

Chapter 8 Final Challenge Instructions

Complete all Tasks in 40 Minutes



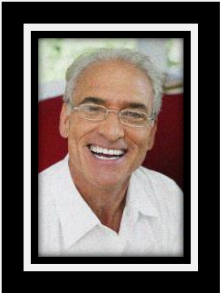
THE LANDON HOTELS

New Services for 2019



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[Insert TOC]



You'll feel at home in our neighborhood

PETER LANDON,
FOUNDER OF THE
LANDON HOTELS

EVENT
INFORMATION

Business Events

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We

understand the complex needs of the business traveler and are able to offer the technology and conveniences that are paramount in making their travel successful. Our video and teleconferencing capabilities are among the

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Here's what we can offer your business team :

- Beautiful, climate controlled conference rooms with sound-insulation to reduce outside noise.

- [Wireless](#) Internet access

- Meeting equipment including: AV equipment, LCD projector and panel, microphone, PA system, video camera, computers, flip charts

- Business services including: copying, faxing, full-service business center, messenger service, overnight pickup and delivery, post/parcel

- World class catering with healthy meals and snacks, throughout the day,

including support of any dietary needs including vegetarian/vegan, gluten-free, kosher, and many others

- Meeting services including: AV technician, electrician, carpenter, decorator, laborer, photographer, and security guard

Weddings and Social Events

Weddings, bar mitzvahs, family and class reunions, and so many other events are some of the most memorable times in our lives. When you entrust us to handle your wedding, or other event, you're putting your faith in our professional reputation – and that's not a responsibility we take lightly. We work hard to make your event dreams come true, aligning all our resources, including wedding planners, caterers, master chefs, florists, designers, and so much more.

Whether you're planning a small, intimate ceremony, traditional wedding, or an extravagant gathering, we can tailor a custom package that will be perfect for your special day. Our event and wedding planners have built outstanding relationships with local businesses in our community and are here to help with every aspect of planning for your celebration. We are dedicated to creating a unique experience that you will cherish for a lifetime. Here's just some of what we can offer for your special event:

- Event and wedding planners

- Onsite Florists

- Bridal/groom suites

- Indoor dance floor

- [Professional](#) photographer

DINING

Dining in the Area

The West End is a foodie's paradise, and the Landon Hotel is in the center of it all. With options for traditional English, Italian, Indian, American, Chinese, and French cuisines, all within two blocks of the hotel, and a variety of tasty culinary delights from many other countries, within a half-mile radius, the only trouble you'll have is choosing! Most restaurants serve food until 11:00 pm, allowing after-theatre dining, and many are open as late as 2 am, for hors d'oeuvres, desserts, and cocktails. In the West End, you'll never be hungry for long.

LANDON ROOFTOP CAFÉ

Landon Rooftop Café is the destination for five-star dining. Both indoor and outdoor seating areas allow for year round accommodations. We pull out all the stops, offering a variety of choices that are sure to delight your tastes. Our master chefs are trained to meet special dietary needs, and we offer a range of vegetarian/vegan, kosher, gluten, and dairy free selections to accommodate

our guests. Whether you're in the mood for our award winning roast beef, fresh select salads, appetizing lunch entrees, or delectable desserts, we have you covered.

The Rooftop Smoothie Bar gives you panoramic views of the city, where you can have one of our specialty smoothies while you wait for your table. You can sit at the bar and watch one of our three flat screen televisions, or take a seat at one of six fire pits, located in the lounge. Our top mixologists are constantly bringing new and unique offerings to our smoothie menu. We have a wide range of locally grown, fresh fruit and vegetable choices to make you custom blended drinks. We also have seasonal selections that you won't find anywhere else.

Our traditional breakfast and coffee bar, located adjacent to our lounge, are the perfect way to start your morning. We offer a wide selection of seasonal fresh fruit, a variety of cereals, croissants, crusty sourdough bread, cook-to-order eggs and omelets, fresh juice, coffee, and teas. Breakfast is served from 7:00 am to 10:00 am daily. Our

coffee bar is open until 6:30 pm daily.

If you'd rather stay in your room and enjoy a quiet evening in, or a relaxing breakfast in bed, room service options are available for all of our dining choices.

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What We Offer

Table 1

Facilities>Amenities

35 Elegant Rooms>Breakfast
Pastries

3 Executive Suites>Daily Maid
Service

4 Pet-Friendly Rooms>Laundry
& Dry

Penthouse >Cleaning Service

**Underground Jazz
Club**>Concierge Service

Coffee Bar >Express Checkout

Bakery>24-Hour Security

Fitness Room>Wireless Internet

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THE BOHEMIAN LANDON

Since the Middle Ages, the Latin Quarter has been a neighborhood of artists, writers, and intellectuals, and the **Latin Quarter Landon** exudes this in every brick of its building.

It's a common experience that a tourist finds himself derailed from an ordinary day of tourism, to sit in the vintage reading room of the **Latin Quarter Landon** and debate politics, discuss literature, or recite poetry with natives, while sipping coffee amongst the hotel's sizable book stacks.

When night falls, locals head to the **Underground Jazz Club**, in the hotel basement, to hear the most celebrated voices in jazz, both long-standing and up-and-coming.

The Landon Hotels | Jennifer McBee JM

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LOCAL SIGHTS

- Place St. Michel
- Paris Panthéon
- Cluny Museum
- Church of St. Séverin
- Luxembourg Gardens
- Shakespeare & Co Bookstore
- Sorbonne University

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Chapter 8 Final Challenge Instructions

Complete all Tasks in 40 Minutes

1.	Save the file as “My Final Challenge” in the Chapter 8 Exercises folder.
2.	Configure the two paragraphs under the “ Business Events ” heading to use line spacing exactly 12 pts. and 18 pts. after and a .50” hanging indent on both the left and right margins.
3.	<ol style="list-style-type: none">1. Insert the photo of Peter Landon (Chapter 8 file) above the text: “Peter Landon, Founder of The Landon Hotels”.2. Resize the photo to 1” wide x 1.5” high.3. Configure the graphic so the text flows on the top and bottom of the photo.4. Align the photo between the text “You’ll feel at home in our neighborhood” and “Peter Landon, Founder of The Landon Hotels”.5. Apply the Film Grain effect and add the Double Frame, Black style.6. Enter the following Alt Text: “Photo of Peter Landon, Founder of the Landon Hotels”.7. Lock the photo in its current location. Do not allow the photo to move with text.
4.	<p>Apply the following Styles to these Headings:</p> <ol style="list-style-type: none">1. Heading 1 Style: “Event Information, Dining”2. Heading 2 Style: “Business Events, Weddings and Social Events, Dining in the Area”3. Heading 3 Style: “Landon Rooftop Café, Local Sights”4. Use the Format Painter to apply the formatting from the heading “Landon Rooftop Café” to “The Bohemian Landon” heading.
5.	Configure the paragraph under the Heading “ Business Events ” to include 12 pts. of spacing before the first line of the paragraph.
6.	<p>Update the document properties as follows:</p> <ol style="list-style-type: none">1. Author: Your Name and Initials2. Subject: New Services for 20193. Category: Marketing4. Title: The Landon Hotels
7.	Apply the Filigree Header to the Section 3 Header only.
8.	<ol style="list-style-type: none">1. Format the paragraphs under “The Bohemian Landon” heading in three columns. Accept all defaults.2. Format the columns so each paragraph is in a separate column.3. Configure the heading and the paragraphs to print Landscape.
9.	<ol style="list-style-type: none">1. Apply the White, Background 1, Darker 5% Page Color.2. Apply a Shadow Page border, with a dotted line, White, Background 1, Darker 25%.

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10.	<ol style="list-style-type: none">Convert the Table 1 Title: “What we Offer” to a Simple Quote text box.Resize to 0.5” wide x 1.5” high.Configure the text box so the text flows tightly around it.Center the text box over the top of Table 1.Apply the Fill –Blue, Accent 1, Darker 25% with a Round Bevel to the text box.Apply a Green, Accent 6, Lighter 40% outline to the text box.Apply a Tight Reflection: Touching text effect.
11.	Convert Table 1 to text and separate the text with a “>” symbol.
12.	<ol style="list-style-type: none">Save the document in the Chapter 8 folder in a PDF format for online publishing.Do not open the document after publishing.
13.	<ol style="list-style-type: none">Use the Logo.jpg file to create a custom bullet character.Apply the new bullet character to the text under the heading Local Sites.
14.	Create a link from the photo above the “Local Sights” heading to “The Bohemian Landon” heading.
15.	<ol style="list-style-type: none">Insert a Flowchart: Decision shape above the photo of Peter Landon.Resize the graphic to 6.4” wide x 0.7” high. Insert the text “You’ll feel at home in our neighborhood”.Apply the Intense Effect, Blue, Accent 1 style to the shape.Position the shape as an absolute position horizontally 0.5” to the right of the margin and vertically 1.0” below page.
16.	<ol style="list-style-type: none">Apply the Slice Theme to the document.Apply the Minimalist Document Style.
17.	<ol style="list-style-type: none">Insert a footnote at the end of the “Local Sights” heading.The footnote note should read: “See the concierge for reservations”.Configure the footnote to display below the text.
18.	Add the comment “Add addresses” to the left of the heading “Local Sights” .
19.	Save the document as template. Accept all defaults.
20.	Add a watermark with the text “For Landon Hotel Staff Only” to the document. Use Arial, size 60, Dark Red.
21.	Set the Header Margin for Section 3 to 0.2” from the edge.
22.	Insert a blank table with 4 columns and 3 rows under the list of “Local Sights” . AutoFit the columns to Window.
23.	Accept all changes to the document made by Peter Landon.

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24.	<ol style="list-style-type: none">1. Create a vertical box list diagram from the list under the “Local Sights” heading.2. Delete any extra text boxes.3. Apply Dark 2 Fill formatting, Brick Scene style.
25.	<ol style="list-style-type: none">1. Insert a Table of Contents in place of the [Insert TOC] placeholder.2. Apply the Classic format. Display page numbers on the right with no leader line
26.	<ol style="list-style-type: none">1. Insert a citation after “florists” in the first paragraph under the “Weddings and Social Events” heading.2. Create a new source with the following information: Book Title: Flowers of the Farm Publisher: ABC Publishing, Year: 2012 Author: Arthur O. Cooke
27.	Insert a Bibliography on the last page of the document in place of the [Insert Bibliography] placeholder. Accept all defaults.
28.	Remove all Comments, Revisions, Versions and Document Properties and Personal Information from the document.
29.	Resolve the Accessibility error: Missing alternative text for Picture 6 by adding “Photo of The Bohemian Landon Hotel”.
30.	Save and Close the file.

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[Insert Bibliography]

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