

# 28

## Prom Invites

### New Skills

1. Perform a mail merge.

### Activity Overview

**W**ord's mail merge feature is an easy way to send the same document to many people, while still personalizing it to each recipient. Mail Merge works by taking a form document and a data file (or list of recipients) and combining (merging) them together.

In this activity, you will assume the role of Chair of the Prom Committee. You are looking to invite favorite recording artists of the graduating class to perform at the prom. Using the mail merge feature, you will re-create a block style letter which is the same for each recording artist with only the inside address and salutation changing.

### Instructions

1. Open a NEW document in Word.
- \* *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Open Word's Mail Merge feature (depending on your version of Word, this may be referred to as the Mail Merge Helper/Wizard).
4. Create a Main Document using Letters as the document type. Using the current document, select recipients. Type a new list and enter the appropriate information into each field (Title, First\_Name, Last\_Name, Company\_Name, Address\_Line\_1, City, State and Zip\_Code) for ten recording artists you would like to invite to perform at the prom. (Choose names of your favorite ten artists along with their company name or record label and use fictitious addresses.)
5. Save the Data Source as NAMES.
  - a. Carefully proofread the list for spelling and accuracy.
6. Using a block style letter format, type the letter as shown in Figure 28-1. Use your home address for the return address and the current date for the date. (Do not type the text shown within the "<<>>.")
  - a. Carefully proofread the document for spelling, grammar, and accuracy.
  - b. Save the document as MAIN.
  - c. Preview the letters.

**NEW SKILL** ▶



## Prom Invites

8. Insert a header in the merged document that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
9. Save the document as MERGED.
10. Print the merged documents if required by your instructor.
11. Using a blue or black pen, sign your name in the signature block of the letters.

# 28

## Prom Invites

FIGURE 28-1

Student's Home Address  
Student's City, State Zip Code  
Current Date

«Title» «First\_Name» «Last\_Name»  
«Company\_Name»  
«Address\_Line\_1»  
«City», «State» «ZIP\_Code»

MERGE FIELD NAMES

Dear «Title» «Last\_Name»:

My name is (use your name), and I am the Chair of the Prom Committee at San Antonio Regional High School in San Antonio, TX. The Prom Committee has decided to do something different for the Junior/Senior Prom this year, and we desperately need your help.

In the past, we have insisted on using high priced, luxurious restaurants as the venue for our prom. This year we decided to significantly reduce expenses and have the prom in our high school gymnasium. Various local vendors throughout the San Antonio area are donating the food, the centerpieces, the decorations, and even the favors. Tickets will be sold at \$100 per couple (\$50 per person) and 100% of the monies collected will be donated to the local food shelter to help those less fortunate. We are asking ten of our favorite recording artists to donate 30 minutes of their time to put on a performance during the prom.

I know that your schedule is extremely busy, but I'm hoping that you can spare 30 minutes of your time to help us help others. Please contact me at my home address above or on my cell phone at 888-555-4567.

Thank you in advance for considering this invitation. We sincerely believe that you can help make this year's prom a major success and help us to give to those in need. I look forward to your response.

Sincerely,

Student Signature

Student Name

# Mailing Labels

## New Skills

1. Create a sheet of labels with different addresses.

## Activity Overview

Word's label feature allows you to print labels on a wide variety of label sizes. The feature can be used to print an entire sheet of identical labels, or to print a sheet of labels containing different information on each label.

In this activity, you will create a sheet of mailing labels that will be placed on envelopes to invite people to an upcoming school event.

## Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Using Word's label feature, create a new document of labels using the preset label type of "Avery 5160 Address Labels."
3. In each label block, type the names and addresses of the recording artists you invited to perform at the prom in Activity 28. Type the activity number and title and your name in the last label.
- ★ *Note: You will only be creating 11 labels; therefore you will not use the entire sheet of labels.*
4. Format all ten labels to 10 point Arial.
5. Bold the label that includes the activity number and your name.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as LABELS.
8. Print the document if required by your instructor.

**NEW SKILL** ►



# 29

## Mailing Labels

FIGURE 29-1

Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code
Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code
Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code
Recording Artist's Name Recording Artist's Company Recording Artist's Street Address Recording Artist's City, State Zip Code	Activity 29: Mailing Labels Student Name	

# Top 5 Vacation Destinations

## New Skills

1. Create a bulleted list.
2. Customize a bulleted list.
3. Create a numbered list.

## Activity Overview

Whether you are creating a list for yourself or typing an outline for a school project, adding bullets or numbering to the list can be helpful. A list is much easier to read if each item is separated by a bullet or a number. Word allows you to easily add customized bullets and numbers so that you can enhance the look of any list in a document.

In this activity, you will insert bullets and numbers into a “Top 5 Vacation Destinations” list.

## Instructions

1. Open a NEW document in Word.
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the title “Top 5 Vacation Destinations” as shown in **Figure 30-1**. Format the title as 16 point Arial, bold, then hit ENTER two times.
4. Type the remaining text as shown in **Figure 30-1**.
5. Format the remaining text as 12 point Arial.
6. Select all the text and copy and paste it three times on your page. This will give you a total of four duplicate “Top 5 Vacation Destinations” on your page.
7. Separate each of the lists with one blank line (hard return).
- NEW SKILL** ▶ 8. Select only the list portion of the second “Top 5 Vacation Destinations” and format it as a numbered list using the Bullets and Numbering feature.
- NEW SKILL** ▶ 9. Select only the list portion of the third “Top 5 Vacation Destinations” and format it as a bulleted list using the Bullets and Numbering feature. Use the standard bullet style (•).
- NEW SKILL** ▶ 10. Select only the list portion of the fourth “Top 5 Vacation Destinations” and format it as a bulleted list using the Bullets and Numbering feature. Use a bullet style of your choice.
11. Carefully proofread the document for spelling, grammar, and accuracy.
12. Save the document as VACATIONLIST.
13. Print the document if required by your instructor.



# 30

## Top 5 Vacation Destinations

FIGURE 30-1

### Top 5 Vacation Destinations

Caribbean

France

Rome, Italy

Hawaii

Las Vegas, Nevada

Source: <http://ezinearticles.com>

# Fruit Smoothie

## New Skills

1. None. This activity expands on the use of bullets and numbering.

## Activity Overview

In this activity, you will gain more practice inserting and customizing bullets and numbers to enhance the readability of a document.

## Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins to 1" on all sides.
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Starting on the first line of the document, type the recipe exactly as shown in **Figure 31-1**.
5. Bold the text "Frozen Fruit Smoothie," "Ingredients:," and "Directions:."
6. Select the list of ingredients and format them as a bulleted list using the Bullets and Numbering feature. Use the bullet style of your choice.
7. Select the list of directions and put them in a numbered list using the Bullets and Numbering feature.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as FRUITSMOOTHIE.
10. Print the document if required by your instructor.





# 31

## Fruit Smoothie

FIGURE 31-1

### Frozen Fruit Smoothie

**Ingredients:**

- 1 frozen banana, peeled and sliced
- 2 cups frozen strawberries, raspberries, or cherries
- 1 cup milk
- ½ cup plain or vanilla yogurt
- ½ cup freshly squeezed orange juice
- 2 to 3 tablespoons honey (to taste)

**Directions:**

- Put all the ingredients in a blender and process until smooth.
- Pour into glasses.
- Garnish rim with fruit of your choice.
- Serve.

# College Application Process

## New Skills

1. Re-create an alphanumeric outline.

## Activity Overview

An outline helps organize and display information in a logical sequence. Outlines are very useful when the writer is trying to organize his thoughts without becoming too concerned about detailed information.

In this activity, you will re-create an alphanumeric outline where Roman numerals, numbers, uppercase, and lowercase letters are used.

## Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins to 1" on all sides.
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Change the line spacing to double space for the entire document.
5. Starting on the first line of the document, type and center align the title of the outline, "Getting Started – The College Application Process," then hit ENTER one time.
6. Disable the AutoFormat feature (if it is turned on).
7. Type and format the outline exactly as shown in **Figure 32-1**. Use the default tab settings to align the indented parts of the outline.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as OUTLINE.
10. Print the document if required by your instructor.

**NEW SKILL** ▶

FIGURE 32-1

Getting Started – The College Application Process

- I. College Search
  - A. Research Three Safety Schools
    - 1. Colleges you can get into easily
  - B. Research Three Match Schools
    - 1. Colleges that match your academic qualifications and that you can afford
  - C. Research Two Reach Schools
    - 1. Colleges you wish you could attend but may have trouble getting into
- II. Web Site Searches
  - A. Look at each Website to help determine your opinion of the college
  - B. Check College Majors
    - 1. Determine academic qualifications of your program of choice
      - a. How the process of students selected is conducted
  - C. View Admissions Policies
    - 1. How to begin the process
- III. Compile Your Student Information
  - A. Update your student resume
    - 1. List your accomplishments and activities
    - 2. List your academic achievements and honors
      - a. Honor roll
      - b. Class rank
    - 3. Request grade transcripts from your high school
    - 4. Be sure you have your SAT and/or ACT tests completed
    - 5. Request letters of recommendation
- IV. College Paperwork Process
  - A. Complete applications by hand first
  - B. Write college application essays
    - 1. Proofread essay for grammar, spelling, and punctuation
      - a. Have another person proofread your essays
  - C. Verify SAT and/or ACT test scores have been forwarded
  - D. Submit applications online with essays pasted into spaces provided
  - E. Gather all other information required and photocopy for your records
    - 1. Student resume
    - 2. Recommendation letters
    - 3. Official transcripts
    - 4. Financial information
  - F. Mail all paper college application materials

# Teens Going Green

## New Skills

1. Format a report in MLA style.

## Activity Overview

The Modern Language Association is the authority on how to prepare and format scholarly manuscripts, reports, and research papers. MLA style is widely used in high schools, colleges, and professional publications.

In this activity, you will format the provided text as a report using proper MLA format style.

## Instructions

**NEW SKILL** ►

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Save the document as TEENSGREEN.
3. Set up the document in proper MLA report style format as follows:
  - a. Set the page margins to 1" on all sides.
  - b. Insert a header that includes your last name followed by the page number. Right align the text in the header.
  - c. Use only one space after periods and other punctuation marks (OPTIONAL).
  - d. Set up the document so that all text is double-spaced.
4. Starting on the first line of the document, do the following.
  - a. Type your first and last name (left aligned), then hit ENTER.
  - b. Type your instructor's name (left aligned), then hit ENTER.
  - c. Type the title of the course you have enrolled in (left aligned), then hit ENTER.
  - d. Type the current date (left aligned), then hit ENTER.
5. Type the title of the report exactly as shown in **Figure 33-1**. Center align the title, then hit ENTER.
6. Type the body of the report exactly as shown in **Figure 33-1**. Indent each paragraph using the default tab setting (.5").
7. Insert a page break (CTRL+ENTER) after the last paragraph in the report (before the "Works Cited" text).
8. Type the "Works Cited" page as follows (be sure that it starts on a new page in the document):
  - a. Center align the text "Works Cited," then hit ENTER.
  - b. Format the text under the title exactly as shown in **Figure 33-2**.
9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Resave the document.
11. Print the document if required by your instructor.



# 33

## Teens Going Green

FIGURE 33-1

### Teens Going Green

Today's teens are more wired up, plugged in, worldly and savvy than ever. Many care deeply about the threats facing our environment, and are committed to making a difference. But it's not always easy to know exactly what to do to help our planet.

One easy way to get started is by turning your computer off when you're finished working, surfing, or IMing. You'll save an average of \$90 worth of electricity per year. And if you want to save even more, unplug your computer or flip the switch on a surge protector to stop the "phantom load" problem. Once you're done turning off your computer, be sure to turn off the lights behind you.

Something else to consider is catching the school bus. Even though many teens today can't wait to drive, the National Academies of Science and Engineering says that buses are not only a lot safer, they are also more fuel efficient than cars, saving gas and lowering emissions that cause global warming. And, if you live close enough to your destination, try walking or biking. It's not only healthy for the environment; it's healthy for you, too!

What about meat consumption? How many burgers do you eat in one week? Do you know that it takes 4.8 pounds of grain (fed to cattle) to produce one pound of ground beef? Do you know how many hungry people can be fed with 4.8 pounds of grain? It takes 2,500 to 6,000 pounds of water to produce one pound of meat, but one pound of wheat can be grown with 60 pounds of water. Making small cutbacks (maybe one day per week) is not only better for our planet; it's better for your body.

And speaking of water, instead of buying bottled water, get a refill. Less than 20 percent of those single-use containers make it to the recycling bin. Get a cool metal bottle instead and fill it up when you're thirsty. In a matter of days, you'll have a few extra dollars in your pocket and in the process, cut down on waste.

There are many, many ways to help Mother Nature but one really good way is to earn great grades. Mother Nature needs smart people to help protect her. Sure, you've heard it a million times before: it pays to stay in school. Here's one more reason: human population and consumption rates continue to swell, while habitat for wildlife shrinks. Global warming, ozone damage and acid rain are scary stuff. Humankind can right a lot of our wrongs and invent new technology to live lighter on the Earth, but it will take a lot of smarts.

From home and garden to food and health to tech and transportation, there are tons of ways we can make our lives greener, all we have to do is try.

## Teens Going Green

FIGURE 33-2

### Works Cited

Howard, Brian Clark. "Easy Ways for Teens to Go Green." The Daily Green 10 November 2010 <<http://www.thedailygreen.com/going-green/6334>>

# 34

## The New You!

### New Skills

1. Insert files into a document.

### Activity Overview

There will be times that you may need to take several files and combine them into one document. Simply copying and pasting a file can be confusing and take an unnecessary amount of time, especially if the file is lengthy.

In this activity, you will insert three files into a document, combining them to make one complete document.

### Instructions

- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
1. Open a NEW document in Word.
  2. Starting on the first line of the document, type the text exactly as shown in Figure 34-1.
  3. Save the document as BEGIN and close the file.
  4. Open a NEW document in Word.
  5. Starting on the first line of the document, type the text exactly as shown in Figure 34-2.
  6. Save the document as LIFESTYLE and close the file.
  7. Open a NEW document in Word.
  8. Starting on the first line of the document, type the text exactly as shown in Figure 34-3.
  9. Save the document as MOTIVATE and close the file.
  10. Open a NEW document in Word.
  11. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
  12. Starting on the first line of the document, type (in all caps) the text, "THE NEW YOU." Center align and bold the text, then hit ENTER twice.
  13. Insert the file BEGIN into the document. You should see the text from the BEGIN file appear in the document. Position the cursor two lines below the last sentence in the text.
  14. Now insert the file LIFESTYLE into the document. You should see the text from the LIFESTYLE file appear in the document. Position the cursor two lines below the last sentence in the text.
  15. Now insert the file MOTIVATE into the document. You should see the text from the file MOTIVATE appear in the document.

**NEW SKILL** ►



## **The New You!**

- 16.** Review the file and be sure that there is one blank line between each paragraph heading in the document.
- 17.** Carefully proofread the document for spelling, grammar, and accuracy.
- 18.** Save the document as FINAL.
- 19.** Print the document if required by your instructor.



# 34

## The New You!

FIGURE 34-1

### INTRODUCTION

You've decided to run in the Boston Marathon, but you're really out of shape. You're not necessarily overweight, but your doctor recommends that you make some adjustments to your food choices to become healthier. We know that the food we choose to put into our body can have a huge effect on our health and quality of life, but many of us still choose to eat unhealthy foods. Let's face it, the unhealthy stuff tastes really good, and we don't usually have cravings for healthy food. In order to be healthy, you know you need to change your way of thinking about food and exercise.

FIGURE 34-2

### BEGIN WITH THE BASICS

Begin your new lifestyle with some basic steps. Start slow...if you dive right in, you might find yourself bored and revert back to the same old bad habits. Every once in a while a "treat" is ok, but you need to stay focused.

- Drink water instead of soda.
- Drive past your favorite fast food place.
- Avoid foods high in fat and sodium.
- Increase the amount of fruits and vegetables in your diet.
- Eat less processed foods.

### GET MOVING

- Instead of parking close to your school or workplace, park farther away and walk.
- Take the stairs. Walking up the stairs not only gives your legs exercise, it gets your heart pumping.
- Get involved in sport teams, intramurals, or join a local gym.

FIGURE 34-3

### STAY MOTIVATED AND REACH YOUR GOAL

Ask for help. Ask your parents to control the amount of unhealthy food brought into the house. If the only sweet thing in the house to eat is fruit, you will eat fruit. If you don't see it, you're less likely to eat it. Remember, your ultimate goal is to run in the Boston Marathon. Every time those thoughts of giving into temptation occur, remind yourself of how self-fulfilling it will be to run across that finish line. All you need is a good attitude, a willingness to change, and a little bit of free time. **GET READY, GET SET, GO.**

# Months of the Year

## New Skills

1. Insert a drop cap into text.
2. Use Word's change case feature.

## Activity Overview

Using a drop cap, or larger-sized initial letters at the start of a sentence or paragraph, is a good technique for enhancing text. Most commonly used in story books and magazines, a drop cap can aid the reader in distinguishing where one paragraph ends and one begins.

Editing text sometimes involves changing lowercase letters to uppercase. Word's change case feature eliminates the need to retype text when its case needs to change.

In this activity, you will practice using Word's drop cap and change case features.

## Instructions

1. Open a NEW document in Word.
  - \* *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the text as shown in Figure 35-1 using 12 point Arial.
4. Apply the following formatting changes to the document:
  - a. Center align, bold, and change the case of the title "How the Months of the Year were Named" to all caps.
  - b. Change the first letter of each month to a drop cap, dropped two lines.
  - c. Change each original name (name in parenthesis) of the months of the year to all caps.
  - d. Bold each month's name.
5. Carefully proofread the document for spelling, grammar, and accuracy.
6. Save the document as MONTHS.
7. Print the document if required by your instructor.

**NEW SKILL** ►

**NEW SKILL** ►



# 35

## Months of the Year

FIGURE 35-1

### How the Months of the Year Were Named

January (Januarius), named after Janus, a Roman two-faced god, one face looking into the past, the other into the future.

February (Februarium) is from the Latin word Februare, meaning “to cleanse.” At the time of year corresponding to our February, the Romans performed religious rites to purge themselves of sin.

March (Martius) is named in honor of Mars, the god of war. March was the original beginning of the year, and the time for the resumption of war.

April (Aprilis), after the Latin word Aperio, meaning “to open,” because plants begin to grow in this month.

May (Maius), after the Roman goddess Maia, as well as from the Latin word Maiores meaning “elders,” who were celebrated during this month.

June (Junius), after the goddess Juno and Latin word iuniores, meaning “young people.”

July (Iulius) was, at first, known as Quintilis from the Latin word meaning five, since it was the fifth month in the early Roman calendar. Its name was changed to July, in honor of Julius Caesar.

August (Augustus) is named in honor of the Emperor Octavian, first Roman emperor, known as Augustus Caesar.

September (September) was once the seventh month and accordingly took its name from septem, meaning “seven.”

October (October) takes its name from octo (eight); at one time it was the eighth month.

November (November) from novem, meaning “nine,” once the ninth month of the early Roman calendar.

December (December) from decem, meaning “ten,” once the tenth month of the early Roman calendar.

Source: <http://www.answers.com/topic/how-were-the-months-of-the-year-named>