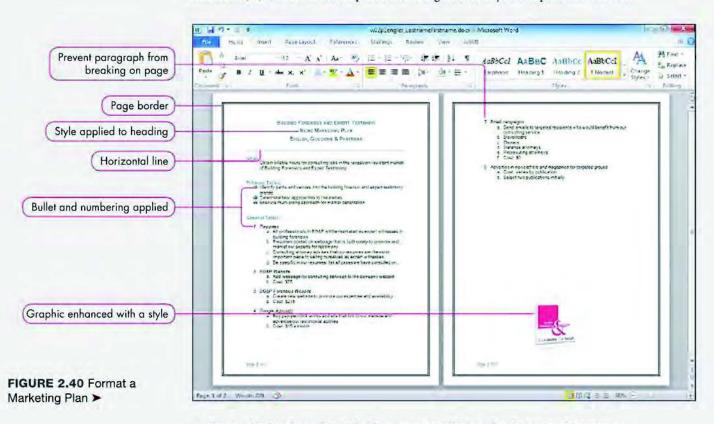
## Engler, Guccione, & Partners

You are the Marketing Director for the Architect firm Engler, Guccione, & Partners. Lately, the firm has less work due to a reduction in construction spending. In order to bring in new business, you design a marketing plan to pursue new customers by advertising your ability to consult in legal cases. The plan is typed and in a raw form, so you use formatting features to enhance the document and impress the partners with your own skills. This exercise follows the same set of skills as used in Hands-On Exercises 1, 2, 3, and 4 in the chapter. Refer to Figure 2.40 as you complete this exercise.



- a. Open w02p1engler and save the document as w02p1engler\_LastnameFirstname.
- b. Add a page border around the text by completing the following steps:
  - Click the Home tab, and then click the Borders arrow in the Paragraph group.
  - Select Borders and Shading to open the dialog box.
  - Click the Page Border tab, and then click Box in the Setting section.
  - Scroll down and select the ninth style—a double line border with a thick line outside and a thin line inside.
  - Click OK to close the Borders and Shading dialog box.
- c. Click Ctrl+A to select the whole document. Click the Font arrow in the Font group on the Home tab, and then select Arial.
- d. Select the first three lines, which make up the document title, and complete the following steps:
  - Click Heading 1 in the Quick Styles gallery.
  - Right-click the Heading 1 entry in the Quick styles pane, and then select Modify.
  - · Change the alignment to Center.
  - · Change the font to Arial.
  - Click Format, Font, and then click Small caps. Click OK to close the Font dialog box.
  - · Click Format, Paragraph, and then click the Indents and Spacing tab, if necessary.
  - · Reduce the Spacing Before to 0 pt.
  - · Increase Spacing After to 6 pt.

- Click OK to close the Paragraph dialog box.
- Click OK to close the Modify Style dialog box.
- e. Place the insertion point on the blank line that follows the third line of the title. Click the Borders and Shading arrow, and then click Horizontal Line.
- f. Select the three lines under the Primary Tasks: paragraph heading, and then click the Bullets arrow in the Paragraph group. Click Define New Bullet, click Symbol to open the Symbol dialog box, and then select Webdings from the Font list. Select the symbol that resembles a computer network (character code 194) located in the third row, third column, and then click OK. Click OK to create the bullet list, and then close the Define New Bullet dialog box.
- g. Create a numbered list for the General Tasks by completing the following steps:
  - Right-click the italicized word Resumes directly under General Tasks, point to Styles in the
    menu, and then click Select Text with Similar Formatting to select all italicized headings.
  - Click the Numbering arrow, and then select the format that displays lowercase alphabet numbering (a., b., c.).
  - Select the four sub-points for Resumes, and then click Numbering in the paragraph group.
     Click Increase Indent to display them as a multilevel list item.
  - Double-click the Format Painter in the Clipboard group. Select each set of sub-points in the remainder of the numbered list. Press Esc to turn off the format painter.
- h. Make the bullet lists easier to read by completing the following steps:
  - Right-click the first General Task, Resumes. Point to Styles in the menu, and then click Select
    Text with Similar Formatting to select all italicized headings.
  - Click the Paragraph Dialog Box Launcher, and then click the Spacing Before arrow until 12 pt displays.
  - Click Don't add space between paragraphs of the same style to remove the check mark from the check box. Click OK.
  - Select item number five, Email campaigns. Click the Paragraph Dialog Box Launcher, and then click the Line and Page Breaks tab. Click Keep with next, and then click OK.
  - Select the six sub-points for item five. Click the Paragraph Dialog Box Launcher, click Keep
    with next, click Keep lines together, and then click OK. This prevents the break, which
    enables one paragraph to split between two pages.
- Press Ctrl+End to move the cursor to the end of the document. To insert a graphical image complete the following steps:
  - Click the Insert tab, click Picture, browse to the data files, and then double-click englerlogo.
  - Click the Size Dialog Box Launcher, and then reduce the Scale Height to 25%. Click OK.
  - Click Position, and then click Position in Bottom Center with Square Text Wrapping.
  - Click the More button in the Picture Quick Styles group to display the entire Picture Styles gallery.
  - Click Reflected Perspective Right (fifth row, third column) to apply a border and reflective
    effects around the graphic.
  - Click Compress Pictures in the Adjust group, and then click OK.
- Click the Insert tab, click Page Number, point to Bottom of Page, and select Bold Numbers 1.
   Click Close Header and Footer.
- k. Press Ctrl+Home. Click the Styles Dialog Box Launcher. Click Options, and then click the Select styles to show arrow. Click All styles, and then click OK. Right-click the Emphasis style in the Styles gallery, and then select Select All 3 Instance(s). Scroll down the Styles pane, and then select Heading 2 to change all headings to a new style. Close the Style pane.
- Place the insertion point on the left side of the paragraph under the Goal: heading. Press Tab.
   Press Ctrl+T to indent the whole paragraph the same distance as the tab setting.
- m. Compare your work to Figure 2.40. Save and close the file, and submit based on your instructor's directions.

## **International Student Shopping List**



You are the Program Director for an Executive MBA program at the local university and are responsible for making sure the incoming international students receive assistance in settling into their new apartments. One of your graduate assistants recommends that you generate a list of essential items

that each student should consider purchasing as soon as they arrive, so you create a document to hand to each student. Your assistant provided you with a list of items, so you only need to add a welcome paragraph and contact information, insert the list, and add some formatting for a refined look. This exercise follows the same set of skills as used in Hands-On Exercises 1–2 in the chapter. Refer to Figure 2.41 as you complete this exercise.



- a. Click the File tab, click New, and then double-click Blank document. Save the document as w02p2shopping\_LastnameFirstname.
- b. Type International Friends, and then press Enter. Select the words you just typed, and then format them by completing the following steps:
  - Click Center in the Paragraph group on the Home tab, click Change Case in the Font group, and then select UPPERCASE. Click the Font arrow, and then select Times New Roman.
  - Click the Font Size arrow, and then select 24. Click the Text Effects arrow, and then click Gradient Fill - Purple, Accent 4, Reflection (fourth row, fifth column).
  - Click the Font Dialog Box Launcher, and then click the Advanced tab. Click the Spacing arrow, and then select Expanded. Click the increase arrow in the By box until 2 pt displays. Click OK to close the Font dialog box.
- c. Place the insertion point at the beginning of the blank line that follows the heading you just formatted, and then type the following paragraph: Welcome to Sweetwater, Texas, your new home away from home for the next year. We know that you need to begin purchasing supplies for your new apartment, and we have provided you with a list of essential items that will sustain you until your next trip to the store. If you need assistance or have questions about your stay, please contact Christopher Lynn at (325) 555-6635.
- d. Place the insertion point at the beginning of the last sentence, which begins with *If you need*, and then press **Enter** to move the sentence to a new line.
- e. Click **Show/Hide** (¶) in the Paragraph group to display formatting marks. Make format changes to the phone number in the last sentence by completing these steps:
  - Select the blank space between the area code and phone number, and then press Shift+Ctrl+Space to insert a nonbreaking space.
  - Select the hyphen in the middle of the phone number, and then press Shift+Ctrl+Hyphen to insert a nonbreaking hyphen.
  - Select the entire sentence, including the period at the end, and then click the Text Highlight Color arrow, and then click Yellow.
- f. Open the file w02p2list, and then press Ctrl+A to select the entire document. Press Ctrl+C to copy the list to the Clipboard. Close the file without saving.
- g. Press Ctrl+End to move to the end of the first document, press Enter, and then press Ctrl+V to insert the shopping list.

- h. Display the list of items in three columns, so you can print the list on one sheet of paper instead of two, by completing these steps:
  - · Select every item on the list, but do not select the paragraph markers above or below.
  - · Click the Page Layout tab, click Columns, and then select More Columns.
  - Click Three in the Presets section in the Columns dialog box, and then select the Line between check box.
  - Click OK to close the Columns dialog box. The items now display in three columns, and the
    entire document fits on one page.
- Press Ctrl+End to move the insertion point to the end of the document. Press Enter, and then type Don't forget the New Year Social, which will be held at the Student Union on Saturday, September 7, 2013.
- j. Select the entire sentence you just typed, including the paragraph marker. Format this sentence by completing these steps:
  - Click the Home tab. Click Grow Font in the Paragraph group twice.
  - · Click Center in the Paragraph group.
  - Click the Borders arrow in the Paragraph group, and then click Borders and Shading to open the Borders and Shading dialog box.
  - Click the Box setting, click the Width arrow, and then click 21/4 pt.
  - Click the Shading tab, click the Fill arrow, and then select White, Background 1, Darker 25% (fourth row, first column). Click OK to close the dialog box.
- k. Click Show/Hide (¶) to turn off formatting marks.
- 1. Save and close the file, and submit based on your instructor's directions.