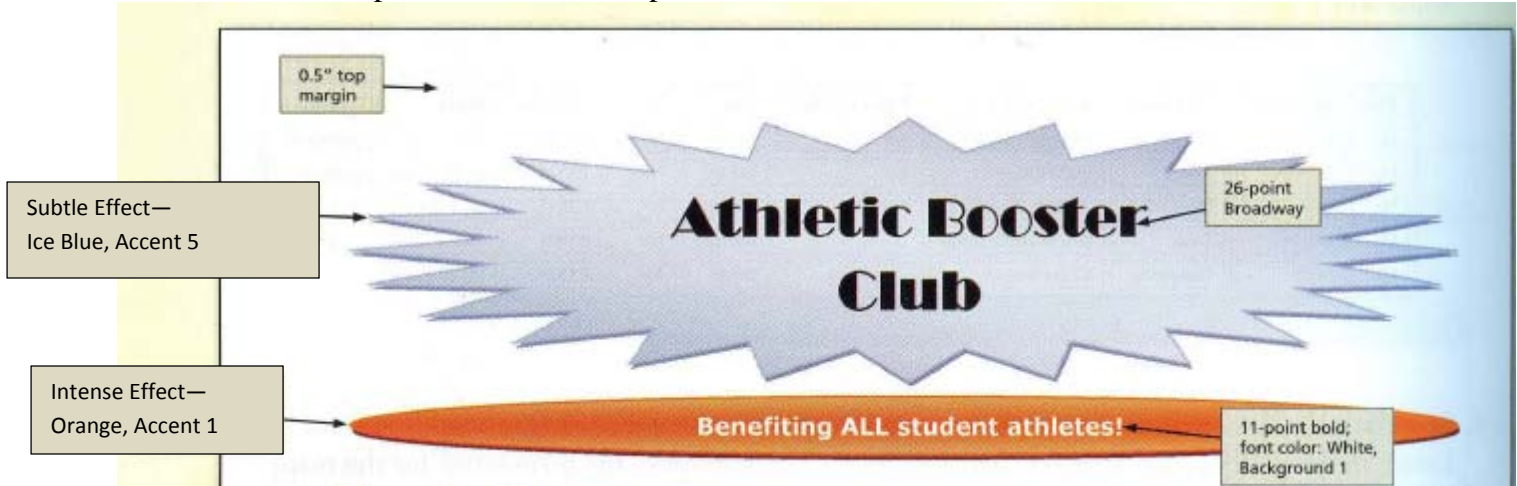


## Lab 2: Enhancing a Draft of a Proposal

**Instructions: Perform the following tasks:**

1. Create a folder **LastName Booster Club**
2. Start Word, Blank New Document and apply the Booster Club theme from the shared drive.
3. Save as **LastName Booster Club Letter** into your Booster Club folder
4. Insert a 24-point star shape with in-line text wrapping. See below image.
5. Insert an oval shape below the star shape with in-line text wrapping. See below image.
6. Add text to each shape and format the shapes as shown below



7. Change the margins to .5-inch top and 1-inch bottom; .75-inch left and right
8. Start Mail Merge for letters using the wizard—[refer back to the step-by-steps for help](#)
  - a. Select 'Use the current document', which should be the document in the document window.
  - a. Type a new data source by creating a new list using the figure below
    - Delete field names not used, and add one field name: **Contributions**.
    - Save the data source as **LastName Booster Club** to your Booster Club folder.

Title	First Name	Last Name	Address Line 1	Address Line 2	City	State	ZIP Code	Contribution
Mr.	Adam	Willis	2445 Saren Lane	Apt. 402	Blackburg	TX	77490	\$50.00
Ms.	Maxine	Tremain	8950 Treeway Ct.		Blackburg	TX	77490	\$50.00
Ms.	Kim	Chung	5056 E. Fourth St.	Apt. 1A	Blackburg	TX	77490	\$200.00
Mr.	David	Goldberg	17 South Street		Delman	TX	79006	\$100.00
Mr.	Apurv	Patel	32 Fountain Square		Delman	TX	79006	\$50.00

9. Now start writing your form letter.
  - a. Insert the merge fields as shown in grey in the figure below
  - b. Create the multilevel list as shown in the figure.
  - c. The IF field tests if Contribution is less than or equal to 50; if it is, then place the text, Friend of Booster Club; otherwise place the text, Super Booster.

¶  
 INSERT·TODAY’S·DATE¶  
 ¶  
 «AddressBlock»¶  
 ¶  
 «GreetingLine»¶  
 ¶  
 The·Athletic·Booster·Club·welcomes·you!·Thank·you·for·joining·in·a·tradition·of·supporting·and·appreciating·our·school’s·athletes·Your·contribution·of·«Contribution»·qualifies·you·for·a·Friend·of·the·Booster·Club·membership.¶  
 ¶  
 We·realize·that·we·are·competing·with·many·other·worthy·causes·for·your·dollars·and·your·support·We·are·determined·to·use·funds·wisely·in·ways·that·will·benefit·all·athletes·Some·recent·purchases·and·expenses·to·which·we·contributed·funds·include·the·following:¶  
 ¶  
 1)→Major·purchases¶  
   a)→Weight·room·equipment¶  
   b)→Audio/visual·equipment¶  
   c)→Commercial·washer/dryer·for·locker·room¶  
 2)→Recurring·Expenses¶  
   a)→Scholarships·(\$5,000·last·year)¶  
   b)→Wall·of·Fame·pictures¶  
   c)→Printing·costs·for·rosters,·playbooks,·etc.¶  
 ¶  
 Active·support·of·our·school’s·athletes·—·no·matter·what·sport·they·play·—·makes·a·huge·difference·in·their·lives·Thank·you·again,·«Title»·«Last\_Name»,·for·your·contribution.¶  
 ¶  
 Sincerely,¶  
 ¶  
 ¶  
 ¶  
 Your·Name·HERE·  
 President¶

10. **Save!** Preview Results for David Goldberg.  
**Print. Make sure it fits on 1 page and there are no strange spacing issues.**
11. Create a New Document
  - a. Save as **LastName Labels**—refer back to the step-by-steps for help
    - Use the same data source you used for the form letter.
    - Use the same format you did for the step by steps
    - SAVE!
12. Create a New Document
  - a. Save as **LastName Envelopes**—refer back to the step-by-steps for help
    - Use the same data source you used for the form letter.
    - Use the same format you did for the step by steps
    - Make up a return address for the Athletic Booster Club
    - SAVE!

### 13. Create a New Document

a. Save as **LastName Directory**—refer back to the step-by-steps for help

- Use the same data source you used for the form letter.
- Insert all merge fields in the document separated by a comma
- Convert the list of fields to a Word Table (table will have 9 columns)
- Change the **Page Layout** to **Landscape** orientation
- Merge the directory layout to a new document window.
- If needed, add a row to the top of the table and insert field names in the empty cells.
- Bold the text in the first row.
- Change the margins to **Narrow**
- Resize the columns and add .1” spacing between cells
- *Hint: Use the Table Layout tab.*
- Now the table should look like figure below

Title	First Name	Last Name	Address Line 1	Address Line 2	City	State	ZIP Code	Contribution
Ms.	Kim	Chung	5056-E-Fourth-St.	Apt. 1A	Blackburg	TX	77490	\$200.00
Ms.	Maxine	Tremain	8950-Treeway Ct.		Blackburg	TX	77490	\$50.00
Mr.	Adam	Willis	2445-Saren Lane	Apt. 402	Blackburg	TX	77490	\$50.00
Mr.	David	Goldberg	17-South Street		Delman	TX	79006	\$100.00
Mr.	Apurv	Patel	32-Fountain Square		Delman	TX	79006	\$50.00

- Center the table within the document.
- Insert your name as text above the table in your header
- Sort the table in the directory by the Last Name field and then by the ZIP Code field.
- SAVE!