Unit 2 Applications

Unit Application 2-1

Apply paragraph spacing, indent text, set tabs, add borders and shading, replace text.

1. Open the file **Customer Service**.

2. Format the document as a memo to "Customer Service Account Executives" from Thomas Campbell. Use today's date, and the subject is brochure information.

3. Select the first line of the memo heading ("MEMO TO") and apply 72 points spacing before.

4. Below the memo heading, key the text shown in Figure U2-1. Include the corrections. Use single spacing.

Figure U2-1

The marketing department is revising our brochure company and updating the information on our web site. Please review the following paragraphs, and let me know your suggestions or recommendations. If you would like to meet to discuss your proposed changes, let me know.

5. Format the paragraph heading ("Customer Service") as 14-point bold and small caps.

6. Format the "Customer Service" paragraph and the paragraph that follows the heading using a .5-inch left and right indent and Times New Roman.

7. Select the "SUBJECT" line, and apply a bottom border.

8. Apply a box border and light gray shading to the "Customer Service" paragraphs.

9. Replace each hyphen with an en dash.

10. Save the document as *[your initials]*u2-1 in a new folder for Unit 2 Applications.

11. Submit and close the document.

Unit Application 2-2

Apply paragraph spacing and change alignment; create a bulleted list; create tabbed text; find and replace text; copy and paste text.

1. Open the file **Ordering**. Change the font size of the document to 11 points.

2. Format the title in the first line of the document as 14-point uppercase, centered, with 72 points spacing before and 24 points spacing after.

3. Insert the following tabbed text near the end of the document so that it follows the paragraph that begins "Orders shipped." A blank line should precede and follow the tabbed text. Right-align the numbers in the second and third columns. Apply 1.5 line spacing to the tabbed text.

Figure U2-2

Amount	Standard	Rush
$0 to $20.00	$5.95	$18.95
20.01 to 40.00	8.95	21.95
40.01 to 60.00	11.95	24.95
60.01 to 80.00	14.95	27.95
80.01 to 100.00	17.95	30.95
100.01 to 125.00	20.95	33.95
125.01 to 150.00	23.95	36.95
150.01 to 200.00	26.95	39.95
Over $200.00	10% of Total	18% of Total

4. Key the text **Delivery Chart** as a heading above the tabbed text.

5. Format "Delivery Chart" as 14-point bold, centered, and small caps. Format the column headings for the tabbed text to be bold and underlined.

6. Select the paragraph headings ("Online," "Telephone," etc.), and format the headings as a bulleted list, using the small square-shaped bullet (▪). Apply bold and small caps to the paragraph headings.

7. Indent the text below the bulleted paragraphs so the paragraph text aligns with the text that follows the bullet.

8. Remove the bullet format from the paragraphs that begin "Note." Indent the "Note" paragraphs to match the other paragraphs (.5).

9. Format the text "Note:" as bold, italic, and small caps.

10. Find the text "April through September" and key the following sentence after "September" but before the period: **or when temperatures reach 72**. Add the degree symbol to follow "72" (°).

11. Spell-check the document.

12. Save the document as *[your initials]*u2-2 in your Unit 2 Applications folder.

13. Submit and close the document.

Unit Application 2-3

Apply and change bulleted lists, create tabbed columns, apply indents, and sort text.

1. Start a new document and change the left and right indents to .5 inch.

2. Key the text shown in Figure U2-3, using 12-point Arial. Use leader tabs to create the lines under "Task completed." The leaders should extend to the right indent.

Figure U2-3

```
Before you go on vacation, use this handy checklist to make
sure you have not forgotten any details.

                                              Task completed

Change your voice mail recording            _____

Create an out-of-office message             _____

Meet with supervisor                        _____

Backup important files                      _____

Create a checklist for the temp             _____

Check calendar                              _____

File/archive papers and data files          _____
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TIP

You need to set two tabs—one for the leader and one to begin the second column.

3. Center the text "Task completed" above the leader characters. Apply bold and small caps format to "Task completed."

4. Format the list with 18-point spacing before paragraphs. Apply bullets to the list, using the checkmark bullet.

5. Format the opening paragraph as bold italic. Apply 72 points spacing before and 24 points after.

6. Select the list with the checkmark bullets, and customize the bullet as the 3-D box (❏) Wingding character.

7. Customize the 3-D box bullet format by increasing the bullet size to 14 points and changing the bullet color to blue.

8. Apply a 3-D page border, using the fourth-to-last line style.

9. Select the bulleted list, and sort the text in ascending order. Change the line spacing for the bulleted list to double spacing.

10. Save the document as *[your initials]***u2-3** in your Unit 2 Applications folder.

11. Submit and close the document.

Unit Application 2-4 ◆ Using the Internet

Work with a variety of paragraph formatting features, move and copy text, and find and replace text.

1. Locate three or more Web sites that contain information on your favorite hobby or on a topic that interests you.

2. Copy text from each site (make sure you select text only, no images, and press Ctrl + C to copy), and paste it into a new Word document.

3. Use the **Keep Text Only** option from the Paste Options button to remove Web formatting.

4. Create a formatted title for the document.

5. Use paragraph and character formatting features to format the document attractively.

6. Use the Find and Replace features to locate selected text, and apply formatting for emphasis.

7. Check spelling and grammar (Web sites may contain misspelled words or poor grammar).

8. Save the document as *[your initials]***u2-4** in your Unit 2 Applications folder.

9. Submit and close the document.