**MICROSOFT OFFICE SPECIALIST (MOS) - NHA TRANG UNIVERSITY 2019**

***Microsoft Word 2013 Examination check list***

**Q1.** Open days\_of\_the\_week\_mos.docx document to be found in MOSWC2019\Word folder on the desktop and save it as document template under the name yourfullname-ntu0303.docx in the same folder.

**Q2.** Using yourfullname-ntu0303.docx document and:

* Insert an outside border on the forth word (Days) of the text “Facts about the Days of the Week” heading.
* Insert left and right borderline on the next paragraph.
* Insert an bottom border on the text “Facts about Saturday and Sunday” (next paragraph).

**Q3.** Set as recipient list of the document from the file named studentlist.xlsx saved in the same folder with yourfullname-ntu0303.docx. Then insert the field full name on the right of the text “Hi, my name is “ (please choose your full name exactly)

**Q4.** Modify the margins for the whole document as

* Right 0.8”
* Top 0.5”
* Bottom 0.5”
* Left 0.8”
* Paper size A4

**Q5.** Create a Page Border for the whole document by:

* Setting: Box
* Colour: Blue Accent 1
* Width: ½ pt

**Q6.** Apply a style to text for document by sub-headings listed below:

* Style heading 1
* “Days of the Week”
* “Moaning about Mondays”
* “Which day of the week is the favourite?”
* Style heading 2
* “Facts about the days of the week”

**Q7.** Insert text from file for document by place text above the “Days of the week” heading

* Source file *Title.docx*

**Q8.** Convert the text to a table for document by all comma separated text from “Days” to “…the week after the sun ” below the “Days of the Week” heading

* Autofit to contents
* Separate text at commas
* Table Style: Grid Table 4-Accent 1
* Sort by: Day Number
* Type: Number
* Ascending
* Delete the entire row containing data for “Monday”
* Table dimensions should be 7 rows x 4 columns

**Q9.** Insert a caption for the Table for document

* Below the table under the “Days of the week” heading
  + Label: Table
  + Caption: “-Days of the week”

**Q10.** Insert and modify SmartArt for document following the paragraph under the “Facts about Saturday and Sunday” heading from Weekdays to Sunday

* SmartArt Graphic: Vertical Bullet List
* Content for first shape
  + Level 1: “Weekday”
  + Level 2: “Monday”, “Tuesday”, “Wednesday”, “Thursday”, and “Friday”
* Content for second shape
  + Level 1: “Weekends”
  + Level 2: “Saturday” and “Sunday”
* Height: 2.5”
* Width: 5.0”

**Q11.** Insert a caption for the SmartArt in days\_of\_the\_week\_mos.docx document below the SmartArt

* Label: Figure
* Caption: “-All the days”

**Q12.** Insert a footnote for the Table for document by the “Day Origin Story” column heading in the table under the “Day of the week” heading

* Footnote Text: “This information provided by www.socialstudiesforkids.com ”

**Q13.** Convert a table to text for document

* Table below the “Moaning about Mondays” heading
  + Separate text with paragraph marks
* The text “Not so Fun Facts” through “…the least rainy day of the week” under the “Moaning about Mondays” heading
  + Number of columns: 2

**Q14.** Create two lists for the Table

* The text “Not so Fun Facts” through “…the least rainy day of the week” under the “Moaning about Mondays” heading
  + Type: Multilevel List
  + Number Style: 1) a) i)…
  + Level 1: “Not so Fun Facts” and “Fun Facts”
  + Level 2: Everything else
* The text “Sunday” through “0.0000001%” under the “Which day of the week is the favourite?” heading
  + Type: Bullets
  + Text Format: Small caps

**Q15.** Modify the text wrapping and alignment of the picture for document by the picture of the Days of the Week

* Horizontal alignment Right relative to the Margin
* Vertical alignment Top relative to Margin
* Text wrapping: Tight

**Q16.** Insert a textbox at the end of document by

* Text box type: Austin Quote
* Copy and paste the text “It wasn't until the Industrial Revolution” through “…economy into an industrial one.” from “Facts about Saturday and Sunday” heading into the text box
* Modify the text wrapping and alignment of the
  + Horizontal alignment Centered relative to the Margin
  + Vertical alignment Bottom relative to the Margin

**Q17.** Insert a header for document by all page

* Insert a header
  + Built-in header Banded
* Add a document property
  + Title: “MOS Word NTU Test”
  + Tags: “MOS NTU”

**Q18.** Adjust the zoom setting for document

* Percent 110%

**Q19.** Modify Save options for document by

* Save AutoRecover information every 4 minutes
* Embed fonts in the file

**Q20.** Export this document to pdf format and save it as the same folder with yourfullname-ntu0303.docx

* All page
* ISO 19005-1 compliant PDF/A
* Open file after publishing