**WORD EXPERT EXERCISE #1 (WORD EXPERT PRACTICE FILE )**

1. Enable only digitally signed macros
2. Highlight the first 3 words (Vision Office Products) and then create a macro called “CEI\_FORMAT” that will bold, Italicize and change the font size to 18 and color to blue. Save the macro in the current file
3. Change the name of the CEI\_FORMAT macro to CEI\_CUSTOM\_FORMAT
4. Following the heading “Plan Costs” on page #2, mark an index entry
5. On page 3, save the text box as a quickpart named “yellow box”. Save it in Normal.dotm template and add a custom category called CEI\_PARTS
6. At the bottom of page 2, make sure that the heading “Company Contributions” and the paragraph below always stay together on the same page
7. Configure the hyphenation settings so that hyphenation is automatic
8. Configure the line numbering option so that it automatically restarts at the top of each page (just go there, don’t really set it)
9. On page 5, under the headings “ACKNOWLEDGE OUR SPANISH PARTNERS” Translate the last line to Spanish.
10. For that same text, set the proofing language to Spanish (Mexico)
11. Add a caption of “Employees Info” to the table on page 3. Make sure it appears below the table and has no label
12. Update the Index
13. Use a Word feature that will allow you to replace all Paragraph Marks with Paragraph Characters. UNDO when done!
14. Modify the Subtitle Emphasis style to apply a 14 point, Bold, Olive Green Accent 3 Darker 25% color with a solid Olive green, accent 3, lighter 50% text outline effect
15. Turn on track changes and then configure the document so that the user must enter a password of 123 to stop the tracking of changes. Then turn off LOCK tracking and turn off TRACK CHANGES

1. Create a new font set called “CEI\_FONTS” with Calibri for the Heading Font and Calibri Light for the body font
2. Replace all EM dashes with EN Dashes
3. Below the heading OUR MISSION STATEMENT, insert the contents of the file “Mission Statement” and link the content to the data source
4. Add the Captions command to the Quick Access Toolbar (remove it when done)
5. Replace all text with HEADING 2 style with HEADING 3 Style
6. Configure the first paragraph “Vision… Programs.” So that all of the text is indented .5” from both the left and the right
7. Mark the heading on page 1 “VISION OFFICE PRODUCTS” as an Autotext entry named VISIONHEADING
8. Create a new style called CEI\_STYLE based on the formatting of the top 2 headings.
9. Configure the date picker above the table to not allow editing of the contents
10. Save the current theme as CEI\_PRESENTATION\_THEME
11. Insert a Table of Figures under its heading. Use the Simple style, right align page numbers, include dotter leader line
12. Add a Green page border to the entire document
13. Combine the current document (WORD EXPERT PRACTICE FILE) with the WORD EXPERT PRACTICE FILE 2.. Show the changes in the Original Document. Do not accept or reject any changes. Make sure to use WORD EXPERT PRACTICE FILE as the original document and WORD EXPERT PRACTICE FILE 2 as the revised document. Close the file down when done and do not save changes.
14. Open the file WORD EXPERT PRACTICE FILE (again). In the footer, configure the filename field to display the file path in front of the file name.
15. Create a mail merge recipient list that contains 1 record with the first name CHRIS and the last name TURNER. Save the list as CEI\_EMPLOYEES and save it in the default location
16. Copy the CEI INDEX style into the NORMAL.DOTM

1. Save the styles in the document as a new style set named “PARKS”. Save it to the current default location
2. Close the file and do not save. Open the file “Press Release New”
3. For the mail merge, use the file CEI\_ADDRESSES as the merge data source. Add the 4 fields (Contact name, address, city, State) by deleting the “holding code” and replacing it with the actual fields. Then preview record 1
4. Change the formatting restrictions so that users can only apply HEADING1, and HEADING2. If prompted, answer NO to save
5. At the bottom of the document, insert a check box control. Change the default checked symbol to be check mark (wingding font, character code 252) if you can’t see it