CADET BANK

Shelly Cashman Word 2019 | Module 4: End of Module Project 1



Creating a Multipage Document

# GETTING STARTED

* Open the file **SC\_WD19\_EOM4-1\_*FirstLastName*\_1.docx**, available for download from the SAM website.
* Save the file as **SC\_WD19\_EOM4-1\_*FirstLastName*\_2.docx** by changing the “1” to a “2”.

If you do not see the .docx file extension in the Save As dialog box, do not type it. The program will add the file extension for you automatically.

* To complete this SAM Project, you will also need to download and save the following data files from the SAM website onto your computer:

Support\_WD19\_EOM4-1\_Checkmark.png

* With the file **SC\_WD19\_EOM4-1\_*FirstLastName*\_2.docx** still open, ensure that your first and last name is displayed in the footer.

If the footer does not display your name, delete the file and download a new copy from the SAM website.

* PROJECT STEPS

1. You are the manager of a Cadet Bank branch in Middleton, Wisconsin, and are creating a draft of a sales proposal describing the bank's digital banking services.   
   Expand the character spacing of the "Digital Banking" text by 1 point to make the title more distinctive.
2. Delete the page break and the extra paragraph mark at the bottom of Page 1 so that the "Online Banking" heading appears directly after the picture.
3. Format the text "all-day access" in small caps to match the formatting of the other list items on the page.
4. Change the bullet character in the list on Page 1 to a picture using the file **Support\_WD19\_EOM4-1\_Checkmark.png** to coordinate with the other lists in the document.
5. On Page 2, increase the indent of the four list items beginning "Touch ID" and ending "Device registration" by one level. Decrease the indent of the "Text banking" list item by one level to apply a more logical organization to the list.
6. Apply the color **Ice Blue, Accent 1, Darker 50%** to the bullets for second-level list items in the "Mobile Banking" section to add visual appeal to the list. [Mac Hint: 5th Column, 6th Row in the Mac Theme Colors palette.]
7. Apply a right indent of 0.5" to the list in the "Mobile Banking" section to use the same formatting as in the list on Page 1.
8. Format the list in the "Sign Up" section (beginning "Online Banking" and ending "Follow the prompts to start banking.") as a multilevel list using the 1., a., i. numbering format.
9. Apply a left indent of 0.5" to the paragraph beginning "The next time you want…" and ending "access your accounts." to align the paragraph with the first-level text in the list above the paragraph.
10. On Page 3, sort the bulleted paragraphs in the "Questions?" section in ascending order to make it easier for readers to find information.
11. Change the color of the page numbers to **Ice Blue, Accent 1, Darker 50%** to match the color of other elements in the document. [Mac Hint: 5th Column, 6th Row in the Mac Theme Colors palette.]
12. Add the Draft 1 text watermark to the document to clarify you are creating a draft for review. [Mac Hint: Insert a Text watermark using the Draft option. Change the Transparency to 50% and the Orientation to Diagonal.]
13. Insert the Slice (Dark) cover page to add professional polish to the document. Use **Digital Banking Services** as the document title. Use **Cadet Bank** as the document subtitle.

Your document should look like the Final Figure on the following pages. Save your changes, close the document, and then exit Word. Follow the directions on the SAM website to submit your completed project.

* Final Figure

© Georgejmclittle/Shutterstock.com







