

Independent Project 2-4

In this project, you use styles, indents, lists, tab stops, the replace feature, footers, and document properties to customize the Emergency Procedures document for Sierra Pacific Community College District.

Skills Covered in This Project

- Modify an existing document.
- Apply a document theme and theme color.
- Change margins and font size.
- Apply and modify a style.
- Apply a border to selected text.
- Apply and customize a numbered and bulleted list.
- Use the Format Painter.
- Set and modify tab stops.
- Use Replace.
- Insert a footer with document properties and current date.
- Insert a page border.
- Center text vertically.

Step 1: Download start file

1. Open the **EmergencyProcedures-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 theme to **Integral** and the theme color to **Red**.
4. Change the top, bottom, left, and right margins to **0.75"**.
5. Select the entire document and change the font size to **12 pt**.
6. Format the title of the document.
 - a. Select the title of the document and apply **Heading 1** style.
 - b. Open the *Font* dialog box, apply All caps effect, and change the font size to **16 pt**.
 - c. Change the *Before* paragraph spacing to **0 pt**.
 - d. Add a **bottom border** to the title using the **Borders** drop-down list.
7. Select each of the bold section headings and apply the **Heading 2** style.
8. Modify the *Heading 2* style.
 - a. Select the first section heading ("**Emergency Telephones [Blue Phones]**").
 - b. Change *Before* paragraph spacing to **12 pt**. and *After* paragraph spacing to **3 pt**. Apply **small caps** effect and **underline**.
 - c. Update **Heading 2** style to match this heading.
 - d. Verify that all of the section headings are updated.
9. Turn on **Show/Hide** and delete all of the blank lines in the document.
10. Select the bulleted list in the first section and change it to a numbered list.
11. Apply numbering format, make formatting changes, and use the *Format Painter*.
 - a. Apply numbering to the text in the following sections: "Assaults, Fights, or Emotional Disturbances"; "Power Failure"; "Fire"; "Earthquake"; and "Bomb Threat."
 - b. Select the numbered list in the "Bomb Threat" section.
 - c. Open the *Paragraph* dialog box, set *Before* and *After* paragraph spacing to **2 pt**. If necessary, deselect the **Don't add space between paragraphs of the same style** check box.
 - d. Use the *Format Painter* to copy this numbering format to each of the other numbered lists.
 - e. If necessary, reset each numbered list so it begins with 1 (right-click the first item in each numbered list and select **Restart at 1** from the context menu).
12. Customize a bulleted list and use the *Format Painter*.
 - a. Select the text in the "Accident or Medical Emergency" section.
 - b. Use a **solid square bullet** (*Wingdings*, Character code 110).
 - c. Confirm the left indent is **0.25"** and hanging indent is **0.25"**. If they are not, make these changes.

- d. Set *Before* and *After* paragraph spacing to 2 pt.
 - e. If necessary, deselect the **Don't add space between paragraphs of the same style** check box (*Paragraph* dialog box).
 - f. Use the *Format Painter* to apply this bulleted list format to the following text in the following sections: "*Tips to Professors and Staff*" and "*Response to Students*."
13. Change indent and paragraph spacing and apply a style.
- a. Select the text below the "Emergency Telephone Locations" heading.
 - b. Set a **0.25"** left indent.
 - c. Set *Before* and *After* paragraph spacing to **2 pt**.
 - d. Confirm the **Don't add space between paragraphs of the same style** box is unchecked.
 - e. In the "Emergency Telephone Locations" section, apply **Book Title** style to each of the telephone locations. Select only the location, not the text in parentheses or following text.
14. Change left indent and paragraph spacing and set a tab stop with a dot leader.
- a. Select the text below the "Emergency Phone Numbers" heading.
 - b. Set a **0.25"** left indent for this text.
 - c. Set *Before* and *After* paragraph spacing to **2 pt**.
 - d. Confirm the **Don't add space between paragraphs of the same style** box is unchecked.
 - e. With the text still selected, set a right tab stop at **7"** and use a **dot leader (2)**.
 - f. Press Tab before the phone number after the space on each of these lines. The phone numbers align at the right margin with a dot leader between the text and phone number.
15. Apply the **Intense Reference** style to the paragraph headings in the "Accident or Medical Emergency" section ("*Life-Threatening Emergencies*" and "*Minor Emergencies*"). Don't include the colon when selecting the paragraph headings.
16. Use the *Replace* feature to replace all instances of "Phone 911" with "PHONE 911" with **bold** font style.
17. Insert a footer with document property fields and the current date that appears on every page.
- a. Edit the footer and use the ruler to move the center tab stop to **3.5"** and the right tab stop to **7"**.
 - b. Insert the **Title** document property field on the left. Use the **right arrow** key to deselect the document property field.
 - c. Insert the **Company** document property field at center. Use the center tab stop for alignment. Use the **right arrow** key to deselect the document property field.

SPCCD—WEST CAMPUS EMERGENCY PROCEDURES

EMERGENCY TELEPHONES (BLUE PHONES)

Emergency telephones on campus are marked by a bright blue light (see locations below).

1. To use, press the "Help" button. Speak when the light comes on.
2. Stay on the line. You will be connected with the college police.
3. State clearly the nature of the emergency and your location.

EMERGENCY TELEPHONE LOCATIONS

STADIUM PARKING LOT (outside), between ticket machines
 BARTON HALL (outside), southwest corner
 BARTON HALL (inside), Second floor, west end near elevators
 LIBERAL ARTS (outside), north end of the C wing
 LIBRARY (outside), right side of front entrance
 LIBRARY (inside), First floor, stairs
 PERFORMING ARTS (outside), near west entrance from Lot B
 MATH & SCIENCE (inside), west wall of biology wing
 CAFETERIA (outside), northeast entrance from parking lot B
 GYMNASIUM (inside), breezeway between offices and gym entrance

EMERGENCY PHONE NUMBERS

Emergency Response System (Fire, Medical, Sheriff)	911
College Police (adjacent to staff parking south of Barton Hall and Library)	(209) 658-7777
Health Center (Administration Building) M-F 7:30 a.m.-4:00 pm.	(209) 658-2239
Information Center (Counseling Building)	(209) 658-4466
Evening Dean (Asst. Dean, Math) M-Th 5:00 p.m.-8:00 p.m.	(209) 658-7700
Site Administrator (Vice President of Administrative Services)	(209) 658-8501
Weekend College Coordinator (Area Deans)	(209) 658-6500

ACCIDENT OR MEDICAL EMERGENCY

- **LIFE-THREATENING EMERGENCIES: PHONE 911.** If victim has stopped breathing, start mouth-to-mouth resuscitation. If victim's heart has stopped, begin CPR. Call college police or send for assistance (call 7777 from a campus phone; otherwise call 658-7777).
- **MINOR EMERGENCIES:** Administer first aid using American Red Cross standard procedures. First aid kits are located in instructional area offices, library, cafeteria, and instruction office in the administration building. Be sure to fill out an accident report. Call college police or send for assistance (call 7777 from a campus phone; otherwise call 658-7777).

ASSAULTS, FIGHTS, OR EMOTIONAL DISTURBANCES

1. Call college police immediately (7777 or 658-7777).
2. Do not engage in physical contact with persons involved in a fight. Campus police will break up fights and make arrests if necessary.
3. Ask persons involved and witnesses to remain at the scene.
4. Have Health Center provide first aid and/or call an ambulance if necessary.
5. Emotional problems or disturbances may be referred to counseling (658-4466) or college police (658-7777).

Emergency Procedures

Sierra Pacific Community College District

May 18, 2017

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- d. Insert a date (use January 1, 2018 format) that updates automatically on the right. Use the right tab stop for alignment.
- e. Change the font size of all the text in the footer to **10 pt.**
- f. Add a **top border** to the text in the footer using the **Borders** drop-down list.

18. Insert a page border on the entire document. Use **Shadow** setting, **solid line** style, **Dark Red, Accent 1** color, and **1 pt.** line width.

19. Center the entire document vertically (Refer to **SLO 2.1 Customizing Margins and Page Layout**).

20. Save and close the document (Figure 2-113).

21. Upload and save your project file.

22. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project