

The Office Specialist.com

Word

Excel

DTP

Access

PowerPoint

Real-world, Client-based Microsoft Office Projects

You're employed at TheOfficeSpecialist.com company where you'll take on the role of one or more of the following:

- ✓ Word Specialist
- ✓ Excel Specialist
- ✓ PowerPoint Specialist
- ✓ Access Specialist
- ✓ Desktop Publishing Specialist



Meet Your Clients!

Lettuce-Do-Lunch

Jazz My Wheels

Lawn Enforcement

College Concierge

Squeaky Clean



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The Office Specialist^{co.}

The Microsoft Office Experts

Real-world, Client-based Microsoft Office Projects
First Edition



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Introduction

Included in this section:

- 1.1 Welcome to
The Office Specialist.com
- 1.2 Who Should Use This Workbook?
- 1.3 What You Will Need to
Complete This Workbook
- 1.4 Prerequisite Skills
- 1.5 Your Role as the Microsoft
Office Specialist
- 1.6 The Skills You Will Be Using
in This Workbook
- 1.7 Table of Projects and
New Skills Reinforced
- 1.8 A Note to the Instructor

This section provides the student with important background information about completing this workbook. It is recommended that you read this section before beginning this workbook.



1.1 Welcome to The Office Specialist.com

The Office Specialist.com is an integrated Microsoft Office project-based workbook. In this workbook, you will assume the role of a Microsoft Office Specialist for The Office Specialist.com, a company that designs and creates a wide variety of business documents for its clients. The Office Specialist.com consists of employees who know how to effectively create any kind of document a real-world business might need, from business cards and letterhead to an employee database and an informational slide show. For each project, you will receive a “work order form” from a client with instructions for creating a professional document that has a specific purpose for that company. You will use critical thinking and decision-making skills to plan, create, revise, and produce a wide variety of real-world documents.

1.2 Who Should Use This Workbook?

The Office Specialist.com is designed for middle or high school students who are enrolled in a computer applications course that includes one or more of the Microsoft Office software applications in its curriculum. This workbook is designed to allow students to use and apply their Microsoft Office knowledge and skills in an integrated, real-business setting.

1.3 What You Will Need to Complete This Workbook

To complete all of the individual projects in this workbook, you will need the following installed on your computer:	
✓	Any version of Microsoft Word
✓	Any version of Microsoft Excel
✓	Any version of Microsoft Access
✓	Any desktop publishing software such as Microsoft Publisher, Adobe InDesign, or QuarkXPress
✓	Any version of Microsoft PowerPoint

Note: Some projects you will be completing in this workbook require you to include clip art that reflects the subject or purpose of the document. Use an instructor-approved source to find clip art for these projects.

1.4 Prerequisite Skills

The projects in this workbook are designed to be used as a reinforcement supplement for Microsoft Office students. Students should have a basic working knowledge of the following prior to completing any of the projects:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Publisher or an equivalent desktop publishing software

Important Note: The projects in this workbook are designed to be completed using any version of the Microsoft Office software applications. The instructions are provided in a generalized format and are not specific to any one version of the Microsoft Office software suite. Different versions of the Microsoft Office software applications may have slightly different options for you to choose from and the instructions may vary slightly from Mac to PC.

1.5 Your Role as the Microsoft Office Specialist

As the Microsoft Office Specialist, you will complete a series of real-world projects that will allow The Office Specialist.com to provide services to a wide range of clients. By using your Microsoft Office software skills, you will complete business and financial documents; organize data; and create and design marketing documents, databases, and promotional presentations.

The projects you will be completing in this workbook will contribute to the success of The Office Specialist.com and increase your competency and productivity using Microsoft Office applications. As you prepare for your future career, the skills you learn from this workbook will make you a more qualified candidate when seeking job opportunities.

1.6 The Skills You Will Be Using in This Workbook

The following is a list of skills you will be using throughout this workbook:

- Creativity and design skills to plan and produce business documents
- Technical writing skills to develop effective business documents
- Accounting skills to develop projected revenue and inventory spreadsheets
- Presentation skills to design slide shows
- Decision-making skills
- Organizational skills
- Integrating Microsoft Office software to complete comprehensive real-world projects

1.7 Table of Projects and New Skills Reinforced

Microsoft Word Projects

Project #	Client	Project Title	New Skills Reinforced
W-1	College Concierge	Acceptance Letter	Saving a document as a different name Keying in content Editing text Changing line spacing Using spell check Formatting a block-style letter Inserting a symbol
W-2	Lawn Enforcement	Price List of Services	Creating a table Using a border style Formatting columns Inserting a logo
W-3	Squeaky Clean	Business Memo to Staff	Inserting a logo Aligning text Using superscript Formatting a memo

Project #	Client	Project Title	New Skills Reinforced
W-4	Squeaky Clean	Address Labels	Creating a sheet of labels Editing text
W-5	Jazz My Wheels	Report in MLA Style	Formatting an MLA Style report Inserting page numbers Inserting page breaks
W-6	Lettuce-Do-Lunch	List of Menu Items with Prices	Setting tabs with dot leaders Removing grid lines within a table
W-7	Lettuce-Do-Lunch	Press Release	Formatting a press release Using word count Using the thesaurus lookup function Formatting and aligning text
W-8	College Concierge	Business Letterhead	Inserting headers and footers Creating business letterhead Inserting and resizing images Inserting and formatting text boxes
W-9	College Concierge	Business Envelope	Inserting and resizing images Inserting and formatting text boxes Setting margins
W-10	Lawn Enforcement	Fax Cover Page	Using borders and shading Inserting and resizing clip art Using tables Saving as a template Using drawing tools
W-11	Lawn Enforcement	Inventory List of Equipment Per Truck	Inserting a row Merging cells
W-12	Jazz My Wheels	Detailing Overview	Inserting files into a document

Project #	Client	Project Title	New Skills Reinforced
W-13	Squeaky Clean	Waiver and Release of Liability Form	Setting tabs Changing line spacing Inserting page breaks Inserting page numbers in a document Using the AutoNumbering feature
W-14	Jazz My Wheels	Industry Trend Article	Inserting bookmarks into a document Adding a hyperlink text to bookmarks Inserting a drop cap
W-15	Lawn Enforcement	Employee Personnel Form	Merging/splitting cells Aligning text Using shading
W-16	Squeaky Clean	List of Services Handout	Using find and replace Creating and formatting tables Inserting a header/footer Justifying text Inserting symbols Creating a bulleted list
W-17	College Concierge	Welcome Orientation Letter Mailing	Using mail merge Saving a document as a different name
W-18	Lettuce-Do-Lunch	Hours of Operation Sign	Vertically aligning and centering text Creating a table Merging cells Shading cells Inserting rows Formatting cells
W-19	Lettuce-Do-Lunch	Grand Opening Flyer	Creating and designing a flyer Using the fill color feature Selecting a shadow and dash style (if available) Customizing colors
W-20	Jazz My Wheels	Newsletter	Using and formatting with drawing tools Using a newsletter format Inserting a bullet symbol to separate text Inserting shapes and WordArt

Microsoft Excel Projects

Project #	Client	Project Title	New Skills Reinforced
E-1	College Concierge	Undergraduate Enrollment Demographic Data	Saving a spreadsheet Entering data in a spreadsheet Identifying cell addresses Setting the print area Formatting cells
E-2	Lettuce-Do-Lunch	Market Analysis	Changing font size Changing column width Using bold, italic, and underline
E-3	Lawn Enforcement	Employee Roster	Formatting cells as text
E-4	Jazz My Wheels	Top-Selling Products	Using the AutoFill feature to complete a number sequence Formatting cells
E-5	Squeaky Clean	Employee Productivity Report	Using the AutoSum function Using the AutoFill feature to complete formulas Displaying formulas in a spreadsheet Sorting data in a spreadsheet
E-6	College Concierge	Event Budget	Using formulas to multiply, add, and subtract numbers Using parentheses in formulas Using cell references Changing page margins
E-7	Lettuce-Do-Lunch	Nutritional Facts	Formatting text direction Using text wrap within cells Using fill color
E-8	Lettuce-Do-Lunch	Dessert Takeout Menu	Wrapping text within cells Merging cells Formatting cells to currency

Project #	Client	Project Title	New Skills Reinforced
E-9	Lawn Enforcement	Accounts Payable	Formatting cells to percents Using average, maximum, and minimum formulas
E-10	Jazz My Wheels	Inventory Markup	Using the Count function Using the AutoFormat feature
E-11	Squeaky Clean	Sales Projection	Using absolute cell reference in a formula Using the AutoFill feature to complete a number sequence
E-12	College Concierge	Football Player Statistics	Dividing numbers in a formula Increasing decimal places Using the SUM function
E-13	Lawn Enforcement	Most Popular Services	Creating a pie chart Formatting a chart Naming a worksheet
E-14	Jazz My Wheels	Sales History Chart	Creating a line chart Selecting cells using multiple ranges Using the fill effects feature in a chart
E-15	Squeaky Clean	Sales Forecast Chart	Creating a bar chart Aligning text in a chart

Microsoft PowerPoint Projects

Project #	Client	Project Title	New Skills Reinforced
PPT-1	Lettuce-Do-Lunch	Favorites Menu	Changing line spacing Adding slide transitions Setting up a slide show to loop continuously
PPT-2	Jazz My Wheels	How to Detail a Car	Using WordArt Changing background colors Formatting text using an emboss effect (optional) Formatting an action button
PPT-3	College Concierge	Laundry Service and More	Using text boxes Inserting a graphic and resizing it Running a slide show Saving the presentation Printing using handouts Using bullets
PPT-4	Squeaky Clean	Cleaning Demonstration	Creating a custom color scheme Using text wrap Using a numbered list Formatting a numbered list Formatting a bulleted list
PPT-5	Lawn Enforcement	How to Mow a Lawn	Applying gradient backgrounds Using the arrow tool Grouping objects
PPT-6	College Concierge	What Will You Be Doing in Ten Years?	Creating a color scheme Using the arrow tool Resizing graphic images Using auto shapes Adding a hyperlink text to a Web site Formatting and inserting a table
PPT-7	Jazz My Wheels	Textbook Review	Creating a slide master Using a gradient background

Microsoft Access Projects

Project #	Client	Project Title	New Skills Reinforced
A-1	Squeaky Clean	Employee Database	<ul style="list-style-type: none"> Creating a database Naming and saving a database Creating a table Defining a database table structure Saving a table Adjusting column widths Changing the page setup to landscape Printing a table
A-2	Lawn Enforcement	Equipment Orders	<ul style="list-style-type: none"> Formatting a number field Formatting a date field Sorting in ascending order
A-3	Jazz My Wheels	Top Revenue Producers	<ul style="list-style-type: none"> Adding a description property Setting field properties Setting a field size Setting a field format Setting a caption property
A-4	Lettuce-Do-Lunch	Market Research	<ul style="list-style-type: none"> Formatting a field as a hyperlink Using a hyperlink
A-5	Lettuce-Do-Lunch	Birthday Promotion	Creating an Input Mask
A-6	Jazz My Wheels	Shopping Cart	Using filter by selection
A-7	Squeaky Clean	Charitable Contributions	<ul style="list-style-type: none"> Creating a form using the Form Wizard Using columnar form layout Using standard form style
A-8	College Concierge	Target List	<ul style="list-style-type: none"> Saving a word processing file as plain text Using the Get External Data option Importing a text file into Access
A-9	Lawn Enforcement	Acquisition Prospects	<ul style="list-style-type: none"> Creating a report using groupings Modifying a report in Design View
A-10	College Concierge	Incoming Students	Setting up a database to be used for mail merge

Desktop Publishing Projects

Project #	Client	Project Title	New Skills Reinforced
P-1	Jazz My Wheels	Custom T-Shirt	Designing a custom T-shirt
P-2	Lawn Enforcement	Business Card	Designing a business card
P-3	Lettuce-Do-Lunch	Promotional Poster	Designing a poster
P-4	Squeaky Clean	New Customer Flyer	Designing a flyer
P-5	College Concierge	Event Invitation	Designing an event invitation
P-6	Jazz My Wheels	Bumper Sticker	Designing a bumper sticker
P-7	Squeaky Clean	Doorknob Hanger	Designing a doorknob hanger
P-8	Lawn Enforcement	Three-Panel Brochure	Designing a three-panel brochure
P-9	College Concierge	Greeting Card	Designing a greeting card
P-10	Lettuce-Do-Lunch	Promotional Punch Card	Designing a promotional punch card

1.8 A Note to the Instructor

With guidance and facilitation provided by the instructor, the projects in this workbook are designed to be completed by the student at an independent, self-guided pace. It is recommended that the instructor become familiar with the projects in this workbook prior to administering it to students in a classroom environment.

Many of the projects in this workbook are designed to allow students to exercise their own creativity and document-development skills. Although there are specific guidelines and instructions the student must follow in completing each project, the end result will be unique for each student. Hence, some of the samples provided in the workbook will vary from students' documents.

The projects in this workbook are based on skills that correlate and align with the Technology Standards set by the National Business Education Association (NBEA) and the International Society for Technology Education (ISTE). The skills in this workbook also align with the Microsoft Office Certification Skills for Word, Excel, Access, and PowerPoint. The first page of each project includes a list of skills students will use to complete that project.

Getting to Know the Clients

Included in this section:

- 2.1 Company Overview for College Concierge
- 2.2 Company Overview for Squeaky Clean
- 2.3 Company Overview for Lettuce-Do-Lunch
- 2.4 Company Overview for Jazz My Wheels
- 2.5 Company Overview for Lawn Enforcement

As the Microsoft Office Specialist for The Office Specialist.com, you will be responsible for creating a series of documents that are important to the success and growth of your clients' businesses. Before you begin, it is essential that you become familiar with the companies you will be working for.



2.1 Company Overview for College Concierge



College Concierge started as a small printing company called Print Pros. The company was located near University of Learning, so a lot of their business came from the university's staff and students. The staff at Print Pros was always focused on customer service. They wanted every customer to be able to give them an "A" on every project. After talking with hundreds of university employees and students over the years, the owners realized that there was a real need for a company that could provide a variety of services for the school community. They thought about the idea of a concierge service. A concierge is a person who works at a hotel. A concierge is someone who can fulfill any request or need a guest has. The owners thought they could provide the same type of service for the staff at University of Learning, so they expanded their services and renamed their company College Concierge. College Concierge still handles a wide variety of printing needs, but its services also include organizing student data, creating content for the school's Web site, and assisting with official school events. The company has developed a close professional relationship with University of Learning. College Concierge is an essential part of many of the university's most important events, including new student orientation and homecoming. No matter what the request, College Concierge is dedicated to being "customer-focused" by providing exactly what its customers want and need.

2.2 Company Overview for Squeaky Clean



Joe Whiteglove noticed that his wife always kept their house “squeaky clean.” Guests would often comment on how immaculate their house looked. They joked that they could wipe a white glove across any surface in Marie’s home and there would not be a single speck of dirt or dust

on it. They asked Marie for cleaning tips. How, they wondered, was it possible to keep a house so clean? Marie was thrilled to share her cleaning tips and secrets with her friends. She was a natural teacher who loved showing others how to do things. Joe and Marie decided to use Marie’s cleaning expertise to create their own housekeeping company called Squeaky Clean. At first, they hired and trained a small group of housekeepers. As their business grew, they added more housekeepers as well as administrative staff to help keep track of information about their employees and to help manage the business. Now there are more employees to manage and communicate with. Squeaky Clean is committed to its customers. The company continually strives to build customer loyalty by offering special promotions and by increasing awareness of its cleaning services. The employees of Squeaky Clean enter hundreds of homes every month. Joe and Marie are proud of the fact that their customers’ homes can all pass the “white glove” test.

2.3 Company Overview for Lettuce-Do-Lunch



James Hungry, owner of Lettuce-Do-Lunch, loves the beach lifestyle in Shoreline City. Like many other people, James enjoys running on the beach, surfing, and just spending time outdoors. As a fit and active person, he tries to take care of himself and eat healthy foods as much as he can. When James would drive down the city's

streets, looking for a place to eat, all he saw were burger joints and fast-food restaurants. I want something to eat that's healthy *and* delicious, thought James. He realized that Shoreline City needed a restaurant that specializes in healthy foods, like salads and sandwiches, as well as scrumptious desserts to satisfy his sweet tooth. And that's how Lettuce-Do-Lunch was born. Lettuce-Do-Lunch is a small restaurant that caters to local Shoreline City residents. The owner's goal is to always keep his customers "hungry" for more. If Lettuce-Do-Lunch can continue to build its business in the community, the owner will be able to seek potential investors and possibly expand his business to include restaurants in other local cities. This is James' first experience with owning and running his own business. He relies on effective, professional promotional materials, such as menus and posters, to create interest in his restaurant and attract new customers.

2.4 Company Overview for Jazz My Wheels



As a teenager, Robert Shine loved spending the weekends helping his dad restore a 1966 Ford Mustang Fastback. He was amazed at how an old, beat-up jalopy could be transformed into a gleaming work of art. Robert was always looking for ways to make the car look even better. He had a knack for picking out just the right accessories to make the car look like a million bucks. As an adult, Robert thought about how he could turn his personal passion for cars into a business. He wanted to share his love of cars and car restoration with others. He thought the perfect way to do this was to open a business that specializes in custom accessories for people who want to enhance the look and the value of their cars. Jazz My Wheels has been in business for six years, and during this period the company has shown steady growth in sales revenue. The company employs a full-time staff of professional mechanics, car detailers, and salespeople. But the owner wants Jazz My Wheels to be about more than just sales and services. Education is a fundamental part of the business philosophy behind the company. The owner actively seeks to make a difference in the community by working with small colleges and trade schools to offer courses that teach automotive skills, by trying to introduce a car restoration class at the local high school, and by offering technical training classes for adults. Owner Robert Shine remembers the thrill of getting behind the wheel of that restored Mustang Fastback. He wants his customers to feel just as “jazzed” when they ride through town in their own cars.

2.5 Company Overview for Lawn Enforcement



Today, Lawn Enforcement is a full-service landscaping company, but it didn't start out that way. Lawn Enforcement started in 2008 with one man, one truck, and one lawn mower. Captain Don Lawn started by mowing lawns for people in his neighborhood. He received lots of compliments from his customers. Some suggested that he should start his own business. Captain Don Lawn thought about the idea and decided to give it a try. He had business cards made, and he encouraged his customers to pass them on to their friends and neighbors. Before he knew it, Don's business was growing like weeds and it had expanded far beyond his own neighborhood in Mowtown. He hired employees to help him handle the extra work. He also bought more trucks and additional lawn and garden equipment. Lawn Enforcement is now a professional business that provides homeowners and businesses with a wide variety of on-site lawn, garden, and tree services. Don wants to expand his business by purchasing a smaller lawn care business. He also wants to obtain more service contracts with local businesses. Lawn Enforcement is always looking for new ways to gain new customers and increase its market share in the community, but its owner never forgets about his company's roots and how it all started with one man, one truck, and one lawn mower.

Understanding the Format of This Workbook

Included in this section:

- 3.1 Understanding the Format of This Workbook
- 3.2 The Individual Parts of Each Project Explained

This section provides the student with information about how this workbook is formatted. It is recommended that you read this section before beginning this workbook.



3.1 Understanding the Format of This Workbook

The projects in this workbook have been organized into an easy-to-read, self-guided, step-by-step format. The workbook is divided into five parts, each containing a set of individual projects for each of the Microsoft Office applications. For easy reference, each project has been identified with a folder tab within each Microsoft Office application being used.

The following is a brief explanation of the individual sections that make up each project. It is recommended that you read this section to become familiar with the format of this workbook.

Microsoft Office
Application and
Project Number

Customer Name

Project Title

Step-by-Step Project Instructions,
Information, and Required Content

Project Description

College Concierge has received the approved text for an acceptance letter that the University of Learning will be printing on their existing letterhead. This will be a block-style letter, with all of the lines left-justified.

Your Job

As the Microsoft Word Specialist, you will create an original acceptance letter file for the university. You can use the Save As function to create and save different versions of the letter. The text has only been provided as a hard copy and needs to be keyed into a Microsoft Word document. The letter provided is a draft and requires careful proofreading.

Tips and Strategies

1. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
2. Be sure the finished document is formatted as a block-style letter.
3. Read through all of the instructions before proceeding with the project.

Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-1 Acceptance Letter** in your "Word Projects" folder within the "College Concierge Projects" folder.
3. Unless otherwise noted, the font should be set to Times New Roman 12 point, and line spacing between paragraphs should be set to 1.5 point. Set 1 inch margins on all sides.
4. Key the content from **Document W-1**. Correct all errors that you find in the text as you key it in. There are 6 spelling, grammar, and punctuation errors in total. Your final version should not include any of the errors that you found in the document. Use spell check to help locate the errors.
 - Key the date, applicant's name, and greeting as shown in **Document W-1**. See icon **A**.
 - Key the body content as shown in **Document W-1**. See icon **B**.
 - Key the complimentary close. On the fourth line below the complimentary close, key the sender's name and official title as shown in **Document W-1**. See icon **C**.
 - Key the footer as shown in **Document W-1** using point size 10. See icon **D**.
5. Carefully proofread your work for spelling, grammar, and accuracy. Be sure that your finished document is a block-style letter.
6. Resave the file.
7. Print a copy of the document if required by your instructor.

3.2 The Individual Parts of Each Project Explained

MICROSOFT OFFICE APPLICATION AND PROJECT NUMBER

This part of each project includes the name of the application being used for the project (Word, Excel, Access, Publisher or an equivalent desktop publishing software, PowerPoint) and a project number that is preceded by the first letter of the application name. For example, the first Microsoft Word project is titled “W-1,” and the first Desktop Publishing project is titled “P-1.” Note: Microsoft PowerPoint projects are preceded by “PPT.”

CUSTOMER NAME

This lists the client who requested the work order.

PROJECT TITLE

This lists the title of each project.

PROJECT DESCRIPTION

This section describes the general requirements of the document to be created along with the purpose and objectives of its use by the client. It also provides relevant background information about the client’s business.

PROJECT TASK

This section provides additional information about the project. It familiarizes you with the document to be designed and provides an explanation of the use of this type of document in the business world. It also provides an explanation of its intended use by the client. It is strongly recommended that you read this section before beginning each project.

TIPS AND STRATEGIES TO CONSIDER

This section provides tips and strategies to facilitate the completion of the project, such as:

- Shortcuts
- Design tips
- Page layout tips
- Tips about the software application being used

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT

This section provides step-by-step instructions to complete the project. It is recommended that you read through each project’s instructions entirely before beginning the project.

Using The Office Specialist.com Web Site and Organizing Your Project Files

Included in this section:

- 4.1 Using The Office Specialist.com Web Site
- 4.2 Organizing and Saving Your Project Files

This workbook is designed to be used in conjunction with The Office Specialist.com Web site (www.theofficespecialist.com).

This section provides:

1. instructions on how to access The Office Specialist.com Web site.
2. instructions on how to organize and save the project files.



4.1 Using The Office Specialist.com Web Site

The *Office Specialist.com* workbook is designed to be used in conjunction with The Office Specialist.com Web site (www.theofficespecialist.com). Many of the projects you will be completing require you to include a company logo. The Web site includes the five company logos (in a variety of formats) that you will need to download.



College Concierge



Lawn Enforcement



Squeaky Clean



Lettuce-Do-Lunch

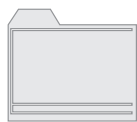


Jazz My Wheels

4.2 Organizing and Saving Your Project Files

It is important that the project files are named properly and saved in the correct folders on your hard drive or network drive. First you will create a project folder for each of the five clients that you will be working with (Lettuce-Do-Lunch, Jazz My Wheels, College Concierge, Squeaky Clean, and Lawn Enforcement). Within each company's project folder, you will create a sub-folder for each Microsoft Office software application you use to complete your projects (Word, Excel, Access, Desktop Publishing, and PowerPoint). You will be provided with specific instructions in each project about how and where to save each file. For example, if you use Excel to complete a project for Squeaky Clean, you would save this project in the "Excel Projects" folder within the "Squeaky Clean Projects" folder.

Folder Directory



College Concierge Projects



All Microsoft Word projects should be saved to this folder



All Microsoft Excel projects should be saved to this folder



All Microsoft PowerPoint projects should be saved to this folder



All Microsoft Access projects should be saved to this folder



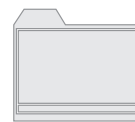
All Desktop Publishing projects should be saved to this folder



Logos



Note: Before you begin working on the projects in this workbook, visit www.theofficespecialist.com and download the “College Concierge” logo.



Lawn Enforcement Projects



All Microsoft Word projects should be saved to this folder



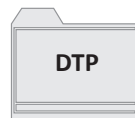
All Microsoft Excel projects should be saved to this folder



All Microsoft PowerPoint projects should be saved to this folder



All Microsoft Access projects should be saved to this folder



All Desktop Publishing projects should be saved to this folder

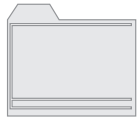


Logos



Note: Before you begin working on the projects in this workbook, visit www.theofficespecialist.com and download the “Lawn Enforcement” logo.

Folder Directory



Squeaky Clean Projects



All Microsoft Word projects should be saved to this folder



All Microsoft Excel projects should be saved to this folder



All Microsoft PowerPoint projects should be saved to this folder



All Microsoft Access projects should be saved to this folder



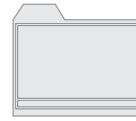
All Desktop Publishing projects should be saved to this folder



Logos



Note: Before you begin working on the projects in this workbook, visit www.theofficespecialist.com and download the “Squeaky Clean” logo.



Lettuce-Do-Lunch Projects



All Microsoft Word projects should be saved to this folder



All Microsoft Excel projects should be saved to this folder



All Microsoft PowerPoint projects should be saved to this folder



All Microsoft Access projects should be saved to this folder



All Desktop Publishing projects should be saved to this folder

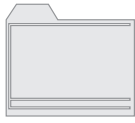


Logos



Note: Before you begin working on the projects in this workbook, visit www.theofficespecialist.com and download the “Lettuce-Do-Lunch” logo.

Folder Directory



Jazz My Wheels Projects



All Microsoft Word projects should be saved to this folder



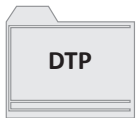
All Microsoft Excel projects should be saved to this folder



All Microsoft PowerPoint projects should be saved to this folder



All Microsoft Access projects should be saved to this folder



All Desktop Publishing projects should be saved to this folder



Logos



Note: Before you begin working on the projects in this workbook, visit www.theofficespecialist.com and download the “Jazz My Wheels” logo.

