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