**Chapter 2 Projects**

**Project 2-1: Updating a Sign**

The Grand Street Coffee Shop places a sign on the door and near the order counter listing the

featured coffees of the day. You need to update today’s sign.

**GET READY . LAUNCH** Word if it is not already running.

**1.** Click **Open Other Documents** from the Recent screen .

**2.** Under the Open screen, click **Computer** , and then click **Browse** .

**3.** Click the location of the data fi les for this lesson.

**4.** Locate and open the ***Sign*** document.

**5.** Click the **File** tab, and then click **Save As** . In the File name box, type ***2-1 New Sign*** .

**6.** Click **Save** .

**7.** Position the I-beam before the *M* in *Morning Blend* . Drag over the words to select

*Morning Blend* .

**8.** Type **Grand Street Blend** .

**9.** Click the **Home** tab. In the Editing group, click **Replace** .

**10.** Place the insertion point in the Find what text box and type **Kona Blend**.

**11.** Click in the **Replace with** text box and type **Hawaiian Blend** .

**12.** Click the **More** > > button.

**13.** Click the **Format** button and select **Font** .

**14.** In the Replace Font text box, click the scroll bar down arrow and select **Comic Sans MS** ;

for the Style, select **Bold Italic** ; for the font size, select **26** ; and for the font color, select

**Dark Blue** in the Standard Colors.

**15.** Click **OK** , and then click the < < **Less** button.

**16.** Click **Find Next** , and then click the **Replace** button.

**17.** Click **OK** , and then click **Close** .

1. Position the I-beam before the *T* in *Try Me* and click to place the insertion point.

**19.** Type **$2** and press the **spacebar** .

**20.** In the next line, double-click the word **Mocha** to select it.

**21.** Type **White Chocolate** .

**22.** In the Zoom group, click **Page Width** .

**23.** Click **One Page** .

**24.** Click the **Save icon** in the Quick Access Toolbar.

**25.** Click the **File** tab. Click **Print** , and then click the **Print** button. (Check with your instructor

before you print this document.)

**26.** Click the **File** tab and select **Close** .

**PAUSE. LEAVE** Word open for the next project.

**Project 2-2: Editing a Job Description**

Star Bright Satellite Radio is hiring. Edit the job description so that it can be sent to the human

resources department for processing and posting.

**GET READY . LAUNCH** Word if it is not already running.

**1.** Click the **File** tab and choose **Open** .

**2.** Click **Computer** , and then click **Browse** .

**3.** Navigate to location of the data fi les for this lesson. Locate and click ***Job Description***

one time to select it.

**4.** Click **Open** .

**5.** Click the **File** tab, and then click **Save As** . In the File name box, type ***2-2 Updated Job***

***Description*** *.*

**6.** In the second line of the document, position the I-beam before the *D* in *Date* and click

to place the insertion point.

**7.** Beginning at the *D* , click and drag down and to the right until *Date Posted* and the line

below it, *5/15/10* , is selected.

**8.** Press **Backspace** to delete both lines.

**9.** In the *Duties & Responsibilities* heading, position the insertion point before the *&* .

**10.** Press **Shift + Right arrow** to select **&** .

**11.** Type **and** . The *&* is replaced with the word *and* .

**12.** Position the mouse pointer in the left margin beside the line in the fi rst bulleted list that

reads *Defi ne the web site’s look and feel.* Click to select the line.

**13.** Press the **Delete** key to delete the line.

**14.** In the *Education and/or Experience* heading, position the I-beam to the right of the

letter *r* in *or* .

**15.** Press **Backspace** three times to delete the *r* , *o* , and */* .

**16.** In the first line of the bulleted list that begins *College degree required* . . ., click to

position the insertion point after *master’s degree.*

**17.** Press the **spacebar** and type **preferred** .

**18.** Click the **View** tab. In the Zoom command group, click **Zoom** , click **75%** , and click **OK** .

**19.** On the Zoom command group, click **Page Width** , and then click **100%.**

**20. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.