

Content-Based Assessments

Word

chapter four

Mastering Word

Project 4G-Itinerary

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

Objectives: 1. Collect and Paste Text and Graphics; 3. Use Special Character and Paragraph Formatting; 5. Insert Hyperlinks; 7. Preview and Save a Document as a Web Page.

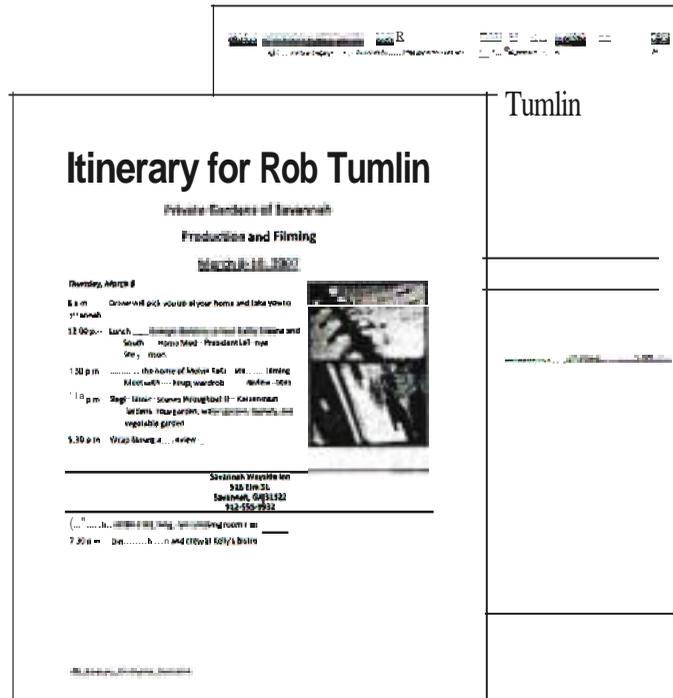
In the following Mastering Word project, you will collect information, and then create an itinerary for Rob Tumlin. You will save it as a document, and also as a Web page for the program's internal, private Web site. Your completed documents will look similar to Figure 4.41.

For Project 4G, you will need the following files:

- New blank Word document
- w04G_Itinerary
- w04G_Itinerary_Graphics

You will save your documents as
4G_Itinerary_Firstname_Lastname
4G_Itinerary_Firstname_Lastname.mht

Figure 4.41



(Project 4G-Itinerary continues on the next page)

(Project 4G-Itinerary continued)

1. Start Word and be sure a new blank document is displayed. Display formatting marks, and be sure your screen displays both the left and right document edges. Be sure the document margins are all set to 1". Save the file as 4G_Itinerary_Firstname_Lastname and then add the file name to the footer.
2. Display the Clipboard task pane, and if necessary, Clear All contents. Locate and open the file w04G_Itinerary. Select all of the text in the document, and then Copy the text to the Office Clipboard.
3. Locate, and then open the file w04G_Itinerary_Graphics. Select and Copy the WordArt title, and then Copy the appointment book picture. Leave the 4G_Itinerary_Firstname_Lastname document open, but Close the other files.
4. In the Clipboard task pane, click the WordArt title, and then press . Use the Clipboard task pane to insert the text beginning *Private Gardens*, and then remove the blank line at the bottom of the inserted text. Center, and then deselect the WordArt title. Save the document.
5. Insert the appointment book picture. Display the Format tab, change the Height to 3", and be sure the picture is resized proportionally. Change the Text Wrapping to Square. Align the top edge of the picture with the top edge of the paragraph *Thursday, March 8*, and align the right edge of the picture with the right document margin. Clear All entries in the Clipboard task pane, and then Close the task pane. Compare your screen with Figure 4.4I.
6. Near the bottom of the document, select the Inn address, beginning with the line *Savannah Wayside Inn* and ending with the telephone number. On the HOULE tab, display the Borders and Shading dialog box. Be sure the Borders tab is selected. Add a Box border to the selected text, with a Width of 1 1/2 pt. If necessary, change the box Color to Black. On the Shading tab, fill the box using White. Background 1. Darker 5% - the second color in the first column.
7. With the text still selected. Center the text and add Bold emphasis. Display the Paragraph dialog box, and then remove the paragraph indentation. Change the spacing After to 0, and then change the Line spacing to **Single**.
8. Near the top of the document, select the text *March 8-10, 2007*. Insert a hyperlink to the address <http://www.georgiagardens.tv/hosts/tumlin/schedule.htm> Add a Rob's Full Schedule ScreenTip to the hyperlink. Move the pointer over the new hyperlink to examine the ScreenTip, but do not click the link. Save your document, and then **submit** it as directed.
9. Select, and then delete the graphic. Save your document as a Single File Web Page, and then change the page Title to Thursday, March 8
10. Close the document, and then **Exit** Word. Locate and double-click the 4G_Itinerary_Firstname_Lastname.mht file. If necessary, maximize the browser screen. Notice that the shape and position of the paragraph with the box border are different—your screen may vary.
11. Submit your Web page as directed, and then Close the Web browser.