

Unit 1 ► [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 2 ► [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 3 ► [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 4 ► [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**.
2. Insert the picture **oranges.jpg** located in the **Your Documents\GmetrixTemplates** folder after the second paragraph on page two and apply the **Artistic Effect Line Drawing**.

Unit 5 ► [Executive...]

1. Apply a left tab stop to the yellow highlighted section of this document. Set the stop at **1** (2.54 cm).
2. Add **FusionTomo** and **Blackbread** as **AutoCorrect First Letter** exceptions.

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. 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 8 ► [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 9 ► [Executive...]

1. Format only the yellow highlighted text to display as two equal columns with a line between.
2. 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 10 ► [Executive...]

1. Add a custom **table of contents** to the top of this page. Use the **Formal** format and show **3** levels.
2. Change the position of the footer on this page to **0.4 (1 cm)** from the bottom.

Unit 11 ► [Executive...]

1. Display **continuous line numbers** for this document.
2. Insert **page numbering** at the bottom of each page of this document. Use the **Simple** style: **Plain Number 3**.

Unit 12 ► [Executive...]

1. Apply the **Parchment Fill Effect** to this document.
2. Demote the last item in the bullet list by one level.
3. Encrypt this document with the password **starship**.

Unit 13 ► [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 14 ► [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 15 ► [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 16 ► [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 17 ► [Executive...]

1. Apply the **CONFIDENTIAL 1** watermark to this document.
2. Insert the **Alphabet Header** and enter **Fusion Tomo Inc.** as the document title.

Unit 18 ► [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.
2. Remove the **header** on page two.

Unit 19 ► [Executive...]

1. Insert a **horizontal line shape** just below the text in this document with a width set at **100%** relative to the margin.

Unit 20 ► [Executive...]

1. Insert a **Page Break** after the last paragraph in this document.
2. At the end of the document, insert the **SmartArt Illustration** named **Basic Process** and apply the style named **Subtle Effect**.

Unit 21 ► [Executive...]

1. Insert any **business** themed **clip art** file that is an **Illustration** type to this document and place the image **behind the text**.
2. Change the **brightness** to **+40%** and the **contrast** to **-40%**

Unit 22 ► [Executive...]

1. Apply the shape style **Colored Outline - Blue, Accent 1** to the text box on page two of this document.
2. Save the **Text Box** as a **building block** in the **Text Boxes** gallery with the name **Signature**.

Unit 23 ► [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 24 ► [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 25 ► [Executive...]

1. Add a **TABLE OF CONTENTS** to the beginning of the document using the built-in **Automatic Table 1**.
2. Add a **caption** to the **Start-up chart** on page three that reads **Figure 1 Finances**.
3. Delete all of section 4.3 (including the sub-section) and update the **Table of Contents** to reflect the changes.

Unit 26 ► [Executive...]

1. Start a Mail Merge by attaching an existing recipient list to the document. Use the Access database **Database01.accdb**, located in the **Your Documents\GmetrixTemplates** folder, as the recipient list.
2. Add a field for a **Greeting Line** to the form letter in place of the existing data entry field for greeting the recipient. Select the greeting line format of **Mr. Randall**.
3. **Finish & Merge** and **edit the individual documents**.

Unit 27 ► [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 28 ► [Executive...]

1. Change the color theme of this document to the built-in theme of **Austin**.
2. Apply the **Emphasis** style to paragraph below the heading **1.2 Mission**.
3. Add a footer to the document using the built-in style **Conservative**.

Unit 29 ► [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 30 ► [Executive...]

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

