Complete the following assignment:

Change page margins to: Top .5, Bottom .5, left .4, right .4

Insert a page border: Shadow setting, Black text 1, 1 pt

Wake County Public Schools

High Schools

Wakefield

Heritage

Rolesville

Wake Forest

Millbrook

Middle Schools

Durant

Wakefield

Wake Forest

Heritage

East Millbrook

Insert the title heading for Wake County Public Schools, Modify the Title Heading: to Blue Accent 1

Insert Heading 1 for High Schools and Middle School

Change the theme of this document to Integral…Change the font of this theme to Century Gothic

Highlight everything from High Schools to East Millbrook, and insert Two Columns

Under the High Schools Insert a multilevel list ( 1, a, i). Wakefield should be on level 1, the other high schools on level 2

Under Middle Schools, insert a bulleted list

Insert the insertion point before “Insert” on this line and insert a Next Page Section break

Insert Player Statistics to 7, 4 into a table separated by commas:

Player Statistics per Game

Player, Points, Rebounds, Assists, Free Throws

Player 1, 12, 6, 2, 8

Player 2, 8, 12, 4, 3

Player 3, 18, 9, 5, 11

Player 4, 15, 11, 7, 4

Merge the first line and center

Center column headings

Align statistics in the center of the cell

Choose Grid Table 4 – Accent 1 as a table style

Delete “Player” Column

Sort the table by Points, in number form, in ascending order

Insert a Page Break

|  |  |  |  |
| --- | --- | --- | --- |
| Points | Rebounds | Assists | Free Throws |
| 8 | 12 | 4 | 3 |
| 12 | 6 | 2 | 8 |
| 15 | 11 | 7 | 4 |
| 18 | 9 | 5 | 11 |

Insert a caption for this table underneath the table as Useless Information

In the “Free Throw” column, add a footnote that says “This wins games”



Insert a caption for this image as Figure, the caption should read a Koala

Click on the image of the koala and change the text wrapping to tight – Know how to change alignment for the layout options box – cannot do that in our version of Word

Highlight the first sentence of the document “Complete the following Assignment” and add a Bookmark that says practice

Highlight This Sentence and Insert a Hyperlink to the heading High Schools

Insert a page break

Wakefield High School

9th Grade

10th Grade

11th Grade

12th Grade

Insert the previous information into a Smart Art Vertical Bulleted List

Insert an Austin textbox

Cut “You will do well tomorrow” and insert into the textbox

Insert “Plain number 3” page numbers in the document

Insert a Blank footer in the document and put your name

Set the zoom for this document to 110%

Under the document properties change the Title to Certification

Under save option “Change Auto Recovery to 5 Minutes”

Under proofing options “Click on hide spelling errors in document”