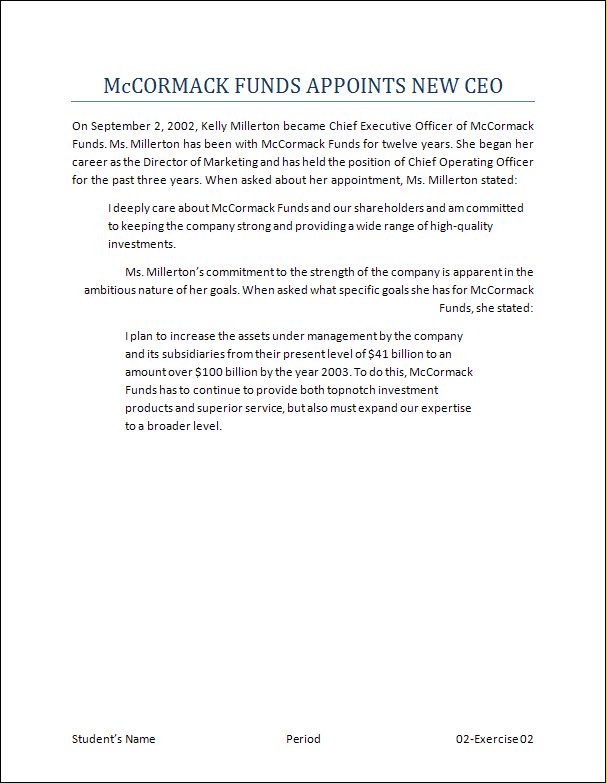
Exercise 01 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\02-Funds.
* Save as V:\CTech\Word\02-01.
* Click the Show/Hide button to display the nonprinting characters.
  + Hints:
    - Click Show/Hide button on the Quick Access Toolbar
* Change the font to 18-point Arial for the whole document.
* Change the horizontal (⬄) alignment of all the lines of text to center.
  + Hints:
    - Select the whole document (Cmnd + A)
    - Click Center on the Home Tab, Paragraph Group (or Cmnd + E)
* Change the line spacing for the whole document to 2.0.
  + Hints:
    - Select the whole document
    - Select  from the Home Tab, Paragraph group and select 2.0( or Cmnd + 2)
* Add an outside border to all lines of text.
  + Hints:
    - Select the whole document
    - Click Border button on the Home Tab, Paragraph Group
      * Click Outside Border
* Click the Show/Hide button to hide the nonprinting characters.
* Add a Blank (Three Column) Footer with your name, period, and “02-01”.
  + **Change the font of the footer to 18-point Arial**
* Save again and close the document.

Exercise 02 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-McCormack.
* Save as V:\CTech\Word\02-02.
* Change the horizontal (⬄) alignment of the 1st paragraph to justify. (Cmnd + J)
* Change the horizontal (⬄) alignment of the 3rd paragraph to right.
* Create a left indent of 0.5” in the 2nd paragraph
* Hints:
* Put the cursor in the 2nd second paragraph
* Press Opt + Cmnd + M
* Create a left and right indent of 0.75” in the 4th paragraph.
* Hints:
* Put the cursor in the middle of the 4th paragraph
* Format Menu, Paragraph, Indentation

Change Left to 0.75”

Change Right to 0.75”

* Add a Blank (Three Column) Footer with your name, period, and “02-02”.
  + **Change the font of the footer to 13-point Calibri**
* Save again, and close the document.

Exercise 03 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Bibliography.
* Save as V:\CTech\Word\02-03.
* Change the font to 12-point Tahoma for the whole document.
* Create a hanging indent of 0.5” in the 2nd paragraph.
* Hints:
* Put the cursor in the 1st paragraph
* Press Opt + Cmnd + M
* Create a hanging indent of 1” in the 3rd paragraph.
* Hints:
  + Put the cursor in the 3rd paragraph.
    - * Format Menu, Paragraph
        + Under Indentation

Special: Change to Hanging

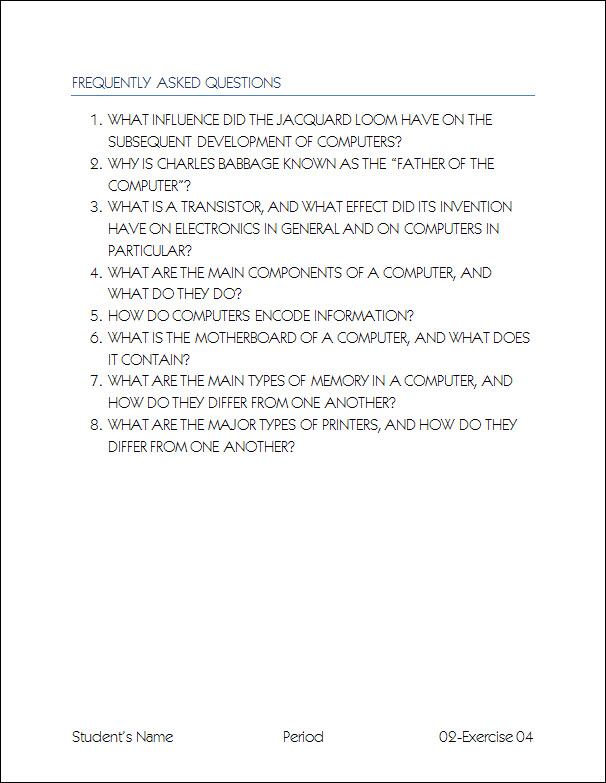
By: Change to 1”

* Create a hanging indent of 1.5” in the 4th paragraph.
* Hints:
  + Put the cursor in the 4th paragraph.
    - * Format Menu, Paragraph
        + Under Indentation

Special: Change to Hanging

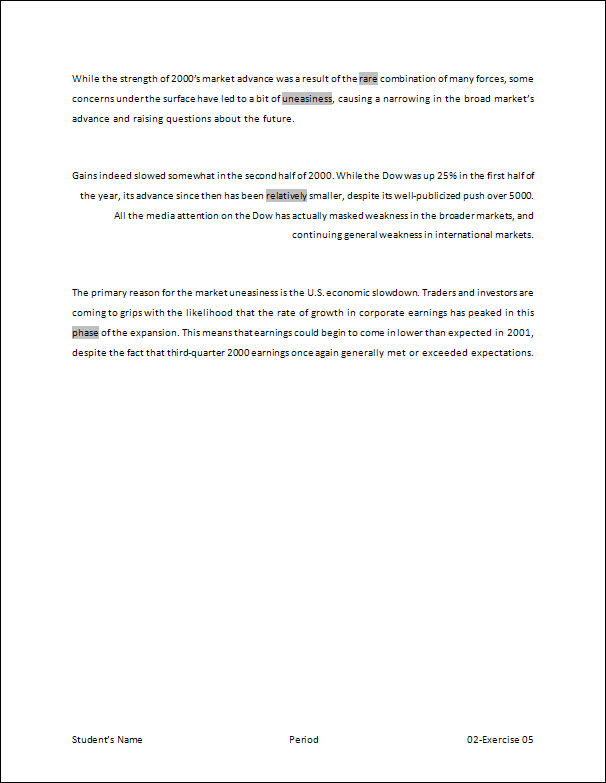
By: Change to 1.5”

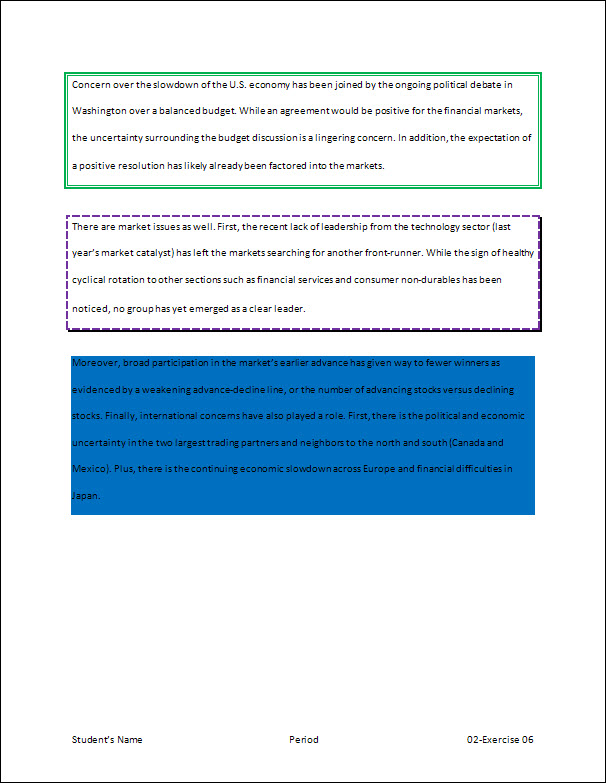
* Add a Blank (Three Column) Footer with your name, period, and “02-03”.
  + - * + **Change the font of the footer to 12-point Tahoma**
* Save again and close the document.

Exercise 04 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \02-Questions.
* Save as V:\CTech\Word\02-04.
* Change the style of the title “Frequently Asked Questions” to Title.
* Change the font to 16-point Noteworthy for the whole document.
* Change the text to UPPERCASE for the whole document.
* Number all the lines of text (except the title).
  + Hints:
    - Select the lines of text starting with “What influence..” and ending with “one another.”
    - Click the Numbering Button on the Home Tab, Paragraph Group
* Add Blank (Three Column) Footer with your name, period, and “02-04”.
  + **Change the font of the footer to 16-point Noteworthy.**
* Save again and close the document.

Exercise 05 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Strength.
* Save as V:\CTech\Word\02-05.
* Change the horizontal (⬄) alignment of the 1st paragraph to justify.
* Change the horizontal (⬄) alignment of the 2nd paragraph to right.
* Change the horizontal (⬄) alignment of the 3rd paragraph to center.
* Add 18 points of spacing before and 18 points of spacing after the 2nd paragraph.
* Hints:
  + - Put cursor in the 2nd paragraph.
      * On the Page Layout Tab, Paragraph Group, Spacing Section
        + Change Before to 18
        + Change After to 18.
* Add Blank (Three Column) Footer with your name, period, and “02-05”.
* Save again and close the document.

Exercise 06 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Concern.
* Save as V:\CTech\Word\02-06.
* Add a Green Thick/Thin box border to the 1st paragraph.
* Hints:
  + - Put cursor in the 1st paragraph.
      * Format Menu
        + Click Borders and Shading

Make sure the Borders tab is Selected

Setting: Click Box

Style: Thick Thin

Color: Green

* Add a 3-point Purple Dashed shadow border to the 2nd paragraph.
* Hints:
  + - Put cursor in the 2nd paragraph.
      * Format Menu
        + Click Borders and Shading

Make sure the Borders tab is Selected

Setting: Click Shadow

Style: Dashed

Color: Purple

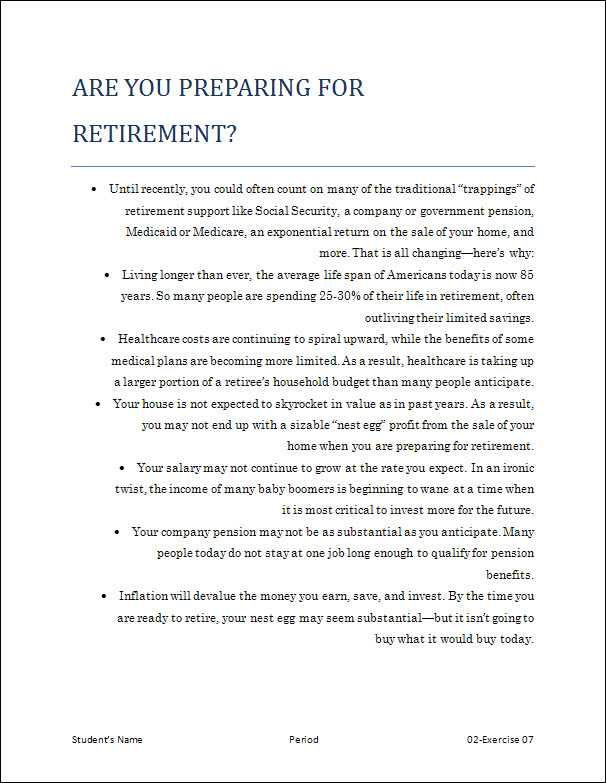
Width: 3 point

* Add Blue Shading to the 3rd paragraph.
* Hints:
  + - Put cursor in the 3rd paragraph.
      * Select the Format Menu
        + Click Borders and Shading

Make sure the Shading tab is selected

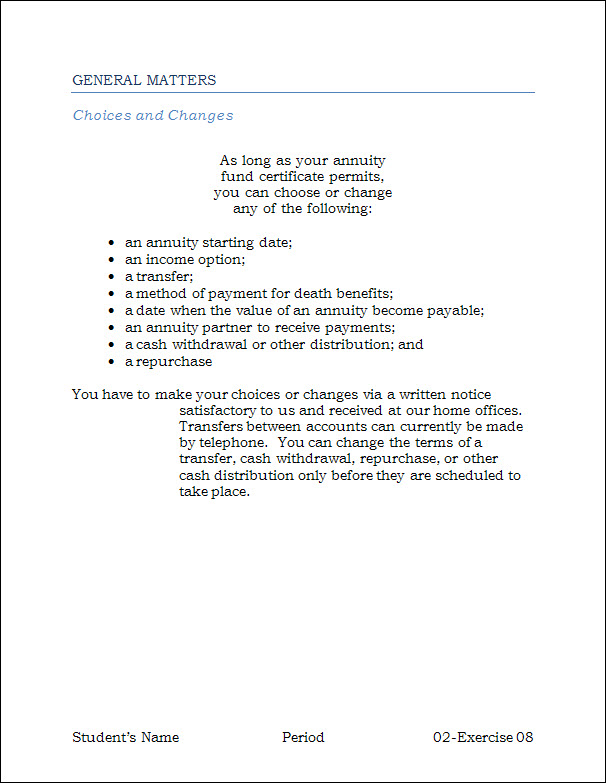
Fill: Blue

* Add 24 points of spacing before and after the 2nd paragraph.
* Add Blank (Three Column) Footer with your name, period, and “02-06”.
* Save again and close the document.

Exercise 07 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Preparing.
* Save as V:\CTech\Word\02-07.
* Change the style of the title “Are You Preparing for Retirement?” to Title.
* Change the line spacing for the whole document to 1.5.
  + Hints:
    - Select the whole document (Cmnd + A)
    - Press Cmnd + 5
* Add bullets of your choice to all text (except the title).
  + Hints:
    - Select the lines of text starting with “Until recently..” and ending with “would buy today.”
    - Click the Bullets Button on the Home Tab, Paragraph Group
      * Change the bullet if you choose.
* Change the horizontal (⬄) alignment of all the paragraphs to right.
* Add Blank (Three Column) Footer with your name, period, and “02-07”.
  + **Change the font of the footer to 12-point Century Schoolbook**
* Save again and close the document.

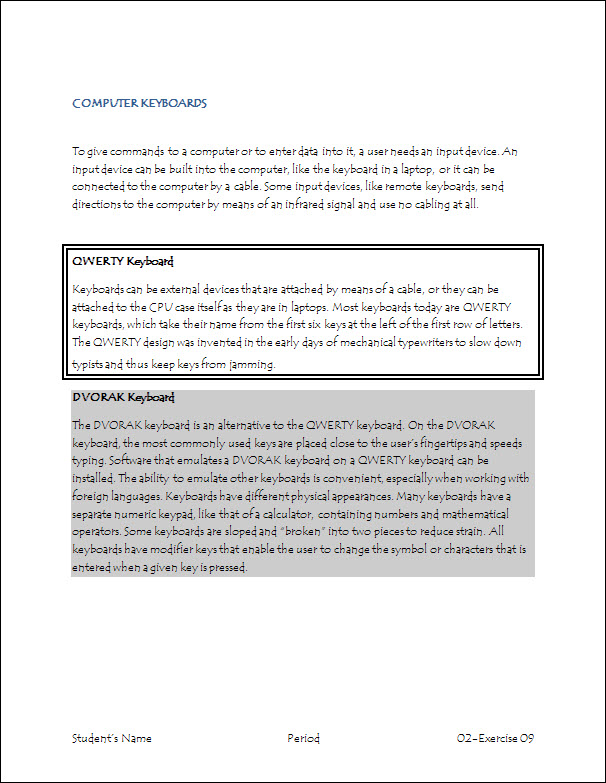
Exercise 08 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \02-Matters.
* Save as V:\CTech\Word\02-08.
* Add bullets of your choice to the indented list.
  + Hints:
    - Select the lines of text starting with “an annuity..” and ending with “a repurchase.”
    - Click the Bullets Button on the Home Tab, Paragraph Group
      * Change the bullet if you choose.
* Create a left and right indent of 2” in the 1st paragraph.
* Change the horizontal (⬄) alignment of the 1st paragraph to center.
* Create a hanging indent of 1.5” in the last paragraph.
* Hints:
  + Put the cursor in the last paragraph.
    - * Format Menu, Paragraph
        + Under Indentation

Special: Change to Hanging

By: Change to 1.5”

* Add Blank (Three Column) Footer with your name, period, and “02-08”.
  + **Change the font of the footer to 14-point Bookman Old Style**
* Save again and close the document.

Exercise 09 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Keyboards.
* Save as V:\CTech\Word\02-09.
* Change the font to 12-point Papyrus for the whole document.
* Add 30 points of spacing before and after the 1st paragraph.
* Add a 3-point Double Line border to *QWERTY Keyboard* and its paragraph.
* Hints:
  + - Select “QWERTY Keyboard” and its paragraph.
      * Click the Bottom Border arrow on the Home Tab, Paragraph Group
        + Click Borders and Shading

Make sure the Borders tab is selected

Setting: Click Box

Style: Double Line

Width: 3-point

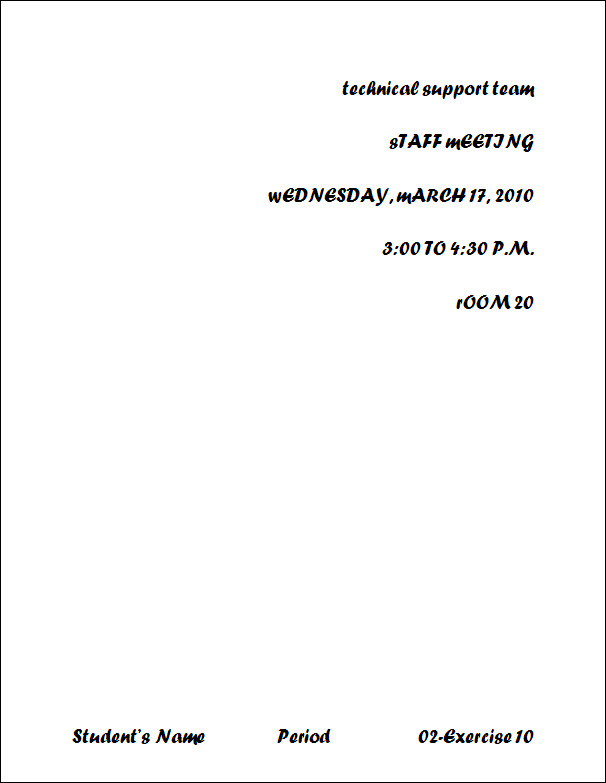
* Add 20% shading to *DVORAK Keyboard* and its paragraph.
* Hints:
  + - Select “DVORAK Keyboard” and its paragraph
      * Format Menu
        + Click Borders and Shading

Make sure the Shading tab is Selected

Style: 20%

* Add Blank (Three Column) Footer with your name, period, and “02-09”.
  + **Change the font of the footer to 12-point Papyrus**
* Save again and close the document.

Exercise 10 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech \Word\02-Support.
* Save as V:\CTech\Word\02-10.
* Change the font to 20-point Santa Fe LET for the whole document.
* Change the horizontal (⬄) alignment of all the lines of text to right.
* Change the line spacing for the whole document to 2.0.
  + Hints:
    - Select the whole document
    - Press Cmnd + 2
* Change the text to tOGGLE cASE for the whole document.
* Add a Blank (Three Column) Footer with your name, period, and “02-10”.
  + **Change the font of the footer to 20-point Santa Fe LET**
* Save again and close the document.

Turn all assignments into your folder in the Hand-In for your period.