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| Newsletters document | |
| Question 1  Theme | Apply a **theme** to a document  Entire document   * Theme: **Facet** |
| Question 2  Page Border | Add a page border to a document.  Entire document   * **1pt Shadow** * Accept all other defaults |
| Question 3  Orientation | Change the **orientation** of specific pages.  Entire document   * **Landscape** |
| Question 4  Margins | Change the **margins** of the document.  Entire document   * **Narrow Margin** |
| Question 5  Break | Add **break** to separate portions of a document.  Bottom of the first page, before the text, **Board-leaved Arrowhead**.   * **Break Page (Column)** |
| Question 6  Column | Format the document into **column**.  The document section below **Flowers!**. (All document)   * **2 columns** |
| Page 1 | |
| Question 7  Font Style | Add a style to selected text.  First paragraph, apply to **Flowers!**   * **Title** Style |
| Question 8  Modify Style | Modify the color of the **Title** style.  First paragraph, the text **Flowers!**.   * **Gold Accent 3, Darker 25%** |
| Question 9  Font Style | Apply a style to selection of text.  Top of the second column, the text **Broad-leaved Arrow-head**   * **Heading 1**   Second column, the following first words of each paragraph: **Flowers, Leaves, Preferred Habitat, Flowering Season** and **Distribution**   * **Intense Emphasis** |
| Question 10  Bullet list | Create a two-level bullet list from a selection of text.  First page, first column, text ranging from **Location** … to … **Are you allergic to certain type?**   * Basic **Bullets** * First level: **Location, Color of the blooms, Usefullness, Allergens** * Second Level: (all remaining text) |
| Question 11  Hyperlink | Add a **hyperlink** to selected text.  In the bulleted list, **hyperlink** the text **Color of the blooms.**   * Link to: “**http://www.fusiontomo.com/bloomcolors**” |
| Question 12  Macro | Create a **macro**  Store the **macro** in the current document   * Name the macro,“**Cooper12**” * Actions: **Cooper Black** font, 12 pt |
| Question 13  Run the macro | Run a macro to change selected text.  In thw bullet list: **Locaion,** **Color of the blooms, Usefullness, Allergens**   * Apply the **Cooper12** macro |
| Question 14  Table | Convert text to table.  First page, below the bulleted list, begin with **Flower Name** through **Often Pickled**   * 3 **Columns,** 5 **Rows** * Separate at tabs |
| Question 15  Table style | Apply a style to a table.  Entire table   * **Grid Table 7 Colorful – Accent 3**   Second page, the sentence **What about our pets?**   * **Intense Emphasis** |
| Question 16  Insert Image | Add images to a document.  First page, second column,below the heading **Broad-leaved Arrow head**.   * **Broad leaved arrowhead.jpg** * Position:Beneath the heading **Broad-leaved Arrowhead** * Text Wrap: **Square** * Height: **3.34”** * Width: **2.5”** |
| Question 17  Picture Effect | Apply a picture effect to an image  Image located on the first page.   * Glow: **Dark Green, 8pt glow, accent color 2** |
| Question 18  Absolute Positioning | Adjust the palcement of the image on the page using absolute positioning.  Second column, below heading Broad Leaved Arrowhead.   * **Vertical: Absolute position 0.05” below paragraph** * **Horizontal: Alignment Left relative to** |
| Page 2 | |
| Question 19  Insert Image | Add images to a document.  Second page, second column, below the heading **jack-in-the-Pulpit**.   * **Jack in the Pulpit.jpg** * Position:**Jack-in-the-Pulpit** * Text Wrap: **Top and Bottom** * Height: **3.67”** * Width: **2.75”** |
| Question 20  Picture Style | Apply a style to an image.  Image located on the second page.   * **Metal Oval** |
| Question 21  Font style | Apply a style to selection of text.  Second column, **ARUM FAMILY (Araceae)**   * **Heading 1** |
| Question 22  Bookmark | Creat a **bookmark**  **ARUM FAMILY (Araceae)** Heading.   * Name: “**ARUM”** |
| Question 23  Endnote | Change the configuration of footnote used in this document.  Associate to the text **Jack-in-the\_Pulpit** in the second column.   * Endnote text: “**Also know as Indian turnip**”   **Jack-in-the-Pulpit**   * Number Format: **a,b,c** (accept all other defaults) |
| Page 3 | |
| Question 24  Font Style | Font style.  First column, the following first words of each paragraph: **Flowers, Leaves, Fruit, Prefered Habita, Flowering Season** and **Distribution**   * Intense Emphasis |
| Page 4 | |
| Question 25  Text Box | Place text into a text box**.**  Last paragraph, **Flower always** … to … **for the soul**. Add author **Luther** **Burbank**.   * **Banded quote** * Position: **Bottom Right with Square Text Wrapping** |
| Question 26  SmartArt | Insert a **SmartArt**  diagram into the document.  On the last page, in the second column   * **AmartArt basic Chevron Process** * Style: **3-D Polished** * Shape 1 Text: “**Plant**” * Shape 2 Text: “**Feed and Water**” * Shape 3 Text: “**Bloom**” * Position: **Top Right with Square Text Wrapping** |
| Question 27  Caption | Insert a caption for the **SmartArt**.  Above the **basic Chevron Process SmartArt**   * **Figure** caption * Position above **SmartArt** * Text: **“Plant”** |
| Final | |
| Question 28  Footer | Insert a page footer into the document.  **0.1”** from bottom of page   * **Filigree** |
| Question 29  Document Properties | Add values to documents property fields.  Tags/Keywords   * **Flowers, blooms, Broad-leaved Arrowhead, Jack-in-the-Pulpit** |
| Question 29  Document Options | Change document options.  General options   * Disable: **Enable Live Preview**   Proofing options   * Enable: **Check spelling as you type**   Advanced options   * **Keep track of formatting** * Print pages in reverse order |