



Course: _____

Section: _____

Name: _____

Student#: _____

Date: _____

Bob's CampSites Formatting Exercise

1. Retrieve the file **Bob's CampSites Data**.
2. Save it to your folder with an appropriate name. Save the file frequently as you work through this exercise.
3. Ensure the Show/Hide is on.
4. Set the margins as follows:
Top: 1.5" Left: 1.5" Right: 1" Bottom: 1"
5. On the title page, reformat (do not retype) the text *An overview of the best place to camp* to all capitals. Make it bold, italic, and blue.
6. On the title page, add your name to the line Edited By: at the beginning of the document.
7. Use the Go To command to navigate to page 3.
8. On the title page, insert the date. Use the format Wednesday, March 26, 2008. Make the date update automatically.
9. Put a paragraph border around the title, BOB'S CAMPSITES.
10. The section entitled INTRODUCTION is at the end of the document. This section should be the first section, ahead of EXECUTIVE SUMMARY. Move the INTRODUCTION to its proper location.
11. In the first paragraph of the INTRODUCTION, set the pagination option to Keep Lines Together. Adjust the line spacing to 1.5.
12. Add the following text as a new paragraph at the end of the INTRODUCTION:
The BC Campgrounds Satisfaction Survey program is one of several interrelated tools which can guide decision-making. Another tool referenced in this report is the BC Campgrounds "Householder Survey," through which persons living in British Columbia express opinions about the management of parks, benefits of parks and future priorities.
13. In the first paragraph of the INTRODUCTION, add a footnote after 1985 in the sentence "Provincial park campers and day-users have been surveyed every year since 1985..." The

27. Under the heading CAMPGROUNDS, after the sentence *The 1995 results are based on surveys conducted in 37 parks (in order of importance to campers)*, insert the following table:

BOB'S CAMPSITES			
MANAGEMENT ITEM	MS	1994_{fiscal}	1995_{fiscal}
Cleanliness of restrooms	78%	72%	76%
Control of noise	70%	66%	69%
Recreational things to do	54%	<i>Data not available</i>	
Availability of firewood	85%	83%	83%
Condition of facilities	85%	74%	78%
Checked by:	Date:	Office ²⁰⁶ Use Only	
		© Bob's CampSites	

28. Delete the row Control of noise from the above table.
29. Insert Page Breaks so that each major heading begins on a new page
30. At the end of the title page, before the text (Table of Contents goes here), insert a next page section break. Add a 2 ¼ pt blue box border around the title page.
31. Insert a Table of Contents with the Formal format where indicated.
32. Insert a next page section break after the Table of Contents.
33. At the beginning of the document, insert a WordArt object using WordArt style 16 which reads Bob's CampSites. Set the wrapping style to In Front of Text, and position it on an angle on the right hand side of the page.
34. Spell check the first 2 pages of this document.
35. Make any other formatting or editing changes you feel are appropriate.
36. Update the Table of Contents.
37. Submit this file to your instructor's ~inbox.