WRD19E2 - Practical Component Instructions

Complete the practical component by following these instructions. You will use your completed Word document to answer the 40 questions of the online exam. You will not submit or upload your completed Word document in myAOLCC.

Please return these instructions and your completed Word document 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:

- Use Outline view
- Search and replace formatting
- Use sections to change the page setup of parts of your document
- Create a page of labels
- Perform a mail merge
- Create and apply a table style, repeat headings in a table, and add a formula to the table
- Insert and format WordArt
- Fill a shape with a picture and use it to create a Quick Part
- Add a text box
- Create an index and a table of contents
- Add a header and a footer

Instructions

1. Open the file, **Hot Holidays.docx**, which is available on the *Practical Component* page. Save the file as **My Hot Holidays.docx** to your personal folder in a new folder titled **My Word Exam Folder**, which you will need to create. Complete the following steps using any technique you wish.

2. In **Outline** view, move the entire **Introduction** section to above the **Destinations** section.

3. Replace all **Times New Roman** formatting in your document with **Calibri**.

    Replace all **Green. Accent 6, Darker 50%** font color with **Gold, Accent 4, Darker 25%** font color, **Bold**.

    Hint: Clear the formatting in both the Find what and Replace with boxes before performing the second replace action.

    Important – make a note of the number of replacements for each find and replace action.

4. Add a **Next Page** section break before the heading, **Mailing List**, on the last page of the document, and change <u>only</u> that page to **Landscape** orientation.

    Create custom margins for only the Mailing List page, with the following specifications:
    Top 1.0"
    Bottom 1.0"
    Left 1.3"
    Right 1.3"

5. Create a full page of **ETE 010** labels from the **Avery A4/A5** label vendor, with the name and address information of the Sales Executive, **Jane O'Connell**, which is located on the first page of the document. Do <u>NOT</u> Include the telephone number, website, and email information.
    Hint: You may want to copy the address information before you start the process to create the page of labels.

    Add a **Next Page** section break at the end of the document following the **Mailing List** table, and then **copy** and **paste** the page of labels on the last page.

    - Change the orientation of the page of labels in your document to **Portrait**

    - Change the size of the page to **Letter** 8.5" x 11"

    - Create custom margins for the label page, with the following specifications:
      Top 1.5"
      Bottom 1.5"
      Left 1.5"
      Right 1.5"

    - Close the labels page without **My Hot Holidays** saving.

6. Select the red text on the first page following the contact details, from the sentence beginning, **The purpose of this letter…**, to the end of the information on that page.

   Cut the selected text and paste it to a new, blank document.

   Copy the first four records in the Mailing List table at the bottom of your document, and paste them at the bottom of the new document. *Note: Don't worry about how the table displays; you will delete this information in a later step.*

   Begin a mail merge to create letters:

   - Use the new document as the starting document.

   - Use the **First Name**, **Last Name**, **Address**, **City**, and **Code** from the pasted table as the information that you will type in for your list of recipients. Save the list to your Exam folder in your personal folder as **My Recipients**.

   - Add an **Address Block** field at the top of the document, and then add a **Greeting Line** field using only the first name in the greeting.

   - Select the table at the bottom of the document, and delete it.

   - Complete the merge and save the letters to a new document.

   - At the end of the **My Hot Holidays** document, below the page of labels, insert a **Next Page** section break, and then copy and paste all of the merged letters to the end of the document. *Hint: Select the entire document before copying and pasting so that all breaks are included.*

   - Close the merged letters document and the merge template document without saving and return to the **My Hot Holidays** document.

7. At the top of the first page, insert the text, **Hot Holidays**, as WordArt using the **Gradient Fill: Gold, Accent color 4; Outline: Gold, Accent color 4** option located in the middle of the WordArt gallery.

   Apply the following modifications to the WordArt:

   - Change the font size to **72 pt.**

   - Apply the **Text Effect** – **Transform** - **Triangle:Up** *(Hint: This effect is the third option in the Warp section)*

   - Change the text fill to **Gold, Accent 4, Darker 25%**

   - Change the Layout to **In Line with Text**

8. On the first page containing the WordArt, draw a **Rectangle: Rounded Corners** shape (the second option in the Rectangles category) below the contact information.

   - Draw the shape so that it is the same width as the WordArt and about the height of the contact information section above

   - Set the Layout to **In Line with Text**

   - Fill the shape with the first image in the **Beach** category of the Online Pictures

   - Remove any distortion of the filled image

   - Change the shape outline to **Gold, Accent 4, Darker 25%** with a 6pt weight.

9. Create a new building block called **Hot Holiday** from the shape containing the image.

   Save the building block to the **General** category of the **Quick Parts** gallery in the **Building Blocks.dotx** template.

10. At the end of the document, below the last merged letter, insert a **Next Page** section break if there isn't one already. Then, insert the new building block from Quick Parts gallery at the end of the document.

    - Center the inserted building block

    - Set the Layout to **In Line with Text**

    - Change the margins of the page to **Normal**.

    - Change the vertical layout of the page to **Center**

    - Delete the new building block from the **Building Blocks Organizer**. (*Hint: Scroll down to Quick Parts in the Gallery column, or press the H key until the Hot Holiday building block is highlighted, and then delete it.*).

11. Add a figure caption below each figure in the document with the exception of the **Hot Holiday** image on the first and last pages. Add a colon after the figure information, and then use the heading above each image as the caption name.

12. Insert a **Whisp Quote** text box at the bottom of the first page.

    - Set the Layout to **In Line with Text**

    - Cut the contact information on the first page and paste it in the text box. Ensure that you remove all placeholder information

    - Resize the text box to accommodate the contact information

    - Add blank lines to the first page to space out the WordArt, text box, and shape, but ensure that all three remain on the first page.

13. Insert a blank page following the first page, and then add an **Automatic Table 2** table of contents to that blank page.

- Change the font of the heading, **Table of Contents**, to **Calibri**, change the font color to **Gold, Accent 4, Darker 25%**, and make the heading **Bold**.

14. Insert page numbering and a header as follows:
*(Hint: You may wish to replace **some page breaks** with **Next Page section breaks** to create separate sections in order to display the headers and footers as required.)*

- Add **Plain Number 2** numbering at the bottom of the page. Page numbers should **not** display on the first page or on the table of contents page, and should begin at 1 on the page following the table of contents. Make sure that page numbering is displayed on each subsequent page of the document, and continues in order from page 1.

- Add a header with the information, **Hot Holidays Vacation Packages**, in the center of the header. Bold the text, and change the font size to 14 pt., and the font color to Blue (Standard Colors). The header should not display on the first page but should display on the table of contents page and all subsequent pages.

15. Select the table in the **Holiday Package Offers** section, and create a new table style called **Hot Holidays** for this document only.

    The Hot Holidays table style should have the following formatting attributes applied:

- It should be based on the **Grid Table 4 - Accent 4 style**
  Hint: You will need to scroll up to find this style.

- The fill of the header row should be **Gold, Accent 4, Darker 25%**

- The font size of the header row should be **14 pt.**

- The paragraph spacing of *all rows* should be 6 pt. **Before** and 6 pt. **After**. *(Hint: Click the **Format** button in the **Create New Style from Formatting** dialog box, to access Paragraph options.)*

16. Apply the Hot Holidays table style to the table in the **Holiday Package Offers** section, the table in the **Insurance** section, and the table in the **Mailing List** section.

17. Repeat the header row at the top of each page of the **Mailing List** table.

18. Add a blank row at the bottom of the Mailing List table. Make it a **Total Row** and add the following information:

- In the first column, add the text, **Ave. Deposit**

- In the **Deposit** column, add a formula that calculates the average of the deposits
  Hint: Use relative references; there are 22 records in the table.

Important – make a note of this value.

- Change the value of the cell directly above the formula, from **£100.00** to **£1000.00**, and then update the formula.

19. Add a link from the heading, **Destinations**, on page 1 of the document, to the **Holiday Package Offers** section.

20. Mark the following entries in your document – make sure to **Mark All**:

Found on Page 2	Found on Page 3	Found on Page 4 and 5
(page numbering as per the footer)		
France	Spain	Italy
Paris	Benidorm	Sorrento
Champagne	Alicante	Tuscany
Brittany	Valencia	Pisa
Loire	Barcelona	Florence
Corsica	Majorca	Greece
Cannes	Menorca	Athens
Nice	Ibiza	Skiathos
		Zante

21. Add a page break at the end of the document and type the heading, **Index**. Format the heading with the **Heading 1** style, change the font to **Calibri**, change the font color to **Gold, Accent 4, Darker 25%**, and make the heading **Bold**.

    Below the heading, create an index with a **single column**, **right-aligned numbers**, and a **dotted leader**.

22. Update the table of contents to include the index.

23. Update the index.

24. 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 exam.

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