|  |  |  |
| --- | --- | --- |
| # | Question | Correct |
| 1 | Select all the directions located at the bottom of the page, and **change the numbering value to 1.** |  |
| 2 | Select the **entire document**!!! **(Ctrl-A)** Change the **orientation** to **Landscape**. |  |
| 3 | Select the **entire** **document**!!! **(Ctrl-A**) Change the **margins** to **right 1.5” and left to 1.5”**. |  |
| 4 | **Center** the title “*Why I came to Southern*” **(Size 18, Arial Black Font)** |  |
| 5 | **Replace ALL** the words *Southern* to *Fern Creek*, Change the size to **16, Bold, italics, underline, font color to orange, font to Arial Black.** |  |
| 6 | Change the **font colors** of the words to the color (*Mountain Dew Green, etc*.) |  |
| 7 | Use a **header**, Right Align, Name (enter), date (enter), class period (enter) |  |
| 8 | Select the first 2 paragraphs under the title (blue & red text) … “*Why I came to Fern Creek (was Southern)*”, **Justify the alignment.** |  |
| 9 | Select the first 2 paragraphs under the title (blue & red text)… “*Why I came to Fern Creek (was Southern)*”, Create a **first line indent at “.5” inch** |  |
| 10 | Select the blue and red paragraph under the title “Why I came to Fern Creek (was Southern)” and change the **line spacing to double space**. |  |
| 11 | Select the first 2 paragraphs under the title (blue & red text) … “*Why I came to Fern Creek (was Southern*”, **Columns 3 with a line between.** |  |
| 12 | Place your insertion point in front of the Red paragraph under the title “Why I came ….”, insert a **column** **break**. |  |
| 13 | Place your insertion point in front of directions! **Insert** a **Page** **Break**! |  |
| 14 | Select the **purple** text underneath the title “references” (*Schneider, Doug…..2001*) *(McAndrew, Aaron….2015*) and create a **hanging indent at .5 inches.** |  |
| 15 | Select the title “Why I came to Fern Creek (was Southern)” and put a **Black Shadow border, 3 pt. width**. Apply to **Text**. |  |
| 16 | Select the title “Why I came to Fern Creek (was Southern)” and apply a **yellow shading**. Apply to **text.** |  |
| 17 | Select the text Mountain Dew…. to Pepsi. Insert a **checkmark bullet**. |  |
| 18 | Select the text Math …. to technology and apply a **number** **list**. |  |
| 19 | Select the text “Mountain Dew to Pepsi Blue”, insert a **right tab at 6 inches**. |  |
| 20 | Select the text “Mountain Dew to Pepsi Blue”, format your tab so that it is a **dot** **leader**. |  |
| 21 | Select the title “References” and format it with **Word Art. Fill – white, outline-Accent1, shadow** |  |
| 22 | Select the Headings **Favorite Drinks** and **Classes** and add a **style** – **Intense** **Quotes**. |  |
| 23 | Select the Headings **Favorite Drinks** and **Classes** format the text to read **UPPERCASE**. |  |
| 24 | Under My Favorites, Select “Song…to Kentucky”, **Convert text to a table**. **Accept** rows and columns, **Auto** **fit** to contents, **separated** by tabs. |  |
| 25 | Select the **first** **row** of the table and insert a **row** **above**. Type in the names of the headers **Topic**(1st column), **Coaches Picks** (2nd column). |  |
| 26 | Select the **2nd column**, insert a **column** to the **right**. Heading name is **(your name) picks**. Fill in the column with your favorites. (ex – Doug Schneider picks) |  |
| 27 | Select your table and apply the **style** **Grid Table 5 dark**. |  |
| 28 | Select the Coaches Picks (2nd column) and **delete** the **column**. |  |
| 29 | Next to your table insert a **“simple quote” text box**. Type in the Text box ***“These are my favorite things!”*****- Move the text box to the right of the table.** |  |
| 30 | Insert a **custom** **watermark**. * Text: TEST
* Font: Arial Black
* Color: Red
* Semitransparent: checked marked
 |  |
| 31 | Save this document as a word document. Name it **6wkPro**. |  |
| 32 | Print out **the word document** when finished. |  |