

## WRD19E3 - Practical Component Instructions

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Complete the practical component by following these instructions. You will use your completed practical component to answer the 40 questions comprising the online exam, 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 exam.

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:

- create a document from a template
- add document properties
- add bookmarks and create multiple tables of contents
- create and apply a custom theme
- use Track Changes
- insert citations and create a bibliography
- add a footnote
- create a macro to automate a task
- check a document for accessibility issues
- use content controls in a form
- protect your document

## Instructions

### Task 1

1. Copy the files, **VoiceFit.docx** and **Fitness and Fun Document Template.dotx**, which will be provided to you by your Learning Coach, to your personal folder in a new folder titled **My Exam**, which you will need to create.
2. Open the file, **VoiceFit.docx**, scroll through to see the contents, and then copy all the contents of the document.

Create a document from the **Fitness and Fun Document Template** Word template file. Examine the contents of the document and then paste the contents of the **VoiceFit.docx** document on the second page of the **Fitness and Fun Document Template** document.

Close the **VoiceFit.docx** file.

Save the new document as **My VoiceFit Info.docx** to the **My Exam** folder.

3. In the new document created from the template, select the text, **Fitness and Fun**, in the text box on the first page, and make the following changes:

Font Color – **Aqua, Accent 5, Darker 50%**

Font Size – **48**

Create a style from the new formatted text called **VoiceFit**.

Apply the **VoiceFit** style to the heading, **VoiceFit**, on the following page.

4. Open the **Organizer** and copy the VoiceFit style to the template saved to the **My Exam** folder.

*Note: Make sure that you do **NOT** copy the style to the Normal.dotm template.*

### Task 2

5. Add the following properties to the document.
  - **Tags (Keywords):**  
VoiceFit  
community  
sing
  - **Title:**  
VoiceFit Information Document
6. In the **VoiceFit Info.docx Properties** dialog box, locate the number of characters with spaces, and type that information in the Comments section on the Summary tab.

### Task 3

7. Ensure that **Bookmarks** are visible in your document.
8. Bookmark the table with the heading, **Participating Fitness and Fun locations and contacts**, on Page 3.
9. At the end of the first sentence on Page 1 after the word, **Page**, in the brackets, create a cross-reference to the page containing the bookmarked table.
10. Select all the text from the heading, **The Health Benefits of Participating in a VoiceFit Event**, on Page 1 until the end of the form on Page 4. Bookmark the selected text as **Links1**.
11. Select the text from the heading, **Tips for Getting Ready for a VoiceFit Event**, at the top of page 5 to the end of the document. Bookmark the selected text as **Links2**.
12. Place your cursor at the end of the heading, **The Health Benefits of Participating in a VoiceFit Event**, on Page 1, and press Enter. Create the first of two Tables of Contents using Quick Parts.
13. Place your cursor before the heading, **Tips for Getting Ready for a VoiceFit Event**, at the top of page 5, and create the second of two Tables of Contents using Quick Parts.

### Task 4

14. Apply the **Ion Boardroom** theme to your document.
15. Change the Theme Colors to **Green**.
16. Change the Theme Fonts to **Corbel**.
17. Save the new Theme as **VoiceFit Theme** to your **My Exam** folder.

### Task 5

18. Turn on **Track Changes**. Ensure that **Comments, Insertions and Deletions, and Formatting changes** will display, and that **only Comments and Formatting** will show in balloons.
19. Make the following changes to the document:
  - Change the **Author name** on the first page (the cover page) to your name.
  - Add a **4 ½ pt, Green, Accent 1, Darker 50%** border below the heading, **VoiceFit**, on Page 1.
  - Change all instances of the word **Witham** to **Wittham**.

Add a page break after the second paragraph on Page 1.

Delete the last image in the document.

20. Review the changes.

Accept the changes on the Cover page and on Page 1.

Accept the changes of the word **Witham** to **Wittham**.

Reject the deletion of the last image.

21. Turn off Track Changes.

## Task 6

22. Create the following sources and insert **APA** style citations as follows:

- Before the comma following the phrase, **In Dr Busby's latest book**, in the second paragraph below the heading, **What happens to our bodies when we sing?**, on Page 2.

The source should have the following information:

**Type of Source:** Book

**Author:** Gillian Deborah Busby

**Title:** Health Aspects of Singing

**Year:** 2021

**City:** Wittham

**Publisher:** Brent & Moxon

- Cite the same source as above after the words, **Dr Busby's book**, in the paragraph below the heading, **Happy harmonies**, on Page 3.
- Before the period in the last sentence in the third paragraph below the heading, **What happens to our bodies when we sing?**, on Page 2.

The source should have the following information:

**Type of Source:** Journal Article

**Author:** Geoff Couter

**Title:** Our Voices, Our Bodies

**Journal Name:** The Vocal Gazette

**Year:** 2022

**Pages:** 4

- After the words, **A recent report**, in the paragraph above the image of the woman playing piano on Page 3.

The source should have the following information:

**Type of Source:** Report

**Authors:** Sabrina Jennings; Tim Black

**Title:** Singing and Life Expectancy

**Year:** 2018

**Publisher:** Morton Research Press

23. Go to the end of the document and add a page break. Insert a bibliography using the **Works Cited** gallery option.
24. Change the Sabrina Jennings; Tim Black report date to **2019**.
25. Delete all of the sources from the Master List.
26. Update the bibliography and citations.

## Task 7

27. Add a footnote after the words, **Fitness and Fun**, in the first sentence on Page 1.

The footnote should have the following information:

**Founded in 1995 and incorporated in 2012, Fitness and Fun focuses on inclusivity, community service, leadership development, and cultural experiences, all within an active framework.**

28. Format the footnote so that it appears **below the text**.
29. At the end of the text in the header row of the table on Page 4, add a cross-reference to the footnote number.

## Task 8

30. Record a macro called **FormatH2** and store it in the document.
31. Assign the macro to the Quick Access Toolbar using any icon you wish and the name **Format H2**.
32. The macro should search for an instance of the **Heading 2** style, and replace the font color of that instance with **Lime, Accent 3, Darker 50%**.

*Hint: Use the **Replace** command to open the Find and Replace dialog box. Click the **Format** button, select **Style** on the Format drop-down menu and select the **Heading 2** style for the Find box. For the*

Replace box, click the **Format** button, select **Font** on the Format drop-down menu and select the appropriate font color. Find the first instance of the Heading 2 style, replace it, and close the dialog box before ending the recording.

**Make sure that you delete any words from the Find and the Replace boxes.**

33. Run the macro until all 7 instances of Heading 2 are formatted.
34. Remove the macro command from the Quick Access Toolbar.  
*Hint: Right-click the command on the toolbar and select the **Remove from Quick Access Toolbar** command on the shortcut menu.*
35. Save the document as a **Word Macro-Enabled Document (\*.docm)** on your **My Exam** folder.

## Task 9

36. Check for accessibility issues. Correct any **alternative text** errors by marking images as **decorative**.

## Task 10

37. Add the following controls to the form on Page 5.

Section on Form	Control
First Name	<p><b>Legacy Text Form Field</b></p> <p>Add the following properties:</p> <ul style="list-style-type: none"> <li>• <b>Default text:</b> Type your first name</li> <li>• <b>Text format:</b> Title case</li> <li>• <b>Bookmark:</b> Bookmark this Text Form Field as <b>FirstName</b>, so that you can cross-reference it.</li> <li>• <b>Calculate on exit:</b> Select the check box</li> </ul>
Last Name	<p><b>Legacy Text Form Field</b></p> <p>Add the following properties:</p> <ul style="list-style-type: none"> <li>• <b>Default text:</b> Type your last name</li> <li>• <b>Text format:</b> Title case</li> </ul>

Section on Form	Control
Email Address	<b>Legacy Text Form Field</b>  Add the following properties: <ul style="list-style-type: none"> <li>• <b>Default text:</b> Type your email address</li> <li>• <b>Text format:</b> First capital</li> </ul>
Today's Date	<b>Date Picker Content Control</b>  Add the following properties: <ul style="list-style-type: none"> <li>• The date should display as MMMM,d, yyyy</li> </ul>
Preferred Event Date	<b>Drop-Down List Content Control</b>  Add the following properties: <ul style="list-style-type: none"> <li>• <b>Drop-down list options</b> <ul style="list-style-type: none"> <li>○ Event 1 – June 30</li> <li>○ Event 2 – July 9</li> <li>○ Event 3 – July 21</li> <li>○ Event 4 – Aug 27</li> </ul> </li> </ul>
Preferred Location	<b>Drop-Down List Content Control</b>  Add the following properties: <ul style="list-style-type: none"> <li>• <b>Drop-down list options</b> <ul style="list-style-type: none"> <li>○ Wittham</li> <li>○ Baywood</li> <li>○ Markville</li> <li>○ Thorndale</li> <li>○ Torresdale</li> </ul> </li> </ul>
Singing Skill Level	<b>Combo Box Content Control</b>  Add the following properties: <ul style="list-style-type: none"> <li>• <b>Title:</b> Select an option or add your own description</li> <li>• <b>Drop-down list options</b> <ul style="list-style-type: none"> <li>○ I never sing</li> <li>○ Novice</li> <li>○ Amateur</li> <li>○ Professional</li> </ul> </li> </ul>

38. Add a **Submit** button at the bottom of the form that will open an email message and attach the document. Caption the button **SUBMIT**.

*Hint: The code for the subroutine is:*

***Options.SendMailAttach=True***

***ActiveDocument.SendMail***

39. Insert a cross-reference to the FirstName bookmark at the beginning of the sentence below the **Registration Confirmation** heading.

40. Restrict editing but allow the form to be filled out. Use the password, **Form**.

41. Fill in the form with the following information:

- First Name: **your first name**
- Last Name: **your first name**
- Email Address: **your firstname@live.net**
- Today's Date: **current date**
- Preferred Event Date: **any option**
- Preferred Location: **any location**
- Singing Skill Level: type **music teacher**

42. Make sure that the cross-reference is updated with your first name.

## **Task 11**

43. Remove the **Restrict editing** protection.

44. Encrypt the document with the password, **Access**, to open the file.

Save your file and 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 exam.

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