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| # | Question | Correct |
| 1 | **Center** the titles “*Internet*” and “*References*” **(Size 18, Arial Black Font)** |  |
| 2 | **Replace ALL** the words *Internet* to *Information Superhighway*, Change the format of the replaced word to size **16, Bold, italics, underline, font color to orange, font to Arial Black.** |  |
| 3 | Select the Green Text (CPU….Scanner) Insert **checkmark bullets**. |  |
| 4 | Change the **size** of the bullets to size **16.**  |  |
| 5 | Change the **Green** **font color** of the words to black font. |  |
| 6 | Use a **header**, (Insert a blank header) **Right Align**, Name (enter), date (enter), class period (enter) |  |
| 7 | Select the blue text under the title *“Information Superhighway”* (was Internet) **Justify the alignment.** |  |
| 8 | Select the first paragraph under the title (blue text) starting with *“Technology has a …….lives”.* , Create a **first line indent at “.5” inch** |  |
| 9 | Select the second paragraph (blue text) (“*One writer……car*”) and create a **left indent at 1 inch, and a right indent at 1 inch** |  |
| 10 | Select the purple text underneath the title “references” (*Schneider, Doug…..2001*) and create a **hanging indent at .5 inches.** |  |
| 11 | Select the title “Information Superhighway” (was Internet) and put a **Black Shadow border, 3 pt. width**. Apply to **Text**. |  |
| 12 | Select the title “Information Superhighway” (was Internet) and apply a **yellow shading**. Apply to **text.** |  |
| 13 | Select the red text Microsoft Word …. to PowerPoint and apply a **number** **list**. |  |
| 14 | Select all the Orange text and **change the numbering value to 1.** |  |
| 15 | Select the blue paragraphs under the title “Information Superhighway” (was Internet) and change the **line spacing to double space**. |  |
| 16 | Select the text “red text Microsoft Word …. to 850”, insert a **right tab at 6 inches**. |  |
| 17 | Select the title “References” and replace it with **Word Art. Fill – white, outline-Accent1, shadow** |  |
| 18 | Select the Headings **“What is the Internet?”** and **“What has been the Impact of the Superhighway?”** and add a **style** – **Intense** **Quotes**. |  |
| 19 | Select the Headings **“What is the Internet?”** and **“What has been the impact of the Superhighway?”** format the text to read **UPPERCASE**. |  |
| 20 | Save this document as a word document. Name it **3wkAlt**. |  |
| 21 | Save this document as a **PDF file**. Name it **pdf3wkAlt.** |  |
| 22 | Print out **the word document** when finished. |  |
| 23 | Inside of your **class** folder, create a **new folder** named **(Tests)**. Drop your **3wkAlt** and your **pdf3wkAlt** file in the folder**. I will come around and check this on your computer.** |  |