# Prepared Exam Exploring Microsoft Word 2019, Chapter 2



Product Knowledge

As a manager in the electronics department, you have been asked to prepare a product knowledge reference guide to support the sales staff. The department’s supervisor has provided details for you to include in the guide. The document will be posted to the sales team via intranet as well as the electronics department retail shelves and register areas, so you’ll need to make sure it looks professional.

**Working with Styles**

1. Open *w02\_exam\_chap\_data* and save it as **w02\_exam\_chap\_LastFirst**.
2. Create a new paragraph style called **Reference Title** based on the Title style, which is applied to the first paragraph, *Product Knowledge*. Use the following specifications: font color **Orange, Accent 2**, font size **26 pt** and **bold**. Make sure the new style is applied to the first paragraph of the document.
3. Apply the **Heading 1 style** to the text *Media Devices*, *Free Channels,* and *Common Features*. Apply the **Heading 2 style** to the text *Product Knowledge*, *Apps - Casting,* and *Devices - Downloading Apps* in the Media Devices section.
4. Modify the **Heading 1 style** so that the font color is **Black, Text 1, Lighter 25%**.

**Applying Font and Paragraph Formatting**

1. Select the paragraph below the heading *Media Devices* from *The Electronics* to *Roku Streaming Stick* and set a right and left indent of **0.5”**. Center the text. Apply **8 pt** paragraph spacing before the paragraph. Apply a double top and bottom paragraph border of **½ pt** in the color **Orange, Accent 2** and set the shading to **Orange, Accent 2, Lighter 80%**.
2. Select all text from the heading *Product Knowledge* to the end of the paragraph in the heading *Devices - Downloading Apps* and change the layout to **2 columns**. Adjust the line spacing for the paragraphs under the heading Devices - Downloading Apps to **Multiple** **1.4** so that the text in the right column is of equal height to the text in the left column.
3. Select the three paragraphs under Free Channels starting with *Roku:* and ending with *Chromecast:* and apply the bulleted list format with the checkmark symbol. Apply the same list style to the three paragraphs under Paid Channels. Select the three paragraphs after Each device…beginning with *uses HDMI* and ending with *offers additional* and apply the numbered list format **1)**.
4. Change the font color of the sentence starting with *The new Chromecast* and ending with *all TVs* to **Red**. Include the period but not the paragraph mark.
5. Create a hyperlink to **http://electronics.sales.com** from the last line in the body.

**Inserting Graphics**

1. Insert the picture file *w02\_exam\_chap\_robo* at the beginning of the last paragraph in the document. Change the height of the image to **0.55”**. Change text wrapping to **Tight** and move the image so that it is aligned with the left margin and the top of the last paragraph in the document.
2. Save and close the file. Based on your instructor’s directions, submit w02\_exam\_chap\_LastFirst.