

Word Capstone Project 1

Data Files needed for this Capstone Project: Network.docx, Newsletter.docx, Poodle.jpg, Corgi.jpg

Springberry Animal Clinics Micah Batzli is the manager of Springberry Animal Clinics, a chain of veterinary clinics. The networks at the clinics are currently connected via the city's wireless network, but Micah is investigating other options that would allow for faster connection speeds and better security. He has summarized his findings in a report. It's your job to format the report and create a table summarizing the costs of the various WAN options. Micah needs your help creating two other documents for the clinics, too. He needs a SmartArt graphic that he can post at the front desk of each clinic, reminding clients to have their dogs vaccinated. Also, he asks you to create a newsletter that he will use to keep clients informed about clinic services.

Complete the following:

1. Open the file **Network** located in the Capstone\Word folder included with your Data Files, and then save it as **Springberry Network** in the same folder.
2. Display the ruler and nonprinting characters, and make sure the document is displayed in Print Layout view.
3. Correct any spelling errors using the Spell Checker. Proof the document carefully to look for any errors that the Spell Checker did not catch.
4. Replace all instances of "Robinson Road" with "Robertson Avenue."
5. In the paragraph below the "Springberry's Existing LANs" heading, move the last sentence up to make it the second sentence in the paragraph.
6. Change the left margin to 1.5 inches.
7. Format the "Executive Summary" heading with an indented Quick Style and then indent the summary paragraph to match. Format the remaining headings with the Heading 1 style.
8. Select the Concourse theme.
9. On page 1, format the three clinic addresses as a bulleted list using the square bullet style, and then indent the bulleted list to match the summary paragraph.
10. In the Executive Summary, format "Springberry Animal Clinics" in italics.
11. At the end of the "Wireless" section, insert a footnote that reads "Fortunately, we have not experienced any major security breaches, but anecdotal evidence suggests such incidents are occurring more frequently."
12. In the paragraph below the "Springberry's Existing LANs" heading, click after the colon, start a new paragraph, and insert the following list of clinic locations and network operating systems. Insert a tab after each clinic location, and don't expect the two columns of information to align as they are shown here. Use the Shift+Enter key combination (instead of just the Enter key) to insert a new line for each name without adding extra space.

Robinson Road	Windows Server 2008
Madison Street	Windows Server 2008
Brighton Lane	Novell Netware
13. Select the list of clinics and their network operating systems, indent it .5 inch, and then insert a left tab stop 2.5 inches from the left margin.