# Prepared Exam Exploring Microsoft Word 2019, Chapter 3



Annual Meeting Preparation

You are serving your second year as secretary of your Homeowners Association. The annual meeting is approaching and you need to prepare a mailing with the agenda for the upcoming meeting. In addition, the treasurer has asked you to include a summary of financial information. After you prepare the agenda and include the financial information, you will use a mail merge to prepare a personalized copy for each member of the organization.

**Creating and Formatting Tables**

1. Open *w03\_exam\_chap\_data* and save it as **w03\_exam\_chap\_LastFirst**.
2. At the end of the document convert the paragraphs starting with *Revenue* through *Mailboxes* to a table. Be sure to separate text at **Tabs**. Change the width of column 2 to **1.5”**. Top right align the numbers in column 2.
3. Insert a row between *Parking Space Rentals* and *Expenses*. Type the text **Total Revenue** in column 1 of the new row and top center the text.
4. Insert a row at the bottom of the table. Type the text **Total Expenses** in the first column of the new row and center the text. Insert another row at the bottom of the table and type the text **Net Change** in the first column and top right align the text.
5. Create a formula in the fifth row, second column to calculate the total revenues using the **Currency** format. Calculate the total expenses using a formula formatted as **Currency**. Update the Interest Income amount to **$3,000.00**. Update the Total Revenue formula. Create a formula in the last row to calculate the Net Change. Be sure to format as **Currency**.
6. Create a caption below the table that reads **Table 1: Financial Summary**. Center the caption on the page.
7. Apply the Table Style **Grid Table 4, Accent 3**. Uncheck the **Header Row** table style option.
8. Insert a **4x3** table in the empty paragraph below the heading *Agenda*. Delete the empty paragraph between the new table and the heading *2020 Financial Summary*.
9. Merge the cells in row 1. Type the text **March 1, 2021**. Bold the text and align center horizontally and vertically. Change the row height to **0.35”**. Apply a **Black, Text 1** shading to the first row. Make sure that the font color changes to **White**.
10. Complete the text in the table as shown below, adding rows as necessary. Bold the text in row 2. AutoFit the contents of the table.

|  |  |  |  |
| --- | --- | --- | --- |
| March 1, 2021 | | | |
| Start Time | End Time | Item | HOA Officer-Members |
| 3:00 PM | 3:30 PM | Introductions | President |
| 3:30 PM | 4:00 PM | Financial Summary | Treasurer |
| 4:00 PM | 4:15 PM | Break | Secretary |
| 4:15 PM | 5:00 PM | Rule Violations | Secretary |
| 5:00 PM | 6:30 PM | Improvement Requests | Homeowners |

1. Center both tables on the page.

**Personalize the Invitation**

You will now personalize the invitations and prepare to send them out.

1. Conduct a mail merge using Member List sheet of *w03\_exam\_chap\_recipients* Excel file as the data source for names. Filter the data source so that only members with an email address will be included. Sort the data source by **Last Name** and then by **First Name**.
2. Replace the text *Homeowners* (keep the comma) with the **First\_Name** merge field.
3. Complete the merge of the document producing a new document with four pages. Save the merged document as **w03\_exam\_merge\_LastFirst**.
4. Save and close both files. Based on your instructor’s directions, submit the following: w03\_exam\_chap\_LastFirst  
   w03\_exam\_merge\_LastFirst