










Open the document **power-station.docx**.

Activate the **display of formatting characters**: Start > Paragraph > Button

To find text passages quickly: Ctrl + F

1. Change the page format from landscape to portrait.
Layout > Page setup > Orientation > Portrait
2. Change the zoom factor to page width.
View > Zoom > Page width
3. Change the left margin of the document to 2.5 cm.
Layout > Paragraph > Left:
4. Change the font in the entire paragraph **In just a few seconds...** to Calibri.
Select the paragraph, Start > Font
5. Activate automatic hyphenation.
Layout > Page Setup > Hyphenation > Automatic
6. Correct the text with the spell checker (repetitions of words, spelling mistakes).
Check > Spelling > Spelling and Grammar
7. Change the username to **Press Spokesperson**.
File > Options > General, Username
8. Insert a space before the hyphen in the title **The pumped storage power plant - the intelligent electricity storage system**.
9. Assign the format template Heading 1 to the headline **The pumped storage power plant - the intelligent electricity storage system**.
Start > Styles > Heading 1
10. Change the colour of the heading to green.
Start > Font > Font Color
11. Change the spacing after the paragraph for the headline to 24 pt.
Layout > Paragraph > After
12. Format the headline **How does a pumped storage power plant work?** flush left.
Start > Paragraph > Align left
13. Insert the text **The safety of dams...** under the paragraph **With pumped storage,**
Move the cursor to the word Pumped storage using the Go to... function: Start > Edit, arrow next to Search, Go to, or use CTRL + G
14. Move the graphic on the first page under the heading **How does a pumped storage power plant work?**
Select the image, right mouse button > Cut, move the cursor to the line below the text How does it work..., right mouse button > Paste
You can also use the key combination Ctrl + X (cut) and Ctrl + V
15. Shade the heading **Safety of the dams** with a color such as light green.
Start > Paragraph > Shading

16. Transfer the format from the text **Safety of dams** to the text in front of the table **Renewable and non-renewable energy sources**.
Click in the text Safety of dams, Start > Clipboard > Format Painter 
17. Change the line spacing in the paragraph **In the long term, pumped storage power plants...** to Single.
Start > Paragraph > Line and Paragraph Spacing 
18. Delete the end-of-line character after the word **solar plants**.
Move the cursor to the word solar plants and delete the character 
19. Insert the two images Krafthausbau.jpg and Druckleitung.jpg under the heading **Pumped storage power plant under construction**.
Insert > Illustrations > Images
20. Resize both images to a height of 4 cm.
Select the image, Image Format > Size > Shape Height
21. Assign an image format template to both images, e.g. shadow rectangle centered.
Select the image, Image Format > Image Format Templates > Shadow Rectangle Centered
22. Insert a page break before the heading **Renewable and non-renewable energy sources**.
Click on the left before the text, Layout > Page Setup > Page Breaks, Page, or the key combination: Ctrl + Enter
23. Insert a footer of the type Empty. Insert the author as a field in the left area of the footer.
*Insert > Header and Footer > Footer
Header and Footer > Insert > Document Info > Author*
24. Save the document as well as a PDF file. Close the document.
File > Save As > Browse, file type PDF
25. Open the Word document **price-list.docx**.
26. Format the copyright character © as superscript.
Select the character, Start > Font > Superscript 
27. Change the text **Exotische Reisen-GmbH** to capital letters.
Start > Font > Capitalization 
28. Copy the text **Exotische Reisen-GmbH ©** below the text **Your travel agency**.
Select the text, Ctrl + C, Paste: Ctrl + V
29. In the table, change the background colors of the cells with the column headings to a light yellow.
Select the table, Start > Paragraph > Shading 
30. Delete the empty row in the table.
Click in the empty row, Layout > Rows and Columns > Delete > Delete Rows
31. Change the first and second column to a width of 4 cm.
Select the table, Layout > Cell Size > Width 4 cm
32. Change the color of the border lines to green.
Select the table, Table Design > Frame > Arrow >  > Color



33. Create a mail merge from the document.

Use the document **Addresses.docx** as data source.

Mailings > Start Mail Merge > Letters

Mailings > Select Recipient > Use Existing List, Addresses.docx

34. Insert the mail merge fields at the beginning of the document under the text **Exotische Reisen-GmbH**. Use line breaks at the end of each line for the next line. There should be a space between first name and surname.

Salutation

First Name Last Name

Street address

Postal code City

Mailings > Write & Insert Fields > Insert Merge Field

Line breaks: Shift + Enter

35. Create a new document with the letters to all recipients.

Mailings > Finish > Finish & Merge

36. Print the first three letters using the Microsoft Print to PDF printer.

Mailings > Finish > Finish & Merge, print document.

Data set selection from 1 to 3. Select the Microsoft Print to PDF printer.

Carry out the following quiz:

Quiz 1:



Quiz 2:

