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.

**Lesson Outline**
- Formatting Reports
- Formatting Paragraphs
- Indenting Text
- Using Custom Tab Stops
- Using Numbered and Bulleted Lists
- Using Paragraph Space Settings
- Formatting with Borders and Shading
- Formatting Text with Styles
- Navigating with the Navigation Pane
- Introducing Headers and Footers
- Using the Resume Reading Bookmark
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills
- Transfer Your Skills

**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
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.

**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.”
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.

University 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**

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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.”
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).

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

Unions 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.

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

6. Choose Home→Font→Bold 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.
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.

- **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.

### 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.

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


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

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.

Quick Reference

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Nonbreaking Hyphens</td>
<td>■ Choose Insert→Symbols→Symbol, and then choose More Symbols.</td>
</tr>
<tr>
<td></td>
<td>■ Click the Special Characters tab, choose Nonbreaking Hyphen, and click Insert.</td>
</tr>
<tr>
<td>Insert Nonbreaking Spaces</td>
<td>■ Choose Insert→Symbols→Symbol, and then choose More Symbols.</td>
</tr>
<tr>
<td></td>
<td>■ Click the Special Characters tab, choose Nonbreaking Space, and click Insert.</td>
</tr>
</tbody>
</table>
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.

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://labyrinthlab.com/videos](http://labyrinthlab.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.

FROM THE RIBBON

Home→Paragraph→Decrease/Increase Indent

FROM THE KEYBOARD

\[\text{Ctrl}+\text{Shift}+\text{M}\] to decrease the indent

\[\text{Ctrl}+\text{M}\] to increase the indent

---

DEVELOP YOUR SKILLS WD04-D04

**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:

   A. Select these two paragraphs.

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

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

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.”

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

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

<table>
<thead>
<tr>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Line Indent</strong>: Indents the first line of the paragraph.</td>
</tr>
<tr>
<td><strong>Hanging Indent</strong>: 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.</td>
</tr>
<tr>
<td><strong>Left Indent</strong>: 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.</td>
</tr>
<tr>
<td><strong>Right Indent</strong>: Drag to indent the entire paragraph from the right.</td>
</tr>
</tbody>
</table>

**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.

Universities today are engaging constantly-connected communities through social networks such as Facebook, Twitter, blogging, and podcasting. These tools help to create a more connected and engaged campus in the last year. Students are...
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).

   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.

4. Save the report.
Using Custom Tab Stops

Video Library  http://labyrinthlab.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.

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].

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:

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

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

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

D. Click at the 4-inch mark.

5. Type the following heading line, tapping [Tab] where you see small arrows.


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.

**Quick Reference Using the Indent Markers**

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set tabs</td>
<td>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.</td>
</tr>
<tr>
<td>Modify tab settings</td>
<td>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.</td>
</tr>
<tr>
<td>Clear tabs</td>
<td>Drag the tab(s) off the ruler; or, use the Clear or Clear All button in the Tabs dialog box.</td>
</tr>
</tbody>
</table>
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:
   A. The insertion point should be in the line below the heading line.
   B. Click the dialog box launcher in the Paragraph group.
   C. 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:
   A. Type 2.25 here.
   B. Choose Center for the alignment.
   C. Click Set.
   D. Type 4.25 over the prior entry here. (Center alignment is still active.)
   E. Click Set, and click OK.
4. Type the rest of the table, tapping [Tab] wherever an arrow appears, and tapping [Enter] at the end of each line.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>→</td>
<td>87%</td>
<td>→</td>
<td>98%</td>
</tr>
<tr>
<td>Twitter</td>
<td>→</td>
<td>59%</td>
<td>→</td>
<td>84%</td>
</tr>
<tr>
<td>Blogs</td>
<td>→</td>
<td>51%</td>
<td>→</td>
<td>65%</td>
</tr>
<tr>
<td>Podcasts</td>
<td>→</td>
<td>22%</td>
<td>→</td>
<td>41%</td>
</tr>
</tbody>
</table>

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

6. Save the file.

**Modifying Tab Stops with the Ruler**

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.

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

   A. Select the table body.
   B. Drag the 2¼-inch tab stop right to the next tick mark.
   C. Drag the 4¼-inch tab stop right to the next tick mark.

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.
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.

### 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.

![These two items were demoted by increasing the indent level.](image)

<table>
<thead>
<tr>
<th><strong>TASK</strong></th>
<th><strong>PROCEDURE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QUICK REFERENCE</strong></td>
<td><strong>WORKING WITH LISTS</strong></td>
</tr>
<tr>
<td>Search for classes online</td>
<td><strong>FROM THE RIBBON</strong></td>
</tr>
<tr>
<td>o Locate desired subjects, dates, and times</td>
<td>Home→Paragraph→Bullets</td>
</tr>
<tr>
<td>o Review syllabi</td>
<td>Home→Paragraph→Numbering</td>
</tr>
<tr>
<td>Use course homepages</td>
<td><strong>CONVERT TEXT TO A BULLETED OR NUMBERED LIST</strong></td>
</tr>
<tr>
<td><strong>TURN OFF BULLETS AND NUMBERING</strong></td>
<td><strong>DEMOTE AN ITEM IN A LIST</strong></td>
</tr>
<tr>
<td><strong>PROMOTE AN ITEM IN A LIST</strong></td>
<td><strong>CUSTOMIZE BULLETS AND NUMBERING</strong></td>
</tr>
<tr>
<td><strong>REMOVE A CUSTOM BULLET OR NUMBERING FROM THE GALLERY</strong></td>
<td><strong>Choose Home→Paragraph→Bullets or Numbering menu button ▼ and choose Define New Bullet or Define New Number Format.</strong></td>
</tr>
</tbody>
</table>
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:

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

   B. Type this list.

   University Recruiting Through Social Networking
     Universities that are trying to entice top students to their campuses are using communication tools. The Dartmouth study ranks them prevalent.
     Facebook
     Twitter
     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.

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.

```
• → Search for classes online
  o → Locate desired subjects, dates, and times
  o → Review syllabus
• → Use course homepages
```

8. Save the report.
Using the Bullets and Numbering Libraries

**Video Library** [http://labyrinthelab.com/videos](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**

- None
- •
- ○
- □
- ▲
- ▲
- ▲

**Numbering Library**

- None
- 1
- 2
- 3
- a
- b
- c
- i
- ii
- iii

**FROM THE RIBBON**

*Home→Paragraph→Bullets menu button*

*Home→Paragraph→Numbering menu button*
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.

DEVELOP YOUR SKILLS WD04-D11

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:

   a. Click the Symbol button to open the Symbol dialog box.
   b. Choose the Wingdings font.
   c. Choose this symbol. (If you cannot locate it, see the next instruction.)
   d. If you cannot locate the symbol, enter its Character Code: **119**.
   e. 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

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 \texttt{[Shift]} + \texttt{[Enter]} to generate a line break.
5. Type \textbf{Launched in 2006} and press \texttt{[Shift]} + \texttt{[Enter]}.
6. Type the following: \textit{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.

<table>
<thead>
<tr>
<th>Indent</th>
<th>Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left: 0&quot;</td>
<td>Before: 0 pt</td>
</tr>
<tr>
<td>Right: 0&quot;</td>
<td>After: 8 pt</td>
</tr>
</tbody>
</table>

72 points = 1 inch

**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.

**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 \texttt{WD04-D13-SocMediaRprt-[FirstInitialLastName]}.
2. Click in the heading \textit{The Net Generation} on page 1.
3. Choose \texttt{Page Layout} \rightarrow \texttt{Paragraph}, click the \texttt{After} box, type 2, and tap \texttt{[Enter]}.  
   \textit{Notice there is a little less space following the heading.}

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.
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.

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.
DEVELOP YOUR SKILLS WD04-D14

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 \( \frac{1}{4} \text{ pt} \) 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:

![Borders and Shading dialog box]

A. Click the **Borders menu button** and choose **Borders and Shading**.
B. Click the **Shading** tab.
C. 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.


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.
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.

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.
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.

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.

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

   B. 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:

A. Click to place the insertion point here.
B. Click More in the bottom-right corner of the Styles gallery.

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:

A. Click the Styles group dialog box launcher.
B. Click to place the insertion point here.
C. 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.
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:

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

   B. 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:

A. Type **My Style** here.
B. Choose **Character** as the style type.
C. Notice the Bold and Underline formats were copied from your formatted text.
D. Make sure this box is checked.
E. Click **OK**.

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

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.

<table>
<thead>
<tr>
<th>My Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update My Style to Match Selection</td>
</tr>
<tr>
<td>Modify...</td>
</tr>
<tr>
<td>Select All 5 Instance(s)</td>
</tr>
<tr>
<td>Clear Formatting of 5 Instance(s)</td>
</tr>
<tr>
<td>Delete My Style...</td>
</tr>
<tr>
<td>Remove from Style Gallery</td>
</tr>
</tbody>
</table>

Notice the commands to modify, delete, and remove styles.
### QUICK REFERENCE USING WORD STYLES

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply a style</td>
<td><strong>Character Style</strong>: Select the text and choose a style from the Styles gallery or the Styles task pane.</td>
</tr>
<tr>
<td></td>
<td><strong>Paragraph Style</strong>: 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.</td>
</tr>
<tr>
<td>Create a new style by definition</td>
<td>Click the New Style button, choose all desired formats from within the dialog box, and then click OK.</td>
</tr>
<tr>
<td>Create a new style by example</td>
<td>Format a block of text and click the New Styles button.</td>
</tr>
<tr>
<td></td>
<td>Name the style and click OK.</td>
</tr>
<tr>
<td>Modify a style</td>
<td>Choose Modify from the style’s menu, make the desired changes, and then click OK.</td>
</tr>
<tr>
<td>Add a style to the Styles gallery</td>
<td>Choose Add to Style Gallery from the style’s menu.</td>
</tr>
<tr>
<td>Remove a style from the Styles gallery</td>
<td>Choose Remove from Style Gallery from the style’s menu, or right-click the style in the gallery and choose Remove from Style Gallery.</td>
</tr>
<tr>
<td>Delete a custom style</td>
<td>Choose Delete [style name] from the style’s menu.</td>
</tr>
</tbody>
</table>

### 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** 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.

**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**

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display headings in the Navigation pane</td>
<td>Choose View→Show→Navigation Pane and click the Headings button at the top of the pane.</td>
</tr>
<tr>
<td>Rearrange a section</td>
<td>Click and drag a heading up or down to a new location.</td>
</tr>
</tbody>
</table>

**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.

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:

![One of Word's built-in page number designs.](image)

### Quick Reference

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a built-in header/footer/page number</td>
<td>Choose Insert→Header &amp; Footer→Header/Footer/Page Number and choose a built-in style.</td>
</tr>
<tr>
<td>Create or modify header/footer</td>
<td>Choose Insert→Header &amp; Footer→Header/Footer and choose Edit Header/Footer.</td>
</tr>
<tr>
<td>Format page numbers</td>
<td>Choose Insert→Header &amp; Footer→Page Number and choose Format Page Numbers.</td>
</tr>
<tr>
<td>Delete a header/footer/page number</td>
<td>Choose Insert→Header &amp; Footer→Header/Footer/Page Number and choose Remove Header/Footer/Page Numbers.</td>
</tr>
<tr>
<td>Open/close header/footer</td>
<td>Double-click the header/footer areas to open them.</td>
</tr>
<tr>
<td></td>
<td>Double-click the main document to close the header/footer.</td>
</tr>
</tbody>
</table>

**FROM THE RIBBON**

- **Insert→Header & Footer→Header/Footer**
- **Insert→Header & Footer→Page Number**
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:
   - Reopen the document and notice the bookmark.
   - 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.

<table>
<thead>
<tr>
<th>If you are…</th>
<th>Then access the quiz by…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the Labyrinth Video Library</td>
<td>Going to <a href="http://labyrinthlab.com/videos">http://labyrinthlab.com/videos</a></td>
</tr>
<tr>
<td>Using eLab</td>
<td>Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson</td>
</tr>
<tr>
<td>Not using the Labyrinth Video Library or eLab</td>
<td>Going to the student resource center for this book</td>
</tr>
</tbody>
</table>
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.
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 debris. To reduce reasons to recycle and guidance to help you when electronic equipment is replaced by newer models. Disposing of electronics in an earth-friendly

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

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Special Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character:</td>
<td>Shortcut key:</td>
</tr>
<tr>
<td>–</td>
<td>En Dash</td>
</tr>
<tr>
<td>-</td>
<td>Nonbreaking Hyphen</td>
</tr>
<tr>
<td>-</td>
<td>Optional Hyphen</td>
</tr>
</tbody>
</table>
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** 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**.

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**.

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.

![Tab Stops Diagram]

26. Type the following table, tapping \(\text{[Tab]}\) where you see a small arrow.

<table>
<thead>
<tr>
<th>Ellsworth Electronics</th>
<th>Arlington Electronics</th>
<th>Wilson Appliances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>Mobile-phones</td>
<td>Stoves</td>
</tr>
<tr>
<td>Car &amp; GPS</td>
<td>Computers</td>
<td>Refrigerators</td>
</tr>
<tr>
<td>Mobile-phones</td>
<td>Digital-cameras</td>
<td>Freezers</td>
</tr>
<tr>
<td>Video-games</td>
<td>MP3-players</td>
<td>Washing machines</td>
</tr>
</tbody>
</table>

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.

![Adjusted Tab Stop Diagram]

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.
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.

```
Since so many of us have
For your computer or
new product,.
Delete all personal in
Remove any batteries.
```

34. Choose **Home** → **Paragraph** → **Numbering**.

**Apply Paragraph Space Settings**

35. Position the insertion point in the second paragraph.

```
The United States Environmental Protection Agency (EPA) points out their website:
http://www.epa.gov/osw/conserve/materials/ecycling/donate.htm
```

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.*
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.

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.

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


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.


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.
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.
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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Member Name</th>
<th></th>
<th>Assigned Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Isabella</td>
<td></td>
<td>Storage tanks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jayden</td>
<td></td>
<td>Septic systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mia</td>
<td></td>
<td>Hazardous waste sites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Abigail</td>
<td></td>
<td>Landfills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Noah</td>
<td></td>
<td>Road salts</td>
</tr>
</tbody>
</table>

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.


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

APPLY YOUR SKILLS WD04-A01

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.
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.
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.
16. Apply **Bold** 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Artist</th>
<th></th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amy-Brown</td>
<td>→</td>
<td>Ceramic-sculpture and oils</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pamela-Braun</td>
<td>→</td>
<td>Oil-and-watercolor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Savanna-Redman</td>
<td>→</td>
<td>Oil-and-watercolor</td>
</tr>
<tr>
<td></td>
<td>→</td>
<td>Kay-Scott</td>
<td>→</td>
<td>Photography</td>
</tr>
<tr>
<td></td>
<td>→</td>
<td>Walter-Castello</td>
<td>→</td>
<td>Acrylic-on-canvas</td>
</tr>
</tbody>
</table>

**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.

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.*

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**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.

<table>
<thead>
<tr>
<th>Pending Deals</th>
<th>Destination</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rogers Electronics</td>
<td>Hawaii</td>
<td>Sept-2 through-7</td>
</tr>
<tr>
<td>Wilson-Construction</td>
<td>Miami</td>
<td>Sept-11 through-17</td>
</tr>
<tr>
<td>Milltown-Mortgage</td>
<td>New-York-City</td>
<td>October-11 through-17</td>
</tr>
</tbody>
</table>

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.

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.

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.