

## 7th Grade Computer – Project 9C

### E-Learning Day 2

#### Instructions:

Follow the instructions for 9C. Complete the assignment, save the assignment; upload the assignment to your Google Drive account.

If you get stuck on an instruction, you will have time once you return to school to consult your instruction manual, or you can reach me by email [bmiller@ccsgoshen.org](mailto:bmiller@ccsgoshen.org).

Have a great E-Learning Day.

Mr. Miller



# Content-Based Assessments

## Skills Review | Project 9C Meeting Reservation (continued)

**1** **Start Word.** From **Backstage** view, click **Save As**. In the **Save As** dialog box, navigate to your **Word Chapter 9** folder. Click the **Save As type arrow**, and then click **Word Template**. Using your own name, save the document as **Lastname\_Firstname\_9C\_Meeting\_Reservation** and then click **Save**. If necessary, display the rulers and formatting marks.

- From **Backstage** view, below the **Backstage** tabs, click **Options**. On the left side of the **Word Options** dialog box, click **Customize Ribbon**.
- In the **Main Tabs** list, locate and then click to select the **Developer** check box. Click **OK** to close the **Word Options** dialog box.
- On the **Insert** tab, in the **Text** group, click the **Object button arrow**, and then click **Text from File**. In the **Insert File** dialog box, navigate to your student files, click **w09C\_Meeting\_Reservation**, and then click **Insert**. If *Laurales* is flagged as a spelling error, click **Ignore All**.
- Select the first three paragraphs. On the Mini toolbar, change the **Font Size** to **16**, apply **Bold**, and then click **Center**. Change the **Font Color** to **Olive Green, Accent 3, Darker 25%**—in the seventh column, the fifth color.
- Select the paragraph that begins *Meeting*. Change the **Font Size** to **18**, apply **Bold**, and then click **Center**. Change the **Font Color** to **Olive Green, Accent 3, Darker 50%**—in the seventh column, the last color.

**2** Locate the text *Group Name*. Position the insertion point to the right of the colon, and then press **[Spacebar]**.

- On the **Developer** tab, in the **Controls** group, click the **Design Mode** button to turn on Design Mode.
- In the **Controls** group, click the **Plain Text Content Control** button.
- In a similar manner, click to the right of the colon for each of the following terms—*Start Time*, *End Time*, and *Number Attending*—press **[Spacebar]**, and then insert a **Plain Text Content Control**.
- Locate the text *Date of Event*. Position the insertion point to the right of the colon, press **[Spacebar]**, and then in the **Controls** group, click the **Date Picker Content Control** button.
- With the **Date Picker content control** selected, in the **Controls** group, click the **Properties** button. In the **Content Control Properties** dialog box, under **Date**

**Picker Properties**, in the **Display the date like this** box, click the third style—October 9, 2016—your date will differ. Click **OK**.

**3** Locate the text *Room Setup*. Position the insertion point to the right of the colon, press **[Spacebar]**, and then in the **Controls** group, click the **Drop-Down List Content Control** button.

- With the **Drop-Down List content control** selected, in the **Controls** group, click the **Properties** button. In the **Content Control Properties** dialog box, under **Drop-Down List Properties**, click the **Add** button. In the **Add Choice** dialog box, in the **Display Name** box, type **Banquet**. Click **OK**.
- Using the same technique, add the following choices to the **Drop-Down List content control**:  
**Classroom**  
**Hollow Square**  
**U-Shape**
- Click **OK** two times to close the dialog boxes. Select the two paragraphs that begin *Continental* and *Dinner*. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**. In the **Convert Text to Table** dialog box, click **OK**.
- In the table, click to position the insertion point to the left of *Continental*. On the **Developer** tab, in the **Controls** group, click the **Check Box Content Control** button. Select the check box, right-click, and then from the shortcut menu, click **Copy**. Position the insertion point to the left of *Full Breakfast*, and then press **[Ctrl] + [V]**.

**e.** In a similar manner, insert a **Check Box Content Control** to the left of each of the remaining items in the table. For all items with a check box, be sure there is a space between the check box and the text.

**4** Select the two paragraphs that begin *Flip Chart* and *Overhead Projector*. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**. Click **OK**.

- Using the technique you just practiced, insert a **Check Box Content Control** to the left of all the items in the table.
- Click to position the insertion point in the blank paragraph above *Contact Information*. In the **Controls** group, click the **Plain Text Content Control** button.

(Project 9C Meeting Reservation continues on the next page)



# Content-Based Assessments

## Skills Review | Project 9C Meeting Reservation (continued)

- c. Below *Contact Information*, locate the text *Name*. Click to position the insertion point to the right of the colon, and then press **[Spacebar]**.

- d. In the **Controls group**, click the **Plain Text Content Control** button.

- e. In a similar manner, to the right of the colon for each of the following items—*Department*, *E-mail*, and *Phone*—press **[Spacebar]**, and then insert a **Plain Text Content Control**.

**5** Press **[Ctrl] + [Home]**. On the **Developer tab**, in the **Controls group**, click the **Design Mode** button to turn off **Design Mode**.

- a. On the **Page Layout tab**, in the **Page Background group**, click the **Page Color** button, and then in the seventh column, click the third color—**Olive Green, Accent 3, Lighter 60%**.
- b. On the **Developer tab**, in the **Protect group**, click the **Restrict Editing** button.
- c. In the **Restrict Formatting and Editing** task pane, under **2. Editing restrictions**, click to select the **Allow only this type of editing in the document** check box. Click the **Allow only this type of editing in the document** arrow, and then click **Filling in forms**.
- d. In the **Restrict Formatting and Editing** task pane, under **3. Start enforcement**, click the **Yes, Start Enforcing Protection** button.
- e. In the **Start Enforcing Protection** dialog box, click **OK**. Close the **Restrict Formatting and Editing** task pane, and then **Save** your changes. From **Backstage** view, click **Close** to close your document.

**6** From **Backstage** view, click **New**. Under **Available Templates**, click **New from existing**. Navigate to your **Word Chapter 9** folder, click the file **Lastname\_Firstname\_9C\_Meeting\_Reservation**, and then click the **Create New** button. From **Backstage** view, click **Save As**, and then navigate to your **Word Chapter 9** folder. Using your own name, type the file name **Lastname\_Firstname\_9C\_Reservation\_Completed** and then click **Save**.

- a. In the content control following *Group Name*, type **Planning Committee**. Press **[Tab]**, click the **Date Picker content control arrow**, and then click **Today**. Continue filling in the form using the following information.

Start Time	9:00 a.m.
End Time	11:00 a.m.
Number Attending	10
Room Setup	U-Shape
Meals Desired	Morning Snack
Equipment Required	Flip Chart/Markers
Other Requirements	Legal pads and pens for each person.
Name	Use your first and last names
Department	Human Resources
E-mail	YourLastname@laurales.com
Phone	555-0145

- b. Display the **Document Information Panel**. In the **Author** box, type your first and last names. In the **Subject** box, type your course name and section number, and in the **Keywords** box, type **meeting reservation, completed**. Close the **Document Information Panel**. **Save** your changes, and then from **Backstage** view, **Close** the document.
- c. From **Backstage** view, click **Open**. Navigate to your **Word Chapter 9** folder, and then open the file **Lastname\_Firstname\_9C\_Meeting\_Reservation**.
- d. On the **Developer tab**, in the **Protect group**, click the **Restrict Editing** button. At the bottom of the **Restrict Formatting and Editing** task pane, click the **Stop Protection** button. Close the **Restrict Formatting and Editing** task pane. Press **[Ctrl] + [End]**, and then using **Quick Parts**, insert the file name in the footer.
- e. Display the **Document Information Panel**. In the **Author** box, type your first and last names. In the **Subject** box, type your course name and section number, and in the **Keywords** box, type **meeting reservation, template**. Close the **Document Information Panel**, and then **Save** your changes.

**7** From **Backstage** view, click **Options**. In the **Word Options** dialog box, click **Customize Ribbon**. In the **Main Tabs** list, locate and then click to deselect the **Developer** check box. Click **OK**, and notice that the **Developer** tab no longer displays on the Ribbon.

**8** Print both documents or submit electronically as directed by your instructor. **Exit** Word.

**End You have completed Project 9C**