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

1. Change the page format from landscape to portrait.

2. Change the zoom factor to page width.

3. Change the left margin of the document to 2.5 cm.

4. Change the font in the entire paragraph **In just a few seconds…** to Calibri.

5. Activate automatic hyphenation.

6. Correct the text with the spell checker (repetitions of words, spelling mistakes).

7. Change the username to **Press Spokesperson**.

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**.

10. Change the colour of the heading to green.

11. Change the spacing after the paragraph for the headline to 24 pt.

12. Format the headline **How does a pumped storage power plant work?** flush left.

13. Insert the text **The safety of dams…** under the paragraph **With pumped storage, …**.

14. Move the graphic on the first page under the heading **How does a pumped storage power plant work?**

15. Shade the heading **Safety of the dams** with a color such as light green.

16. Transfer the format from the text **Safety of dams** to the text in front of the table **Renewable and non-renewable energy sources**.

17. Change the line spacing in the paragraph **In the long term, pumped storage power plants...** to Single.

18. Delete the end-of-line character after the word **solar plants**.

19. Insert the two images Krafthausbau.jpg and Druckleitung.jpg under the heading **Pumped storage power plant under construction**.

20. Resize both images to a height of 4 cm.

21. Assign an image format template to both images, e.g. shadow rectangle centered.

22. Insert a page break before the heading **Renewable and non-renewable energy sources**.

23. Insert a footer of the type Empty. Insert the author as a field in the left area of the footer.

24. Save the document as well as a PDF file. Close the document.

25. Open the Word document **price-list.docx**.

26. Format the copyright character © as superscript.

27. Change the text **Exotische Reisen-GmbH** to capital letters.

28. Copy the text **Exotische Reisen-GmbH ©** below the text **Your travel agency.**

29. In the table, change the background colors of the cells with the column headings to a light yellow.

30. Delete the empty row in the table.

31. Change the first and second column to a width of 4 cm.

32. Change the color of the border lines to green.

33. Create a mail merge from the document.
    Use the document **Addresses.docx** as data source.

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

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

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

Carry out the following quiz:

Quiz 1:

Quiz 2: