

# Office 2010 Training

## Exercise # 1 – Fonts Group

Change the fonts, colors and styles of each line below to reflect the descriptions.

See Office2010\_Finished.docx for examples.

Arial, Font Size 10

Baskerville Old Face, Font Size 14

Bodoni MT Black, Font Size 18

Arial Narrow, Font Size 36, Italic

Georgia, Font Size 9, Font Color Red

Calibri, Font Size 16, Font Color Dark Blue, Text 2, Lighter 40%

Impact, Font Size 16, Font Color Orange, Accent 6, Darker 25%

Gill Sans MT, Font Size 12, Font Color Green, Underlined

Agency, Font Size 22, Font Color Dark Blue, Underlined, Bold

Book Antiqua, Font Size 14, Font Color Blue, Strike through, Bold

Book Antiqua, Font Size 20, Font Color Black, Bold Superscript

Andale Mono, Font Size 18, Font Color Dark Red, Subscript

Cambria, Font Size 16, Font Color Light Blue, Highlight Yellow

Arial, Font Size 28, Text Effect Gradient Fill –Black, Outline White, Outer Shadow

## Exercise #2 – Paragraph / Editing Group

The goal is to replicate the below letter using the align, bullet-point, font color, font size, picture and indent tools.  
See Office2010\_Finished.docx for examples.

Monica Brown  
Supervisor  
Hewlett Packard  
545 Oakton Street  
Skokie, IL, 60077

**Dear Monica:**

**You may not recognize the company name on the letterhead, but I think it will become familiar quickly—I've started my own recording company.**

**As you know, I've spent nearly 18 years as a producer and sound engineer. (We've worked together for almost 10 of them.) I'm putting that background to use in my new company, producing radio spots and live and remote recordings and handling all facets of post-production editing and remix.**

**I know what you demand in a production, Chris, and I hope you'll continue to let me give it to you. I have a complete new music library and access to the best talent. I can even manage any duplicating and fulfillment needs you may have. We're located in the new industrial park, about a 6-minute drive from your office. Below are a couple of keys to our overall business philosophy.**

- **Quick Service**
- **Friendly Staff**
- **Optimized Recordings**

**I'll talk to you soon.**

Sincerely,

John Smith

