

### Project 4F—Shade Garden

In this project, you will apply the skills you practiced from the Objectives in Project 4B.

**Objectives:** 5. Insert Hyperlinks; 6. Insert a SmartArt Graphic; 7. Preview and Save a Document as a Web Page.

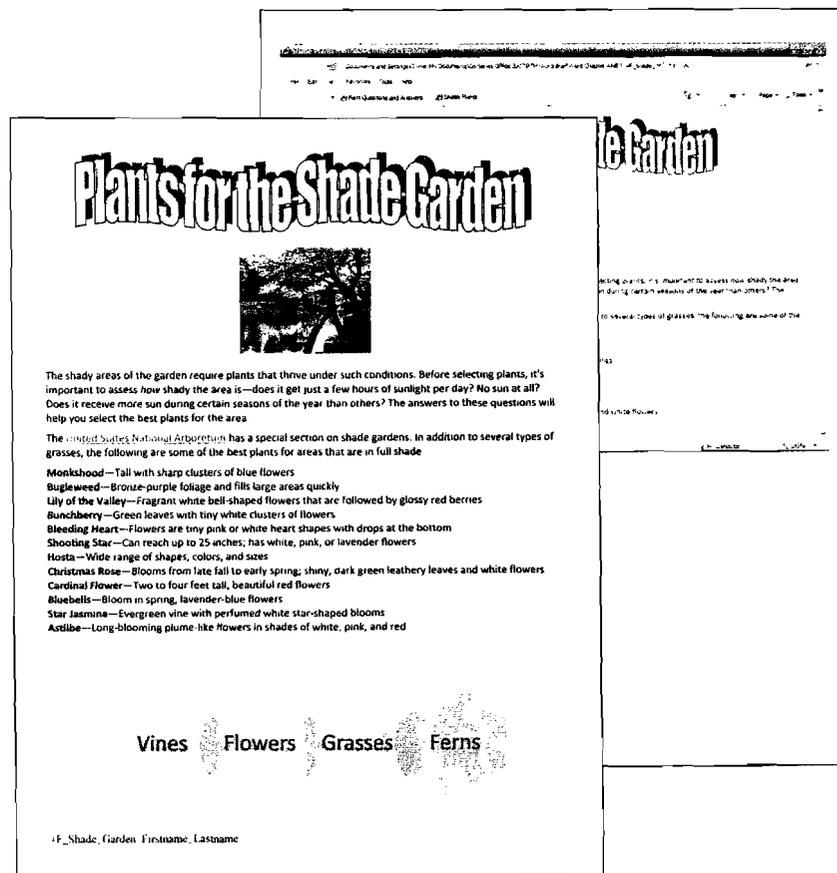
In the following Mastering Word project, you will edit a flyer about the design and use of shade gardens. Your completed documents will look similar to Figure 4.40.

**For Project 4F, you will need the following file:**

w04F\_Shade\_Garden

You will save your documents as  
4F\_Shade\_Garden\_Firstname\_Lastname  
4F\_Shade\_Garden\_Firstname\_Lastname.mht

Figure 4.40



(Project 4F—Shade Garden continues on the next page)

# Content-Based Assessments



## Mastering Word

### (Project 4F—Shade Garden continued)

1. Locate and open the document **w04F\_Shade\_Garden**. Display formatting marks, and be sure your screen displays both the left and right document edges. **Save** the file as **4F\_Shade\_Garden\_Firstname\_Lastname** and then add the file name to the footer. Set all document margins to **0.5"**.
2. In the second paragraph in the document, select the text *United States National Arboretum*. Insert a hyperlink to the address **http://www.usna.usda.gov/Gardens/faqs/fernsfaq2.html** Add a **Ferns in Shady Areas** ScreenTip to the hyperlink.
3. Near the top of the document, select the picture, and then insert the same hyperlink: **http://www.usna.usda.gov/Gardens/faqs/fernsfaq2.html** Add a **Japanese Shade Garden** ScreenTip to the hyperlink. **Save** your document.
4. Be sure you have an Internet connection. Point to the *United States National Arboretum* text hyperlink and read the ScreenTip. Follow the directions to test the hyperlink. Return to your document and test the hyperlink to the picture.
5. Press **Ctrl** + **End** to move to the end of the document, and then press **Enter**. From the **Insert** tab, insert a **Linear Venn** SmartArt graphic—located near the bottom of the **Relationship** graphics.
6. If necessary, open the Text pane. In the Text pane, type **Vines** and then press **↓**. Type **Flowers** and then press **↓**. Type **Grasses** and press **↓**, and then type **Ferns**
7. Move the pointer to the middle of the bottom SmartArt border to display the  pointer. Drag up until the SmartArt graphic moves to the first page of the document. On the **Format** tab, use the **Arrange** button to center the SmartArt graphic at the bottom of the page, and then click anywhere in the document to deselect it. **Close** the text pane. **Save** your document, and then submit it as directed.
8. Display the document in **Web Layout** view, and then return to **Print Layout** view. **Save** your document as a **Single File Web Page**, and then change the **Page Title** to **Shade Plants**
9. **Close** the document, and then **Exit** Word. Locate and double-click the **4F\_Shade\_Garden\_Firstname\_Lastname.mht** file. If necessary, maximize the browser screen. Notice that the title you changed displays in the browser title bar.
10. Submit your Web page as directed, and then **Close** the Web browser.



You have completed Project 4F