# Prepared Exam Exploring Microsoft Word 2019, Volume 1



Kitchen Division Audit Report

Your skills with Microsoft Word are highly regarded by the council members for the City Construction Services. You are tasked with finishing the Kitchen Division audit report. 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. Begin by inserting a cover page which serves as the city’s document standard. Choose the **Whisp** cover page. Type **Kitchen** **Division Audit Report** in the *Document title* placeholder. Delete the *Document subtitle*, *Date*, and *Author* placeholders. Type **Sanchez, Chen & 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 2.
5. Insert the text from the document *w00\_cumexam\_exec* in the blank paragraph under the heading *Executive Summary*. Delete the blank paragraph above the heading *Introduction*.
6. Create a header with **Kitchen** **Division Audit Report** centered and **City Construction Services** right aligned. Create a **3 pt** bottom paragraph border in **Light Yellow, Background 2, Darker 10%**.
7. Insert a **Bottom of Page**, **Accent Bar 1** 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: Learning Interventions**. 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 column 1. Bottom right align all but the first column text.
7. Adjust the width of column 1 so that the words *Construction Services* 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 Learning Interventions:** (include the colon) in the merged cell. Right-align the text.
9. Insert a formula in row 4, column 5 to calculate the total amount of learning interventions. Delete the comment left by *Carter*.
10. Review the document for spelling and grammar errors. Ignore all occurrences of the word *Wolfwater*.

**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 last sentence that begins with *Guidelines and techniques* in the last paragraph below the heading *Learning Interventions*:

Author: **Kavanagh S., Krings D.**

Name of Web Page: **Improving Performance with Lean Management Techniques**  
Name of Web Site: **GFOA**  
Year: **2011**  
Month: **December**  
URL: <http://www.gfoa.org/sites/default/files/GFR_DEC_11_18.pdf>

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

1. Share the audit report document online and get a link.
2. Open *w00\_cumexam\_letter* and save it as **w00\_cumexam\_letter\_LastFirst**.
3. Paste the link to the audit report document at the end of the line that starts with *You may access*.
4. Conduct a mail merge using the *City Council Members* sheet of the *w00\_cumexam\_council* Excel file as the data source.
5. 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.
6. At the end of the letter, add two blank paragraphs. Leave the first blank. Type **Jolene Carter, CPA**, insert a line break, and then type **Lead Auditor**.

ab. Complete the merge of the document producing a new document with four pages. Save the merged document as **w00\_cumexam\_merged\_LastFirst**.

ac. 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)