LESSON 6 Practice It Activities

Step-By-Step

1. Open the data file **Book Sale.docx**. Save as: Book Sale-[your first initial and last name]1.

2. Click **Review>Tracking**. Click **Track Changes**.

3. Select **April 4th**. Click **New Comment**.

4. Key: Is this the correct date?

5. Select **Main**. Key: 2nd.

6. In the **Why? line**, click before **Library**. Key: the. Press the **spacebar** once.

7. **CHECK** Your screen should look like Figure 6.43.

8. On the **Quick Access Toolbar**, click **Send for Review**.

9. In the **To** box, key your teacher's e-mail address.

10. Your screen should look similar to Figure 6.44. Click **Send**.

11. Save and close the file.

1. Use Track Changes and Send E-mail

Data File

Follow the steps to complete the activity.

FIGURE 6.43 Changes made to document

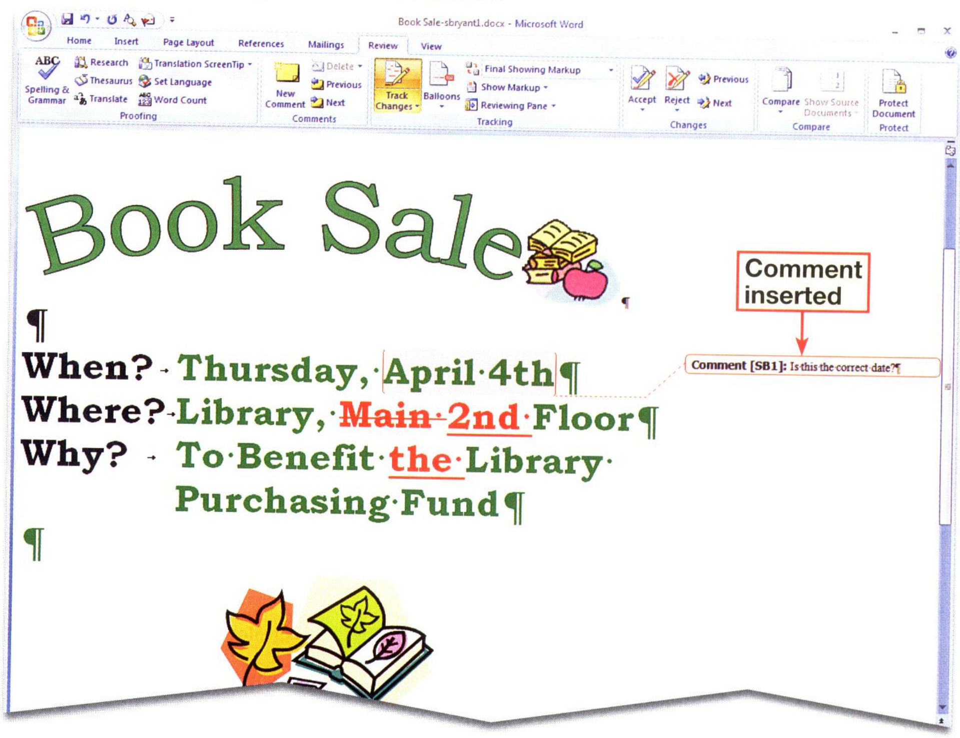
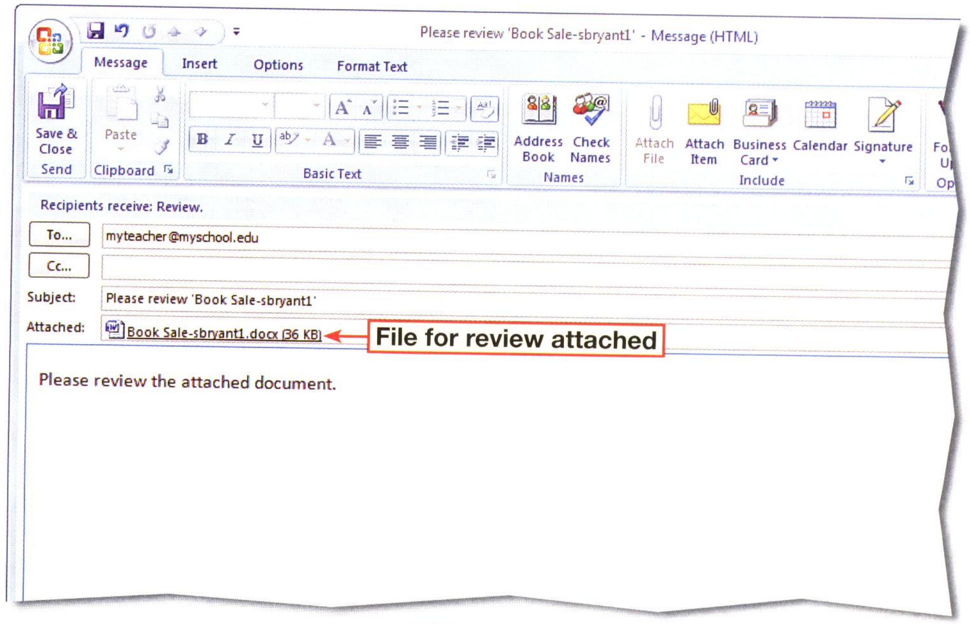


FIGURE 6.44 Document sent for review



LESSON 6 Practice It Activities

Step-By-Step

1. Open your **Book Sale-1** file. Save as: Book Sale-[your first initial and last name]2. Make sure **Track Changes** is activated.
2. Click before **When?** Choose **Comments> Next**.
3. Click **Delete Comment**.
4. Click **Review Changes> Next**.
5. Click the **Accept** drop-down menu. Choose **Accept All Changes in Document**.
6. **CHECK** Your screen should look like Figure 6.45. Deactivate **Track Changes**.
7. Save the file as a **Word 97-2003** document.
8. **CHECK** Your screen should look similar to Figure 6.46. Close the document.

2. Track Successive Changes

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 6.45 Document with changes accepted

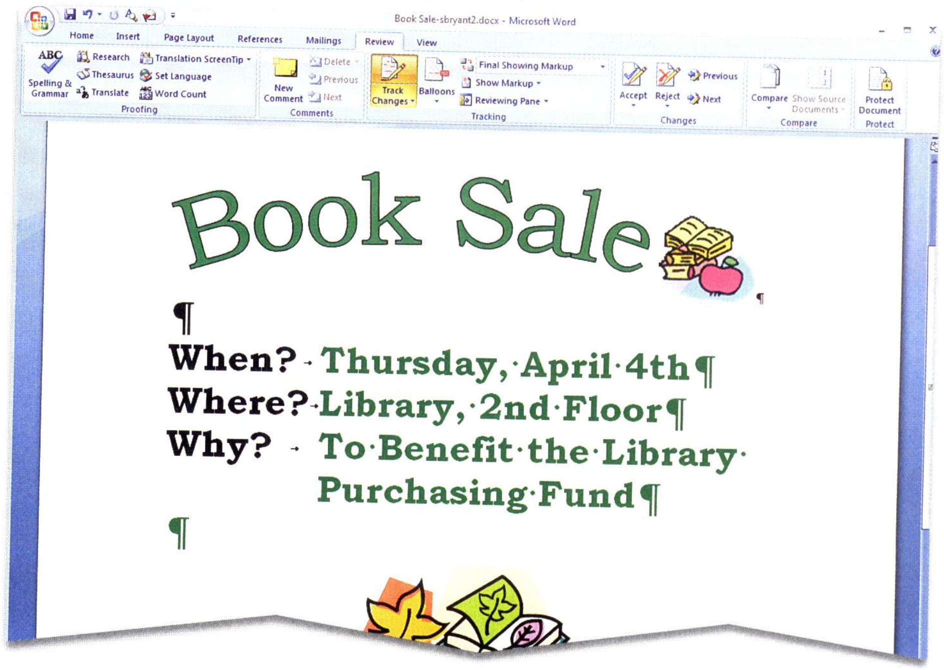
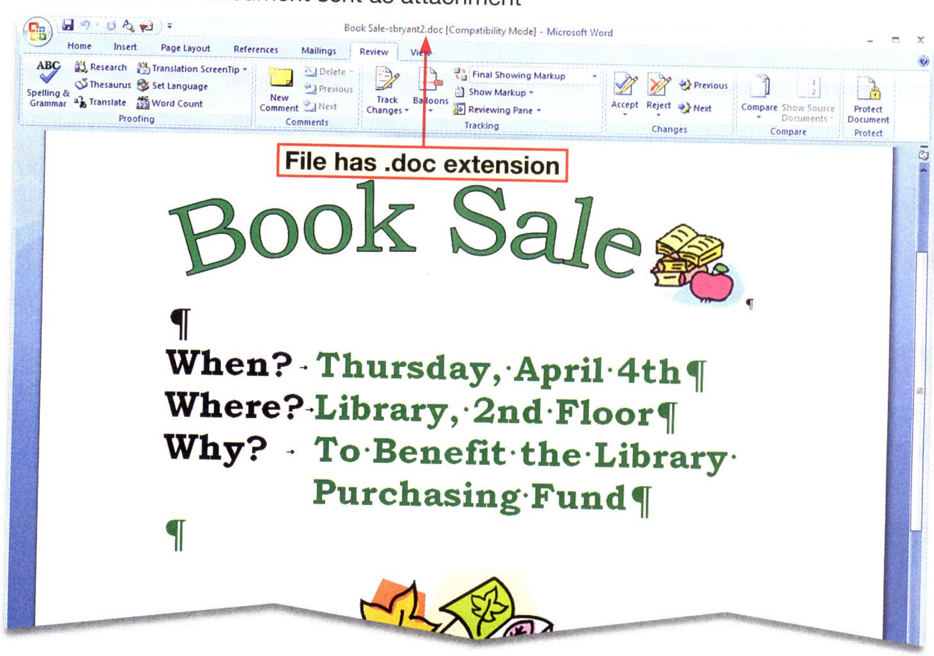


FIGURE 6.46 Document sent as attachment



LESSON 6 Practice It Activities

3. Create and Save a Web Page

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

Step-By-Step

1. Open your **Book Sale-1.docx** file. Save as: Book Sale-[your first initial and last name]3.
2. Select **Central High School**. Click **Insert>Links>Hyperlink**.
3. In the **Address** box, key: www.homepage.com. Click **OK**.
4. **CHECK** Your screen should look like Figure 6.47.
5. Choose **Page Layout>Page Background**. Click the **Page Color>Fill Effects**. Click **Texture** and select **Papyrus**. Click **OK**.
6. Choose **Office>Save As**. Under **Save in**, browse to your **Lesson Folder**. Create a new folder named: Book Sale-[your first initial and last name]3. Open the folder.
7. Click the **Save as type** drop-down arrow. Click **Web Page (*.htm; *.html)**. Click **Save**.
8. **CHECK** Your screen should look like Figure 6.48. Save and close the file.

FIGURE 6.47 Hyperlink inserted into page

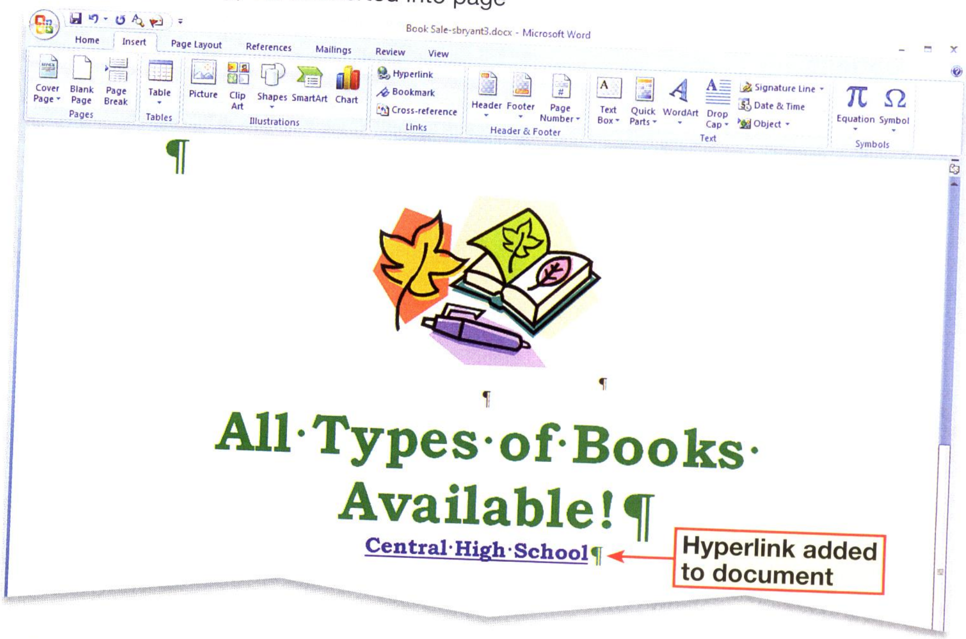
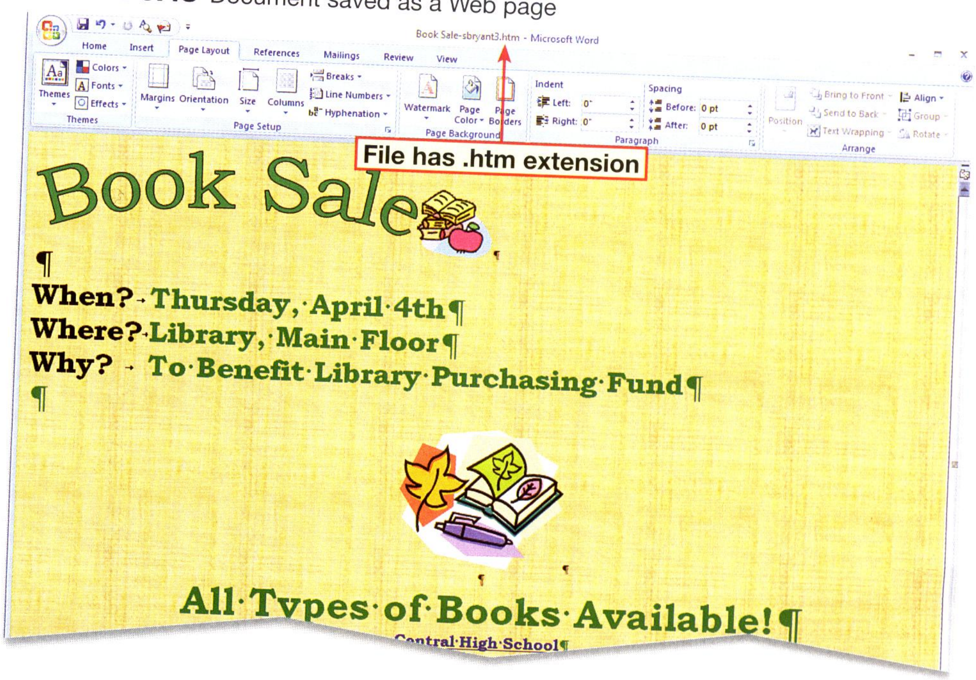


FIGURE 6.48 Document saved as a Web page



Step-By-Step

1. Open the data file **Clinic.docx**. Save as: Clinic-[your first initial and last name]4. Choose **Page Layout> Page Setup Dialog Box Launcher**.
2. Change the **Page orientation** to **Landscape**.
3. On the **Margins** tab, make the **Top** and **Bottom** margins **1″**. Make the **Left** and **Right** margins **1.25″**.
4. On the **Paper** tab, under **Paper size**, select **Custom size**. Change the **Width** to **8″**. Change the **Height** to **6″** (see Figure 6.49).
5. On the **Layout** tab, change the page's **Vertical Alignment** to **Center**. Click **OK**.
6. Switch to **Print Preview**.
7. **CHECK** Your screen should look like Figure 6.50. Close **Print Preview**.
8. With your teacher's permission, choose **Use Draft quality** to print your notice. Save and close the file.

4. Change Page Setup

Data File

After school, you work for an animal clinic. You have been asked to prepare a reminder notice that will be sent to clients whose pets have their yearly exam and shots due this month.

FIGURE 6.49 Paper tab

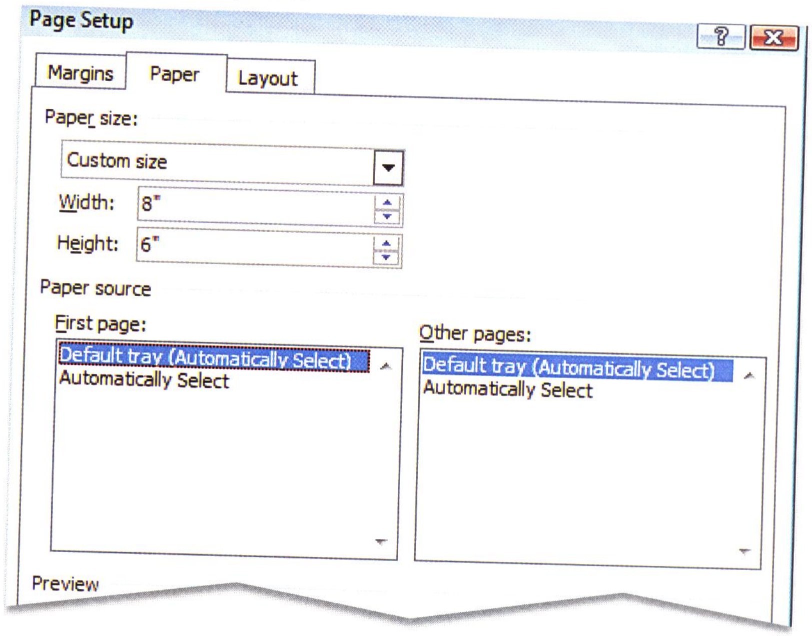
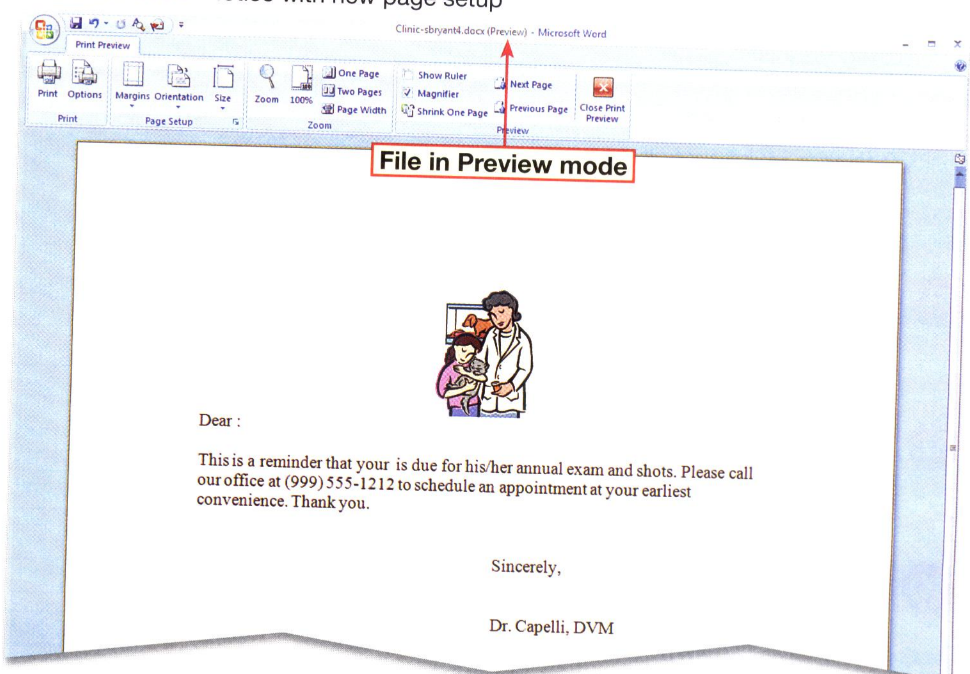


FIGURE 6.50 Notice with new page setup



5. Perform a Mail Merge

Data File

Now that the notice is ready, it must be mailed to clients by using a mail merge. You must complete You Try It Activity 4 before doing this activity.

Step-By-Step

1. Open your **Clinic-4** file. Save as: Clinic-[your first initial and last name]5.
2. Open the **Mail Merge** task pane.
3. Step 1, select **Letters**. Click **Next: Starting document**.
4. Step 2, select **Use the current document**. Click **Next: Select recipients**.
5. Step 3, select **Use an existing list**. Click **Next: Write your letter**. Locate and open the data file **Clients.docx**. In the **Mail Merge Recipients** dialog box, click **OK**. Click **Next: Write your letter**.
6. Use **More Items** to add fields for **Title**, **Last Name**, and **Animal Type** (see Figure 6.51). Complete the mail merge process.
7. CHECK Your screen should look like Figure 6.52.
8. Close the **Mail Merge** task pane. Save and close your **Clinic** file.

FIGURE 6.51 Fields added to document

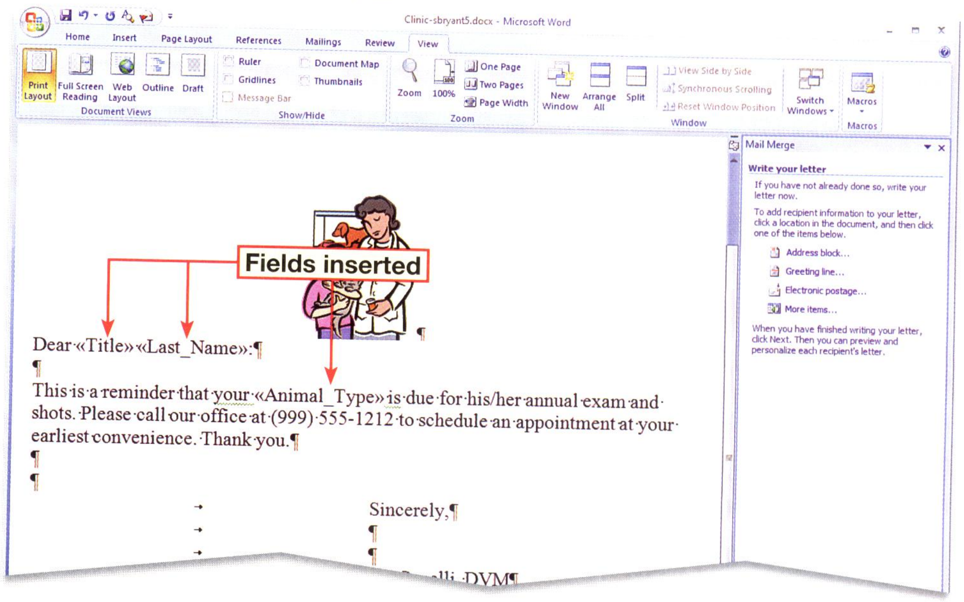


FIGURE 6.52 Merged letter