

EXAM 2 – Part 2 – WORD – Online

Microsoft Office Word Documents

You are asked to create a multiple page document by your instructor detailing memoranda, letters, unbound & bound reports, and special documents. Version 2 of Exam 2 Part 2 is preparing you to understand and comprehend a brief overview of MS Word. You will prepare the main sections and headings of the multiple page documents by doing the following:

1. Start a new blank document in Word.
2. Beginning on the first line of the document, type the following:
Microsoft Office Word Documents
Written by [type your name]
A Brief Overview of Word
Memoranda
Letters
Unbound/Bound Reports
Special Documents, i.e. Invitation, Newsletter
3. Save the document as **MS Word**.
4. Divide the document into five sections. End the first section after the title "A Brief Overview of Word". Then make each document category a separate section beginning each section on a new page.
5. Vertically align the first section (the cover page) using the Center alignment option in the Page setup dialog box.
6. Create footer for the second section that aligns **Microsoft Office Word Documents** on the left margin and **Memoranda** on the right margin.
7. Create footer for the third section that aligns **Microsoft Office Word Documents** on the left margin and **Letters** on the right margin.
8. Create footer for the fourth section that aligns **Microsoft Office Word Documents** on the left margin and **Unbound/Bound Reports** on the right margin.
9. Create footer for the fifth section that aligns **Microsoft Office Word Documents** on the left margin and **Special Documents** on the right margin.
10. Create a header for the entire document, except the first section, that right-aligns the page number at the top of the page.
11. Format the title on the first page as Verdana 20 point boldface and center each line. Insert a Page Border for the title page only.
12. Format the heading for each section as Verdana 14 point, bold and center them.
13. Create the following table on page 3. Make your table look as much like the one below as possible. Set the main font to 10-point Verdana and the heading font to 10-point Verdana bold. *[Remember to right-align column one entries.]*

	Styles	Most Popular Style	Easy to Create
Memoranda	3	Block	Block
Letters	4	Block	Block
Reports	3	Left-bound	Unbound
Special Documents	Unlimited	N/A	N/A

14. Center the table between the left and right margins.
15. Use Clip Art and insert an image of a document on page 2 [Memoranda page].
16. Name and save the document as E2P2.
17. Upload and submit your document for grading.

Good Luck!