



SAM Projects

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Review Assignments

Data File needed for the Review Assignments: Security.docx

The wireless site survey has been completed, and the Orchard Street Art Center has upgraded its network. Now, Katherine Hua is organizing a series of network security training classes for the art center staff. She has begun working on a report for the board that outlines basic information about the training. You need to format the report, add a table at the end containing a preliminary schedule, and create a sample graphic that Katherine could use in a handout announcing the training. Complete the following steps:

1. Open the file **Security** located in the Word3 ► Review folder included with your Data Files, and then save it as **Security Training Report** in the location specified by your instructor.
2. Promote the “Training Schedule” and “Level 1 Equipment Needs” headings from Heading 2 text to Heading 1 text, and then move the “Level 1 Equipment Needs” heading and its body text up above the “Training Schedule” heading.
3. Insert a page break before the “Training Schedule” heading. Insert a blank paragraph at the end of the new page 2, and then insert a table using the information shown in Figure 3-40. Format the header row in bold.

Figure 3-40 Information for training schedule table

Date	Topic
April 21	Applications
March 16	User account permissions
April 28	Firewall procedures
April 6	Wireless devices
March 3	Password security

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4. Sort the table by the contents of the “Date” column in ascending order.
5. In the appropriate location in the table, insert a new row for a **User privacy** class on **March 23**.
6. Delete the “Applications” row from the table.
7. Modify the widths of both columns to accommodate the widest entry in each.
8. Apply the Grid Table 4 - Accent 2 style to the table.
9. On page 1, replace the text “[instructor names]” with a tabbed list of instructors and their specialties, using the following information: **Jackie Fuhrman-Dunaway, Wireless security; Marcolo Jimenez, Multimedia wireless security; Surila Jin, Web privacy; Elizabeth Lawson, User support**. Insert a tab after each name, and don’t include any punctuation in the list.
10. 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.

11. Locate the first sentence below the "Level 1 Equipment Needs" heading. At the end of that sentence, insert a footnote that reads **Some board members mentioned the possibility of holding classes in the concert hall, but the instructors prefer the smaller lecture hall, where microphones are unnecessary.**
12. Hyphenate the document using the default settings.
13. After the training schedule table on page 2, insert a section break that starts a new, third page, and then format the new page in landscape orientation. Insert a SmartArt graphic that illustrates the advantages of computer classes. Use the Equation graphic from the Process category, and, from left to right, include the following text in the SmartArt diagram: **User Education, Good Network Management, and Secure Wireless Network.** Do not include any punctuation in the SmartArt. Size the SmartArt graphic to fill the page.
14. 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.
15. Separate the section 1 header from the section 2 header, and then create a header for section 1 using the Retrospect header style. Enter **SECURITY TRAINING** 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.
16. 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 as necessary to make it all uppercase, and then add the following subtitle: **A REPORT FOR THE ORCHARD STREET ART CENTER BOARD OF DIRECTORS.** Enter your name in the Author document control (you might have to replace a default name inserted by Word), and then delete the Company Name and Company Address document controls.
17. Change the document theme to Integral, save and preview the report, and then close it.

Case Problem 1

Data File needed for this Case Problem: Greenware.docx

Greenware Consortium You are the assistant business manager of Greenware Consortium, a professional organization for LEED contractors in Seattle, Washington and the surrounding area. LEED, which is short for Leadership in Energy and Environmental Design, is a certification system designed to encourage environmentally friendly building construction and maintenance. Contractors join the Greenware Consortium to make professional contacts with like-minded vendors and customers. You have been asked to help prepare an annual report for the board of directors. The current draft is not complete, but it contains enough for you to get started. Complete the following steps:

1. Open the file **Greenware** located in the Word3 ► Case1 folder included with your Data Files, and then save it as **Greenware Report** in the location specified by your instructor.
2. Adjust the heading levels so that the "Greenware Faire" and "Green Tech Fest" headings are formatted with the Heading 2 style.
3. Move the "Membership Forecast" heading and its body text down to the end of the report.
4. Format the Board of Directors list using a left tab stop with a dot leader at the 2.2-inch mark. (*Hint: Use the Dialog Box Launcher in the Paragraph group on the PAGE LAYOUT tab to open the Paragraph dialog box, and then click the Tabs button at the bottom of the Indents and Spacing tab to open the Tabs dialog box.*)
5. At the end of the first paragraph below the "Going Green Walking Tours" heading, insert the following footnote: **The Going Green walking tours are sponsored by the Seattle Public Works Department in association with the Seattle Green for Life Foundation.**
6. Locate the "Purpose" heading on page 1. At the end of the body text below that heading, insert the following footnote: **We recently signed a ten-year contract renewal with our website host, NetMind Solutions.**

7. Insert a page break that moves the "Membership Forecast" heading to the top of a new page, and then, below the body text on the new page, insert a table consisting of three columns and four rows.
8. In the table, enter the information shown in Figure 3-41. Format the column headings in bold.

Figure 3-41 Information for membership forecast table

Membership Type	2016	Projected 2017
Contractor	260	285
Vendor	543	670
Building Owner/Operator	350	400

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9. Sort the table in ascending order by membership type.
10. In the appropriate location in the table, insert a row for a **Student/Apprentice** membership type, with **250** members in 2016, and **300** projected members in 2017.
11. Adjust the column widths so each column accommodates the widest entry.
12. Format the table using the Grid Table 4 - Accent 1 table style without banded rows or a first column.
13. Hyphenate the document using the default settings.
14. Insert a Blank footer, and then type your name to replace the selected placeholder text in the footer's left margin. In the right margin, insert a page number using the Accent Bar 3 style. (*Hint: Press the Tab key twice to move the insertion point to the right margin before inserting the page number, and then insert the page number at the current location.*)
15. Insert a cover page using the Sideline style. Enter the company name, **Greenware Consortium**, and the title, **Annual Report**, in the appropriate document controls. In the subtitle document control, enter **Prepared by [Your Name]** (but replace "[Your Name]" with your first and last names). Delete the Author document control, which might contain a default name inserted by Word, and then insert the current date in the Date document control.
16. Change the document theme to Ion.
17. Save, preview, and then close the document.

Case Problem 2

Data File needed for this Case Problem: Evaluation.docx


Customer Evaluation Report Academy Art Tours specializes in European tours emphasizing art and architecture. After managing this year's Masters of Architecture tour, Lisa Marisca has begun writing a report summarizing the customer evaluation forms. She asks you to review her incomplete draft and fix some problems. Complete the following steps:

1. Open the file named **Evaluation** located in the Word3 ► Case2 folder included with your Data Files, and then save it as **Evaluation Report** in the location specified by your instructor.

Troubleshoot 2. Adjust the document so that the following are true:

- The heading "Problems Acquiring Updated Passports," its body text, and the SmartArt graphic appear on the last page in landscape orientation, with the rest of the report in portrait orientation.
- In section 1, the heading "Summary" is displayed at the top of page 2.
- The document header contains your first and last names but not a content control for the document title.
- Neither the header nor the footer is displayed on page 1.
- The footer is not displayed on the last page of the document. (*Hint: After you break the link between sections, you'll need to delete the contents of the footer in one section.*)

Troubleshoot 3. On pages 2 and 3, promote headings as necessary so all the headings are on the same level.

4. Increase the paragraph spacing before the first paragraph, "Masters of Architecture," on page 1 as much as necessary so that the paragraph is located at about the 2-inch mark on the vertical ruler. When you're finished, the text should be centered vertically on the page, so it looks like a cover page.
-  **Troubleshoot** 5. On page 2, remove any extra rows and columns in the table, and sort the information in a logical way. When you are finished, format it with a style that applies green (Accent 6) shading to the header row, with banded rows below, and remove any bold formatting as necessary.
6. Add a fourth shape to the SmartArt Graphic with the text **Submit completed form, photo, and fee to post office clerk**. Resize the graphic to fill the white space below the document text.
7. Save the document, review it in Read Mode, preview it, and then close it.

Case Problem 3

CREATE

There are no Data Files needed for this Case Problem.

"Aiden Eats" Blog and Newsletter Aiden Malloy publishes his reviews of Minneapolis restaurants both in his blog, Aiden Eats, and in a printed newsletter of the same name. These publications have become so popular that Aiden has decided to try selling advertising space in both venues to local businesses. A colleague has just emailed him a list of potential advertisers. Aiden asks you to create and format a table containing the list of advertisers. When you're finished with that project, you'll create a table detailing some of his recent expenses. Complete the following steps:

1. Open a new, blank document, and then save it as **Advertiser Table** in the location specified by your instructor.
2. Create the table shown in Figure 3-42.

Figure 3-42 Advertiser table

Business	Contact	Phone
Allenton Knife Sharpening	Peter Allenton	555-5555
Bizmark Restaurant Supply	Nolan Everdeen	555-5555
Spices Boutique	Sigrid Larson	555-5555
WestMark Kitchen Design	Sheryl Wu	555-5555

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For the table style, start with the Grid Table 4 - Accent 1 table style, and then make any necessary changes. Use the Blue, Accent 1 color for the borders. The final table should be about 6.5 inches wide and 2.5 inches tall, as measured on the horizontal and vertical rulers. (*Hint: Remember that you can drag the Table Resize handle to increase the table's overall size.*)

3. Replace "Peter Allenton" with your first and last names.
4. Save, preview, and then close the Advertiser Table document.
5. Open a new, blank document, and then save it as **Expense Table** in the location specified by your instructor.
6. Create the table shown in Figure 3-43.