WD-376   **UNIT 3** Page Formatting

Unit 3 Applications

Unit Application 3-1

Create a cover letter for a document as a separate section; insert a page break and a continuation page header.

1. Open the file **Assortment**.

2. Add a blank page to the beginning of the document (use a section break to separate the blank page from the **Assortment** document). Key the text shown in Figure U3-1 on page 1 of the document including the corrections. Use 12-point Cambria for the font. Remove bold and small caps formatting if necessary. Open the Paragraph dialog box and change the spacing after to 0 points, and change the line spacing to single. Format the document using the standard letter format. The letter is from Richard Matthews, Wholesale Sales Division. Include your reference initials and an enclosure notation.

Figure U3-1

Mr. Patrick O'Reilly

Village Center

226 Pierce Avenue

Sharpsville, PA 16150

Dear Mr. O'Reilly:

As you requested enclosed is the information about our wholesale division.

Campbell's Confections entered the wholesale market during the mid-1990s. Contracts were negotiated with a large hotel chain and the Pittsburgh airport to provide ^boxed chocolates for gift stores.

Wholesale contracts are only negotiated with business ^es that can provide ^multiple locations for ^selling our chocolates. Wholesale prices are based on a minimum order of $570. the wholesale agreements also stipulate the proper conditions for storing and displaying Campbell's Chocolates.

Initial chocolate offerings for the wholesale market include ^d assorted chocolate ^covered nuts (milk and dark chocolate), assorted chocolate ^covered creams (milk and dark chocolate), and assorted melt-a-ways (milk and dark chocolate). Sugar-free chocolates and chocolate bars are also available.

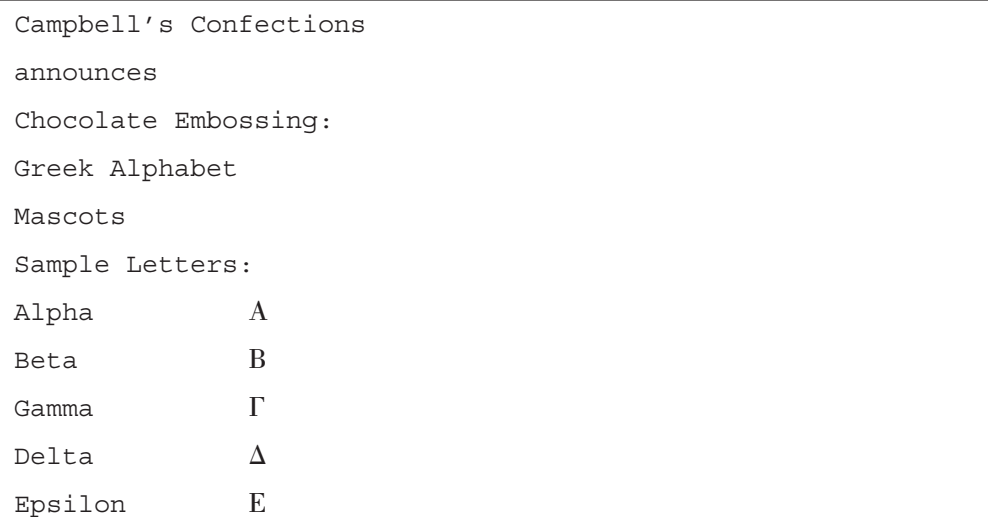Let me know if you have any questions. I look forward to speaking with you soon.

3. Change the top margin for section 1 to 2 inches.

4. Create a right-aligned footer for section 2. The text should include the text **Updated** followed by today's date inserted as a field that is automatically updated.

5. In section 2, delete blank paragraphs, and center the text vertically.

6. Select the bulleted list for each category on the page, and sort the text alphabetically.

7. Spell-check the document.

8. Change the first heading in section 2 to all caps, and center the heading. Change the spacing after to 24 points.

9. Save the document as *[your initials]***u3-1** in a new folder for Unit 3 Applications.

10. Submit and close the document.

Unit Application 3-2

Create a memo; change page orientation; apply section formatting.

1. Open the file **Emboss**. Format the document as a memo to "Store Managers" from Robert Smith. Use the current date, and the subject is "New Products."

2. Add a next page section break at the end of the document, and key the text shown in Figure U3-2. Set a left-aligned tab for the text in each column under "Sample Letters." Use the Symbol dialog box (Symbol font) to insert the Greek letters.

Figure U3-2

```
Campbell's Confections

announces

Chocolate Embossing:

Greek Alphabet

Mascots

Sample Letters:

Alpha           A

Beta            B

Gamma           Γ

Delta           Δ

Epsilon         E
```

3. Change the top margin for section 1 to 2 inches. Key your reference initials and an attachment notation at the end of section 1.

4. Format section 2 with landscape orientation and centered vertically. Center the first six lines.

5. Open the Styles task pane, and modify the Heading 1 style for center alignment, 18 points, and small caps. Modify Heading 2 style for center alignment, 16 points spacing after, and 14-point small caps.

6. Select "Chocolate Embossing:" through "Sample Letters:" and apply 14-point bold and italic formatting.

7. Apply the Heading 1 style to the first line of section 2, and apply the Heading 2 style to the second line of section 2.

8. Format "Sample Letters:" to have 24 points spacing before, 18 points spacing after, and small caps formatting.

9. Select the text from "Sample Letters:" through "E," and apply 1-inch left and right indents, and 18-point font size. Adjust the tab settings for the text below "Sample Letters:." Add a 2¼-point box border with 10% gray shading to the text beginning with "Sample Letters:" through "E."

10. Add a double-line page border to section 2.

11. Preview the document, and then save it as *[your initials]***u3-2** in your Unit 3 Applications folder.

12. Submit and close the document.

Unit Application 3-3

Create a new template, create and apply paragraph and character styles, modify styles, and use style options.

1. Open the file **HolidayUpdate**. Change the left and right margins to 1.25 inches.

2. Center the first line of the document, and change the font size to 20 points and apply small caps. Add 3 points spacing after.

3. Create a paragraph style named **Subhead** that is 14-point Arial, all caps, and centered. Add a single-line 1-point bottom border to the style by clicking the Format button and choosing Border. Apply the style to the second line of text.

4. Create and apply a paragraph style for the "Chocolate Events" paragraph based on the Normal style and named **UpdateHead**. Use 12-point Arial bold with all caps and 3 points spacing after.

5. Save the document as a template named *[your initials]***Update** in your Unit 3 Applications folder or in the default Templates folder on the hard disk, whichever your instructor tells you to use. Close the template.

6. Start a new document based on the template *[your initials]***Update**.

7. Replace the words "CHOCOLATE EVENTS" with the current year.

8. Select the Akron, OH, paragraph. Create and apply a paragraph style named **CityName** using 12-point Arial bold with a 3-inch left tab setting.

9. Click in the paragraph that begins "National Chocolate." Create a paragraph style named **IndentedPara** based on the CityName style, using 12-point Arial regular, with 12 points spacing after paragraphs and a 3-inch left indent.

10. Assign Indentedpara as the style for the paragraph following CityName.

11. Assign CityName as the style for the paragraph following Indentedpara.

12. Select the text "January 3," and create a character style named **EventDate** using 11-point Arial bold and italic.

13. Press ⌨Enter after "Chocolate-Covered Cherry Day," and key the text shown in Figure U3-3. Press ⌨Tab before each date.

Figure U3-3

```
Clarksburg, WV        February 19
                      Chocolate Mint Day

Grove City, PA        March—Third Week
                      American Chocolate Week

Canton, OH            April 21
                      National Chocolate-Covered Cashews Day

Morgantown, WV        May 15
                      National Chocolate Chip Day

Monroeville, PA       June
                      National Candy Month

Youngstown, OH        July 7
                      Chocolate Day

Fairmont, WV          September 22
                      National White Chocolate Day

Butler, PA            October 28
                      National Chocolate Day
```

14. Apply the EventDate style to all the date text.

15. Modify the CityName style to 11 points, and change the font to Lucida Sans. Modify the Subhead style to include 12 points spacing after, and change the font to Lucida Sans. Modify the EventDate style by changing the font to Lucida Sans.

16. Center the document vertically on the page.

17. Spell-check the document, and save it as *[your initials]***u3-3** in your folder for Unit 3 Applications.

18. Submit and close the document.

Unit Application 3-4

Use the Internet, and work with sections, page numbers, and headers and footers.

1. Using the Internet, research the history of chocolate.

2. Create a three- to five-page report, and organize the document into sections.

3. Include the following topics and create sections for each topic:

    •   A timeline of the history of chocolate—include a brief description of major events for each century.

    •   Mention Columbus, Aztecs, Mayas, and European influence.

    •   Major producers of cacao pods.

4. Include the following formats in your document:

    •   Create and apply styles.

    •   Create a title page for the document as a separate section.

    •   Title each subsequent section of the document.

    •   Check pagination, and apply line and page break options where needed.

    •   Include appropriate headers, footers, and page numbering on all pages except the title page.

5. Save the document as *[your initials]***u3-4** in your Unit 3 Applications folder, and submit it.