

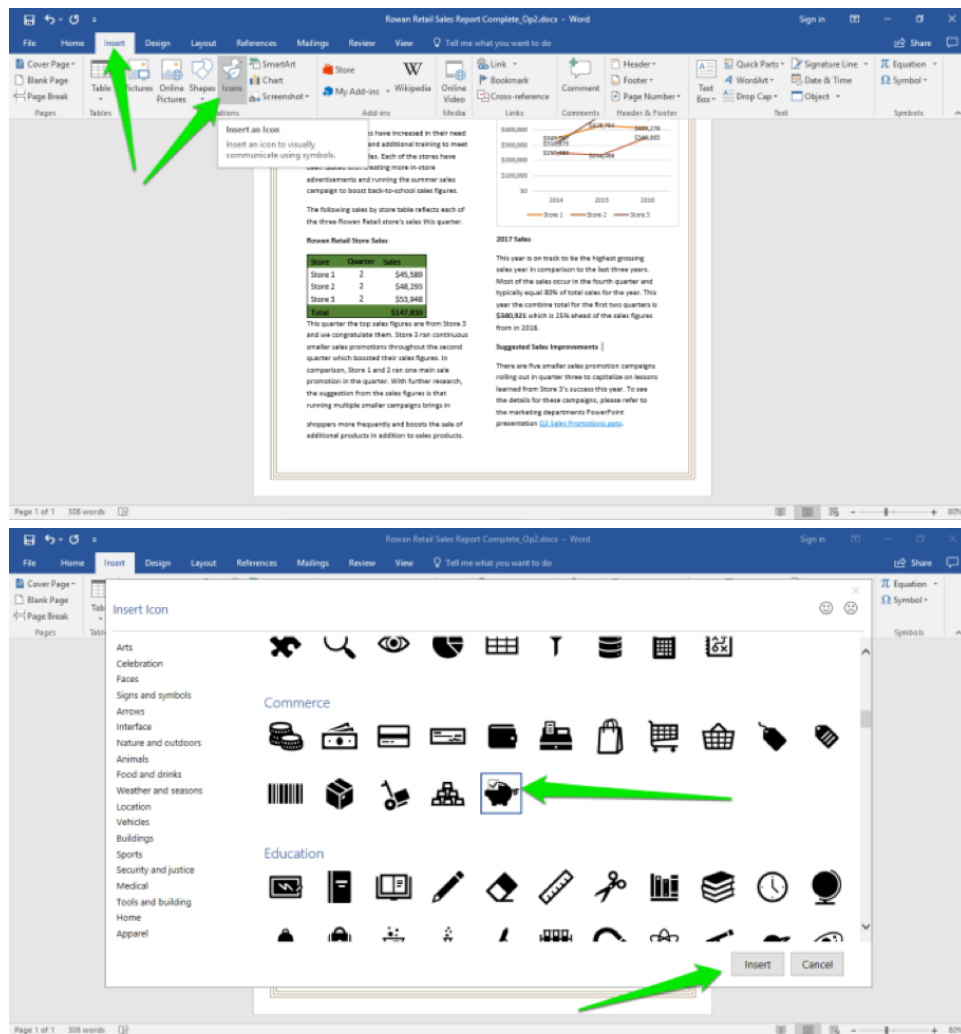
5.7: Icons in Word

Learning Outcomes

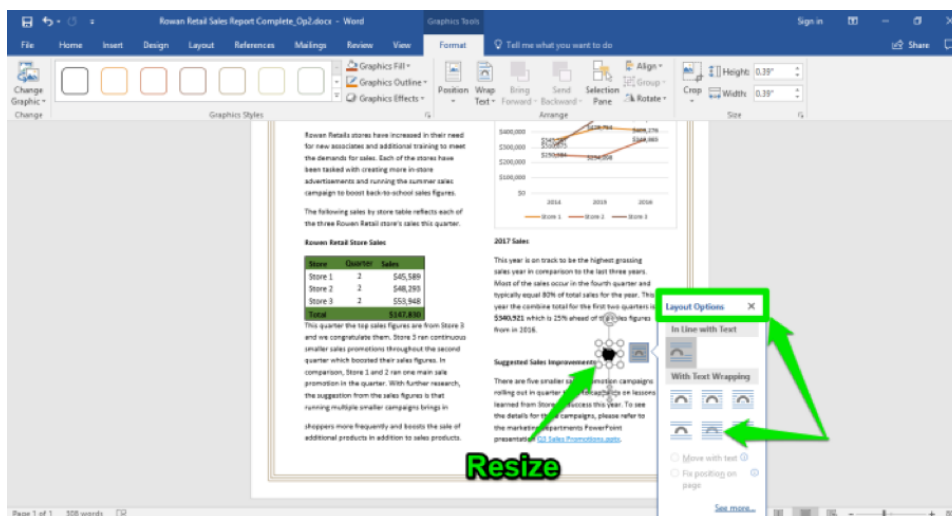
- Create a Word document with inserted icon.

There is one more thing Rosamine wishes to incorporate into her document—a final icon.

Rosamine's GM has a good sense of humor, so Rosamine chooses a different icon to end with in each of her reports. This time she wants a little piggy bank icon. To do this, she puts her cursor where she wants the icon to go, clicks on the **Insert** tab, and selects the **Icon** button. After scrolling down, she finds the piggy bank icon, selects it, and clicks the **Insert** button.



The little piggy is now in the document but needs a bit of adjusting. Like she can with the table and chart, Rosamine can drag the little image circle border to make the icon smaller. She also selects the button to have the icon move behind the text.



Rowen Retail Store Sales

Store	Quarter	Sales
Store 1	2	\$45,589
Store 2	2	\$48,293
Store 3	2	\$53,948
Total		\$147,830

This quarter the top sales figures are from Store 3 and we congratulate them. Store 3 ran continuous smaller sales promotions throughout the second quarter which boosted their sales figures. In comparison, Store 1 and 2 ran one main sale promotion in the quarter. With further research, the suggestion from the sales figures is that running multiple smaller campaigns brings in shoppers more frequently and boosts the sale of additional products in addition to sales products.

2017 Sales

This year is on track to be the highest grossing sales year in comparison to the last three years. Most of the sales occur in the fourth quarter and typically equal 80% of total sales for the year. This year the combine total for the first two quarters is \$340,921 which is 25% ahead of the sales figures from in 2016.

Suggested Sales Improvements

There are five smaller sales promotion campaigns rolling out in quarter three to capitalize on lessons learned from Store 3's success this year. To see the details for these campaigns, please refer to the marketing departments PowerPoint presentation [Q3 Sales Promotions.pptx](#).

Practice Question

<https://assessments.lumenlearning.co...essments/18808>

<https://assessments.lumenlearning.co...essments/18809>

Now the little piggy bank is in place, and Rosamine has finished her report. She makes sure to save her file where she can easily find it again and emails it to her General Manager. Well done, Rosamine!

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