

10. Create a new, blank document, and then add an envelope to the document. Use Charles Plaut's address (from Step 3) as the delivery address. Use your address as the return address. If you are asked if you want to save the return address as the new return address, click No.
11. Save the document as **Plaut Envelope** in the Word1\Review folder provided with your Data Files.
12. Save your changes and close the document.
13. Open the file **Extreme** located in the Word1\Review folder included with your Data Files, and then check your screen to make sure your settings match those in the tutorial.
14. Save the document as **Extreme Flyer** in the same folder.
15. Correct any misspelled words marked by wavy red lines. Also, remove any red wavy underlines below words that are spelled correctly. (You can assume the author's name and "Thaler Hall" are spelled correctly.)
16. Change the Zoom level to One Page, and then change the page orientation to Landscape and the margins to Narrow.
17. Change the Zoom level to Page Width, and then format the document text in 22-point Times New Roman font.
18. Select the second paragraph, which contains the book title, and format it in 28-point Arial Black.
19. Format the book title with the text effect Gradient Fill – Black, Outline – White, Outer Shadow.
20. Italicize the author's name (Joseph Rudin) and then format it in the Blue font color, located in the Standard Colors section of the Font Color gallery.
21. Use the Format Painter to copy the blue font and italics to the third paragraph, which contains the time and date.
22. Select the entire document, and then center align the text and photo.
23. Add a single outside border surrounding the four paragraphs of text, and then add pale green shading to the four paragraphs, using the Olive Green, Accent 3, Lighter 40% color located in the Theme Colors section of the Shading gallery.
24. Delete the photo of the pink flower with green leaves and replace it with the **Red Flower.jpg** photo, located in the Word1\Review folder included with your Data Files.
25. Resize the photo so that it fills as much of the page as possible, without adding a second page to the document.
26. Save your changes to the flyer, preview and print it, and then close it.



APPLY

Case Problem 1

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instructions and start files.

There are no Data Files needed for this Case Problem.

Wingra Family Practice Clinic You are a nurse at Wingra Family Practice Clinic. You have organized a lunchtime lecture series for the clinic staff in which regional medical professionals will discuss topics related to pediatric health care. You have hired your first speaker and need to write a letter confirming your agreement and asking a few questions. Create the letter by completing the following steps. As you type the document, accept the default paragraph spacing until you are asked to change them. Because the clinic is currently out of letterhead, you will start the letter by typing a return address.

1. Open a new blank document and then save the document as **Wingra Letter** in the Word1\Case1 folder provided with your Data Files.
2. Type your name, press the Enter key, and then type the following return address:
Wingra Family Practice Clinic
2278 Norwood Place
Middleton, WI 52247
3. Press the Enter key twice, and then type **September 5, 2013** as the date.
4. Press the Enter key twice, and then type this inside address:
Dr. Maria Sundquist
Prairie Land Medical Center
4643 Frank Lloyd Wright Drive
Madison, WI 53788
5. Press the Enter key twice, type the salutation **Dear Dr. Sundquist:** (don't forget the colon), and then press the Enter key once.
6. Type the following paragraph: **Thank you so much for agreeing to lecture about early childhood vaccinations on Friday, October 4. Before I can publicize your talk, I need some information. Please call by Tuesday with your answers to these questions:**
7. Press the Enter key, and then type the following questions as separate paragraphs, using the default paragraph spacing:
Which vaccines will you cover in detail?
Will you discuss common immune responses to vaccine antigens?
Will you provide handouts with suggested vaccination schedules?
8. Move the insertion point to the beginning of the third question (which begins "Will you provide..."). Insert a new paragraph, and add the following as the new third question in the list: **Would you be willing to take questions from the audience?**
9. Insert a new paragraph after the last question, and then type the complimentary closing **Sincerely,** (including the comma).
10. Press the Enter key twice to leave room for your signature, and then type your full name. Press the Enter key and type **Wingra Family Practice Clinic.**
11. Correct any spelling errors indicated by red wavy lines. Because "Wingra" is spelled correctly, use the shortcut menu to remove the wavy red underline under the word "Wingra" and prevent Word from marking the word as a misspelling. Do the same for "Sundquist."
12. Select the four paragraphs containing the questions and italicize them.
13. Select the first three lines of the return address and remove the paragraph spacing. Do the same for the first three paragraphs of the inside address and the signature line.
14. Select the four paragraphs containing the return address, and then center them, format them in 16-point Times New Roman, and apply the Dark Blue font color.
15. Save the document, preview and print it, and then close it.

Apply your skills to create a flyer announcing a new investment program.

APPLY

Case Problem 2

Data Files needed for this Case Problem: EdInvest.docx, Seal.jpg

Pear Tree Investment Services You work as a financial planner at Pear Tree Investment Services. You are developing a new program, EdInvest, which encourages parents to save for their children's college educations. In order to get the word out, you asked a program assistant at the Department of Education to give a presentation at a local high school for parents of college-bound students. You will create a flyer announcing the presentation, and then create an envelope to use when you send the flyer to the school principal. Complete the following steps:

1. Open the file **EdInvest** located in the Word1\Case2 folder provided with your Data Files, and then save the document as **EdInvest Flyer** in the same folder.
2. Change the page orientation to Portrait and the margins to Moderate.
3. Replace YOUR NAME with your first and last name.
4. Select the first paragraph and format it with the text effect located in the lower-left corner of the Text Effect gallery (Gradient Fill – Blue, Accent 1, Outline – White, Glow – Accent 2), and then change the font size to 48 points. Finally, center the paragraph.
5. Use the Format Painter to copy the formatting of the first paragraph (with the new, blue text effect and the center alignment) to the last paragraph of text, which reads "Start saving today!"
6. Select the middle five paragraphs of text, format them in 16-point Arial Black, and change the font color to Dark Blue.
7. Right-align the five selected paragraphs, so the right edge of each paragraph aligns at the right margin. Depending on how long your name is, the paragraph containing your name might wrap to a second line.
8. Change the line spacing for the five selected paragraphs to 1.0 and then remove extra space between paragraphs.
9. Add a single outline border to surround the five right-aligned paragraphs, and then shade the paragraphs inside the border with blue shading, using the Blue, Accent 1, Lighter 40% color in the fourth row of the Theme Colors section of the Shading gallery.
10. Create a new paragraph at the end of the document, switch to One Page view, and insert the picture **Seal.jpg** from the Word1\Case2 folder provided with your Data Files.
11. Resize the picture until its bottom border is positioned just above the bottom page margin.
12. Save the document, preview and print it, and then close it.
13. Open a new, blank document, and save it as **Flyer Envelope** in the Word1\Case2 folder provided with your Data Files.
14. Create an envelope for the flyer, using the following address:

Principal James Handke
Monona Valley High School
465 Ash Street
Monona, ID 83756

Click the Omit check box to deselect it (if necessary), and then, for the return address, type your own address. Add the envelope to the document. If you are asked if you want to save the return address as the new default return address, answer No. If your computer is connected to a printer that is stocked with envelopes, click the File tab to open Backstage view, click the Print tab, click the Pages option button, type 1 in the Pages box, and then click the OK button.

15. Save and close the document.

EXPLORE

EXPLORE

Use your skills to create the letter of recommendation shown in Figure 1-35.

CREATE

Case Problem 3

Data File needed for this Case Problem: Waterfall.jpg

Monterrey Mountain Bike Tours You are the owner of Monterrey Mountain Bike Tours, located in Portland, Oregon. One of your tour guides, Alyssa Greene, has decided to move to the Midwest to be closer to her family. She has applied for a job as a tour guide at Horicon Marsh in Wisconsin, and has asked you to write a letter of recommendation. Complete the following steps:

1. Open a new blank document and then save the document as **Alyssa Letter** in the Word1\Case3 folder provided with your Data Files.
2. Type the letter shown in Figure 1-35. Assume that you will print the letter on the company's letterhead, with the date positioned 2 inches from the top of the page. Replace "Student Name" with your first and last name. Remember to remove the paragraph spacing from the first three paragraphs of the inside address and from the signature line. For the photo, use the file **Waterfall** from the Word1\Case3 folder provided with your Data Files. Insert the photo in a blank paragraph just before the complimentary close, and size it so it takes up the same amount of space as the photo in Figure 1-35.

Figure 1-35 Letter of recommendation for Alyssa Greene

June 27, 2013

Carl Mellencamp
Horicon Marsh Administrative Office
675 Scales Bend Road
Horicon, Wisconsin 57338

Dear Mr. Mellencamp:

I am writing on behalf of Alyssa Greene, who has applied for a job as a tour guide at Horicon Marsh. I highly recommend that you hire Alyssa. She is enthusiastic, energetic, and extremely well organized.

I would be glad to tell you more over the phone. You can reach me during business hours at (555) 555-5555. In the meantime, I thought you might enjoy seeing this photo of Alyssa with a recent tour group, which gave her very high marks in their trip review.



Sincerely,

Student Name
Owner

EXPLORE

3. Correct any typing errors.
4. Preview and print the letter.
5. Create an envelope for the letter. Use the delivery address taken from the letter. Click the Omit check box to deselect it (if necessary), and then, for the return address, type your own address. Add the envelope to the document. If you are asked if you want to save the return address as the new default return address, answer No. If your computer is connected to a printer that is stocked with envelopes, click the Office Button, click Print, click the Pages option button, type **1** in the Pages box, and then click the OK button.
6. Save the document and close it.