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| File1.docx document | |
| Question 1  Insert Text | insert text from file  apply to File1.docx   * Source: **rebetiko.txt** |
| Question 2  Page Margins | modify the page margins  apply to File1.docx   * **left, right: 0.3in.** * **top, bottom: 0.7in.** |
| Question 3  Page Columns | define column count  apply to File1.docx   * **2 columns** * **note: the title (first line of the text) is formatted in one column** |
| Question 4  Document Font | change the font of the document  apply to File1.docx   * **Arial, 12** |
| Question 5  Title Style | change the title style  apply to File1.docx   * **Title** |
| Question 6  Body Style | change the style of the text body  apply to File1.docx   * **Normal** |
| Question 7  Align Text | change the text alignment  apply to the text not the title of File1.docx   * **Justified Alignment** |
| Question 8  Insert Picture | insert picture from file  apply to File1.docx   * **image.jpg** |
| Question 9  Picture Position | move picture to a specific point in the document  apply to File1.docx   * before the paragraph: The kinds of music... |
| Question 10  Picture - Text Wrap | change the wrapping of the picture  apply to File1.docx   * **Tight** |
| Question 11  Picture Color | change the colors of the picture  apply to File1.docx   * **Sepia** |
| Question 12  Picture Size (Absolute) | change the absolute size of the picture  apply to File1.docx   * **height: 2in.** * **width: 3.5in.** |
| File2.docx document | |
| Question 13  Page Orientation | change the page orientation  apply to File2.docx   * **Landscape** |
| Question 14  Page Size | change the size of the page  apply to File2.docx   * **B5** |
| Question 15  Document Theme | change the document theme  apply to File2.docx   * **Wisp, Centered** |
| Question 16  Document Sections | define document sections  apply to File2.docx   * **1st section: Title, 1 column** * **2nd section: rest of document, 2 columns** |
| Question 17  Footer | edit the footer  apply to File2.docx   * **page number with center alignment** |
| Question 18  Header | edit the header  apply to File2.docx   * field that shows the **current date** with **left alignment** |
| Question 19  Text Formatting 1 | alter the title formatting  apply to File2.docx   * **center alignment** * **shadow: Offset Right** |
| Question 20  Text Formatting 2 | change the formatting of the rest of the document  apply to File2.docx   * **Justified alignment** |
| Question 21  Text Formatting 3 | change the formatting  apply to paragraph **Part A** File2.docx   * **left alignment** * border: **left and bottom, dark red color, width 1pt.** |
| Question 22  Text Formatting 4 | change the formatting.  apply to paragraphs with **Heading 2** style of **File2.docx**   * shading: **Brown, Accent 3** * font color: **White, Background 1** |
| Question 23  Bullet List | insert hyperlink  apply to the list under the heading Matters of Study of File2.docx   * **bullet size 16** |
| Question 24  Hyperlink | insert hyperlink  apply to the text www.rebetiko.gr of File2.docx   * **http://www.rebetiko.gr** |
| New document | |
| Question 25  Create Document | create a document from template  apply to the new document   * **Population (Population.dotx)** * **Insert the text 2020 as subtitle Date** |
| **How to solve Q 25? This is tutorial**  1. Open template file: Populations.dotx  2. Navigate to File - Save As – Browse –  2.1. Save As Type: Word Macro Enabled Template (.dotm)  2.2. Set default path for Template (example: //office/template//..)  2.3. Click Save  [2.4. Click Yes, If warning macro dialog appear on your screen]  3. Click File – New – Set PERSONAL template – Click Population tempalte | |
| Question 26  Header | edit header  apply to 2nd section of the new document   * **type Facet (even page)** |
| Question 27  Insert Table | insert text from file and convert it to table  apply to the second page of the new document   * **file: data.txt** |
| Question 28  Table | sort table  apply to the new document   * descending sort by population |
| Question 29  Field | insert a sum field in the table  apply to the new document   * Insert a **sum field** to the column **Population** in a new row |
| Question 30  Table alignment | change the alignment of the table  apply to the new document   * aligned at the **center** of the page |
| Question 31  Table - Cells | change cell formatting  apply to the new document   * merge the cells of the 1st column with upwards direction and center alignment * width of 1st column: 0.3in. |
| Question 32  Table - Formatting | change the table formatting  apply to the new document   * 1st row and 1st column: * font color: **White, Background 1** * shading: Black, Text 1 |
| Question 33  Table Caption | insert caption  apply to the new document   * caption: Table 1-European Countries Population * position: at the bottom of the table * center alignment |
| Question 34  Restrict Editing | Editing restrictions  apply to the new document   * Allow only this type of editing in the document: Tracked changes |
| Question 35  Save | save the document  apply to the new document   * File3.docx |
| ***Good luck to you!*** | |