**Word 2010 Assignment 3**

For this assignment, you will download and edit a Word 2010 document using features and commands taught in this week’s lessons.  
  
**Download the File**  
Download and save the file [WantMore Corporation](http://assets.gcflearnfree.org/downloads/wd10_Assignment_3_Start.docx). For more instructions on how to download files, review: [How to Download a File](http://www.gcflearnfree.org/PopUps/DownloadTips.aspx). *Note: if you see a yellow bar at the top of your document titled "Protected View," be sure to click the "Enable Editing" button so you can complete the assignment.*  
  
**Edit the File**  
Open the file you just saved and **complete the following steps, in order, step-by-step**. When you are done with the assignment you will save the file and submit it to your instructor.**NOTE**: Please do not change any of the default settings (i.e., fonts, formatting, arrangement of items, etc.) or add/delete any additional items or formatting within your assignment unless specifically asked to do so in the instructions below.

1. Create a footer for the document
   1. Insert a footer and choose the first option called **Blank**
   2. Click on [Type Text] and **type the following**: All information included in this document is the property of the WantMore Corporation
   3. **Center align** the footer using the **Center Align** selection on the ribbon
2. Apply styles to title, subtitle, and headings
   1. Apply the **Title** style to the title of the document
   2. Apply the **Subtitle** style to the subtitle of the document
   3. Apply the **Heading 1** style to all 4 headings
3. Add a SmartArt graphic to the document
   1. Find the section called **Company Values**
   2. Insert the **SmartArt Graphic** called **Vertical Curved List** directly below the four company values
   3. Use the **Add Shape** function to add a fourth shape
   4. **Cut & Paste** each of the four values in to the SmartArt Graphic. Each value should have its own shape  
      *HINT: Your finished SmartArt should have 4 shapes in all, one for each of the items in the original list*
4. Indent a bulleted list
   1. Find the section called **Company Executive Structure**
   2. Indent the bulleted list (do not include the heading)
5. Convert existing text to a table
   1. Select the text in the section **Employee Responsibilities** (do not include the heading)
   2. Convert the text into a table with the settings below (c-e):
   3. Table Size: **Number of Columns: 3**
   4. AutoFit Behavior: **Fixed Column Width**
   5. Separate Text at: **Commas**
6. Insert rows into a table
   1. Insert a **row** at the **top** of the table
   2. In the new row, type these **3 headings** in this order: **Name**, **Position**, **Duties**
7. Apply a table style
   1. Select the **table** you created in step 5
   2. Change the table style to **Light List – Accent 1**
8. Apply a new theme to the document
   1. Apply the **Elemental** document theme from the list of **Built-In Themes**
9. **Save** your document and submit to your instructor using the submission tool