

WORD

6

Using Themes



Themes are the most efficient way to apply formatting. They allow you to create and customize personal aesthetic choices, keep documents consistent, and apply mass formatting changes with a single click. Other tools, such as Quick Parts and Building Blocks, or your own custom templates, allow you to take this efficient personalization approach to a whole new level. In this chapter, you will build a customized theme. You will also use built-in and custom Quick Parts and Building Blocks. Finally, you will use all these tools to create custom templates.

LEARNING OBJECTIVES

- ▶ Customize a theme
- ▶ Create personalized color and font sets
- ▶ Add Quick Parts and Building Blocks to a document
- ▶ Insert cover pages
- ▶ Apply custom Building Blocks across documents
- ▶ Create and use personal Templates
- ▶ Customize the default font

Project: Creating a Client Newsletter

As a leading pediatric facility, Raritan Clinic East stays ahead of the curve by updating its protocols with the latest discoveries. It stays in regular contact with its patient population through a monthly newsletter. As an administrator for the clinic, you have been tasked with finding ways to make the newsletter creation process more efficient. Now that you've wrapped up the content for November's newsletter on meningitis, you will use the document to create and save custom themes, Quick Parts, and Building Blocks into a final template, which can be used for future newsletters.

Six Tips for an Effective Newsletter

A newsletter is an effective way to keep in touch with clients. It adds a personal touch that can create a bond between your organization and the reader. Follow these guidelines when composing a newsletter:

- ▶ Know your audience.
- ▶ Have a compelling opening line.
- ▶ Use a clean, simple layout with plenty of white space.
- ▶ Be informative and educational, and provide true value.
- ▶ Use graphics, but don't overdo it.
- ▶ Insert headings and subheadings to organize your information into easy-to-read segments.

Using Themes and Style Sets

Themes and **style sets** are document-level formatting features that can instantly add color and visual variety to your entire document. A theme is a combination of colors, fonts, and graphic elements that you can apply to any document. Style sets change font and paragraph properties. Themes and style sets create the biggest impact when you use built-in styles.

 Design→Document Formatting→Themes 

 Design→Document Formatting→Style Sets gallery

Customizing a Theme

You can customize any theme to match your creative side. Changing a theme font changes any text formatted with fonts that have (Headings) or (Body) next to their names in the font list. Calibri Light (Headings) and Calibri (Body) are the theme fonts for the default Office theme. When you change the theme, the associated theme fonts change. You can also customize the theme color.

Note!

Any customizations you make to themes are not document specific; they will be applied to your copy of Microsoft Word. These custom themes can be deleted simply by right-clicking on the custom theme thumbnail and choosing Delete.

DEVELOP YOUR SKILLS: W6-D1

In this exercise, you will use a *Childhood Diseases Seminar* handout, which uses Word's built-in styles, to try out some theme options. A cover page has been added for you. You will use *Live Preview* to examine a variety of themes and style sets, and you will also apply a new theme and style set to your report.

Before You Begin: Download the student exercise files from your eLab course or the Student Resource Center (labyrinthlab.com/office19) and determine your file storage location before beginning this exercise.

1. Open **W6-D1-SickKids** from your **Word Chapter 6** folder and save it as:
W6-D1-SickKidsRevised
2. Scroll to page 1 of the main document (not the cover page) and position the insertion point in the *Raritan Clinic East* heading.
Notice that the built-in Title style is highlighted in the Styles task pane. You may have to click More  to see it.
3. Position the insertion point in the *Childhood Diseases Seminar* subheading and see that the built-in Heading 1 style is active in the Styles task pane.
4. Examine the other headings, and you can see that built-in styles have been applied.
Remember, themes and style sets are most effective when using the built-in styles.
5. Scroll up to the cover page and choose **Design**→**Document Formatting**→**Themes**  **menu button** ▼ to display the Themes gallery.
6. Hover the mouse pointer over several different themes and observe the changes in your document.
7. Choose the **Frame** theme.
8. Scroll through the document to see the impact of the new theme.
The built-in headings in the body of the document respond to the change in theme.

Change the Theme Color and Font

9. Scroll so that the bottom of the cover page and the top of page 1 are both visible.
10. Choose **Design**→**Document Formatting**→**Colors**  **menu button** ▼.

Note!

As you change theme colors, the colors on the menu button change as well. The theme and font buttons also change as you customize their features.

11. Use **Live Preview** to examine the different color schemes to see their effects and then choose **Blue Warm**.
12. Choose **Design**→**Document Formatting**→**Fonts**  **menu button** ▼.
13. Use **Live Preview** to examine the font options and then choose **Franklin Gothic**.

Change the Style Set

14. Choose **Design**→**Document Formatting** and then click **More**  to open the Style Sets gallery.
15. Use **Live Preview** to examine the different Style Sets and then choose **Centered**.
16. Scroll through the document to see the changes.
17. Save the file.

Note!

Always leave your file open at the end of an exercise unless instructed to close it.

Create Custom Color and Font Sets

Besides using Word's built-in style sets, you can also create your own customized color and font sets from scratch. These fully customized **color sets** and **font sets** can make your documents shine with your personal flair. To create customized colors, you enter Red, Green, and Blue values that together create a final color, the digital equivalent of a painter mixing colors on a palette. Once you've made all these changes to the original theme, you can then save them as your own customized theme in the default Document Themes folder. Doing so causes your theme to appear in the Themes menu. Once saved, you can apply your personal themes to documents in the same way you apply built-in themes.

☰ Design→Document Formatting→Colors→Customize Colors

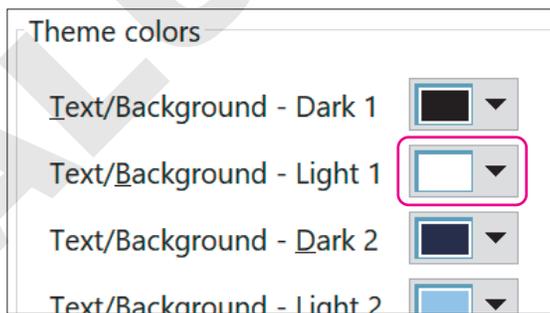
☰ Design→Document Formatting→Fonts→Customize Fonts

☰ Design→Document Formatting→Themes→Save Current Theme

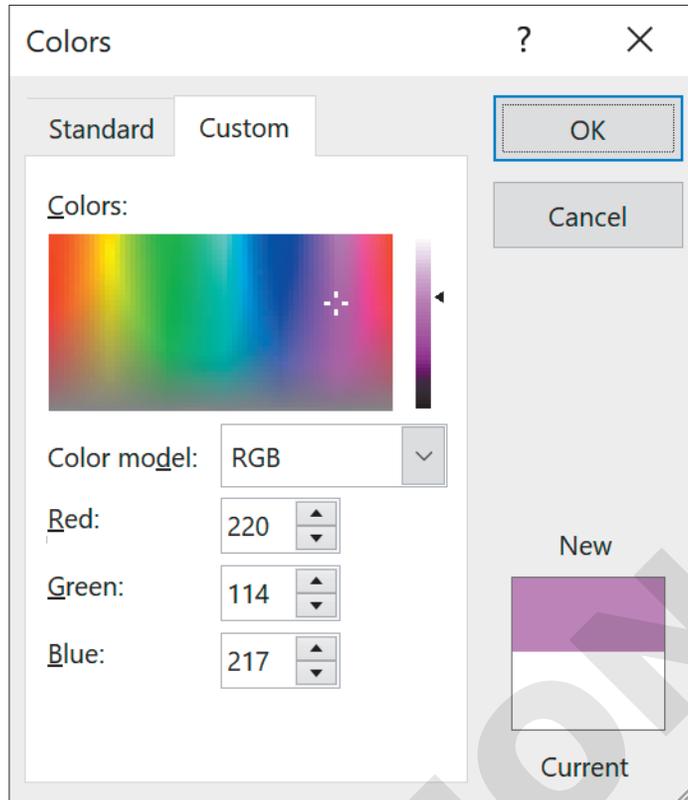
DEVELOP YOUR SKILLS: W6-D2

In this exercise, you will use the Childhood Diseases Seminar handout to create customized color and font sets for Raritan Clinic. For the color set, you'll use the same colors you see in the company logo. You will apply your custom sets to your document and save these choices in a new theme. Finally, you'll apply your custom theme to the monthly newsletter.

1. Save your file as: **W6-D2-SickKidsRevised**
2. If necessary, scroll so the bottom of the cover page and the top of page 1 are both visible.
You will begin by creating a custom color set.
3. Choose **Design→Document Formatting→Colors**  **menu button** ▼ → **Customize Colors**.
In the Create New Theme Colors dialog box, the various boxes correspond to the colors used throughout the theme, including title text, graphics like the horizontal lines above and below the title, shapes, and more.
4. In the Create New Theme Colors dialog box, select the **Text/Background - Light 1** menu **button** ▼ and choose **More Colors**.



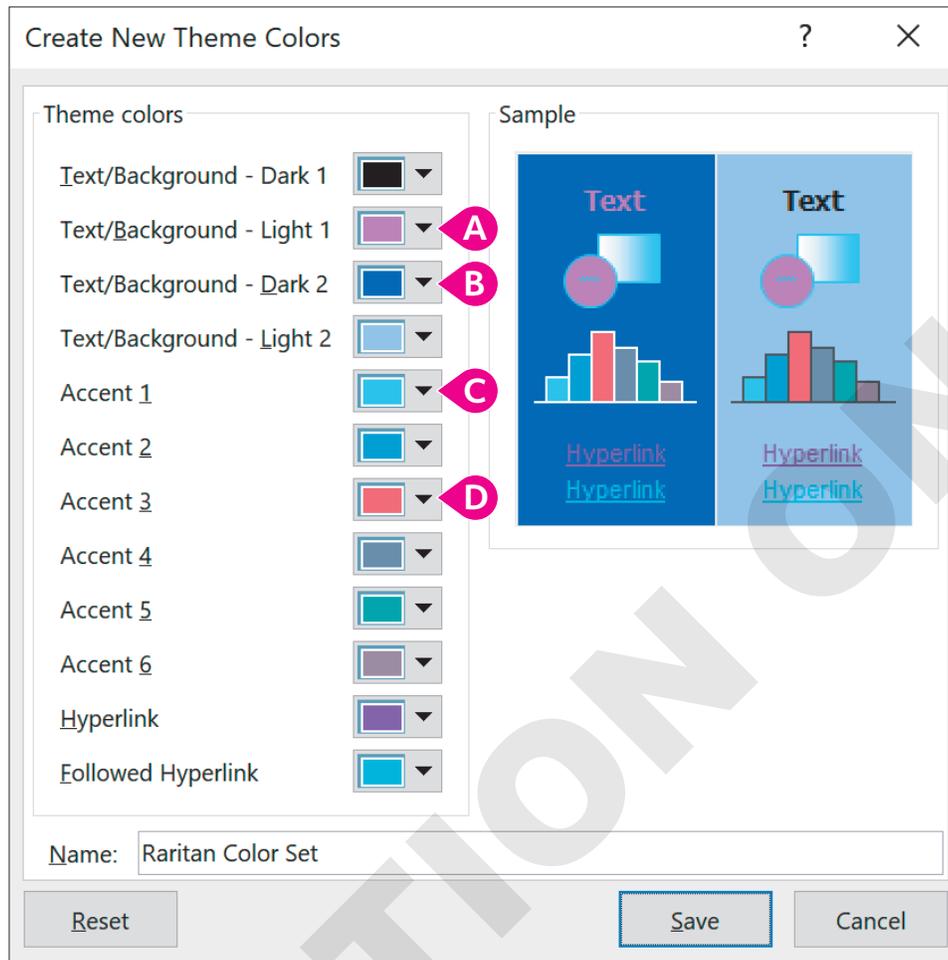
5. In the Colors box, choose the **Custom** tab, if necessary, and enter these numbers into the boxes for Red, Green, and Blue to get a lavender color:



These numbers correspond to a value of how much red, green, and blue make up this lavender color, seen as the outline of the heart shape in the Raritan logo. The color values range from 0 to 255. In this color, there's a lot of red and blue, but only about half as much green. Most companies will have the RGB values of their company colors, such as this color set, on hand for branding needs.

6. Click **OK** to close the Colors box.
7. Click the **Text/Background - Dark 2 menu button** ▼, choose **More Colors**, and enter **32** for Red, **94** for Green, and **200** for Blue to get the dark blue color seen in the Raritan logo; click **OK**.
8. For **Accent 1**, enter **112** for Red, **202** for Green, and **255** for Blue to get the light blue color; click **OK**.
9. For **Accent 3**, enter **218** for Red, **98** for Green, and **114** for Blue to get the burnt red color seen in the heart on the Raritan logo; click **OK**.

10. Review the settings:



- A Text/Background – Light 1 affects the font colors on the cover page and should be lavender.
- B Text/Background – Dark 2 affects the Title style and the box on the right side of the cover page and should be blue.
- C Accent 1 affects the Heading 1 style and the box on the left side of the cover page and should be light blue.
- D Accent 3 affects the horizontal lines above and below the Title style and should be a burnt red.

11. Enter **Raritan Color Set** in the Name box and click **Save** to close the Create New Theme Colors dialog box; then scroll through the cover page and page 1 to see the applied colors.

Create a Custom Font Set

12. Choose **Design**→**Document Formatting**→**Fonts** A menu button ▼→**Customize Fonts**.

13. Change the **Heading** font to **Cambria** and the **Body** font to **Times New Roman**.

The screenshot shows the 'Create New Theme Fonts' dialog box. It has a title bar with a question mark and a close button. Inside, there are two dropdown menus: 'Heading font:' set to 'Cambria' and 'Body font:' set to 'Times New Roman'. To the right of these is a 'Sample' box containing the text 'Heading' in a larger font and 'Body text body text body text. Body t' in a smaller font. Below the dropdowns is a text box labeled 'Name:' containing 'Raritan Font Set'. At the bottom right are 'Save' and 'Cancel' buttons.

14. Enter **Raritan Font Set** in the Name box, click **Save**, and then scroll through the document to see the applied fonts.

Note!

You can now see your custom color and font sets in their respective menus under the Design tab. These sets will appear as available choices for all documents from now on, just like the built-in color sets.

Create and Apply a Custom Theme

Now you will use these customizations to create a new theme, which you will then apply to another Raritan document.

15. Choose **Design**→**Document Formatting**→**Themes**  menu button ▼→**Save Current Theme**.
16. In the dialog box that appears, enter **Raritan Theme** as the File Name and click **Save**.
17. Save and close the file.
18. Open **W6-D2-RaritanNewsltr** from your **Word Chapter 6** folder and scroll through the document to see how it looks.
19. Choose **Design**→**Document Formatting**→**Themes**  menu button ▼→**Raritan Theme** and then scroll through the document to see the color and font changes.
20. Save the file as: **W6-D2-RaritanNewsltrRevised**

Working with Quick Parts and Building Blocks

Quick Parts are text and/or graphic elements you can use over and over again to save time. Like any other element in your document, Quick Parts adopt the themes you apply, including the color, font, and style sets. There are many different types of Quick Parts. Document Property Quick Parts and Auto Text Quick Parts are the most common; they are created by the user. Document Property Quick Parts allow you to input fields into your document that are filled in from a different source, similar to Mail Merge; however, unlike Mail Merge, this tool pulls information from the document properties you specify in the Backstage view. AutoText Quick Parts allow you to save pieces of text that you use repeatedly, so you don't have to type the same material multiple times.

Building Blocks is another term for Quick Parts, but it usually refers to Quick Parts that provide a traditional part of a newsletter or article, such as pull quotes and side bars. There are prebuilt Building Blocks available for your immediate use, but you can also create your own custom Building Blocks.



Quick Parts and Building Blocks that you customize and create are not document specific; they will be applied to your copy of Microsoft Word.



View the video “Inserting Quick Parts and Building Blocks.”

☰ Insert→Text→Explore Quick Parts 

☰ Insert→Text→Explore Quick Parts →Building Blocks Organizer

DEVELOP YOUR SKILLS: W6-D3

In this exercise, you will insert Document Property fields into the Raritan Newsletter and fix a field that isn't working properly. Then, you'll insert a new sidebar for the second page. Finally, you'll create new AutoText Quick Parts from the company's master marketing document and insert one of these into the newsletter's new sidebar.

1. Save your file as: **W6-D3-RaritanNewsltrRevised**
2. Click the **File** tab to check the document properties and then click **Show All Properties** at the bottom right of the screen to see more fields.

Notice that the word Newsletter has been entered as the document's Title property.

3. Click **Back**  to return to the document.

Insert Document Property Quick Parts

4. Place the insertion point in the blank line below the company logo and choose **Insert→Text→Explore Quick Parts**  **menu button ▼→Document Property→Title.**

Notice that the field was automatically populated with Newsletter, from the Title property box you saw in the Backstage view.

5. Place your insertion point at the end of the Subject line (after the colon), tap **Spacebar**, and choose **Insert→Text→Explore Quick Parts**  **menu button ▼→Document Property→Subject.**

This time just the field placeholder appears, meaning the Subject property is blank for this document. You'll fix that now.

6. Click the **File** tab and then click **Show All Properties.**
7. In the Subject box, enter: **Meningitis**

Status	Add text
Categories	Add a category
Subject	Meningitis
Hyperlink Base	Add text
Company	Raritan Clinic East

8. Click **Back**  to return to the document.

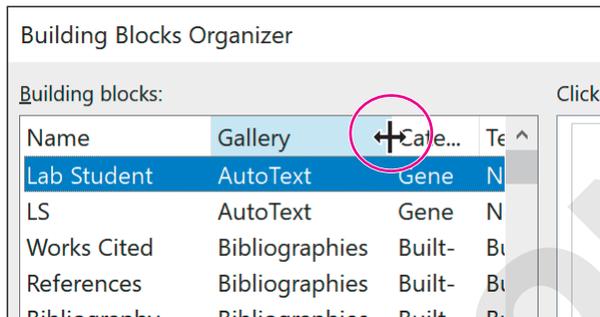
The Subject field has now been replaced with the word Meningitis.

9. Place your insertion point at the end of the next line (after the colon), tap **Spacebar**, and choose **Insert**→**Text**→**Explore Quick Parts**  menu button ▼→**Document Property**→**Comments**.

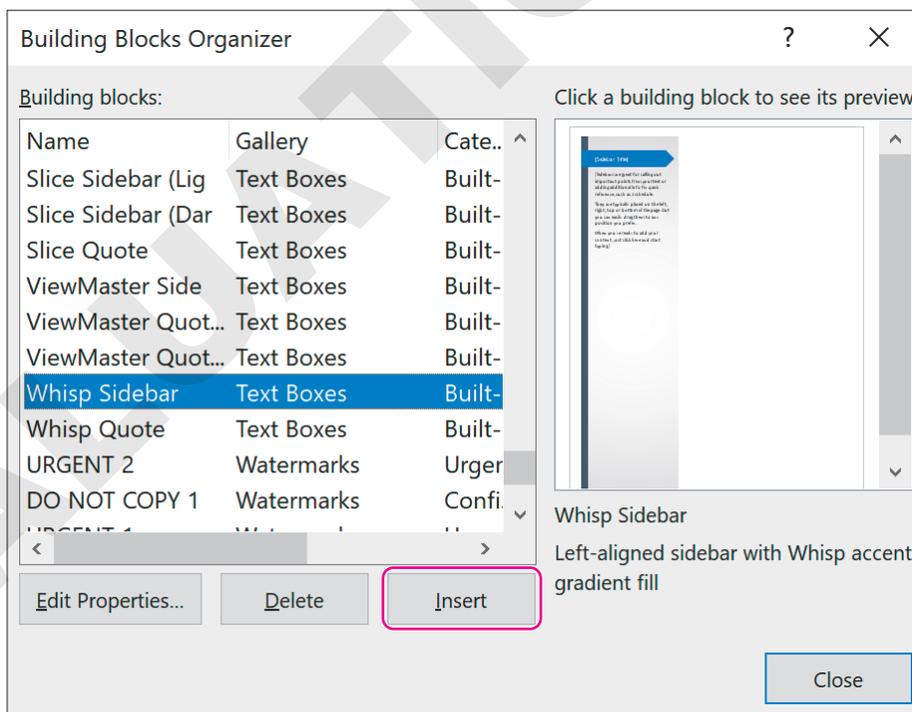
Insert Building Blocks

10. Scroll to the second page and place the insertion point anywhere inside the text.
11. Choose **Insert**→**Text**→**Explore Quick Parts**  menu button ▼→**Building Blocks Organizer**.

In the Building Blocks Organizer dialog box, the options are sorted by the second column: Gallery. You may need to expand the column sizes to see the entries in the Name and Gallery columns.



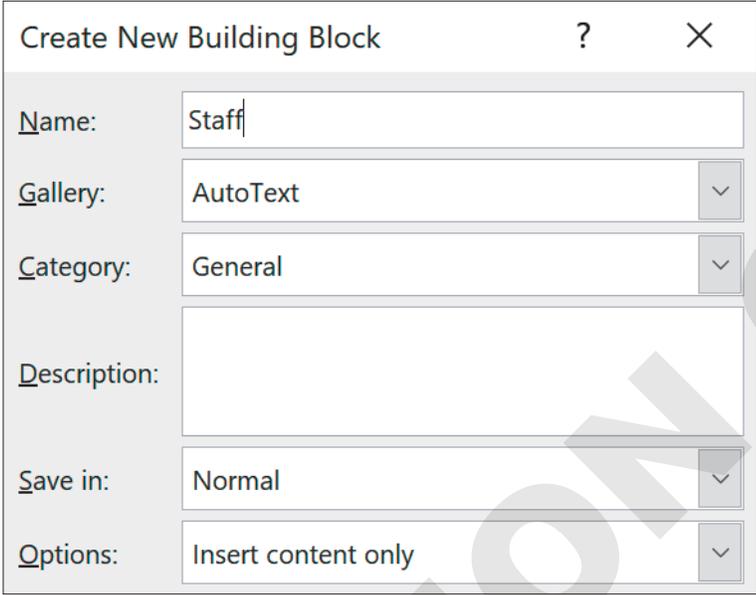
12. Scroll down to the Text Boxes section, select **Whisp Sidebar**, and click **Insert**.



13. Remove the **[Sidebar Title]** field and type **Location** in its place.

Create and Insert AutoText Quick Parts

14. Open **Raritan Marketing** from your **Word Chapter 6** folder.
15. Select both paragraphs under the **Staff** heading and choose **Insert**→**Text**→**Explore Quick Parts**  **menu button** ▼→**AutoText**→**Save Selection to AutoText Gallery**.
16. In the dialog box, enter **Staff** into the Name box, leave all other settings as they are, and click **OK**.



Create New Building Block ? X

Name: Staff

Gallery: AutoText ▼

Category: General ▼

Description:

Save in: Normal ▼

Options: Insert content only ▼

17. Select the paragraph under the **Location** heading and add it to the AutoText Gallery using the name: **Location**
18. Add the *Hours of Operation* and *Policy* paragraphs to the AutoText Gallery as well, and then close the Raritan Marketing file.
Now that these paragraphs have been added as AutoText Quick Parts, you can insert them over and over again, without needing to refer back to the original source document.
19. In the Newsletter, remove the Sidebar body placeholder text (beginning with [Sidebars are great...]) in the field below the Title and choose **Insert**→**Text**→**Explore Quick Parts**  **menu button** ▼→**AutoText**→**Location**.
20. Save the file.

Inserting Cover Pages

A cover page catches a reader's eye as the first dynamic part of your document. You can easily add professional polish to a document by using a built-in cover page. There are a number of predesigned (that is, built-in) cover pages to choose from. Cover pages automatically adopt the colors and fonts of your chosen theme, but if desired, you can modify the color and other design elements to achieve a cover page that best suits your needs.

 **Insert**→**Pages**→**Cover Page**  **menu button** ▼

DEVELOP YOUR SKILLS: W6-D4

In this exercise, you will add a cover page to your newsletter and remove some of the unnecessary Document Property Quick Parts fields automatically entered in the cover page.

1. Save your file as: **W6-D4-RaritanNewsltrRevised**
2. Choose **Insert**→**Pages**→**Cover Page**  **menu button** ▼, scroll through the gallery of available options, and choose **Banded**.

The title at the top of the page, as well as the author and company at the bottom of the page, were automatically inserted based on the document properties.

3. Scroll to the bottom of the cover page and click anywhere inside the **Author** field, which currently displays the text *Raritan Employee*.

Now that you've clicked inside the field, the bounding box appears, as well as a tab that shows the field name.

4. Click the **Author** tab to select the entire field and then tap **Delete**.



5. Use the same technique to delete the **Company Address** field.
6. Save the file.

Using Building Blocks Across Documents

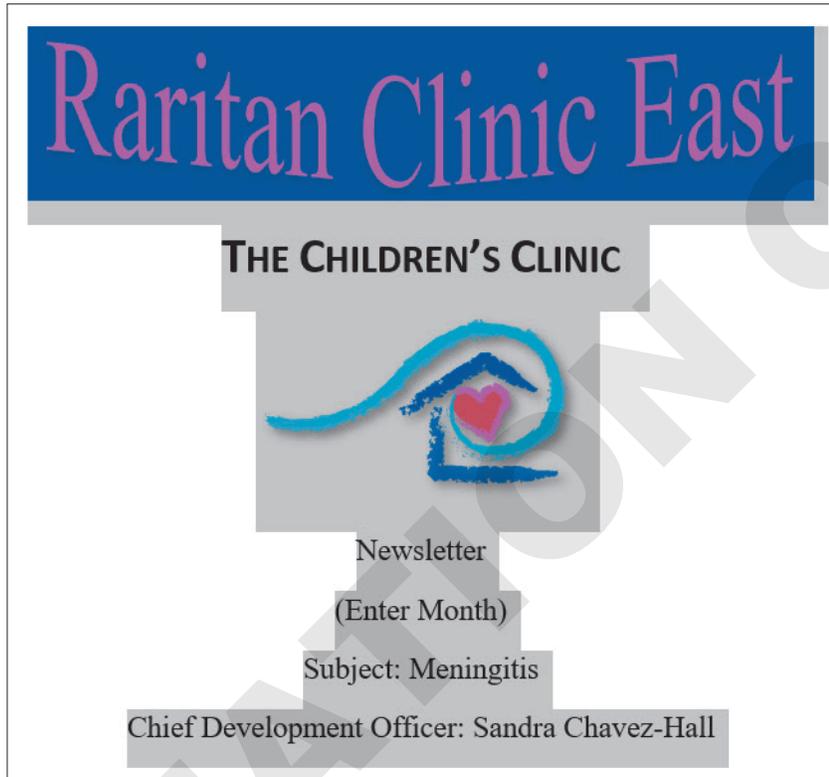
In addition to using the built-in Quick Parts and Building Blocks, you can also create your own by simply selecting the block you want to use and adding it to the Quick Part Gallery. Once you've created your custom building block, you can apply it to other documents as needed. Like their built-in counterparts, these custom building blocks will adapt the look of whatever theme has been applied to the target document.

 **Insert**→**Text**→**Explore Quick Parts**  →**Save Selection to Quick Part Gallery**

DEVELOP YOUR SKILLS: W6-D5

In this exercise, you'll add the first several lines of your newsletter to the Quick Part Gallery for use in later documents. You'll also add the company logo as a Quick Part.

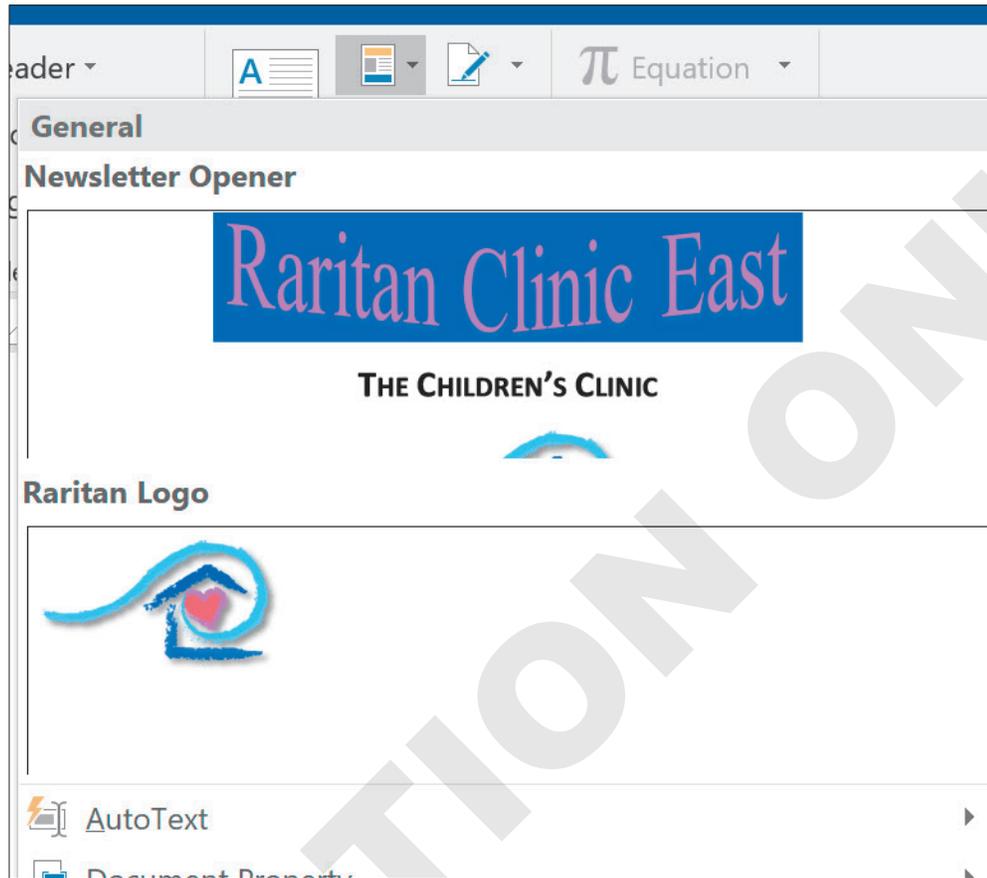
1. Scroll to the top of the first page in the main document. In the second line beneath the company logo, delete the word **November** and replace it with: **(Enter Month)**
2. Select the entire heading of the first page, from the WordArt down through the Chief Development Officer's name.



3. Choose **Insert**→**Text**→**Explore Quick Parts**  menu button ▼→**Save Selection to Quick Part Gallery**.
4. In the dialog box, enter **Newsletter Opener** in the Name box and click **OK**.
5. Click the Raritan Clinic East logo to select it and choose **Insert**→**Text**→**Explore Quick Parts**  menu button ▼→**Save Selection to Quick Part Gallery**.
6. Enter **Raritan Logo** as the Quick Part name and click **OK**.

7. Choose **Insert**→**Text**→**Explore Quick Parts**  **menu button** ▼ to see your custom Quick Parts.

These Quick Parts are now permanently available for your use.



8. Close the file; click **Don't Save** if Word prompts you.

Using Templates

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

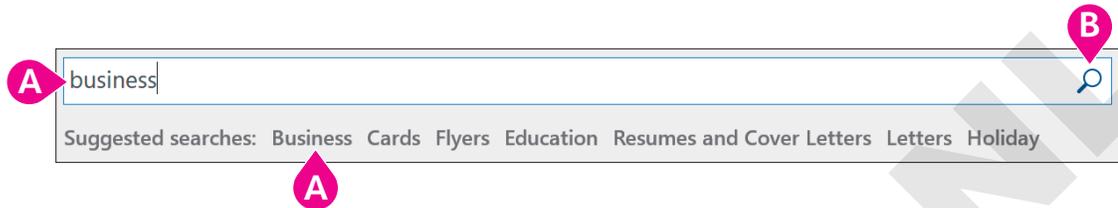
Templates are located in the Start screen or in Backstage view when you are starting a new file. Basing a new document on a template can save you a lot of time, as much of the work is already included.

 File→New

DEVELOP YOUR SKILLS: W6-D6

In this exercise, you will search for a newsletter template and use it as the basis for a new newsletter style that Raritan will adopt in the future. You will then apply your custom theme, ensuring that future Raritan newsletters have a consistent look and style.

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



- A Type **business** in the search field at the top of the screen. (If it appears in your Suggested Searches, click it to start the search instantly.)
- B If necessary, click the **Start Searching** button.

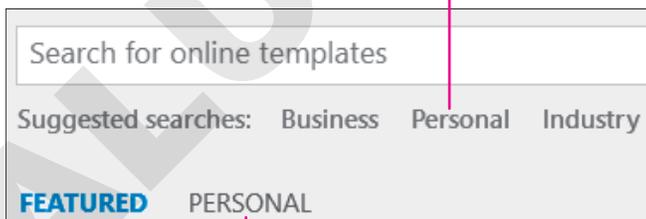
The options that appear for Suggested Searches may vary.

2. Scroll through the templates and double-click **Blue Curve Letterhead**.
3. To apply your customized theme choices to this prebuilt template, choose **Design**→**Document Formatting**→**Themes**  menu button ▼ →**Raritan Theme**.
4. Save the file as: **W6-D6-FutureNewsltr**

Saving Personal Templates

When you create a document containing specific formatting, text, themes, and graphics, you can save it as a template in the Custom Office Templates folder. When you save a personal template, the Personal category appears on the templates screen, with your templates inside.

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



This **PERSONAL** category refers to templates you create yourself.

DEVELOP YOUR SKILLS: W6-D7

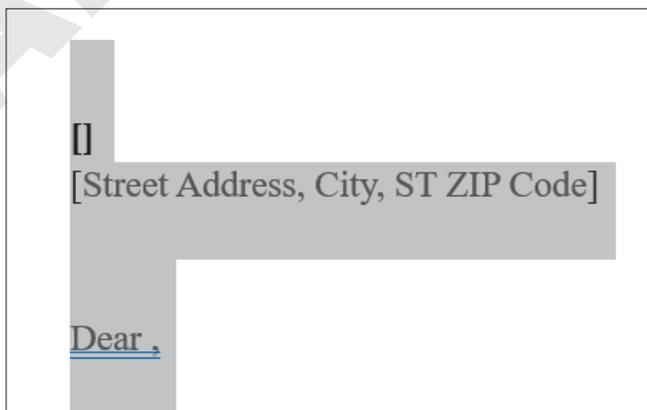
In this exercise, you will prepare the open document for use in future newsletters. You will remove several unnecessary fields, add document properties, and insert a few company-specific elements. When the document is ready, you'll save it as a template.

1. Click anywhere inside the **Company Name** field at the top of the document, click the Select Table's **move handle**  button, and tap **Backspace**.

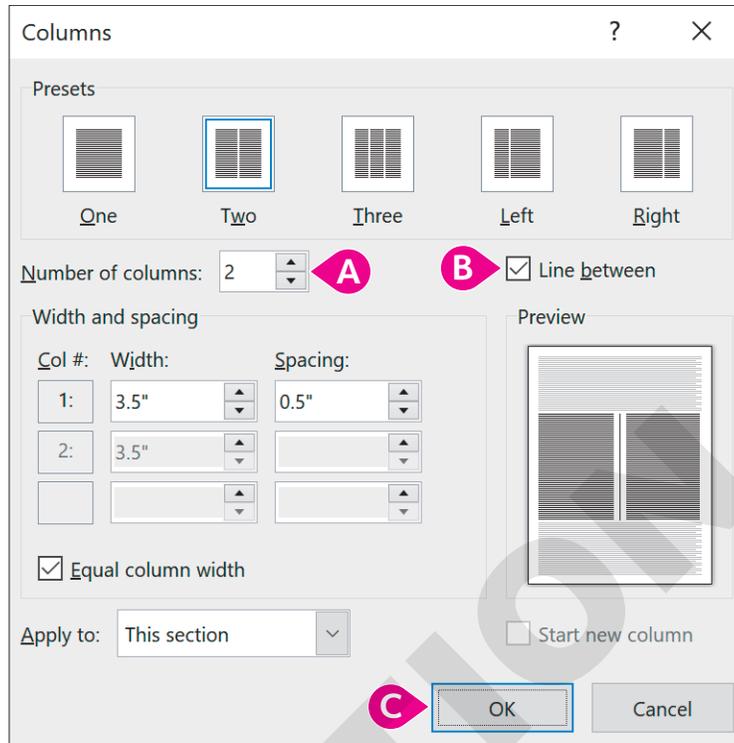


In some instances, the table may not be completely deleted. If the move handle button is still displayed, click it again and tap **Backspace** again to ensure the table is fully deleted.

2. Choose **Home**→**Paragraph**→**Center Alignment** .
3. Choose **Insert**→**Text**→**Explore Quick Parts**  menu button ▼→**Newsletter Opener**.
Your custom Quick Part has been inserted into the new template. The previous entries for the Title, Subject, and Comments have been replaced with fields, as you have not yet entered any properties into this document.
4. Click the **File** tab to enter the Backstage view and then click **Show All Properties**.
5. Enter **Newsletter** in the Title box and **Sandra Chavez-Hall** in the Comments box.
6. Click **Back**  to return to the document.
The Title and Comments fields have been replaced. The subject will change for each newsletter, so you've left that field to be filled in manually later.
7. If necessary, place the insertion point in the blank line below the Chief Development Officer line and then choose **Layout**→**Page Setup**→**Breaks**  menu button ▼→**Continuous** to insert a Continuous break above where the document will be split into two columns.
8. Delete the greeting line and the two lines above it.



9. Delete the three closing lines at the bottom of the page, labeled *Warm Regards, Name Here, and Your Title*.
10. Click anywhere inside the body text to select it and tap **Delete**.
11. Choose **Layout**→**Page Setup**→**Columns**  **menu button** ▼→**More Columns**.
12. In the Columns dialog box, change the settings as follows:



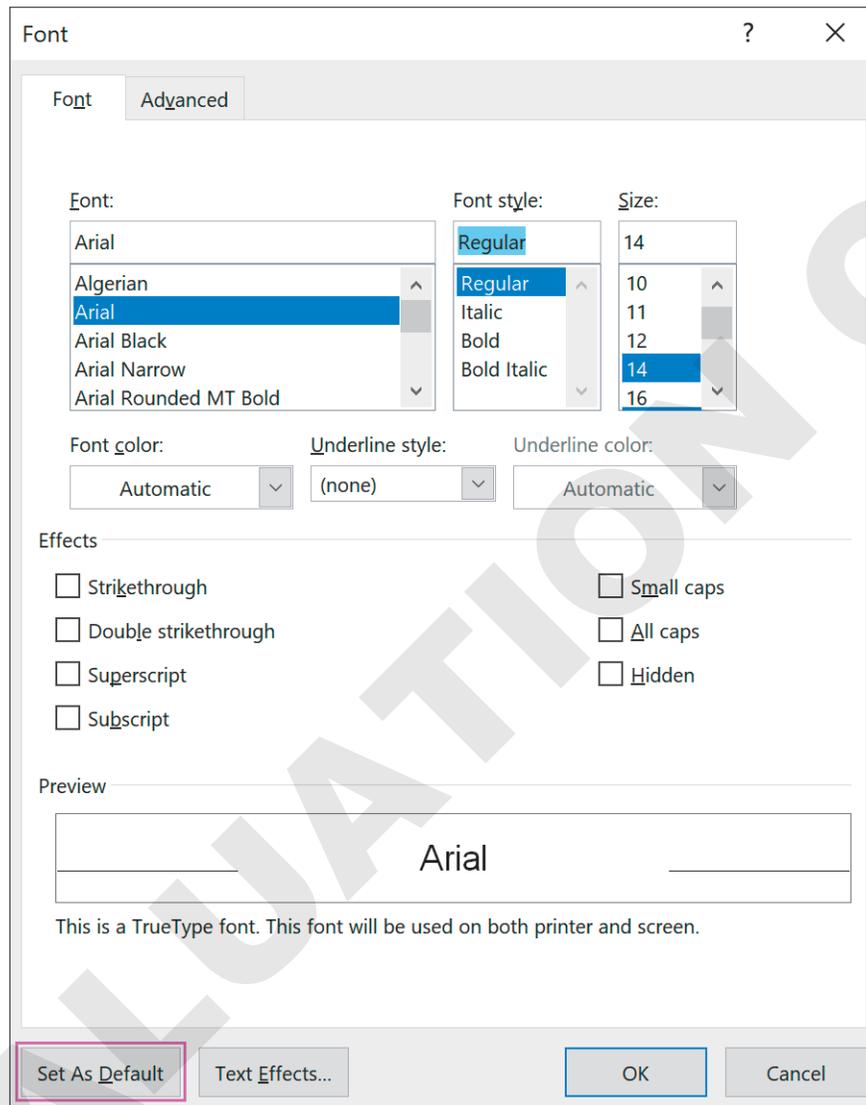
- A Change the number of columns to **2**.
- B Check the **Line Between** box.
- C Click **OK**.

The line between columns will not appear until enough text is entered to complete a column.

13. Save your file as: **W6-D7-FutureNewsltr**
Now that the template is ready to be reused for future Raritan newsletters, you'll save it as a template.
14. Choose **File**→**Save As**→**Browse** and change the Save as Type menu to **Word Template**.
15. Navigate to your **Word Chapter 6** folder, type **W6-D7-NewsltrTemplate** into the Name box, and click **Save**.
16. Close the file.
17. In Windows File Explorer, navigate to your **Word Chapter 6** folder and double-click the **W6-D7-NewsltrTemplate**.
A new document has been created from your template, with all your text theme choices and Quick Parts immediately included. The new document is ready for use as a newsletter.
18. Save the file to your **Word Chapter 6** folder as **W6-D7-DecemberNewsltr** and then close it.

Customizing the Default Font

The main default template in Microsoft Word is the Blank document template, which uses the Office theme, complete with the Office color and font sets. The default font for this theme, and therefore for Microsoft Word at large, is Calibri, 11-point size. This is often shown in available font lists as Body, a term referring to the built-in default text. If you prefer another font to be automatically selected whenever you create a new document with the Blank document template, you can change it in the Font dialog box using the Set As Default button.



Home → Font → dialog box launcher 

DEVELOP YOUR SKILLS: W6-D8

In this exercise, you will change the default Word font to Times New Roman, 12-point font, and open a new document to test the settings. Then, you'll change the default font back to its original settings.

1. Create a new document with the default **Blank document** template.
2. Choose **Home** → **Font** → **dialog box launcher** .

3. In the Font dialog box, change the font to **Times New Roman** and the size to **12**.

Font:	Font style:	Size:
Times New Roman	Regular	12
Times New Roman	Regular	10
Trebuchet MS	Italic	11
Tw Cen MT	Bold	12
Tw Cen MT Condensed	Bold Italic	14
Tw Cen MT Condensed Extra Bold		16

Now that you've changed the font settings, you can make these changes the new default.

4. Click the **Set as Default** button.
5. In the window that appears, select **All documents based on the Normal template?** and click **OK**.

Microsoft Word ? X

Do you want to set the default font to Times New Roman, 12 pt for:

This document only?

All documents based on the Normal template?

OK Cancel

Your changes have now become the new default font. Let's test it.

6. Close the file without saving and open a new file based on the **Blank document** template.
The Font box now shows Times New Roman, and the Size box shows 12.
7. Type a few words to see the new default.
8. Choose **Home**→**Font**→**dialog box launcher** , change the Font to **+Body** at the top of the font list, and change the size to **11**.
9. Click **Set as Default**, choose **All documents based on the Normal template?**, and click **OK**.
10. Close the file, choosing not to save if prompted.

Self-Assessment



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

Reinforce Your Skills

REINFORCE YOUR SKILLS: W6-R1

Create a Consistent Newsletter Theme

Leaders at Kids for Change want to create consistency across all publications the organization creates. In this exercise, you will modify an existing newsletter's theme and save it for future use. Then, you'll save the file as a template.

1. Open **W6-R1-SchoolHabitat** from your **Word Chapter 6** folder.
2. Choose **Design**→**Document Formatting**→**Themes menu button** ▼ and choose **Organic** from the Themes gallery.
3. Choose **Design**→**Document Formatting**→**Colors menu button** ▼ and select **Blue** from the Colors gallery.
4. Choose **Design**→**Document Formatting**→**Fonts menu button** ▼, scroll down if necessary, and select **Georgia** from the Font gallery.
5. Choose **Design**→**Document Formatting** and then click **More** to open the Style Sets gallery.
6. Choose **Basic (Elegant)**, the first option in the first row under Built-In. Scroll through the document to see the changes you've made.



Customize and Save the Theme

7. Choose **Design**→**Document Formatting**→**Colors menu button** ▼→**Customize Colors**.
8. In the Create New Theme Colors dialog box, select the **Text/Background - Dark 1** menu button ▼ and choose **More Colors**.
9. In the Colors box, choose the **Custom** tab, if necessary, and enter **5** for Red, **104** for Green, and **57** for Blue; click **OK**.
10. Select the **Accent 1** menu button ▼ and choose **Blue, Accent 1, Lighter 60%** in the fifth column, third row, under Theme Colors.
11. Enter **Kids for Change Color Set** in the **Name** box and click **OK**.
12. Choose **Design**→**Document Formatting**→**Fonts menu button** ▼→**Customize Fonts**.
13. Change the **Heading** font to **Cambria**; leave the **Body** font as **Georgia**.
14. Enter **Kids for Change Font Set** in the **Name** box and click **Save**.
15. Choose **Design**→**Document Formatting**→**Themes menu button** ▼→**Save Current Theme**.
16. In the dialog box, enter **Kids for Change Theme** as the filename and then click **Save**.

Save a Personal Template

17. Scroll to the top of the cover page and delete the word **March** below the *Newsletter* heading.
18. Scroll to the top of the main document and replace the WordArt text, currently showing *Schoolyard Habitat*, with the word: **Title**
19. Select all the text in the two columns and tap **Delete**. Leave the butterfly image as a placeholder for future images.
20. Choose **File**→**Save As**→**Browse** and change the Save as Type menu to **Word Template**.
21. Save the file to your **Word Chapter 6** folder as: **W6-R1-KidsforChangeTemplate**
22. Close the file.

REINFORCE YOUR SKILLS: W6-R2

Add Pizazz to a Wetlands Protection Newsletter

Kids for Change is starting a wetlands protection project. It's issuing a press release discussing the importance of wetlands and asking for volunteers to become part of the project. In this exercise, you will add a cover page, create a custom Quick Part, and place a Building Block at the end of the document.

1. Open **W6-R2-Wetlands** from your **Word Chapter 6** folder and save it as: **W6-R2-WetlandsRevised**
2. Choose **Insert**→**Pages**→**Cover Page menu button** ▼ and select the **Ion (Light)** option.
3. Click anywhere inside the Year field at the top right of the screen, click the **Year** tab that appears above and then tap **Delete**.
4. Repeat this process to delete the **Author Name** field beneath the title and subtitle.
5. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Document Property**→**Comments**.
Now that you've entered the field, you'll need to fill in the document property so your name appears.
6. Click the **File** tab to enter the Backstage view and then type your name into the Comments box.
7. Click **Back** to return to the document.

Use a Custom Quick Part

8. Open **Kids for Change header** from your **Word Chapter 6** folder.
9. Press **Ctrl**+**A** to select the entire document.
10. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Save Selection to Quick Part Gallery**.
11. In the dialog box, enter **Kids for Change opener** in the Name box and click **OK**.
12. Close the file to return to the newsletter.
13. Scroll to the bottom of the newsletter and place the insertion point in the blank line below the last paragraph in the second column.
14. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼ and choose the **Kids for Change opener** you created.

Add a Closing Building Block

15. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Building Blocks Organizer**.
16. In the dialog box, scroll down to the Text Boxes section, select **Filigree Sidebar**, and click **Insert**.
17. Click anywhere inside the **Sidebar Title** field and tap **Delete**.
18. Type **Volunteer for this project!** as the new title.
Note that the new title is capitalized automatically.
19. Click anywhere inside the text below the Quick Part title, tap **Delete**, and type: **Reach out to us on Facebook to volunteer for this or other Kids for Change projects!**
20. Save and close your document.

REINFORCE YOUR SKILLS: W6-R3

Create a Newsletter to Fight Water Pollution

Kids for Change is starting a Protect Our Waterways project to fight water pollution. The supervisor for the project is using a newsletter as a means of getting the word out. In this exercise, you will set up the newsletter with a theme, cover page, custom Quick Part, and Building Block.

1. Open **W6-R3-WaterPollution** from your **Word Chapter 6** folder and save it as: **W6-R3-WaterPollutionRevised**
2. Choose **Design**→**Document Formatting**→**Themes menu button** ▼ and then choose **Basis** from the Themes gallery.
3. Choose **Design**→**Document Formatting**→**Colors menu button** ▼ and then select **Blue II** from the Colors gallery.

Add a Custom Quick Part to a Cover Page

4. Open the **Kids for Change contact** file from your **Word Chapter 6** folder.
5. Press **Ctrl**+**A** to select the entire document.
6. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Save Selection to Quick Part Gallery**.
7. In the dialog box that appears, enter **Kids for Change contact** in the Name box and click **OK**.
8. Close the file to return to the newsletter.
9. Choose **Insert**→**Pages**→**Cover Page menu button** ▼ and select the **Grid** option.
10. Click anywhere inside the **Abstract** field just below the title on the cover page, click the **Abstract** tab that appears above, and tap **Delete**.
11. Repeat the process to delete the **Document subtitle** field on the right side of the page.
12. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼ and choose the **Kids for Change contact** you created.

Add a Centered Building Block

13. Scroll down to the main document and place the insertion point anywhere inside the two-column text.
14. Choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Building Blocks Organizer**.
15. In the dialog box, scroll down to the Text Boxes section, select **Simple Quote**, and then click **Insert**.
16. Tap to remove the placeholder text and type: **Kids Empowering Communities**
17. Save and close the file.

EVALUATION ONLY

Apply Your Skills

APPLY YOUR SKILLS: W6-A1

Create a Travel Newsletter Theme

Universal Corporate Events keeps its clients informed about the latest travel industry news by publishing a monthly newsletter. In this exercise, you will modify an existing newsletter's theme and save the file as a template to be used in future publications.

1. Open **W6-A1-CorpTravel** from your **Word Chapter 6** folder.
2. Apply the **Organic** theme.
3. Apply the **Blue Warm** color set.
4. Apply the **Corbel** font set.
5. Apply the **Lines (Simple)** style set.
6. Change the **Text/Background - Dark 1** color to an orange custom color, with **249** for Red, **166** for Green, and **26** for Blue.
7. Change Accent 2 to **Blue-Gray, Accent 1**.
8. Name the color set: **Universal Events Color Set**
9. Change the Body font to **Calibri**; leave the Heading font as Corbel.
10. Name the font set: **Universal Events Font Set**
11. Save the current theme as: **Universal Events Theme**

Save a Personal Template

12. Scroll to the top of the cover page and delete the word **July** below the *Newsletter* heading.
13. Delete the paragraph under the *Abstract* heading on the right side of the cover page. Replace it with: **Enter Summary Here**
14. Leaving the graphic as a placeholder, select all of the text in both columns, from the *Four Hidden Benefits...* header through the end of the second page, and tap **[Backspace]**.
15. Save the file as a template to your **Word Chapter 6** folder, giving it the name: **W6-A1-UniversalEventsTemplate**
16. Save and close the file.

APPLY YOUR SKILLS: W6-A2

Add Zest to a Bleisure Newsletter

This month's Universal Corporate Events newsletter focuses on the latest "bleisure" (a blend of business and leisure) travel trend. In this exercise, you will add a cover page, custom Quick Part, and Building Block to the newsletter, which is designed to keep clients' travel agents updated with the latest developments in the travel industry.

1. Open **W6-A2-BleisureTravel** from your **Word Chapter 6** folder and save it as: **W6-A2-BleisureTravelRevised**
2. Insert the **Motion** cover page from the cover page gallery.

3. Delete the **Year** field at the top of the page and the **Author** and **Date** fields at the bottom of the page.
4. Change the file's Company property to: **Universal Corporate Events**
5. Scroll down to the main document and place the insertion point after the colon at the end of the Company line.
6. Tap and choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Document Property**→**Company**.
7. Place the insertion point after the colon at the end of the Contact line, tap , and choose **Insert**→**Text**→**Explore Quick Parts menu button** ▼→**Document Property**→**Comments**.

Add a Custom Quick Part to a Building Block

8. Place the insertion point anywhere inside the body text in the left column of the main document.
9. Use the Building Blocks Organizer dialog box to insert a **Banded Sidebar** from the Text Boxes section.
10. Replace the Title placeholder at the top of the sidebar with: **Bleisure Stats**
11. Open **Bleisure Survey Statistics** from your **Word Chapter 6** folder.
12. Select the entire document and use the selection to create a custom Quick Part with the name **Statistics**; close the file.
13. Click anywhere inside the sidebar body text placeholder and tap to remove it.
14. Insert the **Statistics** custom Quick Part as the new sidebar body text.
15. Save and close your document.

APPLY YOUR SKILLS: W6-A3

Create a Travel Tips Newsletter

Universal Corporate Events shares travel tips with its clients' travel agents in this month's newsletter. In this exercise, you will set up the travel tips newsletter to incorporate a theme, cover page, custom Quick Part, and Building Block.

1. Open **W6-A3-TravelTips** from your **Word Chapter 6** folder and save it as: **W6-A3-TravelTipsRevised**
2. Apply the **Integral** theme.
3. Apply the **Blue Green** color set.
4. Open the **Universal Corp contact** file from your **Word Chapter 6** folder.
5. Select the entire document; add it as a custom Quick Part with the name **UCE contact** and then close the file.
6. Insert a **Grid** cover page from the cover page gallery.
7. Delete the **Abstract** and **Subtitle** fields from the cover page.
8. Place the **UCE contact** custom Quick Part inside the darker box on the right side of the page.
9. Scroll down to the main document and place the insertion point anywhere inside the two-column text.

10. Using the Building Blocks Organizer dialog box, insert the **Simple Quote** Quick Part from the Text Boxes gallery section.
11. Remove the placeholder text and type **Use Yelp for the best source of local cuisine** into the Simple Quote Quick Part box.
12. Save and close the file.



Project Grader

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

Extend Your Skills

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

W6-E1 That's the Way I See It

As a small-business owner, you want to keep your customers interested in what you're doing, so you decide to send out monthly newsletters. Determine the type of business you own and then draft the beginnings of a newsletter, with a title placeholder and a placeholder paragraph split into two columns. Insert a cover page and remove any fields you don't want to use, leaving at least one. Create a custom theme consisting of a custom color and font set. Save the color set, font set, and theme with unique names related to your business. Save your newsletter as a template with the name: **W6-E1-MyBiz**

W6-E2 Be Your Own Boss

As the owner of Blue Jean Landscaping, you decide to keep in touch with customers by distributing a newsletter. Start a new document and save it as: **W6-E2-Landscape**

Draft a newsletter with a title, two blank lines below the title, and a few paragraphs of body text split into two columns. Insert a cover page of your choice and delete any fields you don't want to use. Use the Backstage view to change the document properties for the fields you keep. In the two blank lines below the title, place two more document property fields and change those document properties in the Backstage view. Using another blank document, insert a shape or graphic and then insert two lines of contact information. Save what you've created as a custom Quick Part and insert it into your main document. Insert and fill in another Building Block of your choice.

W6-E3 Demonstrate Proficiency

Stormy BBQ keeps its customers engaged through a monthly newsletter. This month's newsletter will describe the benefits of local farm-raised pork and beef. Conduct online research to gather the primary content for your newsletter, ensuring you cite your sources. Create a newsletter with a title and a few paragraphs of body text split into two columns. Insert a cover page of your choice, removing or replacing fields as you choose. Apply a custom theme with a unique name. Use another blank document to create a short custom Quick Part and place it inside your main document. Add a Building Block of your choice from the Building Blocks Organizer dialog box. Save your file as:

W6-E3-FarmRaised