

## Unit 1 ► [Executive...]

1. Split the document anywhere on the first page.
  2. In the top pane, demote the **Note:** paragraph until it is under the **Fast Ethernet** heading.
- Note:** Leave the Outline document view open when you are finished.

## Unit 2 ► [Executive...]

1. Protect the document so that editing is restricted to tracked changes. Enforce the protection using the password **NetPlus\$G**.

## Unit 3 ► [Executive...]

1. Ensure that open documents are automatically saved every **5** minutes, and set the auto-recover location to your \GMetrixTemplates folder.

## Unit 4 ► [Executive...]

1. Publish the document as blog post. Set the blog post title to **Alternative Health Articles**.

## Unit 5 ► [Executive...]

1. Open SalesReport.docx file as read-only. Save the document as a template.

## Unit 6 ► [Executive...]

1. Create a new document based on the template **Fax (Origin theme)**. Set the current date and type the text **Please confirm you have received this fax** in the comments section.

## Unit 7 ► [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 8 ► [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 9 ► [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 10 ► [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 11 ► [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 12 ► [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 13 ► [Executive...]

1. Format the text in the Symptoms bookmark as a bulleted list.
2. Format the text in the Ingredients bookmark as a bulleted list using the checkmark.jpg image file.

## Unit 14 ► [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 15 ► [Executive...]

1. Apply the **Civic** theme to the document.
2. Insert page numbers at the bottom of each page, except for the first page, using uppercase Roman numerals. Close the header when you're done.

## Unit 16 ► [Executive...]

1. Add a cover page using the **Annual** theme.
2. Create a header using the **Austin** theme and insert the current date on the first page only. Use a format like "MM/DD/YYYY". Close the header when you're done.

## Unit 17 ► [Executive...]

1. Add a 3pt, red border to the document with a 12pt margin measured from the text.
2. Add a custom watermark with the text **Pending Approval** in Impact, 80pt font.

## Unit 18 ► [Executive...]

1. Add a footer containing the page number using the Transcend (Odd Page) style. Adjust the footer so that it is displayed 0.3 inches (7.62 mm) from the bottom of the page. Close the footer when you're done.

## Unit 19 ► [Executive...]

1. Insert the hype.jpg image at the bookmark named photo.
2. Align the image to the left of the column and set right-only tight wrapping.

## Unit 20 ► [Executive...]

1. Convert the title **The Wonderful Wizard of Oz** to WordArt using the Gradient Fill - Blue, Accent 1, Outline - White, Glow - Accent 2 style.

## Unit 21 ► [Executive...]

1. On the first page, insert any Clipart that has the keyword of **Barn**.
2. Apply the Blue, 18pt glow, Accent color 1 style to the image and rotate the image by 350 degrees.

## Unit 22 ► [Executive...]

1. On the third page, insert a text box in the Mod Quote style that reads Every message must be repeated at least 13 times.
2. Set the background color of the text box to a dark variation gradient from the center.

## Unit 23 ► [Executive...]

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

## Unit 24 ► [Executive...]

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

## Unit 25 ► [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.

## Unit 26 ► [Executive...]

1. Apply a hyperlink to **email all your questions** in the last sentence with the email [drnelson@hu.edu](mailto:drnelson@hu.edu) and subject Healthcare Questions.
2. Apply a hyperlink to the image that depicts a child holding a cat and link to the heading **Are you okay, Sparky?** in the document.

## Unit 27 ► [Executive...]

1. Add a **Bibliography** on a new page at the end of the document.
2. Insert a citation for the **Tyler** reference at the end of the sentence **Gone are the days of selling a product on its own merit**.

## Unit 28 ► [Executive...]

1. Add a table of contents at the beginning of the document, specifying only **SubObjective Heading** and **Scope Heading** styles for the first and second levels, respectively.

## Unit 29 ► [Executive...]

1. Using the list **CompanyContacts**, start a mail merge. Insert the recipient email address at the top of the document and in row 2 insert a standard greeting line. Use a rule to exclude recipients from the company TXGlobal in the mail merge.

## Unit 30 ► [Executive...]

1. Create a new document based on the Mail merge letter (Urban theme) template.

HINT: If you cannot find the **Mail Merge Letter (Urban theme)** you can search for it in the search box.

2. Perform a mail merge using the data file CompanyContacts.csv and preview the results.