# Word Processing Practice Test

Open the file [Declaration.docx](http://old.briarcliff.edu/departments/cis/word/Tests,%20Reviews,%20Objectives/Declaration.docx). Then make the following changes. **37 points total.**

* [1] Save it to your desktop using the name **Declaration-FirstName-LastName.docx**.
* [1] Set the **margins** for the entire document to 1" on all four sides.
* [1] Set the **font name** for the entire document to Times New Roman.
* [1] Set the **line spacing** for the entire document to 1.15.
* [1] Set the **alignment** to left-align for the entire document.
* [1] Set the **font size** for the entire document to 12 points.
* [1] **Move** the five pink paragraphs to the beginning of the document.
* [1] Divide the document into two **sections**. Section 2 should begin immediately left of the word "Begin" where it says "Begin section 2 here". The type of section break should be "Next page".

**The following instructions apply to section 1 only.**

* [1] Add a cover page. Use the *Facet* style.
* [1] Delete the subtitle, email address, and abstract.
* [1] Change the *Author* to your name.
* [1] Put today's date below your name
* [1] Set the **first line indent** for all of the paragraphs in section 1 to 0.25".
* [1] Set the **spacing before** each paragraph in section 1 to 6 points.
* [1] Make the 3 paragraphs (paragraphs 3, 4, and 5) from "He has refused his Assent…" through "He has refused to pass…" into a **bulleted list**.
* [1] Set the **line spacing** for paragraph 1 ("When in the course…") to double spacing.
* [1] Add a **drop-cap** to paragraph 1. Choose the "dropped" style.
* [1] Increase the **margins** for paragraph 2 by 0.5" on both the left and the right (that is, make the margins wider and the text narrower).
* [1] Set the **alignment** for paragraph 2 to *justify*.
* [1] Add your name to the right part of the section 1 **header** in 10-point Verdana. Note that this header will carry over to section 2.
* [1] Add page numbers to the center part of the section 1 **footer** in 10-point Verdana. This will also carry over to section 2.
* [1] Change all 9 occurrences of the word "govt" to "government".
* [1] Add a **citation** to the end of the last line of the first paragraph (after the word "separation"). The type is *Miscellaneous,* author is *Jefferson, Thomas*, the title is *Declaration of Independence*, the year is *1776*, and the city is *Philadelphia*.
* [1] Insert a bibliography at the end of the Section 1. Choose the *Works Cited* type.
* [1] Go to the bibliography and insert a copyright symbol © before the year 1776.

**The following instructions apply to section 2.**

* [1] Apply the *Heading 1* *Style* to the *"Begin Section 2 here"* text.
* [1] Set the **page orientation** for section 2 to landscape.
* [1] Set the number of **columns** for section 2 to 2.
* [1] In the blue text, set a **right tab stop** at the 4" mark.
* [1] Add a **dot leader** to that tab stop.
* [1] Convert the green text to a 2-column **table**, using the existing tab characters to separate column 1 from column 2.
* [1] Set all of the borders of the table to 3-point red lines.
* [1] Set the column width for column 1 to 1.7" and column 2 to 2.2".
* [1] Insert a column break immediately above the table, forcing the table to the top of column 2.
* [1] Add **WordArt** with the text "Declaration of Independence" to the top of section 2. Choose any style, font, size, and color that you wish. You may have to push existing text down to make room.
* [1] Apply the *Picture Style Beveled Oval, Black* to the picture of Thomas Jefferson
* [1] Position the picture so that it is centered below the table.