# Prepared Exam Exploring Microsoft Word 2019, Chapter 6



Project Plan

As the assistant marketing director at CSG, you have been asked to create a new project communication plan template because your company was selected to build a new marketing application for We Market You, Inc. You will create the template, insert the documents provided by the other subject matter experts into the master communication plan, design the document, and insert bookmarks into the document for easy navigation.

**Create a Folder**

Before you work on the project, you will assemble all the files in one place.

1. Create a folder and name it **w06\_exam\_LastFirst**.
2. Copy the following files from your student data folder into this newly created folder:  
   *w06\_exam\_chap\_communication\_table  
   w06\_exam\_chap\_structure  
   w06\_exam\_chap\_roles  
   w06\_exam\_chap\_risks  
   w06\_exam\_chap\_change\_management*

*w06\_exam\_chap\_logo*

**Create New Company Template**

You will download an existing Word template and make the necessary changes to display your company’s information.

1. Create a new document, search for online templates using the key word **project**, and download the **Project Communication Plan** **template**.
2. Delete everything below each Heading 2 paragraph (leaving five Heading 2 paragraphs.)
3. Save the file as a Word template named **w06\_exam\_chap\_template\_LastFirst** to the w06\_exam\_LastFirst folder.
4. Type today’s date in the **Date picker**.
5. Replace the text *replace with LOGO* by inserting the file **w06\_exam\_chap\_logo**.
6. Replace the text *Your Name* with **CSG.** Replace *COMPANY NAME* with **10110 North Broad Street** and *COMPANY ADDRESS* with **Philadelphia, PA 19104**
7. Create a building block out of the following text, **\* This information is for the sole use of CSG Consulting. Disseminating or copying this information is prohibited.** Name it **disclaimer\_info**,and save it into the Quick Parts gallery.
8. Save the template as a Word document named **w06\_exam\_chap\_master\_LastFirst**.

**Insert Documents into the Master Document**

You will insert several documents provided by the subject matter experts as documents into the master file.

1. Change to Outline View. Insert a blank text paragraph (these appear as gray dots below the Heading 2 paragraphs) below the Heading 1 paragraph and each Heading 2 paragraph. Close Outline View.
2. Insert the following documents into the master file, making sure the documents match their corresponding headings:
   * **w06\_exam\_chap\_communication\_table**
   * **w06\_exam\_chap\_structure**
   * **w06\_exam\_chap\_roles**
   * **w06\_exam\_chap\_risks**
   * **w06\_exam\_chap\_change\_management**
3. Insert the **disclaimer\_info** building block at the bottom of the document. Save the document.

**Change the Document Theme to Match the Company Theme**

Customize the master document by applying a theme and custom color palette that matches the look and feel of CGS’s brand.

1. Change the document theme to **Slice**.
2. Create a new custom color theme named **w06\_exam\_chap\_color\_LastFirst** by changing the color for Accent 1 to **Orange, Accent 5**.
3. Create a new custom font theme named **w06\_exam\_chap\_font\_LastFirst** by changing the heading font to **Century**.
4. Save the changes you made to colors and fonts as a new custom theme named **w06\_exam\_chap\_theme\_LastFirst**. Save the document.

**Add Bookmarks and Finalize the Document**

Now that the document for the communication plan is created, you will add bookmarks for all Heading 2 text so that readers can easily navigate to the various sections.

1. Create the following five bookmarks for the five headings styled Heading 2:
   * **Communication\_table**
   * **Team\_structure**
   * **Team\_roles**
   * **Risks**
   * **Change\_management**
2. Add a **5x1 table** in the blank paragraph below the Heading 1 paragraph. Type the text of each Heading 2 title in the five cells in the table. Format the text as bold and center aligned. Create a hyperlink from the contents of each cell to the corresponding bookmark.
3. Save and close the files. Zip all the files in the w06\_exam\_LastFirst folder and name the zipped file **w06\_exam\_LastFirst**. Based on your instructor’s directions submit w06\_exam\_LastFirst.zip.