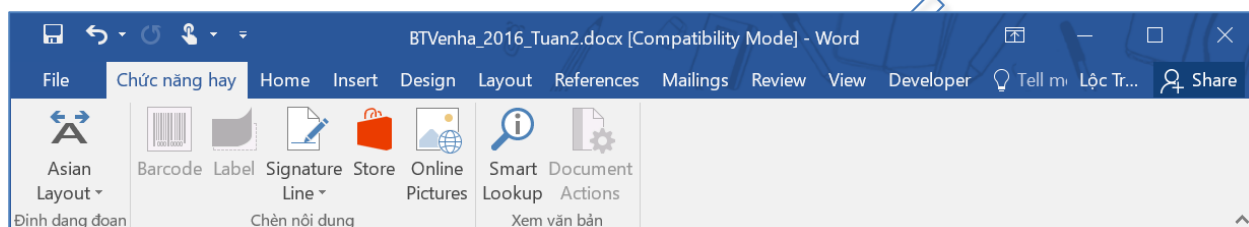


HOMEWORK WEEK 2

Requirements: Students create a new folder **W2_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 Microsoft Word 2016 and expand the Ribbon.

2. Customize the Ribbon as follows:



Take the current screenshot of Word and save as the file **Cau2.docx** in the folder **W2_Name_ID**

3. Minimize the Ribbon.

4. Open the file **Data2_Tuan2.docx**. Insert the content of the file **History.docx** into the document between the paragraph "**Lịch sử ra đời iPhone**" and the paragraph "**Bảng giá iPhone chính hãng**".

5. Insert the special symbol **Trade Mark** after the text "**iPhone**" at the beginning of the document.

6. Save as the file **iPhone.docx**.

7. Save as the file **iPhone.xps**.

8. Save as the filename **iPhone** so that it is compatible with older versions.

9. Check the document and remove properties and personal information in the document.

10. Add the title property with the text "**iPhone**" to the document.

11. Check the compatibility of the document with Microsoft Word 2007 and Microsoft Word 2010 versions.

12. Customize Word to save information automatically most frequent (1 minute).

13. Change the default file location to “*Van ban*” (Create a new folder “*Van ban*”).
14. Customize Word to display paragraph marks in the document.

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