

Objective: "I can copy and paste between different programs and documents."

Project 3 Instructions: Congratulations Memo (Cut, Copy, and Paste)

1. Open a new Word document and type the following text:

## **MEMO**

TO: All Staff

FROM: Student First and Last Name

DATE: Current Date (spell out like.... October 31, 2013)

Congratulations to Maria, winner of our quarterly sales bonus! Maria has sold over 1,000 SuperWidgets this year!

Sales totals are as follows:

2. Save As: "congratulations memo.docx"
3. Open Excel (don't close Word; minimize Word)
4. Open the spreadsheet file, PrjWD-3.xlsx, in Excel.
5. In Excel, select the graphic "Congratulations" at the top and copy (Cntrl-C) on the graphic.
6. Press Windows Button & Tab to "fly" through the windows that are currently open; stop at Word.
7. Click at the top of the Word document and paste (Cntrl-V) the graphic.
8. Right-click on the graphic and choose "Wrap Text, Through" Then, right-click the graphic again and choose "Send to Back, Send Behind Text"
9. Select the graphic, Move the mouse to the green dot at the top of the graphic and rotate the graphic slightly to the right. Move the graphic to the top-right corner of the document and enlarge so that it looks similar to the document below:

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## MEMO

TO: All Staff  
FROM: Student Name  
DATE: Current Date



Congratulations to Maria, winner of our quarterly sales bonus! Maria has sold over 1,000 SuperWidgets this year!

Sales totals are as follows:

10. Press Cntrl-S to Save.
11. Windows-Tab back to Excel. Select the spreadsheet cells, range A1 through D9 (A1:D9). Copy (Cntrl-C) this range, then Windows-Tab back to Word and paste (Cntrl-V) immediately below the last line.
12. Select the entire table by clicking on the square in the top left corner as seen below:

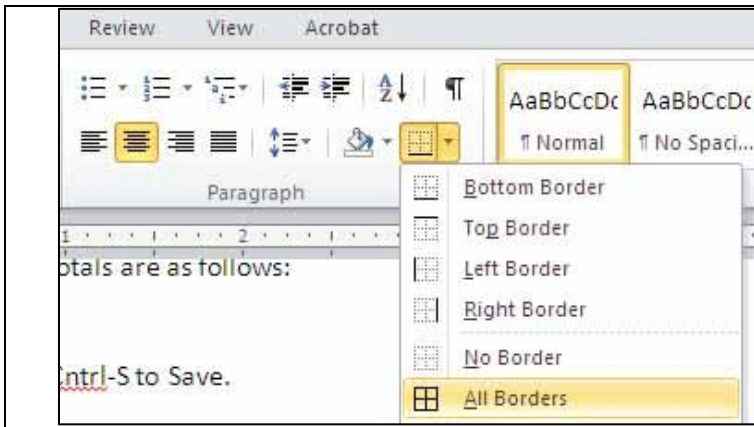


Monthly Sales Totals by Salesperson			
	Maria	John	Wallace
September	\$634.32	\$252.03	\$499.00
October	\$550.25	\$423.59	\$734.29
November	\$689.05	\$527.34	\$584.03
Totals	\$1,873.62	\$1,202.96	\$1,817.32
Previous Quarter Totals	\$1,352.32	\$1,509.31	\$1,004.26

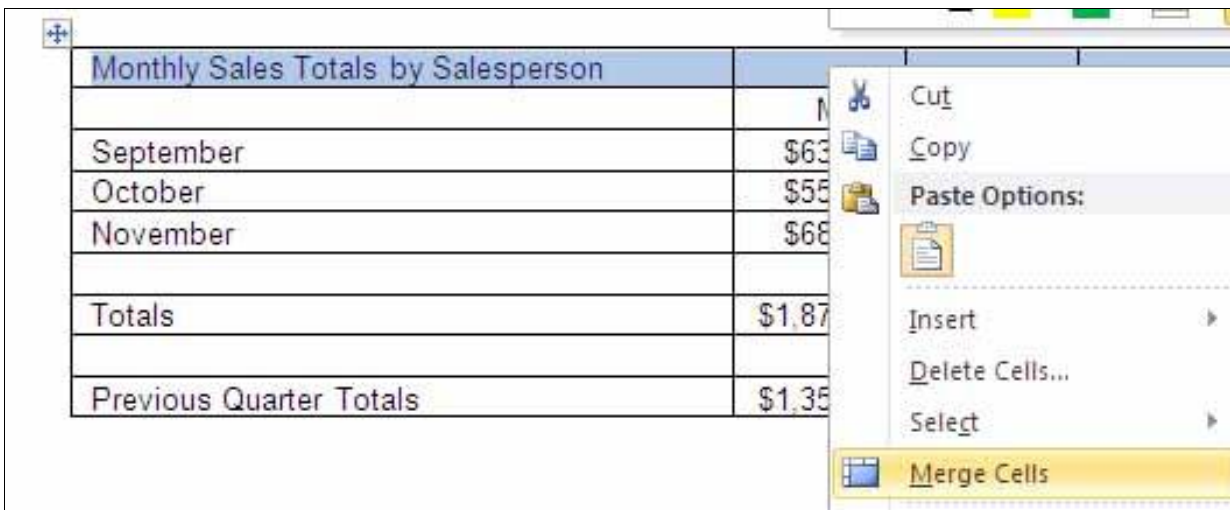
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13. While the table is selected, center the table, choose All Borders, and increase the font size to 14.



14. Select all cells in row 1, then right-click and choose Merge Cells.



15. Change the colors of the title, names of salespersons, and the months. Bold the title and totals.

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<b>Monthly Sales Totals by Salesperson</b>			
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<b>September</b>	\$634.32	\$252.03	\$499.00
<b>October</b>	\$550.25	\$423.59	\$734.29
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<b>Previous Quarter Totals</b>	<b>\$1,352.32</b>	<b>\$1,509.31</b>	<b>\$1,004.26</b>

16. Select the entire table again by clicking on the box on the top left corner of the table. Now, click on the Table Tools, Design Tab, and scroll down to choose "Colorful Shading – Accent 5" or choose a table design that compliments the colors you've chosen. Save (Cntrl-S) and pass off with your instructor.

