# **Word\_Vol1\_CAP\_Softball\_AS**

## **Project Description:**

In the following project, you will edit and format a letter with an attached brochure for the Aspen Falls Spring Softball tournament. You will use Find and Replace and make other edits. You will apply font and paragraph formatting and create a custom style. Next, you will insert and format a table and tabbed list. Finally, you will insert, position, and format a picture.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Word. Download and open file named *Student\_Word\_Intro\_CAP\_Softball\_AS.docx* . Save the file as *Last\_First\_Word\_Intro\_CAP\_Softball\_AS.docx.* | 0 |
| 2 | Insert the FileName field in the footer. Close the footer. | 2 |
| 3 | Use Find and Replace to replace all occurrences of **City of Aspen Falls** with **Aspen Falls**. | 6 |
| 4 | Change the document's theme to Retrospect. | 4 |
| 5 | In the first line of the letterhead, change the font size to **17**, apply the Small caps effect, and then set the character spacing to Expanded by 2 pt. | 6 |
| 6 | In the letter greeting, change the word *Ms.* to **Mrs.** | 2 |
| 7 | In the first letter body paragraph, insert a footnote after the word *interns.* For the footnote, type the following: **This intern is majoring in business and completed this as a class project.** (include the period). | 8 |
| 8 | At the end of the letter on page 1, after the text *City Hall*, insert a manual page break. | 4 |
| 9 | At the top of Page 2, delete the two blank paragraphs, and then select the text *Aspen Falls Parks and Recreation.* Change the Font to Verdana, the size to 16, and then apply the Fill: Orange, Accent color 1; Shadow text effect.   Note, depending upon the version of Office you are using, the text effect name may be Fill - Orange, Accent 1, Shadow. | 6 |
| 10 | At the top of Page 2, select the text *Spring Softball*.Apply Bold and change the font size to 36. | 4 |
| 11 | For the heading, *Important Dates,* apply the Small caps effect, change the font size to 18, and then change the font color to Orange, Accent 2 (sixth column, first row). Change the Line Spacing to Single, the Spacing Before to 12 pt. and the Spacing After to 6 pt. | 8 |
| 12 | Create a new style named **Softball Title** based on the formatting applied to the *Important Dates* heading. Apply the Softball Title style to *Important Dates* and the other three headings, *Schedule*, *Rules*, and *For more information*. | 8 |
| 13 | Under the *Rules* heading, apply the default round black bullet to the three paragraphs. | 3 |
| 14 | Under the *Schedule* heading, in the blank paragraph, insert a 2x5 table. In the table, type the following:  **Game Type** | **Start Time** **Weekdays** | **6:30 p.m.** **Weekend mornings** | **10:30 a.m.** **Weekend afternoons** | **1:00 p.m.** **Weekend evenings** | **6:00 p.m.**  Add a new last table row, and then merge the new row's cells into one cell. In the new row, type:  **Canceled or rained out games will be rescheduled the following weekend** | 10 |
| 15 | For the table, apply the Grid Table 3 - Accent 2 table style and then clear the First Column table style option. Change the cell size to AutoFit Contents. Change the alignment of the first column to Align Center Right, the alignment of the second column to Align Center Left, and the alignment of the last merged row to Align Center. | 10 |
| 16 | Under the *Important Dates* heading, select the tabbed list. Add a Left tab at 1" and a Right tab with a Leader 2 option at 4". | 6 |
| 17 | After the last item in the tabbed list, add the following event, pressing TAB before and after *Coed Tournament.*  **Coed Tournament** | **July 20 - 22**  Check the spelling of the document. Verify the document is two pages with the letter on Page 1 and the brochure on Page 2. | 3 |
| 18 | On Page 2, insert the downloaded picture *sk19\_wd\_Vol1\_cap\_as\_Softball.jpg.* Set the picture's position to Top Right with Square Text Wrapping. Change the Height to 2.0". Apply the Rotated, White picture style. | 10 |
| 19 | Save and close *Last\_First\_Word\_Intro\_CAP\_Softball\_AS.docx*. Exit Word. Submit the file as directed. | 0 |

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