

Project on Word - 2013

All the resource files of that project are needed to download from Resource Page. You need to follow the instructions given below to complete this project. Accept default values unless otherwise instructed.

Instructions:

Text Source: Open Newsletter.txt file and copy the contents paste it in a Word Document.

Theme: Change the themes Dividend, Colors: Marquee, Page Color: Orange Accent 3 Lighter 80%

Page Break: Move the text from *"For each toxin stored in the body..."* in Page 2, move the text in page 3 from *"What about our pets....."* in page 3 and move the text from *"Question & Answer with Dr. Nelson...."* in page 4.

Page Setup: Top Margin: 2.54 CM, Bottom Margin: 1.50 CM, Inside Margin: 2.54 CM and Outside Margin: 1.50 CM, Orientation: Landscape, Paper Size: A4 for first page only. For next page onwards – Orientation: Portrait, Top Margin: 2.54 CM, Bottom Margin: 1.50 CM, Left Margin: 1.50 CM and Right Margin: 1.50 CM

Page Border: Apply double curve line border for first page and single curve line border for rest of the pages.

Header & Footer: Insert header – Grid in all except first page then type *"Project on Word - 2013"* in Title field and insert today's date in Date field. Insert page number [Number will be started from 1] in footer all pages except first page.

Indents & Spacing: Apply Justify alignment and 1.15 line spacing in your document.

Styles: Select the text *"Detoxification is the key"* and apply Title style. Now modify the Intense Emphasis as: Theme Color: Gold, Accent 5, Darker 25%, Font size: 14, Bold and apply to *"Dr. Jane Miller, Ph.D."* and *"Question & Answer with Dr. Nelson"* text.

Bullet and Numbering: Select the text *"Dry mouth to Addictive personality"* and apply Check Marks bullet.

Columns: Select the text from *"2 cups of ground green tea leaves"* to *"½ pound of garlic cloves"* and convert into two columns.

Table: Select the text from *"Toxin to Some nausea"* under the paragraph starting with *"For each toxin"* and convert into table [separated at tabs]. Table Style: Grid Table 4 – Accent 4 and sort the table by **Side Effects** field in descending order.

Add Images: **Image 1** - Source: Doctor.png, Position: Upper right corner of the first page, Text wrap: Square, Style: Compound Frame, Black. **Image 2** – Source: Kitty.jpg, Position: Under what about our pets? Text Wrap: Tight, Height: 50%, Width: 50%, Style: Bevel Rectangle

WordArt: Apply WordArt [Fill – Gold, Accent 1, Outline – Background 1, Hard Shadow – Accent 1] in “*Are you Ok Sparky?*”, Wrap Text – Top & Bottom.

Shapes: Location – In the empty space on the first page, Graphic – Smiley Face, Style Colored outline – Black, Dark 1.

Caption: Figure Caption, Place under Smiley Face.

Footnote: Location –Dr. Nelson title on the last page, Text: Cut the text “*Dr. William Nelson....a recreational vehicle*” and paste it in footnote area with any symbol.

Hyperlink: Location - The text “*email all of your questions*”, in the last paragraph, Link to – willamnelson@yahoo.in .

Mail Merge: Now merge the following addresses having City = Howrah with the above document in a new document. Addresses are to be inserted at the top of the document:

<i>Title</i>	<i>First Name</i>	<i>Last Name</i>	<i>City</i>	<i>Email Address</i>
Mr.	Rritam	Banerjee	Howrah	ritam@gmail.com
Ms.	Nilanjana	Adhikary	Asansol	nilanjana@yahoo.com
Ms.	Nikita	Singh	Durgapur	nikita@rediffmail.com
Mr.	Sunil	Todowal	Howrah	sunil12@yahoo.com
Mr.	Ritaban	Biswas	Baruipur	ritaban@gmail.com
Ms.	Sudipta	Das	Howrah	sudipta@yahoo.com

Note: Insert the following text after Dear, “Sir” for all records having **Title = “Mr.”** and otherwise insert the **text “Madam”**

Now save the main document in PDF Format by My Word Project followed by your Student Code and the Merge document giving different name according to your choice in Word Format.