

**Project****Create a Title Page****Solution File**

PP\_Project\_01\_SF.docx

**Skills Covered**

Modifying margins  
Keying text  
Modifying text  
Working with styles  
Working with graphics  
Comparing and merging documents

**Background**

Your physics teacher has assigned you to write a report titled “Why We Use Gears.” She has given you specific instructions about how she wants the title page to look.

**Purpose**

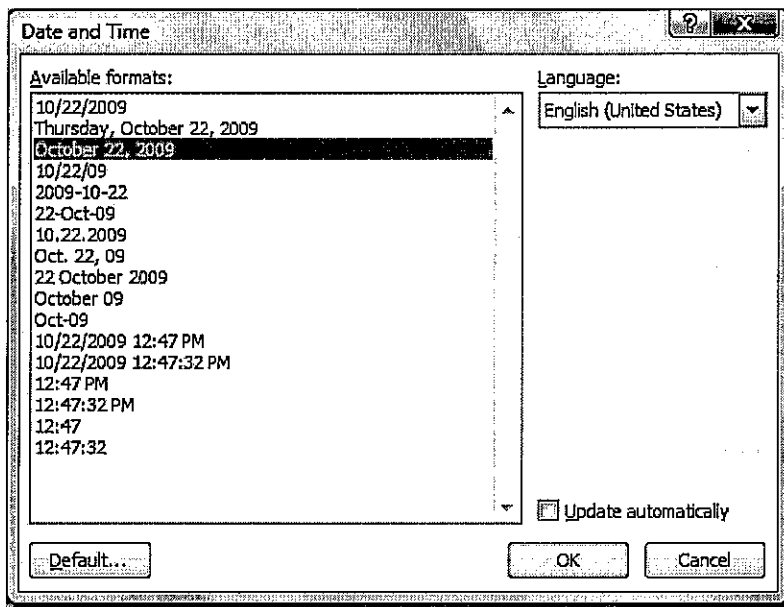
Create a title page for your physics report about gears.

**Procedure**

1. Start Microsoft Word, if necessary.
2. Click **Office** and choose **New**.
3. In the **New Document** dialog box, double-click **Blank document**.
4. Click the **View** tab. Make certain that **Print Layout** is selected.
5. If the rulers are not visible, on the **View** tab, click **Ruler**.
6. Click **Page Layout>Margins>Custom Margins**. In the **Page Setup** dialog box, under **Margins**, set **Top** to **3**. Click **OK**.
7. Click **Home>Styles>Heading 1**. In the **Font** group, open the **Font Size** drop-down menu and click **20**.
8. Key: **Why People Use Gears**. Press **Enter** 5 times.
9. Notice that **Normal** is now selected in the **Styles** group.
10. Key: **by**. Key your name. Press **Enter**.
11. Key: **Ms. Lomas**. Press **Enter**.
12. Key: **Physics**. Press **Enter**.

13. Choose **Insert>Text>Date&Time**.
14. In the **Date and Time** dialog box, under **Available formats**, choose the format highlighted in Figure 1.1. Click **OK**.

**Figure 1.1**



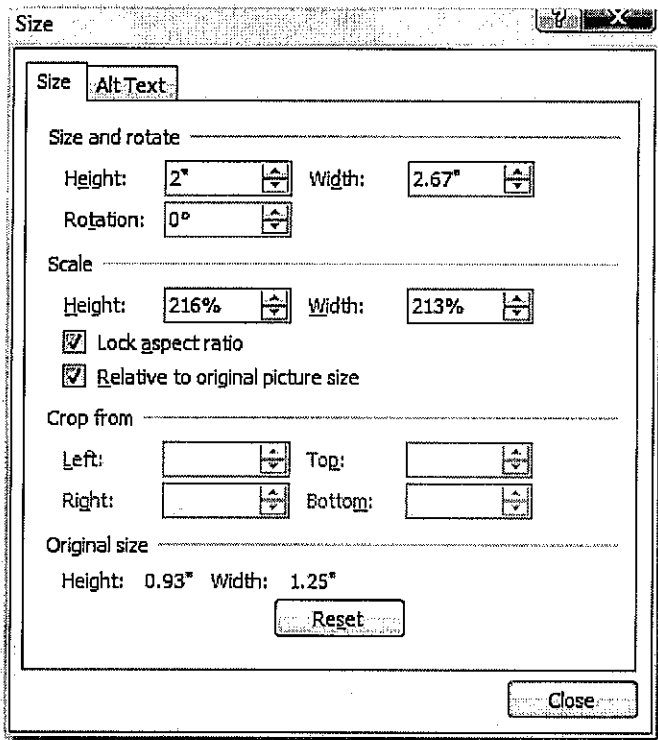
15. Position the insertion point anywhere in the word **People** in the title (*Why People Use Gears*). Double-click to select the word **People**. Press **Delete**. Key: **We**. The word **We** should now replace **People** in the title (*Why We Use Gears*).
16. Choose **Office>Save** to save your title page.
17. In the **Save As** dialog box, navigated to the location where you are saving your documents.
18. In the **Save As** dialog box, in the **File name** text box, key: **Physics Title Page-[first initial and last name]**. Click **Save**.
19. Position the insertion point at the end of the line containing the title. Press **Enter** to go to a new line. Choose **Insert>Illustrations>Clip Art**. The **Clip Art** task pane opens.
20. In the **Search for text** box, key **gears**. Click **Go**. A group of images containing gears appears.
21. Pick an image that you think will be appropriate for your report. Open the drop-down list at the right side of the image and click **Insert**. The image is inserted into your document. Close the **Clip Art** task pane.

## Project

## Continued

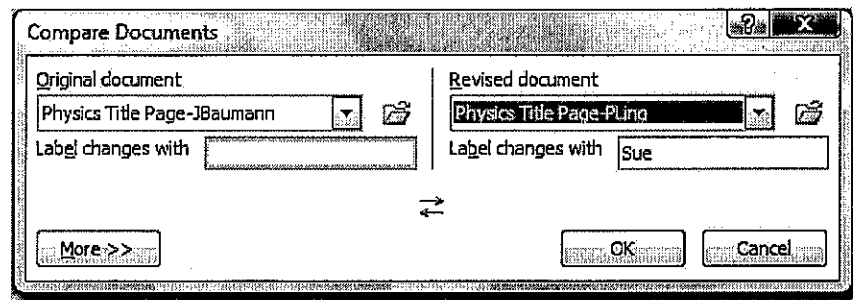
- 22.** Right-click the graphic and click **Size**. In the **Size** dialog box, click the **Size** tab. Under **Size and rotate**, key: 2 in the **Height** text box. The dialog box should look similar to Figure 1.2. Click **Close**.

**Figure 1.2**



- 23.** You decided that the letters are too close together. To learn how to space the letters further apart, click the **Microsoft Office Word Help** button. In the **Word Help** task pane, in the text box, key: **character spacing** and press **Enter**.
- 24.** In the **Results** list, click **Change the spaces between text**. Follow the instructions to expand the spacing between each letter in the title. Under **Spacing**, make certain that the **By** text box contains **1 pt**. Close the **Word Help** task pane.
- 25.** Press **CTRL + A**. The entire document is selected. Choose **Home>Paragraph>Center**.
- 26.** Choose **Office>Save** to save your modified document.

27. Proofread your work and correct any errors. Resave your title page if necessary.
28. Obtain a copy of a classmate's title page document. Store this file in a location where you will be able to access it later.
29. Choose **Review>Compare>Compare**. In the **Compare Documents** dialog box, under **Original document**, locate and select your document. Under **Revised document**, locate and select your classmate's document. The dialog box should look similar to Figure 1.3. Click **OK**.
30. If there are any differences other than the names, double-check your work to make certain you have properly formatted your title page. Close your classmate's document. If necessary, resave your document.

**Figure 1.3**

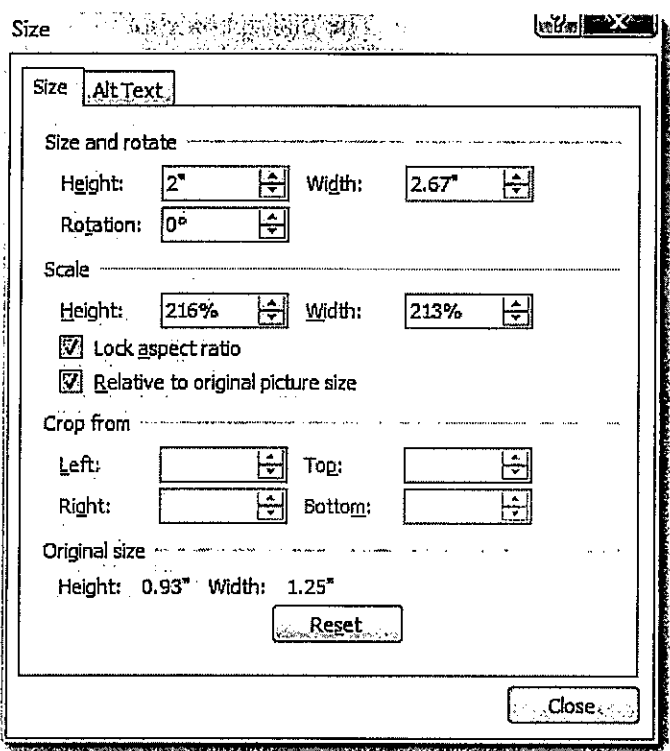
31. Choose **Office>Print>Print**. In the **Print** dialog box, click **OK**. Your title page is printed.
32. Click the **Close** button to close your document.

# Project 1

# Continued

- 22. Right-click the graphic and click Size. In the Size dialog box, click the Size tab. Under Size and rotate, key: 2 in the Height text box. The dialog box should look similar to Figure 1.2. Click Close.

Figure 1.2



- 23. You decided that the letters are too close together. To learn how to space the letters further apart, click the Microsoft Office Word Help button. In the Word Help task pane, in the text box, key: **character spacing** and press Enter.
- 24. In the Results list, click **Change the spaces between text**. Follow the instructions to expand the spacing between each letter in the title. Under **Spacing**, make certain that the **By** text box contains **1 pt**. Close the Word Help task pane.
- 25. Press CTRL + A. The entire document is selected. Choose **Home>Paragraph>Center**.
- 26. Choose **Office>Save** to save your modified document.

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# Word Projects

## Project 1 Write a Letter of Recommendation

### Data File

BA\_Project\_01\_DF.docx

### Solution File

BA\_Project\_01\_SF.docx



McCarthy, Bahrini, & Brandenburg  
11948 Providence Road  
Charlotte, NC 21678  
Phone: 704-555-2927  
Fax: 704-555-7331

*- Bodoni MT size 16*  
*Bodoni MT size 12*

### Skills Covered

- Modifying margins, fonts, and font sizes
- Keying and modifying text
- Using spell check

### Background

You are the manager of the paralegal department of a large law firm.

### Purpose

One of your best workers is moving to a new city and has asked you to write a letter of recommendation for her.

### Procedure

1. Open a new Word document and set the line spacing for single space.
2. Set the top margin at 1 inch and set the side margins at 1.25 inches.
3. Set the font at 12 pt. Times New Roman.
4. Set the alignment for justified text.
5. Copy and paste the letterhead from data file **BA\_Project\_01\_DF.docx**.
6. Three lines below the letterhead, key the date. Press **Enter** four times.
7. Key the name and address of the person who is receiving the letter as shown in **Figure 1.1**. Press **Enter** twice.
8. Key the salutation. Press **Enter** twice.
9. Key the body of the letter as shown in **Figure 1.1**. Be sure to double space between paragraphs.
10. After the last line of the letter, press **Enter** twice.
11. Key the closing.
12. Press **Enter** four times and key your name and title.
13. Spell check the letter.
14. Print one copy of the letter and sign it.
15. Save the file as **Project\_01-[first initial and last name].docx**. Close the document.

*or just type via + find image*  
*- in C:\LanSchool\Business Applications Data Files folder*  
*↑ on back*





# Word Projects

## Project 1

### Figure 1.1

Lena Stoll  
The Tweed Courthouse  
52 Chambers Street  
New York, NY 10007

Dear Miss Stoll:

Mary Cruz has worked at our law firm for the past two years. She is very goal oriented and has a great desire to complete her tasks on time. Mary is enthusiastic and willing to ask questions.

Mary works under my supervision as a paralegal. Her responsibilities include conducting research and interviews, fact checking, writing briefs, and working with our lawyers. Mary has proven to be a hard worker and a talented writer.

I have been quite impressed by Mary's ability to complete all work assigned to her on time, if not before it was due. She follows through on all her tasks and does not rely on anyone else to ensure that the job is done well. She also keeps management informed every step of the way. She takes responsibility for her actions and is always open to suggestions or criticism.

Her research is always thorough and comprehensive, and her fact-checking is always accurate. All of our paralegals do some writing, but Mary's talents prompted us to assign her the toughest projects. Her writing is clear, concise, and evocative.

Overall, Mary is a very conscientious and able employee. I strongly recommend her for any midlevel paralegal position. Please call me if you would like to discuss Mary's talent and potential any further.

Sincerely,

Your Name  
Manager

