



## Bài 1 - Con hãy kéo thả đáp án đúng

Replace the **bullets** for all of the points below the "*Bicycle Advantages*" heading with the **graphic** *Bike Rider.png*

Apply the **Heading 2 style** to the heading *Preventing Fleas and Ticks*.

Insert a Continuous Section **Break** before the heading "*Affordable Pricing*".

Change the **Status property** of the document to *MOS 2019*.

|                        |                                   |                            |                             |
|------------------------|-----------------------------------|----------------------------|-----------------------------|
| Đặt thuộc tính cho tệp | Tạo liệt kê đầu dòng bằng bức ảnh | Đặt Style cho văn bản      | Đặt lề cho trang giấy       |
| Tạo ngắt Section       | Đặt Style cho bức ảnh             | Tạo liên kết đến trang web | Đặt Style cho trang văn bản |

Apply the Soft Edge Rectangle **style** to the **photo**

**Link** the text log cabin to this **web** page:  
[https://en.wikipedia.org/wiki/Log\\_cabin](https://en.wikipedia.org/wiki/Log_cabin)

Modify the whole document so the top and bottom **margins** are 1.0" and the left/right margins are 1.2"

Apply the Basic (Elegant) **style** set the **document**.





Apply a Box **border** around the entire **document** that is a *solid line, 1 1/2 pt wide, Automatic color*.



**Insert** the *networking.jpg* **photo**, to the left of the first paragraph.



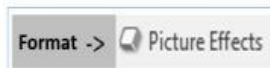
Below the heading *Our Most Popular Flavors!* **sort** the **table** alphabetically from *A to Z*.



Convert the text "The Party People ... I Scream, U Scream" to a **list** with **default bullets**.



Immediately before the quote "We love..", insert an Austin Quote **text box**. Move the quote into the text box.



Apply the Inner Shadow **Effect**, Inside: Top Left to the ice cream graphic on the cover of the brochure.



On page 2, **bookmark** the heading *Moab, Utah*. Name the bookmark *Moab*.



Simultaneously **replace** all text, *climbing* with *crawling*.

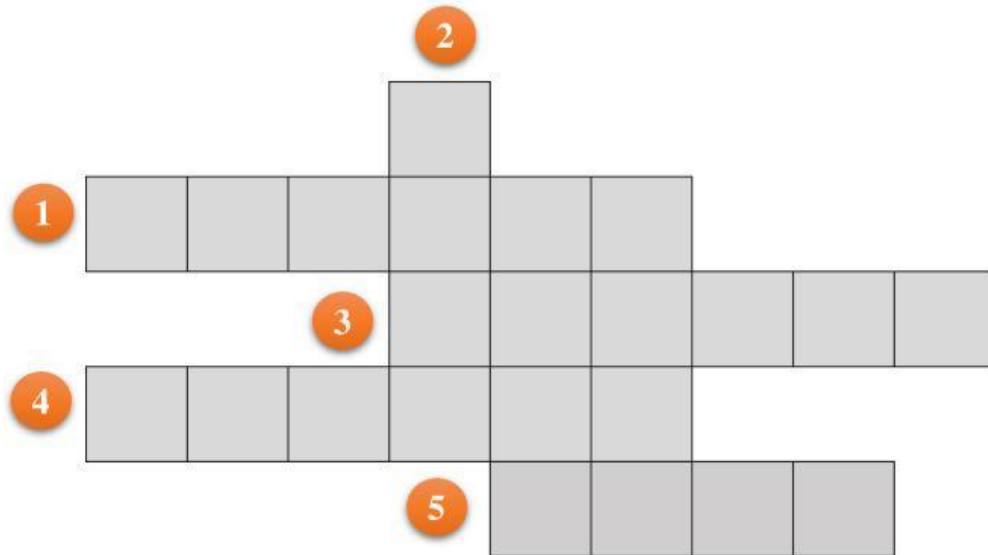


**Create a table** from the text *Mountain Locations ... Depending on equipment*. Create the table with 2 columns.





### Bài 3 - Con hãy điền tên thẻ vào các ô chữ sau



- ❁ **Ô số 1:** Add the text *Tên HS – Lớp...* **watermark** to the Background document.
- ❁ **Ô số 2:** Change the **Status property** of the document to *Draft*.
- ❁ **Ô số 3:** Create 2 **columns** using the text *Fishing Derby a Success ... local fish enhancement*. Make the columns 2.85" (7.24 cm) wide with spacing between the columns of 0.3" (0.76 cm).
- ❁ **Ô số 4:** Convert the text *Discover Scuba* to **WordArt** Fill - Blue, Accent 1, Shadow.
- ❁ **Ô số 5:** In page 1, change the **bullets** of the first list to a solid circle to match the other list.



## Bài 4 - Con hãy Chọn thứ tự các bước thực hiện

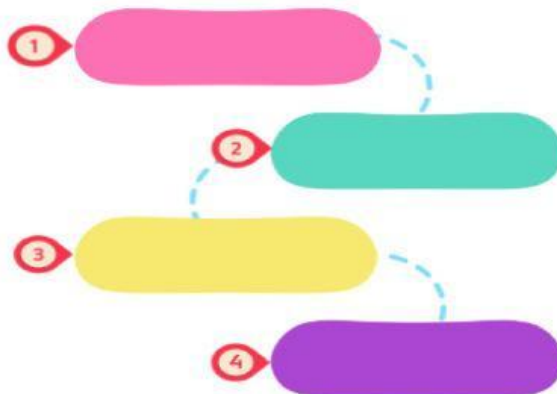
✿ **Remove all formatting** from the endnote *As per ... 101-12-37*



✿ Place the registered **symbol** (®) after the heading Registered.



✿ **Remove all** of the Document Properties and Personal Information from the flyer. Leave all other hidden properties.



✿ Apply the **Simple Frame, Black style** to the *floorplan* on the first page.

