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| Houseboat Brochure.docx | |
| Question 1  Margins | Change the margins.  Entire document   * **Narrow** |
| Question 2  Theme | Apply a theme.  Entire document   * **Retrospect** |
| Question 3  Style Sets | Apply a style set.  Entire document   * **Lines (Simple)** |
| Question 4  Find and Replace | Find all occurances of a specific term and replace it with another term.  Entire document   * Replace all instances of “waterskiers” with “water skiers” |
| Question 5  Styles | Modify styles.  **Normal** Style   * Font   + **Arial** * Size   + **12** pt   **Title** Style   * Font   + **Arial Black** * Alignment   + **Centered**   + **Single Line Spacing** |
| Question 6  Apply Styles | Apply styles to selected text  At First paragraph “**Boating Vacation**”   * Apply **Title** Style   Above the first table, “**Sleeping Areas**”   * Apply **Heading 1** Style   Above the second table, “**Outdoor Facilities**”   * Apply **Heading 1** Style   Below the last table, “**Good Weather All Year**”   * Apply **Heading 1** Style   Below the “**Good Weather All Year**” section, “**Simple Planning**”   * Apply **Heading 1** Style   Beneath the “**Simple Planning**” text, “**Contact Us**”   * Apply **Heading 1** Style |
| Question 7  Line Spacing | Adjust spacing  **All Instances** using Heading 1 Style   * **Remove Space Before Paragraph** |
| Page 1 | |
| Question 8  Convert to Text | Convert tables to text.  Table below **Living and Dining Areas**   * Use **paragraph marks** to separate text   Table below **Sleeping Areas**   * Use **paragraph marks** to separate text   Table below **Outdoor Facilities**   * Use **paragraph marks** to separate text |
| Question 9  Lists | Create bulleted lists.  Below the heading, **Living and Dining Areas**, apply to text **luxury lounge …** through **…dryer.**   * Use the ⭘ bullet   Below the heading, **Sleeping Areas**, apply to text **2 spacious bathrooms …** through **…privacy.**   * Use the ⭘ bullet   Below the heading, **Outdoor Facilities**, apply to text **Upstair helm …** through **…sundeck.**   * Use the ⭘ bullet   Format bullet spacing  Below the heading, **Living and Dining Areas**   * **Bullet position: 0”** * **Text indent: 0.2”**   Below the heading, **Sleeping Areas**   * **Bullet position: 0”** * **Text indent: 0.2”**   Below the heading, **Outdoor Facilities**   * **Bullet position: 0”** * **Text indent: 0.2”** |
| Question 10  Breaks | Add breaks to separate portions of a document.  End of third paragraph, immediately following, **Anywhere you want**.   * **Section Break (Continuous)**   At the bottom of the page, before the heading, **Good Weather All Year**.   * **Section Break (Continuous)** |
| Question 11  Columns | Format the first page into columns  The document content between the **Section Breaks**.   * Two columns * Add **0.7”** spacing between columns |
| Question 12  Insert Image | Add images to a document.  Top of page (Above Heading **Boating Vacations**)   * **Boating Banner.jpg**   Resize and position the image.  **Boating Banner** image   * Size   + **Absolute 8.5” Width**   + **Absolute 2.33” Height** * **Text Wrap: Square** * Position:   + **Horizontal – Alignment Left relative to Page**   + **Vertical – Alignment Top relative to Page** |
| Question 13  Picture Style | Apply a style to an image.  Top of page Boating Banner image   * **Soft Edge Rectangle** |
| Question 14  Blanks | Remove blank paragraphs.  Above the **Section Break**.   * **Delete the Paragraph Marker ()** |
| Question 15  Insert Image | Add images to a document.  Between the list item, **sundeck** and the **Paragraph Marker**.   * **Floorplan.jpg**   Resize and position the image.  **Floorplan** image   * **Rotate 900** * Scale   + **Width 40%**   + **Height 40%** * **Text Wrap: Tight** * Position   + **Horizontal – Absolute position 0.05” to the right of Column**   + **Vertical – Absolute position 0.3” below Paragraph** |
| Question 16  Hyperlink | Add a **hyperlink** to selected text.  Second paragraph, **hyperlink** the text **houseboat**   * Link to:   **http://wikipedia.org/wiki/Houseboat** |
| Page 2 | |
| Question 17  Tables | Insert a table.  **Page 2**, beginning with **Month** and ending with 53.   * Create table * **AutoFit** to contents * Separate text at **Tabs** * Table dimensions “**4**” columns x “**13**” rows   Apply a style to the table.  Table   * **Grid Table 5 Dark – Accent 1** |
| Question 18  Caption | Add a caption.  Table   * Label: **Table** * Position caption below the table * Caption: “**Table 1 Average Temperature**” |
| Question 19  Bookmark | Create a bookmark.  **Contact Us** heading.   * Name: “**goContact**” |
| Question 20  Line Spacing | Adjust the spacing between lines.  The address block below the heading **Contact Us**   * Paragraph Spacing   + After: “**2pt**” |
| Question 21  Hyperlink | Insert a **SmartArt** diagram into the document.  Between the headings, **Simple Plainning** and **Contact Us**.   * **Basic Process** * Size   + Height: 0.5”   + Width: 6” * Wrap text: Top and Bottom * Align Center * Content   + Shape 1 Text: “**Book a houseboat**”   + Shape 2 Text: “**Pack your bag**”   + Shape 3 Text: “**Have fun**”   Apply a style  SmartArt diagram.   * Style: **Intense Effect** |
| Question 22  Text Box | Place text into a text box.  In the empty space located in the middle, directly to the right of the **Average Temperatures table**.   * **Austin Quote** * **Wrap text: Tight** * Position:   + **Horizontal – Absolute position 4.5” to the right of page**   + **Vertical – Absolute position 0.2” below paragraph** * Size   + **Height: 1.1”**   + **Width: 3.5”** * Type the following into the textbox:   “**My family spent a week on a houseboat this past summer. It was so much fun! – Justin Campell, Salt lake City, UT**” |
| Question 23  Footnote | Change the configuration of the footnotes used in this document.  Last word in top paragraph, **finishing!**   * Insert a footnote * **Number format:** \*,+,≠, ξ * **Start at:** + * **Footnote:** “**Fishing license required**” |
| Question 24  Footer | Insert a page footer into the document.  Bottom page   * **Banded** |
| Question 25  Macros | Create a macro  Store the macro in **HouseBoat Brochure.docx**   * Name the macro: “**ItalicCenter**” * Apply he **Italic** text effect and **Center** alignment to selected text. * Assign the shortcut key, “**Ctrl+8**” |
| Final steps | |
| Question 26  Zoom | Change the magnification view of the document.  **HouseBoat Brochure.docx**   * **Zoom** to **1 x 2** Pages |
| Question 27  Document Properties | Add values to document properties fields.  **Title** and **Comments** fields   * Title: “**Boating Vacations**” * Comments: “**Please review yearly**” |
| Question 28  Options | Modify document options.  Save options   * **AutoRecover every 8 minutes.** * Embed fonts in the file   Print options   * **Print background colors and images** |