## **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.
- 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 Values Statement-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)

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## SUBJECT: Draft of SPCCD Values Statement

- 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
    - on otylo: 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).

10: -		+	All-SPCCD-Faculty_Staff_and-Managers¶
ROM:	*		Lanita-Morrow, Chancellor¶
DATE:	•	+	January 1,-2023¶
SUBJEC	T:	•	Draft-of SPCCD-Values-Statement*
	nda	provie	of the SPCED Values Statement updated by our Procedures and Policy committee. Please-review- de your feedback to any of the committee members. This document will be finalized of the end of-
Access	-51	udent	ts are the reason we exist, and their education is our primary purpose. We recognize that residents- e entitled to an opportunity to attend and to be successful in college.¶
	e-21	stem	-Achievement of the Siena Padfic Community-College District mission and vision requires an- of communication with internal and external constituencies that is based on honesty, trust, civility, wet, ¶
served	the	aught	<u>mature</u> . The curricular and co-curricular programs and services of the collage-benefit the regioner enhanced intellectual and physical growth, economic development, and exposure to the arts, manifies.¶
variety	ofe	ultur	re a community enriched by the experience of students, faculty, staff, and administrators from a ex, ethnic and a conomic backgrounds, ages, and abilities. We are committed to providing and environment for the free exchanges of ideas. ¶
			cient and effective-accomplishment of the mission, vision, and student learning outcomes requires only data-based evaluation, $\P$
DICELIE	NCE-	-Exp	ellence in instruction and student services is essential to develop the full potential of each student.
			utte-It is necessary to maintain a fiscally sound, efficient, and effective operation that achieves our- he resources available.
collegi	d-un	ork-er	—Facuby-and-staff members are our-most-important-resources and are entitled to a-supportive- mironment that recognizes excellence, provides opportunities doe professional development, dership, and-encourages-meaningful-involvement-in-an interest based, decision-making process.
			Based and change requires creativity, flexibility, assessment, and taking to achieve our vision, mission, and goals.
			<u>«Qurcows</u> —Identification and assessment of student learning outcomes promotes and improves and the effective use of resources to create innovative and flaxible learning opportunities.¶
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Page(s) ID wd21\_ip\_01\_ip\_1-5

