Runners at Heart

A local cross-country team, Runners at Heart, is comprised of people who are recovering from a heart ailment or who support the cause of fitness for former heart patients. A half marathon is coming up in five months, and the Runners at Heart cross-country team wants to be prepared. A half marathon is a run/walk of 13.1 miles. You and others have researched tips on preparing for a half marathon and compiled a brief guide. You have begun a document containing a few of those tips, and have collected ideas from other club members as well. You finalize the document and make it available in plenty of time for the runners to prepare.

1. Open w01m1Running and save it as w01m1Running_LastFirst.
2. Move to the end of the document and press Enter. Insert text from w01m1Guide.
3. Display nonprinting characters if they are not already shown. View each page of the document and note that the first page ends awkwardly, with a single heading at the bottom. Insert a page break before the What to Wear heading.
4. Correct any headings that are not capitalized appropriately. Headings should be changed to Choose a Plan, Run Quality Miles, Cross-train, Prepare Mentally, Train with Others, Do Your Research, Rest, and What to Wear.
5. Insert a hard return before each heading except What To Wear (beginning with Choose a Plan and ending with Rest) to increase the space between them.
6. Remove the page break before the What to Wear heading.
7. View the document and insert a page break, wherever a heading stands alone.
8. Identify synonyms for the word regimen in the Choose a Plan section. Insert the word schedule. Close the Thesaurus pane. Check for spelling and word usage errors, correcting any that are identified. The brand of clothing is correctly spelled Dri-Fit. Proofread the document carefully to identify any errors that Word might have missed. Review the word resistance in the Cross-train section using the Smart Lookup tool. Close the Insights pane.
9. Insert a page number footer as a Plain Number in the current position (on the left side of the footer). As a header, include the file name as a field.
10. Select the hyphen between the words long and distance in the paragraph following Training Tips for a Half Marathon. Insert a Nontbreaking Hyphen. Insert a trademark symbol immediately after the words Nike Dri-Fit (before the period) in the What to Wear section.
11. Add a horizontal draft watermark. The watermark should be clearly visible (not semitransparent), and colored Dark Blue.
12. Change the page orientation to Landscape. Preview the document to determine if the orientation is appropriate. Delete the page break before the Do Your Research heading. Remove one of the blank paragraphs before the Do Your Research heading. Change the zoom to 100%. Save the document.
13. Access Advanced Properties and replace the current author with your first and last names. In the Comments section, type Tips for a Half Marathon. Remove any information in the Company box.
14. Preview the document. Print the document properties if approved by your instructor.
15. Save and close the file. Based on your instructor’s directions, submit w01m1Running_LastFirst.

Backyard Bonanza

With a degree in horticulture, you have recently been employed to work with Backyard Bonanza, a local outdoor living business specializing in garden gifts, statuary, outdoor fireplaces, landscaping materials, and pavers. The first Friday of each month, Backyard Bonanza participates in a downtown event in which vendors, artists, and musicians set up areas to perform or display products. To encourage those passing by to visit the store, you prepare a document describing a few do-it-yourself backyard projects—all of which can be completed with the help of products sold at Backyard