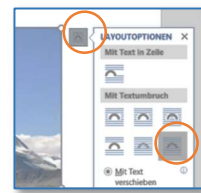




Use the shortcut keys *Ctrl + F* to find specific words.

1. Open the file **01_Matterhorn-eng.docx**
2. Select the entire text and format it with Calibri 12 pt.
3. Format all paragraphs with a space after the paragraph of 18 pt.
Start > Paragraph > Arrow next to paragraph, Spacing
4. Format the heading **The Matterhorn**: Cambria, 20 pt., font color blue.
5. Change the margins at the top and bottom of the document to 2 cm.
*Layout > Page setup > Margins > Custom margins or:
Layout > Page setup > Arrow next to Page setup*
6. Format the text **at 4478 ...** to **... Monte Cervino**: Indent right: 8 cm
Layout > Paragraph > Arrow next to paragraph > Indent - Right 8 cm
7. Insert the image **matterhorn.jpg**. (*Insert > Images ...*)
Change the image height to 8 cm and the text wrap to **Before text**.
Move the image to the top right area.
*Change the image size: Click on the image, Format > Size
Click on the image > Format > Arrange, Wrap Text*
8. Frame the image with a blue line.
Click on the image > Format > Image format templates, Image frame
9. Assign the style **Heading 1** to the headline **First ascent in 1865**.
Start > Styles, select Heading 1
10. Transfer this format to the headings **Matterhorn ascent today** and **Visiting the Matterhorn** as well. (*Start > Clipboard > Format Painter*)
11. Format the Text **From 1857... from Breuil**: Indent right 6 cm, Justify text
Layout > Paragraph, Justify text symbol
12. Insert the image **erstbesteiger.jpg** to the right of the text, change the image height to suit, e.g. to 8 cm, change the layout of the image to Before the text.
13. Insert the image **gornergratbahn.jpg** at the end of the document.
Format it with a blue frame line.
14. insert a page break below the image. (*Insert > Pages, Page break*)
15. Additionally open the file **zermatt.docx** and copy the entire text to the end of the text file **matterhorn.docx**.
16. Assign any bullet points to the texts under the headings **Special features** and **Sightseeing attractions**. (*Start > Paragraph > Bullets...*)
17. Add a third line to the table and write the text:
Population approx. 6000
18. Change the width of the second column to 10 cm.
Click into the second column: Layout > Cell size
19. Change the color of all border lines to blue.
Table design > Table styles > Shading > Borders > Borders and shading
20. Open the file **quiz.docx** and answer the questions.



*Textumbruch in den
Layoutoptionen am Bild*