# Prepared Exam Exploring Microsoft Word 2019, Chapter 5



Company Newsletter

You are a designer at a local training company, Conaway Services. You have been asked to revamp the company newsletter by creating a new look and feel. The newsletter has a list of topics that need to be covered. You will need to create a new masthead, embed a link to the company’s current stock price, adjust the overall look and feel, and save the newsletter as a PDF so that it can be distributed to employees.

**Page Layout**

You need to create a new masthead in an existing document and set the page layout to display the information into two columns.

1. Open *w05\_exam\_chap\_data* and save as **w05\_exam\_chap\_LastFirst**.
2. Insert the **Wave** **shape** (in the Stars and Banners section) at the top of the document. Insert one line before the shape and change the shape width to **6.0"** and the height to **1.0"**.
3. Change the shape fill to **Blue, Accent 1, Lighter 60%**.
4. Insert WordArt, selecting **Fill - White, Outline: Blue, Accent color 1; Glow: Blue, Accent color 1** (second row, fourth column). Type **Conaway Weekly**. Set the font to **Calibri** and the font size to **36**. Position the WordArt object so that is visually centered over the wave shape.
5. Insert a **3 x 1 table** below the wave shape that spans the entire page. Change the font to **Arial** and the font size to **10**.
6. Type **Issue 101** in the first column and **March 5, 2020** in the third column.
7. Format the body of the newsletter to be **Two columns** with **Equal column width** and a **Line between** the columns.
8. Insert a **Column Break** after the *Blood Drive* section.
9. Format the first letter of the first body paragraph, beginning with *John*, as a dropped cap.

**Add Graphics**

You want to add a picture of the new employee and a graphic for the Blood Drive section to make the newsletter more visually appealing.

1. Insert the picture *w05\_exam\_chap\_photo.jpg*. Select **Square** **text wrapping** for the picture, change the height to **1.2"**, and position the picture in the top-right corner of the first section. Apply a **180 degree X Rotation** to the image.
2. Insert and center an online picture of a **blood drop** above the *Blood Drive* heading, using Bing Image Search. Change the height of the picture to **1.0"**.

**Add Emphasis to Important Information**

You want to add a fill behind the text that highlights the training topics for an employee educational opportunity. You also will add the Employee Quote of the Day to the newsletter.

1. Apply an **Outside Border** and a fill of **Blue, Accent 1, Lighter 40%** to the bulleted list of training topics in the *Word Training* section.
2. Draw a text box below the last section of the newsletter. Type **Employee Quote of the Day: Be better today. – Larry Wood**. Change the font to **Calibri** and the font size to **12**, and then apply bold.
3. Apply a shape fill of **Light green**. Move the text box to the bottom margin.
4. Insert a **Continuous Arrow Process SmartArt object** above the text box. Resize it to extend from column margin to column margin.
5. Apply the **Inset style**. Change the color to **Transparent Gradient Range – Accent 1**. Add the words **Blood Drive** in the first horizontal text area, **Word Training** in the middle text area, and **Net @ Work** in the final text area.
6. Add a **Banded Quote** below the first paragraph of text in the first column. Type **John Leo says …** to the banded box at the top. Type ***GLAD TO BE A PART OF THE TEAM!*** in the quoted text area. Add a **Blue border**. Resize the text areas to make sure that all text displays.
7. Change the text wrap on the blood drop to **Behind Text**. Add three empty paragraphs above the Blood Drive subtitle. Move the blood drop to beside the Blood Drive subtitle.
8. Draw/insert a **Heart shape** around the blood drop. Remove the fill and apply a **Dark Red shape outline**. Make sure the blood drop fits inside the heart shape.

**Link the Company Stock Price and Finalize the Newsletter**

You wnat to embed a link to the company stock price so that it will be updated on a weekly basis and save the newsletter as a PDF.

1. Place the insertion point in the second column of the table below the masthead. Open *w05\_exam\_chap\_stock.xlsx* in Excel, copy A1:B1, and paste the selection into the table, maintaining a link.
2. Save the document as a PDF file with the name **w05\_exam\_chap\_publish\_LastFirst**.
3. Save the Word document and then close the files. Based on your instructor’s directions, submit the following:

w05\_exam\_chap\_LastFirst  
w05\_exam\_chap\_publish\_LastFirst.pdf