

HOMework WEEK 4

Requirements: Students create a new folder **W4_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 *Data2_Tuan4.docx*. View the document in Read Mode. Then view the document in Print Layout.
2. Apply the style *Heading 1* to the line “Du lịch Đà Lạt” and the style *Heading 2* to the contents from “Combo 3N2Đ...” to “...đồng/khách”, from “HOẶC nâng cấp...” to “...bao gồm”, “Điều kiện sử dụng” and “Hướng dẫn cách đặt khuyến mãi này:”.
3. Apply the style set *Lines (Simple)*, change the color of *Lines (Simple)* to *Red Orange* and font name to *Calibri Light-Constantia*.
4. Format the heading “Du lịch Đà Lạt” and “Thông tin thêm” with font size 36, text effect *Fill – Red, Accent 3, Sharp Bevel*.
5. Insert Drop Cap Dropped to the first character of the paragraph beginning with “Được mệnh danh...”.
6. Highlight all words “giá hấp dẫn chỉ 1.599.000 đồng/khách” in the document with default color.
7. Go to the heading “HƯỚNG DẪN CÁCH ĐẶT KHUYẾN MÃI NÀY:” and change its character spacing to *Condensed*.
8. Change the character spacing of the heading “Du lịch Đà Lạt” to *Expanded 16.5pt*.
9. Find and replace all the text “3N2Đ” in the document with “3 ngày 2 đêm”.
10. Change the zoom of the document to view many pages on the screen at the same time.
11. Split the document into two parts.
12. Open a new window of the current document and view them side by side.
13. Save as the file *BTVN_W4.docx*.