

## Unit 1 ▶ [Executive...]

1. Find the words **two months** in the first sentence of the **Term** paragraph and add a comment containing the text: **Two years?**.
2. Apply the **Outline** view to this document and then delete the **Business Developments** paragraph.

## Unit 2 ▶ [Executive...]

1. Apply the **Print Layout** view to this document.
2. Mark this document as **Final**.

## Unit 3 ▶ [Executive...]

1. Apply the **Web Layout** view to this document.
  2. 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 4 ▶ [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 5 ▶ [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 6 ▶ [Executive...]

1. Encrypt this document with the password **starship**.

## Unit 7 ▶ [Executive...]

1. **Mark** the document as **Final** to protect its contents and prepare it for sharing.

## Unit 8 ▶ [Executive...]

1. **Protect** the **Document** by **Restrict Editing** and **Limit Formatting** to a selection of styles and use the password: **Tomo**.

## Unit 9 ▶ [Executive...]

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

## Unit 10 ▶ [Executive...]

1. **Add a digital signature** and put the **purpose of signing** as: **To Protect**.

## Unit 11 ▶ [Executive...]

1. Save the document as a Template under the name: **Ocean.dotx**

## Unit 12 ▶ [Executive...]

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

## Unit 13 ► [Executive...]

1. Create a **PDF/XPS document** from this document and publish the document to the **Your Documents \GmetrixTemplates** folder as **word05.pdf**. Do not open the file after publishing.

## Unit 14 ► [Executive...]

1. Customize the **Save** options to **embed fonts** in the file. Only embed characters used in the document. (Note: Leave all other default settings unchanged.)
2. Without changing the filename, **Save** the open document as a **PDF** file in your **GMetrixTemplates** folder, optimized for minimum size. **Do not open after publishing.**

## Unit 15 ► [Executive...]

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

## Unit 16 ► [Executive...]

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

## Unit 17 ► [Executive...]

1. Create a document from the **Adjacency Letter template** and **Save the template** as a document named **Sample**.docx in the **Your Documents \GmetrixTemplates** folder.
2. Add the pre-defined **SAMPLE 2** watermark to the document.

## Unit 18 ► [Executive...]

1. Create a document using the **Origin Letter** template from the Sample Templates. Add the salutation **To whom it may concern:**
2. Change the background color to **Ice Blue, Background 2** and add a **Box** border (accept all default settings).

## Unit 19 ► [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**.

## Unit 20 ► [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 21 ► [Executive...]

1. Create a new document from the sample template **Median Report**. Enter **FUSION TOMO** as the document title and **Annual Report** as the subtitle.

## Unit 22 ► [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.