

## Unit 1 ▶ [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 2 ▶ [Executive...]

1. Add a **Bibliography** on a new page at the end of the document.

## Unit 3 ▶ [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 4 ▶ [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 5 ▶ [Executive...]

1. Change the margin setting for this document to **Normal**.
2. Beginning with the **Confidential Information** paragraph, format this document as two equal columns.

## Unit 6 ▶ [Executive...]

1. Format only the yellow highlighted text to display as two equal columns with a line between.

## Unit 7 ▶ [Executive...]

1. Turn on automatic hyphenation so that words can be split on their syllables.
2. Insert the **DRAFT 1** watermark using the **Building Blocks Organizer**.

## Unit 8 ▶ [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 9 ▶ [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 10 ▶ [Executive...]

1. **Insert Page number** at the bottom of page using the **Stacked Pages 2**.

## Unit 11 ▶ [Executive...]

1. Change the page orientation to **Landscape**.
2. Add an **orange**, solid line **Box** page border with a width of 1 pt.

## Unit 12 ► [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 13 ► [Executive...]

1. Apply the **Parchment Fill Effect** to this document.

## Unit 14 ► [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 15 ► [Executive...]

1. Add a **watermark image** to the **background** without washout checked. Use the image: **ftlogo.gif** located in the GMetrix Templates folder inside your documents folder.

## Unit 16 ► [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 17 ► [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 18 ► [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 19 ► [Executive...]

1. Use **Quick Parts** to replace the title **FUSION TOMO BUSINESS PLAN** with the **Document Property Title**.
2. Add the built-in **Works Cited** bibliography to the bottom of the document.

## Unit 20 ► [Executive...]

1. Set the paragraphs starting with: **I would like...** and ending with the last paragraph: **Please keep in touch...** to **Full Justify**.
2. Change the color of the page **background** to **Tan, Background 2** and a **Box Border** with a **width** of **6 pt**.

## Unit 21 ► [Executive...]

1. Format the **Background** to have the **Preset Gradient: Ocean**, with a **Shading style of From Center**
2. Add a **comment** to the heading **Climate Effects** saying: **Remove the second paragraph**.

## Unit 22 ► [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 23 ► [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 24 ► [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 25 ► [Executive...]

1. Edit the **Footer** and set the options to not have a **different first page**.

## Unit 26 ► [Executive...]

1. Add a **Blank Footer** and enter: **Copyright © FusionTomo All Rights Reserved.**

## Unit 27 ► [Executive...]

1. Insert a **Header**, and using quick parts put the **Document Property: Category** and enter: **Design.**

## Unit 28 ► [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.