# Prepared Exam Exploring Microsoft Word 2019, Volume 1



City of Floma Audit Report

Your skills with Microsoft Word are highly regarded by the partners in the consulting firm that hired you. You are tasked with finishing the 2020 annual audit report for the City of Floma. The audit report has been completed by consultants and the lead consultant wrote an executive summary. You will insert the executive summary in the report, format the report professionally, and prepare a mail merge to the city council members that includes a link to the report.

**Document Formatting**

1. Open *w00\_cumexam\_data* and save it as **w00\_cumexam\_LastFirst**.
2. Insert a cover page which serves as the city’s document standard by choosing the **Whisp** **cover page**. Type **Fiscal Year 2020 Audit Report** in the *Document title* placeholder. Delete the Document subtitle, Date, and Author placeholders. Type **Garcia, Yung & Carter, Auditors** in the *Company name* placeholder.
3. Change the document’s color scheme to **Yellow Orange**.
4. Delete the first two paragraphs on page two.
5. Insert the text from the document *w00\_cumexam\_exec* in the blank paragraph under the heading *Executive Summary*. Delete the blank paragraph (if there is one) above the heading *Introduction*.
6. Create a header with **Fiscal Year 2020 Audit Report** centered and **City of Floma** right- aligned. Create a **3 pt bottom paragraph border** in **Light Yellow, Background 2, Darker 10%**.
7. Insert an **Accent Bar 1** **Bottom of Page** **page number**. Ensure that the header and footer on the first page are different and have no text in them.
8. Modify the line spacing of the Normal style to **1.5**. Add a first line indent of **0.3”**.
9. Modify the styles Heading 1 and Heading 2 to remove the first line indent.

**Organize Data in Tables**

1. Insert a blank paragraph at the end of the document. Select the heading *Supporting Tables* on page four and the table underneath and move them to the bottom of the document. Insert a page break before the heading *Supporting Tables*.
2. Select the table under the heading *Supporting Tables* and apply the style **No Spacing**.
3. Add a table caption below the table with the text **Table 1: Overtime analysis**. The label *Table 1* is added by Word.
4. Apply the **Plain Table 3** **table style**.
5. Replace the hyphen in *Full-time* in row 1, column 2 with a non-breaking hyphen.
6. Bottom left -align the text in row 1, column 1. Bottom right -align the text in all but the first column of row 1.
7. Adjust the width of column 1 so that the words *Police Department* do not break across two lines. Equally distribute the width of the other columns.
8. Merge the cells in columns 1 through 4 in the bottom row of the table. Type the text **Total New Hires:** (include the colon) in the merged cell. Right-align the text.
9. Insert a formula in row 4, column 5 to calculate the total new hires. Delete the comment left by Carter.
10. Review the document for spelling and grammar errors. Ignore all occurrences of the word *Floma*.

**Improve Document Structure using References**

1. Insert a **Table of Contents** before the heading *Executive Summary*. Choose **Automatic Table 2**. Modify the styles TOC 1 and TOC 2 to remove the first line indent.
2. Insert the following **Document From Web site citation** before the period ending the sentence *The data was reviewed* in the second paragraph below the heading *Introduction*:  
   Corporate Author: **U.S. Government Accountability Office**  
   Name of Web Page: **Government Auditing Standards: 2011 Revision**  
   Year: **2011**  
   Month: **December**  
   Day: **1**  
   URL: [**http://www.gao.gov/products/GAO-12-331G**](http://www.gao.gov/products/GAO-12-331G)

**Create a Mail Merge to Send the Executive Summary**

1. Open *w00\_cumexam\_letter* and save it as **w00\_cumexam\_letter\_LastFirst**.
2. Complete a mail merge using the City of Floma Council Members sheet of the *w00\_cumexam\_council.xlsx* Excel file as the data source.
3. Delete the word *Dear* on the first line, and then insert a greeting line using the format **Dear Mr. Randall**. Match the field *Courtesy Title* to **Salutation**. Preview the results.
4. Add two blank paragraphs at the end of the letter. Leave the first blank. Type **JoAnna Carter, CPA**, insert a line break, and then type **Lead Auditor**.
5. Complete the merge of the document producing a new document with four pages. Save the merged document as **w00\_cumexam\_merged\_LastFirst**.
6. Save and close all files. Based on your instructor’s directions, submit the following: w00\_cumexam\_LastFirst (the audit report)  
   w00\_cumexam\_letter\_LastFirst (the mail merge document)  
   w00\_cumexam\_merged\_LastFirst (the merged letters)