



## SAM Projects

Put your skills into practice with SAM Projects! SAM Projects for this tutorial can be found online. If you have a SAM account, go to [www.cengage.com/sam2013](http://www.cengage.com/sam2013) to download the most recent Project Instructions and Start Files.

## Review Assignments

### Data Files needed for the Review Assignments: Flower.docx, Mixed Flowers.jpg

Tim asks you to write a cover letter to accompany a wedding photography contract. After that, he wants you to create an envelope for the letter, and to format a flyer announcing a class about photographing flowers. Change the Zoom level as necessary while you are working. Complete the following steps:

1. Open a new, blank document and then save the document as **Sommer Letter** in the location specified by your instructor.
2. Type the date **February 16, 2016** using AutoComplete for “February.”
3. Press the Enter key twice, and then type the following inside address, using the default paragraph spacing and pressing the Enter key once after each line:  
**Kiley Sommer**  
**2355 Greenwillow Drive**  
**Baltimore, MD 21204**
4. Type **Dear Ms. Sommer:** as the salutation, press the Enter key, and then type the following as the body of the letter:  
**Enclosed you will find the contract summarizing our plans for your wedding. Please return your signed copy to me by next Monday, along with the down payment specified in the contract.**  
**As you’ll see, the second page of the contract lists the specific shots we’ve already agreed on. For more ideas about possible group shots, please see our website at [www.sandyhillstudio.cengage.com](http://www.sandyhillstudio.cengage.com). Of course, the photographer will be taking candid shots throughout the day.**
5. Press the Enter key, type **Sincerely yours,** as the complimentary closing, press the Enter key three times, type **Tim Bartolutti** as the signature line, insert a manual line break, and type **Sales Manager** as his title.
6. Press the Enter key, type your initials, insert a manual line break, and then use the Undo button to make your initials all lowercase, if necessary.
7. Type **Enclosure** and save the document.
8. Scroll to the beginning of the document and proofread your work. Remove any wavy underlines by using a shortcut menu or by typing a correction yourself. Remove the hyperlink formatting from the web address.
9. Remove the paragraph spacing from the first two lines of the inside address.
10. Change the top margin to 2.75 inches. Leave the other margins at their default settings.
11. Save your changes to the letter, preview it, print it if your instructor asks you to, and then close it.
12. Create a new, blank document, and then create an envelope. Use Kiley Sommer’s address (from Step 3) as the delivery address. Use your school’s name and address for the return address. Add the envelope to the document. If you are asked if you want to save the return address as the new return address, click No.



13. Save the document as **Sommer Envelope** in the location specified by your instructor, and then close the document.
14. Open the file **Flower**, located in the Word1 ► Review folder included with your Data Files, and then check your screen to make sure your settings match those in the tutorial.
15. Save the document as **Flower Flyer** in the location specified by your instructor.
16. Configure the grammar settings to check for subject-verb agreement errors, and then use the Spelling and Grammar task panes to correct any errors marked with wavy underlines. When you are finished, return the grammar settings to their original configuration.
17. Proofread the document and correct any other errors. Be sure to change “gardens” to “garden’s” in the first paragraph.
18. Change the page orientation to Landscape and the margins to Narrow.
19. Format the document text in 22-point Times New Roman font.
20. Center the text and the photo.
21. Format the first paragraph with an outside border, and then add green shading, using the Green, Accent 6, Darker 25% color in the Theme Colors section of the Shading gallery. Format the paragraph text in white.
22. Format the last paragraph in the document using the same formatting you applied to the first paragraph.
23. Increase the paragraph spacing after the first paragraph to 42 points. Increase the paragraph spacing before the last paragraph in the document to 42 points.
24. Format the second paragraph with the Fill - Orange, Accent 2, Outline - Accent 2 text effect. Increase the paragraph’s font size to 26 points.
25. Format the third and fourth paragraphs (containing the class name, date, and time) in green, using the Green, Accent 6, Darker 50% font color, and then add bold and italic.
26. Delete the photo and replace it with the **Mixed Flowers.jpg** photo, located in the Word1 ► Review folder included with your Data Files.
27. Resize the new photo so that it is 3.8" tall, and then add the Soft Edge Rectangle style in the Pictures Styles gallery.
28. Save your changes to the flyer, preview it, and then close it.
29. Start Word Help and look up the topic “work with pictures.” Read the article, return to the Help home page, and then close Help.

## Case Problem 1

**There are no Data Files needed for this Case Problem.**

**Prairie Public Health Consultants** You are a program administrator at Prairie Public Health Consultants. Over the past few months, you have collected handwritten surveys from high school students about their exercise habits. Now you need to send the surveys to the researcher in charge of compiling the data. Create a cover letter to accompany the surveys by completing the following steps. Because your office is currently out of letterhead, you’ll start the letter by typing a return address. As you type the letter, remember to include the appropriate number of blank paragraphs between the various parts of the letter. Complete the following steps:

1. Open a new, blank document, and then save the document as **Prairie Letter** in the location specified by your instructor. If necessary, change the Zoom level to 120%.



2. Type the following return address, using the default paragraph spacing, and replacing [Your Name] with your first and last names:  
**[Your Name]**  
**Prairie Public Health Consultants**  
**6833 Erickson Lane**  
**Des Moines, IA 50301**
3. Type **November 7, 2016** as the date, leaving a blank paragraph between the last line of the return address and the date.
4. Type the following inside address, using the default paragraph spacing and leaving the appropriate number of blank paragraphs after the date:  
**Dr. Anna Witinski**  
**4643 University Circle**  
**Ames, IA 50010**
5. Type **Dear Dr. Witinski:** as the salutation.
6. To begin the body of the letter, type the following paragraph:  
**Enclosed please find the surveys I have collected so far. I hope to have another 200 for you in a week, but I thought you would like to get started on these now. After you've had a chance to review the surveys, please call or email me with your answers to these questions:**
7. Add the following questions as separate paragraphs, using the default paragraph spacing:  
**Do you need help tabulating the survey responses?**  
**Should we consider expanding the survey to additional schools?**  
**Should we rephrase any of the survey questions?**
8. Insert a new paragraph before the second question, and then add the following as the new second question in the list:  
**Have you hired a student to help you with your analysis?**
9. Insert a new paragraph after the last question, and then type the complimentary closing **Sincerely,** (including the comma).
10. Leave the appropriate amount of space for your signature, type your full name, insert a manual line break, and then type **Program Administrator.**
11. Type **Enclosure** in the appropriate place.
12. Use the Spelling and Grammar task panes to correct any errors. Instruct the Spelling task pane to ignore the recipient's name.
13. Italicize the four paragraphs containing the questions.
14. Remove the paragraph spacing from the first three lines of the return address. Do the same for the first two paragraphs of the inside address.
15. Center the four paragraphs containing the return address, format them in 16-point font, and then add the Fill - Black, Text 1, Shadow text effect.
16. Save the document, preview it, and then close it.
17. Create a new, blank document, and create an envelope. Use Dr. Witinski's address (from Step 4) as the delivery address. Use the return address shown in Step 2. Add the envelope to the document. If you are asked if you want to save the return address as the new return address, click No.
18. Save the document as **Witinski Envelope** in the location specified by your instructor, and then close the document.



## Case Problem 2

**Data Files needed for this Case Problem: Church.jpg, Walking.docx**

**Walking Tours of Old San Juan** You work as the guest services coordinator at Hotel Azul, a luxury resort hotel in San Juan, Puerto Rico. You need to create a flyer promoting a daily walking tour of Old San Juan, the historic Colonial section of Puerto Rico's capital city. Complete the following steps:

1. Open the file **Walking** located in the Word1 ► Case2 folder included with your Data Files, and then save the document as **Walking Tour Flyer** in the location specified by your instructor.
2. In the document, replace "Student Name" with your first and last names.
3. Use the Spelling and Grammar task panes to correct any errors, including problems with subject-verb agreement. Instruct the Spelling task pane to ignore the Spanish church names, as well as your name if Word marks it with a wavy underline.
4. Change the page margins to Narrow.
5. Complete the flyer as shown in Figure 1-40. Use the file **Church.jpg** located in the Word1 ► Case2 folder included with your Data Files. Use the default line spacing and paragraph spacing unless otherwise specified in Figure 1-40.

**Figure 1-40** Formatted Walking Tour flyer

**Churches of Old San Juan**

A Walking Tour Featuring Gems of Spanish Colonial Architecture

La Santa Iglesia Catedral de San Juan  
 Convento de los Dominicos  
 Iglesia San Jose

Tour leaves from the fountain in front of the hotel every day at noon. No charge for hotel guests. Gratuities for the tour guide, Student Name, are appreciated.

36-point Times New Roman; black text effect with white outline and gray shadow; center alignment; 24 points of space after the paragraph

24-point Times New Roman; Blue Accent 1, Darker 25% shading; outside border; white font; center alignment; default paragraph spacing

24-point Arial; Blue Accent 5, Darker 50% font color; bold; right-aligned; 30 points of paragraph spacing before the first church name and after the last church name

centered; 3.9 inches by 5.2 inches; Simple Frame, White picture style

24-point Times New Roman; Blue Accent 1, Darker 25% shading; outside border; white font; center alignment, 18 points of spacing before the paragraph

Courtesy of Ann Shaffer

6. Save the document, preview it, and then close it.