l. Shade the first row with Orange, Accent 2, Lighter 60% (row 3, column 6 under Theme Colors).

m. Add a new blank row at the end of the table and type Average in the first cell of the new row. Enter a formula in the last cell of the new row to average all entries in the column above. You do not need to select a number format.

n. Align both tables horizontally in the center of the page. Check for spelling and grammatical errors. All names in both tables are correct.

o. Change the receiving yards for Calvin Spraggins to 1451. Update the average to reflect the change.

p. Use Border Painter to sample the double-line border that divides the first and second rows of the first table (Offensive Statistics) and paint it on the border dividing the first and second rows in the second table.

q. Add a caption below the bottom of the first table with the following text: **Figure 1: Midwest Athletic Conference Offensive Statistics.** Add a caption below the bottom of the second table that reads **Figure 2: Total Receiving Yards.** Modify the Caption style to include a font color of Orange, Accent 2, Darker 50%. Caption style font should be bold (not italicized) and centered. Save the document.

r. Begin a step-by-step mail merge. The document type is Letters and you will use the current document. Recipients are located in Sheet1 of w03m1Universities.

s. Sort the data source by University in ascending order. Merge the University field with the source document so that the university name displays after the text Draft Prepared for: on page 1.

t. Save the merged document as w03m1FootballMerge_LastFirst and close the file. Save and close w03m1Football_LastFirst. Based on your instructor’s directions, submit w03m1FootballMerge_LastFirst.

2 Travel

You work with an accounting firm that employs a large number of private consultants, specializing in auditing. Those consultants often must travel and occasionally are due reimbursements for travel costs. You are assisting in the design of a travel reimbursement form and are considering using Word for that task. You know that Word’s table features, including the use of formulas, might simplify the task of generating a form to summarize reimbursements that are due. In this exercise, you develop a professional-looking reimbursement form and use formulas to calculate totals within the table. You also create a mail merge document generating a memo to accounting firm partners seeking approval of the form design.

a. Begin a blank document and save it as w03m2Form_LastFirst. Show nonprinting characters if they are not already displayed. Change the font to Garamond 18-pt with Bold format. Type **Travel Reimbursement Form.** Press Enter twice. Change the font size to 12.

b. Insert a 2 x 4 table. Complete the table as follows:

<table>
<thead>
<tr>
<th>Consultant/Employee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account #</td>
<td></td>
</tr>
<tr>
<td>Job #</td>
<td></td>
</tr>
</tbody>
</table>


c. Delete the fourth row of the table. Change the orientation to landscape. Change the column width of the first column to 2.7". Change the width of the second column to 5.5". Change the height of all rows to 0.5".

d. Ensure that all text in the first column is Bold and change the font size to 14. Change the alignment of all text in the first column to **Align Center Left.**