Instructions for Certification Practice

* Insert a page border
	+ box style
	+ 1 pt
	+ Blue, Accent 5 Darker 50%
* Insert a Page Margin
	+ Top 0.4
	+ Bottom 0.4
	+ Left 0.5
	+ Right 0.5
* Change the style of the title to Title
	+ Modify the title by adding 18pt spacing before and after
* Choose the subheadings: Getting There, Where to Go, Weather, and Interesting Information, add the Heading 1 style to these headings
* Choose headings Australian Slang and Meat Pie Recipe and select Heading 2
* Highlight text after the heading Instructions and select everything to veggies, fries, or salad.
	+ Change the paragraph spacing to singe, and add 0 spacing before and 0 spacing after
	+ With text still highlighted add a number list
* Insert your insertion point before the heading Weather, insert a page break, do the same thing before the Interesting Information heading
* Under the Getting There heading, highlight Flights to $2121, N/A, convert this text to a table. You will need four columns, keep the column width at Auto, and separate by commas
	+ Highlight the first row and merge cells, align the information at the top center of the cell
	+ Choose the style Grid Table 4, Accent 2
* Pace insertion points in front of Meat Pie Recipe and Insert a Page Break
	+ Under the Meat Pie Recipe Heading Insert a SmartArt vertical bulleted list
		- In the first box, insert the heading ingredients
		- List the ingredients under this heading
		- In the options layout box choose the Top and Bottom option
		- For the horizontal alignment, choose left relative to column
		- For the vertical alignment, choose centered relative to line
		- Change the height of the box to 3 and the width to 3.75
			* If you need to, delete extra space between the bottom of the SmartArt and the Instructions Heading
	+ Choose the image of the meat pie
		- Insert the Tight Text Wrap for the Image
			* Horizontal Alignment should be right relative to column
			* Vertical Alignment should be bottom relative to line
			* Select the figure and add the caption Yummy. This should be below the image
		- Insert an Austin Quote Textbox and insert the text “This is The.....from this recipe! In the textbox
			* Horizontal Alignment should be center relative to page
			* Vertical Alignment should be bottom relative to margin
* \*\*\*\*\*Make sure you have downloaded Australian Slang to your Desktop\*\*\*\*\*
* Place your insertion point underneath the heading Australian Slang, insert text *Australian Slang*
	+ Highlight the text Arvo through Whine
		- Covert this list into two colums
		- Add bullets to this list
		- In the first paragraph “Australian English....” insert a drop cap
* Click on the rainfall total table (make sure it is highlighted)
	+ Insert a table caption. Label it Rainfall below the table
	+ Below the table insert the Sydney image
		- Add Through Text Wrap
		- Change the absolute height to 3, you do not need to change the width, it will do it for you
		- Change horizontal position to center relative to the column
* Place your insertion point after Los Angeles in the table heading
	+ Insert a footnote with the description “Expedia”
* Highlight Electronic Travel Authority(ETA) in the first paragraph, hyperlink this text to the website: <https://www.eta.immi.gov.au/ETAS3/etas>
* Highlight the Meat Pie Recipe heading, add the bookmark “goodstuff” to this heading
* Insert Plain Number 2 Footer at the bottom of each
* Go to the view tab and make sure that the ruler box is selected
* Change the zoom to 90%
* Under properties, change the title of this document to Info on Australia
* Make sure that the autorecovery is set to 5 minutes, and embed fonts in the file