

Unit 1 ► [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 2 ► [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 3 ► [Executive...]

1. Convert the title **Apples** to a **WordArt** image with the style **Fill - Olive Green, Accent 3, Outline - Text 2**. Change the text wrap to **In Line with Text**.
2. Apply the **Simple Frame, White** picture style to the image of two apples on page one of the document.

Unit 4 ► [Executive...]

1. Before the heading **The Purposes:**, Insert any Clip Art that appears under the search **Building**, and apply **Square Text Wrapping** to it.

Unit 5 ► [Executive...]

1. Save the document as a Template under the name: **Ocean.dotx**
2. Apply a **Black Glow** to the **Cloud** picture under **Climate Effects**.

Unit 6 ► [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 7 ► [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 8 ► [Executive...]

1. Insert a **clip art** in the body of the document. Choose a clip art from the **Business** category and set the clip art text wrapping to: **behind text** and then then position and align the clip art to be centered both **horizontally** and **vertically**.
2. Add a **Blank Footer** and enter: **Copyright © FusionTomo All Rights Reserved**.

Unit 9 ► [Executive...]

1. Add a **caption** to the **Start-up chart** on page three that reads **Figure 1 Finances**.

Unit 10 ► [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 11 ► [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 12 ► [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 13 ► [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 14 ► [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.**

Unit 15 ► [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 16 ► [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. Inside the first text box enter the quote: **LEARN FROM YESTERDAY, LIVE FOR TODAY, HOPE FOR TOMORROW.**

Unit 17 ► [Executive...]

1. Insert an **Annual Quote** text box into the document before the **Bonus:** section.
2. Move the paragraph starting with **MERIT RATING -** into the text box.

Unit 18 ► [Executive...]

1. **Insert** the **Motion Sidebar** text box at the end of the document and enter the words: **The Ocean is a Water World**

Unit 19 ► [Executive...]

1. Select the quote starting with: **Hard work is the key to success...** and ends with **...Charles Lazarus**. Use the **Draw Text Box** to create a text box and apply the Shape Style: **Subtle Effect - Orange, Accent 6**.

Unit 20 ► [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.