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| Newsletters document | |
| Question 1  Theme | Apply a **theme** to a document  Entire document   * Theme: **Ion** |
| Question 2  Background Color | Change the background color.  Entire document   * **Blue-Gray, Accent 5, Lighter 60%** |
| Question 3  Page Border | Add a **page border** to a document  Entire document   * **Box** * Accept all defaults |
| Question 4  Break | Add breaks to separate portions of a document.  First page, fifth paragraph. At the beginning of the line, **For each toxin…**   * **Section Break (Continuous)**   Third page, third paragraph. At the beginning of the line, **Question: I have a serious pain…**   * **Section Break (Continuous)**   Third page, third paragraph. At the beginning of heading, **Question and Answer with Dr. Neson**   * **Page Break** |
| Page 1 | |
| Question 5  Orientation | Change the **Orientation** of the specific pages  First page only   * **Landscape** (Note: All other pages are remain in **Portrait** orientation) |
| Question 6  Bulleted list | Create a bulleted list from a section of text.  First page, fourth paragraph, Dry mouth through **Addictive personality**.   * **Checkmarks** * **Indentation** 0.5” (1.27 cm) * 3 **columns** |
| Question 7  Insert Image | Add images to a document  First page, upper right corner   * **Doctor.png** * Position: **Top Right with Square Text Wrapping** * Picture Style: **Thick Matte, Black** |
| Question 8  Shapes | Insert a shape into the document.  In the empty space on the first page.   * **Smiley Face** * Style: **Colored Outline – Black, Dark 1** |
| Question 9  Caption | Insert a caption under the shape.  Under the Smiley Face shape   * Figure caption * Position below shape * Text: “**When you aren’t toxic, you are happy!**” * Exclude label from caption * Drag to center below shape |
| Page 2 | |
| Question 10  Table | Convert text to a table.  Second page, below the first paragraph. Beginning with: **Toxin** through **Some Nausea**.   * 4 **Columns** * Separate at tabs |
| Question 11  Modify Table Data | Modify Table Data  Table column 4 (**Side Effects**), row 6 (**Iron**)   * Delete the text, **None** * Insert the text, “**Constipation**” |
| Question 12  Table Style | Apply a style to a table  Entire table   * **Grid Table 4 – Accent 4**. |
| Question 13  Format Table | Add formatting to the table headers.  Table headers (**Toxins** to **Side Effects**)   * Center align |
| Question 14  Modify Style | Change a style.  Intense Emphasis style   * **Black, Text 1, lighter 15%** * Font size **12**pt |
| Question 15  Apply style | Apply a style to section of text.  Second page, the sentence **Are you Okay, Sparky?**   * **Title**   Second page, the sentence **What about our pets?**   * **Intense Emphasis** |
| Question 16  Insert Image | Add images to a document.  Second page, below the subheading, **What about our pets?**   * **Kitty.jpg** * **Height: 50** percent * **Width: 50** percent * T**ight** wrap * **Bevel Divot** effects |
| Question 17  WordArt | Convert select text to **WordArt**  Second page, the letter **A** in the heading, **Are you Okay, Sparky?**   * **WordArt Style: Fill – Black, Text 1, Outline – Background 1, Hard Shadow – Background 1** |
| Page 3 | |
| Question 18  Text Formatting | Add direct formatting to a section of text  Third page, sixth paragraph, the phrase **lukewarm water**.   * **Double Underline** |
| Page 4 | |
| Question 19  Apply Style | Apply Style  Last page, the sentence **Question and Answer with Dr. Nelson**.   * **Heading 1** |
| Question 20  Margins | Change the margins of the specific pages.  Last page, beginning with Question: **I have a …** through **…questions to Dr. Nelson**.   * Wide Margins |
| Question 21  Footnote | Add a footnote to the document.  In the heading on the last page, associate the **footnote** to the text, **Dr.Nelson**   * Footnote text: Cut and paste the paragraph beginning with **Dr. William Nelson …** to **… a recreational vehicle.** |
| Question 22  Hyperlink | Add a hyperlink to **selected** text.  Last paragraph, **hyperlink** the text **email all of your questions**.   * Link to: “**williamnelson@hypotheticaluniversity.com**” |
| Final | |
| Question 23  Macro | Creat a macro.  Store the **macro** in the current document.   * Name the macro, “**Empahsis**” * Actions: **Bold, Underline** |
| Question 24  Navigate | Use the **Navigation** pane.  Find all instances of Toxins in the document   * Apply the **Emphasis** macro |
| Question 25  Quick Parts | Use **Quick Parts** to insert a **Publish Date.**  End of last page   * **Publish Date** |
| Question 26  Page Numbers | Insert page number  Bottom of Page   * **Ribbon (**under **With Shapes** section) |
| Question 27  Document Property | Add values to document property fields.  Title   * **“Health Newsletter”** |
| Question 28  Restrict Editing | Limit editing in this document  **Allow only this type of editing in the document**   * Tracked Changes * Password: “**Gmetrix**” |
| Question 29  Document Options | Change document options.  Display options   * Enable: **Print document properties**   Proofing options   * Disable: **Check spelling as you type**   Advanced options   * **Allow Open in Draft View** |