

Circling Back 2

Create a postcard to announce the date of the conference to members and to solicit early registrations.

Project 1: Postcard

GET READY. LAUNCH Word if it is not already running.

1. Create a new blank document.
2. Click the **Page Layout** tab. Then, in the Page Setup group, use the Size command to create a custom paper size of **4.25"** wide by **5.5"** high.
3. Change the document setup to **landscape** orientation with **narrow** margins.
4. **SAVE** the document as **napc_postcard** in the lesson folder on your USB flash drive.
5. Click the **Insert** tab. Then, in the Header & Footer group, insert the **Transcend (Even) header**.
6. Select the Date placeholder text and key **20XX**. Change the font size and style to **18 pt bold**.
7. Select the Title placeholder text and key **NAPC PROFESSIONAL CONFERENCE**. Change the font size and style to **18 pt, bold**.
8. Double-click the body of the postcard, then key the following text:

September 14–16
 Lakeview Towers in South Lake Tahoe, California
 Early Bird Registration \$329; Regular Rate \$389
 Admission to all keynotes, seminars, and breakout sessions
 Ticket to Saturday night banquet
 All meals included
 Early Bird Deadline is August 1, 20XX
 Register online at www.napc20XX.com or call 800-555-5678
9. *Do not* press Enter after the last line of keyed text.
10. Select **September 14–16**, change the font size and style to **20 pt Bold**, and **center** the text.
11. Select the **Lakeview Towers**. . . line of text. Change the font size to **14 pt** and **center** the text.
12. Click the **View Ruler** button to display the ruler (if it isn't displayed already).
13. Place the insertion point before the E in Early Bird Registration. Then click on the **0.5"** position to insert a left tab.
14. Press the **Tab** key to indent the paragraph.
15. Select the three lines of text under the registration costs information and format them as a bulleted list.
16. Select **\$329**. Change the font color and style to **Purple, Accent 4, Darker 50%**, and **bold**.
17. On the Home tab, in the Clipboard group, use the Format Painter to copy the format of **\$329** and apply it to **\$389, August 1, 20XX, www.napc20XX.com, and 800-555-5678**.
18. Beginning with **Lakeview Towers**, select all the remaining text. On the Page Layout tab, in the Paragraph group, adjust the spacing after the paragraph to **6 pt**.
19. Select the last two lines of text and **center** them.
20. In the Page Background group, use the Page Borders command to insert a **1½ pt** wide box page border, using the color Purple, Accent 4, Darker 25%.
21. Use the Watermark command to create a custom horizontal watermark with the text **SAVE THE DATE** using **Times New Roman** font.
22. **SAVE** the document as **napc_postcard_draft** in the lesson folder on your USB flash drive.
23. Apply a Page Color, making sure to select, **Purple, Accent 4, Lighter 80%**.
24. Select the last paragraph, which begins **Register online. . . .**

25. On the Home tab, in the Paragraph group, use the **Shading** command to insert shading using the color Purple, Accent 4, Lighter 40%.
26. In the Page Layout tab, in the Themes group, use the Theme Colors menu to change the color to **Median**.
27. Your document should look similar to Figure 1. Make any necessary adjustments.

Figure 1

NAPC Postcard



28. **SAVE** the document as *napc_postcard_final* in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word for the next project.

Project 2: Creating a Logo

As the scheduling manager for Consolidated Messenger, a full-service conference and retreat center, you use Word to create and revise all documents and forms used when coordinating the facility's events.

In recent years, the conference center has expanded and changed its focus. The owner needs your help in creating a new logo for all of the business' documents.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a new, blank document and key **Consolidated Messenger**.
2. **SAVE** the document as *consolidated_letterhead* in the lesson folder on your USB flash drive.
3. Insert the **Fill-Red A 2 Warm Matte Beval** WordArt.
4. Decrease the font size to **28** pts, and right align the watermark to the right corner of the document.
5. Change the watermark width to **6.78"**.
6. Insert a blank footer, then key **Conference and Retreat Center** in the footer.
7. Change the font of the footer text to **Bookman Old Style**, the font size to **14** pts, and the font color to **Dark Red**.
8. **SAVE** the document with these changes.

PAUSE. LEAVE the *consolidated_letterhead* document open for the next project.

@ The *consolidated_intro* file for this Circling Back is available on the book companion website or in WileyPLUS.

Project 3: Editing a Document

You are working on a promotional piece for the conference center, but you need to make some changes and add the logo.

USE the document that is open from the previous project.

1. Select the logo and copy it to the Clipboard.
2. **OPEN** *consolidated_intro* from the data files for this lesson.
3. Place the insertion point on the first line of the document you just opened, then paste the logo in the document.
4. On the Home tab, in the Editing group, click the **Replace** button.
5. In the Replace tab, search for all occurrences of the word Gallery and replace them with the word **Theatre**.
6. On the Insert tab, in the Text group, click the **Text Box** button.
7. Select **Puzzle Quote**.
8. Select the last paragraph, and cut and paste it into the Text Box.
9. On the Insert tab, in the Illustrations group, click the **Picture** button.
10. Locate and insert the *conference_photo* image (found in the data files for this lesson).
11. On the Format tab, in the Arrange group, click the **Text Wrapping** button.
12. Select **More Layout Options**, then **Square, left only**.
13. On the Format tab, in the Size group, set the picture's width to **2.53"**.
14. Rotate the picture and position it in the document so that it looks similar to Figure 2.

Figure 2

Consolidated Promo



15. On the Format tab, in the Picture Styles group, click the **More** button.
16. Select the **Center Shadow Rectangle**.
17. In the Adjust group, click the **Color** button; then, under Color Tone, select **Temperature: 11200K**.
18. In the Adjust group, click the **Artistic Effects** button, then select **Texturizer**.
19. **SAVE** the document as *consolidated_promo*.

PAUSE. LEAVE the document open to use in the next project.

Project 4: Audio-Visual Equipment Table

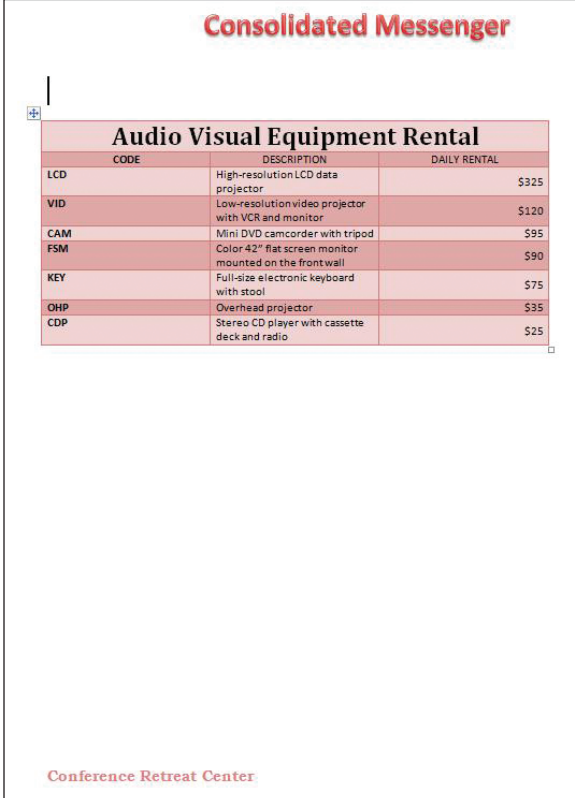
Create a table that contains a list of the audio and visual equipment available for rent at the conference center.

USE the *consolidated_logo* document that is open from the previous project.

1. Place the insertion point below the logo.
2. In Cambria, 24 pt font, key the title **Audio Visual Equipment Rental**.
3. Create a table that has three columns and eight rows.
4. Change column widths as necessary and key the information shown in Figure 3 into the table.

Figure 3

Consolidated Equipment



CODE	DESCRIPTION	DAILY RENTAL
LCD	High-resolution LCD data projector	\$325
VID	Low-resolution video projector with VCR and monitor	\$120
CAM	Mini DVD camcorder with tripod	\$95
FSM	Color 42" flat screen monitor mounted on the front wall	\$90
KEY	Full-size electronic keyboard with stool	\$75
OHP	Overhead projector	\$35
CDP	Stereo CD player with cassette deck and radio	\$25

Conference Retreat Center

5. Place the insertion point anywhere in the table.
 6. On the Design tab, in the Table Styles group, click the **More** button to view a gallery of Quick Styles.
 7. Scroll down and click the **Medium Grid 1 - Accent 2** option.
 8. On the Layout tab, in the Data group, click the **Sort** button. Sort by the Daily Rental column in descending order.
 9. Select the first row of the table.
 10. On the Layout tab, in the Alignment group, click **Align Top Center**.
 11. Select all numbers in the Daily Rental column.
 12. On the Layout tab, in the Alignment group, click **Align Center Right**.
 13. Insert a row above the first row and merge cells.
 14. Drag and drop the title in the row.
 15. **SAVE** the document as *consolidated_equipment* and **CLOSE** the file.
- PAUSE. LEAVE** Word open for the next project.

Project 5: Formatting a Document

You began creating a document to serve as a guide for introducing guests to the conference center. Open and format the document.

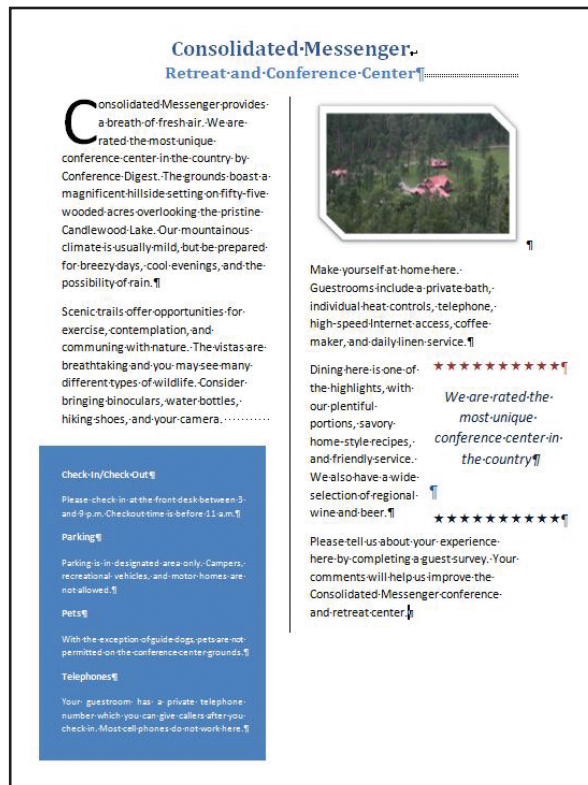
GET READY. LAUNCH Word if it is not already running.

@ The *consolidated_guests* document file for this Circling Back is available on the book companion website or in WileyPLUS.

1. **OPEN** *consolidated_guests* from the data files for this lesson.
2. Use what you learned in this unit to complete the following tasks. You do not have to complete them in this order, but your goal is to make the document look similar to Figure 4.
 - a. Use section breaks to create a section for the text, then arrange the text in two columns.
 - b. Create a drop cap for the first sentence.
 - c. Apply **Snip Diagonal corner**, **White** to the photograph.
 - d. Create a text box quote using the Stars Quote style and change the font color to **Dark Blue, Text 2, Darker 50%**. Key **We are rated the most unique conference center in the country**.
 - e. Arrange the elements on the page and make any other necessary adjustments to make your document look like Figure 4.

Figure 4

Consolidated Guide



3. **SAVE** the document as *consolidated_guide* and **CLOSE** the file.
- STOP. CLOSE** Word.