



Schedule for Pinnacle Hiking Club

The Pinnacle Hiking Club in North Vancouver, British Columbia, provides its members with walking and hiking tours in three categories: Strolls, Day Hikes, and Backcountry Adventures. Club members are busy people who want an easy-to-read schedule that shows the monthly tours. As the office manager, you need to create the schedule for August. You will **Create Tables**, **Merge Cells and Add Shading**, and **Add and Modify a Graphic**. The completed schedule appears in Figure A-6 on page 7.

Activity:

Create Tables

You need to set up the document in landscape format so that the completed schedule is 9" wide. Then you need to create a small table for the legend and a large table with 7 columns and 15 rows.

Trouble

This unit assumes Show/Hide ¶ is on. Click the Show/Hide ¶ button in the Paragraph group.

Trouble

If Tahoma is not available, select Arial.

Steps:

1. Open a blank document in Word, click the **Page Layout** tab, click the **Orientation** button in the Page Setup group, click **Landscape**, click the **Margins** button in the Page Setup group, click **Custom Margins**, set a top margin of .8, then set a bottom margin of .5 as shown in Figure A-1
2. Click **OK**, save the document as **Pinnacle Hiking Club Schedule** in the location where you store your Data Files, click the **View** tab, then click the **Page Width** button in the Zoom group
3. Click the **Home** tab, click the **Font** list arrow **Calibri (Body)** in the Font group, scroll to and click **Tahoma**, type **Pinnacle Hiking Club August Trip Schedule**, then press [Enter] twice
All the text you enter for the schedule will be formatted in the Tahoma font.
4. Click the **Insert** tab, click the **Table** button in the Tables group, drag to create a table that is 2 columns wide and 3 rows high, then enter text as shown in Figure A-2
5. Click cell 1 (which contains "Stroll"), click the **Table Tools Layout** tab, click **Properties** in the Table group, click the **Column** tab, select the contents of the Preferred width text box, type 2, click **Next Column**, select the contents of the Preferred width text box for column 2, then type .6
In the Table Properties dialog box, you can make changes to all components of a table including rows, columns, cells, and the table itself.
6. Click the **Table** tab in the Table Properties dialog box, click the **Right alignment** symbol in the Alignment section, then click **OK**
The width of the two columns is modified, and the entire table is right aligned.
7. Click the **Select** button in the Table group, click **Select Table**, click the **Table Tools Design** tab, click the **Borders** list arrow in the Table Styles group, click **No Border**, then press [→] once
The table borders are removed.
8. Press [Enter] once, click the **Insert** tab, click the **Table** button in the Tables group, click **Insert Table**, type 7 for the number of columns, press [Tab], type 15 for the number of rows, then click **OK**
9. Enter the text for row 1 of the new table as shown in Figure A-3, then save the document

Trouble

If your legend table does not have light blue gridlines, click in the table, then click the **View Gridlines** button in the Table group.

FIGURE A-1: Page Setup dialog box

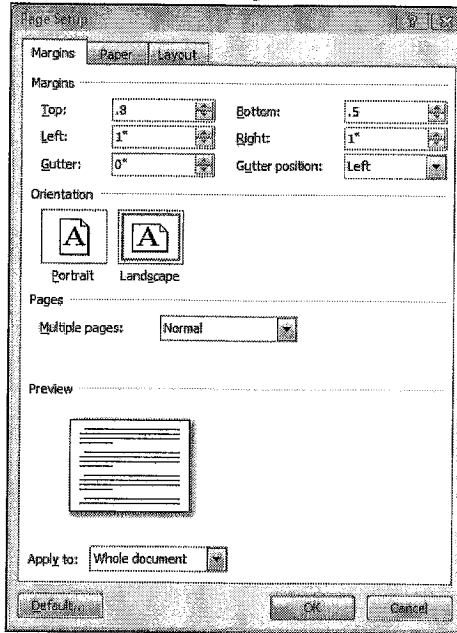


FIGURE A-2: Text for the legend

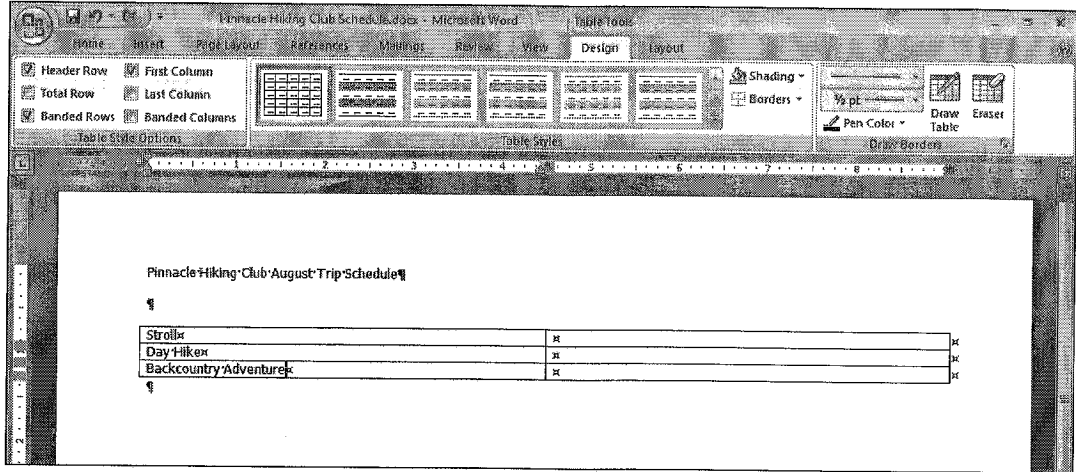
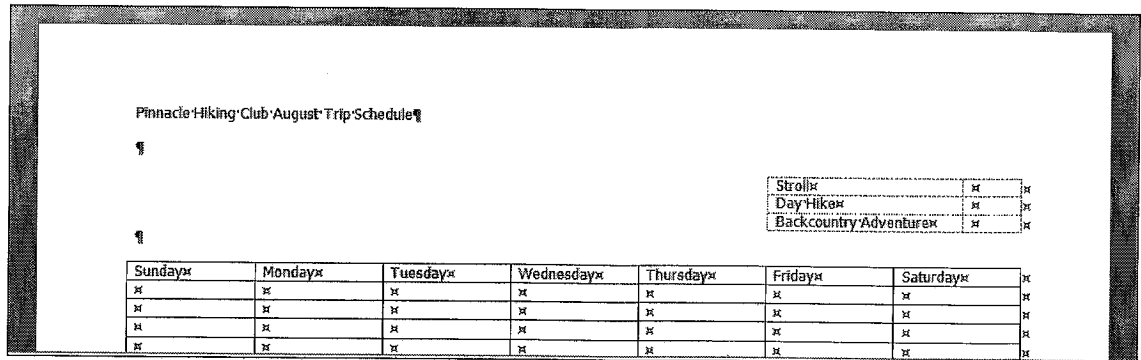


FIGURE A-3: Text for row 1







Activity:

Merge Cells and Add Shading

In the completed schedule, two or more cells are merged so that the text for the Backcountry Adventure tours—each of which lasts for more than one day—spans the merged cells. In addition, different levels of shading indicate the different trip categories. You need to enter text into the schedule and then use the Table Tools Design and Layout tabs and the Mini toolbar so you can quickly merge selected cells and add shading where required.

Steps:

1. Click the cell below Tuesday, type 1, press [Tab], type 2, press [Tab], then continue to enter the date for each day in the first week of August (ending with a 5 for Saturday)
2. Select cells 1 to 4 at the beginning of the next row (Sunday to Wednesday), click the **Table Tools Layout** tab, then click **Merge Cells** in the Merge group to merge the four cells as shown in Figure A-4
3. Type **Skyline Trail to Manning Park**, press [Tab] two times, type **Deep Cove** for Friday, press [Tab], then type **Helm Lake** for Saturday
You've entered three of the hikes being held during the first week in August.
4. Refer to Figure A-5 to enter the remaining text for the table and merge cells where needed
At this point, just enter the text and merge cells. You will add shading in later steps.
5. Click to the left of row 1 (contains the days of the week) to select the entire row, click the **Table Tools Design** tab, click the **Shading** list arrow in the Table Styles group, click **Olive Green, Accent 3, Darker 50%**, right-click the selected cells, click the **Font Color** list arrow  on the Mini toolbar, then click the **White, Background 1**
6. Click the cell to the right of the Stroll cell in the legend table, click the **Shading** button  to fill the cell with dark olive green, click the cell to the right of the Day Hike cell, click the **Shading** list arrow, click the **Olive Green, Accent 3, Lighter 40%**, click the cell to the right of the Backcountry Adventure cell, click the **Shading** list arrow, then click the **Olive Green, Accent 3, Lighter 80%**
7. Format the text in column 1 of the legend table with **Bold**, then change the alignment to **Right**
8. Place the pointer over the left side of the cell containing Deep Cove in row 3 so that the pointer becomes , click once, press and hold [Ctrl], select only the cells that are filled with dark olive green in Figure A-5, click the **Table Tools Design** tab, click the **Shading** list arrow, click **Olive Green, Accent 3, Darker 50%**, right-click any selected cell, then click the **Font Color** button  on the Mini toolbar
9. Refer to Figure A-5 to fill all the cells containing Day Hikes (Helm Lake, Black Mountain, and so on) with **Olive Green, Accent 3, Lighter 40%** and all the cells containing Backcountry Adventure hikes with **Olive Green, Accent 3, Lighter 80%**, then save the document

Remember you can save time by using [Ctrl] to select multiple cells at once.



Hint

Make sure you include the date for each day and all the hikes.

FIGURE A-4: Merging cells

Pinnacle Hiking Club August Trip Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5

Stroll
 Day Hike
 Backcountry Adventure

FIGURE A-5: Text for Pinnacle Hiking Club schedule

Pinnacle Hiking Club August Trip Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Skyline Trail to Manning Park					Deep Cove	Helm Lake
6	7	Capilano Canyon	8	9	Black Tusk	11
		Panorama Ridge				Black Mountain
13	14	Diamond Head	15	16	Mount Seymour	Seymour Creek
Maplewood Flats		Garibaldi Mountain			17	18
20	21		West Lion	Ambleside Beach	Crown Mountain	25
Singing Pass to Whistler Mountain			22	23	24	26
Goat Mountain	Howe Sound Crest Trails				Shannon Falls	
27	28	29	30	31	Sept. 1	Sept. 2
Rainbow Lake	Mannicham Lakes	Golden Ears Provincial Park				




Stroll
 Day Hike
 Backcountry Adventure

Activity:

Add and Modify a Graphic

After adjusting row heights and text alignment, you enhance the completed schedule with a clip-art picture that you will modify. In the original clip art, the image of the hiker faces to the left. You need to “flip” the image so that it faces right. Finally, you need to enter the address of the club at the bottom of the page. The completed schedule is shown in Figure A-6.

Steps:

1. Click to the left of row 1 of the schedule table to select it, press and hold [Ctrl], select *only* the rows containing hikes (*not* the rows containing the dates), click the **Table Tools Layout** tab, click **Properties** in the Table group, click the **Row** tab if necessary, click the **Specify height** check box, press [Tab], type .4, then click **OK**
2. Click anywhere in the table, click **Select** in the Table group, click **Select Table**, click the **Align Center** button  in the Alignment group, click the **Home** tab, then click the **Bold** button  in the Font group
3. Press [Ctrl][Home] to move the insertion point to the top of the document, select **Pinnacle Hiking Club August Trip Schedule**, then format it with **22 pt, Bold, Italic, and Right alignment**
4. Click the **Page Layout** tab, change the After Spacing to **0 pt**, then click to the left of the title to deselect it
5. Click the **Insert** tab, click the **Clip Art** button in the Illustrations group, select the contents of the Search for text box in the Clip Art task pane, type **hiker**, click **Go**, then scroll down to find the clip-art picture shown in Figure A-6 (except the hiker will face in the opposite direction)
6. Click the picture to place it in your document, close the Clip Art task pane, click **Position** in the Arrange group, then select **Position in Top Left with Square Text Wrapping**
7. Click the **Rotate** button  in the Arrange group, click **Flip Horizontal**, select the contents of the Shape Height text box in the Size group, type **1.6**, then press [Enter]
8. Press [Ctrl][End] to move to the bottom of the document, click the **Page Layout** tab, change the Before spacing to **12 pt**, change the After spacing to **0 pt**, then type, format, and center the contact information as shown in Figure A-6
9. If necessary, adjust the position of the hiker and remove the blank line after the title so the document fits the page as shown in Figure A-6, save the document, print a copy, then close the document



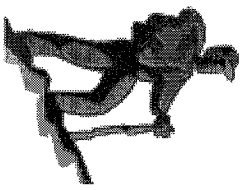
Trouble

If you don't see any search results, make sure your computer is connected to the Internet, and that All collections is selected under Search in.



Hint

For additional practice with the skills presented in this project, complete Independent Challenge 1.



Pinnacle Hiking Club August Trip Schedule

Stroll
Day Hike
Backcountry Adventure

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Skyline Trail to Manning Park					
		1 Caplano Canyon	2	3	4 Deep Cove Black Tusk	5 Helm Lake
6	7	8	9	10	11	12 Black Mountain
			Panorama Ridge			
Chesquamus Lake	14	15 Diamond Head	16	17 Mount Seymour	18 Seymour Creek	19 Grouse Mountain
Maplewood Flats			Garibaldi Mountain			
20	21	22	23 West Lion	24 Ambleside Beach	25 Crown Mountain	26 Lynn Canyon
		Singing Pass to Whistler Mountain				
Goat Mountain		Howe Sound Crest Trail			Shannon Falls	
27	28	29	30	31	Sept. 1	Sept. 2
Rainbow Lake	Marmquam Lake		Golden Ears Provincial Park			

Your Name, *Pinnacle Hiking Club*, 1090 Mountain Road, North Vancouver, BC V7H 1A9; Phone: (604) 555-3344

FIGURE A-6: Completed Pinnacle Hiking Club schedule