

Unit 1 ► [Executive...]

1. Apply double line spacing to the entire document.
2. Insert a hyperlink to www.fusiontomo.com on the text **Fusion Tomo Incorporated** in the first paragraph of this document.

Unit 2 ► [Executive...]

1. Add a **hyperlink** pointing to the email address contact@fusiontomo.com to the word **email** at the bottom of this document.

Unit 3 ► [Executive...]

1. Apply a hyperlink to **email all your questions** in the last sentence with the email 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 4 ► [Executive...]

1. Add an endnote containing the text **Me, 2010** after the quote on the first line of page 2.

Unit 5 ► [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 6 ► [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 7 ► [Executive...]

1. Apply the **Emphasis** style to paragraph below the heading **1.2 Mission**.

Unit 8 ► [Executive...]

1. Add a custom **table of contents** to the top of this page. Use the **Formal** format and show **3** levels.

Unit 9 ► [Executive...]

1. Add a **TABLE OF CONTENTS** to the beginning of the document using the built-in **Automatic Table 1**.
2. Delete all of section 4.3 (including the sub-section) and update the **Table of Contents** to reflect the changes.

Unit 10 ► [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.

Unit 11 ► [Executive...]

1. Create a **Table of Contents** using the **Automatic Table 2**, and set the headings above the paragraphs to **Level 2**.

Unit 12 ► [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.