



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

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.



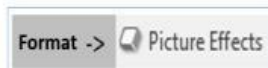
Below the heading *Our Most Popular Flavors!* **sort** the **table** alphabetically from *A to Z*.



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*.

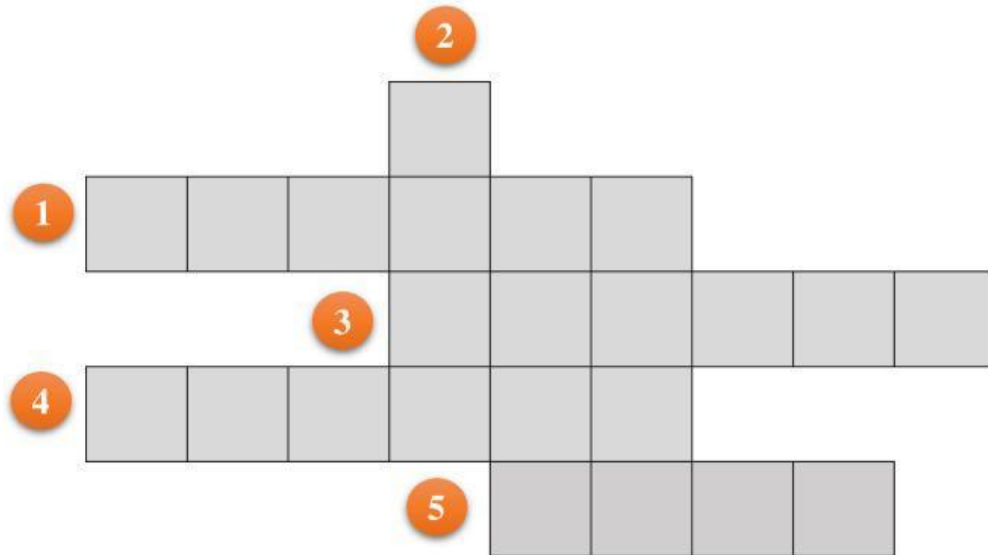


Create a table from the text *Mountain Locations ... Depending on equipment*. Create the table with 2 columns.





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

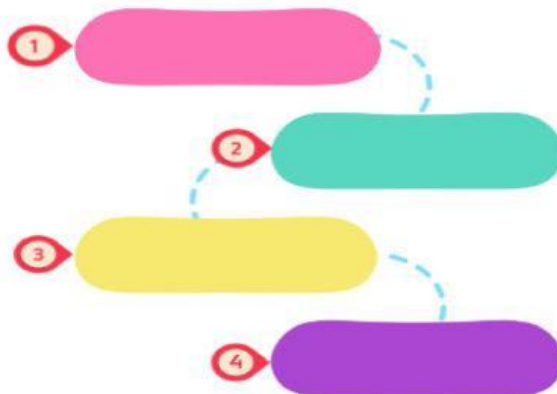
✿ **Remove all formatting** from the endnote *As per ... 101-12-37*



✿ 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.

