**Time to practice**

**Apply paragraph formatting**

Open the FormatParagraphs document, display formatting marks, and then

complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the

paragraphs in the document.

2. Select the first two paragraphs (*Welcome!* and the next paragraph) and

center them between the margins.

3. Select the second paragraph, and apply a first line indent.

4. Select the third paragraph and then apply the following formatting:

• Format the paragraph so that the edges of the paragraph are flush against

both the left and right margins.

• Indent the paragraph by a half inch on the left and on the right.

5. Indent the *Be careful* paragraph by 0.25 inches.

6. Simultaneously select the *Pillows*, *Blankets*, *Towels*, *Limousine winery*

*tour*, and *In-home massage* paragraphs**.** Change the paragraph spacing to

remove the space after the paragraphs.

7. At the top of the document, apply an outside border to the *Please take a*

*few minutes* paragraph.

8. Save and close the document.

**Structure content manually**

Open the StructureContent document, display formatting marks, and then

complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the

paragraphs in the document.

2. In the second paragraph (*We would like...*), insert a line break immediately

after the comma and space that follow the word *cottage*.

3. Select the *Pillows*, *Blankets*, *Towels*, and *Dish towels* paragraphs. Insert a

left tab stop at the **2** inch mark and clear any tab stops prior to that

location.

4. In the *Pillows* paragraph, replace the space before the word *There* with a

tab marker. Repeat the process to insert tabs in each of the next three

paragraphs. The part of each paragraph that follows the colon is now

aligned at the 2-inch mark, producing more space than you need.

5. Select the four paragraphs containing tabs, and then do the following:

• Change the left tab stop from the **2** inch mark to the **1.25** inch mark.

• On the ruler, drag the **Hanging Indent** marker to the tab stop at the **1.25**

inch mark (the Left Indent marker moves with it) to cause the second line

of the paragraphs to start in the same location as the first line. Then press

the **Home** key to release the selection so you can review the results.

6. At the bottom of the document, select the three paragraphs containing

dollar amounts, and then do the following:

• Set a **Decimal Tab** stop at the **3** inch mark.

• Replace the space to the left of each dollar sign with a tab to align the

prices on the decimal points.

7. Hide the formatting marks to better display the results of your work.

8. Save and close the document.

**Apply character formatting**

Open the FormatCharacters document, and then complete the following tasks:

1. In the second bullet point, underline the word *natural*. Then repeat the

formatting command to underline the word *all*, in the fourth bullet point.

2. In the fourth bullet point, click anywhere in the word *across*. Apply a

thick underline to the word in a way that also assigns the **Thick underline**

format to the **Underline** button. Then apply the thick underline to the word

*departments*.

3. Select the *Employee Orientation* heading, and apply bold formatting to the

heading.

4. Copy the formatting, and then paint it onto the *Guidelines* subtitle, to

make the subtitle a heading.

5. Select the *Guidelines* heading, and apply the following formatting:

• Change the font to **Impact**.

• Set the font size to **20** points.

• Apply the **Small caps** font effect.

• Expand the character spacing by **10** points.

6. Change the font color of the words *Employee Orientation* to **Green,**

**Accent 6**.

7. Select the *Community Service Committee* heading, and apply the following

formatting:

• Outline the letters in the same color you applied to *Employee*

*Orientation*.

• Apply an **Offset Diagonal Bottom Left** outer shadow. Change the

shadow color to **Green, Accent 6, Darker 50%**.

• Fill the letters with the **Green, Accent 6** color, and then change the text

outline to **Green, Accent 6, Darker 25%**.

You have now applied three text effects to the selected text by using three

shades of the same green.

8. In the first bullet point, select the phrase *the concept of service* and apply a

**Bright Green** highlight.

9. In the fifth bullet point, simultaneously select the words *brainstorming*,

*planning*, and *leadership* and change the case of all the letters to

uppercase.

10. Save and close the document.

**Create and modify lists**

Open the CreateLists document, display formatting marks and rulers, and then

complete the following tasks:

1. Select the first four paragraphs below *The rules fall into four categories*.

Format the selected paragraphs as a bulleted list. Then change the bullet

character for the four list items to the one that is composed of four

diamonds.

2. Select the two paragraphs below the *Definitions* heading. Format the

selected paragraphs as a numbered list.

3. Select the first four paragraphs below the *General Rules* heading. Format

the paragraphs as a second numbered list. Ensure that the new list starts

with the number 1.

4. Format the next three paragraphs as a bulleted list. (Notice that Word uses

the bullet symbol you specified earlier.) Indent the bulleted list so that it is

a subset of the preceding numbered list item.

5. Format the remaining three paragraphs as a numbered list. Ensure that the

list numbering continues from the previous numbered list.

6. Locate the *No large dogs* numbered list item. Create a new second-level

numbered list item (**a**) from the text that begins with the word *Seeing*.

Then create a second item (**b**) and enter **The Board reserves the right to**

**make exceptions to this rule.**

7. Create a third list item (**c**). Promote the new list item to a first-level item,

and enter **All pets must reside within their Owners’ Apartments.** Notice

that the *General Rules* list is now organized hierarchically.

8. Sort the three bulleted list items in ascending alphabetical order.

9. Save and close the document.

**Apply built-in styles to text**

Open the ApplyStyles document in Print Layout view, and then complete the

following tasks:

1. Scroll through the document to gain an overview of its contents. Notice

that the document begins with a centered title and subtitle, and there are

several headings throughout.

2. Open the **Navigation** pane. Notice that the Headings page of the

Navigation pane does not reflect the headings in the document, because the

headings are formatted with local formatting instead of styles.

3. Open the **Styles** pane and dock it to the right edge of the app window.

4. Set the zoom level of the page to fit the page content between the

Navigation pane and the Styles pane.

5. Apply the **Title** style to the document title, *All About Bamboo*.

6. Apply the **Subtitle** style to the *Information Sheet* paragraph.

7. Apply the **Heading 1** style to the first bold heading, *Moving to a New*

*Home*. Notice that the heading appears in the Navigation pane.

8. Hide the content that follows the heading. Then redisplay it.

9. Apply the **Heading 1** style to *Staying Healthy*. Then repeat the formatting

to apply the same style to *Keeping Bugs at Bay*.

10. Scroll the page so that both underlined headings are visible. Select the

*Mites* and *Mealy Bugs* headings. Then simultaneously apply the **Heading 2**

style to both selections.

11. Configure the **Styles** pane to display all styles, in alphabetical order.

12. In the **Navigation** pane, just above the headings, click the *Jump to the*

*beginning* button to return to the document title.

13. In the first paragraph of the document, select the company name *Wide*

*World Importers*, and apply the **Intense Reference** style.

14. In the second paragraph, near the end of the first sentence, select the word

*clumping*, and apply the **Emphasis** style. Then, at the end of the sentence,

apply the same style to the word *running*.

15. Close the **Navigation** pane and the **Styles** pane. Then configure the view

setting to display both pages of the document in the window.

16. Apply the **Basic (Elegant)** style set to the document. Change the view to

**Page Width** and notice the changes to the styled content.

17. Save and close the document.

**Change the document theme**

Open the ChangeTheme document, and then complete the following tasks:

1. Apply the **Facet** theme to the document.

2. Change the theme colors to the **Orange** color scheme.

3. Change the theme fonts to the **Georgia** theme set.

4. Set the **Facet** theme as the default theme for the document.

5. Save and close the document.