Open **Telephone Etiquette** from the shared folder and perform the following tasks:

|  |  |  |
| --- | --- | --- |
| Task | Performed with no assistance | Performed with assistance |
| Position the telephone graphic as tight | ❑ | ❑ |
| Rotate the telephone graphic 45o | ❑ | ❑ |
| Set AutoCorrect options so that text will not be replaced as you type | ❑ | ❑ |
| Add “Vandelhein” to the AutoCorrect options on the computer as an exception | ❑ | ❑ |
| Change the AutoRecover file location to the Microsoft Documents folder | ❑ | ❑ |
| Split the document after the “Placing a Telephone Call” section (then remove the split) | ❑ | ❑ |
| Find “Ann Vandelhein” and replace with your first and last name in a double underlined, red font | ❑ | ❑ |
| Hyperlink the graphic to open <http://www.waynecountyschools.org> when selected | ❑ | ❑ |
| Add a custom watermark to the report to include your name, Garamond font, size 96, colored Black, Text 1, lighter 15% | ❑ | ❑ |
| Double space the report, then add Cubicles (odd page) footer so it only shows on odd pages – Company Name: SCHS | ❑ | ❑ |
| Apply condensed character spacing to the report | ❑ | ❑ |
| Insert a page break just above the reference on the last page - The title of the new page is Works Cited (type this above the reference) - Apply the Title Quick Style to the Works Cited title | ❑ | ❑ |
| Apply a hanging indent to the reference | ❑ | ❑ |

|  |  |  |
| --- | --- | --- |
| Task | Performed with no assistance | Performed with assistance |
| Change the page color to Dark Blue, Text 2, Lighter 60% | ❑ | ❑ |
| Apply a shadow page border, 3 pt width, measured from the text | ❑ | ❑ |
| There are 6 paragraphs under the heading Cell Phones and Pagers - Change the last 5 of those paragraphs to a bulleted list - Define a new bullet for these bullets to be the tulips.jpg file from the Pictures folder | ❑ | ❑ |
| Draw a text box around the paragraph in the “Placing a Telephone Call” section – shade the box Dark Blue, Text 2, Lighter 40% | ❑ | ❑ |
| Convert the table to text, separated by a colon (:) | ❑ | ❑ |
| Insert the Tiles Cover page with your name as the author and Telephone Etiquette as the title – erase all other placeholders | ❑ | ❑ |
| Change the first paragraph heading “Leaving Messages” to Heading Style 1 | ❑ | ❑ |
| Use the format painter to change all remaining paragraph headings to Heading Style 1 | ❑ | ❑ |
| Insert a Fancy formatted Table of Contents, with a hyphen leader, showing only Headings 1 & 2 after the cover page | ❑ | ❑ |
| Demote the second and third bullet one time within the “Cell Phones and Pagers” section | ❑ | ❑ |
| Add a comment to the paragraph heading “Electronic Answering Systems” to read “also known as voicemail" | ❑ | ❑ |
| Restrict editing of this document, with password “SCHS”, to comments only | ❑ | ❑ |