



Guided Project 1-2

Sierra Pacific Community College District (SPCCD) is a multi-campus community college district. In this project, you format an informational handout regarding online learning.

[[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8](#)]

i **DO NOT** use the files below if you are completing an autograded SIMnet Project. Using the linked files below will prevent you from uploading and submitting your work in SIMnet. The files for all autograded SIMnet Projects **MUST** be downloaded from your class assignment.

File Needed: [OnlineLearning-01.docx](#) (Student data files are available in the Library of your SIMnet account.)

Completed Project File Name: [\[your initials\] Word 1-2.docx](#)

Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph spacing.
- Use *Show/Hide*.
- Change font size and apply color, styles, and effects.
- Cut and paste to move a paragraph.
- Use drag and drop to move a paragraph.
- Apply a shadow text effect.
- Use the *Format Painter*.
- Use context menu and *Editor* to correct spelling and grammar errors.
- Use *Search* to research a word.
- Use the *Thesaurus* to find a synonym.
- Use *Read Aloud*.
- Add document properties.

1. Open the **OnlineLearning-01** document from your student data files.
 - a. Click the **File** tab to open the *Backstage* view and click **Open** on the left.
 - b. Click **Browse** to open the *Open* dialog box.
 - c. Browse to locate the **OnlineLearning-01** document, select the document, and click **Open**. If the document opens in *Protected View*, click the **Enable Editing** button.
2. Save the document as **[your initials] Word 1-2**.
 - a. Click the **File** tab to open the *Backstage* view and select **Save As** on the left. If your document is saved on *OneDrive* and *AutoSave* is turned on, select **Save a Copy**.
 - b. Click **Browse** to open the *Save As* dialog box and select the desired location to save the file.
 - c. Type **[your initials] Word 1-2** as the file name.
 - d. Click **Save** to save the document and close the *Save As* dialog box.
3. Change the line and paragraph spacing for the entire document.
 - a. Press **Ctrl+A** to select the entire document.
 - b. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box ([Figure 1-96](#)).
 - c. Click the **Line spacing** drop-down list and select **Multiple**.
 - d. Type **1.2** in the *At* text box.
 - e. Change the *After* paragraph spacing to **12 pt**.
 - f. Click **OK** to close the *Paragraph* dialog box.
4. Delete blank lines in the document.

- a. Turn on **Show/Hide** [Home tab, Paragraph group].
 - b. **Delete** the extra blank line between each paragraph including the blank line after the title.
5. Change the font for the entire document.
- a. Select the entire document (**Ctrl+A**).
 - b. Change the font to **Cambria** [Home tab, Font group].
6. Change the paragraph spacing, alignment, font size, styles, effects, and color of the title.
- a. Select the title of the document (“**Online Learning Information**”).
 - b. Click the **Layout** tab.
 - c. Change the *Before* spacing to **36 pt.** and the *After* spacing to **18 pt.** [Paragraph group].
 - d. Click the **Center** button [Home tab, Paragraph group].
 - e. Click the **Font** launcher [Home tab, Font group]. The *Font* dialog box opens (Figure 1-97).
 - f. Change the *Font* style to **Bold** and change the *Font Size* to **24**.
 - g. Click the **Small caps** check box in the *Effects* area.
 - h. Click the **Font color** drop-down list and choose the **fourth color** in the **first row** of the *Theme Colors* (**Blue-Gray, Text 2**).
 - i. Click the **Advanced** tab.
 - j. Click the **Spacing** drop-down list and select **Expanded**. Change the *By* to **1.2 pt.**
 - k. Click **OK** to close the *Font* dialog box.

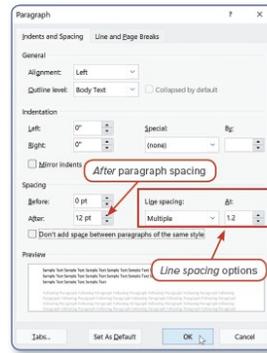


Figure 1-96 Change *Line spacing* and *After paragraph spacing*

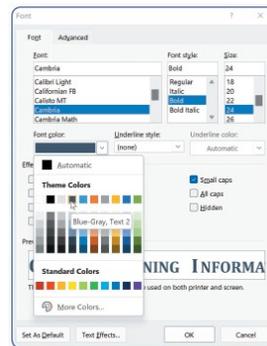


Figure 1-97 Change font style, size, effects, and color

- a. Select the last paragraph in the document, including the paragraph mark at the end of the paragraph (“**SPCCD is ...**”).
- b. Click the **Cut** button [Home tab, Clipboard group] or press **Ctrl+X**.
- c. Place your insertion point before the second line of the document (“*Definition of Online Learning Modalities*”).
- d. Click the top half of the **Paste** button [Home tab, Clipboard group] or press **Ctrl+V**.
- e. Click at the beginning of the pasted paragraph and type **Where Are We Now with Online Learning?** and press **Enter**.
- f. Select the paragraph that begins “**Synchronous Online Course: . . .**” including the paragraph mark at the end of the paragraph.
- g. Move this paragraph using the drag-and-drop method (click, hold, drag, and release) so it appears before the paragraph that begins with “*Hybrid Course:*” (Figure 1-98).

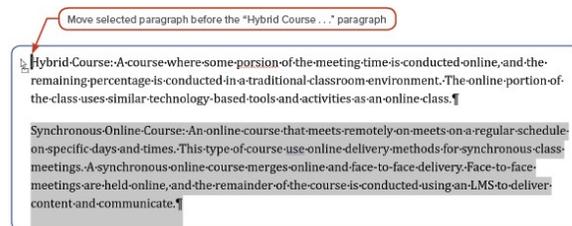


Figure 1-98 Move paragraph using drag and drop

8. Format section headings in the document and use the *Format Painter*.
- a. Select the first section heading (“**Where Are We Now with Online Learning?**”).
 - b. Click the **Font** launcher [Home tab, Font group] to open the *Font* dialog box and click the **Font** tab if necessary (Figure 1-99).
 - c. Change the font *Size* to **12 pt.**
 - d. Change the *Font color* to the **fourth color** in the **first row** of the *Theme Colors* (**Blue-Gray, Text 2**).
 - e. Change the *Underline style* to **Double underline**.
 - f. Change the *Underline color* to the **fourth color** in the **first row** of the *Theme Colors* (**Blue-Gray, Text 2**).
 - g. Click **OK** to close the *Font* dialog box.
 - h. Confirm the formatted heading is still selected and click the **Text Effects and Typography** button [Home tab, Font group].

- i. Place your pointer on **Shadow** and select the **first option** in the **Outer** category (**Offset: Bottom Right**) (**Figure 1-100**).
- j. Confirm the formatted heading is still selected and click the **Format Painter** button [*Home* tab, *Clipboard* group].
- k. Select the next heading ("**Definition of Online Learning Modalities**") to apply the formatting.

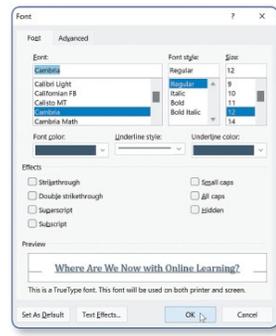


Figure 1-99 Format heading using the Font dialog box

- 9. Format paragraph headings in the document.
 - a. Select the paragraph heading ("**Online Course:**"), including the colon.
 - b. Click the **Font** launcher [*Home* tab, *Font* group] to open the *Font* dialog box.
 - c. Change the *Font style* to **Bold**.
 - d. Change the *Font color* to the **fourth color** in the **first row** of the **Theme Colors (Blue-Gray, Text 2)**.
 - e. Click the **Small caps** check box in the *Effects* area.
 - f. Click **OK** to close the *Font* dialog box.

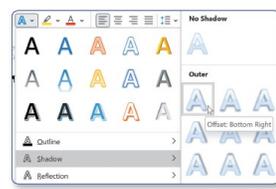


Figure 1-100 Apply Shadow text effect

- 10. Use the *Format Painter* to copy formatting to the other paragraph headings.
 - a. Select the "**Online Course:**" heading if necessary and double click the **Format Painter** button.
 - b. Select the other paragraph headings ("**Synchronous Online Course:**", "**Hybrid Course:**", and "**Technology-Enhanced Course:**") including the colon after each to apply the formatting.
 - c. Click the **Format Painter** button again to turn off the *Format Painter*.

- 11. Select the last sentence in the last paragraph ("**Note: this . . .**"), and click the **Italic** button [*Home* tab, *Font* group] or press **Ctrl+I**.

- 12. Correct spelling and grammar in the document using the context menu and the *Editor*.
 - a. Right-click the first misspelled word ("**managment**") and choose the correct spelling from the list of options in the context menu.
 - b. Click the **Editor** button [*Review* tab, *Proofing* group]. The *Editor* pane opens on the right.

Office 365/2021 Note: The *Editor* pane and how it checks spelling and grammar may differ slightly between the different versions of office. The *Editor* button [*Review* tab, *Proofing* group] may be named *Spelling & Grammar*.

- c. Click **Editor Score** to display the first spelling and grammar issue (**Figure 1-101**).
- d. Select the "**synchronous**" as the correct spelling of the first incorrect word.
- e. Repeat this process for each of the remaining incorrect words.
- f. Click **OK** to close the dialog box that informs you that you have finished reviewing the *Editor*'s suggestions.
- g. Click the **X** in the upper-right corner of the *Editor* pane to close the pane.

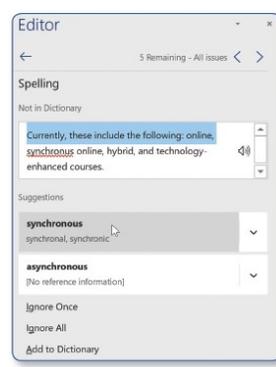


Figure 1-101 Select the correct word from the Editor pane

- 13. Use the *Search* feature to research the meaning of a word.
 - a. Select the word "**synchronous**" in the first paragraph in the "Definition of Online Learning Modalities" section.
 - b. Right-click the select word and select **Search "synchronous"** from the context menu. The *Search* pane opens on the right.
 - c. Review the definition and view other entries in the *Search* pane.
 - d. Click the **X** in the upper-right corner of the *Search* pane to close the pane.

- 14. Use the *Thesaurus* feature to find a synonym for a word.
 - a. Select the word "**pioneer**" in the first paragraph in the "Where Are We Now with Online Learning?" section.
 - b. Click the **Thesaurus** button [*Review* tab, *Proofing* group]. The *Thesaurus* pane opens.
 - c. Click the drop-down list to the right of "**innovator**" and select **Insert** (**Figure 1-102**) to replace "pioneer."
 - d. Right-click "**a**" that precedes "innovator" in the paragraph and select "**an**" from the context menu.

- 15. Use the *Read Aloud* feature.
 - a. Place your insertion point at the beginning of the first body paragraph ("SPCCD is an innovator ...").
 - b. Click the **Read Aloud** button [*Review* tab, *Speech* group]. Word begins reading the first paragraph and the *Read Aloud* controls display at the right.



- c. Click the **Pause** button in the *Read Aloud* controls.
 - d. Click the **Settings** button and change the **Reading speed** and **Voice Selection** as desired (Figure 1-103).
 - e. Press **Esc** to close the *Settings* menu.
 - f. Click the **Next** button to skip to the next paragraph.
 - g. Click the **Stop** button to stop the reading and close the *Read Aloud* controls.
16. Add document properties using the *Properties* dialog box.
- a. Click the **File** tab to open the *Backstage* view and click **Info** on the right.
 - b. Type **Online Learning Information** in the *Title* text box in the *Properties* list.
 - c. Click the **Properties** button at the top of the *Properties* list and choose **Advanced Properties**. The *Properties* dialog box opens.
 - d. Click the **Summary** tab if necessary.
 - e. Type **Online Learning** in the *Subject* text box.
 - f. Delete the existing author name in the *Author* area and type **Tanesha Morris** as the author.
 - g. Click **OK** to accept changes and close the *Properties* dialog box.
 - h. Click the **Back** arrow in the upper-left corner of the *Backstage* view to return to the document.
17. Save and close the document (Figure 1-104).

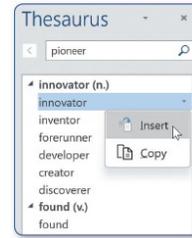


Figure 1-102 Insert a synonym from the *Thesaurus* pane

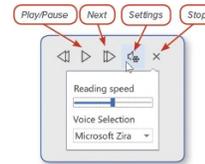


Figure 1-103 *Read Aloud* controls

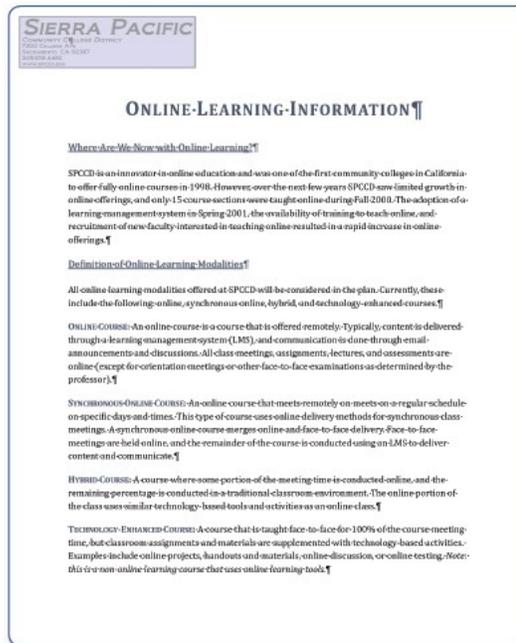


Figure 1-104 Word 1-2 completed