**Certiport Word Core Practice Test**

**Directions: Use the file “Research on First Ladies PRACTICE” to complete the following tasks. Put an asterisk (\*) beside anything that you have problems with. Any files you need will be in your Lesson 9 Student Data files.**

1. Insert a table with 8 rows and 4 columns at the end of “History of First Ladies” paragraph. Remove the text that says “insert table here” and then put table in.
	1. Make all columns the same width (distribute columns)
	2. Type this in as your header row aligned top centered:
		1. First Name Last Name Years in Office Picture
	3. Make the header row repeat on all pages
	4. Merge all cells in the last row in to one.
	5. Add alternate TITLE text to the table that says “First Ladies Table”
2. In the Roles of First Ladies, first paragraph, change the section beginning with “supporters of their husband… thru moral leaders” into a numbered list. The comma is the separator so you should have 4 numbers when done. NOTE: Manually move each to a separate line.
	1. Go back and change the numbered list to start with the number 5) (number followed by parentheses).
	2. At the bottom of report, change the list of the headings to a bulleted list (standard circle).
	3. Change the picture of the bullet to the “check mark” picture saved in Lesson 9 Data Files.
3. Under the Roles of First Ladies, insert a Vertical Bulleted List SmartArt graphic. (remove the text that says insert SmartArt here)
	1. Type the following into the SmartArt:
		1. First box: Supporters
		2. Second box: Nurturers
		3. Third Box: Keepers
		4. Fourth Box: Leaders
	2. Rearrange the text in the SmartArt graphic so that Leaders is in the top row.
4. Convert the title “The Evolving Role of the First Lady” to Gradiant Fill Grey WordArt, Font size 24. Align the WordArt Center of Page (Use Layout box, more options)
5. Insert the picture of Nancy Reagan into the table you put in. It should go in the first row under your header row, last column.
6. Insert the registered symbol (®) at the end of ‘Women in Politics” behind the word background.
7. Insert a next page break at the end of “Conclusion” after life.”
8. Under “History of First Ladies”, highlight with a bright green color the quote from Warren Harding beginning with “a good scout…”
9. The last page should now just be the list of Headings. Format THIS PAGE ONLY to be landscape orientation.

1. Type the source information that is shown below.

*Type of Source:* **Book**

*Author:* **Mayo, Edith; Meringolo, Denise D.**

*Title:* **First Ladies: Political Role and Public Image**

*Year:* **1990**

*City:* **Washington**

*State/Province:* **D.C.**

*Publisher:* **Smithsonian Institute**

1. Inspect the document and remove personal information
2. Add the status to the document of “in process” NOTE: this is NOT a Watermark; use document properties.
3. Set to display only TAB and PARAGRAPH formatting marks.
4. Change the year in your source to 2000.
5. Remove the bullets from the list of headings at the end of the document. Convert the list of headings into a one column table.
6. Insert the file “Performance” at the end of the Introduction. Be sure to remove the text “insert text file here” Remove any blank lines that aren’t needed.
7. Justify the text under the section “The Role of First Ladies”
8. Decrease the indent once on the quote section under “Women in Politics” beginning with “the nation has….”
9. Insert a 7-Point Star at the bottom of the document. Inside of the star, add the text “Woman Power”
	1. Align the star to the bottom right of page
10. Change the font for the document to Bookman Old Style, size 12.