

PROJECTS

PROJECT 3-1

Symbols, Date, Quick Parts,
AutoFormat, Thesaurus

The chairperson of the Lancaster Chamber of Commerce has asked you to send a memorandum to the members of the chamber reminding them to vote. Edit the memo before sending it to the members.

1. Open the **Lancaster Memo.docx** Data File. Save the document as **Lancaster Voting Memo** followed by your initials.
2. Turn on formatting marks, and then position the insertion point after the tab mark in the *From* line in the memo header.
3. Type **Dinah Muñoz**. (If the letter ñ is not on the Symbol menu, open the Symbol dialog box. Make sure the scroll box is at the top of the list, and then click the down scroll arrow eight times to see the row containing the character.)
4. Insert the current date after the tab mark in the *Date:* line in the format that looks like 9/29/10. Do not update the date automatically.
5. In the body of the memo, position the insertion point after the word *for* at the end of the first sentence. Use the **AutoComplete** and **AutoFormat As You Type** features to insert the text **January 31st**. Insert any necessary spaces. (*Hint:* You will need to press the spacebar after typing the date, and then remove the extra space before the period.)
6. Create a Quick Part named **Chamber** from the text *Chamber of Commerce* in the second sentence of the first paragraph. Insert the Chamber Quick Part at the end of the *To* line in the memo header.
7. Use the **AutoFormat As You Type** feature to create the following numbered list after the second paragraph in the body of the memo:
 1. G. W. Carter Elementary School
 2. Jefferson Junior High School
 3. Lancaster High School
8. Use the Thesaurus to replace the word *personal* in the last paragraph with a word that makes sense in context.
9. Delete the Chamber Quick Part.
10. Jump to the end of the document, press the Enter key twice, and then type your name.
11. Turn off formatting marks, and then save, print, and close the document.

PROJECT 3-2

AutoCorrect, Check Spelling,

You are the assistant for East Hanover Business and Professionals Association. You need to make some changes to the minutes from last month's meeting before submitting them at the upcoming meeting.

1. Open the **Minutes.docx** Data File. Save the document as **Club Minutes** followed by your initials.

2. Check the document's spelling and grammar, and correct any errors.
3. Near the top of the document, insert the current date in the blank paragraph beneath *Minutes of the Business Meeting* in the format *Thursday, September 30, 2010*. Do not update the date automatically.
4. Insert your name at the beginning of the list of members who attended the meeting, and then create an AutoCorrect entry for your name.
5. In the second to last paragraph, position the insertion point between *recognized* and *as*. Use the AutoCorrect feature to insert your name. Insert any necessary spaces.
6. In the last sentence in the Old Business paragraph, find a synonym for the word *aim* that makes sense in context.
7. In the last sentence in the first New Business paragraph, find a synonym for the word *arrange* that makes sense in context.
8. At the end of the Announcements paragraph, type **The next meeting will be held on the 27th of next month.**
9. Delete the AutoCorrect entry you added.
10. Save, print, and close the document.

**PROJECT 3-3**

1. Open the **Museum.docx** Data File. Save the document as **Museum Visit** followed by your initials.
2. Use the Thesaurus to change as many words as you can without changing the meaning of the text.
3. Jump to the end of the document, press the Enter key twice, and then type your name.
4. Save, print, and close the document.

**PROJECT 3-4**

Date, Symbols.

Robert Hartwell is graduating from his university with a degree in computer science. He is currently applying for an entry-level systems administration position at Ransom Resources, Inc. Help him edit his application letter before he mails it to the company.

1. Open the **Application.docx** Data File. Save the document as **Application Letter** followed by your initials.
2. Insert the current date in the format *September 29, 2010* in the blank paragraph above the inside address. Set the date to update automatically.

3. In the third paragraph in the body of the letter, position the insertion point in front of the last sentence (just before *These*), and then type the following sentence. (If you don't see the symbols on the Symbol menu, open the Symbol dialog box, click the Subset arrow, and then click Greek and Coptic to jump to the Greek alphabet.)

I have also been active on campus, holding various leadership positions in the service organization Omega Delta Psi ($\Omega\Delta\Psi$).

4. In the last line of the document, replace *Robert Hartwell* with your name.
5. Check the document's spelling and grammar, and correct any errors.
6. Save, print, and close the document.

CRITICAL Thinking



ACTIVITY 3-1

It is important for students to begin to develop a personal portfolio for employment before they graduate from high school or college. A personal portfolio contains a resume, well-written application letters, a list of references, and a list of achievements. Write an application letter for a job that interests you. With a few classmates, edit and critique each other's application letters. Be careful to provide constructive criticism.



ACTIVITY 3-2

You work for Candlelight Time, a regional chain of candle stores. A new store will be opening soon, and your supervisor asks you to type a letter to potential customers announcing the grand opening and offering a free candle to the first 100 customers. Make the letter at least three paragraphs long. Use any helpful automatic features. Insert the current date (set it to update automatically), and then check the spelling and grammar.



ACTIVITY 3-3

Word has many helpful editing features. Some Word features are more helpful as you type your text, and some are more useful after you have finished typing. Make one list of the Word features you would use as you type a document, and then make another list of Word features you would use after you finished typing the document. When you have finished, save the file as **Editing Features**. Print and close the file.