

## Competency Assessment

### Project 2-1: Updating a Sign

The Grand Street Coffee Shop places a sign on the door and near the order counter listing the featured coffees of the day. You need to update today's sign.

**GET READY. LAUNCH** Word if it is not already running.



1. Click **Open Other Documents** from the Recent screen.
2. Under the Open screen, click **Computer**, and then click **Browse**.
3. Click the location of the data files for this lesson.
4. Locate and open the **Sign** document.
5. Click the **File** tab, and then click **Save As**. In the File name box, type **2-1 New Sign**.
6. Click **Save**.
7. Position the I-beam before the *M* in *Morning Blend*. Drag over the words to select *Morning Blend*.
8. Type **Grand Street Blend**.
9. Click the **Home** tab. In the Editing group, click **Replace**.
10. Place the insertion point in the Find what text box and type **Kona Blend**.
11. Click in the **Replace with** text box and type **Hawaiian Blend**.
12. Click the **More >>** button.
13. Click the **Format** button and select **Font**.
14. In the Replace Font text box, click the scroll bar down arrow and select **Comic Sans MS**; for the Style, select **Bold Italic**; for the font size, select **26**; and for the font color, select **Dark Blue** in the Standard Colors.
15. Click **OK**, and then click the **<< Less** button.
16. Click **Find Next**, and then click the **Replace** button.
17. Click **OK**, and then click **Close**.
18. Position the I-beam before the *T* in *Try Me* and click to place the insertion point.
19. Type **\$2** and press the **spacebar**.
20. In the next line, double-click the word **Mocha** to select it.
21. Type **White Chocolate**.
22. In the Zoom group, click **Page Width**.
23. Click **One Page**.
24. Click the **Save icon** in the Quick Access Toolbar.
25. Click the **File** tab. Click **Print**, and then click the **Print** button. (Check with your instructor before you print this document.)
26. Click the **File** tab and select **Close**.

**PAUSE. LEAVE** Word open for the next project.

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