

CIS113DE – Microsoft Word 2013 – Level I

Lesson 12 Final Project Instructions

Books, Plays, and More (BPM)

You have worked as an independent contractor completing documents for a number of clients, and things have gone quite well. You have now been asked to create a number of documents and send them to executives at Books, Plays, and More (BPM). The company is considering hiring you as an independent contractor for their firm.

You will show off your skills by creating several documents that include graphics, images, tables, themes, and styles. You decide that it would be a great idea to demonstrate your knowledge of the Mail Merge feature by creating a mail merge letter, the data source, and envelopes. But first, you must create a letterhead template that you will use for the letters. This job is very important, and it is imperative that the documents you submit are well designed, professional, and free of spelling and grammar errors.

Instructions: The Final Project consists of five parts. Please read all the instructions carefully. Complete and save each document as instructed. Where indicated, replace the **XX** in the file name with your initials and **MEID** with your MEID. Create a folder called **“Lesson 12-YourName-Final Project”** (replace “YourName” with your first and last name) and place all files you create into this folder.

Part I – Letterhead Template

1. Using a blank document, create a letterhead template for your company.
2. In the Header section include the following (be cautious of the header size as this document will be utilized later in the final project):
 - Your name
 - MEID
 - Address
 - Telephone number with area code
 - Rio Salado email address
 - Fax number is optional
 - Clipart image or a picture that represents your company
 - WordArt: create the title of the company using WordArt. The company name is **“Your Last Name” Document Processing, Inc.** (replace “Your Last Name” with your last name). Change the color of the text (other than black). Bold the company’s name, change the text to uppercase, and apply a Reflection effect.
3. For the template body section, apply the No Spacing style.
4. Save the letterhead template as **XX_BPM_Ltrhd_Template-MEID.dotx** and close the template.

Part II – SmartArt and Tables

1. Open the company letterhead template you created and save the document as **XX_BPM_SmartArt_Table-MEID.docx**.
2. Change the top margin to 2.5". Type the heading as **My Favorite Books**. Press Enter twice, center the heading, apply the Strong style, and font size 28.
3. At the last paragraph mark, insert the Vertical Picture Accent List SmartArt graphic. Apply the Powder SmartArt style to the graphic. Center the graphic.
4. Add shapes accordingly for a total of six shapes. Type six of your favorite books in each shape, bold the text. Change the color of the graphic to Colorful Range – Accent Colors 5 to 6. Insert a ClipArt or Image in the picture holder icon.
5. Insert the Sideline footer.
6. Resave your document. Press Enter twice after the SmartArt image.
7. Insert an appropriate break that will allow you to change the page orientation of page 2 only to landscape. Adjust the margins on page 2: Top 2.0" and Left and Right 1.5". Press Enter twice.
8. Create a 3 x 8 table that will list your favorite books (same as those you entered in the graphic) and will include a title and headings row.
9. In the Table Style Options, select Header Row and Total Row only. Merge the first row and type the title of the table as **My Favorite Books**. In Row 2, insert **Book Title**, **Author(s)**, and **Cost** as the headings.
10. In column 1 list the title of the books. In column 2 list the author(s) of each book. In column 3 list the cost for each book in the appropriate format.
11. Add an additional row at the bottom. In column 1 add your full name and MEID. In column 2 add the text **Total:** with right alignment. In column 3 create a formula that totals the costs of the books. Use the \$#,##0.00;(\$#,##0.00) number format.
12. Apply a table style of your choosing that adds appeal to the table. Change the alignment of the text and the row heights and column widths to enhance the look of the table.
13. Preview your document and resize the graphic or table if needed. Resave **XX_BPM_SmartArt_Table-MEID.docx**.

Part III – Memo

1. Select the Memo (elegant) template. Save it as **XX_BPM_Memo-MEID.docx**. Type your company's name in the footer section of the memo. Right align the name.
2. In the To: field, type the full names of three (3) of your favorite actors or actresses. In the From: field, type your full name and your MEID number below your name. In the Subject: field, type Thank You and enter the current date in the Date: field. Type your instructor's name and your course section number in the CC: field.
3. Type the following as the body of the memo.

The suggested modifications have been made to The Play with the exception of Scene VII.

I am sure that once Mr. Deville sees the quality of The Play, he will have no choice but to sign on as the Director.

Thank you all for your input and guidance during this long and arduous time. I look forward to hearing from you and Mr. Deville soon.

Press Enter three times.

4. Insert a clipart image from Office.com that pertains to movies or theatre. Resize the clipart to 1.5" to 2" wide and center the clipart.
5. Change the theme of the memo to Vapor Trail and the theme color to Median. Apply the Gold, Accent 4, Lighter 60% page color. Resave **XX_BPM_Memo-MEID.docx**.

Part IV – Flyer

1. Open the RecyclingPolicy.docx document located in the WL1U2 folder from the student data files.
2. Save the document as **XX_BPM_Flyer-MEID.docx**. If needed, press the Show/Hide button to display paragraph marks.
3. Make the following adjustments and formatting to the entire document:
 - o Change the Before paragraph spacing to 0 and the After spacing to 8
 - o Font size: 10 pt
 - o Style Set: Basic Elegant
 - o Theme: Organic
 - o Font Theme: Arial
 - o Color Theme: Blue Warm
 - Delete the two headings titled Recycling Costs: and Old Corrugated Cardboard: as well as the paragraphs that follow the headings.
 - Insert a page break to move the last three paragraphs (Recycled Products:, What Can You Do? and If You Have Any Questions) to page 2 of the document and allow you to change the page formatting later on page 2. Scroll to the top of the document.
 - Change the top margin of page 1 to 1.5". Apply the Title style to the heading with font size of 40 pt, centered. Change the Before paragraph spacing to 24 pt and the After to 30 pt.
 - Press Enter once after the following headings, with the exception of *What Will We Recycle?* (include the punctuation marks). Apply the heading style indicated to each line of text in the table:

Heading 2

Introduction

What Is Recycling?

What Will We Recycle?

Heading 3

Procedure

Heading 4

Commingled Containers:

Office Paper:

Magazines and Catalogues:

Metals:

- Format the document as a two-column report, beginning with "Introduction:" and ending with "...collection of this bin." Change the spacing between columns to 0.7" and balance the columns. Change the alignment of the paragraphs to Justify. Change the After paragraph spacing to 12 pt for each heading. Insert the Sample 1 watermark.
 - Change the first letter of the paragraph below each of the headings in the first column to a drop cap with the lines to drop to 2 lines. Change the color of the drop cap to Teal, Accent 5, Darker 50%. Apply a page border of your choice to page 1 only.
4. Resave **XX_BPM_Flyer-MEID.docx**.
 5. Format page 2 of the document as indicated below:
 - Change the page orientation to landscape and the left and right margins to 1.5".
 - Press Enter once after the Recycled Products: and What Can You Do? headings and apply the Heading 1 style. Change the paragraph spacing Before to 18 pt and After to 12 pt.
 - Select the paragraph below the Recycled Products heading and change the font size to 12 pt. Use the Format Painter to apply the same formatting to the paragraphs below the What Can You Do? heading.
 - In the last paragraph, replace "see our Office Manager" with "contact [insert your full name and MEID] at [insert your telephone number] or via email at [insert your Rio Salado email address]." Do not include the brackets. Press Enter two times.
 - Search Office.com clipart and insert a picture that pertains to recycling. Center the picture and change the width to 2.5".
 6. Resave **XX_BPM_Flyer-MEID.docx**.

Part V - Mail Merge Project

In this part of the Final Project you will be creating a data source, a main document, envelopes, and utilizing the Mail Merge Wizard.

Create the Data Source

1. Using a blank document, display the New Address List dialog box and then display the Customize Address List dialog box. Delete the following categories from the list.

Country or Region	Home Phone	Work Phone	E-mail Address
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- Click OK to display the New Address List dialog box and enter the following records to create the data source. In the last record, insert your instructor's information. Use Rio Salado's Tempe location for your instructor's address. Sort by last name in ascending order.

Ms.	Rosa	Brown		1957 Heavenly Way	Bldg. C, Apt, 1305	Phoenix	AZ	85053
Mr.	Robert	Stone		2285 S. Ridgeway Parkway		Tempe	AZ	85282
Mrs.	Theresa	Vincent	Vincent Auto Repair	1531 S. Ridgeway Parkway		Glendale	AZ	85380
Dr.	Bill	Williams	Arizona State University	80 Morning Glory Drive		Glendale	AZ	85224

- Save as **XX_BPM_DataSource-MEID.mdb**.

Create the Main Document

- Create and format the main document as a one-page block business-style letter using the Mail Merge Wizard, your letterhead template from Part 1, and typing the provided text below. Follow the instructions in the brackets and replace the text with the appropriate information.

Thank you for considering me for the Independent Contractor position with your company. You asked for a list of the features in Word 2013 that I have used in the past. Below is a list of those skills.

[Create three tab stops: a Left tab at 0.5", 2.5", and a Right tab at 6". List nine (9) features that you learned in the course.]

I am also enclosing the following documents for the committee's review:

[Create a list of the documents that you are required to submit for the Final Exam Project. Include the document extensions', but not your initials. Format that list with a bullet other than the default.]

If you have any questions or need additional information, please contact me at [your telephone number] or via email at [your Rio Salado email address].

- Change the top margin to 2", left and right margins to 1.25", and page color to Orange, Accent 2, Lighter 80%.
- Sign the letter with your full name, and MEID under your name. Add any other information, features, and/or formatting needed for the one-page block business style letter.
- Save the main document as **XX_BPM_Main-MEID.docx**.

Create the Merge

1. Using the Mail Merge Wizard, sort the data source by last name in ascending order, and merge the main document with the data source. Make sure the page color is applied to the merged letters.
2. Save the merged letters as **XX_BPM_MergedLetters-MEID.docx**.
3. Close **XX_BPM_Main-MEID.docx**. Select Don't Save when asked if you would like to save the main document.

Envelopes

1. Create envelopes for each person in the data source. Type your full name, MEID, and address as the return address. Below your name, type your course section number. Change the font to Times New Roman, Color Green, and Italicized.
2. Change the page color to the same color used in the letter. Sort the data source by last name in ascending order. Save as **XX_BPM_Envelope-MEID.docx**.
3. Complete the merge and save the merged envelope document as **XX_BPM_MergedEnvelopes-MEID.docx**. Make sure the page color is applied to the merged envelopes.
4. Close the merged envelope document and resave, if needed.
5. Close **XX_BPM_Envelope-MEID.docx**. When asked if you want to save the document, select Don't Save.

After you have completed the At-Home Final Exam Project, submit the following files in your **Lesson 12-YourName-Final Project** folder:

- Your Initials*_BPM_DataSource-MEID.mdb
- Your Initials*_BPM_Envelope-MEID.docx
- Your Initials*_BPM_Flyer-MEID.docx
- Your Initials*_BPM_Ltrhd_Template-MEID.dotx
- Your Initials*_BPM_Main-MEID.docx
- Your Initials*_BPM_Memo-MEID.docx
- Your Initials*_BPM_MergedEnvelopes-MEID.docx
- Your Initials*_BPM_MergedLetters-MEID.docx
- Your Initials*_BPM_SmartArt_Table-MEID.docx