

Guided Project 2-1

In this project, you create a form for contractors seeking insurance coverage at Central Sierra Insurance. You apply a theme, styles, a multilevel list, tab stops, leaders, indents, borders and shading, a page break, and page numbering.

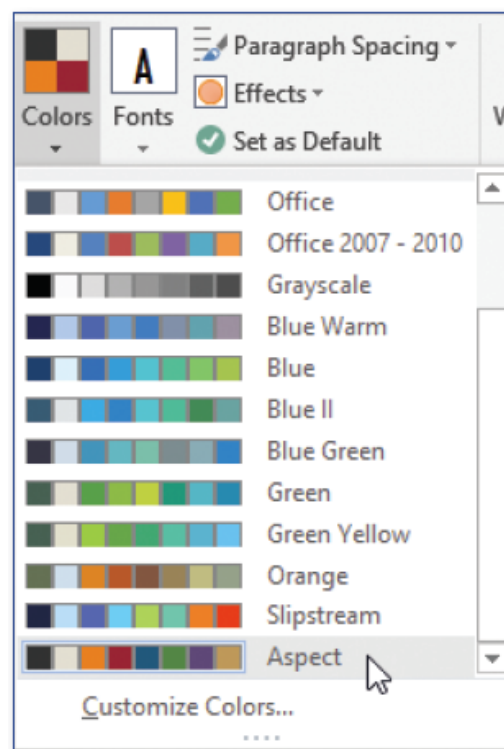
Skills Covered in This Project

- Modify an existing document.
- Change margins.
- Apply a document theme and theme color.
- Change font size, line spacing, and paragraph spacing.
- Apply a style to selected text.
- Modify an existing style.
- Apply borders and shading to selected text.
- Set and use a tab stop with an underline leader.
- Apply and modify a multilevel list.
- Insert a page break.
- Insert a built-in page number in the footer.

Step 1: Download start file

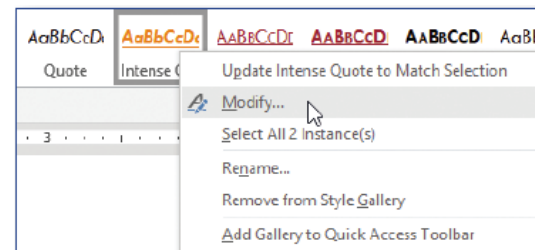
NOTE: Office 2013 users the *Layout* tab is named *Page Layout* tab in Office 2013.

1. Open the **InsuranceQuestionnaire-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 margins of the document.
 - a. Click the **Margins** button [*Layout* tab, *Page Setup* group] and select **Custom Margins**. The Page Setup dialog box opens.
 - b. Change the *Left* and *Right* margins to **0.75"**.
 - c. Click **OK** to close the Page Setup dialog box.
4. Change the theme and theme color of the document.
 - a. Click the **Themes** button [*Design* tab, *Document Formatting* group].
 - b. Select **Integral** from the drop-down list.
 - c. Click the **Colors** button [*Document Formatting* group] (Figure 2-94).
 - d. Select **Aspect** from the drop-down list.
5. Change the font size, paragraph spacing, and line spacing of the entire document.
 - a. Press **Ctrl+A** to select the entire document.
 - b. Change the font size to **11 pt**.
 - c. Change the line spacing to **Single (1.0)**.
 - d. Change the After paragraph spacing to **6 pt**.
6. Apply styles to selected text.
 - a. Place the insertion point in the first line of text ("Contractor's Insurance Questionnaire").
 - b. Click the **Title** style [*Home* tab, *Styles* group] in the Style gallery.
 - c. Select the second line of the document ("**Please carefully . . .**").

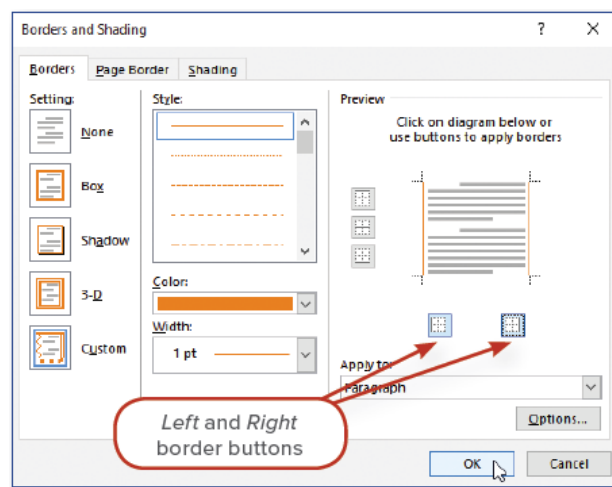


2-94 Theme Colors drop-down list

- d. Right-click the selected text, click **Styles** on the mini toolbar, and select **Book Title** from the Style gallery.
 - e. With this text still selected, click the **Change Case** button [Home tab, Font group] and select **UPPERCASE**.
 - f. Select "**Applicant's Instructions**" and apply the **Intense Quote** style from the Style gallery.
 - g. In the next paragraph ("Please answer ALL questions . . ."), apply the **Strong** style to the three words in all caps ("**ALL**," "**NONE**," and "**NONE**").
 - h. On the second page of the document, select "**Insurance Application Disclaimer**" and apply the **Intense Quote** style.
7. Modify an existing style.
- a. Click the **More** button [Home tab, Styles group] to display all of the styles in the Style gallery.
 - b. Right-click the **Intense Quote** style in the Style gallery and select **Modify** (Figure 2-95). The Modify Style dialog box opens.
 - c. In the *Formatting* area, change the font size to **12 pt**.
 - d. Click the **Format** button on the bottom left and select **Paragraph**. The *Paragraph* dialog box opens.
 - e. Change the *Left* and *Right* indent to 0.
 - f. Click **OK** to close the *Paragraph* dialog box.
 - g. Click the **Only in this document** radio button if it is not already selected to apply the style changes to only this document.
 - h. Click **OK** to close the *Modify Style* dialog box. The style changes apply to all text formatted with the *Intense Quote* style on both the first and second pages.
8. Add borders and shading to selected text.
- a. On the second page, select the first three paragraphs below "Insurance Application Disclaimer."
 - b. Click the **Borders** drop-down arrow [Home tab, Paragraph group] and select **Borders and Shading** to open the *Borders and Shading* dialog box (Figure 2-96).
 - c. In the *Setting* area, select **Custom**.
 - d. In the *Style* area, select the **solid line** border.
 - e. In the *Color* area, select **Orange, Accent 1**.
 - f. In the *Width* area, select **1 pt**.
 - g. In the *Preview* area, click the **Left** and **Right** border buttons (see Figure 2-96).

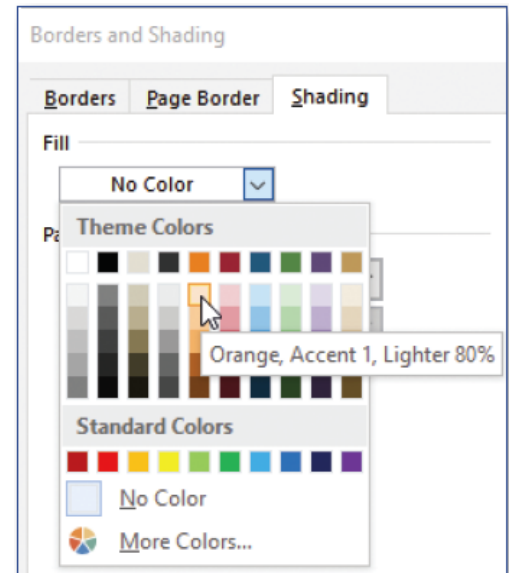


2-95 Modify an existing style

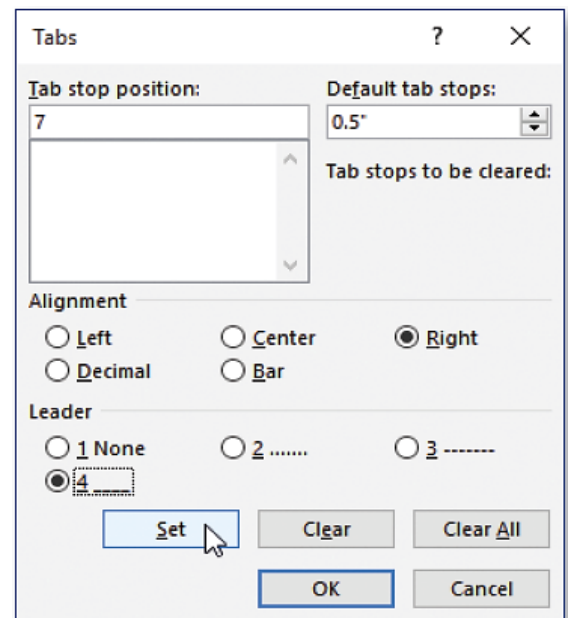


2-96 Apply a left and right border

- h. In the *Apply to area*, select **Paragraph**.
 - i. Click the **Options** button to open the *Border and Shading Options* dialog box.
 - j. Change the *Left* and *Right* settings to **5 pt.** and click **OK** to close the *Border and Shading Options* dialog box.
 - k. Click the **Shading** tab (Figure 2-97), and from the Fill drop-down list, select **Orange, Accent 1, Lighter 80%**.
 - l. Click **OK** to close the *Borders and Shading* dialog box.
9. Change the paragraph spacing and add a tab stop with an underline leader to selected text.
 - a. On the second page, select the last three lines of text.
 - b. Click the **Paragraph** launcher [*Home* or *Layout* tab] to open the *Paragraph* dialog box.
 - c. Change the *Before* paragraph spacing to **12 pt.**
 - d. Click the **Tabs** button to open the *Tabs* dialog box (Figure 2-98).
 - e. Type **7** in the *Tab stop position* area.
 - f. Click the **Right** radio button in the *Alignment* area.
 - g. Click the **4** (solid underline) radio button in the *Leader* area.
 - h. Click the **Set** button to set this tab stop and click **OK** to close the *Tabs* dialog box.
 - i. Click at the end of the “Name and Title of the Insured” line and press **Tab**. A solid underline displays across the page to the right margin.
 - j. Repeat step i on the next two lines.
 10. Add a multilevel list to selected text and modify lists settings.
 - a. Select the lines of text beginning with “Applicant” on the first page and ending with the last “If yes, please explain:” on the second page.
 - b. Click the Multilevel List button [*Home* tab, *Paragraph* group] and select the **1), a), i)** option.
 - c. With the text still selected, click the **Multilevel List** button again and select **Define New Multilevel List**. The *Define new Multilevel list* dialog box opens.

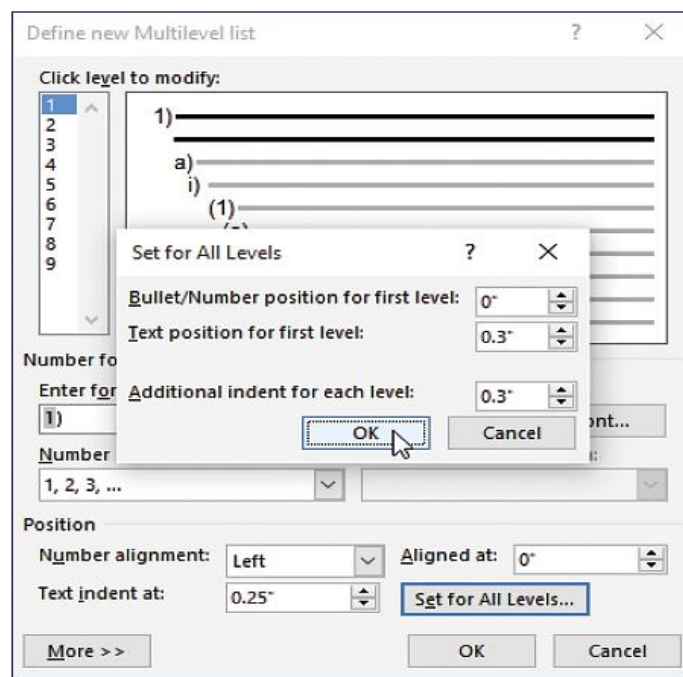


2-97 Select shading Fill color



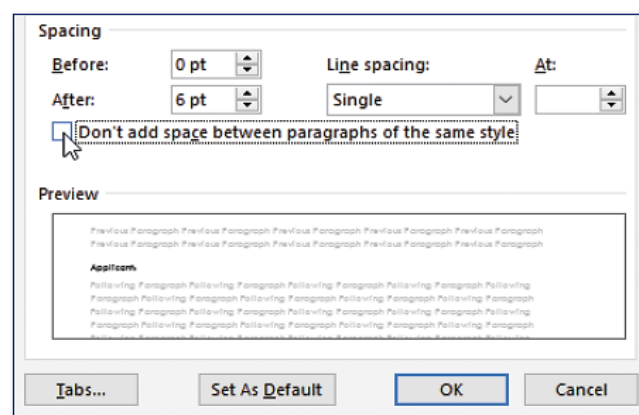
2-98 Set a right tab stop with an underline leader

- d. Click the **Set for All Levels** button to open the *Set for All Levels* dialog box (Figure 2-99).
- e. Set the *Bullet/Number position for first level* to **0"**.
- f. Set the *Text position for first level* to **0.3"**.
- g. Set the *Additional indent for each level* to **0.3"**.
- h. Click **OK** to close the *Set for All Levels* dialog box and click **OK** to close the *Define new Multilevel list* dialog box.



2-99 Change settings for a multilevel list

11. Increase indent on selected lines.
 - a. Click anywhere on the list to deselect it.
 - b. Place your insertion point in 13 in the numbered list ("If yes, . . .") and click **Increase Indent** [Home tab, Paragraph group]. This line is now letter a).
 - c. Repeat step b on each of the lines in the list that begin with "If yes, . . ." There should be 28 numbered items in the list when you finish this process.
12. Change paragraph spacing on the multilevel list and add a right tab stop with an underline leader.
 - a. Select the entire multilevel list.
 - b. Click the **Paragraph** launcher [Home or Layout tab] to open the *Paragraph* dialog box.
 - c. Deselect the **Don't add space between paragraphs of the same style** check box (Figure 2-100).
 - d. Click the **Tabs** button to open the *Tabs* dialog box.
 - e. In the *Tab stop position* area, type **7**.
 - f. Click the **Right** radio button in the *Alignment* area.
 - g. Click the **4** (solid underline) radio button in the *Leader* area.
 - h. Click the **Set** button to set this tab stop and click **OK** to close the *Tabs* dialog box.
 - i. Click at the end of the first numbered item ("Applicant:") and press **Tab**. A solid underline displays across the page to the right margin.
 - j. Repeat step i on each of the numbered and lettered paragraphs.



2-100 Add spacing between lines of text with the same style

13. Save the document.
14. Insert a page break in the document.
 - a. Place the insertion point before the text in number 22 in the multilevel list.
 - b. Press **Ctrl+Enter** to insert a page break.
15. Add a page number in the footer of the document.
 - a. Press **Ctrl+Home** to move to the top of the document.
 - b. Click the **Page Number** button [*Insert tab, Header & Footer group*].
 - c. Place your pointer on **Bottom of Page** to display the drop-down list.
 - d. Scroll down and choose **Bold Numbers 3** in the *Page X of Y* section. The page numbers display at the right of the footer.
 - e. Click the blank line below the page numbers in the footer and press **Backspace** to delete the blank line.
 - f. Click the **Close Header and Footer** button [*Header & Footer Tools Design tab, Close group*].
16. Save and close the document (Figure 2-101).
17. Upload and save your project file.
18. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project

Central Sierra Insurance
8301 Delta Way / Corona Park, CA 94431
714.835.2100 / www.centralins.com

Contractor's Insurance Questionnaire

PLEASE CAREFULLY READ AND UNDERSTAND ALL QUESTIONS.

Applicant's Instructions:

Please answer ALL questions. If the answer is "no," please write NONE. Questionnaire must be signed and dated by owner, partner, or officer.

- 1) → Applicant: _____
- 2) → Street, City, State, Zip: _____
- 3) → Telephone Number: _____
- 4) → Name which applicant has used in the past: _____
- 5) → Contractor License #: _____
- 6) → Web site address: _____
- 7) → Years in business: _____
- 8) → Total years of experience: _____
- 9) → General Operations of the Insured: _____
- 10) → Geographical Areas of Operation: _____
- 11) → Are you named as an additional insured on all sub-contractors' policies? _____
- 12) → Are sub-contractors providing certificate of insurance? _____
 - a) → If "yes," list required: _____
- 13) → Are written contracts, including hold harmless in favor of the insured, required from sub-contractors? _____
- 14) → Average number of units per residential project: _____
- 15) → In the past five years, have you worked on any condominium or townhouse project? _____
 - a) → If "yes," what percentage of receipts did the condos and townhouses represent? _____
- 16) → Do you do any other work over two stories in height from grade? _____
 - a) → If "yes," maximum stories: _____
- 17) → Do your operations involve any remediation or abatement of hazardous materials? _____
- 18) → Do you do any work more than 2' below grade? _____
 - a) → If "yes," what is the maximum depth? _____
- 19) → Indicate the type(s) of security used on a project: _____
- 20) → Has any licensing authority taken any action against you? _____
 - a) → If "yes," explain outcome: _____
- 21) → Do you work on dam/levees? _____
 - a) → If "yes," please explain: _____

.....Page Break.....

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- 22) → Are you or your subcontractors involved in any removal of hazardous materials? _____
 - a) → If "yes," what type of hazardous material? _____
- 23) → Is insured involved in removal or work on fuel tanks or pipelines? _____
- 24) → Any shoring, underpinning, Cofferdams or caissons work? _____
 - a) → If "yes," please explain: _____
- 25) → Do you have operations other than contracting? _____
 - a) → If "yes," what type of operation? _____
 - b) → If "yes," are these operations to be covered by this insurance? _____
- 26) → If you are a general contractor or developer, are adequate records kept of certificate of insurance and contractual agreement with sub-contractors? _____
- 27) → Has any lawsuit ever been filed, or any claim otherwise been made against your company or any partnership or joint venture of which you have been a member or your company's predecessors in business, or against any person, company or entity on whose behalf your company assumes liability? _____
 - a) → If "yes," please explain: _____
- 28) → Is your company aware of any facts, circumstances, incidents, situations, damages or accidents (including but not limited to faulty or defective workmanship, product failure, construction dispute, property damage or construction value injury) that is reasonably prudent person might expect to give rise to a claim or lawsuit, whether valid or not, which might directly or indirectly involve the company? _____
 - a) → If "yes," please explain: _____

Insurance Application Disclaimer:

The undersigned applicant warrants that the above statements and particulars, together with any attached or appended document or material (this supplemental application), are true and complete and do not misrepresent, misstate or omit any material fact. Furthermore, the applicant authorizes the company, its administrative and servicing manager, to make any investigation and inquiry in connection with the supplemental application, as it may deem necessary.

The applicant agrees to notify the company of any material changes in the answers to the questions on this supplemental application which may arise prior to the effective date of any policy issued pursuant to this supplemental application and applicant understands that any outstanding question may be modified or withdrawn based upon such changes at the sole discretion of the company.

Notwithstanding any of the foregoing, the applicant understands the company is not obligated under any duty to issue a policy or insurance based upon this supplemental application. The applicant further understands that, if a policy is issued, this supplemental application will be incorporated into and form a part of such policy.

Name and Title of Insured: _____

Signature of Insured: _____

Date of Application: _____

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2-101 Word 2-1 completed