

Case Problem 1

Data File needed for this Case Problem: **Yoga.docx**

Green Willow Yoga Studio and Spa Karl Boccio, the manager of Green Willow Yoga Studio and Spa, created a flyer to inform clients of the studio's move to a new location. The flyer also lists classes for the summer session and explains the registration process. It's your job to format the flyer to make it look professional and easy to read. Karl included comments in the document explaining what he wants you to do. Complete the following steps:

1. Open the file **Yoga** located in the Word2 ► Case1 folder included with your Data Files, and then save the file as **Yoga Flyer** in the location specified by your instructor.
2. Format the document as directed in the comments. After you complete a task, delete the relevant comment. Respond "Yes" to the comment asking if twenty is the correct number of years. When you are finished with the formatting, the comment with the question and the comment with your reply should be the only remaining comments.
3. Move the third bulleted item (which begins "Yoga for Relaxation...") up to make it the first bulleted item in the list.
4. Change the theme to the Ion theme, and then attach a comment to the title listing the heading and body fonts applied by the Ion theme.
5. Save the document and then close it.

Case Problem 2

Data File needed for this Case Problem: **Hamlet.docx**

South Valley Community College Jaleel Reynolds is a student at South Valley Community College. He's working on a research paper about Shakespeare's tragic masterpiece, *Hamlet*. The research paper is only partly finished, with notes in brackets indicating the material Jaleel still plans to write. He also inserted the uppercase word "CITATION" wherever he needs to insert a citation. Jaleel asks you to help him format this early draft to match the MLA style. He also asks you to help him create some citations and a first attempt at a bibliography. He will update the bibliography later, after he finishes writing the research paper. Complete the following steps:

1. Open the file **Hamlet** located in the Word2 ► Case2 folder included with your Data Files, and then save the document as **Hamlet Paper** in the location specified by your instructor.
2. In the first paragraph, replace "Jaleel Reynolds" with your name, and then adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the MLA style.
3. Insert your last name and a page number in the upper-right corner of every page except the first page in the document.
4. If necessary, select MLA Seventh Edition as the citations and bibliography style.
5. Use the Navigation pane to find three instances of the uppercase word "CITATION."
6. 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: **Andre Kahn**

Title: **Tragic Drama in a Tragic Age**

Year: **2000**

City: **Chicago**

Publisher: **Houghton University Press**

Medium: **Print**

7. Edit the citation to add **127** as the page number.



SAM Projects

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Review Assignments

Data Files needed for the Review Assignments: **Broadcast.docx**, **Situation.docx**

Because the Media Studies document turned out so well, Kaya has been asked to help a student assistant in the Journalism department create a handout describing the classes required for a major in Broadcast Journalism. Kaya asks you to help her revise and format the document. She also asks you to create a document listing the prerequisites and core courses. Finally, as part of her Media Studies class, Kaya is working on a research paper on the history of situation comedy. 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 file **Broadcast** located in the Word2 ► Review folder included with your Data Files, and then save the document as **Broadcast Journalism** 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. Perform the task described in the second comment, and then delete both comments.
3. On page 2, in the second paragraph, revise the name of the first public speaking class so that only the first letter of each word is capitalized. Attach a comment to this paragraph that explains the change.
4. On page 2, move the "Senior Project" heading up to position it before the paragraph that begins "This project should incorporate...."
5. Replace the first instance of "journalism" with "media," being sure to match the case.
6. On page 1, format the list of four prerequisite classes as a bulleted list with square bullets. Do the same for the list of core courses, and then indent the three symposium names so they are formatted with an open circle bullet.
7. At the top of page 2, format the list of three public speaking classes as a numbered list, using the "1), 2), 3)" numbering style.
8. In the numbered list, move paragraph 3 ("Broadcast Journalism 220: Video Reporting") up to make it paragraph 2.
9. Format the title "Majoring in Broadcast Journalism" using the Title style. Format the following headings with the Heading 1 style: "Prerequisites," "Core Courses," "Electives," "Public Speaking," and "Senior Project."
10. Change the document theme to the Integral theme.
11. Display the Clipboard task pane. Copy the bulleted list of prerequisites to the Clipboard, and then copy the heading "Prerequisites" to the Clipboard. To ensure that you copy the heading formatting, be sure to select the paragraph mark after "Prerequisites" before you click the Copy button.
12. Open a new, blank document, and then save the document as **Prerequisite List** in the location specified by your instructor.
13. At the beginning of the document, paste the heading "Prerequisites," and then, from the Paste Options menu, apply the Keep Source Formatting option. Below the heading, paste the list of prerequisites, which begins with the text "Journalism 101...."

14. At the end of the document, insert a new paragraph, and then type **Prepared by:** followed by your first and last names.
15. Save the Prerequisite List document and close it.
16. In the Broadcast Journalism document, clear the contents of the Clipboard task pane, close the Clipboard task pane, save the document, and then close it.
17. Open the file **Situation** located in the Word2 ► Review folder included with your Data Files.
18. Save the document as **Situation Comedy** in the location specified by your instructor.
19. In the first paragraph, replace Kaya's name with your own.
20. Adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the MLA style.
21. Insert your last name and a page number on every page except the first.
22. If necessary, select MLA Seventh Edition as the citations and bibliography style.
23. 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 24–28.
24. 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: **Cecile Webster**
 - Title: **The Comedy of Situations: A History in Words and Pictures**
 - Year: **2008**
 - City: **Boston**
 - Publisher: **Boston Valley Press**
 - Medium: **Print**
25. Edit the citation to add **203** as the page number. Display only the page number in the citation.
26. 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: **Oliver Bernault**
 - Title: **How Slapstick Conquered the World**
 - Journal Name: **Pacific Film Quarterly: Criticism and Comment**
 - Year: **2011**
 - Pages: **68–91**
 - Volume: **11**
 - Issue: **2**
 - Medium: **Web**
27. Edit the citation to add "80" as the page number.
28. Delete the third instance of "CITATION" and the space before it, and then insert a citation for the book by Cecile Webster.
29. At the end of the document, start a new page and insert a bibliography in a content control with the heading "Works Cited."
30. In the second source you created, add an "e" to change the last name "Bernault" to "Bernaulte," and then update the bibliography.
31. Finalize the bibliography to create an MLA-style Works Cited list.
32. Save the **Situation Comedy** document and close it.
33. Close any other open documents.