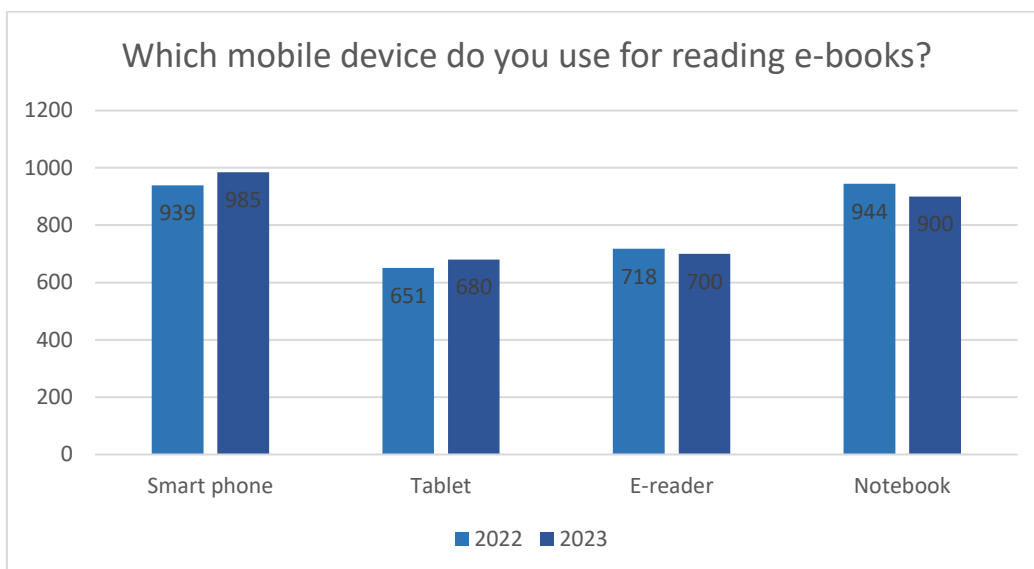# Additional Exercises

Style and Contrast

1. Correct the colours in the graph to achieve better contrast between the two blue columns and to make the label data inside them visible.
2. Correct the graph so that the values are not presented by colour only.

Which mobile device do you use for reading e-books?

Bulleted and Numbered Lists

1. Correct manually inserted bulleted list to an automatic style. Then change it into a numbered list.

The objectives of the trial implementations were as follows:
- To choose the most commonly used, newest or recommended conversion services for the five input formats, focusing on open-source software and tools.
- To obtain detailed information on the capabilities and features of the chosen conversion services for users, including librarians and library users.
- To determine the most recommended output formats for the conversion process.

Tables

1. In the table below, edit the following:
   - Fix the split cell where it is not needed.
   - Define the table and column width in percentages.
   - Designate a header row and add alt text to the table.
   - Add caption to the table.

	Smart phone	Tablet	E-reader	Notebook
2022	939	651	718	944
2023	985	680	700	900

Hyperlinks

1. In the sentence below, create a hyperlink to an existing webpage – www.eodopen.eu.
The **EODOPEN** project focuses on making 20th and 21st-century library collections digitally visible by **directly engaging with communities** in the selection, digitisation, and dissemination processes.

2. In the sentence below, create a hyperlink to the indicated chapter in this document.
For further exercises about lists in a document, go to chapter *Bulleted and Numbered Lists.*

3. In the sentence below, create a bookmark at the beginning and add a hyperlink to the added text in [brackets] at the end.
If you have hyperlinks in the document, they can be added by **selecting the text** that should appear as a hyperlink. Then press **CTRL+K**, add the link and press **OK**.
[back to the beginning]

Mathematical Expressions and Special Characters

1. Add the following symbols: π, ∞, $\geq$, ©
2. Create mathematical expressions for the three examples in the picture.

$$a = \frac{2x}{4y}$$

$$b = \pi r^2$$

$$c = \frac{x}{2x - y^2}$$

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Title: Practice document 2
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3. Use Mathpix snipping tool to quickly create the following complex equation and insert it here in the document.

$$\frac{df}{dt} = \lim_{h \to 0} \frac{f(t+h) - f(t)}{h}$$

Headers and Footers

1. This document contains information inside the header. Change it so that the information is accessible.

Footnotes and Endnotes

1. In the text below, choose two locations to add a footnote and an endnote. Insert the text of the note by choice.

People who use various mobile devices mostly find it difficult to read digital documents if the content isn't responsive to different screen sizes (reflowable) or due to mobility and reading outdoors, they often face problems with reading in bright sunlight or other conditions. Having the ability to change the visual presentation of the text similarly to what was described about people with print disabilities.

Text Boxes, Charts & Objects

1. Change the wrapping option of the image so that it is in line with the text.
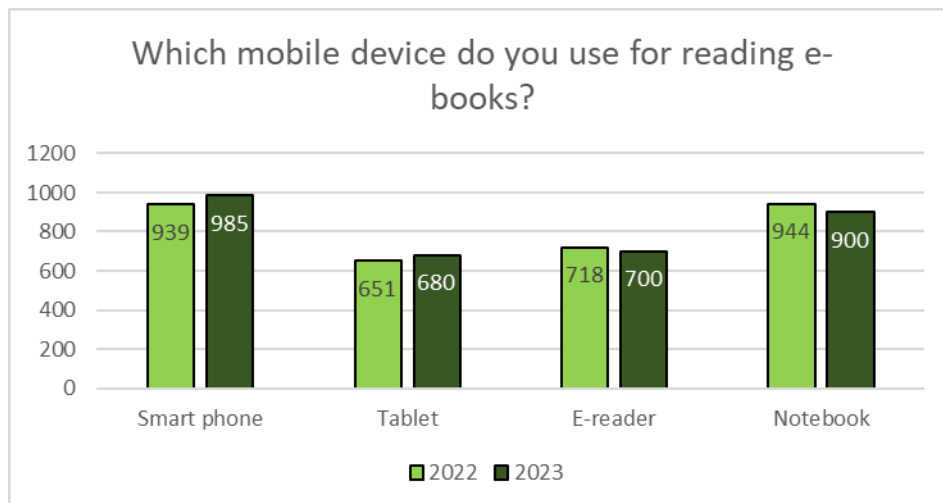
Authors: partners from National and university library (Slovenia)
Title: Practice document 2
Version: 2.1   Do not distribute
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2. Remove the text box below and use borders on the text instead.

> **Statement of originality:**
> This report contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.