# Prepared Exam Exploring Microsoft Word 2019, Chapter 8



Animal Shelter

*You are a volunteer at a local animal shelter and have been asked to help create a new website for the shelter. They have some of the information available and other information you will have to create using a Microsoft Word template and customize to fit the needs of the shelter. They have also asked that you create the first blog to be used as a template for other volunteers and employees to use for future blog entries.*

**Download and Customize Template**

You need to create a Lost Pet webpage that will be used to display all animals that are reported missing. You will download a template and customize it for the first reported lost animal.

1. Create a folder named **w08\_exam\_chap\_LastFirst**.
2. Open **w08\_exam\_chap\_data1**. Save the file as **w08\_exam\_chap\_LastFirst1**. Change the page title to **West Chester Shelter - Lost**.
3. Type the following information into the *Additional Detail and Contact Information* sections:
   * Name: **Roxi**
   * Sex: **Female**
   * Age: **6 weeks**
   * Breed: **Yellow lab**
   * Story: **Last seen near Elm Street. Roxi is extremely friendly, but will not come yet when called.** Set the line spacing to single spaced for this paragraph.
   * Contact Name: **Melissa Blanco**
   * Contact Phone Number: **215.555.5235**
4. Replace the existing picture with *w08\_exam\_chap\_image1.jpg* image. Change the height of the image to **3.00"**.
5. Apply the **Slice** **theme** and change the background color to **Dark** **Green, Accent 4, Lighter 60%**.
6. Save the file. Save the file as a **Single File webpage**. Close all open files.
7. Open *w08\_exam\_chap\_data2*. Change the page title to **West Chester Shelter Homepage**.

1. Remove the video placeholder. Insert the video *w08\_exam\_chap\_data5.mp4*  below the title. Center the video. Resize the video to **4"** wide.
2. Apply the **Slice** **theme** and change the background color to **Dark** **Green, Accent 4, Lighter 60%**.
3. Save the file as **w08\_exam\_chap\_LastFirst2**. Close the file.
4. Open *w08\_exam\_chap\_data3*. Change the page title to **West Chester Shelter Adoption**.

1. Apply the **Slice** **theme** and change the background color to **Dark** **Green, Accent 4, Lighter 60%**.
2. Save the file as **w08\_exam\_chap\_LastFirst3**. Save the file as a **Single File webpage**. Close all open files.
3. Open *w08\_exam\_chap\_data4*. Change the page title to **West Chester Shelter Blog**.

1. Apply the **Slice theme** and change the background color to **Dark** **Green, Accent 4, Lighter 60%**.
2. Save the file as **w08\_exam\_chap\_LastFirst4**. Save the file as a **Single File webpage**. Close all open files.

**Insert Bookmarks and Hyperlinks**

You need to create links from the home page to the appropriate page along with creating links to each section within the adoption page.

1. Open *w08\_exam\_chap\_LastFirst3*. Create a bookmark for each of the following sections:
   * Adoption Process
   * Adoption Policy
   * Fostering
2. Create a hyperlink from each bulleted item at the top of the page to the corresponding bookmark. Save the document. Save the document as a **Single File webpage**. Close all open files.
3. Open *w08\_exam\_chap\_LastFirst2*. Below the introductory paragraph insert a **3x1 table**. In the three cells, type **Adoption**, **Lost Pets**, and **Blog**. Bold the text and center the text within the cells. Create a hyperlink from Adoption to w08\_exam\_chap\_LastFirst3.mht. Create a hyperlink from Lost Pets to w08\_exam\_chap\_LastFirst1.mht. Create a hyperlink from Blog to w08\_exam\_chap\_LastFirst4.mht.
4. Save the file. Save the file as a Single File webpage. Close all open files.

**Create Sample Blog**

You need to create a sample blog that other volunteers can use in the future.

1. Open *w08\_exam\_chap\_LastFirst4*.
2. Type the text **Adopt-a-thon** - **Join us July 7th for our annual Adopt-a-thon at the West Chester Fair Grounds** as the body of the blog post.
3. Save the document. Save the changes as a **Single File webpage** (replacing the existing file when prompted). Based on your instructor’s directions, zip all contents of your w08\_exam\_chap\_LastFirst folder and submit.