

# Project 1, Microsoft Word Capstone

CS 0131, Software for Personal Computing  
Timothy J Parenti

**Assigned:** Friday 25 January 2013

**Due:** Tuesday 5 February 2013, 11:59pm EST

## Introduction

This is the first project of the term, covering the features of **Microsoft Word 2010**. The project is split into three distinct parts, each with a distinct purpose, and each beginning with a ‘P’:

1. **Paying the Bills** — Send out a simple form letter with mail merge.
2. **Posting an Advertisement** — Create a flyer with pull-tabs using tables.
3. **Publishing a Book** — Leverage our knowledge of Word to format a book for publication.

You may notice that each successive part allows you more creative latitude than the last — this is intentional! Following a list of steps to create a specifically prescribed document is one thing, but actually using your own judgment to create a professional-looking document is quite another. And that’s really the goal, isn’t it? (*This is where you politely nod in agreement.*)

At the time this project is assigned, we won’t yet have finished covering Word, so there will probably be a few things you won’t know how to do from the outset. **Don’t fret!** We’ll cover everything you need in time. In the meantime, work on another part of the project or, if you’re really itching to get a head-start, use Word’s Help feature to explore these new topics a bit before we cover them in class.

All of the documents you need for this project can be found on the “Projects” page of the course website at <http://people.cs.pitt.edu/~timparenti/teaching/cs0131/>. The exact grading breakdown is to be determined, but each successive part will be worth a greater proportion than the last. Submission instructions are at the end of this document. All submissions are due **Tuesday 5 February 2013, 11:59pm EST**.

## 1 Paying the Bills

**Here’s the scenario:** You’re the manager of Mimi’s Steak and Seafood Restaurant in Richmond, Virginia. Yours is a new business, and your first month has been a successful one, but now it’s time to pay the bills to all the suppliers who delivered goods to you all month to keep your restaurant running.

Thankfully, your assistant has kept an up-to-date spreadsheet of your suppliers in Excel with contact information and your running balance for each. Now, you just need to use Word to get some letters together so you can thank them and send them their money.

You’d like to get these letters and payments out quickly, though, because you’ve got a lot on your plate today: Acme Co. is having a corporate dinner with lots of important bigwigs in your banquet room tonight! Fortunately, you’re familiar with Word’s Mail Merge features, so you’ll be back from the post office before you know it and ready to tackle kitchen prep.

1. Download `suppliers-letter.docx` and `suppliers.xlsx` from the “Projects” page of the course website.
2. Open the Word document and save it as `suppliers-letter-main.docx`.
3. Start a mail merge. You’re making letters, so select “Letters” as the merge type.
4. Select the recipients using an existing list. Find the `suppliers.xlsx` file, click `Open`, and make sure to select the *Sheet1\$* table.
5. Insert the following merge fields:
  - a. In the blank paragraph below the date, insert an Address Block for the supplier’s address. Use the default format.
  - b. In the salutation, after “Dear” but before the comma, insert the *FirstName* and *LastName* fields so that the salutation will read something like, “Dear Deborah Smith,”.
  - c. After the first dollar sign in the second paragraph, insert the *Balance* field, which represents your current balance with each supplier. Do the same after the second dollar sign as well.
  - d. After the word “of” in the first sentence of the second paragraph, insert the *Specialty* field, which represents the type of good that each supplier delivers to you. The text will end up reading something like, “...you delivered \$955 of meat to our restaurant...”.
6. Click `Preview Results` to preview the merged letters. Make the following things bold, so they catch your suppliers’ attention:
  - a. The date at the top of the letter,
  - b. The first dollar amount in the second paragraph, and
  - c. The words “January 2013”.
7. Fully justify the alignment of the three body paragraphs.
8. Position and format the lobster clip-art as follows:
  - a. Start by dragging it to the beginning of the first body paragraph, before “At”.
  - b. Set the text wrapping around the image to “Square”.
  - c. Horizontally position the image to be right-aligned relative to the margins, while leaving its vertical position where it is.

**Hint:** The default choices under `Picture Tools >> Format >> Position` will affect the horizontal *and* vertical positioning, which isn’t what you want. Instead, you’ll need more fine-grained control of the positioning options. Where can you find it?
9. You only need to send payments to suppliers with a positive balance, so filter the recipient list based on the criterion *Balance* > 0.
10. Replace “Student Name” in the signature of the letter with your own name.
11. Save the changes to your main document so you don’t have to do this again next month!
12. Merge all of the letters into a new file using `Mailings >> Finish & Merge >> Edit Individual Documents` and save the resulting merge as `suppliers-letter-merged.docx`.

## 2 Posting an Advertisement

**What's that?** You're not all aspiring restaurateurs? Alright; let's do something more college-y, then.

One of the great things about college is all of the clubs and organizations you can join to experience different cultures, meet like-minded friends, meet people from different backgrounds, or just have fun playing games! Most of the time, you'll hear about these events through word-of-mouth or some sort of advertisement.

Although nowadays, we could send out a Facebook blast, we're learning Word, so we'll go "old-school" and create a poster for our event. The only problem is that once people see the poster, they might forget the details. The solution: **Pull-tabs!**

Each of you is unique, so be creative and make this *your* poster for *your* event; just make sure to meet all of the requirements. It doesn't have to be a real event, but it doesn't hurt if it is! Who knows? Maybe I'll be seeing your beautiful posters around campus!

1. Create a blank document in Word and save it as `poster.docx`.
2. Set the page margins to be 0.5" on all sides.
3. Create a table with three columns and five rows (that is, a  $3 \times 5$  table), and adjust the sizes of the cells as follows:
  - a. Give the first row a height of 1".
  - b. Drag the bottom of the last row down as close to the bottom of the page as you can without starting a new page.
  - c. Distribute the vertical space of the second through fifth rows. (Leave the first row alone!)
4. Select the entire table, and remove all borders from the all cells.
5. Set the alignment of all cells to be centered both horizontally and vertically.
6. Merge the cells in the first row, and type the name of your event. Format it as follows:
  - a. Use a bold, sans-serif font that's readable from a distance (but not Calibri or Arial).
  - b. Make the font size as big as you can without increasing the height of the cell. (If the name of your event is long, consider shortening it so you can use a roughly 50- or 60-point font.)
7. Find three pieces of clipart which are at least somewhat relevant to your event. Place them in the table as follows:
  - a. Place your first image in either the leftmost or the rightmost cell of the second row. (Your choice!)
  - b. Place your second image in the opposing cell of the third row. That is, if you chose the leftmost cell the first time, use the rightmost cell this time.
  - c. Place your third image in the fourth row on the same side as you placed the first image.
8. Resize your clipart so that each image fits in its cell.

**Hint:** By default, the cells will automatically resize to fit clipart that's too large. We don't want this! In general, this means no dimension should be larger than 2" on any of your clipart.

9. Now, let's work on the body of the poster:
  - a. Merge the two empty cells in the second row and type a few words describing your event and encouraging people to attend, like "Come join us at the annual student picnic!"
  - b. Merge the two empty cells in the third row and create a bulleted list with three things people will do or see at the event, like "Eat good food", "Have good fun", and "Lots of games".

- c. Merge the two empty cells in the fourth row and type the location, date, and time of your event, like “SENSQ 5502”, “Friday 30 August”, and “1:00 – 4:00pm”. Put a line break between each of these three things.
10. Now, select those three rows, and format them as follows:
  - a. Use a **different** sans-serif font than your title (but **still** not Calibri or Arial).
  - b. Make the date bold so that it stands out from the location and the time.
  - c. Make the font size big enough to be readable, but **not** as big as your title. Again, you still want your text to fit nicely in the cells, so choose your font size appropriately and rewrite your text as necessary.
11. Notice that the bulleted list in the third row is centered horizontally. This isn’t good form, so let’s correct that:
  - a. Make the horizontal alignment of that cell left-aligned.
  - b. Increase the left indent on your bulleted list until the list seems “visually centered” within the cell. (You can eyeball this. For our purposes, it’s not important to get this positioning *exactly* right, only that we maintain the visual appeal.)
12. Lastly, let’s make some pull-tabs:
  - a. Select the cells of the last row and split them into a total of 12 cells.
  - b. Change the text direction in the first cell of that row so that the text starts at the bottom of the cell and continues up.
  - c. Type a *very* concise summary of the important information on your poster: The event name, location, and the date/time. Use abbreviations to shorten the date if you need to. Put a line break between each of these three things.
  - d. Choose a 10-point serif font for this cell (but not Times New Roman or Cambria). Underline the event name and make it bold.
  - e. Copy this cell into the other eleven cells in the last row.
  - f. Select the entire last row and create a dashed border on the inside verticals so that you’ll know where to cut the pull-tabs.
13. Save all changes to your document.

### 3 Publishing a Book

**Guess what, class?** We’re starting our own publishing company! ... Okay, not really, but we’ll pretend we are, and we’re pretty serious when it comes to pretending! We want our first publication to be something fun, so why not Lewis Carroll’s 1865 nonsense classic, *Alice’s Adventures in Wonderland*? After all, if we’re playing pretend, we might as well go all out, and what better novel to choose than *Alice*, right? (*Plus, it’s in the public domain!*)

It has been decided by your boss **instructor** that everyone should submit their own idea for how to format the text of this book for its eventual publication. It would be a daunting task ... were it not for your extensive experience with Word!

As far as novels go, *Alice* is short, but it’s still a bit long to work with for this project, so we’ll work with some excerpted chapters instead — but it’s still enough to gain an appreciation for all that goes into formatting books. Here’s what you need to do to impress your boss **instructor**:

1. Download `alice.docx` from the “Projects” page of the course website and save the document as `alice-formatted.docx`.

2. The very first thing you notice is that the text is given to you in 11-point Calibri. While that font is suitable for the screen, it's terrible for print. Change the *Normal* style accordingly:
  - a. Use a serif font at a size suitable for reading (but not Times New Roman or Cambria).
  - b. Make sure the alignment is fully justified.
  - c. The first line of each paragraph should be indented a moderate amount. (0.5" is probably too much.)
  - d. Format the paragraphs to have a little more breathing room between the lines than the standard 1.15-spacing (but not so much space as to use 1.5-line or double-spacing).
  - e. Remove any extra spacing between individual paragraphs.
3. Choose a built-in color set for your styles (but not Office or Grayscale).
4. You notice that your headings are indented and fully justified, too. It must have been that those styles were based on *Normal*. Change the *Title* and *Subtitle* styles so that each is left-aligned, and change the *Heading 1* style so that it's centered. Make sure that none of these has a first-line indent.
5. Add some space after the paragraph in the *Heading 1* style to set the chapter headings apart visually from the text. Leave about enough space for a whole line of normal text.
 

**Hint:** There is a right way and a wrong way to do this, and unfortunately, they're often found right next to each other. Think carefully about what this step is and is not asking for. In particular, think about what your heading would look like if a chapter title were long enough to require two lines.
6. Make the *Heading 1* style start a new page each time it's used to start a new chapter. From the Modify Style menu, go to **Format >> Paragraph >> Line and Page Breaks** and select "Page break before".
7. While you're here, customize the *Title*, *Subtitle*, and *Heading 1* styles further with your selection of suitable fonts and colors from your chosen color set. In particular, make sure these styles look good together and with your *Normal* style. (Obviously, this is somewhat subjective, so be creative but reasonable. Keep in mind the style principles we've learned in class.) Whatever you do, though, make sure the alignment, indentation, and pagination changes you made above stay as they are.
8. A few pages into the document, you see some poetry that looks weird. The *Poetry* style must have also been based on *Normal*. Let's fix it up:
  - a. Left-justify the paragraph and indent from both margins by 0.75".
  - b. Switch the first-line indent to a hanging indent of the same amount, since that's more common for poetry.
  - c. Add about half a line's worth of space before and after paragraphs in this style.
  - d. Finish off by making the text italic, but keep the font the same as *Normal*.
9. Typically, we don't print novels on 8.5" × 11" paper, so let's change the size accordingly:
  - a. Go to **Page Layout >> Margins >> Custom Margins**.
  - b. Under "Multiple Pages", select "Book Fold" so that we can print two pages per sheet.
  - c. Set the margins to be 0.5" on each side, except on the "inside", where it should be 0.75" so the text doesn't disappear into the fold.
10. Insert page numbers in the footer of the document. Put a line break before the page number so that the main text doesn't get too close to it.
11. Insert a table of contents under the subtitle using an appropriate built-in format.
12. After Lewis Carroll's name in the subtitle, insert a footnote that reads "Typeset especially for CS 0131 by " followed by your name.

13. Create a cover page using one of the built-in styles. Make sure the title reads “**Alice’s Adventures in Wonderland**”, the subtitle reads “**Excerpts from Lewis Carroll’s Classic Novel**”, and the author field says “**Typeset by** ” followed by your name. If there are any other fields on your chosen cover page style, delete them or make them blank.
14. Next, let’s add some artwork:
  - a. Go to the first chapter heading and press **Enter** to start a new paragraph below it.
  - b. Create a new paragraph style there called *Artwork* based on *Normal*. Change it to be centered with no indentation of any kind, and add a couple line’s worth of space both before and after the paragraph. The style for the following paragraph should be *Normal*.
  - c. Modify the *Heading 1* style so that the style for the following paragraph is *Artwork*.
  - d. For each chapter, find one picture on the Internet that is at least somewhat related to the text. **Don’t forget where you found them!**
  - e. Paste each image into the document right under the corresponding chapter heading. Note that, since you’ve already defined the *Artwork* style to follow *Heading 1*, you’re automatically given a properly-formatted, centered paragraph to paste the image into when you press **Enter** to start a new paragraph below the heading.
15. We can’t just steal the artwork, though; after all, getting sued is a pretty bad way to start off your work for a publishing company. Since this is only an educational exercise, we don’t have to worry about securing the actual copyrights, but we should at least cite our sources:
  - a. Go to **References > Manage Sources** and create a source of type “Web site” for each of the images you found. Fill in as many of the bibliography fields as you can, but you **must** have at least Name of Web Site, URL, and Date Accessed (year, month, day).
  - b. Go to the end of the document and add a bibliography in MLA Seventh Edition format.
  - c. Change the title of the bibliography to read “**Artwork Sources**”.
16. Save all changes to your document.
17. Create a blank document in Word. Type a 100- to 150-word justification for the particular stylistic choices you made while formatting the book and save it as **alice-justification.docx**.

## Submission

Use the “Assignment Submission” section in CourseWeb to submit your files for **Project 1** by the deadline. Please make sure you attach **all** of the following files to the same submission in CourseWeb:

1. **suppliers-letter-main.docx**
2. **suppliers-letter-merged.docx**
3. **poster.docx**
4. **alice-formatted.docx**
5. **alice-justification.docx**

If you need to resubmit for any reason, you must attach **all** files again. All submissions are due **Tuesday 5 February 2013, 11:59pm EST**.