**Microsoft Word 2013 Certification Test**

Open the **Skateboard** document and perform the following tasks.

Question 1 of 20

1. Split the screen just above the date of the release.
2. Change the AutoRecover file location to the Microsoft Documents folder.
3. Remove the split.

Question 2 of 20

1. Add “Maddexten” to the AutoCorrect options as an exception for proofing.
2. Unlock the aspect ratio of the skateboard graphic, and change the size of the graphic to .72’’ height, 1.51’’ width.

Question 3 of 20

1. Search the document and simultaneously replace all occurrences of the word “fun” with “exciting” in bold, double underlined, orange, accent 6, darker 25% color.
2. Highlight the heading “FOR IMMEDIATE RELEASE” and change it to Gradient Fill – Blue, Accent 1, Outline – White text effect

Question 4 of 20

1. In the second paragraph, create a bulleted list beginning with D.J. booth, of the remaining attractions (7 total bullets). Define a new bullet from the Sample Pictures folder for this list to be the penguins.jpg.
2. Demote the 3rd and 4th level in the list one time.
3. Change the theme font to Couture.

Question 5 of 20

1. Insert the Black Tie Newsletter from sample template. Change the newsletter title to “Word 2010” and save as SampleTemplate.pdf in your Word folder.
2. Create the active document as a blog post, do not publish blog.
3. Close out the blog post and sample template without saving changes.

Question 6 of 20

1. Hyperlink the email address (Randy@skateboardsinc.net) as an email address.
2. Double space below ### at the end of the press release and insert a hyperlink to link to the top of the document.
3. Apply expanded character spacing to the report.

Question 7 of 20

1. Prevent the paragraph at the bottom of the first page from having a page break in the middle of it.
2. Insert the Puzzle Odd Page footer so that it only shows on odd pages. Add the company name – Microsoft Corporation – to the footer.

Question 8 of 20

1. Modify the header margin so it is .78’’ from the top.
2. Add a custom watermark to the press release to read “For Release” in Cambria, size 80, purple accent 4, darker 25%.

Question 9 or 20

1. Restrict editing, with no password, to only allow editing track changes.
2. Save the file as Skateboard in your Word folder.

Open the **Cumulative Review – Telephone Etiquette** document and perform the following tasks.

Question 10 of 20

1. Change the wrap text position of the telephone graphic to tight, and set the relative position of the graphic to 30% of the inside margin.
2. Change the “Cellular Providers in the Area” table to text, separated by a semi-colon (;).

Question 11 of 20

1. Change the first subheading (Leaving Messages) to Heading Style 1.
2. Use the format painter to change the remaining subheadings to match the first subheading.
3. Double space below the title, Telephone Etiquette, and insert a classic formatted table of contents, with a hyphen leader, showing only Heading 1.

Question 12 of 20

1. Insert a comment on the “Placing a Telephone Call” section that reads “proper etiquette”.
2. Display the Comment Reviewing Pane.
3. Show only comments from SCHS.

Question 13 of 20

1. Change AutoRecover saving time to every 5 minutes.
2. Modify AutoCorrect options so that text is not replaced as you type.

Question 14 or 20

1. Apply a hanging indent to the reference on the last page.
2. Apply a double-line box page border, 3 pt width, measured from text.

Question 15 of 20

1. Apply automatic hyphenation to the entire document.
2. Change the document to show two pages at the time.
3. Change zoom to 100%.

Question 16 of 20

1. Hyperlink the graphic to [www.google.com](http://www.google.com).
2. Remove orphan/widow control from the document.

Question 17 or 20

1. Apply 1.5’’ line spacing to the report, and justify the text.
2. Add “Vandelhein” to the AutoCorrect options as a proofing exception.

Question 18 of 20

1. Find and replace “Ann Vandelhein” with your first and last name, in bold, expanded character spacing, in Aqua, Accent 5 font color.
2. Insert a 3 x 5 table at the end of the “Office Telephones” section, with a fixed column width of 1.35’’.
3. Merge the first row of the table, and shade it Dark Blue, Text 2, Darker 25%. Change the font color to white and add the title “Telephone Etiquette”

Question 19 or 20

1. Create a bulleted list from the last 5 paragraphs in the “Cell Phones and Pagers” section. Define a new bullet from symbols so the bullets are hearts (♥).
2. Sort the list of cellular providers in the area in alphabetical order.

Question 20 or 20

1. Apply .6’’ indent for all paragraphs in the document.
2. Save this document as Cumulative Review in rich text format in your folder.