

Guided Project 3-1

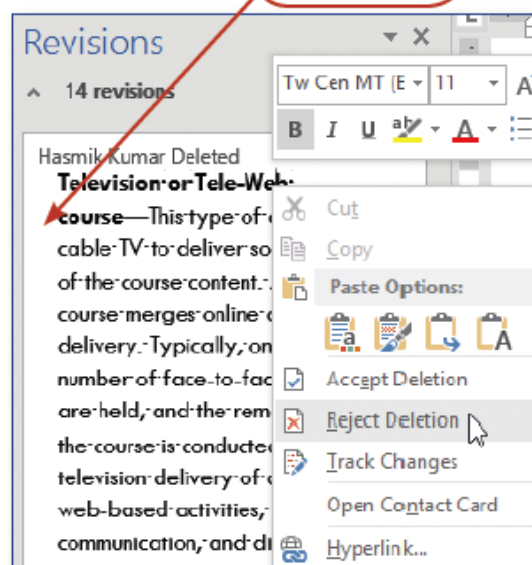
For this project, you customize the Online Learning Plan for Sierra Pacific Community College District. You review comments and tracked changes, add document properties, apply styles, create a table of contents, insert and modify footnotes, insert headers and footers, and add a customized cover page. ***This project has been modified for use in SIMnet.***

Skills Covered in This Project

- Modify user name and initials.
- Reject and accept tracked changes.
- Reply to a comment and mark a comment as done.
- Customize document properties.
- Apply styles to selected text.
- Insert page breaks.
- Insert a table of contents.
- Insert footnotes.
- Modify footnote number format.
- Insert built-in page numbers and document property fields in the footer.
- Insert a cover page and remove and add document property fields.
- Update a table of contents.

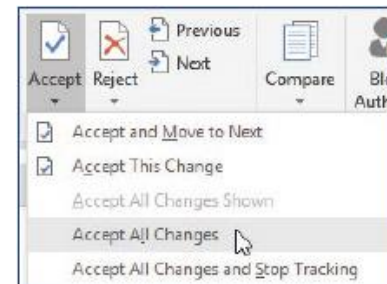
Step 1: Download start file

1. Open the **OnlineLearningPlan-03.docx** start file. If the document opens in *Protected View*, click the **Enable Editing** button so you can modify it.
2. The file will be renamed automatically to include your name. Change the *project file name* if directed to do so by your instructor, and **save** it.
3. Review the document displaying the **Simple Markup** Track Changes.
4. Display the *Reviewing* pane and reject changes.
 - a. Click the **Display for Review** drop-down list [Review tab, Tracking group] and select **All Markup** to view the document with comments and proposed changes visible.
 - b. Click the **Reviewing Pane** drop-down arrow [Review tab, Tracking group] and select **Reviewing Pane Vertical**. The Reviewing pane displays on the left side of the Word window.
 - c. In the Reviewing pane, find where "Hasmik Kumar Deleted **Television or Tele-Web Course**—."
 - d. Right-click this deletion and select **Reject Deletion** from the context menu (Figure 3-95).
 - e. Click the **X** in the upper right corner of the Reviewing pane to close it.
5. Accept changes in the document.
 - a. Move to the top of the document (**Ctrl+Home**).
 - b. Click the **Next** button [Review tab, Changes group] to select the first change, formatting the left margin.
 - c. Click the top half of the **Accept** button [Review tab, Changes group] to accept the change and move to the next change, deleting the text CCD.



3-95 Reject a deletion in the Reviewing pane

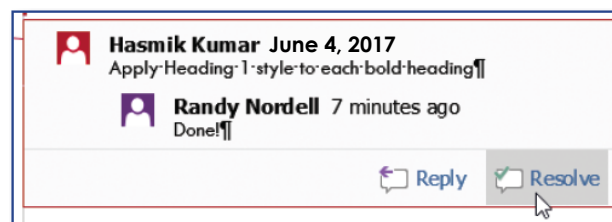
- d. Click the top half of the **Accept** button again to accept the next change, apply the Heading 1 style to each bold heading.
- e. Click the bottom half of the **Accept** button and select **Accept All Changes** from the drop-down list (Figure 3-96). All of the remaining changes in the document are accepted. Only comments are remaining in the *Markup* area. Turn off track changes by clicking the **Track Changes** button.



3-96 Accept all changes in the document

IMPORTANT: Be sure to complete instruction 5.e. before you continue. If you do not **Accept All Changes** and turn off **Track Changes**, the *track changes* will remain in the document and your file **WILL NOT** grade correctly.

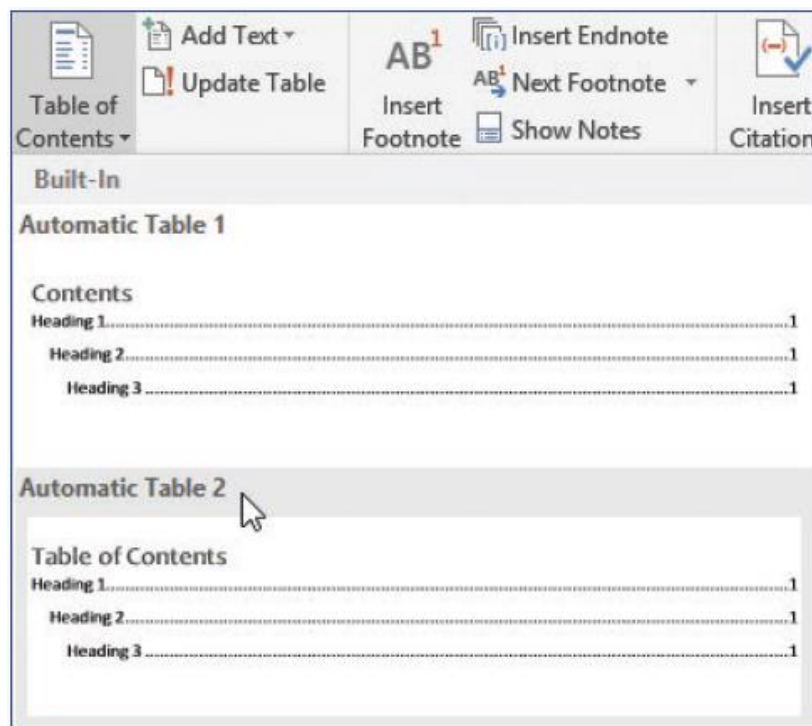
6. Reply to a comment, mark a comment as done, and delete a comment.
 - a. Move to the top of the document and click the **Next** button [Review tab, Comments group] to move to the first comment.
 - b. Click the **Reply** button in the lower-right corner of the comment in the *Markup* area.
 - c. Type **Done!**
 - d. Click the **Resolve** button on the comment in the *Markup* area (Figure 3-97). The comment and reply becomes grayed out.
 - e. Click the **Next** button [Review tab, Comments group] to move to the second comment (not the reply to the first comment).
 - f. Click the top half of the **Delete** button [Review tab, Comments group] to delete the comment.
 - g. Click the **Display for Review** drop-down list [Review tab, Tracking group] and select **No Markup** so comments are not visible.



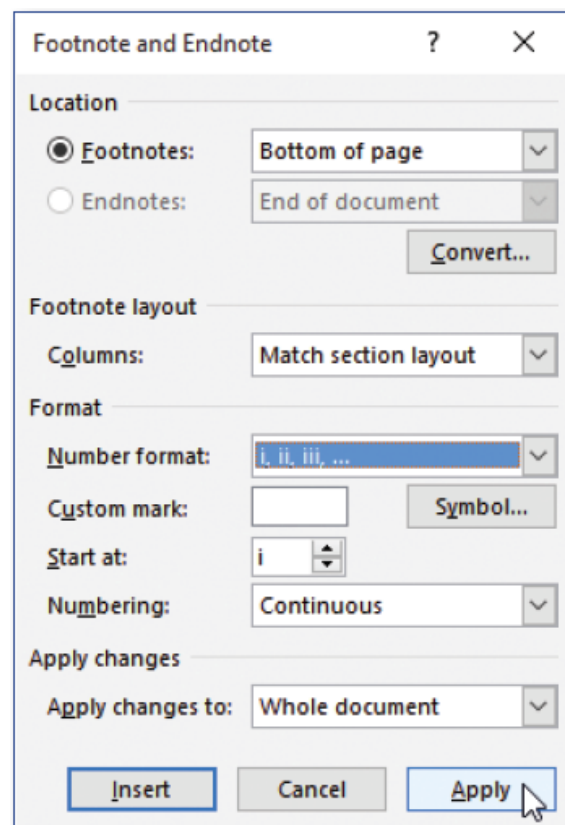
3-97 Resolve button on a comment

7. Add document properties.
 - a. Click the **File** tab to open the *Backstage* view.
 - b. Click **Show All Properties** in the *Properties* area.
 - c. Add the following document properties:
 Title: **Online Learning Plan**
 Company: **Sierra Pacific Community College District**
 Manager: **Hasmik Kumar**
 - d. Click the **Back** arrow to return to the document.
8. Apply styles to the document.
 - a. Go to the first page of the document, select the title ("**Online Learning Plan**"), and apply the **Title** style.
 - b. Select the subtitle ("**Sierra Pacific Community College District**") and apply the **Subtitle** style.
 - c. Apply the **Heading 1** style to all of the main headings (those in all caps and bold) in the document.
 - d. Apply the **Heading 2** style to all subheadings (those underlined) in the document.
9. Insert a table of contents into the report.
 - a. Click in front of the first main heading in the document ("Purpose of this Plan") and press **Ctrl+Enter** to insert a page break.

- b. On the new first page of the document, place the insertion point directly after the subtitle and press **Enter**.
 - c. Click the **Table of Contents** button [References tab, Table of Contents group] (Figure 3-98).
 - d. Select **Automatic Table 2**. The table of contents displays below the subtitle.
 - e. Select the words “**Table of Contents**” in the table of contents and apply **Black, Text 1** font color.
 - f. If there is a blank line between the subtitle and “Table of Contents,” delete it.
10. Insert footnotes into the document.
 - a. Go to the second page of the document and position the insertion point after “Web-Enhanced course” and before the dash.
 - b. Click the **Insert Footnote** button [References tab, Footnotes group]. A footnote reference marker is inserted after the text and the insertion point is positioned at the bottom of the page in the Footnotes area.
 - c. Type **This is a non-OL course that uses OL tools.** in the footnote area.
 - d. On the second page of the document, position the insertion point after “(OL)” and before the space (first body paragraph, second sentence).
 - e. Click the **Insert Footnote** button and type **Online learning is referred to as OL throughout this report.** in the footnote area. This footnote becomes footnote 1 and the other footnote automatically becomes number 2.
11. Modify footnote number format.
 - a. Click the **Footnotes** launcher to open the *Footnote and Endnote* dialog box (Figure 3-99).
 - b. Select **i, ii, iii, . . .** from the *Number format* dropdown list.
 - c. Click **Apply** to close the dialog box and apply the number format change.

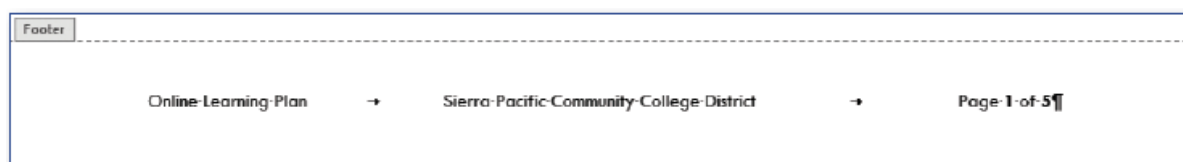


3-98 Insert table of contents



3-99 Modify footnote number format

12. Insert and modify content in the footer.
 - a. Press **Ctrl+Home** to move to the top of the document.
 - b. Click the **Footer** button [*Insert tab, Header & Footer group*] and select **Edit Footer**.
 - c. Click the **Document Info** button [*Header & Footer Tools Design tab, Insert group*] and select **Document Title** from the drop-down list to insert the *Title* document property field.
 - d. Press the right arrow once to deselect the document property field and press Tab to move to the center preset tab stop.
 - e. Click the Document Info button, select Document Property, and select Company from the drop-down list.
 - f. Press the **right arrow** once to deselect the document property field and press **Tab** to move to the right preset tab stop.
 - g. Click the **Page Number** button [*Insert tab, Header & Footer group*], select **Current Position**, and select **Bold Numbers** from the drop-down list.
 - h. Select all of the text in the footer and change the font size to **10 pt.** (Figure 3-100).



3-100 Document properties and built-in page number inserted into the footer

- i. Click the **Close Header and Footer** button [*Header & Footer Tools Design tab, Close group*].
13. Insert a page break.
 - a. Position the insertion point before the last subheading ("How are Courses and Programs Selected for Online Learning Delivery?") on page 2 of the report.
 - b. Press **Ctrl+Enter** to insert a page break.
14. Insert a cover page and modify content control fields.
 - a. Press **Ctrl+Home** to move to the top of the document.
 - b. Click the **Cover Page** button [*Insert tab, Pages group*].
 - c. Select the **Retrospect** built-in cover page from the drop-down list. The cover page is inserted before the first page of the document.
 - d. Click the **Subtitle** ("Document Subtitle") content control field handle and press **Delete** (Figure 3-101).
 - e. Click the **Author** content control field handle and press **Delete**.
 - f. With the insertion point on the blank line where the Author field was deleted, click the **Quick Parts** button [*Insert tab, Text group*].
 - g. Select **Document Property** and select **Manager** from the drop-down list.
 - h. Apply **bold** formatting to the *Company* document property field.
 - i. Type **www.spccd.edu** in the *Address* ("Company Address") field. The web address displays in all caps; you will fix this in the next step.



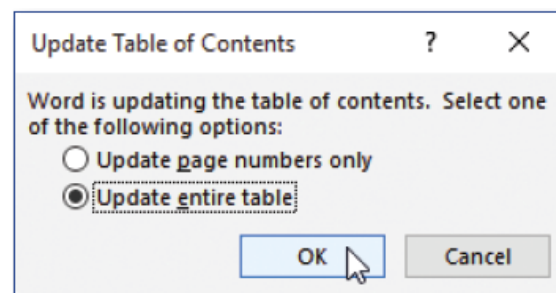
3-101 Select and delete content control field

- j. Select the **Address** document property field, open the Font dialog box, deselect the **All caps** check box, and click **OK**. The web address changes to lowercase (Figure 3-102).



3-102 Document property fields modified on the cover page

15. Update the table of contents.
 - a. Click in the table of contents.
 - b. Click the **Update Table** button [References tab, Table of Contents group]. The *Update Table of Contents* dialog box opens (Figure 3-103).
 - c. Select the **Update entire table** radio button.
 - d. Click **OK** to close the dialog box and update the table.



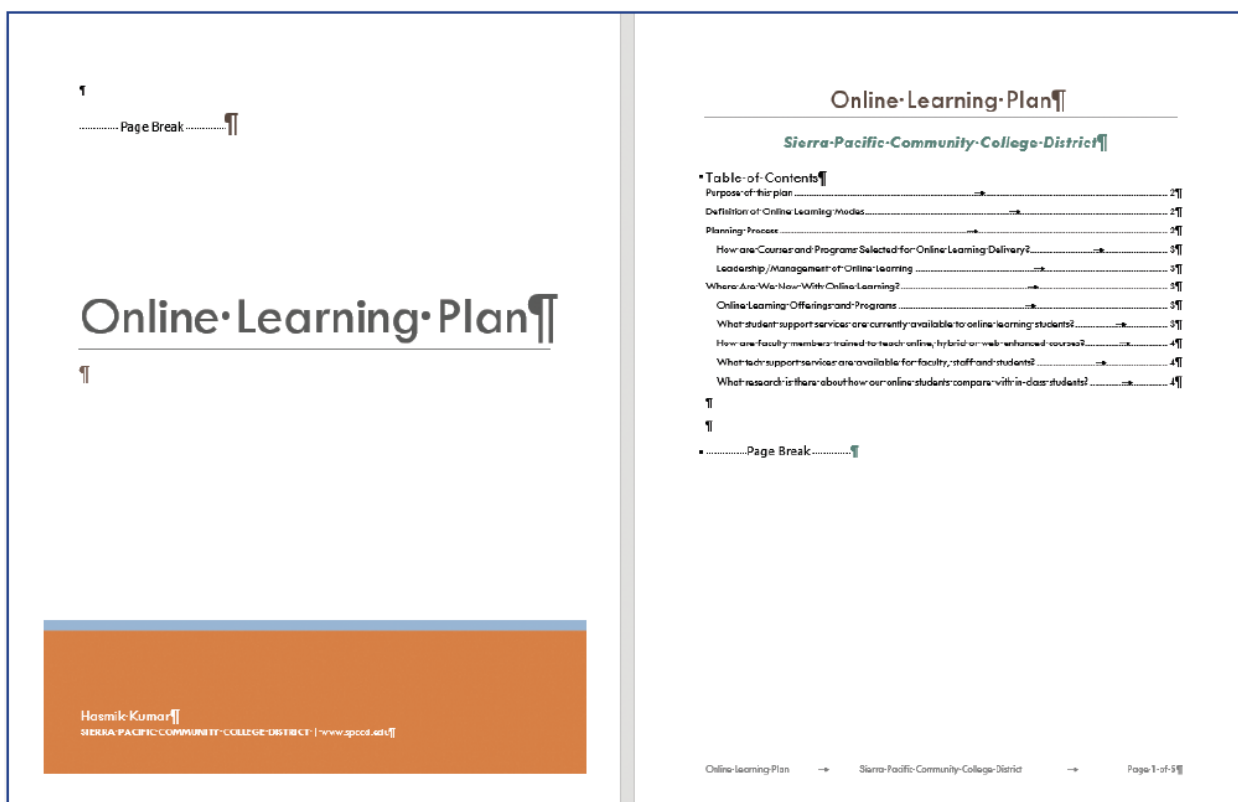
3-103 Update Table of Contents dialog box

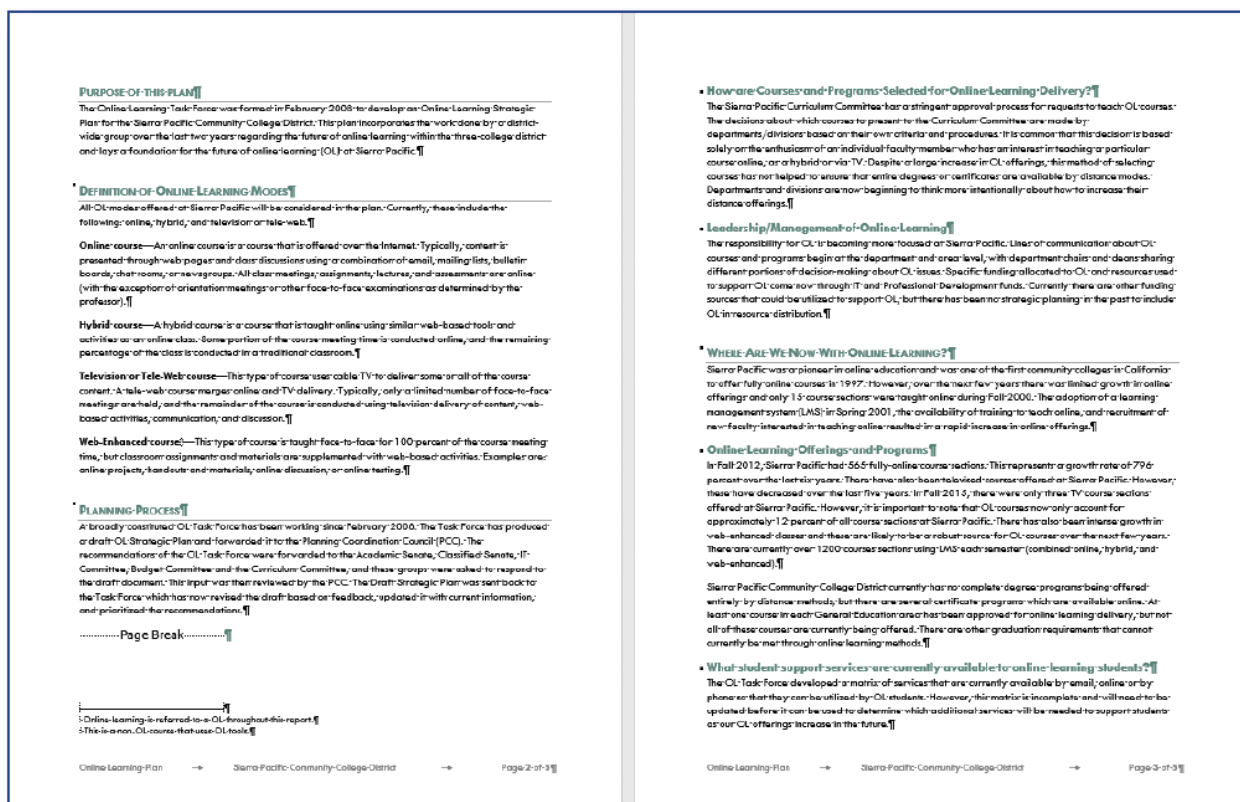
16. Save and close the document (Figure 3-104).
17. Upload and save your project file.

18. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project





3-104 Word 3-1 completed (pages 1-4 of 6)