

**Due on Tuesday, February 17, 2004, 5:00 p.m.
No late assignments will be accepted!**

CGS1100, Spring 2004: Assignment 1

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Resources needed: MS Word 2000, Internet access, and a floppy disk

Task:

1. Download and save the files **input.doc**, **output.doc**, and **picture.jpg** from the course homepage <http://ruby.fgcu.edu/Courses/mhepp/crn10026.htm> (**press the right mouse button to save the files on your computer!**)
2. The file **input.doc** contains the raw text for a promotional mailing. The file **output.doc** contains a formatted version of this file. Open both and create a new blank file named **howto.doc**.
3. Format the file **input.doc** so that it exactly matches the layout of the given file **output.doc**. That means you shall make all necessary changes to margins, fonts, tabs, and insert the picture "**picture.jpg**". Use the file **howto.doc** to create a step-by-step description of the necessary changes and save all files.
4. The file **input.doc** should now look exactly like the file **output.doc** and the file **howto.doc** must contain a precise description of the necessary steps that transform the original file into the required format. Each step must name the menu option you chose, not just the type of action. Here is an example:
 - **CORRECT:** Menu "File" → "Page Setup" → "Paper Size" → Select "Legal"
 - **WRONG:** Change the paper size to "Legal".
 - **CORRECT:** Highlight the third paragraph, press the right mouse button, click on "Font"
 - **WRONG:** Change the font to "Arial".Work **thoroughly** and **VERIFY** your result! **Your step-by-step instructions must yield the given layout, otherwise you won't get credits for this part!**
5. The file **input.doc** should now look exactly like the file **output.doc**, and the file **howto.doc** must contain your step-by-step instructions. Verify that this is the case.
6. Now save the reformatted file **input.doc** (i.e. after having added all formatting etc.) to a **NEW** file named **inputmerge.doc** (use "Save as").
7. Use the mail merge functionality to create a form letter. Use the **inputmerge.doc** file as the basis for the form letter. Create a data source with the fields title, firstname, lastname, address1, city, state, and postal code. Save the data source in a new file named **addressdata.doc**.
8. Replace the title (Mr. / Mrs. / Ms.) and all capitalized text (FIRSTNAME, LASTNAME, etc.) in the file **inputmerge.doc** by the respective merge fields.
9. Enter your personal address and the addresses of five of your friends to the data source file using the "Add New" functionality. Use **YOUR** addresses – don't share this file with others in the class!
10. The main document and the data source are now ready to merge. Use the sort option (see "query options") to sort the output by ascending ZIP code. Choose the button "Merge" to complete the merge and merge **to a new document**. Save the resulting file using the filename **outputmerge.doc**. This file should now contain all six personalized letters.
11. Copy all of your files to a floppy disk (standard 3.5" PC-formatted, not Apple Mac!).
12. Check that the floppy disk contains the following files:
 - a) input.doc (**Your file**, not the original one!)
 - b) howto.doc
 - c) inputmerge.doc
 - d) addressdata.doc
 - e) outputmerge.doc
13. Put a label on the floppy disk and write "CGS1100", your name, your e-mail address, and your telephone number on it.
14. Bring this floppy disk to the next class. The assignment is due on February 17, 2004 at 5:00 p.m. (beginning! of class).

If you have any questions, please do not hesitate to ask. The earlier, the better ☺.