



Independent Project 1-6

In this project, you create a professional and appealing brochure for Emma Cavalli at Placer Hills Real Estate using formatting features in Word.

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

Completed Project File Name: [\[your initials\] Word 1-6.docx](#)

Skills Covered in This Project

- Open and edit an existing document.
- Change font and font size.
- Change paragraph spacing.
- Change line spacing.
- Use *Show/Hide*.
- Change paragraph alignment.
- Change font styles and effects.
- Use the *Format Painter*.
- Move text.
- Use the *Editor* to correct errors.
- Use the *Thesaurus* to find synonyms.
- Use *Search* to research a word.
- Use *Read Aloud*.
- Add document properties.

1. Open the **Brochure-01** document from your student data files.
 - a. Click **File** on the *Word* menu bar.
 - b. Click **Open...**
 - c. Browse to locate the **Brochure-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 1-6**.
 - a. Click **File** on the *Word* menu bar.
 - b. Click **Save As...** to open the *Save As* dialog box and select the desired location to save the file.
 - c. Type **[your initials] Word 1-6** as the file name.
 - d. Click **Save** to save the document and close the *Save As* dialog box.
3. Select the entire document and apply the following formatting changes:
 - a. Change the font and font size to **Cambria** and **10 pt**.
 - b. Change the *After* paragraph spacing to **6 pt**.
 - c. Change the line spacing to **Single**.
4. Apply formatting to the opening lines of the document.
 - a. Select the first five lines of the document ("**Emma Cavalli**" to "**ecavalli@phre.com**") and change the *After* paragraph spacing to **2 pt**.
 - b. Select the first six lines of the document ("**Emma Cavalli**" to "**www.phre.com/ecavalli**") and **Center** these lines.
 - c. Select the first line of the document ("**Emma Cavalli**") and apply the following changes:

Font size: 12 pt.

Font style: **Bold**

Font color: **tenth color** in the **last row** of *Theme Colors* (**Green, Accent 6, Darker 50%**)

- d. Select the second line of the document (“**Realtor Consultant**”) and apply **Bold** formatting.
- e. Select the third line of the document (“**Putting Your Needs First!**”) and apply **Italic** formatting.
5. Apply formatting to a section heading and use the *Format Painter*.
 - a. Select the first section heading, “**Personal Statement**,” and apply **Bold**, **Underline**, and **Small Caps** formatting.
 - b. Change the *Before* paragraph spacing to **12 pt.** and the *After* paragraph spacing to **3 pt.**
 - c. Use the *Format Painter* to copy this formatting to the other section headings:
 - “**Real Estate Experience**”
 - “**Why I Am a Real Estate Agent**”
 - “**What Clients are Saying**”
 - “**Professional Credentials**”
 - “**Education & Training**”
6. Turn on **Show/Hide** and combine the four sentences in the “Why I Am a Real Estate Agent” section into one paragraph. Delete paragraph marks and insert spaces as needed.
7. Apply the following changes in the “What Clients are Saying” section:
 - a. Select the second paragraph (“It was a pleasure ...”), apply **Italic**, and change the *After* spacing to **0 pt.**
 - b. Select the source of the quote (“**-Rod & Luisa Ellis, Rocklin, CA**”) and right-align this text.
 - c. Repeat the above two steps for the second quote (“Emma is conscientious ...”) and the source of the quote (“-Jon & Robin Anderson ...”).
8. Move the third section heading and the paragraph below it (“Why I Am a Real Estate Agent”) so it appears before the second section (“Real Estate Experience”).
9. Select the lines of text in the “Professional Credentials” section (don’t include the heading) and change the *After* paragraph spacing to **3 pt.**
10. Use the *Format Painter* to repeat the above formatting to the lines of text (excluding the heading) in the “Education & Training” section.
11. Use the *Editor* to correct the spelling and grammar issues in the 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. Correct errors where necessary.
 - b. Ignore proper nouns and potential errors in section headings.
 - c. Close the *Editor* pane when finished.
12. Use the *Thesaurus* to find an appropriate synonym for the following words:
 - a. Replace “surpass” (in the “Personal Statement” section) with “**exceed**.”
 - b. Replace “emotions” (in the “Why I Am a Real Estate Agent” section) with “**sentiments**.”
13. Use *Search* to research selected words.
 - a. Select “**University of Nevada, Reno**” in the “Education & Training” section.
 - b. Use **Search** from the context menu to locate information about this university. The *Search* pane opens on the right.
 - c. Review the research results in the *Search* pane.
 - d. Close the *Search* pane.
14. Use the *Read Aloud* feature [*Review* tab, *Speech* group] to read the first two body paragraphs.
15. Add the following document properties:
 - a. *Title*: **Brochure**
 - b. *Company*: **Placer Hills Real Estate**
 - c. *Author*: **Emma Cavalli** (right-click and choose **Remove Person** to remove existing author)
16. Save and close the document (**Figure 1-113**).





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Real Estate Consultant
Putting Your Needs First
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PERSONAL STATEMENT
I am dedicated to listening to your needs as a buyer or seller and providing you with prompt and excellent service to exceed your expectations.

Word 1 Asks Real Estate Agent
I enjoy working with people and negotiating on their behalf. Communication, organization, and availability are skills I possess that make me a client-focused real estate agent. I am extremely conscientious of the sentiments involved in both the buying and selling process. Customer service and satisfaction are important to me, and I pride myself on giving you the best service possible.

REAL ESTATE EXPERIENCE
I have had the pleasure of working with buyers, sellers, and investors for over 15 years. Each transaction is new and exciting.

What Customers Say
Here are what others have said about me:
"It was a pleasure working with Emma Cavalli. She was very responsive and listened to all our needs. Her marketing plan sold our home in just 3 days!"
-Rick & Laina Gillson Rocklin, CA
"Emma is so conscientious, personable, and professional. Her dedication and commitment to meeting our needs has been apparent from the beginning. Emma can be counted on to do what she says. I would not hesitate to refer Emma to my friends and family."
-Jon & Robin Anderson, Roseville, CA

PROFESSIONAL CREDENTIALS
Licensed California Real Estate Salesperson
Member of National Association of Realtors
Member of California Association of Realtors
Member of Realtors.com
Distinguished Real Estate Award from past
Community Service Board position for Distinguished Schools for the Placer Hills Unified School District
Served as Parent/Teacher-Club President for Winchester Elementary School 2020-2021

EDUCATION & TRAINING
University of Nevada, Reno—Business Administration B.A.
Real Estate Code of Ethics
Certified Contract Consultant
Certified Maximum Productivity Consultant

Figure 1-113 Word 1-6 completed