Word Processing Practice Test - “FACEBOOK”

## Instructions:

1. **Open** “History of Facebook” from Teacher Website.
2. **Save as classperiod\_lastname\_firstname\_facebook in your Word Processing folder.**
3. Create a header with your name, Facebook and class period.
4. **Set** the **Theme** to **“**Organic”. **Click Design then Theme.**
	1. Change **Theme Color** to “Blue”. **In Design select Colors and then Blue.**
5. **Modify the Title Style** to the following **(Click Home, then right click on Title Style then click modify)**:
	1. **Align** Center
	2. Add a 1 ½ pt Blue Accent 1 bottom **border** with a **Box Setting. In Modify Style Select Format and then Border.**
	3. **Paragraph Spacing** After: 12pts. **In Modify Style Select Format and then Paragraph then set spacing After.**
6. **Apply** the **Title Style to** “Facemash”.
7. *(After the 1st paragraph)*
**Select** the section- **“That night, Zuckerberg wrote the following. . .”** *through* **“the three (3) blog entries”**.

	1. **Apply** the “Intense Emphasis**” Style**.
	2. **Apply** a .5” ( ½ ) **Left Indentation**. ***Hint: Ctrl + m***
8. **First-line indent** **EACH** paragraph other than the Zuckerberg blog entries. (There are **15** paragraphs)
9. Select the side heading **thefacebook.com** and apply the **“Heading 1” Style**.
10. **Justify** the **1st paragraph** under the side heading **thefacebook.com**. (**In January 2004, . .)**
11. Press **ctrl+ home** to go to the beginning of the document.
	1. **Find** both occurrences of the word “entrepreneur”**.**
	2. **Replace** them with a **synonym.**
12. **Set** the **Line Spacing** ofthe “Last Paragraph” of this report to **Exactly 20pt**.  **(Last Paragraph Only). *Hint: Open Paragraph Dialog Box.***
13. Open the file “Active Users and copy and paste it at the end of the document.
14. Convert Text to Table.
	1. Separated by Tabs
	2. AutoFit to Contents
	3. Apply “Grid Table 4 – Accent 1”
	4. **Alignment**: **Center**-Heading Row | **Right**-Dates | **Center**-Numbers
	5. **Center** Table **Horizontally**(Table Tools-Layout > Table > Properties)
15. **Center Align** the 2nd paragraph. (Starts with “According to The Harvard Crimson. . .”)
16. On Page 2- **Select** the **4th paragraph** (“Just six days after. . .”)
- Set the **Left** and **Right indentation** to .5”
- Set **Alignment** to **Justify** forthis paragraph.
17. On page 3- **Apply** a **“**Bulleted List” to the four names (“Eduardo Saverin, Dustin Moskovitz….”)
	1. Extra Credit: **Define Bullets** with “FacebookLogo” **picture** from Teacher website.

**Go to Beginning of Document (ctrl+home)**

1. **Select** the “1st Paragraph” of the document.
	1. Create a “**Box**” **Paragraph Border, Black Text 1, 1 ½ pt width.**
	2. **Shading** “**White, Background 1, Darker 50%”**
2. On page 2 – **Hyperlink** the side heading **“thefacebook.com”** to the **webpage** “<http://www.facebook.com>”. **Select the text, go to Insert, click hyperlink, in Address type the web address.**
3. On page 4 – **Apply** the “Heading 1” **Style** to “Facebook – Total Active Users”
4. **Insert** the **Picture** of Mark Zuckerburg from the Teacher Website at the end of the document.
 - **Wrap Text** – “In front of Text”
 - “**Position in** **bottom left with square text wrapping”.**
 - **Apply** 4 ½ pt **Border** around the picture.
5. **Insert** an **Austin Quote** text box at the end of the document with the text: “Mark Zuckerburg in his dorm”.
	1. **Text wrap** the text box **behind text**. **Drag** it to the right of the picture.
6. **Select** the very last paragraph, (On March 12, 2012, Yahoo!. . .) and **keep lines together
- Prevent** this Paragraph from **Breaking** between page 3 and 4. (Hint: Home > Paragraph)
7. **Select** the 1st appearance of **“Yahoo!”** in the very last paragraph.
	1. **Apply** the **Text Effect** “Fill-Turquoise, Accent 2, Outline- Accent 2”
	2. **Set** the **font size** to 16.
8. Save the document again.
9. Turn in your assignment.

**You are Finished!!!**