

Bài 1: Con hãy chọn thẻ tương ứng với các chức năng

Columns		Modify Style	
Bold		Options	
Themes		Margins	
Orientation		Inspect Document	
Paragraph Marks		Size (A4)	
Format Painter		Watermark	
Breaks		Properties	
Bullets		Page Borders	
Replace		Highlight	
Page Color		Style Set	
Remove Formatting		Numbering	
Increase Font		Apply Style	

Bài 2: Con hãy nối đáp án đúng?

Modify the whole document so the left and right margins are 1.2" (3.048cm).



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



Insert a Continuous Section Break before the heading Affordable Pricing.



Simultaneously replace all text, climbing with crawling.



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



Apply the Basic (Elegant) style set the document



Apply the Strong font style to the four list items Vision, Reliability, Adaptability, and Family.



Change the bullets of the first list to a solid circle to match the other list.



Display the paragraph marks on the document.



Chèn dấu ngắt đoạn trước tiêu đề Affordable Pricing.



Thay thế tất cả các liệt kê nằm bên dưới tiêu đề Bicycle Advantages thành ảnh Bike Rider.png



Hiệu chỉnh lề trang văn bản với lề Trái và phải là 1.2"



Đặt phong cách văn bản là Basic (Elegant)



Đặt đường viền xung quanh tệp văn bản với kiểu đường thẳng và độ dày viền là 1 1/2 pt



Thay thế tất cả văn bản climbing thành crawling



Thay đổi liệt kê của cột đầu tiên thành chấm tròn để giống với cột khác.



Hiển thị dấu ngắt đoạn cho tệp văn bản.



Đặt kiểu Strong cho 4 đề mục Vision, Reliability, Family and Adaptability

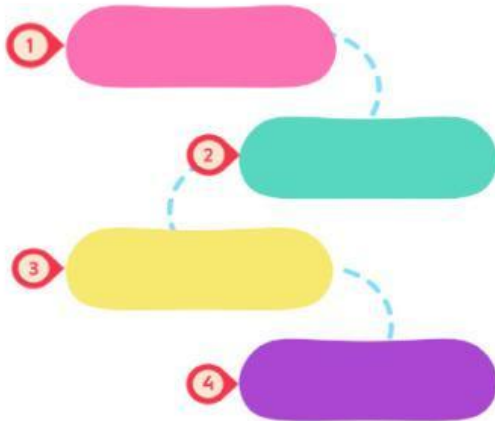
Bài 3: TÌM Ô CHỮ

(Tìm 11 ô chữ: Layout, Margins, Orientation, Size, Columns, Breaks, Design, Themes, Watermark, Page Borders, Page Color)

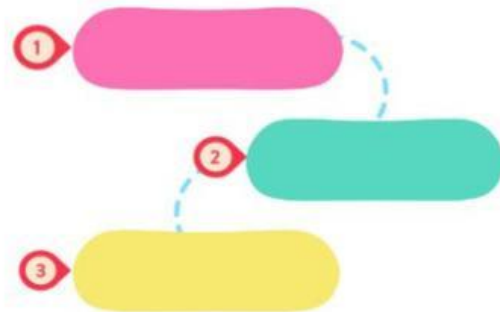
Q	Y	Q	R	R	Q	Y	W	Q	Y	M	W	T	Y	Q
W	A	T	E	R	M	A	R	K	W	A	W	H	R	R
R	Q	R	Y	W	T	W	R	Y	W	R	Q	E	W	Y
L	W	B	W	S	I	Z	E	Y	Q	G	R	M	Y	Q
A	R	R	Y	Q	R	Y	W	R	Y	I	R	E	W	R
Y	Q	E	R	Y	R	Y	Q	W	R	N	W	S	Y	W
O	R	A	Y	R	Q	R	T	Q	W	S	Q	R	W	Q
U	W	K	W	O	R	I	E	N	T	A	T	I	O	N
T	Q	S	Y	T	Y	R	W	Y	W	Q	W	R	W	Q
R	Y	W	Q	W	P	A	G	E	C	O	L	O	R	W
Q	Y	Q	R	R	Q	R	W	Q	W	Q	R	W	Q	R
D	E	S	I	G	N	W	Q	W	Y	R	W	Y	W	Q
R	Y	Q	R	Y	W	R	C	O	L	U	M	N	S	W
Q	R	Y	R	W	Q	W	Y	W	R	W	Y	W	R	Q
Y	R	Q	Y	P	A	G	E	B	O	R	D	E	R	S

Bài 4: Con hãy chọn thứ tự thực hiện các bước?

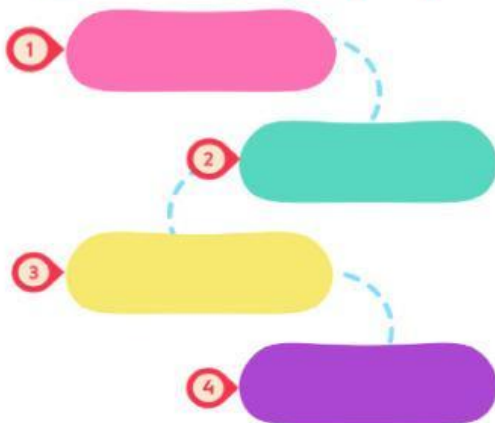
1. Apply a yellow **highlight** to the heading *Pre-requisites*



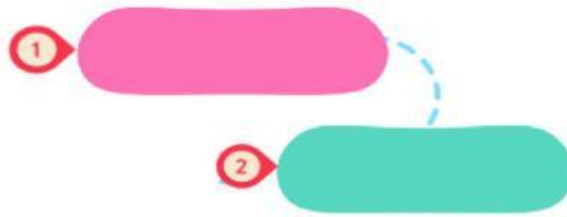
2. Apply the Gallery **theme** to the document.



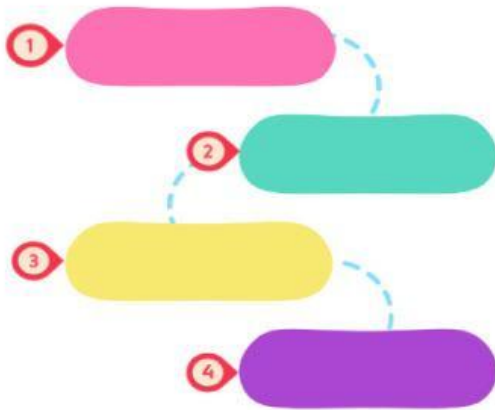
3. Change the Subject **property** of the document to *Desktop Support*.



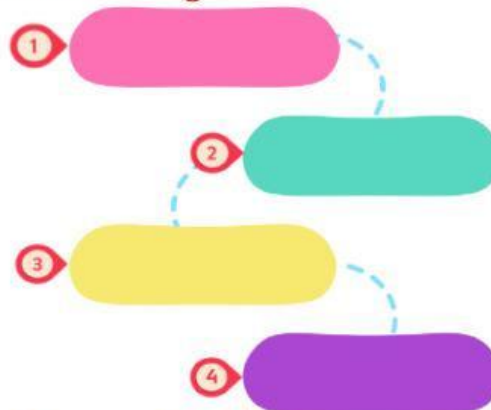
4. Display the **paragraph marks** on the document.



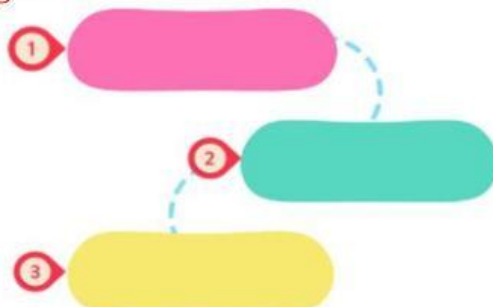
5. Add an **Automatic Table of Contents** on the second page replacing the text "<Insert Table of Contents Here>".



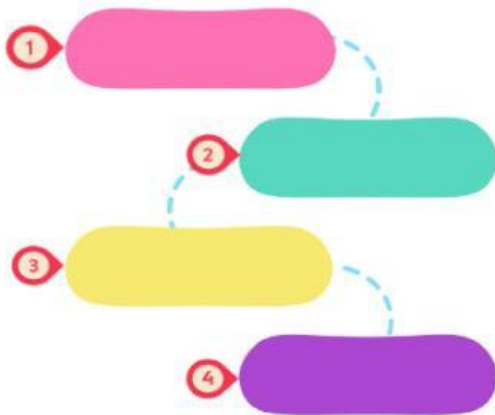
6. Change the **numbered** list below the heading "What is Regular Maintenance" to numbers 1 through 5.



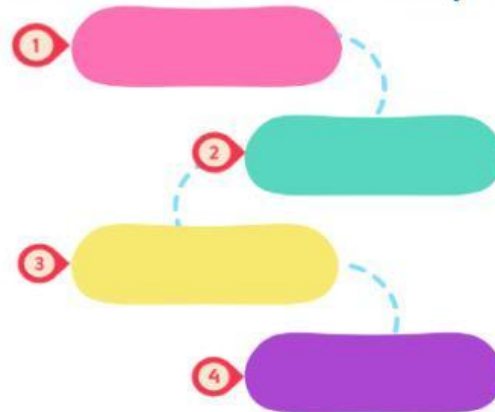
7. Change the **style** of the list text *General Appearance*, *Trunk*, and *Crown* to **Heading 3**.



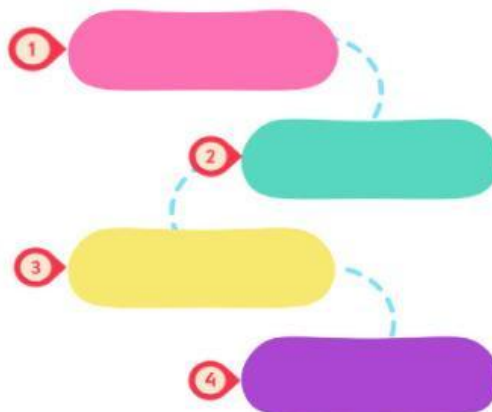
8. Insert a **Column Break** just before the last bullet item, *Branches should not grow in clusters ...*



9. **Save** the document in the **.pdf** file format with the name *Camp Flyer*.



10. Configure Word to **replace** future typed abbreviations, *UT* with *Utah*.



Bài 5: Con hãy chọn đáp án đúng



Apply the *Back & White (Numbered)* style to the document?

Home -> Style Sets -> Back & White (Numbered)

Desgin -> Style Sets -> Back & White (Numbered)

File -> Style Sets -> Back & White (Numbered)

Design -> Back & White (Numbered) -> Style Sets



Apply a box border to the document with a width of 4 pts and a color of *Green*?

Áp dụng định dạng chủ đề tài liệu màu Green

Đặt đường viền trang văn bản độ dày 4pts và màu viền Green

Thêm hình mờ và định dạng chữ Green cho tài liệu

Xóa bỏ áp dụng đường viền trang cho tài liệu độ dày 4pts



Add the text *Tên HS - 10A...* watermark to the Background document

Desgin -> Watermark

File -> Option -> Watermark

Home -> Info -> Watermark

Design -> Info -> Watermark



Apply the *Green* as the background color of the Page?

Desgin -> Watermark->Green

Desgin -> Themes -> Green

Desgin -> Page Color -> Green

Desgin -> Style Sets -> Green



Change the Subject property of the document to *Desktop Support*

Home -> Info -> Properties

File -> Info -> Properties

File -> Option -> Properties

Home->Info->Option -> Properties



Display the paragraph marks on the document



Insert a Continuous Section Break on page 2 just before the heading *Affordable Pricing?*

Design -> Break -> Continuous

Home -> Break -> Continuous

File -> Break -> Continuous

Layout -> Break -> Continuous



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

Ctrl + C

Ctrl + V

Ctrl + F

Ctrl + H



Create 2 columns using the text *Fishing Derby a Success ... local fish enhancement?*

Design -> Columns -> Two

Layout -> Columns -> Two

Home -> Columns -> Two

File -> Columns -> Two



Remove all formatting from the endnote *As per ... 101-12-37(b)*



Remove all of the Document Properties and Personal Information from the flyer?

Design -> Info -> Inspect Document

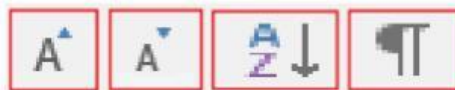
File -> Info -> Inspect Document

Layout -> Info -> Inspect Document

Home -> Info -> Inspect Document



Increase the font size of the document one level?



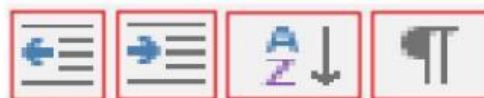
Change the bullets of the first list to a solid circle to match the other list?



Set the line spacing of the list to 1.0?



Decrease the list level of the text Date: Next Saturday ... Cost: \$15?



Change the Status property of the document to Draft?

Design -> Info -> Properties

File -> Info -> Properties

Layout -> Info -> Properties

Home -> Info -> Properties



Save the document in the .pdf file format with the name Camp Flyer?

File -> Export

View -> Export

File -> Option

File -> Info