

HOMEWORK WEEK 11

Requirements: Students create a new folder **W11_Name_ID** in any location to save files. After finishing all the exercises, zip this folder and upload the zip file to the E-learning system.

1. Open the file *Data4_Tuan11.docx*. Create a new label for figures namely “*Hình minh họa*”.
2. Insert captions for the figures in the document with the label “*Hình minh họa*”, number format (I, II, III,...) and the following contents:
 - a. The first figure “*-Biểu trưng của Giờ Trái Đất*”.
 - b. The second figure “*-Đấu trường La Mã – Giờ Trái Đất 2008*”.
 - c. The third figure “*-Thành phố Hồ Chí Minh – Giờ Trái Đất 2009*”.
3. Insert a table of figures to the document after the text “*Danh mục hình minh họa*” as follows: format **Formal**, no tab leader, label “*Hình minh họa*”.
4. Save as the file *BTVN1_W11.docx*.
5. Open the file *Data2_Tuan11.docx*. Perform the following tasks:
 - a. Insert a page break before the heading “**Open Letter**”.
 - b. Insert the table of contents **Automatic Table 2** to the document to replace the text “**Insert Table of content here**”.
 - c. Insert a footnote after the text “**About TDTU**” with the content “**Ton Duc Thang University**”.
 - d. Set the Word option to hide spelling errors in this document.
 - e. Set the Word option to hide grammar errors in this document.
 - f. Set the Word option **NOT** automatically replace two initial capitals with one (Ex: **IN**itial is not replaced by **I**nitial)
 - g. Set the Word option **NOT** automatically capitalize the first letter of sentences.
 - h. Set the Word option **NOT** automatically capitalize the names of days.

- i. Add the text ***“Contoso”*** to all exceptions of the autocorrect option.
 - j. Set the Word option NOT automatically replace text as you type.
 - k. Set the Word option to replace the text ***“progrm”*** with the text ***“program”*** automatically as you type.
 - l. Save as the file ***BTVN2_W11.docx***
6. Open the file ***Data1_Tuan11.docx***. Print all odd pages of the document in the file ***“Draft.xps”*** in one sheet only.

CAIT - TDT