

WORD PROJECT
PROJET WORD

IT OFFICE SOFTWARE APPLICATIONS
TI-APPLICATION DE LOGICIELS BUREAUTIQUE
SECONDARY AND POST-SECONDARY
NIVEAU SECONDAIRE ET POSTSECONDAIRE

CONTINUOUS LEARNING



FORMATION CONTINUE

DIGITAL



COMPÉTENCES NUMÉRIQUES

DOCUMENT USE



UTILISATION DE DOCUMENTS

NUMERACY



CALCUL

ORAL COMMUNICATION



COMMUNICATION ORALE

READING TEXT



LECTURE

WORKING WITH OTHERS



TRAVAIL D'ÉQUIPE

WRITING



RÉDACTION

THINKING



CAPACITÉ DE RAISONNEMENT

General Instructions:

Your tasks in this portion of the competition are to provide business solutions for Canadian Coastal College.

If the task instructions do not specify a format, style or diagram, create/develop it using information from the **Style Guide** document.

This part of the test will be 3 hours. The tasks to be completed are listed in the table below with details provided on the following pages.

Files listed below are provided for your use in the **folder** called **Data Files**.

Provincial logo.png	Acceptance Letter.docx
TextForReport.docx	Merge database.accdb
ContactInformation.xlsx	Employee Data.xlsx
Enrollment.xlsx	Revenues.xlsx

Deliverables:

Create a folder called **##Word** and save all of your work in this folder.
Wherever you see ##, use your competition number as per style guide.

ID	Save as	Description
1.1	##CCCTheme ##CCCLetterhead ##CCCMailLetter	Create a theme using fonts and color scheme indicated in Style Guide. Create a letterhead and prepare a mail merge.
1.2	##CCCRReport	Create a report.
1.3	##ApplicationForm ##ApplicationTemplate ##CCCApplication	Create a template. Create a form.

Word Task 1.1	Create a letterhead and prepare a mail merge.
The data required can be found in the folder: Data Files	
Save as: ##CCCLetterhead, ##CCCMailLetter, ##Theme	

Before creating any documents, please create a theme by changing fonts and color scheme as indicated in Style Guide. Save the theme as ##CCCTheme. Use this theme on all documents.

You must create a letterhead, a main document, and prepare a mail merge for Canadian Coastal College. Use your theme to improve the appearance of your documents, in accordance with the Style Guide. Use single spacing and 0 points after the paragraph for your letter.

Note: To complete this task, you must use the existing data sources, without making any changes to them.

- Create letterhead for Canadian Coastal College. This letterhead must contain all pertinent information, including the provincial logo.
- Use your letterhead when creating the main document for your mail merge. The text to be included in the letter can be found in the “Acceptance Letter” file.
- The acceptance letter will be sent to Canadian Coastal College students who have been accepted for admission. You can find the necessary mailing information in the **Merge database** in the table called **WaitList**. Edit your main document so that:
 - The acceptance letters will be sent only to students who are from Fredericton, New Brunswick.
 - The letters will be automatically sorted in alphabetical order by city, last name, first name.
 - The address of each addressee must appear in the required location in the document.
 - Ensure courtesy titles are used in appropriate places.
 - Insert the appropriate field codes in the letter as indicated.
 - Use field codes instead of the address block and greeting.
 - Remove any unnecessary spaces.

- The day's date must be inserted in the required location in the document. This date must update automatically.
- When preparing the mail merge, create a conditional statement where indicated. If the student will be attending Legal Administrator program, add the following paragraph.
"You must submit a clear Certificate of Conduct, including the Vulnerable Sector check from the Royal Canadian Mounted Police (RCMP)."
- Insert the Excel spreadsheet called "Contactinformation" where indicated in the letter. Organize your document so that the table can be updated automatically if it is changed in the original workbook.
- Ensure the mail merge will produce the information letters as requested and make sure your main document is properly saved. It will be tested to determine if it produces the required results.

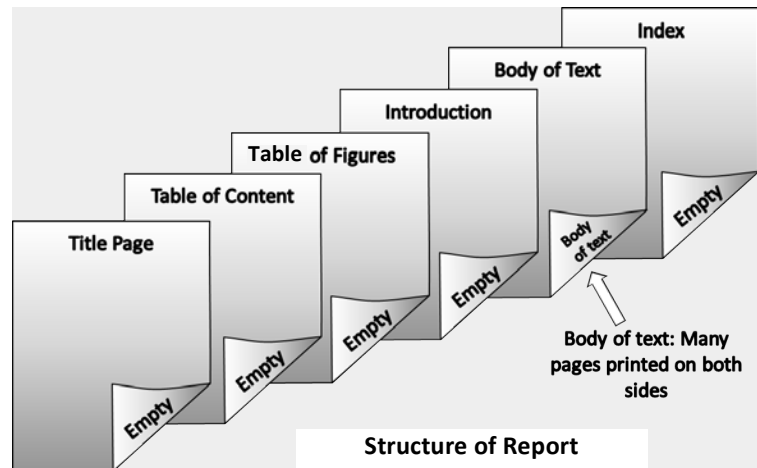
Word Task 1.2	Create a report.
The data required can be found in the folder: Data Files	
Save as: ##CCCReport	

Canadian Coastal College is asking you to produce a report that can be used to promote its college. The text that is to be included in the report is found in the file

TextForReport.docx. Your report must comply with the following requirements of Canadian Coastal College.

Your report should contain in order:

- A title page
- A table of contents
- A table of figures
- The introduction
- The body of the text (starts “Who We Are. . .”)
- An index



This report needs to be constructed in such a way that it can be printed back-to-back. The title page, table of contents, table of figures, introduction and index must begin on an uneven numbered page. The part containing the body of the text must also begin on an uneven page and continue on even and uneven pages.

The document’s margins are 3 cm (1.18 inch) all around (left, right, top and bottom) and 1.14 cm (.45 inch) for footers.

Formatting for the entire report must be applied using styles so that it will be easy for Canadian Coastal College to make changes.

Table of Contents
Table of Figures
Introduction
Who We Are...
Values
Preparing You for the Future
Mobile Technology
Innovations in Healthcare
Energy Efficiency Technology
Advanced Welding Technology
Innovations in Teaching, Learning and Services for Students
Message from the Office of Applied Research & Innovation (ARI)
Index

Hierarchy of Report

The base font for your report will be Canadian Coastal College base font. The text will have full justification with 1.5 line spacing and spacing of 12 pts after each paragraph. Indent first line of paragraphs by 1.27 cm (.5 inch).

Your report will have two heading levels. Make sure that headings are never separated from the text that follows by a page change. Follow the Style Guide heading fonts for these two heading levels, except that the font sizes are to be 14, 12 for level 1 heading and level 2 heading respectively.

All headings will be single spaced. The spacing before each heading paragraph will be 14 and 12 for level 1 heading and level 2 heading respectively. The spacing after each heading paragraph will be 12 and 9 for level 1 heading and level 2 heading respectively.

The title page should include the title “Get to Know Our College”, the name of the college’s president (John Smith), today’s date, and the provincial logo.

Your provincial abbreviation must appear on all pages, in the top right of each uneven page and the top left of each even page. Insert a border below your provincial abbreviation, margin to margin.

The pages of the table of contents, table of figures and introduction must be numbered in the bottom centre, using the following style: - i -, - ii -, etc. Insert a border above your page number, margin to margin, on all pages. The title page will be considered the first page.

Restart the page numbering with Arabic numbers. The first page of the body of the text (this part begins with “Who We Are”) should not be numbered but all subsequent pages in this part should display the page number in the bottom right for uneven pages and the bottom left for even pages. The page number must be followed by the total number of pages in the body of the text, using the following format: Page X of Y, where X represents the page number and Y represents the number of pages in the body of the text (e.g.: Page 2 of 6). Insert a border above the page number, margin to margin, on all pages.

The Index page will not be numbered.

Three figures must be inserted in the report where indicated. Each figure must have a caption. The figures regarding annual enrollment and revenues must be paste linked. The figure regarding employee data can be inserted as an image. These figures are found in Data File folder. Size the figures appropriately.

There are six goals outlining the strategic plan. Insert a bullet before each goal. The information is found under Message from the Office of Applied Research & Innovation (ARI). The bullets are to be aligned with the left paragraph and the text of the item is to be aligned at 0.5 cm (0.2”).

All bulleted items should be single spaced unless they contain run over lines.

There are five values. Arrange them appropriately.

Build a table of contents. It must include all titles, except the “Table of Contents” and the “Index” title. Page numbers are to be preceded by dot leaders. The font used for the elements in your table of contents must be the same as the base font for the report and have the same line spacing. The different title levels must be evident in the table of contents.

Build a table of figures containing the complete legend for all figures and the page number on which these figures are found. Your list of figures must have the same formatting as your table of contents.

Build an index. It is to contain Values, Healthcare, and Innovations. Your index must have the same formatting as the table of contents. Do not include index terms found in the table of contents.

Finalize the layout of your document by proofreading, checking text flow, and page endings.

Word Task 1.3	Create a form
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Save as: ##Application Template, ##CCC Application

Canadian Coastal College would like you to produce an application form (as shown on the next few pages) that can be used electronically. Save the form as a template and use the table features to create the columns and rows. Size individual column widths to fit information. Apply border and shading formatting as shown in the example. Use colors and themes as indicated in the Style Guide. Font sizes may have to be adjusted to fit the contents to two pages.

- Insert checkboxes where indicated
- Insert a Plain Text Content Control where indicated [Click here to enter text.](#)
- Insert Drop Down List Content Control where indicated [Choose an item.](#)
Example: Under Gender, choose item Male or Female
- Insert date picker when asked for a date [Click here to enter a date.](#)
- Use descriptive titles over each control
Example: Health Care Card
“Key number on Health Card”
- Set tabs within check boxes for Day — Evening — Distributed Learning to align text evenly

Protect the template and only allow filling in the form. Do not set a password.

Save the document as a template with the file name ##ApplicationTemplate and then close it.

Create a form document from the ##ApplicationTemplate template to make sure it works correctly. Complete the form by filling in the information (the information maybe false). Save the completed application as ##ApplicationComplete.

APPLICATION FOR ADMISSION

Students may apply for admissions to Canadian Coastal College using this online form. Your application for admission will be complete and ready for review when the following items have been received:

1. **Fully completed application form**
2. **Any previous post-secondary transcripts**
3. **Official High School Transcript or high school equivalency marks**
4. **A non-refundable application processing fee (\$30 Canadian citizens. Cheques or money order must be made payable to Canadian Coastal College.**

APPLICATION FORM SHOULD BE FORWARDED TO THE CAMPUS WHERE THE PROGRAM IS OFFERED. REFER TO THE COLLEGE WEBSITE (WWW.CCC.NB.CA) FOR PROGRAMS OFFERED AT EACH CAMPUS.

- | | |
|--|---|
| <input type="checkbox"/> Moncton Campus
666 Mountain Road
Moncton, NB E2C 2L4 | <input type="checkbox"/> Miramichi Campus
457 Blake Place
Miramichi, NB E3R 5T7 |
| <input type="checkbox"/> Saint John Campus
55 Grandview Avenue
Saint John, NB E2L 3V1 | <input type="checkbox"/> Sackville Campus
201 Main Street
Sackville, NB E6T 6B7 |
| <input type="checkbox"/> Fredericton Campus
15 York Street
Fredericton, NB E2H 5T6 | <input type="checkbox"/> Woodstock Campus
80 Havelock Road
Woodstock, NB E4L 5T1 |

TOLL FREE: 1-888-255-6444

In signing this application, I agree to be bound by the policies, rules and regulations set forth by Canadian Coastal College.

Program Applied			
Program for which you are applying: Click here to enter text.		Campus: Click here to enter text.	
<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Distributed Learning			
If applying for individual courses as a part time student, indicate the courses below:			
Click here to enter text.	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning
Click here to enter text.	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning
Click here to enter text.	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning
Personal Information			
Last Name: Click here to enter text.	First Name: Click here to enter text.	Middle Initial: Click here to enter text.	
Previous Last Name: Click here to enter text.			
Home Address: Click here to enter text.	City: Click here to enter text.	Province: Click here to enter text.	Postal Code: Click here to enter text.
Home Phone: Click here to enter text.	Cell Phone: Click here to enter text.	Email: Click here to enter text.	
Age: Click here to enter text.	Date of Birth: Click here to enter a date.		
Citizenship: Choose an item.			
Gender: Choose an item.			
Out of Province/International		Health Card Number:	

Student: Choose an item.		Click here to enter text.	
IMPORTANT: Please indicate Student ID if you have previously attended CCC: Click here to enter text.			
EMERGENCY CONTACT: (In the event of an emergency this is the person you give CCC permission to contact):			
Parent/Guardian:	Mother: Click here to enter text.	Father: Click here to enter text.	Legal Guardian: Click here to enter text.
Address if different from yours: Click here to enter text.			
Telephone Number: Click here to enter text.		Cell Phone Number: Click here to enter text.	
Educational Information			
Have you ever attended a public college or university in New Brunswick: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please list the program, institute, city and date last attended			
Program	Post-Secondary Institution	City	Date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Additional education from other institutions:			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Special Requirements			
CCC supports students with disabilities. Are you an applicant with a documented disability? Yes <input type="checkbox"/> No <input type="checkbox"/>			
I DECLARE THAT I HAVE COMPLETED THIS APPLICATION ACCURATELY TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
Signature of Applicant		Date Click here to enter a date.	