

Test Instructions

Aim for spending no more than an hour and a half.

1. Every paragraph must be styled (except tables).
2. NO extraneous paragraph marks
3. Change the main document font to Ariel 12 pt
4. Generate a Table of Contents
5. Generate a Table of Authorities
6. Be sure to include all Footnotes and Cross References
7. Be sure to place page borders on Exhibits A & B and do not surround the pages' header or footer.
8. Use the borders and shading menu to generate borders within the table for titles. Do not use underline cells within the table at any point.
9. Be sure to change all straight quotes to curly quotes.
10. Do not use the "Insert" "Page number" option from the pull down menu for any page numbering.
11. Spell check your document

Good Luck!