

Study Tools

Study tools include a presentation and a list of chapter Quick Steps and Hint margin notes. Use these resources to help you further develop and review skills learned in this chapter.

Concepts Check

Check your understanding by identifying application tools used in this chapter. If you are a SNAP user, launch the Concepts Check from your Assignments page..

Recheck

Check your understanding by taking this quiz. If you are a SNAP user, launch the Recheck from your Assignments page.

Skills Exercise

Additional activities are available to SNAP users. If you are a SNAP user, access these activities from your Assignments page.

Skills Assessment

Add Visual Appeal to a Report on Intellectual Property

1. Open **ProtectIssues.docx** and then save it with the name **5-ProtectIssues**.
2. Format the text from the first paragraph of text below the title to the end of the document into two columns with 0.4 inch between columns.
3. Move the insertion point to the end of the document and then insert a continuous section break to balance the columns on the second page.
4. Press **Ctrl + Home** to move the insertion point to the beginning of the document.
5. Insert the image **Hacker.png**. (Do this by clicking the Pictures button on the Insert tab.)
6. Customize the image using these specifications:
 - a. Change the height to 1 inch.
 - b. Change the color of the image to Blue, Accent color 1 Light (second column, third row in the *Recolor* section).
 - c. Correct the contrast to Brightness: 0% (Normal) Contrast: +20% (third column, fourth row in the *Brightness/Contract* section).
 - d. Change the position of the image to Position in Middle Left with Square Text Wrapping (first column, second row in the *With Text Wrapping* section).
 - e. Using the Rotate Objects button in the Arrange group, flip the image horizontally.
7. Move the insertion point to the beginning of the paragraph immediately below the heading *Intellectual Property Protection* (on the second page). Insert the Austin Quote text box and then make the following customizations:
 - a. Type the following text in the text box: "Plagiarism may be punished by law, and in many educational institutions it can result in suspension or even expulsion."

- b. Select the text and then change the font size to 11 points.
- c. Change the width of the text box to 2.8 inches.
- d. Change the position of the text box to Position in Top Center with Square Text Wrapping (second column, first row in the With Text Wrapping section).
8. Press Ctrl + End to move the insertion point to the end of the document. (The insertion point will be positioned below the continuous section break inserted on the second page to balance the columns of text.)
9. Change the formatting back to one column.
10. Press the Enter key two times and then insert a shape near the insertion point using the Plaque shape (tenth column, second row in the *Basic Shapes* section) and make the following customizations:
 - a. Change the shape height to 1.4 inches and the shape width to 3.9 inches.
 - b. Use the Align button in the Arrange group to distribute the shape horizontally.
 - c. Apply the Subtle Effect - Blue, Accent 1 shape style (second column, fourth row).
 - d. Type the text *Félicité Compagnie* inside the shape. Insert the é symbol at the Symbol dialog box with the (*normal text*) font selected.
 - e. Insert the current date below *Félicité Compagnie* and insert the current time below the date.
 - f. Select the text in the shape, change the font size to 14 points, and apply bold formatting.
11. Manually hyphenate the document. (Do not hyphenate headings and proper names.)
12. Create a drop cap with the first letter of the word *The* that begins the first paragraph of text below the title.
13. Save, print, and then close *5-ProtectIssues.docx*.

Assessment

2

Data Files

Create a Sales Meeting Announcement

1. At a blank document, press the Enter key two times and then create WordArt with the following specifications:
 - a. Apply the Fill - Black, Text 1, Outline - Background 1, Hard Shadow - Background 1 WordArt style (first column, third row) and then type Inlet Corporation in the WordArt text box.
 - b. Change the width of the WordArt text box to 6.5 inches.
 - c. Use the *Transform* option from the Text Effects button in the WordArt Style group to apply the Chevron Up text effect (first column, second row in the *Warp* section).
2. Press Ctrl + End and then press the Enter key three times. Change the font to 18-point Candara, apply bold formatting, change to center alignment, and then type the following text, pressing the Enter key after each line of text except the fourth line:

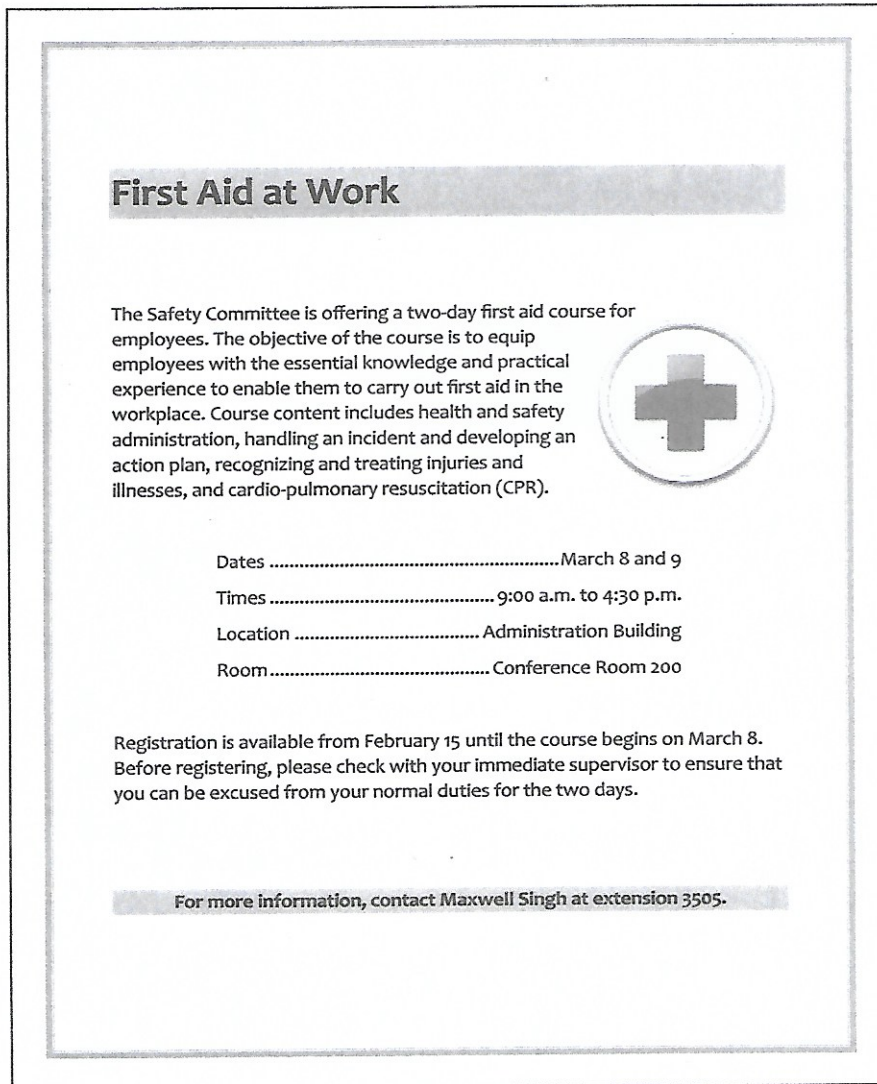
National Sales Meeting
Northwest Division
Ocean View Resort
August 15 through August 17, 2018
3. Insert the image **Ocean.jpg** and then make the following changes to the image:
 - a. Change the width of the image to 6.5 inches.
 - b. Apply the Brightness: +40% Contrast: -40% correction (last column, first row in the *Brightness/Contrast* section).
 - c. Apply the Compound Frame, Black picture style (fourth column, second row in the pictures styles gallery).

- d. Change the position of the image to Position in Top Center with Square Text Wrapping (second column, first row in the *With Text Wrapping* section).
- e. Change text wrapping to Behind Text.
4. Save the announcement document and name it 5-SalesMtg.
5. Print and then close 5-SalesMtg.docx.

Create an Announcement

1. Open **FirstAidCourse.docx** and then save it with the name **5-FirstAidCourse**.
2. Format the announcement as shown in Figure WB-5.1. Use the Pictures button on the Insert tab to insert the image **FirstAid.png** with the following specifications:
 - a. Change the text wrapping to Tight.
 - b. Change the image color to Blue, Accent color 5 Light (sixth column, third row in the *Recolor* section).
 - c. Correct the brightness and contrast to Brightness: 0% (Normal) Contrast: +40% (third column, bottom row in the *Brightness/Contrast* section).
 - d. Size and move the image as shown in the figure.

Figure WB-5.1 Assessment 3



3. Apply paragraph shading, insert the page border, and add period leaders to tabs, as shown in Figure WB-5.1.
4. Save, print, and then close **5-FirstAidCourse.docx**. (If some of the page border does not print, consider increasing the measurements at the Border Shading Options dialog box.)

Assessment

4

Data Files

Insert Screenshots in a Memo

1. Open **FirstAidMemo.docx** and then save it with the name **5-FirstAidMemo.docx**.
2. Insert screen clippings so your document appears as shown in Figure WB-5.2. Use the **FirstAidAnnounce.docx** to create the first screen clipping, and use the document **5-FirstAidCourse.docx** you created in Assessment 3 for the second screen clipping. *Hint: Decrease the display percentage of the document so the entire document is visible on the screen.*
3. Move the insertion point below the screen clipping images and then insert text as shown in the figure. Insert your initials in place of the **XX**.
4. Save, print, and close **5-FirstAidMemo.docx**.

Figure WB-5.2 Assessment 4

