# **Exploring Microsoft Office Word 2013**

# **Chapter 3 and 4 Assessment**



English Paper on Animal Sanctuaries

1. Open W*2\_data1* and save it as **Word2\_Assessment\_Draft\_LastFirst**.
2. Change all headings that use Heading 4 style to **Heading 1 style** and all that use Heading 5 style to **Heading 2 style**.
3. Select the image on the left side of page 2. Insert the caption to read **Figure 3: Wolf**. Display it centered and below the photo. Repeat this process and formatting for the image on the right side of page 2, making its caption read **Figure 4: Fox**.
4. Select the **MLA Seventh Edition style**. Click before the period ending the second sentence in the *What is a Sanctuary* section. The sentence ends with *the world today*. Insert the following Web site citation:

Corporate Author: **Travera, Will CEO Born Free Foundation**

Name of Web Page: **Born Free**

Year Accessed: **2015**

Month Accessed: **November**

Day Accessed: **17**

1. Click before the period ending the second sentence in the *Captive Wildlife Crisis* section. The sentence ends with *outside the zoo system*. Insert the following Web site citation:

Corporate Author: **Vandergrift,** **Katie**

Name of Web Page: **The Wild Animal Sanctuary**

Year Accessed: **2015**

Month Accessed: **October**

Day Accessed: **22**

1. Click before the period ending the last sentence in *The Wild Animal Sanctuary* section. The sentence ends with *large carnivores*. Insert the citation created in step e for *The Wild Animal Sanctuary* Web site. Edit this occurrence of the citation to suppress the **Author**.
2. Insert a Cover Page using the Cover Page Gallery, Facet style. Replace the information in the placeholders to include **Title**(Animal Sanctuary), **Author**(use your name), and **date**. Delete all other placeholders.
3. Insert a blank page at the end of the document and insert a bibliography in MLA style with the title **Works Cited**.
4. Mark the following words as entries, mark all occurrences: *sanctuary, habitat,* and *carnivore.* Automatically generate an index at the end of the document. Use any style you please.
5. Automatically generate a table of contents to display on a separate page after the cover (clear formatting before inserting the table of content). The style is **Automatic Table 1**. Close this file.
6. Open *W2\_data2*. Start a mail merge using that letter as the source document. Create a new recipients list, editing the field names to include the **bold** labels you see in the table below (split the name between first and last). Sort by city, then last name. Name the list *Word2\_Assessment\_Recipients\_LastFirst*.

**Name Address 1 City State Zip Contribution**

Greg Young 33 Jamison Rd East Aurora NY 14052 25.00

Rita Link 125 Rod Rd. Clarence NY 14031 15.00

Lee Wu 55 Paradise Rd. Amherst NY 14051 15.00

Paula Easton 765 Highland Ave. Buffalo NY 14214 20.00

Derrick Pano 46 Fern Lane Hamburg NY 14075 25.00

Rick Robbins 567 East Main St. East Aurora NY 14052 10.00

1. In the Form letter, replace the bracketed date information with today’s date. Replace the other bracketed placeholders with corresponding merge codes. Don’t forget the contribution in the second paragraph. Type a **$** before the contribution merge code. Use your name as the student assistant. Save this letter with the merge fields, before completing the final merge, as **Word2\_Assessment\_Letter\_LastFirst.**
2. Change the formatting of the bracketed information to regular font (not bold or italic)
3. Complete the process by merging of all records, producing a document of six letters, each addressed to a recipient in the data source. Save the merged letters as **Word2\_Assessment\_Merged\_LastFirst**.
4. Submit all four files to Blackboard.
   * **Word2\_Assessment\_Draft\_LastFirst**
   * **Word2\_Assessment\_Recipients\_LastFirst** *(one without the lock)*
   * **Word2\_Assessment\_Letter\_LastFirst**
   * **Word2\_Assessment\_Merged\_LastFirst**