

Independent Project 2-6

In this project, you edit, format, and customize the conference registration form for Central Sierra Insurance's Agriculture Insurance Conference. You use a continuous section break, find and replace, tab stops and leaders, styles, bullets, indents, borders, shading, and hyperlinks.

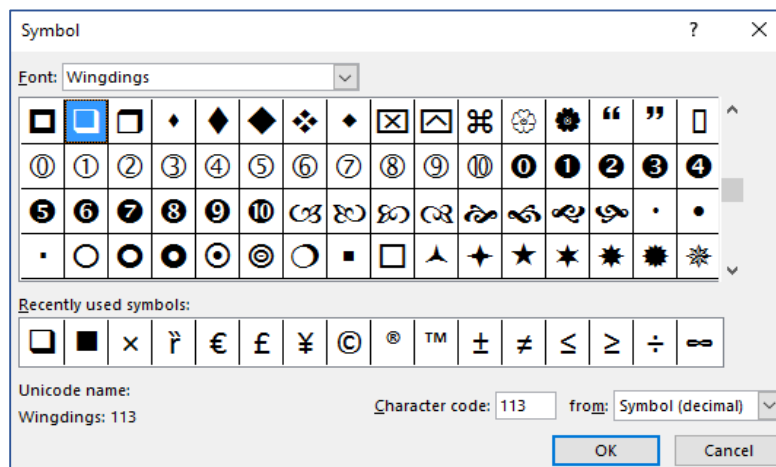
Skills Covered in This Project

- Modify an existing document.
- Change margins, font, font size, line spacing, and paragraph spacing.
- Insert a header.
- Apply a style.
- Use Find and Replace.
- Insert a continuous section break.
- Insert a horizontal line.
- Set different margins for different sections.
- Customize a bulleted list and indents.
- Set and use tab stops and leaders.
- Apply borders and shading to selected text.
- Insert hyperlinks.

Step 1: Download start file

1. Open the **ConferenceRegistrationForm-02.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. Change the top and bottom margins to **0.5"**.
4. Select all of the text in the document and change the font size to **10 pt.**, line spacing to **1 (Single)**, and *After* paragraph spacing to **6 pt.**
5. Apply styles to title and subtitle.
 - a. Select and cut the first line of the document and paste it in the header.
 - b. Delete the blank line below the text in the header.
 - c. Select the text in the header, apply **Title** style, align **center**, change the *After* paragraph spacing to **6 pt.**, and close the header.
 - d. In the body of the document, select the first two lines beginning with "Central Sierra Insurance," apply **Subtitle** style, align **center**, and change the *After* paragraph spacing to **6 pt.**
6. Use Find and Replace.
 - a. Use *Find* to locate all occurrences of "Agriculture Insurance Conference."
 - b. Apply **Italic** formatting to each occurrence except in the header.
 - c. Use *Replace* to find all occurrences of "Oct." (include the period) and replace with **"May"**.
 - d. Use *Replace* to find all occurrences of "Westfield Hotel & Spa" and replace with **"Northgate Resort"** with **Bold Italic** font style.
7. Click at the end of the second body paragraph ("Please help us to determine . . .") and insert a **continuous** section break.
8. On the blank line below the section break, insert a **Horizontal Line** from the **Borders** drop-down list (see "Insert a Horizontal Line" in *SLO 2.9: Using Borders, Shading, and Hyperlinks*).
9. Click in the document below the section break and change the left and right margins to **1.25"** and apply to **This section**.

10. Set a tab stop with a leader.
 - a. Select the first two lines of text below the horizontal line.
 - b. Set a right tab stop at **6"** with a **solid underline leader**.
 - c. Press **Tab** after each of these lines to insert the solid underline leader to the right margin.
11. Define a new multilevel list and customize bullets and indents.
 - a. Press the **Ctrl** key and drag to select the four different bulleted lists in the document. The **Ctrl** key allows you to select non-adjacent text in the document. Don't select the text between each of the bulleted lists, and make sure all bulleted items are selected.
 - b. Open the *Define new Multilevel list* dialog box (in the *Multilevel List* drop-down list).
 - c. On the first, second, and third levels, change the bullet to a shaded open square bullet (*Wingdings*, Character code 113). *Hint: Select **New Bullet...** from the *Number style for this level*: drop-down list to open the *Symbol* dialog.*



Wingdings character - shaded open square bullet

- d. Change the font size of the bullets on each of the first three levels to **12 pt**.
 - e. Set the indents for all levels so that the first level begins at 0", the text for the first level begins at **0.25"**, and additional indent for each level is **0.25"**.
12. Set tab stops with a leader.
 - a. Select the **"Flying—Arrival time:"** line.
 - b. Set a **right** tab stop at **3"** with a **solid underline leader**.
 - c. Press **Tab** after this line to insert the leader.
 - d. Select the **"I need directions to Northgate Resort from:"** line.
 - e. Set a **right** tab stop at **5"** with a **solid underline leader**.
 - f. Press **Tab** after this line to insert the leader.
13. Change indents and apply custom borders and shading to selected text.
 - a. Select the last two lines of the document, align **center**, and change the left and right indents to **1"**.
 - b. With these two lines selected, apply a top and bottom **double line** border, **3/4 pt.** width, and **Dark Blue, Text 2** color.
 - c. Apply **Dark Blue, Text 2, Lighter 80%** shading to the selected text.

14. Insert and customize hyperlinks to email addresses.
 - a. Use *Find* to locate the first occurrence of "apelandale@centralsierra.com."
 - b. Select this email address and insert a hyperlink.
 - c. Type **apelandale@centralsierra.com** as the **Text to display** and **E-mail address**. In the *E-mail address* text box, "mailto:" is automatically inserted in front of the email address.
 - d. Type **Email Asia Pelandale** as the *ScreenTip*.
 - e. Repeat steps b–d above on the second occurrence of this email address.
15. Save and close the document (Figure 2-115).
16. Upload and save your project file.
17. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project

Agriculture Insurance Conference ¶

Central Sierra Insurance ¶

May 10-12 ¶

You are cordially invited to join us for Central Sierra Insurance's Agriculture Insurance Conference, May 10-12 at **Northgate Resort** in North Kansas City, Missouri. ¶

Please help us to determine the final attendance count by completing this form for each individual attending from your agency. Complete this form and fax or email (apelandale@centralsierra.com) to Asia Pelandale by February 23. Print a copy for your records. ¶

Section Break (Continuous) ¶

Name: _____ ¶

Agency Name: _____ ¶

☐ No, I won't be able to make it to this year's Agriculture Insurance Conference. ¶

☐ Yes, I plan to attend the Agriculture Insurance Conference in Kansas City and will arrive on the following date: ¶

☐ May 10 ¶
☐ May 11 ¶
☐ May 12 ¶

Please reserve the following type of room for me: ¶

☐ Non-Smoking ¶
☐ Smoking ¶
☐ King ¶
☐ Two Doubles ¶

I will use the following transportation to get to Kansas City: ¶

☐ Flying—Arrival time: _____ ¶
☐ I need a shuttle to **Northgate Resort** from the airport. ¶
☐ Driving ¶
☐ I need directions to **Northgate Resort** from: _____ ¶

Arrangements have been made for afternoon golf, for those interested. Please indicate below if you wish to participate in the golf outing. If you do not care to join us for golf, the afternoon is open to do whatever you choose. ¶

☐ Yes, I would like to participate in the golf outing. ¶
☐ No, I will not be participating in golf. ¶

If you have any questions about this conference, please feel free to contact either Asia Pelandale or Richard Rhodes. We appreciate your help! ¶

FAX OR EMAIL THIS FORM TO ASIA PELANDALE AT: ¶

FAX: (505-519-8630) or EMAIL: apelandale@centralsierra.com ¶

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