Exercise 1

Highlight and copy from source paragraph (1)

Paste into Doc1.doc

Formalize paragraph number and make a heading

Change text body - Style - to normal

Review – Spelling & Grammar – correct as needed

 Exercise 2

Highlight and copy from source paragraph (2)

Paste into Doc2.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Insert:

A picture – change format so that the picture fits among the text body

 Hint – Arrange Text Wrapping (square)

 or Format text Wrapping (square)

Exercise 3

Highlight and copy from source paragraph (3)

Paste into Doc3.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Change text body to bullets – one sentence per line

Insert

 A symbol – add a title – related to

Text Box –enter a commentary about the text body – edit font color or highlight to stand out from the text body

Exercise 4

Highlight and copy from source paragraph (4)

Paste into Doc4.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Change Page Layout Orientation to Landscape

Edit heading and text body to fit appropriately

Exercise 5

Highlight and copy from source paragraph (5)

Paste into Doc5.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Insert

A Column chart – edit for best layout and presentation

Exercise 6

Highlight and copy from source paragraph (6)

Paste into Doc6.doc

Formalize paragraph number and make a heading

Add a Header and Footer – relate to something in the text body content

Change the margins to narrow

Exercise 7

Highlight and copy from source paragraph (7)

Paste into Doc7.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Insert a Word Art element – relate to something in the text body content

Format to fix among the text – Hint – Arrange Text Wrapping (square)

Create a second page

Exercise 8

Highlight and copy from source paragraph (8)

Paste into Doc8.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Add page numbers and date - top center

Insert a 5 by 5 Table after the text body

Format to fix among the text – Hint – Arrange Text Wrapping (square)

Exercise 9

Highlight and copy from source paragraph (9)

Paste into Doc9.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Pick a topic from the text body and create a Hyperlink from the text to the related website

Exercise 10

Highlight and copy from source paragraph (10)

Paste into Doc10.doc

Formalize paragraph number and make a heading

Review – Spelling & Grammar – correct as needed

Add (3) additional page to this document

 On page (1) create an envelope

On page (2) create a mailing label