|  |  |
| --- | --- |
| Document1.docx document | |
| Question 1  Modify Text Box | modify textbox  apply to Document1.docx   * break the link between the two text boxes of the document |
| Question 2  Save to Gallery | modify the bottom textbox of the document  apply to Document1.docx   * **fill color: Blue** * **outline color: light blue** * **save is as myBox in the Text Boxes gallery.** |
| Question 3  Column Break | delete the column break  apply to Document1.docx   * **delete the column break from the first page of the document** |
| Question 4  Section Break | delete the section break  apply to the document Document1   * delete the section break under the table of the first page of the document |
| Question 5  Columns | change the number of columns of the paragraph starting with To the following table we can see  apply to the document Document1   * columns: 4 |
| Question 6  Chart Wrapping | modify the chart's wrapping  apply to the document Document1   * apply **tight wrap** * move the chart below the first line of the document * apply **right side** **horizontal alignment** (as to the margin) on the chart of the document |
| Question 7  Update Field | update the field of the table  apply to the document Document1   * change the entry of the second cell of the second row to 130 * update the sum field on the last line of the table |
| Question 8  Font Setting | change the font setting of the cell in the second column of the second row of the table  apply to the document Document1   * **number spacing: proportional** * **number form: old style** |
| Question 9  Mailing | set the current document as **Letter**  apply to the document Document1   * recipients list: file colleagues in your folder |
| Question 10  Filter Recipients List | apply filter to the recipients list  apply to the document Document1   * show recipients from the **UK or US** |
| Question 11  Greeting Line | add a greeting line at the top of the document  apply to the document Document1   * the Greeting Line should be of the form, **Dear Josh**, |
| Question 12  Address Block | insert an address block at the Header of the document  apply to the document Document1   * do not include country/region |
| Question 13  Document Protection | encrypt the document  apply to the document Document1   * password: 1234 |
| Document2 document | |
| Question 14  Document Form Protection | disable the protection  apply to the document Document2   * password: 1234 |
| Question 15  Theme Colors | create a custom color template  apply to the document Document2   * name: MOS2020 |
| Question 16  Page Setup | set the page size  apply to the document Document2   * width: 8'' * height: 8'' |
| Question 17  Create Style | create a new style  apply to the document Document2   * name: **Gen** * it should be based on the text **Product** of the table |
| Question 18  Building Blocks | delete a building block  apply to the document Document2   * delete the **INFOlearn** building block |
| Question 19  Fields | insert a field  apply to the document Document2   * position: **footer** * field: **lastSavedBy** * format: **Title case** * alignment: **left** |
| Question 20  Check Box Content Control | insert a Check Box Content Control  apply to the document Document2   * title: **Ready** * position: **third cell of the second row of the table** * check the box |
| Question 21  Drop-Down list Content Control | insert a Drop-Down list Content Control  apply to the document Document2   * **replace** the **plain text content control** which already exists in the document * title: MOS2020 * elements:   WORD  EXCEL  Power Point |
| Question 22  Rich Text Content Control | insert a Rich Text Content Control  apply to the document Document2   * position: in the empty line after the paragraph **It will now expire on:** * font: **Arial** * font size: **16pt** |
| Question 23  Character Position | change character position  apply to the document Document2   * in the word **CEO** of the last line of the document apply **raised** position by **5pt** * in the words **Cardiff Electric** of the last line of the document apply **lowered** position by **7pt** |
| Question 24  Restrict Style | restrict the use of certain styles in the document  apply to the document Document2   * allow only the use of the **Heading 1 style** * do not remove the formatting or styles that aren't allowed |
| New document | |
| Question 25  Save | set a password to open the document  apply to the document Document2   * password: **1234** * save with the same name in the same folder |
| ***Good luck to you!*** | |