8. Hide formatting marks.

9. Press the Ctrl+End keys, press the Enter key twice, and then type your name.

10. Save the document as **Spelling List** followed by your initials. Print and close the document.

PROJECT 2-2

Go To
Drag-Drop Copy Clipboard

Create a checklist to send to candidates for a summer language workshop. The checklist should include the items missing from their applications.

1. Open the **Workshop.docx** Data File. Save the document as **Workshop Checklist** followed by your initials.

2. Show hidden formatting marks.

3. Use the Go To command to move the insertion point to line 2.

4. Type the following sentence at the beginning of line 2:

   We are pleased that you have applied to be part of the Summer Language Workshop at Granville University.

5. Use the drag-and-drop technique to move the line *Nonrefundable $15 application fee* to the end of the checklist.

6. Select the entire document. Copy the selection to the Clipboard.

7. Press the Ctrl+End keys to move to the end of the document. Paste the contents of the Clipboard.

8. Jump to the end of the document, and then type your name on a new line below the list. Delete any blank paragraphs. Hide formatting marks.

9. Preview the document. Print from the Print Preview window. Save and close the document.

PROJECT 2-3

You own a Web site design business, and you have developed some tips for companies that now have Web sites. However, the document needs to be corrected before being distributed.

1. Open the **Web Site.docx** Data File. Save the file as **Web Site Tips** followed by your initials.

2. Highlight all instances of the word *sight* in the document. Replace them with the word **site**. There should be 10 replacements.

8. Determine the number of characters, including spaces, in the introductory paragraph, and then type this number after the phrase you typed in Step 6.

9. Jump to the end of the document, press the Enter key twice, and then type your name. Hide formatting marks.

10. Save, print, and close the document.

PROJECT 2-4 ′

Your business is sponsoring a golf tournament to benefit the local food pantry. Create an information sheet to post on a bulletin board.

1. Open the **Golf Tournament.docx** Data File. Save the document as **Golf Tournament Notice** followed by your initials.

2. Display formatting marks. Position the insertion point in the blank paragraph between the document heading and the first paragraph. Type the following text using the No Spacing Quick Style.

   Where: Forest Hills Golf Club
   When: June 26–27
   Time: Tee times begin at 8:00 a.m.
   Cost: $50 entry fee per person

3. With the insertion point in the last line that you typed, change the Quick Style back to Normal.

4. Select the word *Where*. Type **Location**.

5. Undo the change you made in Step 4.

6. Open the Office Clipboard. Cut the four lines you typed at the beginning of the document. Cut the last sentence in the first paragraph.

7. Copy all the text in the heading, but do not copy the paragraph marker in the paragraph.

8. Paste the four lines you typed below the paragraph in the document. Paste the *For more information* sentence in a paragraph below the four lines you typed.

9. Paste the heading at the end of the first sentence in the document, after *Sixth Annual*. Use the Paste Options button to match the format of the first paragraph.

10. In the last line, select the text *Robert Shade*, and then type your name.

11. Hide formatting marks and close the Clipboard task pane. Save, print, and then close the document.

*Find
Replace*

PROJECT 2-5

The Career Placement Center is preparing informational pamphlets as a resource for people seeking employment. Edit the following page of the pamphlet.

1. Open the **Job Interview.docx** Data File. Save the document as **Interview Preparation** followed by your initials.

2. Replace all instances of the word *notes* with the word **information**. You should have two replacements.

3. In the last sentence, replace the word *these* with **this**.

4. In the second paragraph, in the first line, cut the text *be sure to*.

5. Use the Repeat command to cut the second paragraph.

6. Paste the paragraph you just cut below the last paragraph in the document.

7. At the end of the document, type your name in the empty paragraph.

8. Save, print, and close the document.

CRITICAL*Thinking*

SCANS ACTIVITY 2-1

With a classmate, create a new Word document listing qualities employers look for in a job applicant. Some examples are a person who is responsible, detail-oriented, and cooperative. In another document, create a personal inventory of your own strengths and weaknesses as a potential applicant for a job of your choice.

ACTIVITY 2-2

A co-worker asks you the following questions about using the Office Clipboard to copy and paste items. Use Help to answer the questions.

- Can I use the Office Clipboard without displaying the Clipboard task pane?

- Is there another way to display the Office Clipboard?

- How do I delete items from the Office Clipboard? How do I delete all the items from the Office Clipboard?