

# LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content. Lesson-level lab setup information is listed in the front of this manual in the course setup section.

## LESSON 1 LAB 1

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### Creating and Modifying Templates

#### Data Files:

- Practice Styles

#### Scenario:

You've just started a new position within the Marketing department at Books & Beyond. One of your first assignments is to standardize documents within the department. You're going to modify a document by using styles and templates.

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1. **Open Practice Styles.**

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  2. **Apply the Heading 1 style to the two-line heading at the top of the document and center the heading.**

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  3. **Apply the Heading 2 style to the following headings: "What is Books & Beyond," "Best Sellers and the Classics," "Easy Listening," and "Other Special Services."**

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  4. **Create a new style called *My Bullets* that formats the list under "Other Special Services" as a bulleted list.**

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  5. **Save the document as a template called *My Books Template*, and then close it.**
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# LESSON 2 LAB 1

## Managing Tables and Table Data in Documents

### Data Files:

- Practice Table

### Scenario:

Your manager needs to prepare a memo that contains large amounts of information. She doesn't know how to arrange large amounts of information in a table, so you offer to help. You also need to complete a table and perform some calculations. Your new table skills will come in handy for this assignment.

### 1. Open Practice Table.

2. Select the text starting with the heading "Agenda" and convert it to a table so it looks like the following graphic.

Agenda	
8:30 a.m.	Breakfast
9:00	Opening remarks (Colleen)
9:15	Presentation of annual report (Andrew)
10:00	Product updates (Richard)
10:30	Break
10:45	Update on the new warehouse (Mary)
11:00	Discussion of sales goals (Colleen)
12:30 p.m.	Lunch
1:30	Mission statement (Matt)
3:00	Break
3:15	Music sales presentation (Janet)
4:00	Presentation of CD new catalog (Gary)
5:00	Adjourn

3. Convert the text starting with the heading "Top Music Categories" to a four-column table.

4. Add a row to the end of the table that contains the heading *Total*.

Top Music Categories			
Category	CD Sales	Tape Sales	Total
Pop/Rock	3,560	2,080	
Country	3,207	1,255	
Soul/R.&B	2,690	548	
Classical	1,952	641	
<b>Total</b>			

5. Find the total of the columns and rows of numbers.

Top Music Categories			
Category	CD Sales	Tape Sales	Total
Pop/Rock	3,560	2,080	5,640
Country	3,207	1,255	4,462
Soul/R.&B	2,690	548	3,238
Classical	1,952	641	2,593
<b>Total</b>	11,409	4,524	15,933

6. Sort the table so the categories are in alphabetical order.

Top Music Categories			
Category	CD Sales	Tape Sales	Total
Classical	1,952	641	2,593
Country	3,207	1,255	4,462
Pop/Rock	3,560	2,080	5,640
Soul/R.&B	2,690	548	3,238
<b>Total</b>	11,409	4,524	15,933

7. Create a chart of your choice based on the Top Music Categories table data.

8. Save the document as *My Practice Tables*, and then close it.

# LESSON 3 LAB 1

## Adding Graphics

### Scenario:

Your manager has a new challenging assignment for you. She needs you to create a flyer announcing the open house of Books & Beyond. The flyer is going to be a one-page document that contains a graphic and a new company logo. When you're finished, the document should look like Figure 3-1.

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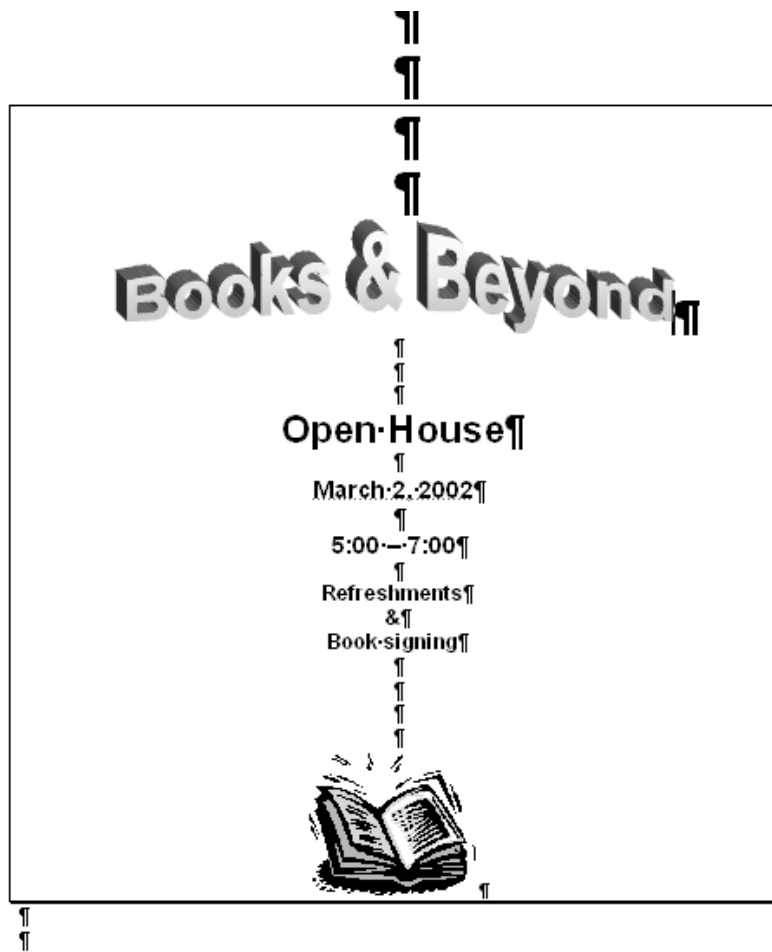


Figure 3-1: The completed flyer announcing the open house.

1. Using Figure 3-1 as a reference, **create a new blank document and type the information that announces the open house.**
2. **Format the text and place a border around the text.**
3. **Insert the book clip art image.** (If you cannot find that image, select another image of your choice.)
4. **Create the logo using WordArt.**
5. **Save the document as *My Announcement*, and then close it.**

# LESSON 4 LAB 1

## Creating a Newsletter

### Data Files:

- Booknews

### Scenario:

Your manager was so impressed with the results of your last assignment that she feels you're ready for bigger and better things. For your next assignment, you'll create a simple newsletter for the store. When you're finished, it will look like Figure 4-1.

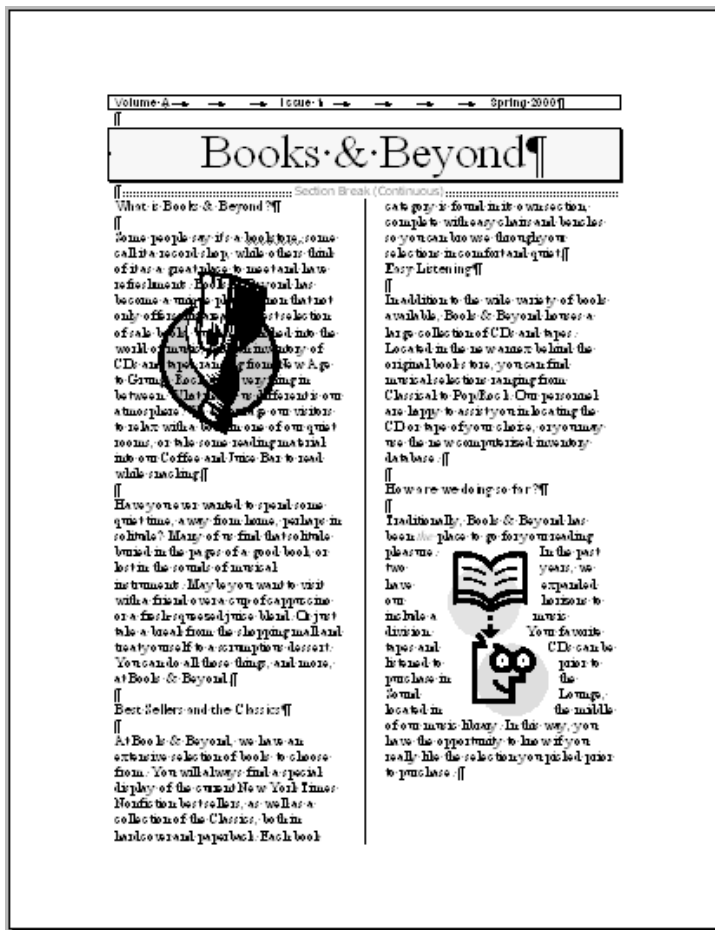


Figure 4-1: The completed newsletter.

1. Open Booknews and format the text into two newsletter columns. Include the line between the columns.
2. As shown in Figure 4-1, insert the clip art images.
3. As shown in Figure 4-1, wrap the text around the graphics.

4. Save the file as *My Booknews*, and then close it.
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# LESSON 5 LAB 1

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## Sending Form Letters

### Scenario:

Your manager at Books & Beyond feels you are ready to complete an assignment on your own. She needs a letter sent to several people and wants you to put together the merge documents. The only information she's giving you is the list of names and addresses shown in Figure 5-1. You're going to complete the rest of the assignment on your own.

Tim	Granus	354 Saw Mill Road	Alexandria	VA	22368
Carlos	Santos	145 Windsor Drive	Aurora	CO	80065
Chris	Sullivan	87 Country Lane	Chicago	IL	60611

**Figure 5-1:** *The list of names and addresses of people who will be receiving your merge letter.*

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1. In a new document, **start the Mail Merge Wizard.**

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  2. **Create the merge letter. Write a letter that will be sent to several customers announcing a new discount program.** (Hint: Keep the letter to one paragraph.)

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  3. As shown in Figure 5-1, **create the list of names and addresses.**

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  4. **Sort the list of names and addresses by State.**

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  5. **Insert the necessary merge fields into the document.**

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  6. **Merge and preview the form letters.**

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  7. **Save the merge letter as *My Merge Letter*, and then close any open files.**
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# LESSON 6 LAB 1

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## Creating a Web Page

### Scenario:

Your manager feels it's time to reach a larger audience. She's ready to put the store, Books & Beyond, on the Web. In order to gather ideas for a company Web site, your manager has decided to hold a contest for the best company Web site. You're going to enter the contest by creating a Web page that includes hyperlinks and a theme suitable for Books & Beyond.

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1. **Create a Web page by using the simple Web Page template and save it as *My Books Web*.**
  2. **Replace the sample text with text of your choice relating to Books & Beyond.**
  3. **Create any necessary hyperlinks.**
  4. **Apply a theme of your choice to your Web page.**
  5. **Preview the Web page in a browser.**
  6. **Save and close the Web page.**
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# LESSON 7 LAB 1

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## Managing Document Changes

### Data Files:

- Bookcomments

### Scenario:

Your manager is out of the office but has sent a document for you to work on. Her comments and instructions are included in the files that she sent. Your last assignment is to open the documents and respond to the instructions that she has included in each file. You will include your own comments back to her.

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1. **Open Bookcomments.**
  2. **Move to and read the first comment. In the text, delete the word "Grunge."**
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3. **Insert the following comment in response to the first comment:** *Legal instructed me to delete the word “Grunge.”*

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4. **Move to and read the second comment.** In the table, **change the number “548” to 948.**

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5. **Insert the following comment in response to the second comment:** *Notice that the number “548” has changed to “948.” The table is updated.*

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6. **Save the file as *My Bookcomments*, and then close it.**

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