

ASSESS



### SAM Projects

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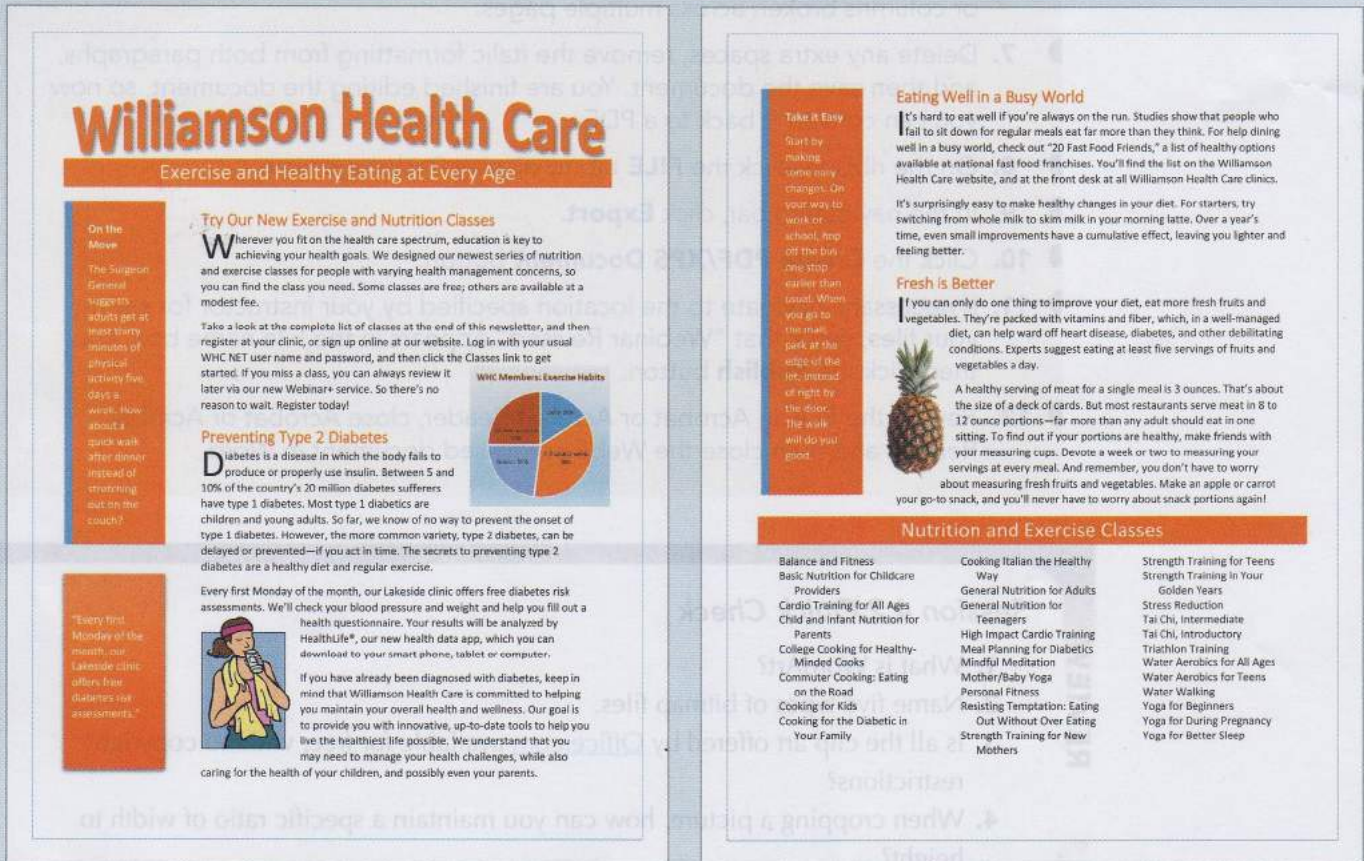
PRACTICE

### Review Assignments

Data Files needed for the Review Assignments: **Exercise.docx, Habits.png, On the Move.docx, Take it Easy.docx**

Estefan is working on another newsletter. This one provides information about the benefits of exercise and good nutrition, and includes a list of exercise and nutrition classes. He has already written the 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 Exercise Newsletter document



Complete the following steps:

1. Open the file **Exercise** from the Word4 ► Review folder included with your Data Files, and then save the document as **Exercise Newsletter** in the location specified by your instructor.
2. Insert continuous section breaks in the following locations:
  - On page 1, at the beginning of the “Try Our New Exercise and Nutrition Classes” heading, to the left of the “T” in “Try”
  - On page 2, at the beginning of the shaded heading “Nutrition and Exercise Classes,” to the left of the “N” in “Nutrition”
  - On page 2, at the beginning of the first class name, to the left of the “B” in “Balance”
3. 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.
4. Format section 4 in three columns of equal width, and then format the entire list of class names with a 0.2-inch hanging indent.
5. Search for the term **HealthLife**, and then add the ® symbol to the right of the final “e.”
6. On page 1, click anywhere in the “Try Our New Exercise and Nutrition Classes” heading, and then insert a preformatted text box using the Retrospect Sidebar option.
7. Change the text wrapping setting for the text box to In Front of Text. Change the height of the text box to 4.4 inches and its width to 1.2 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 below the “Try Our New Exercise and Nutrition Classes” 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, but note that its placement will shift slightly as you add other elements to the newsletter.
8. Delete all the placeholder text in the text box, and then insert the text of the Word document **On the Move**, which is located in the Word4 ► Review folder included with your Data Files. Delete any extra paragraph marks at the end of the text, if necessary.
9. 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 1.3 inches wide.
10. 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 next to the “Preventing Type-2 Diabetes” heading to keep the text box from moving to page 2 later, when you add a graphic to page 1.
11. On page 1, in the second paragraph below the “Preventing Type 2 Diabetes” heading, select the first sentence (which begins “Every first Monday...”), and then copy it to the Office Clipboard.
12. Paste the copied sentence into the text box at the bottom of page 1, and then add quotation marks at the beginning and end.
13. Use the Align Text button to align the text in the middle of the text box, and then apply the Intense Effect - Orange, Accent 2 shape style (the orange style option in the bottom row of the Shape Styles gallery).
14. On page 2, click in the first paragraph, and then insert a preformatted text box using the Retrospect Sidebar option.
15. Change the text wrapping setting for the text box to In Front of Text. Change the height of the text box to 5.2 inches and its width to 1.2 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. Verify that its position is fixed on the page. Don’t be concerned that it overlaps the shaded paragraph below. This will change as you add more elements to the newsletter.
16. Delete all the placeholder text in the text box, and then insert the text of the Word document **Take it Easy**, which is located in the Word4 ► Review folder included with your Data Files. Delete any extra paragraph marks at the end of the text, if necessary.
17. After each of the four headings formatted with orange font, insert a drop cap that drops two lines.
18. On page 1, select the entire first paragraph, “Williamson Health Care,” including the paragraph mark. Clear the formatting from the paragraph, and then format the text as WordArt, using the Fill - Orange, Accent 2, Outline - Accent 2 style.

19. Use the Position button to place the WordArt in the top center of the document, with square text wrapping, and make sure the WordArt has a fixed position on the page.
20. Change the text box width to 7 inches and retain the default height of .87 inches.
21. Apply the Chevron Up transform text effect, change the text fill to Orange, Accent 2 (the orange square in the top row of the Theme Colors section), and then add a shadow using the Offset Diagonal Bottom Right style (the first option in the top row of the Outer section).
22. Click at the end of the paragraph below the “Try Our New Exercise and Nutrition Classes” heading, and then insert the picture file named **Habits.png** from the Word4 ► Review folder included with your Data Files.
23. Practice cropping the chart 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 1.8 inches. Use the Position button to place the chart picture in the middle of the right side of page 1 with square text wrapping.
24. On page 1, click at the end of the second paragraph below the “Preventing Type 2 Diabetes” heading, and then insert a clip art picture from [Office.com](http://Office.com) that shows a woman in a pink headband, with a yellow towel around her neck, drinking from a water bottle, as shown in Figure 4-39. Search for the clip art using the keywords **exercising with water**.
25. Apply Square text wrapping, change the picture’s height to 1.7 inches, retain the default width of 1.13 inches, and position the picture as shown in Figure 4-39. When the picture is properly positioned, the heading “Eating Well in a Busy World” should be positioned at the top of page 2, as shown in Figure 4-39.
26. On page 2, click at the end of the first paragraph below the “Fresh is Better” heading, and then insert a clip art photo from [Office.com](http://Office.com) that shows a pineapple with green leaves, as shown in Figure 4-39. Search for the clip art using the keywords **pineapple photo**. When displayed in the search results, the photo will have a light blue background, with the pineapple tilted on its side.
27. Change the photo’s width to 2 inches and retain the default height of 1.34 inches. Apply Tight text wrapping, fix its position on the page, and then remove the photo’s background.
28. Rotate the photo so the pineapple is positioned vertically, with the leaves on top, and then drag the photo to position it as shown in Figure 4-39.
29. Balance the columns at the bottom of page 2.
30. Insert a simple box outline of the default style and width for the entire document. For the border color, use Blue, Accent 1 (the fifth square from the left in the top row of the Theme Colors).
31. In the top text box on page 1, replace “The surgeon general” with your first and last name. If you can’t fit your entire name on the first two lines of the text box, use your first initial and your last name. Make any additional adjustments necessary to ensure that your newsletter matches the one shown in Figure 4-39.
32. Save the document, and then save it again as a PDF named **Exercise Newsletter.pdf** in the location specified by your instructor. Wait for the PDF to open, review it, and then close the program in which it opened. Close the **Exercise Newsletter.docx** document, but leave Word open.
33. In Word, open the **Exercise Newsletter.pdf** file, save it as a Word document named **Exercise Newsletter from PDF.docx**, 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 then close it.

**Case Problem 1**

Data Files needed for this Case Problem: **Green.docx, Sidebar.docx**

**Green Commission, Morelos, Arizona** Clarice Stephan is the coordinator for the Green Commission in Morelos, Arizona, a citizen committee charged with encouraging environmentally friendly practices such as recycling, LEED construction, and water conservation. She has written the text of the commission's bimonthly newsletter. Now she needs your help to finish it. The newsletter must fit on one page so the commission's recycling guidelines can be printed on the other side. The finished newsletter should match the one shown in Figure 4-40.

Figure 4-40 Completed Green Newsletter document

## Recycle, Reuse, Renew

# Green Commission Updates

### Recycling Review

Each household is entitled to one recycling bin. You can recycle an unlimited amount of materials, with no extra fee for materials that exceed the limit of your household's recycling bin. Please place extra materials in a clean box that is clearly labeled "Recycling," and place it next to your bin.



See the complete recycling guidelines on the other side of this newsletter.

### Morelos Receives \$5000 Recycling Grant

We're extremely happy to announce that the Morelos Green Commission has been awarded a \$5000 Change It Up grant from the Arizona Department of Public Works. The money will pay for new recycling bins at all city parks. Many thanks go to Suzette Orleans, who spent many hours completing the grant application, along with James Suarez and Leah Chang.

The recycling bins will be installed at the end of the summer. The Department of Sanitation will be responsible for emptying them twice a week during the summer, and once a week the rest of the year. The Morelos High School Honor Society has offered to clean the bins once a month as part of their student volunteer program.



### Hazardous Waste Collection

The next city-wide hazardous waste collection is scheduled for the week of July 15. Sanitation workers will retrieve the items from the curb next to your trash bins on your usual trash pickup day. Please keep all hazardous waste items indoors until the morning of your scheduled trash pickup. For a list of all accepted items, go to the City of Morelos web site, and click Hazardous Waste Pickup.

Many household hazardous wastes can be recycled cleanly and effectively by recycling professionals. Aren't sure what's considered hazardous waste? The labels of most products will provide helpful clues. Look for the following words: caution, warning, toxic, pesticide, keep away from children, flammable, and warning. Acceptable materials include antifreeze, brake fluid, kerosene, oil-based paint, furniture polish, pesticides, herbicides, household batteries, pool chemicals and fertilizers.

### Winners of the Citizen Green Award

Kendra Ann	Aralee Erbe	Marcos Jeschke	Harriet Soles
Ramirez-Beech	Henry Douglas	Jaques Lambeau	Micah Schwerz
Michael Paul	Jose Caruccio	Maria Morelo-	Alyssa Tonette
Bernaull	Sophie Carrucio	Jimenez	Pamela Twist-
Beatrice Cai	Krista Dennis	Elizabeth Juarez	Chamberlain
Emma Comerez	Seamus Van Buren	Mario Mondre	Roberto Oriel
Jonathan Carnala	Jacqueline Fey-	Helena Pentakota	
Laydra Carole	Esperanza	Roys	
Samuel Butler	Haiyan Jiang	Maximillian Del Rio	

Complete the following steps:

1. Open the file **Green** located in the Word4 ► Case1 folder included with your Data Files, and then save it as **Green Newsletter** in the location specified by your instructor.
2. Change the document margins to Narrow, and then, where indicated in the document, insert continuous section breaks. Remember to delete each instance of the highlighted text “[INSERT SECTION BREAK]” before you insert a section break.
3. In section 2, change the left margin to 3 inches, and then format section 4 in four columns, with a 0.3-inch hanging indent.
4. Format the second paragraph in the document (“Green Commission Updates”) as WordArt, using the Gradient Fill - Dark Green, Accent 1, Reflection style (second from the left in the middle row of the WordArt gallery). Change the text box height to 0.7 inches and the width to 7 inches. If necessary, drag the WordArt text box to center it between the left and right margins.
5. Insert drop caps that drop two lines in the first paragraph after the “Morelos Receives \$5000 Recycling Grant” heading, and in the first paragraph after the “Hazardous Waste Collection” heading.
6. Click in the fourth paragraph in the document (the one with the drop cap “W”), and then insert a preformatted text box using the Ion Sidebar 1 option. Change the text wrapping setting for the text box to In Front of Text, and then change its height to 3 inches and its width to 2 inches.
7. Drag the text box down, and then align its top border with the “Morelos Receives \$5000 Recycling Grant” heading.
8. Delete the title placeholder text in the text box, and type **Recycling Review**. In the main text box, delete the placeholder text and insert the text of the Word document **Sidebar** from the Word4 ► Case1 folder included with your Data Files. Change the font size for all the text in the text box, including the title, to 11 points.
9. In the blank space below the “Recycling Review” text box, draw a rectangular text box. When you are finished, adjust the height and width to make the text box 1.3 inches tall and 2 inches wide. Apply the Moderate Effect - Blue, Accent 2 shape style (third from the left in the second row from the bottom), and then position the text box as shown in Figure 4-40, leaving room for the recycling bin graphic you will add later.
10. In the text box, type **See the complete recycling guidelines on the other side of this newsletter**. Align the text in the middle of the text box, and then use the Center button to center the text between the text box’s left and right borders.
11. At the end of the fifth paragraph (which begins “The recycling bins will be...”), insert a clip art picture from [Office.com](http://Office.com) that shows a boy in an orange shirt and blue pants placing a tan bag in a green recycling bin. Search for the clip art using the keywords **boy putting trash in recycling**. Crop the picture to an oval shape, apply Tight text wrapping, fix its position on the page, and then change its height to 1 inch. Drag the picture to position it so the first line in the fifth paragraph wraps above it, as shown in Figure 4-40.
12. At the end of the first paragraph below the “Hazardous Waste Collection” heading, insert a clip art picture from [Office.com](http://Office.com) that shows a green recycling bin. Search for the clip art using the keywords **recycling symbol on bin**. Change the picture’s height to 1.3 inches, apply In Front of Text text wrapping, add the Center Shadow Rectangle picture style (second from right in the second row of the Picture Styles gallery), and then position the picture in the left margin, centered between the two text boxes, with a fixed position on the page, as shown in Figure 4-40.
13. Add a box page border using a line style with a thick exterior line and a thinner interior line, in the default width, and in the same color as the font for the “Morelos Receives \$5000 Recycling Grant” heading.
14. In the last paragraph, replace “Roberto Oriel” with your first and last names.
15. Make any adjustments necessary so that your newsletter matches the one shown in Figure 4-40, and then save the document.
16. Save the document as a PDF named **Green Newsletter** in the location specified by your instructor. Review the PDF and then close the program in which it opened.
17. In Word, open the PDF named **Green Newsletter.pdf**, save it as **Green Newsletter from PDF.docx**, review its contents, note the corrections you would have to make if you actually wanted to use this document, and then close it.