WORD 2013

Creating a Simple Report

4

LESSON OUTLINE

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Use paragraph alignment settings
- Set custom tab stops
- Format lists
- Apply borders, shading, and styles
- Insert page numbers

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, including paragraph alignment, custom tab stops, and Word's indent feature. You will work with bulleted and numbered lists, and you will add interest to the report by applying borders, shading, and styles. You will be introduced to headers and footers, and you will use the Navigation pane to navigate by heading styles and to quickly reorganize your document.

CASE STUDY

Formatting a Research Report

My Virtual Campus

A business analyst at My Virtual Campus has asked you to assist in researching the use of social media at universities. The report will be a useful tool for management to have as background information. It is important to understand how the "always connected" generation is using technology to pursue their education, to study, and to perform classroom activities. You will use paragraph formatting techniques such as indents, styles, and bullets and numbering to prepare an easy-to-read, properly formatted, and professional-looking document.

My Virtual Campus

SOCIAL MEDIA IN UNIVERSITIES

Universities today are engaging constantly-connected Millennials through social media. Use of Facebook, YouTube, Twitter, blogging, and podcasting have all experienced double-digit increases on campus in the last year. Students are checking out universities through student-run blogs, and recruiters are checking out students on Facebook and LinkedIn.

The Net Generation

In her article appearing in The Teaching Professor, August/September 2009, Dalton State College psychology professor Christy Price makes the following observations:

"...the ideal learning environment was Millennials' preference for a variety of teaching methods, as opposed to a "lecture only" format."

"Respondents thought professors who involved them in class with a variety of methods (not just lecture) as more connected to millennial culture."

WD04.2

Formatting Reports

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0401

There is a variety of acceptable report formats. Different formats can be used for marketing publications and other types of business and educational documents. The following example shows a traditional business report in unbound format.

The title is positioned at approximately 2 inches from the top of the page and centered.

The title is in uppercase and bold; you can also apply a distinctive font to the title.

SOCIAL MEDIA IN UNIVERSITIES

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"...the ideal learning environment was Millennials' preference for a variety of teaching methods, as opposed to a "lecture only" format."

"Respondents thought professors who involved them in class with a variety of methods (not just lecture) as more connected to millennial culture."

The body is double-spaced with paragraphs indented to ½ inch.

Quotations and other text you want to emphasize are indented on the left and right.

Formatting Paragraphs

Paragraph formatting includes paragraph alignment, line spacing, and bullets and numbering, to mention a few. In Word, a paragraph is created anytime you tap Enter. In other words, a paragraph could consist of several lines that end with Enter or just one line, such as a heading, that ends with 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 symbol.

Each of these is a paragraph because each ends with a paragraph symbol (heading, blank lines, text paragraph).

Social·Media·Benefits·for·Students¶

¶

Technology·can·be·used·to·reach·the·Net°Generation·in·an·effective·way.·They·consider· technology·a·natural·way·to·pursue·their·education,·to·study,·and·to·perform·classroom·activities.·¶

¶

◆→ Search·for·classes·online¶

o→ Locate·desired·subjects,·dates,·and·times¶

o→ Review·syllabi¶

Each of these lines is a paragraph.

Comparing Paragraph Formatting to Character Formatting

Selecting paragraphs for formatting purposes is a little different from selecting characters. With character formatting, you typically select the entire block of text you want to format, which is necessary in the majority of cases. With paragraph formatting, you need only click in the paragraph to *select* it. On the other hand, if you want to apply formatting to more than one paragraph, you must select at least part of each paragraph.

Using Paragraph Alignment

Paragraph alignment determines how text aligns between the margins. Left alignment gives paragraphs a straight left margin and ragged right margin. Center alignment is usually applied to headings. Right alignment generates a straight right and ragged left margin. Justify provides straight left and right margins.
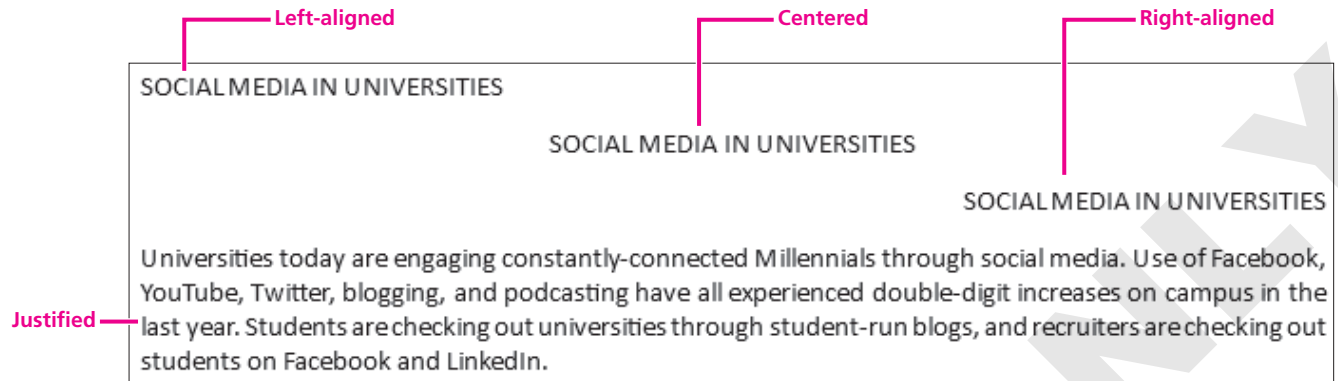
FROM THE RIBBON
Home→Paragraph→
Alignment Option

FROM THE KEYBOARD
Ctrl+L align left
Ctrl+E center
Ctrl+R align right
Ctrl+J justify

Here's how the different paragraph alignment settings look in Word.

Left-aligned ——— **Centered** **Right-aligned**

SOCIAL MEDIA IN UNIVERSITIES

SOCIAL MEDIA IN UNIVERSITIES

SOCIAL MEDIA IN UNIVERSITIES

Justified ——— Universities today are engaging constantly-connected Millennials through social media. Use of Facebook, YouTube, Twitter, blogging, and podcasting have all experienced double-digit increases on campus in the last year. Students are checking out universities through student-run blogs, and recruiters are checking out students on Facebook and LinkedIn.

DEVELOP YOUR SKILLS WD04-D01

Align Text

In this exercise, you will use the alignment buttons in the Paragraph group of the Home tab to align your report heading.

1. Start **Word**. Create a new, blank document using the **Blank Document template** and make sure the Word window is **maximized**.

2. Save the file as **WD04-D01-SocMediaRprt-[FirstInitialLastName]** in your **WD2013 Lesson 04** folder.

   Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: WD04-D01-SocMediaRprt-BSmith.

3. Tap ⌷Enter⌷ twice to position the insertion point approximately **2 inches** from the top of the page.

4. Turn on ⌷Caps Lock⌷, and then choose **Home→Font→Bold** B.

5. Type the report title, **SOCIAL MEDIA IN UNIVERSITIES**.

6. Choose **Home→Font→Bold** B and then tap ⌷Caps Lock⌷ to turn both off.

7. Tap ⌷Enter⌷ twice to provide blank lines before the body of the report, which you will add shortly.

8. Position the insertion point in the report heading.

Align the Heading

9. Choose **Home→Paragraph→Align Right** ≣.

10. Choose **Home→Paragraph→Align Left** ≣.

11. Choose **Home→Paragraph→Center** ≣.

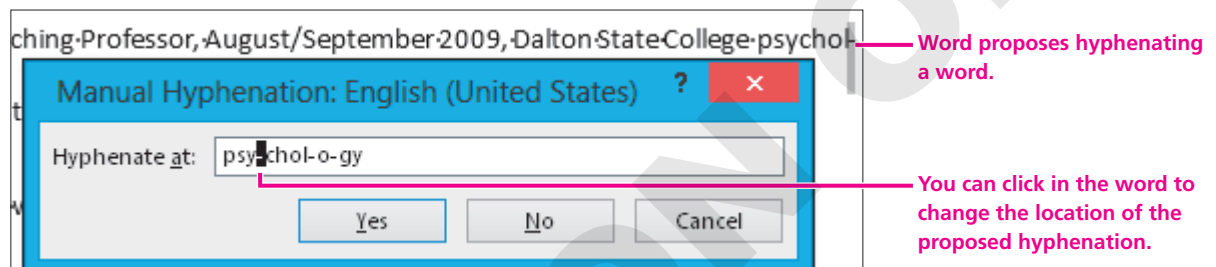12. Save the file and leave it open; you will modify it throughout the lesson.

Formatting Paragraphs **WD04.5**

Word 2013

Adding Hyphenation

Typically, when you create a document, 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, and then it wraps down to the next line. Sometimes this can cause your right margin to appear too ragged. You can use hyphenation to create a more even margin.

FROM THE RIBBON

Page Layout→Page
Setup→Hyphenation

- **Automatic:** The entire document is hyphenated automatically, and as you edit or revise the document hyphenation continues.

- **Manual:** Manual hyphenation searches for words you might want to hyphenate and provides a prompt where you can accept, modify, or reject the hyphenation.

ching·Professor,·August/September·2009,·Dalton·State·College·psychol-

Word proposes hyphenating a word.

Manual Hyphenation: English (United States)

Hyphenate at: psy‑chol‑o‑gy

Yes   No   Cancel

You can click in the word to change the location of the proposed hyphenation.

DEVELOP YOUR SKILLS WD04-D02

Use Manual Hyphenation

In this exercise, you will copy the content for your report from another document, and then you will use manual hyphenation to smooth out the right-hand margin.

1. Save your file as **WD04-D02-SocMediaRprt-[FirstInitialLastName]**.

2. If necessary, choose **Home→Paragraph→Show/Hide ¶** to turn on formatting marks.

3. Open **WD04-D02-RprtContent** from your **WD2013 Lesson 04** folder.

4. Press Ctrl + A to select all content, and then press Ctrl + C to copy it.

5. Close **WD04-D02-RprtContent**.

You will now paste the copied document in the Social Media Report document.

**6.** Follow these steps to paste the document into the report:

A Position the insertion point next to the second paragraph symbol after the heading.

¶

¶

SOCIAL·MEDIA·IN·UNIVERSITIES¶

¶

Universities·today·are·engaging·constantly-connected·Millennials·through

B Press Ctrl + V to paste the content.

7. Choose **Home→Paragraph→Show/Hide** ¶ to turn off formatting marks.

8. Press Ctrl + Home .

Hyphenate Words

9. Choose **Page Layout→Page Setup→Hyphenation** and choose **Manual** from the menu.

10. When Word proposes hyphenating *Facebook*, click **No**.

In this example, we prefer to keep Facebook as one word even though it could be hyphenated.

11. When Word proposes hyphenating *psychology*, click **Yes** to accept the suggestion.

12. When Word proposes hyphenating *opposed*, click **Yes** to accept the suggestion.

13. When Word suggests hyphenating *increases*, click **Cancel** to end Manual hyphenation.

14. Save the report.

Inserting a Nonbreaking Hyphen or Space

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0403

Word allows you to keep terms together that should remain together on one line, such as dates or hyphenated names. You use nonbreaking hyphens and nonbreaking spaces to accomplish this.

FROM THE KEYBOARD
Ctrl + Shift + Hyphen to add a nonbreaking hyphen

Ctrl + Shift + Spacebar to add a nonbreaking space

QUICK REFERENCE	USING NONBREAKING HYPHENS AND SPACES
Task	**Procedure**
Insert Nonbreaking Hyphens	■ Choose Insert→Symbols→Symbol, and then choose More Symbols. ■ Click the Special Characters tab, choose Nonbreaking Hyphen, and click Insert.
Insert Nonbreaking Spaces	■ Choose Insert→Symbols→Symbol, and then choose More Symbols. ■ Click the Special Characters tab, choose Nonbreaking Space, and click Insert.

DEVELOP YOUR SKILLS WD04-D03
Insert Nonbreaking Hyphens and Spaces

In this exercise, you will insert nonbreaking hyphens and spaces in your document. Then you will test to see if the words stay together as one term.

1. Save your file as **WD04-D03-SocMediaRprt-[FirstInitialLastName]**.

2. Scroll to the top of the document.

3. Follow these steps to insert a nonbreaking hyphen in double-digit:
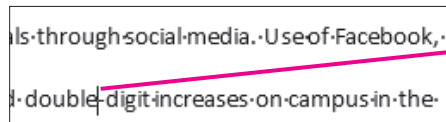
Ⓐ Click here to position the insertion point to the left of the hyphen.

Ⓑ Tap Delete to remove the hyphen.

4. Choose **Insert→Symbols→Symbol** Ω.

5. Choose **More Symbols** from the menu, and when the Symbol dialog box opens, click the **Special Characters** tab.

6. Choose **Nonbreaking Hyphen**, click **Insert**, and close the dialog box.

7. Position the insertion point to the left of *double-digit*.

8. Tap Spacebar several times to move double-digit to the right until it wraps to the next line as a single term.

   Notice the nonbreaking hyphen you inserted kept the hyphenated word together.

9. Click **Undo** ↶ on the Quick Access toolbar to undo the spaces you inserted.

Insert and Test a Nonbreaking Space

10. Scroll to the end of the document.

11. Follow these steps to insert a nonbreaking space:
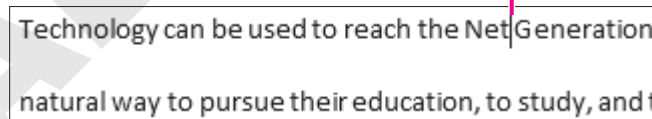
Ⓐ Position the insertion point to the right of *Net* and tap Delete .

Ⓑ Press Ctrl + Shift + Spacebar to insert a nonbreaking space.

12. Position the insertion point to the left of *Net* and tap Spacebar until *Net Generation* wraps to the next line as one term.

   The nonbreaking space kept the words together as one term.

13. Click **Undo** ↶ on the Quick Access toolbar.

14. Save the report.

Indenting Text

Video Library http://labyrinthelab.com/videos   Video Number: WD13-V0404

Indents offset text from the margins. You can set indents by using the buttons on the Ribbon or by dragging the indent markers on the ruler.

Adjusting Indents with the Ribbon

The Increase Indent and Decrease Indent buttons adjust the indent of an entire paragraph (or one or more selected paragraphs) and they affect the left indent only. They adjust the indent based on the default tab stops, which are set at every half inch.

This paragraph was indented a half inch using the Increase Indent button.

The Increase Indent button moves the indent markers right a half inch.

Experiment with Left Indents

In this exercise, you will use the Increase Indent button to indent quotations to one inch. Then you will use the Decrease Indent button to return the quotations to the left margin.

1. Save your file as **WD04-D04-SocMediaRprt-[FirstInitialLastName]**.

2. If necessary, choose **View→Show→Ruler** to turn on the ruler.

3. Follow these steps to indent multiple paragraphs:

Ⓐ Select these two paragraphs.

Ⓑ Click **Increase Indent** twice to indent the paragraphs one inch.

Ⓒ Notice the indent markers moved to the 1-inch mark.

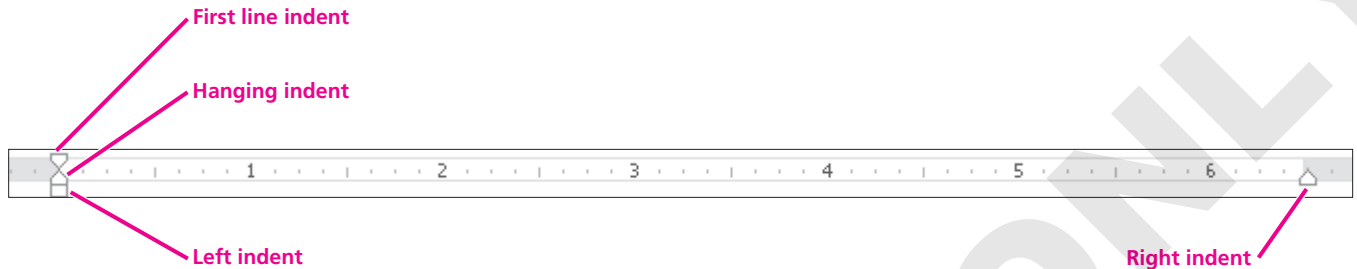
4. Make sure the paragraphs are still selected.

5. Choose **Home→Paragraph→Decrease Indent** ⬅ twice to return the paragraphs to the left margin.

6. Save the report.

Setting Custom Indents on the Ruler

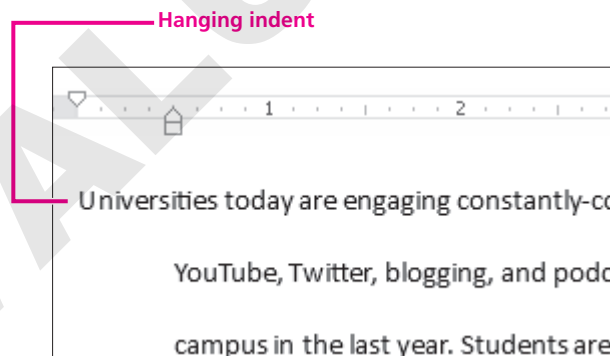**Video Library**   http://labyrinthelab.com/videos   Video Number: WD13-V0405

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

First line indent

Hanging indent

Left indent

Right indent

INDENT MARKERS	
Item	**Description**
First Line Indent	Indents the first line of the paragraph.
Hanging Indent	This triangle is *attached* to the Left Indent rectangle. Place the mouse pointer in the triangle and drag right to indent everything except the first line.
Left Indent	This rectangle is *attached* to the Hanging Indent triangle. Place the mouse pointer in the rectangle and drag left/right to position all lines simultaneously. Whether the triangles are aligned with each other or separated, dragging the rectangle positions both triangles simultaneously.
Right Indent	Drag to indent the entire paragraph from the right.

Using Hanging Indents

Hanging indents are not often used, thus 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*.
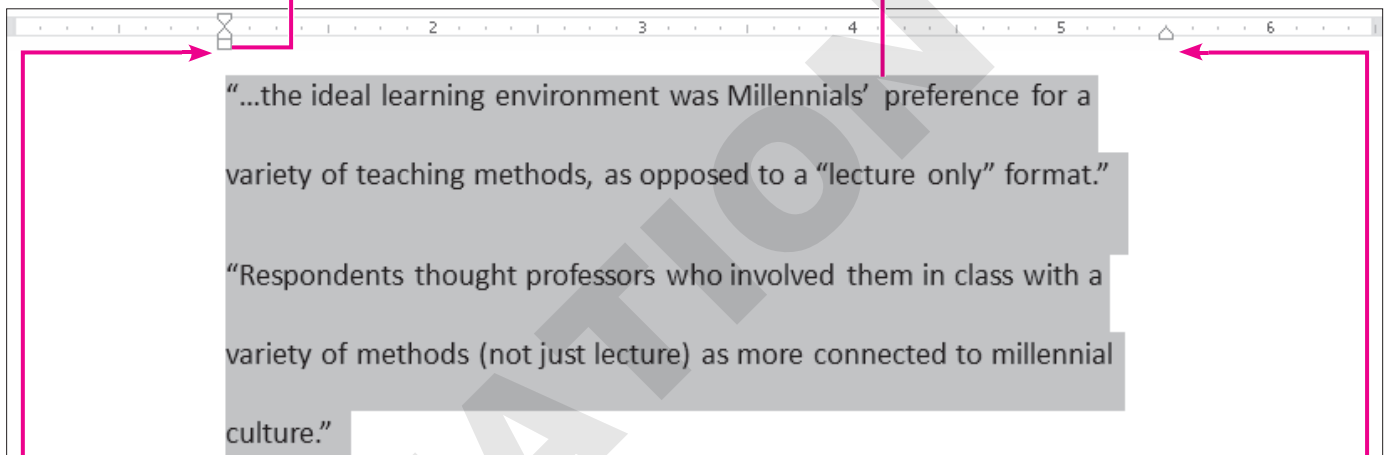
Hanging indent

Universities today are engaging constantly-co

YouTube, Twitter, blogging, and podc

campus in the last year. Students are

Indenting Text **WD04.11**

DEVELOP YOUR SKILLS WD04-D05
Use the Indent Markers to Indent Paragraphs

In this exercise, you will use the indent markers on the horizontal ruler to indent the quotations from both the left and right. You will also use the First Line Indent marker to indent the first line of the other paragraphs.

1. Save your file as **WD04-D05-SocMediaRprt-[FirstInitialLastName]**.

2. Follow these steps to adjust the left and right indents:

A Select the paragraphs with quotation marks.

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

"…the ideal learning environment was Millennials' preference for a

variety of teaching methods, as opposed to a "lecture only" format."

"Respondents thought professors who involved them in class with a

variety of methods (not just lecture) as more connected to millennial

culture."

C Drag the marker from the margin to the **1-inch** position.

D Drag the **Right Indent marker** to the **5½-inch** position.

3. Follow these steps to indent the first line of paragraphs:

A Position the insertion point in front of *Universities* at the top of the document.

B Position the mouse pointer on the **First Line Indent marker** and drag it to the **half-inch mark**.

C Indent the first line of each paragraph except for headings and the quotations.

Universities

Facebook, YouTube,

4. Save the report.

Using Custom Tab Stops

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0406
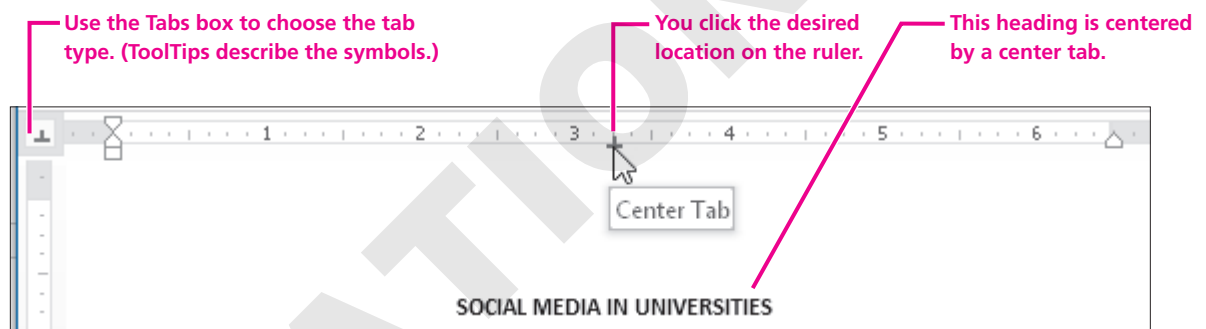
Default tab stops are set every one-half inch, so the insertion point moves one-half inch whenever you tap [Tab]. You can customize tab stops if you want other settings, or if you want to use a special tab, such as one that center aligns.

WARNING

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

Setting Custom Tab Stops with the Ruler

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 on 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 click the desired location on the ruler.

This heading is centered by a center tab.

Center Tab

SOCIAL MEDIA IN UNIVERSITIES

DEVELOP YOUR SKILLS WD04-D06

Set Tabs Using the Ruler

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

1. Save your file as **WD04-D06-SocMediaRprt-[FirstInitialLastName]**.

2. If necessary, choose **Home→Paragraph→Show/Hide ¶** to display formatting marks.

3. If necessary, choose **View→Show→Ruler** to turn on the ruler.

4. Follow these steps to set tabs for the heading line of your table:

Ⓐ Position the insertion point on the blank line after the paragraph, at the top of the next page.

Ⓑ Make sure the **Left Tab** is visible here. Click in the box as necessary to rotate to Left Tab.

Ⓒ Click at the **2-inch mark**. (Click toward the bottom of the ruler.)

Ⓓ Click at the **4-inch mark**.

A·study·at·the·University·of·Massachusetts,·Dartmouth·Center·for·Market

that·100%·of·universities·use·social·media·today·to·communicate·with·students,·

2007–2008·academic·year.·Most·universities·have·Facebook·and·Twitter·account

these·increases:¶

5. Type the following heading line, tapping ⟦Tab⟧ where you see small arrows.
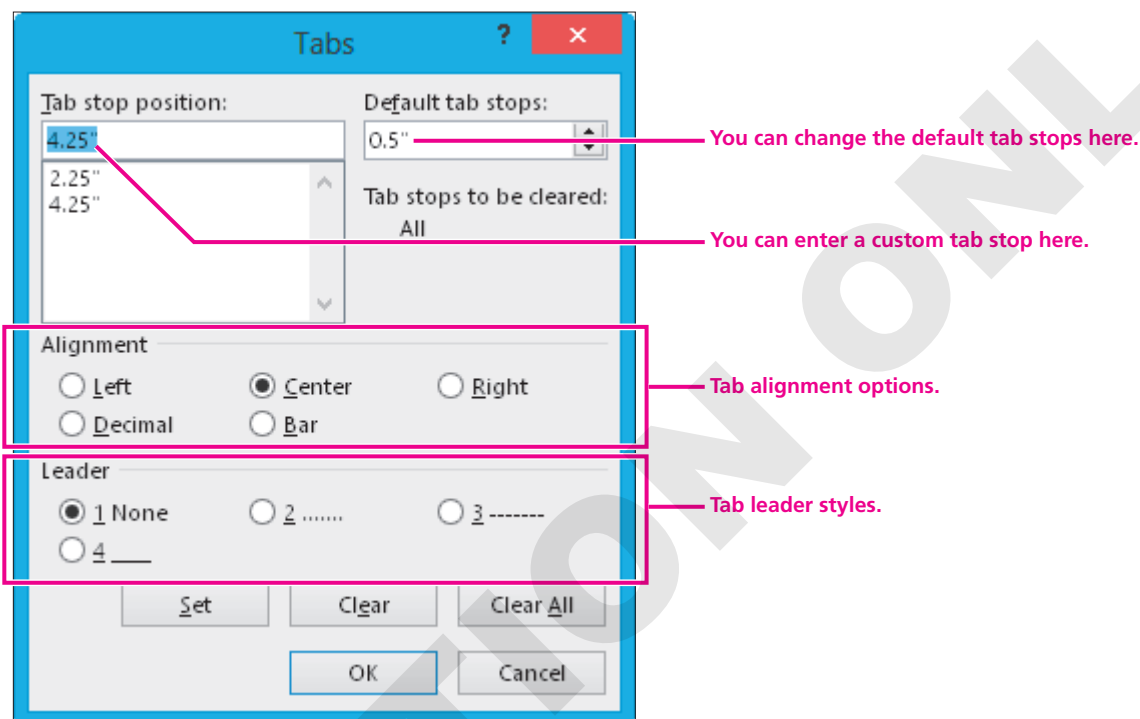
Media	→	2009–2010	→	2010–2011¶

6. Tap ⟦Enter⟧ at the end of the line, and notice that the ruler still reflects the tabs you set in the previous line.

7. Save the report.

Working with the Tabs Dialog Box

You can set custom tab stops in the Tabs dialog box. You can specify precise positions for custom tabs, choose the type of tab (alignment), clear custom tab stops, and set leader tabs.

Word 2013

You can change the default tab stops here.

You can enter a custom tab stop here.

Tab alignment options.

Tab leader styles.

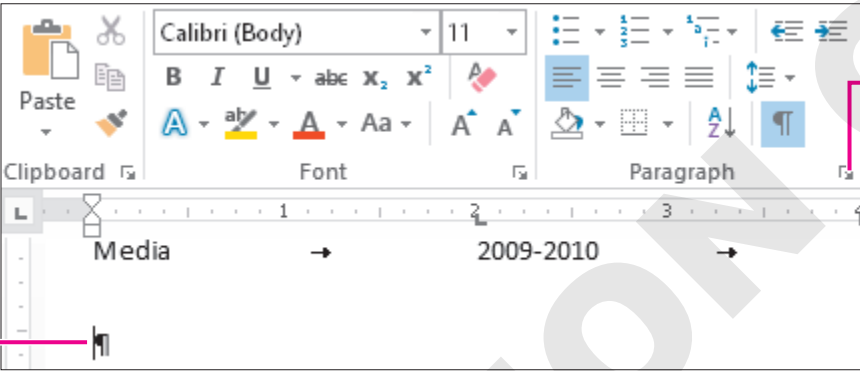| QUICK REFERENCE	USING THE INDENT MARKERS
Task	**Procedure**
Set tabs	■ Choose the desired tab in the Tabs box and click the desired location on the ruler; or, choose Home→Paragraph→dialog box launcher and click Tabs.
	■ Enter the settings in the Tab Stop Position field, choose the Alignment, and click Set.
Modify tab settings	■ Drag the tab(s) to a new location on the ruler; or, in the Tabs dialog box, clear the tab(s) you want to change, enter new settings in the Tab Stop Position field, and click Set.
Clear tabs	■ Drag the tab(s) off the ruler; or, use the Clear or Clear All button in the Tabs dialog box.

DEVELOP YOUR SKILLS WD04-D07
Use the Tabs Dialog Box

In this exercise, you will use the Tabs dialog box to clear tabs that were set for the table's heading line and to set custom tabs for the body of the table.

1. Save your file as **WD04-D07-SocMediaRprt-[FirstInitialLastName]**.
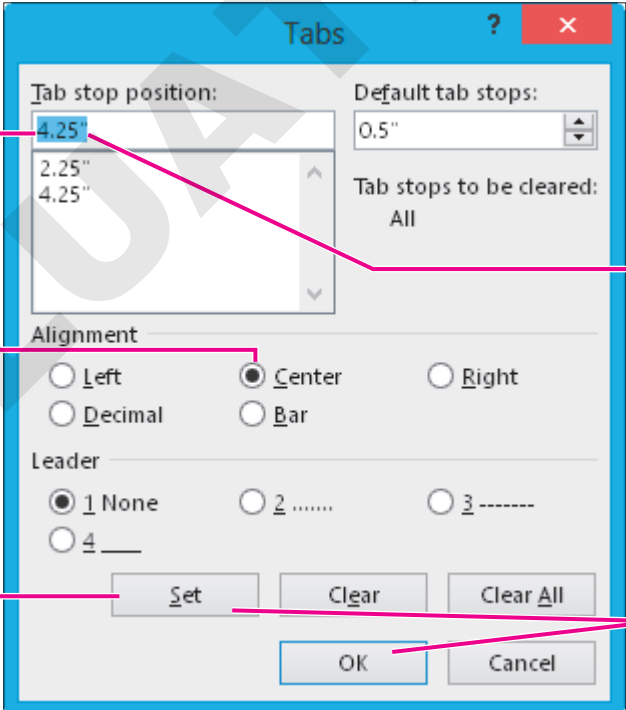
2. Follow these steps to clear all tabs:

Ⓐ The insertion point should be in the line below the heading line.

Ⓑ Click the **dialog box launcher** in the Paragraph group.

Ⓒ Click **Tabs** in the Paragraph dialog box and **Clear All** in the Tabs dialog box.

3. Follow these steps to set new tabs for the rest of the table:

Ⓐ Type **2.25** here.

Ⓑ Choose **Center** for the alignment.

Ⓒ Click **Set**.

Ⓓ Type **4.25** over the prior entry here. (Center alignment is still active.)

Ⓔ Click **Set**, and click **OK**.

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4. Type the rest of the table, tapping ⎡Tab⎤ wherever an arrow appears, and tapping ⎡Enter⎤ at the end of each line.

Media	→	2009–2010	→	2010–2011¶
Facebook	→	87%	→	98%¶
Twitter	→	59%	→	84%¶
Blogs	→	51%	→	66%¶
Podcasts	→	22%	→	41%¶

5. Select the first line in the table and choose **Home→Font→Bold** B.

6. Save the file.

Modifying Tab Stops with the Ruler

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0408

To adjust a tab setting on the ruler, you select the paragraphs containing the tab stops you want to change, and then drag the tab to the new location. Delete a tab by dragging it off the Ruler.
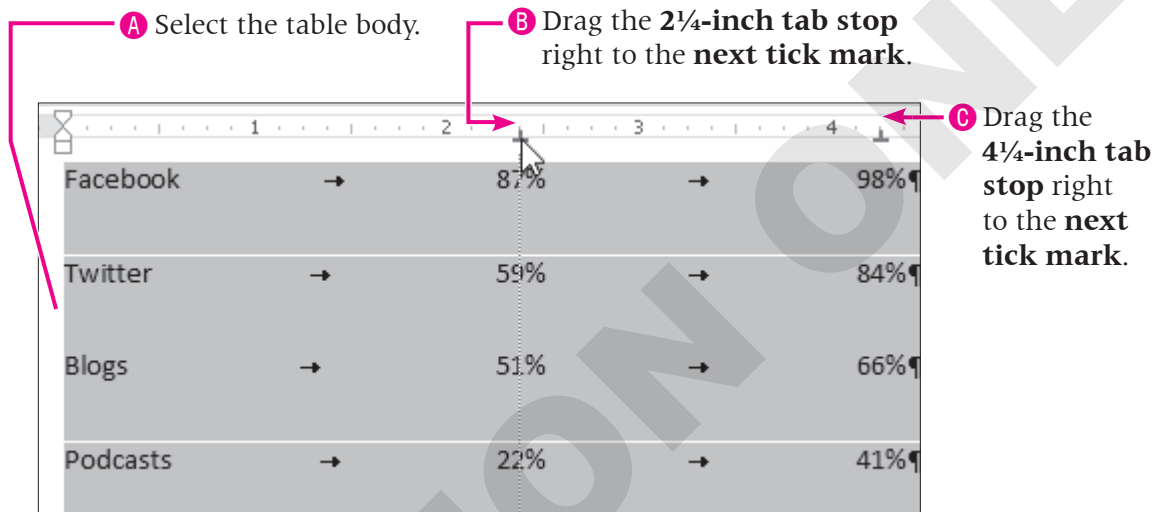
TIP

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

DEVELOP YOUR SKILLS WD04-D08

Modify and Delete Tab Stops from the Ruler

In this exercise, you decided the percentages could be better centered below the headings. You will use the ruler to modify the tab stops for the body of the table but not the heading line. Then you will delete a tab stop.

1. Save your file as **WD04-D08-SocMediaRprt-[FirstInitialLastName]**.

2. Follow these steps to adjust the tabs:

Ⓐ Select the table body.

Ⓑ Drag the **2¼-inch tab stop** right to the **next tick mark**.

Ⓒ Drag the **4¼-inch tab stop** right to the **next tick mark**.

Facebook	→	87%	→	98%¶
Twitter	→	59%	→	84%¶
Blogs	→	51%	→	66%¶
Podcasts	→	22%	→	41%¶

Now you will delete a tab stop.

3. Place the mouse pointer on the **4 3/8 inch tab** and drag it straight down off the ruler to remove the tab.

4. Click **Undo** ↶ on the Quick Access toolbar to replace the tab stop.

5. Save the report.

Using Numbered and Bulleted Lists

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0409

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 type 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. Items in a bulleted list have no sequence.

FROM THE RIBBON

Home→Paragraph→ Bullets

Home→Paragraph→ Numbering

Promoting and Demoting List Items

Demoting an item increases the indent level by shifting it to the right. To promote an item decreases the indent level by moving it back to the left. When you demote items in a list, it creates an outline effect, indicating the level of importance of the items in the list.

FROM THE KEYBOARD

Shift + Tab to promote a list item

Tab to demote a list item

- Search for classes online
    o   Locate desired subjects, dates, and times
    o   Review syllabi
- Use course homepages

These two items were demoted by increasing the indent level.

QUICK REFERENCE	WORKING WITH LISTS
Task	**Procedure**
Convert text to a bulleted or numbered list	■ Select the text to be formatted, and choose Home→Paragraph→Bullets or Numbering.
Turn off bullets and numbering	■ Tap Enter twice at the end of the list; or, click the Bullets or the Numbering button.
Demote an item in a list	■ Select the item and choose Home→Paragraph→Increase Indent; or, tap Tab.
Promote an item in a list	■ Select the item and choose Home→Paragraph→Decrease Indent; or, press Shift + Tab.
Customize Bullets and Numbering	■ Choose Home→Paragraph→Bullets or Numbering menu button ▼ and choose Define New Bullet or Define New Number Format.
Remove a custom bullet or numbering from the gallery	■ Right-click the image and choose Remove.

DEVELOP YOUR SKILLS WD04-D09

Work with Bullets and Numbering

In this exercise, you will convert text to a numbered list, and then you'll create a bulleted list, promoting and demoting levels within the list.

1. Save your file as **WD04-D09-SocMediaRprt-[FirstInitialLastName]**.

2. Follow these steps to create a list:

University·Recruiting·Through·Social·Networking·¶

Universities·that·are·trying·to·entice·top·stu

communication·tools.·The·Dartmouth·study·ranks·th

prevalent.·¶

Ⓐ Position the insertion point on the blank line following the paragraph.

Facebook¶

Twitter¶

Ⓑ Type this list.

Blogs¶

Podcasts¶

3. Select the list and choose **Home→Paragraph→Numbering** 📄.

4. Position the insertion point on the first blank line following the last paragraph.

You will switch to single spacing before typing the bulleted list.

5. Choose **Home→Paragraph→Line and Paragraph Spacing menu button** ▼, and then choose **1.0** from the menu.
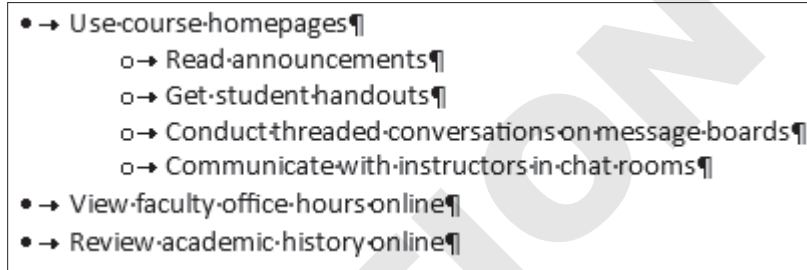
6. Follow these steps to create a bulleted list:

A Click **Bullets**, type this text, and tap Enter .

B Tap Tab to demote the bullet, and then type these two lines, tapping Enter at the end of each line.

Technology·can·be·used·to·reach·the·Net°Generation·

technology·a·natural·way·to·pursue·their·education,·to·study,·

- → Search·for·classes·online¶
  o→ Locate·desired·subjects,·dates,·and·times¶
  o→ Review·syllabi¶
- → Use·course·homepages¶
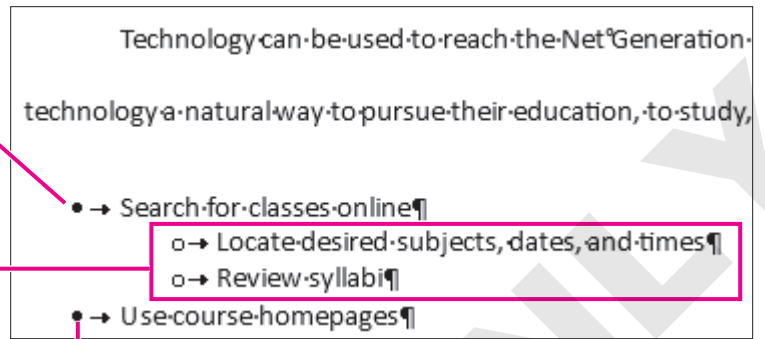
C Press Shift + Tab to promote this line, and then type this text.

7. Type the rest of the list as shown, demoting and promoting the bullet levels as needed.

- → Use·course·homepages¶
  o→ Read·announcements¶
  o→ Get·student·handouts¶
  o→ Conduct·threaded·conversations·on·message·boards¶
  o→ Communicate·with·instructors·in·chat·rooms¶
- → View·faculty·office·hours·online¶
- → Review·academic·history·online¶

8. Save the report.

Using the Bullets and Numbering Libraries

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0410

The Bullets and Numbering libraries enable you to choose a style for your bulleted or numbered list. You can also define your own custom formats.
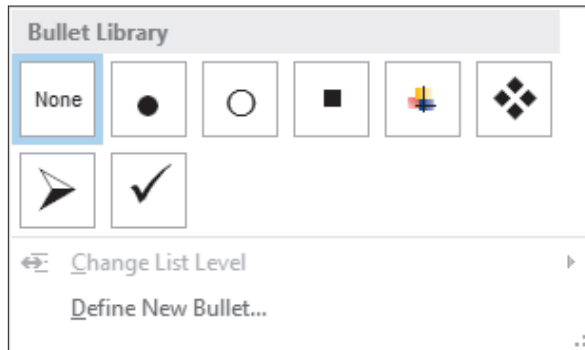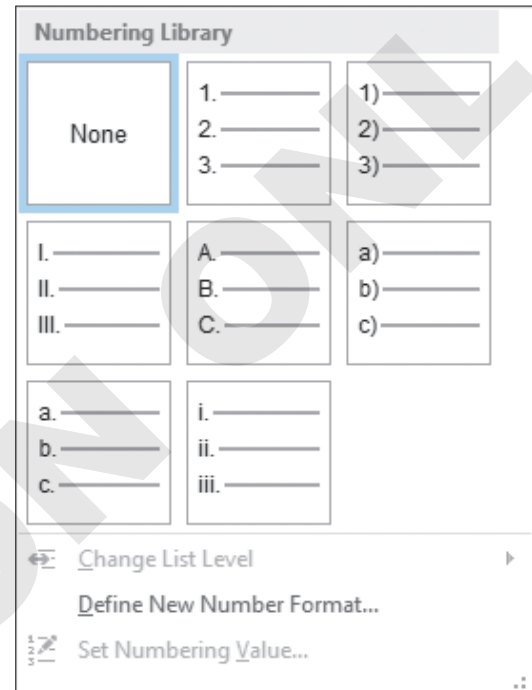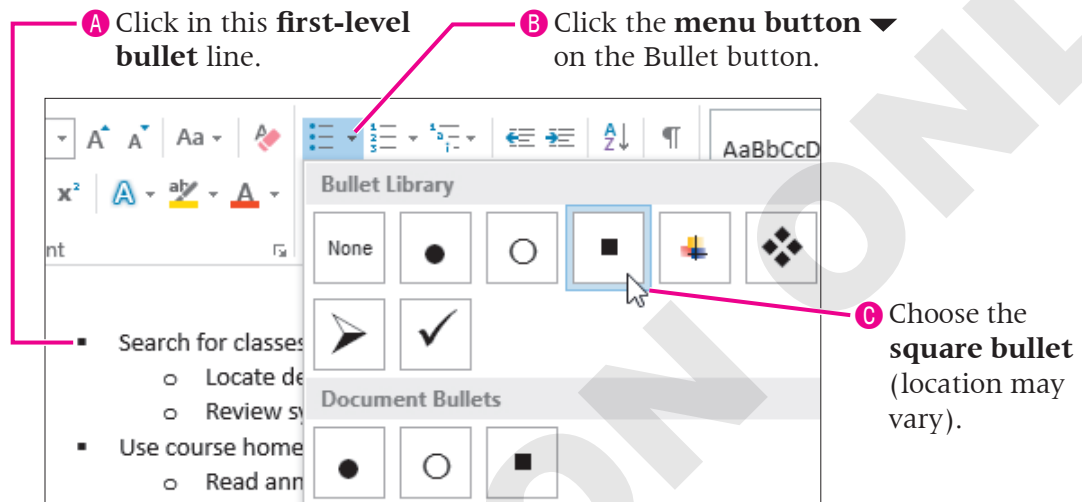
Bullet Library

Numbering Library

DEVELOP YOUR SKILLS WD04-D10

Change the Bullet Style

In this exercise, you will choose a different bullet style for the first-level bullets from the Bullet Library.

1. Save your file as **WD04-D10-SocMediaRprt-[FirstInitialLastName]**.

2. Follow these steps to apply a different bullet:

A Click in this **first-level bullet** line.

B Click the **menu button** ▼ on the Bullet button.

C Choose the **square bullet** (location may vary).

Notice that the bullet shape changed for all first-level bullets.

3. Save the report.

Customizing Bullet and Number Styles

You can customize bullet styles by defining a symbol, picture, font, or alignment. You can customize the numbering style, font, format, and alignment.

A variety of symbols, pictures, and fonts are available.

You can choose a number style from this list.

You can choose from a variety of font styles.

Enter a different format, such as a right parenthesis in place of the period.
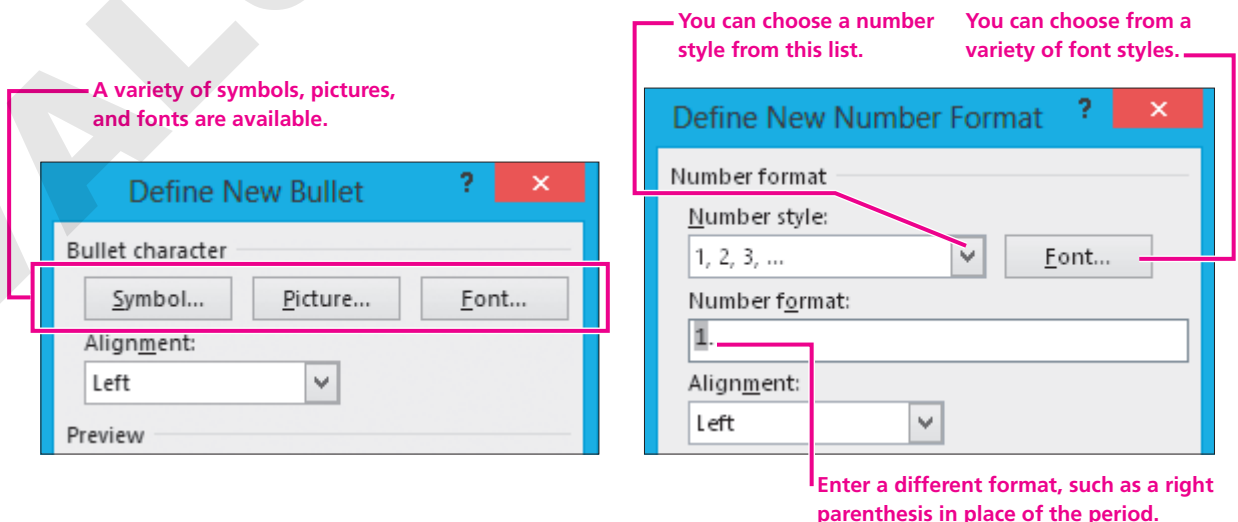
Restarting or Continuing Numbering

Many documents have more than one numbered list. 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 5. If you type text after the first list, when you begin the next list, Word assumes you want to restart numbering at 1. If you want to continue numbering, Word provides an AutoCorrect smart tag where you can choose Continue Numbering.

Experiment with Custom Bullets

In this exercise, you will use the Define New Bullet dialog box to create a custom bullet. You will use a symbol as the new bullet style.

1. Save your file as **WD04-D11-SocMediaRprt-[FirstInitialLastName]**.

2. Click anywhere in a **first-level bulleted line** (such as *Search for classes online*).

3. Choose **Home→Paragraph→Bullets ⊞ menu button ▾** and choose **Define New Bullet**.

4. Follow these steps to define a symbol as a new bullet:

Ⓐ Click the **Symbol** button to open the Symbol dialog box.

Ⓑ Choose the **Wingdings** font.

Ⓒ Choose this symbol. (If you cannot locate it, see the next instruction.)

Ⓓ If you cannot locate the symbol, enter its Character Code: **119**.

Ⓔ Click **OK** twice.
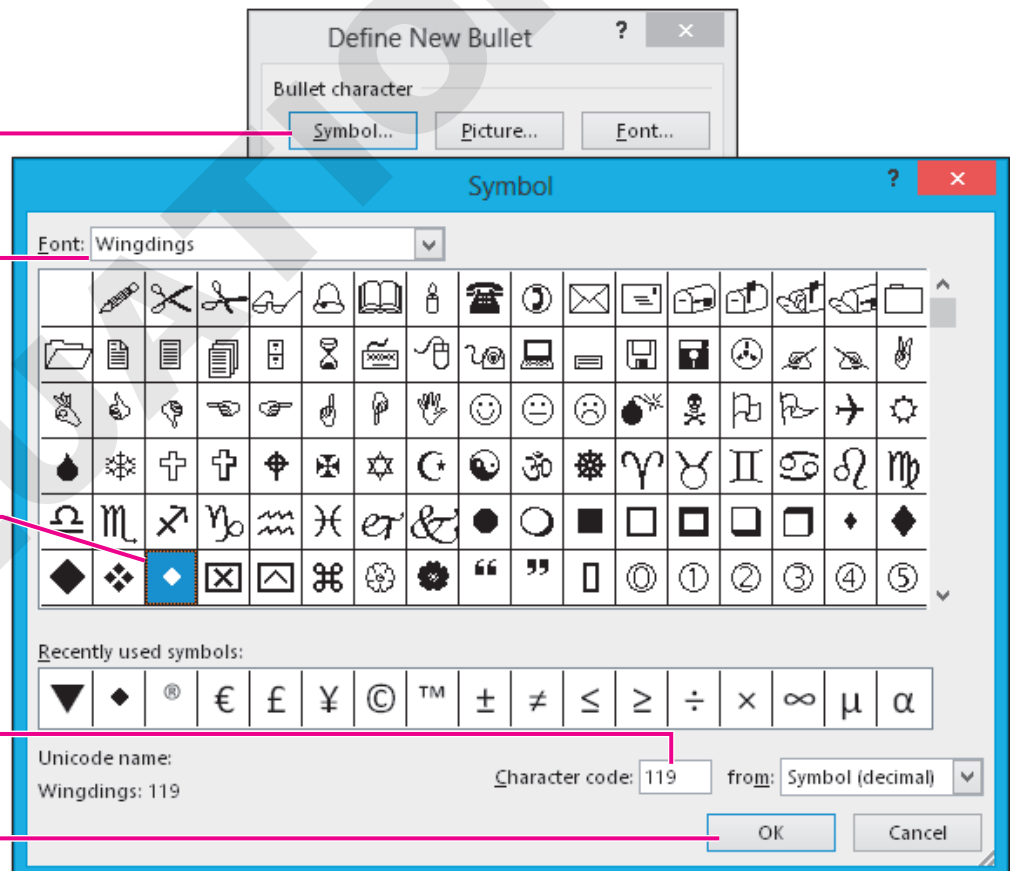
Notice that all the first-level bullets have changed to the custom bullet.

5. Choose **Home→Paragraph→Bullets** ▤ **menu button** ▼ to display the Bullet Library.
The new bullet was added to the library. Now you'll remove the bullet so the next student who uses your computer will have the same experience.

6. Right-click the new bullet in the Bullet Library area, and choose **Remove**.

7. Display the **Bullet Library** again and notice that the new bullet was removed; close the menu.

8. Save the report.

Setting Line Breaks

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0412

FROM THE KEYBOARD
Shift + Enter to create a line break

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. Line breaks are inserted with the Shift + Enter keystroke combination.
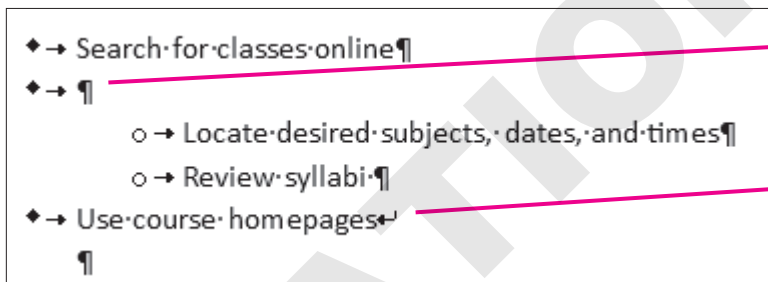
Tapping Enter **generates a paragraph symbol and a bullet.**

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

DEVELOP YOUR SKILLS WD04-D12
Insert Line Breaks in a List

In this exercise, you will use line breaks to add descriptive information about Facebook and Twitter. The line breaks will allow you to type additional information without generating a new number.

1. Save your file as **WD04-D12-SocMediaRprt-[FirstInitialLastName]**.

2. If necessary, choose **Home→Paragraph→Show/Hide** ¶ to display formatting marks.
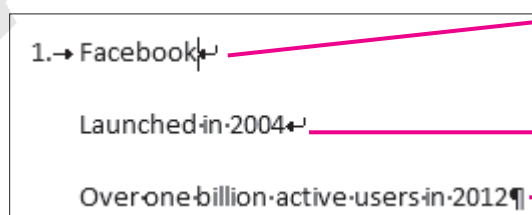
Ⓐ Position the insertion point here, and then press Shift + Enter to generate a line break (small arrow).

**Ⓑ** Type this text and press Shift + Enter.

Ⓒ Type this line.

3. Position the insertion point to the right of *Twitter* in your numbered list.

4. Press [Shift]+[Enter] to generate a line break.

5. Type **Launched in 2006** and press [Shift]+[Enter].

6. Type the following: **Over 500 million active users in 2012**.

7. Save the report.

Using Paragraph Space Settings

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0413

The default spacing in Word 2013 is 1.08 rather than the traditional single spacing (1.0). Word adds 8 points (a little less than an eighth of an inch) of after-paragraph spacing when you use the Blank Document template. You can modify the amount of space that comes before or after a paragraph.
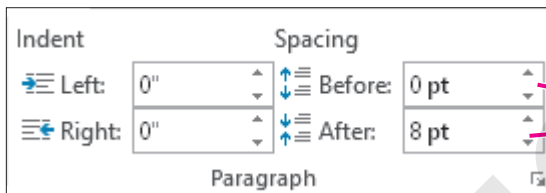
FROM THE RIBBON
Page Layout→
Paragraph→Before

Page Layout→
Paragraph→After

Before and After paragraph spacing

TIP

72 points = 1 inch

DEVELOP YOUR SKILLS WD04-D13
Set Paragraph Spacing

In this exercise, you will change the paragraph spacing between the headings and their following paragraphs.

1. Save your file as **WD04-D13-SocMediaRprt-[FirstInitialLastName]**.

2. Click in the heading *The Net Generation* on page 1.

3. Choose **Page Layout→Paragraph**, click the **After** box, type **2**, and tap [Enter].
   Notice there is a little less space following the heading.

TIP

The spin box controls in the Spacing section use 6-point increments. If you want to use a different measurement, you must enter it manually.

4. Repeat the process for the remaining three headings.

5. Save the report.

Formatting with Borders and Shading

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0414

You can apply borders and shading to selected text, paragraphs, and objects, such as tables. Page borders are also available to outline an entire page. In this lesson, you will apply borders to paragraphs. You can choose the style, color, and thickness of borders, and you can also select various shading colors and patterns.

Using Borders and Shading Buttons and the Dialog Box

The Borders and Shading buttons have memory. The button face displays the last choice you made. That way you can apply the same type of border or shading several times in a row without opening the menu.

FROM THE RIBBON

Home→Paragraph→
Borders menu button ▼

Home→Paragraph→
Shading menu button ▼
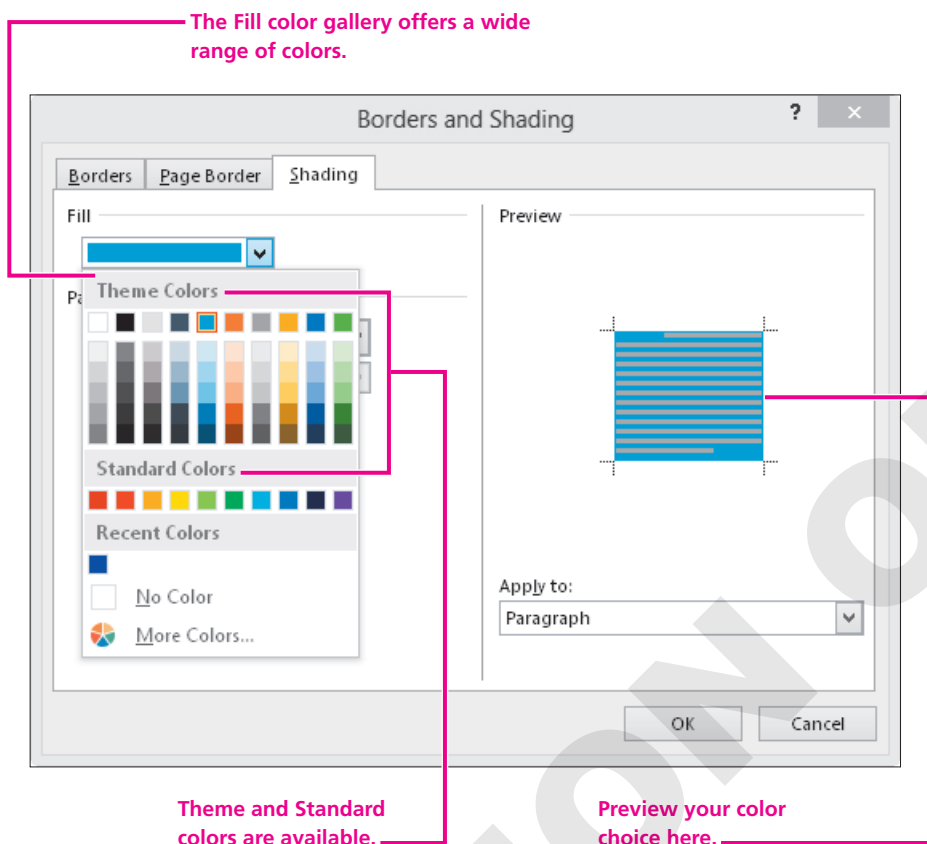
Default bottom border ⎯⎯⎯   **Button face where the last choice was Outside Borders**

Choosing Borders and Shading from the Borders button menu displays the dialog box. The following illustrations show the features available in the Borders tab and Shading tab.

Remove borders or specify a border type.

Choose the style, color, and width.

Specify border placement using the preview image or buttons.

Adjust the distance between the text and border.

The Fill color gallery offers a wide range of colors.

Theme and Standard colors are available.

Preview your color choice here.

Apply Borders and Shading to Headings

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

1. Save your file as **WD04-D14-SocMediaRprt-[FirstInitialLastName]**.

2. Click anywhere in the heading **The Net Generation**.

3. Choose **Home→Paragraph→Borders ▦ menu button ▾**.

4. Choose **Borders and Shading** at the bottom of the menu to open the dialog box.

5. If necessary, click the Borders tab to bring it to the front of the dialog box.
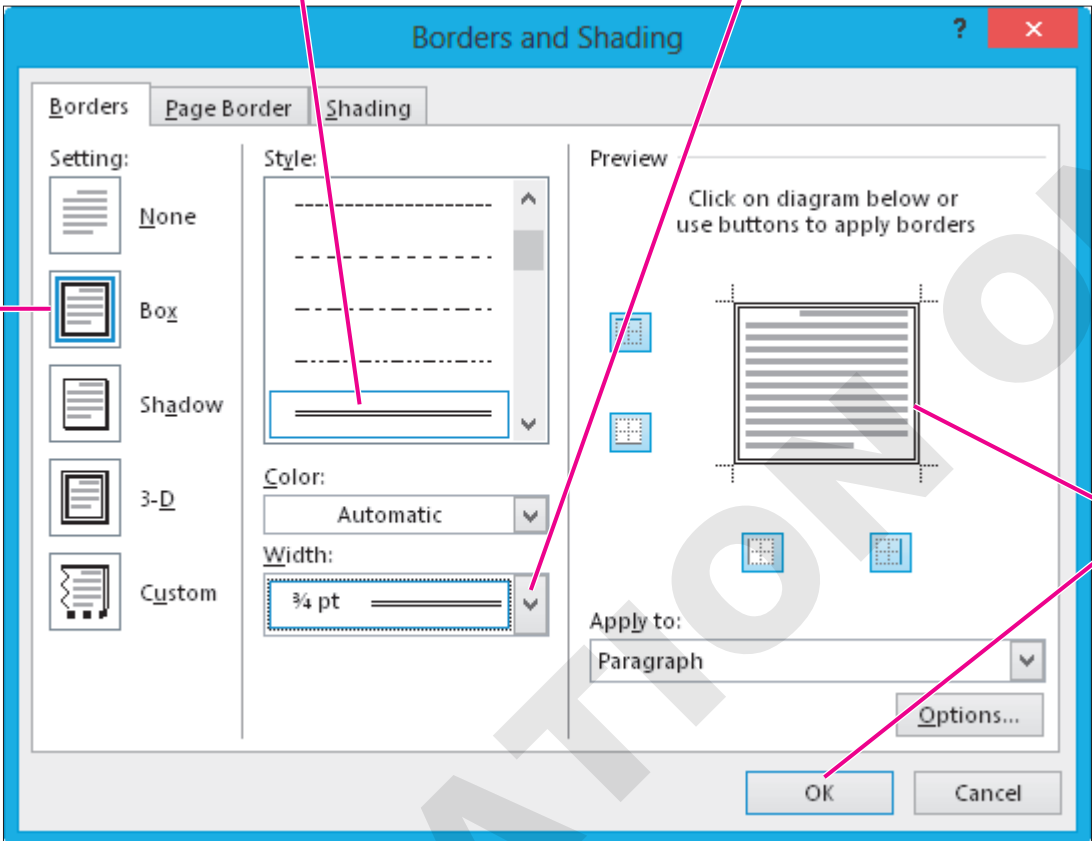
6. Follow these steps to apply a border to the heading:

A Choose **Box** as the border setting.

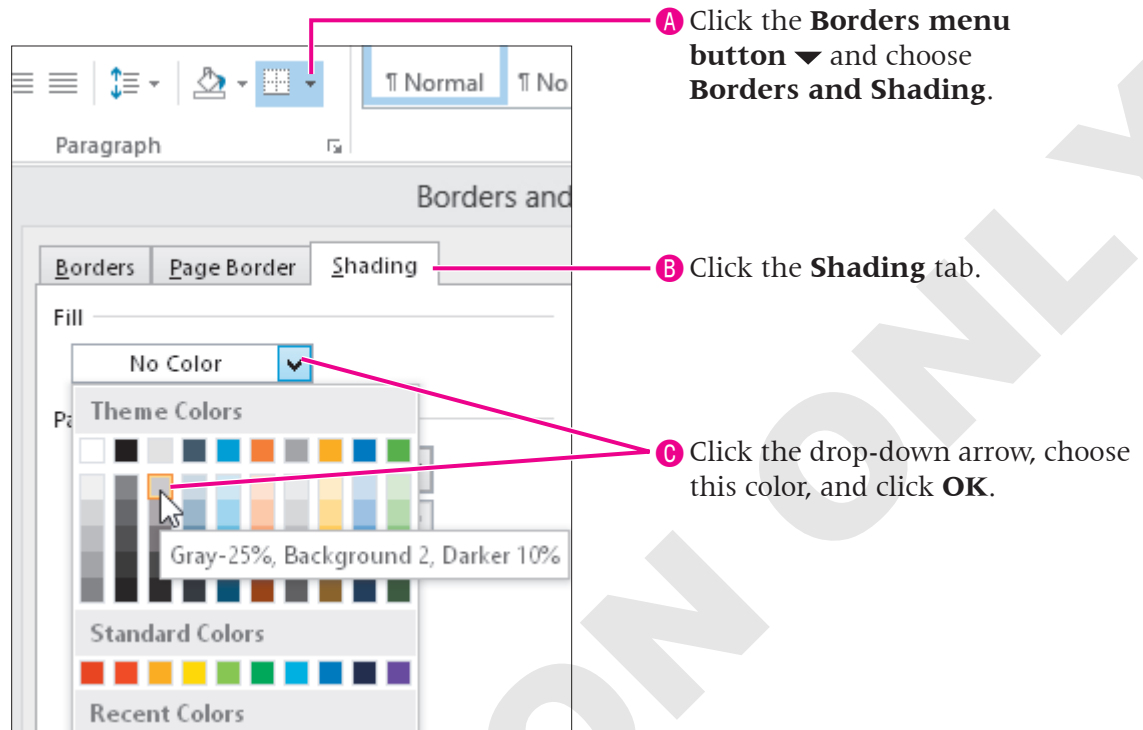**B** Scroll down and choose the **double line** style.

C Choose **¾ pt** as the border width.

D Notice that the preview reflects your choices; click **OK**.

The border extends between the margins. Paragraph borders fill the space between the margins, unless the paragraph(s) is indented or a specific amount of text is selected.

7. Follow these steps to apply shading:

Ⓐ Click the **Borders menu button** ▼ and choose **Borders and Shading**.

Ⓑ Click the **Shading** tab.

Ⓒ Click the drop-down arrow, choose this color, and click **OK**.

The text appears too close to the top border. Next you will adjust the spacing between the text and the top border.

8. Choose **Home→Paragraph→Borders** ▦ **menu button** ▼.

9. Choose **Borders and Shading** at the bottom of the menu.

10. Click **Options** in the Borders tab.

11. Enter **8** in the **Top** box, and then click **OK** twice.
Eight points of space were added between the text and the border.

Use the Format Painter to Copy the Heading Formats

12. Make sure your insertion point is still positioned in *The Net Generation* heading.

13. Double-click the **Format Painter** 🖌 in the Clipboard group of the Home tab.
Remember, double-clicking keeps the Format Painter turned on.

14. Select the following headings to format them:
- Rapid Increase in the Use of Social Media
- University Recruiting Through Social Networking
- Social Media Benefits for Students

15. Click the **Format Painter** 🖌 to turn it off.

16. Save the report.

Formatting Text with Styles

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0415

A style is one of the most powerful formatting tools in Word. 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. Word contains styles for document elements, such as headings, titles, and special character formats, providing consistent formatting throughout a document.

Understanding Types of Styles

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

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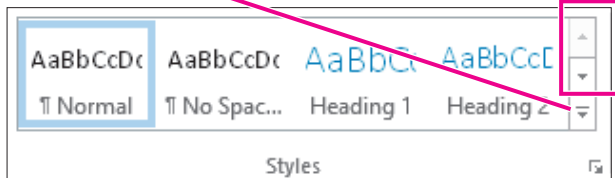
Using the Styles Gallery and the Styles Task Pane

Styles are located in the Styles gallery on the Ribbon and in the Styles task pane. Live Preview makes it easy to test a variety of styles in the gallery, while the Styles task pane provides style descriptions in ToolTips.
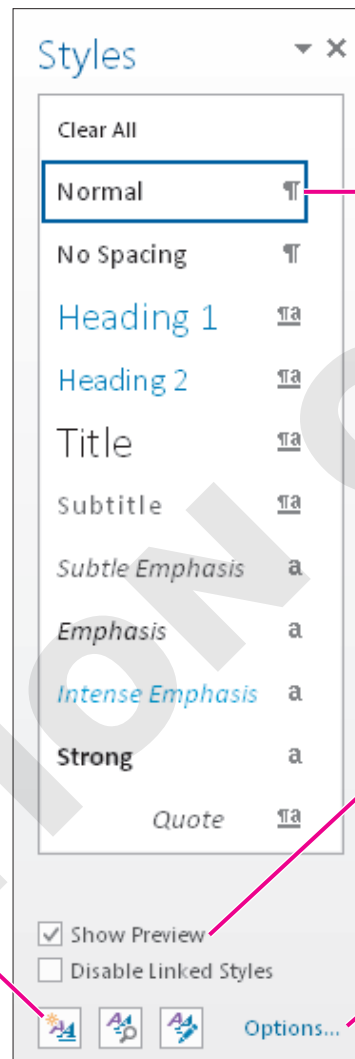
The gallery is limited to frequently used styles and is always at hand on the Ribbon. The Styles task pane is where you go if you need a more in-depth approach to styles.

The More button displays the entire gallery.

Use these buttons to scroll up and down in the gallery.

The style in effect at the insertion point is surrounded by a rectangle here.

Styles gallery

The New Style button opens a dialog box where you can create a new style.

This option displays the style names formatted with their own style, as shown here.

The Options link opens a dialog box containing style pane options.

Styles task pane

Collapsing Heading Topics

When you apply a heading style and then hover the mouse pointer over the heading, a small triangle marker appears at the left. You can click the marker to collapse and expand the text below it. This allows you to focus on certain portions of the document.
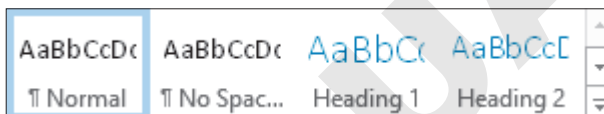
In this example, clicking the triangle marker collapsed the text below the heading.

The Net Generation

Rapid Increase in the Use of Social Media

A study at the University of Massachusetts, Dartmouth Center

that 100% of universities use social media today to communicate with
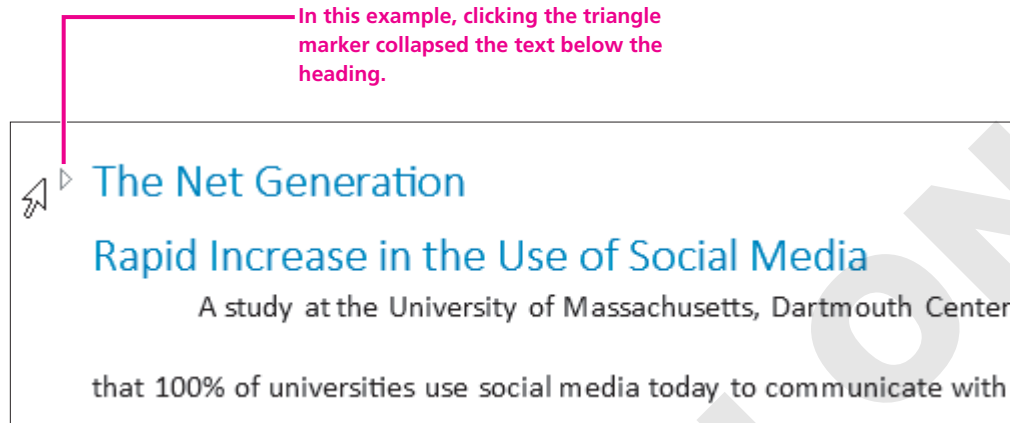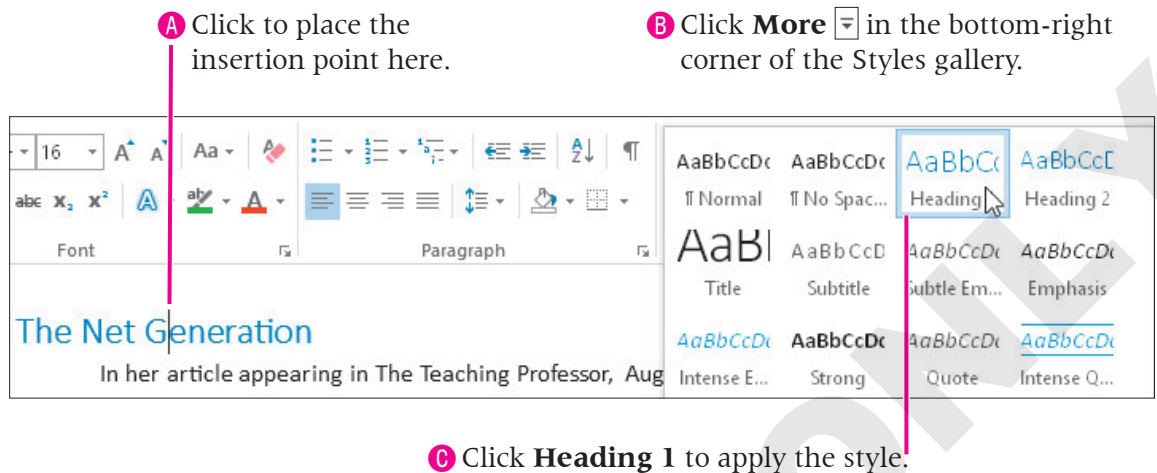
DEVELOP YOUR SKILLS WD04-D15

Apply Styles

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 you will apply the Heading 1 style to the other headings.

1. Save your file as **WD04-D15-SocMediaRprt-[FirstInitialLastName]**.

2. Click anywhere in the report's main heading, **Social Media in Universities**.

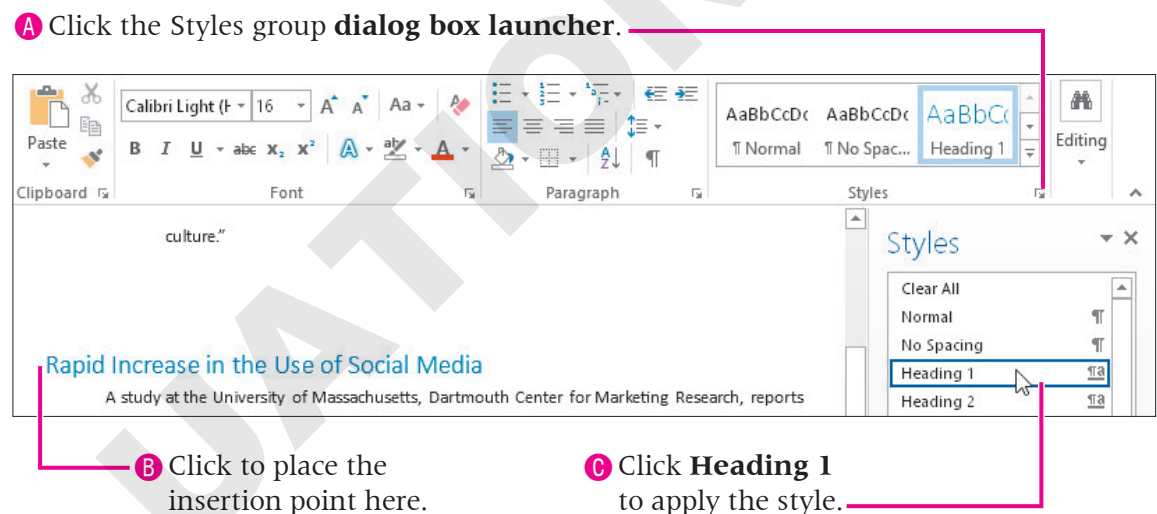3. Follow these steps to view and apply the Title style to the main heading.

Ⓐ Click the **More** button to display the Styles gallery on the Home tab.

Ⓑ Hover the mouse pointer over **Title** to see its effect, and then click to apply the style.

4. Follow these steps to apply the Heading 1 style to the next heading:

Ⓐ Click to place the insertion point here.

Ⓑ Click **More** ⬇ in the bottom-right corner of the Styles gallery.

Ⓒ Click **Heading 1** to apply the style.

The Styles task pane includes all the styles that are in the Styles gallery. Now you will use the task pane to apply the Heading 1 style to the next heading.

5. Follow these steps to apply the Heading 1 style from the Styles task pane:

Ⓐ Click the Styles group **dialog box launcher**.

Ⓑ Click to place the insertion point here.

Ⓒ Click **Heading 1** to apply the style.

6. Using the method of your choice, apply the **Heading 1** style to the remaining two headings: *University Recruiting Through Social Networking* and *Social Media Benefits for Students*.

Collapse and Expand Text

7. Scroll up to *The Net Generation* heading.

8. Hover the mouse pointer over the heading to display the **triangle marker** to the left of the heading.

9. Click the marker to collapse the text below the heading.

10. Click the marker again to expand the text.

11. Save the report.

Creating a New Custom Style

Video Library http://labyrinthelab.com/videos   Video Number: WD13-V0416
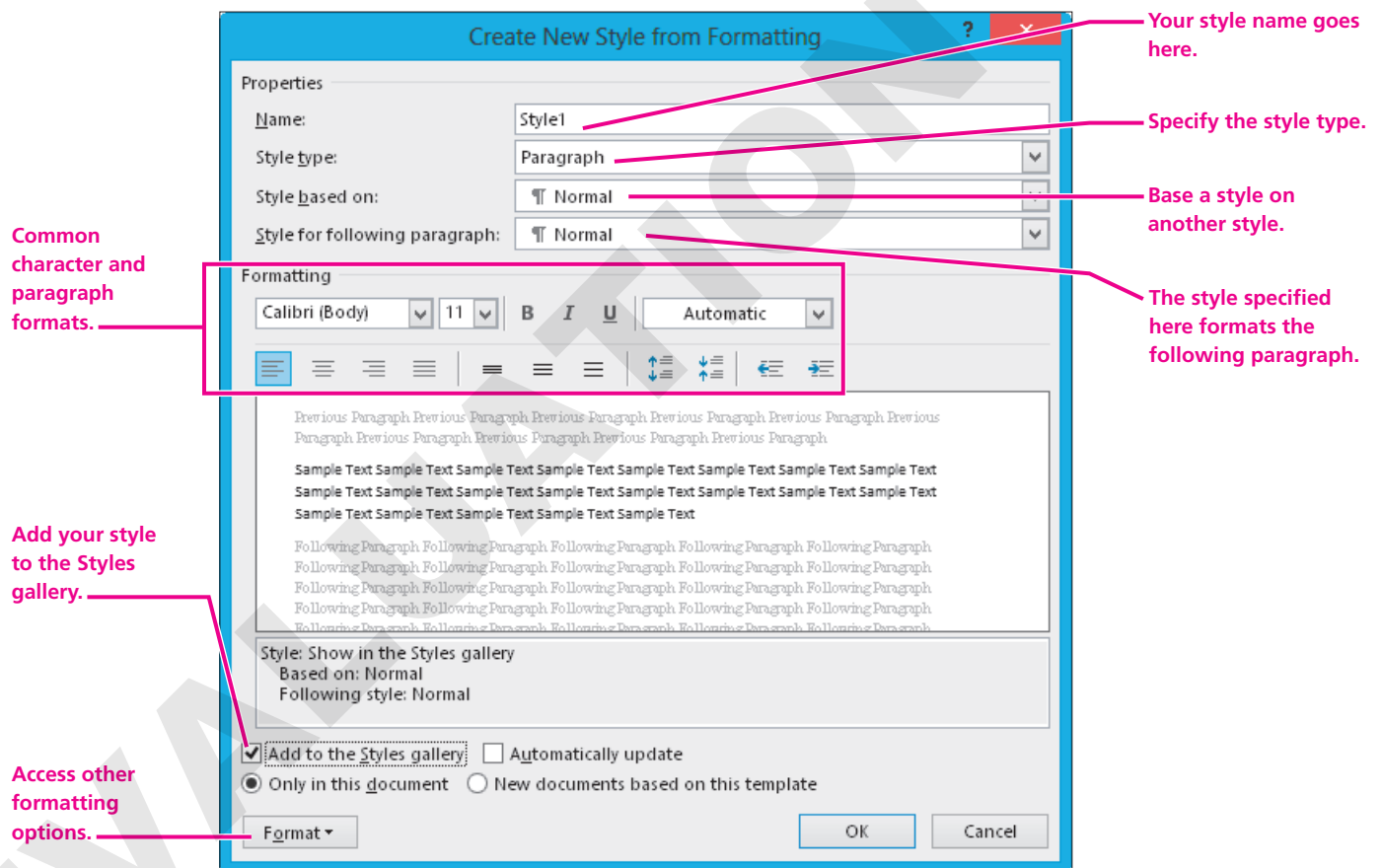
Thus far, you have applied built-in styles. However, there may be situations where the built-in styles do not meet your needs. For example, you may have corporate formatting standards set for different types of documents. You can create custom styles to meet those standards.

There are two approaches you can take to create custom styles. The method you choose is a matter of personal preference; both are equally effective.

- **Style by definition:** Choose all formats in the Create New Style from Formatting dialog box.
- **Style by example:** Format a block of text with the formats you wish to include in your style. The Create New Style from Formatting dialog box is able to copy the formats in your formatted text.

The following illustration points out the important elements in the Create New Style from Formatting dialog box.

Your style name goes here.

Specify the style type.

Base a style on another style.

The style specified here formats the following paragraph.

Common character and paragraph formats.

Add your style to the Styles gallery.

Access other formatting options.

Create a New Style

In this exercise, you will create a new "style by example." It will be a character style, and you will apply the style to selected blocks of text.

1. Save your file as **WD04-D16-SocMediaRprt-[FirstInitialLastName]**.

2. Follow these steps to format the "style by example" text:

Ⓐ Select **Facebook** in the table and keep the mouse pointer in the selected text to display the Mini toolbar.
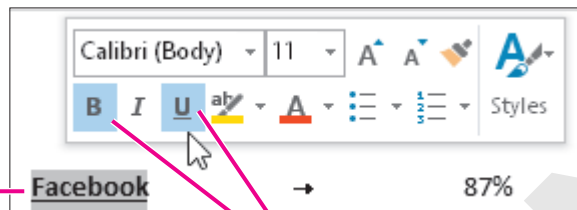
Ⓑ Apply **Bold** and **Underline**.

3. If necessary, choose **Home→Styles** and click the **dialog box launcher** 🔲 to open the Styles task pane.

4. Click **New Style** 🗋 in the bottom of the task pane. (Use ToolTips if necessary.)

5. Follow these steps to complete the new style:

Create New Style from Formatting

Properties

Name: My Style

Style type: Character

Style based on: a Default Paragraph Font

Style for following paragraph:

Formatting

B I U Automatic

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Facebook   87%   98%

Following Paragraph Following Paragraph

Font: Bold, Underline, Style: Show in the Styles gallery, Priority: 2
    Based on: Default Paragraph Font

☑ Add to the Styles gallery
◉ Only in this document   ○ New documents based on this template

Format ▾   OK   Cancel

Ⓐ Type **My Style** here.

Ⓑ Choose **Character** as the style type.

Ⓒ Notice the Bold and Underline formats were copied from your formatted text.

Ⓓ Make sure this box is checked.

Ⓔ Click **OK**.

AaBbCcDc AaBbCcDc AaBbCcDc AaBbCc
¶ Normal   My Style   ¶ No Spac... Heading 1

🔍 Find ▾
ab Replace
⬚ Select ▾

Styles   Editing

Styles ▾ ✕

Clear All
Normal   ¶
My Style   a
No Spacing   ¶

Ⓕ Verify that the new style appears in the Style gallery and the Styles task pane.

Now you will apply the style to the rest of the row headings.
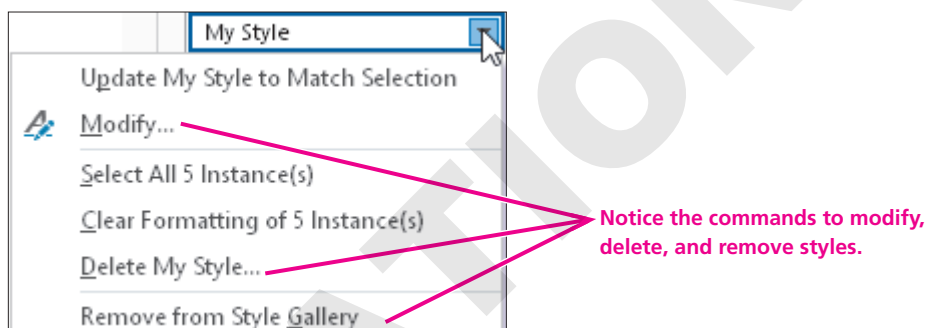
Word 2013

6. Select **Twitter** and choose **Home→Styles→My Style**.

7. Select **Blogs** and click **My Style** in the Styles task pane.

8. Use either method to apply the style to **Podcasts**.

9. Save the report.

Modifying, Removing, and Deleting Styles

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0417

You can modify built-in styles as well as styles that you create. The ability to modify styles is one of the great powers of Word. You can make global formatting changes by modifying a style. When you change a style, the changes are applied to all text in the current document that is formatted with the style.

You can remove a style from the Styles gallery without removing it from the Styles task pane. You can leave it in the task pane for future use, or if you prefer, you can delete it from the task pane. Completely deleting a style removes its formatting in the document.

Notice the commands to modify, delete, and remove styles.

QUICK REFERENCE	USING WORD STYLES
Task	**Procedure**
Apply a style	■ **Character Style:** Select the text and choose a style from the Styles gallery or the Styles task pane. ■ **Paragraph Style:** Click in the paragraph and choose a style from the Styles gallery or the Styles task pane. To apply a style to more than one paragraph, select at least part of each paragraph.
Create a new style by definition	■ Click the New Style button, choose all desired formats from within the dialog box, and then click OK.
Create a new style by example	■ Format a block of text and click the New Styles button. ■ Name the style and click OK.
Modify a style	■ Choose Modify from the style's menu, make the desired changes, and then click OK.
Add a style to the Styles gallery	■ Choose Add to Style Gallery from the style's menu.
Remove a style from the Styles gallery	■ Choose Remove from Style Gallery from the style's menu, or right-click the style in the gallery and choose Remove from Style Gallery.
Delete a custom style	■ Choose Delete [style name] from the style's menu.

DEVELOP YOUR SKILLS WD04-D17
Modify and Remove a Style

In this exercise, you will modify a style to see how it impacts all text formatted with that style. Then you will remove the style from the Styles gallery and the Styles task pane.

1. Save your file as **WD04-D17-SocMediaRprt-[FirstInitialLastName]**.

2. Hover the mouse pointer over **My Style** in the Styles task pane and click the **menu button▼**.

3. Choose **Modify** from the menu to open the Modify Style dialog box.
   This dialog box contains the same elements as the Create New Style from Formatting dialog box.

4. Click **Italic** *I* to add that format, and click **OK**.
   The row headings are italicized. Now you will remove the style from the Styles gallery and the Styles task pane.

5. Hover the mouse pointer over **My Style** in the Styles task pane and click the **menu button ▼**.

6. Choose **Remove from Style Gallery**.
   My Style no longer appears in the gallery.

7. Open the menu for **My Style** in the task pane, and choose **Delete My Style**.

8. When the message appears verifying the deletion, click **Yes**.

The style is removed from the task pane and the style formatting is removed from the row headings in the document.

9. **Close** × the Styles task pane, and save your report.

Navigating with the Navigation Pane

The Navigation pane provides a great way to navigate through your document using heading styles. This gives you a bird's-eye view of your document so you can easily see the overall flow of topics.

FROM THE RIBBON
View→Show→
Navigation Pane

FROM THE KEYBOARD
Ctrl + F to open the Navigation pane

View all headings formatted with heading styles.

Move to the top of the document.

Move to the indicated heading in the document.
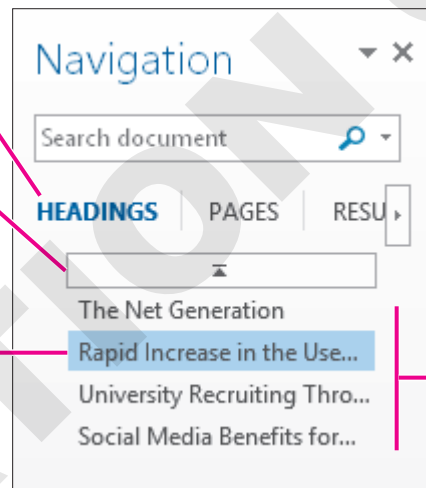
The headings highlight as you scroll in the document.

Rearranging Topics

Rearranging parts of your document is one of the most powerful uses of the Navigation pane. When you drag a heading to a new location, all of its lower-level headings and associated text move with it.
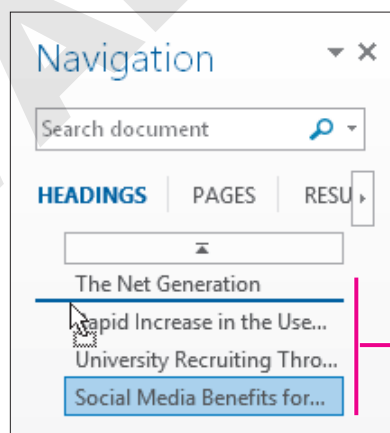
This illustrates moving the Social Media Benefits section below The Net Generation section.

QUICK REFERENCE	REARRANGING A DOCUMENT USING THE NAVIGATION PANE
Task	**Procedure**
Display headings in the Navigation pane	■ Choose View→Show→Navigation Pane and click the Headings button at the top of the pane.
Rearrange a section	■ Click and drag a heading up or down to a new location.

DEVELOP YOUR SKILLS WD04-D18
Navigating and Rearranging Topics

In this exercise, you will use the Navigation pane to move through the report using heading styles. Then, you will use the Navigation pane to move a topic.

1. Save your file as **WD04-D18-SocMediaRprt-[FirstInitialLastName]**.

2. Choose **View→Show→Navigation Pane**, and click **Headings** at the top of the pane.

3. Click the **Social Media Benefits for Students** link in the pane to jump to that topic.

4. Scroll to the top of the report and notice that the highlighting in the pane changes as you scroll to show you where you are in the document.

5. In the Navigation pane, drag the **Social Media Benefits** topic below **The Net Generation** topic.

6. Scroll in the document to see how the topics were rearranged.

7. Delete the extra blank line below The Net Generation topic and, if necessary, below Social Media Benefits for Students topic to tighten up the text.

8. Close ⊠ the **Navigation pane** and save the document.

Introducing Headers and Footers

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.

Word offers a variety of header and footer formatting styles, or you can create your own.

FROM THE RIBBON

Insert→Header & Footer→Header/Footer

Insert→Header & Footer→Page Number

Rapid Increase in the Use of Social Media

A study at the University of Massachusetts, Dartmouth Center for Marketing Research, reports that 100% of universities use social media today to communicate with students, up from 61% in the 2007–2008 academic year. Most universities have Facebook and Twitter accounts. The study reports these increases:

1

One of Word's built-in page number designs.

QUICK REFERENCE	WORKING WITH HEADERS, FOOTERS, AND PAGE NUMBERS
Task	**Procedure**
Insert a built-in header/footer/page number	■ Choose Insert→Header & Footer→Header/Footer/Page Number and choose a built-in style.
Create or modify header/footer	■ Choose Insert→Header & Footer→Header/Footer and choose Edit Header/Footer.
Format page numbers	■ Choose Insert→Header & Footer→Page Number and choose Format Page Numbers.
Delete a header/footer/page number	■ Choose Insert→Header & Footer→Header/Footer/Page Number and choose Remove Header/Footer/Page Numbers.
Open/close header/footer	■ Double-click the header/footer areas to open them. ■ Double-click the main document to close the header/footer.

DEVELOP YOUR SKILLS WD04-D19

## Add a Header and Page Numbers to the Report

In this exercise, you will add headers and page numbers to the report. You will use Word's built-in formats.

1. Save your file as **WD04-D19-SocMediaRprt-[FirstInitialLastName]**.

2. Choose **Insert→Header & Footer→Header** and choose the **Sideline** format from the gallery.

3. Click **Document Title** and type **My Virtual Campus** in its place.

4. Double-click in the document to close the header.

5. Choose **Insert→Header & Footer→Page Number** and slide the mouse pointer down the menu to **Bottom of Page**.

6. Scroll down in the gallery and choose **Large Color 3**.

7. Double-click in the document to close the page-number footer.

   You can open the header/footer area by double-clicking anywhere in the header/footer area.

8. Double-click in the footer area to open it, and then double-click in the document again to close the footer area.

9. Scroll through the report and observe the headers and page numbers.

10. Save the report.

Using the Resume Reading Bookmark

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V0420

When you close a document and then reopen it, Word remembers your last editing point and presents a pop-up bookmark offering to let you pick up where you left off. This Resume Reading feature provides a fast startup if you don't recall exactly where you were when you last worked in the document.

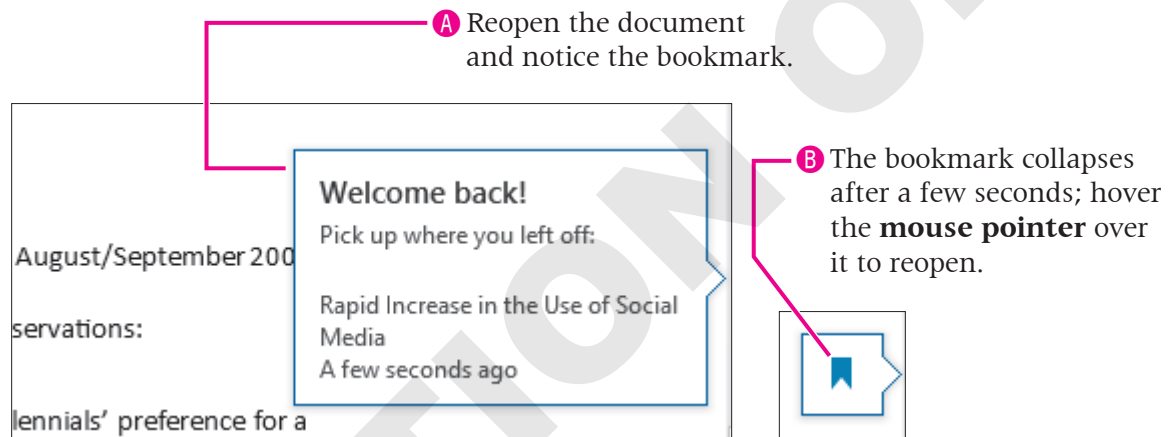Welcome back!
Pick up where you left off:

Social Media Benefits for Students
A few seconds ago
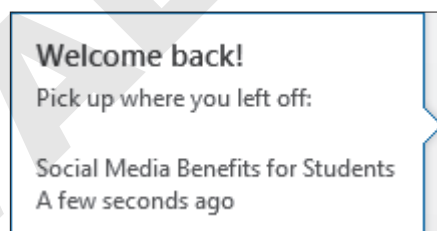
DEVELOP YOUR SKILLS WD04-D20

Use the Resume Reading Bookmark

In this exercise, you will make an editing change to your report, and then save and close it. When you reopen the report, the Resume Reading Bookmark will let you quickly jump to where you left off.

1. Save your file as **WD04-D20-SocMediaRprt-[FirstInitialLastName]**.

2. Scroll to the **University Recruiting Through Social Networking** heading.

3. In the first line below the heading, change *top* to **the best**.

4. Save and close the report.

5. Follow these steps to display the Resume Reading Bookmark:

A Reopen the document and notice the bookmark.

B The bookmark collapses after a few seconds; hover the **mouse pointer** over it to reopen.

6. Click the **bookmark** to jump to your last editing location.

7. Save and close the report. Exit **Word**.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

If you are…	Then access the quiz by…
Using the Labyrinth Video Library	Going to http://labyrinthelab.com/videos
Using eLab	Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson
Not using the Labyrinth Video Library or eLab	Going to the student resource center for this book

Reinforce Your Skills

Format a Recycling Report

In this exercise, you will polish a report that Kids for Change members researched. You will use paragraph alignment, hyphenation, and indents. You will set custom tabs on the ruler to use in a tabular table, and finally, you will add after-paragraph spacing to several paragraphs.

Format Reports and Paragraphs

1. Start **Word**. Open **WD04-R01-ElecRecyc** from your **WD2013 Lesson 04** folder and save it as **WD04-R01-ElecRecyc-[FirstInitialLastName]**.

2. Position the insertion point in the heading at the top of the document.

3. Choose **Home→Paragraph→Center** ☰.

4. Keep the insertion point at the top of the document.

5. **Choose Page Layout→Page Setup→Hyphenation** ᵇᶜ, and choose **Manual** from the menu.

6. When the message appears to hyphenate *following*, click **Yes**.

7. Click **Yes** to hyphenate *replaced*.

8. When the Hyphenation Is Complete message appears, click **OK**.

    Now you will insert a nonbreaking hyphen and nonbreaking space so terms will stay together if future editing repositions them.

9. Position the insertion point after *earth* in the first paragraph and tap ⬚Delete⬚ to remove the hyphen.

    Kids for Change realize that society today is drowning in electronic de
    ing reasons to recycle and guidance to help you when electronic equi
    placed by newer models. Disposing of electronics in an earth-healthy

10. Choose **Insert→Symbols→Symbol** Ω and choose **More Symbols**.

11. Click the **Special Characters** tab and choose **Nonbreaking Hyphen**.

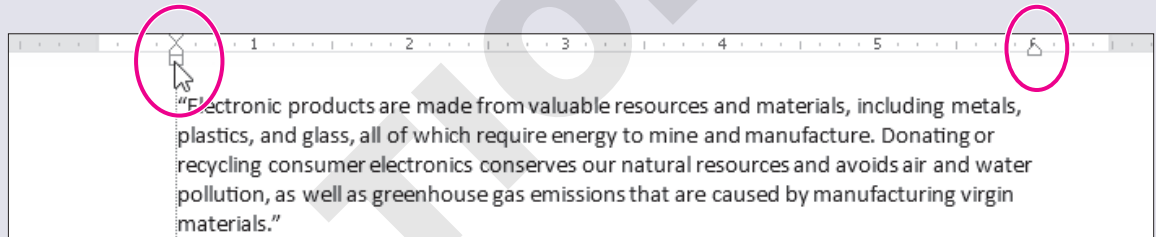| Symbols	Special Characters	
Character:		**Shortcut key:**
–	En Dash	Ctrl+Num -
-	Nonbreaking Hyphen	Ctrl+Shift+_
¬	Optional Hyphen	Ctrl+-

12. Click **Insert**, then **Close**.

13. Position the insertion point after *Agency* in the second paragraph and tap ⎡Delete⎤.

The United States Environmental Protection Agency (EPA) points out the following recycling benefits on their website:

14. Choose **Insert→Symbols→Symbol** Ω and choose **More Symbols**.

15. When the Symbol dialog box opens, click the **Special Characters tab** and choose **Nonbreaking Space**.

16. Click **Insert**, then **Close**.

Indent Text

17. If necessary, choose **View→Show→Ruler** to turn on the ruler.

18. Position the insertion point in the third paragraph.

19. Place the mouse pointer on the **Left Indent marker** (the rectangle) and drag it to the **half-inch mark**, and then place the mouse pointer on the **Right Indent marker** and drag it to the **6-inch mark**.

"Electronic products are made from valuable resources and materials, including metals, plastics, and glass, all of which require energy to mine and manufacture. Donating or recycling consumer electronics conserves our natural resources and avoids air and water pollution, as well as greenhouse gas emissions that are caused by manufacturing virgin materials."

Notice where the indent markers are now positioned.

Work with Tab Stops

20. Position the insertion point at the bottom of the document.

21. Type the following heading line using the default tab grid, tapping ⎡Tab⎤ where you see small arrows, and then tap ⎡Enter⎤ at the end of the line.

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

22. Select the heading line and choose **Home→Font→Bold** B.

23. Position the insertion point in the blank line below the heading line where you will set custom tabs.

24. Click the tabs box to display the **Center Tab**. (It looks like an upside down T.)

25. Perform these actions to set the following tab stops:

- Click the ruler one tick mark to the right of a ½-inch.
- Click one tick mark to the right of the 3-inch mark.
- Click at the 5½-inch mark.

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

26. Type the following table, tapping `Tab` where you see a small arrow.

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.

27. Select all lines to which the tab stop applies and drag the tab one tick mark to the right of 5½ inches.

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¶
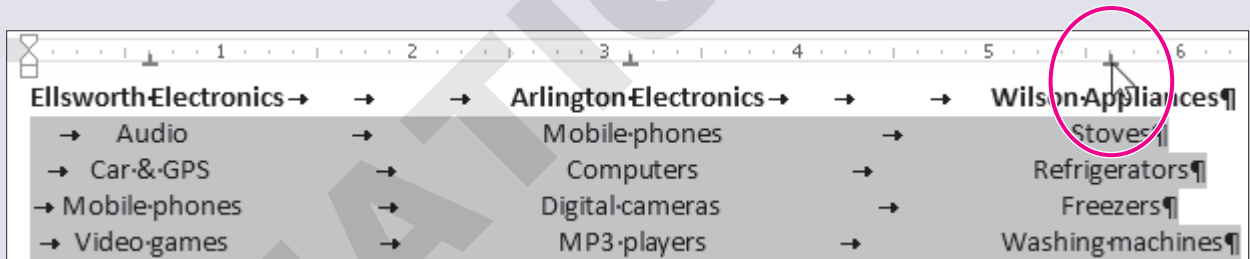
Apply Bullets and Numbers

28. Select the lines highlighted below and choose **Home→Paragraph→Bullets** ▤.

The EPA provides the following examples of energy saved and metals retrieved:
- Recycling one million laptops saves the energy equivalent to the electricity used by more than 3,500 US homes in a year.
- For every million cell phones we recycle, 35 thousand pounds of copper, 772 pounds of silver, 75 pounds of gold, and 33 pounds of palladium can be recovered.

29. Make sure the text is still selected; choose **Home→Paragraph→Bullets menu button** ▼, then **Define New Bullet**.

30. Click **Symbol** in the Define New Bullet dialog box.

Reinforce Your Skills **WD04.47**

31. Choose **Webdings** in the Font list, and then choose the symbol shown here. (If you cannot locate it, type **52** in the Code field at the bottom of the dialog box.)

32. Click **OK** twice to set the new bullet symbol.

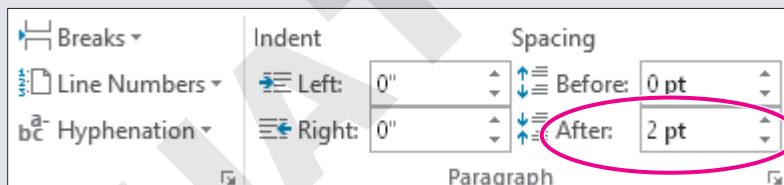**33.** Select the lines shown below in the fifth paragraph.
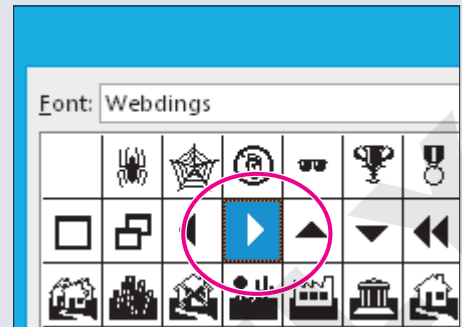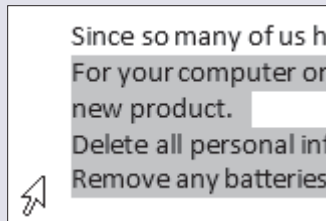
34. Choose **Home→Paragraph→Numbering**.

Apply Paragraph Space Settings

35. Position the insertion point in the second paragraph.

36. Choose **Page Layout→Paragraph**, type **2** in the Spacing After field, and tap Enter.

37. Use the same process to apply additional space to both the paragraph starting with *The EPA provides* and the paragraph starting with *Since so many*.

38. Save and close the file; exit from **Word**.

39. Submit your final file based on the guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

Word 2013

REINFORCE YOUR SKILLS WD04-R02

Format a Composting Report

In this exercise, you will format a composting research document, transforming it into a professional-looking report.

Format with Borders and Shading

1. Start **Word**. Open **WD04-R02-ActLocally** from your **WD2013 Lesson 04** folder and save it as **WD04-R02-ActLocally-[FirstInitialLastName]**.

2. Position the insertion point in the heading at the top of the document.

3. Choose **Home→Paragraph→Borders menu** ▾, and then choose **Borders and Shading**.

4. Choose **Shadow** as the border Setting, choose the sixth color in the last column (a dark green), and then set the Width to **2 ¼ pt**.
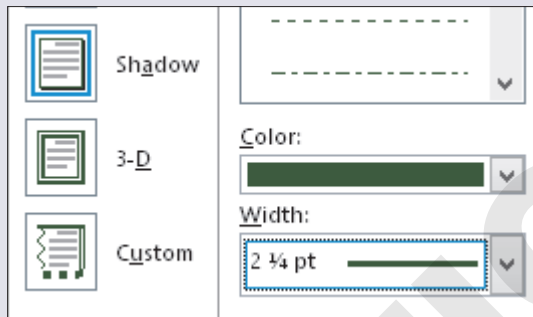
You will now apply shading to the area within the border.

5. Click the **Shading tab**.

6. Click the **Fill drop-down arrow**, choose the **second color** in the **last column**, and click **OK**.
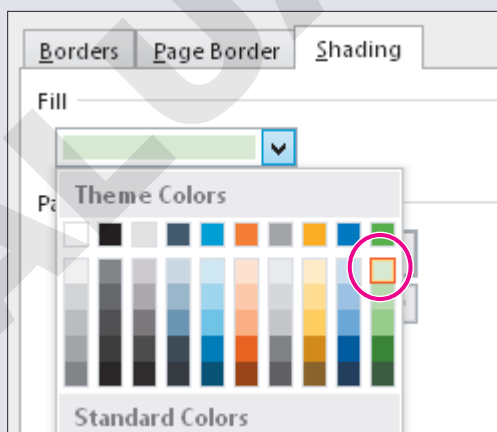
Use and Modify a Style and Collapse Headings

7. Select the *Obtain a Composting Bin* heading and choose **Home→Styles→Heading 2**.

8. Apply the **Heading 2** style to the rest of the headings in the document.

Now you will modify the style so it will blend with the heading at the top of the document.

9. Click in one of the headings formatted with the **Heading 2** style.

10. Right-click the **Heading 2** style in the Styles group and choose **Modify** from the menu.
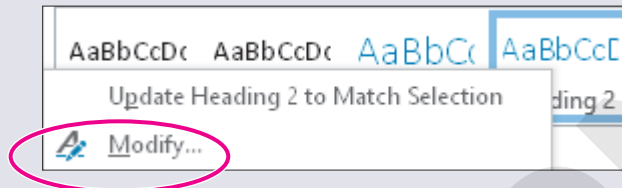
11. Click the **Bold** button, and then click the drop-down arrow and choose the darkest green theme color.
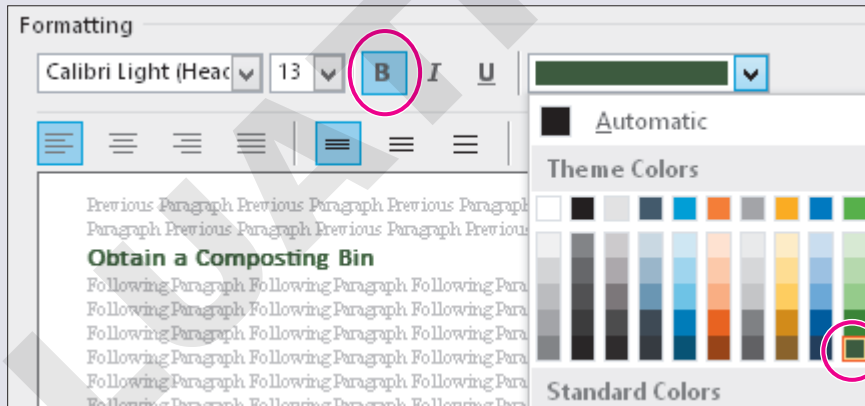
12. Click **OK** to save the changes to the heading style.

Notice that all headings formatted with Heading 2 are now green and bold. Now you will collapse some of the headings.

13. Hover the mouse pointer over the *What Materials Can You Compost?* heading and notice the little triangle to the left of the heading.

14. Click the triangle to collapse the text below the heading, and then click it again to expand the text.

**15.** Try expanding and collapsing some other headings, and then expand all headings.
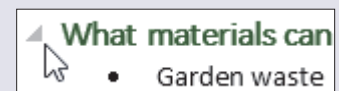
Use the Navigation Pane to Rearrange Topics

16. Choose **View→Show→Navigation Pane**.

17. If necessary, click the **Headings tab** toward the top of the task pane.

18. Select the *Become a Composting…* topic, drag it to just above *Summary*, and drop it.

19. Close the **Navigation pane**.
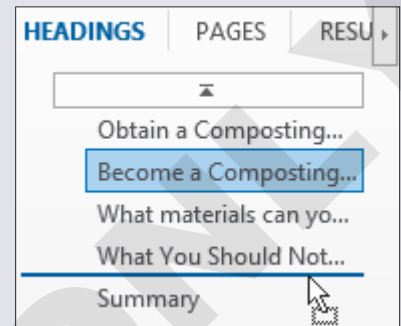
Insert a Page Number Footer

20. Choose **Insert→Header & Footer→Page Number menu ▾**.

21. Choose **Bottom of Page→Plain Number 1**.
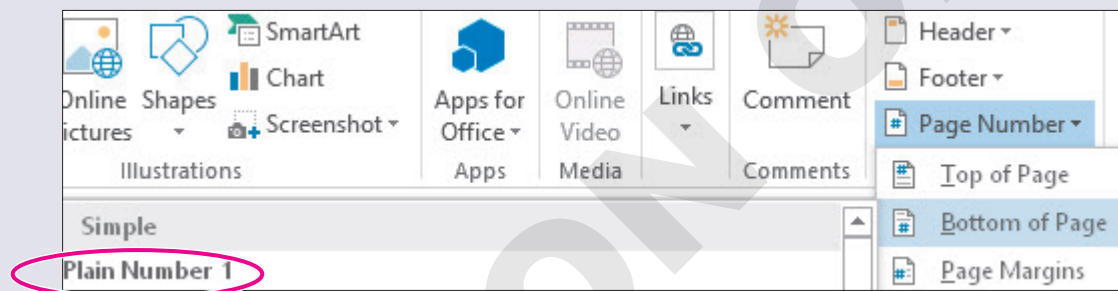
The chosen page number style appears in the footer of the document.

22. Double-click the body of the document to close the footer area.

Use the Resume Reading Bookmark

Now you'll save and close the file so when you open it again, the bookmark will appear. First, however, you will make an editing change so you can see how the bookmark guides you to your last location.

23. Go to page 2 and position the insertion point to the right of *ratio* in the *Carbon-nitrogen ratio* bullet point.

24. Tap Enter to generate another bullet and type **Inocula**.

25. Save and close the document; reopen it.

26. Click the **bookmark** and notice how it jumps you to the area where you were last working. (If the bookmark collapses, hover the mouse pointer over it to open it.)

27. Close the file and exit from **Word**.

28. Submit your file based on guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

REINFORCE YOUR SKILLS WD04-R03

Format a Groundwater Report

In this exercise, you will work with paragraph formats, indents, and custom tab stops. You will create a numbered list and add after-paragraph spacing to headings. You'll work with borders and styles, and add a header, and then you'll use the Resume Reading bookmark.

Align Paragraphs and Hyphenate Text

1. Start **Word**. Open **WD04-R03-Groundwater** from your **WD2013 Lesson 04** folder and save it as **WD04-R03-Groundwater-[FirstInitialLastName]**.

2. Position the insertion point in the heading at the top of the document.

3. Choose **Home→Paragraph→Center** ☰.

   Next you will hyphenate the document.

4. Choose **Page Layout→Page Setup→Hyphenation**, and then choose **Manual**.

5. Click **Yes** when Word prompts you to hyphenate *atmosphere*.

6. Click **Yes** to hyphenate *below*.

7. Click **No** when prompted to hyphenate *hazardous*.

8. Click **OK** when the Hyphenation Is Complete message appears.

Indent Text

9. Select the lines at the bottom of the document starting with *Reduce Household chemical* through the last line of text.

10. Choose **Home→Paragraph→Increase Indent** 📑.

Work with Tab Stops

The kids have decided to conduct further research into groundwater contamination. You will create a table listing the kids and the topics each is assigned to.

11. If necessary, choose **Home→Paragraph→Show/Hide** ¶ to turn on formatting marks.

12. Position the insertion point on the last paragraph symbol at the bottom of the document.

13. Type the following heading line, tapping ⌨Tab wherever you see a small arrow, and tap ⌨Enter at the end of the line.

    > ¶
    >
    > →   →   →   Member·Name   →   →   →   Assigned·Topic¶

14. Select the heading line and choose **Home→Font→Bold** 🅱.

15. Position the insertion point on the line below the heading line.

16. Choose **Home→Paragraph→dialog box launcher** 🔲.

17. Click **Tabs** in the bottom-left corner of the dialog box.

18. Type **2** in the **Tab Stop Position** box, click the **Center** option in the Alignment area, and then click **Set**.

19. Type **4.5** in the **Tab Stop Position** box, click **Set**, and then click **OK** to accept both of the new tabs.

20. If necessary, choose **View→Show→Ruler** to turn on the ruler, and then observe your custom tabs.

21. Type the following table, tapping ⊞Tab wherever you see a small arrow. Tap ⊞Enter at the end of the table.

→	→	→	**Member·Name**	→	→	→	**Assigned·Topic¶**
		→	Isabella		→		Storage·tanks¶
		→	Jayden		→		Septic·systems¶
		→	Mia		→		Hazardous·waste·sites¶
		→	Abigail		→		Landfills¶
		→	Noah		→		Road·salts¶
¶							

Next you will remove the tabs from the ruler. It's good practice to confine custom tabs to the area where they are used.

22. Position the mouse pointer on the **tab at the 2″** mark and drag it down off the ruler.

23. Use the same process to remove the **tab at the 4.5″** mark.

Create a Numbered List

24. Select the lines that you indented earlier, starting with *Reduce household* and continuing through *water education*.

25. Choose **Home→Paragraph→Numbering** .

The first item might look better if it didn't extend so far to the right. If you use ⊞Enter to shorten it, you will create a new number. So instead, you'll use a line break, which will shorten the line without generating a number.

26. Scroll up, position the insertion point to the left of *chemicals* in item 1, and press ⊞Shift + ⊞Enter.

Use Paragraph Space Settings

27. Position the insertion point in the *What is Groundwater?* heading.

28. Choose the **Page Layout** tab, type **2** in the Spacing After field, and then tap ⊞Enter.

29. Repeat the process in steps 27 and 28 to add **2** points below the *How Can We Help?* heading.

Apply Borders and Styles

30. Position the insertion point in the heading at the top of the page and choose the **Home→Styles→dialog box launcher** 🔲.

31. In the Styles task pane, click the **Title** style to apply it to the heading.

32. Keep the insertion point in the heading, and choose **Home→Paragraph→Borders menu button** ▼.

33. Choose **Bottom Border**.

34. Position the insertion point in the *What is Groundwater?* heading.

35. Click **Heading 2** in the Styles task pane.

36. Choose **Page Layout→Paragraph**.

Notice that the 2 points after-paragraph spacing is back to 0. The Heading 2 style overrode your formatting. Leave the spacing as it is.

37. Click in the *How Can We Help?* heading and apply the **Heading 2** style.

38. Keep the insertion point in the heading, hover the mouse pointer over **Heading 2** in the task pane, click the **drop-down arrow**, and choose **Modify**.

You will now change the font color for the Heading 2 style.

39. Click the **drop-down arrow** to open the color gallery, choose the **Black, text 1** theme color, and then click **OK**.

The color changes for both Heading 2 items.

40. Close the **Styles** task pane, and choose **View→Show→Ruler** to turn off the ruler.
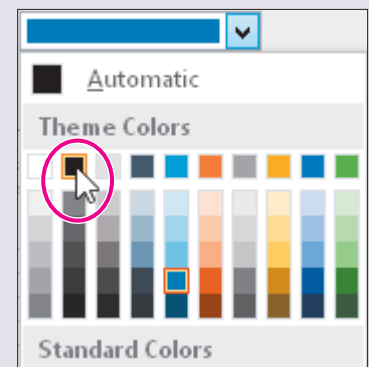
Use the Navigation Pane

41. Position the insertion point at the top of the document.

42. Choose **View→Show→Navigation Pane**.

43. Click **Headings** to display the document's heading list, if necessary.

44. Click *How Can We Help?* in the Headings list.

Word jumps down to the heading selected.
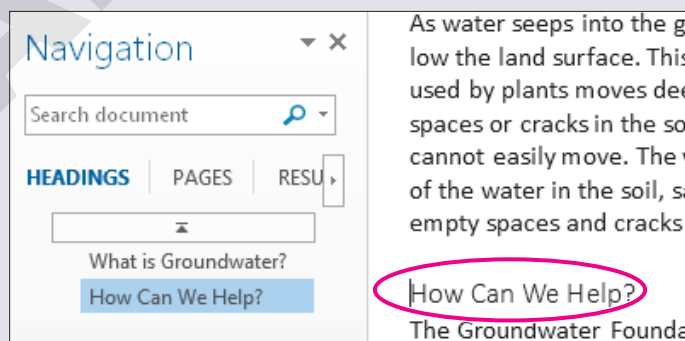
45. Close the **Navigation pane**.

Add a Header

46. Choose **Insert→Header & Footer→Header** and choose **Blank** at the top of the list.

47. Type `Groundwater` and double–click in the document to close the header area.

Next you will make an editing change, and then close and reopen the document. Then you will use the Resume Reading bookmark to go to the last location where you were working in the document.

48. Click to the left of the left-most tab symbol in the first line of your table.

49. Press Ctrl + Enter to insert a page break and move the entire table to the next page.

Use the Resume Reading Bookmark

50. Save and close the document, and then reopen it to display the Resume Reading bookmark.

51. Click the **bookmark** and Word jumps to the area where you last worked in the document.

52. Choose **Home→Paragraph→Show/Hide** ¶ to turn off formatting marks.

53. Save and close the document; exit from **Word**.

54. Submit your final file based on guidelines provided by your instructor.
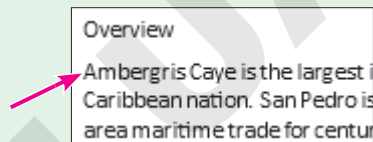
Apply Your Skills

Format a Trip Report

In this exercise, you will create a report using paragraph alignment, hyphenation, and indents. You will then set custom tabs, apply bullets, and add after-paragraph spacing.

Format Paragraphs

1. Start **Word**. Open **WD04-A01-Belize** from your **WD2013 Lesson 04** folder and save it as **WD04-A01-Belize-[FirstInitialLastName]**.

2. Center-align the heading at the top of the document.

3. Choose **Page Layout→Page Setup→Hyphenation**, and then choose **Manual**.

4. When prompted to hyphenate *ambergriscaye* in the URL, click **No**.

5. Click **No** when prompted to hyphenate *Caribbean*.

6. Click **Yes** for all of the remaining hyphenation prompts.

7. Click **OK** when the Hyphenation Is Complete message appears.

8. Insert a **nonbreaking space** in all occurrences of *San Pedro*.
   Hint: There are four occurrences; you might want to use the Find feature to locate all of them.

Indent Text and Set Custom Tabs

9. Turn on the ruler, if necessary.

10. Click in the paragraph below the *Overview* heading.

Overview

Ambergris Caye is the largest i
Caribbean nation. San Pedro is
area maritime trade for centur

11. Use the **indent markers** on the ruler to indent the paragraph **¼ inch**.

12. Use the same process to indent the *Diving and Snorkeling* paragraph, the *Ruins* paragraphs, and the *Artists* paragraph.

13. If necessary, turn on the **Show/Hide** ¶ feature.

14. Position the insertion point at the second paragraph symbol 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¶
¶
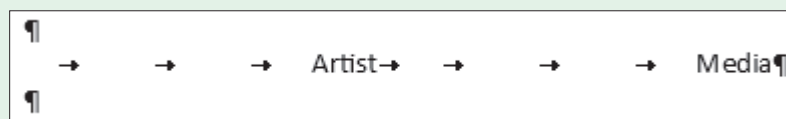
16. Apply **Bold** B to the heading line.

17. Position the insertion point in the line below the heading and set custom **Center tabs** at **1.75**" and **3.75**".

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

→	→	→	Artist→	→	→	→	Media¶
		→	Amy·Brown	→			Ceramic·sculpture·and·oils¶
		→	Pamela·Braun	→			Oil·and·water·color¶
		→	Savanna·Redman	→			Oil·and·water·color¶
		→	Kay·Scott	→			Photography¶
		→	Walter·Castello	→			Acrylic·on·canvas¶

Use Bullets and Paragraph Spacing

19. Scroll to the top of the document and select the four lines shown here.

20. Apply bullets to the selected lines and customize the bullets using a symbol of your choice.

¶
Overview¶
Diving·and·Snorkeling¶
Ruins¶
Artists¶
¶

21. Apply **6 points of after-paragraph** spacing to the headings *Overview, Diving and Snorkeling, Ruins,* and *Artists*.

22. Save and close the file; exit from **Word**.

23. Submit your final file based on guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.
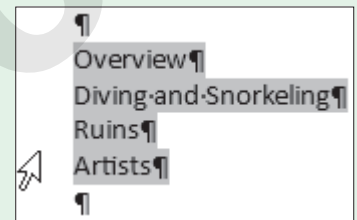
## APPLY YOUR SKILLS WD04-A02

Format an Itinerary

In this exercise, you will create a document using borders and styles. You will use the Navigation pane to rearrange topics, and you will add headers and footers to the document. Finally, you will use the Resume Reading bookmark.

Use Borders and Styles

1. Start **Word**. Open **WD04-A02-Tahiti** from your **WD2013 Lesson 04** folder and save it as **WD04-A02-Tahiti-[FirstInitialLastName]**.

2. Open the **Styles task pane** and format the heading at the top of the document with the **Title** style.

3. Apply a **Bottom Border** from the **Borders** ⊞ **menu button** ▼.

4. Format the headings for each day (Day One – Tahiti, Day Two – Tahiti, and so on) with the **Heading 2** style.

Now you will use the small gray triangle to the left of a Heading 2 style to collapse and expand the text under it.

5. Hover the mouse pointer over the *Day One – Tahiti* heading and click the **triangle** to collapse the text below it.

6. Click the **triangle** again to expand the text.
Now you will create a "style by example" to use on the subheadings for each day's schedule.

7. Select the subheading *Discover the Real Papeete* and format it with **10 point Verdana** font.

8. Apply the font color shown.
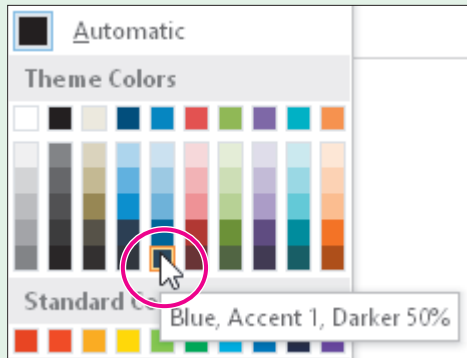
9. Click **New Style** at the bottom of the Styles task pane.

10. Name the style **My Style** and click **OK**.

11. Apply the style to all the subheadings in the itinerary.
Next you will modify the style and all of the subheadings will automatically update.

12. In the Styles task pane, click the **My Style drop-down arrow** and choose **Modify**.

13. Click **Italic** in the dialog box, and then click **OK**.
All of the subheadings are italicized.

14. Close the **Styles task pane**.

Use the Navigation Pane and Add a Header and Footer

15. Choose **View→Show→Navigation Pane** to open it, and if necessary, click **Headings** at the top of the pane.

16. Drag and drop the **Day Two** heading above **Day One**; close the **Navigation pane**.

17. Rename the first heading **Day One – Tahiti** and rename the second heading **Day Two – Tahiti**.

18. Choose **Insert→Header & Footer→Header**, and then scroll down the gallery and choose **Sideline**.

19. Click in **Document Title**, type **Universal Corporate Events**, and close the header area.

20. Choose **Insert→Header & Footer→Footer**, scroll down the gallery, choose **Sideline**, and then close the footer area.

Use the Resume Reading Bookmark

Now you'll make an editing change so when you reopen the document, Word will provide a bookmark to return you to the area where you were last working in the document.

21. Scroll down to **Day Seven**. In the subtitle, replace *a Perfect* with `an Ideal`.

22. Save and close the document; reopen it.

23. Click the **bookmark** to jump to the location where you were last working in the document.

24. Close the file and exit **Word**.

25. Submit your final file based on guidelines provided by your instructor.

    To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS WD04-A03

Format a Sales Report

In this exercise, you will align text, use indents, and type a table using custom tab stops. You will customize bullets, insert a line break, and add after-paragraph spacing. After using the Navigation pane to reorganize text, you will add header text, and then you will use the Resume Reading bookmark.

Format Paragraphs and Indent Text

1. Start Word. Open **WD04-A03-SalesRpt** from the **WD2013 Lesson 04** folder and save it as `WD04-A03-SalesRpt-[FirstInitialLastName]`.

2. Center the *Sales Report* heading.

3. Use **Increase Indent** to indent the paragraph that begins with *The following table*.

4. Use manual hyphenation and accept any proposed hyphenations.

5. Click at the end of the paragraph you just indented and tap Enter twice.

6. Click **Decrease Indent** to position the insertion point at the left margin.

Apply Bullets and Set Custom Tab Stops

7. Type `Pending Deals` and tap Enter.

    Next you will set tabs for your Pending Deals table.

8. Use the Tabs dialog box to set **Left tabs** at `2.5"` and `4.5"`.

9. Type this table.

```
Pending·Deals¶
Company              →         Destination       →       Dates¶
Rogers·Electronics      →      Hawaii          →       Sept·2·through·7¶
Wilson·Construction     →      Miami           →       Sept·11·through·17¶
Milltown·Mortgage       →      New·York·City      →     October·11·through·17¶
```

10. **Bold** the heading row.

11. Select the entire table, and use the ruler to move the 2½" tab to **2¾"** and the 4½" tab to **4¾"**.

12. Select the six lines below *Mega Storage Devices* and apply **bullets**.

13. Add bullets to the lines below the other companies: **Springer Business College**, **Martin Medical Supplies**, and **Citizens Bank**.

14. Customize all of the bullets using a symbol of your choice. (Use the same symbol for all bullets.)

15. Click at the end of the *Accommodations* line below *Springer Business College* and insert a line break.

16. Type this text: **The owner's cousin works for a hotel chain.**

17. Select the heading line in your table and add **4 points of after-paragraph spacing**.

Apply Borders and Styles

18. Format the *Sales Report* heading with the **Heading 1** style.

19. The style overrode your centering, so center the heading again.

20. Choose **Home→Paragraph→Borders** and apply a **Bottom Border**.

21. Format the *Pending Deals* and *Bookings* headings with the **Heading 2** style.

22. Modify the **Heading 2** style by adding **Bold**.
Notice that both headings update.

23. Format the company names (such as Mega Storage Devices) in the Bookings section with the **Heading 3** style.

Use the Navigation Pane and Insert a Header

24. Use the Navigation pane to move *Martin Medical Supplies* above *Springer Business College*.
You may need to click the triangle to the left of Bookings to expand the text below it.

25. Insert a header using the **Blank style**, and type **Universal Corporate Events** as the header.

Make Use of the Resume Reading Bookmark

26. Position the insertion point at the end of the last bullet point below the Citizens Bank heading.

27. Tap [Enter] and type **Fuentes Imports** and apply the **Heading 3** style to that line.

28. Save and close the document, and then reopen it and use the **Resume Reading bookmark** to navigate to the area where you were last working in the document.

29. Close the file and exit **Word**.

30. Submit your final file based on guidelines provided by your instructor.

Extend Your Skills

In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

WD04-E01 That's the Way I See It

As the owner of a small business in your community, you want to improve your business acumen so you can grow your business further. Therefore, you are taking night classes at your local community college. Your professor assigned the following research project.

■ List three types of business reports. Format the names of the reports with a built-in heading style. Customize the style with borders and shading.

■ Type a brief paragraph describing each type of report below each of the headings; use the indent feature to indent the paragraphs below the headings.

■ List three elements included in each type of report, making them bulleted items. Then customize the bullets using a symbol or picture of your choice. Add after-paragraph spacing to the bulleted items.

Save your findings in a Word document named **WD04-E01-BizReports-[FirstInitialLastName]** and saved to your **WD2013 Lesson 04** folder. You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and the relevance of your topic and/or data choice(s). Submit your final file based on the guidelines provided by your instructor.

WD04-E02 Be Your Own Boss

You belong to a small business breakfast club that meets monthly. Members support each other by sharing knowledge and experiences. Your business, Blue Jean Landscaping, has been very successful, and you've been asked to present a report detailing your success.

Provide a heading for the report and format it with a built-in heading style. Customize the heading style with formatting of your preference. Write a brief introductory paragraph, and then use the First Line Indent marker to indent the first line of the paragraph. Use a numbered list to point out the top five elements that are most responsible for your success. Add several points of after-paragraph spacing to the numbered items.

As a result of your success, you are planning to expand your business to three new locations. Create a tabular table using custom tab stops to list the names of the locations, the number of employees for each location, and the opening dates. Provide a heading above the table using a built-in heading style. Include a page-number footer for the report.

Compose a report in Word and save it as **WD04-E02-BizSuccess-[FirstInitialLastName]** in your **WD2013 Lesson 04** folder.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and your demonstration of an entrepreneurial spirit. Submit your final file based on the guidelines provided by your instructor.

Transfer Your Skills

In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

WD04-T01 Use the Web as a Learning Tool

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is "an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web." To complete the WebQuest projects in this book, navigate to the student resource center and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

WebQuest Subject: Design elements of a well-formatted report.

Submit your file(s) based on the guidelines provided by your instructor.

WD04-T02 Demonstrate Proficiency

Stormy BBQ has been losing business lately. There is a new restaurant in town, and you suspect your customers are migrating to the competition. Create a report, which you will share with your employees, researching the competition.

Provide a heading for the report and format it with a border and shading. Add after-paragraph spacing to the heading.

Include three reasons you believe the competition is attracting your customers. Each of the reasons should be a heading formatted with a built-in heading style, customized with the heading formatting style of your choice. Write a short paragraph below each of the headings describing your reasons in more detail. Use the indent markers on the ruler to indent the paragraphs ¼".

Using the Numbering feature, list three steps you intend to take to win back your customers. Add your company name as a header and provide a page number in the footer area.

Save the report as **WD04-T02-Competition-[FirstInitialLastName]** in your **WD2013 Lesson 04** folder. Submit your file based on the guidelines provided by your instructor.