1. Change the bullet points starting with: **Hiring forms...** and ending with **when it will...** to numbering of: **I. II. III.**