

ITMG 100 Practice Quiz

Read all directions CAREFULLY!!

Part One

1. Download the sports.docx file and save to your disk as YOUR_LAST_NAME_Quiz1.docx
2. Add your name to the document where indicated.
3. Use WordArt to create the title WEEKEND SPORTS UPDATE. Be certain to 'stretch' the title so that it appears across the entire page.
4. Format the text so that it appears in two columns with a line in between the text.
5. Format the paragraphs so that the first letter of each story is bigger than the rest of the text (hint Use Drop Cap!).
6. Insert a picture downloaded in class in the first paragraph of the Ole Miss story. Resize the picture if necessary to make it fit inside the left column.
7. Change the text settings so the text wraps around the picture.
8. Format the newsletter so that a border exists on the page.
9. Save the file and move on to part two.

Part Two

1. Download the scanner.docx file and save to your disk as YOUR_LAST_NAME_Quiz1_Part2.docx
2. Separate the text into two sections, with the first section being a title page for the report.
3. Add your name to the document.
4. Spell-check the document.
5. Replace the word 'gray' with the word 'black' throughout the entire document.
6. Add a header to Section 2 that has Scanners in the left margin and the page number in the right margin (hint: the second page should be labeled page 1).
7. Format the text of the paper so that the paragraphs are double spaced, and the text is 'justified' between the right and left margins.
8. Use the data below and the Draw Table command on the Table menu to create a table at the end of the report but before the citations. Above the table center, bold, and underline the title **SHADE TREE HEIGHTS COMPUTER CENTER.**

| | Hardware | Software | Consulting |
|-------------|----------|----------|------------|
| First Year | 25,000 | 48,000 | 18,000 |
| Second Year | 29,000 | 59,000 | 32,000 |
| Third Year | 37,000 | 67,000 | 53,000 |

9. Add a new column with the title TOTAL. Sum up the last three columns.
10. Add a new row with the name TOTAL FOR THREE YEARS in the row.
11. Merge cells A5 and D5.
12. The very last cell of the table (cell E5) should have the added total for all three years of hardware, software, and consulting costs.
13. Format the text of the title columns so that the text is formatted vertically from top to bottom (and bolded).
14. Make a reference page using the citations at the end of the paper.
15. Save the file as indicated by the instructor (see step 1) and email when completed (be certain to include the part one file).