

WORD 2016

# Creating and Editing Business Documents

**T**he business letter is one of the most common business documents. It's different from sending a casual email, which tends to be more conversational. Business letters are formal; however, they shouldn't be stuffy. You want to engage the reader while maintaining a professional tone. Before you start writing, analyze your audience. Your readers want to know what's in it for them, so you need to tell them, and you need to convey the purpose clearly and succinctly. In this chapter, you will create business letters using proper formatting.

## LEARNING OBJECTIVES

- Navigate in a document
- Create and save documents
- Enter and edit text
- Create numbered and bulleted lists
- Save documents as different file types
- Create envelopes
- Use document views
- Print documents

## CHAPTER TIMING

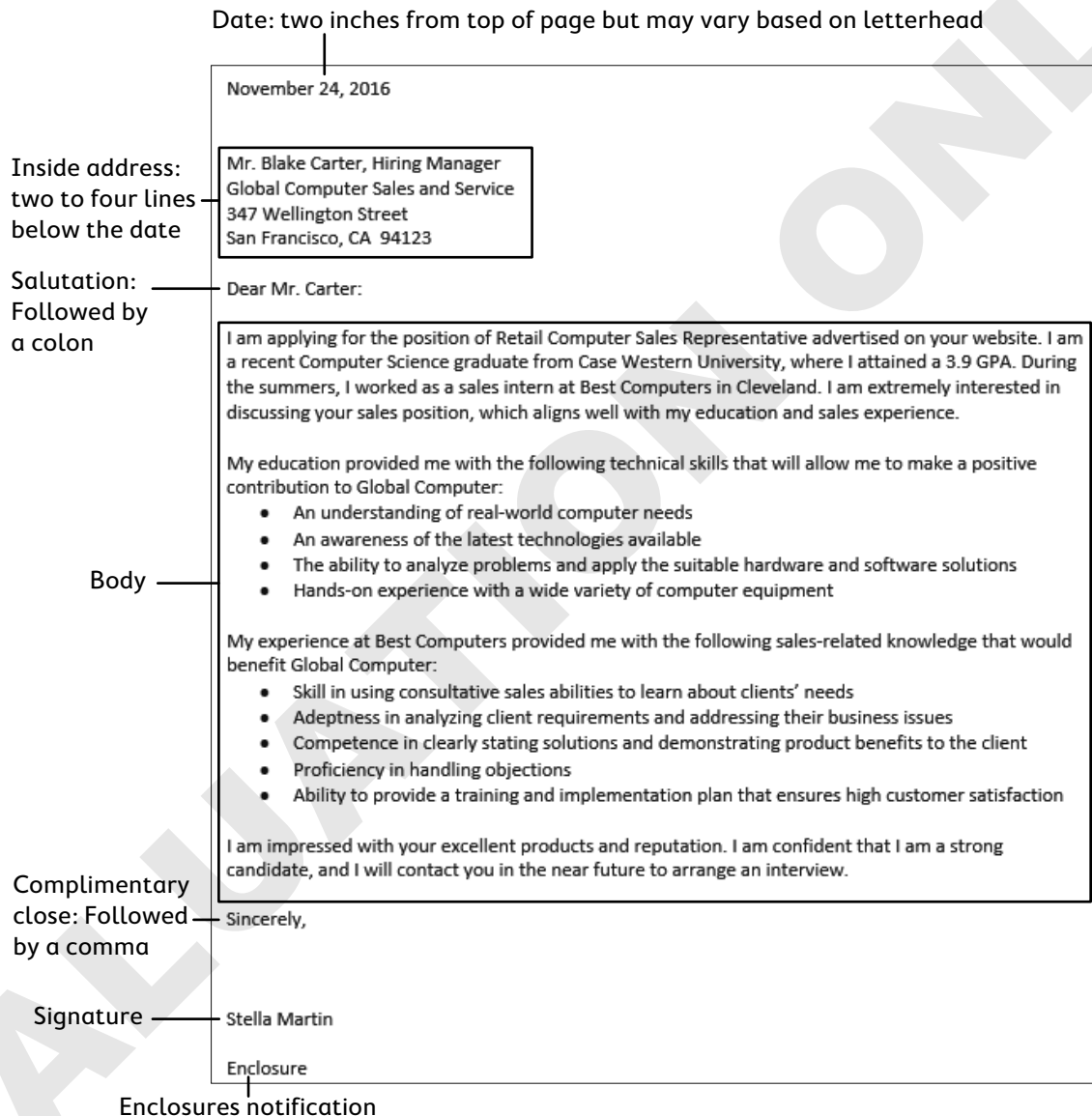
- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 20 mins
- Total: 2 hrs 20 mins

## PROJECT: CREATING A WELL-FORMATTED BUSINESS LETTER

School is over, and it's time to line up some interviews. You are seeking a retail computer sales position. You've scanned lots of computer company ads and websites, and now you're ready to write a cover letter in the proper format that states your desired position and highlights your educational and professional experience. Your goal is to create an impressive cover letter that gets you noticed right from the start.

# Elements of a Professional Business Letter

There are several acceptable styles of business letters. All business letters contain similar elements but with varied formatting. The following block style is the most common business letter style. All elements are left aligned and single spaced, except for double spacing between paragraphs.



## What's Important in a Cover Letter

Now that you know the fundamentals of a proper business letter, you will explore the best approach to creating a cover letter to go with your résumé. Keep the following points in mind:

- *Purpose:* Use a cover letter to introduce yourself and explain why you fit the job requirements.
- *Application Tracking System (ATS):* The first review of your application documents (cover letter and résumé) is likely to be done by an ATS software program. The software searches your documents for job-specific skills and keywords. You may wish to conduct an Internet search to become familiar with ATSS and how best to write your documents so that they will not be overlooked by an ATS.
- *File Types:* Some file types work better than others relative to an ATS, and some employers may request that you submit your documents using a specific file type. If you are not sure what file type to use, contact the prospective employer and ask if it has a preference.
- *Audience Awareness:* Study the job description and conduct an online search of the company to learn as much as you can. You need to know *what* your audience members are interested in so you'll know *how* to get their attention.
- *Beginning, Middle, and End:* Introduce yourself and include an attention grabber (I believe I could make an excellent contribution to your company); highlight, but don't duplicate, outstanding points from your résumé; close the letter expressing your enthusiasm for the company and position.
- *Importance of Fresh Eyes:* An error in your documents could eliminate you. Ask friends or colleagues to proof your documents with fresh eyes.

## Navigating in a Document

If you are working in a multipage document, it's helpful to know various techniques for moving through it quickly. You can navigate using the scroll bar at the right side of the screen, or you can use keystrokes.

### Navigating with the Scroll Bar

The scroll bar lets you navigate through documents; however, it does not move the insertion point. After scrolling, you must click in the document where you want to position the insertion point. There are several ways you can use the scroll bar. You can click the up and down arrows at the top and bottom of the scroll bar to scroll one line at a time. You can drag the scroll box to move quickly through a multipage document, and you can click below or above the scroll box to move up or down one screen at a time.

When the mouse pointer is in the text area, it resembles an uppercase "I" and is referred to as an I-beam. The insertion point is positioned at the location where you click the I-beam and it begins flashing. Wherever the insertion point is flashing is where the action begins.



View the video "Using the Scroll Bar to Navigate."

## Keyboard Navigation Tips




Whether you use the mouse or the keyboard to navigate is up to you. Navigating with the keyboard always moves the insertion point, so it will be with you when you arrive at your destination. Here are some handy keyboard navigations tips:

- **Ctrl** + **End** to move to the end of the document
- **Ctrl** + **Home** to move to the beginning of the document
- **End** to move to the end of the line
- **Home** to move to the beginning of the line


### DEVELOP YOUR SKILLS: W1-D1

*In this exercise, you will use the scroll bar and keyboard to navigate in a document. When you use the scroll bar, you have to position the insertion point. When you use the keyboard, the insertion point moves with you.*

*Before You Begin:* Be sure to visit the Learning Resource Center at [labyrinthelab.com/lrc](http://labyrinthelab.com/lrc) to retrieve the exercise files for this course before beginning this exercise.

1. Click **Start**.
2. Type **wo** and then choose **Word 2016** from the list of suggestions.
3. Click the **Blank Document** template on the Word start screen.
4. Make sure the Word window is **maximized** .
5. Choose **File**→**Open** to display the Open screen in Backstage view (which is what Microsoft calls the contents of the File tab).
6. Navigate to your **Word Chapter 1** folder and open **W1-D1-MyVirtualCampus**.
7. Move the mouse pointer in the body of the document and notice that it looks like an I-beam .
8. Move the mouse pointer into the left margin area, and now the white selection arrow  is visible.
9. Click below the scroll box to move the document down one screen.



10. Click the **I-beam**  in the document to position the insertion point.
11. Drag the **scroll box** toward the bottom of the scroll bar until you see the end of the text and then position the insertion point at the end of the text.

12. Drag the **scroll box** to the top of the scroll bar and position the insertion point at the top of the document.
  13. Position the insertion point at the beginning of the first paragraph.
  14. Tap **End** to move the insertion point to the end of the line; tap **Home** to move the insertion point to the beginning of the line.
  15. Press **Ctrl** + **End** to move the insertion point to the end of the document.
  16. Choose **File**→**Close**, and if you are prompted to save changes, just click **Don't Save**.
- 

## Entering Text

You always insert text at the flashing insertion point. Therefore, you must position the insertion point at the desired location before typing. When you insert text, existing text moves to the right as you type. You should not tap **Enter** at the end of each line. Text will automatically wrap to the next line when you reach the right-hand margin.

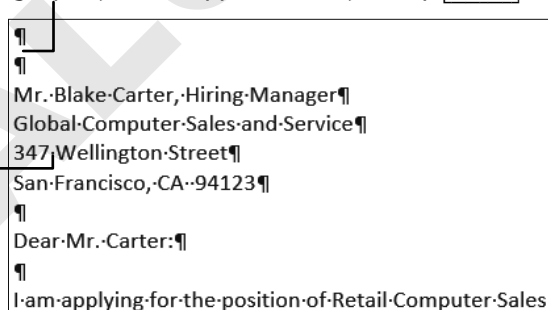
You use the **Enter** key to begin a new paragraph or to insert blank lines in a document. Anything that ends by tapping **Enter** is considered to be a paragraph. Thus, short lines such as a date line, an inside address, or even blank lines themselves are considered paragraphs.

Tapping **Enter** inserts a paragraph symbol in a document. These and other symbols are visible when you show formatting marks.

### Showing and Hiding Formatting Marks

Although formatting marks appear on the screen, you will not see them in the printed document. Viewing these symbols can be important when editing a document. For example, you may need to see the formatting marks to determine whether the space between two words was created with the **Spacebar** or **Tab**.

Paragraph symbols appear when you tap **Enter**.



¶  
¶  
Mr. Blake Carter, Hiring Manager¶  
Global Computer Sales and Service¶  
347 Wellington Street¶  
San Francisco, CA 94123¶  
¶  
Dear Mr. Carter:¶  
¶  
I am applying for the position of Retail Computer Sales

Dots appear between words when you tap **Spacebar**.

## DEVELOP YOUR SKILLS: W1-D2

In this exercise, you will turn on the Show/Hide button to show formatting marks and type a paragraph, allowing Word Wrap to end lines automatically at the right-hand margin. Then you will use the **Enter** key to end the first paragraph and start another paragraph.

1. If necessary, choose **File**→**New**.
2. Click the **Blank Document** template to start a new document.
3. Choose **File**→**Save As** and navigate to your **Word Chapter 1** folder.
4. Name the file **W1-D2-CoverLtrTips** and then click the **Save** button at the bottom of the dialog box.
5. Choose **Home**→**Paragraph**→**Show/Hide ¶** to show formatting marks.
6. Type the following text and let Word Wrap do its thing:  

Your cover letter may be the first impression a company has of you. You want to be certain it's a good impression. Research the company on its website before preparing a cover letter. The more you know about what a company is doing, the better you can explain how you can contribute to the company.
7. Tap **Enter**.
8. Type the following text:  

Proofreading is critical. Errors in a cover letter will likely eliminate you. Don't go it alone. Ask others to proof your letter as well.
9. Save and close the file.

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## Spacing in Letters

The default line spacing in Word 2016 is 1.08 rather than the traditional 1.0 single spacing. It adds an extra 8% more space between lines than regular single spacing. It also adds 8 points of space after paragraphs. Therefore, rather than tapping **Enter** twice at the end of a paragraph, you just tap **Enter** once, and Word adds the extra spacing.

When you choose the Blank Document template on the Start screen or on the New screen in Backstage view, you are using the default spacing. Some documents, however, typically require single spacing, such as business letters, reports, and proposals. These methods are available for applying single spacing:


- Single Spaced (Blank) template
- Line and Paragraph Spacing button

## Applying Traditional Spacing Using the Single Spaced (Blank) Template

Choosing the Single Spaced (Blank) template from the Start screen or from the New screen opens a single-spaced document. This is a good choice if the majority of your document will be single spaced. If you use single spacing in only part of your document, the Line and Paragraph Spacing button is a good choice.





## Changing Spacing Using the Line and Paragraph Spacing Button

If you start a new document using 1.08 spacing and then decide to apply single spacing to a portion of the document, you can choose the 1.0 option in the Line and Paragraph Spacing button menu. You must select (highlight) the text to be single spaced or, at a minimum, position the insertion point in the paragraph before changing the spacing. If you wish to use other spacing such as double or triple spacing, the Line and Paragraph Spacing button is the place to go.

☰ Home→Paragraph→Line and Paragraph Spacing  | Right-click in the text→Paragraph→Line Spacing

### DEVELOP YOUR SKILLS: W1-D3

*In this exercise, you will use the Single Spaced (Blank) template, and you will modify spacing in your cover letter.*



1. Choose **File**→**New** to display the templates.
2. Click the **Single Spaced (Blank)** template to start a single-spaced document.
3. Click the **Create**  button to start the document.
4. Choose **File**→**Save As**, navigate to your **Word Chapter 1** folder, and save the file as **W1-D3-CoverLtr**.
5. Type **Nove**, but stop typing when AutoComplete displays a pop-up tip.
6. Tap  to automatically insert *November* in the letter.
7. Finish typing the date as **November 24, 2016**.
8. Tap  three times to provide space between the date and the inside address.
9. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to display formatting marks.

10. Type the following inside address and salutation, tapping **Enter** wherever you see a paragraph symbol.

Mr. Blake Carter, Hiring Manager¶  
Global Computer Sales and Service¶  
347 Wellington Street¶  
San Francisco, CA 94123¶  
¶  
Dear Mr. Carter:¶  
¶  
¶

11. Type the following body paragraphs, letting Word Wrap do its thing and tapping **Enter** twice at the end of each paragraph.

I am applying for the position of Retail Computer Sales advertised on your website. I am a recent Computer Science graduate from Case Western University, where I attained a 3.9 GPA. During the summers, I worked as an intern in the sales department at Best Computers in Cleveland. I am extremely interested in discussing your sales position, which aligns well with my education and sales experience.¶  
¶  
I am impressed with your excellent products and reputation. I am confident that I am a strong candidate, and I will contact you in the near future to arrange an interview.¶  
¶  
¶


12. Position the insertion point anywhere in the first main paragraph.
13. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing** .
14. Slide the mouse pointer over the menu options and notice that Live Preview shows how the selected paragraph will look if the formatting is applied.
15. Choose **3.0** (triple space).
16. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing**  and choose **1.0**.
17. Save your letter.

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## Aligning Text Horizontally and Vertically





You can control how text aligns horizontally on the page using the paragraph alignment buttons in the Paragraph group on the Home tab. You can determine vertical alignment of text on a page using the Vertical Alignment feature in Page Setup.

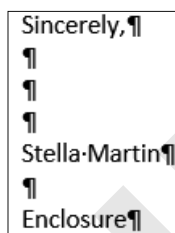


TEXT ALIGNMENT OPTIONS	
Horizontal Alignment	Vertical Alignment
<ul style="list-style-type: none"> <li>■ Align Left (default)</li> <li>■ Center</li> <li>■ Align Right</li> <li>■ Justify (text distributed evenly between left/right margins)</li> </ul>	<ul style="list-style-type: none"> <li>■ Top (default)</li> <li>■ Center</li> <li>■ Justified (text distributed evenly between top/bottom margins)</li> <li>■ Bottom</li> </ul>
☰ Home→Paragraph→Choose the desired alignment	☰ Layout→Page Setup  dialog box launcher→Layout tab→Page→Vertical Alignment

## DEVELOP YOUR SKILLS: W1-D4

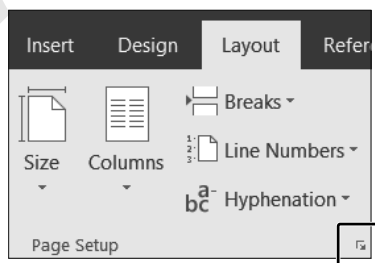
*In this exercise, you will change the horizontal and vertical alignment in your letter.*

1. Choose **File**→**Save As** and save your file as **W1-D4 -CoverLtr**.
2. Position the insertion point anywhere in the date line.
3. Choose **Home**→**Paragraph**→**Center**  to center the date between the margins.
4. Choose **Home**→**Paragraph**→**Align Right**  to place the date at the right-hand margin.
5. Choose **Home**→**Paragraph**→**Align Left** .
6. Position the insertion point next to the last paragraph symbol in the document.
7. Type the end of the letter as shown, tapping  wherever you see a paragraph symbol.

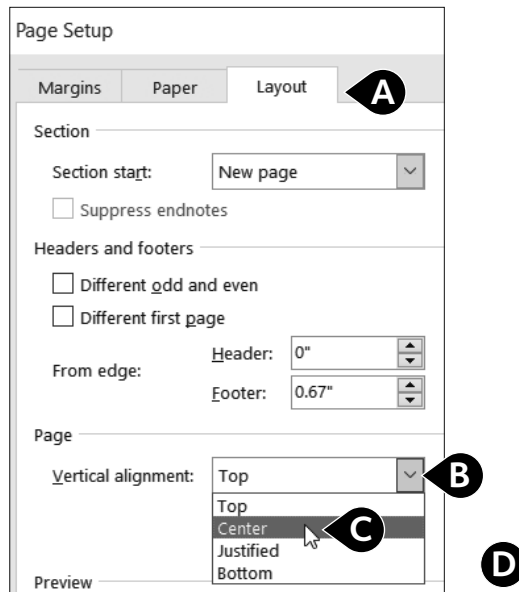


Sincerely, ¶  
 ¶  
 ¶  
 ¶  
 Stella-Martin ¶  
 ¶  
 Enclosure ¶

8. Scroll down to the end of the page.
9. Click the **Layout** tab on the Ribbon.
10. Click the **dialog box launcher** in the bottom-right corner of the Page Setup group to open the Page Setup dialog box.



11. Follow these steps to center the letter vertically on the page:



- A** Click the **Layout** tab.
- B** Click the **Vertical Alignment** field to display the menu.
- C** Choose **Center** from the menu.
- D** Click **OK** at the bottom of the dialog box to close it.

12. Click the **Zoom Out** button (at the bottom-right corner of the screen) enough times to see the entire page.



13. Click the **Zoom In** button enough times to return to 100%.



14. Save the letter.

## Selecting Text

You must select (highlight) text if you wish to perform an action on it. Suppose you want to delete a line. You select the line first and then delete it. Whether you use the mouse or the keyboard to select text is up to you.

View the video “Selecting Text with the Mouse.”

Here are some handy mouse and keyboard selection tips:

- Use the shortcut click + **[Shift]** + click to select awkward amounts of text, such as the end of one line and the beginning of the next. It’s as simple as clicking at the beginning of a text block, holding down **[Shift]**, and clicking at the end of the text block.
- Press **[Ctrl]** + click to select a sentence.
- Press **[Ctrl]** + **[A]** to select the entire document.

## DEVELOP YOUR SKILLS: W1-D5

In this exercise, you will practice various selection techniques.

1. Follow these steps to select text using the left margin:

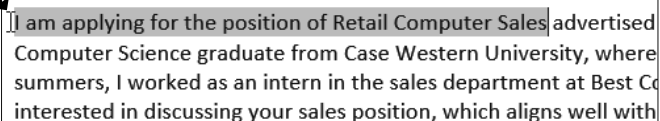


**A** Mr. Blake Carter, Hiring Manager  
Global Computer Sales and Service  
347 Wellington Street  
San Francisco, CA 94123

**B** Dear Mr. Carter:

**C** I am applying for the position of Retail Computer Sales advertised on your website. I am a recent Computer Science graduate from Case Western University, where I attained a 3.9 GPA. During the summers, I worked as an intern in the sales department at Best Computers in Cleveland. I am extremely interested in discussing your sales position, which aligns well with my education and sales experience.

- A** Place the **selection arrow** in the margin to the left of the first line of the inside address; click to select the line. The Mini toolbar appears; you can ignore it for now.
  - B** Use the **selection arrow** to select this line. (Notice that the previously selected line is no longer selected.)
  - C** Select this paragraph by double-clicking the **selection arrow** in the margin to the left of the paragraph.
2. Using the selection arrow, drag down the left margin to select text.
3. Click anywhere in the body of the letter to deselect.
4. Triple-click with the selection arrow anywhere in the left margin to select the entire letter and then deselect it.
5. Double-click any word to select it.
6. Double-click a different word, notice that the previous word is deselected, and then deselect the latest selection.
7. Double-click to select one word.
8. Press and hold **Ctrl** as you double-click another word; release **Ctrl**.
9. Move the I-beam **I** to the start of the first main paragraph, click to position the insertion point, and then hold down **Shift** and click after *Sales*.



I am applying for the position of Retail Computer Sales advertised  
Computer Science graduate from Case Western University, where  
summers, I worked as an intern in the sales department at Best Co  
interested in discussing your sales position, which aligns well with

10. Click to deselect.

# Using Numbered and Bulleted Lists

Numbered and bulleted lists are effective in drawing your reader’s attention to items of interest. You can turn them on before you begin typing or apply them after you typed the list. Numbered lists are automatically renumbered if you insert or delete an item. A good example of when to use a numbered list is when sequence is important, as in a series of steps in a procedure. Items in a bulleted list have no sequence.



View the video “Promoting and Demoting Lists.”

☰ Home→Paragraph→Bullets ☰

☰ Home→Paragraph→Numbering ☰

## DEVELOP YOUR SKILLS: W1-D6

*In this exercise, you will create and format numbered and bulleted lists. Because correctness is important, you’ll also work with proofreading tools.*

1. Choose **File**→**Save As** and save your letter as **W1-D6-CoverLtr**.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide** ¶ to display formatting marks.
3. Position the insertion point at the end of the last line in the first body paragraph.
4. Tap **Enter** twice, type this paragraph, and then tap **Enter** once more.

My-college-education-provided-me-with-the-following-technical-skills-that-will-allow-me-to-make-a-positive-contribution-to-Global-Computer:¶

5. Choose **Home**→**Paragraph**→**Numbering** ☰ to turn on numbers.
6. Type the following text, tapping **Enter** at the end of each item to generate the next number:

1.→ An-understanding-of-real-world-computer-needs¶  
 2.→ An-awareness-of-the-latest-technologies-available¶  
 3.→ The-ability-to-analyze-problems-and-apply-the-appropriate-hardware-and-software-solutions¶

7. Tap **Enter** at the end of the line to generate the next number.
8. Begin typing the last item, purposely misspelling *experience*, but don’t tap **Spacebar** yet:





4.→ Hands-on-experence¶

9. Now, as you tap **Spacebar**, watch how AutoCorrect fixes the misspelling for you.
10. Finish typing the fourth item:


4.→ Hands-on-experience-with-a-wide-variety-of-computer-equipment¶

11. Tap **Enter** three times at the end of item 4: once to generate the next number, once to turn off numbering, and once again to add space between paragraphs.
12. Type the following paragraph and then tap **Enter** once:

My experience at Best Computers provided me with the following sales-related knowledge that would benefit Global Computer:

13. Choose **Home**→**Paragraph**→**Numbering** .
14. Click the **AutoCorrect Options**  smart tag and then click **Continue Numbering** to continue the previous list with the number 5.
15. Click the **AutoCorrect Options**  smart tag and then choose **Restart Numbering**.
16. Choose **Home**→**Paragraph**→**Bullets** .
17. Type the following list:

- → Skill in using consultative sales skills to learn about clients' needs ¶
- → Adeptness in analyzing client requirements and addressing their business issues ¶
- → Competence in articulating solutions and demonstrating product benefits to the client ¶
- → Proficiency in handling objections ¶
- → Ability to provide a training and implementation plan that ensures high customer satisfaction ¶

18. Move the mouse pointer to the left margin next to the first numbered item, press and hold down the **mouse button**, and drag down through the fourth item.
  19. Choose **Home**→**Paragraph**→**Bullets**  to apply bullets.
  20. Click in the body to deselect the bullets and then save your letter.
- 

## Editing Text

There are many tools for editing documents, allowing you to insert and delete text. Remember, you must position the insertion point before you begin typing. You can use **Backspace** and **Delete** to remove one character at a time. If you select a block of text, you can use **Backspace** or **Delete** to remove the entire block, or you can type over the selected text to replace it.

Spell checker and grammar checker automatically help you edit text on the fly by placing a squiggly red line under words that might be misspelled and a squiggly blue line under words that may be grammatically incorrect. Right-clicking on underlined words presents possible options for correcting the potential error. Spell checker and grammar checker are only editing aids; you must use your own good judgment when deciding what action to take.


You can look up synonyms from within the document you are editing in order to enhance your word choice. You can view a list of synonyms by right-clicking a word and choosing Synonyms from the menu. For a more extensive list, choose Thesaurus from the submenu to open the Thesaurus task pane.



View the video “Using the Thesaurus Task Pane.”

## DEVELOP YOUR SKILLS: W1-D7



In this exercise, you will insert and delete text, and you will use the pop-up menu to find synonyms.

1. Choose **File**→**Save As** and save your file as **W1-D7-CoverLtr**.
2. In the first line of the first main paragraph, click the **I-beam**  in front of *advertised* to position the insertion point.



I am applying for the position of Retail Computer Sales advertised  
Computer Science graduate from Case Western University, where

3. Type **Representative** .
4. In the third line of the first paragraph, position the insertion point between the *a* and *n* in *an*.

I am applying for the position of Retail  
a recent Computer Science graduate fr  
the summers, I worked as an intern in

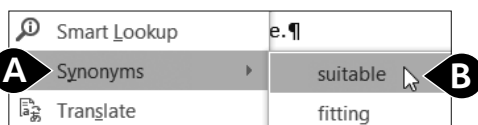
5. Tap  to remove the *n* and then tap .
6. Type **sales**.
7. In the third line of the first paragraph, drag the mouse pointer across *in the sales department* to select (highlight) the words.

I am applying for the position of Retail Computer Sales Representa  
a recent Computer Science graduate from Case Western University  
the summers, I worked as a sales intern in the sales department at

8. Tap  to remove the selected words.
9. In the first line of the second paragraph, double-click *college* to select it and then tap  to remove it.
10. In the third bullet point in the second bulleted list, double-click *articulating* to select it.

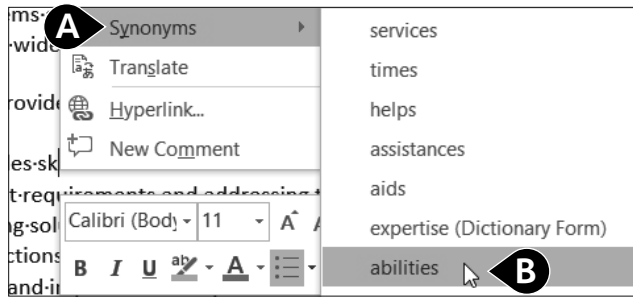
• → Adeptness in analyzing client  
• → Competence in articulating so

11. Type **clearly stating** in its place.
12. In the third bullet point in the first bulleted list, right-click *appropriate* to display the pop-up menu.
13. Follow these steps to choose a synonym:



- A Drag the mouse pointer in the menu to **Synonyms**.
- B Drag over to the submenu and choose *suitable* from the list of synonyms.

14. In the first bullet point in the second list, right-click *skills* and then follow these steps to choose a synonym:




- A** Drag the mouse pointer to **Synonyms**.
- B** Drag over to the submenu and choose *abilities* from the list.

15. Save your document.


## Creating an Envelope

Creating envelopes is an easy task. When you type a business letter with the recipient's name and address at the top, it is recognized as the delivery address. You can choose to include a return address or not depending on whether there is a preprinted address on the envelope.

☰ Mailings → Create → Envelopes 

### DEVELOP YOUR SKILLS: W1-D8

*In this exercise, you will create an envelope and add it to your letter.*

1. Choose **File** → **Save As** and save your file as **W1-D8 - CoverLtr**.
2. Position the insertion point at the top of the document.
3. Choose **Mailings** → **Create** → **Envelopes** .
4. Click the **Options** button.
5. Click the **Font** button in the Delivery Address area.
6. In the Font tab, choose **All Caps** in the Effects area.



7. Click **OK** twice.

8. Follow these steps to complete the envelope:

- A** Edit the delivery address to remove the punctuation.
- B** If necessary, check **Omit** to not include a return address on the envelope. (You would likely use this option when you have preprinted envelopes that include the return address.)

9. Click the **Add to Document** button at the bottom of the dialog box and look over the envelope.
10. Save your document.

## Working with Views

You can view your documents in several ways. Each view is optimized for specific types of work. The views change the way documents appear on the screen, but in most cases they have no impact on the appearance of printed documents. You can choose views from the View tab or from the status bar at the bottom right of the screen.

DOCUMENT VIEWS	
View	Description
Read Mode (View tab) Read Mode (status bar)	This view provides a book-like reading experience with pages laid out side by side. The Ribbon disappears to display more of your document. You navigate horizontally as in a book.
Print Layout (View tab) Print Layout (status bar)	With this default view, your documents look similar to the way they will look when printed. You can see graphics, headers and footers, and multi-column layout.
Web Layout (View tab) Web Layout (status bar)	This view displays your document as it would look as a web page. It appears as one long page without page breaks.
Outline (View tab)	Outline view is useful for organizing long documents.
Draft (View tab)	This view simplifies page layout by eliminating elements such as headers and footers and graphic elements. This view is useful when you want to focus on content.



View the video "Using Views."





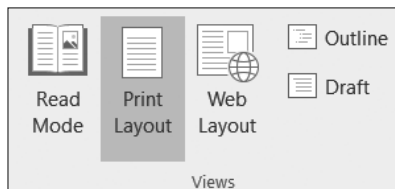
## DEVELOP YOUR SKILLS: W1-D9

In this exercise, you will try out various views.

1. If necessary, position the insertion point at the top of the document.
2. Locate and mouse over the View buttons on the status bar at the bottom right of the screen and notice the ToolTips that appear.



3. Click the first button, **Read Mode** , and notice how the look of your letter has changed.
4. Click the arrow at the right side of the window to move to the end of the document.
5. Click the **Print Layout**  button on the status bar to return to the previous view.
6. Choose **View**→**Views** on the Ribbon to display all available views.



## Saving Your Work in a Different Format

You can save a document in many different formats. Prospective employers may ask you to send your application documents in one of several different formats. The format of a file is specified by the extension added at the end of the filename.

### Document Files

Earlier versions of Word saved documents in the *.doc* file format. The current version uses the *.docx* file format. Users of earlier *.doc* formats may not be able to read files in the *.docx* format. However, you can choose to save your document in the older *.doc* format so users of earlier versions can read the document.

When you open a document created in earlier versions, the title bar displays *[Compatibility Mode]* next to the title. This means features not compatible with older versions are turned off while working in the document.

### PDF Files

Using a PDF file (*\*.pdf*) is great when sharing files with others. If you're not sure what hardware and software the other person has, save as a PDF file, and the layout and fonts will look the same on various types of computers, software, and operating systems. A prospective employer may ask you to submit your employment application documents as PDF files.

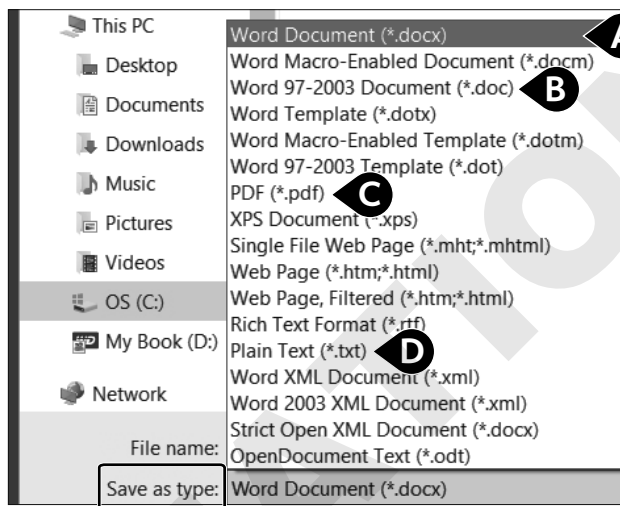
## Saving a Document for ATS Analysis

Text files (\*.txt) contain very little formatting, and thus they may be the best format when you are submitting employment application documents that are likely to be scanned into a computer. Text files can be read by ATS software. It's always a good idea to check with prospective employers if they haven't specified a particular file format.


### DEVELOP YOUR SKILLS: W1-D10

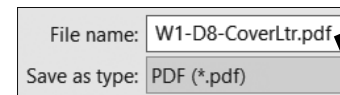
*It's great to have nicely formatted, paper-based documents to hand to an interviewer, if necessary. In addition, many prospective employers may ask to receive your documents electronically. In this exercise, you will assume the employer has asked to receive the document as a PDF file.*

1. Choose **File**→**Save As** and navigate to your **Word Chapter 1** folder.
2. Click the **Save As Type** field toward the bottom of the dialog box to display the list of possible file formats.



- Ⓐ Default format
- Ⓑ Older document versions
- Ⓒ PDF format
- Ⓓ Plain Text format

3. Choose **PDF (\*.pdf)** from the menu.
4. Change the filename to **W1-D10-CoverLtr.pdf** and then click the **Save** button at the bottom of the dialog box.
5. Click the **Close**  button in the upper-right corner of the Adobe screen.



# Working with Print and Print Preview

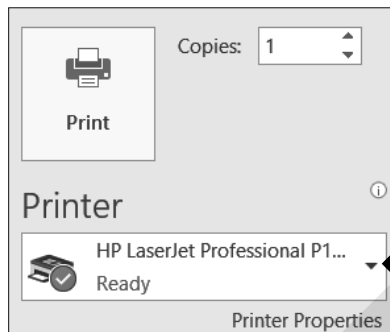
The Print command and Print Preview feature are available in Backstage view. Here you can choose various ways to print your document, and the Print Preview feature allows you to preview your document to see how it will look when printed.

☰ File→Print | **Ctrl**+**P**

## DEVELOP YOUR SKILLS: W1-D11

*In this exercise, you will work with the Print screen in Backstage view. You will explore printing options, and you will preview the document to see how it will look when it prints.*

1. Choose **File**→**Print**.
2. Take a moment to explore the options by clicking them to see what choices are available.



3. If directed, click the **Print** button. If you want to stay green and not print a page, you might print to PDF or simply click the **Back**  button.
4. Exit Word.

# Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. The insertion point automatically repositions when you scroll through a document using the scroll bars. True False
2. When the mouse pointer is in the text area, it is referred to as an I-beam. True False
3. Tapping the **Home** key always moves the insertion point to the top of the document. True False
4. If you open a document created in a previous version of Word, the term "Coordinating Mode" appears in the title bar. True False
5. Navigating with the keyboard always moves the insertion point. True False
6. You should not tap **Enter** at the ends of lines within a paragraph. True False
7. All new documents contain a paragraph symbol that is only visible when the Show/Hide feature is turned on. True False
8. Displaying formatting marks can help you determine if space between two words was created with the **Spacebar** or **Tab**. True False
9. You must select (highlight) text if you want to perform an action on it. True False
10. The Print Preview feature in Backstage view allows you to preview your document to see how it will look when printed. True False
11. Which of the following command descriptions is correct regarding keyboard navigation?
  - A. **Alt** + **→** moves the insertion point one word to the right.
  - B. **Ctrl** + **End** moves the insertion point to the end of the document.
  - C. **Home** moves the insertion point to the beginning of the previous paragraph.
  - D. **Alt** + **End** moves the insertion point to the end of the line.
12. What is the default line spacing in Word 2016?
  - A. 1.08
  - B. 2.0
  - C. 1.06
  - D. 1.12
13. What does this wavy blue line indicate?
 

The clients plans were to

  - A. A potential spelling error
  - B. A potential formatting error
  - C. A potential line spacing error
  - D. A potential grammatical error
14. You can select nonadjacent blocks of text by selecting the first block and then holding which key while dragging over additional blocks of text?
  - A. **Alt**
  - B. **Ctrl**
  - C. **Shift**
  - D. **Tab**