# Tables Practice

1. On Page 3, create a table from the text “Monday….to recycling….”. Create the table with 6 columns that spread across the entire width of the window. Separate text at tabs.
2. Select all text from Monday to Recycling XX
3. Click on the Insert tab
4. Choose Insert Table
5. On page 3, set style of the text in row 1 to Heading 1.
6. Hover your mouse until your cursor turns into a horizontal facing arrow and select row 1
7. Click on the Home Tab and under the Styles section, select Heading 1
8. On Page 3, sort the table by the first column in ascending order.
9. Hover your mouse above column 1 until your cursor looks like a downward facing arrow
10. Click to select column 1
11. Under Table Tools Layout Tab choose Sort
12. Make sure it says ascending order and column 1
13. Configure the table on page 3 so the column headings repeat onto the next page
14. Hover you mouse to the side of the table until your cursor looks like a horizontal facing arrow.
15. Click to select row 1 in the table.
16. Click on the Table Tools Layout Tab and select Repeat Header Rows
17. On page 2, to the right of “Weekly Chore Schedule” insert a footnote. Cut the text “School Holiday” and paste it into the footnote.
18. Click next to the word “Schedule”
19. Click on the Reference Tab
20. Click on Insert Footnote
21. Select the text School Holiday, right click on it and select cut
22. Right click in the footnote section and select paste.
23. In the area below “recycling” on page 2, add a Basic Chevron Process diagram. From left to right, insert into the diagram the text “Register Team”, “Managers Meeting”, “Have Fun!”
24. Click below the word “recycling” on page 2
25. Click on the Insert Tab
26. Click on Smart Art
27. On the right, select “process”
28. Hover and use your screen tips in order to find “Basic Chevron Process”
29. In the bulleted list, type “Register Team”, “Managers Meeting”, “Have Fun!”
30. Add the text “Draft” to the Status property of the document
31. Click on the File Tab
32. On the right hand side, select Show All Properties at the bottom
33. In the Status property field type “Draft”
34. Display the tab formatting symbols in the document. Do not display any other formatting symbols.
35. Click on the File Tab
36. Click on Options
37. Under Display, select Tab Character under the heading “Always show these formatting marks on the screen”
38. Add the contents of the file magic.docx in the documents folder below the horizontal line near the middle of the page on page 1.
39. Click on the Insert Tab
40. In the text group, click on Object
41. Select Text from file
42. Select the “Magic” document and click OK
43. Highlight the text in the row starting with “Recycling” in Turquoise.
44. Hover your mouse to the left of the table until your cursor turns into a horizontal facing arrow
45. Click to select the row starting with “Recycling”
46. Under the Home Tab in the Font group, select Text Highlight Color
47. Hover your mouse and use your screen tips to find Turquoise
48. Apply the Grid Table 1 Light-Accent 2 table style to the table.
49. Click on the table
50. Under the Table Tools Design Tab, in the Table Styles Group, hover your mouse and find Grid Table 1 Light-Accent 2
51. For the table, add alternative text with the title, “Book Selections” and the description should be “A list of 5 books”
52. Click anywhere in the table
53. Right click on the four pronged arrow to select the entire table
54. Go to Table Properties
55. Click the Alt Text tab
56. Type Book Selections for the title and “A List of 5 books” for the description

# Pictures

1. Apply the Soft Round Bevel picture effect to the image of the pool on page 2
2. Click on the picture of the pool
3. Click on the Picture Tools Format Tab
4. Click on Picture Effects and select Bevel
5. Hover your mouse and use your screen tips to find Soft Round Bevel
6. Move the image of the cell phone to just between the title “City of Orlando” and “Leasing Office”
7. Click on the cell phone and drag it between the headings “City of Orlando” and “Leasing Office”
8. Change the format of the text beginning with “New Online Resident Portal” to be intense emphasis.
9. Select the text “New Online Resident Portal”
10. Click on the Home Tab and under the Styles section, select Intense Emphasis
11. Add bullets to the indented list starting with “recycling” and ending with “at all times”
12. Select the text beginning with “recycling” and ending with “at all times”
13. Click on the Home Tab and in the paragraph group select basic bullets
14. Add a Next Page section break immediately before “Dog and Owner Meet and Greet” at the bottom of the page 3.
15. Click in front of the word Dog
16. Click on the Layout Tab
17. Click on Breaks in the Page Setup Group
18. Select Next Page break
19. Create a bookmark named “SpringNewsletter” for the “Spring Newsletter” side heading.
20. Select the text “Spring Newsletter” in the side heading
21. Click on the Insert Tab
22. Click on bookmark in the Links group
23. Type “SpringNewsletter” for the bookmark name
24. Add Accent bar 2 page numbering at the bottom of each page.
25. Click on the Insert Tab
26. In the Header Footer group, select Page Number and then bottom of page
27. Find Accent Bar 2
28. Use the find and replace feature to replace all instances of “pets” with “fur babies”
29. Click on the Home Tab
30. Click on Replace in the Editing group
31. Type “pets” under Find What
32. Type “fur babies” under replace with
33. Apply a Light Green, Background 2, Darker 10% as the page background color.
34. Click on the Design Tab
35. Click on Page Color
36. Hover your mouse and use your screen tips to locate Light Green, Background 2, Darker 10%

# Text

1. Add the image river.jpg from the pictures folder below the text in the sidebar.
2. Click below the text in the sidebar
3. Go to the Insert Tab
4. Click on Pictures
5. Click on Browse
6. Navigate to river.jpg
7. Set the line spacing so the entire document is double spaced.
8. Click in the document and select all of the text (CTRL-A)
9. Click on the Home Tab
10. In the paragraph group select line spacing and click 2.0
11. Add a banded cover page. Delete the “[Company Address]” placeholder.
12. Click on the Insert Tab
13. In the pages group select Cover Page
14. Find banded cover page
15. Click on the Company Address placeholder (the dotted line) and press delete on your keyboard.
16. Insert a banded header that will not be displayed on the first page.
17. Click on the Insert Tab
18. In the Header Footer group select Header
19. Find Banded Header
20. Check the box that says different first page
21. After the section break on page 6, change the orientation to Landscape.
22. Click on page 7, after the break on page 6
23. Click on the Layout Tab
24. In the Page Setup group select Orientation and then select Landscape

# Smart Objects

1. Rearrange the text in the SmartArt graphic so that “corros” is above “pH balance”
2. Click on the Smart Art
3. Click on the arrow on the left in order to open the bulleted list
4. Click on the “corros” bullet and under the Smart Art Tools Design Tab, select move up
5. Cut the heading “Monthly Testing” and paste it above the list the begins with “Alkalinity Levels”
6. Select the text “Monthly Testing”
7. Right click on the text and select cut (CTRL-X)
8. Right click in the area above “Alkalinity Levels” and choose paste (CTRL-V)
9. Locate the list that begins with Alkalinity Levels and change the numbering to use uppercase letters (A, B, C) instead of bullets
10. Select the text in the list
11. Click on the Home Tab
12. In the paragraph group, find Numbering and find the format A, B, C
13. In the sentence that begins with “Martinique”, insert a Registered Sign at the end of “Pool and Spa Services”
14. Click at the end of “Services”
15. Click on the Insert Tab
16. Click on Symbol on the far right hand side
17. Find the Registered sign and click insert
18. Format the title, “Salt Water Pool and Spa Maintenance” as a WordArt text box. Use the style Gradient Fill-Gray.
19. Click inside of the text box containing the text “Salt Water Pool….”
20. Click on the dotted line around the text box to make it a solid line
21. Click on the Drawing Tools Format tab
22. Click on Quick Style in the Word Art Styles group
23. Hover your mouse and use your screen tips to find Gradient Fill-Gray

# Lists

1. Under the Communications Report section, reconfigure the list values to begin with the number “1”
2. Click on the number 4 in the list
3. Right click on the number and go to Set Numbering Value
4. Type in 1 under “Set Value”
5. Add a scroll Horizontal (Horizontal Scroll) shape with the text “Class starts at 9:00!” Align it to the bottom center of the page.
6. Click on the Insert Tab
7. In the illustrations group, find shapes
8. Under Stars and Banners, find Horizontal Scroll
9. Click and Drag at the bottom of the page
10. Click on the scroll and type “Class starts at 9:00
11. Using the Go To feature, navigate to the 5th heading and delete the first paragraph under it.
12. Click on the Home Tab
13. In the editing group, click on Select
14. Click on Go To
15. Scroll down and select Heading, then on the right, type in 5 for the Heading number
16. Below the Board of Directors in the side heading, insert the contents of the Meet Your Audience.rtf file located in the Documents folder.
17. Click in the area below Board of Directors
18. Click on the Insert Tab
19. Click on the Object drop down arrow
20. Click on Object
21. Click on From File
22. Navigate to the Meet Your Audience.rtf file and choose insert
23. Inspect the document and remove any personal information.
24. Click on the File Tab
25. In the middle of the window, choose Check for Issues
26. Choose Inspect Document
27. Choose Inspect
28. Click Remove All next to Document Properties and Personal Information

# Charts Practice

1. Insert a Line chart into our practice Word document
   * 1. Insert Tab
     2. In the Illustrations group, click on charts
     3. On the left, select line chart
2. Open our practice workbook in Excel. Copy the data and paste it into the chart's spreadsheet.
   * 1. Open “Charts Practice Data”
     2. Copy all of the data. (CTRL-C) and paste it into the excel pop up window on the “charts” document.
3. Change the chart title to Monthly Sales.
   * 1. Click on the chart title and enter the title Monthly Sales
4. Add Alternative text title “Contoso” to the line chart.
   * 1. Right click on the chart and scroll down to “Format Chart Area”
     2. Go to “Chart options” and then “layout and properties”
     3. Add the title “Contoso” to the Alternative Text Title
5. Change the chart type to Stacked Column.
   * 1. Under “Chart Tools” design tab, go to “Change Chart Type”
     2. On the left select “Column” and on the right select “Stacked Column”
6. Use the Quick Layout drop-down menu to change to Layout 3.
   * 1. In the “Charts Layout Group” select layout 3
7. Use the Add Chart Element drop-down menu to add a Primary Vertical Axis Title. Rename the title Sale Profit.
   * 1. Click on the chart and select the + sign on the right.
     2. Select Axis Title and select primary vertical axis title
     3. Select the vertical axis title and type “Sale Profit”.
8. Switch the Row/Column data
   * 1. In the Data group, select “switch row/column”