

MICROSOFT WORD TEST

Company Name		
Participant Name		
Date		

ASSIGNMENT (25%):

Open _WORD TEST.DOCX

Ultimate Guide to Different Types of Coffee

In most supermarkets, you'll typically find two types of coffee beans for sale: Arabica and Robusta. You may be wondering, is there a difference between Arabica and Robusta?

Arabica
 Arabica is the most popular type of coffee, hands down. Depending on who you ask, many coffee enthusiasts prefer using Arabica beans due to its taste. Typically used for black coffee, Arabica beans have a sweeter, more complex flavour that you can drink straight. Funny thing is, even though it's the most popular, it doesn't have as much caffeine as Robusta.

Robusta
 While Arabica is the most popular, Robusta is cheaper and stronger. Because of its bitter flavour, you'll typically see Robusta used for espresso drinks and in instant coffee mixes. If your Monday morning is lagging, reach for a cup of coffee that uses Robusta beans. Their high caffeine content will wake you right up!

Types of Coffee Drinks
 Latte, americano, affogato...it's crazy all that you can do with a few small beans. Whether you're a coffee newbie or you consider yourself a coffee connoisseur, there are so many types of coffee drinks to discover. Here are some of the most popular types ordered by coffee lovers nationwide.

Black

TASK	TASK NAME	MARK
TASK 1	Apply Section Page Break at titled Types of Coffee Drinks Types of Iced Coffee Types of Coffee Makers	(3)
TASK 2	Apply HEADING 1 style to Ultimate Guide to Different Types of Coffee Types of Coffee Drinks Types of Iced Coffee Types of Coffee Makers	(2)
TASK 3	Apply HEADING 2 style to all the main points under each HEADING 1	(2)
TASK 4	Add the following: <u>Header:</u> The Story of Coffee <u>Footer:</u> Prepared by your name Add page number in the middle of footer	(3)

TASK 5 Add the following table below the **Robusta** paragraph and set the Cell Margin to 0.2cm as below: (2)

How often do you drink coffee?

1 cup per week	6.3%
Less than 1 cup per week	6.3%
Less than 1 cup per day but greater than 1 cup per week	18.8%
1 cup per day	25%
2-3 cups per day	43.8%

TASK 6 Add new page at the end of the document and add the following table: (5)

ORDER FORM

Order No		Order Date	
Please tick the item(s) and write the quantity			
Coffee	MYR	Qty	
Black	9.99		<u>DRINK TYPE</u> <input type="checkbox"/> Hot <input type="checkbox"/> Ice Cube <input type="checkbox"/> Frappuccino <u>DINING</u> <input type="checkbox"/> Eat In <input type="checkbox"/> Take Away <u>SWEETNESS</u> <input type="checkbox"/> 100% <input type="checkbox"/> 75% <input type="checkbox"/> 50% <input type="checkbox"/> 25% <input type="checkbox"/> 0%
Latte	9.99		
Cappuccino	9.99		
Americano	9.99		
Espresso	9.99		
Doppio	9.99		
Cortado	9.99		
Red Eye	9.99		
Galao	9.99		
Lungo	9.99		
Macchiato	9.99		
Mocha	9.99		
Ristretto	9.99		
Flat White	9.99		
Affogato	9.99		
Café au Lait	9.99		
Irish	9.99		
Additional Requests			

TASK 7 Create a TABLE OF CONTENTS in the first page of the document (2)

TASK 8 Set the last page to LANDSCAPTE ORIENTATION (2)

Open _WORD TEST 2.DOCX & _TEST DATA.XLSX

Date		
Client		
Order	Product 1	
	Product 2	
	Product 3	
	Product 4	
	Product 5	

TASK 9 Insert the field names from _TEST DATA.XLSX to _WORD TEST 2.DOCX (2)

TASK 10 Merge the data and display all individual documents (2)
And SAVE it as _Merge Documents.DOCX