**How to Edit with Claudio on Microsoft Word**

Final Assignment

**Instructions:**

Follow the numbered instructions below to complete the assignment. You may use only your keyboard. Do not use your mouse. Remember to save as you complete the instructions. When finished, save and close the document window.

1. To begin, save the file to your desktop as "yourname\_claudiofinalassignment".
2. Bold all instances of the word "crack".
3. Italicize all instances of the word "leash".
4. Underline the entire sentence that starts with: "They did an x-ray..."
5. Find the yellow highlighted section and format each sentence as bullet points. Remove the highlighting.
6. Re-format "VICTORIA PARK" so that only the first letter of each word is capitalised.
7. Highlight all instances where the speakers describe injuries.
8. Select all text and increase the font size by 1 point.
9. Highlight the entire paragraph starting with: "Well, I was walking my dog..."
10. Find the word "resumes" and accent each "e".
11. Find the "Nancy Dunn" that is not in all capital letters. Re-format it to all capitals.
12. Delete all stutters where the speaker repeats the same word.
13. Find and replace every "OK" with "okay".
14. Navigate to the end of the excerpt and decrease the font size of the last line by 1 point.

**Excerpt:**

MATTHEW TRENT: Good morning, it is 2:57 PM on Friday, December 8, 2023. I’m sitting here with Nancy. We’re here to talk about an unfortunate incident that happened near your home, correct?

NANCY DUNN: Yeah.

MATTHEW TRENT: OK. So, walk me through what happened, when, how – all that stuff.

NANCY DUNN: Well, I was walking my dog – or, actually, it was around seven o’clock at night and I was walking my dog. I’m maybe a block or so away from my house when I trip on the sidewalk. I heard a – and I – I tripped over the leash – my dog is heavy so it was pulled pretty tight. I tripped over the leash and fell down the side of the hill beside the sidewalk, and I heard a crack in my ankle. And my dog fell down with me and got hurt pretty bad too.

MATTHEW TRENT: Right. So, there’s a lot to unpack here. I’m just going to repeat the facts you’ve stated to make sure I have everything correct, OK?

NANCY DUNN: OK.

MATTHEW TRENT: So, it’s seven in the evening and you’re walking your dog. Sun had already gone down and it was pretty dark, right?

NANCY DUNN: Yeah.

MATTHEW TRENT: OK. You’re about a block away from your house by a hill. This hill, is it the one at VICTORIA PARK? The one next to the street with no fencing?

NANCY DUNN: Yeah, that one.

MATTHEW TRENT: OK. So, you trip over a crack in the sidewalk and then trip again over your dog’s leash. Did you trip on the crack and then the leash assisted your fall, or did you stumble a little over the crack and the leash is what caused you to actually fall?

NANCY DUNN: Well, I think the second one. I don’t know. It was – it happened so fast and it was dark, so I don’t really know.

MATTHEW TRENT: That’s fine. I just want to make sure the details are clear. OK. So, you and your dog fall down the side of the hill and he gets hurt —

NANCY DUNN: Yeah, bruised ribs, a – a concussion, and he has to wear – they put a brace on him for his back leg.

MATTHEW TRENT: Which leg?

NANCY DUNN: The back left one.

MATTHEW TRENT: Back left one, OK. Now, you also said you heard a crack in your ankle? Did you see a doctor for it?

NANCY DUNN: Well, yeah, that same night because it was so painful. They did an x-ray and my ankle got a fracture that went all the way up to my knee. That’s why I have these crutches, right?

MATTHEW TRENT: I see that. I just have to make it known for the record. All right, you – you – you – sorry, let me just figure out where I was. Right. You’re walking your dog in the evening. You trip over a crack in the sidewalk near Victoria Park. You trip again over your dog’s leash. You and your dog fall down the hill. You sustained a pretty significant injury as a result of this incident, as did your dog. I visited the site and examined the depth of the crack, and it looks like you’ve got something here. Let me just ask some more – so, how long will you be on crutches for?

Nancy Dunn: At least a month. She said – so, the fracture isn’t deep but it – it goes up to my knee. So, she said it’ll take longer to heal than a normal fracture but I should keep the leg rested and only use the crutches when I have to.

MATTHEW TRENT: OK. So, you’re actually supposed to be on bedrest, not just on crutches?

NANCY DUNN: Yeah. When this is done, I’m back in bed.

MATTHEW TRENT: I see. I’ll just make a note to request those medical notes from the doctor.

NANCY DUNN: Do I need to —

MATTHEW TRENT: No, I’ll take care of it.

NANCY DUNN: Thanks. It’s just annoying that this happened.

MATTHEW TRENT: I imagine it’s more than annoying. Did you have any prepaid plans, events, or vacations scheduled for the next month that you can no longer attend?

NANCY DUNN: A – a ballet next saturday. The tickets were expensive too.

MATTHEW TRENT: Non-refundable?

NANCY DUNN: Yeah, I’ll have to give mine away. You want it?

MATTHEW TRENT: That’s all right, but thank you.

NANCY DUNN: I also – I was supposed to go with my nephew to send out resumes. I don’t know if that counts for anything but…

MATTHEW TRENT: Anything goes here.