

FastCourse Microsoft® Word 2016 Level 1

JILL MURPHY
Custom Performance Solutions



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Berkeley, CA

FastCourse Microsoft Word 2016: Level 1

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Labyrinth Learning
2560 9th Street, Suite 320
Berkeley, California 94710
800.522.9746
On the web at lablearning.com

Product Manager:
Jason Favro

Development Manager:
Laura Popelka

Senior Editor:
Alexandra Mummery

Junior Editor:
Alexandria Henderson

**Assessment and Multimedia
Content Development:**
Ben Linford, Judy Mardar, Andrew
Vaughnley

Production Manager:
Debra Grose

Composer:
Happenstance Type-O-Rama

Cover Design:
Mick Koller

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EVALUATION ONLY

WORD 2016

Creating and Editing Business Documents

The 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

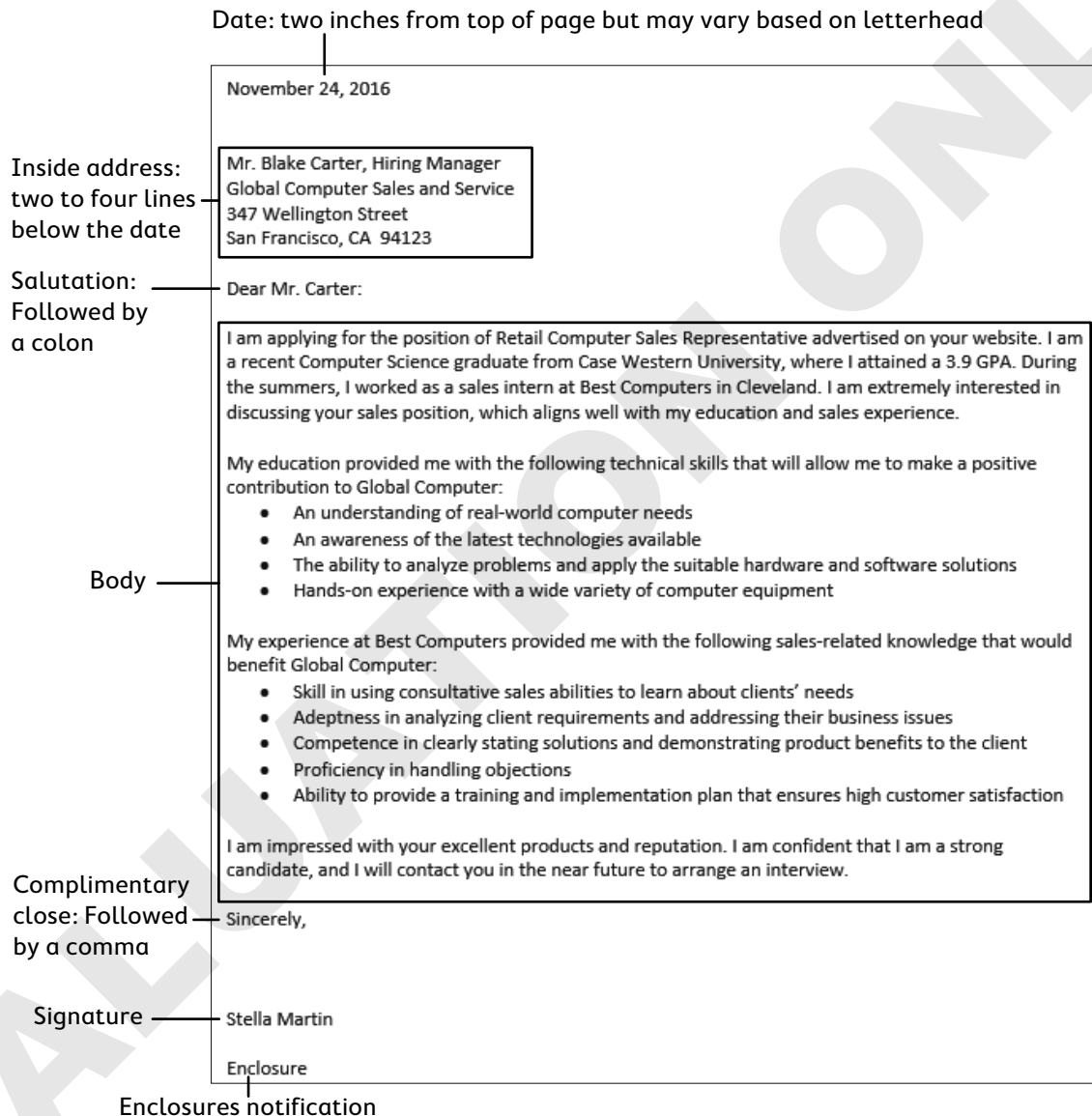
- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 20 mins
- Total: 2 hrs 20 mins

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 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.

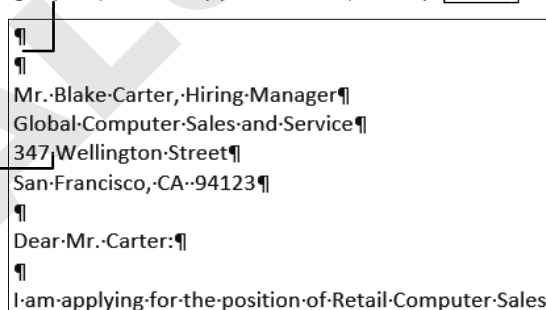
You use the **Enter** key to begin a new paragraph or to insert blank lines in a document. Anything that ends by tapping **Enter** is considered to be a paragraph. Thus, short lines such as a date line, an inside address, or even blank lines themselves are considered paragraphs.

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.

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.





Aligning Text Horizontally and Vertically

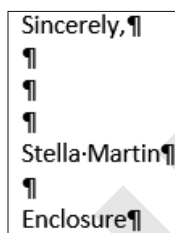
You can control how text aligns horizontally on the page using the paragraph alignment buttons in the Paragraph group on the Home tab. You can determine vertical alignment of text on a page using the Vertical Alignment feature in Page Setup.

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

DEVELOP YOUR SKILLS: W1-D4

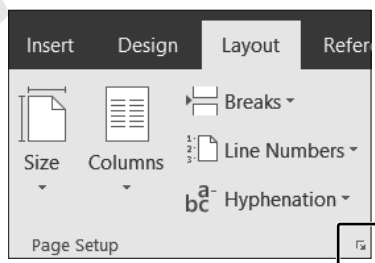
In this exercise, you will change the horizontal and vertical alignment in your letter.

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.

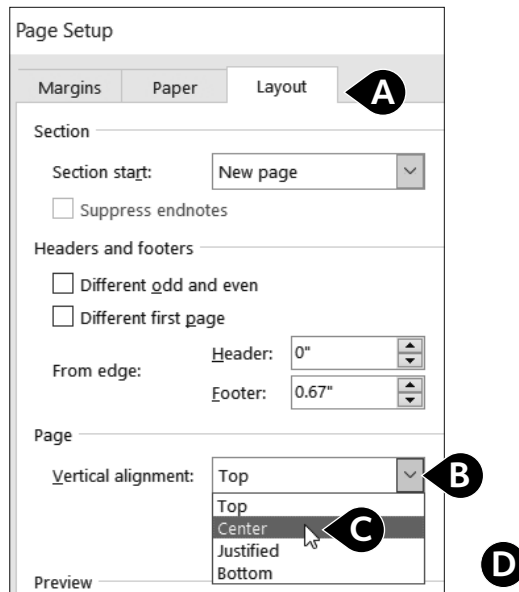


Sincerely, ¶
 ¶
 ¶
 ¶
 Stella-Martin ¶
 ¶
 Enclosure ¶

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.

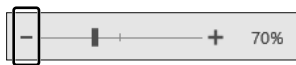


11. Follow these steps to center the letter vertically on the page:



- 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.”

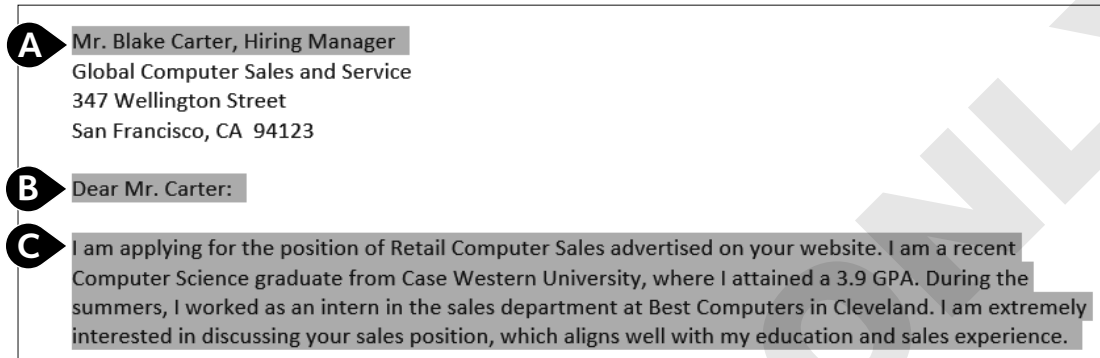
Here are some handy mouse and keyboard selection tips:

- 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:

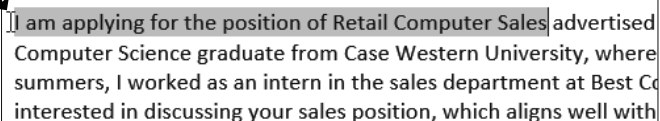


A Mr. Blake Carter, Hiring Manager
Global Computer Sales and Service
347 Wellington Street
San Francisco, CA 94123

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

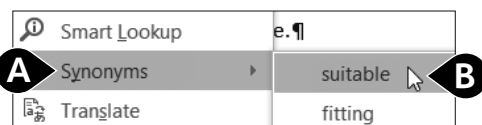
5. Tap  to remove the *n* and then tap .
6. Type **sales**.
7. In the third line of the first paragraph, drag the mouse pointer across *in the sales department* to select (highlight) the words.

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.

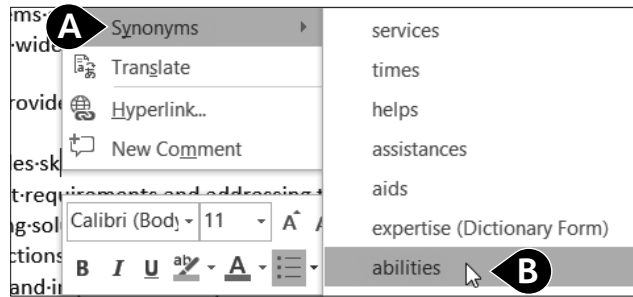
• → Adeptness in analyzing client
• → Competence in articulating so

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:




- Ⓐ Drag the mouse pointer to **Synonyms**.
- Ⓑ 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."

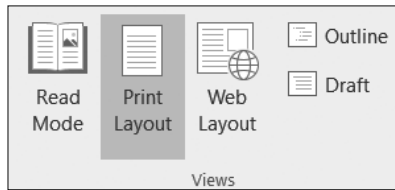
DEVELOP YOUR SKILLS: W1-D9

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.

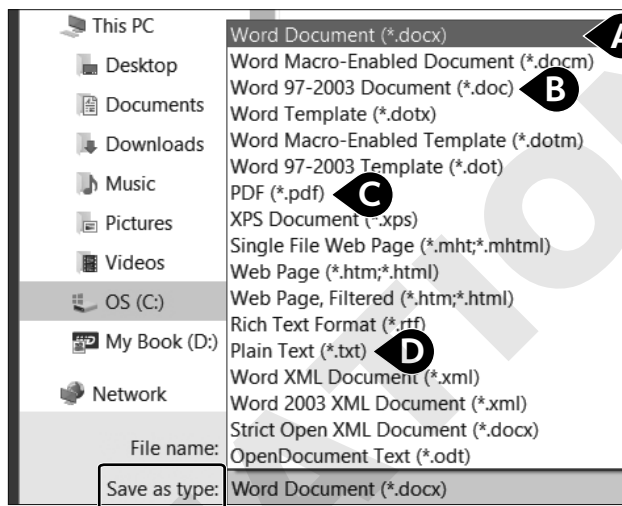
Saving a Document for ATS Analysis

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

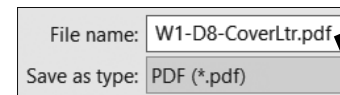
It's great to have nicely formatted, paper-based documents to hand to an interviewer, if necessary. In addition, many prospective employers may ask to receive your documents electronically. In this exercise, you will assume the employer has asked to receive the document as a PDF file.

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

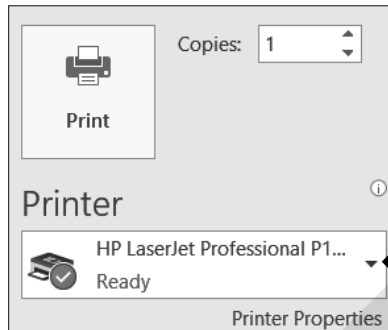
The Print command and Print Preview feature are available in Backstage view. Here you can choose various ways to print your document, and the Print Preview feature allows you to preview your document to see how it will look when printed.


☰ 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?
 - 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**

The clients plans were to

WORD 2016

Creating a Résumé in a Table

A table is one of the most useful tools for organizing and formatting all sorts of information, from résumés to travel schedules. Tables are flexible and easy to use. There are many features that let you set up, modify, and format tables. In this chapter, you will merge and split table cells; align table text; apply table styles; and insert, delete, and resize rows and columns.

LEARNING OBJECTIVES

- Create a table
- Build an effective résumé in a table
- Select data in a table
- Format tables
- Apply table styles
- Use a template to create a résumé

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 30 mins
- Self-Assessment: 20 mins
- Total: 1 hr 50 mins

PROJECT: LANDING THE PERFECT JOB

Your cover letter is complete, and now it's time for your résumé. You are pursuing a position in retail computer sales. You need to summarize your qualifications and experience, focusing on skills that target the position you are applying for. You also need to demonstrate that your skills fit the needs the employer has expressed. You decide to use a table for your résumé since it will make your résumé easy for a hiring manager to quickly read.

You also intend to make as many professional contacts as possible in the next few months, and using a table to track those contacts will be very helpful. You'll take advantage of the table's Sort feature to organize the data and apply formatting that will make it attractive and, more important, easy to read.

What's Important in a Résumé?

The purpose of a résumé is to win an interview. Many hiring managers will take less than a minute to review a résumé; therefore, your résumé needs to immediately capture the reader. It needs to be dynamic, targeted, and designed to emphasize your experience, qualifications, and skills, particularly those that transfer to the job. Like the cover letter, one page is generally preferred.

There are three primary types of résumés: *chronological*, *functional*, and *combination*. A chronological résumé assumes you are continuing along a career path, listing your most recent position first. It is good for showing your growth within a profession. A functional résumé is skill and accomplishment based. It can be used by those just out of school, career changers, or those with gaps in their employment history. A combination résumé is a combination of chronological and functional, listing your skills and experience first, followed by your employment history.

Introducing Tables

Tables provide a convenient method for organizing and aligning data in an easy-to-read format, and they afford a nice way to break up a text-heavy document. Formatting with table styles adds flair to your documents, and tables draw your reader's attention to key items.

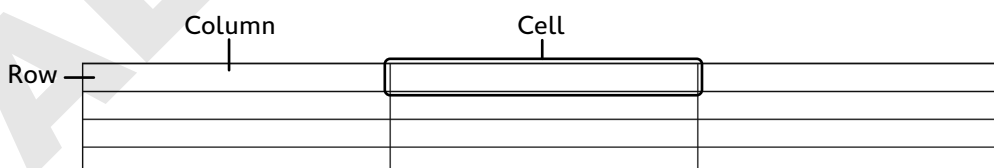
Just as with most actions on a computer, there are multiple ways to insert a table. You can use the Table button on the Ribbon, the Insert Table dialog box, and the Quick Tables gallery. You can even convert tabular columns to a table.

Contextual tabs appear in context with the task you are performing. A lot of features use contextual tabs. With tables, contextual tabs appear on the Ribbon when the insertion point is in a table.



View the video “Creating Tables.”

Tables are organized in columns and rows. Where columns and rows intersect, they form a rectangle known as a cell.



Navigating and Selecting Data in a Table

You can move the insertion point by clicking in a cell, or you can use keystrokes for navigating. Here are the keystrokes you are likely to use most often:

- **[Tab]** for moving to the next cell
- **[Shift] + [Tab]** for moving to the previous cell


Just as in a regular text document, if you want to format or modify something in a table, you select it first. The mouse pointer changes shape depending on whether you're selecting a cell, row, column, or the entire table.

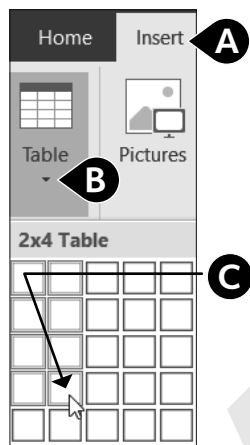


View the video “Selecting Data with the Mouse.”


DEVELOP YOUR SKILLS: W2-D1

In this exercise, you will insert a table in a document and use selection and navigation techniques. Then you will enter data in your table.

1. Start Word and create a new document using the **Single Spaced (Blank)** template.
2. Navigate to your **Word Chapter 2** folder and save the document as **W2-D1-StellaResume**.
3. Choose **Home**→**Paragraph**→**Show/Hide**  to display formatting marks.
4. Follow these steps to insert a **2×4** table from the Ribbon:



- A Click the **Insert** tab.
- B Click the **Table** button.
- C Drag in the grid and click the fourth cell in the second column.

5. Apply the following selection techniques:
 - Use the selection arrow to select a row.
 - Click the **move** handle  in the upper-left corner of the table to select the entire table. (The insertion point or the mouse pointer must be in the table for the move handle to appear.)
 - Use the down-pointing black mouse pointer to select a column.
6. Deselect by clicking anywhere in the table and then use the following notes to navigate in a table:
 - Use **Tab** and **Shift** + **Tab** to move forward and back one cell at a time.
 - Position the insertion point at the end of a row (not the last row) and tap **Tab** to move to the beginning of the next row.
 - Press **Alt** + **Page Up** to move to the top of the column.
 - Press **Alt** + **Page Down** to move to the end of the column.

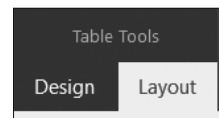
7. Enter the following information:

Stella-Martin¶ 127-Stevens-Street¶ Cleveland,·OH·44113¶ 216-555-1212¶ SSMartin5@yahoo.com¶	¶
OBJECTIVE¶	¶
QUALIFICATIONS¶	¶
EXPERIENCE¶	¶

8. Save the document.

Modifying a Table

Whenever you click in a table or select cells, rows, or columns, the contextual Layout tab appears. All the features you'll need to modify your table's structure are located here. Also, some of these features are available in the pop-up menu when you right-click in a table.



Inserting Rows and Columns

You can insert new columns and rows in an existing table. If you want to insert multiple rows or columns, you must first select the same number of existing rows or columns as you want to insert. For example, to insert two new rows, select two existing rows first. You can also add a row to the bottom of a table with a tap of the **Tab** key when the insertion point is in the last table cell.

A quick and easy way to insert a single row or column is with the insert control that appears when the insertion point is in the table and the selection arrow is pointing between rows or columns.

☰ Table Tools → Layout → Rows & Columns | Right-click in the table and choose Insert

Merging/Splitting Cells and Aligning Data

You can merge two or more adjacent cells in the same row or column into a single cell. The merge option is often used to create a heading row that spans the width of the table. You can also split a single cell into multiple cells.

You can split the entire table, if desired. The first step is to position the insertion point anywhere in the row that you want to become the first row of the second table. Then, execute the Split Table command. When formatting marks are visible, you will see a paragraph between the two tables. To rejoin the table, delete the paragraph symbol.

☰ Table Tools → Layout → Merge → Merge Cells or Split Cells | Right-click in the table and choose Merge Cells or Split Cells

☰ Table Tools → Layout → Merge → Split Table

Aligning Table Data


You can align data horizontally or vertically, and you can change the direction of text. You can also modify the cell margins thereby customizing the spacing between cells.

☰ Table Tools → Layout → Alignment


DEVELOP YOUR SKILLS: W2-D2

In this exercise, you will use several techniques to insert and delete rows. You will also merge cells and align data within cells.

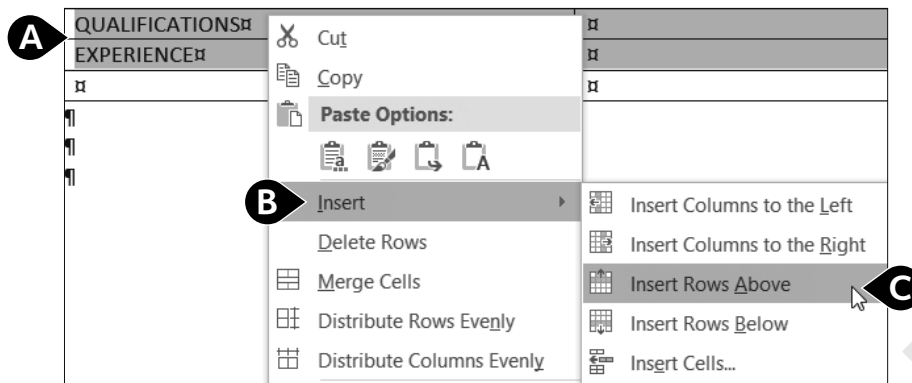
1. Choose **File** → **Save As** and navigate to your **Word Chapter 2** folder.
2. Name the file **W2-D2-StellaResume**.
3. Make sure the insertion point is in the table.
4. Move the mouse pointer to the left edge of the table between the first and second rows until the insert control appears as shown.


	216-555-1212¶
	SSMartin5@yahoo.com¶
	OBJECTIVE¶
	QUALIFICATIONS¶

5. Click the **insert control** to add a row to the table.
6. Position the insertion point in the last table cell (last column, last row) and then tap **Tab** to generate a new row.
7. Use the selection arrow in the left margin to select the *QUALIFICATIONS* and *EXPERIENCE* rows.

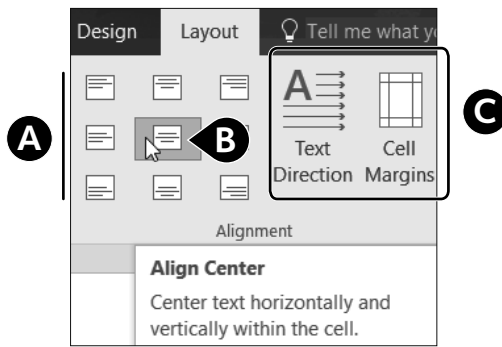
	OBJECTIVE¶
	QUALIFICATIONS¶
	EXPERIENCE¶
	¶

8. Follow these steps to insert two rows in the table:



- A Position the mouse pointer within the selected rows and right-click to display the menu.
 - B Drag the mouse pointer to the **Insert** command.
 - C Choose **Insert Rows Above** from the submenu.
9. Select the second blank row, position the mouse pointer in the selected row, and right-click to display the menu.
 10. Choose **Delete Rows** from the menu.
 11. Use the selection arrow to select the *EXPERIENCE* row and then click the right mouse button in the selected row.
 12. Choose **Insert** from the menu and then choose **Insert Rows Above** from the submenu.
 13. Use the **insert control** to insert another row at the bottom of the table.
 14. Position the selection arrow to the left of the first row and click to select the row.
 15. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells** .
 16. Choose **Table Tools**→**Layout**→**Alignment**.

17. Follow these steps to center the heading data:



- A Hover the mouse pointer over the buttons in the group on the left and notice the ToolTips that describe the alignment options.
- B Choose the **Align Center** option.
- C Hover the mouse pointer over the two buttons on the right and read the ToolTips.

18. Save the file.

Sizing Columns and Rows

There are a number of techniques for resizing columns and rows. The adjust pointer, which is a double-headed arrow, appears whenever you position the mouse pointer on a row or column gridline. You can adjust the column width or row height by dragging the gridline. The Cell Size group in the contextual Table Tools' Layout tab provides handy tools for precise sizing.

☰ Table Tools → Layout → Cell Size

DEVELOP YOUR SKILLS: W2-D3

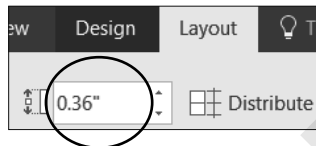
In this exercise, you will continue modifying the table by resizing columns and rows. Then you will finish entering data in the résumé.

1. Save your file as **W2-D3-StellaResume**.
2. Choose **View → Show → Ruler**.

3. Follow these steps to narrow the left column:

Stella Martin 127 Stevens Street Cleveland, OH 44113 216-555-1212 SSMartin5@yahoo.com	
OBJECTIVE	
QUALIFICATIONS	


- A** Position the mouse pointer on the center vertical gridline; it changes to the adjust pointer (a double-headed arrow).
- B** Drag left until the column is approximately 1½" wide. You can use the ruler at the top of the page as a guide.
4. Position the mouse pointer on the bottom border of the *OBJECTIVE* row and notice the adjust pointer is a double-headed arrow pointing up and down.
5. Drag down a bit to increase the row height and then position the insertion point in the *OBJECTIVE* row.
6. Choose **Table Tools**→**Layout**→**Cell Size** and hover the mouse pointer over the buttons to observe their purpose.




7. Position the insertion point in the next row and notice the default row height is 0.18".
8. Position the mouse pointer in the *OBJECTIVE* row, then click in the **Table Row Height** field, type **0.18**, and tap **Enter**.
9. Position the mouse pointer in the second cell of the *OBJECTIVE* row and type **Retail Computer Sales**.
10. Position the insertion point in the second cell of the *QUALIFICATIONS* row.
11. Choose **Home**→**Paragraph**→**Bullets** and type **Hardware/Software** **Enter**.
12. Choose **Home**→**Paragraph**→**Increase Indent** .
13. Complete the list, including the last bullet:



- → Hardware/Software ¶
 - → In-depth-knowledge-of-computer-hardware-and-peripherals ¶
 - → Understanding-of-computer-operating-systems-and-end-user-applications,-including-Windows-and-Microsoft-Office-Suite ¶
 - → Maintain-hardware-and-software-knowledge-via-blogs,-newsletters,-and-conventions ¶
 - → ¶

14. Choose **Home**→**Paragraph**→**Decrease Indent** .

15. Type the following list, remembering to use the **Increase Indent**  button to demote:

- → Sales ¶
 - → Ability-to-build-good-customer-relations ¶
 - → Good-presentation-skills ¶
 - → Familiar-with-sales-proven-strategies ¶
 - → Ability-to-close-the-sales ¶

16. Position the insertion point in the second cell of the *EXPERIENCE* row and type **Sales Intern, Best Computers (Summers, 2013–2016)** .

17. Type the remaining lists, remembering to use **Increase Indent**  and **Decrease Indent**  to demote and promote bullet points:

- Sales-Intern,-Best-Computers-(Summers,-2013–2016) ¶
- → Presales ¶
 - → Prepared-demonstrations-describing-hardware-and-software-features-and-benefits ¶
 - → Prepared-proposals-and-sales-contracts ¶
 - → Sales ¶
 - → Sold-various-brands-of-PCs,-tablets,-notebooks,-including-IBM,-Hewlett-Packard,-Compaq,-and-Macintosh ¶
 - → Recommended-software-based-on-customer-needs ¶
 - → Performed-follow-up-activities-necessary-to-close-sales ¶
 - → Closed-difficult-deals-and-exceeded-sales-goals ¶
 - → Assisted-in-promotional-events ¶
 - → Recognized-as-Intern-of-the-Month-on-three-occasions ¶
 - → Post-Sales ¶
 - → Scheduled-delivery-and-installation-and-implemented-training-schedules ¶
 - → Followed-up-with-customers-to-ensure-satisfaction ¶

18. Position the insertion point in the first cell of the last row and type **EDUCATION**.

19. In the second cell of the *EDUCATION* row, type **Computer Science Graduate, Case Western University**.

20. Choose **File**→**Print** to view your document in the Print screen.

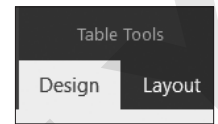
21. Click **Back**  to return to the Word screen.

22. Choose **Layout**→**Page Setup**→**dialog box launcher** , click the **Layout** tab, then choose **Center** from the Vertical Alignment field and click **OK**.

23. Save and close the file.

Formatting with Borders, Shading, and Styles

Borders, shading, and styles can enhance the readability of a table, and they add pizzazz. Whenever you click in a table or select cells, row, or columns, the contextual Design tab appears. The features you need to modify your table's formatting are located here.






The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. This is handy if you want to apply the same effect multiple times.

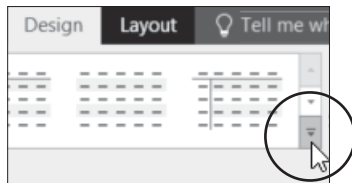
Just like regular text, you can also format tables using the formatting tools on the Home tab. Or, use the Mini toolbar, which provides convenient formatting tools right at your mouse pointer when you select data.


Gridlines are the faint lines you see in the table before adding any borders, but they don't print and are there just to guide you. The Borders menu button ▼ on the Design tab gives you the option to turn gridlines on or off.

DEVELOP YOUR SKILLS: W2-D4

In this exercise, you will open a table and apply formatting using borders, shading, and styles. Stella has started a list of hiring managers she plans to contact. Because she intends to make many contacts, a table is the perfect tool for staying organized.

1. Navigate to your **Word Chapter 2** folder, open **W2-D4-JobContacts**, and save it as **W2-D4-JobContactsRevised**.
2. Click the move handle in the upper-left corner of the table to select the entire table.
3. Choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼ and choose **No Border**.
4. Select the first table row, choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼, and then choose **Outside Borders**.
5. Keep the first row selected and choose **Table Tools**→**Design**→**Table Styles**→**Shading**  **menu button** ▼.
6. Choose **Gray-25%, Background 2, Darker 10%**.
7. Make sure the insertion point is in the table and choose **Table Tools**→**Design**→**Table Styles**.
8. Click the **More** button to display the full gallery of styles.



9. Move the mouse pointer over several styles and notice that Live Preview displays the styles in the table.
 10. Choose **Grid Table 5 Dark – Accent 1**.
 11. Select the first row of the table; choose **Home**→**Font**→**Font menu button** ▼→**Century Gothic**.
 12. Save the file but leave it open.
 13. Open **W2-D3-StellaResume** and save it as **W2 -D4 -StellaResume**.
 14. Click the move handle to select the entire table.
 15. Choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼.
 16. Choose **No Border** from the menu and then deselect.
 17. Choose **File**→**Print** to see how neat and professional the résumé looks.
 18. Click **Back**  to return to the Word screen.
 19. Save and close the résumé.
-


Sorting Data in a Table

When sorting a table, you can choose to sort one or more columns in ascending or descending order and specify whether the first row of the table is a header row. Specifying the first row as a header row prevents it from being sorted with the rest of the data. You can sort a table by up to three levels. For example, say you have a table containing column headings for city, state, and zip. You can sort the table first by state, then by city within state, and then by zip code within city.

Name	Address	City	State	Zip
Laurie Chu	61 Granger Road	Flagstaff	Arizona	86002
Martin Hernandez	45 Priscilla Court	Holbrook	Arizona	86025
Maria Valera	254 Part Street	Colorado Springs	Colorado	80840
Ella Goodspeed	32 Ash Lane	Denver	Colorado	80215
Adam Chaffee	51 Stony Lane	Denver	Colorado	80226

DEVELOP YOUR SKILLS: W2-D5

In this exercise, you will sort data in the Job Contacts file. You will want to sort the contacts table as it continues to grow so you can easily locate information. In this example, the table will be sorted by city and by company name within city. You could also sort the table by company name if you're looking for a particular company, or by contact date if you want to locate a company you contacted on a certain date.

1. Save the file as **W2-D5-JobContactsRevised**.
2. With the insertion point in the table, choose **Table Tools**→**Layout**→**Data**→**Sort**  to open the Sort dialog box.
3. In the **Sort By** field, click the drop-down arrow and choose **City** from the menu.
4. In the **Then By** field, choose **Co Name**.
5. Click **OK** and observe the sorted table.
6. Save and close the file.

Using Templates

All documents are based on a template, which can include text, formatting, graphics, and other objects. The default template is Blank Document. The benefit of templates is that they do not change when documents *based on them* change. When you start a new document, you are opening a *copy* of the template. This lets you use templates repeatedly as the basis for new documents. Word provides a variety of ready-to-use templates, or you can create your own personal templates.

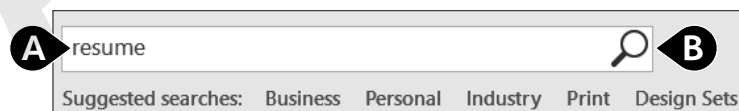
Templates are located in the Start screen or in Backstage view when you are starting a new file. Basing a new document on a template can save you a lot of time as much of the work is already included for you.

 File→New

DEVELOP YOUR SKILLS: W2-D6

In this exercise, you will search for a résumé template and use it as the basis for a new résumé file.

1. Choose **File**→**New** and then follow these steps to locate a résumé template:



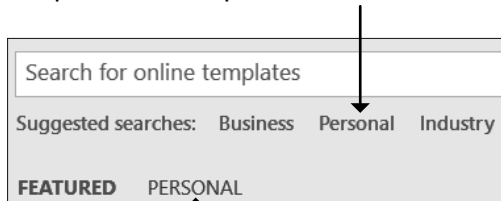
- A Type **resume** in the search field at the top of the screen.
 - B Click the **Start Searching** button.
2. Scroll through the templates and locate a functional résumé of your choice.

3. Use data from Stella’s résumé if you wish, or create your own data to complete the new résumé.
4. Save the file as **W2-D6-MyResume** and then close it.

Saving Personal Templates

When you create a document containing specific formatting, you can save it to use later as a template. You should save the template in the Custom Office Templates folder unless instructed to do otherwise. This is what causes your templates to appear when you click the Personal link on the templates screen.

This Personal category refers to Word-supplied templates such as personal letterhead.



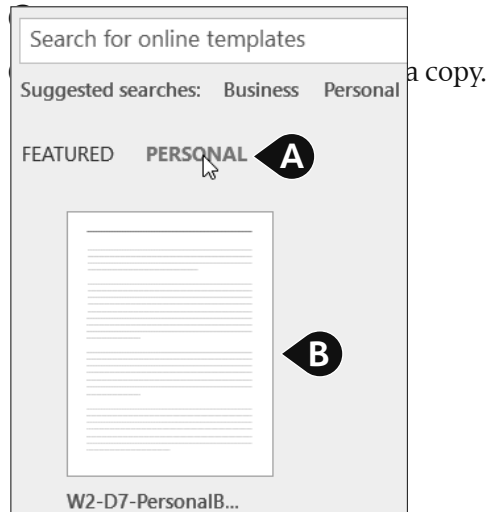
This PERSONAL category refers to templates you create yourself.

DEVELOP YOUR SKILLS: W2-D7

In this exercise, you will open a copy of a personal budget and save it as a template, so you can use it over and over every month. The variable text of the budget has been removed; however, other elements are still in place, including the expense items and the formatting.

1. Navigate to your **Word Chapter 2** folder, open **W2-D7-PersonalBudget**, and notice the elements that are in place that will be helpful each month when you create a new budget.
2. Choose **File**→**Save As**, navigate to any file storage location, and choose **Word Template (*.dotx)** from the Save As Type list at the bottom of the dialog box. Word defaults to the Custom Office Templates folder in the Documents folder as the file storage location.
3. Save the file.
4. Close the template file and then choose **File**→**New**.

5. Follow these steps to open a copy of your template:



6. Close the file and exit Word.

What to Do Before a Job Interview

Many job search sites, such as Monster.com and Careerbuilder.com, offer career advice including interviewing tips. Or do a web search of *interview tips*, and you'll get lots of tips to steer you in the right direction. Here are a few things to keep in mind:

- Anticipate the interviewer's questions and prepare your answers. You can even search for interview questions that are typical for a specific career, such as *interview questions for electrical engineers*.
- Practice, practice, practice. Get a friend or colleague to role play interviews with you. The more you practice, the more confident you will be during the interview.
- Think of questions you would like to ask the interviewer, especially those that demonstrate your interest in the job and company.
- Decide on your wardrobe. Conduct an Internet search for *how to dress for an interview*. Also, it's fine to ask the person scheduling the interview what the company dress code is. When in doubt, err on the side of conservatism.
- What to take with you: driving directions and contact information, folder/briefcase, paper copies of your résumé, pen, and notepad.
- What to not take with you: ear buds, cell phone that is not turned off, baseball cap, chewing gum, food or drink, distracting jewelry.

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. With the insertion point positioned as shown, tapping **Tab** will create a new table row. True False

Thai Bungalow	Hydrotherapy	Spa suite
Chang's	Rock climbing	Stateroom

2. If your table has a header row, checking the Header Row option in the Sort dialog box prevents the header row from sorting with the other rows. True False
3. If you remove borders from a table, you may see gridlines, which you must delete if you don't want them to print. True False
4. Table rows can be sorted in ascending order but not descending order. True False
5. The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. True False
6. Clicking the move handle selects the entire table. True False
7. You can merge two adjacent cells within a row, but you cannot merge adjacent cells within a column. True False
8. The insert control appears when the insertion point is in the table and the mouse pointer is positioned at the top or left edge of the table between rows or columns. True False
9. Contextual tabs appear in context with the task you are performing. True False
10. When you drag the mouse pointer over styles in the Table Styles gallery, Live Preview displays the styles in the table. True False
11. Which of the following is NOT a way to create a new table?
 A. Rows and Columns group in the contextual Layout tab
 B. Insert Table dialog box
 C. Quick Tables gallery
 D. Convert tabular columns to a table
12. When the mouse pointer is positioned as shown, what is it known as?

Dining	Entertainment
Le Bistro	Award-winning spas
Mama's	Action-packed casinos
Thai Bungalow	Hydrotherapy

- A. Drag handle
 B. Column sizer
 C. Adjust pointer
 D. Resize handle

(continued)

13. When you save a document as a template, which folder does Word default to?
- A. Documents
 - B. Downloads
 - C. Your storage location
 - D. Custom Office Template
14. Up to how many levels can you choose to sort a table by?
- A. 2
 - B. 3
 - C. 5
 - D. 1

EVALUATION ONLY

WORD 2016

Creating a Promotional Brochure

In this chapter, you will add graphic elements, such as WordArt, to a brochure. SmartArt graphics provide a gallery of predesigned diagrams such as lists, processes, cycles, hierarchies, and relationships that help you communicate ideas clearly and vividly. Borders and page color add a polished look to your brochure. Live preview galleries allow you to quickly test many choices while deciding what looks best for your brochure. All these and more help you create materials that are both dynamic and informative.

LEARNING OBJECTIVES

- Create an eye-catching brochure
- Insert shapes in a document
- Add pictures, text boxes, and WordArt to a document
- Choose page setup features
- Communicate information with SmartArt
- Format the page background

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 45 mins
- Self-Assessment: 20 mins
- Total: 2 hrs 5 mins

PROJECT: PROMOTING AN ERGONOMICS SEMINAR

As the owner of Ergonomic Office Solutions, you have decided to create a presentation about the benefits of an ergonomic office. Your friend, Tommy Choi, owner of Green Clean, has provided you with his customer database. Knowing Tommy's customers are already interested in the environment, you believe they would be interested in your products. (You are already beginning the process of understanding who your audience is.) You decide to create a brochure to mail to local businesses promoting a seminar. You will use product pictures as well as shapes, WordArt, and SmartArt to create a brochure that is both informative and visually appealing.

Designing an Engaging Brochure

Knowing your audience is the path to successful communication. This principal applies to almost everything you write. The readers want to know what’s in it for them. Analyze them; walk in their shoes. What interests them? What would they want from you? What can you do for them? How can you engage them?

Design is critical. Use photos, shapes, and graphics that grab the audience’s attention. And be sure to incorporate blank space. Without it, your page will look cluttered and hard to read. Space provides balance and symmetry. Don’t get complicated. People tend to skim, so keep it simple. Your message should be clear, crisp, and concise. Decide which points are priorities and use bullets to focus the reader’s attention. Limit the number of fonts to two or three and use fonts that are clean and easy to read.

Color is significant. Use a color scheme that reflects your photos and graphics. Color also conveys feeling and mood. Direct the reader’s eye by highlighting important elements with prominent placement and distinctive colors. Take time to think about the colors you use; you may want to conduct an Internet search of the *psychology of color*.

Branding is important. Express your brand with a consistent logo, tagline, and color scheme that complement your company’s other brand assets, such as packaging, your website, and media campaigns.

Working with Shapes

There is a large gallery of graphic shapes available to you, including lines, text boxes, rectangles, ovals, and many others. They can add interest to documents, such as flyers and brochures, and you can type text in most shapes. You can also rotate, resize, and move shapes. Holding down the **Shift** key while drawing maintains the proportional relationship between the shape’s width and height. You insert shapes from the Shapes gallery. When a shape is selected (displays round handles), the contextual Drawing Tools and Format tabs appear, where you can choose many styles and designs for your shape.



View the video “Using Shapes.”




View the video “Adding Text to and Formatting Shapes.”

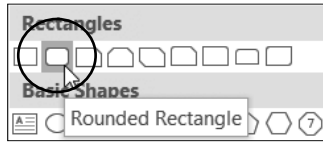
☰ Insert→Illustrations→Shapes  | Drawing Tools→Format→Insert Shapes


DEVELOP YOUR SKILLS: W3-D1

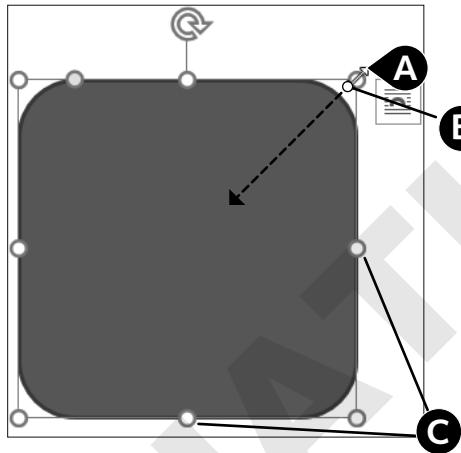
*In this exercise, you will draw, size, and move shapes. You’ll maintain a shape’s proportions with the **Shift** key when resizing, and you’ll see how the mouse pointer changes appearance based on various ways you work with shapes.*

1. Open **W3-D1-Brochure** and save it as **W3-D1-BrochureRevised** in your **Word Chapter 3** folder.

2. If necessary, turn on formatting marks.
3. Choose **Insert**→**Illustrations**→**Shapes**  to display the Shapes gallery.
4. Choose the **Rounded Rectangle** from the Rectangles category.

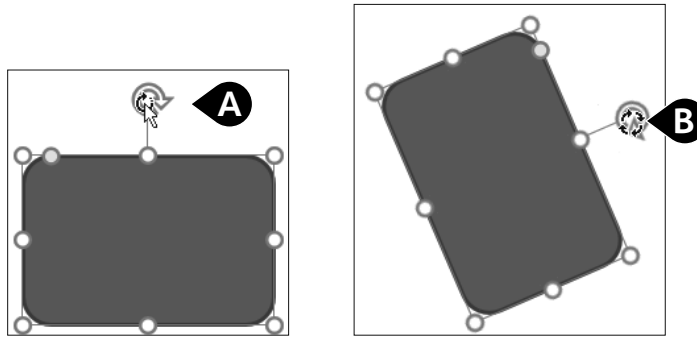


5. Click and drag anywhere in the document to draw a rounded rectangle.
6. Choose **Insert**→**Illustrations**→**Shapes**  and then choose the **Rounded Rectangle** again.
7. Hold the **[Shift]** key and drag to draw another rounded rectangle.
8. With the square shape selected (displaying round handles), follow these steps to resize the shape:

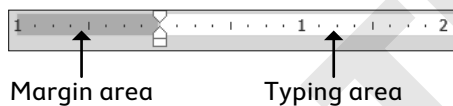



- A** Position the mouse pointer on the top-right corner sizing handle.
- B** Hold **[Shift]** and drag diagonally toward the center of the shape to resize while maintaining proportions.
- C** Drag from a side handle to change only the height or width of the object.

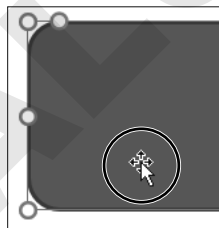
9. Follow these steps to rotate the shape:



- A** Position the mouse pointer on the rotation handle; the mouse pointer appears as a circular arrow.
- B** Click and drag to the right about 45 degrees; the mouse pointer appears as four small arrows when rotating.
10. If necessary, click one of the shapes to display the handles and then hold **[Shift]** and click the other shape. Holding **[Shift]** allows you to select multiple shapes at once, which allows you to delete, move, or format them all at the same time.
11. Tap **[Delete]** to remove both shapes.
12. If necessary, choose **View**→**Show**→**Ruler**.



13. Choose **Insert**→**Illustrations**→**Shapes**  and choose **Rounded Rectangle** again.
14. Starting about 1" from the top of the page and about 1" from the left-hand margin, draw a 1" tall rectangle that spans across the page but remains within the margins.
15. Position the mouse pointer on the shape until the pointer appears as a four-headed arrow.



16. Practice dragging the shape to move it and then return it to its original position.
17. Save the file.

Adding Text and Formatting Shapes

You can add text to shapes you draw. This is handy if, for example, you want to create a flyer announcing an event. Just select the shape and begin typing the announcement. Text is automatically centered horizontally and vertically, and it wraps within a shape as you type.

The contextual Format tab contains many tools you can use to add pizzazz to a shape, including Shape Styles, Shadow effects, and 3-D effects. The contextual Format tab also has its own Shapes gallery in the Insert Shapes group. It contains the same shapes as the Shapes gallery located in the Illustrations group on the Insert tab.

☰ Drawing Tools→Format→Shape Styles

DEVELOP YOUR SKILLS: W3-D2

In this exercise, you will add text to a shape and format the text. Then you will format the shape using the Shape Styles gallery.

1. Save your file as **W3-D2-BrochureRevised**.
2. If necessary, select the rectangle shape at the top of the page by clicking anywhere on it.
3. Tap **[Caps Lock]**, type **ERGONOMIC OFFICE SOLUTIONS**, tap **[Enter]**, and type **PRESENTS**. Tap **[Caps Lock]** once more to turn it off.
4. Click the border of the shape, taking care not to drag. Selecting a shape by clicking the border selects everything inside of the shape, so even though the text might not appear highlighted, the text is indeed selected.
5. Choose **Home**→**Font**→**Font menu button** ▼→**Tahoma**.
6. Keep the shape selected and apply **Bold 22 pt** font.
7. If your shape is not big enough for the larger text, drag a sizing handle to enlarge it.
8. Make sure the object is selected so the contextual Format tab is available and then choose **Drawing Tools**→**Format**→**Shape Styles**.
9. Click the **More** button on the Shape Styles gallery to open the gallery.



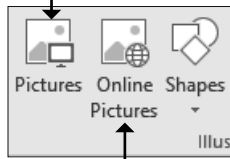
10. Choose **Subtle Effect – Blue, Accent 1**.
11. Save the file.

Using WordArt and Inserting Pictures

WordArt is great for creating smart-looking text objects. It's wonderful for creating special effects such as logos and headings in newsletters, flyers, and brochures. You can use the built-in designs as they are, or you can customize them.

You can browse through your computer, or other computers, to locate pictures and other images for your document, or you can search online.

Search for pictures saved as files on a computer.



Search online for pictures and other images.

WordArt and pictures can be rotated, resized, and moved like other objects. The cropping tool can be used to remove any unwanted parts of a picture making portions of the image transparent, allowing anything under it to show through.



View the video “Enhancing Pictures.”

☰ Insert→Text→WordArt

☰ Insert→Illustrations→Pictures or Online Pictures

Aligning Objects



You can manually drag and drop objects to align them, but using the Align feature on the contextual Format tab is more precise. Select the objects you want to align and then choose the desired alignment.

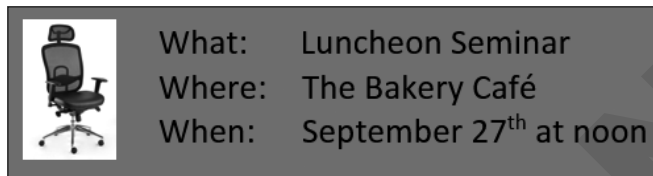
☰ Drawing Tools→Format→Arrange→Align


DEVELOP YOUR SKILLS: W3-D3

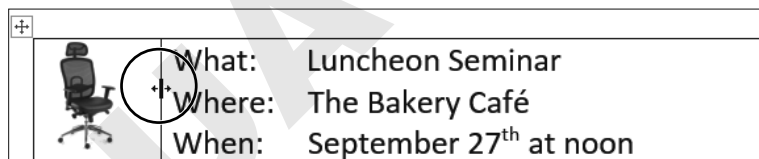
In this exercise, you will add a WordArt object and align it with a shape. You will insert and resize a picture and make its background transparent. Then you will format and move the table.




1. Save your file as **W3-D3-BrochureRevised**.
2. Click in the document below the rectangle.
3. Choose **Insert→Text→WordArt** .
4. Choose **Fill – Black, Text 1, Outline – Background 1, Hard Shadow – Accent1** from the menu that appears and then type **The Ergonomically Challenged Office**.

5. Place the mouse pointer on the border of the WordArt object and then drag to position it about 1" below the rectangle.
6. With the WordArt object still selected, hold down **Shift** and click the rounded rectangle above it that you created earlier.
7. Choose **Drawing Tools**→**Format**→**Arrange**→**Align** →**Align Center**.
8. If necessary, drag the selected objects so they are centered between the margins.
9. Scroll down and position the insertion point in the left cell of the table.
10. Choose **Insert**→**Illustrations**→**Pictures** .
11. Navigate to your **Word Chapter 3** folder and double-click **ErgoChair.jpg** to insert it.
12. Hold the **Shift** key and resize the picture using a corner handle until it matches the height of the text on the right. Note that the picture has a white background.



13. With the chair image selected, choose **Picture Tools**→**Format**→**Adjust**→**Color** .
14. Choose **Set Transparent Color** at the bottom of the menu.
15. Click in the white background of the image.
16. Click anywhere to deselect the image. Then position the mouse pointer on the line between the two cells and double-click to resize the cell.



17. Select the table using the move handle and then choose **Home**→**Paragraph**→**Center** .
18. With the table still selected, choose **Home**→**Paragraph**→**Borders**  menu button ▼.
19. Choose **No Border** to complete the page.
20. If gridlines appear in the table (although they won't print), follow these steps to remove them:
 - Make sure the table is selected.
 - Choose **Table Tools**→**Layout**→**Table**→**View Gridlines** .
21. Save your file.

Using Text Boxes and Page Setup Options

A text box is a special type of shape designed for inserting text or graphics. You may wonder how inserting a text box is different from drawing a shape and adding text inside it. It's because of the formatting. All documents are based on a theme, which contains a set of theme colors and theme fonts. The default theme for a new blank document is Office. When you originally created the rounded rectangles, they used a blue fill color that was the default fill color for *shapes*. Text boxes do not contain those formatting characteristics. You can format all of the text by selecting the text box itself or format only a portion of the text by selecting the part you want to change. The techniques for rotating, sizing, and moving are the same for text boxes as for other graphics.



View the video “Creating a Text Box.”

☰ Insert→Illustrations→Shapes →Text Box | Insert→Text→Text Box

Page Setup Options

Commonly used page setup options include page breaks, margins, page orientation, and paper size. All of these are located in the Page Setup group on the Layout tab. You can use **[Ctrl] + [Enter]** to quickly insert a manual page break. Some page setup options also appear in the Print screen in Backstage view.



View the video “Page Setup Options.”


☰ Layout→Page Setup

DEVELOP YOUR SKILLS: W3-D4

In this exercise, you will insert a text box, align it with other objects, and format the text box border and the text within it. Then you will insert a page break to create a second page for your brochure.









1. Save your file as **W3-D4-BrochureRevised**.
2. Choose **Insert**→**Illustrations**→**Shapes** and then choose **Text Box** from the Basic Shapes category in the Shapes gallery.
3. Position the mouse pointer below the WordArt object you created previously and then drag to draw a text box about **2" wide** and **½" tall**.
4. Type this text and size the box so the text wrapping is the same as shown:



Email EOS@Yahoo.com or call
712-555-0123 to register.
5. If the email address appears as a hyperlink, right-click it and choose **Remove Hyperlink**.
6. Make sure the text box is selected and then choose **Home**→**Paragraph**→**Center** .
7. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Outline** menu button ▼ and choose **Blue, Accent 1, Lighter 40%**.
8. With the text box still selected, hold down **[Shift]** and select the two objects above it.
9. Choose **Drawing Tools**→**Format**→**Arrange**→**Align** and choose **Align Center**.
10. Click to deselect. If necessary, move the text box so it is well balanced on the page.

11. Position the insertion point at the bottom of the page.
12. Choose **Layout**→**Page Setup**→**Breaks** →**Page**.
13. If necessary, display formatting marks and notice the page break symbol and the new second page.
14. Position the insertion point in front of the page break symbol and tap **Delete**.
15. Press **Ctrl** + **Enter** to insert another page break.
16. Save your file.

Working with SmartArt

It is often easier to grasp concepts if information is presented graphically rather than textually. The SmartArt gallery provides a large variety of graphics that you can add to documents. They make it easy to combine predesigned graphics with text to create sophisticated figures. SmartArt images are divided into the following categories.

Category	Purpose
 List	Shows nonsequential data
 Process	Use to show a progression, a timeline, or sequential steps in a task, process, or workflow.
 Cycle	Shows a continual process
 Hierarchy	Creates a hierarchical structure or shows a decision tree
 Relationship	Illustrates associations
 Matrix	Shows how parts relate to a whole
 Pyramid	Shows proportional relationships
 Picture	Used when you want to convey your message with or without explanatory text, or when you want to use pictures to complement a list or process

 **Insert**→**Illustrations**→**SmartArt** 

Inserting SmartArt Text and Modifying an Image

You can use the SmartArt text pane to add text to your image. Text placeholders in the image are replaced with text as you enter in the SmartArt text pane. The font size adjusts based on the amount of information you type. If you prefer, you can type directly in the text placeholders in the image.

If you cannot find the exact image you want, you can modify, add, and delete shapes within the graphic. SmartArt objects are formatted the same way as other graphic shapes.





View the video “SmartArt Text and Bullets.”

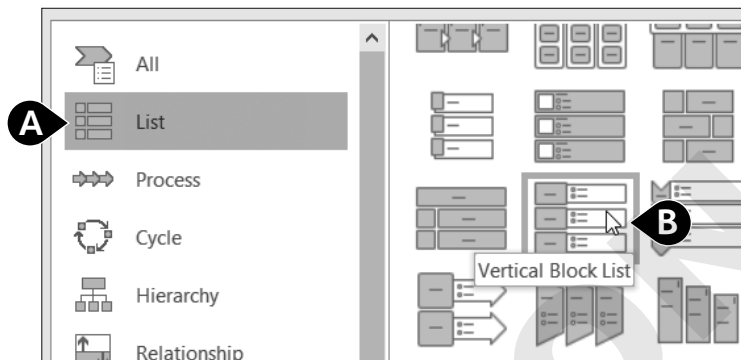


View the video “Modifying SmartArt.”

DEVELOP YOUR SKILLS: W3-D5

In this exercise, you will create two SmartArt graphics: one to list the seminar topics and one to list ergonomic products. Then, you will customize and resize the graphics.

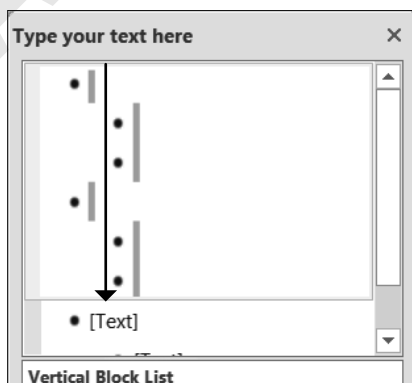
1. Save your file as **W3-D5-BrochureRevised**.
2. If necessary, move the insertion point to the top of page 2.
3. Choose **Home**→**Paragraph**→**Center** .
4. Choose **Insert**→**Illustrations**→**SmartArt** .
5. Follow these steps to insert a SmartArt graphic:



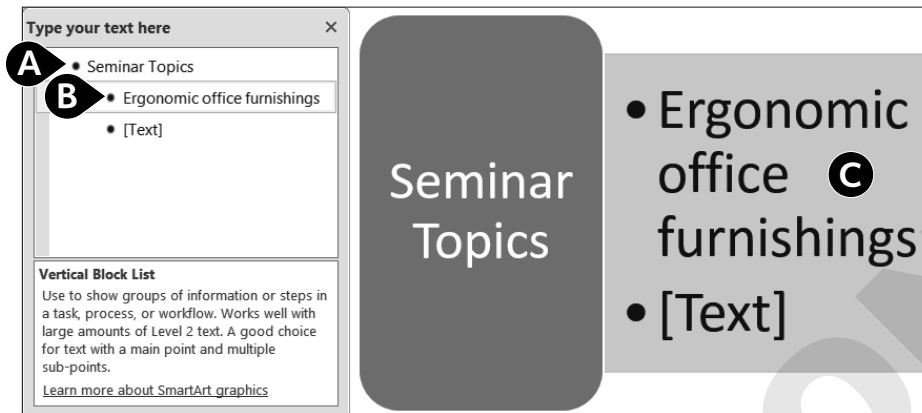
- A Choose the **List** category.
 - B Scroll down and choose **Vertical Block List**.
6. Read the description in the bottom-right corner of the dialog box and then click **OK**.
7. If the text pane is not visible, click the tab.



8. Position the mouse pointer to the left of the first major bullet and then drag down to select the first six bullets.



9. Tap **Delete** to remove the bullets.
10. Follow these steps to begin entering the seminar topics:



- A Position the insertion point to the right of the first bullet and type **Seminar Topics**.
 - B Tap **↓** and type **Ergonomic office furnishings**.
 - C Notice that the text appears in the graphic as you type.
11. Tap **↓** to go to the next line and type **Mobile workstations**.
12. Tap **Enter** to generate the next bullet and then type **Technology support**.
13. Tap **Enter** as needed and then type the following items to complete the list:
 - **Personal lighting options**
 - **Q&A**
14. Click **Close** **×** in the upper-right corner of the text pane.
15. Click the outside border frame to make sure the *entire* SmartArt image is selected.
16. Drag the bottom-center sizing handle up until the image is approximately half as tall as the original image.
17. Save your file.


Changing a SmartArt Style



The SmartArt Styles gallery allows you to apply interesting variations of the original graphic. Live Preview lets you sample the effect of the various styles without actually applying them.

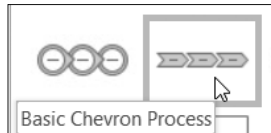
☰ SmartArt Tools → Design → SmartArt Styles

DEVELOP YOUR SKILLS: W3-D6

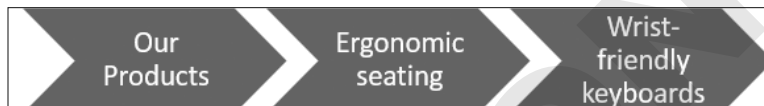
In this exercise, you will customize SmartArt graphics by applying colors and styles.

1. Save your file as **W3-D6-BrochureRevised**.
2. Make sure the outside border of the seminar topics image is selected.
3. Choose **SmartArt Tools** → **Design** → **SmartArt Styles** → **Change Colors** .

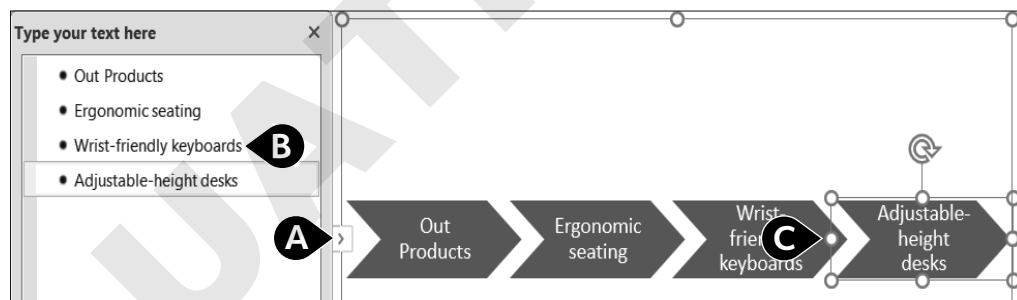
4. In the Accent 1 category, choose **Gradient Loop – Accent 1**.
5. Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**More**  to display the SmartArt Styles gallery.
6. In the 3-D category, choose **Metallic Scene**.
7. Press **Ctrl** + **End** to move to the end of the document and then tap **Enter** twice.
8. Choose **Insert**→**Illustrations**→**SmartArt** .
9. Choose the **Process** category, then choose **Basic Chevron Process**, and then click **OK**.





10. Click the **[Text]** placeholder in the first arrow on the left and type **Our Products**.
11. Click in each **[Text]** placeholder and enter the text as shown:

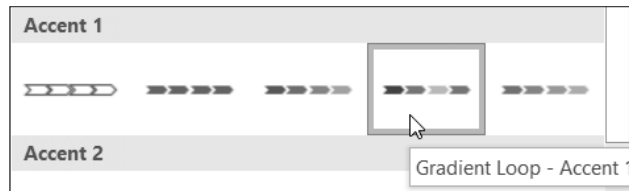




12. Click the outside border of the image and then follow these steps to add an arrow to the graphic:



- A Click the tab to open the text pane.
 - B Position the insertion point after the word *keyboards* and tap **Enter**.
 - C Type **Adjustable-height desks** in the new arrow.
13. Close  the text pane.
14. Click the outside border of the shape.
15. Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**Change Colors** .

16. Choose the fourth item in the Accent 1 category, **Gradient Loop – Accent 1**.



17. Click the **More**  button on the SmartArt Styles gallery, and in the 3-D category, choose **Cartoon**.
18. Choose **SmartArt Tools**→**Format**→**Align**→**Align Center** →**Align Center**.
19. Save your file.

Formatting the Page Background

Page background formats add color and visual variety to your documents. Page colors and borders provide the finishing touches that add professional polish. For example, you can add colors from a gallery specifically designed to blend with a document's theme. Border colors are also designed to tastefully complement page colors.

Adding Page Colors and Page Borders


The Page Colors gallery is similar to other galleries you have worked with. The colors that appear in the Theme Colors section of the gallery, as the name implies, are based on the theme currently in effect in the document.

Page borders surround the outer edges of the entire page. You can adjust the color (again, based on the current theme), line thickness, and other features of the border.

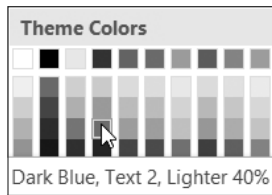
 **Design**→**Page Background**→**Page Color**  or **Page Borders** 


DEVELOP YOUR SKILLS: W3-D7

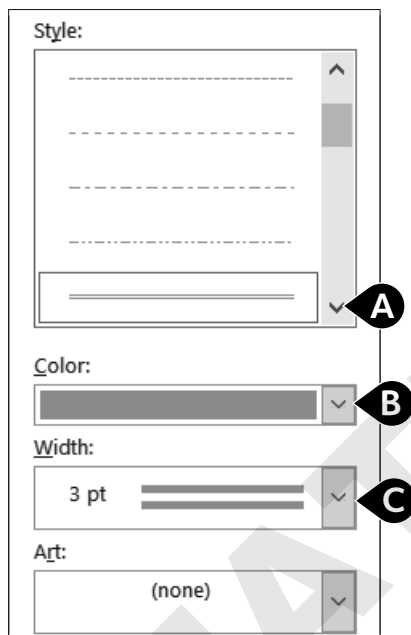
In this exercise, you will sample background colors using Live Preview. Then you will add a background color to your brochure and a border surrounding the pages.

1. Save your file as **W3-D7-BrochureRevised**.
2. Choose **Design**→**Page Background**→**Page Color** .
3. Hover the mouse pointer over several colors in the Theme Colors area of the gallery.

4. Choose **Dark Blue, Text 2, Lighter 40%**.



5. Choose **Design**→**Page Background**→**Page Borders** .
6. Choose **Box** from the Setting area in the left-hand panel.
7. Follow these steps to format the page border:



- A** Choose the **double-line** Style.
- B** Choose **Blue, Accent 1, Lighter 40%**.
- C** Choose a Width of **3 pt** and then click **OK**.
8. Save and then close your file; 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. You can insert a perfect square or circle by holding **[Shift]** while drawing the shape. True False
2. The techniques for rotating, sizing, and moving are the same for text boxes as for other graphics. True False
3. If you want to add text in a SmartArt graphic, you must type directly in the graphic image itself. True False
4. You must superimpose a text box on a shape in order to type in it. True False
5. You can use **[Ctrl] + [Enter]** to quickly insert a page break. True False
6. You can search online for pictures and images to use in your documents. True False
7. The white areas on the rulers represent the margins. True False
8. Clicking the mouse pointer on a shape as shown selects everything inside the shape. True False



9. You can manually drag objects to align them, but the Align feature on the contextual Format tab is more precise. True False
10. You can crop out unwanted parts of a picture. True False
11. Which SmartArt graphic category should you use if you want to show sequential steps in a task?
 - A. Matrix
 - B. Hierarchy
 - C. Process
 - D. Pyramid
12. If you are working with a SmartArt graphic, how do you display the text pane?
 - A. Choose SmartArt tools→Format→Text→Text Pane
 - B. Double-click the SmartArt graphic
 - C. Click the tab that appears on the left side of the image, when selected
 - D. Double-click the SmartArt graphic frame
13. When you are rotating an image, how does the mouse pointer appear?
 - A. As a circular arrow
 - B. As a down-pointing black arrow
 - C. As four small arrows
 - D. As a white arrow

(continued)

14. If you want to select two or more shapes at the same time, what key do you need to hold down when making the selection?
- A. Shift
 - B. Spacebar
 - C. Tab
 - D. Alt

EVALUATION ONLY

WORD 2016

4 Creating Reports

In this chapter, you will create a simple report. Reports are important documents often used in business and education to distribute information, communicate ideas, and share viewpoints and plans on a variety of topics. You will format your report using tabs, indents, margin changes, and headers and footers. You will also learn about AutoCorrect and how to use it to insert frequently used text by typing a few characters.

LEARNING OBJECTIVES

- Work with columns and set margins
- Apply styles
- Insert headers and footers
- Use AutoCorrect to insert customized text

CHAPTER TIMING

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

PROJECT: RESEARCHING SOCIAL MEDIA AND INTERNET COMMERCE

My Virtual Campus is a social networking technology company. It sells web applications to colleges and universities. Your marketing manager, José Morales, has asked you to look into the latest trends in social media in schools. It is important to understand how the “always connected” generation is using technology in the pursuit of education. Your manager also wants you to download an online article regarding social media in education that he can distribute in the next staff meeting. And he wants you to make the article’s dense text more readable by using heading styles, headers and footers, and white space.

Creating a Business Report

When writing a business report, you want it to be easy to read. Dense blocks of text are difficult to read, so break up your report with lists, headings/subheadings, and white space. Use a clear, easy-to-read font, such as Calibri (Word's default font), Arial, or Times New Roman. Here are some principles of communication you may want to keep in mind when writing a report:

- Plan before you write.
- Know your audience.
- Use active voice.
- Avoid wordiness.
- Use plain language; avoid overblown words.
- Don't use clichés.
- Use parallel structure.
- Edit out anything that doesn't add to your meaning.
- Chunk your writing into short sections.

Setting Margins

Margins determine the amount of white space around the edges of the page. You can set margins for the entire document, a section, or selected text. The default margins in the Blank Document and Single Spaced (Blank) templates, as well as many others, are one inch all around. You can choose from a gallery of preset margins, or you can set your own custom margins.

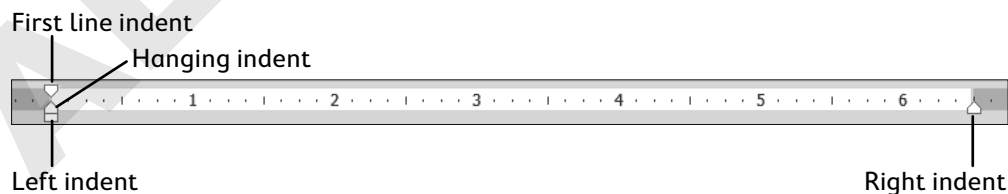
☰ Layout→Page Setup→Margins 

Indenting Text



Indents offset text from the margins. You can set indents by using the buttons on the Ribbon or by adjusting the indent markers on the ruler. The Increase and Decrease Indent buttons adjust the indent of an entire paragraph (or one or more selected paragraphs) and affect the left indent only. They adjust the indent based on the default tab stops, which are set at every half inch.



You can set custom indents by dragging the indent markers on the horizontal ruler.




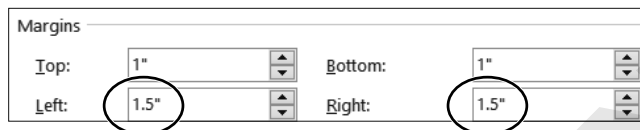
View the video "Indent Markers."


☰ Home→Paragraph→Increase Indent  or Decrease Indent 

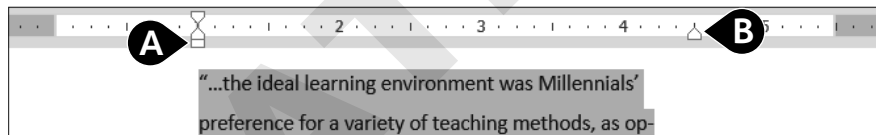
DEVELOP YOUR SKILLS: W4-D1

In this exercise, you will increase the margins in a report to provide a little more white space. You will use the *Increase Indent* button on the Ribbon to offset quotes in the report, and you will create your own custom indents using the indent markers on the ruler.

1. Open **W4-D1-SocMediaRpt** from your **Word Chapter 4** folder and save it as **W4-D1-SocMediaRptRevised**.
2. If necessary, choose **View**→**Show**→**Ruler**.
3. Choose **Layout**→**Page Setup**→**Margins**  and notice the preset margin settings.
4. Choose **Custom Margins** at the bottom of the menu.
5. On the Margins tab of the Page Setup dialog box, change the left and right margins to **1.5"** and then click **OK**.



6. Below *The Net Generation* heading, select the second and third paragraphs, which are inside quotation marks.
7. Choose **Home**→**Paragraph**→**Increase Indent** .
8. Follow these steps to adjust the left and right indents:



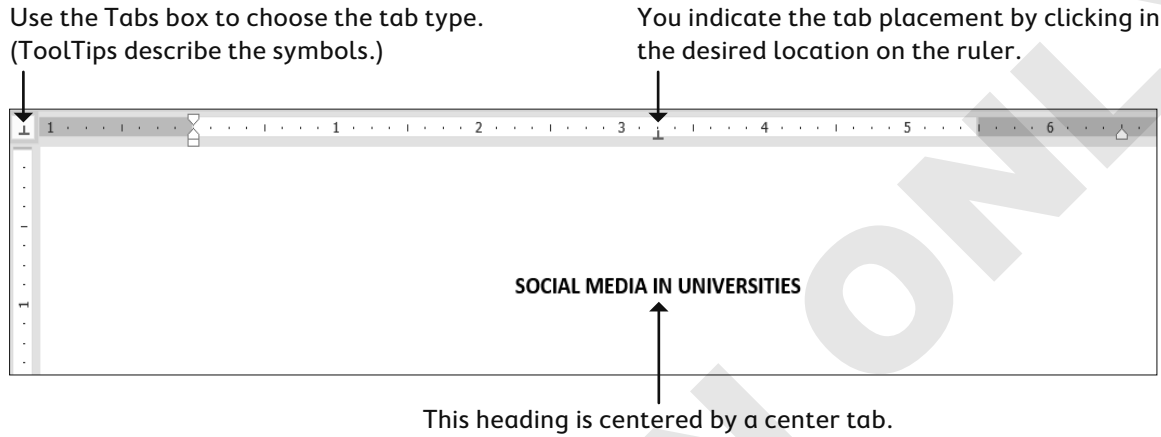
- A Position the mouse pointer on the Left Indent marker (bottom rectangle) and drag to the **1"** mark.
 - B Drag the **Right Indent** marker to the **4½"** mark.
9. Save the report.

Setting Custom Tab Stops

Default tab stops are set every half inch, so the insertion point moves a half inch whenever you tap **[Tab]**. You can customize tab stops if you want other settings. You can delete a custom tab by dragging it off the ruler with your mouse. When you release the mouse button, the tab disappears.

Using the Ruler to Set Custom Tabs

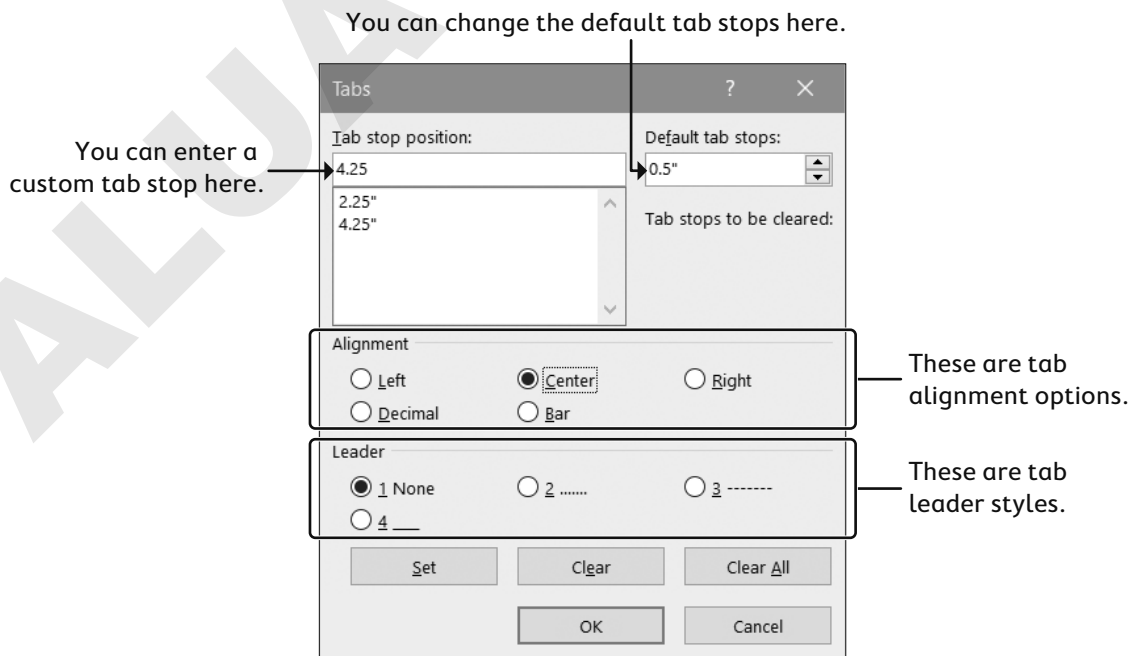
Word has four types of custom tab stops: left, right, center, and decimal. You can set all four types using the horizontal ruler. It is critical that you position the insertion point in the line where you plan to set tabs. Tab settings are carried inside the paragraph symbol to the next paragraph when you tap **Enter**.



You can delete a custom tab by dragging it off the ruler with your mouse. When you release the mouse button, the tab disappears.

Using the Tabs Dialog Box to Set Custom Tabs

You can also set custom tab stops in the Tabs dialog box. You can specify precise positions for tabs, choose the type of tab (alignment), clear custom tab stops, and set dot leader tabs. A leader tab generates a row of dots when you tap **Tab**. You often see dot leaders in a table of contents separating a topic from its page number.

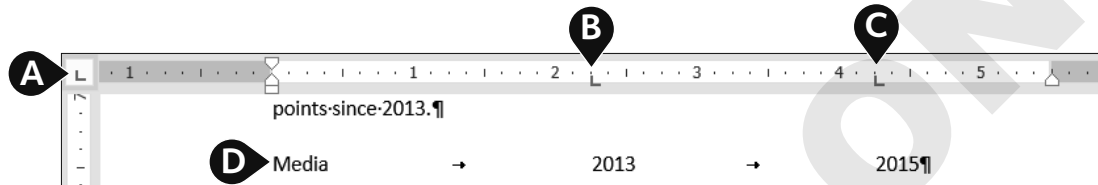


☰ Home → Paragraph → dialog box launcher  → Tabs

DEVELOP YOUR SKILLS: W4-D2

In this exercise, you will set custom tabs and create two tabbed tables.

1. Save your report as **W4 -D2 - SocMediaRptRevised**.
2. If necessary, display formatting marks.
3. Position the insertion point on the blank line below the section titled *Rapid Increase in the Use of Social Media*.
4. Follow these steps to set tabs for the first table:



- A Verify that the Tabs box at the left of the ruler is set to a Left Tab. If not, click the box until it rotates around to Left Tab. (ToolTips describe the tab type.)
 - B Click the ruler at the 2¼" mark to set a tab.
 - C Click the ruler at the 4¼" mark for the second tab.
 - D Type **Media** in the blank line and then type the next two entries, tapping **Tab** where you see the arrows and tapping **Enter** at the end of the line.
5. Type the rest of the table, tapping **Tab** and **Enter** where you see the arrows and paragraph symbols:

Media	→	2013	→	2015¶
Facebook	→	79%	→	84%¶
Twitter	→	35%	→	40%¶
Instagram	→	30%	→	36%¶
Snapchat	→	16%	→	23%¶

- A Select the first line of the table and choose **Home**→**Font**→**Bold** **B**.
7. Position the insertion point on the first blank line below the last paragraph of the document.

8. Follow these steps to set the tabs and type the table:

Media	Launched	2015 Users
Facebook	2004	1.5-billion-monthly-active-users
Twitter	2006	1.5-billion-monthly-active-users
Instagram	2010	300-million-active-users
LinkedIn	2003	380-million-users-worldwide

- A** Set left tabs at the 2¼" mark and the 3½" mark.
- B** Type the table as shown, applying **Bold** formatting to the first line of the table.

9. Save the file.

Formatting Text with Styles

A style is one of the most powerful formatting tools. It is a *group of formats* enabling you to apply multiple formats to a block of text all at once. Styles are based on the current template's theme, which is a set of colors, fonts, and graphic effects. There are styles for document elements, such as headings, titles, and special character formats, providing consistent formatting throughout a document.

Types of Styles

There are many built-in styles, and you are always working within a style. There are two basic types of styles: character and paragraph.

- **Character styles:** Character styles are applied to the word the insertion point is in or a selected group of words. Character styles contain only character formats, not paragraph formats. You can apply character styles *within* a paragraph that is formatted with a paragraph style.
- **Paragraph styles:** Paragraph styles are applied to all text in selected paragraphs or to the paragraph containing the insertion point. You can use any character or paragraph formats in a paragraph style. For example, you may want to format a heading with a large, bold font (character formatting) and apply paragraph spacing before and after the heading (paragraph formatting).

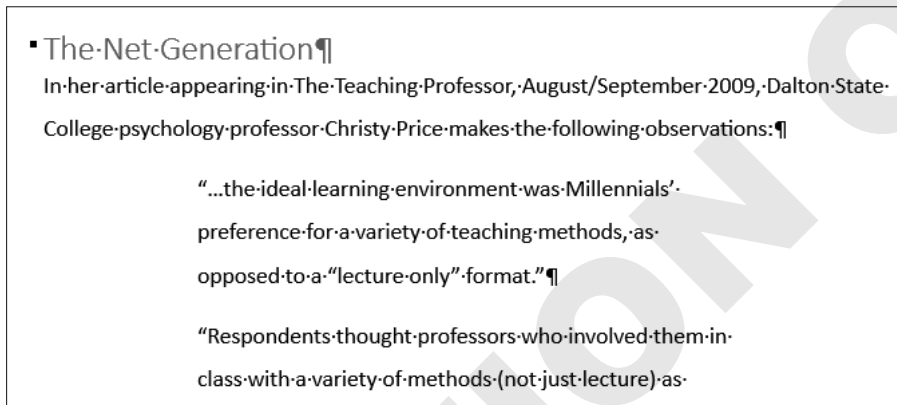
☰ Home → Styles → Styles Gallery | Home → Styles → dialog box launcher

Collapsing Heading Topics

When you apply a heading style and the insertion point is in the heading, a small triangle marker appears at the left (whether formatting marks are displayed or not). You can click the marker to collapse and expand the text below it. In the following illustration, the text below *The Net Generation* is collapsed, allowing you to focus on certain parts of a document.



In this illustration, *The Net Generation* content is expanded.



View the video “Using the Styles Gallery and the Styles Task Pane.”


DEVELOP YOUR SKILLS: W4-D3

In this exercise, you will use Live Preview in the Styles gallery to find styles that will give your report a professional, polished look. You will apply the Title style to the report's main heading and the Heading 1 style to the headings within the report.

1. Save your file as **W4-D3-SocMediaRptRevised**.
2. Click anywhere in the report's main heading, *SOCIAL MEDIA IN UNIVERSITIES*, at the top of page 1.
3. Choose **Home**→**Styles** and then click the **More** button to open the Styles gallery.



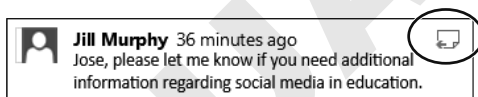
4. Hover the mouse pointer over the Title style to see its effect on the heading and then click to apply the style.

5. Click the **dialog box launcher**  in the bottom-right corner of the Styles group.
 6. Position the insertion point in *The Net Generation* heading and then click the **Heading 1** style in the task pane to apply that style to the heading.
 7. Use the same technique to apply the Heading 1 style to the remaining headings: *Rapid Increase in the Use of Social Media* and *University Recruiting Through Social Networking*.
 8. Close the Styles task pane.
 9. Scroll up and position the insertion point in *The Net Generation* heading to display the triangle marker to the left of the heading.
 10. Click the **marker** to collapse the text below the heading.
 11. Click the **marker** again to expand the text.
 12. Save the report.
-

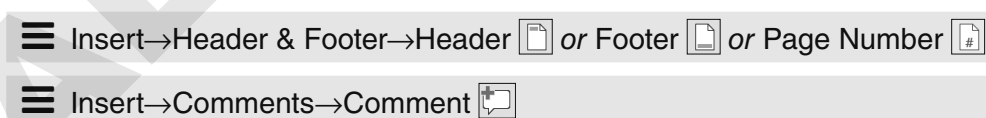
Inserting Headers/Footers and Comments

Headers and footers appear at the top and bottom of every page in a document, respectively, above and below the margins. You can place text, page numbers, dates, and other items in the header and footer areas. When you enter information in these areas, it is repeated on every page of the document. There is a variety of built-in header and footer formatting styles, or you can create your own.

The Comment feature is a great collaboration tool. It allows reviewers and originators to communicate about a document by posting comments to each other.






Clicking the reply button in the comments balloon allows threaded conversations between the originator and reviewers.



DEVELOP YOUR SKILLS: W4-D4


In this exercise, you will add headers and page numbers to the report using the built-in formats. Then you will add a comment to your report.

1. Save your file as **W4-D4-SocMediaRptRevised**.
2. Choose **Insert**→**Header & Footer**→**Header**  and choose the **Sideline** format from the gallery.
3. Click **Document Title** and type **My Virtual Campus** in its place.
4. Double-click in the document to close the header.
5. Choose **Insert**→**Header & Footer**→**Page Number**  and slide the mouse pointer down the menu to **Bottom of Page**.
6. Scroll down in the gallery and choose **Large Color 3**.
7. Double-click in the document to close the page number footer.
8. Double-click the footer area to open it and then double-click in the document again to close it.
9. Scroll through the report and observe the headers and page numbers.
10. Position the insertion point in front of *Instagram* in the first table and press **Ctrl** + **Enter** to insert a page break.
11. Scroll to the top of the document and select the word *Universities* (the anchor point for the comment) in the title.
12. Choose **Insert**→**Comments**→**Comment**  and type the following in the comment balloon on the right:


Jose, please let me know if you need additional information regarding social media in education.
13. Save the report.

Customizing AutoCorrect

In addition to correcting errors, AutoCorrect lets you automatically insert customized text and special characters. It's also useful for replacing abbreviations with full phrases. For example, you could set up AutoCorrect to insert the name of your company whenever you type an abbreviation for it. And you can delete entries that come with Word that may interfere with your writing; however, this is not recommended when working on public or shared computers, as in improving your own productivity, you may inadvertently complicate that of others.

 View the video "An Overview of the AutoCorrect Dialog Box."

 View the video "AutoCorrect Exceptions."

 **File**→**Options**→**Proofing**→**AutoCorrect Options** button

DEVELOP YOUR SKILLS: W4-D5

In this exercise, you will create a custom AutoCorrect entry. You type the term social media repeatedly in your work, so it's an ideal candidate for an AutoCorrect shortcut.

1. Save your file as **W4-D5-SocMediaRptRevised**.
2. Choose **File**→**Options**, click the **Proofing** category in the left panel, and then click the **AutoCorrect Options** button to open the AutoCorrect dialog box.
3. Follow these steps to create an AutoCorrect shortcut:

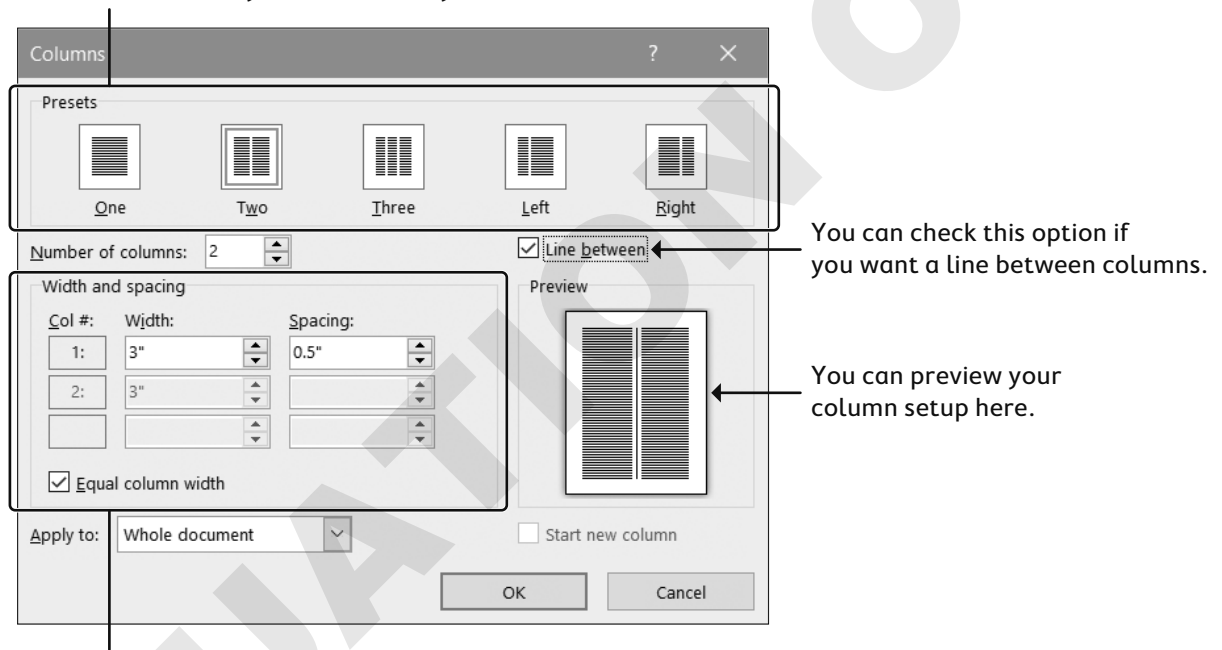
- A Type **sm** in the Replace field.
 - B Type **social media** in the With field.
 - C Click **Add**.
4. Click **OK** twice.
5. In the second line of the first paragraph under the Rapid Increase in the Use of Social Media heading, delete *the Internet* and type **sm** [Spacebar], and correct any spacing if necessary.
6. In the first line of the first paragraph under the University Recruiting through Social Networking, delete *email*, type **sm** [Spacebar], and correct any spacing if necessary.
7. In the last line of the paragraph under the University Recruiting through Social Networking heading, position the insertion point in front of the word *platforms* and type **sm** [Spacebar].
8. Choose **File**→**Options**, click the **Proofing** category in the left panel, and then click the **AutoCorrect Options** button to open the AutoCorrect dialog box.
9. Type **sm** in the Replace field to scroll the list to that term.
10. Click **Delete** and then click **OK** twice.
11. Save and close the file.

Arranging Text in Multiple Columns

You can use newspaper-style columns (also known as newsletter-style columns) to arrange text in multiple columns. In newspaper layout, text flows down one column and wraps to the top of the next column, as in a newspaper or magazine. Newspaper columns can enhance readability because shorter lines are easier to read, as the eye doesn't have to travel far across the page before reading the next line, and they break up dense text with random gaps. Columns are automatically reformatted as you add or delete text during editing cycles.


You can quickly set your text in columns with the Columns button on the Ribbon, or you can open the Columns dialog box where you can set up more sophisticated column layouts. For example, you can insert a line between columns and specify the width of each column.

These are commonly used column styles.



You can customize column widths and between-column spacing here.

Layout → Page Setup → Columns 

Layout → Page Setup → Columns  → More Columns

Column Breaks and Section Breaks

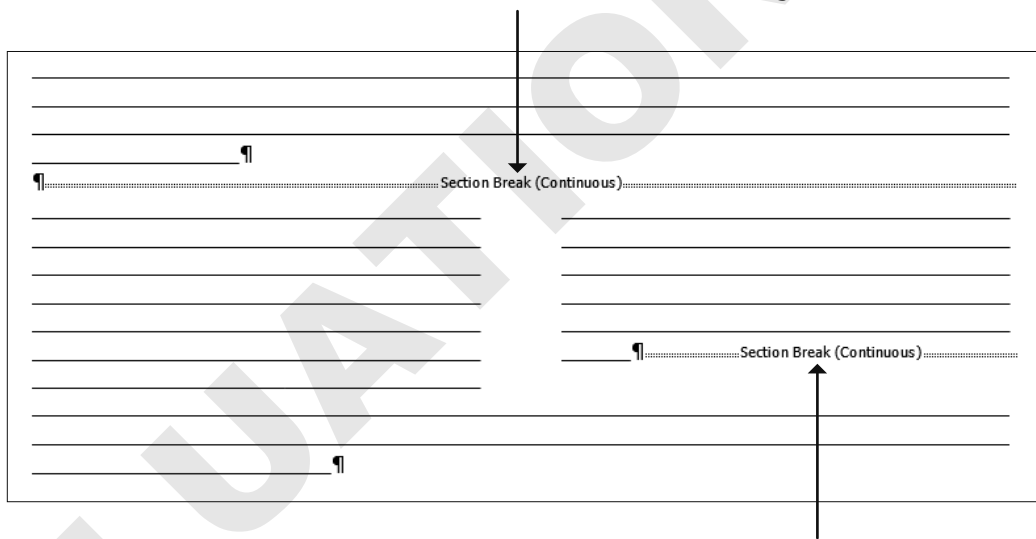
You can manually force a column to end by inserting a column break, thus moving the text at the break point to the top of the next column. This technique is often used to place headings at the top of columns and to balance columns on the last page of a multicolumn document.

Whenever you make a document-level formatting change that doesn't apply to the entire document, you need one or more section breaks to define the portion of the document affected by the change. For example, in a columnar magazine article, you may see a title line that extends across the page and then the body of the article is formatted in two columns. You need a section break to separate the one-column title from the two-column body of the article.



TYPES OF SECTION BREAKS	
Section Break	Purpose
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Odd Page	Inserts a section break and starts the new section on the next odd-numbered page; a blank page may be inserted to force the odd page section break
Even Page	Inserts a section break and starts the new section on the next even-numbered page; a blank page may be inserted to force the even-page section break

The following illustration shows the use of continuous section breaks that are sectioning off the two-column portion of a document.

The section above this break has one-column formatting, and the section below it has two-column formatting.






This section break ends the two-column section.

- ☰ Layout → Page Setup → Breaks  → Page Breaks → Column
- ☰ Layout → Page Setup → Breaks  → Page Breaks and then choose a Section Break type

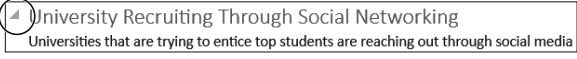
DEVELOP YOUR SKILLS: W4-D6

Because the article your marketing manager wants to distribute at the next staff meeting consists of dense text, he wants you to set the article in newspaper columns to enhance readability. In this exercise, you will insert a section break after the introduction, and then you will layout the second section of the document in two columns.

1. Open **W4-D6-SocMedForStaff** from your **Word Chapter 4** folder and save it as **W4-D6-SocMedForStaffRevised**.
 2. If necessary, display formatting marks.
 3. Position the insertion point in the second blank line following the first paragraph.
 4. Choose **Layout**→**Page Setup**→**Breaks** →**Continuous**.
 5. Delete the blank line at the top of the second section.
 6. Position the insertion point in the second section.
 7. Choose **Layout**→**Page Setup**→**Columns** →**Two**.
 8. Scroll to page 2, and you'll see that the columns are not well balanced.
 9. Position the insertion point at the beginning of the last paragraph in the left column beginning with *In the real world*.
 10. Choose **Layout**→**Page Setup**→**Breaks** →**Column**.
 11. Save and close the file.
-

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. You can set custom indents by adjusting the indent markers on the horizontal ruler. True False
 2. The default margins are 1" on all 4 sides for a Blank Document template. True False
 3. Custom tab stops can simply be dragged off the ruler. True False
 4. When using a heading style, clicking the triangle collapses or expands the text below it. True False
- 
5. Tab alignments for a custom tab can ONLY be set using the Tabs dialog box. True False
 6. The Feedback feature allows reviewers and originators to communicate about a document by posting comments. True False
 7. In a paragraph formatted with a paragraph style, you may still apply separate character styles. True False
 8. Tab settings are carried inside the paragraph symbol to the next paragraph when you tap **[Enter]**. True False
 9. You can use AutoCorrect to insert customized text. True False
 10. Whether you add or delete text in a column, the columns are not reformatted. True False
 11. Which of the following is NOT a tab alignment option?
 - A. Center
 - B. Left
 - C. Hanging
 - D. Decimal
 12. Which type of break should you use if you need a page to appear in landscape instead of portrait orientation?
 - A. Page break to start the new page
 - B. Next page section break
 - C. Landscape page break
 - D. Continuous section break
 13. For which part of a document can margins be set?
 - A. Entire document
 - B. A specific section
 - C. Selected text
 - D. Any of the these options
 14. Which of the following is NOT accurate regarding margins?
 - A. The default margins are 1.5" left and right and 1" top and bottom.
 - B. You can choose from a gallery of preset margins.
 - C. You can create custom margins.
 - D. Margins determine the amount of white space around the edges of the page.

Self-Assessment Answer Key

CHAPTER 1: CREATING AND EDITING BUSINESS LETTERS

Item	Answer	Page Number
1	False	3
2	True	3
3	False	4
4	False	17
5	True	4
6	True	5
7	True	6
8	True	5
9	True	10
10	True	19
11	B	4
12	A	6
13	D	13
14	B	11

CHAPTER 2: CREATING A RÉSUMÉ IN A TABLE

Item	Answer	Page Number
1	True	24
2	True	31
3	False	30
4	False	31
5	True	30
6	True	23
7	False	24
8	True	24
9	True	22
10	True	31
11	A	22
12	C	28
13	D	33
14	B	31

CHAPTER 3: CREATING A PROMOTIONAL BROCHURE

Item	Answer	Page Number
1	True	38
2	True	44
3	False	45
4	False	38
5	True	44
6	True	42
7	False	40
8	True	41
9	True	42
10	True	42
11	C	45
12	C	46
13	C	40
14	A	40

CHAPTER 4: CREATING REPORTS

Item	Answer	Page Number
1	True	54
2	True	54
3	True	56
4	True	59
5	False	56
6	False	60
7	True	58
8	True	56
9	True	61
10	False	63
11	C	56
12	B	64
13	D	54
14	A	54

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