Project 1-1: **Typing a Business Letter**

You work for Proseware, Inc., and need to send a follow-up letter regarding price quotes. Create the following letter in block style with mixed punctuation.

**GET READY. LAUNCH** Word if it is not already running.

**1.** When Word 2013 opens, the Recent screen appears. Click **Single spaced (blank)** document. Click **Create.**

**2.** Click the **File** tab, and then click **Save As.** In the Save As screen, click **Computer,** and then click **Browse.** Use the vertical scroll bar to locate your flash drive. Open your Word 2013 folder and create a folder within this folder and name it **Lesson 1 Projects.** Double-click to open the folder.

**3.** In the File name box, type ***1-1 Quotes.*** Click **Save.**

**4.** Display the **Show/Hide** nonprinting characters. At the insertion point, type **January 10, 20 XX.**

**5.** Press **Enter** four times to create blank lines.

**6.** Type the recipient’s address as shown:

**Mr. David Pacheco** (Press **Enter** once.)

**A Datum Corporation** ( Press **Enter** once.)

**2133 Montana** ( Press **Enter** once.)

**El Paso, TX 79938** ( Press **Enter** twice.)

**7.** Type the salutation **Dear Mr. Pacheco:**

**8.** Press **Enter** twice.

**9.** Type the body of the letter:

**It was our pleasure meeting with you last week to discuss quotes for the components you requested. As agreed upon, the specifications discussed will be provided to you once we receive final approval from you.**

**10.** Press **Enter** twice.

**11.** Type **At Proseware, Inc., we appreciate your business.**

**12.** Press **Enter** twice.

**13.** Type the closing **Sincerely,.**

**14.** Press the **Enter** key four times.

**15.** Type **Joe Villanueva.**

**16.** Proof your document carefully.

**17.** Click the **File** tab, and then click **Save.** The updated version of the letter will be saved

with the same filename in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open for the next project.

Project 1-2: **Printing a Document**

After proofing the letter you just wrote, you are ready to print copies of the document.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Use the ***1-1 Quotes*** document you created in Project 1-1.

**2.** Click the **File** tab, and then **click Print.** In the Copies section of the Print options area, click the **up arrow** to change the number of copies from 1 to **2.**

**3.** Click the **Print** icon.

**4.** Click **Save** on the Quick Access Toolbar.

**5.** Click the **File** tab, then **click Close.**

**PAUSE. LEAVE** Word open for the next project.

Project 1-3: **Creating a Job Responsibilities Document**

Your supervisor, Leonard Lachmann, has asked you to type your job duties and responsibilities into a new document.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Click the **File t**ab, and then click the **New** command and select **Blank document.**

**2.** Click the **File** tab, and then click **Save As.**

**3.** Click **Computer,** and then click the **Lesson 1 Projects** folder under Recent Folders.

**4.** In the File name box, type ***1-3 Job Responsibilities.*** Click **Save.**

**5.** Type **October 4, 20XX.** Press **Enter** twice.

**6.** Type **Duties & Responsibilities:** Press **Enter** once.

**7.** Type the following paragraphs and press **Enter** once after each paragraph:

**Manage a variety of user experience functions, including programming and promotions Manage the online customer experience by creating new site features and maintaining site usability Define the website’s look and feel Partner with the Director of Technology on project planning Analyze site usage, feedback, and research Improve website experience and performance Manage a team of seven user-experience specialists, including graphic designers, information architects, copywriters, and developers**

**8.** Proof your document carefully.

**9.** Click the **File** tab, and then click **Save.** The updated file will be saved with the same filename in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open for the next project.

Project 1-4: **Saving in Different Formats**

Now, you want to save your job responsibilities document in a different file format and export the

document in a PDF file format.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Use the ***1-3 Job Responsibilities*** document that is open from Project 1-3.

**2.** Click the **File** tab, and then click **Save As.** Save the document in the Lesson 1 Projects folder. Change the filename to ***1-4 Job Responsibilities.*** In the Save as type box, click the drop-down arrow and choose **Rich Text Format (\*.rtf).** Click **Save**.

**3.** Click the **File** tab, and then click **Export.** Click the **Create PDF/XPS** button. Click **Publish**. Close the Adobe Reader.

**4.** Click the **File** tab, and then **CLOSE** the document.

**PAUSE. LEAVE** Word open for the next project.

Project 1-5: **Saving a Word Document as a Web Page**

Your coworker at the Grand Resort Restaurant has been working on a new menu for Thanksgiving. She asks you to look at the new templates that are available in Word 2013.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Click the **File** tab, and then click **New.** In the Search for online templates box, search for **menus**. Locate the *Thanksgiving* menu and download the template.

**2. SAVE** the document ***1-5 Thanksgiving Menu*** as a template in the lesson folder on your flash drive.

**3.** Type the following under each heading:

**Appetizer: Sweet and Spicy Cranberry Spread**

**First Course: Pumpkin Soup Shooters**

**Main Course: Herb Roasted Turkey Breast**

**Sides: Apple Stuffing and Dressing**

**Bacon Roasted Potato Salad**

**Granola Crunch Sweet Potato Casserole**

**Dessert: Pecan Pumpkin Cheesecake**

**Pecan Pie**

**Pumpkin Mousse**

**4. SAVE** the document with the same filename in the lesson folder and **CLOSE** the file. **PAUSE. LEAVE** Word open for the next project.

Project 1-6: **Creating an Invitation**

You work for Tech Terrace Real Estate and have been assigned to help with the annual Christmas party. You decided to use one of the available templates on your computer.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Locate and download the *Annual Holiday Party* invitation with ornaments and blue ribbon template.

**2. SAVE** the document ***1-6 Annual Holiday Party*** as a template in the lesson folder on your flash drive.

**3.** Change the company name to **Tech Terrace Real Estate.**

**4.** Change the date from December 13 to December **19.**

**5.** Replace Stephanie Bourne with **Miriam Loera.**

**6. SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

**STOP. CLOSE** Word.

Project 2-1: **Updating a Sign**

The Grand Street Coffee Shop places a sign on the door and near the order counter listing the featured coffees of the day. You need to update today’s sign.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Click **Open Other Documents** from the Recent screen.

**2.** Under the Open screen, click **Computer,** and then click **Browse.**

**3.** Click the location of the data files for this lesson.

**4.** Locate and open the ***Sign*** document.

**5.** Click the **File** tab, and then click **Save As.** In the File name box, type ***2-1 New Sign.***

**6.** Click **Save.**

**7.** Position the I-beam before the *M* in *Morning Blend.* Drag over the words to select *Morning Blend.*

**8.** Type **Grand Street Blend.**

**9.** Click the **Home** tab. In the Editing group, click **Replace.**

**10.** Place the insertion point in the Find what text box and type **Kona Blend**.

**11.** Click in the **Replace with** text box and type **Hawaiian Blend.**

**12.** Click the **More > >** button.

**13.** Click the **Format** button and select **Font.**

**14.** In the Replace Font text box, click the scroll bar down arrow and select **Comic Sans MS** ; for the Style, select **Bold Italic** ; for the font size, select **26 ;** and for the font color, select **Dark Blue** in the Standard Colors.

**15.** Click **OK,** and then click the **< < Less** button.

**16.** Click **Find Next,** and then click the **Replace** button.

**17.** Click **OK,** and then click **Close**.

**18.** Position the I-beam before the *T* in *Try Me* and click to place the insertion point.

**19.** Type **$2** and press the **spacebar.**

**20.** In the next line, double-click the word **Mocha** to select it.

**21.** Type **White Chocolate.**

**22.** In the Zoom group, click **Page Width.**

**23.** Click **One Page.**

**24.** Click the **Save icon** in the Quick Access Toolbar.

**25.** Click the **File** tab. Click **Print,** and then click the **Print** button. (Check with your instructor before you print this document.)

**26.** Click the **File** tab and select **Close.**

**PAUSE. LEAVE** Word open for the next project.

Project 2-2: **Editing a Job Description**

Star Bright Satellite Radio is hiring. Edit the job description so that it can be sent to the human resources department for processing and posting.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Click the **File** tab and choose **Open.**

**2.** Click **Computer,** and then click **Browse.**

**3.** Navigate to location of the data files for this lesson. Locate and click ***Job Description***

one time to select it.

**4.** Click **Open.**

**5.** Click the **File** tab, and then **click Save As.** In the File name box, type ***2-2 Updated Job Description.***

**6.** In the second line of the document, position the I-beam before the *D* in *Date* and click to place the insertion point.

**7.** Beginning at the *D,* click and drag down and to the right until *Date Posted* and the line below it, *5/15/10,* is selected.

**8.** Press **Backspace t**o delete both lines.

**9.** In the *Duties & Responsibilities* heading, position the insertion point before the *&.*

**10.** Press **Shift + Right arrow** to select **&.**

**11.** Type **and.** The *&* is replaced with the word *and.*

**12.** Position the mouse pointer in the left margin beside the line in the first bulleted list that reads *Define the web site’s look and feel.* Click to select the line.

**13.** Press the **Delete** key to delete the line.

**14.** In the *Education and/or Experience* heading, position the I-beam to the right of the letter *r* in *or.*

**15.** Press **Backspace t**hree times to delete the *r,* *o,* and */.*

**16.** In the first line of the bulleted list that begins *College degree required.*.., click to position the insertion point after *master’s degree.*

**17.** Press the **spacebar** and type **preferred.**

**18.** Click the **View** tab. In the Zoom command group, click **Zoom,** click **75%,** and click **OK.**

**19.** On the Zoom command group, click **Page Width,** and then click **100%.**

**20. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 2-3: **Creating a Schedule**

You are chair of the New Neighbor Welcoming Committee in your neighborhood. The group meets monthly at a committee member’s house. A different committee member is responsible for bringing refreshments to each meeting. Use Word to create a schedule to share with members, and then view the document in different views.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Schedule*** from the data files for this lesson.

**2. SAVE** the file as ***2-3 Updated Schedule*** in the lesson folder of your flash drive.

**3.** For the May 11 meeting details, beside *Meeting place,* type **D. Lorenzo, 7501 Oak, 8 p.m.** Beside *refreshments,* type **S. Wilson.**

**4.** The June 15 meeting details are **R. Mason, 7620 Oak, 8 p.m.,** and **J. Estes is bringing the refreshments**.

**5.** View the document in a **New Window.** Then **click Switch Windows** to display the window ending in “:1”.

**6.** Click **Web Layout,** and then click **Draft** view.

**7.** Click the **Split** button, and reposition the split under the second title, *Meeting and Refreshment Schedule* and review. Click **Remove Split.**

**8.** Return the document to **Print Layout** view.

**9.** Remove the blank paragraph located above *January 7.*

**10. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 2-4: **Copying and Pasting Text**

In this exercise, you work with a document that you created in Project 1-5 and apply the skills that you learned in this lesson. You also save the document in the Word 2013 format.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *1-5 Thanksgiving Menu*** from your Lesson 1 folder.

**2. SAVE** the document as ***2-4 Thanksgiving Menu*** in the lesson folder on your flash drive.

**3.** Follow the steps as listed under *Menu,* on the right side of the document.

**4. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 2-5: **Fixing the Coffee Shop Menu**

A co-worker at the Grand Street Coffee Shop has been working on a new menu for the coffee shop. She asks you to take a look at it before she sends it to a graphic designer. You find the old menu file and decide to compare the two.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Menu*** from the data files for this lesson.

**2. OPEN *Old Menu*** from the data files for this lesson.

**3.** View the two files side by side to compare them.

**4.** Find and insert the two items that are missing from the new menu.

**5.** Find and change five pricing errors on the new menu.

**6.** Delete the blank paragraph in the document.

**7. SAVE** the corrected menu as ***2-5 New Menu*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**8. CLOSE** the ***Old Menu*** file.

**PAUSE. LEAVE** Word open for the next project.

Project 2-6: **Creating a New Memo**

You open a new memo that was created using one of Word’s template. In this project, you use the copy and paste commands.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Business Memo*** from the data files for this lesson.

**2. SAVE** the file as a template and name it ***2-6 Welcome Memo*** in the lesson folder on your flash drive.

**3.** Select **December 18, 20XX** in the date placeholder.

**4.** Type the following information in the placeholders:

**To: Dorothy Martinez**

**Ann Smith**

**Dell Najera**

**Patty James**

**From: Sara Wilson**

**Re: Planning Committee**

**5. Delete** the CC placeholder.

**6. OPEN** the ***Welcome Memo*** document you created in Lesson 1.

**7.** Display both documents on your screen using the View Side by Side command. Beginning with *Thank you for volunteering* to the end of the paragraph, copy to the placeholder under *Comments.*

**8. CLOSE** the ***Welcome Memo*** document without saving.

**9. SAVE** the updated changes to the ***2-6 Welcome Memo*** document in the lesson folder on your flash drive, and then

**5.** Key **Table of Contents** and press **Enter** two times.

**6.** Change the font to *Arial,* font size *14 pt,* spacing after to *12 pt* and *center.*

**7.** Create a *Custom Table of Contents* using the *Formal* format.

**8.** Add a page break at the beginning of each option then update the entire table.

**9. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.

Project 10-6: **Bleak House – British Novel**

You are continuing with Project 10-4. Elizabeth added her sources of references to the document manually. As you two were discussing your papers, you mentioned there was an easier way to insert footnotes. You will show her how to add a few footnotes and how easy it is to convert them to an endnotes page. Format the footnotes according to the MLA guidelines. Use the Line Numbers to assist you in finding the paragraphs.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***10-4 Bleak House – British Novel*** document.

**2. SAVE** the document as ***10-6 Bleak House – British Novel*** in the lesson folder on your flash drive.

**3.** Follow the instruction in the table below and key the information (making sure to format the footnotes according to the MLA guidelines):



**4. SAVE** the document in the lesson folder on your flash drive.

**5.** Convert the footnotes to endnotes and separate with a page break. Key **Endnotes** and *center.*

**6. SAVE** the document as ***10-6a Bleak House – British Novel*** in the lesson folder on your flash drive.

**CLOSE** Word.

Project 11-1: **Creating a Mail Merge Letter for the Contest Judges**

As the director of business and marketing education at the School of Fine Arts, you have recruited professional members of the local business community to serve as volunteers to judge a state contest for high school business students. You are sending a mail merge letter that contains necessary information to the judges and want to set up the main document.

**GET READY. LAUNCH** Word if it is not already running.

**1. Open** the ***Judges*** document from the lesson folder.

**2.** Click the **Mailings tab**, and then the Start Mail Merge group, click the **Start Mail Merge drop down arrow** and select the **Step -by- Step Mail Merge Wizard.**

**3.** Accept the default document type of Letters. At the bottom of the Mail Merge pane, click the **Next: Starting document link.**

**4.** In the *Select starting document* section, *Use the current document* is already selected. At the bottom of the pane, click the **Next: Select recipients link.**

**5.** In the *Select recipients* section, you will use the default settings, *Use an existing list.* Click the **Browse link** in the *Use an existing list* section.

**6.** Navigate to the data files in the lesson folder. Select ***Judges List,*** and click **Open.**

**7.** The *Mail Merge Recipients* dialog box opens. Click the check box for **Houston, Peter** to remove the check from the check box and click **OK.** Turning off the check mark for Peter Houston removes him as a recipient; therefore, he will not receive a letter. His name will still remain in the data source file.

**8.** Advance to the next step, by clicking the **Next: Write your letter link** at the bottom of the Mail Merge pane. The letter is the current document.

**9.** The insertion point should be resting in front of the *T* in *Thank* in the first line of text in the letter. Press **Enter** twice, and move your insertion point to the first blank line.

**10.** Type **March 29, 20 XX.** Press the **Enter key** twice.

**11.** On the Mail Merge pane, click the **Address block link**.

**12.** Keep the default settings and click **OK.**

**13.** Move the insertion point to the blank line below Address Block.

**14.** On the Mail Merge pane, click the **Greeting line link.**

**15.** In the Greeting line format, keep the first options the same and change the comma to a **colon.** Click **OK.**

**16.** At the bottom of the Mail Merge pane, click the **Next: Preview your letters link.**

**17.** Beginning with the first recipient, select **Ms. Karen Archer** through the zip code, **44501.** The whole address is now selected; on the Home tab, in the Paragraph group, click the **Line and Paragraph Spacing button** and select **Remove Space After Paragraph.**

**18.** Place your insertion point in the salutation, *Dear Ms. Archer.* In the Paragraph group, click the **Line and Paragraph Spacing button** and select **Add Space Before Paragraph.**

**19.** At the bottom of the Mail Merge pane, click the **Next: Complete the merge link**. The Mail Merge is ready to produce your letter.

**20.** Change the top margin to **2** 0.

**21. SAVE** the main document as ***11-1 J udges Main Letter*** in the lesson folder on your flash drive.

**LEAVE** the document open for the next project.

Project 11-2: **Judges for Business Student’s Contest**

You are ready to complete the mail merge to the list of professional members of the local business community volunteering to judge a state contest for high school business students.

**GET READY. USE** the document that is open from the previous exercise.

**1.** In the Merge section of the Mail Merge pane, click **Edit individual letters.** The default option *All* is selected.

**2.** Click **OK.**

**3.** A new document ( Letters1 ) opens; it is comprised of all four merged letters opens.

**4. SAVE** the merged document as ***11-2 Judges Merged*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**5. SAVE** the main document as ***11- 1 Judges Main Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 11-3: **Advertising Letter**

The marketing representative, Isabel Diaz, has asked you to prepare a short letter to the committee reminding it of a deadline. Use the Step-by-Step Mail Merge Wizard to create the merge document.

**GET READY. OPEN** the ***Advertising Letter*** document from the lesson folder.

**1.** Set up the letter as the main document for a mail merge.

**2.** Select the ***Committee Members*** file as the recipient’s list from the lesson folder.

**3.** Type **May 29, 20 XX** under the image and then press **Enter.**

**4.** Insert the **Address Block** and **Greeting Line.** Use the **colon** in place of the comma.

**5.** Place your insertion point in the Address Block, and click the **Home tab.** In the Paragraph group, click the **Line and Paragraph Spacing button** and select **Remove Space After Paragraph.**

**6.** Place your insertion point in the Greeting Line. In the Paragraph group, click the **Line and Paragraph Spacing button** and select **Add Space Before Paragraph.**

**7.** Click **Check for Errors** and select the first option.

**8.** Click the **Preview Results button.**

**9.** Click **Finish & Merge** and **Edit Individual Documents,** and then click **OK.**

**10. SAVE** the merged document as ***11-3 Advertising Merged Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**11. SAVE** the main document as ***11-3 Advertising Main Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 11-4: **Welcome Letter**

You are the marketing manager at one of the local home improvement stores. Every month a selected group of customers are invited to receive special promotions and offers. Open an existing letter and data source and merge.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***Welcome Letter*** file located in your lesson folder and set it up as the main document in a mail merge.

**2. OPEN** the ***New Potential Customers*** file as the recipient list.

**3.** Press **Enter** to create two blank lines after the date.

**4.** Insert the **Greeting Line** to display only the first name. Use the default salutation and comma in the Greeting Line format.

**5.** Check and correct any errors, and then preview the document before printing.

**6. SAVE** the merged document as ***11-4 Potential Customers Merged Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**7. SAVE** the main document as ***11-4 Welcome Customers Main ltr*** in the lesson folder on your flash drive, and then **CLOSE** the file. Make sure the field codes are displayed before saving.

**LEAVE** Word open for the next project.

Project 11-5: **Office Manager Position**

As the assistant to the office manager at Tech Terrace Real Estate, you have been asked to set up a main document. There were many candidates who applied for the office manager’s position.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***Selection Letter*** and set it up as the main document in a mail merge.

**2. OPEN** the ***Candidate List*** file as the recipient list.

**3.** Insert the **Address Block** and **Greeting Line.** Use the colon in the Greeting Line format.

**4.** Change the top margin to **2** 0 and the left and right margins to **10** to accommodate the logo on the company’s letterhead. Correct any formatting errors if necessary.

**5. SAVE** the main document as ***11-5 Selection Main ltr*** in the lesson folder on your flash drive.

**LEAVE** the document open for the next project.

Project 11-6: **Merging the Office Manager Position Letters**

You are continuing with the previous project and are ready to complete the merge process.

**GET READY. USE** the document that is open from the previous exercise.

**1.** Edit the recipient’s list and remove the check mark from **Ted Bremer** and **Eric Rothenberg.** Removing the check mark by the recipient’s name excludes them from the merge document. Their names remain in the recipient’s data source file.

**2.** Check and correct any errors then preview the document before printing.

**3. SAVE** the merged document as ***11-6 Selection Merged Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**4. SAVE** the main document in the lesson folder on your flash drive.

**CLOSE** Word.

**Circling Back 3**

As a fourth-grade writing teacher at a private elementary school, you have been asked to present a research paper at a national conference. You use Word to write and edit the research paper.

Project 1: **Adding Bookmarks**

While working on the research paper, you often refer to the same places in the document. Insert bookmarks to help you jump to specific text more quickly. You will also apply styles to the headings to view when using the Navigation Pane or Bookmark commands.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Research*** from the data files for this lesson.

**2.** Format the document according to the *MLA* style guidelines. Your instructor’s name is **Jerry Wright,** the date for submission is **May 2, 20XX** ; and the class is **IT 1301: Computer-Mediated Literature Circles** ; the title of the paper is **Getting On-board with Being Online.**

**3. SAVE** the document as ***Research Paper MLA*** in the lesson folder on your flash drive.

**4.** Select **Introduction** and apply the **Heading 1** style.

**5.** Apply the **Heading 1** style to the remaining headings in the document: **Community in the Classroom, Technology within Literature Circles, Computer- Mediated Discussion Groups, and Conclusion.**

**6.** Modify the *Heading 1* style and change the spacing before from *30* pt to **12** *pt.* Apply only to this document—make sure you remove the check mark by *Add to the Styles gallery.*

**7.** Open the Navigation Pane and click **Introduction** to take you back to the beginning of the document. Then close the Navigation Pane.

**8.** Select the **Introduction** heading again.

**9.** Insert a Bookmark, and then type the same name for the bookmark.

**10.** Create a bookmark for each of the remaining headings in the document. Use the following abbreviated headings as bookmark names: **Community, Technology, Discussion, and Conclusion.**

**11.** Insert a comment by *Conclusion* and type **Test each bookmark.**

**12.** Select any word in the document and use the **Define** command.

**13. SAVE** the document in the lesson folder on your flash drive.

**PAUSE. LEAVE** Word and the document open for the next project.

Project 2: **Table of Contents**

A table of contents helps readers quickly locate topics of interest quickly as well as enabling the Navigation Pane. Because your research paper is a long document, both of these are helpful. Insert a table of contents in your document. Change the style of the paper to APA.

**GET READY. LAUNCH** Word if it is not already running.

**USE** the document that is open from the previous project.

**1. SAVE** the document as ***Research Paper APA*** in the lesson folder on your flash drive.

**2.** Format the document using the *APA* style.

**3.** Remove the comment by *Conclusion.*

**4.** Insert a blank page at the beginning of the document.

**5.** Select the **Automatic Table 2** style to insert a table of contents on its own page.

**6. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 3: **Main Document**

Insert merge fields to create a main document.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Sp eaker Thank You Letter*** from the lesson folder.

**2.** Select recipients from an existing list—the ***Speaker List*** document is located in the lesson folder on your flash drive.

**3.** Delete text beginning with **Jo Berry** through **64163.**

**4.** Insert the **Address Block** in the appropriate location on the letter. Use the default settings.

**5.** Insert the **Greeting Line** and apply the format of *Dear Mr. Randall* and change the punctuation to a colon.

**6.** Position the insertion point at the end of the first sentence, after the blank space following the word *on* and type **September 30.**

**7. SAVE** the main document as ***Speaker Thank You LTR-Main.***

**8.** Click the **Check for Errors button**. Preview each letter for errors then close.

**9.** Preview each letter, and then click the **Finish & Merge** button.

**10.** Click **Edit Individual Documents.**

**11.** In the *Merge to New Document* dialog box, select **All** and click **OK.**

**12. SAVE** the merged document as ***Thank You Merge d LTR,*** and then **CLOSE** the file.

**13. CLOSE** the main document without saving.

**PAUSE. CLOSE** Word.

Project 12-1: **Creating a Simple Macro**

In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook. You create a simple macro to be used for this employee handbook. In this project, you apply skills that you have learned from previous lessons.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN** a blank document.

**2.** On the View tab, click **Macros** and then click **Record Macro** in the Macros group.

**3.** Type the information in the appropriate box:

*Macro name :* **Books\_and\_Beyond**

*Description:* **Formatted report for B&B handbook.**

**4.** Click **Keyboard** and in the *Press new shortcut key* box, type **Alt + L.** This is an unassigned shortcut key.

**5.** Click **Assign,** then click **Close.**

**6.** In the Design tab, select the **Basic (Stylish) Style Set** from the Document Formatting group.

**7.** Type **BOOKS AND BEYOND.** Apply **Heading 1** from the Styles group on the Home tab.

**8.** Press **Enter** once.

**9.** Type **Second section heading.**

**10.** Select **Heading 2.**

**11.** Press **Enter** twice.

**12.** Type **Third section heading.**

**13.** Select **Heading 3.**

**14.** Press **Enter** twice.

**15.** Click **Stop Recording** from the Macros group on the View tab.

**CLOSE** the document without saving. **LEAVE** Word open for the next project.

Project 12-2: **Creating Separate Files for the Books and Beyond Master Document**

You work at Books and Beyond and your manager has asked you to work with this document and create separate files from the master document. In your computer class, you learned about master documents and how Word automatically saves subdocuments.

**GET READY.** **LAUNCH** Word if not already running.

**1. OPEN *Books Beyond*** from the lesson folder.

**2.** From the File tab, click **Save As.**

**3.** Click Browse and use the scroll bar to locate your flash drive. In the *Save As* dialog box, click **New folder** and name it **BOOKS BEYOND.**

**4.** In the File name box, type **Master B ooks** and save it in the *BOOKS BEYOND* folder.

**5.** Select the heading, *Acknowledgement,* and format with the **Heading 1** style.

**6.** Select the *Introduction* heading and format with the **Heading 1** style.

**7.** Select the *General Performance Expectation Guidelines* heading and format with the **Heading 1 style.**

**8.** On the View tab, click the **Outline button.**

**9.** In the Outline Tools group, click the **drop-down arrow** by *Show Level* to display *Level 1.*

**10.** Click the **plus ( + ) symbol** next to *General Performance Expectation Guidelines.*

**11.** Click the **Demote button** to change the level for *the General Performance Expectation Guidelines* heading. The heading is now a Level 2.

**12.** Click the **Show Document button.**

**13.** Select the **plus ( + ) symbol** next to *Acknowledgement* to select the heading and contents under that header.

**14.** Click the **Create button** in the Master Document group.

**15.** Click the **plus ( + ) symbol** by *Introduction* to select the heading and contents under that heading.

**16.** Click the **Create button** in the Master Document group.

**17.** Click the **Save button** on the Quick Access Toolbar, and then **CLOSE** the file.

**18. OPEN** the ***M aster B ooks*** document and preview your document in Print Layout view.

You should see two hyperlinks **CLOSE** the file.

Project 12-3: **Running the Books and Beyond Macro**

You are ready to run the macro created from Project 12-1.

**GET READY.** **LAUNCH** Word if not already running.

**LEAVE** Word open for the next project.

**1. OPEN** a blank document.

**2.** Press **Alt 1 L.**

**3. SAVE** the document as ***12-3 B&B Report*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 12-4: **Books and Beyond**

In this project, you continue working with the files from Project 12-2.

**GET READY.** **LAUNCH** Word if not already running.

**1. OPEN** the ***Introduction*** document from the *BOOKS BEYOND* folder.

**2.** Use the Find and Replace command to find all occurrences of *Books and Beyond* and replace **with B&B.** Change the formatting and apply the **bold italic** style, font size **12** pt, underline style **Words only,** and **dark blue** font color. (There are 13 occurrences to find.)

**3.** Change all bullets to the number format and select **1).**

**4.** Change the number format listed under the *Set Alarm* and *Deactivate Alarm* headings to a solid circle bullet.

**5. SAVE** the document in the *BOOKS BEYOND* folder on your flash drive.

**6. OPEN** the ***Master Books*** document and change the view to **Outline.**

**7.** Press **CTRL 1 Click** to open the *Acknowledgement* link and select **I acknowledge** from the first paragraph **and I understand** from the fourth paragraph. **Bold** and change to uppercase.

**8. SAVE** the document in the *BOOKS BEYOND* folder on your flash drive, and then **CLOSE** both documents.

**LEAVE** Word open for the next project.

Project 12-5: **Creating a Macro with Formulas**

Create a macro with formulas and format the table. Take a screenshot of the Macros dialog box to validate that you completed this project and provide a copy to your instructor.

**GET READY.** **LAUNCH** Word if not already running.

**1. OPEN** a blank document.

**2.** Create a macro, named **Expenses,** and in the Description box, type **Expense Report for trips.** Look for an unassigned shortcut key and assign it to this macro.

**3.** Create a table as shown in Figure 12-20, and then enter the data and apply the formatting.



**4.** In the first blank cell in the last column, use the Formula dialog box to calculate the hotel total cost. Delete the formula leaving the equal sign.

**5.** Type **B4\*3.** Click **OK.**

**6.** Calculate the total cost for meals. Type **B5\*3.**

**7.** Calculate the total cost for transportation. Type **B6\*2.**

**8.** Calculate the grand total cost summing the previous values. Use the third option to format the number.

**9.** Click **Stop Recording.**

**10. CLOSE** the document without saving.

**LEAVE** Word open for the next project.

Project 12-6: **Running Macros and Showing Field Codes**

In Project 12-5, you created a macro to prepare a table in a table format that contains formulas. In this project, your job is to run the macro and display the fields. Print a copy of both tables and submit to your instructor. Before closing your computer, change the display back to its default setting.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN** a blank document.

**2.** Run the macro.

**3.** Change the display to show the field codes.

**4. SAVE** the document as ***12-6 Expense Report*** in the lesson folder on your flash drive.

**CLOSE** Word.

Project 13-1: **Formatting the Coffee Menu**

Your manager has asked you to format the coffee menu document appropriately and have it ready for a meeting in an hour.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN *Coffee Menu document*** from the lesson folder.

**2.** Go to **Backstage,** click **Options,** and then **Save.**

**3.** Under the Save section, by *Save AutoRecover information every,* change to **3** minutes.

**4.** Select the heading **Grand Street Coffee Shop.**

**5.** Change the font color and select **Purple, Accent 4, Lighter 80%.**

**6.** Change the page border with a **shadow** style with the border color of **Purple, 4 ½0** wide.

**7.** Select **Menu, italicize, bold,** and change the font size to **26** pts.

**8.** Change the font to **Cambria** and color to **Purple, Accent 4, Darker 50%.**

**9.** Select **Menu** and use the **Format Painter** and apply to *Nutritional Information.*

**10.** Apply a page color, and select **Purple, Accent 4, Lighter 80%.**

**11. CLOSE** the document without saving. A prompt should appear on your screen: *If you don’t save, a recent copy of the document will be temporarily available.* If the prompt did not appear, check step 2. Click **Don’t Save.** In the next exercise, you recover your unsaved document.

**LEAVE** Word open for the next project.

Project 13-2: **Managing Versions**

You are continuing with the previous project and realized that you inadvertently didn’t save the document. Your task is to retrieve the unsaved document.

**GET READY. LAUNCH** Word if not already running.

**1.** Go to **Backstage,** click the **Manage Versions button.**

**2.** Select **Recover Unsaved Documents.**

**3.** Locate the file and click **Open** and click **Restore.**

**4. SAVE** the document as ***13-2 Coffee Menu*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 13-3: **Posting the Coffee Menu for Review**

You are ready to post your new menu to your class for review. Inspect the document and mark it as final.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN *13-2 Coffee Menu*** from the lesson folder.

**2. SAVE** the document as ***13-3 Coffee Menu for Review*** in the lesson folder on your flash drive.

**3.** Open **Backstage,** select **Check for Issues,** and then select **Inspect Document.**

**4.** Click **Inspect** the document and click **Remove All** by the *Document Properties and Personal Information* section.

**5.** Click **Close.**

**6.** Click **Allow this information to be saved in your file.**

**7. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 13-4: **Encrypting Relocation Proposal with a Password**

Your task is to remove all document properties in the stock agreement document before sharing with eligible employees.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN *Relocation Proposal*** document from the lesson folder.

**2. SAVE** the document as ***13-4 Relocation Proposal*** in the lesson folder on your flash drive.

**3.** Inspect the document.

**4.** Click **Remove A ll** on the *Document Properties and Personal Information setting* and *Headers, Footers, and Watermarks* setting.

**5.** Click **Close.**

**6.** Encrypt the document with a password and enter **BYA%$#agree.**

**7. SAVE** the document in the lesson folder on your flash drive.

**LEAVE** the document open for the next project.

Project 13-5: **Saving Relocation Proposal to SkyDrive**

You have finalized the relocation proposal document and are ready to share it with employees from around the region. Your task is to save the document and create a shared link for everyone to view.

**GET READY. LAUNCH** Word if not already running.

**1. OPEN** the ***Relocation Proposal*** document from the lesson folder.

**2. SAVE** the document as ***13-5 Relocation Proposal*** in the lesson folder on your flash drive.

**3.** Invite five students from class and include your instructor.

**4.** Type in the message box, **This is the first draft for the relocation proposal**. Sign with your name, and then **Share.**

**5. CLOSE** the file.

**LEAVE** Word open for the next project.

Project 13-6: **Creating a Document with a Password**

Create a document that only you can access.

**GET READY. LAUNCH** Word if not already running.

**1. SAVE** the document as ***Password*** in the lesson folder on your flash drive.

**2.** Type the following:

Name: **Giovanni**

E-mail address: **someone@live.com**

**The importance of using a password:**

**Unauthorized access to your document**

**A password added to documents prevents unwanted changes**

**The document can only be opened by those who know the password**

**3.** Apply the default numbering format to the previous three items.

**4.** Protect the document by securing it with the following password, and type **dap&27#%.** Use the same password to open and modify the document.

**5. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word.

Project 14-1: **Creating a Default Return Address for Lost Art Photos**

In your position as a marketing assistant at LostArt Photos, you frequently mail promotional letters. You prepare envelopes for these mailings in Word, and making the company’s return address your default option would save time. Change your Word options to set this up.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** a blank new document.

**2. SAVE** the document as ***14- 1 Mailing Address*** in the lesson folder on your flash drive.

**3.** Click the **File tab,** and then select **Options** to display the *Word Options* dialog box.

**4.** Click **Advanced** in the left pane to display the advanced options.

**5.** Scroll down to the *General* section, and in the Mailing address box, type:

**LostArtPhotos**

**5500 Bissell Street**

**Grand Junction, CO 98445**

**6.** Press the **Print Scrn** button on the keyboard.

**7.** Click **OK** to close the *Word Options* dialog box.

**8. Right-click** in the document screen, and then click **Paste.**

**9. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 14-2: **Setting Research Options**

A Datum Corporation has an overseas branch in the United Kingdom. In your position as a researcher, you need content to stand out in your document. You will change the settings to turn on the feature that will allow real formatting as you type.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** a blank document.

**2. SAVE** your document as ***14-2 Changing Settings*** in the lesson folder on your flash drive.

**3.** Click the **File tab,** and then click **Options.**

**4.** Click **Proofing,** and then click the **AutoCorrect Options button.**

**5.** Select the **AutoFormat As You Type tab,** and add a check mark by **\*Bold\* and \_ italic\_ with real formatting.**

**6.** Click **OK** to close the dialog box.

**7.** Click **OK** again.

**8.** Type **\*United Kingdom\*.** Press **Enter.**

**9.** Type the underscore three times, and then press **Enter.**

**10.** Remove the check mark by **\*Bold\* and \_ italic\_ with real formatting.**

**11. Click OK** twice to close the dialog boxes.

**12. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 14-3: **Customizing the Quick Access Toolbar**

As a paralegal in a busy legal practice, you are always looking for ways to streamline your work. As you learn more about Word, you want to use the available options to help customize the program for your daily tasks.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Press **Ctrl 1 N** to open a new blank document.

**2. SAVE** the document as ***14-3 C ustomizing QAT*** in the lesson folder on your flash drive.

**3. OPEN** the *Word Options* dialog box.

**4.** Display the customization screen for the Quick Access Toolbar.

**5.** Choose five commands that you use frequently, but that are not currently located on the Quick Access Toolbar. Add the commands to the Quick Access Toolbar.

**6.** Click **OK** to close the *Word Options* dialog box.

**7.** Press the **Print Scrn** button on the keyboard.

**8. Right-click** in the document, and then click **Paste.**

**9.** Crop and enlarge the image to show the Quick Access Toolbar.

**10. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 14-4: **Removing Commands from the Quick Access Toolbar**

You are continuing to work with customized Quick Access Toolbar from Project 14-3. Now that you have added five additional commands to your Quick Access Toolbar, you realize you no longer need these commands. You remember seeing the Remove button below the Add button in the customization screen.

**GET READY. LAUNCH** Word if it is not already running.

**1. SAVE** a new blank document as ***14-4 Removing Commands*** in the lesson folder on your flash drive.

**2.** Display the customization screen for the Quick Access Toolbar.

**3.** Remove all commands that you added to the Quick Access Toolbar and close all open dialog boxes.

**4.** Press the **Print Scrn** button on the keyboard.

**5. Right-click** in the document and then click **Paste.**

**6.** Crop and enlarge the image to show the Quick Access Toolbar.

**7. SAVE** the document in the lesson folder on

Project 14-5: **Saving Settings**

Your instructor has asked you to change the Save AutoRecover setting to five minutes and provide a copy of your screen shot.

**GET READY. LAUNCH** Word if it is not already running.

**1. SAVE** a new blank document as ***14-5 Save Settings*** in your flash drive in the lesson folder.

**2.** Open the Word Options dialog box and change the *Save AutoRecover* setting to **5** minutes.

**3.** Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste.** This will capture your screen as an image.

**4. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

Project 14-6: **Word Options**

Your task is to remove the LostArt Photos mailing address that you added in Project 14-1. To show your instructor that you completed this project, provide a copy of your screen shot and save as a Word document.

**GET READY. LAUNCH** Word if it is not already running.

**1. SAVE** a new blank document as ***14-6 Address Removed*** in your lesson folder on your flash drive.

**2.** Remove the mailing address.

**3.** Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste**. This will capture your screen as an image.

**4. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word.

Project 1: **Preparing the Speaker Letter**

Now that you incorporated the changes suggested, prepare the document for distribution.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Speaker Thank You*** from the data files for this lesson.

**2.** Inspect the document and r emove all document properties and personal information and Headers, Footers, and Watermarks.

**3. SAVE** the document as ***Inspected Document with Password*** in the lesson folder on you flash.

**4. SAVE** the document with an encrypted password and type **nap#5^%.**

**5. SAVE** the document in the lesson folder in your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 2: **Master and Subdocument for Research Paper**

You are taking a computer class this semester and have been assigned a group project. The research project needs to be divided into sections so that you and your group members can work separately on the document.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***Research*** document from the lesson folder.

**2.** Create a new folder named **Master Research** in your lesson folder on your flash drive.

**3. SAVE** the document as ***Master Research*** in the *Master Research* folder.

**4.** Select each heading in the document beginning with *Introduction* and apply the **Heading 1** style.

**5.** Modify the *Heading 1* style and change the spacing before to **12** pt and apply only to the document.

**6.** Change the view to **Outline.**

**7.** In the Outline Tools, click the drop-down arrow at **Show Level** and select **Level 1.**

**8.** In the Master Document group, click **Show Document.**

**9.** Select the **plus ( 1 ) symbol** by *Introduction* to select.

**10.** In the Master Document group, click the **Create** button. *Introduction* is surrounded by a border.

**11.** Repeat your steps for the remaining headings in the document, *Community in the Classroom,* *Technology within Literature Circles,* *Computer-Mediated Discussion Groups,* and *Conclusion.*

**12. SAVE** the document and **CLOSE.**

**13. OPEN** the ***Master Research*** document—the subdocuments are linked.

**14.** Press the **Ctrl** key and click to open the *Computer* subdocument.

**15.** In the first paragraph, locate and select **Students that are physically handicapped and even speech impeded students are afforded a safer place.**

**16.** Select **Intense Emphasis,** and then **Bold.**

**17. SAVE** the subdocument and **CLOSE.**

**18.** Click the **Show Document** button to display the controls. You may need to switch back to Outline view before performing this step.

**19.** Click the **Expand Subdocuments** button, and then select the **plus ( 1 ) symbol** for *Computer-Mediated Discussion Groups.* Then place a check mark by **Show First Line Only.**

**20.** Click the **Move Up** button until it is positioned below the continuous section break below *Community in the Classroom.*

**21.** Click the **Show Document** button.

**22.** Unlink the two subdocuments, and then create two separate subdocuments.

**23.** Click the **Collapse Subdocuments** button.

**24. SAVE** the document in the folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

Project 3: **Sharing Documents**

You have prepared the ***Maste r Research*** document for sharing. You are now ready to share a section of the document with one member of your group, and then you will share the whole document to the group using the Present Online command.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***Introduction*** document from the *Master Research* folder.

**2.** Click the **File** tab, and then click **Account** and **sign-in.**

**3.** Click **Share,** and then click **Save To Cloud.**

**4.** Click **Save As** and then click **Sign In’s SkyDrive,** and then click the **Shared favorites** folder. Click **Save.**

**5.** Identify someone from your class and send this person an e-mail.

**6. CLOSE** the file.

**7. OPEN** the ***Master Research*** document.

**8.** Go to **Backstage,** click **Share,** and then select **Present Online.**

**9.** Send an invitation by e-mail to three individuals in class.

**PAUSE. LEAVE** Word open for the next project.

Project 4 : **Creating a Simple Macro**

You work with Tech Terrace Real Estate Agency and you are responsible for sending a follow-up e-mail or letter to potential clients. Create a simple macro that can be used to follow up with clients. Prepare the letter in a block format so that it can be used in Outlook or mailing. Test your macro before sharing.

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a blank document.

**2.** Change the top margin **to 2 ”.**

**3. Assign Alt 1 F** as the keyboard command and save changes in the document.

**4.** Type the following information:

**Good afternoon,, first name.. :**

**On a daily basis you receive emails from Tech Terrace Real Estate Agency listing the**

**available home sites. I just wanted to check in and see if anything looked appealing**

**and if you were interested in seeing any of the sites? Are the listings you receive still**

**meeting your search criteria?**

**Please let me know if there are any changes I should make on the site locations.**

**Best Regards,**

**Veronica**

**5. SAVE** the document as ***Follow-up Letter*** in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word