

My Resume

New Skills

1. Open a document and use it as a template.

Activity Overview

In this activity, you will use the resume you created in Activity 40 as a template (a guide) to create your own resume. As you prepare and write your own resume, choose your words carefully when describing your work experience and try to convey a positive tone. The goal of your resume should be to inspire a prospective employer to want to find out more about you by granting a face-to-face interview.

Instructions

NEW SKILL ▶

1. Open the file titled RESUME previously created in Activity 40. The text in this file will be used as a template (a guide) for you to create your own resume.
2. Save the file as MYRESUME.
3. In the footer, change the activity number to “41” and the activity title to “MY RESUME.”
4. Replace the text of the entire resume so that it is now a resume about you.
5. Adhere to the following guidelines as you create your own resume.
 - a. The resume should not exceed one page.
 - b. Keep the font as Times New Roman.
 - c. If necessary, you may change the font size, but keep the minimum to 10 point for the body of the resume.
 - d. Add or delete information so that it is relevant to you.
 - e. If necessary, change the category titles so that they are relevant to you.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as RESUME.
8. Print the document if required by your instructor.



42

American Idol Winners

New Skills

1. Insert an Excel worksheet into a Word document.
2. Format cells in an Excel worksheet.

Activity Overview

Microsoft Office products such as Word, Excel, and Access are designed to easily integrate with each other. In other words, data created in one application can be shared and used in another.

In this activity, you will practice inserting an Excel worksheet into a Word document.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins as follows: Top to 2", Left and Right to .75", and Bottom to .5".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Starting on the first line of the document, type the letter as shown in Figure 42-1 using a block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name.
5. Position your cursor two lines below the second paragraph in the letter.
- NEW SKILL** ▶ 6. Insert an Excel worksheet into the letter. Type the information into the worksheet in the corresponding rows and columns as shown in Figure 42-2.
7. Center the worksheet horizontally in the document. Be sure that there is one blank line above and below the worksheet.
- NEW SKILL** ▶ 8. Apply the following formatting changes to the worksheet:
 - a. Merge cells A1 – D1, then bold and center align.
 - b. Bold and left align cells A2 – D2.
 - c. Left align cells A3 – D11.
9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Save the document as IDOL.
11. Print the document if required by your instructor.
12. Using a blue or black pen, sign your name in the signature block of the letter.



American Idol Winners

FIGURE 42-1

Your Address
Your City, State Zip Code
Current Date

Mr. Simon Cowell
c/o SYCO Music - Bedford House
69-79 Fulham High Street
London SW6 3JW UK

Dear Simon:

Where do I begin to ask you to reconsider your decision to leave the best show on television? I have been watching "American Idol" since the show first aired on June 11, 2002. Under your guidance and leadership, superstars like Kelly Clarkson and Carrie Underwood were discovered. You are the driving force to push these contestants to their limits and to help them realize that being a superstar takes lots of hard work and dedication.

I have kept a spreadsheet since the beginning of the show just as a quick reference for myself as to who won so I can quickly look them up to see what direction their career is taking at any given time. I thought I'd share that spreadsheet with you.

Once again, Simon, please reconsider and stay on "American Idol." Your foresight is truly amazing, and you are the judge who "says it like it is."

Sincerely,

Your Name
American Idol Fan

42

American Idol Winners

FIGURE 42-2

	A	B	C	D
1	AMERICAN IDOL WINNERS 2002-2010			
2	First Name	Last Name	Year Won	Date of Birth
3	Kelly	Clarkson	2002	April 24, 1982
4	Ruben	Studdard	2003	September 12, 1978
5	Fantasia	Barrino	2004	June 30, 1984
6	Carrie	Underwood	2005	March 10, 1983
7	Taylor	Hicks	2006	October 7, 1976
8	Jordin	Sparks	2007	December 22, 1989
9	David	Cook	2008	December 20, 1982
10	Kris	Allen	2009	June 2, 1985
11	Lee	DeWyze	2010	April 2, 1986

Marching Band Fundraiser

New Skills

1. Use the AutoSum function in an Excel worksheet inserted into a Word document.

Activity Overview

In this activity, you will expand on using an Excel worksheet within a Word document. You will be using Excel's AutoSum function to calculate the results of the marching band's bumper sticker fundraiser.

Instructions

1. Open a NEW document in Word.
- * *Unless otherwise stated, the font should be set to 10 point Arial.*
2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps, 12 point Times New Roman.
4. Starting on the first line of the document, type the memo as shown in Figure 43-1 using proper memo format. Type your name in the "FROM" section, and the current date as the "DATE."
5. Position your cursor two lines below the first paragraph in the memo.
6. Insert an Excel worksheet into the memo. Type the information into the worksheet in the corresponding rows and columns as shown in Figure 43-2. Do not type the word "Formula" in cells B13 and C13.
7. Center the worksheet horizontally in the document. Be sure that there is one blank line above and below the worksheet.
8. Apply the following changes to the worksheet.
 - a. Bold cells A1, B3, and C3.
 - b. Right align cells B3 and C3.
 - c. Use the AutoSum function to calculate the totals of the "# Sold" and "Profit" columns.
 - d. Bold cells A13 – C13.
 - e. Format cells C4 – C13 as currency displaying the dollar sign (\$) symbol and two decimal places.
9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Save the document as BUMPER.
11. Print the document if required by your instructor.
12. Using a blue or black pen, initial the printed copy next to your name to show that you have reviewed the memo.

NEW SKILL ►



43

Marching Band Fundraiser

FIGURE 43-1

MEMORANDUM

TO: Principal Dean McMann

FROM: Your Full Name, Fundraiser Chair

DATE: <insert current date>

SUBJECT: Bumper Sticker Fundraiser Results

As you know, the marching band has been asked to march on Main Street in Disney World's New Year's Eve parade. In order to make this affordable, we have been selling bumper stickers to help support the trip, which includes bus transportation, lodging, and meals for four days and three nights. The PTO had agreed to pay for half of the trip costs if the marching band was able to raise the other half. As you can see in the spreadsheet below, we have well exceeded our goal.

I will be forwarding the spreadsheet to the PTO also. If you have any questions, please don't hesitate to contact me. Thank you for your support of this very important project.

FIGURE 43-2

	A	B	C
1	BUMPER STICKER FUNDRAISER RESULTS		
2			
3		# Sold	Profit
4	Gemma Pitrone	100	500
5	Alan Yu	50	250
6	Rico Garcia	100	500
7	Sam Anderson	20	100
8	Jacob Roy	50	250
9	Joe St. Arnold	50	250
10	Meghan Connelly	50	250
11	Lauren Murphy	25	125
12	Gina Baxter	30	150
13	TOTALS	FORMULA	FORMULA

College Links

New Skills

1. Hyperlink text to Web site addresses within a document.

Activity Overview

The ability to access information quickly is essential in today's technological world. With Word's hyperlink feature, users can quickly create text and image links to Web site addresses (URLs) directly within documents. Without having to exit Word, users can simply click on the links and be brought directly to the corresponding Web site.

In this activity, you will hyperlink a list of the top ten colleges, ranked according to a study conducted by US News and World Report in 2011, to their corresponding Web sites.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Change the line spacing of the document to double space.
4. Starting on the first line of the document, type the text "Top Ten Colleges in the U.S. (2011)." Center align and bold this text, then hit ENTER one time.
5. Left align, and type the list of the ten colleges provided in the "College/ University" column as shown in Figure 44-1.
6. Using the Bullets and Numbering feature, number the list of ten colleges.
7. Hyperlink each college to its corresponding Web site address provided in the "Web Site Address" column as shown in Figure 44-1.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as COLLEGES.
10. If you have Internet access, click on each hyperlink to verify that each link has been entered correctly.
11. Print the document if required by your instructor.

NEW SKILL ►



Word It!

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College Links

FIGURE 44-1

College/University	Web Site Address
Harvard University	http://www.harvard.edu
Princeton University	http://www.princeton.edu
Yale University	http://www.yale.edu/
Columbia University	http://www.columbia.edu
Stanford University	http://www.stanford.edu
University of Pennsylvania	http://www.upenn.edu
California Institute of Technology	http://www.caltech.edu
Massachusetts Institute of Technology	http://web.mit.edu/
Dartmouth College	http://www.dartmouth.edu
Duke University	http://duke.edu/

Image Links

New Skills

1. Hyperlink images to Web site addresses within a document.

Activity Overview

This activity expands on Word's hyperlink feature. In the previous activity, you hyperlinked text to Web site addresses within a document. In this activity, you will hyperlink a set of images to Web site addresses within a document.

Instructions

1. Open a NEW document in Word.
- * *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the text "Linking Images to Web Sites." Center align and bold this text, then hit ENTER two times.
4. Type the text "Instructions: Click an image below to visit a Web site related to it." Bold the word "Instructions:" then hit ENTER two times.
5. Using clipart images only, do the following (placing each image directly under the previous):
 - a. Insert an image symbolizing a dog. Link the image to <http://www.cesarsway.com>
 - b. Insert an image symbolizing a phone. Link to <http://www.verizonwireless.com>
 - c. Insert an image symbolizing a child's toy. Link the image to <http://www.toysrus.com>
 - d. Insert an image symbolizing a BMW. Link the image to <http://www.bmw.com>
 - e. Insert an image symbolizing books. Link the image to <http://www.amazon.com>
6. If necessary, resize the images so that the document does not exceed one page.
7. Save the document as IMAGES.
8. If you have Internet access, click on each hyperlink to verify that each link has been entered correctly.
9. Print the document if required by your instructor.

NEW SKILL



46

Graduation Card

New Skills

1. Create a greeting card using advanced draw tools.

Activity Overview

Greeting cards are a thoughtful way of extending best wishes to the person receiving the card. Greeting cards are relatively easy to make using Word. Start by visualizing an 8 ½" x 11" sheet of paper folded in half from top to bottom and then in half again from side to side. Now your sheet can be opened like a card. Unfold the sheet and you will see that the four quadrants of the page can be designed in Word.

In this activity, you will create a "congratulations on your graduation" card.

Instructions

1. Open a NEW document in Word.
2. Set the margins to .25" on all sides.
3. Set up the screen to view ruler.
4. So that you can view the entire page, change the zoom percent to 50%.
5. The congratulatory card must be divided into four equal quadrants. To do this, complete the following (refer to Figure 46-1 as a guide):
 - a. Using the line tool, draw a vertical dotted line from the top to the bottom of the page at 4".
 - b. Using the line tool, draw a horizontal dotted line from the left to the right of the page at 5.25".
6. Complete the following in Quadrant 1 of the congratulatory card:
 - a. Using either WordArt or a text box, insert a title that establishes the theme of the greeting. Example: "Congratulations Graduate"
 - b. You decide on the font, point size, and alignment of the text.
 - c. Insert an appropriate graphic image that helps illustrate the message.
 - d. Using the rectangle tool, draw a 1 pt. border to frame the contents of Quadrant 1.

★ *Note: Be sure that the elements in Quadrant 1 do not extend past the page margins.*
7. Complete the following in Quadrant 3 of the congratulatory card:
 - a. Using WordArt only, insert a congratulations message that correlates with the message used in Quadrant 1.
 - b. You decide on the font, point size, and alignment of the text.
 - c. Using the rectangle tool, draw a 1 pt. border to frame the contents of Quadrant 3.

NEW SKILL



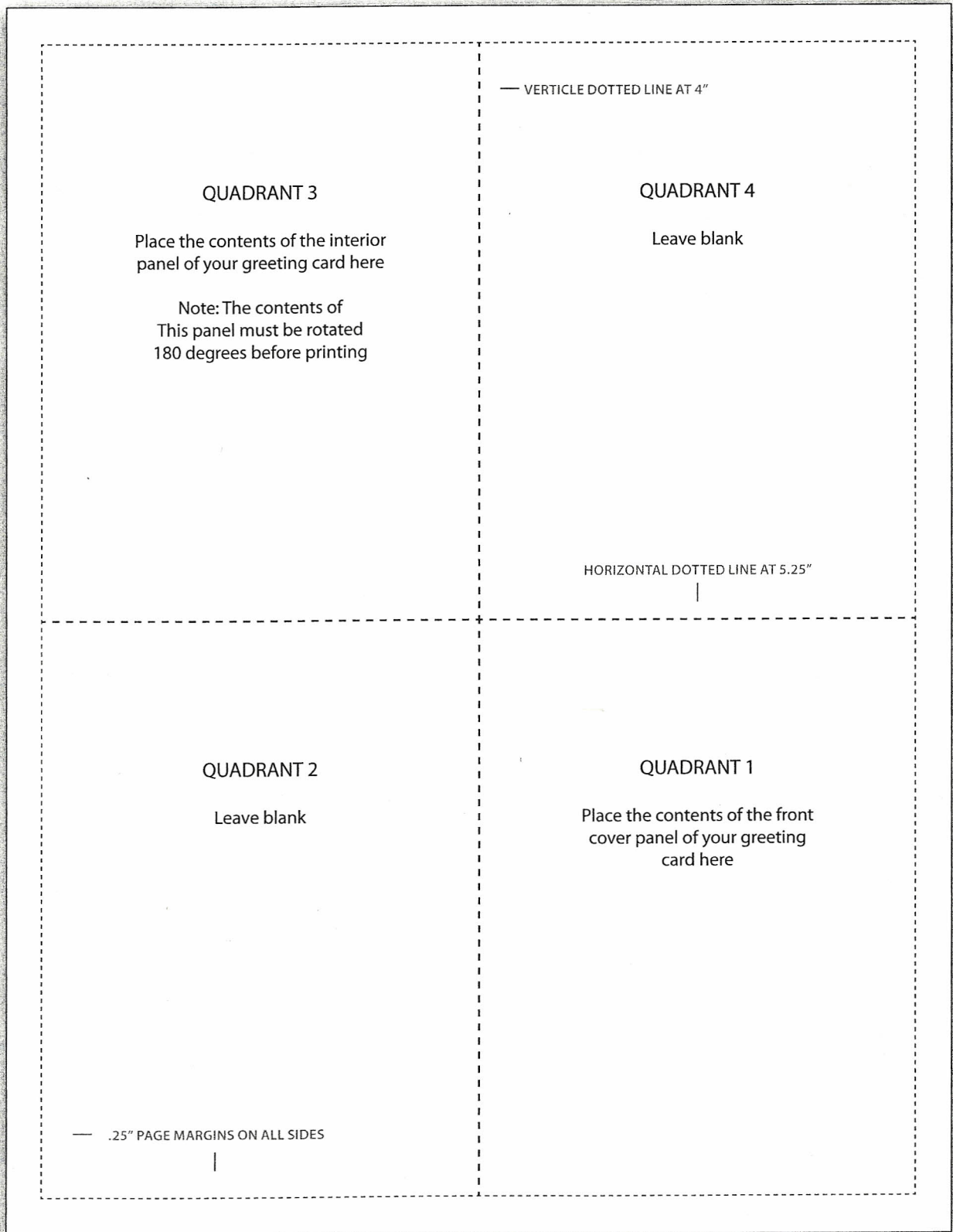
Graduation Card

- ★ *Note: Rotate the contents of Quadrant 3 180 degrees (flip) so that it can be read properly when the greeting card is folded and printed.*
- 8. Leave Quadrants 2 and 4 blank.
- 9. Carefully proofread the document for spelling, grammar, and accuracy.
- 10. Save the document as CONGRATS.
- 11. Print the document if required by your instructor.
- ★ *Note: Fold the document in half along the vertical dotted line and then in half again along the horizontal dotted line. The front cover (Quadrant 1) should be facing the outside.*
- 12. Since you did not include a header in this activity, write the activity number and title, and your name on the back of the greeting card, after it has been folded.

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Graduation Card

FIGURE 46-1



School Newsletter

New Skills

1. Create and format a newsletter.

Activity Overview

A newsletter is a document that can be used for many reasons. The purpose of a newsletter is to communicate a variety of information in a condensed format, usually one to three pages. A newsletter is usually part of a series of publications that is formatted the same way, with certain areas located in the same spot. For example, a monthly newsletter could contain a “Cafeteria Special for the Month” that would appear in the same spot on the same page in each issue.

When designing a newsletter, it is important to remember the following design guidelines.

- *Keep the layout simple and easy to read.*
- *Design the heading (the nameplate) as the most prominent element on the page.*
- *Use a maximum of two to three fonts in the newsletter.*
- *Use one font for article headings and another for body text.*
- *Headings should be no more than 14 point and body text no more than 12 point.*
- *Place the most important information at the top of the newsletter.*

In this activity, you will create and design a school newsletter.

Instructions

1. Open a NEW document in Word.
2. Set the margins to .75” on all sides.
3. Save the document as RAIDERS.
4. Duplicate the newsletter exactly as shown in Figure 47-1 by following the instructions provided.
 - a. Starting on the first line of the document, type the title of the newsletter “Raiders Monthly Gazette” and format as 36 point Comic Sans, bold, center aligned.
 - b. Type the sub-title text (below the title) and format as 10 point Arial, bold, center aligned, inserting bullet symbols where indicated in Figure 47-1.
 - c. Insert a 1 pt. border line below the sub-title and then skip one line.
 - d. Format the remainder of the page as two columns with a width of 3” per column, .5” between each column, and show a line between the columns.
 - e. Type the remainder of the text in the newsletter and format as follows:
 1. Format each newsletter article heading as 14 point Comic Sans, bold, left aligned.

NEW SKILL



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School Newsletter

2. Unless otherwise noted, format the body text of the newsletter as 11 point Arial, left aligned.
3. Italicize the text "Reported by Michael Murphy, Senior" and "Reported by Megan Cloutier, Junior."
4. Bold the word "GRADUATION!" that appears twice in the "Are We Ready?" article.
5. Bold the dates in the "Important Dates in May," and "May Cafeteria Specials" articles.
6. Use Bullets and Numbering for bullet points in the "A Farewell Message" article.
 - f. Separate each article in the newsletter using a square symbol, center aligned.
5. Carefully proofread the document for spelling, grammar, and accuracy.
6. Resave the document.
7. The newsletter should look similar to the one shown in Figure 47-1.
8. Print the document if required by your instructor.
9. Since you did not include a header in this activity, write the activity number and title, and your name in the bottom right-hand corner of the newsletter.

FIGURE 47-1

Raiders Monthly Gazette

Westminster High School Newsletter □ May 2011 Issue 9 Volume 2 □ By: Student Name

Are We Ready?

The day we all work for is almost here. **GRADUATION!** We're about to leave behind one chapter in our lives and begin another. We're all moving in many different directions; some of us will be going on to college, others are joining the workforce, and yet others will be going into the military. Let's take the time we have left as high school seniors to thank the people (i.e., faculty, staff, and friends) who helped get us to our ultimate goal— **GRADUATION!**

Important Dates in May

May 2 – Senior Class Breakfast
 May 9 – Junior/Senior Prom
 May 15 – Finals begin
 May 25 – Memorial Day
 May 29 – Graduation practice
 May 31 – Graduation

Raiders Season Wrap up

Reported by Michael Murphy, Senior

All of the Westminster Raiders Varsity teams finished their seasons with outstanding stats. The football team not only defeated the cross-town rival Cardinals in their final match up, they went on to win the Division II Super Bowl.

The girls' volleyball team finished the season 10-2. The boys' volleyball team finished 11-1. The track team went to the state finals and placed 2nd overall (first time for Westminster High). And, let's not forget the Raiders' baseball team who just finished their best season ever with a 16-1 record.

Congratulations to all team members, coaches, and the very talented athletic director, Coach Bill Barnes. GO RAIDERS!!!!

A Farewell Message

Reported by Megan Cloutier, Junior

As the time nears for seniors to leave, I've been walking around talking to students, faculty, and staff. I wanted to get their words of advice to pass on to the graduating class. It's an exciting, yet sometimes scary time for seniors as they embark on their new journey. The faculty, staff, and the junior class would like to leave you with the following words of wisdom:

- Follow your passion
- Dedicate yourself to success
- Remember those who have helped you along the way
- Always make time for your family and friends
- Dream big

When September Rolls Around

Even though it's May, before you know it, we will all be back here ready for another school year. Announcements are being put up on the video monitors around the school. The varsity teams are holding sign-ups and the various clubs are looking for volunteers. GET INVOLVED!

May Cafeteria Specials

May 2 – Make your own sub day
 May 16 – Italy Day (various Italian dishes)
 May 23 – Make your own "sundae" day
 May 30 – Salad Sensations

48

Make Your Own Newsletter

New Skills

1. Create and write an original newsletter using a template as a guide.

Activity Overview

In this activity, you will use the file previously created in Activity 47 as a template to create your own custom-written newsletter about a topic or theme of your choice.

Instructions

1. Before beginning any work on the computer, decide on a topic or theme for your newsletter. Your theme or topic must be approved by your instructor before beginning.
2. Using the Internet and/or other resources, research your selected topic or theme to decide what information will be included in the newsletter. The newsletter must contain a minimum of four articles, each relating to your topic or theme.
3. Open the file RAIDERS (previously created in Activity 47).
4. Save the file as CUSTOM.
5. Using the RAIDERS file as a template, begin creating your newsletter, adhering to the following guidelines:
 - a. Insert a creative title for your newsletter.
 - b. Insert sub-title text indicating the date, issue number, and your name as the author.
 - c. Include a minimum of four articles relating to the topic or theme of your newsletter (one of the articles can be a bulleted list).
 - d. You may change the fonts in the newsletter.
 - e. Include at least one graphic image that helps illustrate one of the articles in the newsletter.
 - f. The newsletter must not exceed one page.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Print the document if required by your instructor.
9. Since you did not include a header in this activity, write the activity number and title, and your name in the bottom right-hand corner of the newsletter.

NEW SKILL ►



School Flyer

New Skills

1. Create and design a flyer.

Activity Overview

With some creativity and design, you can use Word to make eye-catching flyers. A flyer is a one sheet document that is used to announce an event or promote a cause. In this activity, you will create and design a flyer for an upcoming school event.

Instructions

1. Open a NEW document in Word.
★ *Note: All formatting decisions are left for you to decide in this activity.*
2. Set the page margins to 1" on all sides.
3. Decide on an event to advertise, such as the annual Thanksgiving Day Rival Football Game, a cheerleading competition, the junior/senior prom, etc.
4. Create a one page flyer to advertise and announce the event.
★ *Include the following on the flyer:*
 - a. A title.
 - b. A sub-title (if applicable)
 - c. The time, date, and location of the event.
 - d. A message that entices readers to attend or participate in the event.
 - e. A bulleted list that summarizes the benefits of attending the event
 - f. One or two graphic images that help illustrate the message of the flyer.
 - g. Add additional text and/or design elements (WordArt, draw tools, etc.) that will enhance the content and appearance of the flyer.
5. Carefully proofread the document for spelling, grammar, and accuracy.
6. Save the document as FLYER.
7. Print the document if required by your instructor.
8. Since you did not include a header in this activity, write the activity number and title, and your name in the bottom right-hand corner of the flyer.

NEW SKILL



File Links

New Skills

1. Hyperlink text to files.

Activity Overview

Congratulations! You have reached the final activity in this book. You have created and saved a large number of files thus far. Imagine if your instructor were to grade each activity by viewing each saved file on screen, rather than in print? Your instructor would have to open each file individually, one at a time – a painstaking, tedious task. With Word’s hyperlink feature, you can link text or images in a document directly to file names located on your hard drive or network drive. Using this feature, a user can simply click on the linked text and the file opens automatically in a separate window.

In this activity, assume that, in order to save paper, your instructor has decided to grade the first ten activities in this book by viewing each file on your screen. To make this task easier, your instructor has asked you to create a document that hyperlinks text to each of the files in the first ten activities.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, create a table that is 13 rows by 2 columns.
4. Type the text into the table as shown in Figure 50-1.
5. Merge the cells in the first row in the table.
6. Merge the cells in the second row in the table.
7. Change the text in the first row to 20 point, bold, and center align.
8. Bold the word “Instructions:” in the second row.
9. Bold and italicize the text in the third row
10. Hyperlink each file name listed in the second column to its corresponding file on your hard drive or network drive.
11. Carefully proofread the document for spelling, grammar, and accuracy.
12. Save the document as FILES.
13. Test each hyperlink to ensure they are linked properly.
14. Print the document if required by your instructor.

NEW SKILL



File Links

FIGURE 50-1

Word It! 2E	
Activities 1 – 10 File Links	
Instructions: Click on one of the file names below to open the document.	
Activity Number and Title	File Name(s)
Activity 1: Like It or Not?	LIKES, DISLIKES
Activity 2: Headers And Footers	HEADFOOT
Activity 3: Shortcut Keys	SHORTCUTS
Activity 4: Party Invitation	INVITE
Activity 5: Texting Phrases	TEXTPHRASES
Activity 6: Symbols	SYMBOLS
Activity 7: Glee	GLEE
Activity 8: America’s Got Talent	AMERICATALENT
Activity 9: Homonyms	HOMONYMS
Activity 10: Movie Ratings	MOVIERATINGS