

# MOS-W2K

## Microsoft

### *Microsoft Word 2000 CORE*

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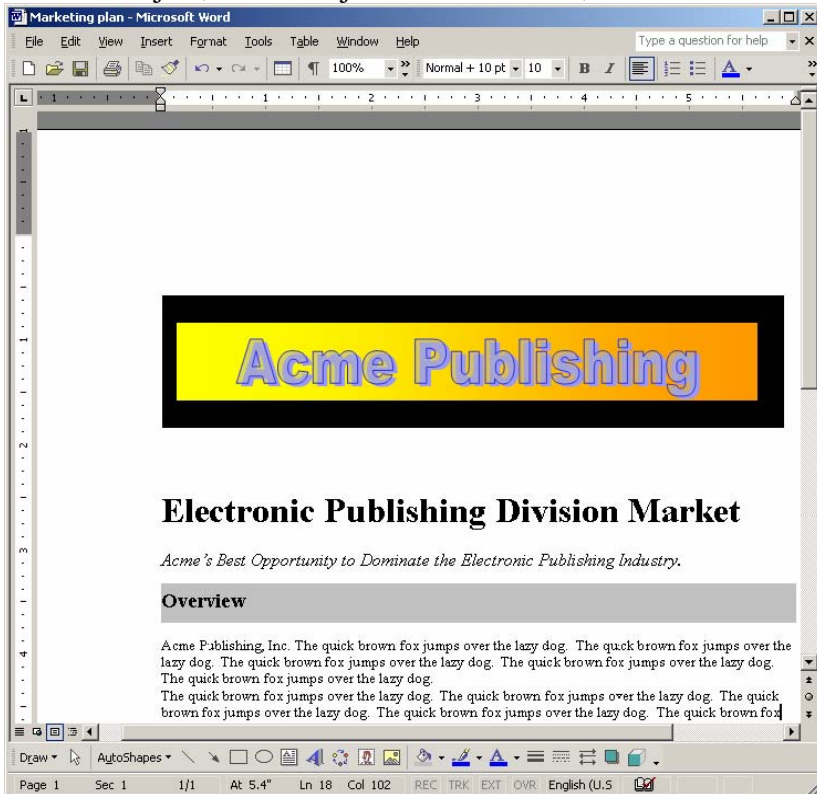
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**QUESTION 1**

Use the Drawing Toolbar to add a rectangle behind the existing graphic in this document. After creating the draw object, fill the object with dark blue, and add shadow style 6.



Answer:

Step 1: Select the rectangle button from the Draw Toolbar.



Step 2: Draw a rectangle at the graphical object (Acme Publishing).

Step 3: Adjust the size of rectangle

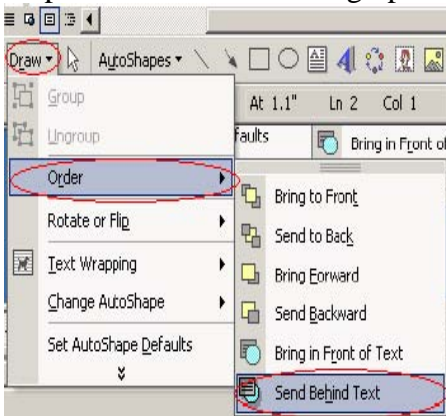
Step 4: Select Dark blue background color.



Step 5: Select shadow style 6.



Step 6: Place it behind the graphic object



End Result (can vary):



## Electronic Publishing Division Market

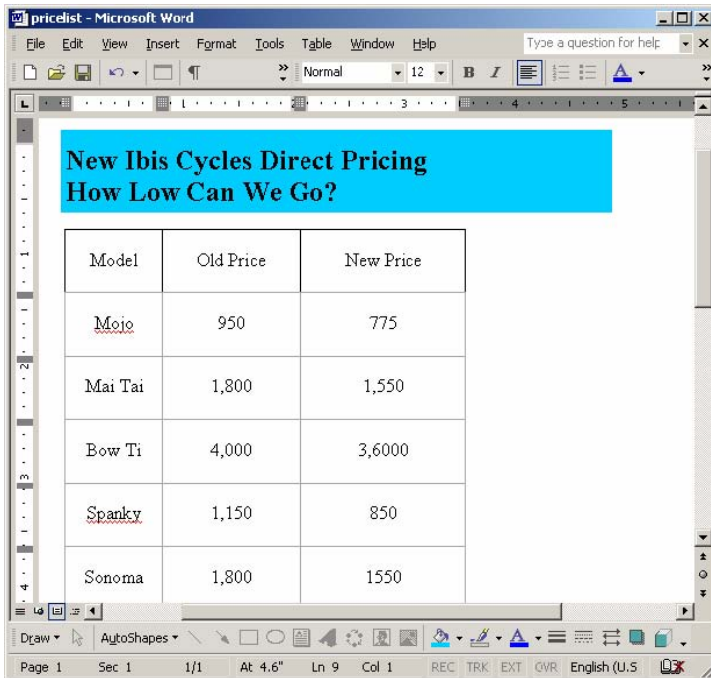
*Acme's Best Opportunity to Dominate the Electronic Publishing Industry.*

### Overview

Acme Publishing, Inc. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

## QUESTION 2

Change the page orientation to Portrait.



The screenshot shows a Microsoft Word window titled 'pricelist - Microsoft Word'. The document content includes a blue header with the text 'New Ibis Cycles Direct Pricing' and 'How Low Can We Go?'. Below the header is a table with three columns: 'Model', 'Old Price', and 'New Price'. The table contains the following data:

Model	Old Price	New Price
Mojo	950	775
Mai Tai	1,800	1,550
Bow Ti	4,000	3,6000
Spanky	1,150	850
Sonoma	1,800	1550

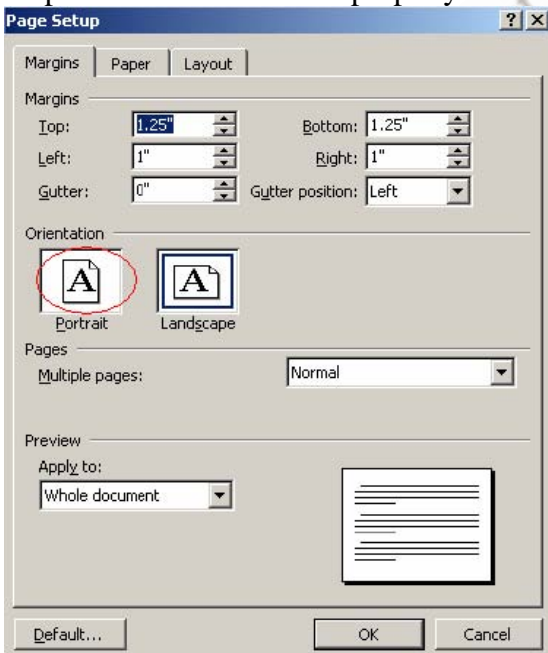
Answer:

Step 1: Select the File menu.

Step 2: Select the Page setup command.

Step 3: Select the Margins tab (if not selected).

Step 4: Set the Orientation property to Portrait.



Step 5: Press OK.

### QUESTION 3

Add bullets to the italicized text and a numbered list to the underlined text.



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