

Microsoft® **Word 2019 & 365**

LEVEL 1 OF 3

BEN LINFORD

Southwest Applied Technology College
and Southern Utah University

Microsoft Word 2019 & 365: Level 1

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Preface

This textbook is part of our new approach to learning for introductory computer courses. We've kept the best elements of our proven, easy-to-use instructional design and added interactive elements and assessments that offer enormous potential to engage learners in a new way.

Why Did We Write This Content?

In today's digital world, knowing how to use the most common software applications is critical, and those who don't are left behind. Our goal is to simplify the entire learning experience and help every student develop the practical, real-world skills needed to be successful at work and in school. Using a combination of text, videos, interactive elements, and assessments, we begin with fundamental concepts and take learners through a systematic progression of exercises to achieve mastery.

What Key Themes Did We Follow?

We had conversations with dozens of educators at community colleges, vocational schools, and other learning environments in preparation for this textbook. We listened and adapted our learning solution to match the needs of a rapidly changing world, keeping the following common themes in mind:

Keep it about skills. Our content focus is on critical, job-ready topics and tasks, with a relentless focus on practical, real-world skills and common sense. We use step-by-step instructional design to ensure that learners stay engaged from the first chapter forward. We've retained our proven method of progressively moving learners through increasingly independent exercises to ensure mastery—an approach that has successfully developed skills for more than 25 years.

Keep it simple. Our integrated solutions create a seamless experience built on a dynamic instructional design that brings clarity to even the most challenging topics. We focus our content on the things that matter most and present it in the easiest way possible. Concise chunks of text are combined with visually engaging and interactive elements to increase understanding for all types of learners.

Keep it relevant. Fresh, original, and constantly evolving content helps educators keep pace with today's student and work environments. We reviewed every topic for relevancy and updated it where needed to offer realistic examples and projects for learners.

How Do I Use This Book?

Our comprehensive learning solution consists of a print textbook, a groundbreaking interactive ebook, and our easy-to-use eLab course management tool featuring additional learning content, such as overviews and video tutorials, and assessment content. Our interactive ebook contains learning content delivered in ways that will engage learners.

The eLab assessment solution includes Project Grader exercises for most chapters that are automatically graded by the system, in addition to clear feedback and analytics on student actions.

Included with Your Textbook Purchase

Depending on your purchase option, some or all of the following are included with your textbook.

Interactive ebook: A dynamic, engaging, and truly interactive textbook that includes elements such as videos, self-assessments, slide shows, GIFs, and other interactive features. Highlighting, taking notes, and searching for content is easy.

eLab Course Management System: A robust tool for accurate assessment, tracking of learner activity, and automated grading that includes a comprehensive set of instructor resources. eLab can be fully integrated with your LMS, making course management even easier.

Instructor resources: This course is also supported on the Labyrinth website with a comprehensive instructor support package that includes detailed lesson plans, lecture notes, PowerPoint presentations, a course syllabus, test banks, additional exercises, and more.

Student Resource Center: The exercise files that accompany this textbook can be found within eLab and in the Student Resource Center, which may be accessed from the ebook or online at:

labyrinthelab.com/Office19

We're excited to share this innovative, new approach with you, and we'd love you to share your experience with us at: lablearning.com/share

Visual Conventions

This book uses visual and typographic cues to guide students through the lessons. Some of these cues are described below:

Cue Name	What It Does
Type this text	Text you type at the keyboard is printed in this typeface.
Action words	The important action words in exercise steps are presented in boldface.
Ribbon	Glossary terms are highlighted with a yellow background.
  	Tips, notes, and warnings are called out with special icons.
	Videos, WebSims, and other ebook or online content are indicated by this icon.
Command → Command → Command → Command	Commands to execute from the Ribbon are presented like this: Ribbon Tab→Command Group→Command→Subcommand.
 Design → Themes → Themes 	These notes present shortcut steps for executing certain tasks.

Display Settings

Multiple factors, including screen resolution, monitor size, and window size, can affect the appearance of the Microsoft Ribbon and its buttons. In this textbook, screen captures were taken at the native (recommended) screen resolutions in Office 2019 running Windows 10, with ClearType enabled.

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EVALUATION ONLY

OVERVIEW

1

Introducing Microsoft Office and Using Common Features



In this chapter, you will be introduced to Microsoft Office and given an overview of the various versions of the software. Understanding what is offered in each will help you make the best decision about which version meets your needs. You'll also practice using some of the features that are common across the Office suite. Once you learn how to use a feature in one application, you can use the same or similar steps in the others.

LEARNING OBJECTIVES

- ▶ Describe similarities and differences between Office 2019 for the desktop, Office 365, and Office Online
- ▶ Identify uses of cloud storage
- ▶ Identify parts of the Office user interface
- ▶ Use the spelling checker and other review features
- ▶ Identify Office features available through Backstage view
- ▶ Use the Office Clipboard
- ▶ Format text in Office applications
- ▶ Search for Help within Office applications
- ▶ Capture a screen in an Office application

Introduction to Microsoft Office

Microsoft Office is a **software suite** that enables users to create, format, revise, collaborate, and share files quickly across multiple devices. The Microsoft Office 2019 software suite for Windows includes **Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher, and Skype**. A software suite is a collection of applications generally produced by the same manufacturer and bundled together for a better price. Being produced by the same manufacturer also means that each application offers the same user interface. Examples of features shared among the different Office 2019 apps are the Ribbon, Quick Access toolbar, a spelling and/or grammar checker, and collaboration tools.

What Devices Will Microsoft Office Work With?

Microsoft Office works on desktops, laptops/notebook computers, and all-in-one PCs and Macs, as well as Windows, Android, and iOS smartphones and tablets (though some apps, like Publisher and Access, work only on PCs).

If you are writing a paper or preparing a business plan, you probably want to create it on a desktop, laptop, or all-in-one computer. If you want to open, read, share, or make simple changes to a Word document, you could select any device. This chapter assumes you will be using a desktop, laptop, or all-in-one computer.

To learn more about the operating systems (Windows, Android, macOS, or iOS) and types of devices (all-in-one computer, desktop, laptop, smartphone, or tablet) that will run Microsoft Office, do a web search for *Microsoft Office 2019 products*.

What Storage Does Microsoft Office Provide?

Microsoft OneDrive is the cloud storage location included with Microsoft Office 2019 and Office 365, and it provides a convenient way to save, store, and share files, photos, and videos via your computer, smartphone, or tablet anytime, anywhere, and on any device—provided you have an Internet connection or Wi-Fi access. Depending on the Microsoft Office product you use or purchase, you will receive anywhere from five gigabytes to five terabytes of OneDrive cloud storage.

You may want to use cloud storage as your primary saving method so you can access your files at home, at school, at work, or anywhere. Or you may decide to use cloud storage as a backup for your files located on your computer's hard drive or your flash drive. Instead of emailing files to yourself, use OneDrive as a faster way to store something in the cloud. To learn more about OneDrive, do a web search for *OneDrive*.

Which Microsoft Office Should I Use?

You may have heard others talk about **Microsoft Office 2019, Office 365, and Office Online** and are not sure which one is right for you. Base your decision on the apps and features you need, in addition to the pricing structure.

- ▶ **Office Online:** This version is free and requires a **Microsoft account**. It includes limited versions of Word, Excel, PowerPoint, and OneNote. No software is installed on your computer, as the apps are accessed and run in a web browser. The apps are not the same as the full-version apps in the other variations of Office and lack many features of those full versions. This version requires an Internet connection. Office Online is great for simple tasks, like writing a short letter or creating a basic slide show presentation.

- ▶ **Microsoft Office 2019:** This version is software that is purchased once and installed on one PC. It does not require an Internet connection to run. It does not have all the features of Office 365, and you must pay for future major upgrades. Choose from a variety of plans that may include Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, and Skype.
- ▶ **Office 365:** This version requires users to pay a monthly or annual subscription fee for installing and using the software on one or more devices (PC/Mac and mobile devices). All upgrades are included, so you always have the latest-and-greatest version, and all Office 2019 apps are included. Microsoft says the Office 365 apps can include features not present in the Office 2019 apps, as Office 365 is updated more frequently than Microsoft Office.

While Microsoft Office has three distinct formats—Microsoft Office 2019, Office 365, and Office Online—and the examples provided in this chapter can work in each of the Office formats, this book assumes you are using Office 2019 on the desktop or Office 365 in a subscription-based plan, as well as Windows 10. Remember that Office 365 can change at any time. If you are using Office 365, keep in mind that your screen may not match all the illustrations in this book. Changes made to Office 365 after publication of this title may result in additional differences between your book and the software.

What Are the Microsoft Office Apps?

In this chapter, you will learn about four of the Microsoft Office applications included in the Microsoft Office suite: Word, Excel, Access, and PowerPoint.

Application	What It Is Used For
Word 	Word-processing software used to create, edit, format, and share documents, such as letters, reports, essays, and business plans.
Excel 	Spreadsheet software, arranged with rows and columns, used to perform calculations and analyze numerical data. Use Excel to prepare a budget or income statement, or to determine the amount of interest paid on a loan.
Access 	Database software that stores and helps you quickly retrieve data. In Access, you create and enter data into a table and then use forms, reports, and queries to display the desired results.
PowerPoint 	Presentation software used to create, edit, format, and share slides designed to tell a story; market a product; or explain a concept.

The Microsoft Office suite includes the following additional applications:

Application	What It Is Used For
OneNote 	Note-taking software used to organize notes (handwritten or typed), audio recordings, screen captures, or sketches you have collected or created to share with others.
Outlook 	Personal information management software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes.
Publisher 	Desktop-publishing software used to design and lay out text and images, often for newsletters or brochures.
Skype 	Internet communication software used to share audio, video, text, messages, files, or desktop screens.

Microsoft Accounts

A **Microsoft account** provides you with access to your Microsoft settings, files, contacts, and more. A valid Microsoft account can include Hotmail, Bing, MSN, Office, OneDrive, Outlook.com, Skype, Store, Windows, or Xbox Live. Once logged in to your computer, you can log in to your Microsoft account from any Office app. If you do not have a Microsoft account, you can create one for free by doing a web search for *Microsoft account*.

Common Features in Microsoft Office Apps

The Office 2019 applications share some frequently used features. These include the Ribbon, Quick Access toolbar, and common commands.

The Ribbon

Within each application, you will find the Ribbon displayed along the top of the window. The Ribbon contains tabs and commonly used buttons and other icons that are specific to the application. The buttons are arranged in groups within each tab. While the Ribbon changes with each application, some tabs, groups, and commands are common throughout the Microsoft suite. In this chapter, we will look at the Word Ribbon and, specifically, the Home, Insert, Design, Layout, References, Mailings, Review, and View tabs.



View the video “Ribbon Overview.”

The Quick Access Toolbar

Each application has a one-line Quick Access toolbar located, by default, in the top-left corner of the application window. This helpful toolbar contains some frequently used commands to help you be more efficient as you work. You can customize the toolbar with the buttons you use most frequently. The settings for each application’s Quick Access toolbar work independently; therefore, you need to customize the Word, Excel, Access, PowerPoint, and Outlook Quick Access toolbars separately.



View the video “Quick Access Toolbar Overview.”

Undo/Redo

Within any application, you may type text or perform a command or action and then change your mind about what you did. As long as you have not exited the application, you may be able to undo the action.

Note!

Some actions, such as saving or sharing, cannot be undone.

You may want to redo an action you just undid. Sounds confusing, right? Use the Redo button to undo the undo, or to reapply the action. This puts the command or action you just undid back into effect.



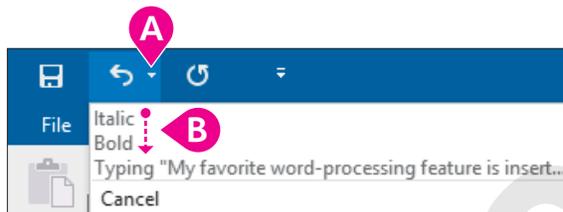
Undo and Redo on the Quick Access toolbar



DEVELOP YOUR SKILLS: O1-D1

In this exercise, you will use the Undo and Redo buttons.

1. Log in to your computer, start Word, and tap **Enter** to accept the default template, Blank Document.
2. Type the following and then tap **Enter**: **My favorite word-processing feature is inserting citations.**
3. Now, type this text: **I also like how the Quick Access toolbar can be customized with buttons I frequently use.**
4. Drag with the mouse pointer over the phrase **Quick Access toolbar** to select it.
5. Choose **Home**→**Font**→**Bold** **B** to apply bold formatting.
6. Now apply **Italic** **I** formatting to the phrase *inserting citations*.
7. Follow these steps to undo more than one action at a time:



8. Click the **Undo** menu button **↶**.
9. Point to the second step, **Bold**, to select it and everything above it, and then click the mouse button.
10. Click the **Redo** **↷** button two times to reapply the bold and italic formatting to the phrases.
11. Click the **Undo** **↶** button once to remove the italic formatting from the first sentence.
12. Keep Word open.

Unless otherwise directed, always keep any files or programs open at the end of an exercise.

Common Features on the File Tab

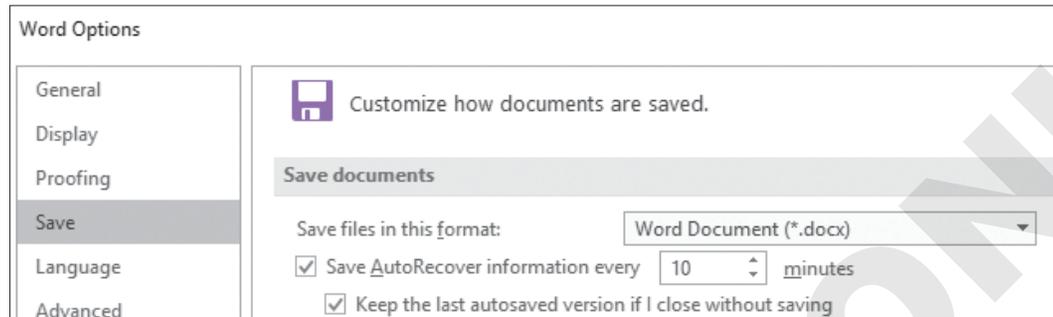
In this section, you will learn about the features on the File tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. Here you will use Microsoft Word 2019 to save, close, share, and print a file, and to open a template.

Backstage View

When you are working in your file and open the File tab, the Backstage view displays. Think of your Backstage view as your personal manager for the open file and application. Use the Backstage view to update file information, select account settings, view program options, open new files, save, print, share, export, provide feedback to Microsoft, and recover unsaved files. These are the “big-picture” items you do to your file and not the specific tasks you perform using the other tabs on the Ribbon.

Program Options

Microsoft provides preference settings that you can customize for each application (that is, Word or Excel) so they are automatically applied each time you use the application on your device. To change your preferences, use the Options feature on the File tab. Some custom options include adding your username and initials so they automatically display in some downloaded templates, displaying formatting marks, correcting spelling, and saving files to a default file location.



The Save options allow you to set defaults for the file format and the frequency with which documents are automatically saved.

 File→Options

Saving Files

As you work in your file, you should save frequently to prevent data or information loss. Some people prefer to save important files every few minutes, while others save at less frequent intervals.

The saving commands are found on the File tab, and you'll see different options, including Save and Save As. You can use the Save command the first time you save a file, and when you do, the Save As screen will appear.



View the video “Using Save and Save As.”

You may choose to save files to your device (for example, on the hard drive in the Documents folder), to your flash drive, or to the cloud in OneDrive.



View the video “Saving Files to Multiple Locations.”

You can even set Word to save your work automatically whenever a specific interval of time has elapsed. A good rule of thumb is to save as often as you can afford to lose data. If you can only afford to lose one minute of data, save your file every minute!

 File→Save or Save As

DEVELOP YOUR SKILLS: O1-D2

In this exercise, you will use Save As to store a Word document in a new folder.

Before You Begin: Download the student exercise files from your eLab course or the Student Resource Center (labyrinthlab.com/Office19) and determine your file storage location before beginning this exercise.

1. In your open Word document, choose **File** to display the Backstage view and then click **Save**.

The first time you save a file, the Save As screen displays. Otherwise, choosing File→Save updates the file with the same name, location, and file type.

2. Click the **Browse** button and navigate to the **Overview** folder in your file storage location.
3. In the Save As dialog box, click the **New Folder** button.

The New Folder button is to the right of the Organize button, just under the address bar.

4. Type **My Overview Files** for the new folder name and tap **Enter** twice.
5. Click in the **File Name** box and type: **O1-D2-Features**
6. Verify that *Word Document* displays for Save as Type and click the **Save** button.
If the Save As Type box displays something else, click the arrow at the right end of the box and select Word Document.
7. Close the file.

Finding, Searching, and Opening Files

Files can be opened within an application by using the Open dialog box, choosing from a recently saved files list within the application, using File Explorer, or typing the filename in the Windows Search box. Within Windows 10, as well as previous versions of Windows, you can use File Explorer to locate and manage your files. Located on the taskbar, you can click the File Explorer icon and then search for files located on your PC, flash drive, or OneDrive.



View the video “Opening Files.”

Sharing Files via Email and with People

You can share open files directly from the application to either email or OneDrive. Sharing a file directly to email is usually faster than opening an email application, such as Microsoft Outlook, locating the file to send, and then attaching it. When someone shares a file with you from an application to OneDrive, you will receive a link (in your email account) to access the file.



View the video “Sharing Files via Email.”

If the Automatically Share Changes option is set to Always, once the file is shared, anyone who has editing rights to the file can make changes to it.

Tip!

You can also use the Share  button located in the top-right corner of the application window.

 File→Share→Email 

 File→Share→Share with People 

DEVELOP YOUR SKILLS: O1-D3



Complete this exercise via the online WebSim.

In this exercise, you will share an open Word file by using the Share with People option that saves to the cloud.

1. In your web browser, go to: **labyrinthelab.com/websims/W19-00-D3**
If your classroom is using eLab, you can complete this exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Printing

If you are connected and have access to a printer, you should be able to print. Before printing, you should save your file, run Spelling & Grammar (Word) or Spelling (Excel and PowerPoint), proofread your file, verify formats, and review the file to see if you have used the fewest possible number of pages. Use the Print Preview feature to browse the pages in your document prior to printing so you don't waste time or printing resources and use the options in the Settings area to adjust elements such as page orientation, paper size, margins, and more.

Keep in mind that you can print to paper or to PDF if you want to be eco-friendly.



View the video “Printing Files.”

 File→Print

Templates

A template is a document, worksheet, or presentation that has the fonts, paragraph styles, and page layout settings such as margins, orientation, and size already built in. Instead of selecting these settings each time you prepare a similar file, you may opt to use a template to save time when you need to add new text, images, and additional formats specific to the file.

Usually an application includes sample templates that are stored on the hard drive of your computer when you install the software. You can also search for online templates using the Search feature available in the New tab of the Backstage view. Templates are arranged according to categories; for example, by business, personal, and industry.

 File→New

DEVELOP YOUR SKILLS: O1-D4

In this exercise, you will open a prebuilt Word template.

1. Choose **File→New**, search for and select the **APA Style Report (6th Edition)** template, and click **Create**.

Scroll through the Word document to view the types and formats of items that you may want to include in your report.

2. Choose **File→New**, search for and select the **Resume (Color)** template, and click **Create**.

You may have to scroll down to find the template. Review the document to locate what is automatically filled in based on the Word Options settings, as well as text placeholders that request your input.

3. Choose **File→New** and then search for and select the **Welcome to Word** template or another template of your choice.

Notice the document formatting and review the text contained in the file.

4. Close all open files without saving and leave Word open for the next exercise.

Common Features on the Home Tab

In this section, you will learn about the features on the Home tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. You will use Microsoft Word to **Cut**, **Copy**, and **Paste** with the Office **Clipboard**, format text, use the Mini toolbar, and find and replace text.

DEVELOP YOUR SKILLS: O1-D5

In this exercise, you will open a file created from a Word template and become familiar with Word.

1. Start Word and click the **Open Other Documents** link under the Recent menu at the left side of the window.
2. Click the **Browse** button, navigate to the **Overview** folder in your file storage location, and open the **WD-O1-D5-Clipboard** file.
3. Click **Enable Editing** in the Protected View bar at the top of the screen, if necessary.
The Security Warning bar may display the first time you open a file. If you know the file sender and trust the content, open the file.
4. Scroll down to display the bottom of the document and then scroll back up to the top.
5. Scroll down to section 1 at the top of page 2. Click anywhere in the paragraph below the section 1 header to place your insertion point.

1. Use live layout and alignment guides

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text.

The Office Clipboard

Located at the far left on the Home tab, the Clipboard group contains the Cut, Copy, Paste, and Format Painter buttons. Selecting the Clipboard dialog box launcher opens the Clipboard pane, which displays at the side of your application. The Clipboard contains **thumbnails** (small images) of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session, with the most recent item at the top of the list. You can use the Clipboard to quickly paste text, pictures, images, or charts into your file. You can paste all items on the Clipboard into your file(s) as many times as desired, and you can clear all items from the Clipboard.

The Cut feature in the Clipboard group functions much like a scrapbook in which you cut out information, such as newspaper articles about yourself, and then paste it on the desired page(s). When data is cut, the original selection is removed from the **source** location and is pasted at the **target** location. When data is copied, the original selection remains in the source location and a new selection is pasted at the target location.



View the video “Clipboard Overview.”

CLIPBOARD FEATURES

Feature	What It Does
Cut 	Cut: Removes the original selection from the source location and places the selection on the Office Clipboard.
Copy 	Copy: Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard.
Paste 	<p>Paste: Inserts a copy of the most recent item found on the Office Clipboard at the target location, or destination. Depending on the application, there are usually at least three paste choices: Keep Source Formatting, Merge Formatting, and Keep Text Only.</p> <p>Keep Source Formatting: Pastes the text and the formatting (bold, italic, underline) of the selection from the source location to the target location. The selection pasted retains the original formatting from the source location.</p> <p>Merge Formatting: Pastes the text and formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting that is already at the target location. The selection pasted has formats from both the source and target locations.</p> <p>Keep Text Only: Pastes the selection from the source location to the target location. The selection pasted takes on the formatting of the target location.</p>
Format Painter 	<p>Format Painter: Applies the character and paragraph formatting from the source selection to any characters or text selected.</p> <p>Double-click the Format Painter to apply formats to multiple selections. Click the Format Painter button or tap Esc to turn it off when you are finished.</p>

☰ Home → Clipboard → Cut  | **Ctrl** + **X**

☰ Home → Clipboard → Copy  | **Ctrl** + **C**

☰ Home → Clipboard → Paste  | **Ctrl** + **V**

DEVELOP YOUR SKILLS: O1-D6

In this exercise, you will use Word to copy text from the source destination to the target destination (another area of the document) and cut data from its original location and paste it into the target location.

To begin, you will navigate to the desired location in the document and find the text to be copied. Depending on the size of your monitor, you may or may not need to scroll.

1. Follow these steps to select a specific section of text in the first paragraph:

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the  

- A Click to place the insertion point just before the word *With*.
 - B Press and hold the **Shift** key and click just after the period of the sentence ending with *page*.
2. Release **Shift** and notice that the entire section between both clicks is selected.

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text.

3. Choose **Home**→**Clipboard**→**Copy** .

The copied text is placed on the Office Clipboard and is ready to be pasted in a destination location. The copied text also remains in its original location.
4. Scroll down to section 3 at the bottom of the page and place the insertion point at the end of the paragraph.

3. Insert Online Pictures and Video

Add and play online videos inside your Word documents. Add your pictures from online photo services without having to save them first to your computer. Click **Insert** > **Online Video** to add a video to this document.

5. Choose **Home**→**Clipboard**→**Paste**  to place the copied text.

Cut and Paste

6. Scroll down to section 4 and select the **first sentence**, making sure to include the period at the end.

4. Enjoy the Read

Use the new Read Mode for a beautiful, distraction-free reading experience. Click **View** > **Read Mode** to check it out. While you're there, try double clicking on a picture to get a closer view. Click outside the image to return to reading.

7. Choose **Home**→**Clipboard**→**Cut** .
8. Place the insertion point at the end of the section 4 paragraph, after the period.
9. Choose **Home**→**Clipboard**→**Paste** .
10. Choose **File**→**Save As** to save the file in your **My Overview Files** folder as: **O1-D6-Clipboard**

Drag and Drop

If you want to cut or copy text and then paste it in a different location on the same page, try using drag and drop. Whether you want to cut or copy text, the first step is always to select the desired text. The difference between cutting and copying in this method has to do with the **Ctrl** key. That is, to copy, you hold down **Ctrl** while moving from one location to the next; when cutting, you do not use **Ctrl**.

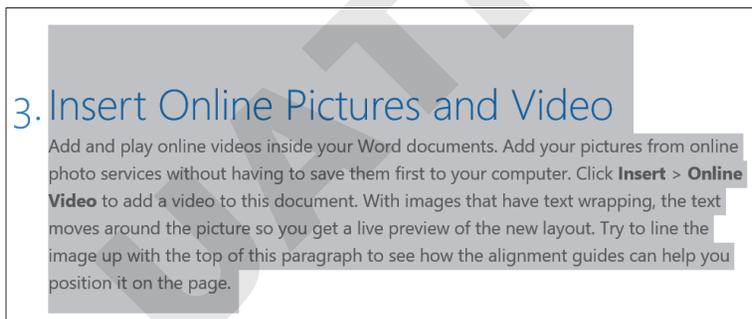


View the video “Using Drag and Drop.”

DEVELOP YOUR SKILLS: O1-D7

In this exercise, you will use drag and drop in Word to cut, or move, data from one area of the document to another.

1. Choose **File**→**Save As** to save the worksheet in your **My Overview Files** folder as: **O1-D7-Drag**
2. If necessary, scroll until you can see items 2 and 3.
3. Hover the mouse pointer in the left margin and select the header and paragraph by clicking and dragging from the level of the header down to the level of the last line of the paragraph.



4. Hover the mouse in the selected area and then click and hold the mouse button, drag it up to the beginning of the header in section 2 before the word *Collaborate*, and then release it.
Using drag and drop to cut removes the selected text from the original location and pastes it in the new location. Notice also that the header numbering changes as well.
5. Choose **File**→**Save** to save your changes.

Formatting Text Using Font Group Settings

To make your selection more visibly appealing and easy to read, you may want to use some or all of the font formats available in the Font group or in the Font dialog box. To apply the formats, you must first select a word or group of words.



Use the Font dialog box launcher to open the Font dialog box.

The **Format Painter** applies formats found in one piece of text to another piece of text within the application. Think of the selected text's original location as your paint can. You apply the formats found in your paint can to another piece of text with the help of the paintbrush, or Format Painter. Whatever text you click gets the formatting. You can use Format Painter to format multiple pieces of text by double-clicking the Format Painter button. To turn off the multiple-use feature and stop "painting," tap the **Esc** key.

DEVELOP YOUR SKILLS: O1-D8

In this exercise, you will increase the font size, make text bold, remove the bold, change the font color, launch the Font dialog box, and use the Format Painter.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1 - D8 - Format**
2. Scroll to section 1 and select the text **Layout Options** in the fourth line.
3. Choose **Home**→**Font**→**Increase Font Size**  two times to increase the font size of the selection to 14 points.
4. Choose **Home**→**Font**→**Bold** .

*Bold is used to add emphasis to text. When a format such as bold is applied, the button on the Ribbon displays a dark-gray background. To turn the format off and remove the dark-gray background behind the button, click the button again. This is known as a **toggle** format.*
5. With the **Layout Options** text still selected, choose **Home**→**Font**→**Font Color**  menu **button** ▼ and then select **Red** under Standard Colors.
6. Click the **dialog box launcher** at the bottom-right corner of the Font group on the Home tab to open the Font dialog box.
7. Select the **Small Caps** setting under Effects and click **OK**.
8. With **Layout Options** still selected, choose **Home**→**Clipboard**→**Format Painter** .
9. In section 2, select the text **Insert**→**Online Video** starting at the end of line 2 and going into line 3.

Notice that the font size, small caps, red font, and bold formatting applied to the piece of text in section 1 are now applied to the piece of text chosen in section 2.
10. Place the insertion point anywhere within the two pieces of text that now have the custom formatting applied and double-click the **Format Painter**.
11. In section 3, select the text **Simple Markup** in the first line.
12. In section 4, select the text **View**→**Read Mode** in the first line.

The custom formatting is now applied to pieces of text in sections 1, 2, 3, and 4.
13. Tap the **Esc** key to toggle the Format Painter off.
14. Save the file.

The Mini Toolbar

The Mini toolbar is a floating toolbar that contains some of the more commonly used formatting buttons found on the Home tab and specific to the application. The Mini toolbar appears at various times in all the Office applications, giving you a convenient way to choose the most commonly used commands. If the Mini toolbar does not display, right-click the mouse.



The Mini toolbar in Word (left) and Excel (right)

☰ File→Options→General→check Show Mini Toolbar on Selection

DEVELOP YOUR SKILLS: O1-D9

In this exercise, you will use the Mini toolbar in Word to apply formatting.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1-D9-Toolbar**
2. Scroll to section 1 and select **Click**, the first word in the paragraph.
3. Hold **[Ctrl]** and then select the word **drag** a few words later in the first line; then release **[Ctrl]**.
Notice that both nonadjacent words are now highlighted.
4. If the Mini toolbar is not already showing, right-click either of the selected words to display the Mini toolbar as well as the context, or shortcut, menu.
5. In the Mini toolbar or on the Ribbon, click the **Bold** **B** button.
6. On the Ribbon, select **Home**→**Font**→**Font Color** **A** menu button ▼ and select **Green** under the Standard Colors row.
7. Click anywhere else in the document to close the Mini toolbar.
8. Save the file.

Find and Replace

Within a document, worksheet, database, or presentation, you may need to locate text quickly. You may also need to substitute one word or phrase, or formatting, for something else. The Find command is used to search for characters, symbols, numbers, words, phrases, or formats that meet the criteria. The Replace command first finds whatever meets the criteria and then replaces it with what you desire.

DEVELOP YOUR SKILLS: O1-D10

In this exercise, you will use the Find command to locate the word page and then replace each occurrence with document.

1. Use **Save As** to save the worksheet in the **My Overview Files** folder as: **O1-D10-Replace**
2. Choose **Home**→**Editing**→**Replace** **ab** **ac**.
3. Type **page** in the Find What box.

4. Click **Find Next** two times.

The first click finds the first occurrence. The second click finds the next occurrence.

5. Type **document** in the Replace With box.
6. Click **Replace All** to change all three occurrences of the word *page* to *document*.
7. Click **OK** in the Microsoft Word message box.
8. Close the Find and Replace box.
9. Save your file and then close Word.

Common Features on the Review Tab

In this section, you will learn about the features on the Review tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, Access, and PowerPoint. You will work with Microsoft Word to use the Spelling and Thesaurus features.

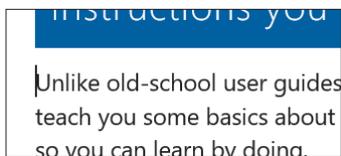
Spelling & Grammar

Whether you are working in a Word document, an Excel worksheet, an Access database, or a PowerPoint presentation, you should use the Spelling & Grammar button before you share the file with anyone. The Spelling feature reviews the file for misspelled words or words that do not match the Microsoft dictionary for that computer. A red, squiggly line below a word indicates that the word is not recognized in the Dictionary file on your computer. Right-click the unrecognized word and choose the correct spelling from the context menu or add the word to the Dictionary.

DEVELOP YOUR SKILLS: O1-D11

In this exercise, you will open Word, create a new document, and use the Spelling feature.

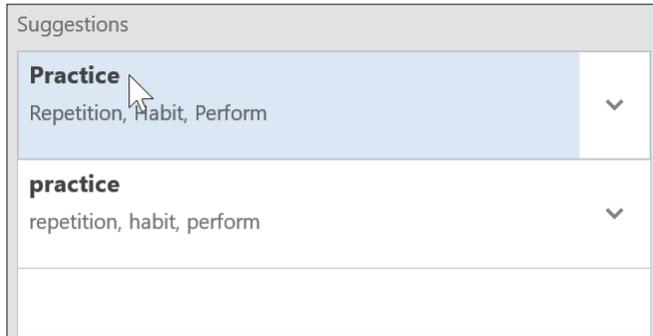
1. Start Word, locate and select the **Welcome to Word** template, and then choose **Create** to open the document. If the help panel appears on the right side of the screen, close it.
2. Preview the document by using the scroll bar to scroll up and down.
3. At the top of the document, click at the end of the word *Welcome*.
4. Tap **[Backspace]** two times and type: **em**
5. Click anywhere in the text below the first line.
Notice the misspelling of Welcome displays with a red, squiggly line below it.
6. Right-click the misspelled word and choose **Welcome** from the context menu to correct the spelling.
7. Place the insertion point at the beginning of the first paragraph, before the word *Unlike*.



8. Type **Parctice makes prefect** and tap **[Enter]**.

Yes, you are deliberately typing misspelled words so you will have a document that can be spellchecked in the next few steps!

9. Type **Mispllings are notticable** and tap **Enter** again.
10. Place the insertion point at the top of the document, before the word *Welcome*. Choose **Review**→**Proofing**→**Spelling & Grammar**  to launch the Spelling pane at the right of the screen.
11. Click the correct spelling of **Practice**. Be sure to select the capitalized version of the word.
The spell checker will automatically jump to the next misspelled word.



12. Continue correcting two more misspelled words (*Misspellings* and *noticeable*). For the remaining entries, continue clicking **Ignore All** until the spellcheck is complete and then click **OK** in the Microsoft Word message box.
13. Scroll back to the top of the document, double-click **prefect**, and type: **perfect**
Since prefect is a word, it was not identified as a misspelled word when running the spelling checker. You must remember to proofread your work!
14. Use **Save As** to save the file to the **My Overview Files** folder as: **O1 -D11 -Word**

Thesaurus

There are times when you end up using a word over and over and over again! Instead of using the same word, you could use a synonym. The Thesaurus provides definitions, word forms, synonyms (words with similar meanings), antonyms (words that are opposite in meaning), and word forms in other languages when dictionaries of other languages are installed on your computer.

DEVELOP YOUR SKILLS: O1-D12

In this exercise, you will use the Thesaurus feature in Word to replace a word with one of its synonyms.

1. If necessary, scroll to the top of the page and place the insertion point anywhere inside the word **edit** in the second line.



2. Choose **Review**→**Proofing**→**Thesaurus** .
3. At the right side of the window, in the Thesaurus pane, click **revise** to see a list of synonyms for that word.

4. In the Thesaurus pane, hover the mouse pointer over the word *modify*, click the **menu** button ▼, and then choose **Insert** to replace *edit* with *modify*.
5. Close the Thesaurus pane.
6. Use **Save As** to save the file to the **My Overview Files** folder as: **O1-D12-Proofing**

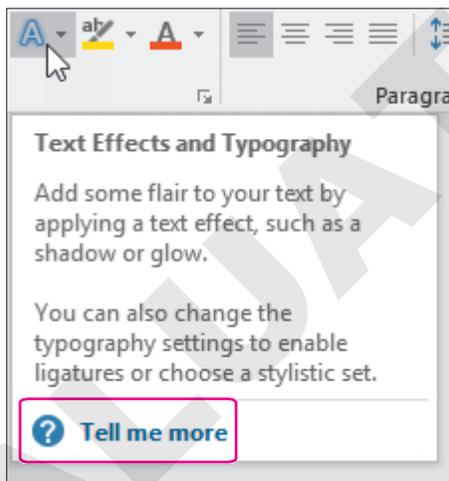
Other Common Features

In the preceding exercises you learned about features found on multiple programs' Ribbons. Here are three additional common features that are available no matter what Ribbon is displayed in Microsoft Office.

Help

When you are working in Microsoft Office, you may need to find out more about a topic as it relates to the application. Located to the right of the last tab on the Ribbon is the *Tell Me What You Want to Do* box. This box provides a quick way to access help or learn more about a feature in the application. When you click the box, suggestions related to the application display. Use the text box to enter words or phrases describing what you would like to do or locate next in the application. You can use the Tell Me... box to research or explain the meaning of a term with Smart Lookup. To view a list of Help topics, tap the **[F1]** function key on the keyboard.

Another Help feature is the *Tell Me More* link that may display at the bottom of a button's help tip. When you click the link, the Help window displays with more information about the specific feature. Using this method, you learn more about the feature without typing any search text.



Some buttons display robust help tips with a *Tell Me More* link when you point to them.

Smart Lookup with the Insights Pane

Smart Lookup is available within an application on the context menu. In the Insights pane, you can view and listen to pronunciations, look at word forms and definitions of selected text, and view results of wikis and web searches related to your selected text. Using the Smart Lookup feature can be especially helpful, as it saves you the time of having to retype the same selection in your search engine.

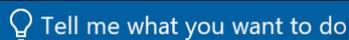
Take a Screenshot

The Take a Screenshot button is used when you want to remain in your Word, Excel, PowerPoint, or Outlook application while capturing a screenshot of the entire window or part of a window. In PowerPoint, once the screenshot is captured, it is temporarily placed as a thumbnail in the Available Windows gallery located with the Take a Screenshot button in your open application. If you open another application, such as Word, the thumbnail displays in the Available Windows gallery. Once you close the PowerPoint application, the screenshot will no longer display in the Available Windows gallery in Word.

DEVELOP YOUR SKILLS: O1-D13

In this exercise, you will use the Tell Me More help link and the Tell Me What You Want to Do box to learn more about the Insights feature. Then, you will use the Screenshot feature to copy what you found onto a new document.

1. Save the document in the **My Overview Files** folder as: **O1-D13-Help**
2. On the Ribbon, go to **Home**→**Clipboard**.
3. Point to the Format Painter button to see the name of the button, the keyboard shortcut, a description of the button, and the Tell Me More link.
4. Click the **Tell Me More** link to learn about using the Format Painter in Word; close the Help window.
5. On the Ribbon to the right of the View tab, click in the **Tell Me What You Want to Do** box and type: **Insights pane**

 Tell me what you want to do

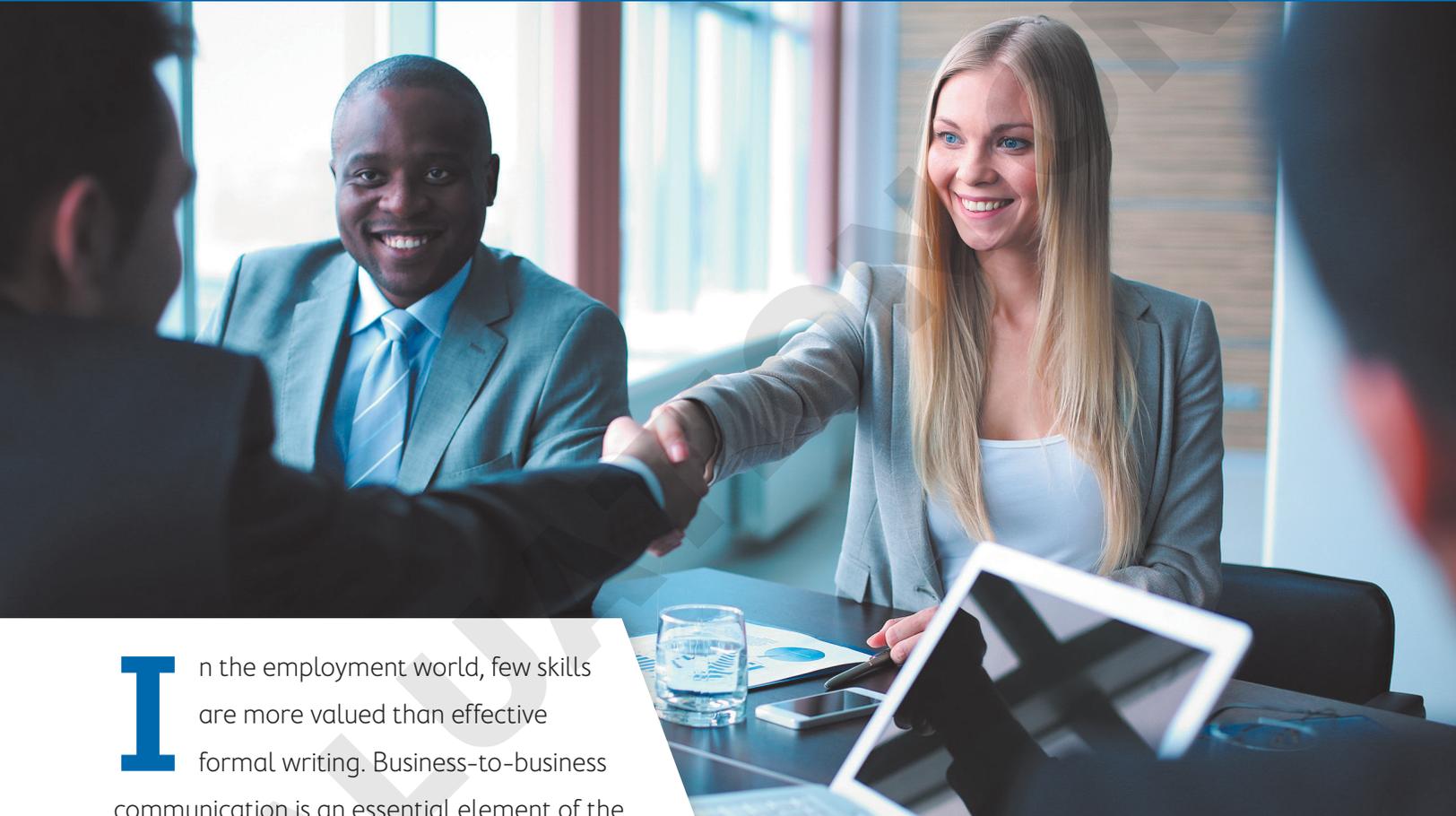
Observe the options that Microsoft displays in the Tell Me... box.

6. From the displayed list, point to the Get Help on the "Insights Pane" option to display its suboptions.
7. Click **Get Insights into What You're Working on with Smart Lookup** or a similar option.
8. Read about the Insights pane.
9. Scroll to the bottom of the Help pane and click **Read Article in Browser**.
Your web browser opens to the Microsoft website and displays the help page.
10. Click the **Word** button on the taskbar to return to Word.
11. Place the insertion point before the word *Practice* in the first line below the page headers, tap **Enter**, and then tap the up  arrow key to place your insertion point at the beginning of the blank line.
12. Choose **Insert**→**Illustrations**→**Screenshot** .
13. Click **Screen Clipping** to display the browser window and then drag over a portion of the browser window to take a screenshot of it.
You are returned to Word, and the screenshot is pasted where the insertion point had been placed.
14. Save the file and then close Word and any other open applications.

WORD

1

Creating and Editing Business Documents



In the employment world, few skills are more valued than effective formal writing. Business-to-business communication is an essential element of the employment network; it's the oil that keeps the whole machine running. You can help further your company's goals by crafting effective business letters that are formal, succinct, and engaging. Of course, in our digital age, simply writing a letter is only half the picture; skills in digital word processing are just as critical. In this chapter, you will create and format a well-crafted business letter that is perfect for the digital age.

LEARNING OBJECTIVES

- ▶ Navigate in a document
- ▶ Enter, select, and edit text
- ▶ Create numbered and bulleted lists
- ▶ Use document views
- ▶ Save documents as different file types

Project: Creating a Well-Formatted Business Letter

School is over, and it's time to line up some interviews. You are seeking a position in the technology field. You've scanned lots of ads and websites, and found a few job openings you're interested in. You know the hiring process will be competitive for most of these positions. To give yourself an edge, you'll need to draft a stellar cover letter—one that will get 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 **block style**, as shown in this image, is the most common business letter style.

Date: two inches from top of page but may vary based on letterhead

November 24, 2021

Inside address:
two to four lines
below the date

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

Salutation:
Followed by
a colon

Dear Mr. Carter:

Body

I am applying for the position of Retail Computer Sales Representative 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 a sales intern at Best Computers in Cleveland. I am extremely interested in discussing your sales position, which aligns well with my education and sales experience.

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

- An understanding of real-world computer needs
- An awareness of the latest technologies available
- The ability to analyze problems and apply the suitable hardware and software solutions
- Hands-on experience with a wide variety of computer equipment

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

- Skill in using consultative sales abilities to learn about clients' needs
- Adeptness in analyzing client requirements and addressing their business issues
- Competence in clearly stating 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

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.

**Complimentary
close:** Followed
by a comma

Sincerely,

Signature

Stella Martin

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 that, along with your résumé, is sure to impress hiring managers. 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. You may wish to conduct an Internet search to learn 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.
- ▶ *Audience Awareness*: Study the job description and conduct an online search of the company to learn as much as you can.
- ▶ *Beginning, Middle, and End*: Introduce yourself and include an attention grabber; 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 cause an employer to eliminate you. Ask friends or colleagues to proof your documents.

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 two 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, or you can drag the scroll box to move quickly through a multipage document. By clicking in the gray area above or below the scroll box, you'll be able to move up and down the document 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 navigation tips:

- ▶ The right and left arrow keys  and  move the insertion point one character to the right or left, while the up and down arrow keys  and  move the insertion point one line up or down.
- ▶ **Ctrl** + **End** moves to the end of the document.

- ▶ **Ctrl**+**Home** moves to the beginning of the document.
- ▶ **End** moves to the end of the line.
- ▶ **Home** moves 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.

1. Start Word.
2. Click the **Blank Document** **template** on the Word start screen.
3. Make sure the Word window is **maximized** .

Next you will open an existing document so you can practice navigating.
4. Choose **File**→**Open** to display the Open screen in Backstage view (which is another name for the contents of the File tab).
5. Navigate to your **Word Chapter 1** folder and open **W1-D1-MyVirtualCampus**.
6. Move the mouse pointer through the text in the body of the document and notice that it looks like an I-beam .
7. Move the mouse pointer into the left margin area and note that now the white selection arrow  is visible.

Navigate with the Scroll Bar and Keyboard

8. Click the gray area below the scroll box to move the document down one screen.



Notice that the insertion point has not moved.

9. Move the mouse pointer back into the document text and click the **I-beam**  anywhere within the text to position the insertion point.

The insertion point appears where you clicked. If the background is highlighted, you accidentally selected the text by double-clicking. Deselect by clicking the I-beam somewhere else within the text.

10. Drag the **scroll box** down and position the insertion point after the last period at the end of the text.
11. Drag the **scroll box** to the top of the scroll bar and position the insertion point before the word *My* at the top of the document.

12. Tap the down arrow  on your keyboard to move the insertion point down into the top line of the first paragraph.
13. Tap  to move the insertion point to the end of the line and then tap  to move the insertion point to the beginning of the line.
14. Press + to move the insertion point to the end of the document.
15. Choose **File**→**Close**, and if you are prompted to save changes, click **Don't Save**.

The Word interface now shows a blank gray screen.

Entering Text

When you type using the keyboard, the text will appear wherever you've set 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. Also, text automatically wraps to the next line when you reach the right-hand margin, meaning that you do not need to tap  when you reach the end of a line. This feature is known as **Word Wrap**.

Using the Enter Key

You use the  key to begin a new **paragraph** or to insert blank lines in a document. Anything that ends by tapping  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  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  or .

Paragraph symbols appear when you tap .



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 .

To toggle the formatting marks on and off, you can use the **Show/Hide** button.

 Home→Paragraph→Show/Hide 

DEVELOP YOUR SKILLS: W1-D2

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

1. 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.

All new documents contain a paragraph symbol directly to the right of the insertion point; you won't see it if you don't turn on the Show/Hide feature. Paragraph symbols carry formatting in them. In this example, the Blank Document template formatting includes the default Calibri font and 1.08 line spacing.

Tip!

Feel free to turn the Show/Hide button on and off as needed.

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.

If you make a typo, use **Backspace** or **Delete** to remove it. Remember to position the insertion point next to the typo.
7. Tap **Enter** to create a new paragraph.

Notice the paragraph symbol . Also notice the extra space between the end of the paragraph and the insertion point. That is due to the default line spacing of 1.08.
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.

The document window is blank once again.

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.

The most common way to select text is to click and drag the I-beam through the text you wish to select, but there are more efficient methods:

- ▶ To select a single word, double-click that word.
- ▶ To select a paragraph, triple-click it.
- ▶ To select a single sentence from the first letter to the period, hold **Ctrl** and click anywhere within the sentence.
- ▶ To select single lines of text, hover your mouse in the left margin and click to the left of the line you wish to select.
- ▶ To quickly select multiple lines, click and drag.

Note!

The Mini toolbar appears when you select text. It contains frequently used commands. You can choose a command or ignore the toolbar; if you ignore the toolbar, it will fade away.



View the video “Selecting Text with the Mouse.”

Here are some handy mouse and keyboard combinations for selecting text:

- ▶ Press click+**Shift**+click to select awkward amounts of text, such as the end of one line and the beginning of the next. Simply click at the beginning of a text block, hold down **Shift**, and click at the end of the text block.
- ▶ Press **Ctrl**+click to select a sentence.
- ▶ Press **Ctrl**+**A** to select the entire document.

Tip!

If you're ever working with the Mac version of Microsoft Office, simply use the **cmd** key in place of the **Ctrl** key, and most of the shortcuts will work in exactly the same way.

DEVELOP YOUR SKILLS: W1-D3

In this exercise, you will practice various selection techniques.

1. Navigate to the **Word Chapter 1** folder in your file storage location and open **W1-D3-CoverLtr**.
2. 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; deselect by clicking anywhere in the document text.

3. Using the **selection arrow**, drag down the left margin to select text.
4. Click anywhere in the body of the letter to deselect.
5. Triple-click with the **selection arrow** anywhere in the left margin to select the entire letter, and then deselect it.
6. Double-click any word to select it.
7. Double-click a different word; notice that the previous word is deselected and then deselect the latest selection.

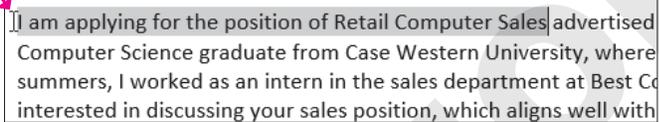
Select Nonadjacent Text

You can select multiple locations simultaneously.

8. Double-click to select one word.
9. Press and hold **Ctrl** as you double-click another word; release **Ctrl**.

Both selections are active. You can select as many nonadjacent areas of a document as desired using the **Ctrl** key.

10. Move the **I-beam**  to the start of the first main paragraph, click to position the insertion point, and then hold down **Shift** and click after *Sales*.



11. 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 have 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.

Once you've created a list, each time you tap **Enter**, a new list item will appear. Tapping **Tab** once you've created this new item will **demote** the item, indenting it to the right and creating a subitem. **Shift** + **Tab** will do the opposite: **promote** an item by moving it back to the left. Items can be demoted multiple times, allowing the user to create up to eight levels of subitems.

Note!

Be sure to check whether the ATS used by a prospective employer can read numbered and bulleted lists.



View the video "Promoting and Demoting Lists."

☰ Home→Paragraph→Bullets 

☰ Home→Paragraph→Numbering 

DEVELOP YOUR SKILLS: W1-D4

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-D4-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 and type this text:
My college education provided me with the following technical skills that will allow me to make a positive contribution to Global Computer: **Enter**

Type a Numbered List

5. Choose **Home**→**Paragraph**→**Numbering**  to turn on numbers.
6. Type this text, tapping **Enter** at the end of each item to generate the next number:
 1. **An understanding of real-world computer needs** **Enter**
 2. **An awareness of the latest technologies available** **Enter**
 3. **The ability to analyze problems and apply the appropriate hardware and software solutions**

Notice the arrow formatting marks following the numbers. They represent tabs, which were automatically generated by the numbering system.
7. Begin typing the last item, purposely misspelling *experience*, but don't tap **Spacebar** yet:
 4. **Tab** **Hands-on expeience**
8. Now, as you tap **Spacebar**, watch how **AutoCorrect** fixes the misspelling for you.
This proofreading tool makes corrections automatically. It also fixes common punctuation errors and capitalizes the names of days and months if you do not.
9. Finish typing the fourth item: **with a wide variety of computer equipment.**
4. → Hands-on experience with a wide variety of computer equipment ¶
10. 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.
11. Type this text:
My experience at Best Computers provided me with the following sales-related knowledge that would benefit Global Computer: **Enter**

Continue a Numbered List

12. Choose **Home**→**Paragraph**→**Numbering** .
*Notice that numbering restarted at 1. The system assumes you are starting a new list. There may be times when you want to continue numbering even though some regular text is entered within the list. A **smart tag** pop-up appears next to the number.*
13. Click the **AutoCorrect Options**  smart tag and then click **Continue Numbering** to continue the previous list with the number 5.
Another smart tag appears.

14. Right-click where the insertion point is flashing to the right of the number 5. From the menu that appears, choose **Restart at 1**.

Remember that numbered lists are typically used when sequence is important. In this example, the items you type are not in sequence, so you will change to a bulleted list.

15. Choose **Home**→**Paragraph**→**Bullets** .

16. 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**

Because numbering is typically used when sequence is important and in this case the list is not in sequential order, you decide to use bullets for the first list as well.

17. 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.
18. Choose **Home**→**Paragraph**→**Bullets**  to apply bullets.
19. 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 and to remove one character at a time. If you select a block of text, you can use or 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 as you type by placing a squiggly red line under words that might be misspelled and a double blue line under words that may be grammatically incorrect. Right-clicking on underlined words presents 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.

DEVELOP YOUR SKILLS: W1-D5

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-D5-CoverLtr**

- 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

- Type **Representative** and then tap .
- 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 from
the summers, I worked as an  intern in

- Tap  to remove the *n* and then tap .

The a is underlined in blue indicating a grammar error, but you can ignore it, and it will eventually go away.

- Type: **sales**
- 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

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

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

- Type **clearly stating** in its place.

Work with Synonyms

- In the third bullet point in the first bulleted list, right-click **appropriate** to display the pop-up menu.
- Follow these steps to choose a synonym:



- Hover the mouse pointer over the menu at *Synonyms*.
 - Move the mouse pointer over to the submenu and choose **suitable** from the list of synonyms.
The word suitable replaces appropriate.
- In the second bullet point in the second list, right-click the word **Adeptness** and then follow the same steps to replace it with the word **Expertise** from the Synonyms menu.
- 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 do not impact 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 layouts.
 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.

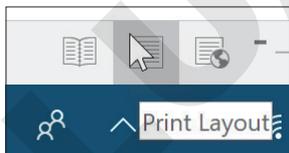


View the video “Using Views.”

DEVELOP YOUR SKILLS: W1-D6

In this exercise, you will try out various views.

1. Locate and mouse over the View buttons on the status bar at the bottom right of the screen and notice the ToolTips that appear.

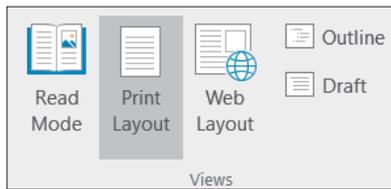


2. Click the first button, **Read Mode** , and notice how the look of your letter has changed.
3. Click the **arrow** at the right side of the window to move to the end of the document.

Note!

Depending on your screen's resolution, both pages may already be visible, in which case the arrow on the right side is not active.

4. Click the **Print Layout**  button on the status bar to return to the previous view.
5. Choose **View→Views** on the Ribbon to display all available views.



Notice that additional view options, which do not appear in the status bar, appear in the Views group.

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.

Note!

You may or may not see a file extension in your filenames. There is a default Windows option to hide extensions.

Document Files

Earlier versions of Word saved documents in the **.doc file format**. The current version uses the **.docx** file format. When using **.doc** formats, users 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 these 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 your document as a PDF file; 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.

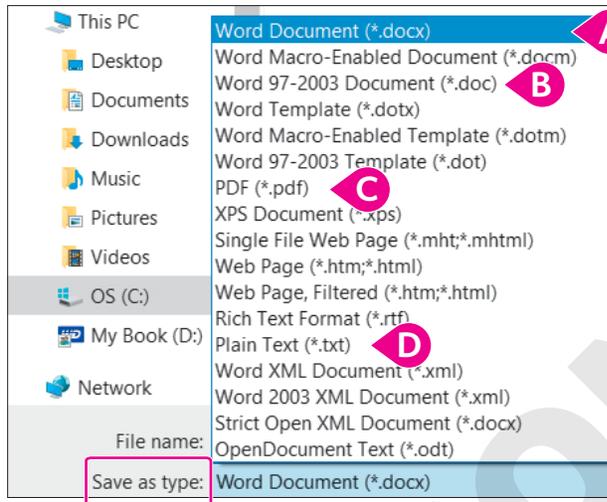
Saving a Document for ATS Analysis

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. ATS software can read text files. It's always a good idea to check with prospective employers if they haven't specified a particular file format.

DEVELOP YOUR SKILLS: W1-D7

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.



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

3. Choose **PDF (*.pdf)** from the menu.

Remember, you may or may not see a file extension in your filenames. There is a default Windows option to hide extensions.

4. Change the filename to **W1-D7 - CoverLtr** and then click the **Save** button at the bottom of the dialog box.

Your document now appears in Adobe Acrobat Reader if you have it installed. If not, it may appear in a browser instead, like Microsoft Edge. In addition, you may be prompted to choose how to open the file. If so, choose Adobe Acrobat Reader.

5. Click the **Close** button in the upper-right corner of the Adobe screen or whichever application automatically launched the document.
6. Click the **Close** button in the upper-right corner of the Microsoft Word screen to exit Word. If prompted to save the file before closing, click **Don't Save**.

Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).



Reinforce Your Skills

REINFORCE YOUR SKILLS: W1-R1

Create an Informal Letter

In this exercise, you will create a letter from Kids for Change to local residents, announcing an upcoming recycling pickup. Because this does not have to be a formal business letter, you will use a more casual style. You will also practice selection and navigation techniques.

1. Start Word.
2. Create a new document based on the **Blank Document** template and save it as:
W1-R1-RecycleLtr
3. Type the return address and then tap twice.
Kids for Change
159 Park Boulevard
Atlanta, GA 30313
4. Type **Nov** to begin the date, use **AutoComplete** to finish entering the month by simply tapping , and then complete the date as: **November 19, 2021**
5. Tap twice.

6. Complete the letter shown in the following illustration, tapping **Enter** wherever a paragraph symbol appears.

*Notice when you type the website address in the second paragraph that it is automatically recognized and formatted as a **hyperlink**.*

Current Resident **Enter**

123 Peach Blossom Lane **Enter**

Atlanta, GA 30313 **Enter**

Enter

Dear Neighbor, **Enter**

Enter

I am the recycling representative for Kids for Change, and our motto is Think Globally, Act Locally. We know that recycling large objects takes extra effort since they do not fit in your city-provided recycle cans. We would like to give you a hand.

Enter

Enter

On November 22, we will collect recyclable objects in your neighborhood. Visit <http://recycleatlanta.org> to ensure you are following the city's recycling guidelines. Please place your recyclables at the curb in front of your house before 9:00 a.m.

Enter

Enter

Thank you for caring about our planet! **Enter**

Enter

Sincerely, **Enter**

Enter

Enter

Enter

Tania Tulip **Enter**

Recycling Representative

7. Use **Ctrl**+**Home** to position the insertion point at the top of the document.
8. Use the **selection arrow** in the margin to select the return address at the top of the page.
9. When the Mini toolbar appears, click the **Bold** **B** button to bold the return address.
10. Click the **Zoom Out** button enough times to see the entire page.



11. Click the **Zoom In** button enough times to return the screen to 100% and then use **Ctrl**+**End** to position the insertion point at the bottom of the letter.



12. Use **Ctrl**+**Home** to position the insertion point at the top of the letter.
13. Save and close your letter.

REINFORCE YOUR SKILLS: W1-R2

Edit a Document

In this exercise, you will edit a letter from Kids for Change to local residents, inviting them to celebrate Mother Nature Day at Camp Cuyahoga. The group has planned many exciting activities. In the letter, you will create lists and use proofreading tools. You will then save the letter in an older version of Word.

1. Open the file **W1-R2-CuyahogaCamp** and save it as: **W1 - R2 - CuyahogaCampRevised**
You can see the wavy red and double blue lines, indicating typos and grammar errors. The double blue line in the inside address indicates that there are two spaces between the state and zip code. This format is recommended by USPS guidelines.
2. Instruct the grammar checker to ignore the double space by right-clicking the underlined state and zip code and choosing **Ignore Once**.
3. Correct the spelling of *leeding* by right-clicking on it and selecting **leading** from the menu that appears.
4. In the second line of that paragraph, right-click on the word **receiving** and replace it with **be receiving**.
5. In the first line of the next paragraph, replace **convening** with **be convening** using the same tool.
6. Correct the spelling of *buug* using the same tool.
7. In the same line in which you corrected bug, right-click **important** and then select **vital** from the Synonyms list.

Create a Bulleted List

8. In the second line of the first paragraph, delete the comma following *scheduled* and type a colon in its place.
9. Use an **arrow key** to position the insertion point in front of *including* and then tap **Enter**.
10. Click the **Bullets**  button.
11. Delete *including* and the space following it.
12. Delete the *h* in *hiking* and replace it with an uppercase **H**.
13. Delete the comma and space following *Hiking* and then tap **Enter**.
14. Continue editing the list of activities until it looks like the illustration:

- Hiking
- Bird watching
- Tree planting
- Bug hunting

15. Display the document in **Read Mode**  and then return to **Print Layout**  view.

Change Document Format

Some recipients will get the letter as an email attachment. For those who may not have the latest version of Word, you will save the letter in an older format.

16. Choose the **Save As** option in Backstage view and navigate to your **Word Chapter 1** folder.
17. Use the Save as Type field to save the file in the **Word 97-2003 Document (*.doc)** format and then click **Save** at the bottom of the dialog box.
Notice [Compatibility Mode] in the title bar.
18. Save and close the letter.

REINFORCE YOUR SKILLS: W1-R3

Edit a Letter and Navigate in a Three-Page Document

In this exercise, you will create a letter for Kids for Change members, announcing a fundraiser to adopt a seal. Donations help to fund research and educate the public about ocean health. In the letter, you will work with lists and proofreading tools. You will save your letter as a PDF file and then you will navigate in a longer document.

1. Start a new document using the Blank Document template and save it as:
W1-R3-Fundraiser
2. Begin typing the letter.

Remember to use AutoComplete to help with the dates and let Word Wrap do its thing.

August 5, 2021

MEMBER NAME

STREET ADDRESS

CITY STATE ZIP

Dear MEMBER:

Our local chapter of Kids for Change will hold a car wash fundraiser to collect \$300 to adopt a seal at the Center for Seals. We are scheduling the car wash for August 17. The next monthly meeting will be a planning session. Here are some things to think about before the meeting:

Use Numbering and Bullets

3. Type the following list using the **Numbering**  feature:
1. Choose a location. Our options are the parking lots at the following businesses: Jake's Gas Station, Beulah's Diner, or Dick's Grocery Store.
 2. What hours can you volunteer on August 17?
 3. Let me know if you can supply any of the following: hose, vacuum, soap, brushes, sponges, or rags.
 4. Should we set a price or request a donation?
 5. Can you design a flyer for the car wash?

Now you will demote, or indent, some of the items in the list.

4. In the first item, position the insertion point in front of *Jake's*, tap , and then demote the line by tapping .
5. Position the insertion point in front of *Beulah's* and tap to generate the next item.
6. Continue modifying the list, deleting extraneous punctuation and words as shown.

1. → Choose a location. Our choices are the parking lots at the following businesses: ¶
 a. → Jake's Gas Station ¶
 b. → Beulah's Diner ¶
 c. → Dick's Grocery Store ¶

7. In item 3, position the insertion point in front of *hose*, tap , and then demote the line.
8. Organize the list as shown, deleting unnecessary punctuation and words. If Word automatically capitalizes the words in each line, correct this and make everything lowercase.

3. → Let me know if you can supply any of the following: ¶
 a. → hose ¶
 b. → vacuum ¶
 c. → soap ¶
 d. → brushes ¶
 e. → sponges ¶
 f. → rags ¶

Remembering that numbering is typically used only when sequence is important, you decide to change to a bulleted list.

9. Select all list items, including the demoted lists, and apply **Bullets**  to the selected text.
10. Position the insertion point at the end of the last bulleted item and then tap three times to turn off bullets and create a blank line.
11. Type the following sentence, intentionally making the typo as shown:
We're looking forward to a great planning sassion. See you at the meeting!

Proofread Your Letter

12. Correct the spelling error in the last line.
13. Right-click the word **options** in the first bullet point and choose **choices** from the Synonyms menu.
14. Move the insertion point to the end of the document, tap **Enter** twice, and then type the letter closing.

Sincerely, **Enter**

Robert Chan **Enter**

Kids for Change

Save the Letter in PDF Format

15. Save the file in PDF format and then close Adobe Acrobat Reader (or whatever program launches to view the PDF once saved).
16. Save and close the Word file.

You've discovered a document that gives some helpful hints on car washing, and you plan to include it with the letter to the members.
17. Open the three-page document named **W1-R3-HowToWashACar**.
18. Using the following notes, navigate through this longer document:
 - Use two keystrokes to position the insertion point at the end of the document.
 - Use two keystrokes to move the insertion point to the top of the document.
 - Use an arrow key to move down one line.
 - Use one keystroke to move to the end of the line and then use one keystroke to move to the beginning of the line.
19. Use the following text selection techniques:
 - Position the insertion point at the top of the document and use mouse clicks to select **Introduction**.
 - With *Introduction* still selected, select **How** and **Wash** in the next heading and then click to deselect.
 - Use two keystrokes to select the entire document.
20. Use the following notes to observe the document in various views:
 - Position the insertion point at the top of the document.
 - Display the document in **Read Mode** , using the status bar button, and then page through the document.
 - Display the document in **Web Layout** , using the status bar button.
 - Switch back to **Print Layout**  view using the status bar button.
21. Close the document and exit Word. If it asks you to save changes, click **Don't Save**.



Apply Your Skills

APPLY YOUR SKILLS: W1-A1

Create a Business Letter

In this exercise, you will create a letter from a Universal Corporate Events representative inviting the sales winners at Reukert Enterprises to an orientation meeting for their Paris tour. You will work with proofreading tools and use navigation and text selection techniques.

1. Start Word, create a new document using the Blank Document template, and save it as:
W1-A1-LeeLtr
2. Create the following letter, using AutoComplete with the dates and intentionally making the spelling and grammar errors indicated.

Note that the company name, Reukert, is correctly spelled, but it is not in Word's dictionary. You can ignore the red underline in this case.

September 2, 2021

**Mrs. Suzanne Lee
Reukert Enterprises
8445 Princeton Street
Chicago, IL 60628**

Dear Mrs. Lee:

Congratulations on your outstanding sales achievement. Universal Corporate Events is orginizing your Paris tour, which will departs October 8 and return October 18.

Please plan to attend the orientation meeting on September 14 in the Lake View conference room at 10:00 a.m.

We are looking forwarded to making your trip a memorable event!

Best Regards,

**Jack Bell
Universal Corporate Events**

3. Correct the spelling and grammar errors.
4. In the first sentence, use the Synonyms feature to replace *achievement* with **attainment**.

5. Use the following navigation techniques:

Scroll Bar	Keyboard
<ul style="list-style-type: none"> • Move down one screen. • Move to the top of the document and then position the insertion point at the beginning of the first main paragraph. 	<ul style="list-style-type: none"> • Use two keystrokes to move to the end of the document. • Use one keystroke to move to the beginning of the line. • Use one keystroke to move to the end of the line.

6. Use the following selection techniques:

- Use the **white selection arrow** to select the first line of the first paragraph.
- Use the keyboard to select the entire document and then click anywhere in the document to deselect.
- Use the **white selection arrow** to select three adjacent lines and then click anywhere else in the document to deselect.
- Select three nonadjacent words simultaneously and then deselect.

7. Save and close your letter.

APPLY YOUR SKILLS: W1-A2

Work with Lists and Make Editing Changes

In this exercise, you will create a letter from a Universal Corporate Events representative to a client, suggesting ideas for side trips during its annual kickoff meeting in San Francisco. You will create a bulleted list and make editing changes. Then you will save the letter in the older version .doc format.

1. Open **W1-A2-SFTours** and save it in the older **.doc** format as: **W1-A2-SFToursRevised**
2. Position the insertion point at the end of the letter and type the following bulleted list:
 - **Yacht Charters**
 - **Napa Valley**
 - **Sausalito**
3. Tap **Enter** twice to turn off bullets and create a blank line.
4. Use cut and paste to rearrange the list in alphabetic order.
5. Position the insertion point after *Napa Valley*, generate a new bullet, and then demote the bullet one level.
6. Add to the list as shown:
 - **Napa Valley**
 - **Napa Wine Train**
 - **Hot air balloon rides**
 - **Top-ranked restaurants**
 - **Sausalito**
 - **Ferry boat ride from San Francisco**
 - **Docks and marinas**
 - **Boutiques and art galleries**
 - **Yacht Charters**
 - **Sunset cruise**
 - **Sail under Golden Gate Bridge**
 - **Alcatraz and Angel Island**

7. Position the insertion point at the end of the document and type the closing:

Sincerely,

Geoff Simons

Universal Corporate Events

8. Make the following changes:
- In the first line of the first paragraph, select **needs regarding your** and replace it with: **annual**
 - In the second line of the same paragraph, insert **San Francisco** to the left of *meeting*.
 - In the first bullet point under *Yacht Charters*, insert **dining** between *Sunset* and *cruise*.
9. Display your letter in **Read Mode** , page through to the end if your screen resolution allows it, and then return to **Print Layout**  view.
10. Save and then close the file.

APPLY YOUR SKILLS: W1-A3

Edit and Format a Letter

In this exercise, you will draft a letter to a Universal Corporate Events employee, detailing his responsibilities relative to the Vaughn Storage Device's Kauai event. You will use proofreading tools and add a bulleted list to a letter. You will use navigation and selection techniques and save the document in PDF format. Finally, you will work with different views.

1. Open **W1-A3-WilliamsLtr**, save it as **W1-A3-WilliamsLtrRevised**, and then correct the spelling error.
2. In the first line of the first paragraph, use the Synonyms feature to change *ambassador* to **representative**.
3. In the same line, select **Hawaiian** and replace it with: **Kauai**
4. At the beginning of the second paragraph, insert **and Martin** between *You* and *will*.
5. At the end of the second paragraph, change *entertainment* to: **entertainers**
6. Move the insertion point to the end of the document and add the following text:

The side tours will take place on September 13, 14, 15, and 16. Here's a list of the side tours that attendees will sign up for during the arrival dinner:

- **North Shore Bike Tours**
- **Snorkeling at Salt Pond Beach Park**
- **Catamaran Tour on Na Pali Coast**
- **Surfing at Hanalei Bay**
- **Kehaha Beach Luau**

Sincerely,

Jose Ramirez

Universal Corporate Events

Save the File in PDF

Bill is on assignment out of the country. To be sure the letter reaches him, you will send it as a PDF email attachment.

7. Save the file in PDF format and close the PDF if it automatically opens.
The .docx file is still open.
8. Use the **View** tab on the Ribbon to view the document in **Read Mode**  and then use the button on the status bar to switch back to **Print Layout**  view.
9. Save and close the file and then exit Word.



Project Grader

This chapter does not include Project Grader exercises. Project Grader content is based on the learning objectives for a chapter, and sometimes those learning objectives cannot be accurately graded by the system. Objectives from this chapter that can be accurately graded may be included in later chapters, if applicable.

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W1-E1 That's the Way I See It

You have decided to start your own landscaping business, and you are going to conduct online research to see what's involved. Your friend is studying for his MBA. You will send him a letter containing the results of your research and ask him what he thinks of your idea.

Create a business letter, including a list of five landscaping tools that your research shows you will need to purchase. Then research what is involved in becoming a certified landscape professional and explain how you plan to earn your certification. Finally, list three tips for running a successful landscaping business. The letter should include at least three paragraphs (one to give an overview of the business, one or more to discuss certification, and one for the conclusion) and a list of three tips. Save the file in the older version .doc format, naming it: **W1-E1-NewBusiness**

W1-E2 Be Your Own Boss

You own Blue Jean Landscaping, a service that helps customers be their own landscapers. You provide the plans and directions and then the customer helps with the labor. A customer would like you to help her landscape her front yard. Use your imagination to decide on your business's location and climate. Conduct online research to determine what plants work well for the climate you envision. Send the client a business letter to propose four plant options that would work well for the location and climate. The letter should contain both an introductory and concluding paragraph, as well as a list of four plant options. Each option should be associated with a sentence or two explaining why it is a good choice. Save the file in PDF format as: **W1-E2-NewClient**

W1-E3 Demonstrate Proficiency

Stormy BBQ is a local BBQ restaurant featuring fresh, locally grown vegetables and local grass-fed pork and beef. As the marketing manager of Stormy BBQ, you've decided to hold a chili cook-off to attract new clients. Use online research to learn how to have a successful cook-off and also research rules for the chefs to ensure that they are competing on a level playing field.

Create a correctly formatted business letter to send to prospective chili chefs listing three important guidelines for a successful cook-off and three competition rules for your chefs. The letter should include both an introductory and concluding paragraph, as well as the rules that have been established. Make up the name and address for the first chef you want to invite. Save your letter in PDF as:

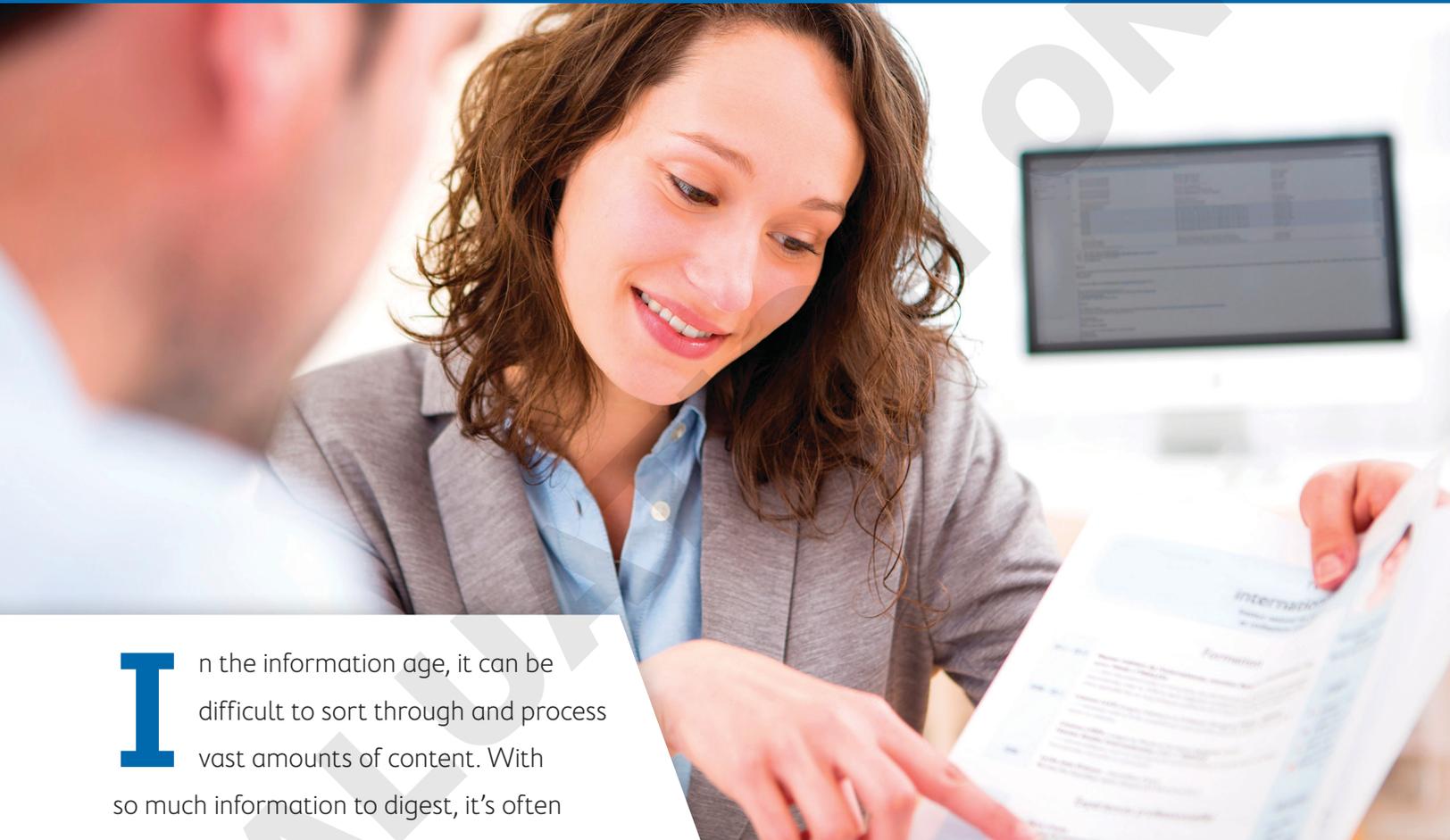
W1-E3-ChiliChef

EVALUATION ONLY

WORD

2

Creating a Résumé in a Table



In the information age, it can be difficult to sort through and process vast amounts of content. With so much information to digest, it's often difficult for employers to find the right job candidates, so a résumé that stands out is the single best way to secure your dream job. Tables provide a flexible, easy, and effective tool for displaying organized information and making sure you're noticed. 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
- ▶ Print documents

Project: Landing the Perfect Job

Your cover letter is complete, and now it's time for your résumé. 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 résumé: *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

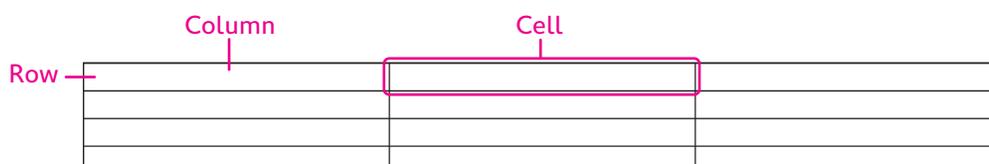
Tables provide a convenient method for organizing and aligning data in an easy-to-read format, and they afford a nice way to break up a text-heavy document. Formatting with **table styles** adds flair to your documents, and tables draw your reader's attention to key items.

Just as with most actions on a computer, there are multiple ways to insert a table. All of them are located in the Insert tab of the Ribbon, under the Tables group. You can use the Table button, 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.

Creating New Tables

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



When you create a new table, you can select how many rows and columns you'd like it to have. You can always add or remove rows and columns later if you end up changing your mind.



View the video “Creating Tables.”

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
- ▶ Arrow keys for moving to adjacent cells

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. For example, to move a table, you can click the move tool that appears at the top left of inserted tables.

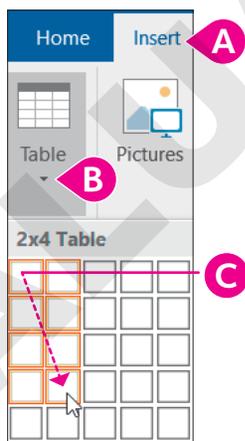


View the video “Selecting Data with the Mouse.”

DEVELOP YOUR SKILLS: W2-D1

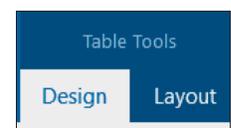
In this exercise, you will insert a table into a document and use selection and navigation techniques. Then you will enter data into your table.

1. Start Word and create a new document using the **Blank Document** 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 **2x4** 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.

Notice that the insertion point is in the table and that the contextual Table Tools' Design and Layout tabs appear on the Ribbon.



Select Table Elements and Navigate in a Table

Remember, the Mini toolbar appears when you select table data, just as when you select regular text. It contains frequently used commands. You can choose a command or ignore the toolbar, and it will fade away.

5. Apply the following selection techniques:
 - Hover the mouse over the left margin and 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.)
 - Hover the mouse pointer just above the top border of the table and 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.

Enter Data in a Table

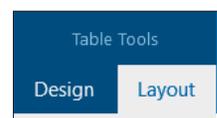
7. Enter the following information:

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 into 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 mouse pointer is hovered just above or to the left of the table, and between rows or columns.

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

☰ 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**

Insert and Delete Rows

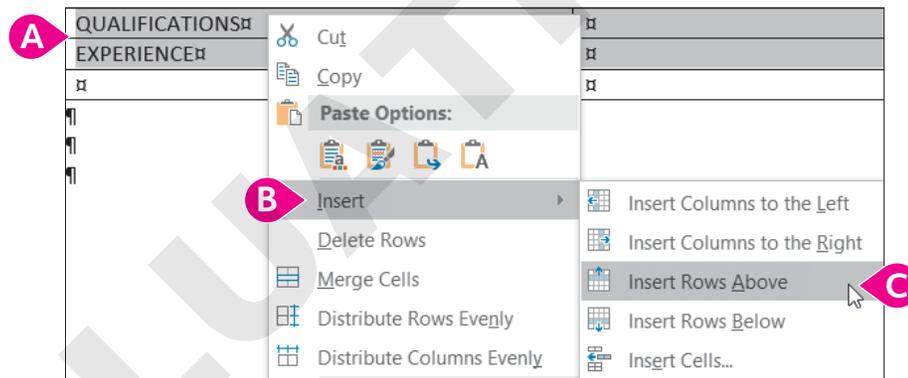
3. Make sure the insertion point is in the table.
4. Move the mouse pointer to the left edge of the table between the first and second rows until the insert control appears as shown.

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

5. Click the **insert control** to add a row to the table.
You will leave this row blank to add white space between the heading row and the rest of 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.
If you want to add several columns or rows at once, you must select the number of columns or rows that you want to add.
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 Choose **Insert**.
- C Choose **Insert Rows Above** from the submenu.

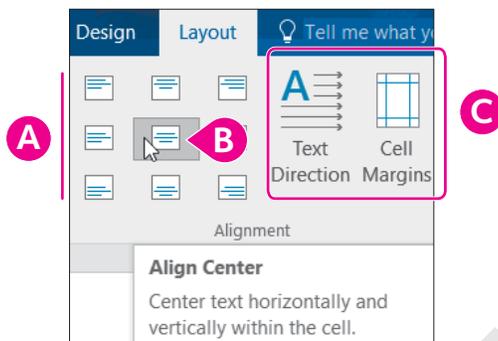
Two rows are inserted because two rows were selected. Now you will delete one of the rows.

9. Select the second blank row, position the mouse pointer in the gray selected area, and right-click to display the menu.
10. Choose **Delete Rows** from the menu.
Now you will insert another blank row.
11. Use the selection arrow to select the **EXPERIENCE** row and then right-click in the selected row.

12. Choose **Insert** from the menu and then choose **Insert Rows Above** from the submenu. Click anywhere in the table to deselect the row.
13. Use the **insert control** to insert another row at the bottom of the table.

Merge Cells and Align Data

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** .
Row 1 is now one cell that spans the width of the table.
16. Choose **Table Tools**→**Layout**→**Alignment**.
The alignment options on the left of the Alignment group offer several ways of aligning data within the cells.
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 grid-line. You can adjust the column width or row height by using the adjust pointer to drag 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.

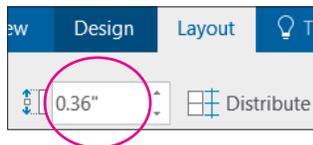
1. Save your file as: **W2-D3-StellaResume**
The left column is wider than it needs to be.
2. Choose **View**→**Show**→**Ruler**.

3. Follow these steps to narrow the left column:

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

These buttons offer more precise sizing options. Notice the height of the OBJECTIVE row in the Table Row Height field. (Your measurement may differ.)



7. Position the insertion point in the next row and notice the default row height is 0.19".
Now you will resize the OBJECTIVE row to the same size as the other rows.
8. Position the insertion point in the *OBJECTIVE* row, then click in the **Table Row Height** field, type **0.19**, and tap **Enter**.

Enter Data

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.
Now you will type a bulleted list of Stella's qualifications.
11. Choose **Home**→**Paragraph**→**Bullets** , type **Hardware/Software**, and tap **Enter**.
*The next bullet will need to be demoted one level; however, inside a table, you cannot use the **Tab** key to demote. Remember, using **Tab** in a table moves the insertion point to the next cell.*
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
-

Now you need to promote the last bullet. This time you will decrease the indent.

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 sale

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

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, and 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.

Notice that the résumé is too high on the page.

21. Click **Back**  to return to the Word screen.
22. Choose **Layout** → **Page Setup dialog box launcher** , click the **Layout** tab, 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, rows, or columns, the contextual Design tab appears. The features you need to modify your table's formatting are located here. Among other things, the Layout tab allows you to convert an entire table to text, or you can select specific parts of a table to convert to text.



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. You can also remove borders from a table to provide a nice aesthetic effect. Often, gridlines will remain as a guide for you to build out your table, but these gridlines will not show up on a printed page.

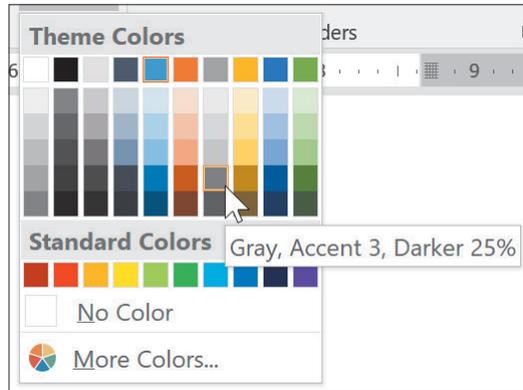
Just like regular text, you can also use the formatting tools on the Home tab to format tables. Or, use the Mini toolbar, which provides convenient formatting tools right at your mouse pointer when you select data. When selecting styles, you can hover your mouse over the various options to see a Live Preview of how the table will look should you decide to apply that style.

DEVELOP YOUR SKILLS: W2-D4

In this exercise, you will open a document and convert the existing text into a table. Then, you'll apply formatting using borders, shading, and styles. Finally, you will convert part of the table to text. 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.

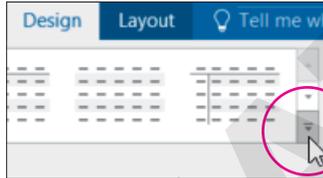
1. Navigate to your **Word Chapter 2** folder, open **W2-D4-JobContacts**, and save it as: **W2-D4-JobContactsRevised**
The text in this document looks disorganized. You can convert it into a table to give the content more structure.
2. Use **Ctrl**+**A** to select the entire document and then choose **Insert** → **Tables** → **Table** → **Convert Text to Table**.
3. In the dialog box that appears, leave all default settings and click **OK**.
Word uses existing tabs and paragraphs from the original text to organize the information.
4. If necessary, click the **move handle**  in the upper-left corner of the table to select the entire table.
Remember, the insertion point has to be in the table, or you have to hover the mouse pointer over the table for the move handle to appear.
5. Choose **Table Tools** → **Design** → **Borders** → **Borders**  **menu button** ▼ and choose **No Border**.
You may see gridlines within the table, but they won't print; they are there just to guide you. The Borders menu button ▼ on the Design tab provides the option to turn gridlines on or off.

6. Select the first table row, choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼, and then choose **Outside Borders**.
7. Keep the first row selected and choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button ▼.
8. Choose **Gray, Accent 3, Darker 25%** and click anywhere else in the table to deselect the first row.



Use Table Styles

9. Make sure the insertion point is in the table, navigate to **Table Tools**→**Design**→**Table Styles**, and then hover the mouse pointer over the styles shown.
Live Preview displays the various styles as they would look on your table, so you can see what will change before you commit.
10. Click the **More** button to display the full gallery of styles.



11. Choose **Grid Table 5 Dark – Accent 1**.
The style overrides your cell margin spacing, borders, and shading. In turn, you can override Table Styles formatting by applying direct formatting.
12. Select the first row of the table; choose **Home**→**Font**→**Font menu button** ▼→**Century Gothic**. Click anywhere in the table to deselect the row.
13. Save the file but leave it open.

Convert Table to Text

Now you will separate the header information on the résumé from the rest of the table without changing the way it looks.

14. Open **W2-D3-StellaResume** and save it as: **W2-D4-StellaResume**
15. Select the entire top row of the table, where the contact information appears.
16. Choose **Table Tools**→**Layout**→**Data**→**Convert to Text** .
17. In the dialogue box that appears, leave the default *Paragraph Marks* option selected and click **OK** to convert the header row to text. Doing so removes it from the table.

Remove Table Borders

Now that you know about table borders, you can remove the default borders on the résumé to give it a sleeker look.

18. Click the **move handle** to select the entire table.
19. Choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼.
20. Choose **No Border** from the menu and then click anywhere inside the table to deselect.
21. 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. The header row will not be 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

Second sort level (City)
First sort level (State)
Third sort level (Zip)

DEVELOP YOUR SKILLS: W2-D5

In this exercise, you will sort data in the Job Contacts file so you can easily locate information as the contacts table continues to grow. In this example, the table will be sorted by city and by company name within the 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.

Before You Begin: The W2-D4-JobContactsRevised file should still be open on the screen.

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.

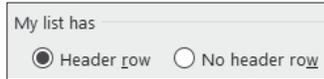
As the list grows longer, it will be convenient to have the cities sorted together so you can focus on one geographic area at a time.

3. In the Sort By field, click the **menu button** ▼ and choose **City** from the menu.

Notice the Ascending and Descending option buttons on the right. Because you won't change that option, the cities will be sorted in Ascending (A to Z) order.

- In the Then By field, choose **Co Name**.

This will sort the company names alphabetically within each city.



Notice the Header Row button in the bottom-left corner of the dialog box. This option indicates that the table has a header row, which prevents the header row from being sorted in with the rest of the data.

- Click **OK** and observe the sorted table.

Tip!

As new rows are added to the bottom of the table, simply execute the sort again to re-establish the sort order.

- Save the file and leave it open.

Working with Print and Print Preview

The Print command and Print Preview features are available in Backstage view. Here you can choose various ways to print your document, and you can use the Print Preview feature to see how your document will look when printed. You can also use the printer selection menu to export the document as a PDF file.

☰ File→Print | **Ctrl**+**P**

DEVELOP YOUR SKILLS: W2-D6

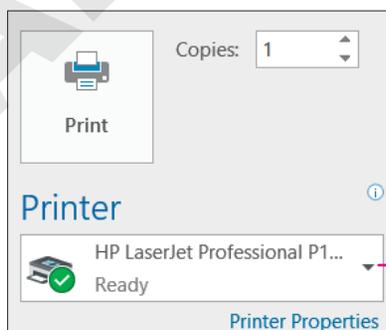
In this exercise, you will work with the Print screen in Backstage view. You will explore printing options, and you will preview the document to see how it will look when it prints.

- Choose **File→Print**.

A number of options in the Settings area help you control printing.

- Take a moment to explore the options by clicking them to see what choices are available.

Notice the top portion of the Print panel. You can choose the number of copies and any printer properties you want to modify.



You can choose a printer here, which includes an option to print to PDF.

3. If directed, click the **Print** button. If you want to conserve paper and ink and not print a page, you might print to PDF using the Microsoft Print to PDF option under the Printer selection menu button ▼, or simply click the **Back**  button.

Note!

If you printed to PDF, be sure to change back to your default printer the next time you print.

4. 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. A web search of *interview tips* will also lead you to 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 using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

Reinforce Your Skills

REINFORCE YOUR SKILLS: W2-R1

Insert Tables and Format Table Elements

Kids for Change is partnering with the local Center for Environmental Health to identify products in the home that present a risk to babies. In this exercise, you will create and enter data in a table. You will resize columns, rows, and cell margins, and you will change alignment. You will use a Quick Table, convert a tabular document to a table, and split and merge cells.

1. Start Word and create a document using the **Blank Document** template saved as: **W2-R1-RiskToBabies**
2. Choose the **Insert**→**Tables**→**Table**  button and create a **3×6** table.
3. Enter the data shown here; then select the first row and choose **Home**→**Font**→**Bold** :

Tip!

Remember, you can add rows to the bottom of a table by tapping  when you reach the last table cell.

Member Name	School	Research Assignment
Stacey	Highland	Harmful chemicals
Jacob	Lincoln	Cribs
Noah	Tri-way	Baby slings
Emma	Blue Ridge	Bath seats
Olivia	Springville	Highchairs
Nanda	Arlington	Infant swings

Now you will resize the columns.

4. Position the mouse pointer on the border between *Member Name* and *School*.
5. When the mouse pointer changes to the adjust pointer, drag to the left about $\frac{3}{4}$ ".
6. Resize the second and third columns to be just as wide as they need to be to fit the data without allowing any text to wrap within the cell.
7. Position the adjust pointer on the bottom border of the top row and drag down until the row is about twice its original height.
8. Select the first row and choose **Table Tools**→**Layout**→**Alignment**→**Align Center** .
Next you will insert a calendar Quick Table so you can keep track of meetings with the Center for Environmental Health.
9. Position the insertion point at the end of the document and tap  twice.
10. Choose **Insert**→**Tables**→**Table** , slide the mouse pointer down to **Quick Tables**, and insert **Calendar 2**.

Now you will copy a tabular table from another file and paste it into your document.

Convert a Tabular Document to a Table

11. Open **W2-R1-FoodRisk** and then select the entire document.
12. Choose **Home**→**Clipboard**→**Copy**  and then close the file.

13. Position the insertion point at the end of the **Risk to Babies** document and tap **Enter**.
14. Choose **Home**→**Clipboard**→**Paste**  and, if necessary, display formatting marks.
Notice that the columns in this tabular table are separated by a single tab. Remember, there must be only one tab between columns for the conversion to work properly.
15. Select the entire tabular table and choose **Insert**→**Tables**→**Table** →**Convert Text to Table**.
16. Accept the defaults in the dialog box and click **OK**.
17. Use the mouse pointer to select the **Food** and **Risk Factor** columns.
18. Choose **Table Tools**→**Layout**→**Alignment**→**Align Center**.
19. Choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins** .
20. In the Table Options dialog box, change the top and bottom margins to **0.04** and click **OK**.
This increases the vertical space between cells.
21. Click in the first table row.
22. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Insert Above**  and then position the insertion point in the first cell of the new row.
23. Choose **Table Tools**→**Layout**→**Merge**→**Split Cells** .
24. In the Split Cells dialog box, change the number of columns to **4**; click **OK**.
25. Select the first row.
26. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells** .
27. Click in the new row and type: **Food Risk**
28. Save and close the file.

REINFORCE YOUR SKILLS: W2-R2

Format and Sort a Table

Kids for Change members are planning a demonstration of safe cleaning products at the Community Center. They plan to distribute a table document that lists safe products you can use in the kitchen. In this exercise, you will use table formats to design a professional-looking table that is engaging and easy to read.

1. Open **W2-R2-SafeClean** and save it as: **W2-R2-SafeCleanRevised**
2. Make sure the insertion point is in the table.
3. Choose **Table Tools**→**Design**→**Table Styles**, open the **Table Styles** gallery, and choose **Grid Table 4 – Accent 6**.
Hint: It's a green style.
4. Select the table and choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**Outside Borders**.
5. Select the first row and choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**Bottom Border**.
6. With the first row still selected, choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button ▼.

7. Choose **Green, Accent 6, Darker 50%** (last green color in the right column).
8. Select the entire table and choose **Home**→**Font**→**Font menu button** ▼→**Comic Sans MS**.
9. Select in the first column starting at **Clean coffee pot** through the end of the column.
10. Choose **Home**→**Font**→**Italic** .
11. Save and close the file.

Sort a Data Table

Dylan, a Kids for Change member, volunteers at a green cleaning supply company so he can become familiar with safe cleaning products. He has been asked to take inventory this month, which is a good way to get to know the products. Dylan plans to sort the inventory list by Category and then by Sub-Category. This will make it easier to locate the items in the warehouse.

12. Open **W2-R2-Inventory** and save it as: **W2 - R2 - InventoryRevised**
13. Select the entire table and choose **Table Tools**→**Layout**→**Data**→**Sort** ; if necessary, choose the **Header Row** option in the bottom-left corner of the Sort dialog box.
14. Choose **Sort By menu button** ▼→**Category** and then choose **Then By**→**Sub-Category**; click **OK**.

It will now be easier for Dylan to inventory the cleaning supplies.

Use Print and Print Preview

15. Choose **File**→**Print** to display the Print options in the Backstage view.
16. Choose the **Printer menu button** ▼ to see the list of available printers and select **Microsoft Print to PDF**. Leave all other settings as they are.
17. Click the **Print** button and, in the save dialog box that appears, navigate to your student exercise files folder.
18. Save the PDF print as: **W2 - R2 - InventoryPrint**
If the PDF file is automatically opened, close it.
19. Save and close the file.

REINFORCE YOUR SKILLS: W2-R3

Insert and Format Tables

This holiday season Kids for Change members are working with the local fire department to collect toys for needy kids. The members will be assigned to different neighborhoods for collecting toys. In this exercise, you will format a table that tracks how many toys each member collects. In preparation for sending out mailing lists and tracking additional donations, you will sort a table, insert a Quick Table, and convert text to a table.

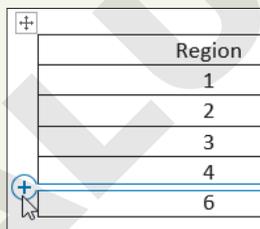
1. Open **W2-R3-Toys** and save it as: **W2 - R3 - ToysRevised**
2. Select the second and third columns of the first table.
3. Choose **Table Tools**→**Layout**→**Alignment**→**Align Center** .
4. Select the entire table and choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins** .
5. Change the top and bottom margins to **0.06** and then click **OK**.

Merge Cells, Format the Table, and Sort Data

6. Select the four **Sycamore** cells in the third column.
7. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**  and then delete three of the *Sycamore* entries.
8. Use the same technique to merge the *Homestead Valley* and *Middle Ridge* cells, and then delete three *Homestead Valley* and three *Middle Ridge* entries.
9. Select the entire table.
10. Choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**No Border**.
Only the gridlines, which do not print, are visible—unless they were turned off. (Remember, you can turn gridlines on and off via the Table Tools' Design tab and the Borders menu button ▼.)
11. Choose **Table Tools**→**Design**→**Table Styles**→**More** →**Grid Table 4 – Accent 5 style**.
Hint: It's a blue style.
Several Kids for Change regional directors plan to meet after the toy collection to discuss plans for next year's collection. They compiled a mailing list of directors who will be notified of the meeting. Now you will sort the mail, as presorted mail results in lower postage rates.
12. Scroll to the table on page 3 and position the insertion point in the table.
13. Choose **Table Tools**→**Layout**→**Data**→**Sort** .
14. Ensure that **Header Row** in the Sort dialog box is chosen and then choose to sort first by **State**, then by **City**, and finally by **Zip**. Click **OK**.
The California cities are sorted in ascending alphabetic order within State, and the Dallas Zip codes are sorted in ascending numeric order within City.

Insert Rows and Resize Columns

15. Scroll to the table on page 4 and click to place the insertion point anywhere inside the table.
Region 5 was accidentally omitted.
16. Position the mouse pointer to the left of, and between, the last two rows until the insert control appears.



Region
1
2
3
4
5

17. Click the **insert control** to insert a blank row between the last two rows and then enter the following data in the new row:

5	1, 951	2, 543
---	--------	--------

18. Select the entire table and choose **Table Tools**→**Layout**→**Cell Size**→**AutoFit** →**AutoFit Contents**.

Insert a Quick Table and Convert Text to a Table

Kids for Change members decided to take up a collection from friends and family to purchase additional toys. You will insert a Quick Table for tracking the donations.

19. If necessary, display formatting marks and then position the insertion point next to the last paragraph symbol on page 4.
20. Choose **Insert**→**Tables**→**Table** →**Quick Tables**→**Tabular List**.
21. Select the **ITEM** heading and type **MEMBER** in its place; select the **NEEDED** heading and type **AMOUNT** in its place.
22. Select the remaining rows, tap **Delete**, and then enter the new data as shown:

MEMBER	AMOUNT
Ella	\$20
Tom	\$17
Roger	\$32
Stella	\$15
Jennifer	\$22
Max	\$29
Jose	\$35
Albert	\$40

23. Scroll to page 2 and select the rows in the tabular table.
24. Choose **Insert**→**Tables**→**Table** →**Convert Text to Table**.
25. When the Convert Text to Table dialog box appears, click **OK** and then save and close the file.

Apply Your Skills

APPLY YOUR SKILLS: W2-A1

Insert and Modify a Table

Universal Corporate Events is finalizing its schedule for the autumn cruises. You have been asked to complete the September cruise schedule for the Bahamas. In this exercise, you will insert a new table, align data, and resize columns and cell margins.

1. Start Word, open **W2-A1-CorpEvents**, and save it as: **W2 -A1-CorpEventsRevised**
2. If needed, display formatting marks and then position the insertion point on the first blank line below *Oceanic Cruise Lines*.
3. Insert a **4x4** table and enter the data shown:

Date	Itinerary	Ship	From
09/02/25	4-night Bahamas Cruise from Miami	Oceanic Star	\$560
09/09/25	3-night Bahamas Cruise from Miami	Oceanic Jewel	\$600
09/30/25	7-night Bahamas Cruise from New York	Oceanic Odyssey	\$1159

You accidentally overlooked the September 22 cruise, so you'll add that now.

4. Use the **insert control** to add a row between the last two rows and then enter this information:

09/22/25	7-night Bahamas Cruise from New York	Oceanic Star	\$1120
----------	---	--------------	--------

5. Select the last two columns and then center-align the text.
6. Use the adjust pointer to resize the columns to the approximate width shown in the following figure:

Date	Itinerary	Ship	From
09/02/25	4-night Bahamas Cruise from Miami	Oceanic Star	\$560
09/09/25	3-night Bahamas Cruise from Miami	Oceanic Jewel	\$600
09/22/25	7-night Bahamas Cruise from New York	Oceanic Star	\$1120
09/30/25	7-night Bahamas Cruise from New York	Oceanic Odyssey	\$1159

7. Set the top/bottom margins of all cells to: **0.08"**
8. Insert a new row at the top of the table.
9. Merge the cells in the new row and type **Travel Special** as the table heading.
Next, you will convert a table to text.
10. Scroll to page 2 and select the entire table.
11. Choose **Table Tools**→**Layout**→**Data**→**Convert to Text**  and then click **OK**.
12. Save and close the file.

APPLY YOUR SKILLS: W2-A2

Format and Sort Tables

A Universal Corporate Events sales rep has asked you to prepare two tables of travel packages that he will present to two different clients. In this exercise, you will format the tables with borders, shading, and table styles, and then you will sort the data.

1. Open **W2-A2-Universal** from your **Word Chapter 2** folder and save it as: **W2-A2-UniversalRevised**
2. Remove the borders from the table on page 1.
3. Select the first row and use the **Borders**  menu button ▼ to apply a bottom border.
4. Apply a bottom border to the last row of the table.
5. Select the first row and then choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button ▼→**Gold, Accent 4, Darker 25%**.
6. Select the third row and apply: **Gold, Accent 4, Lighter 60%**
7. Apply the same color you used in the third row to the fifth row.
8. Scroll to page 2, position the insertion point in the table, choose **Table Tools**→**Design**→**Table Styles**, and open the Table Styles gallery.
9. Choose **Grid Table 6 Colorful – Accent 4**; it's a yellow style.

Sort Data and Insert a Row

10. Using the page 2 table, specify that the table has a header row and sort by the **Travel Package** column in ascending order.
11. Using the page 1 table, insert a blank row at the top of the table, merge the cells in the first row, and type: **Universal Corporate Events**
12. Use **Align Center**  to center the heading and then apply shading, **Gold, Accent 4, Lighter 40%**.
The black print in the second row is a bit hard to read.
13. Change the font color to white.

Print the File

14. Open the Print window in the Backstage view.
15. Use the **Printer** menu button ▼ to select your printer and print the file.
If you'd rather stay green and print a digital version of the file, select Microsoft Print to PDF and save the file as a PDF print.
16. Save and close the file.

APPLY YOUR SKILLS: W2-A3

Create and Format Tables

The Universal Corporate Events marketing manager has asked you to create a list of the day tours from Paris. She also asked that you reformat the list of African trips and modify and reformat the Asian tour table. In this exercise, you will create a table, convert a table to text, and sort and reformat a table.

1. Open **W2-A3-Travel** from your **Word Chapter 2** folder; save it as **W2-A3-TravelRevised** and, if necessary, display formatting marks.
2. Position the insertion point next to the first paragraph symbol at the top of the page.
3. Insert a **4x5** table and enter the data as shown:

Day Tours	From	When	Duration
Versailles	\$70	Daily except Mon	4 hrs.
Eiffel Tower	\$75	Daily	3 hrs.
Louvre Museum	\$65	Daily except Tue	2.5 hrs.
Moulin Rouge Show	\$153	Daily	4.5 hrs.

4. Scroll to page 3 and select the table.
5. Convert the table to text; ensure that the **Tab** option is chosen in the dialog box.

Sort a Table

6. Scroll to page 2 and position the insertion point in the table.
7. Open the Sort dialog box, indicate that the table has a header row, and sort by the **Destination** column in ascending order.
8. Delete the **Discount** column and use the **insert control** to add a column between *Dates* and *Duration*.
9. Enter the information as shown:

Departure
San Francisco
Los Angeles
Los Angeles
San Diego
San Francisco

10. Select **columns 2–5** and position the mouse between two of the selected columns until you see the column adjust pointer.
11. Double-click to autofit the columns to the width of the longest entry in each of the selected columns.
12. Insert a row at the top of the table and merge all cells in the row.
13. Type **Universal Corporate Events** in the row and center-align the text.
14. Select the entire table and remove all borders.
15. Select the first row, apply outside borders, and apply the shading color **Blue, Accent 1, Lighter 60%**.
16. Save and close the file; exit Word.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: W2-P1

Formatting a Business Letter

Global Games International has been providing products to Taylor Games for many years. In this exercise, you will create a well-formatted letter to send to customers that introduces some new items they may want to add to their product line.

- Download and open your Project Grader starting file.
 - Using eLab: Download **W2_P1_eStart** from the Assignments page. You must start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **W2_P1_Start** from your **Word Chapter 2** folder.
- Replace the word *collection* at the end of the first main paragraph with: **product line**
- Insert an empty paragraph above the complimentary close, *Sincerely*.
- Apply **Bullets** formatting to these lines:
 - Net 30 terms
 - 90 day returns policy
 - No minimum orders
 - Free shipping on orders over \$50.00
- In the Catan table row, change the number 51.00 to: **55.00**
- Add the following new rows to the table:
 - Add this header row to the top of the table:

Item Name	Category	Your Cost	Suggested Retail
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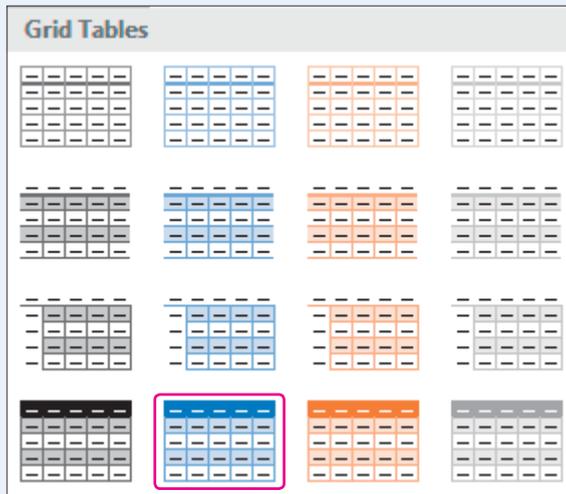
- Add these rows to the bottom of the table:

History of Board Games	Books	9.50	15.00
Monopoly Deluxe	Board Games	10.50	18.50

- In table **columns 3 and 4**, apply **Align Right** paragraph formatting to all cells.
- Sort the table using these settings:

Setting	Value
Sort by	Category in Ascending order
Then by	Item Name in Ascending order
My list has	Header row

9. Apply the table style **Grid Table 4 – Accent 1** to the table.



10. Set these table column widths:

Column	Width
Column 1	2"
Column 2	0.9"
Column 3	1.5"

11. Save your document.

- *Using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P1_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P1_Submission**

PROJECT GRADER: W2-P2

Enhancing a Welcome Letter for New Members

In this exercise, you will enhance a welcome letter for new Classic Cars Club members. The letter needs a table and formatting to organize and present the information in a professional manner.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W2_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W2_P2_Start** from your **Word Chapter 2** folder.
2. On the empty paragraph above *Today's Date*, insert a **2 column** by **1 row** table.
3. Enter this text in the new table:

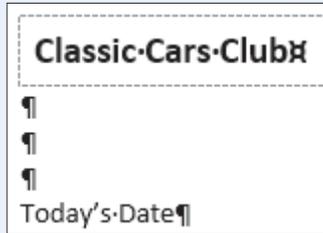
Classic Cars Club	PO Box 6987 Ferndale, WA 98248
--------------------------	---

4. In **cell 1**, apply **14 pt** and **Bold** formatting to the *Classic Cars Club* text.
5. Apply these table cell alignments:

Cell	Alignment
Cell 1	Align Center Left
Cell 2	Align Center Right

6. Remove all table borders.

- Insert two more empty paragraphs above *Today's Date*. Feel free to replace the *Today's Date* text with the current date in the format you desire.

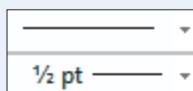


- Apply **Bullets** formatting to these paragraphs:
 - Free entry to local and regional shows
 - A 30% entry discount on the national show
 - A 25% discount on merchandise purchases
 - A free Classic Cars Club plaque
 - A free Classic Cars Club license plate frame
- Set these column widths for the three-column table in the center of the document:

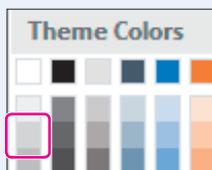
Column	Width
Column 1	1.5"
Column 2	2.25"
Column 3	1"

- Sort the table using these settings:
 - Sort by: **Locations** in **Ascending** order
 - My list has: **Header row**
- Insert a new row at the top of the table.
- Merge all cells in the new row.
- Enter text in and apply formatting to the merged cell as follows:
 - Enter the text: **Available Partner Discounts**
 - Apply **14 pt** and **Bold** formatting to the text you just entered
 - Apply **Center** paragraph alignment
- Select all table cells starting with **row 2** (don't include the **row 1** merged cell) and apply these border settings to the selection:

Setting	Value
Line Style	Solid, single line
Line Weight	½ pt
Borders	Outside Borders



- Apply **White, Background 1, Darker 15%** shading to all cells in **row 2**.



16. Apply these border settings to all cells in **row 2**:

Setting	Value
Border Line Style	Solid, single line
Border Line Weight	1½ pt
Borders	Bottom Border

17. Apply **Bold** font formatting to all text in **row 2**.

18. Save your document as:

- *Using eLab:* Save it to your **Word Chapter 2** folder as **W2_P2_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P2_Submission**

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W2-E1 That's the Way I See It

You own a hardware store, and a few building contractors order from you in large quantities. Track their contact information in a ten-row table with column heads for Name, Address, City, State, and Zip. Your business covers four states: Utah, Arizona, New Mexico, and Colorado. Include each state and sort by State, then by City, then by Zip. Add a column at the end of the table for Phone and enter the new data. Add a header row, centering your company name. Apply a table style and then save the file as: **W2-E1-Contractors**

W2-E2 Be Your Own Boss

Business is “blooming” at Blue Jean Landscaping; you need to get control of inventory. Decide how many landscapers work for you and the number of items needed to keep them supplied. Create a six-row table listing tools, such as spades and hoes. Note how many you have and how many you need to add. Include headings for Item, Location, Units Needed, Units in Stock, Units to Add, and Price. Add five rows of data, sort by Item, and resize the columns as needed. Add a header row centering the company name. Add borders and shading for readability. Print the file or use Microsoft Print to PDF to create a PDF version. Save the file as: **W2-E2-Inventory**

W2-E3 Demonstrate Proficiency

The chef at Stormy BBQ will introduce a new dish. Decide on the dish and then create a document named: **W2-E3-Order**.

Set up a table for the food order; include item, price, quantity, and cost and then enter five food items. Sort the table in an order you think most useful. Add a heading row and center the restaurant name. Size the table so it's easy to read and apply a table style of your choice.

EVALUATION ONLY

WORD

3

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 research papers, a requirement for nearly every college student as well as professionally employed individuals. Your paper will include footnotes, citations, a bibliography, and a table of figures. Finally, you will explore Track Changes, a feature that allows for collaborative editing of a document.

LEARNING OBJECTIVES

- ▶ Work with columns and set margins
- ▶ Format text and apply styles
- ▶ Insert headers and footers
- ▶ Add footnotes and endnotes
- ▶ Insert citations and a bibliography
- ▶ Incorporate captions and a table of figures
- ▶ Insert comments and use Track Changes

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.

You are also working on your masters in marketing, and your professor wants you to write a research paper about the origins and evolution of Internet commerce. You will use many sophisticated features, such as headers and footers, footnotes, citations, and bibliographies in creating this research paper.

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.
- ▶ Organize 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.

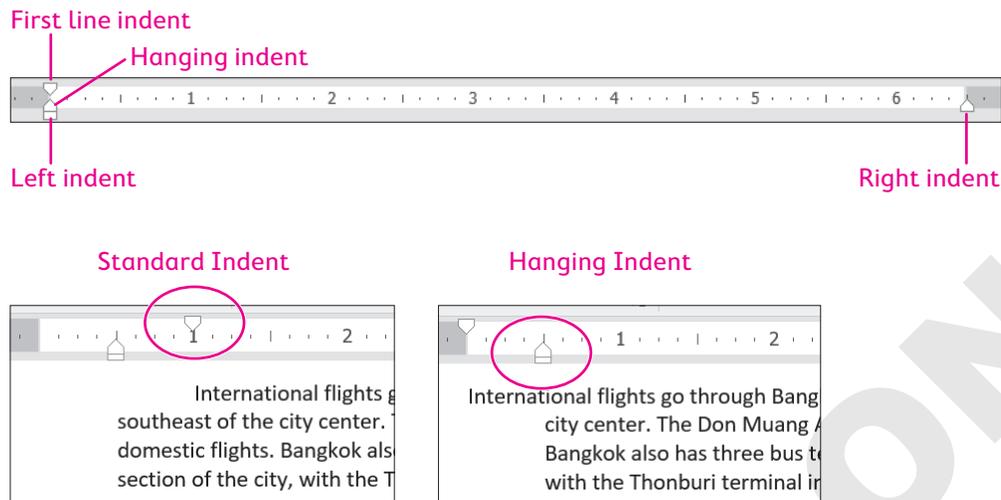
 Layout→Page Setup→Margins 

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.



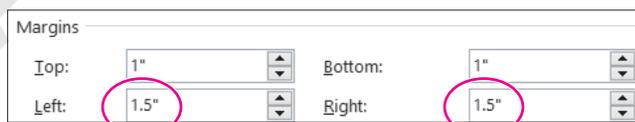
View the video “Indent Markers.”

Home → Paragraph → Increase Indent  or Decrease Indent 

DEVELOP YOUR SKILLS: W3-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 **W3-D1-SocMediaRpt** from your **Word Chapter 3** folder and save it as: **W3-D1-SocMediaRptRevised**
2. If necessary, choose **View → Show → Ruler**.
Now you will increase the margin width to add more white space to the report.
3. Choose **Layout → Page Setup → Margins**  and notice the preset margin settings.
You want a 1.5" left and right margin, and that is not available in the preset list, so you will customize your own 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**.



Notice the gray margin areas at the ends of the ruler; they have increased to 1.5".

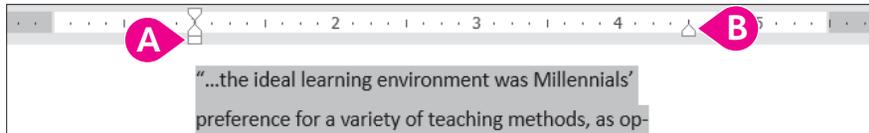
Now you will use the Increase Indent button to offset quotes in the report.

6. Below *The Net Generation* heading, select the second and third paragraphs, which are inside quotation marks.

7. Choose **Home**→**Paragraph**→**Increase Indent** .

The paragraphs indent from the left a half inch based on the default tab settings; however, you want to indent the paragraphs from both the right and the left. So, now you will use the indent markers on the ruler to complete the job.

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.

Warning!

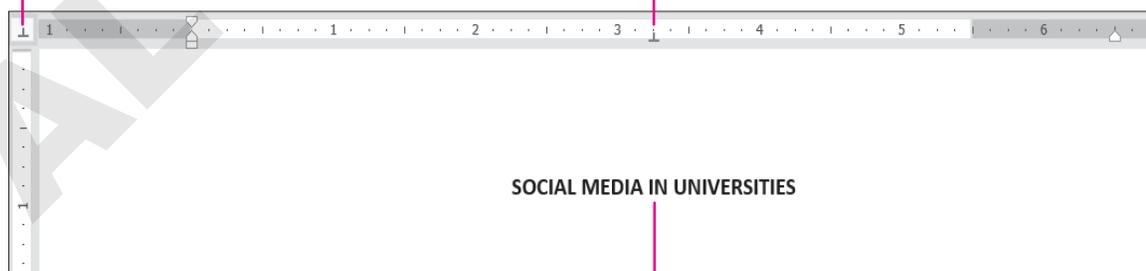
Never use the **Spacebar** key to line up columns. Even if it looks right on the screen, it most likely will not print correctly.

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**.

Use the **Tabs** box to choose the tab type. (ToolTips describe the symbols.)

You indicate the tab placement by clicking in the desired location on the ruler.



This heading is centered by a center tab.

Tip!

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.

You can change the default tab stops here.

You can enter a custom tab stop here.

These are tab alignment options.

These are tab leader styles.

☰ Home → Paragraph dialog box launcher → Tabs...

DEVELOP YOUR SKILLS: W3-D2

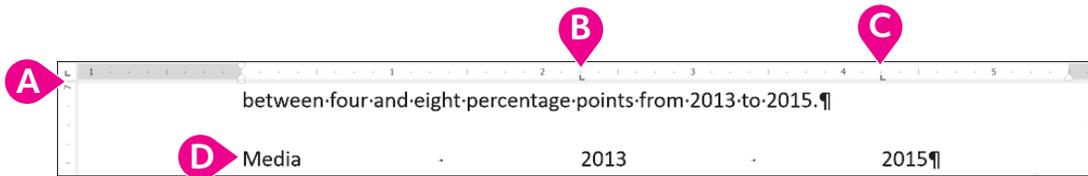
In this exercise, you will set custom tabs and create two tabbed tables.

1. Save your report as: **W3 -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*.

- Follow these steps to set tabs for the first table:

Tip!

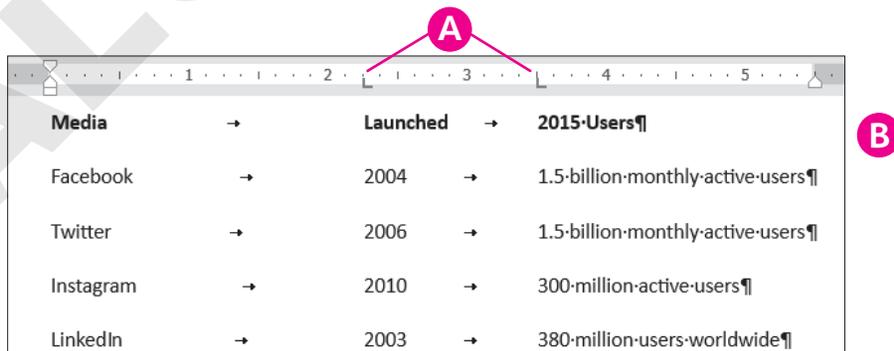
If you accidentally click the tab in the wrong place, you can drag it to a new location with the mouse pointer, or you can drag it off the ruler and try again.



- 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.)
 - Click the bottom edge of the ruler at the **2¼"** mark to set a tab.
 - Click the ruler at the **4¼"** mark for the second tab.
 - 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.
- 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%¶

- Select the first line of the table and choose **Home**→**Font**→**Bold** **B**.
Now you will type the second table.
- Position the insertion point on the first blank line below the last paragraph of the document.
Look at the ruler and notice that the tabs you set for the first table have disappeared. The tab settings for the first table are carried in the paragraph symbols for that table only.
 - Follow these steps to set the tabs for and type the second table:



- Set left tabs at the **2¼"** mark and the **3½"** mark.
 - Type the table as shown, applying bold formatting to the first line of the table.
- Save the file and close it.

Formatting Text and Using 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.

Spacing in Letters

The default **line spacing** in Word 2019 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: W3-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.
A window appears describing the template.
3. Click the **Create**  button to start the document.

Tip!

If you double-click the template, the document will open immediately.

4. Choose **File**→**Save As**, navigate to your **Word Chapter 3** folder, and save the file as:
W3-D3-CoverLtr
5. Type **Nove** but stop typing when **AutoComplete** displays a pop-up tip.
6. Tap **Enter** to automatically insert *November* in the letter.
Word recognizes certain words and phrases, such as names of the months and days, and offers to complete them for you.
7. Finish typing the date as: **November 24, 2021**
8. Tap **Enter** 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 inside address and salutation as shown.
*If you catch a typo, you can **Backspace** enough times to remove the error and then continue typing.*
Mr. Blake Carter, Hiring Manager**Enter**
Global Computer Sales and Service**Enter**
347 Wellington Street**Enter**
San Francisco, CA 94123**Enter**
Enter
Dear Mr. Carter:**Enter**
Enter
Enter
11. Type the following body paragraphs.
*Remember, you are using the single-spaced template now and there is no additional spacing when you tap **Enter** at the end of the paragraphs. You have to tap **Enter** twice to create white space between paragraphs.*
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.**Enter**
Enter
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.**Enter**
Enter
Enter

Change Line Spacing

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.

Notice the Add Space Before Paragraph and Add Space After Paragraph options. These options add an extra 12 points of space before or after a paragraph.

15. Choose **3.0** (triple space).

Remembering that single spacing is appropriate for a business letter, you decide to change back to single spacing.

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: W3-D4

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

- Choose **File**→**Save As** and save your file as: **W3 - D4 - CoverLtr**
- Position the insertion point anywhere in the date line.
- Choose **Home**→**Paragraph**→**Center**  to center the date between the margins.
Notice that the Center button on the Ribbon is highlighted, indicating that center alignment is in effect at the insertion point.
- Choose **Home**→**Paragraph**→**Align Right**  to place the date at the right-hand margin.
You've decided you prefer to have the date left-aligned.
- Choose **Home**→**Paragraph**→**Align Left** .
Now you will type the close, the signature, and an enclosures notification.
- Position the insertion point next to the last paragraph symbol in the document.
- Type the end of the letter as shown, tapping **Enter** wherever you see a paragraph symbol.

7. Type the end of the letter as shown:

Sincerely,

Stella Martin

Enclosure

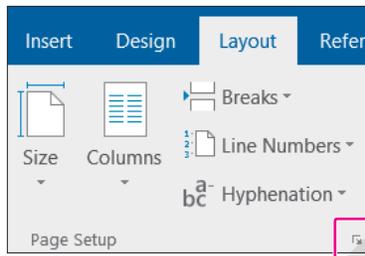
Center the Letter Vertically

8. Scroll down to the end of the page.

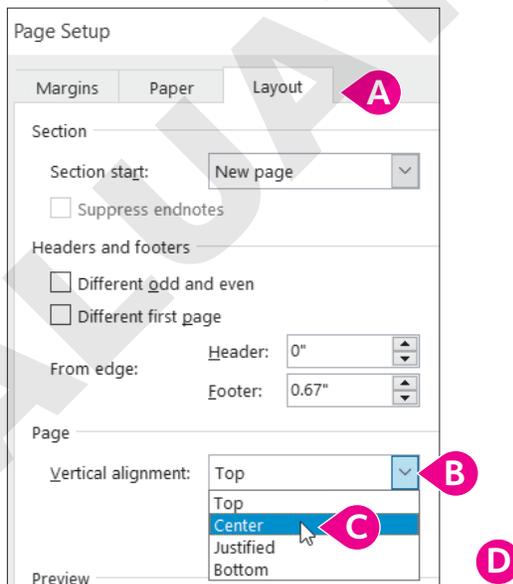
There is too much white space at the bottom of the letter, so now you will center the letter vertically on the page.

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.

Now you will use the zoom controls to zoom out so you can see the entire page.

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



The letter is centered vertically on the page.

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



- 14. Save and close the letter.

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. You can use the Styles gallery and Styles task pane to apply styles.

- ▶ **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 format 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).



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

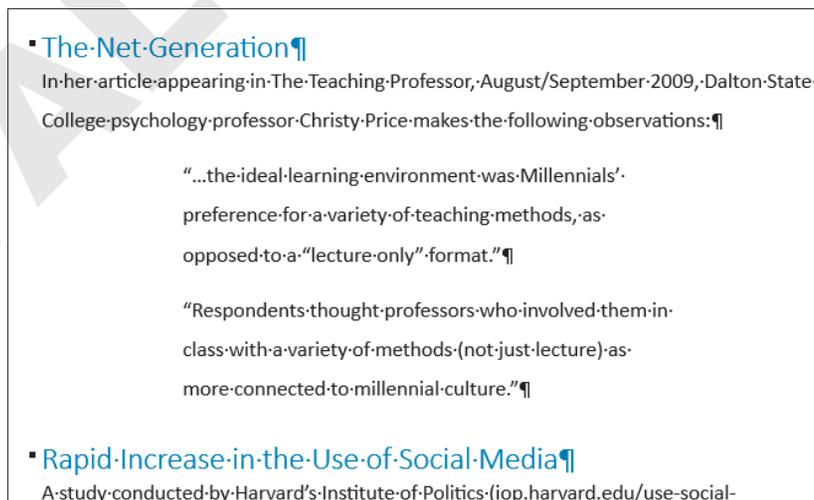
☰ Home→Styles→Styles Gallery | Home→Styles dialog box launcher

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.



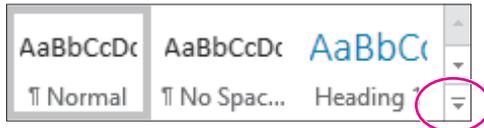
In this illustration, *The Net Generation* content is expanded.



DEVELOP YOUR SKILLS: W3-D5

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. Open **W3-D5-SocMediaRpt** from your **Word Chapter 3** folder and save it as: **W3-D5-SocMediaRptRevised**
2. Click anywhere in the report's main heading, **SOCIAL MEDIA IN UNIVERSITIES**, at the top of page 1.
3. Choose the **Home**→**Styles**→**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.
Now you'll open the Styles task pane. It includes all the styles that are in the Styles gallery.
5. Click the **dialog box launcher**  in the bottom-right corner of the Styles group.
Next you'll apply the Heading 1 style to the headings in the body of the report.
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.
Now you will collapse and expand the text below The Net Generation heading.
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.
Collapsing parts of a document allows you to focus on the remaining parts.
11. Click the **marker** again to expand the text.
12. Save the report.

Inserting Headers/Footers, Comments, and Page Breaks

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.

At times, you may wish to break up portions of your document by adding a page break. For example, you may want a report conclusion, appendix, or bibliography to each appear on separate pages. Word allows you to enter these page breaks with a simple Ribbon command, or by tapping **Ctrl** + **Enter**.



DEVELOP YOUR SKILLS: W3-D6

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

1. Save your file as: **W3 -D6 - 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 select **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.
You can open the header/footer area by double-clicking anywhere in either the header or footer area.
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.
It would look better to have at least two lines of the first table at the top of the second page.
10. Position the insertion point in front of *Instagram* in the first table and press **Ctrl** + **Enter** to insert a page break.

Add a Comment

Now you will add a comment for your marketing manager. He will see it when he reads your report.

11. Scroll to the top of the document and select the word **Universities** (the anchor point for the comment) in the title.

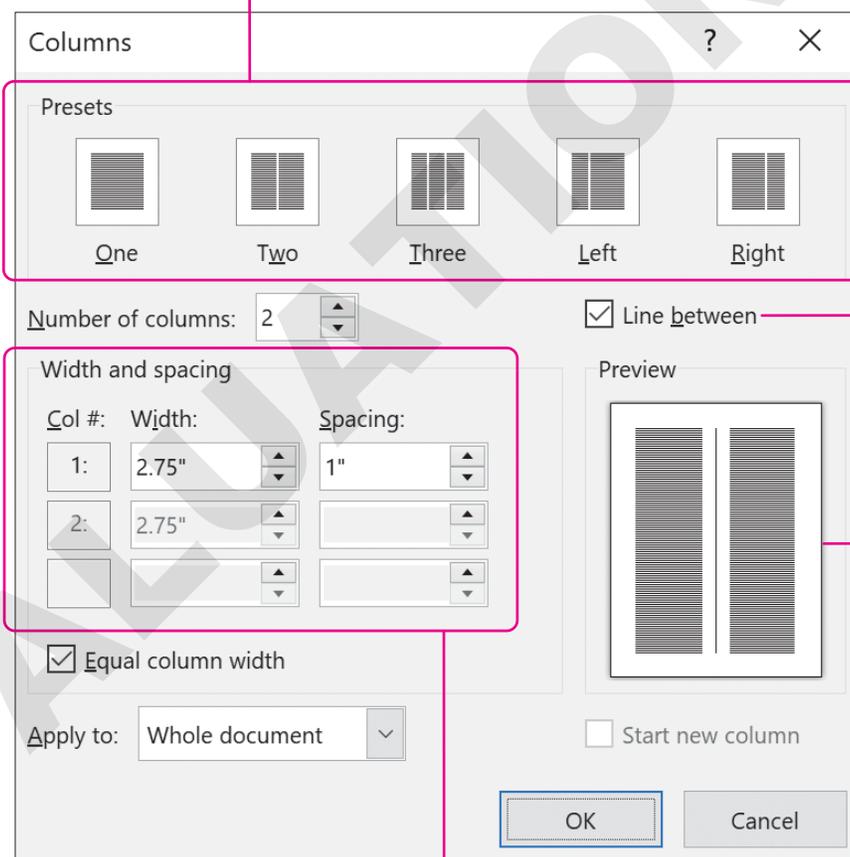
12. Choose **Insert**→**Comments**→**Comment**  and type the following in the comment balloon on the right:
- Jose, please let me know if you need additional information regarding social media in education.**
13. Save and then close the report.

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, 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 check this option if you want a line between columns.

You can preview your column setup here.

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

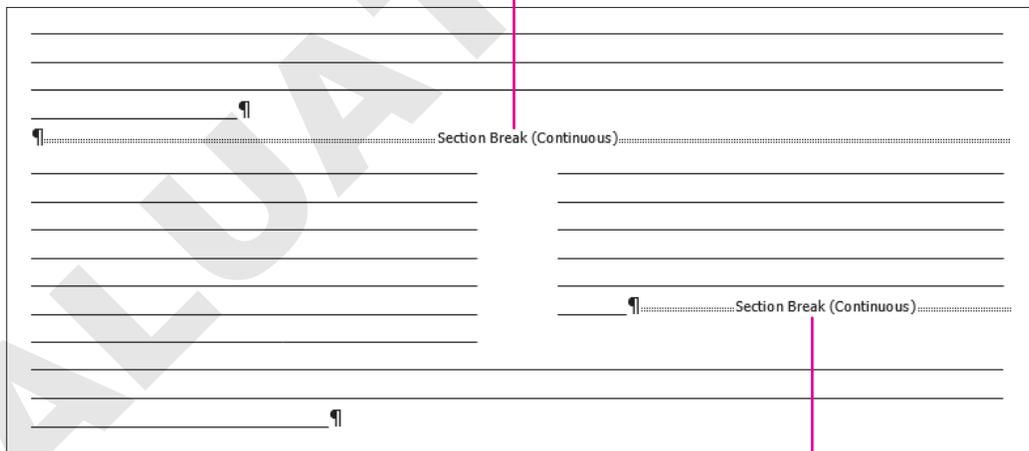
You can manually force a column to end by inserting a **column break**, thus moving the text at the break point to the top of the next column. This technique is often used to place headings at the top of columns and to balance columns on the last page of a multicolumn document.

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: W3-D7

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 lay out the second section of the document in two columns.

1. Open **W3-D7-SocMedForStaff** from your **Word Chapter 3** folder and save it as: **W3-D7-SocMedForStaffRevised**
2. If necessary, display the formatting marks.
You want the introductory paragraph to span the page, so you will insert a section break before the social media article and then set the rest of the article in columns.
3. Position the insertion point in the second blank line following the first paragraph.
4. Choose **Layout**→**Page Setup**→**Breaks** →**Continuous**.
This starts a new section on the same page.
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.

Writing a Research Paper

There are a number of documentation styles for research papers, each with its own specific formatting requirements. For example, IEEE standards are used for research in computers and electronics; APA is used in psychology research; Turabian style is used for research in literature, history, and the arts; and MLA is primarily used for research in the humanities.

The Modern Language Association publishes the *MLA Handbook for Writers of Research Papers*. The **MLA style** has specific formatting requirements, some of which are already defaults within Word. For example, the default margins of one inch comply with the MLA requirement. However, Word does not comply with *all* MLA guidelines by default.

Warning!

This chapter does not presume to be a resource for MLA guidelines. Refer to the MLA handbook or the MLA website (mla.org) for guidance in complying with MLA requirements.

Working with Footnotes, Endnotes, and Citations

Footnotes, **endnotes**, and **citations** are important elements of most research papers. You use them to comment on, or cite a reference to, a designated part of the text. Footnotes appear at the bottom of pages on which they are inserted; endnotes, as the name implies, appear at the end of a document or section; and citations appear on a separate Works Cited page at the end of the document. Works

Cited is another name for a bibliography. You can enter the source information when you create the citation or insert a placeholder and add the source data later. To help you enter the information correctly, example text appears for each of the various fields in the Create Source dialog box.

Create Source

Type of Source ▾

Bibliography Fields for MLA

Author: Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

Show All Bibliography Fields

Tag name

Placeholder1



View the video “Inserting Footnotes.”



View the video “Inserting Citations.”

☰ References → Footnotes → Insert Footnote or Insert Endnote

☰ References → Citations & Bibliography → Insert Citation

DEVELOP YOUR SKILLS: W3-D8

In this exercise, you will begin the research paper that your marketing professor requested. You will use footnotes and endnotes to clarify information and citations to support your premise.

1. Open **W3-D8-Internet** from your **Word Chapter 3** folder and save it as:
W3-D8-InternetRevised
2. If necessary, choose **View** → **Views** → **Print Layout** .

Footnotes may differ in appearance depending on the view you are using.

3. Position the insertion point at the top of the document and type the following four lines of text above the title:

Brian Simpson

Professor Williams

Marketing 222

May 10, 2021

Notice the paragraph text is double-spaced and the extra space after the paragraphs has been removed per MLA requirements. Now you will insert footnotes.

4. Position the insertion point to the right of the period at the end of the first paragraph.
5. Choose **References**→**Footnotes**→**Insert Footnote** .
- The footnote reference mark appears at the insertion point, and a corresponding footnote appears at the bottom of the page.*
6. Follow these steps to complete the footnote :

A
B ¹ This is the opinion of many business leaders.

- A** Find a separator line and the footnote number.
- B** Type this text in the footnote area.
7. Use the same process to insert the footnote reference marks and the associated footnotes shown here:

The commercial potential of the Internet stems from the fact that it is a global network with inexpensive access.¹ The Internet is also available 24x7. The multimedia capability to the Internet is important for marketing and advertising. Quick product delivery, automated order-taking, and low overhead are several more factors that are driving Internet commerce.²

¹ This is the opinion of many business leaders.

² Some nations still have high rates due to limited competition among Internet service providers.

³ These factors depend upon the capabilities of individual companies.

The default formatting of footnotes in Word does not adhere to MLA requirements. The text should use the same formatting as the body of the document (double-spaced, first line indented). You will format the footnotes later.

Now you will convert your footnotes to endnotes.

8. Choose **References**→**Footnotes dialog box launcher** and click **Convert**.

Footnote and Endnote ? X

Location

Footnotes: Bottom of page ▼

Endnotes: End of document ▼

9. When the Convert Notes dialog box opens, click **OK** and then close the Footnote and Endnote dialog box.
10. Scroll through the document and notice that the footnotes are no longer at the bottom of page 1; they now appear as endnotes on the last page.
You decide that you prefer having the notes on the same page as the material they refer to, so you will convert the endnotes back to footnotes.
11. Choose **References**→**Footnotes dialog box launcher**  and click **Convert**.
12. Click **OK** in the Convert Notes dialog box and then close the Footnote and Endnote dialog box.
Now you will choose the bibliography style for your paper and insert a citation.
13. Choose **References**→**Citations & Bibliography**→**Style menu button** →**MLA Seventh Edition**.
A citation should be placed inside the period at the end of a sentence.
14. At the end of the first paragraph on page 2, position the insertion point between the word *online* and the period and then tap **Spacebar**.
15. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.
16. Follow these steps to create the new source to insert as the citation:

Create Source	
Type of Source	Web site A
Bibliography Fields for MLA	
B Author	Swaney, Chris
	<input type="checkbox"/> Corporate Author
Name of Web Page	Carnegie Mellon Study Finds Shopping Online Results in Less Environmental Impact
Year	2009
Month	March
Day	3
Year Accessed	2021
Month Accessed	March
Day Accessed	10
Medium	https://www.cmu.edu/news/archive/2009/March/march3_onlineshopping.shtml
<input type="checkbox"/> Show All Bibliography Fields	
Tag name	Example: Document C
Swao9 D	E

- A** If necessary, choose **Web site**.
- B** Type the author's name as shown.
- C** Enter the remaining information.
- D** The system uses tags internally to uniquely identify a source. The Tag Name you see may vary from this one.
- E** Click **OK**.

Note!

Remember, Word does not follow all MLA guidelines. Refer to the MLA Handbook or website when writing academic papers.

Insert Citation Placeholders

17. On page 2, position the insertion point at the end of the third bullet point between *themselves* and the period and tap Spacebar.
18. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Placeholder**.
19. Type **Fowler** in the Placeholder Name box and then click **OK**.
20. Position the insertion point at the end of the document between *years* and the period and tap Spacebar.
21. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Placeholder**.
22. Type **Mogg** in the Placeholder Name box and then click **OK**.
23. Save the file.

Editing and Formatting Footnotes and Citations

You can edit footnote text directly in the footnote area. In addition to editing the text of a footnote, you can also:

- ▶ **Reposition:** You can change the position of a footnote reference mark by dragging it to another location in the document.
- ▶ **Format:** You can change various formatting features of footnotes. For example, you can change the numbering scheme, change the starting number, or even replace a footnote number with a special character.
- ▶ **Delete:** You can delete a footnote and its reference number by selecting and deleting the entire footnote, including the number, at the bottom of the page. You can also delete the footnote by deleting the superscript footnote number in the text itself.

You can add source information to a citation placeholder by clicking the placeholder menu button ▼ and choosing the option to edit the source.



View the video “Editing Footnotes and Citations.”

DEVELOP YOUR SKILLS: W3-D9

In this exercise, you will format, edit, and delete footnotes and edit citation placeholders and sources.

1. Save your file as: **W3-D9-InternetRevised**
2. Position the insertion point at the beginning of the second paragraph on page 1 and scroll, if necessary, to see the three footnote reference marks and the footnotes at the bottom of the page.
3. Choose **References**→**Footnotes dialog box launcher**  to display the Footnote and Endnote dialog box.
4. If necessary, at the top of the dialog box, choose **Footnotes**.
5. In the Number Format field, click the **menu** button ▼ and choose **A, B, C ...**, and then click **Apply**.

The footnote numbers change to alphabetic characters. You use the same technique to change the format of endnotes.

6. Choose **References**→**Footnotes dialog box launcher** ; change the Number Format back to the first option, numbers; and then click **Apply**.
7. If necessary, choose **View**→**Show**→**Ruler**.
8. Select the three footnotes at the bottom of the page and then follow these steps to format them:
 - Change line spacing to: **double-space**
 - Change the font size to: **11 pt**
 - On the ruler, drag the **First Line Indent** marker (top triangle) to the **1/2"** mark.

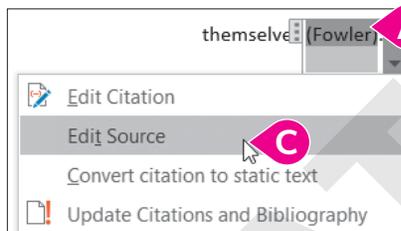
Delete and Edit Footnotes and Edit Citation Placeholders

9. Select the reference mark following *marketplace* in the body of the document and tap **Delete**.



The reference mark and the footnote are removed, and the remaining footnotes renumber.

10. Click **Undo**  to reinsert the footnote.
11. Position the insertion point between the last word and the period of the first footnote, tap **Spacebar**, and type: **and economists**
12. Scroll to the *Fowler* citation at the end of the third bullet on page 2.
13. Follow these steps to open the Edit Source dialog box:

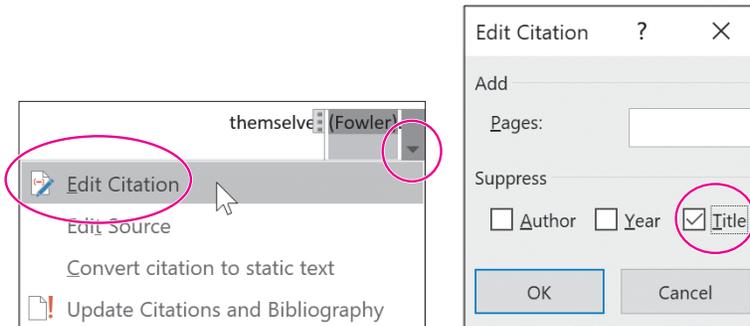


- A Click the **Fowler** citation placeholder.
 - B Click this **menu** button .
 - C Choose **Edit Source**.
14. Enter the following information in the Edit Source dialog box in the order shown:
 - Type of Source: **Web Site**
 - Author: **Fowler, Geoffrey**
 - Name of Web Page: **The Green Side of Online Shopping**
 - Year: **2009**
 - Month: **March**
 - Day: **3**
 - Year Accessed: **2021**
 - Month Accessed: **March**
 - Day Accessed: **14**
 - Medium: **blogs.wsj.com/digits/2009/03/03/the-green-side-of-online-shopping/tab/article**
 15. Click **OK**.

16. Click **Yes** if a message appears asking if you want to update the master list and current document.

The citation may have picked up the name of the web page (title). If so, continue with step 17; otherwise, skip to step 18.

17. If necessary, click the **menu** button ▼ to the right of the Fowler citation and choose **Edit Citation**; then, check the **Title** box to suppress the title and click **OK**.



Now you will edit the Mogg placeholder.

18. Click the **Mogg** citation placeholder at the end of the document.
19. Click the **menu** button ▼ and choose **Edit Source**.
20. Enter the following information in the dialog box in the order shown:
- Type of Source: **Web Site**
 - Author: **Mogg, Trevor**
 - Name of Web Page: **Google says its drone delivery service could take flight in 2017**
 - Year: **2015**
 - Month: **November**
 - Day: **3**
 - Year accessed: **2021**
 - Month Accessed: **March**
 - Day Accessed: **14**
 - Medium: **digitaltrends.com/cool-tech/google-aiming-to-launch-drone-delivery-service-in-2017**
21. Click **OK** and then save the file.

Working with Bibliographies

A bibliography is a list of the sources cited in the preparation of a document. Bibliographies are automatically generated based on the source information that you provide in the Create Source dialog

box. The bibliography picks up the correct punctuation; however, certain formatting requirements are not defaults and must be addressed separately.

Tip!

The bibliography options may not format references as needed. Use the *Insert Bibliography* command to create citations more precisely.



View the video “Bibliography Options.”

☰ References→Citations & Bibliography→Bibliography

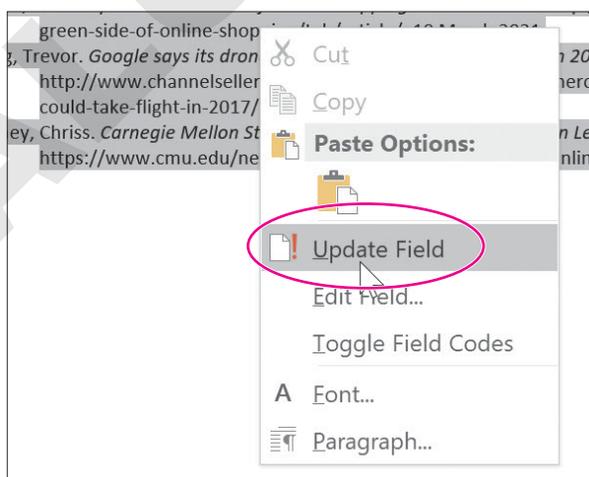
DEVELOP YOUR SKILLS: W3-D10

In this exercise, you will create a bibliography for the citations in your paper. You will title the page as *Works Cited*, as this chapter is following the MLA documentation style. Finally, you will edit an existing citation, update the bibliography, and format the paragraphs with double spacing.

1. Save your file as: **W3-D10-InternetRevised**
2. Position the insertion point at the end of the document and then press **Ctrl+Enter** to insert a new page for the bibliography.
3. Choose **Home→Paragraph→Center** , type **Works Cited**, and tap **Enter**.

Insert and Update the Bibliography

4. Choose **References→Citations & Bibliography→Bibliography** .
5. Choose **Insert Bibliography** at the bottom of the menu.
6. Scroll up to the second page, click the **Fowler** citation, and then click the **menu** button .
7. Choose **Edit Source** to open the dialog box.
8. Change the Day Accessed to **10** and click **OK**.
9. If the citation picked up the name of the web page, click the **menu** button , choose **Edit Citation**, check the **Title** checkbox, and click **OK**.
10. Scroll down to the *Works Cited* page and notice the date has not changed yet in the list.
11. Right-click anywhere in the list and choose **Update Field** from the menu that appears.



Notice the date accessed for the Fowler citation changed to 10 March 2021. Now you will format the list.

12. Select the bibliography list but not the *Works Cited* title.

Note!

If you click the list, it highlights in light gray. You must drag with the mouse to select the list, which then highlights in a darker gray.

13. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing**  and then choose **2.0**.
14. Save the file.

Inserting Captions and a Table of Figures

You use **captions** to insert text associated with images in a paper. The captions then become entries in the table of figures. You can edit captions after you place them by making the changes directly in the caption and then updating the table of figures to reflect the edits. Bibliographies and tables of figures do not update automatically when changes are made to the citation or caption entries. To update these fields, simply right-click inside the field and choose Update Field.



View the video “Inserting Captions.”

 **References**→**Captions**→**Insert Caption** 

DEVELOP YOUR SKILLS: W3-D11

In this exercise, you will insert a file that contains PowerPoint slides from a presentation. You will add captions to the slides in preparation for creating a table of figures.

1. Save your file as: **W3-D11-InternetRevised**
2. Position the insertion point after the third footnote reference mark in the body of the document (not the footnote area) toward the bottom of the first page.

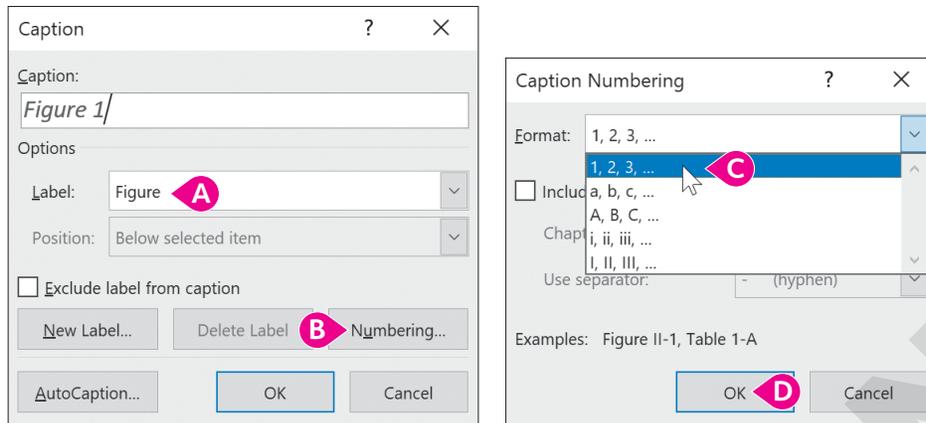
overhead are several more factors that are driving Internet commerce.³

Internet commerce will be a driving force in the global economy of the twenty-first century.

3. Tap **Enter** and then press **Ctrl**+**Enter** to insert a page break.
4. Choose **Insert**→**Text**→**Object**  **menu button** ▼→**Text from File**.
5. In the Insert File dialog box, navigate to your **Word Chapter 3** folder, choose **W3-D11-Evolution**, and click **Insert**.
6. If necessary, display formatting marks and then position the insertion point in the first blank line below the first slide.
7. Choose **References**→**Captions**→**Insert Caption** .

The Caption dialog box should match the left image in the following step.

8. If *Figure 1* does not appear in the Caption text box, follow these steps; otherwise, go to the next step.



- A** Click the **Label menu** button ▼ and choose **Figure**.
 - B** Click **Numbering** to open the Caption Numbering dialog box.
 - C** Click the **Format menu** button ▼ and then choose the **1,2,3, ...** format.
 - D** Click **OK**.
9. If necessary, position the insertion point to the right of *Figure 1* in the Caption text box.
10. Tap [Spacebar], type **DOD and ARPANET**, and click **OK** to insert the caption.
The caption is placed at the left margin.
11. Choose **Home**→**Paragraph**→**Center** .
12. Position the insertion point in the first blank line below the second slide.
13. Choose **References**→**Captions**→**Insert Caption** .
14. Tap [Spacebar], type **NSF**, and click **OK**.
15. **Center**  the caption.
16. Add these captions and center them:

Slide Number	Caption Text
3	MILNET and TCP/IP
4	First Graphical Browser
5	Netscape
6	Fourteen Years of Evolution
7	Delivery Drones?

Now you will edit a caption.

17. Return to **slide 2**, select **NSF**, and type **National Science Foundation** in its place.
18. Save the file.

Inserting a Table of Figures

Academic papers often include a table of figures at the front, which guides the reader to illustrations, charts, tables, and other figures. This is particularly helpful in long documents. The table entries conveniently function as hyperlinks if you are reading the document online.

Figure 1 DOD and ARPANET	3
Figure 2 National Science Foundation	3
Figure 3 MILNET and TCP/IP	3
Figure 4 First Graphical Browser	4
Figure 5 Netscape	4
Figure 6 Fourteen Years of Evolution	4
Figure 7 Delivery Drones?	4

☰ References → Captions → Insert Table of Figures 

DEVELOP YOUR SKILLS: W3-D12

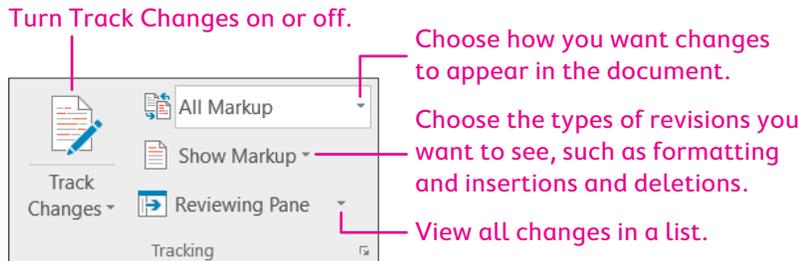
In this exercise, you will generate a table of figures from the captions you inserted earlier.

1. Save your file as: **W3-D12-InternetRevised**
2. Move the insertion point to the top of the document, before the word *Brian*, and press **Ctrl+Enter** to insert a page break.
3. Press **Ctrl+Home** to position the insertion point at the top of the new page, type **Table of Figures**, and tap **Enter** twice.
4. **Center**  the heading, add **Bold** , and set the font size to **16** points.
5. Place the insertion point in the blank line below the heading.
6. Choose **References** → **Captions** → **Insert Table of Figures** .
7. Follow these steps to complete the table:

- A Choose **Distinctive** as the format.
 - B If necessary, choose **Figure** as the caption label.
 - C Click **OK**.
8. Save and then close the file.

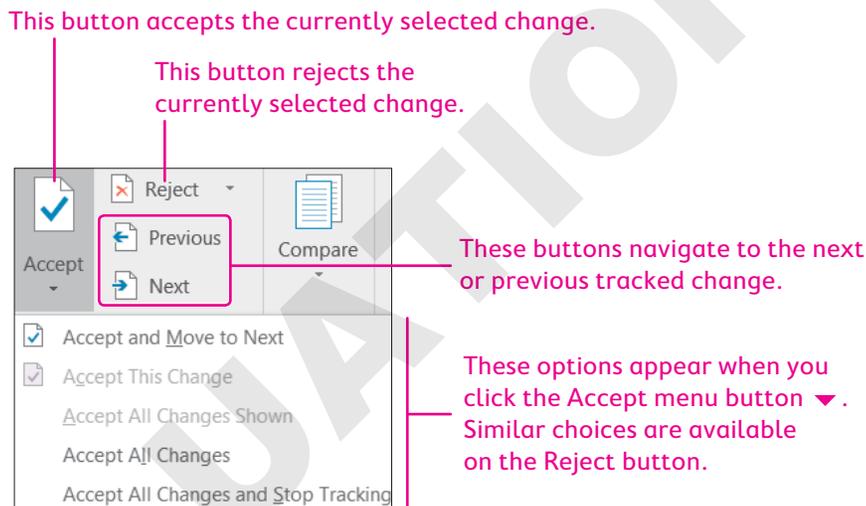
Using Track Changes

The **Track Changes** feature is a useful tool when working with team members to collaborate on a report or other documents. You can electronically distribute copies to different members, and, with Track Changes, the changes they make are marked. You can merge the changes from all copies into a single document, and then you can review each change and accept or reject it.



Reviewing Tracked Changes

It's easy to find and review changes to a document. When you review changes, you can jump from one change to the next, giving you the opportunity to accept or reject each change in order. You can also accept or reject all changes at once. After you accept or reject a change, the revision marks are removed.



Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

Reinforce Your Skills

REINFORCE YOUR SKILLS: W3-R1

Format a Recycling Report

Kids for Change is planning a recycling fair, and you are creating a recycling report to be distributed during the fair. In this exercise, you will work with margins, indents, tabs, styles, and footers, and then you will format the body of the report into two columns. Finally, you will add a comment to the report.

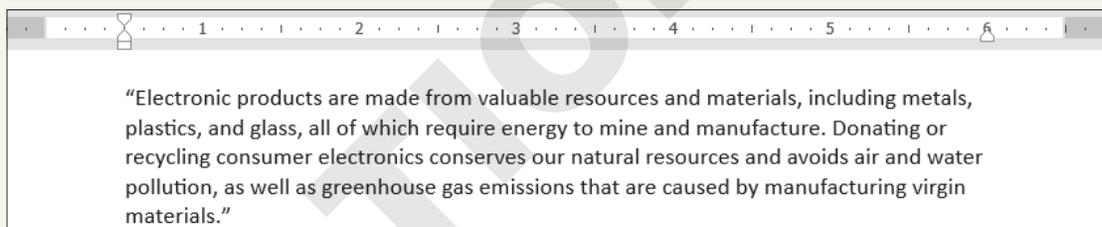
1. Open **W3-R1-Recyc** from your **Word Chapter 3** folder and save it as:
W3-R1-RecycRevised

The document could use a little more white space in the left and right margins.

2. Choose **Layout**→**Page Setup**→**Margins** →**Normal**.

This widens the left and right margins to 1". Now you'll indent the quote from the EPA to make it stand out on the page.

3. If necessary, choose **View**→**Show**→**Ruler**.
4. Position the insertion point in the third paragraph.
5. Place the mouse pointer on the **Left Indent** marker (the rectangle) and drag it to the $\frac{1}{2}$ " mark and then place the mouse pointer on the **Right Indent** marker and drag it to the **6"** mark.



Now you will set tabs for a table indicating where people can drop off electronics they want to recycle.

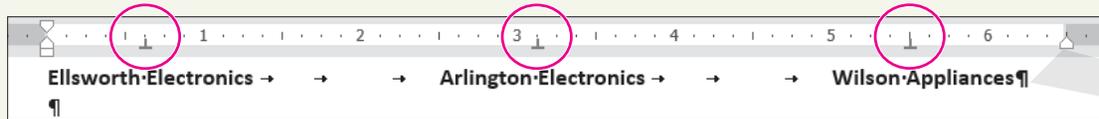
6. Position the insertion point at the bottom of the document.
7. Type the following heading line using the default tab grid, tapping **Tab** where you see the arrows and tapping **Enter** at the end of the line:

Ellsworth·Electronics → → Arlington·Electronics → → → Wilson·Appliances¶

8. Select the heading line and choose **Home**→**Font**→**Bold** .
9. Position the insertion point in the blank line below the heading line where you will set custom tabs.
10. Click the **Tabs** box as many times as necessary to display the Center Tab. (It looks like an upside-down T.)



11. Perform these actions to set the following tab stops:
 - Click the ruler one tick mark to the right of $\frac{1}{2}$ ".
 - Click one tick mark to the right of the **3"** mark.
 - Click at the **5½"** mark.



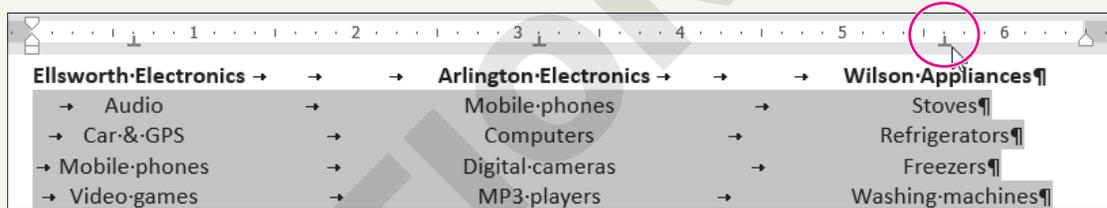
The center tab will cause the text to center around the tabs.

12. Type the following table, tapping **[Tab]** where you see the arrows and **[Enter]** where you see paragraph symbols:

Ellsworth·Electronics → → →	Arlington·Electronics → → →	Wilson·Appliances¶
→ Audio →	Mobile·phones →	Stoves¶
→ Car·&·GPS →	Computers →	Refrigerators¶
→ Mobile·phones →	Digital·cameras →	Freezers¶
→ Video·games →	MP3·players →	Washing·machines¶

Now you will adjust the last tab stop so it is better centered.

13. Select all lines to which the tab stop applies and drag the tab one tick mark to the right of **5½"**.



Now you will apply a style to the Report heading.

14. Position the insertion point in the heading line at the top of the page.
15. Choose **Home**→**Styles** and then click the **More** button to open the Styles gallery.
16. Choose **Title** from the gallery.
17. Place the insertion point anywhere in the line of text above the three columns you've created and choose **Home**→**Paragraph**→**Center**

The line is now centered on the page over the columns.

Add a Footer and a Comment

18. Choose **Insert**→**Header & Footer**→**Footer** and choose **Edit Footer** at the bottom of the menu.
19. Type **Kids for Change** at the left side of the footer.

Look at the ruler and notice that there are two custom tab stops: a center tab at $3\frac{1}{4}$ " and a right tab at $6\frac{1}{2}$ ".

20. Tap **[Tab]** twice.

The insertion point is now aligned at a Right Tab.

21. Type **January, 2021** and then double-click in the body of the document to close the footer area.

Set the Document in Two Columns and Add a Comment

22. Select the body of the document from the first paragraph through the last bullet point.
23. Choose **Layout**→**Page Setup**→**Columns** →**Two**.
It might look better to keep the EPA quote together.
24. Position the insertion point in front of the line starting *The EPA provides*.
25. Choose **Layout**→**Page Setup**→**Breaks** →**Column**.
26. Choose **Layout**→**Page Setup dialog box launcher**  and change the vertical alignment to **Center** under the Layout tab.
27. Click **OK** to close the dialog box.
Now you will insert a comment.
28. Move to the top of the document and select **Recycling** in the heading.
29. Choose **Insert**→**Comments**→**Comment**  and type the following in the comment balloon:
Jordan, please review and add any comments. I'll start on the Plastics Recycling section next.
30. Save and close the file.

REINFORCE YOUR SKILLS: W3-R2

Create a Research Report

A Kids for Change volunteer has asked you to create another handout for the fair with an emphasis on acting locally. In this exercise, you will prepare the handout by inserting endnotes, footnotes, citations, a bibliography, and a table of figures.

1. Open **W3-R2-GlobalLocal** from your **Word Chapter 3** folder and save it as:
W3-R2-GlobalLocalRevised
2. Position the insertion point after the period following *sales* in the second paragraph.

Kids for Change is a non-profit organization that helps minors in their social/community service within the mindset of "Think Globally, Act Locally."
fundraisers, such as car washes, bake sales, and rain barrel sales. The kids are

3. Choose **References**→**Footnotes**→**Insert Endnote** .
The insertion point jumps to the end of the document.
4. Type the following endnote text:
Proceeds go to organizations such as the local pantry.
5. Position the insertion point after the comma following *construction* in the second to last line of the second paragraph.

fundraisers, such as car washes, bake sales, and rain barrel sales.
community recycling drives, researching green construction, and
garden program.

6. Choose **References**→**Footnotes**→**Insert Endnote**  and type the following endnote text:
Kids for Change successfully encouraged a local businessman to use green construction in a building addition.
You noticed a word is missing in the first endnote, so you will make that change now.
7. In the first endnote, position the insertion point to the left of *pantry*, type **food**, and tap **Spacebar**.
You've decided to convert the endnotes to footnotes so they will appear on the same page as the text they refer to.
8. Choose **References**→**Footnotes dialog box launcher**  and then click the **Convert** button.
9. When the Convert Notes message appears, click **OK**; close the Footnote and Endnote dialog box.

Insert Citations

10. Choose **References**→**Citations & Bibliography** and then, if necessary, choose **MLA Seventh Edition** from the Style menu.
11. At the end of the fourth paragraph that begins with *The slogan*, position the insertion point between the word *activists* and the period, and then tap **Spacebar**.

practices – like environmental stewardship –
of reference for some far-thinking activists.

12. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.
13. Enter the following information in the Create Source dialog box and then click **OK**:
 - Type of Source: **Web Site**
 - Author: **Sathian, Sanjena**
 - Name of Page: **Think Locally, Act Globally**
 - Year: **2011**
 - Month: **July**
 - Day: **11**
 - Year Accessed: **2021**
 - Month Accessed: **September**
 - Day: **15**
 - Medium: **tyglobalist.org/onlinecontent/blogs/think-locally-act-globally**
14. Position the insertion point following *Fluids* at the end of the fourth bullet point in the Jennifer King quote and then tap **Spacebar**.
 - Vehicle Fluids
15. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.

16. Enter the following information in the Create Source dialog box and then click **OK**:
- Type of Source: **Web Site**
 - Author: **King, Jennifer**
 - Name of Page: **How Does Car Pollution Affect the Environment & Ozone Layer?**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **September**
 - Day: **15**
 - Medium: **homeguides.sfgate.com/car-pollution-affect-environment-ozone-layer-79358.html**
17. Position the insertion point at the end of the document between *Nations* and the period, and then tap Spacebar.
- ns (CFCs). And a treaty banning
United Nations |
18. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.
19. Enter the following information in the Create Source dialog box and then click **OK**:
- Type of Source: **Web Site**
 - Author: **Trex, Ethan**
 - Name of Page: **Whatever Happened to the Hole in the Ozone Layer?**
 - Year: **2012**
 - Month: **May**
 - Day: **23**
 - Year Accessed: **2021**
 - Month Accessed: **September**
 - Day: **15**
 - Medium: **mentalfloss.com/article/30733/whatever-happened-hole-ozone-layer**
20. Position the insertion point at the end of the document, tap Enter twice, and then press Ctrl+Enter to insert a new page for the bibliography.
21. Choose **Home**→**Paragraph**→**Center** , type **Works Cited**, and then tap Enter.
22. Choose **References**→**Citations & Bibliography**→**Bibliography** .
23. Choose **Insert Bibliography** at the bottom of the menu.
24. Select all eight lines of the bibliography and choose **Home**→**Paragraph**→**Line and Paragraph Spacing**  menu button ▼ **2.0** to double-space the bibliography.

Insert Captions

Now you will insert a document that contains slides from a PowerPoint presentation, and you will add captions to the slides.

25. If necessary, display the formatting marks, and then position the insertion point on the blank line before the page break at the end of page 2 and tap **Enter**.
26. Choose **Insert**→**Text**→**Object**  **menu button** ▼→**Text from File**.
27. In the Insert File dialog box, navigate to your **Word Chapter 3** folder and double-click **W3-R2-YouCanHelp** to insert the file in your document.
28. Position the insertion point in the first blank line below the first slide.
29. Choose **References**→**Captions**→**Insert Caption** .
30. If *Figure 1* does not appear in the Caption text box, follow these steps; otherwise, go to the next step:
 - Click the **Label menu** button ▼ and choose **Figure**.
 - Click the **Numbering** button to open the Caption Numbering dialog box.
 - Click the **Format menu** button ▼ and choose the **1,2,3, ...** format.
 - Click **OK**.
31. If necessary, position the insertion point to the right of *Figure 1* in the Caption text box. Then tap **Spacebar**, type **Conduct a Home Survey**, and then click **OK**.
Now you will center the caption.
32. Choose **Home**→**Paragraph**→**Center**  and then position the insertion point in the first blank line below the second slide.
33. Choose **References**→**Captions**→**Insert Caption** .
34. Tap **Spacebar**, type **Reduce Car Use**, and click **OK**.
35. **Center**  the caption.
36. Add the following captions and center them:

Slide	Caption
Slide 3	Use Used
Slide 4	Think Before You Toss

Insert a Table of Figures

37. Move the insertion point to the top of the document and insert a page break.
38. Move the insertion point to the top of the new page, type **Table of Figures**, and tap **Enter** twice.
39. Center the heading, apply bold, and set the font size as 16 pt.
40. Place the insertion point in the blank line below the heading.
41. Choose **References**→**Captions**→**Insert Table of Figures** .
42. In the bottom-left of the Table of Figures dialog box, if necessary, change the format to **Distinctive**, ensure that the Caption Label says **Figure**, and then click **OK**.
43. Save and close the file.

REINFORCE YOUR SKILLS: W3-R3

Create an Organic Gardening Report

Kids for Change will host an organic gardening exhibition in the spring, and the planning is underway. You have already started a report about organic gardening for the exhibition. In this exercise, you will format the layout; apply styles; add a footer; and insert footnotes, endnotes, and citations. Then you will assign gardening duties to volunteers who will work in the Kids' garden starting in the spring. You will also create tabular columns and insert a comment.

1. Open **W3-R3-OrganicFood** from your **Word Chapter 3** folder and save it as: **W3-R3-OrganicFoodRevised**
The left and right margins are a bit too wide in this document.
2. Choose **Layout**→**Page Setup**→**Margins** →**Normal**.
Now you will apply Styles to the title and report headings.
3. Choose **Home**→**Styles dialog box launcher**  to open the Styles task pane.
4. Apply the **Title** style to the document title and then apply the **Heading 1** style to the other two headings: *Plant Production* and *Support Organic Food*.
5. Close the Styles task pane.
Next, you will format the first two main paragraphs in columns.
6. Select the text from the first paragraph through the *Plant Production* heading and its following paragraph.
7. If necessary, display the formatting marks.
8. Choose **Layout**→**Page Setup**→**Columns** →**Two**.
When you select text and then apply columns, the section breaks are inserted automatically.

Insert Captions and a Table of Figures

9. Position the insertion point on the first blank line below the first picture.
10. Choose **References**→**Captions**→**Insert Caption** .
11. Make sure *Figure* is in the Label field and the numbering format is 1,2,3,
12. If necessary, position the insertion point to the right of *Figure 1* in the Caption text box.
13. Tap **[Spacebar]**, type **Build Healthy Soil**, click **OK**, and then center the caption.
14. Position the insertion point in the first blank line below the second picture.
15. Choose **References**→**Captions**→**Insert Caption** .
16. Tap **[Spacebar]**, type **Keep Chemicals Out of the Air, Water, Soil, and Our Bodies**, click **OK**, and then center the caption.
17. Follow the same process to place a centered caption titled **Taste Better and Truer Flavor** below the third picture.
18. Position the insertion point at the top of the document, press **[Ctrl]+[Enter]** to insert a page break, and then position the insertion point at the top of the new first page.

19. Type **Table of Figures** and tap **Enter** twice; then center the heading, add bold formatting, and set the font size to 16 points.
20. Position the insertion point in the blank line below the heading.
21. Choose **References**→**Captions**→**Insert Table of Figures** .
22. In the dialog box, make sure Distinctive is the format style, ensure that the caption label is Figure, and click **OK**.

Add Footnotes and Citations

23. Position the insertion point to the right of the colon at the end of the first line below the *Support Organic Food* heading.
24. Choose **References**→**Footnotes**→**Insert Footnote**  and type the following text in the footnote area:

See Sustainable Plant Agriculture for details on growing organic plants.

Now you will choose the style for citations.
25. Choose **References**→**Citations & Bibliography**→**Style menu button** ▼ and, if necessary, choose **MLA Seventh Edition**.
26. Position the insertion point between the period and the word *bay* at the end of the second paragraph following the *Plant Production* heading, and tap **Spacebar**.

may conduct more sophisticated crop rotations and spread mulch or manure to keep weeds at bay.

27. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.
28. Enter the following information and then click **OK**:
 - Type of Source: **Web Site**
 - Author: **Mayo Clinic, Staff**
 - Name of Web Page: **Nutrition and healthy eating**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year accessed: **2021**
 - Month Accessed: **October**
 - Day Accessed: **15**
 - Medium: **mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/organic-food/art-20043880**
29. Position the insertion point at the end of the third bullet point below the *Support Organic Food* heading and tap **Spacebar**.
30. Choose **References**→**Citations & Bibliography**→**Insert Citation**  and then choose **Add New Source**.

31. Enter the following information and then click **OK**:
- Type of Source: **Web Site**
 - Author: **Greene, Alan, Scowcroft, Bob, Tawse, Sylvia**
 - Name of Web Page: **Top 10 Reasons to Support Organic in the 21st Century**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **October**
 - Day Accessed: **15**
 - Medium: **organic.org/articles/showarticle/article-206**

Insert a Bibliography and Add a Footer

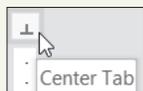
32. Position the insertion point at the end of the document and press **Ctrl**+**Enter** to insert a page break.
33. Choose **Home**→**Paragraph**→**Center** , type **Works Cited**, and tap **Enter**.
34. Choose **References**→**Citations & Bibliography**→**Bibliography**  and then choose **Insert Bibliography**.
35. Choose **Insert**→**Header & Footer**→**Footer**  and then scroll down and choose **Retrospect**.
36. Type **Kids for Change** in the author object (you may have to delete default text; print is automatically set in all caps) and notice that the page number appears on the right side of the footer.
37. Double-click in the document to close the footer area.
38. Save and close the file.

Now you will finish creating the document for assigning gardening project duties.

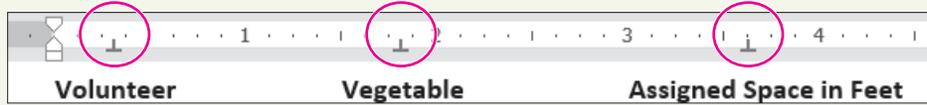
39. Open **W3-R3-GardenProj** from your **Word Chapter 3** folder and save it as: **W3-R3-GardenProjRevised**
40. Position the insertion point at the end of the document and type the following heading line, tapping **Tab** wherever you see an arrow and tapping **Enter** at the end of the line:

Volunteer	→	→	Vegetable	→	→	Assigned-Space-in-Feet
-----------	---	---	-----------	---	---	------------------------

41. Add bold formatting to the heading line.
- Now you will set center tabs for the body of the table.*
42. If necessary, position the insertion point on the blank line below the heading line.



43. Click the **Tabs** box to display the Center Tab, if necessary.
44. Place tabs in the following locations:
 - Between the second and third tick marks from the left margin
 - Between the second and third tick marks to the right of 1½"
 - The first tick mark to the right of 3½"



Remember, if you click a tab in the wrong position, you can drag it to the correct position or drag it down and off the ruler and try again.

45. Type the body of the table as shown, tapping **Tab** wherever you see an arrow and tapping **Enter** at the end of each line:

Volunteer	→	→	Vegetable	→	→	Assigned Space in Feet
→ Kirk	→		corn	→		10·x·8¶
→ Rachael	→		peas	→		8·x·4¶
→ Lena	→		green beans	→		8·x·3¶
→ Bly	→		tomatoes	→		10·x·8¶
→ Trevor	→		cauliflower	→		8·x·4¶
→ Neil	→		carrots	→		6·x·4¶

Now you will accept a suggested change and insert a comment.

46. Right-click on the word **gardening** at the end of the second full paragraph and choose **Accept Insertion** from the menu.
47. Select the word **Change** in the heading, choose **Insert**→**Comments**→**Comment**  and type the following in the comment balloon: **Jeremy, please check the assigned spaces and make sure they are accurate.**
48. Save and close the file.

Apply Your Skills

APPLY YOUR SKILLS W3-A1

Complete a Trip Report on Belize

You went on a familiarization trip to Belize for Universal Corporate Events and have written a trip report about the country. In this exercise, you will format the layout of the document, apply styles to headings, and insert footers and a comment.

1. Open **W3-A1-Belize** from your **Word Chapter 3** folder and save it as:
W3-A1-BelizeRevised

The text is pretty dense on this page. It needs to be lightened up and better organized to make it more readable. You will start by widening the margin areas.

2. Choose **Layout**→**Page Setup**→**Margins** →**Normal**.

Headings will allow the reader to scan the document for high-level concepts, adding to the document's readability. You will apply styles to the document's headings.

3. Apply the **Heading 2** style to the heading at the top of the document and then apply the **Intense Reference** style to the remaining headings: *Overview*, *Diving and Snorkeling*, *Ruins*, and *Artists*.

Offsetting the text from the headings will also add to the document's readability.

4. Position the insertion point in the paragraph following the *Overview* heading.

5. Choose **Home**→**Paragraph**→**Increase Indent** .

6. Use the same technique to indent all the remaining paragraphs except the *Artists* paragraph. (If you select all the paragraphs following the *Ruins* heading, you can indent them all at once.)

Next you will set the document in columns.

7. Select the text starting with the *Overview* heading through the last paragraph following the *Ruins* heading. (Do not include the *Artists* paragraph.)

8. Format the selected text in a two-column layout.

The Ruins heading is at the bottom of the left-hand column. It would look better at the top of the right-hand column.

9. Position the insertion point in front of the *Ruins* heading and insert a column break to move the heading to the top of the next column.

Insert a Footer

10. Add a footer using the **Ion (Dark)** option.

You will use the objects in the footer for a different purpose than the labels specify.

11. Type **Universal Corporate Events** in the Document Title object and delete the Author Name object.

12. Close the footer area.

Set Custom Tabs

Now you will add information about some of the talented local artists.

13. If necessary, turn on the ruler and display the formatting marks.
14. Position the insertion point in the second blank line at the end of the document.
15. Type the following heading row, using the formatting marks as a guide; be sure to tap **Enter** at the end of the heading line:

¶	→	→	→	Artist	→	→	→	→	Media	¶
---	---	---	---	---------------	---	---	---	---	--------------	---

16. Add bold formatting to the heading row.
17. Position the insertion point in the line below the heading row and, if necessary, set custom Center Tabs.

18. Type the rest of the table, using the formatting marks as a guide:

¶	→	→	→	Artist	→	→	→	→	Media	¶
	→			Amy-Brown	→				Ceramic-sculpture-and-oils	¶
	→			Pamela-Braun	→				Oil-and-watercolor	¶
	→			Walter-Castello	→				Acrylic-on-canvas	¶
	→			Savanna-Redman	→				Oil-and-watercolor	¶
	→			Alissa-Reid	→				Acrylics-and-oils	¶

Now you'll add a comment to the document.

19. Place the insertion point anywhere inside the document heading and center it.
20. Select **Belize** in the document heading, insert a comment, and add the following text to the comment balloon:
Arrielle, since this is my first trip report, would you please check it out and add any comments you may have?
21. Save and close the file.

APPLY YOUR SKILLS W3-A2

Report on Italian Tourist Sites

Because you used to live in Italy, Universal Corporate Events has asked you to create a report detailing some Italian tourist sites and providing tips on train travel in Italy. In this exercise, you will insert footnotes and citations and generate a bibliography for your report. Then you will add captions to pictures and create a table of figures.

1. Open **W3-A2-Italy** from your **Word Chapter 3** folder and save it as: **W3 -A2 -ItalyRevised**
2. Position the insertion point at the end of the first paragraph, after the period following *each*.
3. Insert this footnote: **Other major attractions are listed on this website.**
4. In the paragraph beginning *In the article*, position the insertion point after the period following the word *choices*.
5. Insert this footnote: **This article also offers advice on train schedules, buying tickets, and boarding your train.**

Enter Citations and a Bibliography

6. Set the report style to **MLA Seventh Edition**, if necessary. (Hint: Go to the References tab.)
7. Position the insertion point after *Colosseum* in the fourth bullet point at the top of the document.
8. Tap **Spacebar** and insert a citation with the following source information. Be sure to check the Corporate Author box before entering the Author information.
 - Type of Source: **Web Site**
 - Corporate Author: **Rome Travel Guide**
 - Name of Web Page: **Rome, Italy travel guide**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **May**
 - Day Accessed: **23**
 - Medium: **rome.info**
9. Position the insertion point after *Pompeii* at the end of the fourth bullet point under the *Day Trips* heading.
10. Tap **Spacebar** and insert a citation with the following source information:
 - Type of Source: **Web Site**
 - Author: **Casura, Lily**
 - Name of Web Page: **Daytrips from Rome**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **May**
 - Day Accessed: **23**
 - Medium: **tripadvisor.com.au/Guide-g187791-1296-Rome_Lazio.html**
11. Position the insertion point between *more* and the period at the end of the last paragraph.
12. Tap **Spacebar** and insert a citation with the following source information:
 - Type of Source: **Web Site**
 - Author: **Bakerjian, Martha**
 - Name of Web Page: **Italy Train Travel**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **May**
 - Day Accessed: **23**
 - Medium: **goitaly.about.com/od/italytransportation/a/trains.htm**
13. Position the insertion point at the end of the document, tap **Enter** twice, and insert a page break.

14. Type **Works Cited** as the heading and tap **Enter** twice.
15. Center the heading and then position the insertion point on the second blank line below the heading.
16. Insert a bibliography on the new page using the **Insert Bibliography** command.
17. Select all five lines of the bibliography and choose **Home**→**Paragraph**→**Line and Paragraph Spacing**  **menu button** ▼→**2.0**.
18. Scroll to the top of the document, position the insertion point at the end of the *Colosseum* bullet point, and then tap **Enter** twice.
Next, you will insert pictures of Rome's major attractions.
19. Choose **Insert**→**Text**→**Object**  **menu button** ▼→**Text from File**.
20. Navigate to your **Word Chapter 3** folder and insert: **W3-A2-RomePics**
21. Positioning the insertion point on the first blank line below each picture, insert and center the following captions using the **1,2,3, ...** number format and the **Figure** label:

Picture	Caption
Picture 1	Trevi Fountain
Picture 2	St. Peter's Square
Picture 3	Spanish Steps
Picture 4	Colosseum

22. Insert a page break at the top of the document; at the top of the new page, type **Table of Figures** and tap **Enter** twice.
23. Center the heading, apply bold formatting, and change the font size to 16 pt.
24. Position the insertion point on the blank line below the heading and generate the table of figures using the **Formal** format and **Figure** as the caption label.
25. Save and close the file.

APPLY YOUR SKILLS: W3-A3

Create Travel Reports

Universal Corporate Events is planning a Bangkok getaway for one of its clients, and you've been asked to research travel within Bangkok and interesting sites to see. In this exercise, you will format the layout of your report and add footnotes, citations, a bibliography, captions, and a table of figures. You have also been asked to write a sales report listing Universal Corporate Events' pending deals. You will work with margins and custom tabs, add header text, and insert a comment.

1. Open **W3-A3-Bangkok** from your **Word Chapter 3** folder and save it as: **W3-A3-BangkokRevised**
The document needs some formatting to make it more readable. First you will add some styles to the document.
2. Select the title at the top of the document and apply the **Heading 1** style.
3. At the bottom of the page, apply the **Subtle Reference** style to the bulleted items.
4. If necessary, display the ruler, and then position the insertion point in the second paragraph.
5. Position the mouse pointer on the **Left Indent** marker (the rectangle) on the ruler and drag it to the **1/2"** mark.

6. Drag the **Right Indent** marker to the **6"** mark.
7. Select text beginning with **Bangkok's Chao Praya Express Boats** down through **Myanmar** and then set the text in two columns.

Next, you will insert pictures, add captions, and generate a table of figures.

8. Insert the **W3-A3-BNKPics** file at the end of the document.
9. Position the insertion point on the blank line below each picture and then insert and center the following captions using the **1,2,3, ...** number format and the **Figure** caption label:

Picture	Caption
Picture 1	Chatuchak Market
Picture 2	Pak Klong Talat
Picture 3	Bangkok Farmers Market
Picture 4	Pratunam Market

10. Insert a page break at the top of the document, and at the top of the new page, type **Table of Figures** and tap **[Enter]** twice.
11. Center and apply bold formatting to the heading and then generate the table of figures on the blank line below the heading using the **Formal** format and **Figure** as the caption label.

Insert Footnotes and Citations

12. Position the insertion point in the first line of the first paragraph on page 2, to the right of *markets*, and insert this footnote:

¹ Floating markets piled high with tropical fruits and vegetables provide an exciting shopping adventure.

13. Position the insertion point in the same line, this time to the right of *temples*, and insert this footnote:

² Don't miss Wat Traimit's Golden Buddha or Wat Po's famous Reclining Buddha.

14. If necessary, choose the **MLA Seventh Edition** style for citations.
15. Insert a citation at the end of the indented paragraph at the top of the document and add the following source information:
 - Type of Source: **Web Site**
 - Author: **Thyberg, David**
 - Name of Web Page: **Bangkok Travel Tips**
 - Year: (Leave blank.)
 - Month: (Leave blank.)
 - Day: (Leave blank.)
 - Year Accessed: **2021**
 - Month Accessed: **September**
 - Day Accessed: **20**
 - Medium: **getawaytips.azcentral.com/bangkok-travel-tips-1945.html**
16. Insert a citation at the end of the second column next to *Myanmar* and add the following source information:
 - Type of Source: **Web Site**
 - Author: **Rowthorn, Chris**

- Name of Web Page: **Take the boat out of Bangkok**
- Year: **2012**
- Month: **April**
- Day: **13**
- Year Accessed: **2021**
- Month Accessed: **September**
- Day Accessed: **20**
- Medium: **bbc.com/travel/story/20120413-take-the-boat-out-of-bangkok**

17. Insert a citation at the end of the fourth bullet point at the end of page 2, and add the following source information:
- Type of Source: **Web Site**
 - Author: **Hauglann, Maria Wulff**
 - Name of Web Page: **6 Markets in Bangkok You Should Not Miss**
 - Year: **2014**
 - Month: **July**
 - Day: **15**
 - Year Accessed: **2021**
 - Month Accessed: **September**
 - Day Accessed: **20**
 - Medium: **nerdnomads.com/6-markets-in-bangkok-you-should-not-miss**

Now you will generate a bibliography.

18. Insert a page break at the end of the document, type the title, **Works Cited**, center it on the page, and then tap **Enter** twice.
19. Generate the bibliography on the first blank line below the title using the **Insert Bibliography** command.
20. Save and close the file.

Create a Sales Report

21. Open **W3-A3-SalesRpt** from your **Word Chapter 3** folder and save it as: **W3-A3-SalesRptRevised**
22. Change the margins to the preset **Normal** style.
23. Apply the **Title** style to the **Sales Report** heading.
24. Position the insertion point on the second blank line at the end of the text, type **Pending Deals**, and format it with the **Heading 1** style.
25. Position the insertion point on the blank line below the *Pending Deals* heading and tap **Enter**.
26. Use the ruler to set Left tabs at **2½"** and **4½"** and then type the following table, bolding the heading line:

Company	→	Destination	→	Dates
Rogers-Electronics	→	Hawaii	→	Oct-2-through-7
Wilson-Construction	→	Miami	→	Oct-11-through-17
Milltown-Mortgage	→	New-York-City	→	Oct-20-through-27

27. Select the entire table and move the 2½" tab to **2¼"** and the 4½" tab to **4¾"**.

Insert a Header and a Comment

28. Insert a header using the **Blank** style and type **Universal Corporate Events** as the header.
29. Select **Report** in the heading line and insert the following comment: **Emma, do you have any prospects to add to the list?**
30. Save and close the file.

EVALUATION ONLY

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: W3-P1

The History of Board Games Research Paper

The Taylor Games management team wants a research paper on the history of board games to use for various promotional activities. In this exercise, you will use appropriate research-paper tools and professional formatting to prepare the research paper.

- Download and open your Project Grader starting file.
 - Using eLab: Download **W3_P1_eStart** from the Assignments page. You must start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **W3_P1_Start** from your **Word Chapter 3** folder.
- Set the document's margins to **Normal** (all four margins are 1").
- On page 1, apply these styles:

Style	Apply To
Title style	The History of Board Games title
Heading 1 style	Introduction and History headings
Heading 2 style	Ancient Board Games and United States headings
Heading 3 style	The Mansion of Happiness heading

- Apply these formats to the text paragraph that's below the Introduction heading:

Format	Value
First Line Indent	0.5"
Line Spacing	Single

- Near the bottom of page 1, insert a page break in front of *The Mansion of Happiness* heading.
- At the bottom of page 1, apply 0.5" left and right indents to the large text paragraph (the Thomas Jefferson quotation).

7. On **page 2**, apply a two-column layout from the start of *The Mansion of Happiness* heading to the end of the second large *Mansion of Happiness* text paragraph. Include the paragraph mark at the end of the second text paragraph in the columns.

The Mansion of Happiness



The earliest board games published in the United States were based upon Christian morality. The Mansion of Happiness (1843), for example, sent players along a path of virtues and vices that led to the Mansion of Happiness. The Game of Pope and Pagan, or The Siege of the Stronghold of Satan by the Christian Army (1844) pitted an image on its board of a Hindu woman committing suttee against missionaries landing on a foreign shore. The missionaries are cast in white as "the symbol of innocence, temperance, and hope" while the pope and pagan are cast in black, the color of "gloom of error, and ... grief at the daily loss of empire".

American Protestants believed a virtuous life led to success, but the belief was challenged mid-century when the country embraced materialism and capitalism. In 1860, The Checkered Game of Life rewarded players for mundane activities such as attending college, marrying, and getting rich. Daily life rather than eternal life became the focus of board games. The game was the first to focus on secular virtues rather than religious virtues and sold 40,000 copies its first year.

The District Messenger Boy

8. Follow these guidelines to insert a new comment on page 2 below the two-column layout:
- Insert the new comment to the right of *The District Messenger Boy* heading.
 - Enter this comment text: **My columns are a work in progress.**
9. On **page 3**, collapse the *Luck, Strategy, and Diplomacy* heading.
10. Follow these guidelines to insert a footnote on **page 1** in the text paragraph below the *Ancient Board Games* heading:
- Insert the footnote at the end of the text paragraph to the right of the period.

Ancient Board Games

Board games have been played in important historical sites, artifacts, and do civilization gameboards in Iran.

United States

In 17th and 18th century colonial

- Use this footnote text: **The earliest known board game was from Egypt.**
11. On **page 2**, insert a new citation source at the end of the first paragraph in the second column:
- Type of Source: **Article in a Periodical**
 - Author: **Fessenden, Tracy**
 - Title: **"Culture and Redemption: Religion, the Secular, and American Literature"**
 - Periodical Title: **Princeton University Press**
 - Year: **2007**
 - Pages: **271**

The Mansion of Happiness



on a foreign shore. The missionaries are cast in white as "the symbol of innocence, temperance, and hope" while the pope and pagan are cast in black, the color of "gloom of error, and ... grief at the daily loss of empire".

12. On page 2, insert a new citation source at the end of the second paragraph in the second column:
- Type of Source: **Article in a Periodical**
 - Author: **Hofer, Margaret K.**
 - Title: **“The Games We Played: The Golden Age of Board & Table Games”**
 - Periodical Title: **Princeton Architectural Press**
 - Year: **2003**

board of a Hindu woman committing suttee against missionaries landing The District Messenger Boy	on secular virtues rather than religious virtues and sold 40,000 copies its first year.
--	--

13. Use these guidelines to insert two captions on page 2:
- For both captions, set the label to **Figure** and include the label in the caption.
 - Caption 1: Insert the caption in the empty paragraph below the Mansion of Happiness picture using this caption text: **The Mansion of Happiness (1843)**
 - Caption 2: Insert the caption in the empty paragraph below the Game of the District Messenger Boy picture using this caption text: **Game of the District Messenger Boy (1886)**
14. Use these guidelines to insert a bibliography on **page 4**:
- Insert it in the empty paragraph below the *Bibliography* heading.
 - Use the **Built-In, Works Cited** format.
 - Delete the *Bibliography* heading paragraph.
15. Use these guidelines to insert a Table of Figures on **page 5**:
- Insert it in the empty paragraph below the *Table of Figures* heading.
 - Accept all default table of figures settings.
16. Insert a footer using the **Built-in, Banded** style to place a page number at the center of the bottom of each page.
17. Save your document.
- *Using eLab*: Save it to your **Word Chapter 3** folder as: **W3_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab*: Save it to your **Word Chapter 3** folder as: **W3_P1_Submission**

PROJECT GRADER: W3-P2

The History of the Chevrolet Corvette

The Classic Cars Club is hosting a Chevrolet Corvette exhibit at an upcoming show. In this exercise, you will put the finishing touches on a Corvette history report that will be distributed to attendees. You'll make the document shine by adding a cover page and applying formatting.

1. Download and open your Project Grader starting file.
 - *Using eLab*: Download **W3_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab*: Open **W3_P2_Start** from your **Word Chapter 3** folder.
2. In the *Eight Generations of Corvettes* heading, accept the tracked change.

3. Apply the **Heading 1** style to these paragraphs:
 - **Eight Generations of Corvettes**
 - **Introduction**
 - **First Generation (C1; 1953-1962)**
4. Set the document's margins to **Normal** (all four margins are 1").
5. Use these guidelines to create custom tab stops on the empty paragraph below the *Eight Generations of Corvettes* heading:

Tab Stop 1

Property	Value
Tab Stop Position	0.5"
Alignment	Left
Leader	1 None

Tab Stop 2

Property	Value
Tab Stop Position	3.25"
Alignment	Center
Leader	2

Tab Stop 3

Property	Value
Tab Stop Position	6"
Alignment	Right
Leader	2

6. Use your custom tab stops and these guidelines to enter the following text paragraphs.
 - **[Tab]** before each column entry so you're using all three of your custom tab stops in each paragraph. So start with a **[Tab]** before typing: **First Generation**
 - You should see leader dots between columns.

First Generation	1953-1962	2
Second Generation	1963-1967	3
Third Generation	1968-1982	4

7. Insert this new comment to the right of the page 4 entry: **I should use the Table of Contents feature.**
8. Insert a page break before the *Introduction* heading.
9. Set page 1's vertical alignment to **Center**.
10. Insert the **Built-in, Banded** footer so it displays page numbers on all pages except for page 1.
11. Insert the **Built-in, Blank** header, displaying it on all pages except page 1, and use this text: **History of the Chevrolet Corvette**
12. Save your document.
 - *Using eLab:* Save it to your **Word Chapter 3** folder as **W3_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 3** folder as: **W3_P2_Submission**

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W3-E1 That's the Way I See It

You are an intern working in the corporate offices of a major grocery store chain. Your manager has asked you to research the pros and cons of reusable shopping bags compared to plastic bags. Start a new document and name it: **W3 - E1 - ShopBags**

Type a creative title and an original introductory paragraph for the paper and include two footnote comments in the paragraph. Using an Internet search, find two sources who favor reusable shopping bags and two sources who do not. Pull information from these sources and compare the two sides of the issue using a two-column tabular table listing the pros and cons. Insert citations at the end of each source and generate a bibliography from the citations. Add a page number in the footer area. Insert two pictures you find on the Internet representing reusable bags and plastic bags. Add captions to the pictures and create a table of figures. Use styles and indenting, and widen the left and right margins to make your report more readable. Save the file.

W3-E2 Be Your Own Boss

As the owner of Blue Jean Landscaping, you plan to hold a rose-pruning seminar for your customers. Research pruning techniques and create a report of your research results to hand out to customers at the event. Start a new document and name it: **W3 - E2 - RoseSeminar**

Type a creative title and an original introductory paragraph and include a footnote comment in the paragraph. Cite three different sources in your report and generate a double-spaced bibliography of your citations. Insert a header that includes your company name. Use styles and indents, and increase the margin width to add to the paper's readability. Set the body of the report in a two-column format and insert a column break, if necessary, to balance the columns. Include a comment at the top of the document asking your partner to review the document and make any suggestions she likes. Save the file.

W3-E3 Demonstrate Proficiency

The owner of Stormy BBQ is proud to serve free-range beef. He wants his employees to understand the benefits of using natural, grass-fed beef so they can discuss the idea with customers. He has asked you to prepare a report that he can distribute to all employees. Start a new document and name it: **W3 - E3 - GrassFed**

Conduct online research on the benefits of using free-range, natural beef. Type a creative title and center it horizontally. Type an original introductory paragraph that includes two commentary footnotes. Cite three sources who favor free-range beef. Generate a bibliography for the citations. Use indents and styles, and adjust the margins to make your paper more readable. Add a footer that includes the company name and page numbers.

Insert **W3-E3-Cattle** as a Text from File object into your report. Insert creative captions for the pictures and generate a table of figures. Create a two-column tabular table listing the disadvantages of feedlot cattle (fossil fuel-intensive, for example) versus the advantages of grass-fed cattle (higher in omega-3 fatty acids, for example). Include at least five rows in the table. Insert a comment at the top of the document asking your admin to look it over for spelling and grammar errors. Save the file.

EVALUATION ONLY

WORD

4

Creating a Promotional Brochure



A picture is worth *at least* a thousand words. If you need to communicate information quickly and vividly, graphics are the best tool in your toolbox. 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 your ideas. 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, WordArt, and special effects to a document
- ▶ Choose page setup features
- ▶ Communicate information with SmartArt
- ▶ Format the page background
- ▶ Wrap text around a document
- ▶ Print part of a document

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 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.

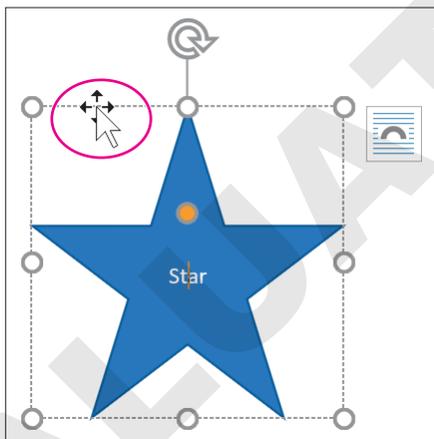
Working with Shapes

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.

Inserting, Resizing, and Moving Shapes

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.

To select the shape for moving or resizing, you must click along the border of the shape. If you've inserted text, clicking inside the text will not select the shape; it will place the cursor inside the text.



Resizing shapes with the resizing handles does not constrain the proportions by default. If you wish to keep the length and width proportional to the shape as it was originally inserted, hold the **Shift** key and use the corner handles to resize. The **Shift** key can also be used to select multiple shapes at once.



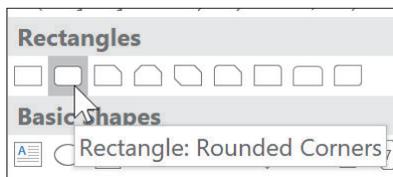
View the video “Using Shapes.”

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

DEVELOP YOUR SKILLS: W4-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 **W4-D1-Brochure** and save it in your **Word Chapter 4** folder as:
W4-D1-BrochureRevised
2. If necessary, turn on formatting marks.
Notice that a number of paragraph symbols are already in the document. It can be easier to work with graphics if some spacing is already set up.
3. Choose **Insert**→**Illustrations**→**Shapes**  to display the Shapes gallery.
4. Choose **Rectangle: Rounded Corners** from the Rectangles category.



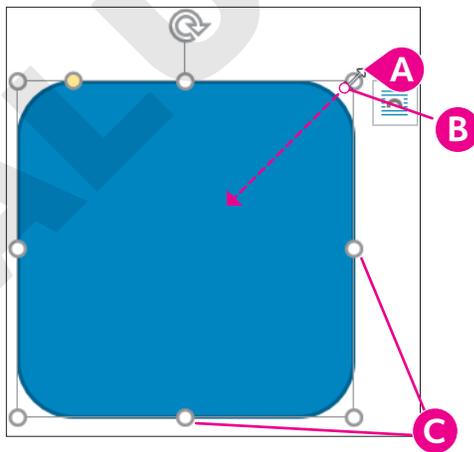
After you choose a shape, the mouse pointer changes to a crosshair icon resembling a plus sign (+), which you click and drag in the document to create the shape.

5. Click and drag anywhere in the document to draw a rounded rectangle.
6. Choose **Insert**→**Illustrations**→**Shapes**  and then choose **Rectangle: Rounded Corners** again.
7. Hold the **Shift** key and drag to draw another rounded rectangle.

This time you drew a perfect square with rounded corners instead of an elongated rectangle, even though you started with the same shape. Holding down the **Shift** key while drawing maintains the proportional relationship between the shape's width and height.

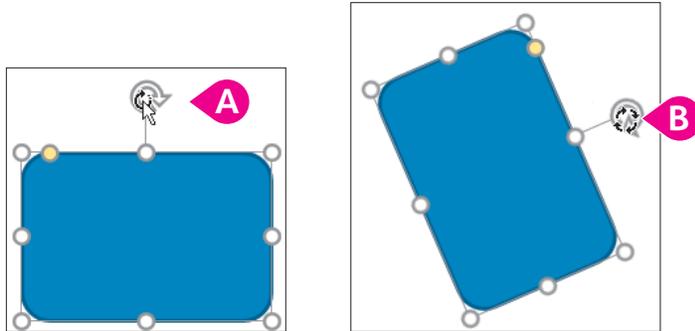
Resize and Rotate Shapes

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.

Tip!

Holding **Shift** allows you to select multiple shapes at once. Then you can delete, move, or format them all at once.

10. If necessary, click one of the shapes to display the handles and then hold **Shift** and click the other shape.

11. Tap **Delete** to remove both shapes.

You can use the ruler to help align and size shapes and other graphic images. It may or may not be visible on your screen.

12. If necessary, choose **View**→**Show**→**Ruler**.

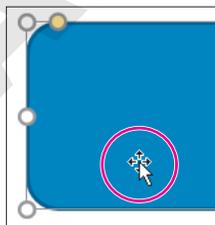
Notice that there are two rulers: one at the top and one at the side of the screen. The margin areas (1" by default) are the gray areas at the left, right, top, or bottom ends of the rulers. The typing areas are white.



13. Choose **Insert**→**Illustrations**→**Shapes**  and choose **Rectangle: Rounded Corners** again.

14. Starting about 1" from the top of the page and about 2" from the left of the page (or 1" from the left-hand margin), draw a **1" tall** rectangle that spans 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.



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

 Drawing Tools→Format→Shape Styles

DEVELOP YOUR SKILLS: W4-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: **W4-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.

Notice that the text is automatically centered in the shape.

4. Click the border of the shape, taking care not to drag.

Tip!

Selecting a shape by clicking the border selects everything inside the shape. Thus, the text in the shape is selected, although it is not highlighted.

5. Choose **Home**→**Font**→**Font menu button** ▼→**Tahoma**.
6. Keep the shape selected, click **Bold**, and make the font **22 pt**.
7. If your shape is not big enough for the larger text, drag a **sizing handle** to enlarge it.
Next, you will use the Shape Styles gallery to format the shape.
8. Make sure the object is selected so the contextual Format tab is available and then choose **Drawing Tools**→**Format**→**Shape Styles**→**More**  to open the gallery.



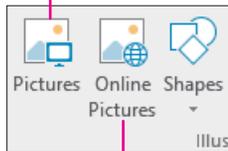
9. Choose **Subtle Effect – Blue, Accent 1**.
10. Save the file.

Using WordArt and Inserting Pictures

WordArt is great for creating smart-looking text **objects** and special effects, such as logos and headings in newsletters, flyers, and brochures. You can create WordArt by adding your own text to a WordArt object, or you can apply a WordArt object to existing text. 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.

New!

Word now allows users to insert icons and 3D models. Icons provide simple black-and-white images of various items, while 3D models are dynamic objects that can be rotated in three dimensions.

Insert → Text → WordArt 

Insert → Illustrations → Pictures  or Online Pictures 

Insert → Illustrations → Icons  or Insert → Illustrations → 3D Models 

Cropping and Enhancing Pictures

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. The Set Transparent Color tool makes portions of the image transparent, allowing anything under it to show through WordArt.



View the video “Enhancing 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.

Tip!

The terms *object* and *image* are both used when referring to graphical elements such as shapes, WordArt, and pictures.

Note!

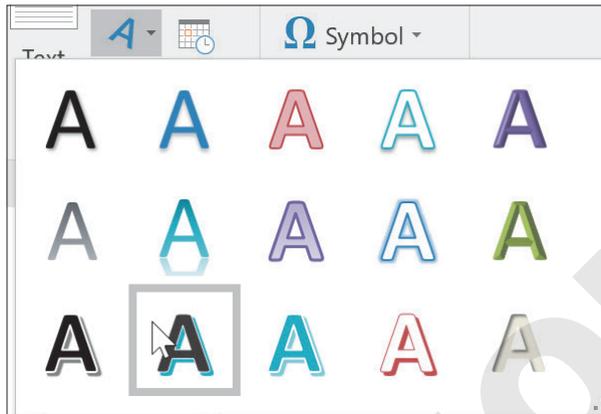
Depending on your screen size and resolution, you may see a slightly different icon for the Align button.

Drawing Tools → Format → Arrange → Align 

DEVELOP YOUR SKILLS: W4-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: **W4-D3-BrochureRevised**
2. Click in the document below the rectangle.
3. Choose **Insert**→**Text**→**WordArt** .
4. Choose **Fill: Black, Text color 1; Outline: White, Background color 1; Hard Shadow: Aqua, Accent color 5** 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.
Don't worry about centering it below the shape; you will center-align the objects in the next steps.
6. With the WordArt object still selected, hold down **Shift** and click the rounded rectangle above it that you created earlier.
Both objects should be selected—handles appear on both.
7. Choose **Drawing Tools**→**Format**→**Arrange**→**Align** →**Align Center**.
This center-aligns the objects with each other.
8. If necessary, drag the selected objects so they are centered on the page between the margins.

Insert a Picture

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 4** folder and double-click **ErgoChair.jpg** to insert it.
12. Hold down **Shift** and resize the picture using a corner handle until it matches the height of the text on the right.
This picture has a white background. Later, you will add background color to your brochure and the picture's white background won't blend with the background color. Therefore, you will make it transparent, allowing the brochure's background color to show through.
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.

This makes the white background transparent, so when you add the page color to the brochure, the color will show through the picture's transparent background.

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.

	What: Luncheon Seminar Where: The Bakery Café When: September 27 th at noon
---	--

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, a blue fill color 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. Some page setup options also appear in the Print screen in Backstage view.

Tip!

You can use **Ctrl**+**Enter** to quickly insert a **manual page break**.



View the video "Page Setup Options."

 Layout→Page Setup

DEVELOP YOUR SKILLS: W4-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: **W4-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 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 the **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 then choose **Align Center**.
10. Click to deselect. If necessary, move the text box so it is well-balanced on the page.
You will now insert a page break to create a second page.
11. Position the insertion point at the bottom of the page.
12. Choose **Layout**→**Page Setup**→**Breaks** →**Page**.
Notice the other Page Setup options, including Margins, Orientation, and Size.
13. If necessary, display formatting marks and notice the page break symbol and the new second page.
Now you will delete the page break and use keystrokes to re-insert a page break.
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 and leave it open.

Linking Text Boxes

Sometimes you need a selection of text to begin in one text box and end in another. Making such a change manually can be difficult; any other changes you make to the formatting, layout, or content of the document can move and change your text boxes. It's far easier to have Word do the work for you.

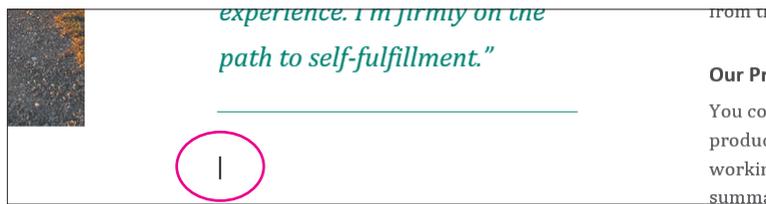
Once you've created the boxes you want to use, you link them together with the Create Link command under the Format contextual tab. When you choose this command, the mouse pointer turns into a pitcher, and you can "pour" the contents from the first text box to the next. Once the text boxes are linked in this way, resizing either box will cause the text to automatically adjust: If one box can no longer fit a line of text, the additional text will automatically move into the linked box.

 Drawing Tools→Format→Text→Create Link 

DEVELOP YOUR SKILLS: W4-D5

In this exercise, you will insert a text box into which you will “pour” the text from another box that has already been created. You will then resize the first box.

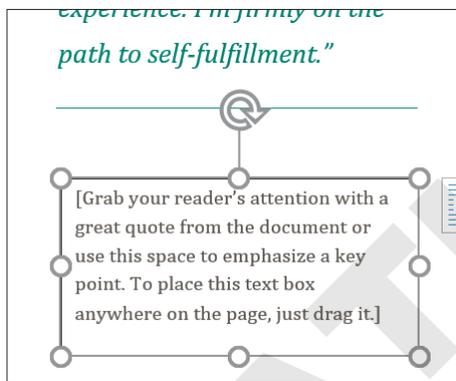
1. Open **W4-D5-Linking** and save it in your **Word Chapter 4** folder as: **W4-D5-LinkingRevised**
2. Place the insertion point in the line below the green callout quote in the middle column.



3. Choose **Insert**→**Text**→**Text Box** menu button ▼→**Simple Text Box**.

Word inserts the text box at the location of your insertion point, but the box is too wide, so you will resize it.

4. Drag the handles at the left and right sides of the text box so the sides line up with the rest of the content in the middle column.



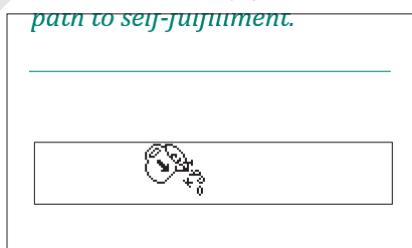
5. Click anywhere inside the text box to select the placeholder content and tap **Delete** to remove it.
Word automatically resizes the text box vertically to a single line. This height will change when you “pour” the linked text.
6. Click anywhere inside the text box at the top of the middle column and choose **Drawing Tools**→**Format**→**Text**→**Create Link** .

Note that the cursor changes into an upright pitcher.

7. Hover the cursor over the empty text box below.

The cursor now changes into a pouring pitcher.

8. Click inside the empty text box to “pour” the contents and link the boxes.



The linked content between both text boxes is six lines total. You decide that each box should contain three lines.

9. Drag the center-bottom handle of the top text box up to resize it and remove the bottom line.
The linked content automatically adjusts; the fourth line of the first text box is now the first line of the second text box.
10. Save and close the 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. The gallery makes 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	Shows 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 to convey a message with or without explanatory text, or 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. You open the pane by clicking the tab that appears on the left side of the image. Text placeholders in the image are replaced with text that 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: W4-D6

In this exercise, you will create a SmartArt graphic. Then, you will customize and resize the graphic.

1. Your brochure file should still be open. Save it as: **W4-D6-BrochureRevised**
2. If necessary, move the insertion point to the top of page 2.
3. Choose **Home**→**Paragraph**→**Center** .
This will center the SmartArt image that will be inserted next on the page.
4. Choose **Insert**→**Illustrations**→**SmartArt** .
5. Follow these steps to insert a SmartArt graphic:



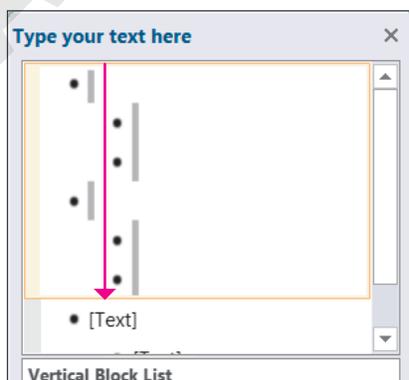
6. Choose the **List** category.
7. Scroll down and choose **Vertical Block List**.
6. Read the description in the bottom-right corner of the dialog box and then click **OK**.
7. If the text pane is not visible, click the **tab**.



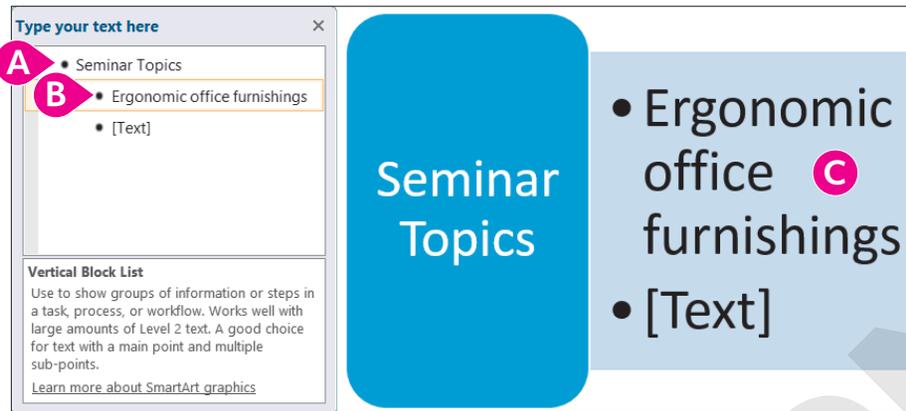
Customize the Image

This image has three major text objects, but you will use only one.

8. Position the mouse pointer to the left of the first major bullet and 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.

You will resize the SmartArt object next. If an object within the main frame is selected, you could accidentally resize only a part of the SmartArt object. Clicking the outside border frame prevents that.
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 effects of the various styles without actually applying them.

☰ SmartArt Tools→Design→SmartArt Styles

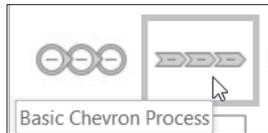
DEVELOP YOUR SKILLS: W4-D7

In this exercise, you will add a SmartArt graphic and customize both SmartArt graphics by applying colors and styles.

1. Save your file as: **W4-D7-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**

Next, you will add another SmartArt image.

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, choose **Basic Chevron Process**, and then click **OK**.

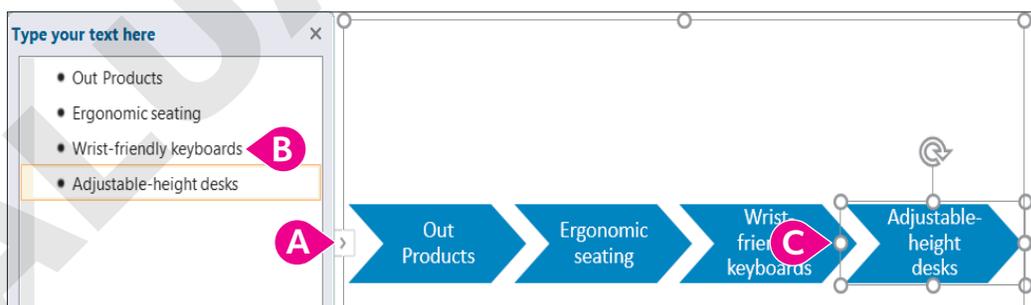


You can type directly in the image without opening the text pane.

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:



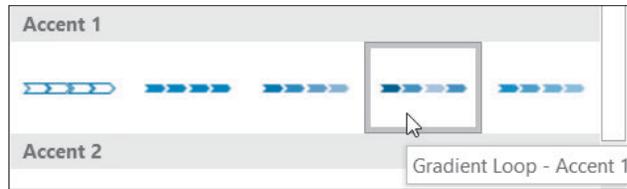
12. Click the outside border of the image and follow these steps to add an arrow to the graphic:



- 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.

Format the Image

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. 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 the Page Colors gallery that are 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** 

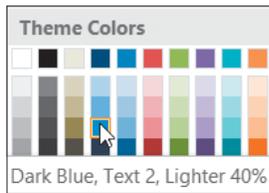
DEVELOP YOUR SKILLS: W4-D8

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

1. Save your file as: **W4-D8-BrochureRevised**
2. Choose **Design**→**Page Background**→**Page Color** .
3. Hover the mouse pointer over several colors in the Theme Colors area of the gallery.

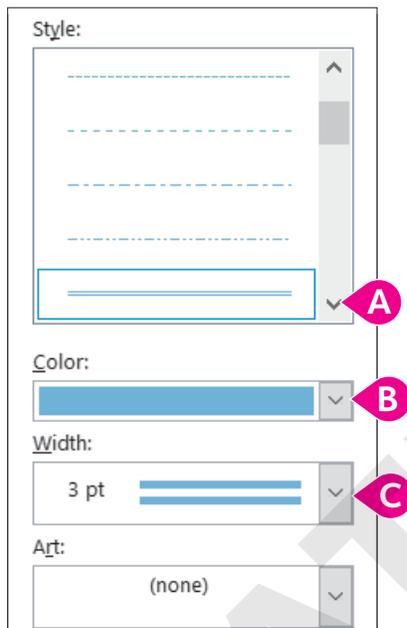
Live Preview displays the effects of the different colors.

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



Now you'll add a page border.

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.

Adding Special Effects to Text

To add interest and dimension to brochures, you can use graphic effects. For example, you can add WordArt for flair. There is a full array of WordArt formatting tools available on the contextual Drawing Tools Format tab.

Various special effects are available for standard fonts as well. Options include strikethrough, superscript/subscript, small caps, and all caps.

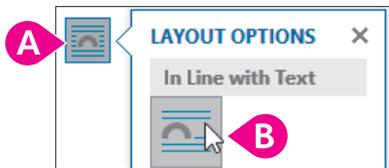
 Insert→Text→WordArt 

 Home→Font dialog box launcher 

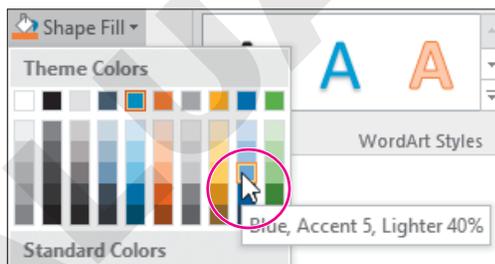
DEVELOP YOUR SKILLS: W4-D9

In this exercise, you'll familiarize yourself with special text effects while creating a short newsletter for Raritan Clinic East. You will start with a WordArt heading, which you will format with a new fill color, font color, and text effects. Then you will use the Font dialog box to adjust the font style and size, and then you will add font effects.

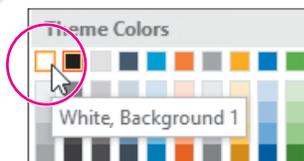
1. Open a new, blank document and save it to your **Word Chapter 4** folder as:
W4-D9-RaritanNews1tr
2. Display formatting marks and then type these heading lines at the top of the document:
Raritan Clinic East
The Children's Clinic
November, 2021
3. Tap **Enter** three times.
4. Select **Raritan Clinic East** but do not select the paragraph mark at the end of the line.
5. Choose **Insert**→**Text**→**WordArt**  and then choose **Fill: Blue, Accent color 1; Shadow**.
6. With the WordArt object selected, follow these steps to place it in line with the text:



7. Click the border of the WordArt to select the entire object.
8. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Fill menu button** ▼ and then choose **Blue, Accent 5, Lighter 40%** from the gallery.

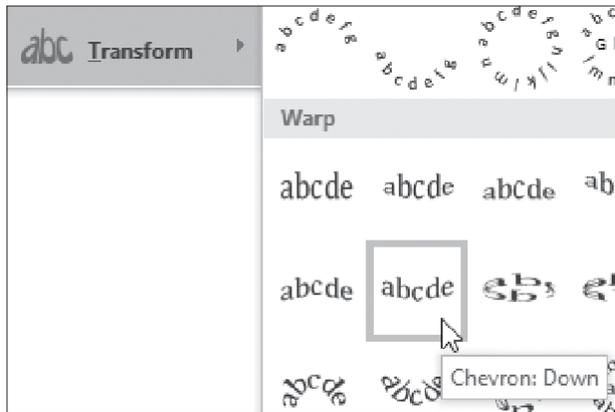


9. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**Text Fill menu button** ▼ and then choose **White, Background 1**.



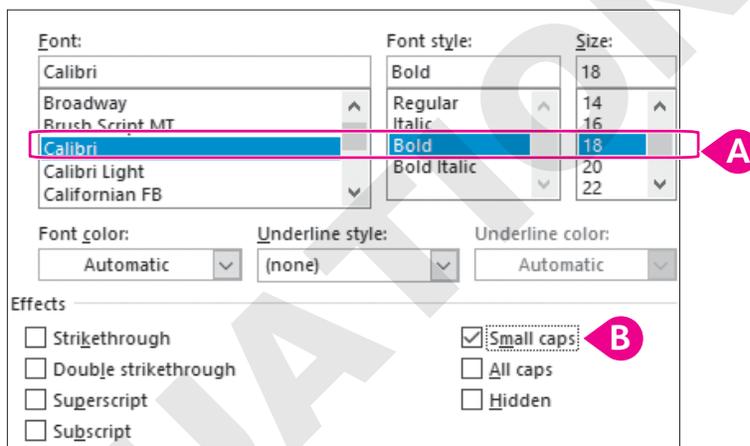
10. With the object selected, choose **Drawing Tools**→**Format**→**WordArt Styles**→**Text Effects** .

11. Drag the mouse pointer down to the Transform category and choose **Chevron: Down**.



Now you will center all headings and format one of the headings.

12. Position the mouse pointer in the left margin area next to the WordArt object and then click and drag down to select the WordArt and the other two headings.
13. Choose **Home**→**Paragraph**→**Center** .
14. Select **The Children's Clinic** and then choose **Home**→**Font dialog box launcher**  to display the Font dialog box.



- A** Choose **Calibri, Bold, 18 pt.**
- B** In the Effects area, check **Small Caps**.
- C** Click **OK**.

15. Save the file.

Using Picture Effects

We've already briefly explored adding pictures into your documents. Once your pictures have been inserted, you'll be able to apply great picture effects, such as shadows, reflections, glows, soft edges, bevels, and 3-D rotations. These effects can help make an otherwise ordinary image *pop* with unique flair.

 **Insert**→**Illustrations**→**Pictures** 

 **Picture Tools**→**Format**→**Picture Styles**→**Picture Effects** 

DEVELOP YOUR SKILLS: W4-D10

In this exercise, you will insert and crop an image. Then you will add a picture effect to the image.

1. Save your file as: **W4-D10-RaritanNewsltr**
2. Position the insertion point on the blank line below the date.
3. Choose **Insert**→**Illustrations**→**Pictures** .
4. Navigate to your **Word Chapter 4** folder and double-click the **RaritanClinic.png** graphics file to insert it.
Next you will crop the words off of the image.
5. With the picture selected, choose **Picture Tools**→**Format**→**Size**→**Crop** .
6. Position the mouse pointer on the right-center cropping handle and drag left to crop off the words *Raritan Clinic East*.
7. Position the mouse pointer on the bottom-center cropping handle and drag up to remove the words at the bottom of the image; click in the document to finish cropping.
8. If necessary, choose **View**→**Show**→**Ruler**, and then resize the image using one of the corner sizing handles, making it approximately **1½" wide**.
9. With the image selected, choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Effects** .
10. Drag the mouse pointer to the **Shadow** category and in the Outer category choose **Offset: Bottom Right**.
11. Choose **Home**→**Paragraph**→**Center** .
12. Save the file.

Setting Up Columns

When working with images and pictures, you may need extra flexibility in creating your columns. With the Columns dialog box, you can specify column and spacing width or have Word put a vertical line between columns.

DEVELOP YOUR SKILLS: W4-D11

In this exercise, you will insert a section break and lay out the newsletter in columns. Then you will customize the column layout.

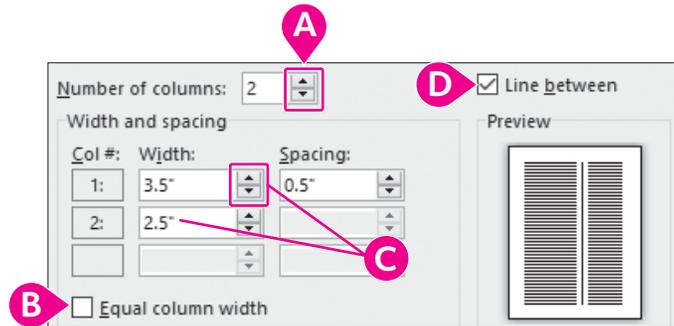
1. Save your file as: **W4-D11-RaritanNewsltr**
2. Position the insertion point on the second blank line below the picture object and choose **Layout**→**Page Setup**→**Breaks** →**Continuous**.
3. Position the insertion point anywhere above the section break and choose **Layout**→**Page Setup**→**Columns** .

Notice that one column is highlighted. Whenever text or images span the width of the page between the margins, it is considered one column.

4. Position the insertion point below the section break.

Add Newsletter Text and Customize Columns

5. Choose **Insert**→**Text**→**Object**  menu button ▼→**Text from File**.
6. Navigate to your **Word Chapter 4** folder and double-click **NewsltrTxt**.
7. Choose **Layout**→**Page Setup**→**Columns**  and then choose **More Columns** to open the Columns dialog box.
8. Follow these steps to customize the columns :



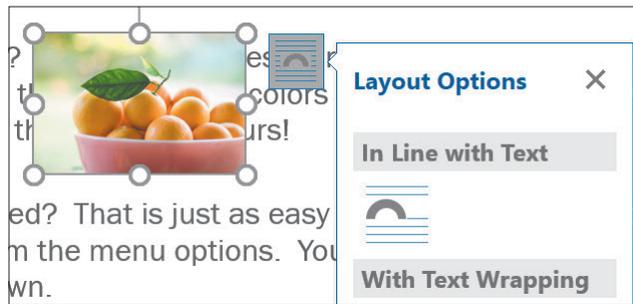
- A Use the **spin box** to change the number of columns to **2**.
 - B Remove the checkmark from this checkbox.
 - C Use the **spin box** to change the width of column 1 to **3.5"** and notice that column 2 resizes automatically. If necessary, set the spacing to **0.5"** as well.
 - D Place a checkmark in the **Line Between** box to add a line between your columns.
9. Click **OK** and then scroll through the document to see the effect.

The columns don't really look good this way. While you could click Undo if you were to change your mind at a later time, there is still a quick way to return the columns back to equal size.
10. Choose **Layout**→**Page Setup**→**Columns** →**More Columns**.
11. Click the **Equal Column Width** checkbox and click **OK**.
12. Scroll through the document to see how it looks.
13. Save the file.

Artistic Effects and Wrapping Text Around a Picture

There are many tools on the contextual Format tab that allow you to customize images. Artistic effects can take your image styling to the next level. Some effects represent the image in pencil, paint, and various textures. In addition, you can set Wrapping controls that will force your document

text to wrap around any images you've inserted. To do this, use the Layout Options smart tag that appears to the top right of an image whenever that image is selected.



Picture Tools → Format → Adjust → Artistic Effects 

DEVELOP YOUR SKILLS: W4-D12

In this exercise, you will insert a picture and apply an artistic effect as well as a picture style to it. Next, you will use the Layout Options smart tag to wrap text around the picture. Then you will balance the columns at the end of the newsletter.

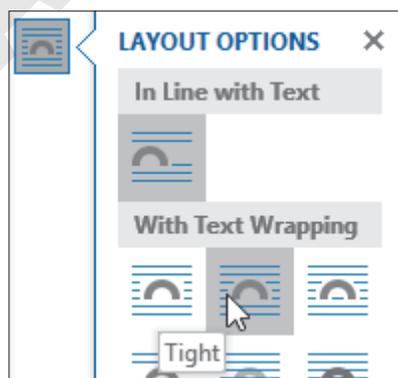
1. Save your file as: **W4-D12-RaritanNews1tr**
2. Position the insertion point on page 2 to the left of the heading *The New Vaccine*.
3. Choose **Insert** → **Illustrations** → **Pictures** .
4. Navigate to your **Word Chapter 4** folder and double-click **VaccinePic.jpg** to insert the picture in the newsletter.
5. Resize the picture using a corner handle until it is about **1½" wide**.

Apply an Artistic Effect and a Picture Style

6. With the picture selected, choose **Picture Tools** → **Format** → **Adjust** → **Artistic Effects**  and then choose **Crisscross Etching**.
7. Choose **Picture Tools** → **Format** → **Picture Styles** → **More**  on the Picture Styles gallery.
8. Use Live Preview to sample various styles and then choose **Simple Frame, Black**.

Wrap Text Around a Picture

9. With the picture selected, click the **Layout Options** smart tag and choose the **Tight** text wrapping option.



- Click in the document to close the Layout Options gallery.

Now you will balance the columns on page 2.

You don't have to insert column breaks and move text around to balance columns. Inserting a Continuous section break at the end of the columns you want to balance is a quick trick for accomplishing the task.

- Position the insertion point after the period following *disease* at the end of page 2.
- Choose **Layout**→**Page Setup**→**Breaks** →**Continuous**.
- Save the file.

Printing Part of a Document

Sometimes you may want to print only part of a longer document—maybe a page or two, or even just a couple of paragraphs. This can save both time and supplies. Several techniques make this an easy task; they are found in the Print screen in Backstage view.

Custom Print options allow you to specify which pages to print.

CUSTOM PRINT OPTIONS

Print Consecutive Pages	Enter the page number of the first page to print, type a hyphen, and then type the page number of the last page to print.
Print Nonconsecutive Pages and Ranges	Enter the page numbers you want to print separated by commas (for example: 3,5,7,10-15).
Print a Block of Text	Select the text to print. Navigate to the Print screen in Backstage view. Choose Print Selection from the drop-down list.

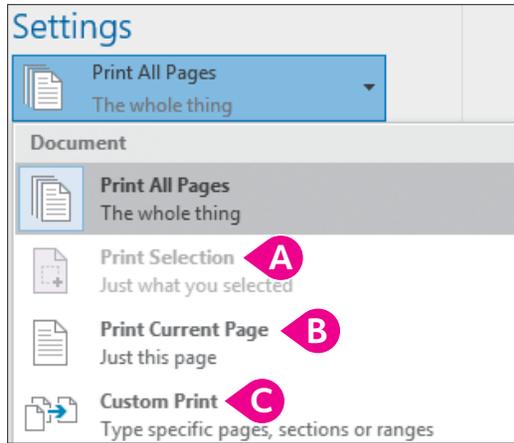
 File→Print

DEVELOP YOUR SKILLS: W4-D13

In this exercise, you will explore options for printing part of a document. You will see how to print consecutive and nonconsecutive pages as well as a block of selected text.

- Choose **File**→**Print** to display the Print screen in Backstage view.
In the Settings part of the screen, notice that Print All Pages is the default.
- Click the **menu button** ▼ next to *Print All Pages*.

- Follow these steps to review the printing options:



- A** This option is available only when you select text prior to accessing the Print screen.
- B** This choice prints the page where the insertion point is located.
- C** This option allows you to specify printing only certain pages.

- Click the **menu** button ▼ to close the menu.

Tip!

You can specify which custom pages to print in the Pages field without opening the menu. When you begin entering page numbers, the setting automatically switches to Custom Print.

- If you want to conserve resources and not print, click the **Back** ⏪ button or print to PDF (you can make that choice in the Printer drop-down list).
- Save the file and exit Word.

Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

Reinforce Your Skills

REINFORCE YOUR SKILLS: W4-R1

Create a Flyer Recognizing an Outstanding Volunteer

Kids for Change has a volunteer program, and the person who volunteers the most hours in a quarter is recognized for his or her service. In this exercise, you will create a flyer announcing Janisha Robinson as the winner for this quarter. You will work with shapes, WordArt, pictures, and text boxes.

1. Start Word and create a new file based on the **Blank Document** template. Save it as: **W4-R1-JanishaFlyer**
2. Display formatting marks and tap **Enter** 20 times.
It can be easier to work with graphics if some spacing is already set up.
3. If necessary, choose **View**→**Show**→**Ruler** to display the ruler.
4. Choose **Insert**→**Illustrations**→**Shapes** , and in the Stars and Banners category, choose **Ribbon: Tilted Down**.



5. Position the crosshair mouse pointer next to the paragraph symbol at the top of the page.
6. Press and hold the mouse button and drag until the image is about **6½" wide** and **1½" tall**.
7. Type **Outstanding Member** in the image and then click the border to select the entire shape.
8. Choose **Home**→**Font**→**Font menu button** ▼→**Comic Sans MS** and then apply boldface and make the font size 28 pt.
9. Choose **Home**→**Font**→**Font Color**  menu button ▼ and choose **Red** in the Standard Colors category.

Insert and Crop a Picture

10. Position the insertion point a little below the graphic.
11. Choose **Insert**→**Illustrations**→**Pictures**, navigate to your **Word Chapter 4** folder, and double-click **Janisha.jpg**.
Now you will resize the picture.
12. Press and hold **Shift** and then position the mouse pointer on the handle in the upper-right corner of the picture.
13. Drag diagonally toward the center until the picture is about **3" wide**.
Next you will crop off the left side of the picture.
14. Make sure the picture is selected and then choose **Picture Tools**→**Format**→**Size**→**Crop** .

15. Follow these steps to crop the picture:



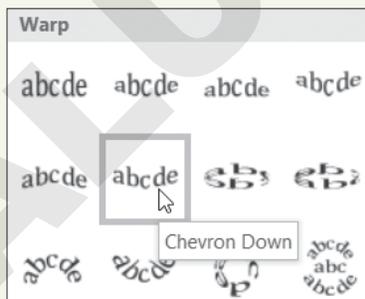
- A Position the mouse pointer on the left-center cropping handle.
- B Drag to the right to Janisha's right hand and then click in the document to deselect.

Next you will place a border on the picture to give it a finished look.

16. Select the picture and then choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Border**  **menu button** ▼ and pick a shade of blue that you think will blend well.
Now you will choose a layout option that will allow you to freely move the picture on the page.
17. Click the **Layout Options** smart tag at the upper-right side of the picture and choose **In Front of Text** (bottom-right in the *With Text Wrapping* section).
18. Drag the picture to the center of the page.

Use WordArt

19. Position the insertion point a little below the picture.
20. Choose **Insert**→**Text**→**WordArt**  and choose **Fill: Black, Text color 1; Outline: White, Background color 1; Hard Shadow: Blue, Accent color 5**.
21. Type **Janisha Robinson** in the image and then click the **outside border** to select the entire image.
22. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**Text Effects** →**Transform**.
23. In the Warp category, choose **Chevron: Down**.



24. Center the WordArt on the page.

Add a Text Box

25. Choose **Insert**→**Illustrations**→**Shapes** →**Text Box**.
26. Below Janisha's name, draw a text box that is approximately **4" wide** and **2½" tall** and then type the following text:

Kids Helping Communities

 - **After-school tutor**
 - **Schoolyard cleanup**
 - **Meals for shut-ins**
 - **Emergency relief food collection**
27. Click the border of the text box, choose **Home**→**Font**→**Font menu button** ▼→**Comic Sans MS**, and apply 20 pt font size; resize the text box if needed.
28. Hold down **[Shift]** and select all the images.
29. Choose **Drawing Tools**→**Format**→**Arrange**→**Align** →**Align Center**.

This center-aligns the images with each other.
30. Use the **zoom slider** in the bottom-right corner of the screen to zoom out until you see the entire page.
31. If necessary, adjust the position of the images so they are well-balanced on the page, and then zoom back to **100%**.
32. Save and close the file.

REINFORCE YOUR SKILLS: W4-R2

Create a Flyer for Charity

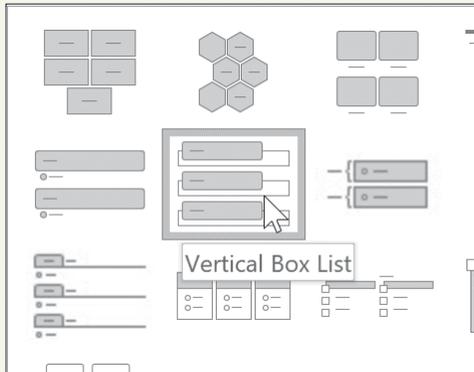
Kids for Change is partnering with a local charity to collect clothing and household products for people with developmental disabilities. You have been asked to create a flyer to help in the collection process. In this exercise, you will change page orientation, work with graphic images, and add page color and a page border to the flyer.

1. Start a new, blank document and save it as: **W4-R2-DonationsFlyer**
2. If necessary, choose **View**→**Show**→**Ruler**.
3. Choose **Layout**→**Page Setup**→**Orientation** →**Landscape**.
4. Tap **[Enter]** 15 times to set up some spacing in advance and then position the insertion point at the top of the page.
5. Choose **Insert**→**Illustrations**→**Pictures** , navigate to your **Word Chapter 4** folder, and double-click **Donations.png**.

Now you will use a text-wrapping layout option so you can easily move the image.
6. Make sure the image is selected and then click the **Layout Options** smart tag at the upper-right corner of the image and choose **In Front of Text** (bottom-right).
7. Drag the image to center it between the margins.
8. Position the insertion point below the picture.

Add WordArt and SmartArt

9. Choose **Insert**→**Text**→**WordArt**  and choose **Fill: Gray, Accent color 3; Sharp Bevel**.
10. Type the following text in the WordArt image:
We need clothing, furniture, appliances, and household items.
11. Click outside the image to deselect.
12. Position the insertion point below the WordArt image.
13. Choose **Insert**→**Illustrations**→**SmartArt** : then click the **List** category, choose **Vertical Box List**, and click **OK**.



Now you will resize the SmartArt image so it fits on the first page.

14. Press and hold **Shift** and then position the mouse pointer on the handle in the upper-right corner of the image.
15. Drag diagonally toward the center of the image until it is about **3" wide**.
It should now be positioned on the first page.
16. Click the **Layout Options** smart tag to the right of the image and choose **In Front of Text**.
Now you can move the image freely on the page.
17. Center the image between the margins.

Recolor the Image

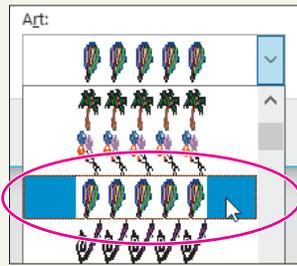
18. Click the outside border to select the entire image.
19. Choose **SmartArt Tools**→**Design**→**Change Colors**  and choose **Colored Fill – Accent 3**.
20. Type the following in the three [Text] areas:
Place boxes or bags by 8 a.m.
Donations will be picked up by dark
Thank you for your contributions!
21. Click outside the image to deselect.

Change the Page Color and Add a Page Border

22. Choose **Design**→**Page Background**→**Page Color**  and then choose **White, Background 1, Darker 25%**.
Instead of using lines for the border, you will use an art border.
23. Choose **Design**→**Page Background**→**Page Borders** .

24. Click the drop-down arrow in the Art field at the bottom of the dialog box and choose the **hot air balloons**.

The hot air balloons option is the 12th in the list; you may need to scroll down to find it.



25. Click **OK** and then turn off formatting marks.
26. Use the **zoom controls** at the bottom right of the screen to zoom out and see the entire page.
27. If necessary, adjust the position of the images so they are well-balanced on the page, and then zoom back to 100%.
28. Save and close the file.

REINFORCE YOUR SKILLS: W4-R3

Create a Recycling Flyer

Kids for Change held a recycling campaign last month. Your cousin, Ingrid, is enjoying a semester studying at the Sorbonne in Paris. She saw the flyer you created, and she would like to implement a recycling program at the university. She asks that you create a copy of your flyer on standard European-size paper, A4. In this exercise, you will recreate the flyer using graphic images, a picture, a text box, a page background, and a border.

1. Start a new document using the **Blank Document** template and save it as:
W4-R3-RecycleFlyer
2. Choose **Layout**→**Page Setup**→**Size** →**A4**.
3. Display the formatting marks and ruler, if necessary.
4. Tap **Enter** about 25 times to set up spacing in your flyer and then position the insertion point at the top of the page.
5. Choose **Insert**→**Text**→**WordArt**  and choose **Fill: Light Gray, Background color 2; Inner Shadow**.
6. Type **Reduce, Reuse, Recycle** in the WordArt image and then click the outside border.
7. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**Text Fill**  menu button ▼→**Green, Accent 6**.
8. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Effects** →**Shadow**.
9. In the Outer category, choose **Offset: Top Left**.
10. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**Text Effects** →**Transform**.
11. In the Warp category, choose **Chevron: Up**.
12. If necessary, drag the WordArt to center it between the margins, and then position the insertion point a little below it.

Add a Picture to the Flyer

13. Choose **Insert**→**Illustrations**→**Pictures** , navigate to your **Word Chapter 4** folder, and double-click **World.jpg**.
14. Hold down **[Shift]** and resize the picture until it's about **3" wide**.
15. Click the **Layout Options** smart tag, choose **In Front of Text**, and then drag the picture to center it on the page.
Now you will place a border on the picture.
16. With the picture selected, choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Border**  menu button ▼→**Weight**→**3 pt**.
17. Choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Border** menu button ▼→**Green, Accent 6, Darker 25%**.

Add a Text Box

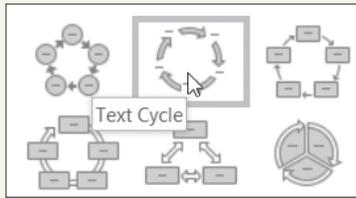
18. Choose **Insert**→**Illustrations**→**Shapes** →**Text Box**.
19. Draw a text box a little below the picture about **3½" wide** and **2" tall** and then type the following bulleted list in the text box:
 - **Separate your trash**
 - **Always look for recycle bins**
 - **Reuse shopping bags**
 - **If it's broken, fix it**
 - **Buy recycled products**
20. Click the border of the text box and choose **Home**→**Font**→**18 pt**.
21. Resize your text box, if needed; don't allow the text to wrap.
22. Click the border to select the object.
23. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Outline**  menu button ▼→**No Outline**.
24. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Fill**  menu button ▼ and choose **Green, Accent 6, Lighter 60%**.

Use a Shape

25. Choose **Insert**→**Illustrations**→**Shapes** , and in the Stars and Banners category, choose **Star: 6 points**.
26. While holding down **[Shift]**, draw a star about **2½" wide** below the text box and on the left side of the page.
27. Choose **Drawing Tools**→**Format**→**Shape Styles** and from the Shape Styles gallery choose **Colored Fill – Green, Accent 6**.
28. Type the following in the star:
 - Be a star!**
 - Do your part!**

Insert SmartArt

29. Position the insertion point a little below the text box.
30. Choose **Insert**→**Illustrations**→**SmartArt** : then click the **Cycle** category, choose **Text Cycle**, and click **OK**.



31. Type the following items in the *[Text]* boxes in any order:
- Paper**
- Metal**
- Plastic**
- Hazardous Waste**
- Glass**
32. Hold down **Shift**, resize the image until it's about **3½" wide**, click the **Layout Options** smart tag, and choose **In Front of Text**.
33. Arrange the star and SmartArt, as needed, so the star is on the left below the text box and the SmartArt is on the right below the text box.
34. Click the outside border of the SmartArt.
This image has an inside frame and an outside frame.
35. Click one of the arrows in the image, and you'll see both frames.
36. With both frames selected, choose **SmartArt Tools**→**Format**→**Shape Styles**; in the Shape Styles gallery, choose **Colored Fill – Green, Accent 6**.
This recolors the arrow that you originally clicked to display both frames. Also, notice that the Shape Styles gallery is now displaying the color you chose.
37. Click the next arrow (you won't see handles on the arrow) and click the green color that's visible in the gallery.
38. Continue until all arrows are recolored and then deselect the image.
39. Use the **zoom controls** to zoom out until you see the entire page.
40. If needed, rearrange the objects so they are balanced on the page to your satisfaction and zoom back to 100%.

Add Page Color and a Page Border

41. Choose **Design**→**Page Background**→**Page Color** →**Green, Accent 6, Lighter 60%**.
42. Choose **Design**→**Page Background**→**Page Borders**  and then choose a line style, color, and width of your choice; click **OK**.
43. Save and close the file.

Apply Your Skills

APPLY YOUR SKILLS: W4-A1

Create a Services Flyer

The Universal Corporate Events marketing manager asked you to create a flyer highlighting services that Universal Corporate Events offers. In this exercise, you will use a picture and graphics to add zing to your flyer.

1. Start a new, blank document and save it as: **W4-A1-Services**
2. Tap enough times to position the insertion point close to the bottom margin and then move the insertion point to the top of the page.
3. Select the **Scroll: Horizontal** shape from the Stars and Banners category to insert it.
4. Drag in the document until the scroll is about **6½" wide** and **1" tall**.
5. Type **Take Off with Universal Corporate Events** and then change the font size to 24 pt.
6. Resize the shape, if necessary, and then position the insertion point a bit below the shape.
7. Insert the **Plane.jpg** picture located in your **Word Chapter 4** folder.
8. Click the **Layout Options** smart tag and choose **In Front of Text**.
9. While maintaining the height/width proportions, resize the picture to about **3" wide**, and then position the picture just below the Shapes image and center it between the margins.
Now you'll add a border to the picture.
10. Choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Border** menu button ▼→**Weight**→**3 pt**.
11. Change the picture border color to **Blue, Accent 1, Darker 25%**.

Add WordArt and a Text Box

12. Position the insertion point below the picture, insert a WordArt graphic, and apply **Fill: Blue, Accent color 1; Shadow**.
13. Type **Services We Offer**; center the graphic on the page.
14. Format the WordArt image by choosing the **Text Effects, Bevel** category and choosing **Round**.
15. Then in the Text Effects, Transform category, choose **Arch** (first form in the Follow Path category).
16. Insert a text box shape below the WordArt image that is about **4" wide** and **1½" tall**.
17. Enter the following in the text box, including the bullet points:
 - **Online itinerary**
 - **Online flight tracking**
 - **Travel insurance**
 - **Visa and passport services**
18. Remove the outline border from the text box.
19. Change the text to 22 pt and then resize the text box, if needed.

Align Images

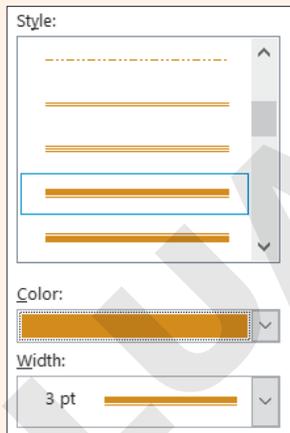
20. Hold the **Shift** key and select all four objects.
21. Use the Align feature to center-align the objects with each other.
22. If necessary, drag the selected objects to center them between the margins.
23. Zoom out to Full Page View and adjust the placement of the images as you deem necessary for the flyer to appear well-balanced; then zoom back to 100%.
24. Save and close the file.

APPLY YOUR SKILLS: W4-A2

Create a European Tours Flyer

A Universal Corporate Events sales rep has asked you to create a flyer for a corporate client who is planning an employee rewards plan. The client will be choosing among three options for the reward tour. In this exercise, you will change the page orientation, format the page background, and use SmartArt to highlight the details of the recommended tours.

1. Start a new, blank file and save it as: **W4-A2-CorpTours**
2. Use landscape orientation for the flyer, tap **Enter** until the insertion point is close to the bottom margin, and then position the insertion point at the top of the page.
3. Choose the Page Color **Gold, Accent 4, Lighter 60%**.
4. Add a page border, making the formatting choices as shown (color is Gold, Accent 4, Darker 25%):



5. Use a WordArt image of your choice to add a **Universal Corporate Events** heading to the flyer; use a Text Fill color that blends well with the background color and a Text Effect of your choice.
6. Position the insertion point about **1"** below the heading and click the SmartArt graphic **Vertical Chevron List**, which is in the Process category, to insert it.
7. Resize the graphic to about **3" wide** and **3½" tall**.
8. Click the **Layout Options** smart tag and choose **In Front of Text**.
9. In the first blue *[Text]* box, type **London**; type **Berlin** and **Rome** in the next two blue *[Text]* boxes.

10. In the bulleted list to the right of *London*, enter **Stonehenge, Windsor Castle, and Tate Gallery**.
11. Enter **Dresden, Potsdam, and Rothenburg** for *Berlin* and **Pompeii, Tuscany, and Capri** for *Rome*.

Format the WordArt Graphic

12. Change the SmartArt color using the first color option in the Colorful category.
13. Select the white rectangle next to *London* and change the Shape Fill color to a color that you feel complements the London object.
14. Use the same technique to color the *Berlin* and *Rome* rectangles.
15. Arrange and size the objects in a balanced manner on the page.
16. Save and close the file.

APPLY YOUR SKILLS: W4-A3

Create a Mileage Awards Flyer

Universal Corporate Events provides car rentals for travelers, and the company is currently offering mileage awards. In this exercise, you will create a flyer highlighting the award offerings. You will use graphics for interest and format the flyer background for a polished, professional look.

1. Start a new, blank document and save it as: **W4-A3-CarRental**
2. Tap **Enter** until the insertion point is close to the bottom margin and then move the insertion point to the top of the page.
Next you will use WordArt to create a heading for the flyer.
3. Insert a new WordArt image, using the design in the third row, fifth column.
4. Enter the following text: **Universal Corporate Events**

Add a Text Box and a Picture

5. Insert a text box below the WordArt about **3½" wide** and **1" tall** and then type the following lines in the text box:
Get behind the wheel!
Get more reward travel!
6. Change the font size to 22 pt; resize the text box, if necessary.
7. Change the font color to **Light Gray, Background 2, Darker 50%**.
Later you will add page color, and removing the text box's white fill background and its outline will make the text box blend in better.
8. Change the Shape Fill to **No Fill** and change the Shape Outline to **No Outline**.
9. Position the insertion point a bit below the text box; then, insert **Driver.jpg** from your **Word Chapter 4** folder.
10. While maintaining the picture's proportions, resize the picture to about **2½" wide**.
11. Click the **Layout Options** smart tag and choose **In Front of Text**. Then center the picture between the margins.

12. With the picture selected, click **Center Shadow Rectangle** in the Picture Styles gallery.
13. Position the insertion point just below the picture and click **Wave** in the Stars and Banners category of the Shapes gallery.
14. Draw the shape about **4½" wide** and **1" tall**, type **Book Now!** in the shape, and change the font size to 36 pt.
15. With the shape selected, choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Fill**→**Gray, Accent 3**.
16. Change the shape outline to **White, Background 1**.
17. Position the insertion point a bit below the shape.
18. Choose **Insert**→**Illustrations**→**SmartArt**, and in the List category, choose **Vertical Box List**.
19. While maintaining its proportions, resize the shape to about **3" wide**.
20. Click the **Layout Options** smart tag, choose **In Front of Text**, and then select all three blue shapes.
21. Choose **SmartArt Tools**→**Format**→**Shape Styles**→**Shape Fill** and then choose **Gray, Accent 3**.
22. Select all three white rectangles and choose the same color for the **Shape Outline** .
23. Center the SmartArt between the margins at the bottom of the page and then type the following in the three *[Text]* areas:
100 award miles per day
125 bonus miles per day
150 miles for booking with us
24. Click elsewhere to deselect, then zoom out to a full page view and, if needed, arrange the objects so they are well-balanced and centered on the page, and then zoom back to 100%.

Add a Page Color and a Page Border

25. Choose the page color **Light Gray, Background 2, Darker 10%**.
26. Choose **Design**→**Page Background**→**Page Borders** and choose a line style that you prefer; then apply the **White, Background 1** color and **3 pt** width.
There is more white in the bottom half of the flyer. It may look better if the SmartArt heading were white.
27. Change the SmartArt Text Fill to **White, Background 1**.
28. Save and close the file; exit Word.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

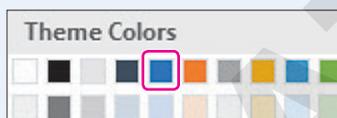
PROJECT GRADER: W4-P1

Creating a Holiday Celebration Flyer

It's been a great year for Taylor Games, so the management team is organizing an end-of-year holiday celebration. In this exercise, you will prepare a flyer to announce the event.

- Download and open your Project Grader starting file.
 - Using eLab: Download **W4_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **W4_P1_Start** from your **Word Chapter 4** folder.
- Insert the **Taylor Games Logo.png** picture from your **Word Chapter 4** folder.
- Apply a page border using these settings:

Setting	Value
Setting	Box
Style	Solid line (first option on the list)
Width	3 pt
Color	Blue, Accent 1



- Apply the page color **Blue, Accent 1, Lighter 80%**.



- Insert a **Rectangle: Rounded Corners** shape below the Taylor Games Logo.



- Set the shape height to **8"** and the shape width to **2.6"**.
- Use these guidelines to position the rectangle:
 - Move it vertically until the spacing below the Taylor Games logo is about the same as the spacing above the bottom page border.
 - Move it horizontally until the left edge closely aligns with the left edge of the Taylor Games logo.

8. Enter this text in the rectangle using a font size of **22**. Make sure you underline the heading as shown here:

Fun Activities

Face Painting

Drawing Contest

Magic Show

Board Games

Card Games

Darts

And more...

9. Insert a new text box shape above the text box that's on the right side of the page.



10. Set the Shape Height to **2.2"** and the Shape Width to **4.4"**.

11. Align the new text box using these guidelines:

- Use **Align Top** to align the top edges of the rounded corners rectangle and text box. Make sure the text box moves and the rounded corners rectangle remains stationary.
- Use **Align Left** or **Align Right** to align the vertical edges of the two text boxes. Make sure the new text box moves and the other text box remains stationary.

12. Enter this text in your new text box using a font size of **18** and **Bold** formatting:

Date: December 9th

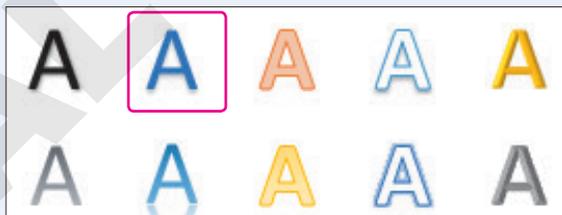
Time: 5:00-9:30 PM

Where: Mission Hills Restaurant

Why: Celebrating the holidays and a great year at Taylor Games

13. Use these guidelines to insert **WordArt** to the right of the Taylor Games logo:

- WordArt Style: **Fill: Blue, Accent color 1; Shadow**
- Move the WordArt so it's to the right of the Taylor Games logo and above the *December 9th* text box.
- Enter the text: **Holiday Celebration**



14. Set the shape height to **0.8"** and the shape width to **4.4"**.

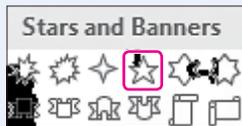
15. Use these guidelines to position the WordArt:
- Move it up or down so it's roughly centered with the Taylor Games logo.
 - Use **Align Left** or **Align Right** to align the edges of the WordArt with the *December 9th* text box. Make sure the WordArt moves and the *December 9th* text box remains stationary.



16. Make these formatting changes to the *December 9th* text box and the text box below it:
- Shape Fill: **Blue, Accent 1, Lighter 80%**
 - Shape Outline: **No Outline**

Property	Value
Shape Fill	Blue, Accent 1, Lighter 80%
Shape Outline	No Outline

17. Insert a **Star: 5 Points** shape in the open space at the bottom of the page.



18. Set the shape height to **3 "** and the shape width to **3 "**.
19. Use these guidelines to position the star:
- Move the star up so its bottom edge is higher than the bottom edge of the rounded-corners rectangle.
 - Move the star horizontally so it is nearly centered below the text box above it.
 - Use **Align Bottom** to align the bottom edge of the star with the bottom edge of the rounded-corners rectangle. Make sure the star moves down and the rounded-corners rectangle remains stationary.
20. Enter this text in the star using a font size of **22 pt: What a Year!**
21. Apply this shape effect to the star: **Glow: 5 point; Gold, Accent color 4**



22. Save your document.
 - *Using eLab:* Save it to your **Word Chapter 4** folder as **W4_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 4** folder as: **W4_P1_Submission**

PROJECT GRADER: W4-P2

A Promotional Flyer to Attract New Gold Members

The Classic Cars Club needs a membership benefits flyer to be posted at various locations in the upcoming national show. In this exercise, you will turn a text-only informational document into an attractive flyer.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W4_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W4_P2_Start** from your **Word Chapter 4** folder.

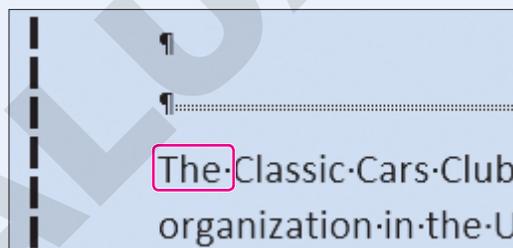
2. Apply these Page Border settings:

Setting	Value
Setting	Box
Style	Dashed line (third option on the list)
Color	Automatic
Width	3 pt

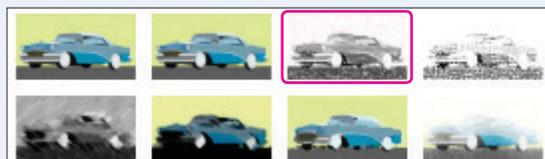
3. Apply the page color **Blue, Accent 1, Lighter 80%**.



4. Use the **Columns, Line Between** setting to display a line between the columns.
5. Insert the **Classic Cars 2.jpg** picture from your **Word Chapter 4** folder in front of the word *The* in the first paragraph.



6. Set the picture's shape height to: **1.4"**
7. Apply the **Pencil Grayscale** artistic effect.

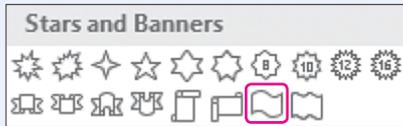


8. Set the picture's wrap text option to **Square**.
9. Apply a **Black, Text 1** picture border.

10. Insert a **WordArt** text box using these guidelines:
- WordArt Style: **Fill: Gold, Accent color 4; Soft Bevel**
 - Move the WordArt so it's in the empty space above the columns.
 - Enter the text: **Classic Cars Club Gold Membership!**



11. Set the shape height to **0.9"** and the shape width to **8"**.
12. Use these guidelines to position the WordArt:
- Move it up or down so it's roughly centered between the top page border and the tops of the columns.
 - Move it horizontally so the center of the WordArt object is aligned with the line between the columns.
13. Insert the **Wave** shape in the blank space below the columns.



14. Set the shape height to **1.5"** and the shape width to **9"**.
15. Use these guidelines to position the shape:
- Move it horizontally so the center of the shape is aligned with the line between the columns.
 - Move it up or down so it's roughly centered between the bottom page border and the bottoms of the columns.
16. Enter this text in the shape using a font size of **22 pt**: **Join before April 30 and receive a 25% new-member discount!**
17. Apply the **All Caps** font effect to the Gold Member Benefits heading at the top of the right column.
18. Save your document.
- *Using eLab:* Save it to your **Word Chapter 4** folder as **W4_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 4** folder as: **W4_P2_Submission**

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W4-E1 That's the Way I See It

You just completed your training as a dietician, and now you are ready to advertise your services by distributing a brochure throughout the area. Start a new document and save it as:

W4-E1-GoodDiet

Design a brochure using WordArt, a picture, and a text box and use page color and a page border to give your brochure a polished look. Create a tagline for your business and explain the services you offer and the benefits of eating well. Also include a suggestion that the reader schedule an appointment today.

W4-E2 Be Your Own Boss

As the owner of Blue Jean Landscaping, a Georgia company, you hope to increase sales as your customers get ready to spruce up their gardens with spring plants. Start a new document and save it as: **W4-E2-Spring**

Create a flyer using landscape orientation and include graphics of your choice and a picture. Describe the services you provide and use upbeat verbiage about spring gardening in Georgia. Suggest plants that are appropriate for Georgia's climate. If needed, conduct an Internet search for information about plants that grow well in Georgia in the spring. Give your flyer a finished look by adding page color and a page border.

W4-E3 Demonstrate Proficiency

Stormy BBQ is expanding to include a catering department! You have been asked to create a brochure announcing this new venture. Start a new document and save it as: **W4-E3-Catering**

Include pictures of food that would normally be found in a BBQ restaurant, formatting and cropping them as necessary. Use a SmartArt graphic to list the types of events that you provide catering for and format the image to blend well with the pictures you have chosen. Use one or more text boxes containing testimonials from test customers who have already enjoyed your catering services. Add page color and a page border to your brochure.

WORD

5

Using Mail Merge



In this chapter, you will use the Mail Merge feature to turn boilerplate letters into personalized correspondence. The data source (list of variable information, such as the recipients' addresses) and the main document (form letter) need to be set up and proofed only once. Then you can generate hundreds of letters without checking each one. And you can use Mail Merge for more than letters. You can generate envelopes, labels, legal documents, or just about any fixed-text document that requires variable information. A data source can be a Word document, an Excel worksheet, an Access database, or an Outlook contact list.

LEARNING OBJECTIVES

- ▶ Build data sources
- ▶ Create main documents
- ▶ Perform a mail merge
- ▶ Deal with merge problems
- ▶ Generate envelopes and labels

Project: Promoting Exercise Classes

Raritan Clinic East is a pediatric medical practice. The practice serves patients ranging in age from newborn to eighteen years. As the administrator who oversees the STAYFIT exercise classes at the clinic, once a week you receive the contact information for all new patients who would benefit from these classes. You will send a letter to the patients explaining the program. Once you set up the main document, you will be able to use it over and over for new patients. And once you design a flexible data source, you can use that same source layout for the exercise letters as well as other communications.

Introducing Mail Merge

Mail Merge is most often used for generating personalized documents, such as Word letters, mailing labels, and envelopes. But Mail Merge is a versatile tool that can be used with any type of document that combines boilerplate text with variable information, such as email, standard contracts, and legal verbiage. Mail Merge can be a big time-saver and is valuable for managing large mailings.

Components of Mail Merge

Merging creates a document that combines information from two files. They are known as the **main document** and the **data source**.

- ▶ **Main document:** This document controls the merge. It is a Word document that contains the fixed information and merge codes into which the variable information is merged. A typical form letter, for instance, has a different inside address and greeting line in each letter, while the rest of the text is the same for everyone receiving the letter.
- ▶ **Data source:** The data source can be another Word document, a spreadsheet, a database file, or contact list in Outlook. The data source contains field names that correspond with the merge codes in the main document.
- ▶ **Merged document:** This document is the result of the merge. It is basically multiple “copies” of your letter, with each copy replacing the merge codes with a different recipient’s name and information.

You can merge an existing main document with an existing data source, or you can create the main document and data source while stepping through the merge process.

Last Name	First Name	Title	Address Line 1	City	State	ZIP Code
Adams	Andre	Mr.	2224 Culver Drive	San Diego	CA	92102
Bouras	Talos	Mr.	854 Whitmore Drive	San Diego	CA	92101
Chowdrey	Michael	Mr.	146 Meadow Lane	La Jolla	CA	92103
Navarro	Derek	Mr.	3300 Maple Drive	La Jolla	CA	92103
Romero	Nicole	Ms.	132 Lake Street	San Diego	CA	92102
Wright	Mary	Ms.	1240 Potrero Avenue	San Diego	CA	92101

«AddressBlock»

«GreetingLine»

«First_Name», welcome to Raritan Clinic East, one of the finest clinics in the field of pediatric medicine. As part of our ongoing effort to provide the best patient care, we offer an extensive STAYFIT program. Being active helps you be healthier and stronger—and feel your best. And «Your_Doctor» wants the best for you!

In designing your fitness program, choose from the following offerings:

Aerobic Exercise	Flexibility Training	Strength Training
Dance and Movement	Qi Gong	Calisthenics
Water Aerobics	Tai Chi	Free Weights
Zumba	Yoga	Pilates

Having trouble finding the right exercise program for you? Contact a health coach. Call 1-800-555-0101.

Classes are every evening from 7:00–8:00 p.m. Advanced registration is required. Call 1-800-555-0102.

Sincerely,

Molly Lincoln
STAYFIT Coordinator

The data source can be Mail Merge recipient list, a Word table, an Excel spreadsheet, or an Access database.

The main document contains standard text and merge codes where variables from the data source will be merged.



Raritan Clinic East
Pediatric Diagnostic Specialists

719 Coronado Drive
San Diego, CA 92102

February 15, 2021

Mr. Andre Adams
2224 Culver Drive
San Diego, CA 92102

Dear Andre:

Andre, welcome to Raritan Clinic East, one of the finest clinics in the field of pediatric medicine. As part of our ongoing effort to provide the best patient care, we offer an extensive STAYFIT program. Being active helps you be healthier and stronger—and feel your best. And Dr. Bey wants the best for you!

In designing your fitness program, choose from the following offerings:

Aerobic Exercise	Flexibility Training	Strength Training
Dance and Movement	Qi Gong	Calisthenics
Water Aerobics	Tai Chi	Free Weights
Zumba	Yoga	Pilates

Having trouble finding the right exercise program for you? Contact a health coach. Call 1-800-555-0101.

Classes are every evening from 7:00–8:00 p.m. Advanced registration is required. Call 1-800-555-0102.

Sincerely,

Molly Lincoln
STAYFIT Coordinator

Here is a completed merge document with the variables from the data source.

WORD

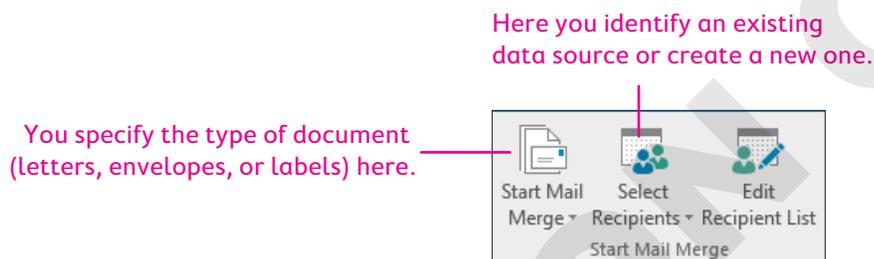
The Benefits of Mail Merge

Mail Merge saves a lot of time. Imagine you want to send a letter to 100 customers. Without Mail Merge, you would have to type the same text in all 100 letters (or copy and paste 100 times). However, with Mail Merge, you create one main document with the standard text and one data source containing customer names and addresses.

You will also really appreciate Mail Merge when you later decide you want to make a change. Using Mail Merge, you can edit the main document once and remerge it with the data source to produce a new **merged document**. Without Mail Merge, you would need to edit each letter individually.

The Mailings Tab

The Mailings tab provides guidance in setting up the main document and data source, and it helps you conduct the merge. The Start Mail Merge group is the beginning point. Alternatively, you can use the Step-by-Step Mail Merge Wizard from the Start Mail Merge menu to walk you through the process.



Working with the Data Source

Data sources typically contain names, addresses, telephone numbers, and other contact information. However, you can include any information in a data source. For example, you could include part numbers and prices to create a parts catalog. You can create a data source in Word, or you can use an external data source, such as an Access database or Excel spreadsheet. Once a data source is created, it can be merged with many different main documents.



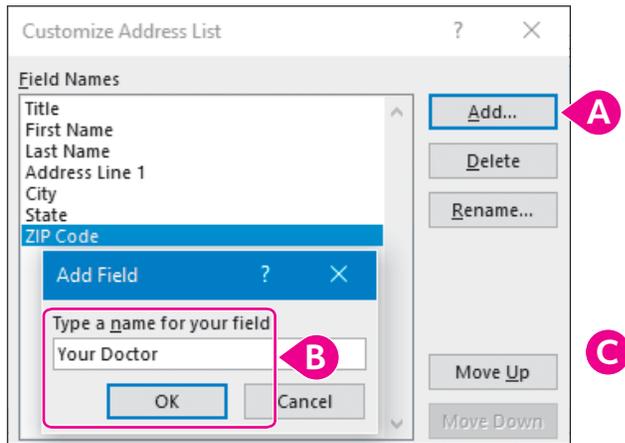
View the video “Creating a Data Source.”

DEVELOP YOUR SKILLS: W5-D1

In this exercise, you will use the Start Mail Merge group on the Ribbon to specify a letter as your main document. Then you will customize the data source columns and enter data.

1. Open **W5-D1-ExerciseLtr** from your **Word Chapter 5** folder and save it as: **W5-D1-ExerciseLtrRevised**
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge** →**Letters**.
You are indicating that the letter you just opened will be the main document. Now you will create your mailing list.
3. Choose **Mailings**→**Start Mail Merge**→**Select Recipients** →**Type a New List**.
The New Address List dialog box opens. Now you will remove unnecessary fields and add a new field.
4. Click **Customize Columns** to open the Customize Address List dialog box.

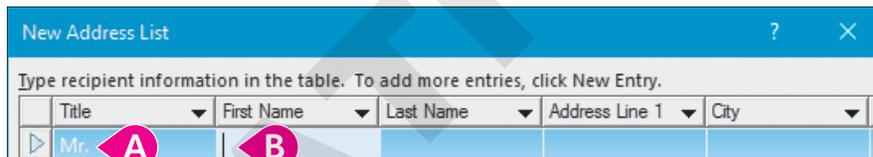
5. Choose **Company Name** and click **Delete**; click **Yes** to verify the deletion.
6. Delete **Address Line 2, Country or Region, Home Phone, Work Phone, and E-mail Address**.
7. Follow these steps to add a field:



- A Click **Add**.
- B Type **Your Doctor** and click **OK**.
- C Click **OK** to close the Customize Address List dialog box.

Enter Records

8. Follow these steps to begin the first record:
The insertion point should be in the Title field.



- A Type **Mr.** in the Title field.
- B Tap **[Tab]** to move to the next field.



Don't type spaces after entering information in a field; Word will take care of it. You can click a field and make editing changes if necessary.

9. Type **Talos** and tap **[Tab]** to move to the next field.
10. Finish entering the Talos Bouras data shown, tapping **[Tab]** between fields. The list of fields will scroll as you **[Tab]** and type:

Mr. Talos Bouras	Ms. Nicole Romero	Mr. Michael Chowdrey
854 Whitmore Drive	132 Lake Street	900 C Street
San Diego CA 92101	San Diego CA 92102	La Jolla CA 92103
Dr. Gonzalez	Dr. Mansee	Dr. Kelly

11. When you complete the first record, click **New Entry** or tap **[Tab]** to generate a new row for the next record; then enter the two remaining records shown.

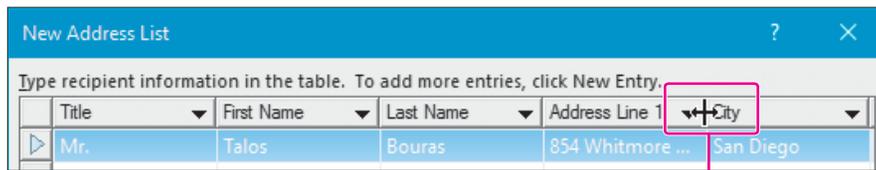


*If you accidentally tap **[Tab]** after the last record, just click Delete Entry to remove the blank record.*

12. Leave the New Address List dialog box open.

Reviewing Your Records

It's a good idea to review your records for accuracy before saving the data source. However, if you miss an error, you can always edit it later.

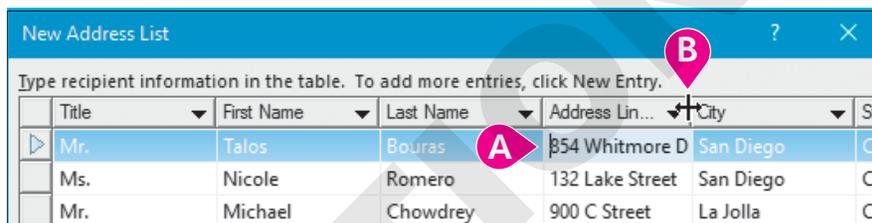


If an entry is wider than the field, position the mouse pointer between column headers and drag to widen (or use the arrow keys to scroll through the entry).

DEVELOP YOUR SKILLS: W5-D2

In this exercise, you will examine your records for accuracy and save your data source.

1. Position the mouse pointer on the scroll bar at the bottom of the dialog box and drag right and left to view all the fields.
2. Follow these steps to review your records:



- A Position the insertion point here and use the **arrow keys** to move through the entry.
 - B Position the mouse pointer here and drag to the right to display the entire entry.
3. Review your entry and correct any typos, and then click **OK** to open the Save Address List dialog box.
4. Save the data source file in your **Word Chapter 5** folder as: **W5-D2-ExerciseLtrData**
Your data source is now connected to the main document.

Managing the Address List

The Mail Merge Recipients dialog box lets you sort and filter address lists, choose records to include in the mail merge, and edit the data source. If you used a Word table, Excel spreadsheet, or other file for your data source, you can edit directly in that data source file. You can also use the New Address List dialog box to create, edit, or delete records and customize columns.

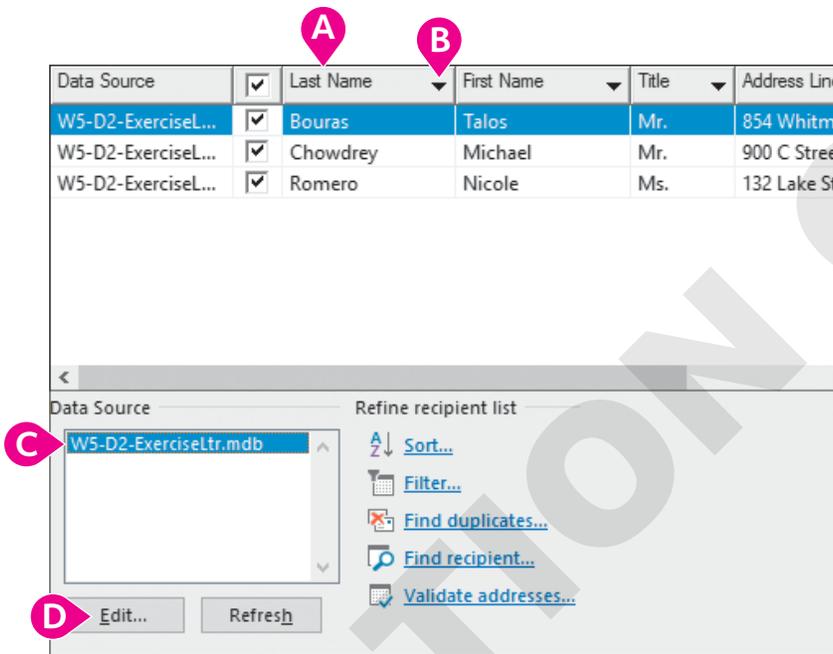


View the video "Working with the Address List."

DEVELOP YOUR SKILLS: W5-D3

In this exercise, you will work with the Mail Merge Recipients dialog box, where you can sort, filter, and edit your mailing list.

1. Choose **Mailings**→**Start Mail Merge**→**Select Recipients** →**Use an Existing List**.
2. Navigate to your **Word Chapter 5** folder and double-click **W5-D2-ExerciseLtrData**.
3. Choose **Mailings**→**Start Mail Merge**→**Edit Recipient List** .
4. Follow these steps to sort and filter the list and open the Edit Source dialog box:



Data Source	Last Name	First Name	Title	Address Line
W5-D2-ExerciseL...	Bouras	Talos	Mr.	854 Whitmore...
W5-D2-ExerciseL...	Chowdrey	Michael	Mr.	900 C Street
W5-D2-ExerciseL...	Romero	Nicole	Ms.	132 Lake Str

Refine recipient list

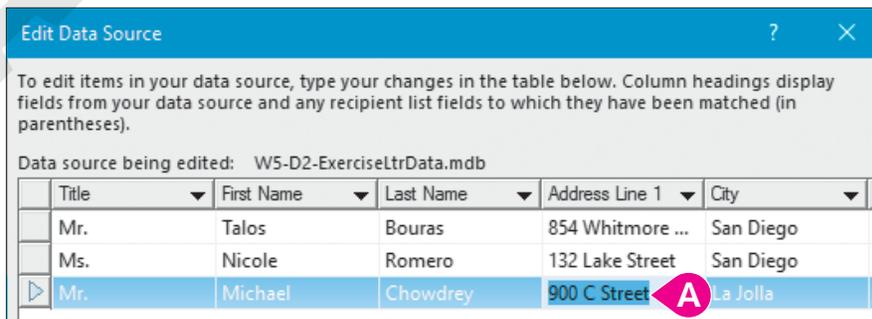
- Sort...
- Filter...
- Find duplicates...
- Find recipient...
- Validate addresses...

Edit... Refresh

- A Click this **field header** to sort the list in ascending order by Last Name.
- B Click the drop-down arrow and choose **Chowdrey** to filter out other entries. Click the arrow again and choose **(ALL)** to redisplay all records.
- C Click the **data source** to activate the Edit button.
- D Click **Edit** to open the Edit Data Source dialog box.

The Edit Data Source dialog box looks and operates like the New Address List dialog box. The entries appear in the order in which they were originally entered.

5. Follow these steps to edit a record:



Edit Data Source

To edit items in your data source, type your changes in the table below. Column headings display fields from your data source and any recipient list fields to which they have been matched (in parentheses).

Data source being edited: W5-D2-ExerciseLtrData.mdb

Title	First Name	Last Name	Address Line 1	City
Mr.	Talos	Bouras	854 Whitmore ...	San Diego
Ms.	Nicole	Romero	132 Lake Street	San Diego
Mr.	Michael	Chowdrey	900 C Street	La Jolla

- A Click this address to select it.
- B Type **146 Meadow Lane** in its place.

6. Follow these guidelines to enter the three records in the following illustration:
 - Click the **New Entry** button or tap **Tab** at the end of the row for each new record.
 - Tap **Tab** to move from one field to the next.
 - If you accidentally tap **Tab** after the last record, use **Delete Entry** to remove the blank record.

Ms. Mary Wright 1240 Potrero Avenue San Diego CA 92101 Dr. Gonzalez	Mr. Derek Navarro 3300 Maple Drive La Jolla CA 92103 Dr. Storm	Mr. Andre Adams 2224 Culver Drive San Diego CA 92102 Dr. Bey
---	--	--

7. Review the entries for accuracy and then click **OK** to close the dialog box.
8. Click **Yes** when the message appears verifying your update.
9. Click **OK** to close the Mail Merge Recipients dialog box.

Working with the Main Document

You accomplish a merge by combining a main document with a data source. **Merge fields** in a main document correspond to fields in the data source. Some merge codes, such as the Address Block code, are composite codes consisting of a number of grouped fields. For example, the Address Block code includes Title, First Name, Last Name, Address, City, State, and Zip.

Merge fields are replaced with the corresponding data from your data source. They appear exactly as you typed them into your data source and exactly where you placed them in your main document.

«Title» «First_Name» «Last_Name» can be contacted at «Home_Phone».

becomes

Ms. Alexia Lopez can be contacted at 831-555-0132.



View the video “Inserting Merge Fields in the Main Document.”

DEVELOP YOUR SKILLS: W5-D4

In this exercise, you will set up a form letter. The exercise letter main document should still be open.

1. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to display formatting characters.
2. Select the **Today's Date** line and tap **Delete**.
3. Choose **Insert**→**Text**→**Date & Time** .
4. Choose the third date format, check **Update Automatically**, if necessary, and click **OK**.

Checking the Update Automatically option means the date in your letter will always be the current date, which is a convenient option for form letters that you want to use again.

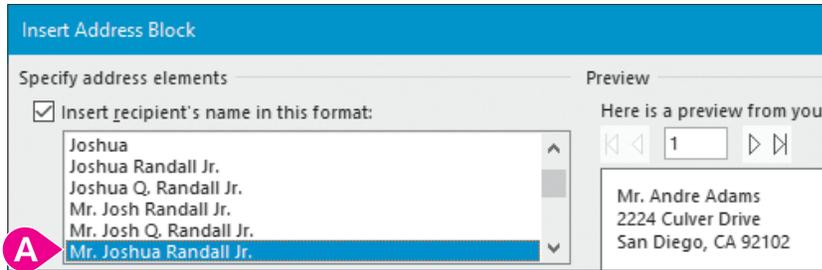
5. Tap **Enter** four times after inserting the date.

Now you will insert the Address Block code.

6. Choose **Mailings**→**Write & Insert Fields**→**Address Block** .

The Insert Address Block dialog box allows you to choose a format for the address block.

- Follow these steps to insert an Address Block code:



- Choose different formats and view the preview on the right; then choose **Mr. Joshua Randall Jr.**

- Leave the remaining options as shown and click **OK**.

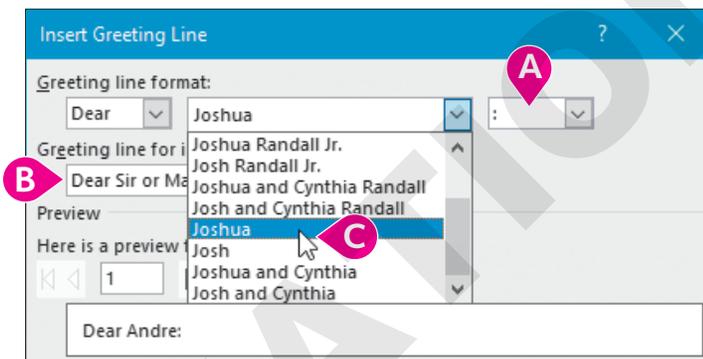
The <<AddressBlock>> code appears in the letter. During the merge, the information from the data source will be inserted at the Address Block code location.

- Tap **Enter** twice.

Now you will insert the Greeting Line code.

- Choose **Mailings**→**Write & Insert Fields**→**Greeting Line** .

- Follow these steps to modify and insert the Greeting Line code:



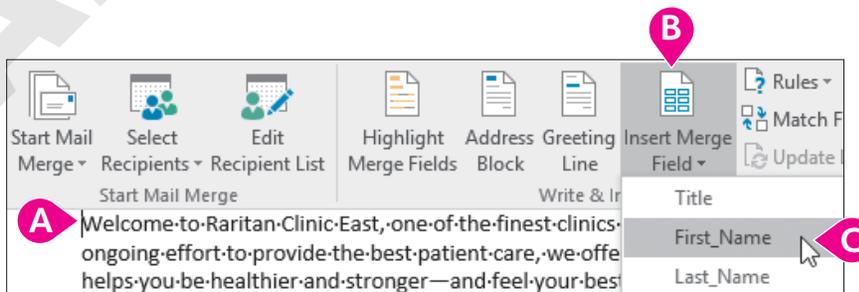
- Change this option to a colon (:).

- Note the generic greeting that will be used for data records if they are missing last names.

- Choose **Joshua** from the list and then click **OK**.

- Tap **Enter** twice.

- Follow these steps to insert the First Name code into the letter:



- If necessary, position the insertion point to the left of *Welcome*.

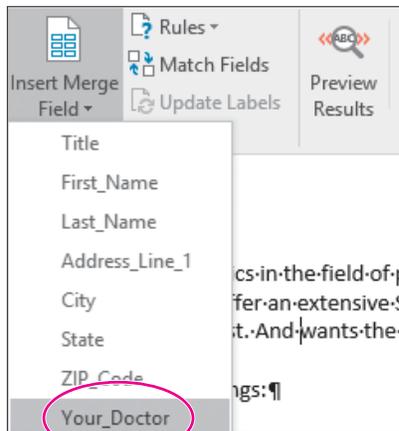
- Click the **Insert Merge Field** menu button .

- Choose **First_Name**.

13. Type a comma and tap **Spacebar**, then delete the uppercase *W* and replace it with a lowercase *w*.
14. Position the insertion point to the left of *wants* as shown:

«First_Name», welcome to Raritan Clinic East, one of the finest clinics in the field of pediatric medicine.
As part of our ongoing effort to provide the best patient care, we offer an extensive STAYFIT program.
Being active helps you be healthier and stronger—and feel your best. And wants the best for you!

15. Choose **Mailings**→**Write & Insert Fields**→**Insert Merge Field**  menu button ▼, choose **Your_Doctor**, and then tap **Spacebar**.



16. Take time to review your letter, making sure the merge fields match this example. In particular, make sure you use the proper punctuation between fields and the text.

The merge fields are highlighted in this figure to help you locate them; your merge fields do not need to be highlighted. (The Highlight Merge Fields button is in the Write & Insert Fields group.)

«AddressBlock»

«GreetingLine»

«First_Name», welcome to Raritan Clinic East, one of the finest clinics in the field of pediatric medicine.
As part of our ongoing effort to provide the best patient care, we offer an extensive STAYFIT program.
Being active helps you be healthier and stronger—and feel your best. And «Your_Doctor» wants the best for you!

Note!

Any punctuation or spacing errors that occur in your main document will appear in every merged letter.

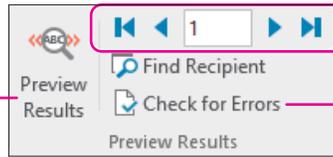
17. Choose **Home**→**Paragraph**→**Show/Hide**  to turn off formatting marks.
18. Save your file.

Conducting a Merge

Merging combines a main document with a data source document. If you are merging a form letter with a data source, Word produces a personalized copy of the form letter for each record in the data source.

It's always a good idea to preview the merge results before you complete the merge so you can make any corrections. If you notice an error that needs to be fixed in the main document, simply click Preview Results again to return to the main document.

Use this button to display the first record from your data source in the letter.

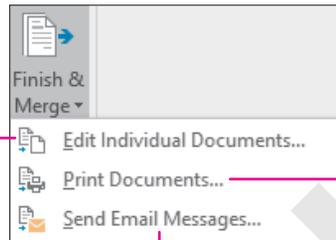


Navigate through the letters with these buttons.

You can click here to have Word check for errors, such as an invalid field code.

When you feel confident that your letter and data source are accurate, you are ready to complete the merge.

This option merges letters on the screen so you can edit individual letters, if desired.



This choice merges directly to the printer.

You can also merge to email messages.

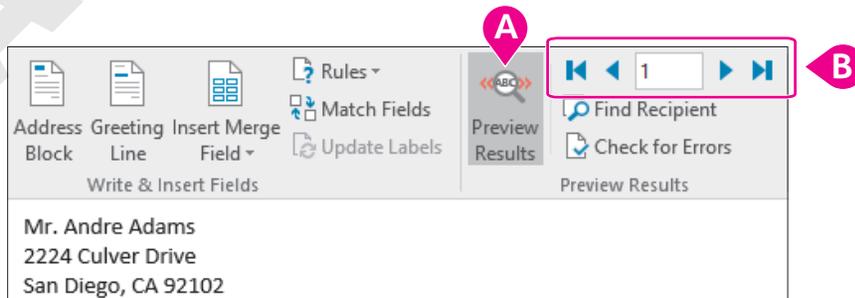
To Save or Not to Save?

Merged documents are rarely saved because they can easily be reconstructed by merging the main document with the data source. Instead, merged documents are usually previewed, printed, and closed without saving. But you can certainly save the merged document if you wish to have a record of it. If a merged document contains errors, you can close it without saving, edit the main document or data source, and conduct the merge again.

DEVELOP YOUR SKILLS: W5-D5

In this exercise, you will use the Preview Results command to review your letters; then you will complete the merge on the screen.

1. If necessary, switch to the **Mailings** tab.
2. Follow these steps to preview the merge:



- A Click **Preview Results** to display the first inside address.
- B Use the navigation buttons to scroll through all your merged documents.

3. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents**.
4. Click **OK** to merge all records.
5. Scroll through the letters and scan their contents.
Notice that there is one letter for each record in the data source.
6. Close the merged document without saving.
7. Choose **Mailings**→**Preview Results**→**Preview Results**  again to display the main document instead of the previews.

Working with Merge Problems

Several common errors can cause a merge to produce incorrect results. The merged document (or preview) will usually provide clues as to why a merge fails to produce the intended results. Once you identify an error in the merged document, such as leaving out a comma or space before or after a merge field, you can then conduct the merge again to determine whether the error was fixed. Repeat this process until the merge works as intended.

COMMON MERGE PROBLEMS

Problem	Solution
The same error appears in every merge letter.	The problem is in the main document. Correct the error and perform the merge again.
Some letters are missing data.	Some records in the data source are missing data. Add data and perform the merge again.
Some letters have incorrect data.	Some records in the data source are incorrect. Correct the errors and perform the merge again.

DEVELOP YOUR SKILLS: W5-D6

In this exercise, you will examine your document for merge problems. This exercise does not address all possible merge problems; it does, however, address one specific error that you will make intentionally. You will insert a colon after the Greeting Line code.

1. Position the insertion point after <<GreetingLine>> and type a colon (:).
2. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents**.
3. Click **OK** to merge all records.
4. Browse through the merged document and notice there are two colons following the greeting line in every letter.
Because the error occurs in every letter, you know the error is in the main document.
5. Locate any other errors and notice how often the errors occur (in every merged letter or just one).
Next you will correct the double colon error and any other errors you discovered that occurred in all letters.

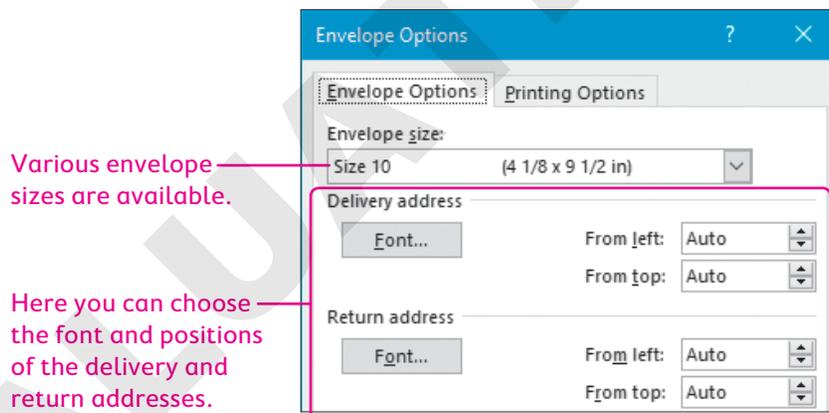
6. Close the merged document without saving; then remove the colon following <<GreetingLine>> and save the main document.
7. Follow these guidelines if you find a data error in just one letter:
 - Choose **Mailings**→**Start Mail Merge**→**Edit Recipient List** .
 - In the Mail Merge Recipients dialog box, highlight the **data source** in the bottom-left corner and click **Edit**.
 - Fix any errors and click **OK**; click **Yes** to update the data.
 - Click **OK** to close the dialog box.
8. When you have corrected any errors, execute the merge again.
9. Close the merged document without saving it and then save and close the exercise letter main document.

Merging Envelopes and Labels

When you begin a mail merge, you are presented with options for the type of main document you can create. In addition to form letters, you can choose envelopes, labels, and other types of documents. You can use the same data source for various main documents. For example, you can use the same data source for envelopes and mailing labels that you used for the form letter.

Generating Envelopes with Mail Merge

Mail Merge lets you choose the envelope size and formats. The standard business (Size 10) envelope is the default. Check your printer manual for instructions on loading envelopes.



DEVELOP YOUR SKILLS: W5-D7

In this exercise, you will choose an envelope as the main document and connect the exercise letter data file to the envelope.

1. Start a new, blank document.
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge** →**Envelopes**.
3. In the Envelope Options dialog box, if necessary, choose **Size 10** as the envelope size and click **OK**.
Now you will attach the same data source that you used for your letter.

4. Choose **Mailings**→**Start Mail Merge**→**Select Recipients** →**Use an Existing List**.
5. In the Select Data Source dialog box, navigate to your **Word Chapter 5** folder and open **W5-D2-ExerciseLtrData**.

Arranging the Envelope

You can insert an Address Block code in the envelope main document just as you do for form letter main documents. If you are not using envelopes with preprinted return addresses, you can type your return address. You save an envelope main document like any other main document.

DEVELOP YOUR SKILLS: W5-D8

In this exercise, you will place the return address and the Address Block code on the envelope. Then you will merge the envelope main document with the data source.

1. If necessary, display formatting marks.
2. Type this return address, starting at the first paragraph symbol in the upper-left corner of the envelope:

Raritan Clinic East
719 Coronado Drive
San Diego, CA 92102
3. Position the insertion point next to the paragraph symbol toward the center of the envelope.
4. Choose **Mailings**→**Write & Insert Fields**→**Address Block** .
5. Click **OK** to accept the default address block settings.

The address information from the data source will appear in this location. Now you will preview the merge.
6. Choose **Mailings**→**Preview Results**→**Preview Results**  to display a record from the data source in the envelope.
7. Use the navigation buttons in the Preview Results group to scroll through all of your merged envelopes.
8. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents** and click **OK** to merge all records.
9. Turn off formatting marks and then scroll through the envelopes and notice that there is one envelope for each record in the data source.

You could use the envelopes for mailing the letters created in the previous exercises. Each letter would have a corresponding envelope because they are generated from the same data source.
10. If necessary, fix any problems with the mail merge and merge the envelopes again.
11. Close the merged document without saving it.
12. Choose **Mailings**→**Preview Results**→**Preview Results**  to turn off the preview.
13. Save the main document envelope in your **Word Chapter 5** folder as **W5-D8-ExerciseLtrEnv** and then close it.

Generating Labels with Mail Merge

You can use Mail Merge to generate mailing labels for each record in a data source. Mail Merge lets you choose the label format, sheet size, and other specifications. It also lets you insert an Address Block code and other codes in the main document. Like other main documents, a label main document can be saved for future use.



View the video “Using Label Options.”

DEVELOP YOUR SKILLS: W5-D9

In this exercise, you will set up a labels main document and merge it with the data source used in the previous exercises.

1. Start a new, blank document and, if necessary, display formatting marks; also, if necessary, set the zoom back to 100%.
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge** →**Labels**.
3. Follow these steps to choose a printer option and a label:

- A Choose **Default Tray**. The text in parentheses may vary based on the printer model.
- B Choose **Avery US Letter**.
- C Choose **5160 Address Labels** and click **OK**.

The labels main document appears in the window. Labels are contained in a Word table, but don't worry. You don't have to be a table expert to create labels.

Connect the Data Source

4. Choose **Mailings**→**Start Mail Merge**→**Select Recipients** →**Use an Existing List**.
5. In the Select Data Source dialog box, navigate to your **Word Chapter 5** folder and open **W5-D2-ExerciseLtrData**.

6. Make sure the insertion point is next to the paragraph symbol in the first address label.
Notice that the space for the first label is blank and all the rest have a Next Record code in them. Now you will add the Address Block code.
7. Choose **Mailings**→**Write & Insert Fields**→**Address Block**  and click **OK**.
8. Choose **Mailings**→**Write & Insert Fields**→**Update Labels**  to place the Address Block code in all labels.
Your address will fit the labels better if you remove the additional spacing.
9. Select the table and choose **Layout**→**Paragraph**; then type **0** in the Before field and tap **Enter**.
10. Choose **Mailings**→**Preview Results**→**Preview Results**  to see how the labels will look when you print them.
11. Turn off Preview Results when you are finished.

Conduct the Merge

12. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents**.
 13. Click **OK** to merge all the records.
 14. Close your merged document without saving it.
 15. Save the labels main document in your **Word Chapter 5** folder as: **W5 -D9 -MergeLabels**
 16. Close the document and then exit Word.
-

Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

Reinforce Your Skills

REINFORCE YOUR SKILLS: W5-R1

Create a Data Source and Main Document

In this exercise, you will create a data source and main document for a Kids for Change mailing. The kids are holding a fundraiser for a microlending project that focuses on providing economic opportunities for entrepreneurs in India. They will conduct a mailing to announce the upcoming project and canvass their neighborhoods for donations.

1. Start Word, open **W5-R1-Fundraiser** from your **Word Chapter 5** folder, and save it as: **W5-R1-FundraiserRevised**
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge** →**Letters** to identify the fundraising letter as the main document.
3. Choose **Mailings**→**Start Mail Merge**→**Select Recipients**→**Type a New List**.
4. Click **Customize Columns**.
5. Click **Address Line 2** and click **Delete**; click **Yes** to confirm the deletion.
6. Also delete the following fields:
 - Country or Region
 - Home Phone
 - Work Phone
 - E-mail Address
7. Click **Add**, type **Member First Name**, and then click **OK**.
8. Also add a field called **Member Last Name** and then click **OK** twice.
9. With the insertion point in the Title field, type **Ms .** and tap **Tab**.
10. Follow these guidelines to complete the data source list:
 - Continue typing and tabbing to complete the first record shown.
 - Be sure to include the member first name, *Eric*, and last name, *Speck*, in the first record.
 - Tap **Tab** to begin a new record and then continue typing and tabbing to enter the next three records.
 - Note that there is no company information for the third record; **Tab** through that field.
 - If you accidentally tap **Tab** following the last record, use the **Delete Entry** button to remove the blank record.

Ms. Loretta Morales Morales Super Market 311 Ocean Street Miami FL 33130 Member: Eric Speck

Mr. Tony D'Agusto Tony's Trattoria 675 Miller Ave. Miami FL 33129 Member: Wendy Chang

Mr. Allan Morgan 951 4th Street Miami FL 33136 Member: Stella Hopkins
--

Ms. Margarita Elizondo Elan Fashions 307 Dolphin Way Miami FL 33136 Member: Diego Cantero

11. Review your records for accuracy; click **OK** when you are satisfied with your work.
12. Save the data source in your **Word Chapter 5** folder as: **W5-R1-FundraiserData**

Set Up the Main Document

13. In the fundraiser letter, select **[Inside Address]** (but not the paragraph symbol at the end of the line) and tap **Delete**.
14. Choose **Mailings**→**Write & Insert Fields**→**Address Block**  and then click **OK** to accept the default address block settings.
15. Delete **[Name]** in the greeting line but not the paragraph symbol at the end of the line.
16. Choose **Mailings**→**Write & Insert Fields**→**Greeting Line**.
17. Choose **Joshua** and **colon** in the Greeting Line Format area as shown and click **OK**.



18. In the last sentence of the first paragraph, delete **[Member Name]**.
19. Choose **Mailings**→**Write & Insert Fields**→**Insert Merge Field** menu button ▼→**Member_First_Name**.
20. Tap **Spacebar** and insert the **Member_Last_Name** field.
21. Save and close the letter.

REINFORCE YOUR SKILLS: W5-R2

Merge a Letter, Envelopes, and Labels

Kids for Change is starting an after-school tutoring program. The tutoring supervisor will send form letters to parents announcing the program. In this exercise, you will merge a data source with a letter. You will also merge the data source with envelopes and labels.

1. Open **W5-R2-ParentLtr** from your **Word Chapter 5** folder and save it as: **W5-R2-ParentLtrRevised**
Notice the merge fields in the letter, including four merge fields in the body of the letter, and that <<Child_Name>> appears twice.
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge** →**Letters**.
3. Choose **Mailings**→**Start Mail Merge**→**Select Recipients**→**Use an Existing List**.
4. Navigate to your **Word Chapter 5** folder and open **W5-R2-ParentData**.
5. Choose **Mailings**→**Preview Results**→**Preview Results**.
6. Navigate through the records and then turn off Preview Results.
7. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents** and then click **OK** to merge all records.
8. Scroll through the merged letters; close the file without saving it.
9. Save and close the parent letter main document.

Generate Envelopes

10. Start a new, blank document.
11. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge**→**Envelopes**.
12. Click **OK** to accept the envelope defaults.
13. Choose **Mailings**→**Start Mail Merge**→**Select Recipients**→**Use an Existing List**.
14. Navigate to your **Word Chapter 5** folder and open **W5-R2-ParentData** to attach the data source to the envelope.
15. If necessary, display formatting marks; then type this return address at the first paragraph symbol in the upper-left corner of the envelope:
Kids for Change
726 Throckmorton Ave.
Sacramento, CA 95613
16. Position the insertion point next to the paragraph symbol toward the center of the envelope.
17. Choose **Mailings**→**Write & Insert Fields**→**Address Block**; click **OK** to accept the address block defaults.
18. Choose **Mailings**→**Preview Results**→**Preview Results**.
19. Navigate through the records and then turn off Preview Results.
20. Save the envelope as **W5-R2-ParentEnv** and close the envelope file.

Generate Mailing Labels

21. Start a new, blank document.
22. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge**→**Labels**.
23. If necessary, choose **Avery US Letter** as the Label Vendor and **5160 Easy Peel Address Labels** as the Product Number, and then click **OK**.
24. Choose **Mailings**→**Start Mail Merge**→**Select Recipients**→**Use an Existing List**.
25. Navigate to your **Word Chapter 5** folder and open **W5-R2-Parent Data**.
26. Display formatting marks, if necessary, and then make sure the insertion point is next to the paragraph symbol in the first label.
27. Choose **Mailings**→**Write & Insert Fields**→**Address Block**; click **OK** to accept the address block defaults.
28. Choose **Mailings**→**Write & Insert Fields**→**Update Labels**  to insert the Address Block code on all labels.
29. Choose **Mailings**→**Preview Results**→**Preview Results** to verify all labels will print correctly.
Because the addresses are three lines, they fit on the Avery 5160 labels without removing extra spacing.
30. Turn off Preview Results to return to the labels main document.
31. Save the labels file in your **Word Chapter 5** folder as: **W5-R2-ParentLabels**
32. Close the file.

REINFORCE YOUR SKILLS: W5-R3

Merge Letters and Envelopes

Kids for Change is sponsoring a walkathon fundraiser to buy musical instruments for the local elementary school. The walkathon supervisor will be contacting Kids for Change members and encouraging their participation. In this exercise, you will designate a letter as the main document and create a data source. Then you will preview the results and correct any merge problems before conducting the merge. Finally, you will generate envelopes for the letters.

1. Open **W5-R3-Walkers** from your **Word Chapter 5** folder and save it as: **W5-R3-WalkersRevised**
2. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge**→**Letters** to designate the Walkers letter as the main document.
3. Choose **Mailings**→**Start Mail Merge**→**Select Recipients**→**Type a New List**.
Now you will customize the data source columns.
4. Click **Customize Columns** to display the Customize Address List dialog box.
5. Click **Company Name** and click **Delete**; click **Yes** to confirm the deletion.
6. Delete the following fields and then click **OK**:
 - **Address Line 2**
 - **Country or Region**
 - **Work Phone**
 - **E-mail Address**
7. In the Title field, type **Mr.** and tap **Tab** to move to the next field.
8. Type **Sean** in the First Name field, tap **Tab**, and type **Corn** in the Last Name field.
9. Continue tabbing and typing to complete the *Sean Corn* record as shown, tap **Tab** to begin the next record, and then enter the remaining records:

Mr. Sean Corn 308 Alhambra Avenue Monterey CA 93940 831-555-0134	Mr. Craig Dostie 31200 Erwin Street Monterey CA 93940 831-555-0167	Ms. Alexia Lopez 2134 Harbor Blvd. Monterey CA 93942 831-555-0132
Ms. Margaret Wong 1308 West Ramona Blvd. Monterey CA 93940 831-555-0198	Ms. Phyllis Coen 4745 Buffin Avenue Monterey CA 93943 831-555-0178	Mr. Winston Boey 263 East Howard Street Monterey CA 93944 831-555-0196

10. Review your records for accuracy and make any necessary corrections.
Now you will sort your list by Last Name.
11. Click the **Last Name** column header to sort the list alphabetically in ascending order and then click **OK**.
12. Navigate to your **Word Chapter 5** folder and save the file as: **W5-R3-WalkersData**

Set Up the Main Document and Correct Merge Problems

13. Follow these guidelines to insert the merge codes:
 - Replace *INSIDE ADDRESS* with the **Address Block** code using the default formats.
 - Replace *GREETING LINE* with the **Greeting Line** code, changing the Greeting Line Format name to **Joshua**.
 - In the last paragraph, replace *HOME PHONE* with the **Home_Phone** code.
14. Use the Preview Results feature to review your letters, correct any errors in the main document, and then turn off Preview Results.

Phyllis Cohen's name is misspelled in the data source. You will make that correction now.
15. Choose **Mailings**→**Start Mail Merge**→**Edit Recipient List** .
16. Click the **data source** in the bottom-left corner and click **Edit**.
17. Change the spelling from *Coen* to **Cohen** and then click **OK**.
18. Click **Yes** to verify the update and then click **OK** to close the Mail Merge Recipients dialog box.
19. Turn on Preview Results and use the navigation buttons to verify the change to the data source and any changes you made to the main document; then turn off Preview Results.
20. Choose **Mailings**→**Finish**→**Finish & Merge** →**Edit Individual Documents** and then click **OK**.
21. Scroll through your letters and then close the merged document without saving it; save and close the main document letter.

Merge Envelopes

22. Start a new, blank document.
23. Choose **Mailings**→**Start Mail Merge**→**Start Mail Merge**→**Envelopes**.
24. Make sure the envelope is **Size 10** and click **OK**.

Now you will attach the data source to your envelope.
25. Choose **Mailings**→**Start Mail Merge**→**Select Recipients** →**Use an Existing List**.
26. Navigate to your **Word Chapter 5** folder and open **W5-R3-WalkersData**.
27. If necessary, turn on formatting marks; then type this return address at the top paragraph symbol in the upper-left corner of the envelope:

Kids for Change
456 Bayside Road
Monterey, CA 93943
28. Position the insertion point next to the paragraph symbol toward the middle of the envelope.
29. Choose **Mailings**→**Write & Insert Fields**→**Address Block** and then click **OK**.
30. Choose **Mailings**→**Preview Results**→**Preview Results**.
31. Use the navigation buttons to view all envelopes and then turn off the preview.
32. Choose **Mailings**→**Finish**→**Finish & Merge**→**Edit Individual Documents** and then click **OK**.
33. Scroll through the envelopes and then close the file without saving it.
34. Save the envelope main document in your **Word Chapter 5** folder as **W5 - R3 - WalkersEnv** and close the document.

Apply Your Skills

APPLY YOUR SKILLS: W5-A1

Create a Data Source and Main Document

Universal Corporate Events is announcing a new affordable and flexible program for its small-business clients. In this exercise, you will create a small-business client data source, and you will review the records and sort the list. Then you will specify a letter as a main document and insert merge fields in the letter.

1. Open **W5-A1-SmallBiz** from your **Word Chapter 5** folder and save it as: **W5-A1-SmallBizRevised**
2. Specify the Small Biz letter as the main document.
Now you will customize the columns for your new data source.
3. Delete and add columns as needed to create the following fields in your data source:
 - Title
 - First Name
 - Last Name
 - Company Name
 - Address Line 1
 - City
 - State
 - Zip Code
 - Agent Name
4. Add these records to your data source:

Mr. Tony Simpson	Mr. Jason Jones	Ms. Debbie Thomas
Bigger Time Video Distributors	Move It Distribution	Barker Books
312 York Lane	2233 Crystal Street	497 Tennessee Street
Richmond CA 94804	San Mateo CA 94403	Richmond CA 94804
Agent Name: David Roth	Agent Name: Tammy Nelson	Agent Name: Jacob Williams

5. Sort the data source in ascending alphabetic order by **Company Name**.
6. Save the data source in your **Word Chapter 5** folder as: **W5-A1-SmallBizData**
7. Delete the *Today's Date* placeholder, choose **Insert**→**Text**→**Date & Time** , choose the third date format, and make sure **Update Automatically** is checked.
8. Follow these guidelines for inserting merge codes in the main document:
 - Replace *INSIDE ADDRESS* with the **Address Block** code using the default formats.
 - Replace *GREETING LINE* with the **Greeting Line** code and change the ending punctuation to a colon.
 - In the last paragraph, replace *AGENT NAME* with the **Agent_Name** code.
9. Preview the letters and check that the spacing is correct, and then turn off the preview and make any needed changes.
10. Save and close the letter.

APPLY YOUR SKILLS: W5-A2

Complete a Merge

Universal Corporate Events is conducting a seminar on visa requirements for United States citizens. It is sending a form letter invitation to its clients' in-house travel agents. In this exercise, you will merge letters, envelopes, and labels. You will also correct merge problems.

1. Open **W5-A2-VisaLtr** from your **Word Chapter 5** folder and save it as:
W5-A2-VisaLtrRevised
2. Designate the letter as the main document and **W5-A2-VisaData** from your **Word Chapter 5** folder as the data source.
3. Preview the merge and notice that there is an error in the greeting line.
4. Close the preview and then edit the main document and preview the letters again, checking that the greeting line is correct.
5. Close the preview; save and close the main document.

Merge Envelopes and Labels

6. Start a new, blank document and create a **Size 10** envelope as the main document with this return address:
Suzanne Frost, Sales Manager
Universal Corporate Events
129 Potter Road
Middlefield, CT 06455
7. Attach **W5-A2-VisaData** as the data source for the envelopes.
8. Insert an **Address Block** code in the middle of the envelope using the default formats.
9. Preview the envelopes.
10. Save the envelope main document in your **Word Chapter 5** folder as **W5-A2-VisaEnv** and then close it.
11. Start a new, blank document and create a label main document using **Avery US Letter** as the Label Vendor and **5160 Address Labels** as the Product Number.
12. Attach **W5-A2-VisaData** as the data source.
13. Insert the **Address Block** code in the first label using the default formats and use the **Update Labels** command to replicate the Address Block code on all labels.
14. Preview the results and notice that the addresses don't fit well on the labels.
15. Close the preview, select the labels table, and remove Word's extra spacing by entering **0** in the Before field.
Hint: The Before field is at Layout→Paragraph.
16. Preview the results again to ensure that the labels fit correctly.
17. Close the preview and save the labels main document in your **Word Chapter 5** folder as:
W5-A2-VisaLabels
18. Close the labels main document.

APPLY YOUR SKILLS: W5-A3

Create a Mail Merge for Trip Winners

A Universal Corporate Events client is rewarding its top sales performers with a trip to Tokyo. It will send an itinerary letter to the company's winners. In this exercise, you will create a data source using customized columns and add merge codes to main documents. You will preview and merge the main documents with the data source, make an editing change to a record, and sort the data source.

1. Open **W5-A3-TokyoLtr** from your **Word Chapter 5** folder and save it as: **W5-A3-TokyoLtrRevised**
2. Specify the letter as the main document and then start a new data source list.
3. Customize the columns by deleting some fields and keeping the fields shown here:
 - Title
 - First Name
 - Last Name
 - Company Name
 - Address Line 1
 - City
 - State
 - Zip Code
4. Create the data source using these three records and save it as: **W5-A3-TokyoData**

Ms. Jasleen Mahal	Mr. George Iverson	Mr. Anthony Waldek
Superior Storage Devices	Superior Storage Devices	Superior Storage Devices
951 Industrial Way	951 Industrial Way	951 Industrial Way
Trenton NJ 08601	Trenton NJ 08601	Trenton NJ 08601

5. Follow these guidelines to insert merge codes in the letter:
 - Replace *INSIDE ADDRESS* with **Address Block** code using the default formats.
 - Replace *GREETING LINE* with **Greeting Line** code using the default formats.
 - In the first paragraph, replace *COMPANY NAME* with the **Company_Name** code.
 - In the last paragraph, replace *FIRST NAME* with the **First_Name** code.

Preview the Merge Results

6. Preview the merge, make sure the spacing is correct, and then close the preview.
7. Modify the spacing in the main document, if necessary.

You want the greeting line to be less formal, so you will change the format to the recipient's first name.
8. Right-click the **Greeting Line** code and choose **Edit Greeting Line** from the menu.
9. In the Greeting Line Format area, click the drop-down arrow next to *Mr. Randall*, choose **Joshua** from the list, and click **OK**.
10. Preview the letters again to ensure the change was made and then turn off the preview.

11. Merge the letter with the data source, choosing **Edit Individual Documents**, and then scroll through the letters.
12. Close the merged document without saving it; save and close the main document.

Merge Envelopes and Labels

13. Start a new, blank document, designate it as a mail merge envelope, and use a **Size 10** envelope.
14. Insert this return address on the envelope:
Ms. Tasha Reynolds
Universal Corporate Events
456 Riverview Road
Trenton, NJ 08601
15. Attach the Tokyo data source to the envelope and insert the **Address Block** code using defaults.
16. Merge the envelopes and check them for accuracy; if necessary, correct any errors and conduct the merge again.
17. Close the merge document without saving it.
18. Save the envelope main document as **W5-A3-TokyoEnv** and then close it.
19. Start a new, blank document and designate it as **Labels**.
20. Choose **Avery US Letter** as the Label Vendor and **5160 Address Labels** as the Product Number.
21. Attach the Tokyo data source, insert the **Address Block** code with default settings in the first label, and update the labels to replicate the **Address Block** code in all labels.
22. Preview the labels and notice the addresses don't fit well because of Word's extra spacing.
23. Close the preview, select the labels table, and remove the extra spacing.
24. Preview the labels again to verify the change in spacing and then close the preview.
25. Save the labels main document as **W5-A3-TokyoLabels** and then close it.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: W5-P1

Taylor Games New Items Letter

Taylor Games wants to track customer purchases, storing that information in a data source. In this exercise, you will set up a prototype data source and a letter that will be sent to existing customers promoting new items.

- Download and open your Project Grader starting file.
 - Using eLab: Download **W5_P1_eStart** from the Assignments page. You must start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **W5_P1_Start** from your **Word Chapter 5** folder.

You'll now set up a mail merge using *W5_P1_eStart* as your mail merge main document.
- Create a new Address List for your main document using these guidelines:
 - Delete these field names from the Field Names list: **Title, Company Name, Address Line 2, Country or Region, Home Phone, Work Phone,** and **E-mail Address.**
 - Add a field named **Item Type** to the end of the Field Names list.
- Add these three customer entries to your Address List:

First Name	Last Name	Address Line 1	City	State	ZIP Code	Item Type
Curt	Smith	555 Rock Lane	Danville	CA	94506	Dice
Fred	Parker	664 Park Road	Scottsdale	AZ	85258	Games
Kim	Price	1775 Pine Place	Elmira	NY	14901	Books

- Save your address list to your **Word Chapter 5** folder as: **W5_P1 Address List.mdb**
- In the main document on the second empty paragraph below *Today's Date*, insert an **Address Block** using the **Joshua Randall Jr.** format.

Today's Date¶

¶

¶

¶

Dear·FIRSTNAME:¶

- Replace the **FIRSTNAME** and **ITEMTYPE** placeholder text with merge fields as follows. Make sure the spacing between the merge fields and surrounding text is the same as the current spacing between the placeholders and text.
 - Replace the two occurrences of *FIRSTNAME* with the **First_Name** merge field.
 - Replace *ITEMTYPE* in the first body paragraph with the **Item_Type** merge field.

7. Replace the *Today's Date* text by typing the current date in whatever format you like best. Maintain the current one empty paragraph spacing between the date and address block.
8. Finish & merge all records, creating editable individual documents. If necessary, review your merge results, make corrections in your source document, and remerge.
9. Save the merged letters to your **Word Chapter 5** folder as **W5_P1 Merged Letters** and then close the document.
10. Save your main document.
 - *Using eLab:* Save it to your **Word Chapter 5** folder as **W5_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 5** folder as: **W5_P1_Submission**

PROJECT GRADER: W5-P2

Generating Mail Merge Envelopes

You've been asked to generate envelopes from an existing Classic Cars Club database. In this exercise, you will set up the necessary main document and conduct a merge to produce the desired envelopes.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W5_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W5_P2_Start** from your **Word Chapter 5** folder.

You'll now set up a mail merge using the empty W5_P2_eStart as your mail merge main document.
2. Start your mail merge by changing the document type to **Envelope, Size 10**.
3. Enter the following return address in the top-left corner:

Lisa Rowling
Classic Cars Club
356 Maple Lane
Renton, WA 98056
4. Use the existing list **W5_P2 Addresses** from your **Word Chapter 5** folder as your data source and use the table **Sheet1\$**.
5. Insert an **Address Block** in the rectangular box near the bottom-center of the envelope using the **Joshua Randall Jr.** format.
6. Finish and merge all records, creating editable individual envelopes. If necessary, review your merge results, make corrections in your source document, and remerge.
7. Save the merged envelopes to your **Word Chapter 5** folder as **W5_P2 Merged Envelopes** and then close the document.
8. Save your main document.
 - *Using eLab:* Save it to your **Word Chapter 5** folder as **W5_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 5** folder as: **W5_P2_Submission**

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W5-E1 That's the Way I See It

You are planning a field trip for the fifth-grade class you teach. Create a permission letter informing parents of the trip and how it relates to students' school work (e.g., visiting an aquarium after studying about ocean life). Include a request for parents to sign and return the letter. Save the letter as: **W5-E1-FieldTripLtr**

Create a three-record data source of parent names and addresses and any other variables you choose. Customize the data source with only the column headings you need. Save the data source as **W5-E1-FieldTripData** and insert merge codes in the form letter. Merge the main document and data source. Save the merged document as: **W5-E1-FieldTripLtrMerged**

Create an envelope main document with your return address, merge it with your data file, and save it as: **W5-E1-FieldTripEnvMerged**

W5-E2 Be Your Own Boss

You are introducing a rewards program for Blue Jean Landscaping customers. Create a form letter of two to three paragraphs describing how customers can accumulate points toward purchases. Mention three other benefits (make them up) for program members. Save the letter as: **W5-E2-RewardsLtr**

Create a data source of three customers' names and addresses and any other fields you want to use. Customize the data source for only those columns needed. Save it as **W5-E2-RewardsData** and insert merge field codes in the letter. Conduct the merge, saving the merged document as: **W5-E2-RewardsLtrMerged**

Finally, create a labels document named **W5-E2-RewardsLabels** and merge it with the data source. Save the merged labels as: **W5-E2-RewardsLabelsMerged**

W5-E3 Demonstrate Proficiency

Stormy BBQ has added brisket of beef to its menu! It offered a free beef brisket meal and a \$20 gift certificate to the first five customers who visited its restaurant on New Year's Day. It plans to mail the certificates to the qualifying customers. As a Stormy BBQ employee, you have been asked to compose a congratulatory letter to go with the certificates. Compose an appropriate letter of two or three paragraphs saved as: **W5-E3-CertLtr**

Create a name and address data source for five winners. Customize the data source by adding any fields you want to use in your letter; delete any fields you don't intend to use. Save the data source as **W5-E3-CertData** and merge the letter and the data source. Save the merge document as: **W5-E3-CertLtrMerged**

Finally, create an envelope main document to go with the mailing and include Stormy BBQ's return address and the Address Block code on a Size 10 envelope. Save the envelope main document as **W5-E3-CertEnv** and preview the envelopes to verify that they will print correctly. Make corrections if necessary, merge the envelope with your data source, and then save the merged document as: **W5-E3-CertEnvMerged**

Glossary

Access Database software that helps you quickly retrieve data; allows you to create and enter data into a table and then use forms, reports, and queries to display the desired results

AutoComplete A feature that offers to complete the typing for you when it recognizes certain words or phrases

AutoCorrect Predefined text used for automatically correcting common spelling and capitalization errors; can be customized with user-defined entries

block style Letter style that aligns all parts of a letter with the left margin

captions Text added to a figure to describe or explain the figure; text formatted as captions can be used to create a table of figures

cell A box formed by the intersection of a row and column table, in which information is entered and displayed

character styles Styles used to format a single word or selected group of words with text formatting such as font, bold, font size, etc.; no paragraph formatting is included

citation(s) Reference to a source used in a document; contains information to locate the source

Clipboard A location within Microsoft Office that contains thumbnails of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session; used to quickly paste text, pictures, images, or charts into a file

column break Manual break of a newsletter column at a specified location; moves text at the break point to the top of the next column

columns Vertical arrangement of cells in a table

Comment Electronic note attached to a document

contextual tab(s) Hidden Ribbon tabs that only appear when certain types of objects, such as pictures or tables, are selected

Copy Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard

cropping Cutting off parts of a picture to make certain other elements stand out or to remove unwanted elements

Cut Removes the original selection from the source location and places the selection on the Office Clipboard

data source In Mail Merge, the variable data that merges with the main document; controlled by merge fields in the main document

demote To increase text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

endnotes Notes that appear at the end of the document body in which the reference is made; numbered sequentially throughout a document

Excel Worksheet software, arranged with rows and columns, used to create calculations and to make what-if analyses; perfect for preparing a budget or income statement or determining the amount of interest paid on a loan

file format Type of method used for storing information in a file; each application normally has a special file format it uses by default

footer Text that usually, but not always, is located toward the bottom of a document and that repeats on all (desired) pages within a document

footnotes Notes that appear at the bottom of the page on which the reference is made; footnote numbers can start with 1 on each page or can be numbered sequentially throughout a document or individually

Format Painter Applies the character and paragraph formatting from the source selection to any characters or text selected

formatting marks Special characters such as spaces, tabs, and paragraph symbols made visible when the Show/Hide button is turned on

handles Small squares or circles on selected graphics that can be dragged to make the graphic larger or smaller

header Text that usually, but not always, is located toward the top of a document, slide, or handout and that repeats on all (desired) pages, slides, or handouts within a document or presentation

hyperlink A block of text or a graphic that takes you to another location in a file, to another file, or to a web page when clicked

insert control Appears when the mouse pointer is outside the table, pointing between columns or rows; click the control to insert a new column or row at that location

Keep Source Formatting Pastes the text and the selection with any formatting (bold, italic, underline) of the selection from the source location to the target location; the selection pasted retains the original formatting from the source location

Keep Text Only Pastes the selection from the source location to the target location; the selection pasted takes on the formatting of the target location

line spacing Vertical space between lines of text

Live Preview Feature that allows you to point at formatting commands on the Ribbon to show how the format would appear on selected text and objects without actually applying the format

Mail Merge Feature used to personalize standard letters, envelopes, mailing labels, and other documents by combining a main document with a data source

main document In a Mail Merge, the document that contains the content that remains the same for each recipient; controls the merge with merge fields

manual page break Forced page break created by pressing **Ctrl**+**Enter** or choosing Insert→Pages→Page Break

merge fields Placeholders in a Mail Merge main document that instruct Word to insert information from a data source

Merge Formatting Pastes the text and selection with any formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting already at the target location; the selection pasted has formats from both the source and target locations

merged document Document that results when you complete a merge of the main document and the data source

Microsoft account Account that gives you access to your Microsoft settings, files, contacts, and more, as well as to your computer or other devices; can include Bing, Hotmail, MSN, Office, OneDrive, Outlook, Skype, Stores, or Xbox Live

Microsoft Office 2019 Version of Microsoft Office that you purchase one time, for one device, similar to what you may have done to obtain software in the past; anytime there is a new version of Microsoft Office, you need to purchase it if you desire the most recent version (select Office Home & Student 2019 to install Office on one PC)

MLA style *Modern Language Association Handbook for Writers of Research Papers*; shows how to work with sources in expository writing

object Refers to graphical images such as shapes, WordArt, Excel spreadsheets, charts, and pictures; these elements can be shared between documents

Office 365 Version of Microsoft Office that has a monthly subscription rate for one or more devices that offers automatic updates similar to how you purchase apps on your smartphone or tablet (select Office 365 Personal for a monthly subscription for one device—PC or Mac, plus one smartphone and one tablet; select Office 365 Home for a monthly subscription for up to five PCs or Macs, plus five smartphones and five tablets)

Office Online Version of Microsoft Office that is free when you are logged in to a Microsoft account; the online apps include Outlook, Word Online, Excel Online, PowerPoint Online, OneNote Online, and Sway; not all features of Office 365/2019 are available in these apps

OneNote Notetaking software used to organize notes (handwritten or keyed), audio/sound recordings, screen captures, or sketches you have collected or created to share with others

orientation Direction in which the page is turned for viewing and printing, either portrait (short edge on top) or landscape (long edge on top)

Outlook Personal information manager software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes

paragraph In Word, this is created anytime you tap **Enter**; it can consist of several lines, a single line, or a blank line

paragraph style Style used to format a paragraph or selected group of paragraphs; may include character formatting

Paste Inserts a copy of the most recent item found on the Office Clipboard at the target location, or destination; there are usually at least three paste choices: Keep Source Formatting, Merge Formatting, and Keep Text Only

PowerPoint Presentation software used to create, edit, revise, format, and share slides designed to tell a story, market a product, or explain a concept

promote To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, to elevate the item to the next higher level of bullet

Publisher Desktop publishing software used to design and lay out text and images, often for newsletters or brochures

rows Horizontal groups of cells in a table

section break Position in a document where one section ends and another begins because page formatting is going to change, such as from single- to multiple-column layout

select To drag over the desired text with the mouse pointer or other called highlighting

shapes Tool for drawing graphics in documents

Show/Hide button Feature that displays nonprinting characters such as tabs, spaces, and paragraph symbols onscreen for easy access

Skype Web communication software that utilizes the Internet to share audio, video, text, messages, files, or desktops via a webcam on both the sending and receiving devices

SmartArt Predesigned graphic designs added to a document; categories include List, Hierarchy, Pyramid, and so forth

smart tag Context-sensitive option button that appears on menus

software suite Collection of applications generally produced by the same manufacturer and bundled together for a better price that provides a common user interface throughout each application

sort Process used to arrange data in a specific order, such as alphabetic, numeric, by date, or in ascending or descending order

source Original location of text that has been cut or copied

split To create two or more table cells from a single table cell

style Group of formats that allows you to quickly apply multiple formats at once; when a style is modified, all text with the style applied is updated with the modification; also known as Quick Styles

tab stops Preset stops along the horizontal ruler set at every half inch to control and align text; can be customized

table styles Styles applied to table cells, rows, or columns to ensure formatting consistency

target Destination location for pasted text

template A preformatted document or workbook layout used as the basis for new documents to maintain consistency among documents and save the user time and that usually contains text, paragraph, table, graphical, and other types of formatting

theme Preset formatting selections you can apply to a document or presentation; include colors, graphic elements, and fonts all designed to work well together and quickly achieve the look of a professional design

thumbnails Small images that represent an application, file, etc.

title bar Appears across the top of the application window; contains the name of the application and the name of the current file

toggle Selecting a button once to turn it on and again to turn it off

Track Changes Feature that, when activated, marks each change to a document; the changes can then be reviewed and either accepted or rejected

view Onscreen layout of a document optimized for performing specific tasks or for determining how the document will look in final form

Word Processing software for creating, editing, revising, formatting, and sharing document

WordArt Feature for creating stylized formatting of text; often used for headings

Word Wrap Automatic moving of text to a new line when it extends beyond the right margin of a paragraph; eliminates the need to tap **Enter** at the end of lines within a paragraph

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