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| # | Question | Correct |
| 1 | Select all the directions and **change the numbering value to 1.** |  |
| 2 | **Center** the titles “*Why I came to Southern*” and “*References*” **(Size 18, Arial Black Font)** |  |
| 3 | **Replace ALL** the words *Southern* to *Fern Creek*, Change the size to **16, Bold, italics, underline, font color to orange, font to Arial Black.** |  |
| 4 | Change the **font colors** of the words to the color (*Mountain Dew Green, etc*.) |  |
| 5 | Use a **header**, Right Align, Name (enter), date (enter), class period (enter) |  |
| 6 | Select the first 2 paragraphs under the title (blue & red text) … “*Why I came to Southern*”, **Justify the alignment.** |  |
| 7 | Select the first 2 paragraphs under the title (blue & red text)… “*Why I came to Southern*”, Create a **first line indent at “.5” inch** |  |
| 8 | Select the second paragraph (red text) (“*Ever since I graduated…*”) and create a **left indent at 1 inch, and a right indent at 1 inch** |  |
| 9 | Select the blue text underneath the title “references” (*Schneider, Doug…..2001*) and create a **hanging indent at .5 inches.** |  |
| 10 | Select the title “Why I came to Southern” and put a **Black Shadow border, 3 pt. width**. Apply to **Text**. |  |
| 11 | Select the title “Why I came to Southern” and apply a **yellow shading**. Apply to **text.** |  |
| 12 | Select the text Mountain Dew…. to Pepsi. Insert a **checkmark bullet**. |  |
| 13 | Change the **size** of the bullets to size **16.** |  |
| 14 | Select the text 2nd Trimester Classes …. to technology and apply a **number** **list**. |  |
| 15 | Select the text Math…. to technology and change the list level to **a., b., c**. to make it a **Multi-level list**. |  |
| 16 | Select the blue paragraph under the title “Why I came to Southern” and change the **line spacing to double space**. |  |
| 17 | Select the text “Mountain Dew to Pepsi Blue”, insert a **right tab at 6 inches**. |  |
| 18 | Select Math…. to technology, **cut** the text and **paste it before Directions.** |  |
| 19 | Select the title “References” and replace it with **Word Art. Fill – white, outline-Accent1, shadow** |  |
| 20 | Select the Headings **Favorite Drinks** and **Classes** and add a **style** – **Intense** **Quotes**. |  |
| 21 | Select the Headings **Favorite Drinks** and **Classes** format the text to read **UPPERCASE**. |  |
| 22 | Save this document as a word document. Name it **3wkPro**. |  |
| 23 | Save this document as a **PDF file**. Name it **pdf3wkPro** |  |
| 24 | Print out **the word document** when finished. |  |
| 25 | Inside of your **MOS** folder, create a **new folder** named **(Tests)**. Drop your **3wkPro** and your **pdf3wkPro** file in the folder**. I will come around and check this on your computer.** |  |