# **EX16\_WD\_CH03\_GRADER\_CAP\_AS - Weather 1.7**

## **Project Description:**

In the following project, you will modify a document prepared for publication in one or more journals related to weather statistics in the United States. Climate change, or global warming, is suspected by some to be a factor in the change in injuries and fatalities related to natural disasters and weather trends. The document and related table will be combined with a data source in a mail merge operation to send to selected journal editors.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Download and open the file named *EX16\_WD\_CH03\_GRADER\_CAP\_AS.docx*. | 0 |
| 2 | Insert a column at the right of the *10-Year Average* column in the table. Add the following data in the new column, beginning in row 2:  **64** **42** **65** **200** **122** **23** **34** **60** **32** | 12 |
| 3 | Type **30-Year Average** in the fourth cell on row 1. Insert a new row at the top of the table, merge cells in the new row, and type **U.S. Natural Disaster Statistics**. Format the first row with Align Center alignment. | 12 |
| 4 | Align Center all entries in the second, third, and fourth columns from row 2 through the last row in the table. | 10 |
| 5 | Delete the *Winter* row. | 10 |
| 6 | Add a row below the last row in the table. Type **Total** in the first cell of the new row. Insert a formula in the second, third, and fourth columns of the new row to total all values above. | 12 |
| 7 | Apply Grid Table 5 Dark, Accent 5 table style to the table (fifth row, sixth column under Grid Tables). Select the table. Select a pen color of Blue, Accent 5, Darker 50%. Apply the color to Outside Borders. | 10 |
| 8 | Bold all entries in row 2. Shade row 2 with Blue-Gray, Text 2, Lighter 40%. | 5 |
| 9 | Select row 2 and apply a Single solid line, 1 1/2 pt., Accent 1 (second row, second column under Theme Borders) border style to the outside borders of the selected row. | 2 |
| 10 | Change the format of the formula in the second cell of the last row (total for Year 2015) to #,##0. | 5 |
| 11 | Click the Mailings tab, click Start Mail Merge, and then click Letters. Click Select Recipients, and then click Use an Existing List. Browse for the *EX16\_WD\_CH03\_GRADER\_CAP\_AS\_Datasource.xlsx* workbook and select Sheet1. Sort the data source in ascending order by State. | 9 |
| 12 | At the beginning of the document, replace the text *[Address Block]* with the merge fields as follows:  *First\_Name* (Press SPACEBAR) *Last\_Name* *Address* *City*, (Type a comma, then press SPACEBAR) *State* (Press SPACEBAR) *Zip*  At the end of the document, replace *[Journal Name]* with data from the *Journal\_Name* field. Preview the letters. | 7 |
| 13 | Adjust the address block so that it is single spaced with no spacing before or after paragraphs. Format the journal name in the last line of the document in italics. | 6 |
| 14 | Complete the merge, merging all records. | 0 |
| 15 | Save the merged document as *EX16\_WD\_CH03\_GRADER\_CAP\_AS\_LastFirst.docx* and close the document. Close the original file, *EX16\_WD\_CH03\_GRADER\_CAP\_AS.docx* without saving the document. Exit Word. Submit the final merged document, *EX16\_WD\_CH03\_GRADER\_CAP\_AS\_LastFirst.docx* as directed. | 0 |

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| **Total Points** | **100** |