



Graded Project

Microsoft Word 2016



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GRADED PROJECT

MICROSOFT WORD 2016

OVERVIEW

This project involves a case study based on a fictional company, Healthy Home Care, Inc. You'll assume the role of office manager, who is responsible for creating the literature for a Welcome Package. The promotional documents will be printed and placed in a folder to be mailed to the director of a senior center. For this project, you'll complete four documents for the package:

1. A cover letter discussing your partnership with a senior center
2. A fact sheet highlighting the services and amenities you offer
3. A flier promoting the next wellness clinic
4. A pre-registration form

INSTRUCTIONS

Create the following documents. Your score will be based on the rubric found in the scoring guidelines.

CREATE AND EDIT A COVER LETTER

The Welcome Package includes a letter to the director of a senior center.

1. Start Word and create a new document.
2. Change the style of the blank paragraph to No Spacing.
3. Type the text shown on the next page, pressing **Enter** to place one blank line where indicated, four blank lines in the closing, and four more blank lines before the word *Enclosures*, and beginning new paragraphs where indicated.

Date¶

¶

Ms. Alex Davis¶
Palms Senior Center¶
577 Palm Trail¶
Any Town, FL 12345¶

¶

Dear Ms. Davis: ¶

¶

We are excited about the opportunity to partner with Palms Senior Center to offer your clients in-home services that complement the services you provide. Healthy Home Care, Inc., services include visiting nurses, personalized nutrition counseling, physical therapy, light housekeeping and cooking, and companionship through card games, board games, and letter writing. ¶

¶

As discussed, our partnership with Palms Senior Center will include sponsorship of the Healthy Home Care, Inc., Club Room at your facility. Our updated brochure includes the amenities the Club Room will offer and we already have seen an overwhelming response to the weekly therapy dogs. ¶

¶

Enclosed are 20 copies of the Healthy Home Care, Inc., fact sheet for you to distribute. Also enclosed are fliers about our next wellness clinic to take place in the Club Room. The wellness clinic is free to anyone who completes a no-obligation pre-registration form, also enclosed. ¶

¶

Please feel free to call me at (123) 456-7890 with any questions or concerns. ¶

¶

In good health, ¶

¶

¶

Malik Wyatt¶
Office Manager¶
Healthy Home Care, Inc. ¶
456 Olive Ave. ¶
Any Town, FL 12345¶¶

¶

Enclosures

Your document should now look similar to Figure 1.

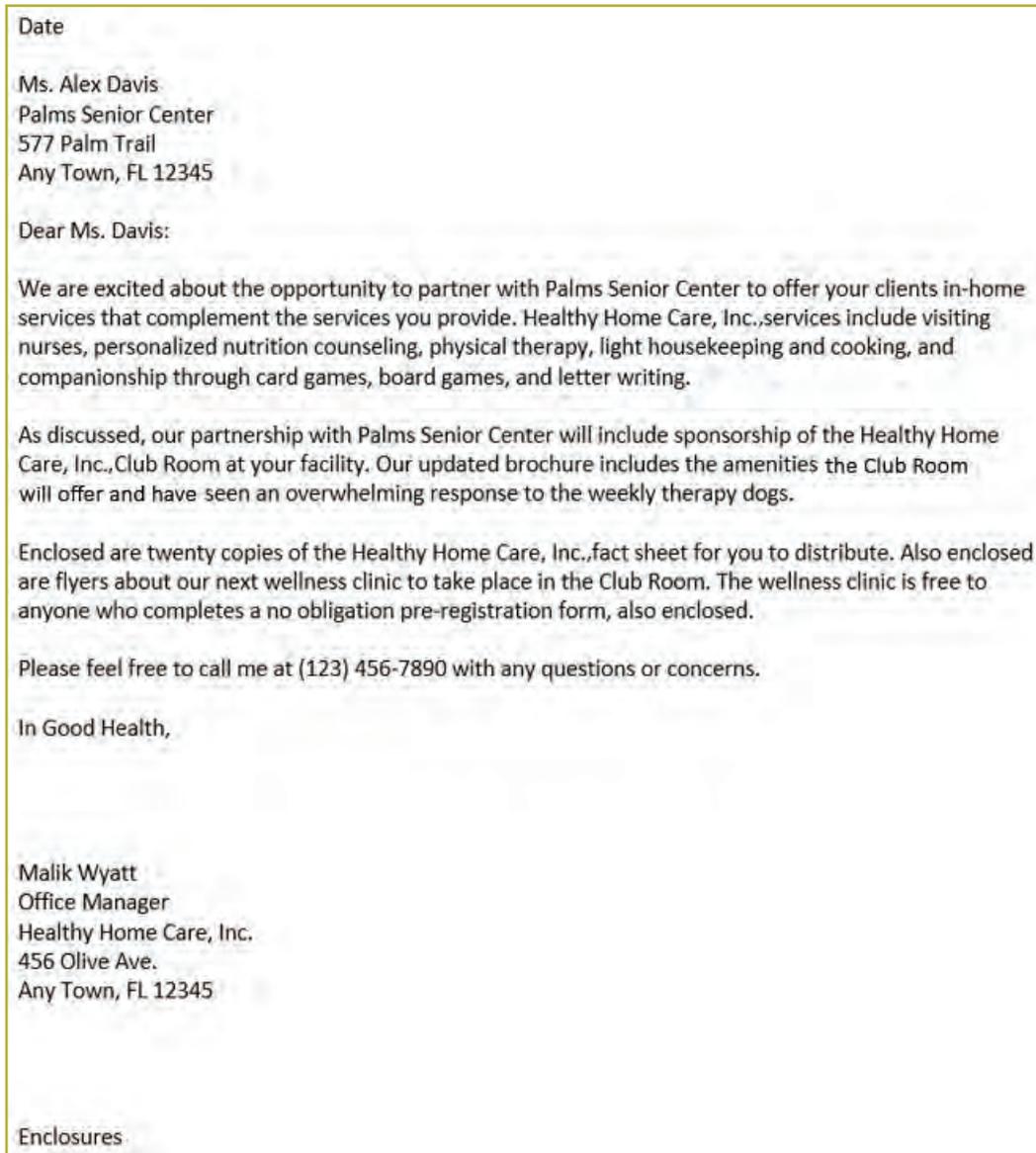


Figure 1

4. Replace the word Date with a time stamp displaying a date that updates automatically in the format "Month, Date, Year."

5. Edit the first paragraph to display the Healthy Home Care, Inc., services as a bulleted list with each item starting with an uppercase letter, similar to Figure 2.

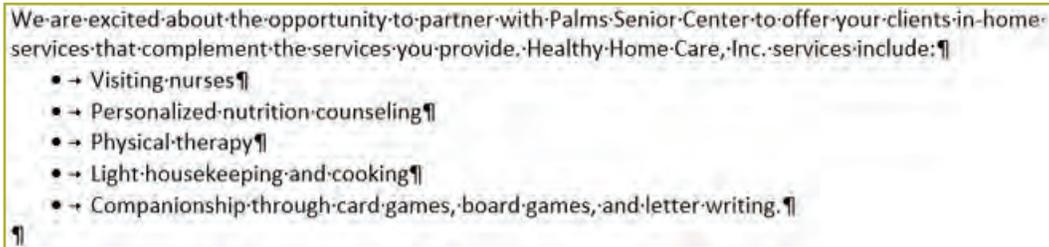


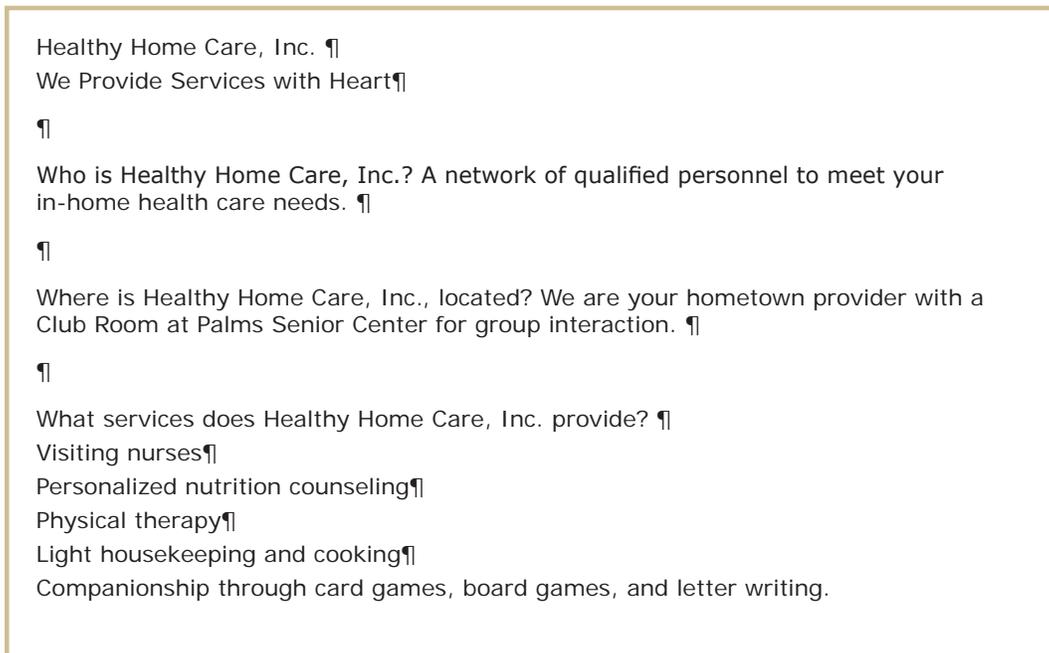
Figure 2

6. Bold the three occurrences of *Healthy Home Care, Inc.*, within the body of the letter.
7. Save the document, naming it “Healthy Home Care letter.”

CREATE A FACT SHEET

The Fact Sheet needs to display the Healthy Home Care, Inc., services in large print.

1. Start Word and create a new document.
2. Change the style of the blank paragraph to No Spacing.
3. Type the text shown below, pressing **Enter** to start new paragraphs where shown.



Your document should now look similar to Figure 3.

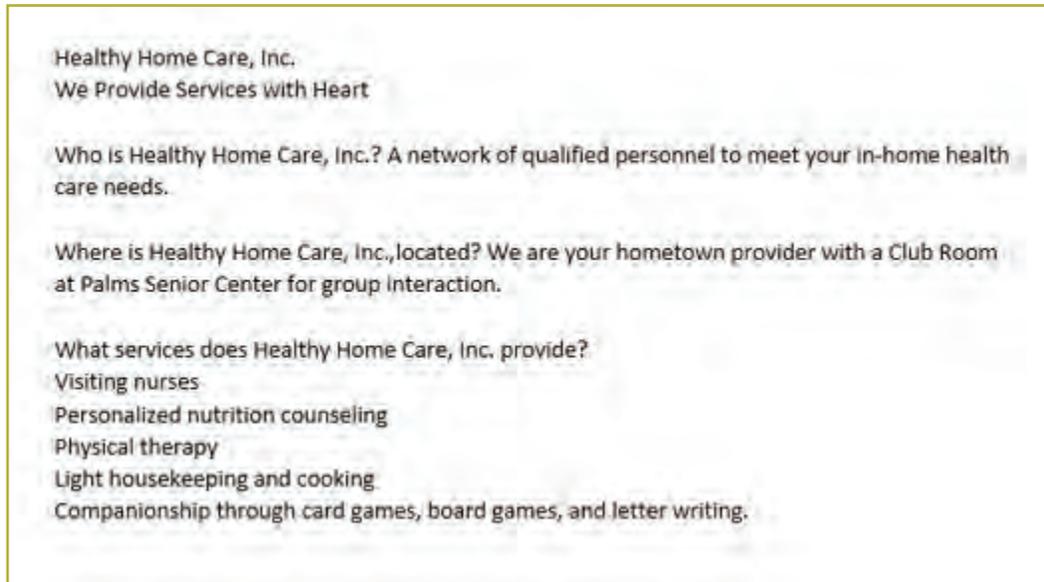


Figure 3

4. Change the margins to 2 inches on the left and right and 1 inch on top and bottom.
5. Replace the first two lines of text with appropriately formatted WordArt that has a Wrap Text format of Square and is centered above the rest of the text, similar to Figure 4.



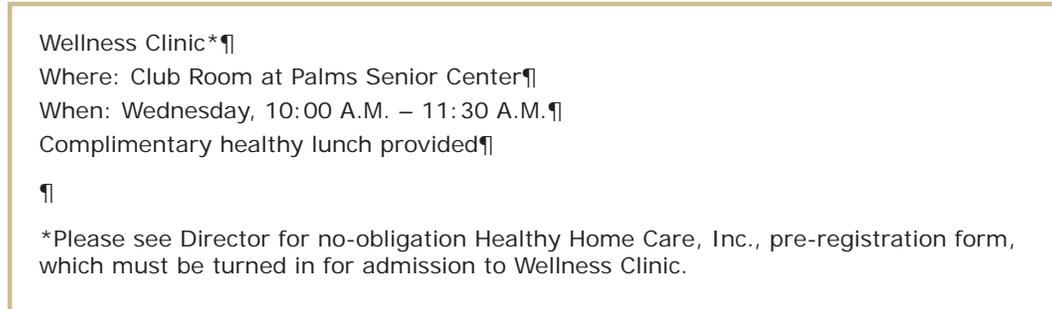
Figure 4

6. Format the remaining text as Georgia 16 point.
7. Bold the three questions only.
8. Press **Enter** after the last question and then format the answer paragraphs as a bulleted list, using a character other than the • symbol.
9. Format the bulleted list with 12 point spacing after each paragraph.
10. Save the document, naming it “Healthy Home Care fact sheet.”

CREATE A FLIER

The flier will promote the Wellness Clinic at Palms Senior Center.

1. Start Word and create a new document.
2. Change the document orientation to Landscape.



3. Change the margins to 0.3 inch on all sides.
4. Type the text shown below. Your document will now look similar to Figure 5.

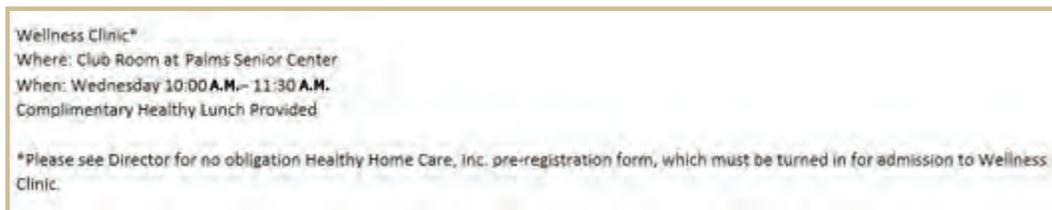


Figure 5

5. Format the title in Comic Sans MS 72 point bold dark green.
6. Select the next three lines of text and apply the Heading 1 style.
7. Modify the Heading 1 style with the following formats:
 - a. Arial 26 point bold
 - b. Dark gray color
 - c. Center alignment
8. Format the last line of text with 2 inch right and left indents and then change the font to Arial 9 point.
9. In the blank paragraph after *Complimentary*, insert an appropriate clip art image of fruit.
10. Size the clip art so all the text is on one page, and then center the image.
11. Save the document, naming it “Healthy Home Care flier.”

CREATE A PRE-REGISTRATION FORM

The pre-registration form will be used to compile names of prospective clients.

1. Start Word and create a new document.
2. Insert a 5 by 11 table.
3. Merge the cells in the top row.
4. Select only Header Row in Table Style Options and then select a table style with blue shading in the first row.
5. Type the form title as shown in Figure 6 and format the first line of text as Arial 20 point bold and the second line as Arial 16 point regular.



Figure 6

6. Type text and merge cells so your form looks similar to Figure 7. After merging cells in the last row, change the row height to 4.5 inches. Change the row heights of the cells containing text to 0.3 inch.



Figure 7

7. Save the document, naming it "Healthy Home Care pre-registration form."

SCORING GUIDELINES

RUBRIC

Skill/ Grading Criteria	Exemplary (4)	Proficient (3)	Fair (2)	Poor (1)	Not Evident (0)
Apply a Word Style	Appropriate paragraphs are in the indicated Word style.	Most paragraphs are in the indicated Word style.	Some paragraphs are in the indicated Word style.	Few paragraphs are in the indicated Word style.	Word styles have not been applied.
Insert a time stamp	A time stamp set to update automatically is displayed in the format Month, Date, Year.	A time stamp set to update automatically is displayed in any format.	A time stamp not set to update is displayed in any format.	A date has been typed.	No attempt to change the date has been made.
Edit Text and format as a bulleted list	All of the indicated paragraphs have been edited and formatted as a bulleted list.	Most of the indicated paragraphs have been edited and formatted as a bulleted list.	Some of the indicated paragraphs have been edited and formatted as a bulleted list.	An attempt has been made to format the indicated text in a list style.	No attempt to edit text or create a bulleted list has been made.
Apply the bold character format	All of the indicated text has been formatted as bold.	Most of the indicated text has been formatted as bold.	Some of the indicated text has been formatted as bold.	The wrong text has been formatted as bold.	No attempt has been made to format any text as bold.
Change margins	All margins have been changed to the measurements indicated.	Most of the margins have been changed to the measurements indicated.	Some of the margins have been changed to the measurements indicated.	The margins have been changed to the wrong measurements.	No attempt has been made to change the margins.
Create WordArt and change wrap	Appropriate WordArt has been created, sized, formatted, and given the appropriate wrap.	Appropriate WordArt has been created, sized, and formatted.	Appropriate WordArt has been created and sized.	WordArt has been created but is neither appropriate nor formatted.	No attempt has been made to create WordArt.

(Continued)

Format text in a different font	All of the indicated text has been formatted with the correct typeface, size, and style where indicated.	Most of the indicated text has been formatted with the correct typeface, size, and style where indicated.	Some of the indicated text has been formatted with the correct typeface, size, and style where indicated.	None of the indicated text has been formatted with the correct combination of typeface, size, and style where indicated.	No attempt has been made to apply character formats.
Change the bullet style of a list	All of the indicated paragraphs have been edited and formatted as a bulleted list with an appropriate bullet character.	Most of the indicated paragraphs have been edited and formatted as a bulleted list with an appropriate bullet character.	Some the indicated paragraphs have been edited and formatted as a bulleted list with an appropriate bullet character.	An attempt has been made to format the indicated text in a list style.	No attempt to edit text or create a bulleted list has been made.
Change paragraph spacing	All of the indicated paragraphs have the appropriate paragraph style.	Most of the indicated paragraphs have the appropriate paragraph style.	Some of the indicated paragraphs have the appropriate paragraph style.	An attempt has been made to add spacing between paragraphs without changing the paragraph style.	No attempt has been made to change the space between paragraphs.
Change page orientation	The document orientation is Landscape.	The document orientation is Landscape.	The document orientation is Landscape.	The document orientation is Landscape.	No attempt has been made to change the orientation.
Create indents	The indicated paragraph has right and left indents of the appropriate measurements.	The indicated paragraph has either a right or left indent of the appropriate measurement.	The indicated paragraph has right and left indents, but of the wrong measurements.	Spaces, tabs, or some other character was used in an attempt to change indents.	No attempt has been made to change indents.
Apply color to text	All of the indicated text has been formatted in the appropriate color.	Most of the indicated text has been formatted in the appropriate color.	Some of the indicated text has been formatted in the appropriate color.	The wrong text has been formatted in a color.	No attempt has been made to change the color of text.

(Continued)

Modify a built-in style	All of the indicated changes have been made to the Word style.	Most of the indicated changes have been made to the Word style.	Some of the indicated changes have been made to the Word style.	Few of the indicated changes have been made to the Word style.	No attempt has been made to change the Word style.
Insert clip art	An appropriate clip art image has been inserted, sized, and formatted.	An appropriate clip art image has been inserted and sized.	An appropriate clip art image has been inserted.	A clip art image has been inserted but is neither related to the content nor has it been formatted.	No attempt has been made to insert a clip art image.
Insert a table	A table of the specified size has been inserted.	A table of the wrong size has been inserted.	Tabs have been used to create rows and columns of data.	Text has been typed with no attempt to organize it.	No attempt has been made to create organized data.
Merge table cells	All of the indicated table cells have been merged.	Most of the indicated table cells have been merged.	Some of the indicated table cells have been merged.	Few of the indicated table cells have been merged.	No attempt has been made to merge cells.
Apply a table style	A Word table style with the appropriate options has been applied.	A Word table style with the appropriate options has been applied without top row shading.	A Word table style with the wrong options has been applied.	An attempt has been made to format the table by applying separate cell formats.	No attempt has been made to format the table.
Format table row height	All of the indicated rows have the appropriate height.	Most of the indicated rows have the appropriate height.	Some of the indicated rows have the appropriate height.	The indicated rows have been changed to the wrong height.	No attempt has been made to change any of the table row heights.

SUBMISSION CHECKLIST

Before submitting your project, make sure you've correctly completed the following:

- Create, save, and name a file
- Type text
- Edit text
- Change page orientation
- Character formats, including typeface, point size, bold, and color
- Apply Word styles
- Modify a Word style
- Insert an automatically updating time stamp
- Paragraph formats, including alignment, spacing, and indents
- Create WordArt
- Insert clip art
- Change the wrap and size of an image
- Use bulleted lists, including changing the default bullet
- Insert a table
- Change table formats using Table Styles
- Change cell formats using Text and Paragraph Styles
- Change table structure, including merging cells and row heights
- Type data into a table

SUBMITTING YOUR PROJECT

Each project is individually graded and therefore could take approximately 5–7 business days to grade. Make sure the following information is in the heading of each document:

- Your name
- Your email address
- Your student number
- Course name and number
- Project number (584800)

To submit your graded project, follow these steps:

1. Go to <http://www.pennfoster.edu>.
2. Log in to your student portal.
3. Click on **Take Exam** next to the lesson you're working on.
4. Follow the instructions provided to complete your exam.

Be sure to keep a backup copy of any files you submit to the school!