WD Practice

WD 1-15A SKILLS REVIEW

EXPLORE THE WORD PROGRAM WINDOW

a. Start Word and open a new, blank document.

b. Identify as many elements of the Word program window as you can without referring to the module material.

c. Click the File tab, then click the Info, New, Open, Save, Save As, Print, Share, and Export commands.

d. Click the Back button in Backstage view to return to the document window.

e. Click each tab on the Ribbon, review the groups and buttons on each tab, then return to the Home tab.

f. Point to each button on the Home tab and read its ScreenTip.

g. Click the View tab and click the Ruler checkbox several times to hide and show the ruler. Show the ruler.

h. Click the View buttons to view the blank document in each view, then return to Print Layout view.

i. Use the Zoom slider to zoom all the way in and all the way out on the document, then return to 120%.

START A DOCUMENT

a. In a new blank document, type **Health West International** at the top of the page, then press ENTER two times.

b. Type the following, pressing TAB as indicated and pressing ENTER at the end of each line:

To: TAB TAB **Matthew Chao**

From: TAB TAB **Your Name**

Date: TAB TAB **Today's date**

Re: TAB TAB **Health West Conference**

Pages: TAB TAB **1**

Fax: TAB TAB **212-555-0043**

c. Press ENTER again, then type **Thank you for confirming your attendance at our upcoming Global Health Conference in February. I have booked your accommodations. Your conference package includes three nights, continental breakfast, and the conference dinner. If you like, you can also purchase the following add-ons: Exhibitor's Kiosk, Networking Lunch, and Night Out in Boston. Please see the attached schedule for conference dates and details.**

d. Press ENTER, then type **To make a payment, please call me at 617- 555-0156 or visit our website at www.healthwest5.com. Payment must be received in full by the 3rd of October to hold your room. We look forward to seeing you!**

e. Insert **Fireside Chat Social Hour,** before Networking Lunch.

f. Insert **Insurance** before Conference in the first sentence.

g. Using the BACKSPACE key, delete 1 in the Pages: line, then type 2.

h. Using the DELETE key, delete upcoming in the first sentence of the first paragraph.

SAVE A DOCUMENT

a. Click the Save button on the Quick Access toolbar.

b. Save the document as **IL_WD_1-ChaoFax** with the default file extension to the location where you store your Data Files.

c. After your name, type a comma, press SPACEBAR, then type **Conference Manager.**

d. Save the document.

SELECT TEXT

a. Turn on formatting marks

b. Select the Re: line, then type **Re:** TAB TAB **Global Health Insurance Conference**

c. Select three in the third sentence, then type **two**.

d. Select 3rd of October in the second sentence of the last paragraph, type **15th of November**, select **room**, then type **reservation**.

e. Delete the sentence We look forward to seeing you!

f. Turn off the display of formatting marks, then save the document.

FORMAT TEXT USING THE MINI TOOLBAR.

a. Select Health West International, click the Increase Font Size button on the Mini toolbar eight times, apply bold, then click the Decrease Font Size button on the Mini toolbar twice.

b. Center Health West International on the page.

c. Change the case of Health West International to uppercase.

d. Apply a bottom border under Health West International.

e. Apply bold to the following words in the fax heading: To:, From:, Date:, Re:, Pages:, and Fax:.

f. Apply yellow highlighting to 15th of November.

g. Use the Undo, Redo, and Repeat buttons to undo the highlighting, redo the highlighting, undo, repeat, then undo the highlighting again.

h. Underline 15th of November.

i. Italicize the last sentence of the first paragraph.

j. Read the document using the Read Mode view.

k. Return to Print Layout view, zoom in on the document, then proofread the fax.

l. Correct any typing errors in your document, then save the document. Compare your document to Figure below.

HEALTH WEST INTERNATIONAL

To: Matthew Chao

From: Your Name, Conference Manager

Date: September 5, 2021

Re: Global Health Insurance Conference

Pages: 2

Fax: 212-555-0043

Thank you for confirming your attendance at our Global Health Insurance Conference in February. I have booked your accommodations. Your conference package includes two nights, continental breakfast, and the conference dinner. If you like, you can also purchase the following add-ons: Exhibitor's Kiosk, Fireside Chat Social Hour, Networking Lunch, and Night Out in Boston. *Please see the attached schedule for conference dates and details.*

To make a payment, please call me at 617-555-0156 or visit our website at www.healthwest5.com. Payment must be received in full by the 15th of November to hold your reservation.

m. Preview the document in Print Preview, identify each printing options available to you on the Print screen in Backstage view, Save document as PDF in the format ***WD19_SR_StudentID_1***

n. Submit your Pdf file to Sakai assignment.

VIEW AND NAVIGATE A DOCUMENT.

a. Open the file ***IL_WD_1-3.docx*** from the attached Data Files to this assignment on Sakai, then save it as **IL_WD_1_HealthWest** in the File name text box.

b. Switch to Page Width view, then scroll through the document to get a feel for its contents.

c. Use the Zoom dialog box to view the Whole Page.

d. Use the Zoom slider to set the Zoom percentage at approximately 100%.

e. Read the document using the Read Mode view. (Hint: Press ESC to leave Read Mode view.)

f. Return to Print Layout view, zoom in, scroll to the bottom of the document, then replace Your Name with your name in the final sentence.

g. Add the Title property Global to the document properties in the file, return to Print Layout view, change the zoom level to 120%, then save your changes.

CUT AND PASTE TEXT

a. Turn on the display of formatting marks.

b. Select the first body paragraph that begins We aim… (including the paragraph mark after it), cut it to the clipboard, then paste the paragraph before the heading Experience and expertise across the globe.

c. Delete the heading The Health West International Difference.

d. In the list of locations, move the Middle East paragraph after the Europe paragraph.

e. Move the United States paragraph after the Greater China paragraph.

f. Move the Southeast Asia paragraph before the United States paragraph.

g. Move the Greater China paragraph after the Europe paragraph, then save your changes.

COPY AND PASTE TEXT

a. Scroll to the bottom of the document, then remove the hyperlink in the final paragraph.

b. Select the sentence Get an online quote at www.healthwest5.com, then copy the sentence to the clipboard.

c. Scroll to the top of the page, add a blank paragraph under the Health West International heading, then paste the sentence at the location of the blank paragraph.

d. Use the Paste Options button to Keep Source formatting.

e. Format the pasted sentence in italic, turn off formatting marks, then save your changes.

FORMAT WITH FONTS

a. Format the heading Health West International in 20-point Calibri Light with a Blue, Accent 1 font color.

b. Format the heading The industry leader in global health benefits in 12- point Calibri Light with a Gold, Accent 4 font color.

c. Format Experience and expertise across the globe, Global member support, and Clinical expertise in 12-point Calibri Light with a Gold, Accent 4 font color.

d. Apply bold formatting to the last paragraph in the document, then change the font color to Blue, Accent 1.

e. Scroll up, select Health West International, click the Text Effects and Typography arrow, preview several WordArt styles applied to the text, then apply one of the styles.

f. Click the Undo button, add an Offset: Bottom Right shadow to the title, then save your changes.

SET DOCUMENT MARGINS

a. Change the left and right margins to 2″ .

b. View the document in Multiple Pages view.

c. Change the left and right margins to 1.5″ .

d. Change all four document margins to .7″ .

e. Change the zoom level to 120%, then add 24 points of space before the heading The industry leader in global health benefits.

f. Save your changes.

ADD BULLETS AND NUMBERING

a. Select the five-line list of locations that begins with Europe and ends with United States, then format it as a bulleted list using the circle bullet symbol.

b. Change the font color of the bullets to Blue, Accent 1.

c. Press and hold CTRL to select the headings Experience and expertise across the globe, Global member support, and Clinical expertise, then apply numbering.

d. Click 1 in the list, then change the font color of the numbers to Blue, Accent 1.

e. Save your changes.

INSERT A GRAPHIC

a. Click in the first body paragraph to move the insertion point to the top of the document, then open the Insert Picture dialog box.

b. Download from your attached Data Files, **Support_ WD_1-4.jpg** , then insert it in your work**.**

c. Change the height of the graphic to 1.2 using the Shape Height text box in the Size group on the Picture Tools Format tab.

d. Use the Position command to wrap text around the graphic and position it in the Top Left with Square Text Wrapping.

e. Apply the Double Frame, Black picture style to the graphic.

f. Click the Reset Picture arrow in the Adjust Group on the, reset the picture, then apply the Simple Frame, White picture style.

g. Change the font size of Health West International to 28 point.

h. Click before The industry leader in global health benefits heading, press ENTER, change the font size of the heading to 18 point, then save your changes.

APPLY A THEME

a. Change the view to One Page, click the Design tab, click the Page Border button, then apply a single line box border to the page.

b. Use the Themes feature, preview several different themes applied to the document. Apply a theme, zoom in and out on the document to evaluate its suitability, then apply another theme, zoom in and out, and so forth.

c. Apply the View theme.

d. Change all four document margins to .6″ to better fit the text on the page.

e. Zoom in on the bottom of the document, then add 24 points of space above the last paragraph.

f. Change the theme colors to Red.

g. Zoom in on the top of the document, then change the font color of the Get an online quote… paragraph to Brown, Accent 5.

h. Change the font color of the four light brown headings to Orange, Accent 3. Compare your document to Figure below.

Health West International

Get an online quote at www.healthwest5.com.

The industry leader in global health benefits

Our award-winning global health insurance business provides health benefits to more than one million members worldwide. We are world leaders in providing health care benefits with a seventy-five year track record of excellence and expertise. In addition, we have developed world-class health systems for governments, businesses, and health providers around the world. By delivering comprehensive health benefits worldwide, we are committed to helping create a stronger, healthier global community.

More than 1,500 dedicated Health West employees can be found in our global locations, including

- Europe (Madrid, London, and Berlin)
- Greater China (Shanghai and Hong Kong)
- Middle East (Dubai, Cairo, and Abu Dhabi)
- Southeast Asia (Singapore, Manila, and Jakarta)
- United States (Hartford and nationally)

We aim to be the global leader in delivering world-class health solutions. Our goals are to make quality health care more accessible to empower people to live healthier lives. Our strengths include

1. Experience and expertise across the globe

With nearly a century of experience in health care, we've specialized in international health benefits insurance for more than 55 years. Our global footprint reaches wherever our members travel. Our prestigious awards include "Best International Health Insurance Provider" and "International Health Insurer of the Year."

2. Global member support

Our professional Member Service representatives are trained to assist you, 24 hours a day, 365 days a year. We can help locate health care services wherever you are, arrange for reimbursement in more than 180 currencies, and answer your questions about claims, benefit levels, and coverage—in ten languages with the ability to communicate in more than 160 languages through interpretation services.

3. Clinical expertise

You can depend on our clinical knowledge and experience for help with pre-trip planning, which is especially important if you have a chronic health condition. We can also coordinate medical care, obtain prescription medications and medical devices, and handle medical emergency or evacuation services.

Looking for international health insurance? Get an online quote at www.healthwest5.com.
For more information, contact Your Name at 860-555-0035.

iStock.com/bubaone

o. Save your changes, preview the document, Save document as PDF in the format ***WD19_SR_StudentID_2***

p. Ensure to submit *(upload)* your all completed files to Sakai assignment.

WD Practice

WD 1-26A SKILLS REVIEW

EXPLORE THE WORD PROGRAM WINDOW

Data Files needed for the Review Assignments: NP_WD_1-3.docx, NP_WD_1-4.docx, Support_WD_ 1_Glass.png *(All required files attached)*

David asks you to write a cover letter to Roberto Campos at the New Day Neighborhood Center to accompany a pamphlet on water quality that will be used in an upcoming workshop. After that, he wants you to create an envelope for the letter and then format a flyer announcing free educational tours of Portland's water resource facilities. Finally, he needs you to add a bulleted and numbered list to the Citizen Advisory Panel's July meeting minutes. Change the Zoom level as necessary while you are working. Complete the following steps:

a. Open a new, blank document and then save the document as **NP_WD_1_CamposLetter** in the location specified by your instructor.

b. Type the date **February 15, 2025,** using AutoComplete for "February."

c. Press ENTER twice, and then type the following inside address, using the default paragraph spacing and pressing ENTER once after each line:

Roberto Campos

New Day Neighborhood Center

6690 Sullivan Circle

Portland, OR 97203

d. Type **Dear Roberto**: as the salutation, press ENTER, and then type the following two paragraphs as the body of the letter:

Enclosed you will find the water quality pamphlet we discussed. I hope the young people taking part in your sustainability workshop find this information useful. Additional data on our city's water supply is available at www.water.portland.cengage.com.

Keep in mind that we also offer free educational tours of our water resources facilities. We can accommodate groups as large as thirty.

e. Press ENTER, type **Sincerely yours**, as the complimentary closing, press ENTER three times, type **David Alzacar** as the signature line, insert a manual line break, and type **Communications Director** as his title.

f. Press ENTER, type your initials, insert a manual line break, and then use the Undo button to make your initials all lowercase, if necessary.

g. Type **Enclosure** and save the document.

h. Scroll to the beginning of the document and proofread your work. Remove any wavy underlines using a shortcut menu or typing a correction yourself. Remove the hyperlink formatting from the web address.

i. Remove the paragraph spacing from the first three lines of the inside address.

j. Change the top margin to 2.75 inches. Leave the other margins at their default settings.

k. Save your changes to the letter, preview it, print it if your instructor asks you to, and then close it.

l. Create a new, blank document, and then create an envelope. Use Roberto Campos's address (from Step 3) as the delivery address. Use your school's name and address for the return address. Add the envelope to the document. If you are asked if you want to save the return address as the new return address, click No.

m. Save the document as **NP_WD_1_CamposEnvelope** in the location specified by your instructor, and then close the document.

n. Open the document **NP_WD_1-3.docx**, located in the Word1 > Review folder included with your Data Files, and then check your screen to make sure your settings match those in the module.

o. Save the document as **NP_WD_1_DrinkingWater** in the location specified by your instructor.

p. Use the Recheck Document button in the Word Options dialogue box to reset the Spelling and Grammar checker, and then use the Editor pane to correct any errors. Ignore any items marked as errors that are in fact correct, and accept any suggestions regarding clarity and conciseness. If the Editor pane does not give you the opportunity to correct all the errors marked in the document, close the Editor pane and correct the errors using shortcut menus.

q. Proofread the document and correct any other errors. Be sure to change "Today" to "**today** " in the last paragraph.

r. Change the page orientation to Landscape and the margins to Narrow.

s. Format the document text in 22-point Times New Roman font.

t. Center the text and the photo.

u. Format the first paragraph with an outside border using the default style, and change the border color to Gold, Accent 4, and the border width to 1 ¼ pt.

   Add blue shading to the paragraph, using the Blue, Accent 5 color in the Theme Colors section of the Shading gallery. Format the paragraph text in white.

v. Format the last paragraph in the document using the same formatting you applied to the first paragraph.

w. Increase the paragraph spacing after the first paragraph to 42 points. Increase the paragraph spacing before the last paragraph in the document to 42 points.

x. Format the second paragraph with the Gradient Fill: Gold, Accent color 4; Outline: Gold, Accent color 4 text effect. Increase the paragraph's font size to 26 points.

y. Format the text in the third and fourth paragraphs (the first two paragraphs below the photo) using the Blue, Accent 5 font color, and then add bold and italic.

z. Delete the photo and replace it with the **Support_WD_ 1_Glass.png** photo, located in the Word1 > Review folder

aa. Delete the existing alt text and the text indicating that the description was automatically generated, and then type **Water pouring into a glass**. (Do not include the period after "glass.")

bb. Resize the new photo so that it is 3.8" tall, and then add the Soft Edge Rectangle style in the Pictures Styles gallery.

cc. Add a page border using the Box setting, a double-line style, the default width, and the Gold, Accent 4 color.

dd. Save your changes to the flyer, preview it, and then close it.

ee. Open the document **NP_WD_1-4.docx**, located in the Word1 > Review folder,

and then check your screen to make sure your settings match those in the module.

ff. Save the document as **NP_WD_1_JulyMinutes** in the location specified by your instructor.

gg. Format the list of members in attendance as a bulleted list with square bullets, and then format the list of lawn-care initiatives with square bullets (starting with "Alternate-day watering ... " and ending with "Workshop 2: Drought- Tolerant Gardening"). Indent the paragraphs for Workshop 1 and Workshop 2 so they are formatted with open-circle bullets.

hh. Format the five paragraphs below the "Agenda for Next Meeting" heading as a numbered list.

ii. Use Word Help to look up the topic **work with pictures**. Read the first article, return to the Help home page, and then close Help.

jj. Ensure to submit (upload) all your completed documents in their raw formats to the Sakai assignment portal.

WD Practice

WD 2 -13 SKILLS REVIEW

INSERT COMMENTS

a. Start Word, open the file IL_WD_2-2.docx from the location where you store your Data Files, save it as **IL_WD_2_Zone.**

b. Using the All Markup option on the Review tab, show all the comments in the document.

c. Select Studio in the title, then insert a new comment with the text **I will change this to "Zone" throughout.**

d. Reply to Judith's first comment with the text **OK**.

e. Navigate to Judith's next comment and mark the comment resolved.

f. Navigate to Judith's previous comment and add the sentence **I will add a footnote.**

g. Navigate to the final comment in the document, then delete the comment.

h. Save your changes, hide the comments in the document, then press CTRL+HOME.

FIND AND REPLACE TEXT.

a. Using the Replace command, replace all instances of "2017" with **2025.**

b. Replace all instances of "Studio" with **Zone,** taking care to match the case when you perform the replace.

c. Replace all instances of "course" with **class,** taking care to replace whole words only when you perform the replace. (*Hint*: Deselect Match case if it is selected.) Replace each instance of "course" individually rather than replacing all instances at once.

d. Open the Navigation pane, then view all instances of "zone" in the document to make sure no errors occurred when you replaced Studio with Zone.

e. Click the Pages link in the Navigation pane, click the thumbnail for each page to scroll through the document, click the thumbnail for page 1, close the Navigation pane, then save your changes.

CHECK SPELLING AND GRAMMAR AND RESEARCH INFORMATION

a. Switch to the Review tab.

b. Move the insertion point to the top of the document, then use the Spelling & Grammar command to search for and correct any spelling and grammar errors in the document.

c. Use the Thesaurus to replace "helpful" in the first body paragraph with a different suitable word, then close the Thesaurus pane.

d. Check the word count of the document.

e. Proofread your document, correct any errors, then save your changes.

CHANGE LINE SPACING AND INDENTS

a. Change the line spacing of the entire document to 1.5.

b. Change the line spacing of the first body paragraph to 1.15.

c. Indent the first line of the first body paragraph. (*Hint*: Use the Paragraph dialog box.)

d. Remove the paragraph space under the first body paragraph, then save your changes.

APPY STYLES TO TEXT

a. Apply the Title style to the title "The Global Fitness Zone".

b. Apply the Subtitle style to the subtitle "A Health, Fitness, and Rehabilitation Facility".

c. Apply the Heading 1 style to each red heading in the document.

d. Apply the Heading 2 style to each green heading in the document.

e. With the insertion point in the first body paragraph, update the Normal style to match the first body paragraph.

f. Modify the Title style to be based on no style.

g. Modify the Subtitle, Heading 1, and Heading 2 styles to be based on no style.

h. Change the theme of the document to Metropolitan. (*Hint*: Use the Design tab.)

i. Select the title, change the font size to 36, change the font color to Aqua, Accent 1, Darker 25%, then apply bold.

j. Select the subtitle, change the font size to 14, then add 24 points of space after the paragraph.

k. Select the heading "Welcome…", add 6 points of space after the paragraph, then update the Heading 1 style to match the selection

l. Select the heading "Benefits of Exercise", add 6 points of space before the paragraph, and 3 points of space after the paragraph, then update the Heading 2 style to match the selection.

m. Scroll to the bottom of page 1, click the first item in the bulleted list, add 6 points of space before the paragraph, then save your changes.

INSERT PAGE NUMBERS AND PAGE BREAKS.

a. Scroll to the bottom of page 2, then insert a manual page break before the heading "Facilities and Services". (*Hint:* The page break will appear at the bottom of page 2.)

b. Insert page numbers in the document at the bottom of the page. Select the Accent Bar 1 page number style from the gallery.

c. Close the Footer area, scroll through the document to view the page number on each page.

d. Turn on formatting marks, delete the manual page break at the bottom of page 2, then save your changes to the document.

ADD HEADERS AND FOOTERS

a. Double-click the Footer area, then use the Go to Header button to move the insertion point to the Header area.

b. Click the Header button, scroll down the gallery of built-in header designs, then select the Filigree header.

c. Click the Document title content control in the header, then type **The Global Fitness Zone.**

d. Replace the text in the Author content control with your name, press END to move the insertion point out of the content control, then press SPACEBAR. (Note: If your name does not appear in the header, right- click the Author content control, click Remove Content Control, then type your name in the header.)

e. Close headers and footers, then scroll to view the header and footer on each page.

f. Open headers and footers, select the text in the Header area, including the paragraph mark after your name, change the alignment of the selected text to left, then remove the first line indent. (Hint: You can use drag the indent marker on the ruler or use the Paragraph dialog box to remove the first line indent.)

g. Remove the header and footer from the first page of the document, close headers and footers, then save your changes.

ADD FOOTNOTES AND ENDNOTES

a. Press CTRL+HOME, scroll down, place the insertion point at the end of the first body paragraph, insert a footnote, then type **Active people live longer and feel better!**

b. Place the insertion point at the end of the first paragraph under the Getting Started heading, insert a footnote, then type **Each day is 1,440 minutes. We help you set aside 30 of them for physical activity.**

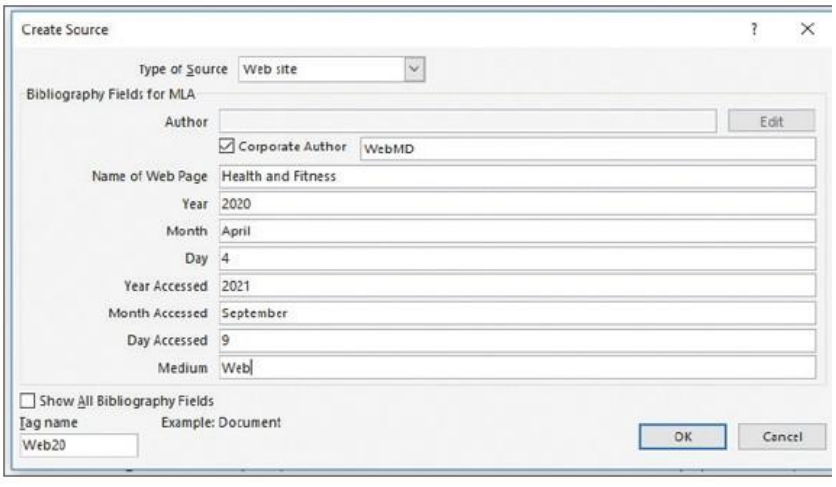
c. Place the insertion point at the end of the Getting Started heading, insert a footnote, type **Always consult a physician before beginning an exercise program.**

d. Change the number format of the footnotes to *, **+**, **#**, then save your changes.

INSERT CITATIONS

a. Place the insertion point at the end of the second paragraph under the Benefits of Exercise heading (after "down from 52% in 2019" but before the period), then be sure the style for citations and bibliography is set to MLA Seventh Edition.

b. Insert a citation, add a new source, enter the source information shown in the Create Source dialog box in the Figure **below**, then click OK.



c. Place the insertion point at the end of the second paragraph under the Getting Started heading, insert a citation, then select Shree, Maxine from the list of sources.

d. Edit the citation to include the page number **22**.

e. Scroll to page 2, place the insertion point at the end of the "Be a morning exerciser" paragraph in the bulleted list, but before the ending period, insert a citation for WebMD, then save your changes.

CREATE A BIBLIOGRAPHY

a. Press CTRL+END, then insert a bibliography labeled **Works Cited.**

b. Open the Source Manager dialog box.

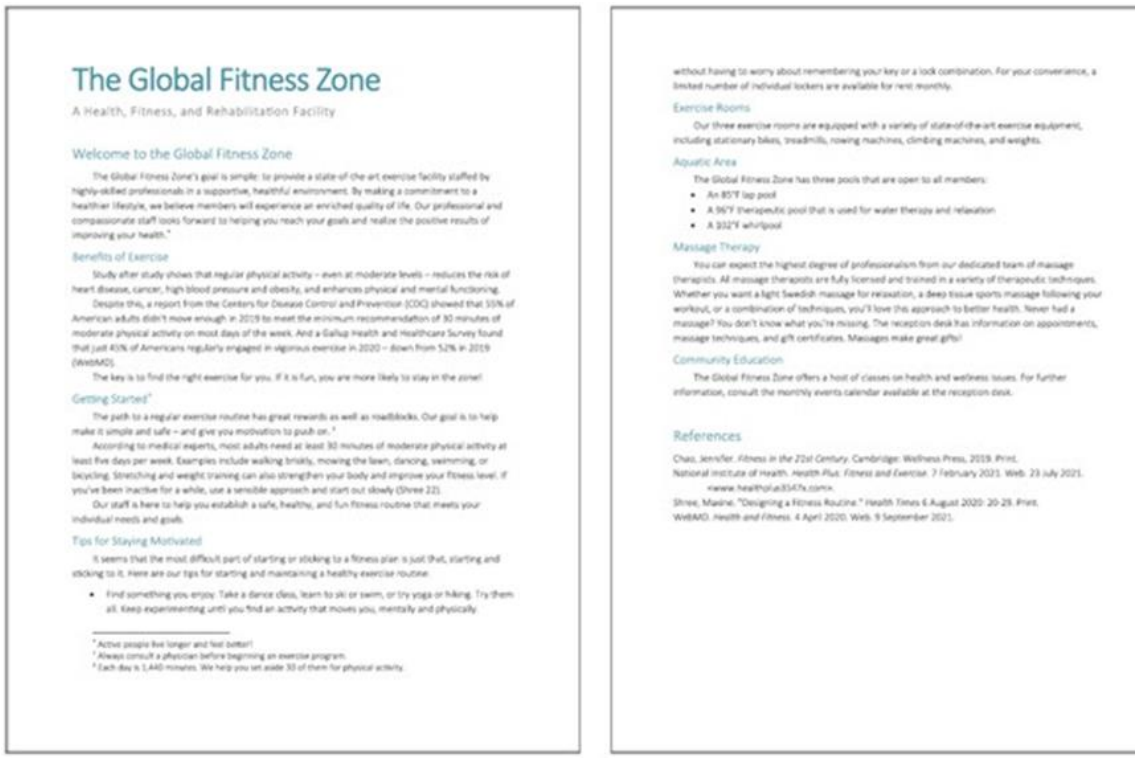
c. Delete the National Heart/Lung Health Institute source from the Current list.

d. Select the source Health, National Institute of: … in the Current List, click Edit, click the Corporate Author check box, edit the entry so it reads **National Institute of Health**, click OK, then click Close.

e. **Update** the bibliography field.

f. With the bibliography field selected, click the Bibliographies button, then select Bibliography.

g. Click the Bibliographies button again, select References, then save your changes. Pages 1 and 3 of the formatted document are shown in Figure below.



The Global Fitness Zone

A Health, Fitness, and Rehabilitation Facility

Welcome to the Global Fitness Zone

Benefits of Exercise

Getting Started

Tips for Staying Motivated

References

h. Save your changes to the document, then submit it to your instructor without closing the document.

INSPECT A DOCUMENT

a. Save a copy of the document as **IL_WD_2_Zone_Inspected** to the drive and folder where you store your Data Files.

b. Open the Navigation pane, click the Headings link, click the headings listed in the Navigation pane to scroll through the document, then close the Navigation pane.

c. Use the Go To command to move the insertion point to the top of page 1.

d. Use the Find and Replace dialog box to find all em dashes in the document, but do not replace the em dashes. (Hint: Scroll through the document using the Find Next button.)

e. Use the Find and Replace dialog box to find text formatted with the Heading 2 style, but do not replace the text.

f. Select a word in the document, look it up using the Smart Lookup button, then close the Smart Lookup pane.

g. Show the comments in the document, then, using the Review tab, delete all the comments in the document.

h. Use the Check for Issues command to run the Document Inspector.

i. Remove all document property and personal information data from the document, then save your changes.

j. Save and Submit a copy of the document to sakai assignment, close the document, then exit Word.

k. Save your document, in the label ***WD19_SR_StudentID_3***

WD 2-14 Review

WD 2-14a Practice: Review Assignments

EXPLORE THE WORD PROGRAM WINDOW

Data Files needed for the Review Assignments: NP_WD_2-3.docx, NP_WD_2-4.docx

Because the home mortgage fact sheet turned out so well, Sabrina has been asked to create a fact sheet describing the process for refinancing a home mortgage. Sabrina asks you to help her revise and format the document. She also asks you to create a document listing the issues loan agents consider when evaluating a refinancing application. Finally, Sabrina is working on another research paper on the history of situation comedies for a media history class she is taking. She asks you to help her format the paper according to the MLA style and to create some citations and a bibliography. She has inserted the uppercase word "CITATION" wherever she needs to insert a citation. Complete the following steps:

1. Open the document **NP_WD_2-3.docx** located in the Word2 > Review folder included with your Data Files, and then save the document as **NP_WD_2_Refinance** in the location specified by your instructor.
2. Read the first comment, which provides an overview of the changes you will be making to the document in the following steps, and then delete that comment. Perform the task described in the remaining comment, and then delete that comment.
3. In the third paragraph on page 1, change the text TERMINOLOGY to all lowercase. Attach a comment to the word that explains the change.
4. In the numbered list on page 2, move the first item in the list ("Prepare for closing.") down to make it the fourth item in the list.
5. Replace all three instances of "Mortgage" with "mortgage"-making sure to match the case.
6. Format the title "Refinancing at Prairie Savings and Loan" using the Title style. Format the following headings with the Heading 1 style: "Choosing a Type of Loan," "Qualifying to Refinance," and "Refinancing Process."
7. Display the Clipboard pane. On page 1, copy the bulleted list of the three major considerations (which begins "Credit score") to the Clipboard, and then copy the "Qualifying to Refinance" heading to the Clipboard. To ensure that you copy the heading formatting, be sure to select the paragraph mark after "Qualifying to Refinance" before you click the Copy button.
8. Open a new, blank document, and then save the document as **NP_WD_2_Qualify** in the location specified by your instructor.
9. At the beginning of the document, paste the "Qualifying to Refinance" heading and then, from the Paste Options menu, apply the Keep Text Only option. Below the heading, paste

the list of considerations. If necessary, reapply the bulleted list formatting to the last item in the list.

10. At the end of the document, type Prepared by: followed by your first and last names.
11. Save the NP_WD_2_Qualify.docx document and close it.
12. In the NP_WD_2_Refinance.docx document, clear the contents of the Clipboard pane, close the Clipboard pane, save the document, and then close it.
13. Open the document NP_WD_2-4.docx located in the Word2 > Review folder.
14. Save the document as NP_WD_2_Comedy in the location specified by your instructor.
15. In the first paragraph, replace Sabrina's name with your own.
16. Adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the MLA style.
17. Insert your last name and a page number on every page except the first. Use the same font size as in the rest of the document.
18. On page 2, locate the third sentence after the "Physical Comedy" heading, which begins "The term 'slapstick' derives from…." Insert a footnote at the end of the sentence that reads: **Many images of slapsticks are available on the web. Search for the term "wooden slapstick noisemaker."**
19. If necessary, select MLA Seventh Edition as the citations and bibliography style.
20. Use the Navigation pane to highlight all instances of the uppercase word "CITATION." Keep the Navigation pane open so you can continue to use it to find the locations where you need to insert citations in Steps **21, 22, 23, 24, and 25.**
21. Delete the first instance of "CITATION" and the space before it, and then create a new source with the following information:

    Type of Source: **Book**
    Author: **Cleo Jantsch**
    Title: **Modern Comedy: A History in Words and Photos**
    Year**: 2018**
    City**: Cambridge**
    Publisher**: New Media Press**
    Medium**: Print**

22. Edit the citation to add 106 as the page number. Display only the page number in the citation.
23. Delete the second instance of "CITATION" and the space before it, and then create a new source with the following information:

    Type of Source: **Journal Article**
    Author: **Frieda Robbins**
    Title: **Physical Comedy in Early American Television**
    Journal Name: **Media Signpost Quarterly: Criticism and Comment**
    Year: **2016**
    Pages:**68-91**
    Volume: **10**
    Issue: **2**
    Medium: **Web**

24. Edit the citation to add **75** as the page number.
25. Delete the third instance of "CITATION" and the space before it, and then insert a citation for the book by **Cleo Jantsch.**
26. At the end of the document, start a new page and insert a bibliography in a content control with the heading "Works Cited."
27. In the second source you created, change **"Robbins" to "Robbinson"** and then update the bibliography.
28. Finalise the bibliography to create an MLA-style works cited list.
29. Save the document and close it.
30. Close any other open documents.
31. ***Ensure to submit (upload) all your completed documents in their raw formats to the Sakai assignment portal.***

WD Practice

WD 3 -12A SKILLS REVIEW

USE THE FORMAT PAINTER

a. Start Word, open the file IL_WD_3-2.docx from the location where you store your Data Files, save it as **IL_WD_3_Appointments**.

b. Format the title "East Mountain Counseling Center" in any WordArt style.

c. Change the font size of the title to 28.

d. Change the WordArt style of the title to the second style in the third row.

e. Format the subtitle in 14-point italic.

f. Format the heading "Our policy" in 14-point bold, italic with a Gray, Accent 3 font color.

g. Use the Format Painter to copy the format of the Our policy heading to the following headings: Five-step approach to scheduling appointments, Determining the time required for an appointment, and Processing new clients.

h. Press CTRL+END to go to the end of the document, type **Last revised**, insert the current date using the format MM-DD-YYYY, type **by**, then type your name.

i. Type **East Mountain Counseling is an affiliate of PRG Health**., then insert a trademark symbol (™) after Health.

j. Press CTRL+HOME, click the Design tab, then change the theme colors to Red Orange.

k. Change the font color of the title to Red, Accent 3, then save your changes.

WORK WITH TABS.

a. Scroll down to the bottom of page 1, format "Appointment Time," the first line in the six-line list under the Determining… heading, in bold with a Red, Accent 3 font color.

b. Select the six-line list of appointment time information.

c. Set left tab stops at the 1½" mark, the 3¾" mark, and the 5" mark.

d. Insert a tab at the beginning of each line in the list.

e. In the first line, insert a tab before Time. In the second line, insert a tab before 90. In the remaining lines, insert a tab before 60 or 90.

f. Select the six lines of tabbed text, then drag the second tab stop to the 4" mark on the horizontal ruler.

g. Drag the third tab stop at the 5" mark off the ruler to remove it.

h. Select the last five lines of tabbed text, open the Tabs dialog box, then apply a dotted line tab leader to the 4" tab stop.

i. Save your changes to the document.

ADD BORDERS AND SHADING

a. Select "Appointment," then apply an underline.

b. Use the Underline arrow in the Font group to change the color of the underline to Dark Gray, Text 2.

c. Use the Format Painter to copy the underline formatting from "Appointment" to "Time."

d. Click the heading Determining…, add 6 points of space after the paragraph, then open the Borders and Shading dialog box.

e. Use the Border tab to apply a ½-point width, Dark Gray, Text 2 colored border below the heading.

f. Use the Format Painter to apply the same paragraph and border settings to the other headings in the report: Our policy, Five-step approach…, and Processing new clients.

g. Scroll to the end of the document, click in the Last revised… paragraph, then center the paragraph.

h. Apply Dark Gray, Text 2, Lighter 80% shading to the paragraph.

i. Add a ½ -point, dotted line, Dark Gray, Text 2 box border around the paragraph.

j. Save your changes.

INSERT A TABLE.

a. Turn on formatting marks, click in the middle blank paragraph above the Processing new clients heading, then insert a table that contains two columns and three rows.

b. Type the text shown below, pressing TAB to add rows as necessary

S. Beran	**10-2**
M. Kurosawa	**1-5**
C. Foth	**2-7**
M. Smith	**2-4**
P. Eriksen	**12-6**
F. Janda	**10-3**

c. Save your changes

INSERT AND DELETE ROWS AND COLUMNS

a. Insert a row above the S. Beran row, type **Counselor** in the first cell, they type **Availability** in the second cell.

b. Delete the M. Smith row.

c. Insert a column to the left of the Counselor column, then type **Day** in the first cell.

d. Type the days of the work week, begin with Monday and end with Friday, in each empty cell in the new column.

e. Save your changes.

APPLY A TABLE STYLE

a. Select the table, then use the AutoFit command to fit the table to the contents.

b. Click the Table Tools Design tab, preview table styles applied to the table, and then apply an appropriate style.

c. Apply the List Table 4 – Accent 3 style to the table, then remove the style and from Banded Rows and First Column.

d. Center the text in the Availability column.

e. Center the table between the margins, then save your changes.

INSERT PAGE NUMBERS AND PAGE BREAKS.

a. Scroll to the bottom of page 2, then insert a manual page break before the heading "Facilities and Services". (*Hint:* The page break will appear at the bottom of page 2.)

b. Insert page numbers in the document at the bottom of the page. Select the Accent Bar 1 page number style from the gallery.

c. Close the Footer area, scroll through the document to view the page number on each page.

d. Turn on formatting marks, delete the manual page break at the bottom of page 2, then save your changes to the document.

INSERT ONLINE PICTURES. (Note: To complete these steps, your computer must be connected to the Internet)

a. Press CTRL+HOME, then open the Online Pictures window.

b. Search using Bing Image Search to find images related to the keyword **mountain.** Click the Filter link in the Online Pictures window, select Clip Art on the Filter menu to filter the search results, then verify the Creative Commons checkbox is selected.

c. Insert the mountain with orange sky image shown in **Figure below**. (Note: Select a different image if this one is not available to you. It is best to select an image that is similar in shape to the image shown in **Figure below**.)

d. Scroll down, click Unknown in the credit line, select the box that surrounds the credit line, then delete the credit line box.

e. Use the Shape Width text box in the Size group on the Picture Tools Format tab to change the width of the image to 3".

f. Use the Position command to position the image in the top right with square text wrapping.

g. Apply a 1-point Black, Text 1 color picture border, then change the color of the image to Gold, Accent color 5 Light.

h. Use the Reset Picture arrow to reset the picture (but not the size).

i. Use the Artistic Effects button to apply the Glow Diffused artistic effect to the image.

j. Use the Color button to change the color tone to Temperature: 11200K.

k. Use the Corrections button to adjust the brightness and contrast to Brightness 0% (Normal) Contrast −40%, then save your changes

SIZE AND SCALE A GRAPHIC

a. Resize the image proportionally so that it is about **1"** high and **1.5"** wide.

b. Drag the image so its top is aligned with the first line of body text and its left side is aligned with the left margin.

c. Resize the image so that it is precisely **1.18"** high and **1.78"** wide.

d. Position the image so it Horizontal absolute position is 0" to the right of the margin and its Vertical absolute position is 1" below the margin.

e. Add ¼-point Black, Text 1 picture border around the image, then save your changes.

DRAW AND FORMAT SHAPES

a. Scroll until the Five-step approach… heading is at the top of your screen.

b. Click the Shapes button, click the Star: 7 Points shape, then click in the numbered list below the Five-step… heading.

c. Resize the shape to be **1"** high and **1.5"** wide.

d. Right-click the shape, click Add Text, type **New!,** select the text, then apply bold.

e. Fill the shape with Intense Effect – Gold, Accent 2, then apply the Preset 1 shape effect.

f. Change the shape of the object to Explosion: 8 Points (Stars and Banners section).

g. Apply square text wrapping, then position the shape so it aligns with the right margin and the first line of body text under the Five-step…heading. (Hint: Make sure the shape is under the border.)

h. Draw a rectangle shape over the numbered list, then resize it to .5" high and .8" wide.

i. Select the explosion shape, then use the Format Painter to copy the format of the explosion shape to the rectangle shape.

j. Change the shape of the rectangle to Star: 4 Points.

k. Position the Star: 4 Points shape to the left of the tabbed text at the bottom of page 1, so that it aligns with the left margin, then save your changes.

ARRANGE GRAPHIC OBJECTS

a. Select the Star: 4 Points shape, copy it, then paste two copies.

b. Drag the two pasted copies of the star shape to a blank area of the page.

c. Change the fill color of one star to be Red, Accent 3.

d. Position the two stars so that they overlap each other slightly, then use the Bring Forward arrow to bring the gold star to the front.

e. Select the two stars, use the Group arrow to group them into a single object.

f. Position the grouped object in the bottom right of the page with square text wrapping.

g. Select the single gold star on the left side of the page, rotate the shape 90 degrees to the left, then save your changes.

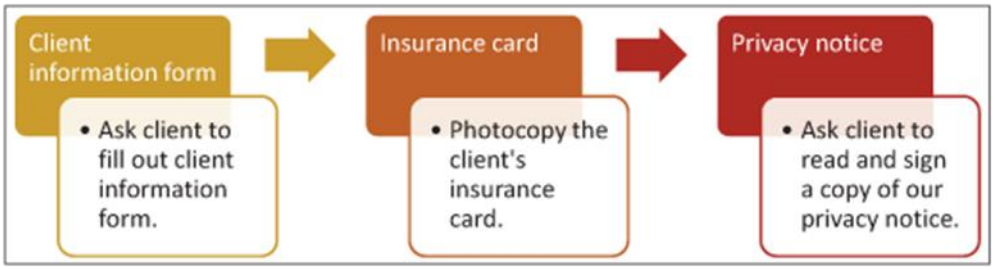
CREATE SMARTART GRAPHICS

a. Scroll the end of the document, click in the middle blank paragraph above the Last revised…shaded paragraph, then click the SmartArt button.

b. Select Process in the list of SmartArt types, select the Accent Process style, then click Insert.

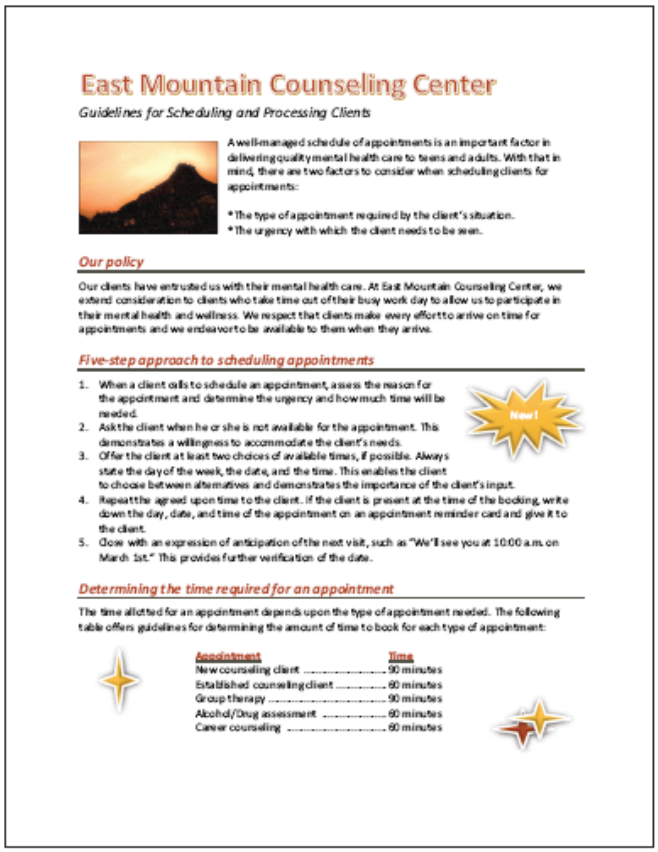
c. Change the colors of the SmartArt object to the Colorful Range – Accent Colors 5 to 6 style.

d. Enter text in the SmartArt Object so that the process diagram appears as shown in the Figure below



e. Resize the SmartArt object to be **3.2”** high, then save your changes.

f. Adjust the size or position of objects as needed to so that your document resembles the document shown in the figure. View your document in two-page view and compare it to the document shown in **Figure below.**



East Mountain Counseling Center

Guidelines for Scheduling and Processing Clients

A well-managed schedule of appointments is an important factor in delivering quality mental health care to teens and adults. With that in mind, there are two factors to consider when scheduling clients for appointments:

* The type of appointment required by the client's situation.
* The urgency with which the client needs to be seen.

Our policy

Our clients have entrusted us with their mental health care. At East Mountain Counseling Center, we extend consideration to clients who take time out of their busy work day to allow us to participate in their mental health and wellness. We respect that clients make every effort to arrive on time for appointments and we endeavor to be available to them when they arrive.

Five-step approach to scheduling appointments

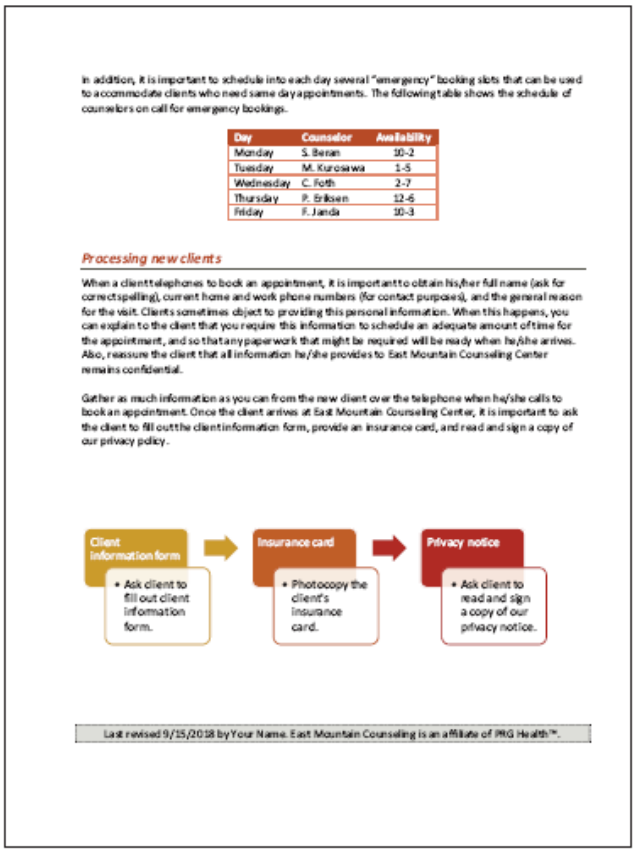
1. When a client calls to schedule an appointment, assess the reason for the appointment and determine the urgency and how much time will be needed.
2. Ask the client when he or she is not available for the appointment. This demonstrates a willingness to accommodate the client's needs.
3. Offer the client at least two choices of available times, if possible. Always state the day of the week, the date, and the time. This enables the client to choose between alternatives and demonstrates the importance of the client's input.
4. Repeat the agreed upon time to the client. If the client is present at the time of the booking, write down the day, date, and time of the appointment on an appointment reminder card and give it to the client.
5. Close with an expression of anticipation of the next visit, such as "We'll see you at 10:00 a.m. on March 1st." This provides further verification of the date.

New!

Determining the time required for an appointment

The time allotted for an appointment depends upon the type of appointment needed. The following table offers guidelines for determining the amount of time to book for each type of appointment:

Appointment	Time
New counseling client	90 minutes
Established counseling client	60 minutes
Group therapy	90 minutes
Alcohol/Drug assessment	60 minutes
Career counseling	60 minutes



In addition, it is important to schedule into each day several "emergency" booking slots that can be used to accommodate clients who need same day appointments. The following table shows the schedule of counselors on call for emergency bookings.

Day	Counselor	Availability
Monday	S. Beran	10-2
Tuesday	M. Kuroiwa	1-5
Wednesday	C. Foth	2-7
Thursday	P. Eriksen	12-6
Friday	F. Janda	10-3

Processing new clients

When a client telephones to book an appointment, it is important to obtain his/her full name (ask for correct spelling), current home and work phone numbers (for contact purposes), and the general reason for the visit. Clients sometimes object to providing this personal information. When this happens, you can explain to the client that you require this information to schedule an adequate amount of time for the appointment, and so that any paperwork that might be required will be ready when he/she arrives. Also, reassure the client that all information he/she provides to East Mountain Counseling Center remains confidential.

Gather as much information as you can from the new client over the telephone when he/she calls to book an appointment. Once the client arrives at East Mountain Counseling Center, it is important to ask the client to fill out the client information form, provide an insurance card, and read and sign a copy of our privacy policy.

Client information form
- Ask client to fill out client information form.

Insurance card
- Photocopy the client's insurance card.

Privacy notice
- Ask client to read and sign a copy of our privacy notice.

Last revised 9/15/2018 by Your Name. East Mountain Counseling is an affiliate of PRG Health™.

e. Save your changes to the document and submit to the sakai assignment

f. Save your document, in the label ***WD19_SR_StudentID_2***

WD Practice

WD 3-23 SKILLS REVIEW

EXPLORE THE WORD PROGRAM WINDOW

Data File needed for the Review Assignments: NP_WD_3-3.docx

The wireless site survey has been completed, and the Spruce & Cooper wireless network has been upgraded. Now Eboni Wheatley is focusing on the second phase of her work on the network-improving security. She has begun working on a report for the leadership team that outlines information about conducting security training classes and installing network security software. You need to format the report, add a table at the end containing a preliminary schedule, add a formula to another table that summarizes costs associated with subscriptions for network security protection, and create a sample graphic that Eboni could use in a handout announcing the security training.

Complete the following steps:

a. Open the document **NP_WD_3-3.docx** located in the Word3 > Review folder included with your Data Files, and then save it as **NP_WD_3_Security** in the location specified by your instructor.

b. Promote the "Schedule" and "Planning for Level 1 Sessions" headings from Heading 2 text to Heading 1 text, and then move the "Planning for Level 1 Sessions" heading and its body text up above the "Schedule" heading.

c. Insert a page break before the "Schedule" heading. On the new page 2, in the blank paragraph before the "Network Security Subscription Costs" heading, insert a table using the information shown in Figure 3-44. Format the header row in bold

Figure 3-44

Level 1 training schedule

Date	Topic
8/6/2025	Social engineering
5/21/2025	Introduction to cybersecurity
10/5/2025	Mobile security
7/20/2025	Cloud-based threats
6/16/2025	Data protection

d. Sort the table by the contents of the "Date" column in ascending order.

e. In the appropriate location in the table, insert a new row for an **Endpoint security** class on **9/3/2025**.

f. Delete the "Mobile security" row from the table.

g. Modify the widths of both columns to accommodate the widest entry in each.

h. Apply the Grid Table 4 - Accent 4 style to the table, and then remove the special formatting for the first column.

i. Locate the table in the "Network Security Subscription Costs" section of the document. In the table's lower-right cell, add a formula field that sums the total cost per month and displays the result in a format that matches the other numbers in the table, including a dollar sign ($).

j. Change the cost for DNS Protection to **$650.00** and then update the formula.

k. Merge the two blank cells, insert **TOTAL** in the new, merged cell, right-align the text in the cell, and then format the contents of the bottom row in bold.

l. Apply the Grid Table 4 - Accent 4 style to the table, and then remove the special formatting for the first column.

m. On page 1, replace the text "[instructor names]" with a tabbed list of instructors and their specialties, using the following information: **Suzette Carrington-Brewster, Malware; Lia Kim, Server security; Leopold R. Coia, Social engineering**. Insert a tab after each name, and don't include any punctuation in the list.

n. Use a left tab stop to align the instructors' specialties 2.5 inches from the left margin, and then adjust the list's paragraph spacing so it appears to be a single paragraph.

o. Turn on automatic hyphenation.

p. After the second table on page 2, insert a section break that starts a new, third page, and then format the new page in landscape orientation.

q. Insert a SmartArt graphic that illustrates the two parts of upgrading Spruce & Cooper's network security. Use the Circle Process graphic from the Process category, and, from left to right, include the following text in the SmartArt diagram: **Security Training, Web Secure Portal Plus,** and **Secure Network**. Do not include any punctuation in the SmartArt. Size the SmartArt graphic to fill the page.

r. Create a footer for sections 1 and 2 that aligns your first and last names at the left margin. Insert the page number, without any design elements and without the word "Page," below your name.

s. Separate the section 2 header from the section 1 header, and then create a header for section 1 using the Retrospect header style. Enter **IMPROVING NETWORK SECURITY AT SPRUCE & COOPER** as the document title, and select the current date. Note that the document title will be displayed in all uppercase no matter how you type it.

t. Insert a cover page using the Retrospect style. If you typed the document title in all uppercase in the header, it will be displayed in all uppercase here. If you used a mix of uppercase and lowercase in the header, you'll see a mix here. Revise the document title if necessary to make it all uppercase, change the hyphenation options so "NETWORK" is no

longer hyphenated, and then add the following subtitle: **PREPARED BY YOUR NAME**, replacing YOUR NAME with your first and last name. Delete the Author document control. Also delete the Company Name and Company Address document controls, as well as the vertical bar character between them.

u. Change the document theme to Slice, then save and preview the report. Eboni will be adding more text to page 3, so don't be concerned that most of that page is blank.

v. Close the document.

w. Ensure to submit (upload) your completed documents in their raw formats to the Sakai assignment portal.

WD 4-15 Review

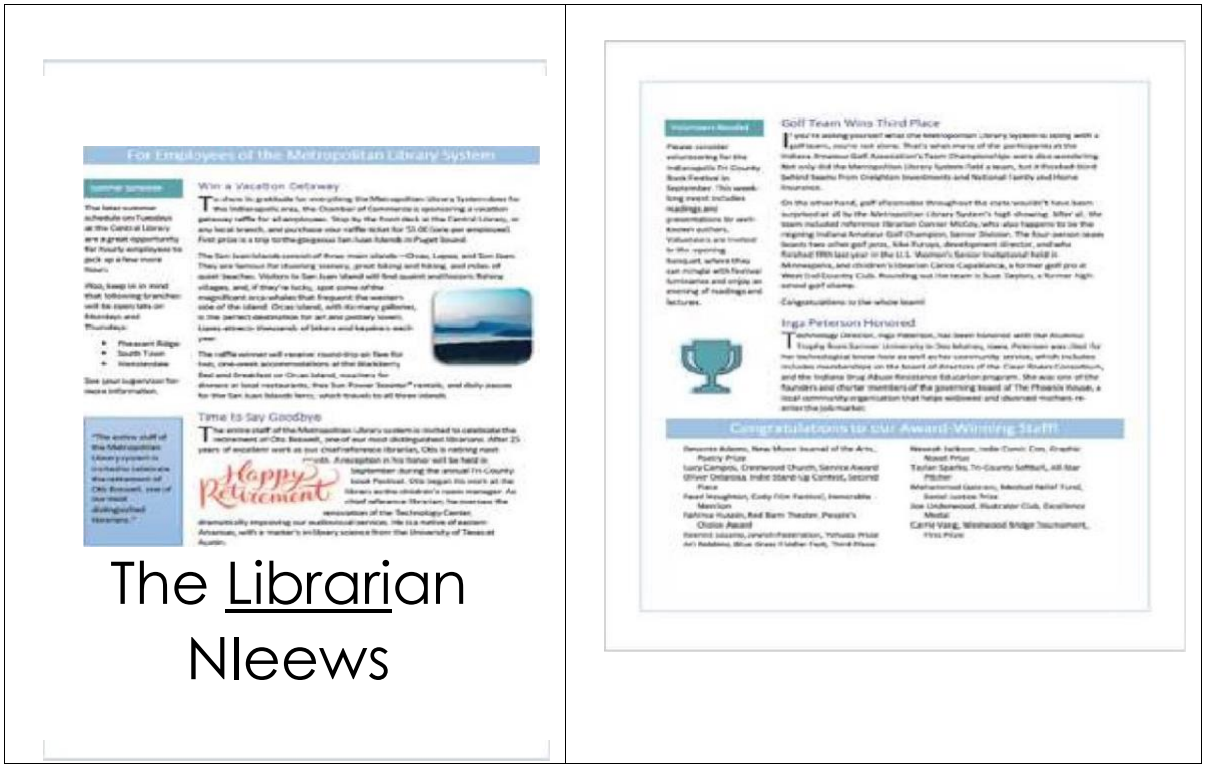
WD 4-15a Practice: Review Assignments

Data Files needed for the Review Assignments: NP WD 4-2.docx, Support_WD_4_Island.png, Support_WD_4_Retirement.png, Support_WD_4_Schedule.docx, Support_WD_4_Volunteers.docx,

Vassily is working on another newsletter. This one is for employees of the Indianapolis Public Library system. He has already written the document's text, and he asks you to transform it into a professional-looking newsletter. He also asks you to save the newsletter as a PDF so he can email it to the printer and to edit some text currently available only as a PDF. The finished newsletter should match the one shown in Figure 4-39.

Figure 4-39

Completed employee newsletter



Complete the following steps:

1. Open the file NP_WD 4-2.docx from the Word4 > Review folder included with your Data Files, and then save the document as NP_WD 4_Employees in the location specified by your instructor.
    a. On page 1, at the beginning of the "Win a Vacation Getaway" heading, to the left of the "W" in "Win"
    b. On page 2, at the beginning of the shaded heading "Congratulations to our Award-Winning Staff!" to the left of the "C" in "Congratulations"
    c. On page 2, at the beginning of the first name, to the left of the "D" in "Devante"
2. In sections 1 and 3, change the left and right margins to .75 inches. In section 2, change the left margin to 2.5 inches.
3. Format section 4 in two columns of equal width, and then format the entire list of names and awards with a 0.2-inch hanging indent.
4. Search for the term Sun Power Scooter in the newsletter, and then add the @ symbol to the right of the final "r."
5. On page 1 , click anywhere in the "Win a Vacation Getaway" heading, and then insert a preformatted text box using the Ion Sidebar 1 option.
6. Change the text wrapping setting for the text box to In Front of Text. Change the height of the text box to 4.3 inches and its width to 1.5 inches, and then drag it to position it in the white space in the left margin, with its top edge aligned with the "Win a Vacation Getaway" heading. The left border of the text box should align with the left edge of the shaded paragraph above. Verify that the text box's position is fixed on the page.
7. Change the text box title to Summer Schedule. Delete all the placeholder text in the text box, and then insert the text of the Word document Support_WD_4_ScheduIe.docx, which is located in the Word4 > Review folder. Delete any extra paragraph marks at the end of the text, and change the font size for the text and text box title to 11 .
8. On the Insert tab, use the Shapes button to draw a rectangular text box that roughly fills the blank space in the lower-left margin of page 1. When you are finished, adjust the height and width as necessary to make the text box 2.5 inches tall and 1.5 inches wide.
9. Make sure the text wrap setting for the text box is set to In Front of Text and that the text box has a fixed position on the page. Drag the text box's anchor up to slightly above the "Time to Say Goodbye" heading to keep the text box from moving to page 2 later, when you add a graphic to page 1.
10. Paste the copied sentence into the text box at the bottom of page 1, and then add quotation marks at the beginning and end.
11. Use the Align Text button to align the text in the middle of the text box, and then apply the Subtle Effect - Orange, Accent 2 shape style (the light orange style option, the third style from the left in the fourth row of the Shape Styles gallery).
12. On page 2, click in the paragraph that reads "Congratulations to the whole team!" and then insert a preformatted text box using the Ion Sidebar 1 option.
13. Change the text wrapping setting for the text box to In Front of Text. Change the height of the text box to 3.8 inches and its width to 1.5 inches, and then drag it left to position it in the white space in the left margin, with its top edge aligned with the first line of text, and

its left edge aligned with the left edge of the shaded heading below. Verify that its position is fixed on the page.

14. Change the text box title to Volunteers Needed. Delete all the placeholder text in the text box, and then insert the text of the Word document Support_WD 4 Volunteers.docx, which is located in the Word4 > Review folder. Delete any extra paragraph marks at the end of the text, and change the font size for the text and text box title to 11.

15. In the first line of text after each of the four headings formatted with blue font, insert a drop cap that drops two lines.

16. On page 1, select the entire first paragraph, "The Librarian News," including the paragraph mark. Clear the formatting from the paragraph, and then format the text as

    WordArt, using the Fill: Blue, Accent color 5; Outline: White, Background color 1; Hard Shadow: Blue, Accent color 5 style (the middle option in the bottom row).

17. Change the WordArt text box width to 7 inches, and retain the default height.

18. Retain the Square text wrapping, and make sure the WordArt has a fixed position on the page. Drag the WordArt text box up above the shaded paragraph if necessary, so it appears at the top of the page.

19. Apply the Chevron: Up transform text effect, and then add a shadow using the Offset: Bottom Right style (the first option in the top row of the Outer section).

20. Click at the end of the paragraph below the "Win a Vacation Getaway" heading, and then insert the picture file named Support_WD 4_IsIand.png from the Word4 >

21. Practice cropping the photo to a shape, and then try cropping it by dragging the cropping handles. Use the Reset Picture button as necessary to restore the picture to its original appearance. When you are finished, crop the picture using a square aspect ratio, and then change its height and width to 1.5 inches. Use the Position button to place the picture in the middle of the right side of page 1 with square text wrapping, and then add the Bevel Rectangle picture style.

22. On page 1, click at the end of the "Time to Say Goodbye" heading, and then insert the picture Support_WD_4_Retirement.png from the Word4 > Review folder.

23. Change the alt text to read The words "Happy Retirement" written in calligraphy and then rotate the picture so the words are positioned horizontally.

24. Change the photo's height to 2.5 inches, and retain the default width. Apply Tight text wrapping, position it in the paragraph below the "Time to Say Goodbye" heading, with two lines of text wrapped above it, fix its position on the page, and then remove the picture's background. Readjust the picture so the paragraph text wraps around it as shown in Figure 4-39. Take care not to let the picture overlap any text.

25. On page 2, click at the end of the paragraph below the "Inga Peterson Honored" heading, and then insert the trophy icon from the Celebration category. The alt text is correct, so you don't need to change it.

26. Apply Tight text wrapping, fix its position on the page, change the icon's height and width to 1.2 inches, then drag the icon to center it in the white space below the text box.

27. Apply the Colored Fill — Accent 5, Dark 1 Outline graphics style (third row, second from the right in the Graphics style gallery).

28. Add the Glow: 5 point; Orange, Accent color 2 graphics effect (top row, second from the left in the Glow Variations gallery).

29. Balance the columns at the bottom of page 2.
30. Change the theme colors to Blue Warm.
31. Insert a simple box outline of the default style and width for the entire document. For the border color, use Blue, Accent 2, Lighter 60% (third row, sixth from the left in the Theme Colors palette). Make any additional adjustments necessary to ensure that your newsletter matches the one shown in Figure 4-39. You will probably need to adjust the position of the text boxes on page 1 to ensure that their left edges align with the edge 0f the blue-shaded heading below. Also, on page 1, position the bottom text box so its bottom border aligns with the last line of text on the page.
32. In the second to last line on page 2, replace "Carrie Vang" with your first and last names.
33. Save the document, and then save it again as a PDF named NP_WD_4_Employees. Wait for the PDF to open, review it, and then close the program in which it opened. Close the NP_WD_4_Employees.docx document, but leave Word open.
34. In Word, open the NP_WD 4_EmpIoyees.pdf file, save it as a Word document named NP WD 4_EmpIoyeesRevised, review its appearance, note the problems with the formatting that you would have to correct if you actually wanted to use this new DOCX file, and also note that alt text is no longer associated with the three images. Close the document.
35. **Ensure to submit (upload) your completed documents *(3-files: Your final .docx file, the PDF and the final pdf opened in Word document)* in their raw formats to the Sakai assignment portal.**