

**Instructions:**

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to #24, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



1. Open the “Word Practice File 3.docx” file which is on your flash drive.

| **HINT:** Double click Word icon on Desktop → File tab → Open → Browse → Select KINGSTON (E:) → Double click on file icon

2. Move the insertion point so that it’s between the two paragraphs.

| **HINT:** Point and click

3. Type your name.

4. Make your name bold and italicized.

| **HINT:** Select your name → Home tab → Font group → Bold & Italic buttons

5. Change the font size of your name to 20 and the font face to Forte.

| **HINT:** Home tab → Font group → Font Size & Font buttons

6. Make your name right-aligned and then deselect your name.

| **HINT:** Home tab → Paragraph group → Align Right button

7. At the end of the line with your name, insert a page break.

| **HINT:** Move insertion point to the end of your name → Insert tab → Pages group → Page Break button

8. Change all the margins to 1.2 inches.

| **HINT:** Layout tab → Page Setup group → Margins button → Custom Margins → Margins tab → Margins section → Assign 1.2” to each margin → Click OK

9. Move the insertion point to the very end of the document and tap Enter.

| **HINT:** Ctrl + End → Tap Enter

10. Insert a table with 2 columns and 5 rows.

| **HINT:** Insert tab → Tables group → Tables button → Mouse over the live preview and click to commit

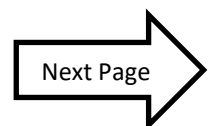
11. Merge the two cells in the top row.

| **HINT:** Select top row → Table Tools contextual tab → Layout tab → Merge group → Merge Cells button

12. Type the word “Schedule” in the top row.

13. Give the cell an alignment of “bottom center”.

| **HINT:** Table Tools contextual tab → Layout tab → Alignment group → Align Bottom Center button



14. Triple the height of the top row.

**HINT:** Click and drag the bottom border of the row in a downwards direction until the row height is about three times its original size

15. Add three rows to the bottom of the table.

**HINT:** Right-click on the bottom row → Insert menu → Insert rows below → Repeat this process two more times

16. Enter the days of the week in the first column of rows two through eight. Make use of the autocomplete prompt.

**HINT:** Click inside of the first cell → Type the letters “Mond” → Tap Enter → Repeat for other days

17. Move the insertion point below the table.

18. Insert a piece of clip art related to sports.

**HINT:** Insert tab → Illustrations group → Online Pictures button → Type “sports” into the search box → Tap Enter → Click on a picture → Click Insert button

19. Resize the clip art so it’s about 2” square.

**HINT:** Select the picture → Click and drag one of the corner circles

20. Format the clip art so you can freely move it around the page.

**HINT:** Select the picture → Picture Tools contextual tab → Format tab → Arrange group → Wrap Text button → In Front of Text

21. Move the picture so that it is overlapping with the right side of the table.

**HINT:** Locate the move cursor  on the picture → Click and drag it

22. Insert a Double Arrow Line shape from the word Monday to the picture.

**HINT:** Insert tab → Illustrations group → Shapes button →  button → Click and drag from “Monday” to the picture

23. Format the arrow shape to be black in color and 3 pt. in weight.

**HINT:** Select the arrow → Drawing Tools contextual tab → Format tab → Shape Styles group → Shape Outline button → Click on black color → Shape Outline button → Weight Option → 3 pt.

24. Run the spellchecker and correct all misspelled words. Ignore the grammar errors.

**HINT:** Review tab → Proofing group → Spelling & Grammar button

25. Save your file with the new filename of “Exercise 3”.

**HINT:** File → Save As → Browse → Select flash drive → Change file name → Save

26. Notify the teacher you are finished so your work can be checked.

27. Safely eject your flash drive.

**HINT:** Close all open windows →  icon on Task Bar → Eject Data Traveler 2.0