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MOS-W3C

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QUESTION 1

Modify the document as follows:

1. Execute a word count of the entire document and enter the number of words displayed into the blank cell of the Word Count table at the end of the document.
2. Using a single command, find all occurrences of text formatted with the Times New Roman font and simultaneously replace it with the Ariel font.

Answer:

Step 1: Select Tools menu

Step 2: Select Word count command

Step 3: Click Close button

Step 4: Ctrl+End

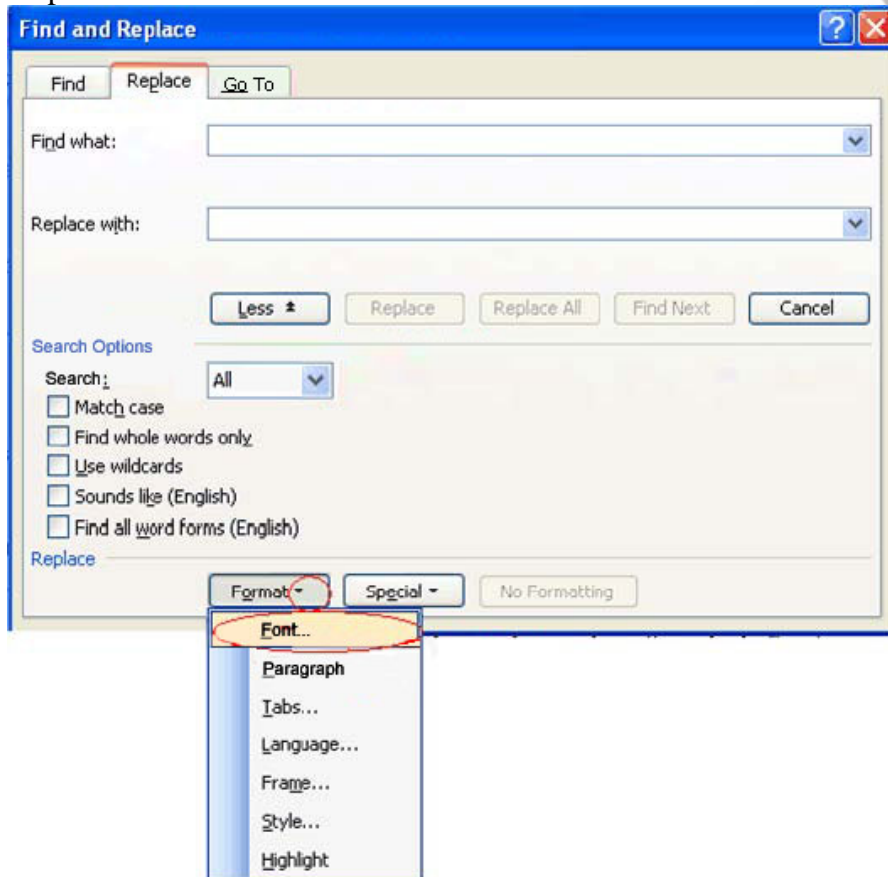
Step 5: Enter the count in an empty cell in the table.

Step 6: Click Format menu

Step 7: Click Replace command

Step 8: Click More button

Step 9: Select Format Font



Step 10: Select Font Times New Roman

Step 11: Click OK

Step 12: Click in the Replace with box

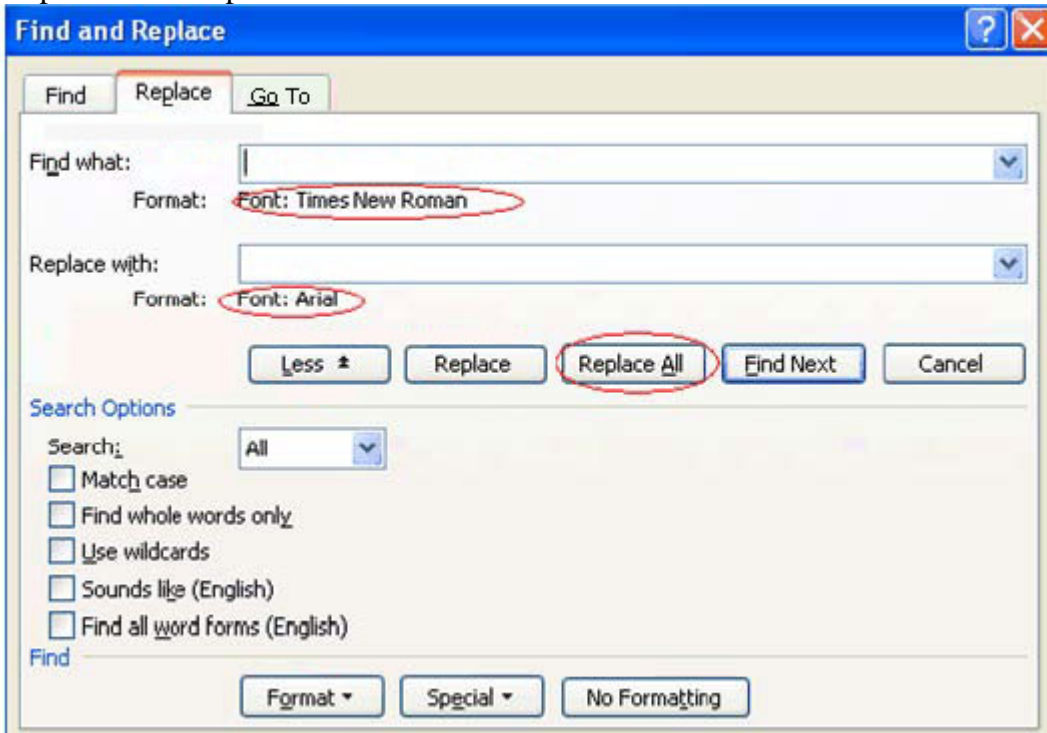
Step 13: Again select Format Font

Step 14: Select Font Ariel

MOS-W3C

Step 15: Click OK

Step 16: Click Replace all button



QUESTION 2

Prepare to conduct online research by performing the following tasks:

1. Impose Parental Control to online research by turning on content filtering to make services block offensive results. Specify the password Certkiller . (Note: Accept all other default setting)
2. Conduct a search of the Encarta Encyclopedia on the search word Tasmanian devil and then expand the first listing of the search results to view the subentries.

Answer:

Step 1: Select Tools menu.

Step 2: Click Research

Step 3: Click Research Options

Step 3: Click Parental Control button

Step 4: Select the option Turn on Content filtering...

Step 5: Specify the password Certkiller

Step 6: Click OK

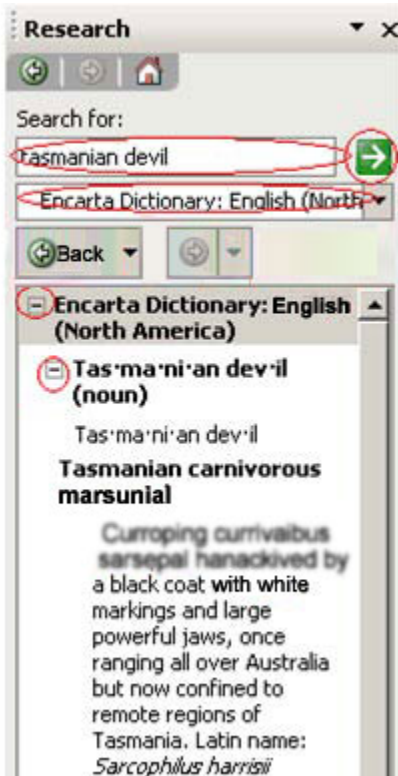
Step 7: Confirm password

Step 8: Click OK

Step 9: In the Research Dialog box :

- A) enter tasmanian devil
- B) Select Encarta Dictionary
- C) Click on the Search button

D) Expand the search result



QUESTION 3

Modify the document by completing the following three tasks:

1. Apply a 1"(2.5cm) right margin.
2. Fit the radial diagram at the bottom of the page to its content.
3. In the diagram, modify The Certkiller hyperlink to link to the bookmark Certkiller Bookmark, with the screen tip Go to Certkiller main Topic.

Answer:

- Step 1: Select File menu
- Step 2: Click Page Setup
- Step 3: Change Right setting to 1".
- Step 4: Click OK
- Step 5: Select the Diagram (click on it)
- Step 6: Click Layout Menu
- Step 7: Select Diagram to Contents command



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