Guided Project 1-3

In this project, you create a memo for American River Cycling Club (ARCC) about using heart rate to increase the effectiveness of training. See *Appendix B: Business Document Formats* (online resource) for examples of business document formats.

[Student Learning Outcomes 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8]

File Needed: *HeartRate-01.docx* (*Student data files are available in the* Library *of your SIMnet account.*)

Completed Project File Name: *[your initials] Word 1-3.docx*

Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph spacing.
- Use *Show/Hide*.
- Add a memo heading to a document.
- Change paragraph alignment.
- Change font size and apply styles and effects.
- Use the *Format Painter*.
- Add text highlight color.
- Insert a non-breaking space.
- Use the *Thesaurus*.
- Add words to the dictionary.
- Add document properties.

1. Open the *HeartRate-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 *HeartRate-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 1-3*.
   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 1-3 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 and insert a paragraph break between each paragraph.
   a. Press **Ctrl+A** to select the entire document.
   b. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group]. The *Paragraph* dialog box opens.
   c. Click the **Line spacing** drop-down list and select **Single**.
   d. Change the *After* paragraph spacing to **0 pt**.
   e. Click **OK** to close the *Paragraph* dialog box.
   f. Turn on **Show/Hide** [*Home* tab, *Paragraph* group] if it is not already on.
   g. Click at the end of each paragraph and press **Enter** once to add a blank line between each of the paragraphs. Don't press *Enter* after the last body paragraph. A paragraph symbol marks the end of each paragraph.
4. Add a memo heading to the document.
   a. Place your insertion point at the beginning of the first paragraph ("What is Maximum Heart Rate?") and

press **Enter**.

b. Place the insertion point on the blank line above the first paragraph.

c. Type TO: and press **Tab** two times.

d. Type All ARCC Club Members and press **Enter** two times.

e. Type FROM: and press **Tab** two times.

f. Type Taylor Mathos, ARCC Coach and press **Enter** two times.

g. Type DATE: and press **Tab** two times.

h. Type the current date in month, day, year format (January 1, 2023) and press **Enter** two times.

i. Type SUBJECT: and press **Tab** once.

j. Type Heart Rate Training and press **Enter** two times.

5. Change the paragraph alignment and font styles of selected text.

a. Select the text in the body of the memo beginning with "**220 – Your Age …**" and ending with "**… heart rate is 180.)**", including the paragraph mark after "**… heart rate is 180.)**".

b. Click the **Center** button [*Home* tab, *Paragraph* group] or press **Ctrl+E**.

c. Select the paragraph beginning "**220 - Your Age …**" and click the **Bold** button [*Home* tab, *Font* group] or press **Ctrl+B**.

d. Select the paragraph beginning "**(Example: …"** and click the **Italic** button [*Home* tab, *Font* group] or press **Ctrl+I**.

e. **Delete** the blank line between the two centered lines of text (**Figure 1-105**).
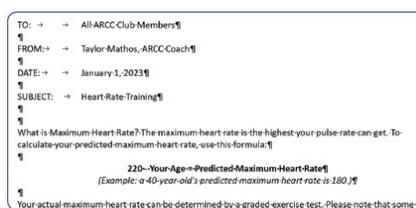
6. Change the font and style of selected text.

a. Press **Ctrl+A** to select the entire document.

b. Click the **Increase Font Size** button [*Home* tab, *Font* group] to increase the font size to **12 pt**. (**Figure 1-106**).

c. Select the words "**What is Maximum Heart Rate?**" in the first sentence of the first body paragraph.

d. Click the **Font** launcher [*Home* tab, *Font* group] to open the *Font* dialog box (**Figure 1-107**).

e. Change the *Font style* to **Bold**.

f. Change the *Underline style* to **Words only**.

g. Change the *Underline color* to the **tenth color** in the **first row** of the *Theme Colors* (**Green, Accent 6**).

h. Select the **Small caps** check box in the *Effects* area.

i. Click **OK** to close the *Font* dialog box.

j. Select the text if necessary and click the **Format Painter** button [*Home* tab, *Clipboard* group].

k. Select the words "**Target Heart Rate Zone**" in the first sentence of the fifth paragraph in the body ("You gain the most benefits …"). The *Format Painter* applies the formatting to the selected words.

l. Select the last sentence of the fifth body paragraph ("**Do not exercise above 85 percent …**") including the period at the end of the sentence.

m. Click the **Text Highlight Color** drop-down arrow [*Home* tab, *Font* group] (**Figure 1-108**) and select the **fourth option** in the **third row** (**Gray-25%**).

7. Use a non-breaking space to keep words together.

a. **Delete** the space between the words "Target" and "Heart" in the first sentence of the fifth paragraph in the body ("You gain the most benefits …").

b. Place your insertion point between these two words and press **Ctrl+Shift+Spacebar** to insert a non-breaking space. "Target" is wrapped to the next line so the words do not break between lines.

c. Delete the space between "80" and "percent" in the next sentence and press **Ctrl+Shift+Spacebar** to insert a non-breaking space.

8. Add *Before* paragraph spacing to the first line of the memo heading.

a. Place the insertion point in the first line of the memo heading ("**TO: …**").

b. Change the *Before* spacing to **72 pt**. [*Layout* tab, *Paragraph* group].

Figure 1-105 Memo heading added and paragraphs formatted

Figure 1-106 *Increase Font Size* button
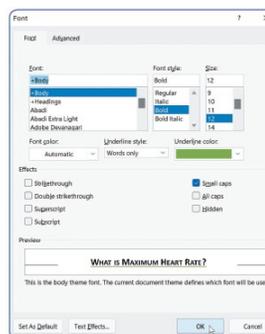
Figure 1-107 Change font style and effects
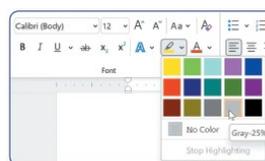
Figure 1-108 *Text Highlight Color* drop-down list

9. Use the *Thesaurus* to find synonyms for selected words.

   a. Right-click the word "**medicines**" in the third sentence of the fourth body paragraph ("Your actual maximum …").

   b. Point to **Synonyms** to display a list of synonyms.

   c. Select "**medications**" as the synonym (**Figure 1-109**).

   d. Right-click the word "**added**" in the last sentence of the fifth paragraph ("You gain the most benefits …").

   e. Point to **Synonyms** and select "**additional**."

10. Add reference initials to the document.

   a. Click at the end of the last paragraph and press **Enter** two times.

   b. Type your reference initials in lowercase letters.

11. Add document properties.

   a. Click the **File** tab to open the *Backstage* view.

   b. Click **Info** on the left to display the document properties on the right.

   c. Type Heart Rate Training in the *Title* text box.

   d. Right-click the existing author in the *Author* area and select **Remove Person**.

   e. Type Taylor Mathos in the *Author* text box.

   f. Click the **Show All Properties** link at the bottom of the document properties.

   g. Type ARCC in the *Company* text box.

   h. Click the **Back** arrow in the upper-left corner of the *Backstage* view to return to the document.

Figure 1-109 Select synonym from context menu

12. Add words to the dictionary.

   a. Right-click "**Mathos**" in the second line of the memo heading if it is marked as a potential spelling error and choose **Add to Dictionary** from the context menu.

   b. Right-click your reference initials if they are marked as incorrectly spelled (red wavy underline) and choose **Add to Dictionary**.

13. Save and close the document (**Figure 1-110**).
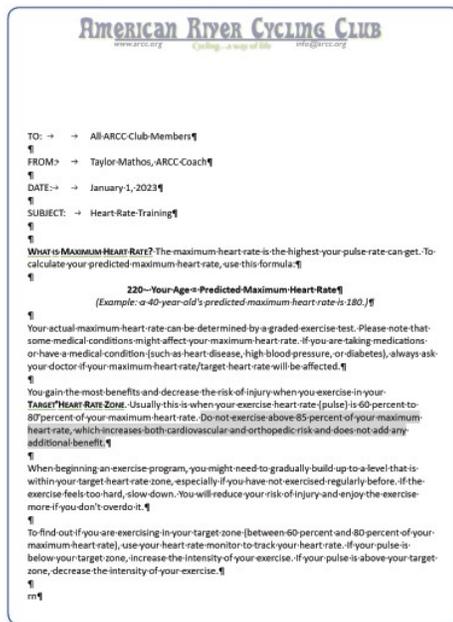
Figure 1-110 Word 1-3 completed