

Unit 1 ► [Executive...]

1. Check the spelling and grammar of text in the document. Fix all misspellings in the document. (**quotatins** and **qotatin**.)
2. Select the last sentence of the first paragraph, beginning with **For more information...** and add a comment of **Remove**.

Unit 2 ► [Executive...]

1. Add an endnote containing the text **Me, 2010** after the quote on the first line of page 2.
2. In the **Proofing Options**, remove the **Mark grammar errors as you type** option for this document.

Unit 3 ► [Executive...]

Customize Word 2010 so that it does not check spelling or grammar as you type.

Unit 4 ► [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 5 ► [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 6 ► [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 7 ► [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 8 ► [Executive...]

1. Customize Word so that **EOD** is replaced automatically with **end of day** when typed.

Unit 9 ► [Executive...]

1. Add **FusionTomo** and **Blackbread** as **AutoCorrect First Letter** exceptions.

Unit 10 ► [Executive...]

1. Find the words **two months** in the first sentence of the **Term** paragraph and add a comment containing the text: **Two years?**

Unit 11 ► [Executive...]

1. 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 12 ► [Executive...]

1. Add a **comment** to the last heading called: **Summary and Style Guide Example** saying: Where is the Style Guide Example hyperlink?

Unit 13 ► [Executive...]

1. Add a **comment** to the heading **Climate Effects** saying: Remove the second paragraph.

Unit 14 ► [Executive...]

1. Find the **comment** attached to **CCP** and delete it.

Unit 15 ► [Executive...]

1. Display only the comments from the user Robin Abernathy.
2. For the first paragraph under the **10 Mbps Ethernet** heading on page 1, add a comment that contains Please review.