Independent Project 1-5

In this project, you combine information from different documents to create a memo for Sierra Pacific Community College District (SPCCD). This memo is a draft of the values statement for the district. See *Appendix B: Business Document Formats* (online resource) for examples of business document formats.

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

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

Completed Project File Name: ***[your initials] Word 1-5.docx***

Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph spacing.
- Change font and font size.
- Use *Show/Hide.*
- Format a document as a memo.
- Spell and grammar check the document.
- Change font styles and effects.
- Use the *Format Painter.*
- Move text.
- Add document properties.

1. Open the ***ValuesStatement-01a*** document from your student data files. If the document opens in *Protected View*, click the **Enable Editing** button.
2. Save this document as ***[your initials] Word 1-5***.
3. Copy text from another document and paste it into the current document.
   a. Open the ***ValuesStatement-01b*** document from your student data files.
   b. Select and **copy** all the text in this document.
   c. Close the ***ValuesStatement-01b*** document without saving.
   d. Return to the ***[your initials] Word 1-5*** document.
   e. Place your insertion point at the end of the document and press **Enter**.
   f. **Paste** the copied text below the existing paragraphs.
   g. **Delete** the extra paragraph breaks between the first four paragraphs and at the end of the document.
4. Select the entire document and apply the following formatting changes:
   a. Change *After* paragraph spacing to **12 pt**.
   b. Change the line spacing to **1.15**.
   c. Change the font and font size to **Calibri** and **10 pt**.
5. Type and format the memo heading lines.
   a. Turn on **Show/Hide**.
   b. Place your insertion point at the beginning of the document and press **Enter**.
   c. Place your insertion point on the blank line at the beginning of the document and type the following memo information. Press **Tab** (once or twice) after the guidewords to align information at 1" and press **Enter** once at the end of each of the first three lines of the memo heading (don't press *Enter* after the SUBJECT line).

   TO: All SPCCD Faculty, Staff, and Managers

   FROM: Lanita Morrow, Chancellor

   DATE: type current date (use January 1, 2023 format)

    d. Change the *Before* paragraph spacing on the "TO:" line of the memo heading to **24 pt**.

    e. Change the *After* paragraph spacing on the "SUBJECT:" line of the memo heading to **18 pt**.

6. Use the *Editor* or context menu to correct the spelling and grammar on the entire document.

    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*.

    a. Add the chancellor's first and last names to the dictionary if they are marked as potential spelling errors.

    b. Correct other spelling and grammar errors, as necessary.

7. Apply formatting to a paragraph heading and use the *Format Painter* to copy formatting.

    a. Select the first paragraph heading ("**Access**") in the body of the memo and apply the following formatting:

        Font style: **Bold**

        Font color: **Fourth color** in the **first row** of *Theme Colors* (**Blue-Gray, Text 2**)

        Underline: **Double Underline**

        Underline color: **Fourth color** in the **first row** of *Theme Colors* (**Blue-Gray, Text 2**)

        Effects: **Small caps**

    b. Use the *Format Painter* to apply this formatting to each of the other paragraph headings in the body of the memo.

8. Move body paragraphs.

    a. Use cut and paste or drag and drop to move the body paragraphs so they are ordered alphabetically by paragraph heading. Exclude the first body paragraph ("Below is a draft …"). Be sure to include the paragraph symbol at the end of each paragraph when cutting or dragging.

    b. Verify that no extra *Enters* (paragraph marks) display after the last paragraph.

    c. Verify that no extra spaces display before the first word in each of the paragraphs.

9. Delete any extra blank lines at the end of the document so this document fits on one page if necessary.

10. Add the following document properties:

    a. *Title*: SPCCD Values Statement

    b. *Company*: Sierra Pacific Community College District

    c. *Author*: Yoon Soo Park (right-click and choose **Remove Person** to remove existing author)

11. Save and close the document (**Figure 1-112**).

Figure 1-112 Word 1-5 completed