WRD19E1 - Practical Component Instructions

Complete the practical component by following these instructions. You will use your completed practical component to answer 20 questions on the online test, but you will not submit or upload the practical component in myAOLCC.

Please return these instructions and your completed practical component to your Learning Coach once you have completed the online test.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft Word 2019 to perform the following functions:

- enter and format text
- modify and sort a list
- cut, copy, and paste text
- apply styles, columns, and headers and footers
- create tables
- add visual content
- check spelling and grammar

Instructions

1. Open the file, **DataTech First Quarter Sales.docx**, which will be provided to you by your Learning Coach. Save the file as **My DataTech First Quarter Sales.docx** to your personal folder in a new folder titled **My Exam Folder**, which you will need to create. Complete the following steps using any technique you wish.

2. Add the following text to the end of the third paragraph located just above the list.

   We are proud of their accomplishments in this quarter and are truly excited about what we can accomplish this year.

3. Move the first paragraph and place it after the third paragraph just above the list.

4. Format the title at the top with **Heading 1** style, and then change the font to **Calibri**, **Bold**, and **Automatic** font color.

   Add an **After** spacing of **12pt** to the title. *Hint: Use the Paragraph dialog box.*

5. Include the following information as the last item in the sales information list. Press the **Tab** key as indicated.

   South [Tab] Mason [Tab] Raleigh [Tab] Furniture [Tab] $12,651.03

6. Modify the **entire list** as follows:

   - Place a **Bar Tab** at **1"** on the ruler to insert a line between Region and Salesperson.

   - Place a **Decimal Tab** at **6"** on the ruler and remove the **Left Tab** at **5"** to align the figures.

   - Move the **Left Tab** from **2.5"** to **2.75"**.

   - Move the **Left Tab** from **3.5"** to **4"**.

   - Sort the list by **Region** then **Salesperson** then **Product**, all in **Ascending** order.

7. Add the following heading above the list.

   Our Team's Accomplishments

8. Format the heading with **Heading 2** style, and then change the font to **Calibri**, **Bold**, and **Automatic** font color.

   Add an **After** spacing of **6pt**.

9. Add a page break after the list.

10. Type the following heading and format it with the same formatting applied to the heading above the list.

    First Quarter Sales

11. Copy the list below the new heading and then convert it to a table.

12. Modify the table as follows:

    - Add the **Grid Table 4 - Accent 2** table style.

    - Sort the table by **Total** in descending order, then by **Salesperson** and then by **Product** in ascending order.

    - Add a row at the bottom and select the **Total Row** checkbox on the **Table Tools Design** ribbon.

    - Add a formula in the last cell in this row (in the Total column) that determines the **total sales** for the first quarter.

13. Add a page break after the table.

14. Type the following heading and format it with the same formatting applied to the heading above the table.

    Sales by Product

15. Copy the table below the new heading and then delete the first three columns, **Region**, **Salesperson**, and **City**.

16. Modify the table as follows:

   - Sort the table by **Product** in ascending order, then **Total** in descending order. *Hint: Do not select the row at the end containing the formula.*

   - Add two rows after the last **Computers** entry. In the first blank row, type **Total Computers** in the Product column and add a formula to sum the totals for the Computers sales in the Totals column.

   - Repeat for **Furniture** and for **Software**.

   - Bold the **Totals** for **Computers**, **Furniture**, and **Software**.

17. Below the table, insert a 3-D Pie chart with the following information.

	A	B	C	D
1		Sales		
2	Computers	$937,419.49		
3	Furniture	$226,604.54		
4	Software	$30,751.60		
5				

   Hint: Expand the Sales column if the numbers display as #####.

18. Modify the chart as follows:

   - Change the heading to **Sales by Product**, change the font size to **12pt** and the font color to **Automatic**.

   - Change the font size of the **legend** to **12pt**.

   - Decrease the size of the **chart** so that it fits on the same page as the table and is approximately the same width as the table.

19. Select the **table (and its heading)** and the **chart** and format as **2 columns**, and add a **column break** below the table.

20. Below the chart, add the following **online picture** from the **People** category. Ensure that the Creative Commons only option is selected.

   Note: If the image is not available, choose another from that category.

21. Change the text wrapping for both the chart and the image to **Square**.

22. **Group** the chart and the image.

23. Insert a textbox with the text, **Well Done!**

    Format the text as **28pt** with a **Dark Red** standard font color. Format the text box as **No Shape Fill** and **No Shape Outline**, with an **In Front of Text** layout option.

    Drag the text box to the top part of the image.

24. Insert a **Blank** header. Replace the placeholder with the text, **DataTech First Quarter Report**, and the current date directly below the text. Make sure the date is in the format**, Month day, year**, and updates automatically.

    Format the information in the header as **Calibri 12pt**, **Bold**, **Automatic** font color.

25. Insert **page numbers** in the **center** of the footer.

26. Show a different header on the first page with the text, **DataTech**, formatted as **Cambria 20pt**, **Bold**, **Dark Red** standard font color, and center-aligned.

    The footer on the first page should be empty.

27. Correct any spelling and grammar errors. *Note, the name, DataTech, is the name of the company and should NOT be corrected to Datatec.*

28. Save your file.

Let your Learning Coach know once you have completed your practical component. Keep the document open on your desktop so that you will have the information available as you complete the online test.

Your Learning Coach will provide a code for you to access the online test.