Software Requirements

In preparation of using the Student Study Guide, ensure you have a computer with:

- Office 2019 or Office 365

Additional Information and Resources

- To learn more about Microsoft Office certifications, visit Microsoft Office Certification
- To view the Certiport Microsoft Office Specialist 365 and 2019 Exam Tutorial, visit Certiport Exam Tutorial

Project 1

Instructions: In this project there are 38 tasks based on the exam objectives for Exam MO-100: Microsoft Word (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: *Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.*

Resources: Download files listed below before beginning tasks

- **Project1_datafile.docx** in the **Project_Files** folder
- **sign_illustration.png** in the **Project_Files** folder

Project 1 Tasks

1.4.1 Locate and remove Hidden Properties and Personal Information

- ☐ Open Project1_datafile.docx. Inspect the document and remove Document Properties and Personal Information and Hidden Text

2.2.4 Apply built-in Styles to text

- ☐ Format "Background," "Proposal Overview," and "Summary" as Heading 1

- ☐ Format "Identified Plants and Flowers" as Heading 2

- ☐ Format "Popular Flowers by Region" and "Native Plants" as Heading 3

2.2.2 Apply formatting by using Format Painter

☐ Use the Format Painter to copy the formatting of "Identified Plants and Flowers" to the section titles "Greenhouse Option" and "Outsourcing Option"

2.2.1 Apply text effects

☐ Apply the Text Effect Fill: Black, Text color 1; Shadow to the first two lines of text beginning with "Munson's" and ending with "Plan" and then Center align the text, and increase Font Size to 20

2.3.2 Insert page, section, and column breaks

☐ Insert a Section Break that starts a New Page after the first two lines of text in the document beginning with "Munson's" and ending with "Plan"

1.1.4 Show and hide formatting symbols and hidden text

☐ View the page break using Show/Hide

2.3.3 Change Page Setup options for a section

☐ Change the margins for the first section to 3 inches for the top and bottom

2.1.1 Find and Replace text

☐ Find every instance of the text "Munsons'" and Replace with "Munson's"

1.1.2 Link to locations within documents

☐ Insert a Bookmark at the text "Background," "Proposal Overview," and "Summary"

1.1.1 Search for text

1.1.3 Move to specific locations and objects in documents

☐ Use the Go To feature to Find each Bookmark in the document

1.2.4 Configure page background elements

☐ Add a Draft 1 Watermark

1.3.2 Modify basic document properties

☐ Change the following document Properties: Title: "Proposal Plan," Author: *Your name*, Key words: "flowers," "plants," "greenhouse," "outsourcing"

1.3.3 Modify print settings

☐ Without printing, change Print Settings to uncollated and print 2 Sheets Per Page

1.2.2 Apply style sets

☐ Apply the Style Set Casual

2.2.3 Set line and paragraph spacing and indentation

☐ Set all Paragraph Spacing Before and After the paragraph by 6pt

3.1.2 Convert tables to text

☐ Convert the table beginning with "Miniature Hollyhock" and ending with "Goatsbeard" to Text Separated by Paragraph

3.3.1 Format paragraphs as numbered and bulleted lists

☐ Format the text beginning with "Miniature Hollyhock" and ending with "Goatsbeard" to a Bulleted list

3.3.2 Change bullet characters and number formats

☐ Change the Bulleted list beginning with "Miniature Hollyhock" and ending with "Goatsbeard" to solid boxes

2.3.1 Format text in multiple columns

☐ Apply two Columns with .2 Spacing and a Line Between to the Bulleted list beginning with "Zone 3" and ending with "Zone 9"

3.1.1 Convert text to tables

☐ Convert the Popular Flowers by Region, beginning with "Popular Flowers by Region" and ending with "United States: Rose" to a two-column Table Separated by a colon (:)

3.2.4 Resize tables, rows, and columns

☐ Resize the first column Width of the "Popular Flowers by Region" table to 1.5"

☐ Resize the first row Height of the "Popular Flowers by Region" table to .5"

3.2.3 Merge and split cells

☐ Merge the first row of the table beginning with "Popular Flowers by Region"

3.2.1 Sort table data

☐ Sort the Table Data by the Region name

3.2.2 Configure cell margins and spacing

☐ Format all Default Cell Margins to .05

3.2.6 Configure a repeating row header

☐ Format the first two rows as Repeating Header Rows

4.2.1 Insert table of contents

☐ Add a second Page to the document then insert the Automatic Table 2 Table of Contents

4.2.2 Customize table of contents

☐ Change the Table of Contents to Show Heading levels 1 and 2 only with the underscore (_) tab leader

5.1.2 Insert pictures

☐ On the title page (the first page), Insert the sign_illustration.png from the Project_Files folder after the title "Proposal Plan"

5.2.3 Remove picture backgrounds

☐ Remove the picture Background, remove everything except the jar, pickles, and garlic from the sign_illustration.png

5.2.2 Apply picture effects and picture styles

☐ Apply 5 point; Gray, Accent color 3 Glow to the picture

5.4.1 Position objects

☐ Set the picture Text Wrapping to Square, with Horizontal position Centered relative to Page and Vertical position Absolutely .5, below the Paragraph, and change the picture Width to 2.5"

1.1.4 Show and hide formatting symbols and hidden text

☐ Hide all formatting marks

5.4.3 Add alternative text to objects for accessibility

☐ Add the appropriate Alternative Text to the picture

1.4.2 Locate and correct accessibility issues

☐ Locate and correct Accessibility issues

1.4.3 Locate and correct compatibility issues

☐ Check Compatibility issues

1.3.1 Save documents in alternative file formats

☐ Save the document as a PDF

1.3.4 Share documents electronically

☐ Share the document with the instructor and Close the document

Project 2

Instructions: In this project there are 34 tasks based on the exam objectives for Exam MO-100: Microsoft Word (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.

Resources: Download files listed below before beginning tasks

- **Project2_datafile.docx** in the **Project_Files** folder
- **dandelion_photo.jpg** in the **Project_Files** folder

Project 2 Tasks

6.2.4 Lock and unlock change tracking

☐   Open Project2_datafile.docx. Unlock Tracking with the password "project"

6.2.1 Track changes

☐   Turn off Track Changes

6.2.2 Review tracked changes

☐   Review the Tracked Changes

6.2.3 Accept and reject tracked changes

☐   Accept all Tracked Changes

6.1.2 Review and reply to comments

☐   Reply to the first comment with the text "Looks great!"

6.1.3 Resolve comments

☐   Resolve the second comment

6.1.4 Delete comments

☐   Delete the third comment

1.2.3 Insert and modify headers and footers

☐   Modify the Footer to include today's date, Updated automatically and centered

2.1.2 Insert symbols and special characters

☐   Insert a Registered sign after every instance of "Munson's Pickles and Preserves Farm"

3.1.3 Create tables by specifying rows and columns
  ☐ After the heading "Identified Plants and Flowers," insert a Table that is 2
       columns and 6 rows, then enter the following information:

Region	Flower
Australia	Golden Wattle
Singapore	Orchid
Finland	Lily of the Valley
Iceland	Mountain avens
Samoa	Red ginger

3.2.3 Merge and split cells
  ☐ Split the Cell that contains "Lily of the Valley" and enter the text "Water Lily"
       in the new blank cell

3.2.3 Merge and split cells
  ☐ Add a new row to the top of the table

  ☐ Add the text "Popular Flowers by Region" and Merge the row

5.1.2 Insert pictures
  ☐ Insert the dandelion_photo.jpg from the Project_Files folder after the text
       "Popular Flowers by Region" in the table

5.4.1 Position objects
5.4.2 Wrap text around objects
    Adjust the dandelion_photo.jpg with the following settings:
  ☐ Size: Scale Height to 20% with Locked aspect ratio

  ☐ Text Wrapping: Tight, Wrap Both sides, Distance from text .1 on the Left and
       Right

  ☐ Position: Horizontal alignment Right relative to Right Margin to the Right of
       the Column and Vertical alignment Centered to Page

5.2.1 Apply artistic effects
  ☐ Apply the Texturizer Artistic Effect to the dandelion_photo.jpg

5.4.3 Add alternative text to objects for accessibility
  ☐ Add the Alt Text "Picture of a dandelion" to the dandelion_photo.jpg

3.2.5 Split tables
- ☐ Split the Native Plants table between "Tuft Hairgrass" and "Fireweed" then format both tables with No Border

2.3.1 Format text in multiple columns
- ☐ Format the tables in Two Columns beginning with "Miniature Hollyhock" and ending with "Goatsbeard"

3.3.4 Increase and decrease list levels
- ☐ Convert the bulleted list beginning with "Zone 3" and ending with "Christmas Valley, Oregon" to a Multileveled list with the 1) a) i) format

- ☐ Increase the city, state to the second level

3.3.5 Restart and continue list numbering
3.3.6 Set starting number values
- ☐ Set the second list beginning with "Zone 7" and ending with "Oregon" to continue from the first list starting with the number 5

3.3.3 Define custom bullet characters and number formats
- ☐ Set the second level of both lists to a custom bullet using the Webdings 252 character

5.1.6 Insert text boxes
5.2.4 Format graphic elements
5.3.1 Add and modify text in text boxes
- ☐ At the end of the first paragraph after the word "community" and before the word "Today," insert an Austin Quote Text Box and enter the text "Today, the farm grows over 100 acres of fresh vegetables and maintains 40 hives of honeybees." Format as follows:
  - Font: Comic Sans MS
  - Font size: 12
  - Text Wrap: top and bottom
  - Position: Horizontal position centered relative to the margin and Vertical position Absolute position 0 below Paragraph

5.1.3 Insert 3D models
- ☐ Insert an appropriate 3D Model on the first page after the text "Proposal Plan"

5.4.3 Add alternative text to objects for accessibility
- ☐ Add Alt Text to the 3D Model

5.2.6 Format 3D models

☐ Change the 3D Model View

2.3.2 Insert page, section, and column breaks

☐ Insert a Page Break after the 3D Model

1.3.2 Modify basic document properties

☐ Add the document title to "Proposal plan" to document properties

1.2.1 Set up document pages

☐ Change Margins to Top and Bottom to 1" and Left and Right to .5 with a .5 Gutter. Save and Close the document

Project 3

Instructions: In this project there are 27 tasks based on the exam objectives for Exam MO-100: Microsoft Word (Word and Word 2019).   For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: *Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.*

Resources: Download files listed below before beginning tasks

- **Project3_datafile.docx** in the **Project_Files** folder
- **Bee.docx** in the **Project_Files** folder
- **logo_square.png** in the **Project_Files** folder

Project 3 Tasks

2.2.4 Apply built-in styles to text

2.2.1 Apply text effects

☐ Open Project3_datafile.docx. Apply the Title style, Font Color Blue, Accent 5, Inside: Bottom shadow to the first line of text "Munson's Pickles and Preserves Farm"

2.2.4 Apply built-in styles to text

☐ Apply the Subtitle style, Font Size 19, to the second line of text "Proposal Plan"

2.3.2 Insert page, section, and column breaks

☐ Insert a Next Page Section Break before the text "Background"

1.1.4 Show and hide formatting symbols and hidden text

5.1.2 Insert pictures

5.2.2 Apply picture effects and picture styles

☐ Photocopy Artistic Effect

2.2.4 Apply built-in styles to text

☐ Apply Heading Style 2 to the title "Background"

2.2.2 Apply formatting by using Format Painter

☐ Use the Format Painter to copy the Heading 2 style to the remaining section titles, "Proposal Overview" and "Summary"

5.1.6 Insert text boxes

5.3.1 Add and modify text in text boxes

5.2.4 Format graphic elements

5.4.2 Wrap text around objects

☐ Select then cut the first paragraph beginning with "The Munson's" and ending with "the community," draw a Text Box after the title "Background," and Paste the text. Format as follows:
- Font size: 11
- Text Wrap: Top and bottom
- Size: Height 2" and Width 4"
- Position: Absolute Vertical position .33" below Paragraph
- Fill: Blue, Accent 5, Lighter 80%
- Shape Outline: Black, Text 1, Weight 2 ¼

5.1.1 Insert shapes

5.3.2 Add and modify text in shapes

5.2.4 Format graphic elements

5.4.2 Wrap text around objects

☐ Create a Scroll: Horizontal shape below the text box. Add text to the Scroll: Horizontal shape. Create a link from the first text box to the Scroll: Horizontal shape. Format as follows:
- Font size: 11
- Text wrapping: Top and bottom
- Size: Height 2.04" and Width 4.23"
- Position: Horizontal Alignment Right relative to Margin and Vertical Absolute position 2.17" below Paragraph
- Fill: Green, Accent 6, Lighter 80%
- Shape Outline: Black, Text 1, Width: 2 1/4

5.1.5 Insert screenshots and screen clippings

5.2.1 Apply artistic effects

☐ Open the Bee.Docx. Insert a Screen Clipping of the bee from the bee document into the Project 3 file then format it as follows:
- Text Wrap: Square
- Size: Height 2 and Width 2
- Relocate it to the right side of the text box
- Remove Background
- Artistic Effects: Paint Brush

2.3.1 Format text in multiple columns

☐ Format the Popular Flowers by Region list, the text beginning with "Malaysia" and ending with "Peony" to 3 Column with Column 1 Width at 2.8 and Spacing .08, and Columns 2 and 3 Width at 2.1

2.3.2 Insert page, section, and column breaks

☐ Insert a Column Break before "England" and "Afghanistan"

1.1.4 Show and hide formatting symbols and hidden text

2.3.3 Change page setup options for a section

☐ Show the Section and Column Breaks then change the Margins for the Column Section to .5 for the Left and Right Margins. Hide the formatting symbols when finished

1.1.2 Link to locations within documents

☐ Add Bookmarks to the text "Popular Flowers by Region," "Native Plants," "Greenhouse Option," and "Outsourcing Option"

☐ Link the Bookmarks to the text within the Proposal Overview paragraph as follows:

- In the "Proposal Overview" paragraph, fourth line of text, Link the text "popular flowers" to the "Popular Flowers by Region" Bookmark
- In the "Proposal Overview" paragraph, fourth line of text, Link the text "plants that are native to the area" to the "Native Plants" Bookmark
- In the "Proposal Overview" paragraph, fifth line of text, Link the text "greenhouse" to the "Greenhouse Option" Bookmark
- In the "Proposal Overview" paragraph, sixth line of text, Link the text "outsource" the "Outsourcing Option" Bookmark

5.1.4 Insert SmartArt graphics

5.3.3 Add and modify SmartArt graphic content

☐ After the Outsourcing Option paragraph ending in "...listed below," Insert a Vertical Bullet List SmartArt. Enter the following text with the Zone in the first (Shape) level and the city, state in the second (Bullet) level

Zone 6- Christmas Valley, Oregon

Zone 7- Kennewick, Washington

Zone 8- Edison, Washington

Zone 9- Gold Beach, Oregon

5.2.5 Format SmartArt graphics

☐ Format the SmartArt as follows:

- Text Wrapping: Top and bottom
- Position: Horizontal Absolute position .75 to the right of the Column and Vertical Absolute position 0 below Paragraph
- Size: Absolute Width 2.5
- SmartArt Styles Color: Colorful Range - Accent Colors 5 to 6

3.2.2 Configure cell margins and spacing

☐ Format the Native Plants Table Properties as follows:

- Cell Margins: Top and Bottom .01, Left and Right .05
- Column width: 2"
- Cell width: 2"
- Vertical alignment: Center
- Alt Text: Title "Native Plants" and Description "List of Native Plants in the region"

5.1.3 Insert 3D models

5.2.6 Format 3D models

☐ Insert an appropriate 3D Model and format as follows:

- Text Wrap: In front of text
- Position: relocate to the right of the Native Plants table
- Size: resize to fit (approximately 2.5" x 2.5")
- 3D Model View: select and appropriate view

4.1.1 Insert footnotes and endnotes

☐ Insert an Endnote at the third line of text "Background" that reads "For additional information on the Background of Munson's Pickles and Preserves Farm please refer to http://www.munsonspicklesandpreservesfarm.com"

☐ Insert an Endnote at the section title "Identified Plants and Flowers" that reads "Information provided by Trey Research. Once the growing option is chosen the list will be updated."

☐ Insert a Footnote at the end of the Proposal Overview paragraph beginning with "Munson's would" and ending with "United States" that reads "Specific calculations will be provided in the financial reports."

4.1.2 Modify footnote and endnote properties

☐ Format the Endnote number format as 1, 2, 3 and the Footnote format as A, B, C

4.1.4 Insert citations for bibliographies
☐ Insert a Placeholder1 Citation at the end of the third paragraph beginning with "The Munson's" and ending with "locally"

4.1.3 Create and modify bibliography citation sources
☐ Add a new Citation Source with the following information: Type of Source: "Art," Artist: "Jerome Cornejo," Title: "Master Artist," Institution: "School of Fine Art," Publication Title: "Flowers and Plants," City: "New York, New York," Tag Name: "Art"

☐ Edit the Placeholder1 citation with the following information: Type: "Web site," Author: "Abraham Hendon," Name of Web Page: "Regional Farming," Name of Web Site: "Trey Research," URL: "http://www.treyresearch.net/"

4.2.3 Insert bibliographies
2.2.3 Set line and paragraph spacing and indentation
☐ At the end of the paper, after the endnotes, on a new line enter the text "Bibliography" then format it as a Heading 2 style. Then insert a Bibliography

☐ Change the Paragraph spacing of the bibliography to Hanging indent to .3 and 12 pt spacing Before. Save and Close the document