

Microsoft Office 2007: Essentials, Revised Edition



Lesson 9: Creating a Simple Report

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LABYRINTH
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Understanding Report Formats

First line indented

Body text is double-spaced

Double-space between quotes

COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY

Our society has changed from a manufacturing-oriented society to an information society. Those with access to capital had power in the early 1900s. In the twenty-first century, however, power will come from access to information. The amount of worldwide information is growing at a rapid pace. Computer technology is responsible for much of this growth, but it can also help us manage the information.

Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.

The Internet and other information resources provide access to a global database of information.

Computer skills can often simplify ones personal life. Computers can be used to entertain, to manage finances, and to provide stimulating learning exercises for children.

Using computers can provide a sense of accomplishment. Many people suffer from "computerphobia." Learning to use computers often creates a feeling of connection with the information age.

Begin title 2" down from top of page

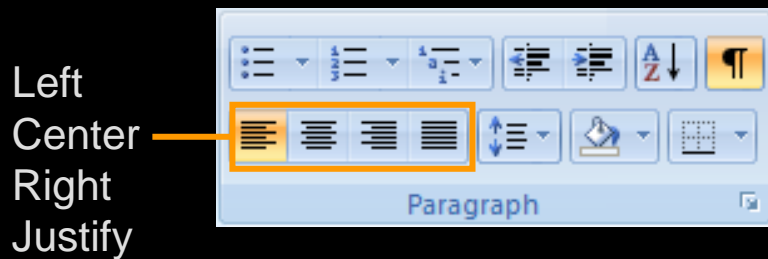
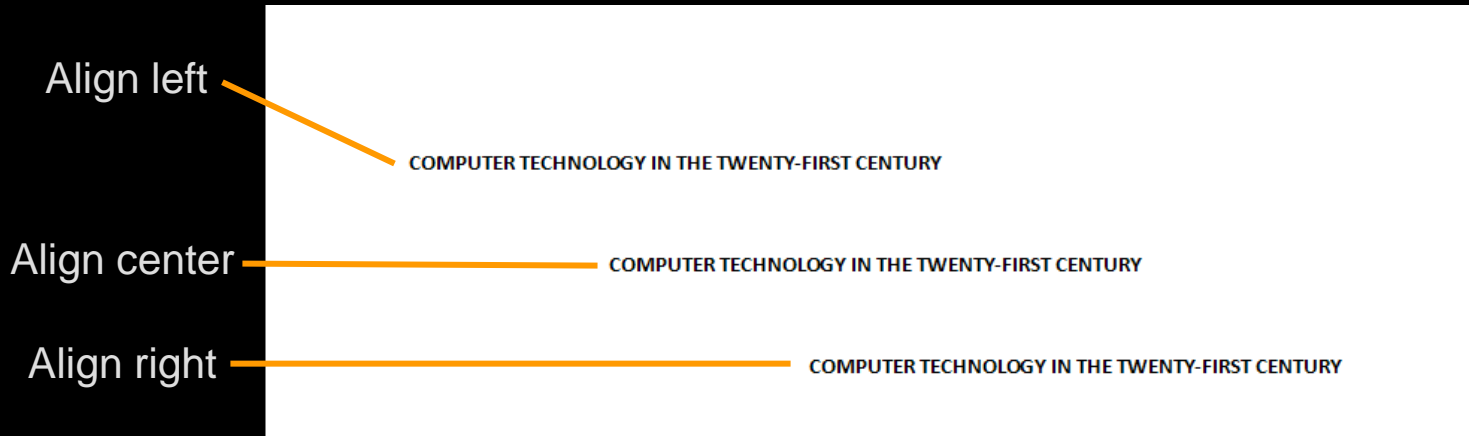
Title is UPPERCASE, centered, and **bold**


Quotes are single-spaced and indented about 1" from left



Using Paragraph Formats

- Setting paragraph alignment



TIP  *Character formatting: Select the entire block of text you want to format. Paragraph formatting: Simply click in the paragraph to select it.*

Using Paragraph Formats

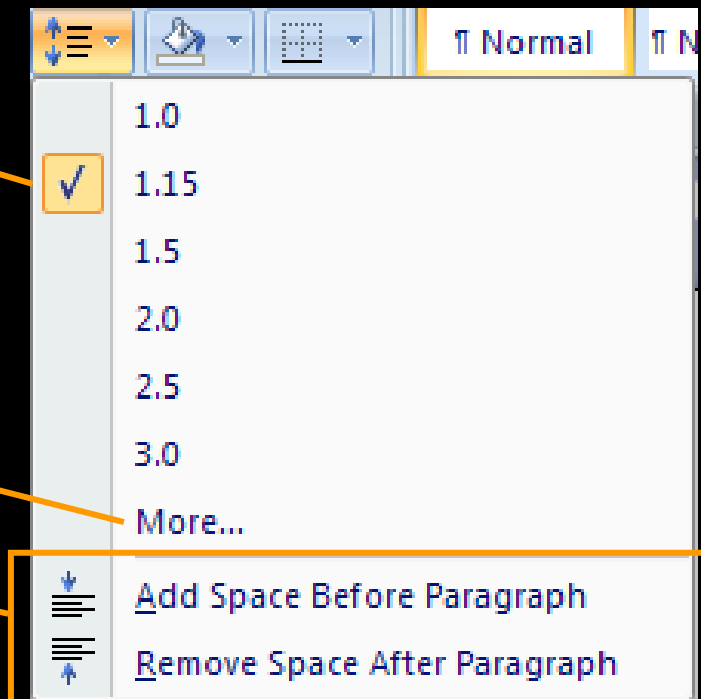
- Setting line spacing



Word's new default line spacing

Open the Paragraph dialog box, where you can also set line spacing

Toggle between adding and removing space before and after paragraphs



Indenting Text from the Left



Decrease indent



Increase indent

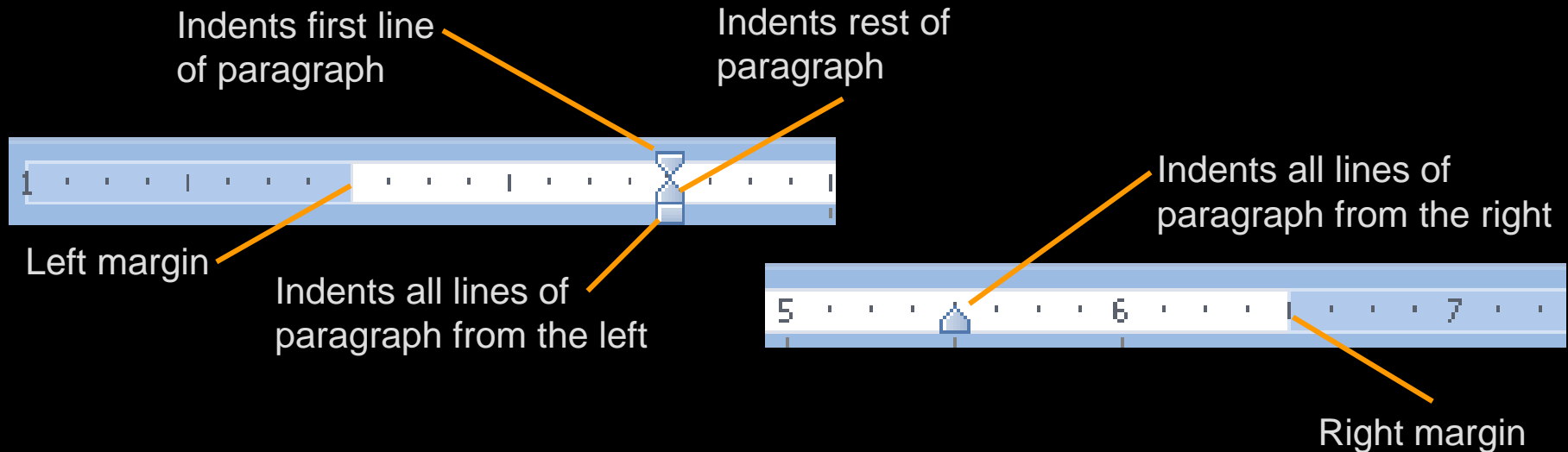
Left margin

1/2-inch indent

To laugh often and much; to win the respect of intelligent people and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition; to know even one life has breathed easier because you have lived. This is to have succeeded.



Setting Indents on the Ruler



Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.

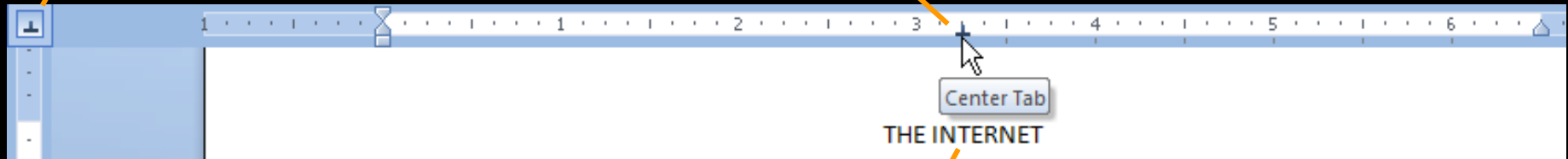
The Internet and other information resources provide access to a global database of information.



Setting Tabs with the Ruler

Choose the type of tab

Click the ruler to set the tab

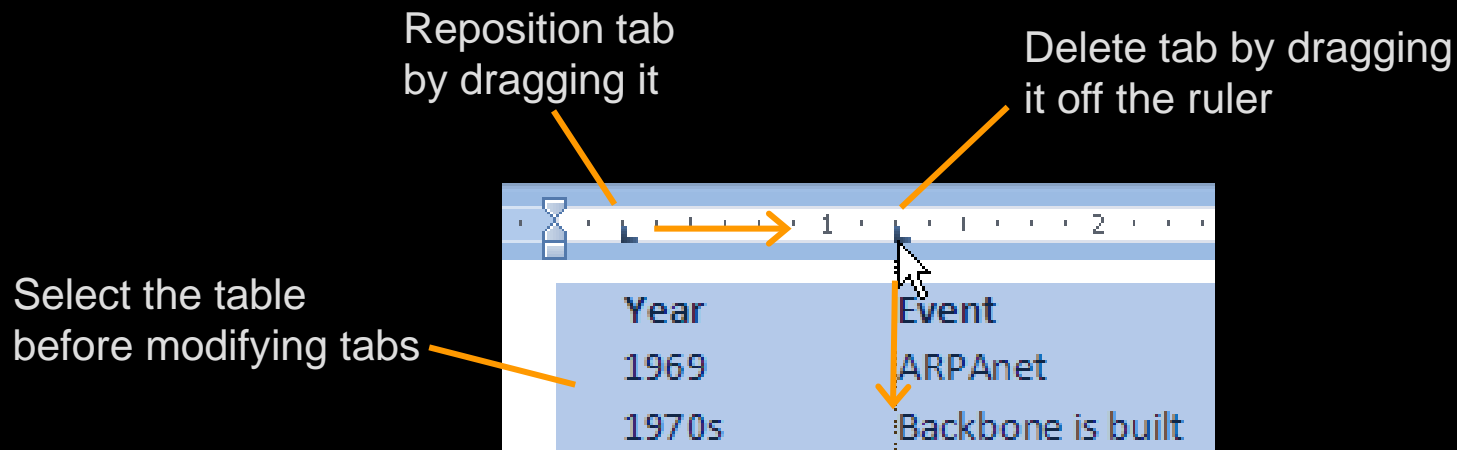


Center Tab

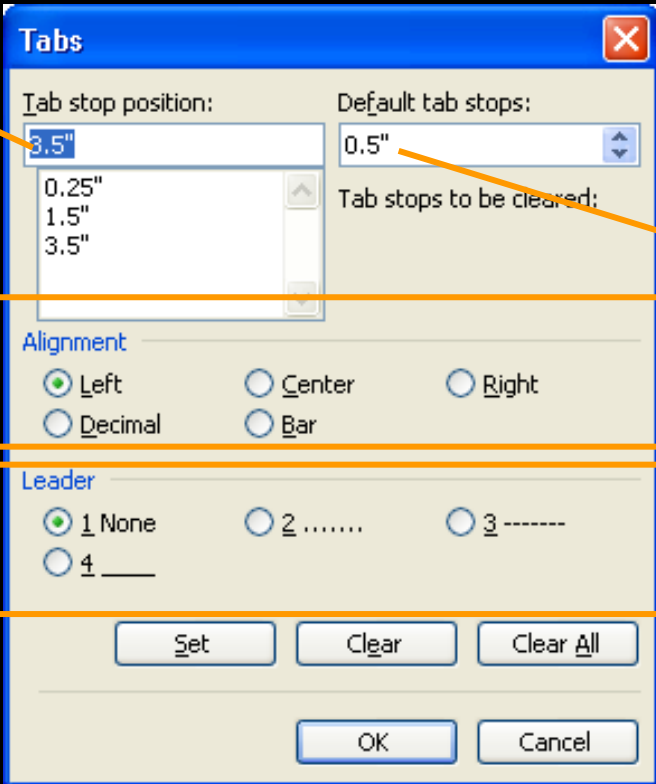
THE INTERNET

Heading is centered by the center tab

Modifying Tabs with the Ruler



Using the Tabs Dialog Box



The image shows a screenshot of the 'Tabs' dialog box in a software application. The dialog box has a blue title bar with the text 'Tabs' and a close button. It contains several sections: 'Tab stop position:' with a text input field containing '3.5\" and a list box below it containing '0.25\"', '1.5\"', and '3.5\"'; 'Default tab stops:' with a spinner control set to '0.5\"; 'Tab stops to be cleared:' which is currently empty; 'Alignment' with radio buttons for 'Left' (selected), 'Center', 'Right', 'Decimal', and 'Bar'; and 'Leader' with radio buttons for '1 None' (selected), '2', '3 -----', and '4 ____'. At the bottom are buttons for 'Set', 'Clear', 'Clear All', 'OK', and 'Cancel'. Three orange arrows point from text labels to specific parts of the dialog: 'Type a precise tab position' points to the '3.5\" input field; 'Specify alignment' points to the 'Alignment' section; and 'Modify default tabs' points to the '0.5\" spinner control. Two orange boxes highlight the 'Alignment' and 'Leader' sections, with an arrow from the label 'Choose a leader style' pointing to the '1 None' radio button.

Type a precise tab position

Specify alignment

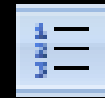
Choose a leader style

Modify default tabs


Using Bullets and Numbering




- Google
- AllTheWeb
- Yahoo
- Dogpile
- Ask
- Vivisimo



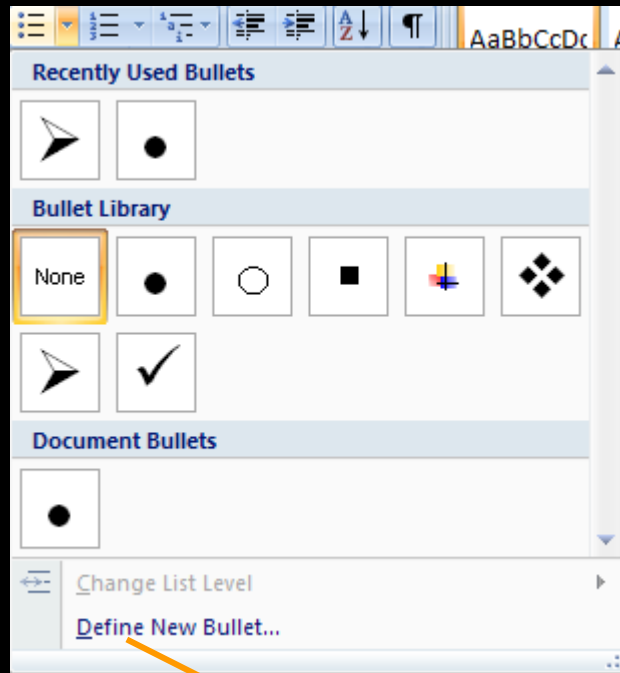
1. Universal Access
2. Semantic Web
3. Trust
4. Interoperability
5. Evolvability
6. Decentralization
7. Cooler Multimedia!

TIP  Tap *Enter* to generate a new bullet or number.
Tap *Enter* twice to turn off bullets or numbering.

TIP  Tap *Shift + Enter* to move the cursor to the next line without creating a bullet.

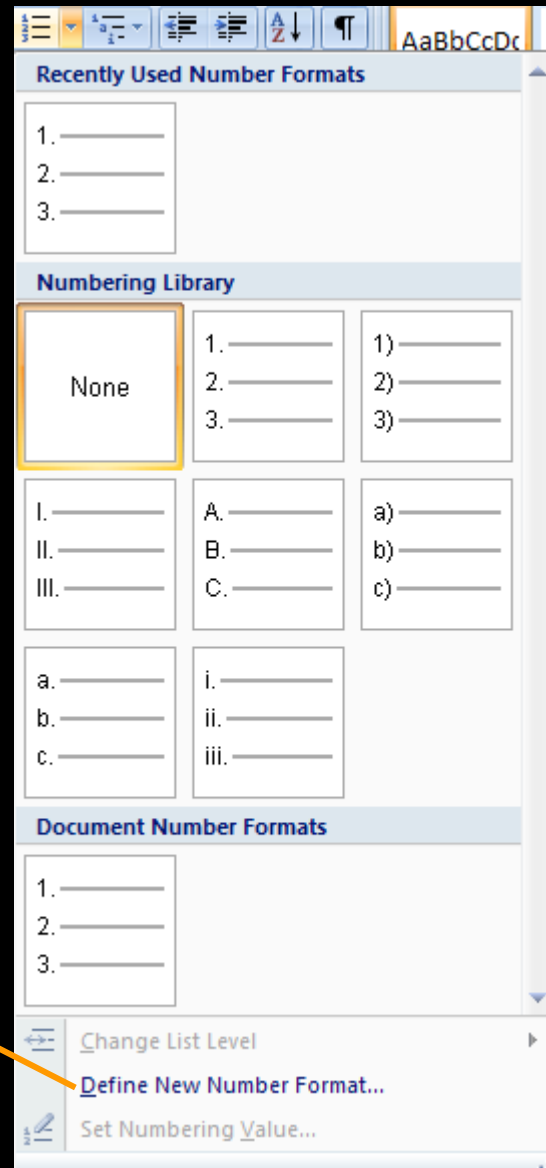
Using the Bullets and Numbering Libraries

Bullets library



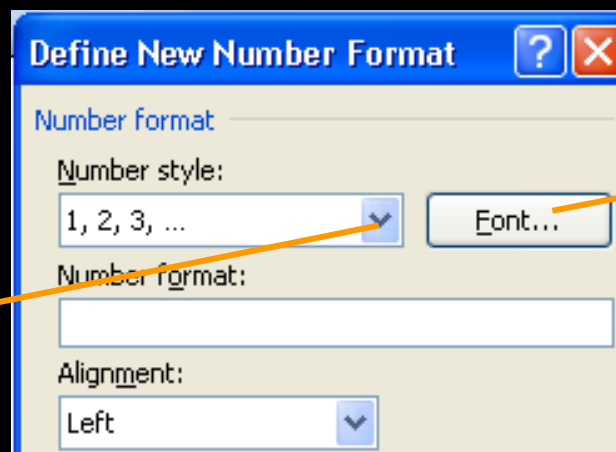
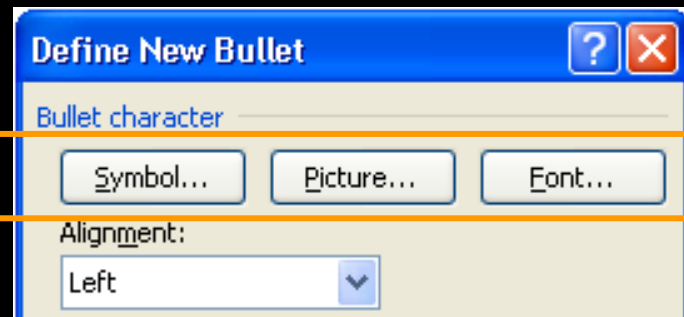
Define a new bullet
or numbering style

Numbering library



Customizing Bullet and Number Styles

- Choose from a variety of symbols, pictures, and fonts



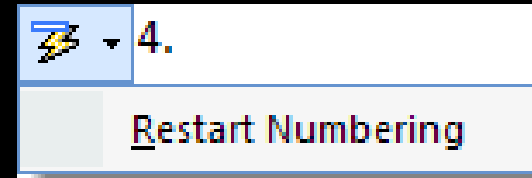
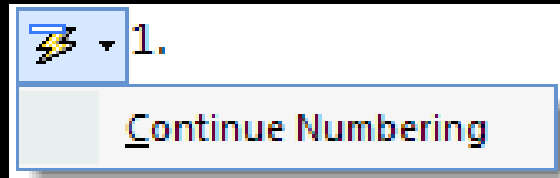
Choose a number style from this list

A variety of fonts for customizing a numbering style



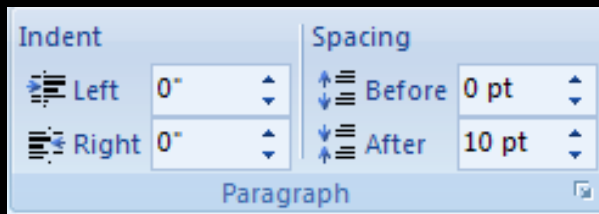
Restarting or Continuing Numbering

- AutoCorrect smart tag appears when you start additional numbered lists in a document

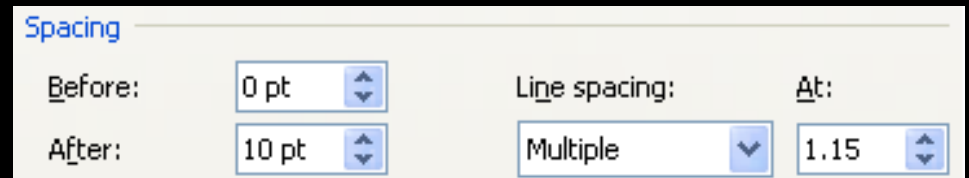


Using the Paragraph Space Setting

- Pad the space between paragraphs with a precise amount



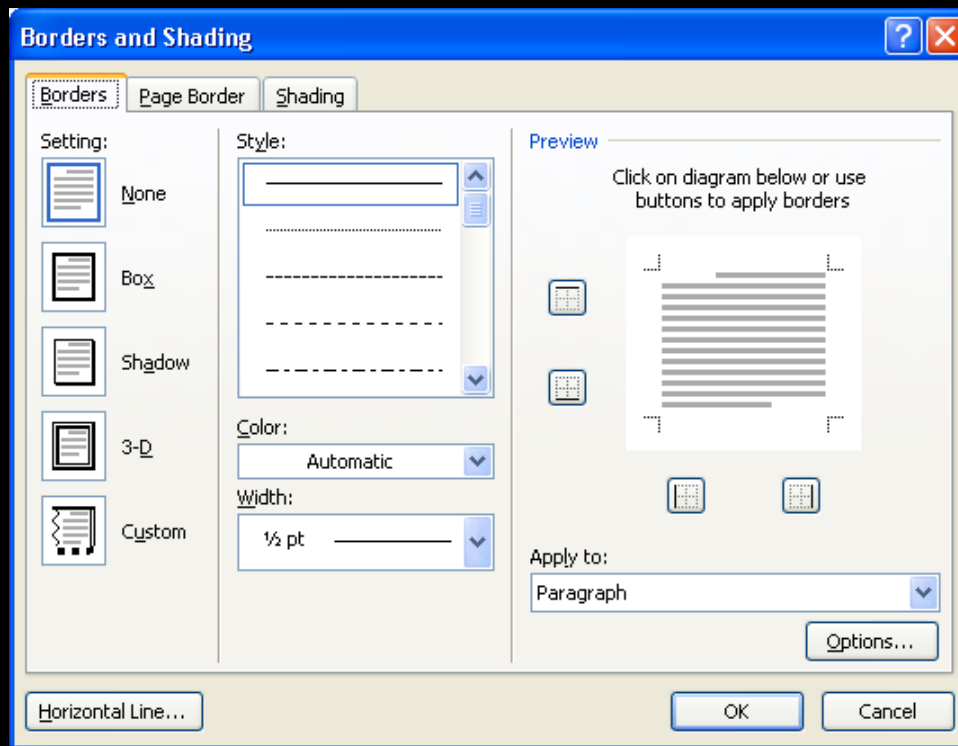
Paragraph spacing controls in the Paragraph group (Page Layout tab of the Ribbon)



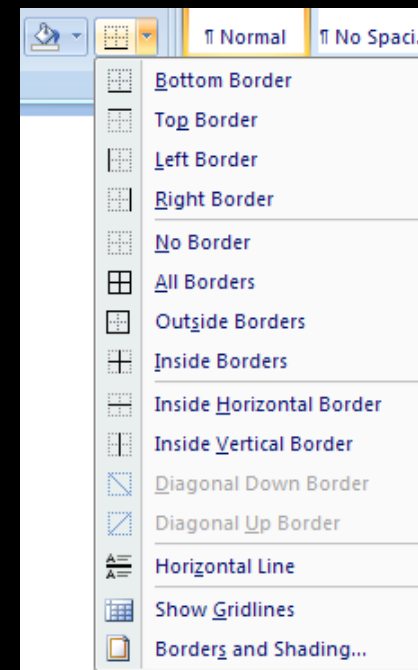
Paragraph spacing controls in the Paragraph dialog box

Using Borders

- Apply borders to selected text, paragraphs, and pages



Borders options in the Borders and Shading dialog box

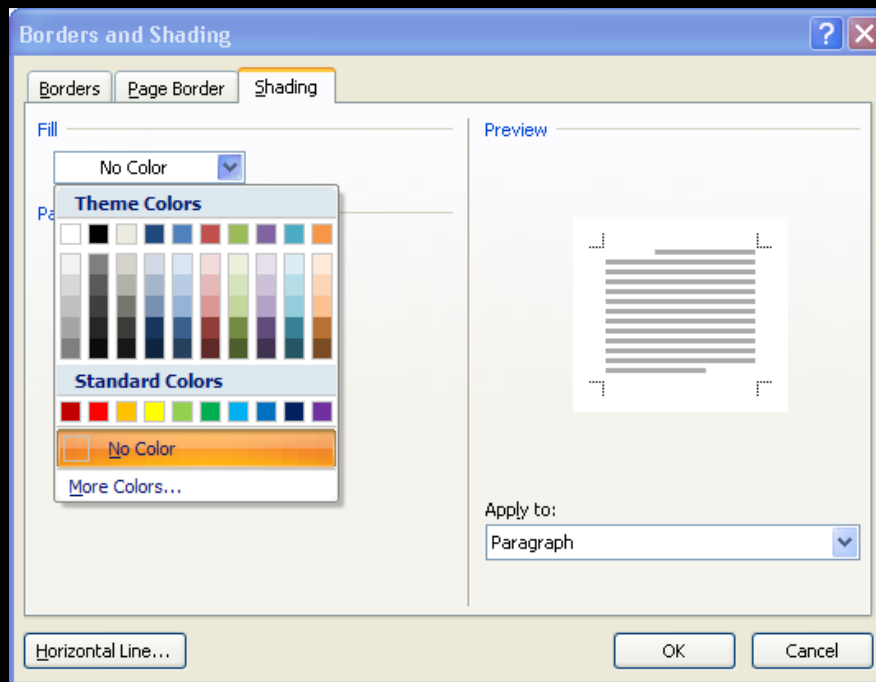


Borders options on the Ribbon

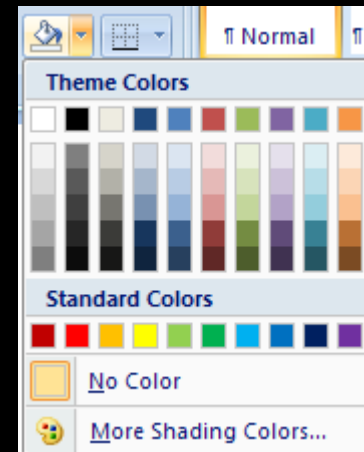


Using Shading

- Apply shading to selected text, paragraphs, and pages



Shading options in the Borders and Shading dialog box



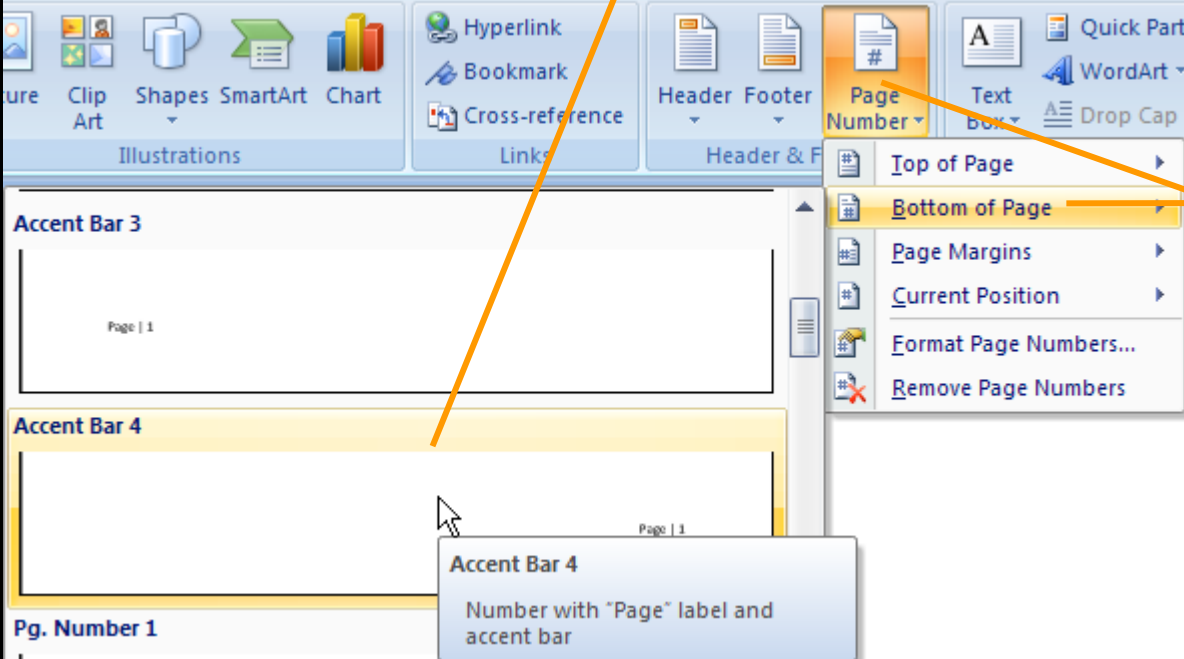
Shading options on the Ribbon



Setting Page Numbering

- Insert at various positions on the page

Choose a numbering design



Choose a numbering position

Accent Bar 4
Number with "Page" label and accent bar

Pg. Number 1

The image shows a screenshot of the Microsoft Word ribbon, specifically the 'Page Number' group. The 'Page Number' button is highlighted, and its dropdown menu is open. The menu options are: 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. An orange arrow points from the text 'Choose a numbering design' to the 'Page Number' button. Another orange arrow points from the text 'Choose a numbering position' to the 'Bottom of Page' option. Below the ribbon, a preview of a page is shown with two 'Accent Bar' sections. The top one is labeled 'Accent Bar 3' and contains 'Page | 1'. The bottom one is labeled 'Accent Bar 4' and contains 'Pg. Number 1'. A tooltip for 'Accent Bar 4' is visible, stating 'Number with "Page" label and accent bar'.



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