e. Select the table. Change the Pen Color to Gold, Accent 4, Darker 25%. Change the Line Style to the first double line shown. Line weight should be ½ pt. Apply the selected settings to all inside gridlines.

f. Change the Pen Color to Gold, Accent 4, Darker 50%. Change the Line Style to the ninth line style shown (a thick top border and a thinner bottom). Apply the border setting to all outside borders.

g. Select the first column and change the shading to Gold, Accent 4, Lighter 60%. Move to the end of the document. Press Enter.

h. Insert a 5 × 5 table. Complete the first row of the table as follows, allowing text wrapping to occur within cells:

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure Address</th>
<th>Arrival Address</th>
<th>Airfare (if applicable)</th>
<th>Taxi/Transport (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. 1/15/2017</td>
<td>601 Walnut St., Amherst NJ</td>
<td>1132 Anderson Ct., Lexington KY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i. Select the second row and change the font color to red. Complete the row as follows, allowing text wrapping to occur within cells. Do not press Enter in any cell.

| 5/16/2017 | 2795 Hwy. 55, Birmingham AL | 1801 Arlington St., Boston MA | 452.97 | 69.00 | 352.77 |

j. AutoFit the table contents. Change the column width of the last column to 1.5". Add a column after the last column. Type Hotel (if applicable) in the first cell of the new column.

k. Add two blank rows at the end of the table. Type Total in the first cell on the last row. Include a formula in the fourth, fifth, and sixth cells on the last row to sum the contents of each respective column. Format each total as Currency. Because there are no amounts in the monetary columns, each total will display 0.

l. Apply the table style Grid Table 1 Light - Accent 4 to the table (row 1, column 5 under Grid Tables). Select row 1 and change the shading to Gold, Accent 4, Lighter 60%. Center align all entries in row 1. Deselect the First Column option (on the Table Tools Design tab) to toggle bold formatting in the first column.

m. Complete row 3 of the table as follows:

| 5/16/2017 | 2795 Hwy. 55, Birmingham AL | 1801 Arlington St., Boston MA | 452.97 | 69.00 | 352.77 |

n. Update each value in the last row to show the current sum. Add another row of fictional travel information in row 4 and update the totals row. The data you enter can be for any destination with a reasonable cost. Update the totals row.

o. Apply a diagonal Draft watermark to the page containing the two tables. Insert a blank page at the beginning of the document and move to the top of the new page. Insert text from w03m2Memo. Double-click in the header area and select Different First Page to remove the watermark from the first page.

p. Select the second table on page 2 and distribute the rows.

q. Type your first and last names after the word From on the first page. Your name should not be bold. Include the current date on the appropriate line. The date should not be bold.

r. Check spelling and correct any mistakes. Begin a step-by-step mail merge process and ensure that Letters is selected. You should use the current document. Use an existing list for recipients. Browse the location of your student data files for w03m2Partners. Include all source records from Sheet1, but sort the results in ascending order by LastName.

s. Merge fields so that each recipient's first name and last name is shown as the recipient. The first and last names should not be bold. Complete the merge, editing individual letters to merge all.

t. Save the merged document as w03m2FormMerge_LastFirst and close the file. Save and close w03m2Form_LastFirst. Based on your instructor's directions, submit w03m2FormMerge_LastFirst.