12. Insert a Next Page section break after the table on page 2, format the new page 3 in landscape orientation, and then insert a SmartArt graphic that illustrates the advantages of computer classes. Use the Continuous Block Process graphic from the Process category, and, from left to right, include the following text in the SmartArt diagram: **Computer Education**, **Technological Advantage**, and **New Career Prospects**. Size the SmartArt graphic to fill the page.

13. Create a footer for sections 1 and 2 that aligns your first and last name at the left margin. Insert the page number, without any design elements and without the word "Page," below your name.

14. Separate the section 1 header from the section 2 header, create a header for section 1 using the Conservative header style, enter **Parkside Computer Training** as the document title, pick the current date, and then close Header and Footer view.

15. Insert a cover page using the Conservative style, delete the Company document control, verify that the document title is automatically inserted in the cover page, enter **An Informational Report** for the subtitle, enter your name for the author, verify that the current date appears below your name, and then delete the Abstract document control.

16. Save and preview the report, and then submit the finished document to your instructor, either in printed or electronic form, as requested.

SAM

APPLY

Case Problem 1

Data File needed for this Case Problem: Noblewood.docx

Noblewood Textiles, Inc.   As an assistant manager of Noblewood Textiles in San Diego, California, you must help prepare an annual report for the board of directors.

Complete the following:

1. Open the file **Noblewood** located in the Word3\Case1 folder included with your Data Files, and then save it as **Noblewood Report** in the same folder.

2. Use the Navigation pane to promote the headings "Children's Knitting Hour" to Heading 2 text, and then move the "Company Philosophy" heading and its body text up before the "Goal" heading.

3. Select the list of members under the heading "Board of Directors," and then insert a left tab stop with a dot leader at the 4-inch mark. (*Hint*: Click the Page Layout tab, and then, in the Paragraph group, click the Dialog Box Launcher, click the Indents and Spacing tab if necessary, and then click the Tabs button at the bottom of the dialog box to open the Tabs dialog box.)

4. Near the middle of page 2, at the end of the paragraph below the heading "Summer Fiber Art Festival," insert the following endnote: **NetMind Solutions currently hosts our Web site.**

5. On page 1, at the end of the paragraph below the heading "Company Philosophy," insert the following footnote: **Boardman Fabrics is our statewide competitor.**

6. Move the insertion point to the blank paragraph at the end of the document, and then insert a table consisting of three columns and four rows.

7. In the table, enter the following column headers and data. Format the header row in bold.

Department	July-December	Projected January-June
Yarn	$175,000	$165,000
Quilting	$185,000	$150,000
Garment	$120,000	$85,000

8. Sort the table in ascending order by department.
9. Insert a row above the Garment row and enter the following information:

Embroidery	$130,000	$110,000

10. Adjust the column widths so each column accommodates the widest entry.
11. Format the table using the Light Shading- Accent 2 table style.
12. Create a footer for the document that aligns your name at the left margin and the page number (in the Accent Bar 3 style) at the right margin. (*Hint*: Press the Tab key twice to move the insertion point to the right margin before inserting the page number.)
13. Insert a cover page using the Sideline style. Enter the company name, **Noblewood Textiles**, and the title, **Annual Report** in the appropriate document controls. In the subtitle document control, enter **Prepared by Your Name** (but replace "Your Name" with your first and last name). Delete the Author document control, and then insert the current date in the Date document control.
14. Change the document theme to Austin and then review the changes that occur throughout the document as a result, including the cover page and the table.
15. Save and preview the document, and then submit the finished document to your instructor, either in printed or electronic form, as requested.

Apply your skills to create a report on a municipal wireless network.

APPLY

Case Problem 2

Data File needed for this Case Problem: Network.docx

Report on a Municipal Wireless Network   Like many communities, the town of Grand Island, Nebraska, is considering a city-wide wireless (or WiFi) network to provide low-cost Internet access for all residents. A task force appointed by the mayor has investigated the issue and summarized its findings in a report. As you format the report in the following steps, you will create a cover page from scratch, without relying on predefined elements provided by Word. You will also create and edit a SmartArt graphic to illustrate the process of creating the network. Complete the following:

1. Open the file named **Network** located in the Word3\Case2 folder included with your Data Files, and then save it as **Network Report** in the same folder.
2. Replace "Student Name" in the first page with your first and last name.
3. Use the Navigation pane to Promote the heading "Low Cost" to Heading 2 text, and to move the heading "Summary" and the body text that follows it before the "Task Force Members" heading.
4. Insert a Next Page section break just before the "Summary" heading.
5. Position the insertion point somewhere in the page 1 text.
6. Change the vertical alignment in section 1 to center. (*Hint*: Click the Page Layout tab, and then click the Dialog Box Launcher in the Page Setup group.)

7. Insert a tab stop at the 2-inch mark in the list of task force members that appear on page 2.

8. Change the section 2 header so it is no longer linked to section 1, move the insertion point to the center tab stop in the section 2 header, and then type the header **Grand Island WiFi Report, Prepared by Student Name** (replacing "Student Name" with your first and last name). Format the header text using the Intense Emphasis style.

⊕ EXPLORE   9. Create a footer for just section 2 with a plain page number in the center. Use the Format Page numbers command on the Page Number menu to format the page number with a hyphen before and after it.

10. Insert a Next Page section break at the end of the document, and then format the new page in landscape orientation.

11. Change the section 3 header and footer so they are no longer connected to section 2, delete the page number field from the section 3 footer, and then review the footers in all three sections, verifying that section 2 still contains a page number field. In the section 3 header, drag the Center Align tab stop right to the 4.5-inch mark on the ruler, so that the header text is centered over the page.

12. Insert a SmartArt graphic on the new page 4. In the Process category, select the Upward Arrow graphic. Starting at the bottom of the arrow and moving up, enter the text **Hire Networking Firm**, **Construct Network**, and **Sell Broadband Rights**. When you are finished, keep the "Sell Broadband Rights" text box selected.

⊕ EXPLORE   13. On the SmartArt Tools Design tab, in the Create Graphic group, click the Add Shape button arrow, click Add Shape After, and then type **Sell Network Subscriptions**.

14. Click anywhere in the white area of the SmartArt Graphic, inside the border, to deselect the text, and then resize the graphic to fill the page.

15. Change the document theme to Essential, and then review the document's new look.

16. Save the document, preview it, and then submit the finished document to your instructor, either in printed or electronic form, as requested.

Go beyond what you've learned to convert text into a table and use other advanced table options.

CHALLENGE

Case Problem 3

Data Files needed for this Case Problem: New.docx and Table.docx

Contact List for Parson's Graphic Design   Amanda Parson recently launched a new graphic design firm that specializes in creating Web ads for small businesses in the Seattle area. A colleague has just emailed her a list of potential clients. The list consists of names, email addresses, and phone numbers. Because it was exported from another program, the information is formatted as simple text, with the pieces of information separated by commas. Amanda asks you to convert this text into a table and then format the table to make it easy to read. When you're finished, she needs you to sum a column of numbers in her Office Expense table. Complete the following:

1. Open the file named **New** located in the Word3\Case3 folder included with your Data Files, and then save it as **New Clients** in the same folder.

⊕ EXPLORE   2. Use Word Help to learn how to convert text to a table. (*Hint*: Search on "Add or delete a table" and then read the "Convert text to a table" topic.) Use what you learn to convert the document to a table with 4 columns and 6 rows. Adjust the column widths to accommodate the widest entry in each column.

3. Insert a header row using the bold headers **Company**, **Contact**, **Phone**, and **Email**.

4. Sort the list alphabetically by Company, and then replace the name "Katherine Shropshire" with your first and last name.

5. Change the page orientation to landscape, and then drag the Table Resize handle (located just outside the lower-right corner of the table) until the table is 7 inches wide and 3 inches high.

6. Format the table using the Light List – Accent 6 style, and change the document theme to Angles.

7. Save and preview the document, and then submit the finished document to your instructor, either in printed or electronic form, as requested. Close the document.

8. Open the file named **Table** located in the Word3\Case3 folder included with your Data Files, and then save it as **Expense Table** in the same folder.

⊕ **EXPLORE** 9. Select the cell containing the word TOTAL, and the blank cell to its right, then click the Merge Cells button in the Merge group on the Tables Tools Layout tab.

⊕ **EXPLORE** 10. Experiment with the Alignment buttons on the Table Tools Layout tab, and then align the word "TOTAL" on the right of the new, larger cell using the Align Top Right button. Do the same for the four cells below the Expense header (including the blank cell at the bottom of the Expense column).

⊕ **EXPLORE** 11. Click the blank cell at the bottom of the Expense column and then, in the Data group, click the Formula button. The Formula dialog box opens. Make sure the formula "=SUM(ABOVE)" appears in the Formula text box, make sure the other two text boxes are blank, and then click the OK button to display the total in the selected cell.

12. Adjust the width of each column so it is just wide enough for its widest entry, change the document theme to Angles, and then format the table with the Colorful List table style.

13. Save and preview the document, and then submit the finished document to your instructor, either in printed or electronic form, as requested.

Use your table skills to create the instruction sheet shown in Figure 3-42.

CREATE

Case Problem 4

There are no Data Files needed for this Case Problem.

Herschel Astronomical Society Sarah Vernon coordinates star-gazing tours for the Herschel Astronomical Society. To ensure that participants can see as well as possible in the night sky, they are asked to follow a set of rules that astronomers refer to as a dark sky protocol. You can use Word table features to create an instruction sheet describing the club's dark sky protocol. Figure 3-42 shows Sarah's sketch.