

WORD

7

Working with Long Documents



Long documents are important in both academia and business. They range in type from dissertations to research reports. In this chapter, you will use styles to provide consistent heading formatting, which leads the reader's eye through the document. You will customize styles and other features to suit your needs, and you will use several techniques to quickly navigate long documents. Finally, you will work with long tables to make them easy to read and to find information.

LEARNING OBJECTIVES

- ▶ Format with styles
- ▶ Create and manage custom styles
- ▶ Customize bullets and numbering
- ▶ Navigate long documents
- ▶ Format long tables
- ▶ Add captions

Project: Reporting on Common Childhood Illnesses

Raritan Clinic East periodically hosts seminars for parents of young children to discuss common childhood illnesses. As a certified nursing assistant, you have been asked to research these illnesses and compile a report that the clinic will use as a handout for the seminars. You will use styles and other formatting features to make your report engaging to the reader. Then you will create a table to keep track of the attendees.



Formatting Text with Styles

A style is a collection of formats that you can apply to text. When you type a document, you are automatically using a style. This is typically the Normal style, which includes Calibri font, 11 pt, left-justified, and so forth. Or you might be using a custom template that is set up with a different default style. Styles are based on the current template's theme. Styles help you provide consistent formatting throughout a document.

The Styles gallery on the Ribbon is limited to frequently used styles. For a more in-depth approach and access to more styles, you must open the Styles task pane.



View the video “The Styles Gallery and the Styles Task Pane.”

 Home→Styles dialog box launcher 

Custom Styles

Thus far, you've used Word's built-in styles. However, there may be situations in which the built-in styles don't meet your needs; for example, Raritan Clinic East has formatting standards set for different types of documents, and you can create custom styles to meet those standards. When creating these custom styles, you can also define the *level* in which you want them to be listed, which will determine how these headings are placed in a table of contents or your document's Headings list.

There are two approaches to creating custom styles. The method you choose is a matter of personal preference; both are equally effective and are described below:

- ▶ **Style by definition:** Choose all formats from 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 can copy the formats from your formatted text.






View the video “Create a Style by Definition and a Style by Example.”

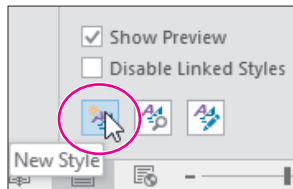
DEVELOP YOUR SKILLS: W7-D1

In this exercise, you will create custom styles. You'll begin by opening the Styles task pane and creating a new style by example for the document heading. Then you will create a style by definition.

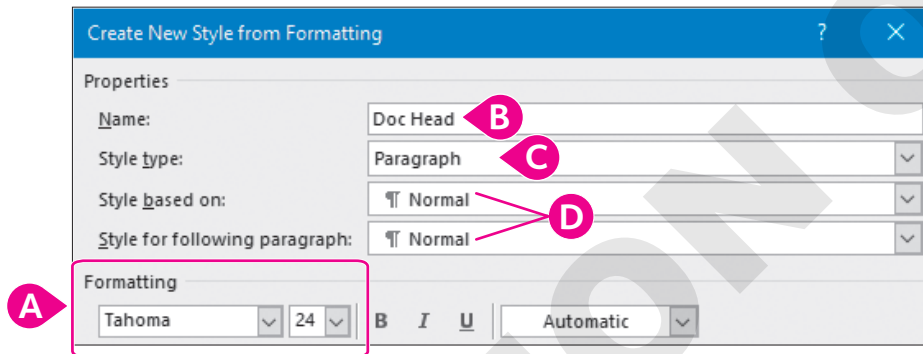
1. Open **W7-D1-SickKids** from your **Word Chapter 7** folder and save it as:
W7-D1-SickKidsRevised
2. Select the **Raritan Clinic East** heading at the top of the document.

Now you will apply the example formatting.

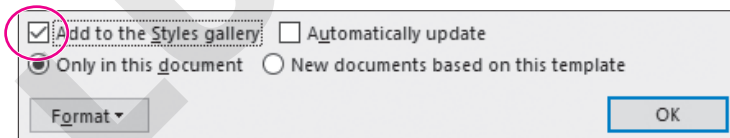
3. Choose **Home→Font→Font menu button ▼** and then choose **Tahoma** from the menu.
4. Click the **Font Size menu button ▼** and choose **24 pt.**
5. Choose **Home→Paragraph→Center** .
6. Choose **Home→Styles dialog box launcher**  to display the Styles task pane.
7. At the bottom of the task pane, click the **New Style**  button to open the Create New Style from Formatting dialog box.



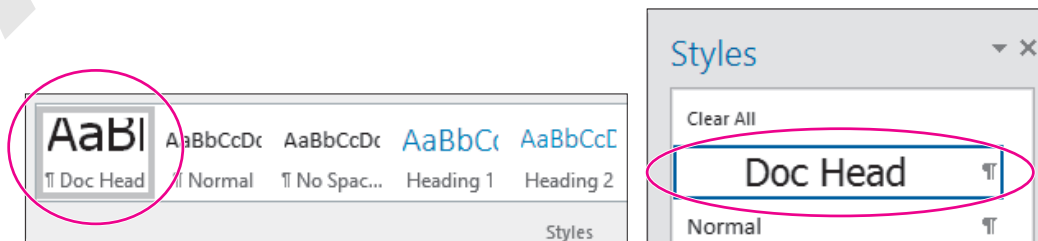
8. Follow these steps to complete the new style:



- (A) The example formatting you applied earlier shows here.
 - (B) Name the style: **Doc Head**
 - (C) Make sure the Style type is **Paragraph**.
 - (D) If necessary, set the new style to be based on the **Normal** style and set the formatting for the following paragraph to **Normal**.
9. At the bottom of the dialog box, make sure the **Add to the Styles gallery** box is checked and then click **OK**.




When the text that has the style applied is selected or the insertion point is in the text, your new style is highlighted in the Styles gallery on the Ribbon and in the Styles task pane.



Create Styles by Definition

Now you'll create a style by definition for the subheading at the top of the document.

10. Click in the **Childhood Diseases Seminar** subheading.
11. Click the **New Style**  button at the bottom of the Styles task pane.
12. Set up the top portion of the dialog box as shown:

Properties	
Name:	Subhead 1
Style type:	Paragraph
Style based on:	Normal
Style for following paragraph:	Normal

You could do some font formatting in this dialog box, but you will choose the **Format** button instead because it provides more font options.

13. Click the **Format** button at the bottom of the dialog box, choose **Font** to open the Font dialog box, and choose **Tahoma** from the Font list.

Tip!

If you type a **t** in the field at the top of the font list, the list automatically scrolls to the Ts.

14. Choose **14 pt** as the font size, check the **Small Caps** checkbox, and click **OK**.

Your font choices appear in the dialog box, and the preview screen displays the effect of your choices. Next, you will change the level of this subhead.

15. Click the **Format** button and choose **Paragraph**.
16. Click the **Outline Level menu button** ▼ and choose **Level 1**.

Paragraph		?	×
<div> <div>Indents and Spacing</div> <div>Line and Page Breaks</div> </div>			
General			
Alignment:	Left	▼	
Outline level:	Level 1	▼	<input type="checkbox"/> Collapsed by default

Notice that there are nine possible levels. Level 1 will be farthest left, Level 2 will be indented, Level 3 will be further indented, and so on.

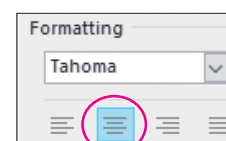
17. Click **OK**.



Next you will center the subheading.

18. Click the **Center** button in the paragraph alignment group and click **OK**.

The new style appears in the Styles gallery on the Ribbon and in the Styles task pane.

Now you will create styles for the subheadings in the body of the document. You will have two levels of subheadings, and you will create styles by example for these subheadings.



19. In the next line, select **WebMD** and format it with **Arial, 14 pt**.
20. Click the **New Style**  button and follow these guidelines to finish creating the style:
 - Name: **Subhead 2**
 - Style Type: **Paragraph**
 - Style Based On: **Normal**
 - Style for Following Paragraph: **Normal**
21. Notice the example font formatting you applied in the Formatting area of the dialog box and then click **OK**.
You will apply the Subhead 2 style to another subheading in the document.
22. Scroll to page 3, position the insertion point in the subheading **Parents.com**, and choose **Subhead 2** from the Styles gallery.
23. Scroll back up to page 1, position the insertion point in the **RSV** subheading, and choose **Home→Font→Font menu button ▼**.
24. Choose the **Arial** font and the **12 pt** font size.
25. Click the **New Style**  button and follow these guidelines to finish creating the style:
 - Name: **Subhead 3**
 - Style Type: **Paragraph**
 - Style Based On: **Normal**
 - Style for Following Paragraph: **Normal**
26. Notice the example settings in the Formatting area and then click **OK**.
Now you will apply Subhead 3 to the rest of the subheadings in the document.
27. Click in the **Ear Infection** subheading and choose **Subhead 3** from the Styles task pane.
28. Use the same technique to apply Subhead 3 to the remaining subheadings:

<ul style="list-style-type: none"> • Glue Ear • Croup • Hand-Foot-and-Mouth Disease • Pinkeye • Fifth Disease 	<ul style="list-style-type: none"> • Common Cold • Strep Throat • Influenza • Symptoms You Should Never Ignore
---	--
29. Save the file.

Modifying Styles and Clearing All Formatting

You can modify a built-in style as well as styles that you create. Modifying styles can help you maintain consistency when you make formatting changes and can speed up that process. You can make global formatting changes by modifying a style. When you change a style, the change is applied to all the text in the current document that is formatted with the style. This eliminates the need to modify each text block individually—a big time saver.

Sometimes it is easier to reformat text from the beginning instead of trying to figure out which formats were used. This can be particularly helpful if you've inherited a heavily formatted document. The Clear All Formatting command in the Styles task pane is a quick way to remove styles and all other unwanted formatting from a document or a selected block of text.

 Home→Font→Clear All Formatting 

Using Styles Across Documents




By default, custom styles you create are available only for the document in which you created them. However, you may want your custom styles to be available in other documents as well. You can do this by specifying that you want the style to be available in all *New documents based on this template*. Doing this in a document created from the default Blank document template will make the style available in all new blank documents you create from that point on.

Warning!

Adding styles to the template this way is a permanent change. The only way to remove these custom styles from the template is through the Organizer on the Developer tab (activated through the Customize Ribbon tab on the Options screen) under Document Template.

DEVELOP YOUR SKILLS: W7-D2

In this exercise, you will modify the Subhead 3 style. When you do, you will see how it impacts all text formatted with that style. Then you will use the Clear All Formatting feature to remove formatting from a heading.



1. Save your file as: **W7-D2-SickKidsRevised**
2. Hover the mouse pointer over *Subhead 3* in the Styles task pane and click the **menu** button ▼ that appears.
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**  and then click **OK**.
5. Scroll through the document and see that all subheadings with the Subhead 3 style are now italicized.
You've decided to reformat the heading at the top of the document. Because this style is used only once in the document, it's easier to clear all the formatting and apply direct formatting to the heading.
6. Select the **Raritan Clinic East** heading at the top of the document, scroll to the top of the Styles task pane, and choose **Clear All**.
7. Click the **Home→Font dialog box launcher**  and choose **Tahoma, 22 pt, Small Caps**; click **OK**.
8. Choose **Home→Paragraph→Center** .
The Normal style is highlighted in the task pane. You applied direct formatting to text that is formatted with the Normal style.
9. Save the file.

Removing and Deleting Styles

You can remove a style from the Styles gallery on the Ribbon without removing it from the Styles task pane. Because the Styles gallery on the Ribbon is a quick way to get to styles, you should save it for just the styles you use frequently. You can leave the style 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 from the document.

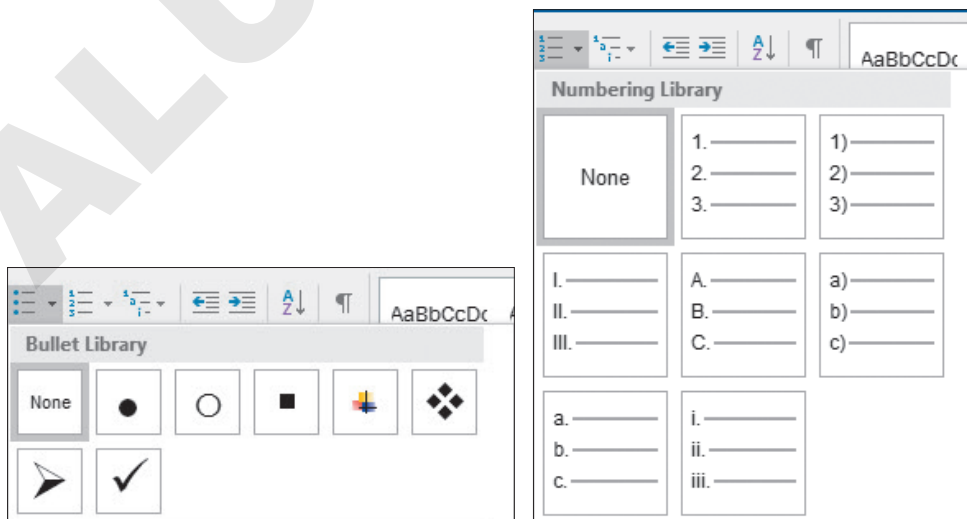
DEVELOP YOUR SKILLS: W7-D3

In this exercise, you will remove the Doc Head style from the Styles gallery and then delete it from the task pane.

1. Save your file as: **W7-D3-SickKidsRevised**
2. If the Doc Head style is not visible in the Styles gallery on the Ribbon, click **More**  to open the gallery and then locate the Doc Head style.
3. Right-click the style name and choose **Remove from Style Gallery**.
Doc Head is still visible in the Styles task pane. You'll delete it next.
4. Hover the mouse pointer over *Doc Head* in the Styles task pane, click the **menu** button  that appears, and choose **Delete Doc Head**.
5. When the message appears verifying the deletion, click **Yes**.
The style is deleted from the task pane.
6. Save and close the file.

Customizing Bullet and Number Formats

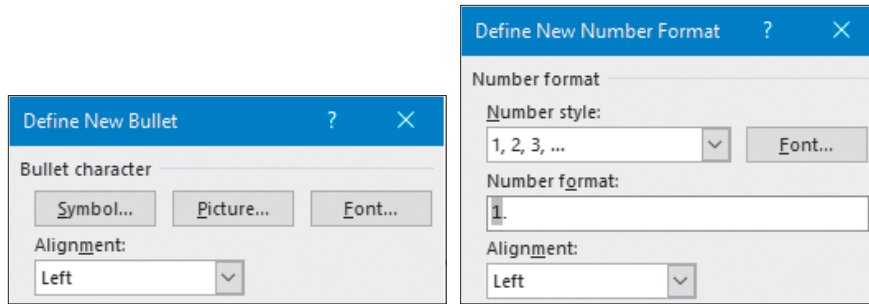
The Bullets and Numbering libraries enable you to choose a different style for your bulleted or numbered list. You can also define your own custom formats. When working with long documents, you may want to adjust the formatting for certain lists as a visual cue that certain lists go together or should be considered separately.



Bullet Library

Numbering Library

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



Customize Bullet Format


Customize Number Format

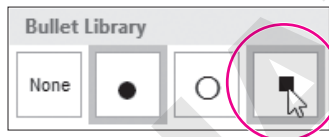
≡ Home→Paragraph→Bullets

≡ Home→Paragraph→Numbering

DEVELOP YOUR SKILLS: W7-D4

In this exercise, you will choose a different bullet style from the Bullet Library. Then you will create a custom bullet using a symbol as the new bullet style.

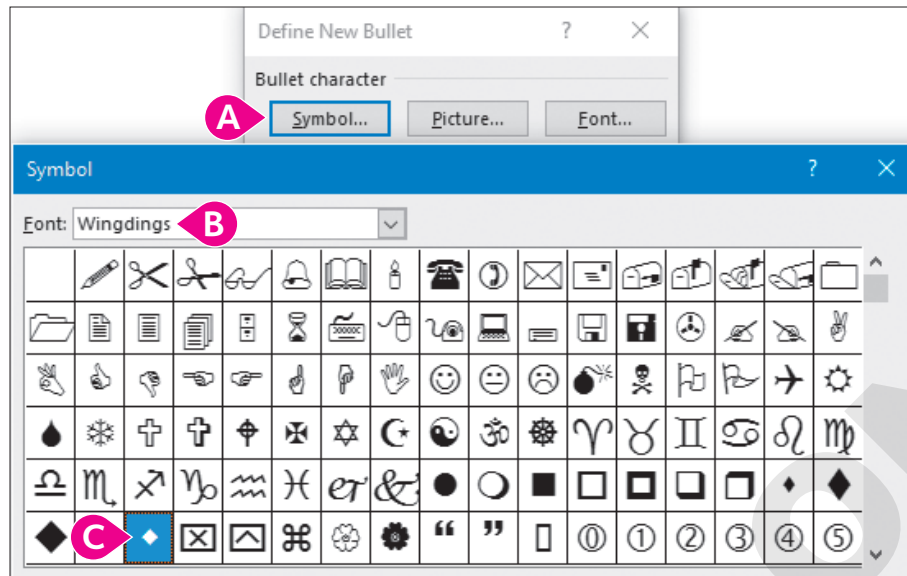
1. Open **W7-D4-SickKids** from your **Word Chapter 7** folder and save it as: **W7-D4-SickKidsRevised**
2. Scroll to page 4 and position the insertion point in the **Symptom #1** line.
3. Choose **Home→Paragraph→Bullets**  menu button ▼ and choose the square bullet (location may vary).



All the bullets in the list are updated. Next you will create a custom bullet.

4. Choose **Home→Paragraph→Bullets**  menu button ▼ and choose **Define New Bullet**.

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



- A** Click the **Symbol** button to open the Symbol dialog box.
- B** If necessary, choose the **Wingdings** font.
- C** Make sure the scroll box is at the top of the scroll bar, choose this symbol (location may vary), and click **OK** twice.

Again, all of the bullets have changed to the custom bullet.

6. Choose **Home**→**Paragraph**→**Bullets** **menu button** ▼.

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.

- 7. Right-click the new bullet in the Bullet Library area and choose **Remove**.
- 8. Display the Bullet Library again and notice the new bullet is removed from the Bullet Library area but remains under Recently Used Bullets; close the menu.
- 9. Save your file.

Using Special Characters

Special characters appear in the Symbol dialog box. There are a variety of special characters, including **nonbreaking hyphens or spaces**. Nonbreaking characters allow you to keep terms together that should remain together on one line, such as dates, phone numbers, and names.



Insert→Symbols→Symbol →Special Characters

DEVELOP YOUR SKILLS: W7-D5

In this exercise, you will insert nonbreaking spaces in doctors' names that appear in the document. This will correct doctors' names that split across two lines, and it's also a safety measure in the event that future edits would cause the name to split across two lines.

1. Save your file as: **W7-D5-SickKidsRevised**
2. Scroll to page 3, locate the fifth line in the *Common Cold* paragraph, and position the insertion point after *Fred*.

might lead to an overdose," says pediatrician Fred Hirschenfang, M.D.,

3. Tap **Delete** to remove the space.
4. Choose **Insert**→**Symbols**→**Symbol**  and then choose **More Symbols** from the menu.
5. Click the **Special Characters** tab in the Symbol dialog box and choose **Nonbreaking Space**.
6. Click the **Insert** button at the bottom of the dialog box and then click **Close**.
7. If necessary, display the formatting marks to see the character that represents a nonbreaking space.
8. Position the insertion point after the comma following the last name and **Delete** the space.
9. Choose **Insert**→**Symbols**→**Symbol** →**More Symbols**, click the **Special Characters** tab, and choose **Nonbreaking Space**.

*Notice the shortcut keystrokes for a nonbreaking space: **Ctrl**+**Shift**+**Space**. You can use the keystrokes for the remaining two names.*

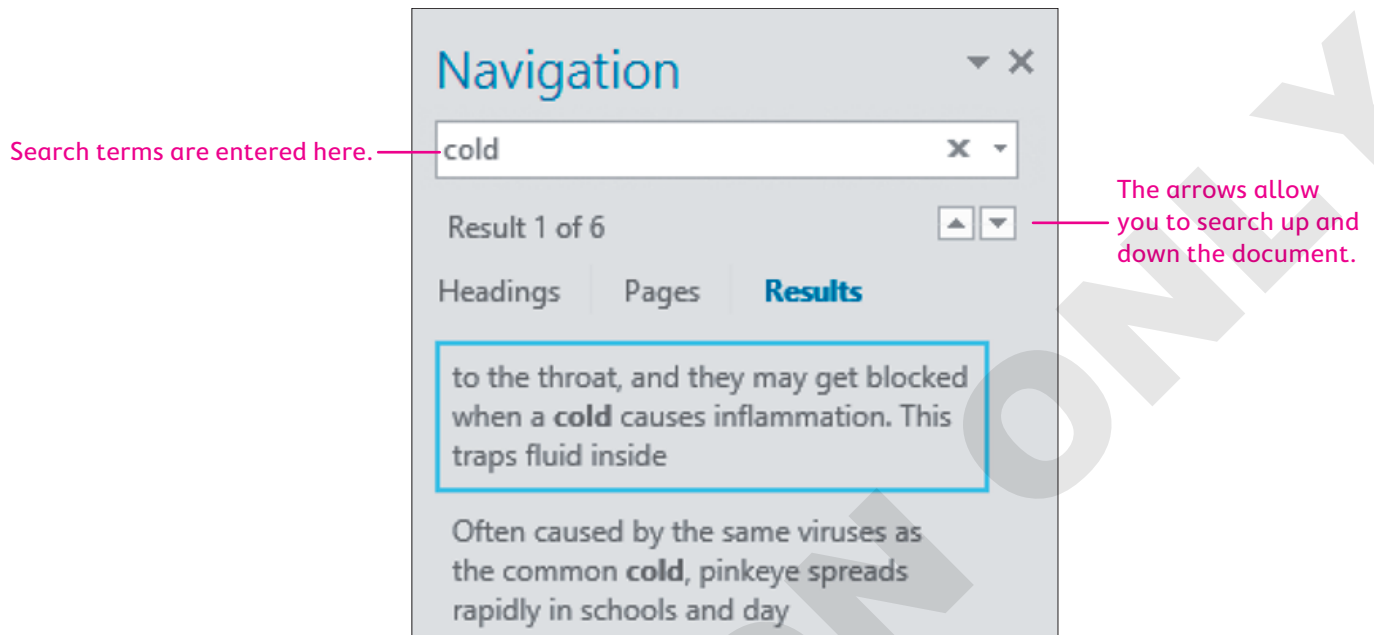
10. Click the **Insert** button and then click **Close**.
11. Scroll to the sixth line in the next paragraph and notice the doctor's name that starts at the end of the line.
12. Position the insertion point after the y in *Jay* and tap **Delete**.
13. Press **Ctrl**+**Shift**+**Space** to insert a nonbreaking space.
14. Use the same technique to replace the space following the comma after the last name with a nonbreaking space.
15. Locate Dr. Hirschenfang's name starting at the end of the sixth line in the *Influenza* paragraph and replace the space between *Dr.* and his last name with a nonbreaking space.
16. Save the file.

Navigating Long Documents

A number of helpful tools make it easier to navigate long, complex documents. The Navigation pane provides several ways to move around a document, while Advanced Find and wildcard characters enable specialized searches. Bookmarks are useful if you frequently need to return to the same location in a document. If you want to compare two separate parts of the same document, using the Split Window feature is a great way to do so.

The Navigation Pane

The Navigation pane provides three primary methods for locating a search term in a document: headings, pages, and results.

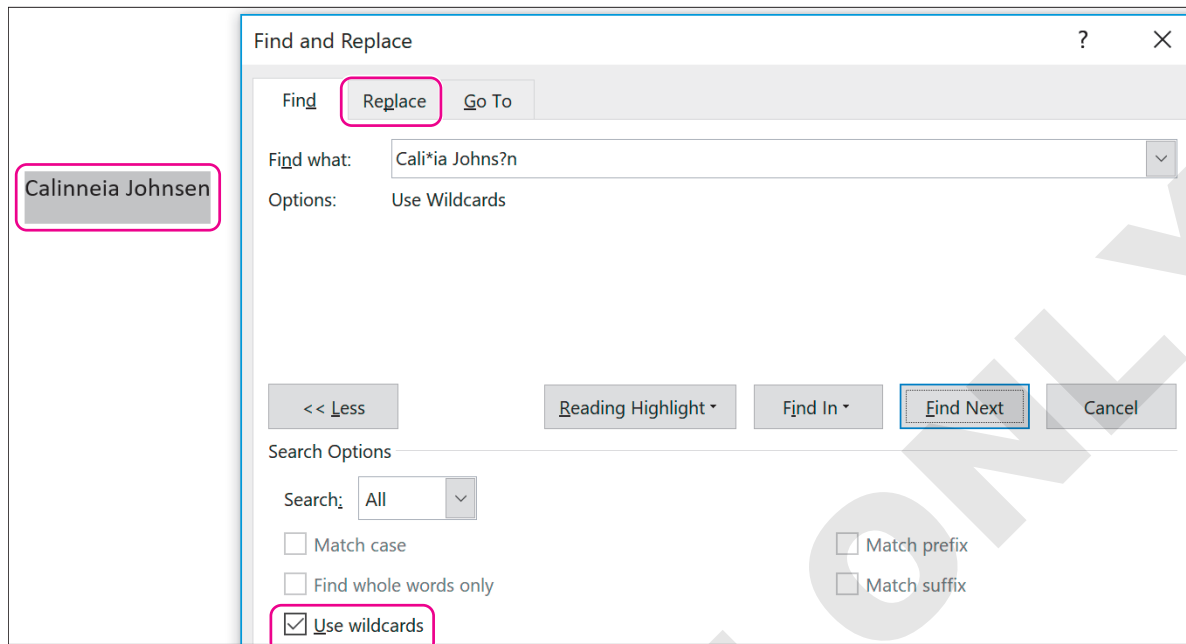


- **Headings:** The Headings option will list any heading styles in your document. If the search term appears within a heading, it will be highlighted. Click a heading to jump to that part of the document.
- **Pages:** The Pages option displays thumbnails of pages where the search term appears; clicking a thumbnail jumps the document to that page.
- **Results:** The Results option displays the search term in context; clicking one of the results jumps the document to that page.

☰ View→Show→Navigation Pane | **Ctrl**+**F**

Advanced Find and Wildcard Characters

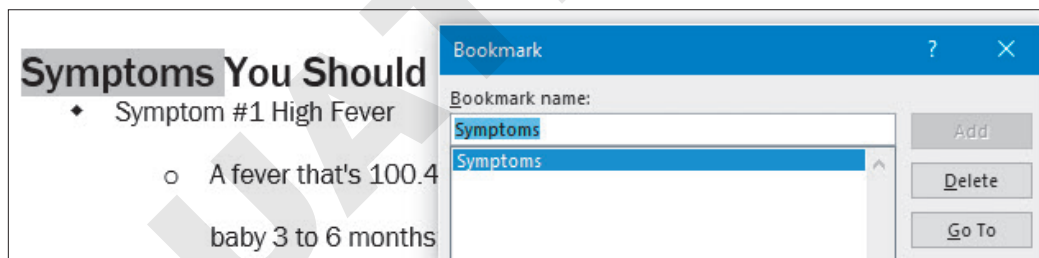
Word can conduct specialized searches. By default, the Find tool does not filter results based on capitalization or whole words only. To filter results based on capitalization or whole words, you can use Advanced Find. In addition, you can use wildcard characters when you're not sure exactly what you're looking for. For example, if you don't know exactly how a name in your document is spelled, but you know parts of it, you can search for it using wildcard characters in place of the parts you don't know. The most common wildcard characters are the question mark (?) and the asterisk (*). The question mark can be used in place of a single unknown character, while the asterisk can be used in place of any number of characters.



Home→Editing→Find menu button ▼→Advanced Find 🔍

Bookmarks

You can assign a bookmark name to text or other objects in a document. Once a bookmark is set up, you can easily navigate to it by choosing the desired bookmark name from the Bookmark dialog box. A bookmark name can be up to 40 characters, including letters and numbers, but it must begin with a letter and cannot contain spaces or symbols.

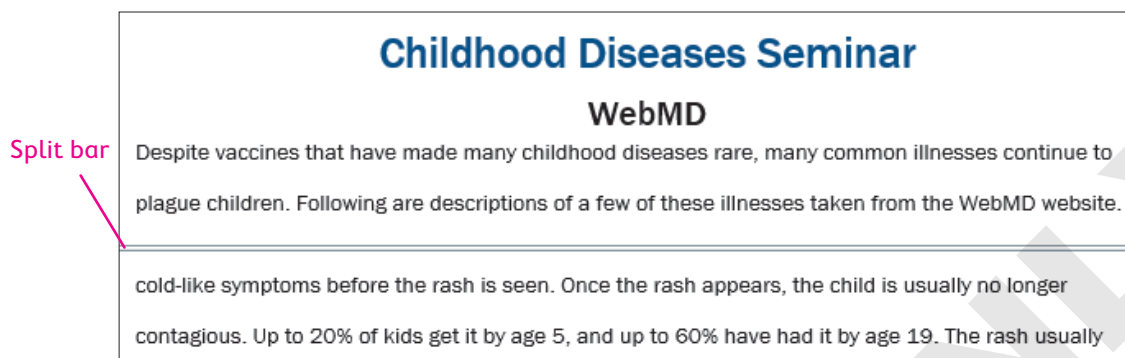


Insert→Links→Bookmark 📌

The Split Window

Imagine you want to check whether the executive summary of a report accurately reflects the report's content. Splitting the window is the answer. You can view the executive summary in one

window and scroll through the rest of the document in the other window. Once you've applied the split, you can click and drag the split bar to adjust the height of each window.



≡ View→Window→Split

DEVELOP YOUR SKILLS: W7-D6

In this exercise, you will navigate in a long document using several techniques: Navigation pane, bookmarks, and split window.


1. Save your file as: **W7-D6-SickKidsRevised**
2. Choose **View→Show→Navigation Pane** and enter **cold** as your search term.


Tip!

You can also open the Navigation pane by pressing **Ctrl+F**.


3. Choose the **Results** option at the top of the Navigation pane and click the fourth result, **Common Cold**.
The document jumps to that location. Notice that the term is highlighted in yellow wherever it appears.
4. Click the **Headings** option at the top of the Navigation pane.
If the document contains heading styles, they are listed here. The headings where the search term appears are highlighted in yellow.
5. Click the **Ear Infection** heading to jump to that part of the document and notice again that the search term is highlighted in yellow.
6. Click the **Pages** option at the top of the pane to see thumbnails of the pages that contain the search term.
7. Click the second thumbnail to jump to that page.
8. Click the up and down arrows in the upper-right corner of the Navigation pane to scroll through all occurrences of the term.
9. Close the Navigation pane.

Use Bookmarks

10. Scroll to page 4 and select **Symptoms** in the heading titled *Symptoms You Should Never Ignore*.
11. Choose **Insert→Links→Bookmark** , type **Symptoms** in the Bookmark Name field, and click **Add**.

12. Press **Ctrl**+**Home** or scroll up to move to the top of the document.
13. Choose **Insert**→**Links**→**Bookmark** .
14. *Symptoms* is already selected, so click **Go To** to jump to the bookmarked text and then click **Close**.

Split the Window

15. Choose **View**→**Window**→**Split** .
A split bar appears across the window. On the right-hand side of the screen are two scroll bars, one for the top window and one for the bottom window.
16. In the top window, scroll to the top of page 1; in the bottom window, scroll to the top of page 3.
You can also split the window into different proportions, allowing more text to show on one side.
17. Position the mouse pointer on the split bar; when it changes to a double-headed arrow, drag the **split bar** up about an inch.
18. Double-click the **split bar** to return to one window.
19. Save and close the file.

Working with Large Tables

If you're working with large tables, making them user-friendly is important. It should be easy for the reader to scan a table and get information. If possible, columns should be wide enough to prevent text from wrapping within the cells. Adding white space within the table makes the text appear less dense. Repeating column headers from one page to the next is essential for the reader to understand the meaning of the data. Sizing a table to best fit the page adds to its readability. Adding a caption helps clarify the table topic.

 **Table Tools**→**Layout**→**Cell Size** dialog box launcher 



 **Table Tools**→**Layout**→**Alignment**→**Cell Margins** 




DEVELOP YOUR SKILLS: W7-D7

In this exercise, you will modify a large table, making it easier to read by widening columns where text is wrapping, adding white space within cells, and repeating column headers from page to page. You'll also add a caption to the table.

1. Open **W7-D7-SeminarAttendees** from your **Word Chapter 7** folder and save it as: **W7-D7-SeminarAttendeesRevised**

The text is wrapping in several columns, making it difficult to read. At the same time, the table already spans the width of the page. Rotating this document to landscape (horizontal) orientation and changing the table width should solve the problem.

2. Choose **Layout**→**Page Setup**→**Orientation**  and then choose **Landscape**.
3. Choose **Table Tools**→**Layout**→**Cell Size** dialog box launcher .
4. In the Table Properties dialog box, click the **Table** tab, if necessary.

5. Change Preferred Width to **9"** and click **OK**.
Adding white space within the cells will add to the table's readability.
6. Choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins** .
7. In the Table Options dialog box, change the top and bottom cell margins to **0.05** and click **OK**.
8. If necessary, position the insertion point in the first row of the table.
This is the row that will repeat at the top of each page.
9. Choose **Table Tools**→**Layout**→**Cell Size dialog box launcher**  and click the **Row** tab.
10. Place a checkmark in the **Repeat as header row at the top of each page** checkbox and click **OK**.
11. Scroll down to see the header row at the top of page 2.
Now you will add a caption to the table.
12. Choose **References**→**Captions**→**Insert Caption**  and then click the **New Label** button toward the bottom of the dialog box.
13. In the New Label dialog box, type **Childhood Diseases Seminar Attendees** and click **OK**; click **OK** again to close the Caption dialog box.
14. Scroll to the bottom of the document to see the caption.
Captions are typically numbered, but because this is the only table in the document, numbering is not necessary.
15. If necessary, position the insertion point at the end of the caption and then tap **Backspace** twice to delete the number.
16. Save and close the file; exit Word.

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: W7-R1

Create a New Members Handout

Kids for Change wants new members to understand the importance of its motto, Think Globally, Act Locally. One of the members researched the origins of the phrase, and now you've been asked to format the document to make it more engaging. In this exercise, you will use styles to add appeal. You will begin by testing several different styles to see what you like best.

1. Start Word, open **W7-R1-GlobalLocal** from your **Word Chapter 7** folder, and save it as: **W7-R1-GlobalLocalRevised**
2. Position the insertion point in **Introduction** at the top of page 1.
You will apply a built-in style first.
3. Choose **Home**→**Styles** and in the Styles gallery, choose **Heading 1**.
Now you will create a style by example.
4. Select the **Definition** heading for the next paragraph.
5. Choose **Home**→**Font dialog box launcher** .
6. In the Font dialog box, choose **Arial Black, 14 pt**, and **Small Caps**, and then click **OK**.
7. Choose **Home**→**Font**→**Font Color menu button** ▼ and choose **Brown, Accent 1, Darker 25%** from the color pallet.
8. Choose **Home**→**Styles dialog box launcher**.
9. Click the **New Style**  button at the bottom of the task pane.
10. Complete the information at the top of the dialog box:
 - Name: **MyStyle1**
 - Style Type: **Paragraph**
 - Style Based On: **Normal**
 - Style for Following Paragraph: **Normal***Your formatting has been copied into the Formatting area of the dialog box.*
11. If necessary, click the **Add to the Styles gallery** checkbox and click **OK**.
The style name now appears in the Styles gallery on the Ribbon and in the Styles task pane. Next, you will create a style by definition.
12. Scroll down and position the insertion point in the heading, **Origin in Town Planning**.
13. Click the **New Style** button at the bottom of the task pane.
14. Complete the information at the top of the dialog box:
 - Name: **MyStyle2**
 - Style Type: **Paragraph**
 - Style Based On: **Normal**
 - Style for Following Paragraph: **Normal**

15. In the Formatting area, choose **Century Schoolbook, 14 pt**, and center alignment, and then click **OK**.
16. Scroll down and position the insertion point in the heading for the last paragraph, *Origins of the Phrase*, and apply the built-in **Heading 2** style.

Modify a Style

After scanning the different styles, you've decided to modify the Heading 1 style.

17. Position the insertion point in the **Introduction** heading at the top of page 1.
18. Hover the mouse pointer over the *Heading 1* style in the Styles task pane, click the **menu** button ▼, and choose **Modify**.
19. Click the **Format** button at the bottom of the dialog box and choose **Font**.
20. Choose **Bold** in the Font Style field, click the **menu** button ▼ in the **Font Color** field, and choose **Brown, Accent 1, Darker 25%**.
21. Check the **Small Caps** checkbox and click **OK**.
22. Click **OK** in the Modify Style dialog box as well.

Notice that the modifications you made are reflected in the style name in the Styles gallery. Now you need to decide on a style for the subheadings. You will modify the Heading 2 style.

23. Scroll to the last page and click in the heading **Origins of the Phrase**. Hover the mouse pointer over *Heading 2* in the Styles task pane, click the **menu** button ▼, and choose **Modify**.
24. In the Formatting area, click the **Bold** button, click the **menu** button ▼ in the color field, and choose **Brown, Accent 1, Darker 25%**, and then click **OK**.
25. Scroll up, position the insertion point in the heading **Origin in Town Planning**, and then click the **Heading 2** style in the Styles task pane.
26. Scroll up, position the insertion point in the **Definition** heading, and then apply the **Heading 2** style.

Because you won't be using MyStyle1 and MyStyle2, you will delete them from the Styles task pane.

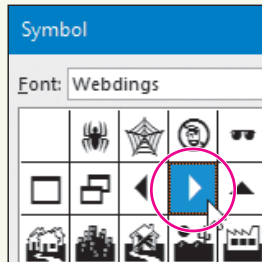
27. Hover the mouse pointer over *MyStyle1* in the task pane, click the **menu** button ▼, and choose **Delete MyStyle1**.
28. When the message appears confirming the deletion, click **Yes**.
29. Use the same technique to delete *MyStyle2*.
30. Close the Styles task pane and then save and close the file.

REINFORCE YOUR SKILLS: W7-R2

Help Kids Cultivate Social and Emotional Skills

Many educational organizations have developed training programs to help teachers work with children in developing social and emotional skills. Kids for Change members are evaluating various programs to determine which program they would like to see implemented in their local schools. In this exercise, you will customize bullet and number formats, use navigation techniques to quickly move around long documents, and format a large table to enhance its readability.

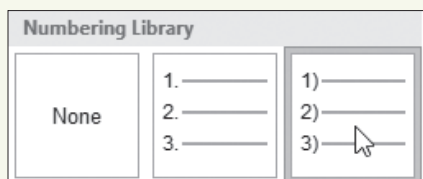
1. Open **W7-R2-SocLearningforKids** from your **Word Chapter 7** folder and save it as: **W7-R2-SocLearningforKidsRevised**
2. Scroll down and position the insertion point in the first bulleted list on page 1.
3. Choose **Home→Paragraph→Bullets menu button ▼** and choose **Define New Bullet**.
4. Click the **Symbol** button.
5. Choose the **Webdings** font; scroll to the top of the gallery, if necessary; choose the character shown (location may vary); and click **OK** twice.



6. Position the insertion point in the next bulleted list that starts at the bottom of page 1.
7. Choose **Home→Paragraph→Bullets menu button ▼** and choose the same bullet, which appears in the Recently Used Bullets, Bullet Library, and Document Bullets categories.
8. Use the same technique to change the bullets in the last bulleted list at the bottom of page 3.
Now you will remove the new bullet so the next student who uses your computer will have the same experience.
9. Choose **Home→Paragraph→Bullets menu button ▼**, right-click the new bullet in the Bullet Library area, and choose **Remove**.

Apply Numbers to a List

10. Scroll up, select the list that appears below the heading *The 12 Tools* at the top of page 3, and choose **Home→Paragraph→Numbering**.
Now you'll choose a different number format for the list.
11. Choose **Home→Paragraph→Numbering menu button ▼** and then choose the **Number Alignment: Left** format with parentheses under Numbering Library (location may vary).



Notice that the last three numbers are left-aligned with the numbers above. They should be right-aligned.

12. Choose **Home→Paragraph→Numbering menu button ▼** and then choose **Define New Number Format**.
13. Click the **menu button ▼** in the Alignment field, choose **Right**, and click **OK**.

Notice how the numbers are now aligned.

Navigate in a Document

You know that you'll often have to navigate through this document as team members have questions about its contents, so you want to take some time to practice quick navigation techniques.

14. Press **[Ctrl]+[F]** to open the Navigation pane and then type **toolbox** in the search field.
15. Click the down-pointing arrow at the top of the Navigation pane several times to jump to the term.
16. Make sure the **Results** category at the top of the pane is active; scroll down and click the last result in the list to jump to that location.
17. Click the **Headings** category at the top of the pane and click **Dovetail Learning** to jump to that location.
18. Close the Navigation pane.


Insert a Bookmark

If there is a section of the document that you will return to frequently, using a bookmark provides a way to locate it easily.

19. Double-click **Dovetail** in the heading line.
20. Choose **Insert→Links→Bookmark**, type **Dovetail** in the Bookmark Name field, and click **Add**.
21. Press **[Ctrl]+[Home]** or scroll up to move to the top of the document.
22. Choose **Insert→Links→Bookmark**.
23. Click **Go To** in the Bookmark dialog box to jump to the bookmark and then click **Close**.

Split the Window

Now you will compare the mission statements for Wings for Kids and Dovetail Learning.

24. Choose **View→Window→Split ** and in the top window scroll to the top of page 1 until the mission statement is visible.
25. In the bottom window, scroll until the mission statement for Dovetail Learning is visible.
This is an easy way to compare two different parts of a document.
26. Double-click the split bar in the middle of the window to return to one window.
27. Save and close the file.

Work with a Large Table

You will use the Members mailing list to send members the document about social learning. In preparation for that, you will now enhance the table by making it more readable.

28. Open **W7-R2-Members** and save it as: **W7-R2-MembersRevised**
29. Choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins**, change the top and bottom cell margins to **0.08**, and click **OK**.
The table is now spilling over to the next page. You will repeat the header row so it will also appear at the top of the next page.
30. If necessary, position the insertion point in the header row of the table.
31. Choose **Table Tools**→**Layout**→**Cell Size dialog box launcher**.
32. Click the **Row** tab, check **Repeat as header row at the top of each page**, and click **OK**.
33. Scroll down to see the header row at the top of the second page.
34. Save and close the file.

REINFORCE YOUR SKILLS: W7-R3

Format a Report on Childhood Obesity

Kids for Change is sponsoring a seminar on childhood obesity, presented by representatives from the World Health Organization and the Centers for Disease Control and Prevention. The organizations have already submitted background reading for the seminar. In this exercise, you will format the document to make the paragraphs and tables more engaging. You will also use techniques for navigating a long document.

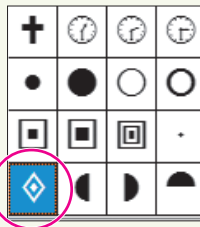
1. Open **W7-R3-Obesity** from your **Word Chapter 7** folder and save it as: **W7-R3-ObesityRevised**
2. If the Styles task pane is not open, choose **Home**→**Styles dialog box launcher** to open it.
3. If necessary, position the insertion point in the heading at the top of the document, and then choose the **Title** style from the task pane.
4. Scroll down to page 2, position the insertion point in the heading **CDC Introduction**, and apply the **Title** style.
5. Scroll back to the top of page 1 and position the insertion point in the first subtitle, which begins with *What can be done*.
6. Apply the **Subtitle** style from the Styles task pane and then apply **Subtitle** to the remaining headings:
 - **General recommendations**
 - **Societal recommendations**
 - **What Needs to Be Done?**
 - **What Can Parents Do?**

You decide that the subtitles are not very appealing, so you will modify the Subtitle style.
7. Position the insertion point in the first subtitle at the top of page 1.
8. Hover the mouse pointer over **Subtitle** in the Styles task pane, click the **menu** button ▼, and choose **Modify** from the menu.

9. In the Formatting area of the dialog box, click the **Italic** button and change the font size to **16 pt**, and then click **OK**.
10. Scroll through the document and notice the subtitles are updated throughout the document.
11. Scroll to the bottom of page 2 and notice the subtitle at the bottom of the page.
It should be moved to the top of the next page.
12. Position the insertion point in front of the subtitle and press **[Ctrl] + [Enter]** to insert a page break and move the subtitle to the top of the next page.
13. Close the Styles task pane.

Customize Bullet Formats

14. Place the insertion point in the first item of the bulleted list on page 1, choose **Home**→**Paragraph**→**Bullets menu button** ▼, and choose **Define New Bullet**.
15. Click the **Symbol** button in the Define New Bullet dialog box.
16. In the Symbol dialog box, choose the **Wingdings 2** font, scroll to about the middle of the list and choose the symbol shown, and then click **OK** twice.



17. Scroll down to the next bulleted list and click the first item.
18. Choose **Home**→**Paragraph**→**Bullets menu button** ▼ and choose the same button style.
19. Use the same technique to reformat the last bulleted list.

Navigate in a Long Document

20. Scroll to the top of page 2 and select **CDC** in the heading.
21. Choose **Insert**→**Links**→**Bookmark**, type **CDC** in the Bookmark Name field, and click **Add**.
22. Press **[Ctrl] + [Home]** or scroll up to move to the top of the document.
23. Choose **Insert**→**Links**→**Bookmark**, click the **Go To** button to jump to the bookmark, and then close the dialog box.
24. Press **[Ctrl] + [F]** to open the Navigation pane and then type **WHO** in the search field.
The document scrolls to the first occurrence of WHO.
25. Click the insertion point in the page and then close the Navigation pane.
26. Choose **View**→**Window**→**Split** and scroll in the bottom pane until the *CDC Introduction* heading appears.
This is a great way to compare different parts of the same document without opening a separate window.
27. Double-click the **split bar** to return to a single window.
28. Save and close the file.

Work with a Long Table

Kids for Change has scheduled its programs and seminar topics well in advance, so it has plenty of time to coordinate the events. However, the table is not easy to read, and it's difficult to locate data. You will format the table to make it easier to work with.

29. Open **W7-R3-Programs** from your **Word Chapter 7** folder and save it as:
W7-R3-ProgramsRevised
30. Position the insertion point in the table and choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins**.
31. Change the top and bottom margins to **0.08** and click **OK**.
The increased margins caused the table to flow to the next page. Next, you will set up the header row to repeat on every page.
32. If necessary, position the insertion point in the header row at the top of the table.
33. Choose **Table Tools**→**Layout**→**Cell Size dialog box launcher**.
34. If necessary, click the **Row** tab, and then check **Repeat as header row at the top of each page** and click **OK**.
35. Scroll to page 2 to see the repeating header row.
36. Save and close the file.

Apply Your Skills

APPLY YOUR SKILLS: W7-A1

Multitask with Styles

When planning a corporate event for a client, Universal Corporate Events representatives are often challenged with juggling details ranging from managing hundreds of hotel reservations and travel accommodations to organizing meals and side trips. Your manager has asked you to research the concept of multitasking and prepare a report on your findings. Your content has been approved, and it is now time to format the document to make it appealing to the reader. In this exercise, you will enhance the document by formatting with styles.

1. Open **W7-A1-Multitasking** from your **Word Chapter 7** folder and save it as:
W7-A1-MultitaskingRevised
You will start by creating a style by example.
2. Select the **Introduction** heading at the top of the document, apply the **Stencil** font, **16 pt**, and center the heading.
3. Open the Styles task pane and click the **New Style** button.
4. Follow these guidelines to complete the top part of the dialog box:
 - Name: **IntroStyle**
 - Style Type: **Paragraph**
 - Style Base On: **Normal**
 - Style for Following Paragraph: **Normal**
5. If necessary, check the **Add to the Styles gallery** checkbox at the bottom of the dialog box and click **OK**.
Notice that the new style appears in the Styles gallery on the Ribbon and in the Styles task pane. Next, you will apply a built-in style and then modify it.
6. Position the insertion point in the next heading, **The multitasking myth**, and apply the **Heading 2** style.
7. Hover the mouse pointer over the *Heading 2* style in the Styles task pane, click the **menu** button ▼, and choose **Modify**.
8. Click the **Format** button at the bottom of the dialog box and choose **Font**.
9. In the Font dialog box, set the font to **Bold, 14 pt**, and the color to **Black, Text 1**.
10. Check the **Small Caps** checkbox and then click **OK** twice.
11. Apply the modified Heading 2 style to the rest of the subtitles in the document:
 - **You're not really multitasking**
 - **It's slowing you down**
 - **You're making mistakes**
 - **You're not actually good at it**

You decide to change the Introduction heading so it blends better with the subheadings.

12. Position the insertion point in the **Introduction** heading and choose the **Title** style from the Styles task pane.

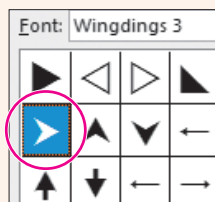
13. You don't plan to use the IntroStyle anymore, so using the Styles task pane, delete the style and then close the task pane.
14. Click the **Home** tab and notice that the IntroStyle has been removed from the Styles gallery on the Ribbon.
15. Save and close the file.

APPLY YOUR SKILLS: W7-A2

Plan a Bicycle Trip in the Loire Valley

A client of Universal Corporate Events is planning a bicycling trip in the Loire Valley of France as a reward for Employee of the Year winners in each of its branch offices. Universal Corporate Events is providing a sample itinerary for the client to review. In this exercise, you will polish the sample itinerary for the trip. The client has also requested a list of châteaux in the Loire Valley, so you will prepare that in a table and format it.

1. Open **W7-A2-LoireTour** from your **Word Chapter 7** folder and save it as: **W7-A2-LoireTourRevised**
2. Position the insertion point in the first bulleted item and define a new bullet using this Wingdings 3 symbol.



Now you'll apply the new bullet to the remaining bulleted items.

3. Position the insertion point in the next bulleted item and choose **Home→Paragraph→Bullets menu button ▼**.

The new bullet appears in the Recently Used Bullets category.

4. Click the bullet, scroll through the document, and see that the bullet was applied to the rest of the bulleted items.

Next, you will use nonbreaking spaces to keep a name together on a line.

5. Scroll to the second-to-last line in the Day 3 paragraph, position the insertion point after *Leonardo*, and delete the space.
6. Choose **Insert→Symbols→Symbol** and choose **More Symbols**.
7. Choose **Nonbreaking Space** in the Special Characters tab and finish inserting the character.
*Remember the keystrokes for a nonbreaking space: **Ctrl** + **Shift** + **Space**.*
8. Position the insertion point after *da*, delete the space, and then press **Ctrl** + **Shift** + **Space** to insert another nonbreaking space.
9. If necessary, display formatting marks and notice the symbol used for nonbreaking spaces.

Navigate in a Long Document

Next, you will insert a bookmark for navigating in the document.

10. Create a bookmark for the text *Day 6*, using **Day6** as the bookmark name.
11. Move to the top of the document and then use the Bookmark feature to jump to Day 6.

Now you will locate a term in the document.

12. Open the Navigation pane, type **Day 1** in the search field, and position the insertion point in the **Day 1** page.
13. If necessary, click the **Headings** button at the top of the Navigation pane; click the **Day 4** heading to jump to that location and then close the Navigation pane.

Next you will split the window so you can compare different parts of the document.

14. Choose **View→Window→Split** and then scroll the top window to **Day 1** and the bottom window to **Day 6**.
15. Double-click the **split bar** to return to one window.
16. Save and close the file.

Work with a Large Table

You will make some modifications to a table to improve its readability. You'll begin by increasing the cell margins and then repeat the header row for each page.

17. Open **W7-A2-Chateaux** from your **Word Chapter 7** folder and save it as:
W7-A2-ChateauxRevised
18. Position the insertion point in the table, choose **Table Tools→Layout→Alignment→Cell Margins**, and change the top and bottom margins to **0.08**.
19. With the insertion point in the first row of the table, choose **Table Tools→Layout→Cell Size dialog box launcher**.
20. Use the **Row** tab in the Table Properties dialog box to repeat the header row on each page.
21. Scroll to the top of page 2 to see the repeated header row.
22. Save and close the file.

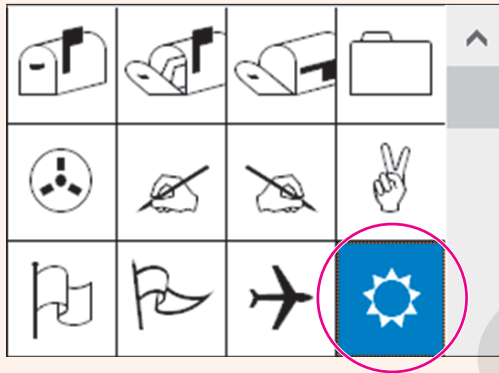
APPLY YOUR SKILLS: W7-A3

Prepare Cuban Travel Information for a Client

Universal Corporate Events has asked you to research information about travel to Cuba, and your research has been approved. In this exercise, you will format the document so it can be presented to clients.

1. Open **W7-A3-CubaTravel** from your **Word Chapter 7** folder and save it as:
W7-A3-CubaTravelRevised
2. Apply the Heading 1 style to the *Cuba Background* heading at the top of the document.
Hint: If necessary, display the Styles task pane.
3. Apply the Heading 2 style to the headings *U.S.–Cuba Relations*, *U.S. Assistance to Cuba*, and *Bilateral Economic Relations*.
4. Scroll down to the *Outdoor Activity* heading and apply the Heading 1 style.

5. Scroll down to the *Top-Rated Cuban Tourist Attractions* heading and apply the Heading 1 style.
Next, you will modify the heading styles.
6. Position the insertion point in the **Cuba Background** heading and modify the Heading 1 style by changing the font color to **Brown, Accent 3**.
7. Scroll to page 3 and notice that the other Heading 1 styles were updated.
8. Position the insertion point in the **U.S.-Cuba Relations** heading and modify the Heading 2 style to use the font color **Brown, Accent 3**.
9. Close the Styles task pane and then scroll down to see that the other Heading 2 headings are updated.
10. Scroll to page 3, position the insertion point in the first bulleted item, and define a new bullet using this Wingdings symbol character.



Format a Table for Readability

11. Scroll to the table and change the top and bottom cell margins to **0.08**.
12. Repeat the header row on all pages.
Now you will add a caption to the table.
13. Scroll to the bottom of the table and position the insertion point on the first blank line below the table.
14. Use the New Label dialog box to insert **Excerpt from PlanetWare Website** as the table caption.
Notice the number 1 appears at the end of the caption. Because there is only one table in the document, the number is not necessary.
15. Delete the number **1** at the end of the caption.
16. Save and close the file; exit Word.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: W7-P1

Using Themes, Styles, and Other Tools


This project combines learning objectives from chapters 6 and 7. In this exercise, you will apply formatting to an existing document by using tools that simplify formatting tasks.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W7_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W7_P1_Start** from your **Word Chapter 7** folder.
2. Use these guidelines to insert a Quick Part:
 - Quick Part to insert: **Document Property, Title**
 - Insert it in the empty paragraph at the top of the document.
 - After insertion, the title *The History of Board Games* should be displayed.
3. Insert the **Semaphore** cover page and make these changes to the fields:
 - Date: Enter today's date.
 - Document Subtitle: **Games That Changed the World**
 - Author: Enter your name.
 - Company Name: **Taylor Games**
 - Company Address: Delete the Address field.
4. Apply the **Metropolitan** theme.
5. Apply the **Blue Warm** theme color.
6. At the top of page 2, apply the **Title** style to **The History of Board Games** Quick Part text.
7. Apply the **Basic (Stylish)** style set (the fourth option in the Style Sets list).
8. On page 5, apply the **checkmark** ☒ bullet style (located in the Bullets Library) to the five games below the *Other Famous Games in History* heading.
9. On **page 3**, insert a bookmark named **Mansion** in front of *The Mansion of Happiness (1843)* heading.
10. Save your document.
 - *Using eLab:* Save it to your **Word Chapter 7** folder as **W7_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 7** folder as: **W7_P1_Submission**

PROJECT GRADER: W7-P2

History of the Chevrolet Corvette

This project combines learning objectives from chapters 6 and 7. In this project, you will use formatting tools and other features to enhance the Corvette history document.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W7_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W7_P2_Start** from your **Word Chapter 7** folder.
2. Use these guidelines to insert a Quick Part:
 - Quick Part to insert: **Document Property, Title**
 - Insert it in the empty paragraph at the top of the document.
 - After insertion, the title *History of the Chevrolet Corvette* should be displayed.
3. Insert the **Ion (Dark)** cover page and make these changes to the fields:
 - Year: Enter the current year
 - Document Subtitle: **Eight Generations**
 - Author: Enter your name
 - Company Name: Change *Car* to **Cars**.
 - Address: Delete the Address field.
4. Apply the **Berlin** theme.
5. Apply the **Red Violet** theme color.
6. At the top of **page 2**, apply the **Title** style to the **History of the Chevrolet Corvette** Quick Part text.
7. Apply the **Lines (Simple)** style set (the twelfth style on the Built-In style set list).
8. On **page 7**, insert a bookmark named **C5** in front of the *Fifth generation (C5; 1997–2004)* heading.
9. On **pages 7** and **8**, change the bullets in all 20 of the bulleted paragraphs to the **checkmark** ☒ bullet located in the Bullets Library.
10. At the end of the text on **page 12**, insert the **Registered Sign**  just to the right of the phrase *Registered Trademark*. The symbol should be between the *k* in *Trademark* and the period at the end of the sentence.
11. Save your presentation.
 - *Using eLab:* Save it to your **Word Chapter 7** folder as **P7_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **Word Chapter 7** folder as: **P7_P2_Submission**

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.

W7-E1 That's the Way I See It

You have just started your own personal training business and will advertise your business with an informative brochure (maximum two pages) to be distributed through local businesses in the community. Decide on a name for your business. Include a mission statement and a description of your background qualifications. Create a bulleted list of the services you offer and another bulleted list of the benefits your clients will enjoy. Customize the bullets using a symbol of your choice. Use Word's built-in heading styles to make your brochure professional looking and easy to read. Create a table listing classes you offer, short descriptions of the classes, and the days and times the classes will meet. Apply the table style of your choice and increase the cell margins to add white space. Don't forget your contact information. Feel free to use an Internet search to gather ideas to assist you with content. Save your file as: **W7-E1-Exercise**

W7-E2 Be Your Own Boss

You want to increase your customer base at Blue Jean Landscaping, so you will create a one- or two-page flyer advertising your business. Write an "About Us" paragraph describing the services you offer and include a mission statement. Also, write a paragraph or two about your background qualifications. Include another paragraph about the pesticide safety techniques you employ at your company. Blue Jean Landscaping saves customers money by having them provide the labor for their projects. Create a bulleted list of the physical tasks customers will accomplish to take advantage of your cost-cutting offer. Create a table listing classes you offer, such as "How to Plant Roses," to educate your customers in the skills they need to provide the labor for their gardens. Use built-in heading styles to section off the different parts of the flyer and modify the styles to suit your taste. Customize the bullets for your bulleted list, format the table with a table style, and add white space to the table by increasing cell margins. If necessary, search the Internet for information about landscaping companies to help you with the content. Save the file as: **W7-E2-Landscape**

W7-E3 Demonstrate Proficiency

As the owner of Stormy BBQ, you are proud of serving only locally grown, organic vegetables and free-range, farm-raised pork and beef. Create a two-page flyer to distribute to customers at the cash register. Include a mission statement and a paragraph or two describing the history of Stormy BBQ, and include one or two customer testimonials. Create a bulleted list of the benefits of eating locally produced food. Insert a menu in the form of a table that spans two pages and add a caption to the table. Use custom styles that you create from scratch to section off the topics in your flyer and create custom bullets for your list. Apply a table style to your menu, add white space for ease of reading, and repeat the header row at the top of page 2. Conduct an Internet search if you need help with the menu or benefits of the healthy food you serve. Save the file as: **W7-E3-BBQ**