

Graded Project

Microsoft Word

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Microsoft Word

INTRODUCTION

Now that you've learned how to use Microsoft Word, it's time to put your skills into practice. You'll use many of the concepts and techniques featured in your studies to complete this project, which your instructor will grade.

This project involves a case study based on a fictional firm. You'll assume the role of a director of training (Jo Bill) responsible for creating promotional literature for the firm, named Learn-2-Compute, Inc. The promotional documents will be mailed to a potential customer of the firm. The customer is being personally invited to a training seminar on the new features of Word 2013.

For this project, you'll complete four sections of the promotional literature package. The sections consist of a cover letter introducing the firm and inviting the potential customer to the training session, a fact sheet highlighting the new features of Word 2013, a flier promoting the training, and a registration form. Detailed instructions for completing and editing the promotional items follow.

CREATE AND EDIT A COVER LETTER

1. Open a new document and save it with a new name.
 - Open Word and start a new document. The goal of this project is to make you thoroughly familiar with how to plan and format a letter from scratch. Note, however, that various templates are available in Word for generating already formatted business documents. After completing the project, feel free to explore the templates.
 - Save the new document as **cover letter**.

- Remember to save the document periodically as you work on it. You can set Word's AutoRecover feature for a short cycle. This doesn't take the place of saving the document yourself, so consider also getting into the habit of pressing **Ctrl + S** to save your work whenever you pause while typing.
2. Click on the **Show/Hide ¶** button on the main toolbar to display the hard returns in your document.
 3. Set the paragraph style (font), line spacing, and margins for the entire document, as follows:

- From the Font group, select **Times New Roman** font. If you don't have this font, you may choose a similar font. Select **Automatic** (black) for the Font color. Select a **12-point** size.
- From the Paragraph group, click the **Line Spacing** button and select **1.0**.
- From the Page Layout tab, click **Margins** and select **Normal** for 1" margins (Figure 1).

4. Now type the text in Figure 2 as the promotional package's cover letter.

5. Insert the current date at the top on the left edge of the page.

- You'll insert the date as a field that will update automatically. First highlight and delete the current date of the letter. From the Insert tab, click **Date and Time**. Choose the **Month, Date, Year** format, the third selection. Make sure **Update Automatically** is checked (Figure 3). Click **OK**. The Date and Time dialog box will reflect your system's current date.

6. Emphasize key text with special formatting.

- Convert the list of new features into a bulleted list. Place a hard return after the colon following the word "features" in the first paragraph. Delete the space and the colon. Also place a hard return after each item separated by a comma. Delete the commas, the word "and," the period after "Web," and any extra spaces.

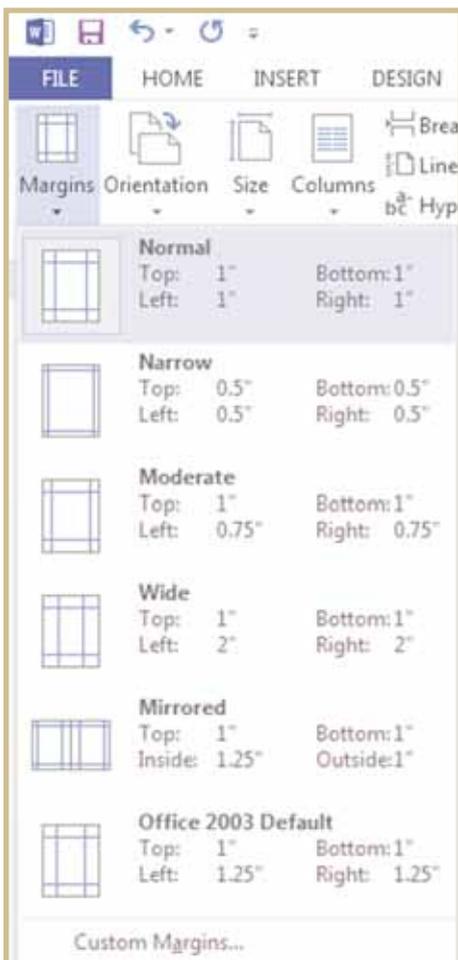


FIGURE 1—You can increase or decrease the size of a margin.

(current date)

Jane Loomis
Director, Human Resources
Smith, Jones & Brown, Inc.
346 Parkway Drive
Blue Smoke, ID 83300

Dear Ms. Loomis:

Whether your employees are novices or seasoned professionals at word processing, the new Word 2013 offers features to improve productivity, professionalism, and performance in your organization. Here are a few of these new or improved features: Reading mode designed for tablet users, bookmarks for tracking where you last read, the ability to edit PDFs in Word, simpler markups for tracking changes, and inserting pictures from the Web.

For more details on the features of Word 2013, refer to the enclosed fact sheet.

LEARN-2-COMPUTE, INC., a training company in Idaho with a ten-year track record, offers one-day seminars in the new features of Word 2013. A series of these training sessions will be held in the conference room at the Blue Smoke Shilo Inn the week of November 10. Now is the time to start planning for your employees to attend.

To alert your employees to the new features of Word 2013 and to this unique hands-on training, I am enclosing fifteen copies of a flier that you can distribute. I have also enclosed fifteen registration forms so you can pre-register anyone who is interested. Space is limited to fifteen people in each daylong session, so get your registrations in early! The cost is only \$175 per participant.

If I can provide you with more details or information, please call me at our LEARN-2-COMPUTE, INC. main office: 1-888-555-3467, ext. 4471.

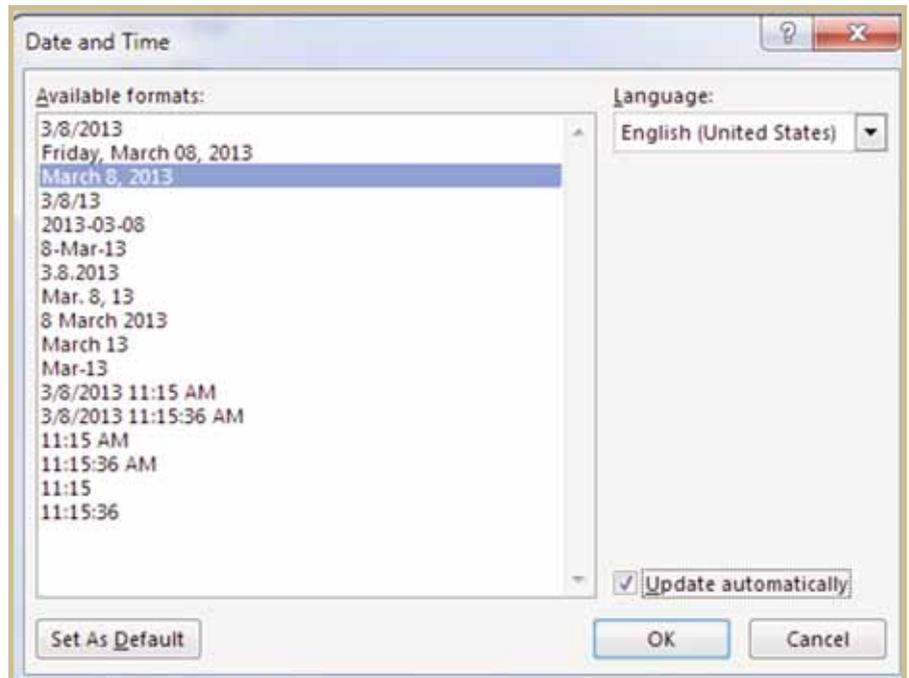
Sincerely,

Jo Bill

Director of Training

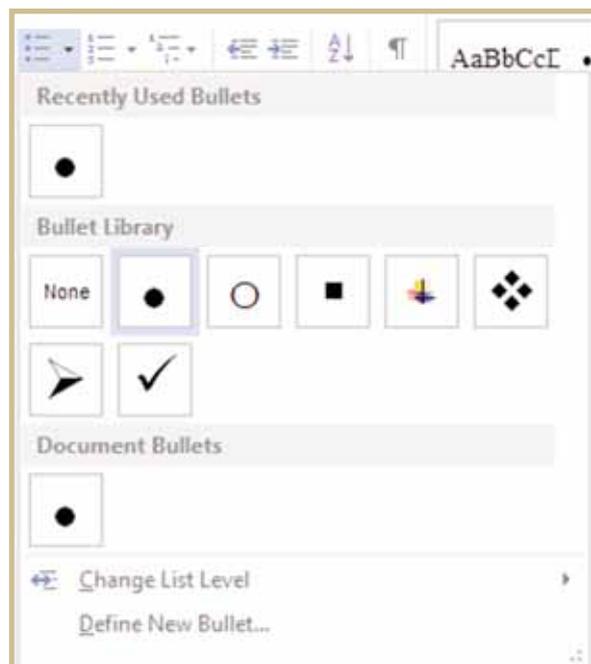
FIGURE 2—Cover Letter

FIGURE 3—Select how the date will appear in your document.



- Capitalize the first word of every bullet item. Then highlight the list—beginning with “Reading” and ending with “Web”—and click on the **Bullet** button on the Home tab. Select the option for round, black bullets (Figure 4) from the Bullet drop-down list arrow, if it’s not already selected.

FIGURE 4—Select the bullet type.



- Make every mention of the company name, LEARN-2-COMPUTE, Inc., into bold and italic. Try using Word’s Navigation feature to search for the phrase throughout the document.

When reformatted, the bulleted list in the letter should look like Figure 5.

- Reading mode designed for tablet users
- Bookmarks for tracking where you last read
- The ability to edit PDFs in Word
- Simpler markups for tracking changes
- Inserting pictures from the Web

FIGURE 5—The Formatted Bullet List

7. Adjust wording.

- After reviewing your on-screen document, you decide that you prefer the word “seminar” to “session” or “sessions.” Use Word’s Find/Replace feature to search for every instance of “session” or “sessions,” and replace with the word “seminar” or “seminars” (Figure 6).

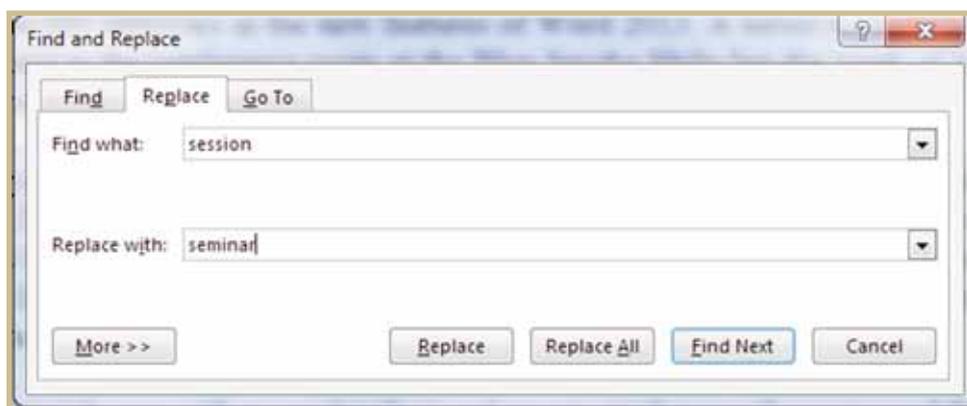


FIGURE 6—Word’s Find and Replace Feature

- Adjust the closing to leave more room for the signature.
 - You should have three hard returns after the word “Sincerely.”
- Check the spelling and grammar, and make any appropriate corrections.
- After some time has passed, proofread the entire document. Inspect the overall layout, and try to spot and correct any errors that Word’s grammar checker may have missed.

Note: If the signature runs over to a second page, check the spacing on the inside address. Highlight the address and click on the down arrow in the paragraph panel. Change the Before and After spacing to 0 pts.

CREATE A FACT SHEET ABOUT WORD 2013

1. Create a new document and name the document **fact sheet**.
2. Type the text from Figure 7. Note that each system is different, so your document may appear slightly different. Type the entire document in Times New Roman, 12 point, double-spaced. Be sure to save your work frequently.

New in Word 2013

Fact Sheet

Reading Mode

This view allows users to flip through documents like a book, without Word toolbars as distractions. This is a handy tool for tablet users.

Bookmarks

Bookmarks are placed where you last read. So when you reopen a document, you can continue where you left off.

Edit text in PDFs in Word

You can edit PDF documents directly in Word. This is a feature many have requested in the past.

Simple Markup Tracking

If you've worked with Word's Track Changes in other versions of Word, you'll note there's a new feature called Simple Markup. It's a cleaner version showing proposed changes. The traditional view of track changes is still there if you choose to view All Markup.

Inserting Online Pictures and Video

Besides inserting pictures from your computer, you can also search online using the Bing search engine. You can also insert online videos directly into Word documents.

To learn these new features, attend a one-day training seminar the week of November 10. For complete details and registration materials, call Jo Bill at 1-888-555-3467, ext. 4471.

FIGURE 7—Fact Sheet

3. Select the first two lines and format them as the title of the fact sheet.
 - Capitalize the first line of the title. Change the font to **Arial**.
 - The first line should be italic and the second line should be regular. Both lines should be in bold.
 - Center the title.
4. Add a horizontal line by pressing the **Enter** key after the end of Fact Sheet, and then in the Borders and Shading dialog box, click **Horizontal Line**. After setting your title, it should appear similar to Figure 8.

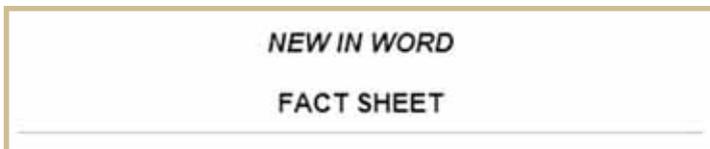


FIGURE 8—Your Updated Title

5. Select **Shapes** from the Insert tab and choose a symbol from the Shapes collection and place it to the left of your title. We chose the four-point star. You'll need to resize the symbol you choose to fit between the borders. Repeat the process to insert a matching symbol on the other side (Figure 9).



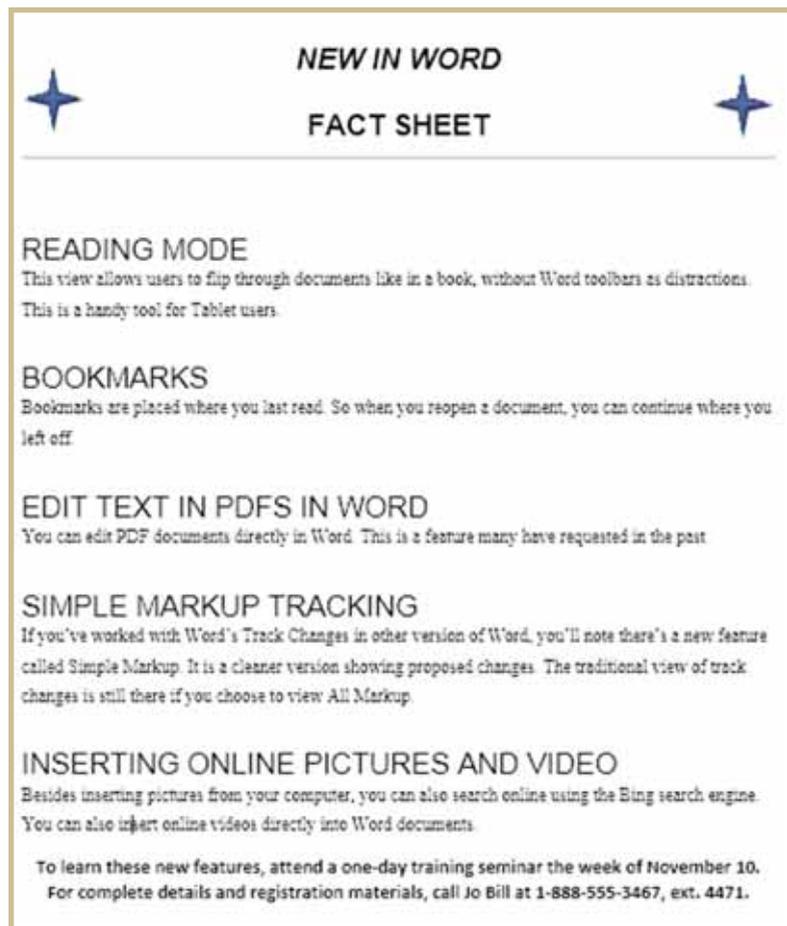
FIGURE 9—Inserting Shapes into Your Heading

6. Apply the Heading 1 style to the following lines:
 - Reading Mode
 - Bookmarks
 - Edit Text in PDFs in Word
 - Simple Markup Tracking
 - Inserting Online Pictures and Video

After formatting the first line, you can use the Format Painter feature on the other lines. Delete extra lines between headings and normal text.

6. Format the descriptive text beneath the headings with Normal style and then change the spacing to 1.5.
7. Format the last two lines of text as Normal style and then change the font to Calibri (Body), 12 point, bold. Use center alignment for these lines.
8. Check the spelling and grammar, and make any appropriate corrections.
9. After some time has passed, proofread the entire document so far. Inspect the overall layout, and try to spot and correct any errors that you may have overlooked previously (Figure 10).

FIGURE 10—Your document should look like this.



USE A FLIER TO GENERATE PUBLICITY

1. Enter the text for the flier from Figure 11. Type the document in Normal style, single spaced. Save the document as **flier**.

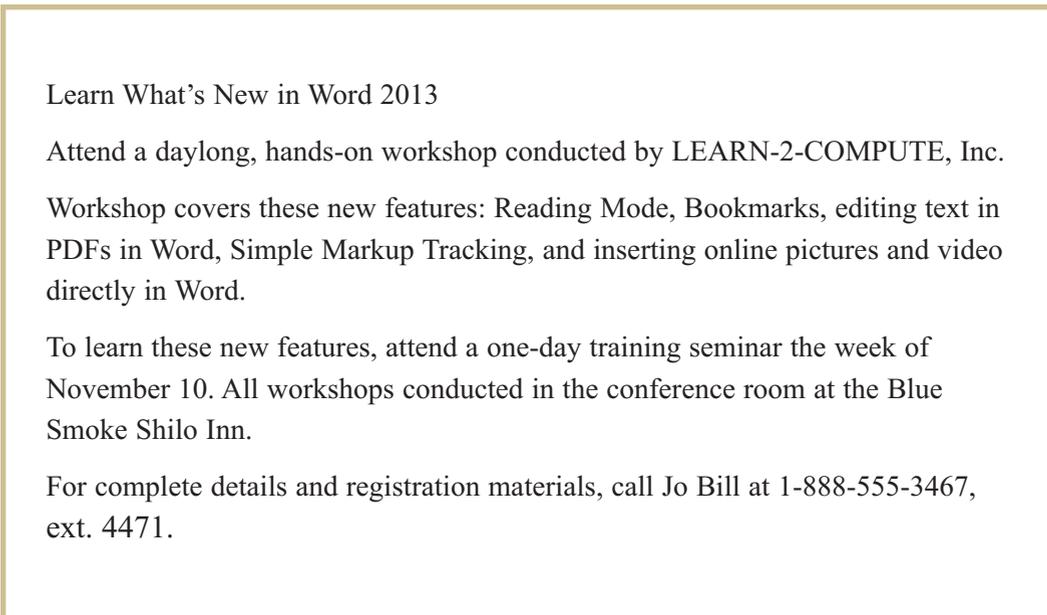
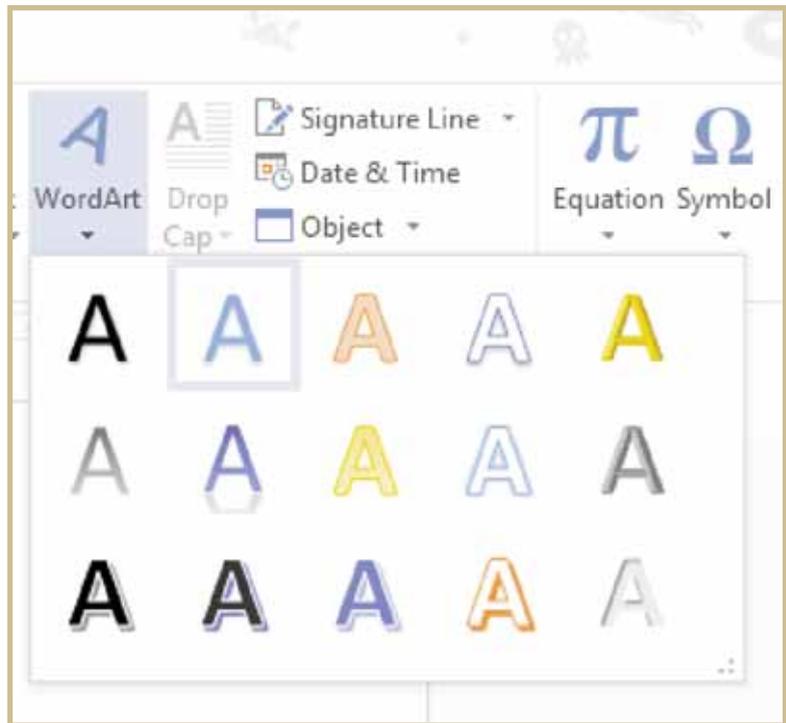


FIGURE 11—Text for the Flier

2. Create a special heading. Insert five hard returns between the first line of text “Learn What’s New in Word 2013” and the second line “Attend a daylong. . . .”

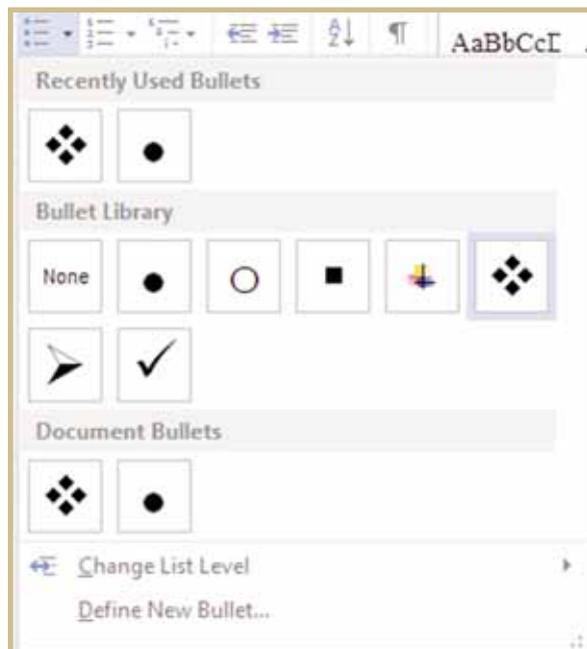
Use WordArt to create the heading. First, delete the first line of text. Then, click **WordArt** from the Insert tab. Choose the WordArt style in the top row, second column from the left (Figure 12). When the WordArt text box appears, move the text box so that it’s centered and approximately 1½ inches from the top of the page. Type the heading into the text box. Set the font as **28-point Arial**.
3. Emphasize key information with special formatting.
 - Format the next two lines, beginning with “Attend a daylong . . .” and ending with “new features,” and set the font at **18 point**. Insert a hard return after “new features.”

FIGURE 12—Choose the WordArt in the top row, second from left.



- Convert the list of features of the workshop to a bulleted list. In the Bullets list, choose the four-small-diamond design (Figure 13). Format the text of the list at **16 point, bold**. Change the spacing to 2.0.

FIGURE 13—Use the Bullets feature to enhance your bulleted list.



- Insert three hard returns before the last three lines of text on the flier.
4. Format the remaining text at **16 point, bold, italic**. Center align the text.
 5. Insert text into a table format.
 - Place the cursor in front of the word “To” in the first line. From the Insert tab, click **Table** and then **Insert Table**. Change the number of columns and rows to 1 (Figure 14). A 1 × 1 table should now appear above the text you selected.
 - Cut and paste the lines of text inside the table. You may need to add a hard return to center the text.
 6. Select **Online Pictures** from the Insert menu and choose an appropriate image. Figure 15 shows the image we chose. Use the Picture tools to insert, resize, and position the image to the right of the bulleted list. **Note:** Please refer back to your Microsoft Word study unit if you’re having trouble moving the image.
 7. Save your work, making sure the flier fits on one page.
 8. Check the spelling and grammar, and make any appropriate corrections.
 9. After some time has passed, proofread the entire document so far. Inspect the overall layout, and try to spot and correct any errors that you may have overlooked previously.

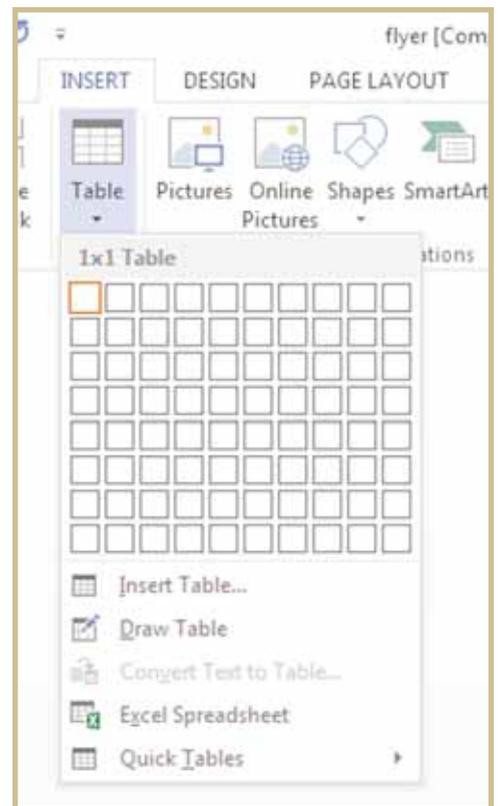


FIGURE 14—The Insert Table dialog box allows you to customize the size of the table.

FIGURE 15—Insert an image to the right of the bulleted list.

Learn What's New in Word 2013

Attend a daylong, hands-on workshop conducted by LEARN-2_COMPUTE, Inc.

Workshop covers these new features:

- ❖ Reading Mode
- ❖ Bookmarks
- ❖ Editing text in PDFs in Word
- ❖ Simple Markup Tracking
- ❖ Inserting online pictures and video directly in Word



To learn these new features, attend a one-day training seminar the week of November 10. All workshops conducted in the conference room at the Blue Smoke Shilo Inn.
For complete details and registration materials, call Jo Bill at 1-888-555-3467, ext. 4471.

DESIGN A REGISTRATION FORM

1. Prepare to enter text on a new page by inserting a page break at the end of the flier you created.
2. Create a table to organize the registration form.
 - On the new page, insert a table consisting of five columns and seven rows.
 - Select the first row of the table. Under the Table Tools layout tab, click on **Merge Cells**. The cell borders will disappear, leaving one long row. Using Figure 16 as your guide, continue adjusting and merging the cells to form the remainder of the form.
3. Enter the text into the form as it appears in Figure 16. You may need to adjust the size of the cells to create a visually pleasing and useful form.

4. Check the spelling and grammar, and make any appropriate corrections.
5. After some time has passed, proofread the entire document. Inspect the overall layout, and try to spot and correct any errors that you may have overlooked previously.

Registration Form LEARN-2-COMPUTE Inc. Word 2013 Seminar				
Name:			Home/Cell Phone:	
Address:			Work Phone:	
City:	State:	Zip:	Email:	
Please circle the date you will attend. (Note: All sessions begin at 9:00 am and end at 3:00 pm.)				
November 11	November 12	November 13	November 14	November 15
Please return complete registration forms and payment to: Jo Bill, Director of Training LEARN-2-COMPUTE, Inc. P.O. Box 359A Sun Valley, ID 83366				

FIGURE 16—The Completed Registration Form

REVIEW YOUR WORK AND SEND IT TO THE SCHOOL

Congratulations! Now that you’ve completed the Word 2013 project, you’re ready to apply all you’ve learned about word processing in your own enterprises. All you have left to do with the project is to review your completed work one last time and send it to the school for grading.

INSPECT YOUR COMPLETED FILES

1. Proofread your work.
 - If you have a printer, check a hard copy of your work for errors. If you don’t have a printer, you should still check your work carefully by reviewing it line-by-line on your computer screen.

- Your project grade will be based on the accuracy with which you entered and edited the information. Make sure your final document is free of errors, and that you closely followed the instructions for any changes.
2. Check the layout.
 - Check that all bullets, margins, and any special formatting are laid out correctly. Depending on the properties of your printer, you may need to make adjustments in spacing or pagination to fit the document neatly on a printout.
 - Even if your computer isn't connected to a printer, you can still inspect your work using Print Preview from the File tab.

PREPARE YOUR FILES FOR SUBMISSION

To submit your graded project, follow these steps:

1. Go to **<http://www.pennfoster.edu>**.
2. Log in to your student portal.
3. Click on **Take Exam** next to the lesson you're working on.
4. Follow the instructions provided to complete your exam.

Be sure to keep a backup copy of any files you submit to the school!

Be sure to send three files: the cover letter, the fact sheet, and the flier.

Your instructor will grade your project according to the following guidelines.

Creating and editing the cover letter	20 points	_____
Creating the fact sheet about Word 2013	30 points	_____
Creating the publicity flier	25 points	_____
Designing the registration form	25 points	_____
	Total	_____