WRITTEN QUESTIONS

Write a brief answer to each of the following questions.

1. What is the unit of measurement for fonts?

2. What are three common font styles?

3. How do you open the Font dialog box?

4. Why would you use a style?

5. What are two ways to execute the Clear Formatting command?

PROJECTS

PROJECT 4-1

You have been asked to prepare a certificate for the employee of the month at the hospital where you work.

1. Open the **Certificate.docx** Data File. Save the document as **Employee Certificate** followed by your initials.

2. Change all text to **20-point Bernard MT Condensed**. If the font is not available, choose another appropriate font.

3. Change the color of all the text to the Dark Blue standard color.

4. Apply the Emboss font effect to all the text.

5. Select the first line of text and change it to 36 points and bold.

6. Create a new Quick Style named Certificate Heading based on the first line of text.

7. Change *Joe Harrington* to 36-point Brush Script MT. Replace *Joe Harrington* with your name.

8. Preview the document. Save, print, and close the document.

PROJECT 4-2

You work as an assistant to the marketing director of Lighthouse Bank. You are making changes to a draft of a pamphlet for customers who are opening their first checking accounts.

1. Open the **Checking Account.docx** Data File. Save the document as **Checking Account Info** followed by your initials.

2. Change the theme to Civic.

3. Apply the Title Quick Style to the title *New Checking Account*.

4. Apply the Heading 2 style to the three headings in the document.

5. Near the bottom of the document, apply the No Spacing style to the first three lines of the bank's address (from *Lighthouse Bank* through *Box 875409*).

6. Highlight all four lines of the address with Gray-25% from the Text Highlight Color button palette.

7. In the last paragraph of the document, replace *the Customer Service Department* with your name. Highlight your name with yellow.

8. Preview the document. Save, print, and close the document.

PROJECT 4-3

Font Effects

You have been asked to prepare a poster for the break room in your office building with tips about how to be a good employee.

1. Open the **Poster.docx** Data File. Save the document as **Break Room Poster** followed by your initials.

2. Apply the Title Quick Style to the first line of text.

3. Apply the Engrave font effect to the first line of text.

4. Apply the Book Title Quick Style to the second line of text.

5. Change the size of the second line of text to 16 points.

6. Change the color of the second line of text to Dark Blue, Text 2 (in the first row under Theme Colors in the color palette).

7. Use the Format Painter to copy the style of the second line of text to the sixth line of text

under the title (*How can I build good relationships with my co-workers?*).

8. Apply the List Paragraph Quick Style to the four lines of text under both headings.

9. Change the font size of the four lines of text under both headings to 14 points.

10. Change the theme to Verve.

11. Press the Ctrl+End keys, and then type your name. Format your name with italics.

12. Preview the document. Save, print, and close the document.

PROJECT 4-4

Quick style

You work as an assistant in a personnel department. Your supervisor has asked you to format the following document that will be included in the employee handbook.

1. Open the **Handbook.docx** Data File. Save the document as **Employee Handbook** followed by your initials.

2. Select all the text and clear the formatting.

3. Apply the Heading 1 Quick Style to the first line of text, *Employee Handbook*, and then change the font size to 22 points.

4. Add a Thick underline to the first line of text using the same color as the text.

5. Create a new Quick Style called **Handbook Title** based on the first line of text.

6. Apply the Heading 2 Quick Style to the other four headings in the document.

7. Select the heading *Regular Attendance*. Change the font size to 16 points. Change the color to Dark Red, Accent 2, Darker 50% (in the last row under Theme Colors in the color palette).

8. Redefine the Heading 2 Quick Style to match the *Regular Attendance* heading. *— Right-Click*

9. In the paragraph under the *Confidential Information* heading, italicize the word *Never* in the second to last line.

10. Jump to the end of the document, and then type your name on a new line. Format your name in bold.

11. Preview the document. Save, print, and close the document.

PROJECT 4-5

You have been asked to format the information sheet for the golf tournament benefiting the local food bank.

1. Open the **Golf Tournament 2.docx** Data File. Save the document as **Formatted Golf Tournament Notice** followed by your initials.

2. Choose a different theme. Be sure your choice is appropriate for a golf tournament information sheet and that the colors go with the colors in the image at the top of the sheet.