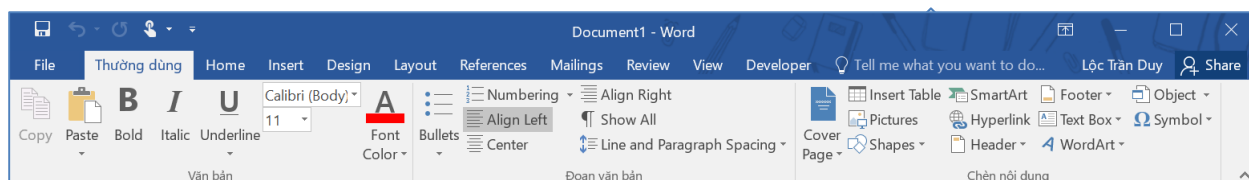


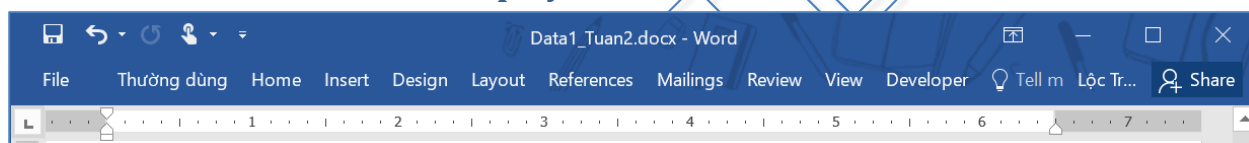
PRACTICE WEEK 2

Requirements: Students create a new folder **W2_Name_ID** in the drive **E:** to save files. After finishing all the exercises, zip this folder and upload the zip file to the E-learning system (cait.tdtu.edu.vn/elearning), then delete the folder.

1. Open Microsoft Word 2016, create a new Tab “**Thường dùng**” with groups and commands as follows:

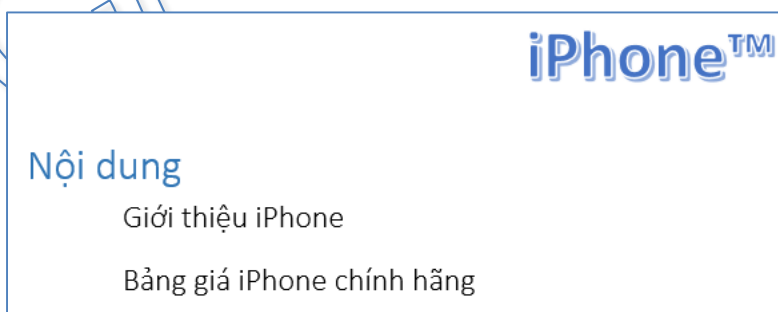


2. Customize the Ribbon to display tabs as follows:



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

3. Open the file **Data1_Tuan2.docx**. Insert the content of the file **Introduction.docx** after the heading “**Giới thiệu iPhone**”
4. Insert the special Symbol™ after the text “**iPhone**” at the beginning of the file as follows:



5. Insert the special Symbol CopyRights before the heading iPhone.
6. Save as the file *iPhone.docx*.
7. Save as the file *iPhone.pdf*.
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. Customize Word option to save information automatically every 10 minutes.
11. Customize Word option to display paragraph marks in the document.

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