***Directions***

Use Word to complete the project below. Carefully follow all directions and check your results.

The owner of Oceannas Tours has asked you to include a table of tour prices in the brochure you are preparing. You will first check spelling and use the thesaurus, and edit the document. Then you will add the table to your document, using the data she supplies, and print the final brochure.

**Create and Edit a New Document**

1. Start Word, if necessary.
2. Create the document shown in Illustration A on the next page, including all circled errors. (Allow Word to automatically correct errors, where applicable.) Be sure to press Enter to insert extra blank lines as is needed, but you don’t have to be precise.
3. Save the file as **W2A\_studentfirstname\_stdentlastname**.
4. Spell check the document.
5. Use the Thesaurus to find an appropriate replacement from the word *renowned*.
6. Move the word *companionship* after *savings* and punctuate correctly.

**Insert and Format a Table**

1. Click to position the insertion point under the heading Tour Prices, and insert a table with four columns and four rows.
2. Enter the data into the table as show below.
3. Select the table, and apply the desired table style from the gallery in the Table Styles group of the Table Tools Design tab. Make sure that the Header Row, First Column, and Banded Rows check boxes are checked in the Table Style Options group when you apply the desired style.
4. Click to position the insertion point after the words Pacific Northwest Plus and press Enter. Type **With airfare**. Press Enter two times again and type **Without airfare**.

**Modify Table Structure and Use Formulas**

1. Split the cells in row 4, columns 2, 3, and 4 into two rows.
2. Add the following data in the new cells to the right of the words Without airfare:
Column 2 - **$1,180**
Column3 - **$685** (Leave the last cell blank.)
3. Use the formulas to calculate the total cost for each tour in column 4. Use the currency number format.
4. Insert a new row across the bottom of the table.
5. Merge the cells in the new last row.
6. Insert this text in the new row: **\*Tour prices include airfare for Hawaii and Alaska.**
7. Select the entire table and center the text vertically.
8. Increase the font size for the first row to 14 pts.
9. Right-align the numbers in columns 2, 3, and 4.
10. Save the changes.
11. Put your name & date in the header.
12. Print the document and close your file.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tour Price | Meals | Total |
| Hawaii | $2,150 | $780 |  |
| Alaska | $3,500 | $750 |  |
| Pacific Northwest Plus | $1,800 | $685 |  |

***Illustration A***

Arial Black, centered, single line spacing with 0 points after paragraphs.

Oceannas Tours

28 pt., blue

422 Rainbow Drive

16 pt., light blue

Clearwater, FL 34618

888-555-5867

14 pt.

Oceannas Tours is reknowned for its attention to detail. Our highest priority is to ensure that you have an experience that is exciting, fun, educational, and memorable. You’ll endjoy the companionship, savings, and conveneince of group travel and still feel as though you are traveling “on your own.” Join us, won’t you?

18 Pt., Arial Black, italics, center

*Tour Prices*

Insert table here

call today! 888-555-5867

28 pt., script or decorative font, bold, center