Hutson Group

Shelly Cashman Word 2019 | Module 3: SAM Project 1b



Formatting text and graphics

# GETTING STARTED

* Open the file **SC\_WD19\_3b\_*FirstLastName*\_1.docx**, available for download from the SAM website.
* Save the file as **SC\_WD19\_3b\_*FirstLastName*\_2.docx** by changing the “1” to a “2”.

If you do not see the .docx file extension in the Save As dialog box, do not type it. The program will add the file extension for you automatically.

* To complete this SAM Project, you will also need to download and save the following data files from the SAM website onto your computer:

Support\_WD19\_3b\_Logo.docx

* With the file **SC\_WD19\_3b\_*FirstLastName*\_2.docx** still open, ensure that your first and last name is displayed in the footer.

If the footer does not display your name, delete the file and download a new copy from the SAM website.

* PROJECT STEPS

1. As an executive assistant at the Hutson Group, a global consulting firm, you are drafting a cover letter and guide to corporate community involvement programs for your manager, Victoria Morales.  
      
   Insert the missing letterhead picture for the cover letter as follows:
   1. Copy the letterhead picture from the document **Support\_WD19\_3b\_Logo.docx**.
   2. Paste the picture in the first blank paragraph at the top of the letter using the destination theme to match the letter design.
2. In the blank paragraph below the letterhead picture, insert the current date using the **May 5, 2021** format.
3. On page 2, format the picture of the Hutson Group logo as follows to correct its placement:
   1. Rotate the picture to the right 90 degrees so that the logo text is horizontal.
   2. Change the position of the picture to **Position in Top Left with Square Text Wrapping**.
4. Use the **Format Painter** to copy the formatting from the paragraph "A Comprehensive Guide to" to the paragraph beginning "Service of the Hutson Group…" to draw attention to the company.
5. Select the text "[insert bullet]" in the same paragraph and then insert the filled circle symbol (Symbol 183) from the Symbol gallery to separate the two parts of the paragraph.
6. Change the font size of the paragraph "Study on Community Involvement" to **18 point** to match the font size of other main topic headings.
7. Clear the formatting from the paragraph "Hutson Group surveyed…was overwhelmingly positive." to remove the distracting formats.
8. Format the picture of the conference attendees as follows to improve the clarity of the picture and add alt text for screen readers:
   1. Apply the **Brightness: -20% Contrast: +40%** correction.
   2. Add the following alt text description to the picture:  
      **Sample CCI program**
9. On page 3, in the blank paragraph after "The many types of CCI programs fall into three general categories.", add SmartArt as follows to describe the three types of programs:
   1. Insert the **Vertical Curved List** SmartArt from the List section of the SmartArt gallery.
   2. Type **Donations** in the top shape.
   3. Type **Volunteers** in the middle shape.
   4. Type **Partnerships** in the bottom shape.
10. Format the SmartArt as follows to make it more attractive:
    1. Change the colors to **Colorful—Accent Colors**.
    2. Change the SmartArt style to **Intense Effect**.
11. Set a tab stop at **5.25"** with the Right alignment and Leader option **2** (the dotted leader) for the paragraph "Program Examples June, 2021" to match the formatting of the title for the other table on the page.
12. Complete the Program Examples table and format it as follows to be consistent with the Selected Statistics table:
    1. Insert a row at the end of the table.
    2. In the new row, add **Matching funds** in the first cell (cell A9) and add **Donations** in the second cell (cell B9).
    3. Apply the **Grid Table 4—Accent 2** table style to the table.
13. On page 4, add a border to the heading paragraph "CCI with the Hutson Group" as follows to separate the page from the rest of the document:
    1. Apply a **Top Border** to the paragraph.
    2. Change the line style of the border to double solid line. (*Hint*: The double solid line style is the seventh option in the Style list).
    3. Change the color of the border to **Dark Red, Accent 2**.
    4. Change the width of the border to **1½ point**.
14. Format the Hutson Group picture in the "CCI with the Hutson Group" section to make the picture and the corresponding text easier to read:
    1. Flip the Hutson Group picture horizontally to orient the text properly.
    2. Change the text wrapping to **Square**.
    3. Recolor the picture to use **Dark Red, Accent color 2 Light**.
15. In the blank paragraph in the "CCI with the Hutson Group" section, insert a table as follows to provide examples of services:
    1. Insert a table with two columns and four rows.
    2. Add text to the table as shown in Figure 1.

* Figure 1: Table to Insert

Row 1, column 1: Service
Row 1, column 2: Type
Row 2, column 1: CCI study
Row 2, column 2: Research
Row 3, column 1: Local CCI
Row 3, column 2: Example
Row 4, column 1: Employee report
Row 4, column 2: Research

1. Format the "Strategy Assessment" shape in the "CCI Online Services" section as follows to apply a design similar to the "Reputation Management" shape:
   1. Change the shape style to **Moderate Effect—Brown, Accent 4**.
   2. Apply the **Half Reflection: Touching** shape effect from the Reflection gallery.
2. Insert a shape as follows to complete the options available at the Hutson Group website:
   1. Insert a **Rectangle: Top Corners Rounded** to the right of the "Strategy Assessment" shape. [Mac Hint: **Round Same Side Corner Rectangle**]
   2. Add the text **Social Outreach** to the new shape.
   3. Resize the shape to a height of **0.6"** and a width of **1.2"**.
   4. Position the shape using an absolute horizontal position of **5.5** to the right of the column and an absolute vertical position of **0.43** below the paragraph.
   5. Use the **Format Painter** to apply the formatting of the "Reputation Management" shape to the new "Social Outreach" shape.
3. Check the Spelling & Grammar in the document to identify and correct any spelling errors. (*Hint*: Ignore names.)

Your document should look like the Final Figure on the following pages. (Note: After completing Step 2, your document will show the current date.) Save your changes, close the document, and then exit Word. Follow the directions on the SAM website to submit your completed project.

* Final Figure







