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

1. Enable only digitally signed macros
   1. Click on FILE / OPTIONS / TRUST CENTER / TRUST CENTER SETTINGS / MACRO SECURITY / DISABLE ALL MACROS EXCEPT DIGITALLY SIGNED
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
   1. Highlight the 3 words
   2. DEVELOPER / RECORD MACRO / name it CEI\_FORMAT
   3. Change STORE MACRO IN: to be the current file
   4. HOME tab / BOLD / ITALIC / FONT SIZE:18, COLOR:Blue
   5. Stop Recording
3. Change the name of the CEI\_FORMAT macro to CEI\_CUSTOM\_FORMAT
   1. DEVELOPER tab / VISUAL BASIC in the CODE group
   2. Find CEI\_FORMAT in the center pane and change to CEI\_CUSTOM\_FORMAT
   3. Close Visual Basic
4. Following the heading “Plan Costs” on page #2, mark an index entry
   1. Click after the heading
   2. REFERENCES tab / INDEX group, MARK ENTRY / type in PLAN COSTS
   3. Turn off SHOW PARAGRAPHS
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
   1. Click once on the outside of the yellow box
   2. INSERT tab, TEXT group, QUICKPARTS / SAVE SELECTION TO QUICKPART GALLERY
   3. NAME: Yellow Box
   4. SAVE IN: Normal.DOTM
   5. CATEGORY: Create new category / CEI\_PARTS / OK / OK
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
   1. Highlight all of the text
   2. HOME tab, PARAGRAPH group, more arrow / LINE AND PAGE BREAKS tab / KEEP WITH NEXT
7. Configure the hyphenation settings so that hyphenation is automatic
   1. LAYOUT tab, PAGE SETUP group, HYPHENATION / 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)
   1. LAYOUT tab, PAGE SETUP group, LINE NUMBERS / RESTART EACH PAGE
9. On page 5, under the headings “ACKNOWLEDGE OUR SPANISH PARTNERS” Translate the last line to Spanish.
   1. Highlight the text “We would… Team!”
   2. REVIEW tab / LANGUAGE group / TRANSLATE / TRANSLATE SELECTION / SPANISH
10. For that same text, set the proofing language to Spanish (Mexico)
    1. Highlight the text ‘We would … Team!”
    2. REVIEW tab / LANGUAGE group / LANGUAGE / SET PROOFING LANGUAGE / SPANISH (Mexico) / OK
11. Add a caption of “Employees Info” to the table on page 3. Make sure it appears below the table and has no label
    1. Click anywhere in the table
    2. REFERENCES tab / CAPTIONS group / INSERT CAPTION
    3. Name it “Employees Info” and check “Below Selected Item” for the POSITION
    4. Make sure EXCLUDE LABEL FROM CAPTION is checked
12. Update the Index
    1. Click anywhere in the index
    2. REFERENCES tab / INDEX group / UPDATE INDEX
13. Use a Word feature that will allow you to replace all Paragraph Marks with Paragraph Characters. UNDO when done!
    1. HOME tab / EDITING group / REPLACE / SPECIAL / PARAGRAPH MARK / PARAGRAPH CHARACTERS / REPLACE ALL
    2. UNDO!
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
    1. HOME tab / STYLES group / RMC on Subtitle Emphasis / MODIFY
    2. Choose BOLD
    3. Click on FORMAT at the bottom of the screen / FONT / FONT COLOR
    4. Find Olive green Accent 3 Darker 25% / OK
    5. Click on FORMAT again but this time choose TEXT EFFECTS / TEXT OUTLINE / SOLID OUTLINE
    6. Find Olive Green Accent 3 lighter 50%
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 TRAC CHANGES
    1. REVIEW tab / TRACKING group / TRACK CHANGES / LOCK TRACKING / 123 / 123
    2. Go back in and turn off LOCK TRACKING and then turn off TRACK CHANGES
16. Create a new font set called “CEI\_FONTS” with Calibri for the Heading Font and Calibri Light for the body font
    1. DESIGN tab / DOCUMENT FORMATTING group / FONTS / CUSTOMIZE FONTS
    2. NAME: CEI\_FONTS
    3. HEADING: Calibri
    4. BODY FONT: Calibri Light
17. Replace all EM dashes with EN Dashes
    1. HOME tab / EDITING group / REPLACE
    2. SPECIAL (located at the bottom)
    3. REPLACE: EM DASH / WITH: EN DASH
    4. REPLACE ALL
18. Below the heading OUR MISSION STATEMENT, insert the contents of the file “Mission Statement” and link the content to the data source
    1. INSERT tab/ TEXT group / OBJECT / OBJECT / CREATE FROM FILE / MISSION STATEMENT / INSERT
    2. LINK TO FILE / OK
19. Add the Captions command to the Quick Access Toolbar (remove it when done)
    1. Click on the CUSTOMIZE arrow on the QAT / MORE COMMANDS / ALL COMMANDS
    2. Find CAPTIONS / ADD
20. Replace all text with HEADING 2 style with HEADING 3 Style
    1. HOME tab / EDITING group / REPLACE
    2. Click in the FIND WHAT box:
    3. FORMAT / STYLE / Search for HEADING 2 / OK
    4. Click in the REPLACE WITH box:
    5. FORMAT / STYLE / Search for HEADING 3 / REPLACE ALL
21. Configure the first paragraph “Vision… Programs.” So that all of the text is indented .5” from both the left and the right
    1. Highlight the Paragraph
    2. HOME tab / PARAGRAPH group MORE arrow / INDENTS AND SPACING
    3. Change INDENTATION to RIGHT=.5 and LEFT=.5
22. Mark the heading on page 1 “VISION OFFICE PRODUCTS” as an Autotext entry named VISIONHEADING
    1. Highlight the text
    2. INSERT group / QUICKPARTS / AUTOTEXT / SAVE CURRENT SELECTION TO AUTOTEXT / VISIONHEADING / OK
23. Create a new style called CEI\_STYLE based on the formatting of the top 2 headings.
    1. Highlight the top 2 headings
    2. HOME tab / STYLES group, down arrow key / CREATE A STYLE
    3. NAME: CEI\_STYLE
24. Configure the date picker above the table to not allow editing of the contents
    1. Click on the Date picker
    2. DEVELOPER tab / CONTROLS group / PROPERTIES
    3. Check CONTENTS CANNOT BE EDITED
25. Save the current theme as CEI\_PRESENTATION\_THEME
    1. Click on the DESIGN tab / in the THEMES group click on the down arrow and choose SAVE CURRENT THEME
    2. Name it CEI\_PRESENTATION\_THEME
26. Insert a Table of Figures under its heading. Use the Simple style, right align page numbers, include dotter leader line
    1. Click under the heading
    2. Click on the REFERENCES tab and in the CAPTIONS group click on INSERT TABLE OF FIGURES
    3. Under FORMATS, choose SIMPLE
    4. Check RIGHT ALIGN PAGE NUMBERS and DOT LEADER
27. Add a Green page border to the entire document
    1. Click on the DESIGN tab / PAGE BACKGROUND group / PAGE BORDERS / BOX / GREEN
28. 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.
    1. Make sure WORD EXPERT PRACTICE FILE is open
    2. Click on the REVIEW tab and in the COMPARE group, click on the down arrow key next to COMPARE and choose COMBINE
    3. Make ORIGINAL: WORD EXPERT PRACTICE FILE
    4. Make REVISED DOCUMENT: WORD EXPERT PRACTICE FILE 2
    5. Click on the MORE ARROW and check SHOW CHANGED IN ORIGINAL DOCUMENT
29. 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.
    1. Click inside the footer
    2. In the INSERT group/ DOCUMENT INFO / FIELD
    3. Click on FILENAME and then in the right pane check ADD PATH TO FILENAME / OK
    4. CLOSE HEADER & FOOTER
30. 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
    1. Click on the MAILINGS tab / SELECT RECIPIENTS / TYPE A NEW LIST
    2. Type in FIRST: Chris and LAST:Turner / OK. Give it as name of CEI\_EMPLOYEES
31. Copy the CEI INDEX style into the NORMAL.DOTM
    1. On the HOME tab in the STYLES GROUP, click om the MORE arrow
    2. At the bottom of the screen, click on the icon MANAGE STYLES
    3. At the bottom left, click on IMPORT / EXPORT
    4. ON the left side, choose CEI\_INDEX
    5. In the middle, click on COPY / OK
32. Save the styles in the document as a new style set named “PARKS”. Save it to the current default location
    1. DESIGN tab / In the DOCUMENT FORMATTING group / MORE ARROW
    2. SAVE AS A NEW STYLE SET
    3. Name it PARKS
33. Close the file and do not save. Open the file “Press Release New”
    1. Create a new property fields called PR DATE with 7/17/2023 as the value. Insert the field where indicated in the document
    2. Click on FILE / INFO / PROPERTIES (right hand side) / ADVANCED PROPERTIES
    3. CUSTOM tab / type in PR DATE. Change type to DATE and enter value of 7/17/2023 / ADD / OK
    4. Remove the place older [PR DATE]. Click on INSERT / QUICKPARTS / FIELD
    5. DOCPROPERTY / PR\_DATE / OK. all styles currently
34. 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
    1. MAILINGS / SELECT RECIPIENTS / USE AN EXISTING LIST / navigate to CEI\_ADDRESSES
    2. Highlight the place holder ‘Company name” / DELETE and then click on INSERT MERGE FIELD / COMPANY
    3. Repeat for the other 3 fields
    4. Click on PREVIEW RESULTS
35. Change the formatting restrictions so that users can only apply HEADING1, and HEADING2. If prompted, answer NO to save
    1. REVIEW / in the PROTECT group, PROTECT / RESTRICT EDITING
    2. Under FORMATTING RESTRICTIONS / Check mark LIMIT FORMATTING TO A SELECTION OF STYLE
    3. Click on SETTINGS / Uncheck ALL
    4. Check HEADING1 & HEADING2
36. 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
    1. Click at the bottom of the Document
    2. DEVELOPER tab / CONTROLS group / CHECK BOX CONTENT CONTROL
    3. PROPERTIES / CHECKED SYMBOL: CHANGE
    4. Find the check mark or choose WINDINGS / 252 character code