

Independent Project 1-6

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

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 thesaurus to find synonyms.
- Use Smart Lookup.
- Add document properties.

Step 1: Download start file

1. Open the **Brochure-01.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. 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 "Email: ecavalli@phre.com") and change the *After* paragraph spacing to **2 pt.**
 - b. Select the first six lines of the document ("Emma Cavalli" to "Web: 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: 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. On the first section heading, 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. In the "Why I Am a Real Estate Agent" section, combine the four sentences into one paragraph, deleting paragraph marks and inserting spaces as needed. Turn on **Show/Hide**.

7. In the "What Clients are Saying" section, make the following changes:
 - a. Select the second paragraph ("It was a pleasure . . ."), make it **Italic**, and change the *After* spacing to **0 pt**.
 - b. Select the source of the quote ("**-Rod & Luisa Ellisor, 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 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."
12. Use Smart Lookup to research selected words. (**Office 2013 users: Disregard this step and move to step 10.**)
 - a. Select "**University Nevada, Reno**" in the "Education & Training" section.
 - b. Click the **Smart Lookup** button [Review tab, Insights group]. The *Smart Lookup* pane opens on the right.

IMPORTANT: If this is the first time you have opened *Smart Lookup*, you will get a *Privacy* notice. If you agree, click the **Got it** button and continue to next step. If you do not, skip the rest of this step and continue to step 13.

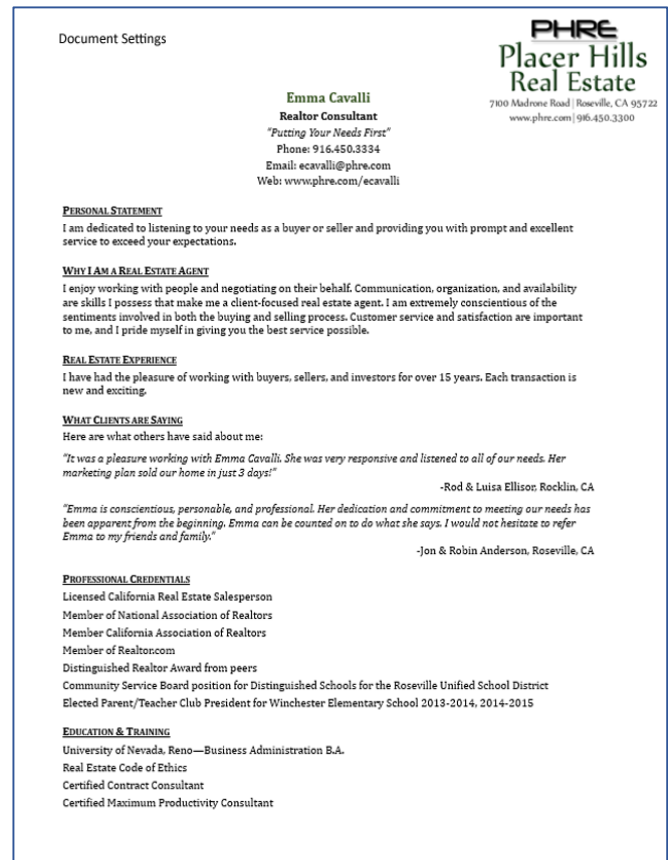
- c. Review the research results in the *Smart Lookup* pane.
- d. Click the **X** in the upper right of the *Smart Lookup* pane to close the pane.

13. Add the following document properties:
 - a. *Title*: **Brochure**
 - b. *Company*: **Placer Hills Real Estate**
 - c. *Author*: **Emma Cavalli**

14. Save and close the document (Figure 1-99).

15. Upload and save your project file.

16. Submit project for grading.



1-99 Word 1-2 completed

Step 2
Upload &
Save

Step 3
Grade my
Project