

4 Creating a Simple Report



LESSON OUTLINE

- 4.1 Formatting Reports
- 4.2 Using Paragraph Formatting
- 4.3 Indenting Text
- 4.4 Using Custom Tab Stops
- 4.5 Using Bulleted and Numbered Lists
- 4.6 Setting Line Breaks
- 4.7 Using Borders and Shading
- 4.8 Inserting Page Numbers
- 4.9 Concepts Review

Reinforce Your Skills

Apply Your Skills

Critical Thinking & Work-Readiness Skills

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Create appropriate report formats
- Use paragraph alignment settings
- Use spacing features
- Set custom tab stops
- Format lists
- Apply borders and shading

In this lesson, you will create a simple report. Reports are important documents often used in business and education. You will format your report using various paragraph formatting techniques. Paragraphs are a fundamental part of any Word document. You will learn how to use paragraph alignment techniques, change line spacing, set custom tab stops, and work with Word's indent features. In addition, you will convert text to bulleted and numbered lists and promote and demote the list levels. You will also add interest to the document by applying borders and shading.

Student Resources

labyrinthelab.com/word10

CASE STUDY

Formatting a Research Paper

Kevin Hottel is a business analyst at My Virtual Campus. He has been assigned the task of preparing a report on the importance of computer technology in the 21st

century and how far it has progressed. This report will be a useful tool for management to have as background information. The program manager, John Mathison, asked Kevin to use Word 2010 so he can easily review the report prior to submitting it to his director. After conducting his initial research, Kevin uses paragraph formatting techniques such as borders, bullets, and numbering to prepare an easy-to-read, properly formatted, and professional-looking report.



My Virtual Campus

An Evolution and a Revolution

The Internet is largely responsible for the information explosion we see today. Many people and organizations contributed to its development over many years. The following table shows some high points in the evolution of the Internet.

Year	Event	Responsible Person/Agency
1969	Beginning of the Internet	Advanced Research Projects Agency (ARPANET)
1971	Email invented	ARPANET
1976	Queen Elizabeth sends email	Queen Elizabeth
1990	WWW named	Tim Berners-Lee
1992	"Surfing the Web" coined	Jean Armour Polly
2001	575,000,000 WWW sites	People worldwide

Search Engines

Knowing how to access information on the Internet typically means that you need to be familiar with search engines. Some of the best-known search engines include:

- Google™
 - Filed for incorporation in September 1998
 - This search engine is tops on many people's list.
- Yahoo!®
 - Incorporated in March 1995
 - Yahoo! is the oldest directory-type search engine and a favorite of many.
- Ask.com™

Popular Programs

1. Word
 - a. A Word-processing program used to create letters, reports, books, memorandums, research papers, and so forth.
2. Excel
3. PowerPoint
4. Access

4.1 Formatting Reports

Video Lesson

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There are a variety of acceptable report formats. The following example shows a traditional business report in unbound format. Different report formats can be used for research papers and other types of documents.

The diagram illustrates a business report format with the following components and annotations:

- Title:** "COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY". Annotation: "The title is centered and typed in uppercase and boldface. You can also apply a distinctive font to the title."
- Body Text:** "Our society has changed from a manufacturing-oriented society to an information society. Those with access to capital had power in the early nineteen hundreds. 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." Annotation: "The body of the report is double-spaced. The first line of each body paragraph is indented to 1/2 inch."
- Quoted Text:** "Information management is an important use of computer technology. Director, Daryl Richardson of Harmond Technology, describes four other reasons why the average person may want to acquire thorough knowledge of computers." Annotation: "Quotations and other text you wish to emphasize are single-spaced and indented 1/2 to 1 inch on the left and right."
- Conclusion:** "Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills."

4.2 Using Paragraph Formatting

Paragraph formatting includes paragraph alignment, line spacing, paragraph space settings, and bullets and numbering, to mention a few options.

Selecting paragraphs for formatting purposes is a little different from selecting characters. With character formatting, you select the entire block of text you want to format. In the majority of situations this is necessary. With paragraph formatting, you need only click in the paragraph to *select* it. You can highlight the entire paragraph if you wish, but that is not necessary. On the other hand, if you want to apply formatting to more than one paragraph, you must select at least part of each paragraph.

Paragraph Defined

In Word, a paragraph is created anytime you tap the **[Enter]** key. In other words, a paragraph could consist of several lines that end with an **[Enter]** or just one line, such as a heading, that ends with an **[Enter]**. Tapping **[Enter]** to generate a blank line creates a paragraph, even though there is no text in it. What's more, Word stores formats in the paragraph mark.

Paragraph Formatting Compared to Character Formatting

You use character formatting when you wish to format individual words or a selected block of text. Paragraph formatting affects the entire paragraph.

Character formats are available in the Font group of the Home tab on the Ribbon, while paragraph formats appear in the Paragraph group of the Home tab.

Using Paragraph Alignment

Paragraph alignment determines how text aligns between the margins. Left alignment gives the paragraph a straight left margin and a ragged right margin. Center alignment is usually applied to headings. Right alignment generates a straight right and a ragged left margin. Justify provides straight left and right margins. You can use several tools to align paragraphs, including the alignment commands on the Ribbon, the Paragraph dialog box, and the Mini toolbar.

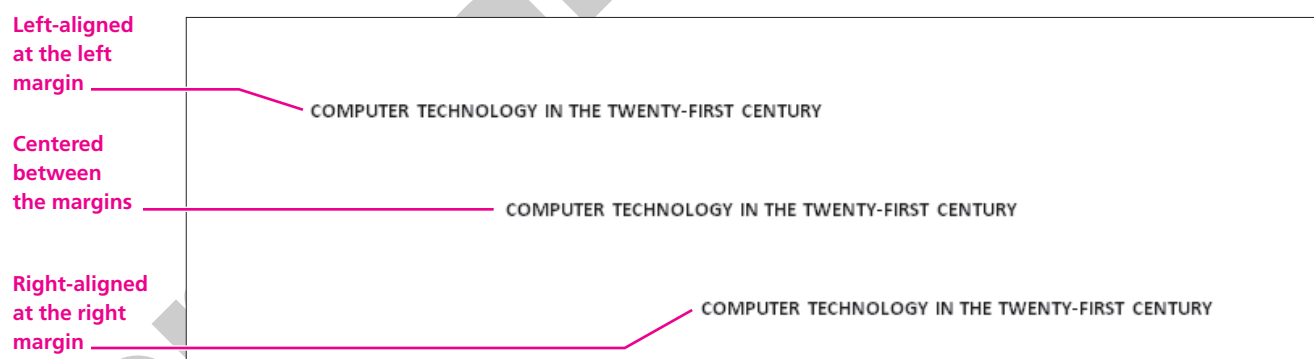
Setting Alignments

The following illustration displays the paragraph alignment commands on the Home tab of the Ribbon. The Center command is also conveniently located on the Mini toolbar.



Examples




The following illustration shows how the different paragraph alignment settings look in Word.




DEVELOP YOUR SKILLS 4.2.1

Align Text with the Ribbon and Mini Toolbar





In this exercise, you will practice using the alignment buttons in the Paragraph group of the Home tab and the Center button on the Mini toolbar to align your report heading.

1. **Start** a blank document, and make sure the Word window is **maximized** .
2. If necessary, choose **View**→**Document Views**→**Print Layout**  to switch to Print Layout view.
3. If the ruler does not appear on the screen, click the **View Ruler**  button at the top of the scroll bar.
4. **Tap** **[Enter]** enough times to position the insertion point approximately 2 inches from the top of the page.

Type the Heading

5. Turn on **[Caps Lock]** and choose **Home**→**Font**→**Bold**  from the Ribbon.
6. **Type** the report title, **COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY**.
7. **Turn off** Bold and **[Caps Lock]**, and then **tap** **[Enter]** twice.
8. Position the **insertion point** in the report heading.

Align the Heading

9. Choose **Home**→**Paragraph**→**Center**  from the Ribbon.
10. Choose **Home**→**Paragraph**→**Align Text Right**  from the Ribbon.
11. Choose **Home**→**Paragraph**→**Align Text Left**  from the Ribbon.
12. **Right-click** on the heading to display the Mini toolbar.
13. Click the **Center**  button on the toolbar to center the heading.
14. **Save** the file in the Lesson 04 folder as **Computer Report**, leave the file **open**, and continue with the next topic.


Setting Line Spacing

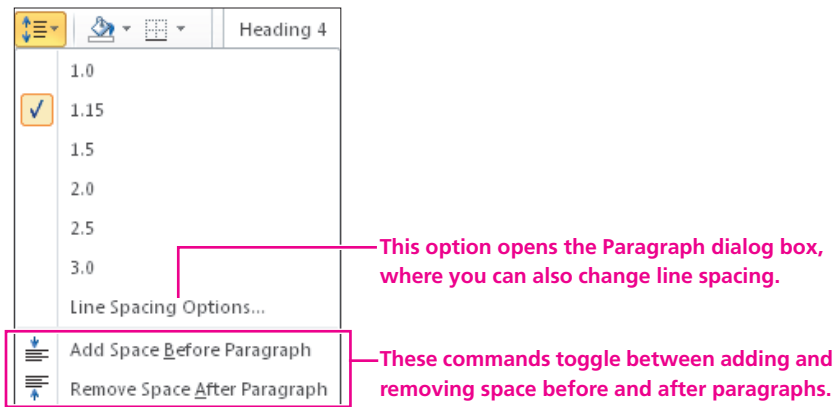
Video Lesson

labyrinthlab.com/videos

FROM THE KEYBOARD

[Ctrl]+[1] for single spacing
[Ctrl]+[5] for 1.5 spacing
[Ctrl]+[2] for double spacing

The Line Spacing  button in the Paragraph group of the Home tab lets you set line spacing for one or more paragraphs. Word 2010's default line spacing is 1.15. You apply line spacing by selecting the desired paragraph(s) and then choosing the desired line spacing from the Line Spacing drop-down list, or by using one of the keyboard shortcuts.



Inserting a Nonbreaking Space

Most of the time, you take advantage of one of Microsoft Word's oldest and dearest features, Word Wrap, which allows you to keep typing by wrapping the text at the end of each line until you press **Enter** at the end of the paragraph. However, you may want to keep two or more words together on the same line. For example, you should keep a first and last name or a complete date on the same line. For these special cases, you can insert a nonbreaking space to control the word(s) that wrap to the next line. You can use the Symbols group on the Insert tab to insert the special character that creates a nonbreaking space; however, tapping **Ctrl** + **Shift** + **Spacebar** is a much quicker method.

FROM THE KEYBOARD

Ctrl + **Shift** + **Spacebar** to insert a nonbreaking space

Adding Hyphenation

Typically, when you create a document in Word, you let Word Wrap do its thing; that is, it adds all of the text it can on a line until it comes to a word that won't fit. Since that word is too long, it is moved down to the next line. Sometimes this can cause your right margin to become very jagged. To have a more evenly spaced document, you can use the Hyphenation feature found in the Page Setup group on the Page Layout tab of the Ribbon. You have two basic options when activating the Hyphenation menu: automatic or manual hyphenation.


- **Automatic**—The entire document is hyphenated automatically and since you did not enter any manual hyphens, as you edit or revise the document, automatic hyphenation continues as you type.
- **Manual**—You can also set the Hyphenation feature to manual, which goes through the document searching for instances where hyphenation is required. You then get to choose whether or not to hyphenate each word.

DEVELOP YOUR SKILLS 4.2.2

Set Line Spacing

In this exercise, you will begin by changing to double-spacing. Then you will return to single-spacing for several paragraphs in the document.

1. If necessary, choose **Home**→**Paragraph**→**Show/Hide** ¶ to display formatting characters.
2. Position the **insertion point** on the second paragraph symbol below the title.

3. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing**  from the Ribbon, and click **2.0** for double-spacing.
4. **Tap** the **[Tab]** key once to create a 1/2-inch indent at the start of the paragraph.
5. Now **type** the following paragraph, but only **tap** **[Enter]** once after the last line in the paragraph, since double-spacing is in effect.
The lines will be double-spaced as you type them.

Our society has changed from a manufacturing-oriented society to an information society. Those with access to capital had power in the early nineteen hundreds. 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.

6. Make sure you **tap** **[Enter]** after the last line. **Tap** **[Tab]** once, and type the following lines.
Notice that the Word Wrap feature has split the director's first and last name on two lines.

Information management is an important use of computer technology. Director, Daryl
Richardson

7. Position the **insertion point** in front of *Richardson* and **tap** **[Backspace]**.
Notice that now Daryl and Richardson are on the same line but do not have a space separating the first and last name. If you tap the spacebar, it will put Daryl back on the previous line.

Insert a Nonbreaking Space

Now you will insert a special character that will move Daryl to the next line so his name won't be split on two lines.

8. Make sure the **flashing insertion point** is between the *l* and the *R* between Daryl's first and last name.
9. **Press and hold** **[Ctrl]** + **[Shift]** and **tap** the **[Spacebar]**.
Notice that the director's complete name is now on the next line with a space separating the first and last name.
10. **Tap** **[End]**, **tap** the **[Spacebar]**, and finish **typing** the rest of the paragraph.
The completed paragraph should look like the following illustration.

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

11. **Tap** **[Enter]** to complete the paragraph, and then change the line spacing to **1.15**.

12. Now **type** the following paragraphs, **tapping** **[Enter]** between paragraphs. You don't need to **tap** **[Enter]** twice because of the default additional spacing after paragraphs. Do not tab at the beginning of these paragraphs.

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

Computer skills can often simplify one's 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.

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

13. **Save** your document, and continue with the next topic.

4.3 Indenting Text

Video Lesson

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Indenting offsets text from the margins. You can set indents by using the Paragraph dialog box, dragging the indent markers on the horizontal ruler, or using buttons on the Ribbon.

Adjusting Indents

The Increase Indent  and Decrease Indent  commands on the Home tab of the Ribbon let you adjust the left indent only. These buttons increase or decrease the left indent to the nearest tab stop. Word's default tab stops are set every half inch, so the left indent changes half an inch each time you click either command.

This paragraph is indented with a first-line indent. It offsets only the first line of a paragraph from the left margin; this produces the same result as tapping the **[Tab]** key to start a paragraph.

This paragraph is indented with a left indent, which offsets all lines in a paragraph from the left margin.

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

Computer skills can often simplify one's 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.

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

This is a hanging indent, which leaves the first line of the paragraph at the left margin but indents all other lines.



This paragraph is indented from both the left and right margins. A right indent offsets all lines from the right margin. This is most often used to offset a special notation or quote in the middle of the page and is usually accompanied by a left indent.

DEVELOP YOUR SKILLS 4.3.1


Experiment with Left Indents

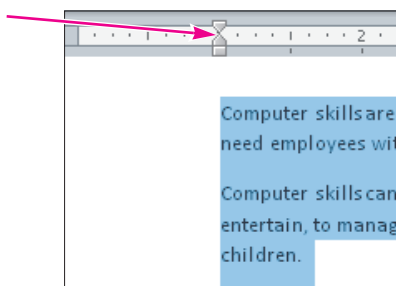
In this exercise, you will use the Increase Indent and Decrease Indent buttons to indent the last four paragraphs.


Indent One Paragraph

1. Click in one of the four paragraphs you just typed.
2. Choose **Home**→**Paragraph**→**Increase Indent**  from the Ribbon. The paragraph should be indented $\frac{1}{2}$ inch on the left.
3. Choose **Home**→**Paragraph**→**Decrease Indent**  from the Ribbon to remove the indent.

Indent Several Paragraphs

4. Position the **mouse pointer** in the left margin next to the first paragraph beginning with *Computer skills*, then **drag down** to select it and the next paragraph.
5. Choose **Home**→**Paragraph**→**Increase Indent**  twice to create a 1-inch left indent on each of the selected paragraphs. Notice that the indent markers on the ruler change position when you use the Increase Indent button. You will learn more about that in the next topic.



6. Now click **Decrease Indent**  twice to remove the indents. Again, notice the indent markers on the ruler.
7. **Save** the file. You will continue to work with indents in the next exercise.


Setting Custom Indents on the Ruler

Video Lesson


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You can set indents by dragging the indent markers on the horizontal ruler. The following illustration shows the ruler and the indent markers.



The indent markers at the left edge of the ruler  are made up of two pieces: a top piece and a bottom piece (see the following illustration). You can drag these two pieces independently of

each other. The top piece controls the first line of the paragraph when you drag it to the left or right. The bottom piece is a little trickier. It is made up of two sections, but the sections do not come apart. The bottom piece functions differently, depending on whether you place the tip of the mouse in the triangle or the rectangle. Dragging the bottom triangle affects the *rest* of the paragraph (everything but the first line). Dragging the rectangle affects *both triangles*, positioning the first line and all subsequent lines of the paragraph simultaneously.

You use the indent marker at the right end of the ruler  to indent the paragraph from the right.

Indents the first line of a paragraph.



Dragging the top triangle to the right makes a hanging indent (see note below).

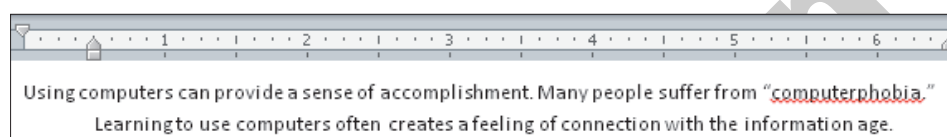
Indents all lines of a paragraph from the left.



Indents all lines of the paragraph from the right.



Hanging indents are not often used, so many people are not familiar with the term. The following illustration shows an example of a hanging indent, where the first line is *outdented* and the remaining lines of the paragraph are *indented*.



DEVELOP YOUR SKILLS 4.3.2

Use the Indent Marker to Indent Paragraphs

In this exercise, you will practice using the indent markers on the horizontal ruler.

Set Left and Right Indents

1. **Select** all four paragraphs at the bottom of the document.
2. Follow these steps to adjust the left and right indents:

A Position the mouse pointer on the Left Indent marker (the bottom rectangle).



B Drag the marker from the margin to the 1½-inch position, as shown here. Use Undo if you make a mistake.

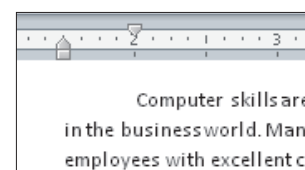
C Drag the Right Indent marker from the right margin to the 5-inch position.

Experiment with the Indent Markers

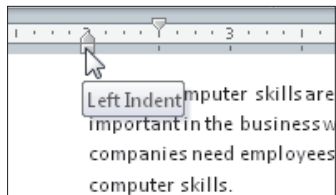
In this section of the exercise, you will focus on the first single-spaced, indented paragraph and experiment further with the indent markers.

3. Make sure all four paragraphs are still **selected**.
4. Position the **mouse pointer** on the First Line Indent marker (the top triangle), and **drag** it to the right to the 2-inch mark on the ruler.

This indents the first line of each paragraph. Remember, the top and bottom pieces can move independently of each other.



5. Position the **mouse pointer** on the Left Indent marker (rectangle), and **drag** it to the right to the 2-inch mark on the ruler.



This causes the top and bottom pieces to move simultaneously. Whether they are lined up on top of each other or not, the top and bottom indent markers move simultaneously when you drag the rectangle.

6. Place the **mouse pointer** on the top triangle, and **drag** it left to the 2-inch mark. *The two pieces should be on top of each other.*
7. Feel free to experiment with the indent markers.
8. When you finish, place both pieces of the left markers at the **1-inch** position and the Right Indent marker at **5½ inches**, as shown in the following illustration.



9. **Save** the file, and leave it **open** for the next exercise.

4.4 Using Custom Tab Stops

Video Lesson labyrinthelab.com/videos

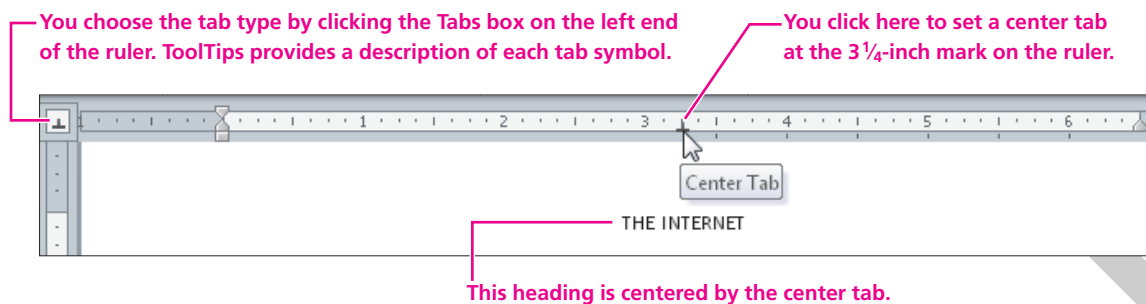
Default tab stops are set every ½ inch, so the insertion point moves ½ inch whenever you tap the **[Tab]** key. You can change the tab stops if you want the insertion point to move a smaller or larger distance when you tap **[Tab]** or when you want to use a special tab, such as a center tab or a right-align tab. Custom tab stops are also useful for creating leader lines. For example, the dots you see in a table of contents leading to the page numbers are an example of leader lines on a right-aligned tab.



Never use the spacebar to line up columns of text. Even if it looks right on the screen, it will not print correctly.

Setting Custom Tab Stops with the Ruler

Word provides four types of custom tab stops: left, right, center, and decimal. You can set all four types using the horizontal ruler. You set tabs by choosing the desired tab type from the Tabs box at the left end of the ruler. Then you click at the desired location on the ruler to set the tab. The tab is set for the selected paragraph and for each line thereafter as long as you keep tapping the **[Enter]** key. You can move a custom tab stop by dragging it to a different location on the ruler.



DEVELOP YOUR SKILLS 4.4.1

Set Tabs Using the Ruler

In this exercise, you will use custom tabs to set up text in a columnar format.

1. Move the **insertion point** to the bottom of the page and, if necessary, tap **[Enter]** to generate a blank line at the bottom of the document.
2. Tap **[Ctrl] + [Enter]** to insert a page break.
3. Set the left and right indent markers at the **margins**, as shown here.



4. Choose **Home**→**Paragraph**→**Show/Hide** from the Ribbon to turn on formatting marks.
5. Select the paragraph symbol at the top of **page 2**.
Remember, paragraph symbols carry formatting, so you must select the symbol to format it.
6. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing** from the Ribbon, and choose **Remove Space After Paragraph** from the menu.
7. Choose **Home**→**Paragraph**→**Show/Hide** from the Ribbon to turn off formatting marks.

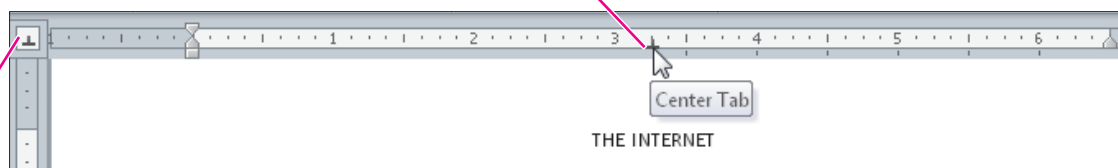
Set Custom Tabs

You will set a center tab for the heading on page 2. Although you may be more likely to use the Center align button for this purpose, this will be good practice in setting tabs.

8. Follow these steps to set and use a center tab:

A Click this box until the Center Tab symbol appears, as shown here. Hover the mouse pointer over the tab symbol to display a ToolTip to verify that you selected the Center Tab.

B Click just under the 3 1/4-inch mark on the ruler to set a center tab; 3 1/4 inches is the center of the line.



C Tap the **[Tab]** key, and the insertion point moves to the 3 1/4-inch mark.

D Turn on **[Caps Lock]** and type **THE INTERNET**, and then turn off **[Caps Lock]**.

9. Tap Enter twice.

Notice that the center tab is still in effect. Custom tab stops are paragraph formats, so they are carried to new paragraphs when you tap Enter. (Remember, Word stores formatting in paragraph marks.) Keep in mind that you could leave the custom tab stops in the new paragraph, even though you will not use them. However, you will remove them to keep your document from becoming cluttered.

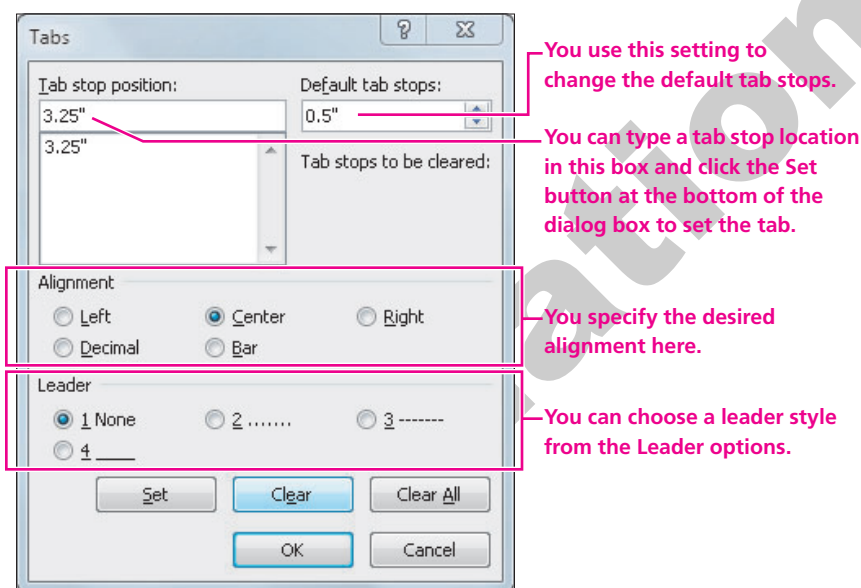
10. Save your file, and leave it **open for the next exercise.**

Working with the Tabs Dialog Box

Video Lesson

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You can also set custom tab stops in the Tabs dialog box. You access the dialog box by clicking the dialog box launcher in the Paragraph group of the Home tab and then clicking the Tabs button. In the dialog box, you can specify precise positions for custom tabs, clear custom tab stops, and set leader tabs.




DEVELOP YOUR SKILLS 4.4.2

Use the Tabs Dialog Box

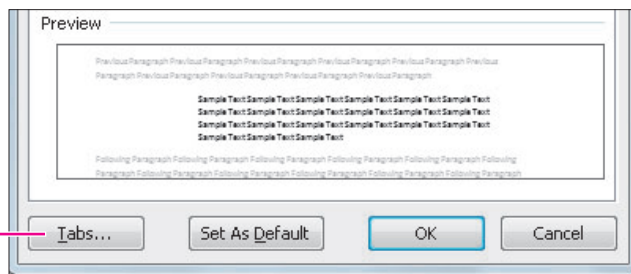
In this exercise, you will use the Tabs dialog box to clear tabs and to set custom tabs.

Clear Tab Stops

1. Make sure the **insertion point** is in the second line below the heading line.
2. Click the **dialog box launcher**  in the bottom-right corner of the Paragraph group on the Home tab.

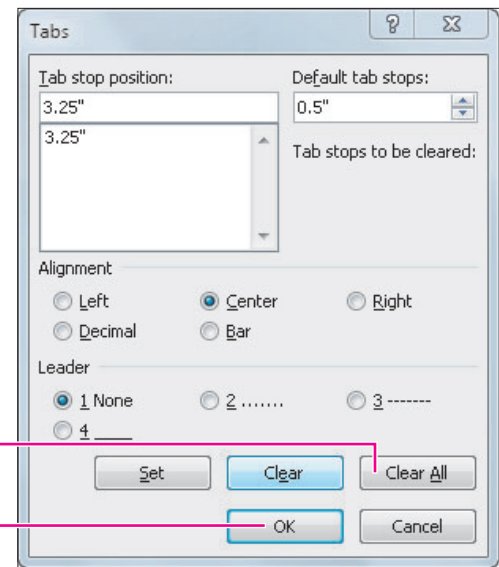
3. Follow these steps to clear the custom tab stop:

A Click the **Tabs** button in the Paragraph dialog box to open the Tabs dialog box.



B Click the **Clear All** button.

C Click **OK**.



Next, you will type a heading and introductory paragraph for your tabular table.

4. Type **An Evolution and a Revolution**, and then tap **[Enter]**.

5. **Type** the following paragraph:

The Internet is largely responsible for the information explosion we see today. Many people and organizations contributed to its development over many years. The following table shows some high points in the evolution of the Internet.

Now you will set the tabs for a to display text in columns.

Set Custom Tabs with the Dialog Box

6. Tap **[Enter]** twice, and then click the **dialog box launcher**  in the Paragraph group on the Home tab.

7. Click the **Tabs** button in the bottom-left corner to display the Tabs dialog box.

8. Follow these steps to set three left tabs:

A Type **0.25** in the **Tab Stop Position** box.

B Make sure the alignment is set to **Left**.

C Click the **Set** button.

D Type **1.5** in the **Tab Stop Position** box and click the **Set** button.

E Type **3.5** in the **Tab Stop Position** box and click the **Set** button.

F Click **OK**.

Notice the tab symbols on the ruler. Now you will type the table column headings.

9. Tap the **Tab** key and type **Year**.
10. Tap **Tab** and type **Event**.
11. Tap **Tab** and type **Responsible Person/Agency**, and then tap **Enter**.
*Notice that the insertion point moves to the left margin of the next line. Even though the tab stops are carried to the new paragraph, you must tap **Tab** to actually use the tab stop.*
12. Tap **Tab** to align the insertion point below **Year**.
13. Continue **typing** and **tabbing** to create the text as shown in the following illustration. Remember to **tap** **Tab** at the beginning of each line.

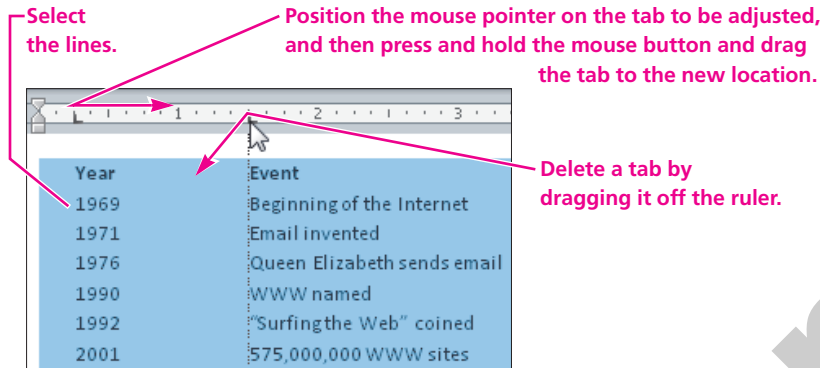
Year	Event	Responsible Person/Agency
1969	Beginning of the Internet	Advanced Research Projects Agency (ARPANET)
1971	Email invented	ARPANET
1976	Queen Elizabeth sends email	Queen Elizabeth
1990	WWW named	Tim Berners-Lee
1992	"Surfing the Web" coined	Jean Armour Polly
2001	575,000,000 WWW sites	People worldwide

14. When you finish, apply **Bold** **B** to the column headings.
15. **Save** your file, but leave it **open** for the next exercise.

Modifying Tab Stops with the Ruler

Video Lesson labyrinthlab.com/videos

To adjust a tab setting on the ruler, you select the lines containing the tab stops you want to change, and then simply drag the tab symbol to the new location. To delete a tab stop, you just drag the tab symbol off the ruler.



If you accidentally drag a tab stop off the ruler while trying to move it, just click Undo.

DEVELOP YOUR SKILLS 4.4.3

Modify and Delete Tab Stops from the Ruler

In this exercise, you will use the ruler to modify the tab stop for the second column. Then you will delete tab stops.

Reposition a Tab Stop

1. Position the **mouse pointer** in the margin next to the column heading line, then **drag down** to select all the lines through the 2001 line.
Be careful to only select the lines containing the tab stops you want to change. Do not select any blank lines above or below the selection. Now you are ready to adjust the tab position.
2. Position the **mouse pointer** on the tab stop at the 1½-inch position, **press** and **hold** the mouse button, and **drag** to the left to the 1¼-inch position, and then **release** the mouse button. (Use Undo if you make a mistake.)

Year	Event	Responsible Person/Agency
1969	Beginning of the Internet	Advanced Research Projects Agency (ARPANET)
1971	Email invented	ARPANET
1976	Queen Elizabeth sends email	Queen Elizabeth
1990	WWW named	Tim Berners-Lee

The entire column moves to the left.

3. Position the **insertion point** at the end of the last line, and **tap** **[Enter]** twice.



Delete the Tab Stops

4. Make sure your **insertion point** is on the second blank line.
5. Position the **mouse pointer** over the tab symbol at the $\frac{1}{4}$ -inch position, and then **press** and **hold** the mouse button and drag straight down into the document.
6. **Release** the mouse button, and the tab is no longer on the ruler.
7. **Repeat** that process to remove the remaining tabs at $1\frac{1}{4}$ inches and $3\frac{1}{2}$ inches.
8. **Save** the file but leave it **open**, as you will use it in the next exercise.

4.5 Using Bulleted and Numbered Lists

Video Lesson

labyrinthlab.com/videos

  Using bulleted or numbered lists is an effective way to make items of interest stand out in a document. You can turn them on before you begin typing, or apply the desired command after you type the list. For example, rather than listing items in a paragraph separated by commas, entering them as a bulleted or numbered list makes them much simpler to read. Numbered lists are automatically renumbered if you insert or delete an item. A good example of when to use a numbered list is when the sequence is important, as in a series of steps. The items in a bulleted list have no sequence.

Converting Text to Lists

You can type all of your text first in regular paragraph format and then add bullets or numbers later simply by selecting the text and clicking the desired command. Remember, text is considered a paragraph each time you press the **[Enter]** key; thus, when you type a list of names, for instance, each line is considered a paragraph. When you create a bulleted or numbered list, Word applies a hanging indent, where the line with the bullet or number remains at the left and the text is indented under the first line of text.

This is a hanging indent, which leaves the first line with the bullet at the left margin (in this case) but indents all other lines.

- Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.
- Computer skills can often simplify one's personal life.
- Computers can be used to entertain, to manage finances, and to provide stimulating learning exercises for children.

In the preceding figure, notice that the remaining lines in the first bulleted paragraph are aligned under the word *Computer* rather than being aligned back out to the left, under the bullet. Note that all bulleted lines do not have to start at the margin; they can be indented to the right. However, a hanging indent is still created for the subsequent lines.

Promoting and Demoting List Items

Demoting a list item increases the indent level by shifting text to the right. Similarly, promoting decreases the indent level and moves the text (with its bullet or number) back to the left. When you demote items in a numbered list, it creates an outline effect, indicating the level of importance of the items in the list. In addition to using the indent buttons on the Ribbon, you can use the **Tab** key to demote an item and **Shift** + **Tab** to promote a list item. When you tap **Enter**, Word maintains the same list level as the previous paragraph.

These two items have been demoted to the second level of bullets.

This item was promoted to the first bullet level. Remember, as long as you continue tapping **Enter** at the end of a paragraph, the same bullet level is maintained.

- Search Engines
- Knowing how to access information on the Internet typically means using search engines. Some of the best-known search engines include:
- Google™
 - Filed for incorporation in September 1998
 - Yahoo!®
 - Incorporated in March 1995
 - Ask.com™

Excel was promoted to the first numbering level, and all paragraphs will remain at that level as long as you continue tapping the **Enter** key after typing a new paragraph.

This paragraph has been demoted to the second level of numbering, forming an outline.

1. Word
 - a. A word-processing program used to create letters, reports, books, memorandums, research papers, and so forth.
2. Excel
3. Access

Turning Off Bullets and Numbering

When you are finished with the list, you should tap **Enter** to position the insertion point on the next line. You then turn off the bullets or numbering command using the buttons on the Ribbon or by simply tapping **Enter** once more.



QUICK REFERENCE





WORKING WITH LISTS

Task

Convert text to a bulleted or numbered list

Procedure

- Select the text to be formatted as a list.
- Choose Home→Paragraph→Bullets .
- or
- Choose Home→Paragraph→Numbering .

QUICK REFERENCE	WORKING WITH LISTS (continued)
Task	Procedure
Turn off bullets and numbering	<ul style="list-style-type: none"> Tap Enter at the end of the last list item. Choose the Bullets  or Numbering  button. or Tap Enter one more time.
Demote items in a list	<ul style="list-style-type: none"> Select the items to demote one level to the right. Choose Home→Paragraph→Increase Indent . or Tap the Tab key.
Promote items in a list	<ul style="list-style-type: none"> Select the items to promote one level to the left. Choose Home→Paragraph→Decrease Indent . or Hold down Shift and tap Tab.

DEVELOP YOUR SKILLS 4.5.1

Work with Bullets and Numbering

In this exercise, you will convert a list to bullets, promote and demote levels, and create a numbered list.

Create a Bulleted List

1. Make sure the **insertion point** is two lines below the tabbed text table. Then **type** the following heading and introductory paragraph:

Search Engines

Knowing how to access information on the Internet typically means that you need to be familiar with search engines. Some of the best-known search engines include:

2. Tap **Enter** twice at the end of the paragraph.
3. Type **Google (tm)** as the first search engine and then **tap Enter** to position the insertion point on the next line.
Notice that after you type the (tm), Word automatically replaces it with the TM symbol.
4. Finish typing the list as shown, **tapping Enter** after each item.


Google TM

Filed for incorporation in September 1998




Yahoo!®

Incorporated in March 1995





Convert Text to a Bulleted List

5. Position the **mouse pointer** in the margin area to the left of the *Google™* line and **drag down** to select all four lines in the list.
6. Choose **Home→Paragraph→Bullets**  from the Ribbon.
Notice all four lines have bullets and are on the same level; you will fix that in just a minute by demoting certain lines.




Demote a List Item

7. **Select** the second bulleted line, *Filed for incorporation in September 1998*.
8. **Tap**  to demote the line one level under the Google™ heading.
9. **Select** the last line and then click the **Increase Indent button**  on the Ribbon.
10. Position the **insertion point** at the end of the last line and **tap** .
Notice that the new line is still at the indented level. In this case, it needs to be promoted one level so you can type a new search engine.


Promote a List Item

11. **Hold down**  and then **tap**  to promote the new line.
The new line moves one level to the left so it matches the other search engines.
12. Type **Ask.com(tm)** and **tap** .
13. **Tap**  three times to turn off the bullets and leave an extra blank line after the list.

Create a Numbered List


14. Type **Popular Programs** and **tap** .
15. Choose **Home→Paragraph→Numbering**  from the Ribbon.
16. **Type** the list, demoting and promoting as shown, and then **tap**  twice after the final list entry.

1. Word
 - a. A word-processing program used to create letters, reports, books, memorandums, research papers, and so forth.
2. Excel
3. Access

17. Position the **insertion point** after *Excel* and **tap** .
Notice that there is now a new line three and Access became line four.
18. Type **PowerPoint** as the new line three.
19. **Save** the document and leave it **open** for the next exercise.

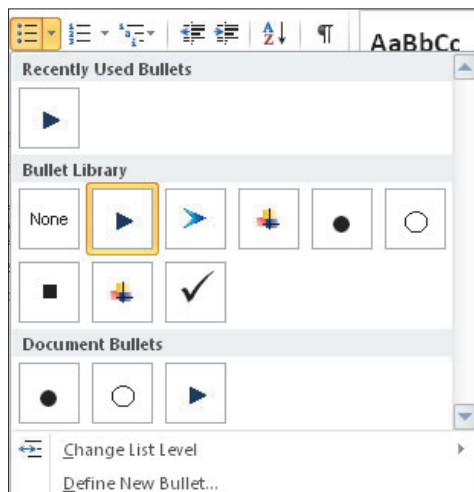
Using the Bullets and Numbering Libraries

Video Lesson labyrinthelab.com/videos

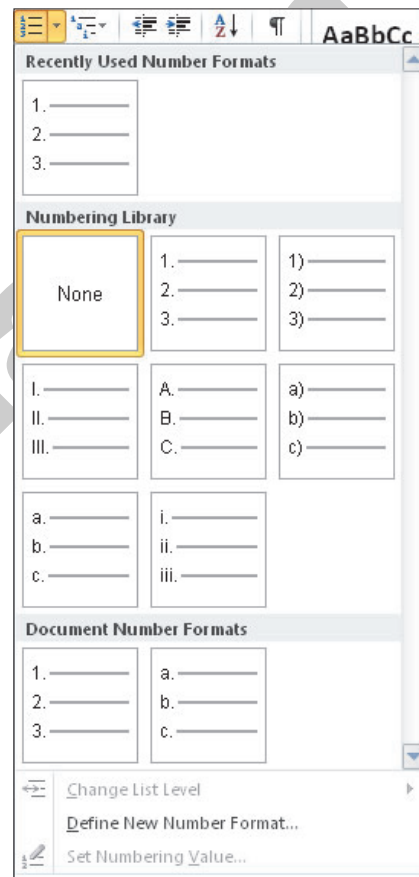
The menu buttons  on the Bullets and Numbering buttons provide access to bullets and numbering libraries, where you can choose a style for your bulleted or numbered list or define new formats.



The bullets and numbering libraries shown in the following illustrations display the available built-in styles.



Bullet Library



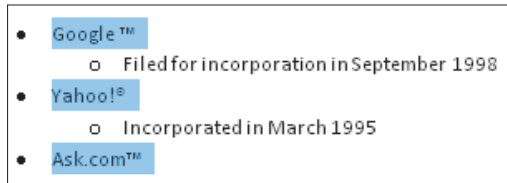
Numbering Library

DEVELOP YOUR SKILLS 4.5.2

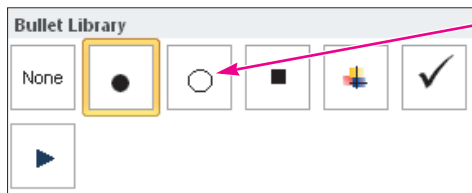
Change the Bullet Style

In this exercise, you will choose a different bullet style from the bullets gallery.

1. Select the **first bulleted line**.
2. While **holding down** the **[Ctrl]** key, **select** the *Yahoo!* and *Ask.com* lines, as shown here.



3. Click the drop-down arrow on the **Bullets**  button and choose the circle bullet. *The position of the circle bullet in the library may vary.*



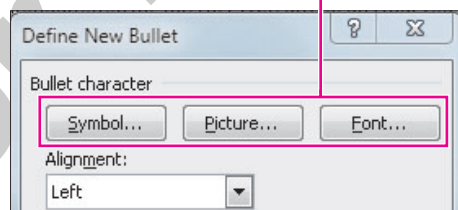
4. **Save** your file, and leave it **open** for the next exercise.

Customizing Bullet and Number Styles

Video Lesson labyrinthelab.com/videos

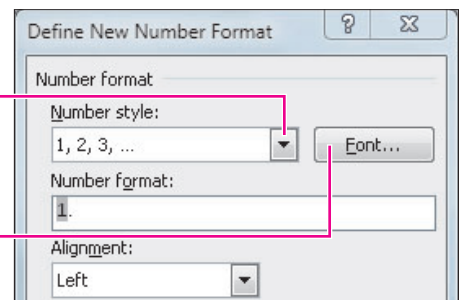
Bullet styles can be customized by defining a symbol, picture, font, or alignment. You can also customize the number style, font, and alignment. You can define a new bullet or number format by clicking the drop-down arrow on the Bullets or Numbering button and choosing Define New Bullet or Define New Number Format from the list.

You can choose from a variety of symbols, pictures, and fonts.



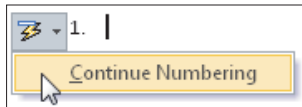
You can select a number style from this list.

You can choose from a variety of fonts to customize your numbering style.



Restart or Continue Numbering


Many documents have more than one numbered list. Sometimes you may want the numbering to continue sequentially from one list to the next. For example, if one list ends with the number 4 you may want the next list to begin with the number 5. If you type a paragraph after the first list, when you begin the next list in your document, Word assumes you want to restart numbering at 1. If you want to continue numbering from the previous list, Word provides an AutoCorrect smart tag when you start additional numbered lists in a document. You can click the AutoCorrect Options smart tag and choose Continue Numbering.

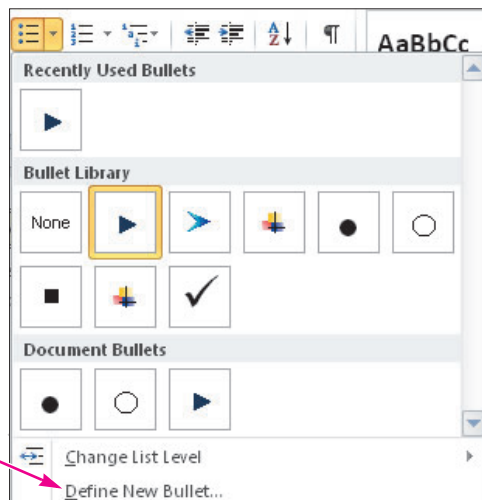


DEVELOP YOUR SKILLS 4.5.3

Experiment with Custom Bullets

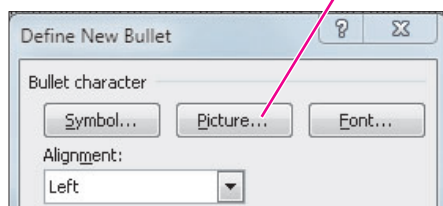
In this exercise, you will work with the Define New Bullet dialog box.

1. Click anywhere in one of the three bulleted search engine lines.
2. Choose **Home**→**Paragraph**→ **Bullets**  **menu** ▼ to display the Bullets library, and then choose **Define New Bullet** from the bottom of the menu.

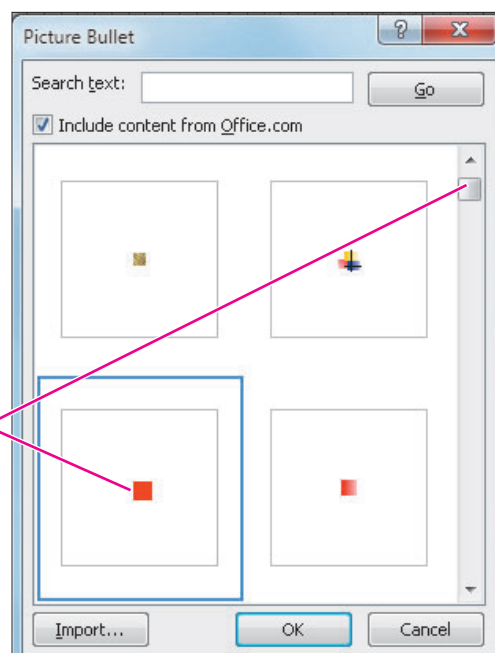


3. Follow these steps to define a picture as a new bullet:

A Click the **Picture** button to display the **Picture Bullet** dialog box.

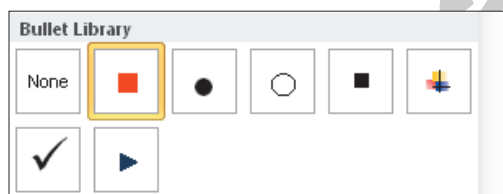


B Use the **scroll bar** to scroll through the pictures and click the **red square**, or a choice of your own, and then click **OK** twice.



Notice that all the Level 1 bullets have changed to the new custom bullet.

4. Choose **Home**→**Paragraph**→**Bullets**  menu ▼ to display the Bullet Library.



Notice that the new custom bullet now appears in the library, although its location and the number of bullets in the library on your screen may differ from the preceding illustration.

5. Click anywhere in the document to **close** the library.



If you wish to remove a bullet from the library, right-click it and choose Remove from the context menu.

6. Click the *Google* line and then click the **Bullets** menu button one more time and choose the original black bullet.
7. **Save** the document and leave it **open** for the next exercise.

4.6 Setting Line Breaks

Video Lesson

labyrinthelab.com/videos

When working with bullets and numbering, tapping **[Enter]** generates a new bullet or number. What if you want to type something relative to a bulleted or numbered item on the next line(s) without generating a new bullet or number? A manual *line break* starts a new line (without inserting a paragraph mark) and continues the text on the new line. The new line is part of the same paragraph as the preceding line. Line breaks are inserted with the **[Shift] + [Enter]** keystroke combination.




Tapping **[Enter]** generates a paragraph symbol and a new bullet.

Tapping **[Shift] + [Enter]** displays an arrow symbol and moves the insertion point to the next line without creating a bullet.

DEVELOP YOUR SKILLS 4.6.1

Insert Line Breaks in a List

In this exercise, you will use line breaks to add descriptive information about the items in the search engine list.

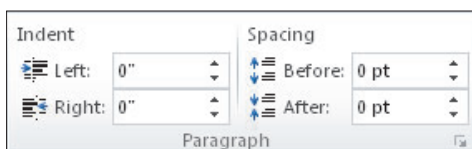
1. Place the **insertion point** after 1998 in your bulleted list.
2. Tap **[Shift] + [Enter]** to generate a line break rather than a paragraph break.
3. If necessary, click the **Show/Hide**  button to see the line break, which appears as a small arrow at the end of the line. Then click **Show/Hide** again to turn off formatting marks.
4. Type the following: **This search engine is tops on many people's list.**
*If you were to tap **[Enter]** at this point, Word would generate a new bullet because you started a new paragraph.*
5. Click at the end of 1995 in the line under *Yahoo!* and tap **[Shift] + [Enter]** to generate a line break.
6. Type the following: **Yahoo! is the oldest directory-type search engine and a favorite of many.**
7. Save your file and leave it **open**, as you will use it in the next exercise.

Using the Paragraph Space Settings

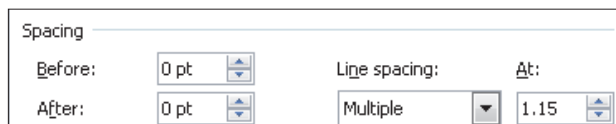
Video Lesson

labyrinthelab.com/videos

The following illustration of the Paragraph group on the Page Layout tab shows the default 10-point after-paragraph spacing. You can use the spinner controls on the Before and After Spacing buttons to adjust the amount of space. You can also use the spacing controls in the Paragraph dialog box in the same way.



Paragraph spacing controls on the Ribbon in the Paragraph group on the Page Layout tab.



Paragraph spacing controls in the Paragraph dialog box.

Paragraph Spacing Defined

A point (pt) is just 1/72nd of an inch. This fine unit of measure, common in printing, facilitates great precision. Word uses points for type size and other settings, such as paragraph spacing.



72 points = 1 inch 36 points = 1/2 inch 24 points = 1/3 inch

DEVELOP YOUR SKILLS 4.6.2

Set Paragraph Spacing

In this exercise, you will add 4 points of paragraph spacing between the headings and the introductory paragraphs on page 2.

1. **Select** the heading *An Evolution and a Revolution* near the top of page 2.
2. Click the **Page Layout** tab to display its Paragraph group.
3. In the Spacing area, click in the **After** box and type **4**, and then **tap** Enter.
Notice the additional space following the heading.



The spinner controls in the Spacing area use 6 point increments for spacing. If you wish to use a different measurement, you must enter it manually.

4. **Select** the *Search Engines* heading, and then type **4** in the After box and **tap** Enter.
5. Use the same technique to add **4 points** of extra space after the heading *Popular Programs*.
You could have used the Format Painter to copy the formatting from the first heading, but this was a good opportunity to practice with the spacing controls.
6. **Save** the file, and leave it **open** for the next exercise.

4.7 Using Borders and Shading

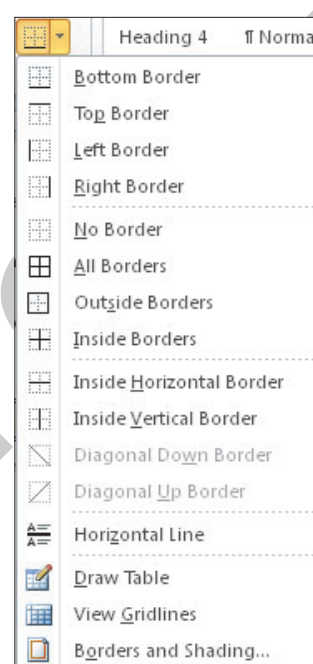
Video Lesson

labyrinthlab.com/videos

You can apply borders and shading to selected text, paragraphs, and objects, such as tables or drawing shapes. Page borders are also available to outline an entire page. In this lesson, you will concentrate on applying borders to paragraphs. Paragraph borders are the lines applied to the top, bottom, left, and right edges of a selected paragraph, and they extend from the left to right margin. Thus, if you only want a border surrounding a specific amount of text, you must select only that text and be careful not to select the paragraph mark. You can choose the style, color, and thickness of borders, and you can also select various shading patterns and colors.

The Borders Button


Clicking the Borders  menu ▼ button in the Paragraph group of the Home tab on the Ribbon displays a menu of border options. The Borders and Shading command at the bottom of the menu opens the Borders and Shading dialog box.




The borders button has a memory. It displays the last choice you made from the menu on the button face. That way you can apply the same type of border several times in a row without opening the menu. The button name changes accordingly.

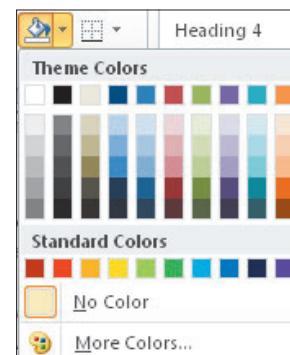
Example

The border button that appears when you first start Word is named Bottom Border; it looks like this: 

If you apply an outside border, as an example, the button is named Outside Border; it looks like this: 


The Shading Button

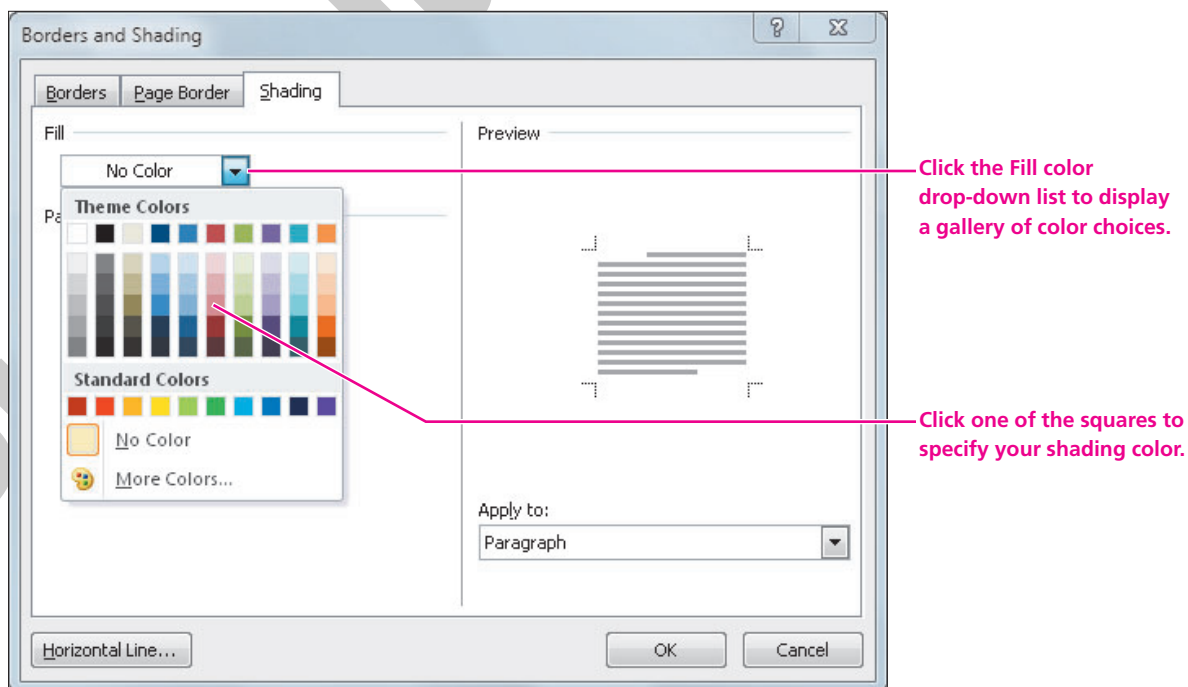
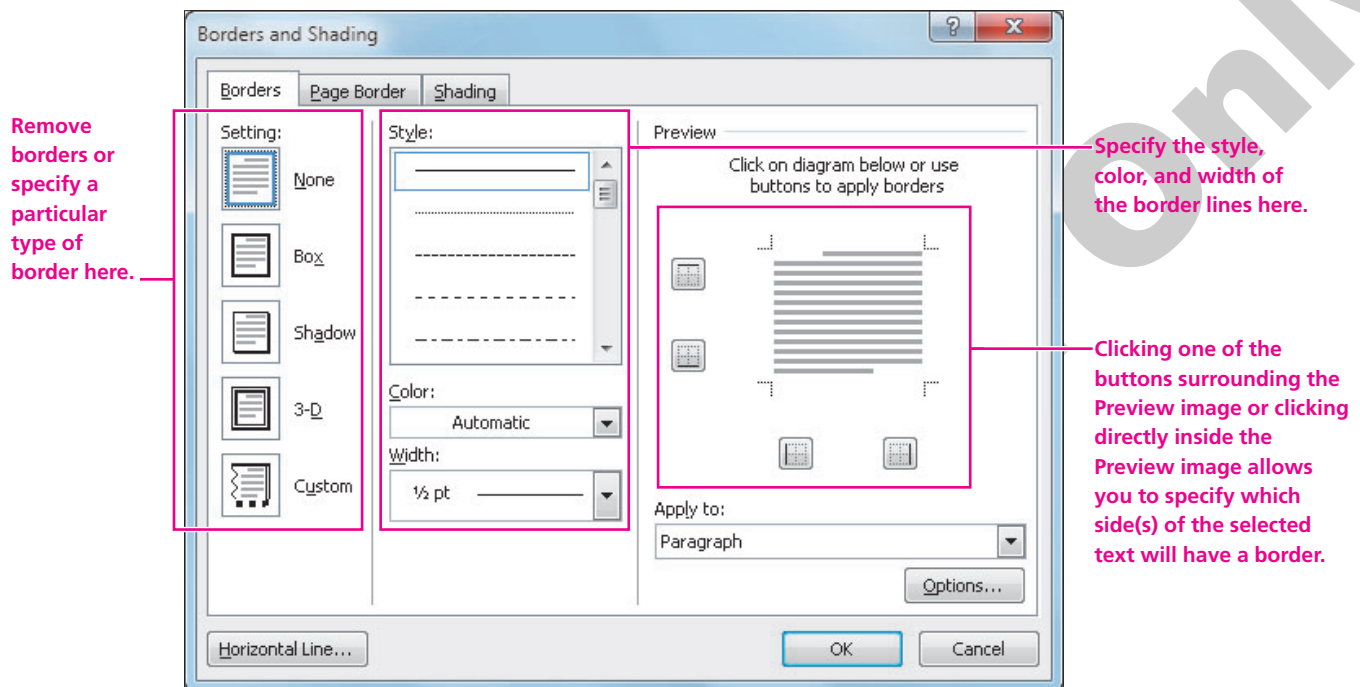
The  Shading ▼ button located in the Paragraph group of the Home tab provides a quick way to apply shading. Shading is the background color of the selected area. For example, if you select text, it is the background color behind the text. However, if you apply a paragraph border, it is the background color inside the border that extends from margin to margin.



The Borders and Shading Dialog Box

Video Lesson labyrinthelab.com/videos


Choose Borders and Shading from the Borders  menu ▼ on the Ribbon to display the dialog box. The following illustrations show the features available in the Borders tab and the Shading tab of the dialog box.



DEVELOP YOUR SKILLS 4.7.1

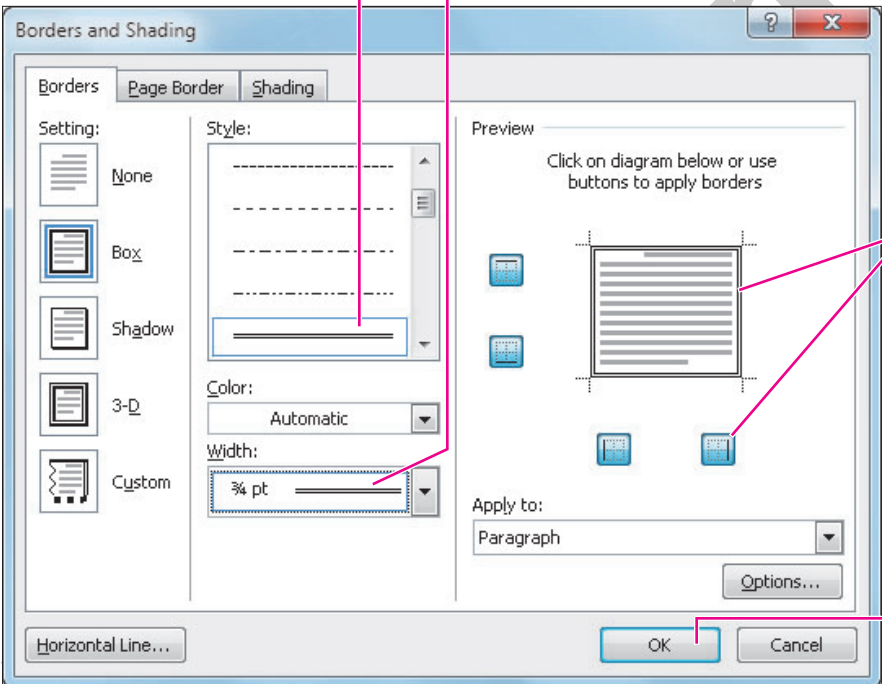
Apply a Border and Shading to Headings

In this exercise, you will apply borders and shading to the paragraph headings on page 2, using the Borders and Shading dialog box.

1. Click anywhere in the line *An Evolution and a Revolution*.
2. Choose **Home**→**Paragraph**→**Borders**  **menu** ▼ from the Ribbon, and then choose the **Borders and Shading** command at the bottom of the gallery to display the dialog box.
3. Make sure the **Borders** tab at the top of the dialog box is in the foreground.
4. Follow these steps to apply a border to the first heading:

A Scroll down and choose the double line style shown here.

B Choose ¾ pt from this drop-down list.



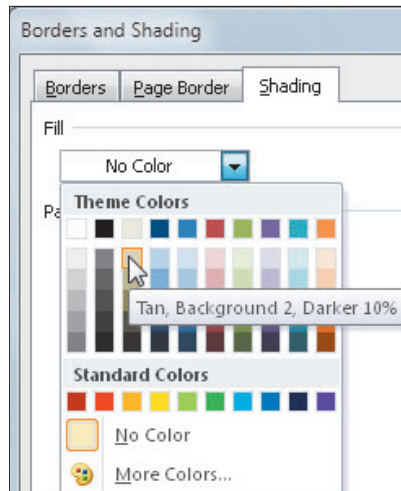
C Box is chosen in the Setting area on the left when you make a line Style choice, and that choice is reflected here. You can add and remove borders by clicking the buttons or by clicking directly on lines in the Preview image.

D Click **OK**.



Notice that the border extends between the margins. Paragraph borders fill the space between the margins, unless the paragraph(s) are indented.

5. Choose **Home**→**Paragraph**→**Borders**  **menu** ▼ from the Ribbon; choose the **Borders and Shading** command at the bottom of the gallery.
6. Click the **Shading** tab, and then click the **Fill** color drop-down list.

7. Choose **Tan, Background 2, Darker 10%** from the list, as shown in the following illustration, and then click **OK**.



Use the Format Painter to Copy the Heading Formats

8. Make sure your **insertion point** is still in the heading *An Evolution and a Revolution*.
9. Double-click the **Format Painter** . Remember, double-clicking keeps the Format Painter turned on.
10. **Select** the *Search Engines* heading, and then **select** the *Popular Programs* heading to format the headings.
11. Click **Format Painter**  again to turn it off.
12. **Save** the file, and leave it **open** for the next exercise.

4.8 Inserting Page Numbers

Video Lesson labyrinthlab.com/videos


You can insert page numbers at various positions on a page. Page numbers are inserted at the top or the bottom of the page and may be aligned at the left margin, centered, or right-aligned.

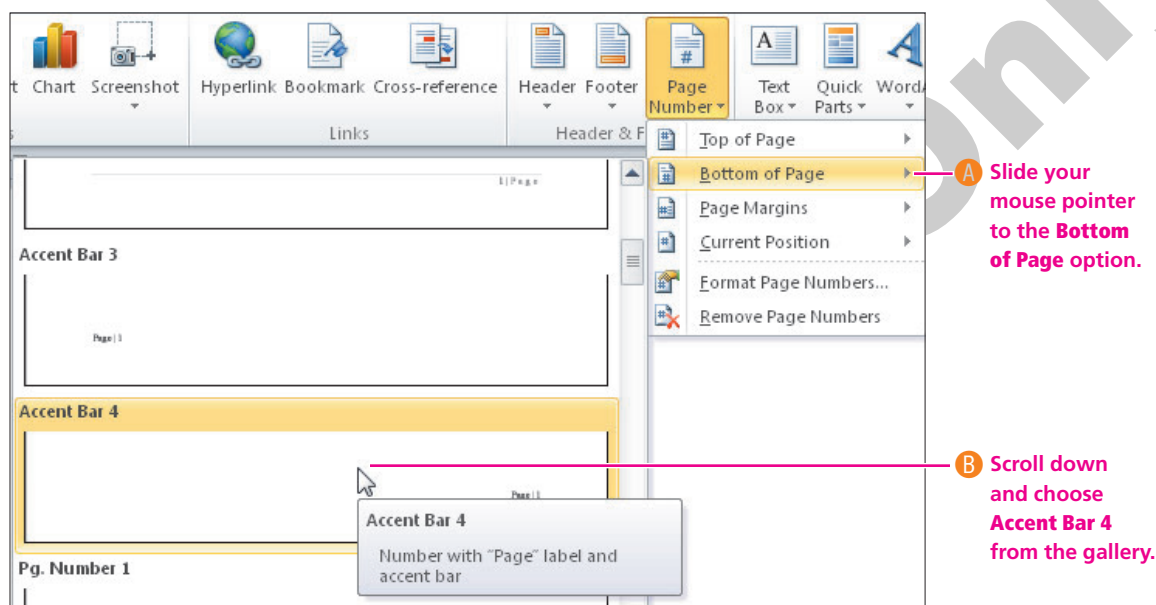
A page numbering gallery offers a variety of page numbering designs. Choose **Insert**→**Header & Footer**→**Page Number** from the Ribbon to display a menu of positions for your page numbers. Choose a position, and then click the desired style to insert page numbers in your document.

DEVELOP YOUR SKILLS 4.8.1

Insert Page Numbers

In this exercise, you will insert page numbers in your report.

1. Choose **Insert**→**Header & Footer**→**Page Number**  from the Ribbon.
2. Follow these steps to insert page numbering:



3. **Double-click** the body of the document to close the footer area.
4. **Scroll** through the document and **observe** the page numbering.
The numbering appears grayed out, but it will print like normal text.
5. **Save** your report and **close** it.

4.9 Concepts Review

Concepts Review

labyrinthlab.com/word10

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.




Reinforce Your Skills

REINFORCE YOUR SKILLS 4.1


Create a Policies and Procedures Document

In this exercise, you will use multiple lists to create a policies and procedures page. You will also use Word's demote, promote, and indent commands to organize the lists.


Add Numbering

1. **Open** the rs-Outdoor Adventures file from the Lesson 04 folder.
2. **Select** the three lines of text under the *Medical* heading.
3. Choose **Home**→**Paragraph**→**Numbering**  from the Ribbon to convert the text to a numbered list.
4. Convert the lines of text under the *Refunds* and *Cancellations* headings to a **numbered list**.



Add Bullets

5. **Select** the first heading, **hold down** the **[Ctrl]** key, and **select** the remaining two headings.
6. Choose **Home**→**Paragraph**→**Bullets**  from the Ribbon.
7. **Tap** **[Enter]** after the *Inclement weather conditions* line, then **tap** **[Tab]**.
8. Type **Over 100 degrees** and **tap** **[Enter]**.
9. Type **Below 60 degrees**, **tap** **[Enter]**, and **tap** **[Shift] + [Tab]**.
10. Finish **typing** the document as shown at the end of the exercise on the following page.

Define a Custom Bullet

11. **Select** the three bulleted headings.
12. Choose **Home**→**Paragraph**→**Bullets**  menu ▼ from the Ribbon.
13. Open the **Define New Bullet** dialog box and choose a new picture of your choice for the selected bullets.

Work with Indents

14. **Select** the numbered lists below each heading.
15. Chose **Home**→**Paragraph**→**Increase Indent**  once to line up the numbered lists under their heading.
16. **Select** the body of the document, excluding the title and subtitle.
17. Chose **Home**→**Paragraph**→**Increase Indent**  to reposition the body, as shown below.
18. **Save** the file and then **close** it.

OUTDOOR ADVENTURES

Policies and Procedures

- Medical
 1. All guests must have medical insurance
 2. All guests must sign an injury waiver
 3. All guests agree to pay out-of-pocket medical expenses
- Refunds
 1. A full refund will be given for cancellations with 60-day notice
 2. A 50% refund will be given for cancellations with 30-day notice
 3. No refund for cancellations with less than 30-day notice
- Cancellations
 1. Inclement weather conditions
 - a. Over 100 degrees
 - b. Below 60 degrees
 2. Poor water flow
 - a. Water level drops to 20 feet
 3. Insufficient number of guests
 - a. Ten-guest minimum

REINFORCE YOUR SKILLS 4.2

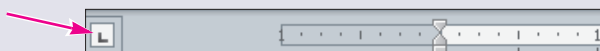
Create a Tabular Phone List

In this exercise, you will use tabs, paragraph alignment, and line breaks to create the phone list shown at the end of this exercise.

1. **Press** **Ctrl**+**N** to open a blank document.
2. If necessary, display the **ruler** at the top of the screen.
3. Because you know this list will be rather short, **tap** **Enter** four times to position the insertion point approximately 2 1/2 inches from the top of the page.
4. Type **My Virtual Campus**.

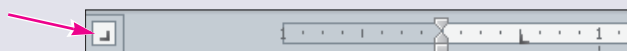
5. Tap **Enter** twice.

6. Make sure the **left tab** symbol displays here. If not, **click** the box until it appears.




7. Use the **Ruler** to set a left tab at $\frac{1}{2}$ inch.

8. Now change the tab type to a **right-align tab**; click the **box** until the symbol shown here appears.



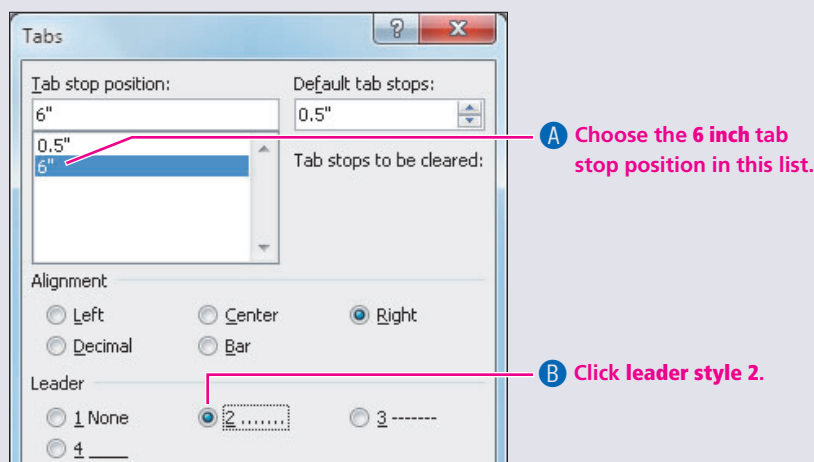
9. Set a **right-align** tab at the **6-inch** mark on the ruler.

Add a Leader to a Tab

10. Click the **dialog box launcher**  in the bottom-right corner of the Paragraph group on the Home tab.

11. When the Paragraph dialog box appears, click the **Tabs** button in the bottom-left corner.

12. Follow these steps to set a tab leader line:



13. Click **OK**.

14. Tap the **Tab** key, and type **Advertising Department**.

15. Tap **Tab** to position the insertion point at the right-align tab, type **312-555-1234**, and then tap **Enter**.

16. Following the illustration at the end of the exercise, continue **typing** the list to the end of the *Accounting* line. Remember to tap **Tab** at the beginning of each new line.

17. Notice the line break symbol at the end of the Accounting line.

18. Insert a line break by **tapping** **Shift** + **Enter**.

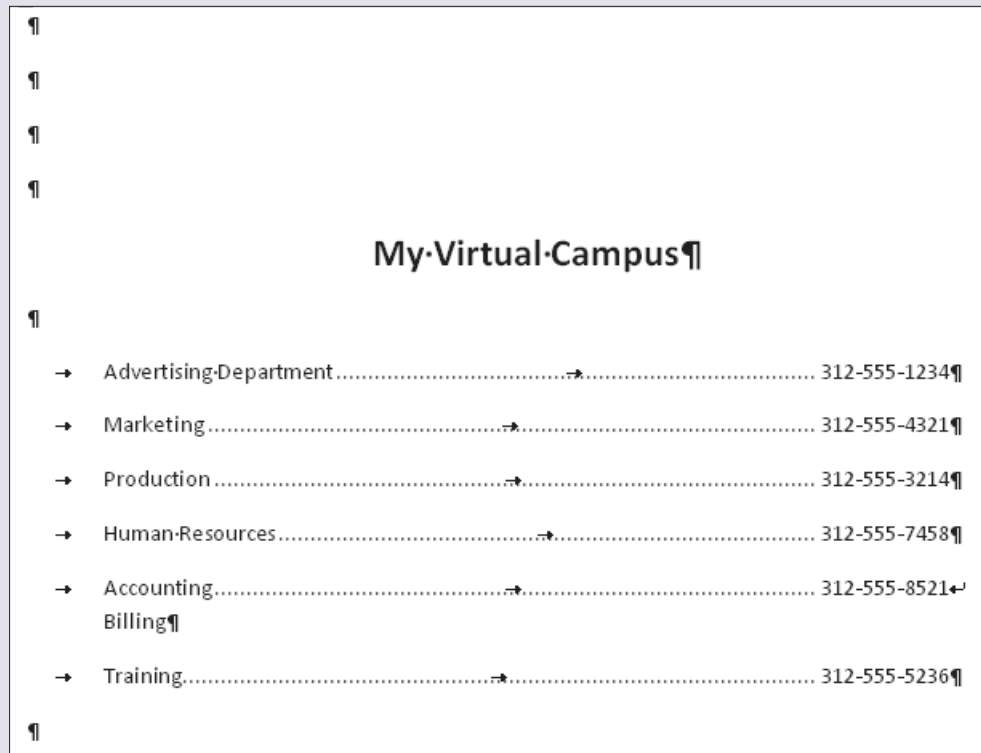
19. Type **Billing** on the next line.

Because Word does not consider a line break to be a paragraph, it does not take on the additional after-paragraph spacing that Word 2010 adds by default.

20. Tap **Enter**, and then tap **Tab** and type the last line of the list.

21. Select and **center** the title and change the font size to **18 points**.

22. **Save** the document in the Lesson 04 folder as **rs-Phone Directory**, and then **close** it.



REINFORCE YOUR SKILLS 4.3

Create a Report with Indents and Bullets

In this exercise, you will open a document from your exercise files. You will format the document until it matches the document on the following page.

1. **Open** rs-Electric Cars from the Lesson 04 folder.
2. Look at the document at the end of this exercise on the following page, and notice the title shown at the top of the document. Insert the **title** at the top margin (1 inch from the top of the page).
3. Tap **Enter** twice after the title.
4. **Format** the title with a 14-point bold font, and center-align the title.
5. Select the first **three body paragraphs**, and apply **double-spacing** to them. Turning on the Show/Hide feature will help you distinguish among the first three paragraphs.
6. Adjust the **first line indent** of the first three body paragraphs to 1/2 inch.

7. Position the **insertion point** at the end of the first line and **remove the space** after the word *United*.
8. Insert a **nonbreaking space** between the words *United* and *States*.
9. **Select** the next six paragraphs, starting with *Affordability*.
10. Apply the **bullet style** shown to the six paragraphs.
11. Use **Tab** to demote the bulleted paragraphs below each heading.
12. **Indent** the last paragraph 1 inch on both the left and right, as shown.
Your completed document should match the example at the end of this exercise.
13. **Save** the changes to the document, and **close** it.

ELECTRIC CARS

Many people are not aware that electric cars have been used almost ninety years in the United States. In fact, before the introduction of the gasoline automobile, approximately 50,000 electric cars soared down American streets. Presently, electric cars are gaining attention as an effective means of improving our air quality, reducing pollution, and reducing the need to import oil into the United States.

Often referred to as “zero-emission vehicles,” electric cars have the distinct advantage of releasing little or no pollution, thereby reducing the amount of carbon monoxide in our air. Electric cars are also quieter than gasoline-fueled cars, and the batteries that power these cars have the potential to be recharged through renewable sources such as wind and solar power.

Steven Lough of Eco-Motion Electric Cars in Seattle, WA, highlights a few of the many benefits of electric cars. A summary of his points follows:

- Affordability
 - Electric cars are affordable.
- Efficiency
 - Electric cars are three times more efficient per dollar than gasoline-fueled cars. They improve air quality, limit pollution, and lessen U.S. dependence on imported oil.
- Batteries
 - Electric cars will improve over time. Already new batteries—including metal-nickel-hydride batteries and lithium batteries—are being researched. In the coming years these batteries will be available, doubling and tripling the per charge rate of these automobiles.

Lough adds a powerful statement, saying that:

There are alternatives [to gasoline automobiles and the pollution and expense associated with them]...There are carpooling, public transportation, bicycles, telecommunications, and yes, electric cars.

Apply Your Skills



APPLY YOUR SKILLS 4.1

Use Borders, Shading, and Lists in a Flyer

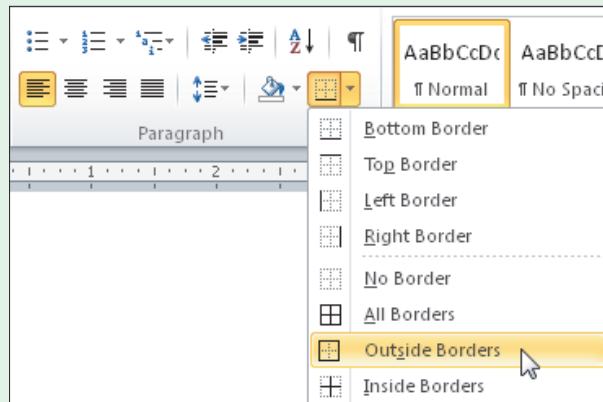
In this exercise, you will create a flyer that Lakeville Community Hospital will distribute through their Health Education Department. You will add borders and shading to headings, use paragraph alignment, and create bulleted lists. When you complete the exercise, your document should look like the figure at the end of this exercise.

1. **Open** the file as-Osteoporosis from the Lesson 04 folder.
2. **Select** the title and subtitle, and **format** them with bold, center alignment, and 16-point font.
3. **Format** the next line, *What is Osteoporosis?*, with bold and 12-point font.
4. **Indent** the next paragraph 1 inch from both the left and the right margins.

Add a Border


5. Select the next line, and click the drop-down arrow on the **Borders** command in the Paragraph group of the Home tab to apply an **Outside Border**. Word will apply the border line style that was last used during the current Word session.

Remember that the appearance of the Borders button reflects the last choice made from the menu during the current Word session.



Add Shading

Make sure the line is still selected.

6. Click the drop-down arrow on the **Shading**  command next to the Borders command.
7. Choose the **shading** you prefer from the gallery.
8. Choose **Home**→**Clipboard**→**Format Painter**  to copy the formatting to the heading *What Can You Do to Help Prevent Falls?*

Add Bullets to Lists

9. Select *Get enough calcium* through *Know whether you are at risk*.
10. Apply **bullets** to the list.
11. Apply **bullets** to the seven lines at the end of the document.
12. Select both bulleted lists and apply a **different bullet style** of your choice.
13. Save the file and close it.

Lakeville Community Hospital
Partners in Prevention

What is Osteoporosis?

Osteoporosis is a disorder that causes your bones to become increasingly porous, brittle, and subject to fracture. Women are four times more likely to suffer from osteoporosis than men. However, there are steps you can take to reduce the risk of bone loss and fracture.

WHAT CAN YOU DO TO PREVENT OSTEOPOROSIS?

- ◆ Get enough calcium
- ◆ Take vitamin D
- ◆ Make activity and exercise part of each day
- ◆ Stop smoking
- ◆ Cut down on caffeine, salt, and alcohol intake
- ◆ Know whether you are at risk

WHAT CAN YOU DO TO HELP PREVENT FALLS?

- ◆ Have your vision checked
- ◆ Stay active to help maintain balance, strength, and coordination
- ◆ Wear low-heeled shoes with non-slip soles
- ◆ Tie your shoe laces
- ◆ Replace slippers that are stretched out of shape and are too loose
- ◆ Eliminate all tripping hazards in your home
- ◆ Install grab bars and handrails

APPLY YOUR SKILLS 4.2**Use Line Spacing, Numbering, and Indenting**

In this exercise, you will format a document with variable line spacing, a numbered list, and indents.

1. **Open** the as-Success document from the Lesson 04 folder.
2. Follow these guidelines to format the document as shown at the end of this exercise:
 - Run the **spelling checker**, making changes as necessary.
 - **Tap** **[Enter]** enough times to place the insertion point at approximately the 1-inch mark in the vertical ruler.
 - Change the **title** to uppercase, bold, with a 16-point font.
 - Center the **title**; **tap** **[Enter]** twice after the title.
 - Use **single-spacing** and **double-spacing** as necessary to format the document as shown.
 - Set the **First Line** indent of the two body paragraphs to 1/2 inch, as shown.
 - Replace the **space** after the name *Ralph* with a nonbreaking space.
 - Adjust the **indents** of the numbered paragraphs and the quotation, as shown.
3. **Save** the document and then **close** it.

SUCCESS

The quest for success is a driving force in the lives of many Americans. This force drives the business world and often results in huge personal fortunes. However, success can come in many forms, some of which are listed below.

1. Many people in America view success monetarily.
2. Our society also views public figures such as movie stars, athletes, and other celebrities as being successful.
3. Educational achievement, such as earning an advanced degree, is often perceived as successful.

It is easy to see that success means many things to many people. The well-known poet, Ralph Waldo Emerson, provides this elegant definition of success:

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.

Critical Thinking & Work-Readiness Skills



In the course of working through the following Microsoft Office-based Critical Thinking exercises, you will also be utilizing various work-readiness skills, some of which are listed next to each exercise. Go to labyrinthelab.com/workreadiness to learn more about the work-readiness skills.

4.1 Format a Report

Brett is creating a short report on the benefits of new wireless technology—and how it will affect My Virtual Campus users. Open **ct-Wireless** (Lesson 04 folder) and save a copy of it as **ct-Wireless Report**. Add a centered heading with the text **The New Wireless**. Set the line spacing of all paragraphs to 1.5. Experiment with different paragraph alignments and choose the alignment you feel is the most appropriate. Save your changes. If working in a group, discuss why you believe your choice of alignment is the best choice. If working alone, type your answer in a Word document named **ct-Questions** saved to your Lesson 04 folder.

WORK-READINESS SKILLS APPLIED

- Thinking creatively
- Writing
- Serving clients/customers

4.2 Add Custom Bullets and Shading

Brett wants to add some custom bullets and shading to the report to make it more readable and interesting to others. Start with the **ct-Wireless Report** you created in the previous exercise and save a copy of it to your Lesson 04 folder as **ct-Wireless Tabs**. Add a bulleted list at the bottom with at least three benefits of the new wireless technology (be creative with these) and change the default bullet to a checkmark. Add a border and background shading to the heading. Save your changes.

WORK-READINESS SKILLS APPLIED

- Writing
- Thinking creatively
- Serving clients/customers

4.3 Finalize Report Formatting

Brett is ready to put the finishing touches on the report before distributing it. Start with the **ct-Wireless Tabs** you created in the previous exercise and save a copy of it to your Lesson 04 folder as **ct-Wireless Final**. Experiment with various paragraph/heading alignments and line spacing. Change the bullets to something other than checkmarks and change the left indent of the bulleted items. Feel free to change the font style and size, too! Use these options to format the report so it is easy to read and maintains a professional feel, yet looks distinctly different from the original **ct-Wireless Tabs** version. Save your changes.

WORK-READINESS SKILLS APPLIED

- Thinking creatively
- Making decisions
- Selecting technology