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QUESTION 1

In the " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.

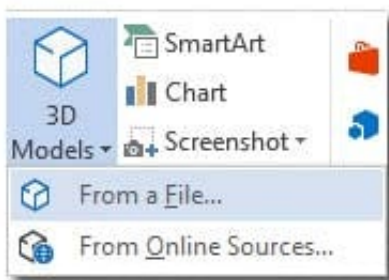A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.

QUESTION 2

In the "Checking Accounts\\' section, in the dark blue text box, insert the text "Anytime Account Access".

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Go to Insert > Text Box.

Click in your "Checking Accounts" section you\\'d like to insert the text "Anytime Account Access".

QUESTION 3

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international

student. Find the word \\'\\'automatic\\'\\' and delete it from the document.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

QUESTION 4

In the ''Event Package'' section, insert a footnote to the right of the heading. Enter the footnote text ''Includes digital files.''

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

QUESTION 5

You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.
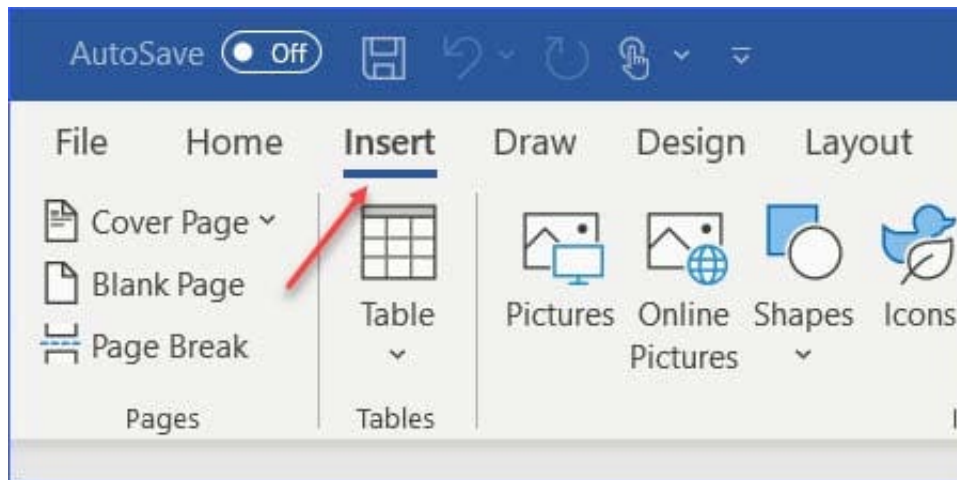
Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

B. PlaceHolder

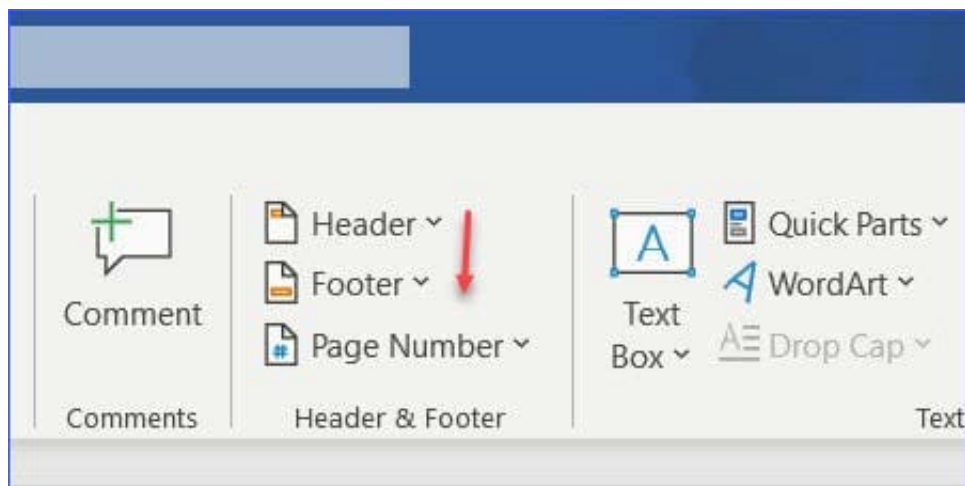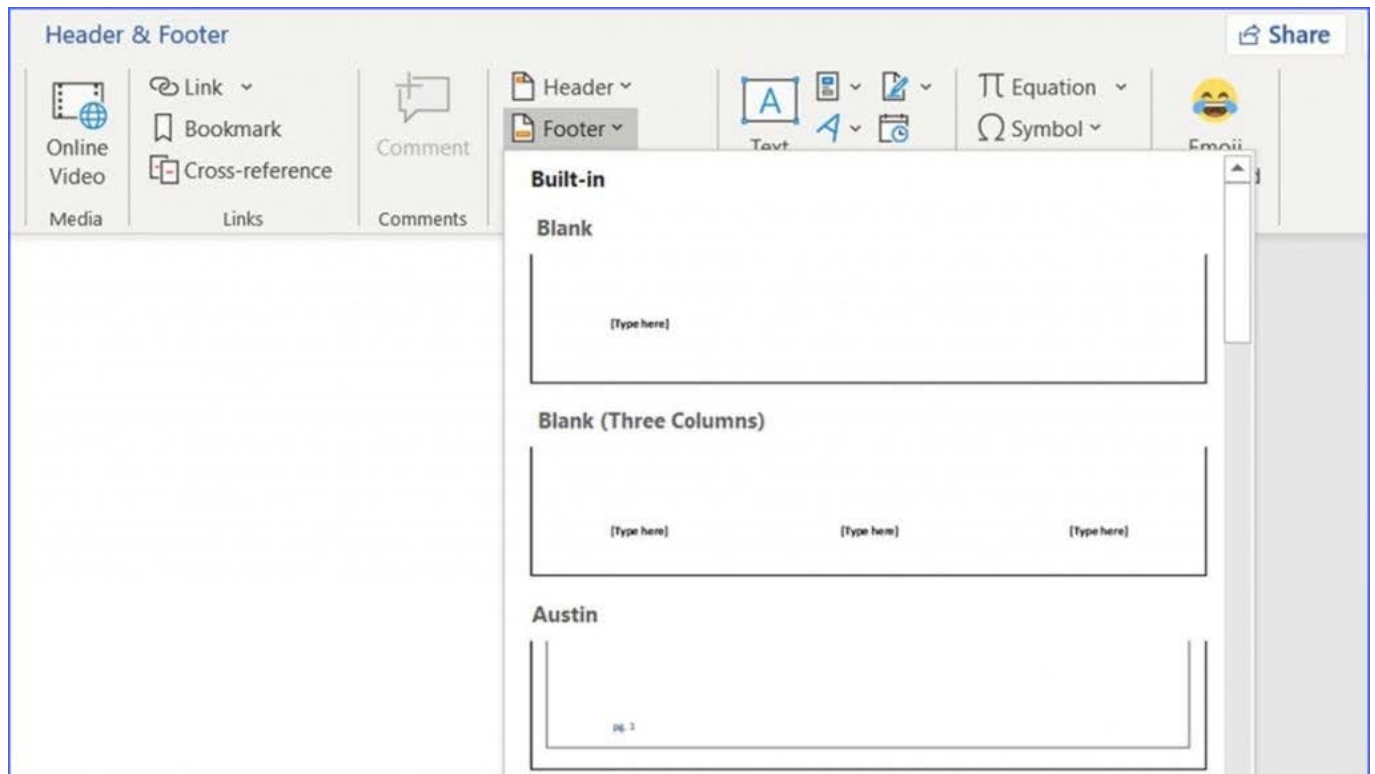C. PlaceHolder

D. PlaceHolder

Correct Answer: A

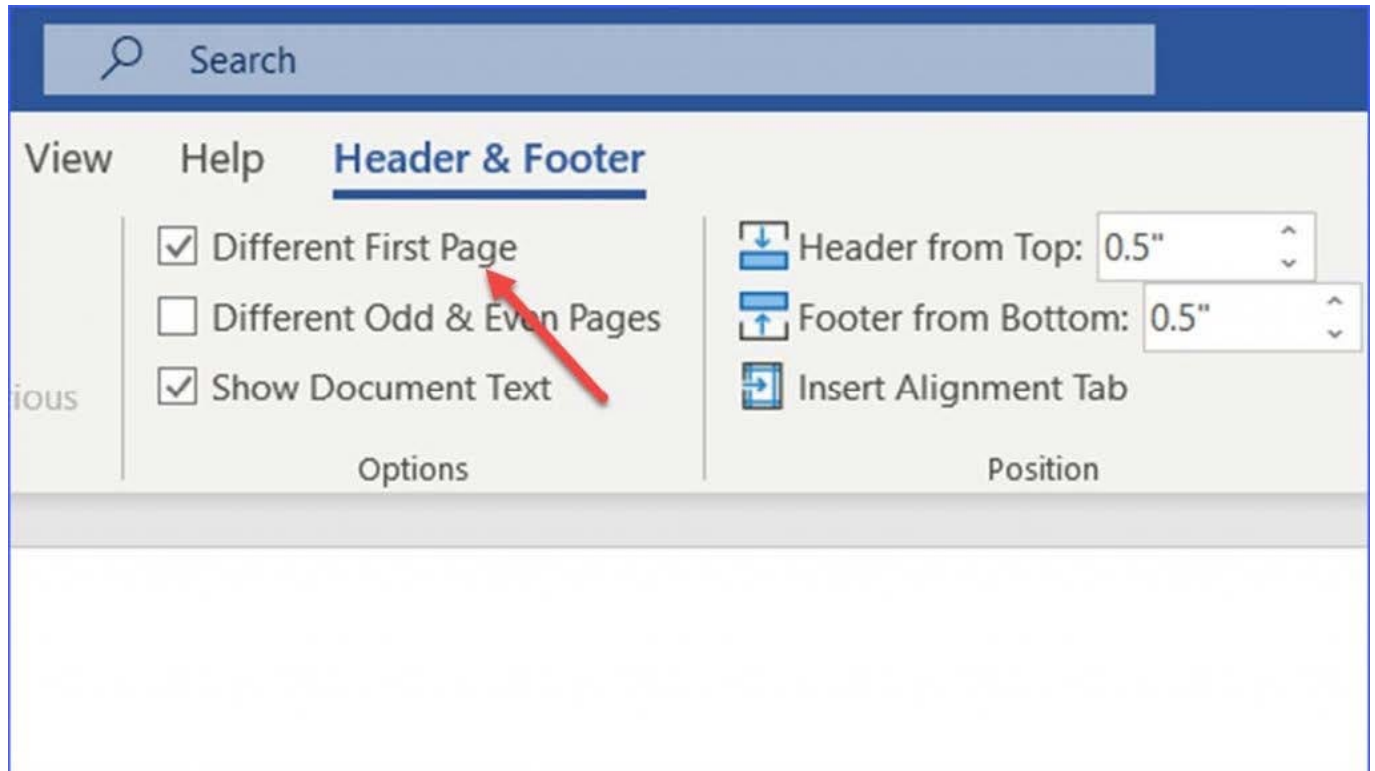Step 1: Click the "Insert" tab from the Ribbon;

Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;

Step 3: Select one style from the drop-down list (e.g., the Austin style);

Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;

Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting in the header or footer on the first page if you want to leave it empty.

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