

In Class Practive Quiz 2 :Boulder Game Studio

MS OFFICE INTREGRATION COLLABORATING ON A MEMO WITH CHARTS

GETTING STARTED

- Open the file **Word_Integration_activity.docx**, available for download from the course website.
- Save the file as **YOUR_LAST_NAME_Word_Integration_activity.docx**,
- To complete this activity you will also need to download the following files.
 - **Support_Platforms.xlsx**
 - **Support_Sanderson.docx**



PROJECT STEPS

1. You are a marketing assistant for Boulder Game Studio (BGS), a video game developer in Boulder, Colorado. Bryan Sanderson, the vice president of marketing, asked you to draft a memo to all employees announcing the upcoming release of the company's games. Another BGS vice president, Rosa Valdez, has already reviewed and revised the memo. Now you need to incorporate revisions from Bryan before sending the memo to him for a final review.

Combine Bryan Sanderson's revisions from the document **Support_Sanderson.docx** with your open project file. Show the changes in the original document.

2. Display All Markup, if necessary, and then accept the first tracked change from Bryan Sanderson, which adds text to the Subject line. Reject the next tracked change, which inserts "improvements and", because it is repetitious. Accept the next tracked change, which is from Rosa Valdez and inserts the word "revisions" to clarify the sentence. Accept the remaining changes in the document because they improve the content.
3. With Track Changes turned on, insert the text **Game Studio** in the To line so that the memo is addressed to "All Boulder Game Studio employees". Display Simple Markup and turn off Track Changes when you are finished.
4. Insert a Clustered Column chart in the blank paragraph below the "December Game Updates" table to respond to Bryan Sanderson's request. Copy the "December Game Updates" table and then paste it in the chart spreadsheet window. (*Hint: If prompted, click OK to continue.*) Remove the Total data series from the chart, and then close the chart spreadsheet window.
5. Delete the "Chart Title" placeholder object since the placement of the chart makes the title unnecessary. Add **Number of Updates** as the Primary Vertical axis title to make the chart easier to interpret.
6. Open the workbook **Support_WD19_EOM8-1_Platforms.xlsx**. Copy the data in cells A1:E6. In the blank paragraph in the "Market Update: Platforms" section on page 2, paste the Excel data using the Paste Special link (located under PASTE), select the option Paste as Microsoft Excel Worksheet Object. Close the Excel workbook.
7. Respond to Bryan Sanderson's second comment by changing the pie chart to a 3-D Pie chart to add visual interest. Apply Style 1 to the pie chart to match the style of the Clustered Column chart. Change the colors to Colorful Palette 1.
8. Add **Developers per Platform** as the chart title above the chart to identify the contents. Display the legend at the top of the chart to make the chart easier to interpret.
9. Insert the Calendar 3 quick table in the blank paragraph at the end of the document to respond to the comment from Rosa Valdez. In the cell for December 1, press ENTER after the date number, and then add the text **Smartphone updates released** to the cell.