

Creating and Editing a Document

LAB 1

Objectives

After completing this lab, you will know how to:

- 1 Develop a document as well as enter and edit text.
- 2 Insert and delete text and blank lines.
- 3 Use spelling and grammar checking.
- 4 Use AutoCorrect.
- 5 Set file properties.
- 6 Save, close, and open files.
- 7 Select text.
- 8 Undo and redo changes.
- 9 Change fonts and type sizes.
- 10 Bold and color text.
- 11 Change alignment.
- 12 Insert and size pictures.
- 13 Add page borders and watermarks.
- 14 Print a document.



Case Study

Adventure Travel Tours

As a recent college graduate, you have accepted a job as advertising coordinator for Adventure Travel Tours, a specialty travel company that organizes active adventure vacations. The company is headquartered in Los Angeles and has locations in other major cities throughout the country. You are responsible for coordination of the advertising program for all locations. This includes the creation of many kinds of promotional materials: brochures, flyers, form letters, news releases, advertisements, and a monthly newsletter. You are also responsible for creating Web pages for the company Web site.

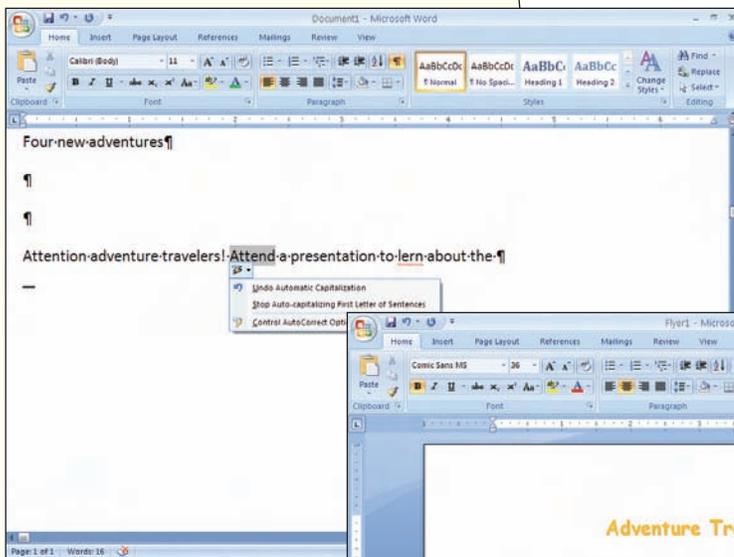
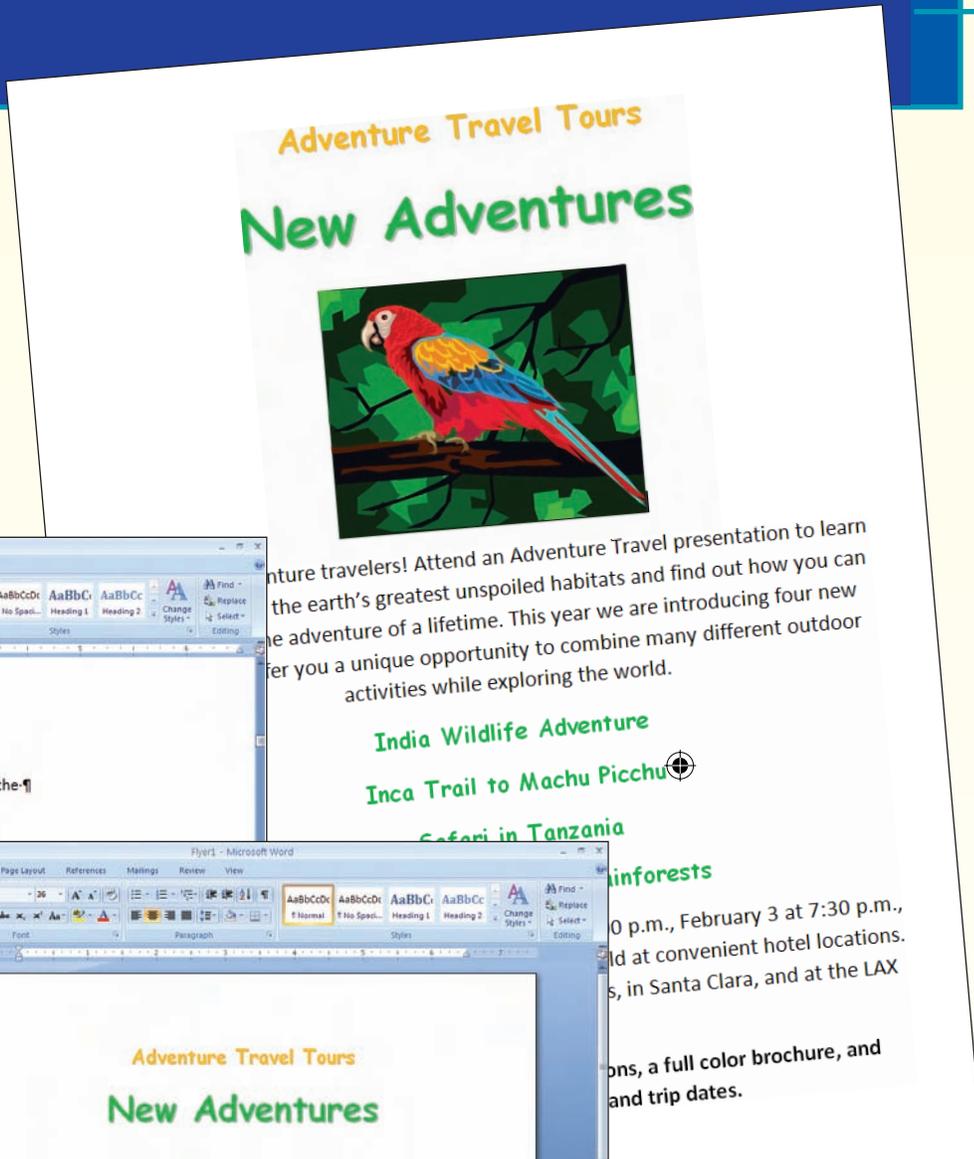
Adventure Travel is very excited about four new tours planned for the upcoming year. They want to promote

them through informative presentations held throughout the country. Your first job as advertising coordinator will be to create a flyer advertising the four new tours and the presentations about them. The flyer will be modified according to the location of the presentation.

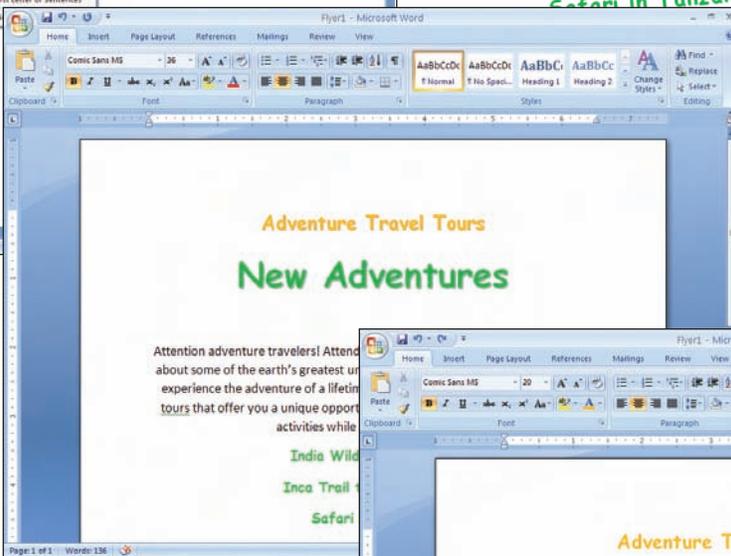
The software tool you will use to create the flyer is the word processing application Microsoft Office Word

2007. It helps you create documents such as letters, reports, and research papers. In this lab, you will learn how to enter, edit, and print a document while you create the flyer (shown right) to be distributed in a mailing to Adventure Travel Tours clients.

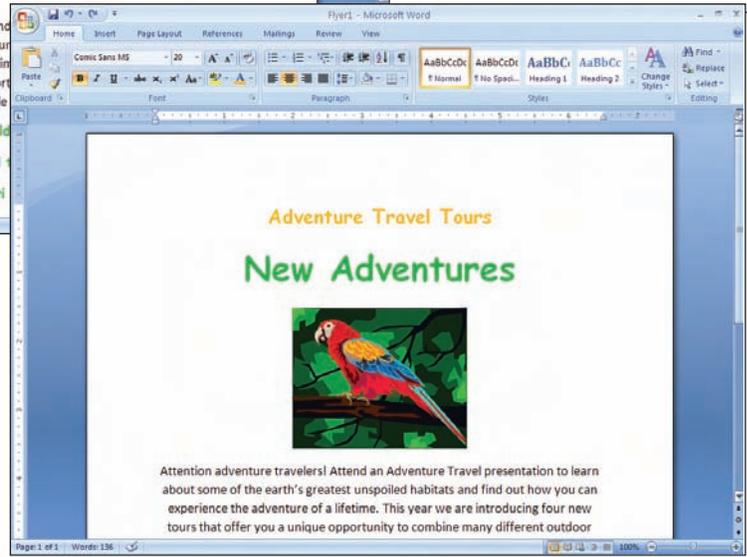




Entering and editing text is simplified with many of Word's AutoCorrect features.



Formatting enhances the appearance of a document.



Pictures add visual interest to a document.

Concept Preview

The following concepts will be introduced in this lab:

- 1 Grammar Checker** The grammar checker advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.
- 2 Spelling Checker** The spelling checker advises you of misspelled words as you create and edit a document, and proposes possible corrections.
- 3 AutoCorrect** The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically corrects the entry.
- 4 Word Wrap** The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings.
- 5 Font and Font Size** Font, also commonly referred to as a typeface, is a set of characters with a specific design that has one or more font sizes.
- 6 Alignment** Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.
- 7 Graphics** A graphic is a nontext element or object such as a drawing or picture that can be added to a document.



Introducing Office Word 2007

Adventure Travel Tours has recently upgraded their computer systems at all locations across the country. As part of the upgrade, they have installed the latest version of the Microsoft Office 2007 suite of applications. You are very excited to see how this new and powerful application can help you create professional letters and reports as well as eye-catching flyers and newsletters.

Starting Office Word 2007

You will use the word processing application Microsoft Office System, Word 2007, to create a flyer promoting the new tours and presentations.

1 Start Word 2007.

Having Trouble?
See "Common 2007 Office Features," page I.10, for information on how to start the application and use features that are common to all 2007 Office applications.

● If necessary, maximize the Word 2007 application window.

Your screen should be similar to Figure 1.1

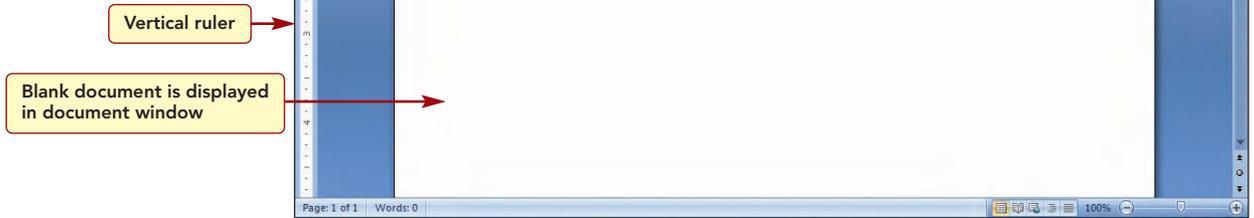


Figure 1.1

Additional Information
The Ribbon may display additional tabs if other application add-ins associated with Office are on.

Additional Information
If the ruler is not displayed, click  View Ruler above the vertical scroll bar to turn it on. You also can temporarily display the horizontal or vertical ruler by pointing to the top or left edge of the document window.

Additional Information
The mouse pointer also may appear in other shapes, depending upon the task being performed.

Exploring the Word 2007 Window

The Word 2007 Ribbon below the title bar consists of seven command tabs that provide access to the commands and features you will use to create and modify a document.

The large area below the toolbars is the **document window**. It currently displays a blank Word document. The **insertion point**, also called the **cursor**, is the blinking vertical bar that marks your location in the document. A vertical and horizontal **ruler** may be displayed along both edges of the document window. The horizontal ruler at the top of the document window shows the line length in inches and is used to set margins, tab stops, and indents. The vertical ruler along the left edge shows the page length in inches and shows your line location on the page.

The mouse pointer may appear as an I-beam (see Figure 1.1) or a left- or right-facing arrow, depending on its location in the window. When it appears as an I-beam, it is used to move the insertion point, and when it appears as an arrow, it is used to select items.

1 Move the mouse pointer into the left edge of the blank document to see it appear as .

Move the mouse pointer to the Ribbon to see it appear as .

Your screen should be similar to Figure 1.2

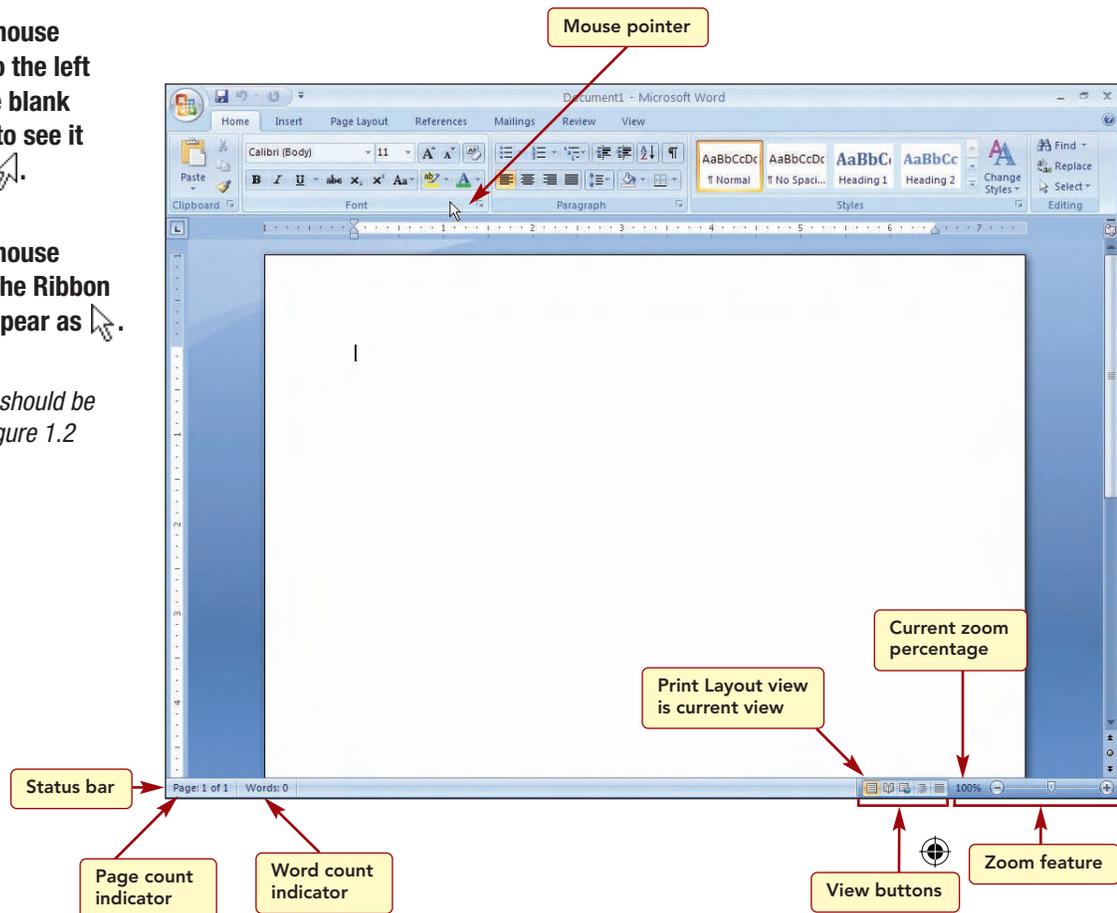


Figure 1.2

Viewing and Zooming a Document

The status bar at the bottom of the window displays the page and word count indicators. The page indicator identifies the page of text that is displayed onscreen of the total number of pages in the document. The word count indicator displays the number of words in a document. When you first start Word, a new blank document consisting of a single page and zero words is opened.

The right end of the status bar displays five buttons that are used to change the document view and a document zoom feature. Word includes

Additional Information

You also can change views using commands in the Document Views group of the View tab.

several views that are used for different purposes. The different document views are described in the table below.

Document View	Button	Effect on Text
Print Layout		Shows how the text and objects will appear on the printed page. This is the view to use when adjusting margins, working in columns, drawing objects, and placing graphics.
Full Screen Reading		Shows the document only, without Ribbon, status bar, or any other features. Useful for viewing and reading large documents. Use to review a document and add comments and highlighting.
Web Layout		Shows the document as it will appear when viewed in a Web browser. Use this view when creating Web pages or documents that will be displayed on the screen only.
Outline		Shows the structure of the document. This is the view to use to plan and reorganize text in a document.
Draft		Shows text formatting and simple layout of the page. This is the best view to use when typing, editing, and formatting text.

Additional Information

Pointing to the items on the status bar displays a ScreenTip that identifies the feature.

Additional Information

If you have a mouse with a scroll wheel, you can use it to zoom in or out by holding down **Ctrl** while turning the wheel forward or backward.



Print Layout view is the view you see when first starting Word or opening a document. You can tell which view is in use by looking at the view buttons. The button for the view that is in use appears highlighted.

The document zoom feature is used to change the amount of information displayed in the document window by “zooming in” to get a close-up view or “zooming out” to see more of the document at a reduced view. The default display, 100 percent, shows the characters the same size they will be when printed. You can increase the onscreen character size up to five times the normal display (500 percent) or reduce the character size to 10 percent. The zoom setting for each view is set independently and remains in effect until changed to another zoom setting.

You will “zoom out” on the document to see the entire page so you can better see the default document settings.

- 1 Drag the Zoom Slider to the left to reduce the zoom until the entire page is visible.

Your screen should be similar to Figure 1.3

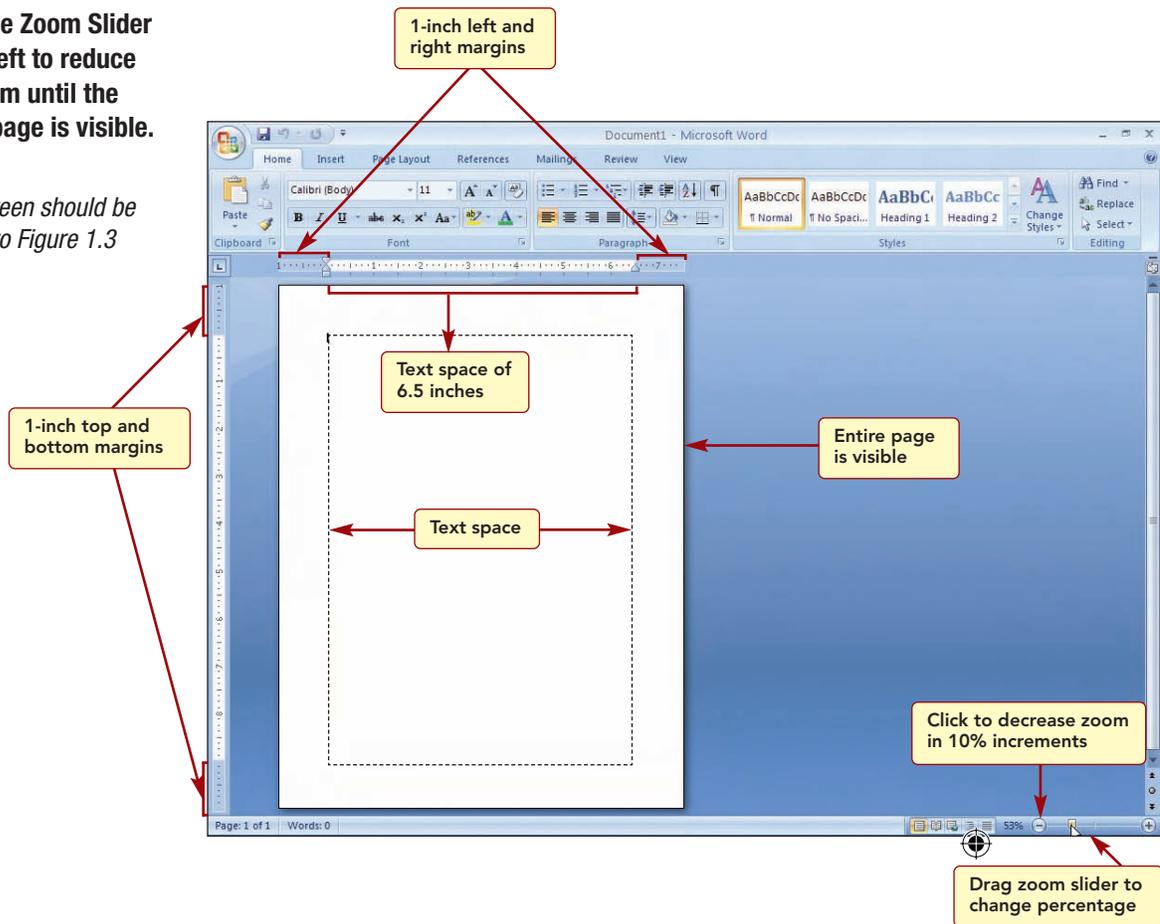


Figure 1.3

Additional Information

You also can click the  or  on the Zoom Slider to increase or decrease the zoom percentage by 10 percent increments.

At this zoom percentage, the entire page is displayed and all four edges of the paper are visible. It is like a blank piece of paper that already has many predefined settings. These settings, called **default** settings, are generally the most commonly used settings. The default document settings are stored in the Normal.dotm template file. A **template** is a document that contains many predefined settings that is used as the basis for the document you are creating. The Normal.dotm file is automatically opened whenever you start Word 2007. The default settings include a standard paper-size setting of 8.5 by 11 inches, 1-inch top and bottom margins, and 1-inch left and right margins.

You can verify many of the default document settings by looking at the information displayed in the rulers. The shaded area of the ruler identifies the margins and the white area identifies the text space. The text space occupies 6.5 inches of the page. Knowing that the default page size is 8.5 inches wide, this leaves 2 inches for margins: 1 inch for equal-sized left and right margins. The vertical ruler shows the entire page length is 11 inches with 1-inch top and bottom margins, leaving 9 inches of text space.

You will use Draft view to create the flyer about this year's new tours. You will use the View tab to both change the view and the Zoom percentage.

2. Open the View tab.
- From the Document Views group, click .
- If necessary, click  to display the ruler.
- From the Zoom group, click  to open the Zoom dialog box.

Additional Information
Pointing to the items on the Ribbon displays a ScreenTip that identifies the feature.

Your screen should be similar to Figure 1.4

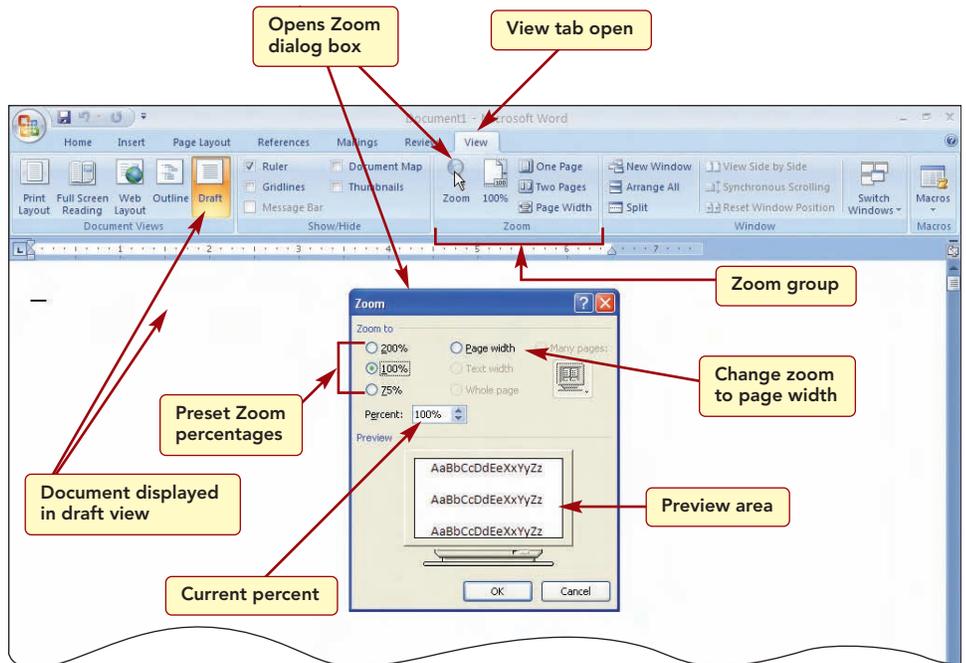
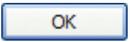


Figure 1.4

Additional Information
The Preview area shows the effects on the screen as you select different zoom options.

From the Zoom dialog box, you can choose from several preset zoom percentages, or set a precise percentage using the Percent scroll box. You want to zoom the window so that the full page width spans the document window. The page width is the area of the paper where the text is displayed.

3. Choose Page width.
- Click .

Another method
You also could use  in the zoom group to change to page width.

Your screen should be similar to Figure 1.5

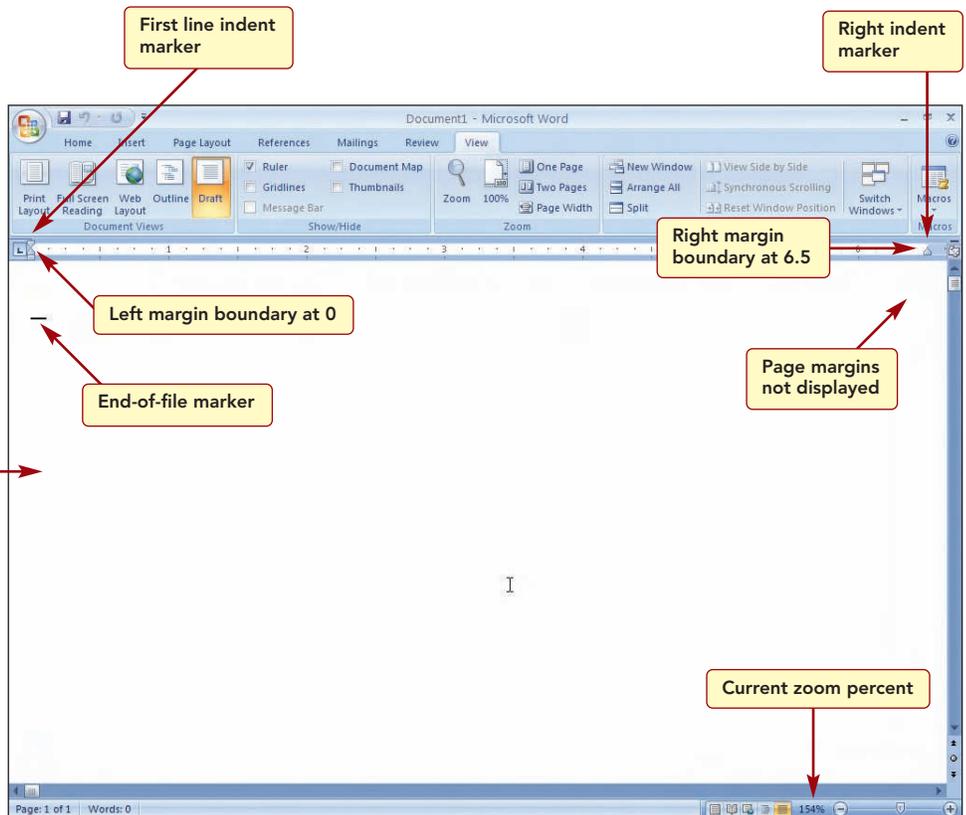


Figure 1.5

Increasing the zoom to page width increases the magnification to 154% and displays the full text area in the document window. In Draft view, the margins and the edges of the page are not displayed. This allows more space on the screen to display document content. This view also displays the **end-of-file marker**, the solid horizontal line that marks the last-used line in a document.

Additional Information

The vertical ruler is not displayed in Draft view.

The ruler also displays other default settings. The symbol  at the zero position is the first-line indent marker and marks the location of the left paragraph indent. The  symbol on the right end of the ruler line at the 6.5-inch position marks the right paragraph indent. Currently, the indent locations are the same as the left and right margin settings.

Creating New Documents

Your first project with Adventure Travel Tours is to create a flyer about four new tours. You will use the blank document to create the flyer for Adventure Travel Tours.

Developing a Document

The development of a document follows several steps: plan, enter, edit, format, and preview and print.

Step	Description	
Plan	The first step in the development of a document is to understand the purpose of the document and to plan what your document should say.	
Enter	After planning the document, you enter the content of the document by typing the text using the keyboard. Text also can be entered using the handwriting feature.	
Edit	Making changes to your document is called editing . While typing, you probably will make typing and spelling errors that need to be corrected. This is one type of editing. Another is to revise the content that you have entered to make it clearer, or to add or delete information.	
Format	Enhancing the appearance of the document to make it more readable or attractive is called formatting . This is usually performed when the document is near completion, after all editing and revising have been done. It includes many features such as boldfaced text, italics, and bulleted lists.	
Preview and Print	The last step is to preview and print the document. When previewing, you check the document's overall appearance and make any final changes before printing.	

You will find that you will generally follow these steps in the order listed above for your first draft of a document. However, you will probably retrace steps such as editing and formatting as the final document is developed.

During the planning phase, you spoke with your manager regarding the purpose of the flyer and the content in general. The primary purpose of the flyer is to promote the new tours. A secondary purpose is to advertise the company in general.

You plan to include specific information about the new tours in the flyer as well as general information about Adventure Travel Tours. The content also needs to include information about the upcoming new tour presentations. Finally, you want to include information about the Adventure Travel Web site.

Entering Text

Now that you understand the purpose of the flyer and have a general idea of the content, you are ready to enter the text.

Text is entered using the keyboard. As you type, you will probably make simple typing errors that you want to correct. Word includes many features that make entering text and correcting errors much easier. These features include checking for spelling and grammar errors, auto correction, and word wrap. You will see how these features work while entering the title and first paragraph of the flyer.

Typing Text

To enter text in a new document, simply begin typing the text. The first line of the flyer will contain the text “Adventure Travel Tours New Adventures.” As you begin to enter this line of text, include the intentional error identified in italic.

- 1 • **Type Adventure Traveel (do not press space after typing the last letter).**

Your screen should be similar to Figure 1.6

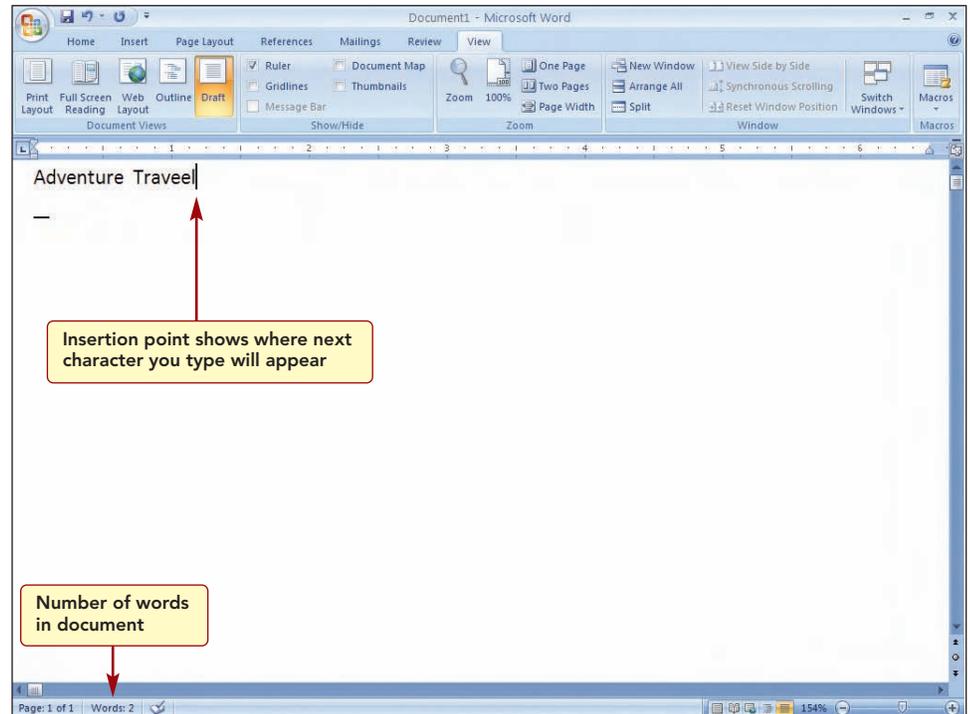


Figure 1.6

Additional Information

The status bar also can display additional information such as the horizontal position of the insertion point on the line and the line number. To customize the status bar, right-click the status bar and select the features you want displayed from the status bar context menu.

Notice that, as you type, the insertion point moves to the right and the character appears to the left of the insertion point. The location of the insertion point shows where the next character will appear as you type. Also, the status bar now tells you that there are two words in the document.

Moving through Text

After text is entered into a document, you need to know how to move around within the text to correct errors or make changes. You see you have made a typing error by typing an extra e in the word travel. To correct this error, you first need to move the insertion point back to the correct position on the line. The keyboard or mouse can be used to move through the text in the document window. Depending on what you are doing, one method may be more efficient than another. For example, if your hands are already on the keyboard as you are entering text, it may be quicker to use the keyboard rather than take your hands off to use the mouse.

You use the mouse to move the insertion point to a specific location in a document simply by clicking on the location. When you can use the mouse to move the insertion point, it is shaped as an I-beam. However, when the mouse pointer is positioned in the unmarked area to the left of a line (the left margin), it changes to an arrow . When the mouse is in this area, it can be used to highlight (select) text.

You use the arrow keys located on the numeric keypad or the directional keypad to move the insertion point in a document. The keyboard directional keys are described in the following table.

Key	Movement
	One character to right
	One character to left
	One line up
	One line down
Ctrl + 	One word to right
Ctrl + 	One word to left
Home	Beginning of line
End	End of line

1 Press  or position the I-beam between the e and l and click.

The insertion point is positioned between the e and l.

Holding down a directional key or key combination moves quickly in the direction indicated, saving multiple presses of the key. Many of the Word insertion point movement keys can be held down to execute multiple moves.

Additional Information

You can use the directional keys on the numeric keypad or the dedicated directional keypad area. If using the numeric keypad, make sure the Num Lock feature is off; otherwise, numbers will be entered in the document. The Num Lock indicator light above the keypad is lit when on. Press **Num Lock** to turn it off.

Using Backspace and Delete

Removing typing entries to change or correct them is one of the basic editing tasks. Corrections may be made in many ways. Two of the most important editing keys are the **Backspace** key and the **Delete** key. The **Backspace** key removes a character or space to the left of the insertion point. It is particularly useful when you are moving from right to left (backward) along a line of text. The **Delete** key removes the character or space to the right of the insertion point and is most useful when moving from left to right along a line.

You will correct the error and continue typing the first line.

- 1 Press **Backspace** to remove the extra e.
- Press **→** or click at the end of the line.
- Press **Spacebar**.
- Type **Tours four new adventures** and correct any typing errors as you make them using **Backspace** or **Delete**.

Your screen should be similar to Figure 1.7

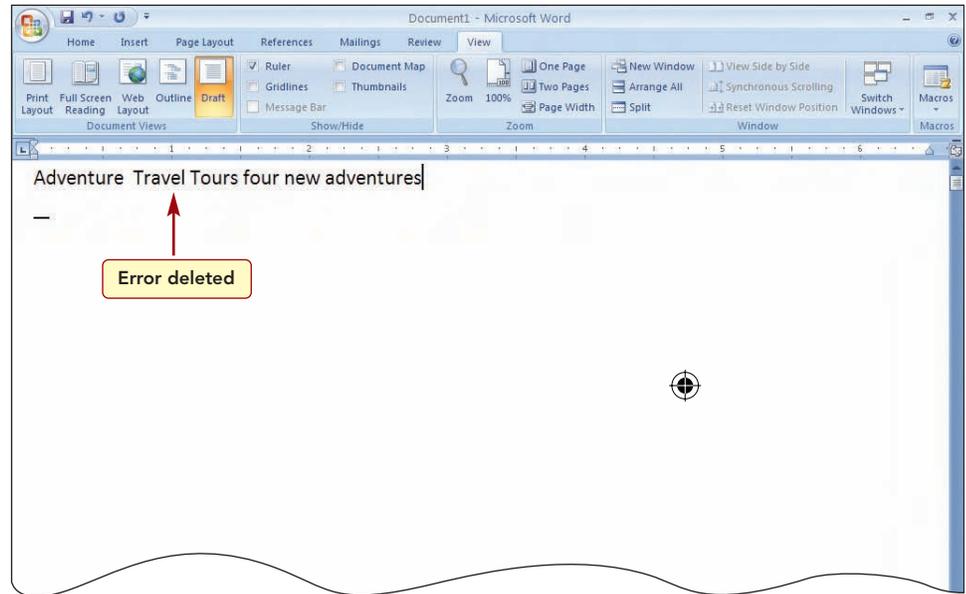


Figure 1.7

Ending a Line and Inserting Blank Lines

Now you are ready to complete the first line of the announcement. To end a line and begin another line, you simply press **↵**. The insertion point moves to the beginning of the next line. If you press **↵** at the beginning of a line, a blank line is inserted into the document. If the insertion point is in the middle of a line of text and you press **↵**, all the text to the right of the insertion point moves to the beginning of the next line.

1 Press **↵** 3 times.

Your screen should be similar to Figure 1.8

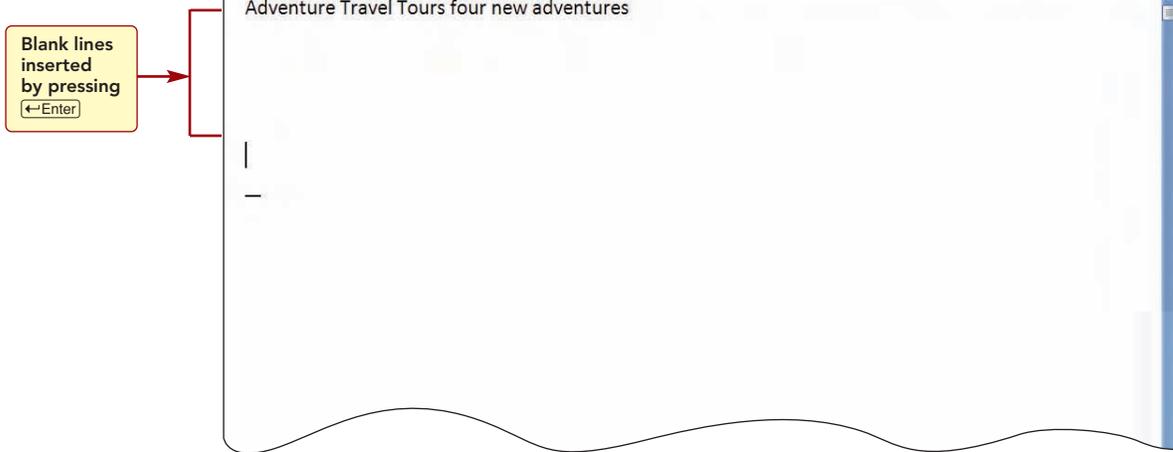


Figure 1.8

Pressing the first **↵** ended the first line of text and inserted a blank line. The next two inserted blank lines.

Revealing Formatting Marks

While you are creating your document, Word automatically inserts formatting marks that control the appearance of your document. These marks are not displayed automatically so that the document is not cluttered. Sometimes, however, it is helpful to view the underlying formatting marks. Displaying these marks makes it easy to see, for example, if you have added an extra space between words or at the end of a sentence.

1 Open the Home tab and click **Show/Hide** in the Paragraph group.

Another Method
You also can use the keyboard shortcut **Ctrl + *** to display formatting marks.

Your screen should be similar to Figure 1.9

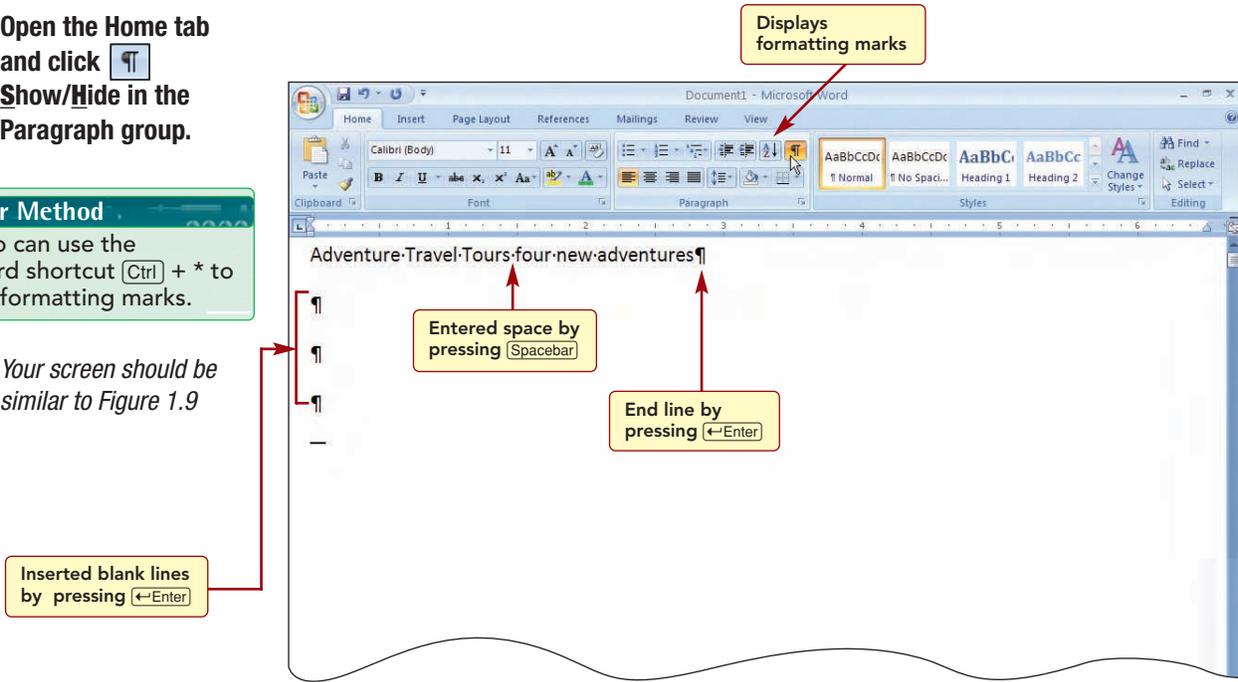


Figure 1.9

The document now displays the formatting marks. The ¶ character on the line above the insertion point represents the pressing of **↵** that created the blank line. The ¶ character at the end of the text represents the pressing of **↵** that ended the line and moved the insertion point to the beginning of the next line. Between each word, a dot shows where the **Spacebar** was pressed. Formatting marks do not appear when the document is printed. You can continue to work on the document while the formatting marks are displayed, just as you did when they were hidden.

You have decided you want the flyer heading to be on two lines, with the words “four new adventures” on the second line. To do this, you will insert a blank line after the word Tours. You will move the insertion point to the location in the text where you want to insert the blank line.

2. Click on the right side of the “s” in “Tours” before the dot for a space.
- Press **↵** 2 times.
- Press **Delete** to remove the space at the beginning of the line.
- Press **↓**.

Your screen should be similar to Figure 1.10

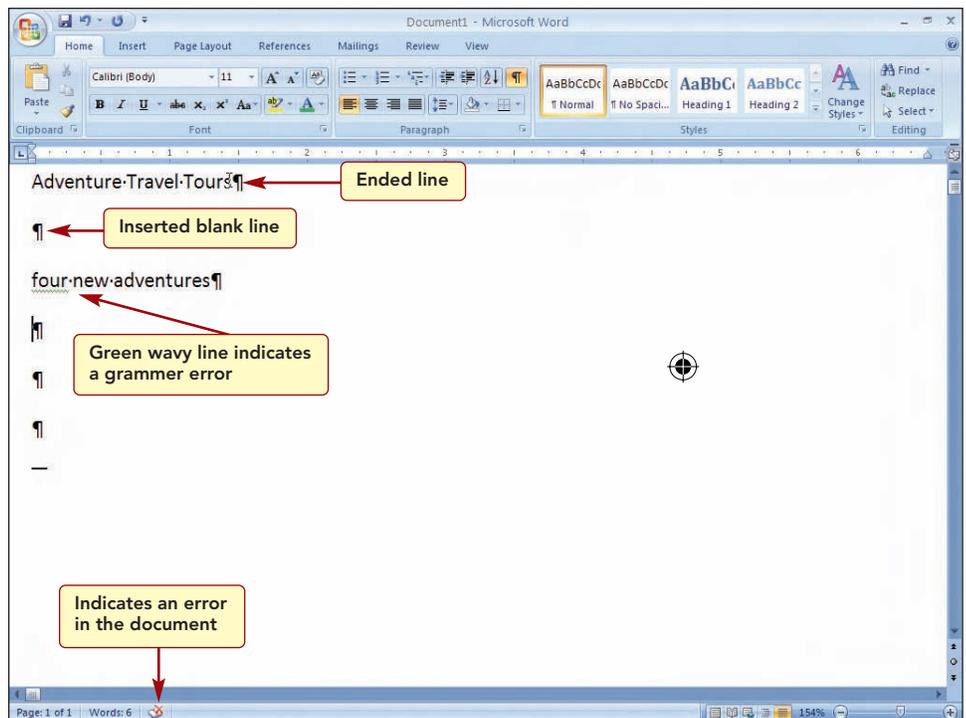


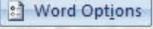
Figure 1.10

As you continue to create a document, the formatting marks are automatically adjusted.

Identifying and Correcting Errors Automatically

Notice that a green wavy underline appears under the word “four.” This indicates an error has been detected.

As you enter text, Word is constantly checking the document for spelling and grammar errors. The Spelling and Grammar Status icon in the status bar displays an animated pencil icon  while you are typing, indicating Word is checking for errors as you type. When you stop typing, it displays either a blue checkmark , indicating the program does not detect any errors, or a red X , indicating the document contains an error.

Having Trouble?
 If the green underline is not displayed, click  Office Button, click  Word Options, Proofing, and select the “Check spelling as you type”, “Mark grammar errors as you type”, and “Check grammar with spelling” options.

In many cases, Word will automatically correct errors for you. In other cases, it identifies the error by underlining it. The different colors and designs of underlines indicate the type of error that has been identified. In addition to identifying the error, Word provides suggestions as to the possible correction needed.

Checking Grammar

In addition to the green wavy line under “four,” the Spelling and Grammar Status icon appears as  in the status bar. This indicates that a spelling or grammar error has been located. The green wavy underline below the error indicates it is a grammar error.

Concept 1

Grammar Checker

- 1 The grammar checker advises you of incorrect grammar as you create and edit a document, and proposes possible corrections. Grammar checking occurs after you enter punctuation or end a line. If grammatical errors in subject-verb agreements, verb forms, capitalization, or commonly confused words, to name a few, are detected, they are identified with a wavy green line. You can correct the grammatical error by editing it or you can open the context menu for the identified error and display a suggested correction. Because not all identified grammatical errors are actual errors, you need to use discretion when correcting the errors.

- 1 Right-click the word “four” to open the context menu.

Having Trouble?

Review context menus in the “Common Office 2007 Features” section (page I.15). If the wrong context menu appears, you probably did not have the I-beam positioned on the error with the green wavy line. Press **[Esc]** or click outside the menu to cancel it and try again.

Your screen should be similar to Figure 1.11

Additional Information

A dimmed menu option means it is currently unavailable.

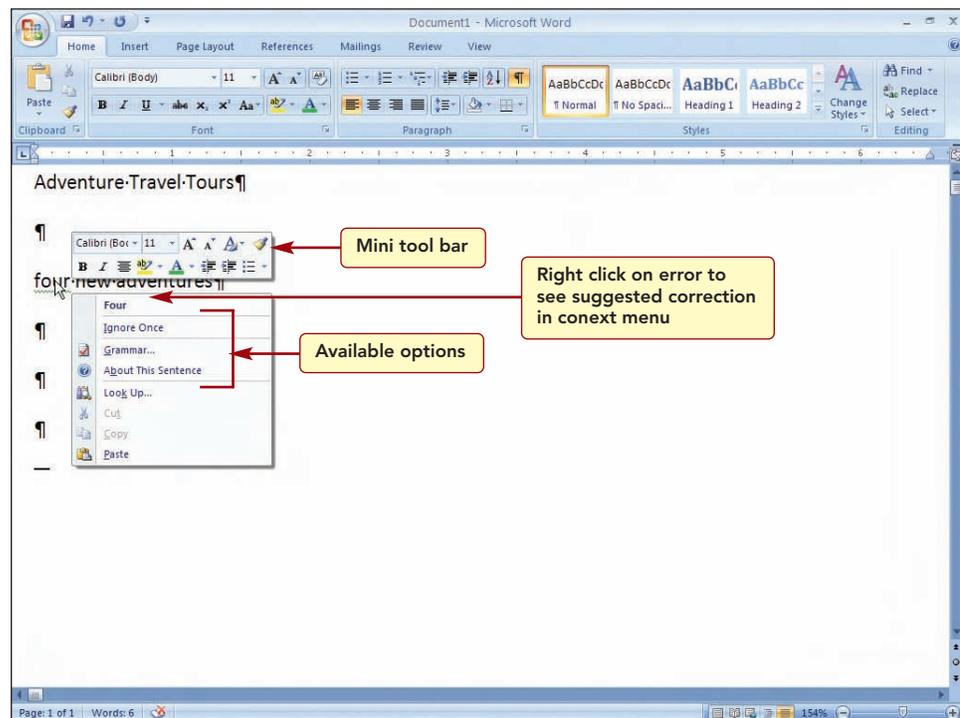


Figure 1.11

Additional Information

You will learn about using the Mini toolbar shortly.

The Word Mini toolbar and a context menu containing commands related to the grammar error are displayed. The first item on the menu is the suggested correction, “Four.” The grammar checker indicates you should capitalize the first letter of the word because it appears to be the beginning of a sentence. It also includes four available commands that are relevant to the item, described below.

Command	Effect
Ignore Once	Instructs Word to ignore the grammatical error in this sentence.
Grammar	Opens the grammar checker and displays an explanation of the error.
About This Sentence	Provides help about the grammatical error.
Look up	Looks up word in dictionary.

To make this correction, you could simply choose the correction from the menu and the correction would be inserted into the document. Although, in this case, you can readily identify the reason for the error, sometimes the reason is not so obvious. In those cases, you can open the grammar checker to find out more information.

2 Choose Grammar.

Your screen should be similar to Figure 1.12

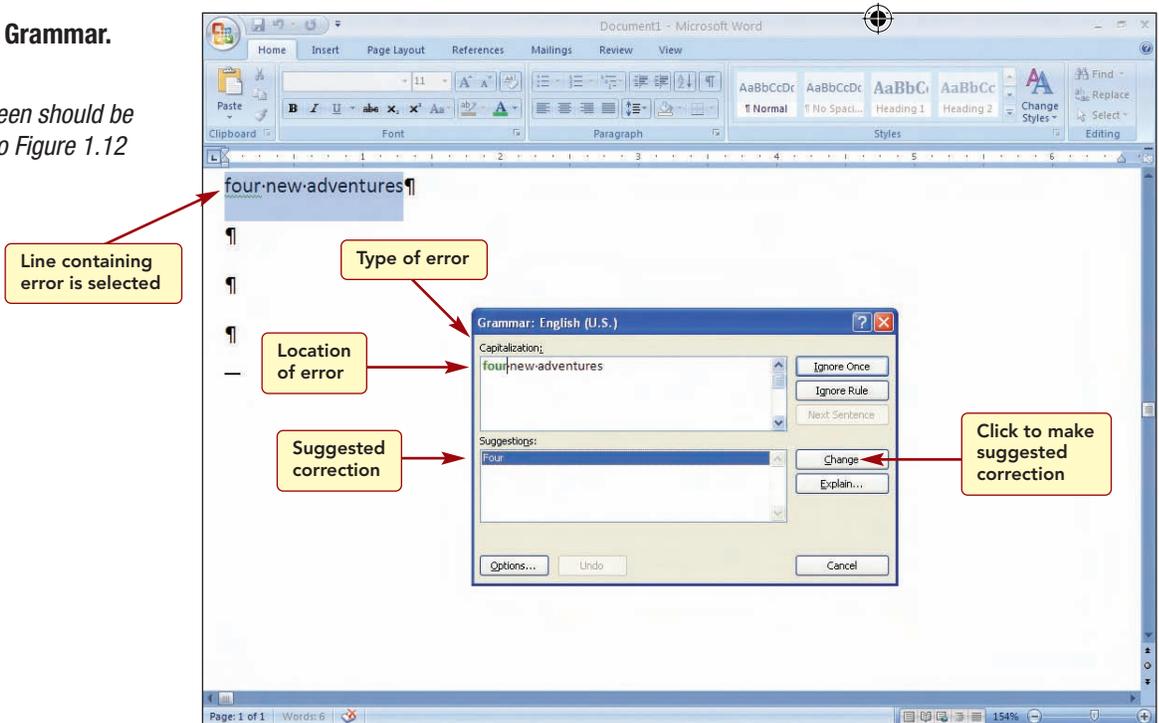


Figure 1.12

The Grammar dialog box identifies the type and location of the grammatical error in the upper text box and the suggested correction in the Suggestions box. The line in the document containing the error is also highlighted (selected) to make it easy for you to see the location of the error. You will make the suggested change.

3 Click

Move to the blank line at the end of the document.

Additional Information

Moving the insertion point using the keyboard or mouse deselects or removes the highlight from text that is selected.

Your screen should be similar to Figure 1.13

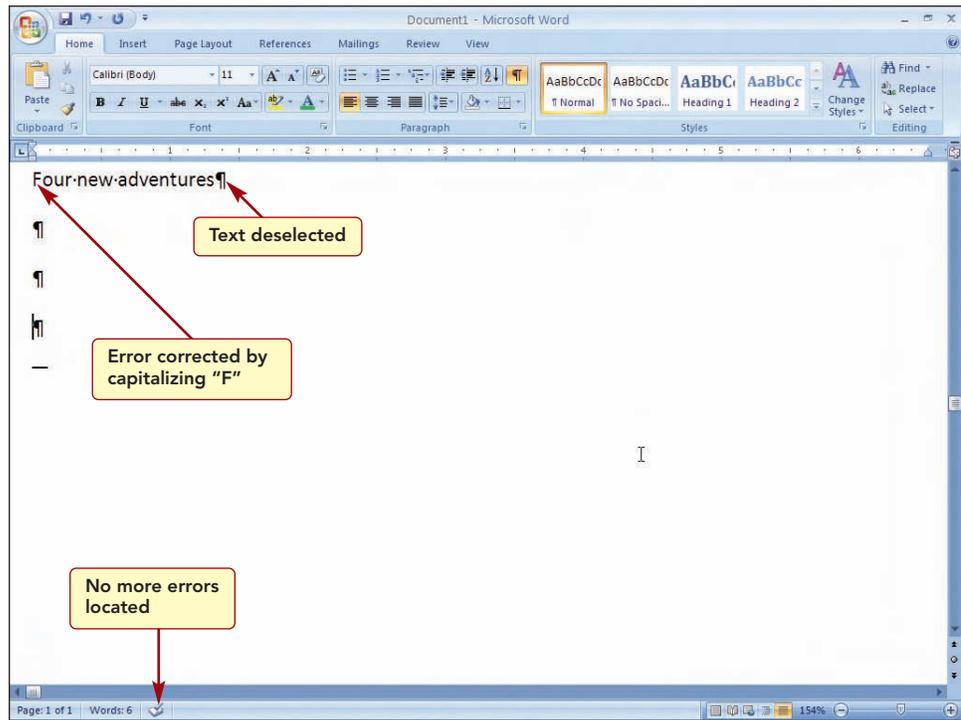


Figure 1.13

The error is corrected, the wavy green line is removed, and the Spelling and Grammar Status icon returns to .

Checking Spelling

Now you are ready to type the text for the first paragraph of the flyer.

Enter the following text, including the international spelling errors.

1 Type **Attention
adventure travellers!**

Press .

Your screen should be similar to Figure 1.14

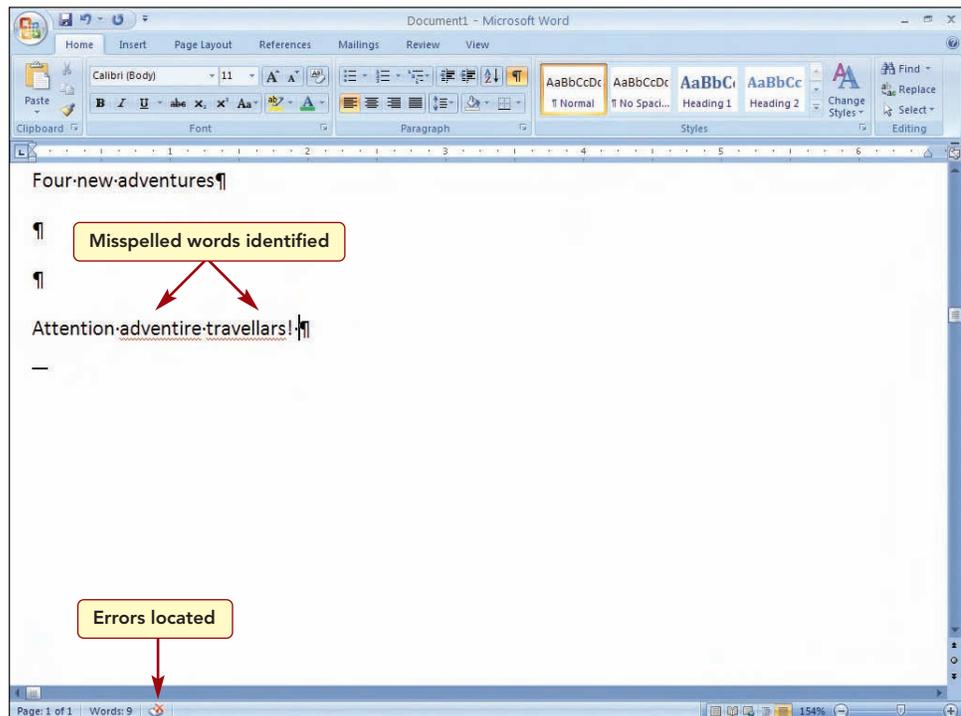


Figure 1.14

As soon as you complete a word by entering a space, the program checks the word for spelling accuracy.

Concept 2

Spelling Checker

2 The spelling checker advises you of misspelled words as you create and edit a document, and proposes possible corrections. The spelling checker compares each word you type to a **main dictionary** of words supplied with the program. The main dictionary includes most common words. If the word does not appear in the main dictionary, it then checks the **custom dictionary**. The custom dictionary consists of a list of words such as proper names, technical terms, and so on, that are not in the main dictionary and that you want the spelling checker to accept as correct. Adding words to the custom dictionary prevents the flagging as incorrect of specialized words that you commonly use. Word shares custom dictionaries with other Microsoft Office applications such as PowerPoint.

If the word does not appear in either dictionary, the program identifies it as misspelled by displaying a red wavy line below the word. You can then correct the misspelled word by editing it. Alternatively, you can display a list of suggested spelling corrections for that word and select the correct spelling from the list to replace the misspelled word in the document.

Word automatically identified the two words “adventure travellers” as misspelled by underlining them with a wavy red line. The quickest way to correct a misspelled word is to select the correct spelling from a list of suggested spelling corrections displayed on the context menu.

2 Right-click on “adventure” to display the context menu.

Another Method

You also can position the insertion point on the item you want to display a context menu for and press **⇧ Shift + F10** to open the menu.

Your screen should be similar to Figure 1.15

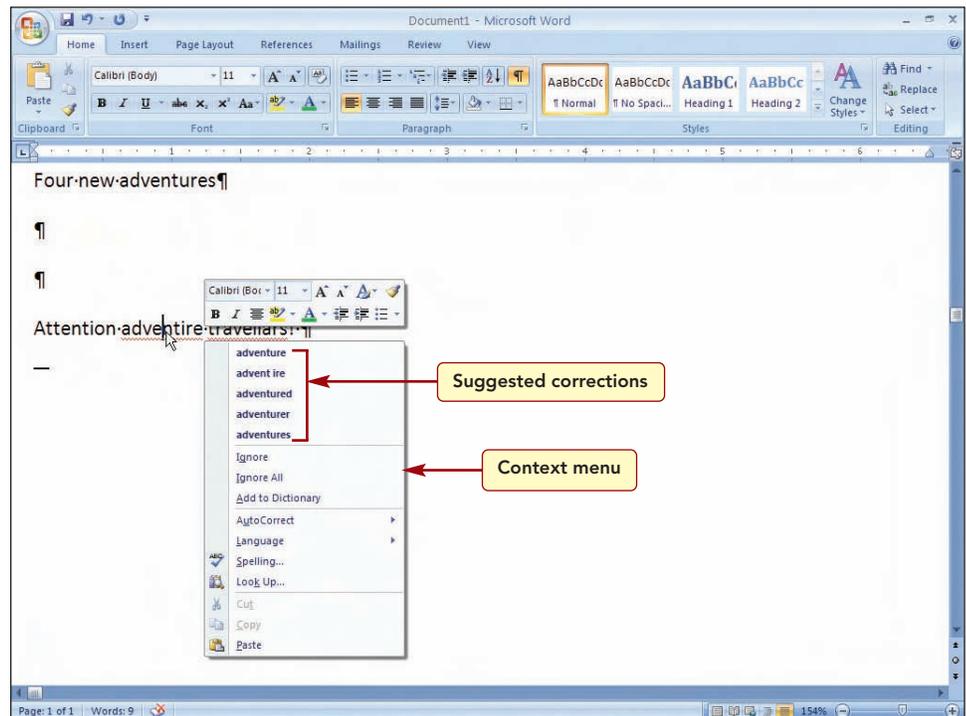


Figure 1.15

A context menu containing suggested correct spellings is displayed. The context menu also includes several related menu options, described in the following table.

Option	Effect
Ignore	Instructs word to ignore the misspelling of this word for this occurrence only.
Ignore All	Instructs Word to ignore the misspelling of this word throughout the rest of this session.
Add to Dictionary	Adds the word to the custom dictionary list. When a word is added to the custom dictionary, Word will always accept that spelling as correct.
AutoCorrect	Adds the word to the AutoCorrect list so Word can correct misspellings of it automatically as you type.
Language	Sets the language format, such as French, English, or German, to apply to the word.
Spelling	Starts the spell-checking program to check the entire document. You will learn about this feature in Lab 2.
Look up	Searches reference tools to locate similar words and definitions.

Sometimes there are no suggested replacements because Word cannot locate any words in its dictionary that are similar in spelling; or the suggestions are not correct. If this occurs, you need to edit the word manually. In this case, the first suggestion is correct.

- 3 Choose "adventure".
- Correct the spelling for "travellers".

Your screen should be similar to Figure 1.16

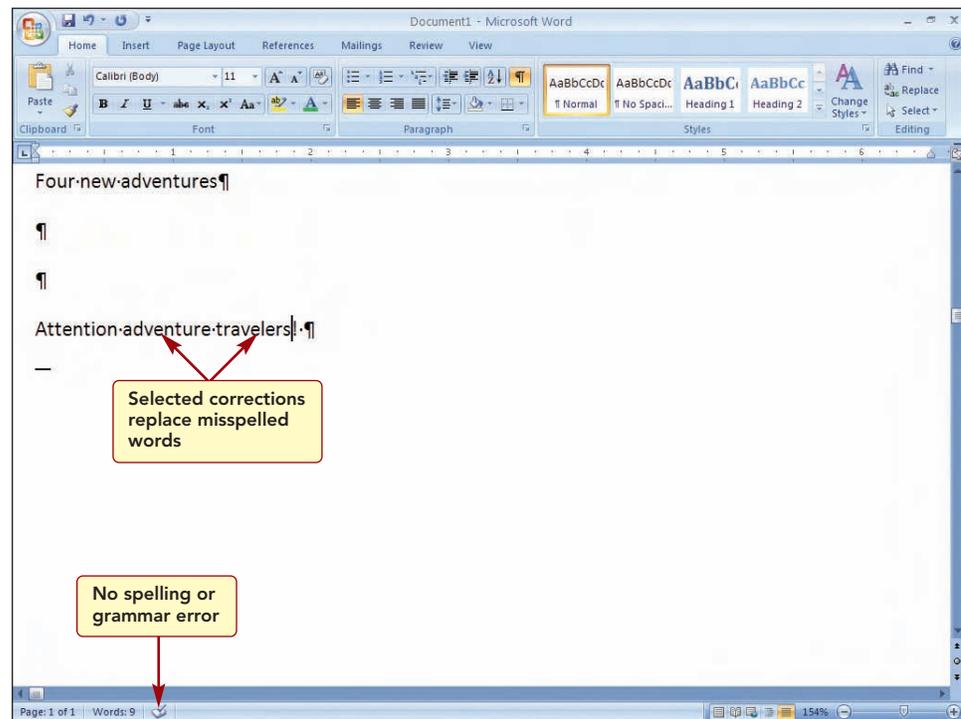


Figure 1.16

The spelling corrections you selected replace the misspelled words in the document. The Spelling and Grammar status icon returns to , indicating that, as far as Word is able to detect, the document is free from errors.

Using AutoCorrect

As you have seen, as soon as you complete a word by entering a space or punctuation, the program checks the word for grammar and spelling accuracy. Also, when you complete a sentence and start another, additional checks are made. Many spelling and grammar corrections are made automatically for you as you type. This is part of the AutoCorrect feature of Word.

Concept 3

AutoCorrect

3 The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically corrects the entry. The AutoCorrect feature automatically inserts proper capitalization at the beginning of sentences and in the names of days of the week. It also will change to lowercase letters any words that were incorrectly capitalized because of the accidental use of the **⇧** key. In addition, it also corrects many common typing and spelling errors automatically.

One way the program automatically makes corrections is by looking for certain types of errors. For example, if two capital letters appear at the beginning of a word, Word changes the second capital letter to a lowercase letter. If a lowercase letter appears at the beginning of a sentence, Word capitalizes the first letter of the first word. If the name of a day begins with a lowercase letter, Word capitalizes the first letter. When Spelling Checker provides a single suggested spelling correction for the word, the program will automatically replace the incorrect spelling with the suggested replacement.

Another way the program makes corrections is by checking all entries against a built-in list of AutoCorrect entries. If it finds the entry on the list, the program automatically replaces the error with the correction. For example, the typing error “withthe” is automatically changed to “with the” because the error is on the AutoCorrect list. You also can add words to the AutoCorrect list that you want to be automatically corrected.

Enter the following text, including the errors (identified in italics).

- 1** Press **End** to move to the end of the line.
- Type *attend a presentaaation to lern aboutthe*
- Press **Spacebar**.

Your screen should be similar to Figure 1.17

Having Trouble?

The “Capitalize first letter of sentences” and “Replace text as you type” AutoCorrect features must be on. Use

Office **B**utton / **W**ord Options / **P**roofing / **A**utoCorrect Options and select these options if necessary.

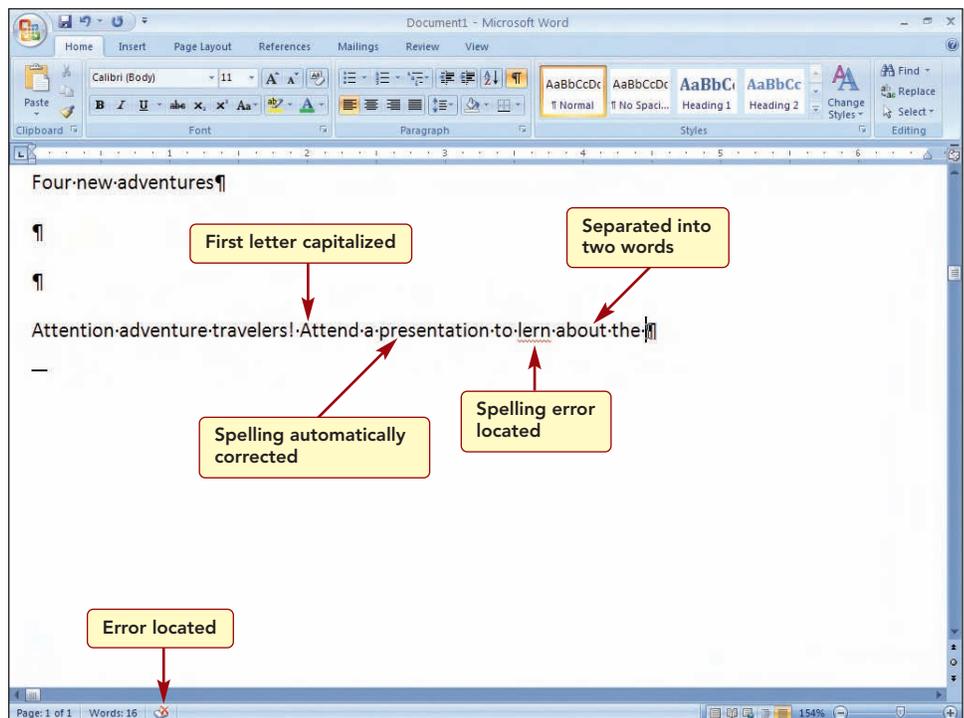


Figure 1.17

MORE ABOUT

See 1.4 personalize office Word 2007, Customize AutoCorrect Options in the More About appendix to learn how to customize the AutoCorrect feature.

The first letter of the word “attend” was automatically capitalized because, as you were typing, the program determined that it is the first word in a sentence. In a similar manner, it corrected the spelling of “presentation” and separated the words “about the” with a space. The AutoCorrect feature corrected the spelling of “presentation” because it was the only suggested correction for the word supplied by the Spelling Checker. The word “lern” was not corrected because there are several suggested spelling corrections.

When you rest the mouse pointer near text that has been corrected automatically or move the insertion point onto the word, a small blue box appears under the first character of the word. The blue box changes to the  AutoCorrect Options button when you point directly to it.

- 2 Point to the word “Attend” to display the blue box.

Having Trouble?

If your screen does not display the blue box, click  Office Button, choose Proofing, AutoCorrect Options, and select the Show AutoCorrect Options button check box.

- Point to the blue box.
- Click  AutoCorrect Options.

Your screen should be similar to Figure 1.18

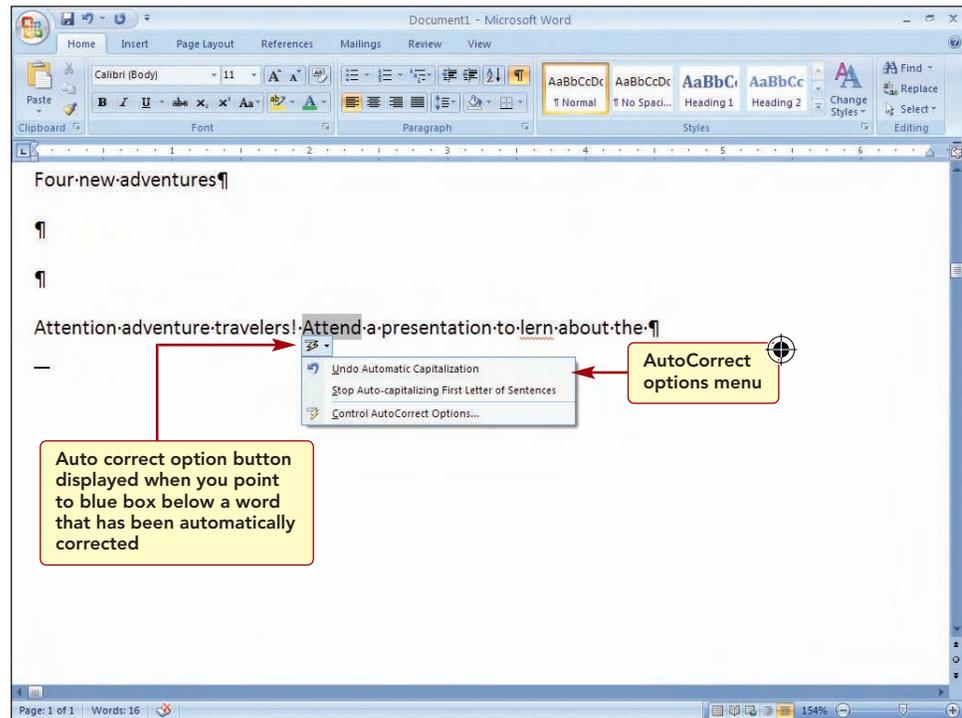


Figure 1.18

Another Method

Use  Office Button/
 Word Options /Proofing/
AutoCorrect Options/
Exceptions to add a word to the exceptions list.

Each time Word uses the AutoCorrect feature, the AutoCorrect Options button is available. The AutoCorrect Options menu allows you to undo the AutoCorrection or to permanently disable the AutoCorrection for the remainder of your document. The Control AutoCorrect Options command is used to change the settings for this feature. In some cases, you may want to exclude a word from automatic correction. You can do this by adding the word to the exceptions list so the feature will be disabled for that word. If you use **[Backspace]** to delete an automatic correction and then type it again the way you want it to appear, the word will be automatically added to the exceptions list.

You want to keep all the AutoCorrections that were made and correct the spelling for “lern”.

- 3 Click outside the menu to close it.
- Open the spelling context menu for “lern” and choose “learn”.

The spelling is corrected, and the spelling indicator in the status bar indicates that the document is free of errors.

Using Word Wrap

Now you will continue entering more of the paragraph. As you type, when the text gets close to the right margin, do not press **↵** to move to the next line. Word will automatically wrap words to the next line as needed.

Concept 4

Word Wrap

- 4 The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings. This feature saves time when entering text because you do not need to press **↵** at the end of a full line to begin a new line. The only time you need to press **↵** is to end a paragraph, to insert blank lines, or to create a short line such as a salutation. In addition, if you change the margins or insert or delete text on a line, the program automatically readjusts the text on the line to fit within the new margin settings. Word wrap is common to all word processors.



Enter the following text to complete the sentence.

- 1 Press **↵** to move to the end of the line.
- Type **earth’s greatest unspoiled habitats and find out how you can experience the adventure of a lifetime.**
- Correct any spelling or grammar errors that are identified.

Your screen should be similar to Figure 1.19

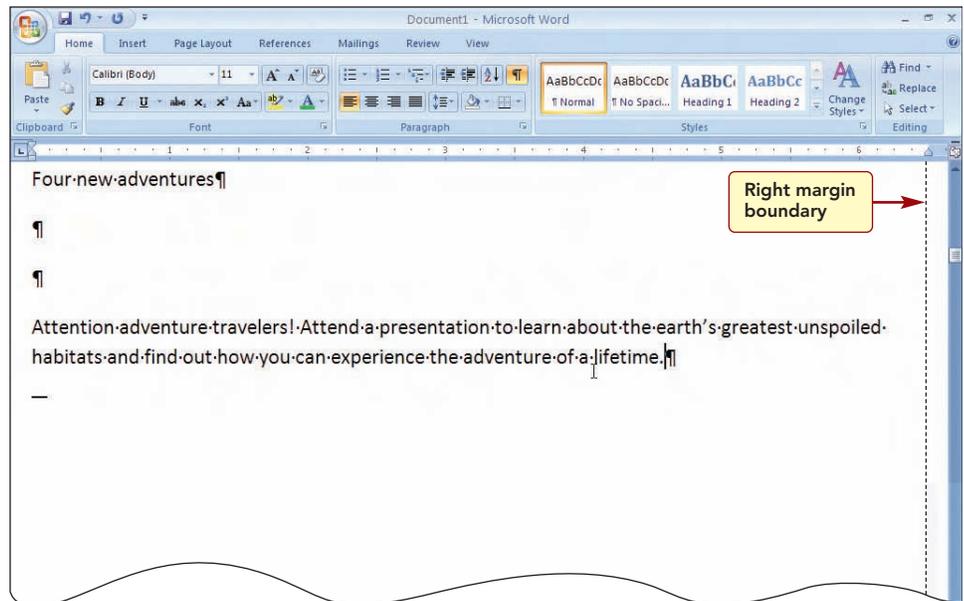


Figure 1.19

Additional Information

Generally, when using a word processor, separate sentences with one space after a period rather than two spaces, which was common when typewriters were used.

The program has wrapped the text that would overlap the right margin to the beginning of the next line.

You have a meeting you need to attend in a few minutes and want to continue working on the document when you get back. You decide to add your name and the current date to the document. As you type the first four characters of the month, Word will recognize the entry as a month and display a ScreenTip suggesting the remainder of the month. You can insert the suggested month by pressing **←Enter**. Then enter a space and another ScreenTip will appear with the complete date. Press **←Enter** again to insert it.

Additional Information

You can continue typing to ignore the date suggestion.

- 2 Move to the end of the sentence and press **←Enter** twice.
- Type your name.
- Press **←Enter**.
- Type the current date beginning with the month and when the ScreenTips appear for the month and the complete date, press **←Enter** to insert them.
- Press **←Enter** twice.
- Click **Show/Hide** to turn off the display of formatting marks.

Your screen should be similar to Figure 1.20

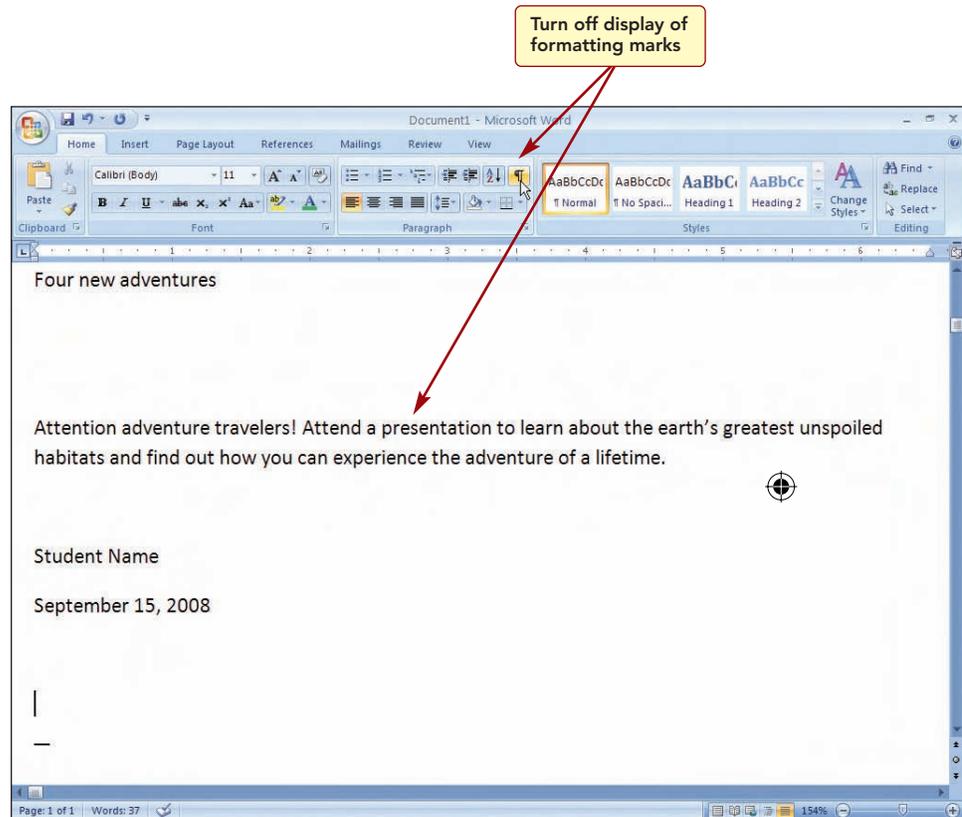


Figure 1.20

As you have seen, in many editing situations, it is helpful to display the formatting marks. However, for normal entry of text, you will probably not need the marks displayed. Now that you know how to turn this feature on and off, you can use it whenever you want when entering and editing text.

Specifying Document Properties

In addition to the content of the document that you create, Word automatically includes details about the document that describe or identify it called **document properties**. Document properties include details such as title, author name, subject, and keywords that identify the document's topic or contents. Some of these properties are automatically generated. These include statistics such as the number of words in the file and general information such as the date the document was created and last modified. Others such as author name and keywords are properties that you can specify. By specifying relevant information as document properties, you can easily organize, identify, and search for your documents later.

Modifying Document Properties

You will look at the document properties that are automatically included and add documentation to identify you as the author, and specify a document title and keywords to describe the document.

- 1 Click  Office Button.
Point to Prepare to select it and click on Properties in the submenu to choose it.

Your screen should be similar to Figure 1.21

Document information panel

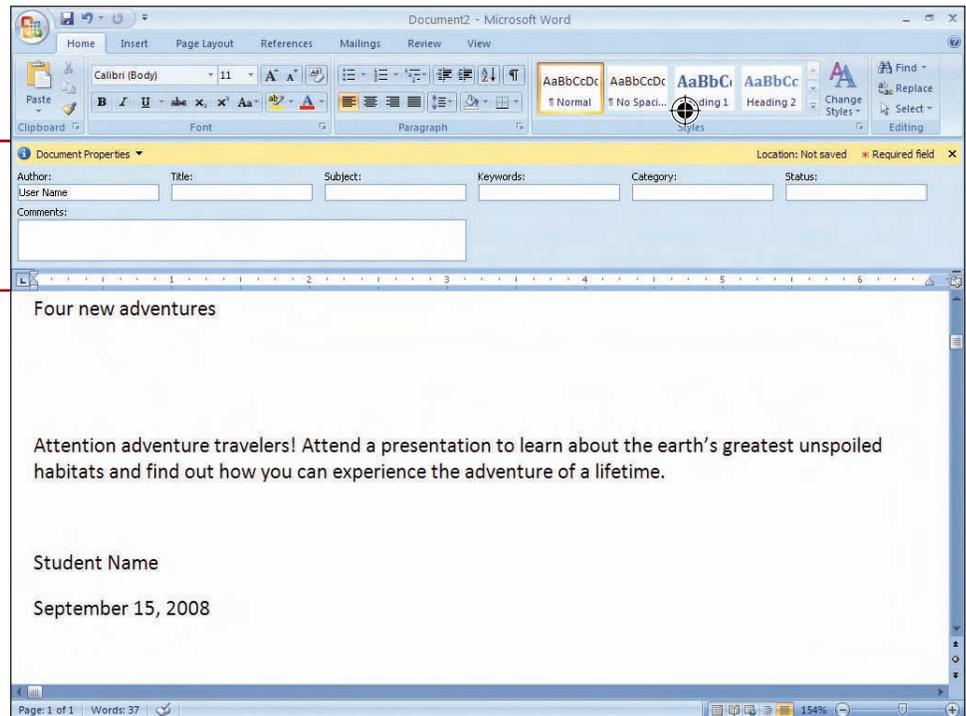


Figure 1.21

MORE ABOUT



See Personalize user name and initials in the 1.4 personalize office Word 2007 section of the More About appendix to learn how to personalize your copy of Word to include your name and initials.

2

If necessary, select the existing text in the Author text box by triple-clicking on it.

Additional Information

You will learn all about selecting text shortly.

- Type **your name** in the Author text box.
- Enter **New Tours Flyer** as the title.
- Enter **Four new tours** as the subject.
- Enter **Flyer** as the keyword.
- Enter **Advertising** as the category.
- Enter **First Draft** as the status.

Your screen should be similar to Figure 1.22

The Document Information Panel opens and displays the standard properties associated with the document. Most of these properties are blank waiting for you to specify your own information. The Author property may display the user name that is associated with the copy of Word you are using. You will change the author name to your name and add information to fill in the other standard properties.

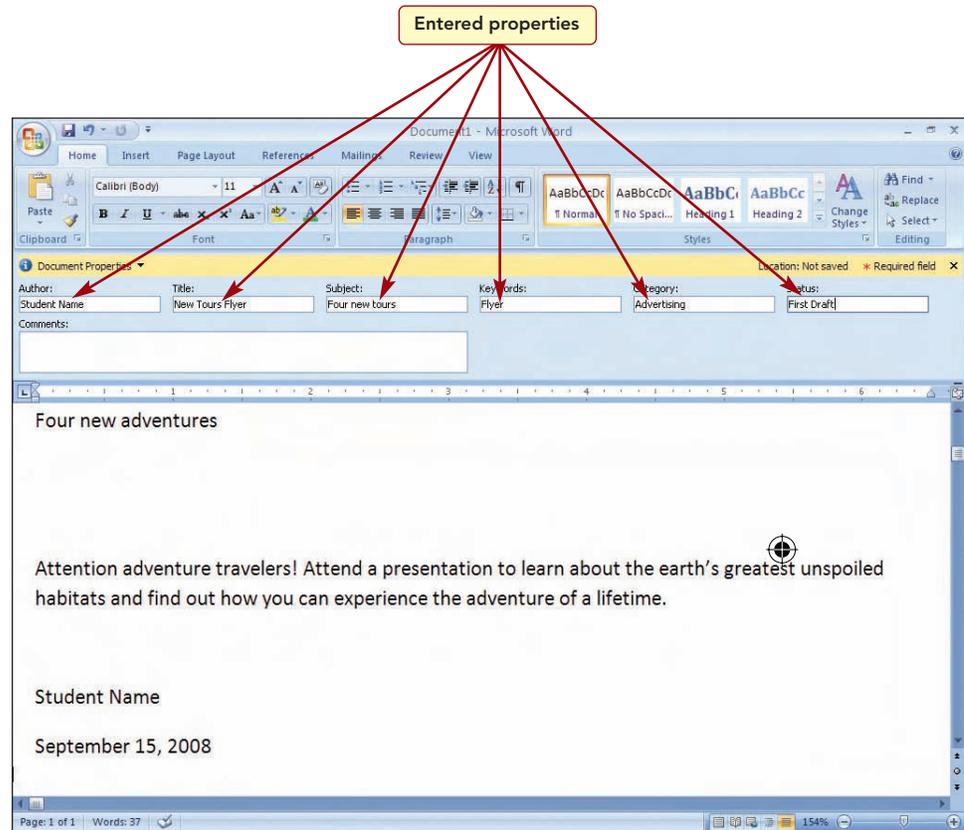


Figure 1.22

Next, you will quickly look at the additional information that is stored as document properties.

- 3** Click **Document Properties** and choose **Advanced Properties** from the menu.

Your screen should be similar to Figure 1.23

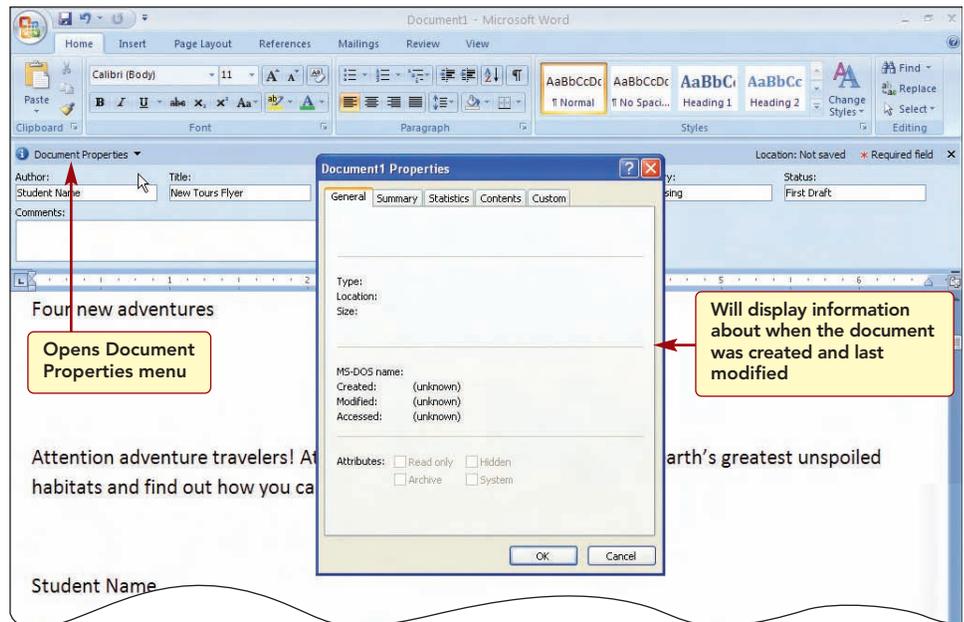


Figure 1.23

The General tab displays file system information about the type, location, and size of the document as well as information about when the document was created and modified. This information is automatically generated by the program. Because your document has not been saved yet, this information is blank. Next you will look at the document statistics.

- 4** Open the **Statistics** tab.

Your screen should be similar to Figure 1.24

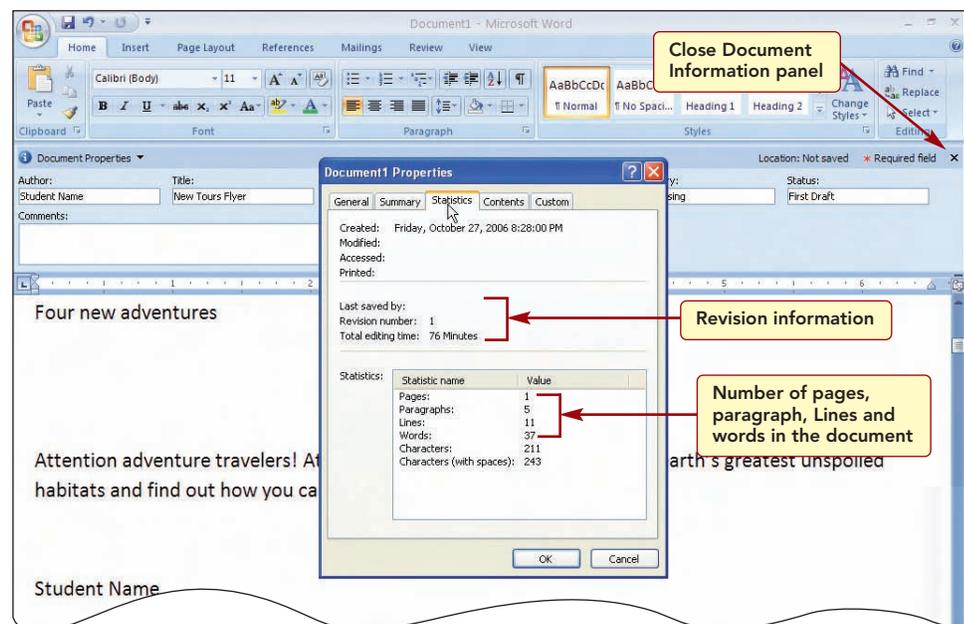
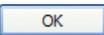


Figure 1.24

This tab includes revision information that identifies who last saved the document, the revision number, and the total editing time in minutes. The Statistics table shows the number of pages, words, lines, paragraphs, and so forth that are in the document. This information also is automatically generated and cannot be changed. The remaining three tabs—Contents, Custom, and Summary—include additional document property information.

You have added all the properties to the document that are needed at this time.

5 Open the Contents, Custom, and Summary tabs to see the content.

Click  to close the Properties dialog box.

Click  to close the Document Information Panel.

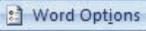
Once the standard document properties are specified, you can use them to identify and locate documents. You also can use the automatically updated properties for the same purpose. For example, you can search for all files created by a specified user or on a certain date.

Saving, Closing, and Opening Files

Before leaving to attend your meeting, you want to save your work to a file. As you enter and edit text to create a new document, the changes you make are immediately displayed onscreen and are stored in your computer's memory. However, they are not permanently stored until you save your work to a file on a disk. After a document has been saved as a file, it can be closed and opened again at a later time to be edited further.

As a backup against the accidental loss of work from power failure or other mishap, Word includes an AutoRecover feature. When this feature is on, as you work you may see a pulsing disk icon briefly appear in the status bar. This icon indicates that the program is saving your work to a temporary recovery file. The time interval between automatic saving can be set to any period you specify; the default is every 10 minutes. After a problem has occurred, when you restart the program, the recovery file is automatically opened containing all changes you made up to the last time it was saved by AutoRecover. You then need to save the recovery file. If you do not save it, it is deleted when closed. AutoRecover is a great feature for recovering lost work but should not be used in place of regularly saving your work.

Additional Information

Use  Office Button/
 /Save/
Save AutoRecover
Information to set the
AutoRecovery options.

Saving a File

You will save the work you have done so far on the flyer. You can use the Save or Save As command on the  Office Button File menu to save files. The Save command or the  Save button on the Quick Access Toolbar will save the active file using the same file name by replacing the contents of the existing disk file with the document as it appears on your screen. The Save As command is used to save a file using a new file name or to a new location. This leaves the original file unchanged. When you create a new document, you can use either of the Save commands to save your work to a file on the disk. It is especially important to save a new document very soon after you create it because the AutoRecover feature does not work until a file name has been specified.

- 1 Click  Save in the Quick Access Toolbar.

Another Method

The keyboard shortcut is **Ctrl** + **S**.

Your screen should be similar to Figure 1.25

Having Trouble?

In Windows Vista, the Save As dialog box layout will be different, however the same information is displayed.

Additional Information

Depending on the dialog box view, the files may be displayed differently and file details such as the size, type, and date modified may be listed.

MORE ABOUT



See Set a default save location in the 1.4 personal-size office Word 2007 section of the More About appendix to learn how to change the default save location.

- 2 Open the Save In drop-down list box.
- Select the location where you want to save your file.

Your screen should be similar to Figure 1.26

Places bar

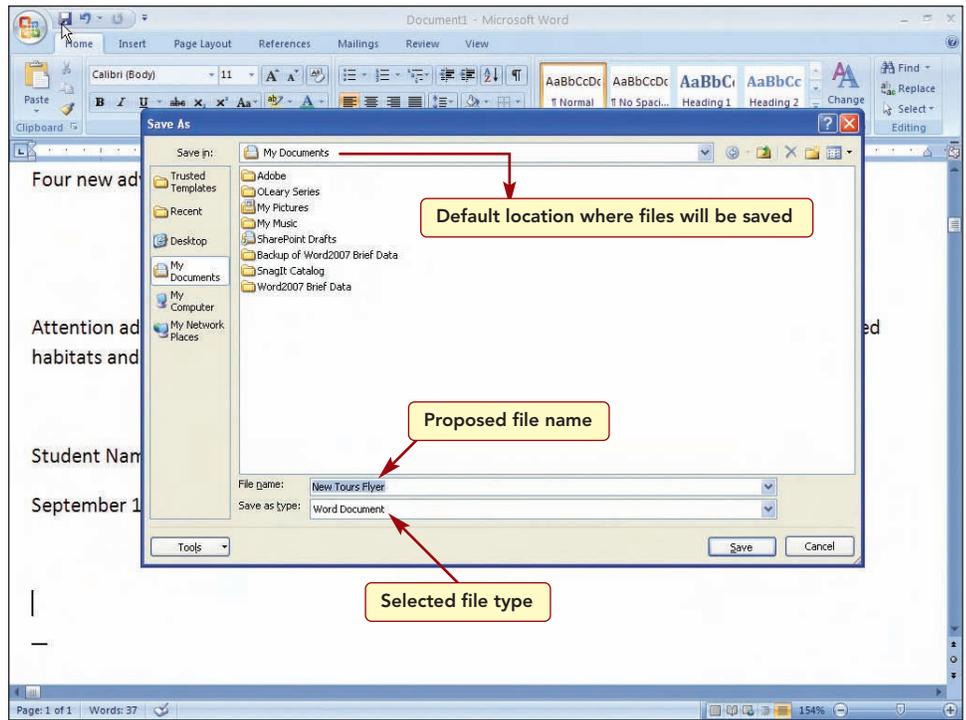


Figure 1.25

The Save As dialog box is used to specify the location where you will save the file and the file name. The Save In drop-down list  displays the default folder as the location where the file will be saved, and the File Name text box displays the proposed file name. The file list box displays the names of any Word documents in the default location. Only Word-type documents are listed, because Word Document is the specified file type in the Save As Type list box.

First you need to change the location where the file will be saved to the location where you save your files.

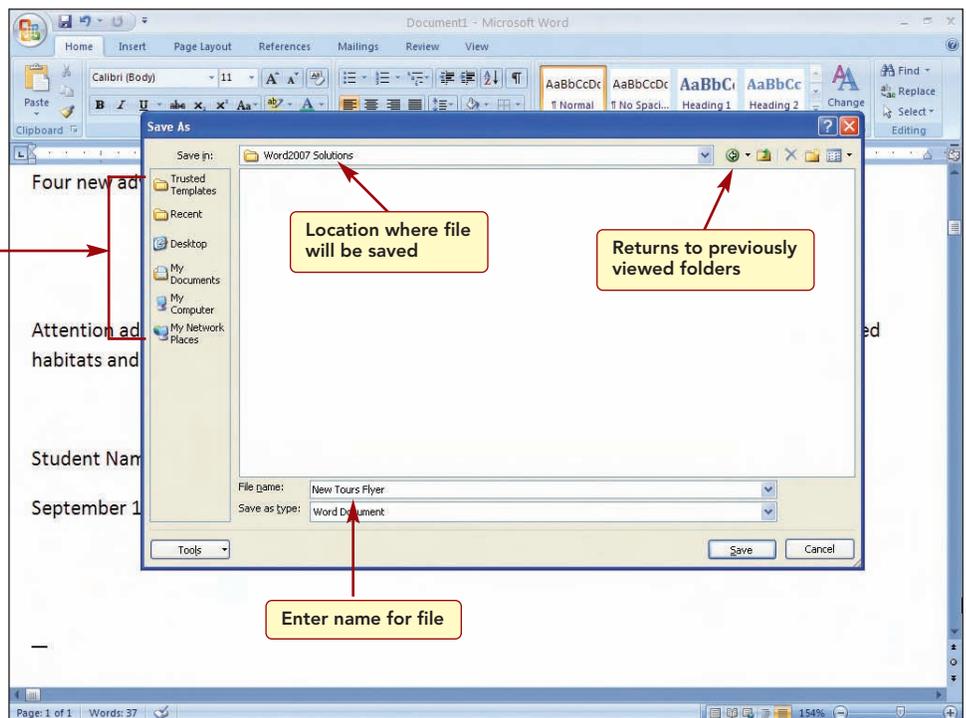


Figure 1.26

MORE ABOUT

In addition to the .docx file type, Word documents also can be saved in several different file formats that have different file extensions depending upon the format. See Save to appropriate formats in the More About appendix.

Additional Information

Windows files can have up to 256 characters in the file name. Names can contain letters, numbers, and spaces; however, the symbols \, /, ?, :, *, ", <, and > cannot be used. The file name can be entered in either uppercase or lowercase letters and will appear exactly as you type it.

MORE ABOUT

See Use the Compatibility Checker in the 6.1 Prepare Documents for sharing section of the More About appendix to learn how to identify document features that are not supported by previous versions.

3 Triple-click in the File Name text box to highlight the proposed file name.

Type **Flyer**.

Additional Information

The file name can be entered in either uppercase or lowercase letters and will appear exactly as you type it.

Click .

Your screen should be similar to Figure 1.27

Now the large list box displays the names of all Word files, if any, at that location. You also can select the location to save your file from the Places bar along the left side of the dialog box. The icons bring up a list of recently accessed files and folders (My Recent Documents), the contents of the My Documents folder, items on the Windows desktop, and the locations on your computer or on a network. You also can click the  button in the toolbar to return to folders that were previously opened.

Next, you need to enter a file name and specify the file type. The File Name box displays the default file name, consisting of the first few words from the document. The Save as Type box displays “Word Document” as the default format in which the file will be saved. Word 2007 documents are identified by the file extension .docx. The file type you select determines the file extension that will be automatically added to the file name when the file is saved. The default extension .docx saves the file in XML format. Previous versions of Word used .doc file extension. If you plan to share a file with someone using Word 2003 or earlier, you can save the document using the .doc file type; however, some features may be lost. Otherwise, if you save it as a .docx file type, the recipient may not be able to view all features.

You will change the file name to Flyer and use the default document type (.docx).

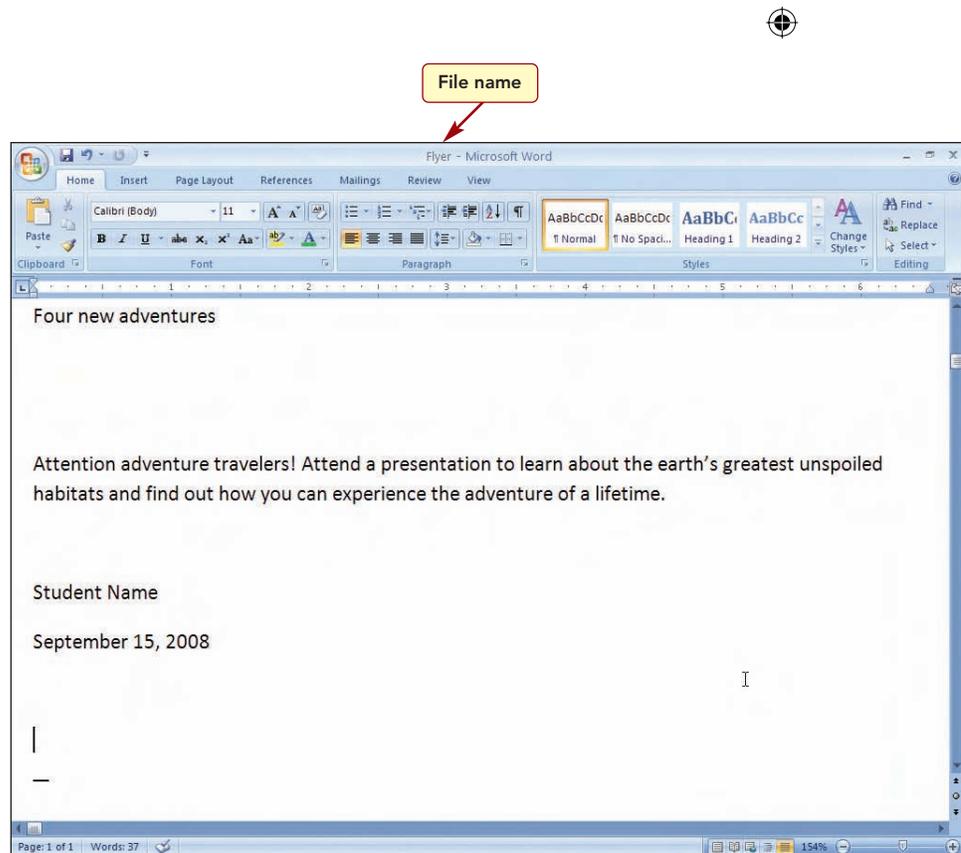


Figure 1.27

The document is saved as Flyer.docx at the location you selected, and the new file name is displayed in the Word title bar.

Closing a File

Finally, you want to close the document while you attend your meeting.

1 Click  Office Button and choose Close.

Another Method

The keyboard shortcut is **Ctrl** + **F4**.

Additional Information

Do not click  Close in the window title bar as this closes the application.

Your screen should be similar to Figure 1.28

Empty document window

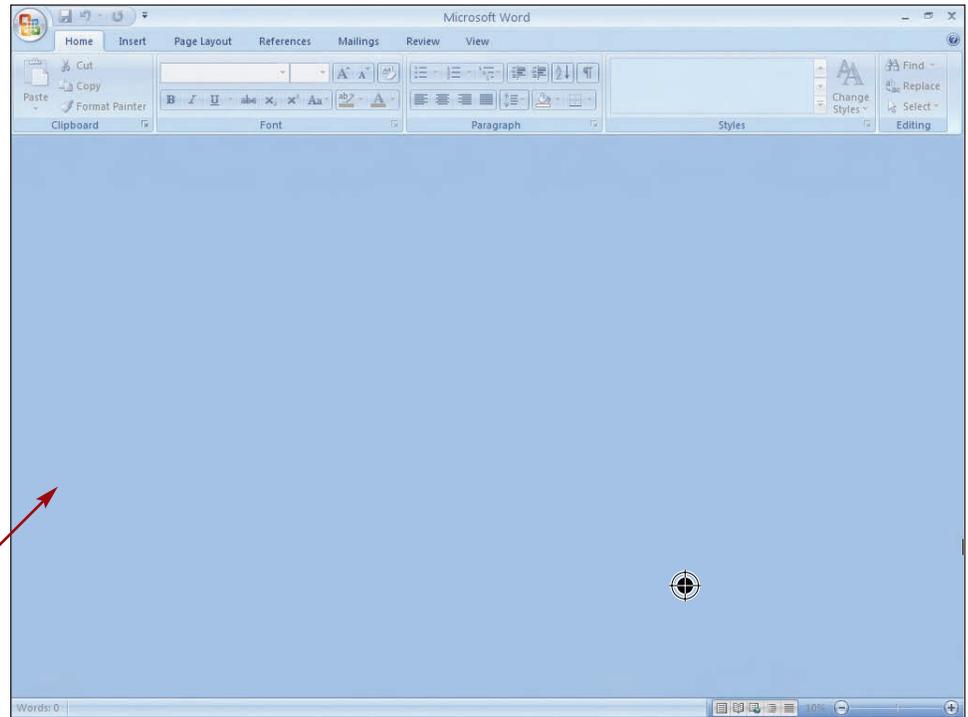


Figure 1.28

Now the Word window displays an empty document window. Because you did not make any changes to the document since saving it, the document window closed immediately. If you had made additional changes, the program would ask whether you wanted to save the file before closing it. This prevents the accidental closing of a file that has not been saved first.

Opening a File

Additional Information

To open a new blank document, click  Office Button, choose New, and choose Blank Document from the Blank Document dialog box.

You asked your assistant to enter the remaining information in the flyer for you while you attended the meeting. Upon your return, you find a note from your assistant on your desk. The note explains that he had a

little trouble entering the information and tells you that he saved the revised file as Flyer1. You want to open the file and continue working on the flyer.

1 Click  Office Button and choose Open.

Another Method

The keyboard shortcut is **Ctrl** + O.

Having Trouble?

In Windows Vista, the Open dialog box layout will be different, however the same information will be displayed.

Your screen should be similar to Figure 1.29

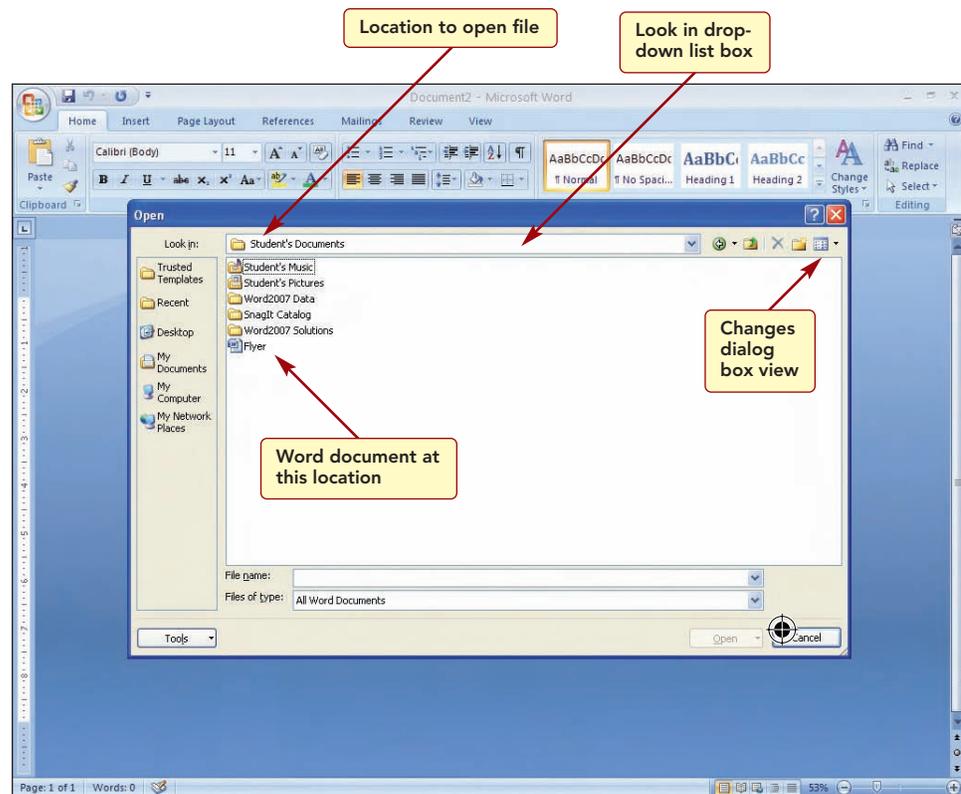


Figure 1.29

Additional Information

You can display a preview of the first page of a selected file by choosing Preview from the Views menu.

In the Open dialog box, you specify the location and name of the file you want to open. The current location is the location you last used when you saved the flyer document. As in the Save As dialog box, the Look In drop-down list box displays folders and document files at this location. You will need to change the location to the location containing your data files.

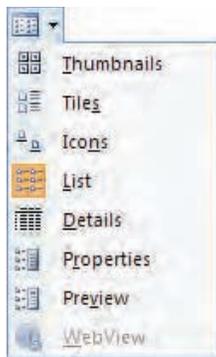
2 Select the location containing your data files from the Look In drop-down list box.

Select **wd01_Flyer1**.

Having Trouble?

Click on the file name to select it. Depending on your Window's settings, your files may display file extensions and additional information.

Open the  Views drop-down list.



Choose **Properties**.

Your screen should be similar to Figure 1.30

Having Trouble?

In Windows Vista, open the Organize drop-down list and choose Properties.

Additional Information

Pointing to a file name displays document property information in a ScreenTip about the type of file, author, title, date modified, and size.

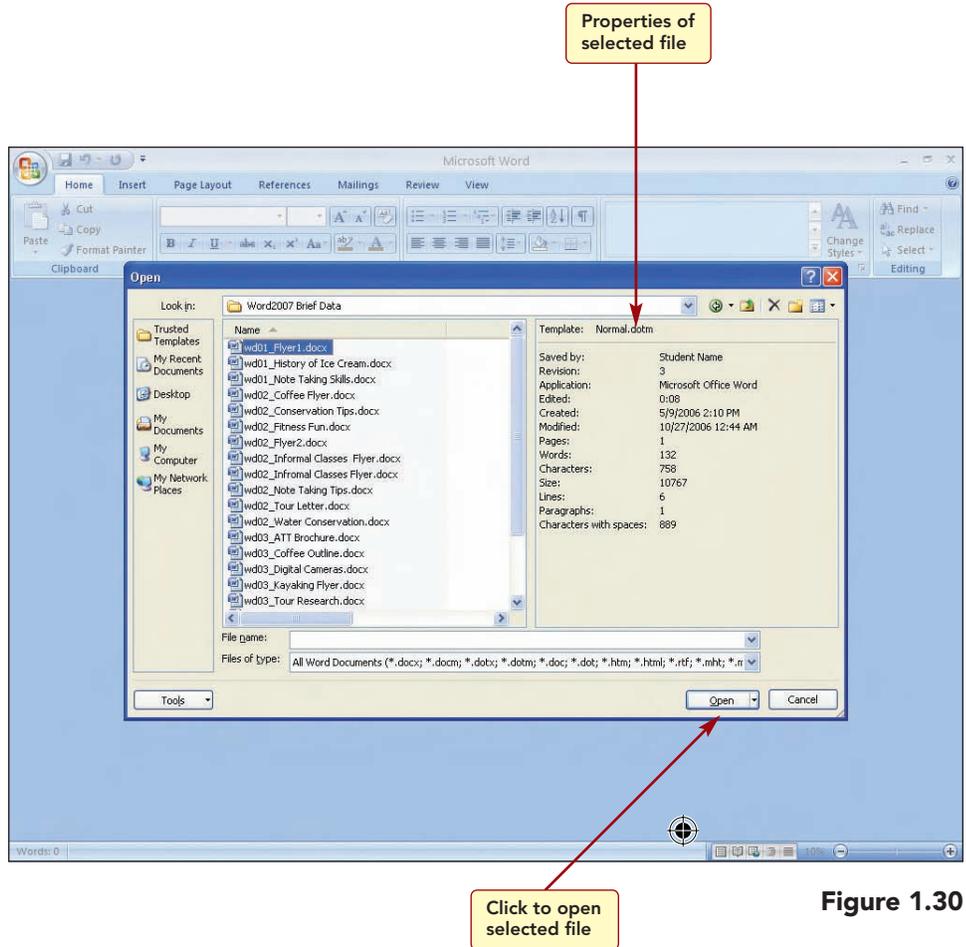
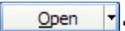


Figure 1.30

The document properties for the selected file are displayed in the right pane of the dialog box. You will return the view to the list of file names and open this file.

- 3 Open the  Views drop-down list.
- Choose List.
- If necessary, select `wd01_Flyer1`
- Click .

Another Method

You also could double-click the file name to both select and open it.

- If necessary, change to Print Layout view at 100% zoom.

Your screen should be similar to Figure 1.31

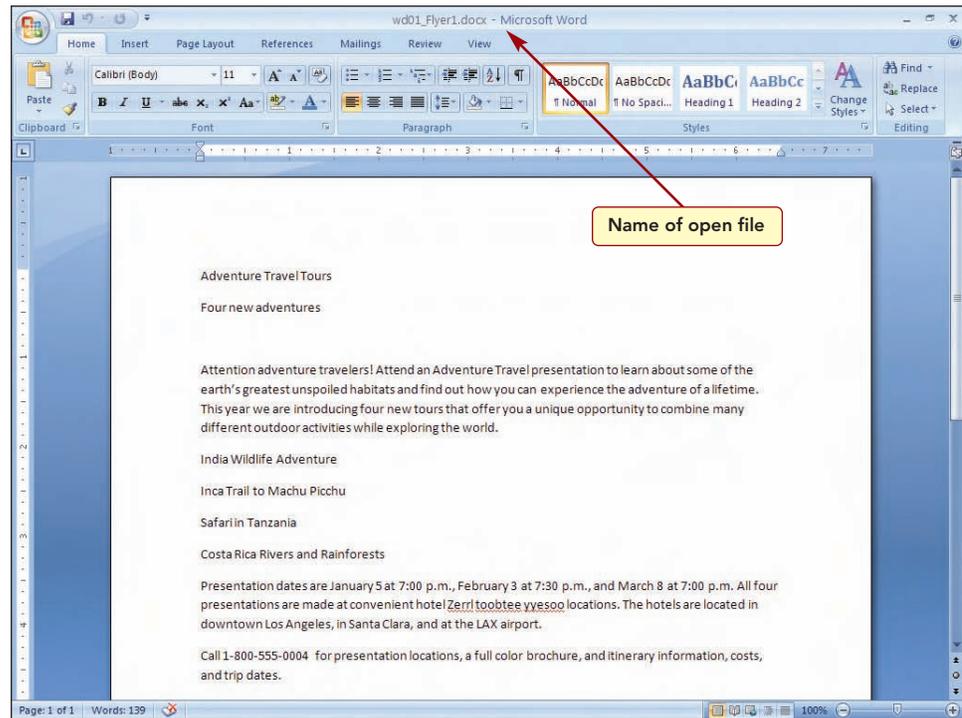


Figure 1.31

The file is opened and displayed in the document window. This file contains the additional content you asked your assistant to add to the flyer.

• Navigating a Document

As documents increase in size, they cannot be easily viewed in their entirety in the document window and much time can be spent moving to different locations in the document. Word includes many features that make it easy to move around in a large document. The basic method is to scroll through a document using the scroll bar or keyboard. Another method is to move directly to a page or other identifiable item in the document, such as a table. You also can quickly return to a previous location, or browse through a document to a previous page or item.

Other features that help move through a large document include searching the document to locate specific items and using the Document Map or a table of contents. You will learn about many of these features in later labs.

Scrolling a Document

Now that more information has been added to the document, the document window is no longer large enough to display the entire document. To bring additional text into view in the window, you can scroll

Additional Information

If you have a mouse with a scroll wheel, you can use it to scroll a document vertically.

the document using either the scroll bars or the keyboard. Again, both methods are useful, depending on what you are doing. The tables below explain the mouse and keyboard techniques that can be used to scroll a document.

Mouse	Action
Click 	Moves down line by line.
Click 	Moves up line by line.
Click above/below scroll box	Moves up/down window by window.
Drag scroll box 	Moves up/down quickly through document.
Click 	Moves to top of previous page.
Click 	Moves to top of next page.
Click  Select Browse Object	Changes how you want the  and  buttons to browse through a document, such as by table or graphic. The default setting is by page.



Key	Action
	Down line by line
	Up line by line
Page Up	Top of window
Page Down	Bottom of window
Ctrl + Home	Beginning of document
Ctrl + End	End of document

Additional Information

You also can scroll the document window horizontally using the horizontal scroll bar or the  and  keys.

You will use the vertical scroll bar to view the text at the bottom of the flyer. When you use the scroll bar to scroll, the insertion point does not move. To move the insertion point, you must click in a location in the window.

- 1 Click  in the vertical scroll bar 12 times.
- Click anywhere in the last line to move the insertion point.

Your screen should be similar to Figure 1.32

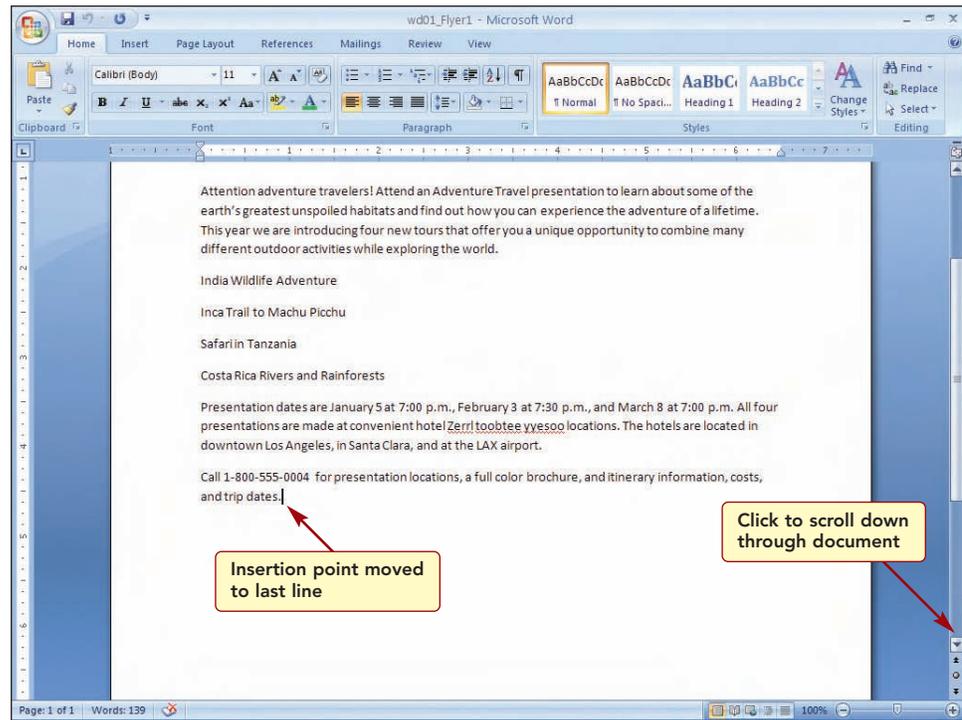


Figure 1.32

Having Trouble?

If your screen scrolls differently, this is a function of the type of monitor you are using.

The text at the beginning of the flyer has scrolled off the top of the document window, and the text at the bottom of the flyer is now displayed.

You also can scroll the document using the keyboard. While scrolling using the keyboard, the insertion point also moves. The insertion point attempts to maintain its position in a line as you scroll up and down through the document. In a large document, scrolling line by line can take a while. You will now try out several of the mouse and keyboard scrolling features that move by larger jumps.

- 2 Hold down  for several seconds until the insertion point is on the first line of the flyer.
- Click below the scroll box in the scroll bar.
- Drag the scroll box to the top of the scroll bar.
- Press **Ctrl** + **End**.

Your screen should be similar to Figure 1.33

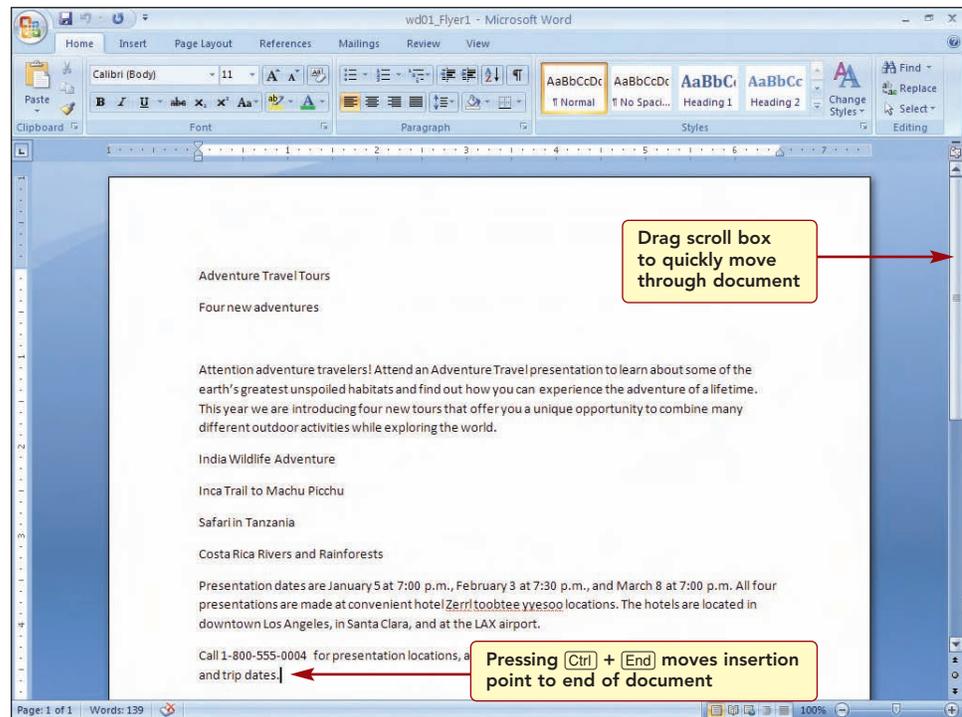


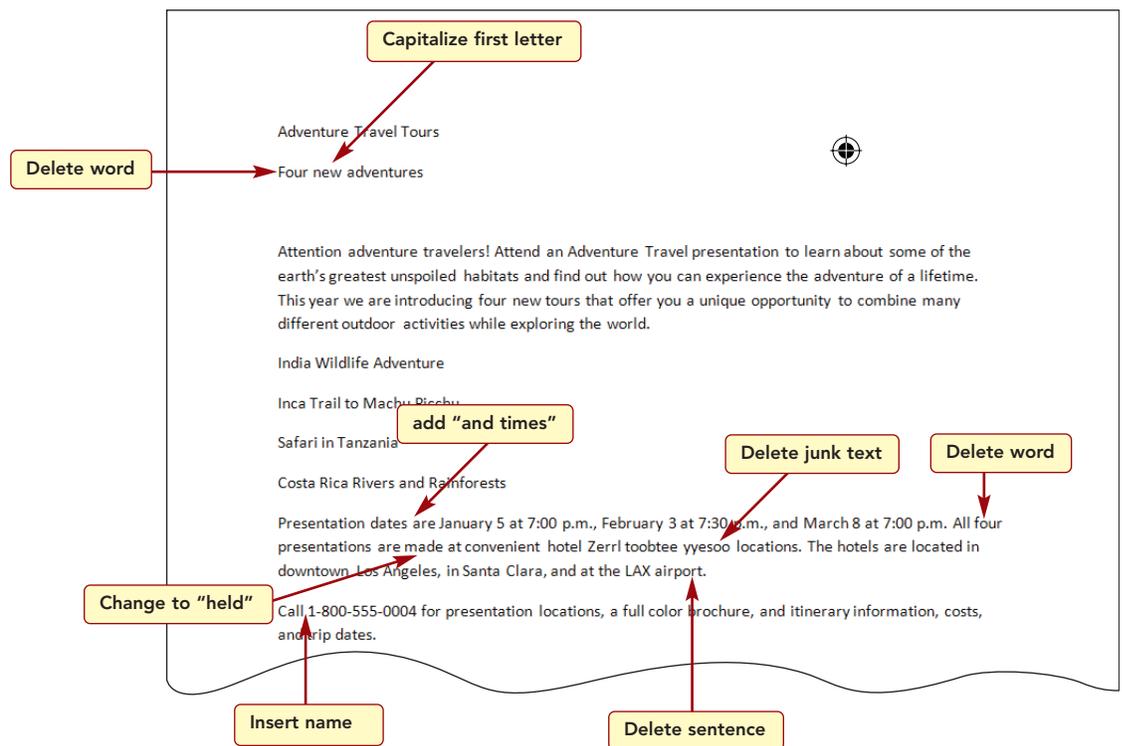
Figure 1.33

The insertion point is now at the end of the document. Using these features makes scrolling a large document much more efficient. Remember that when scrolling using the mouse, if you want to start working at that location, you must click at the new location to move the insertion point.

Editing Documents

While entering text and creating a document, you will find that you will want to edit or make changes and corrections to the document. Although many of the errors are identified and corrections are made automatically for you, others must be made manually. You learned how to use the **Backspace** and **Delete** keys earlier to correct errors. But deleting characters one at a time can be time consuming. Now you will learn about several additional editing features that make editing your work more efficient.

After entering the text of a document, you should proofread it for accuracy and completeness and edit the document as needed. After looking over the flyer, you have identified several errors that need to be corrected and changes you want to make to the content. The changes you want to make are shown below.



Inserting Text

As you check the document, you see that the first sentence of the paragraph below the list of trips is incorrect. It should read: "Presentation dates and times are . . ." The sentence is missing the words "and times." In addition, you want to change the word "made" to "held" in the following sentence. These words can easily be entered into the sentence without retyping the entire line. This is because Word uses **Insert mode** to allow new characters to be inserted into the existing text by moving the existing text to the right to make space for the new characters. You will insert the words "and times" after the word "dates" in the first sentence.

- 1 Press **Ctrl** + **Home** to move to the top of the document.
- Move to “a” in “are” in the first sentence of the paragraph below the list of tours.

Additional Information
Throughout these labs, when instructed to move to a specific letter in the text, this means to move the insertion point to the left side of the character.

- Type and times
- Press **Spacebar**.

Your screen should be similar to Figure 1.34

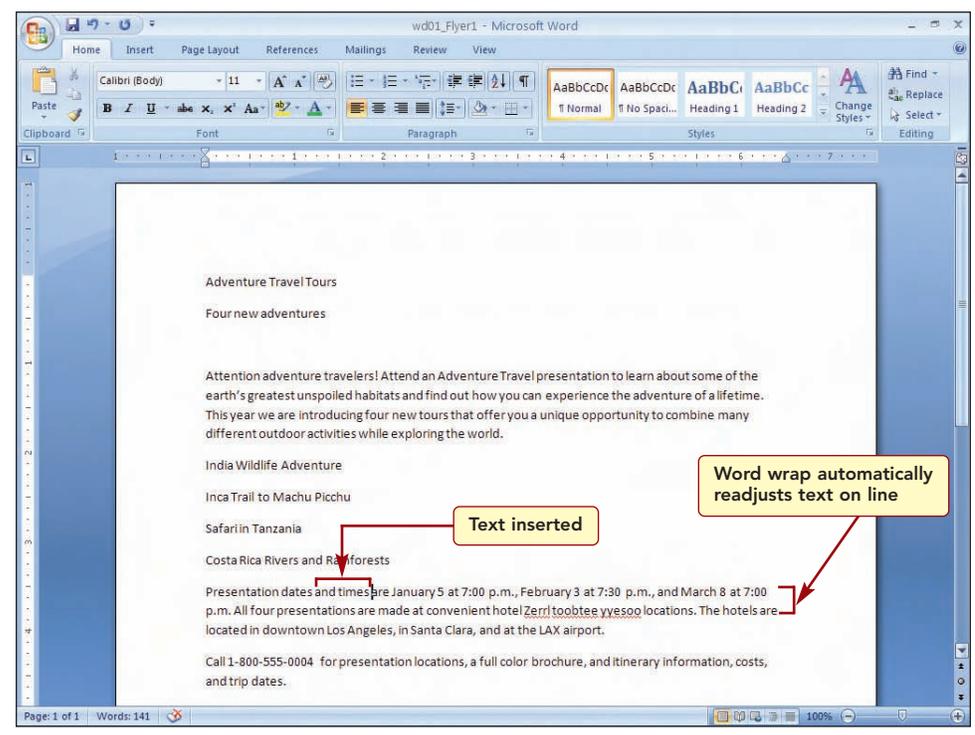


Figure 1.34



The inserted text pushes the existing text on the line to the right, and the word wrap feature automatically readjusts the text on the line to fit within the margin settings.

Selecting and Replacing Text

In the second sentence, you want to change the word “made” to “held.” You could delete this word and type in the new word, or you can select the text and type the new text. Text that is selected is highlighted.

To select text using the mouse, first move the insertion point to the beginning or end of the text to be selected, and then drag to highlight the text you want selected. You can select as little as a single letter or as much as the entire document. You can quickly select a standard block of text. Standard blocks include a sentence, paragraph, page, tabular column, rectangular portion of text, or the entire document. The following tables summarize the mouse and keyboard techniques used to select standard blocks.

Additional Information
You can replace existing text using Overtyping mode, in which each character you type replaces an existing character. This feature is turned on using **Office** Button/ **Word Options** / **Advanced/Use overtype mode**.

To Select	Mouse
Word	Double-click in the word.
Sentence	Press Ctrl and click within the sentence.
Line	Click to the left of a line when the mouse pointer is  .
Multiple lines	Drag up or down to the left of a line when the mouse pointer is  .
Paragraph	Triple-click on the paragraph or double-click to the left of the paragraph when the mouse pointer is  .
Multiple paragraphs	Drag to the left of the paragraphs when the mouse pointer is  .
Document	Triple-click or press Ctrl and click to the left of the text when the mouse pointer is  .

To Select	Keyboard
Next space or character	⇧ Shift + →
Previous space or character	⇧ Shift + ← 
Next word	Ctrl + ⇧ Shift + →
Previous word	Ctrl + ⇧ Shift + ←
Text going backward to beginning of paragraph	Ctrl + ⇧ Shift + ↑
Text going forward to end of paragraph	Ctrl + ⇧ Shift + ↓
Entire document	Ctrl + A

To remove highlighting to deselect text, simply click anywhere in the document or press any directional key.

1 Double click on "made".

Your screen should be similar to Figure 1.35

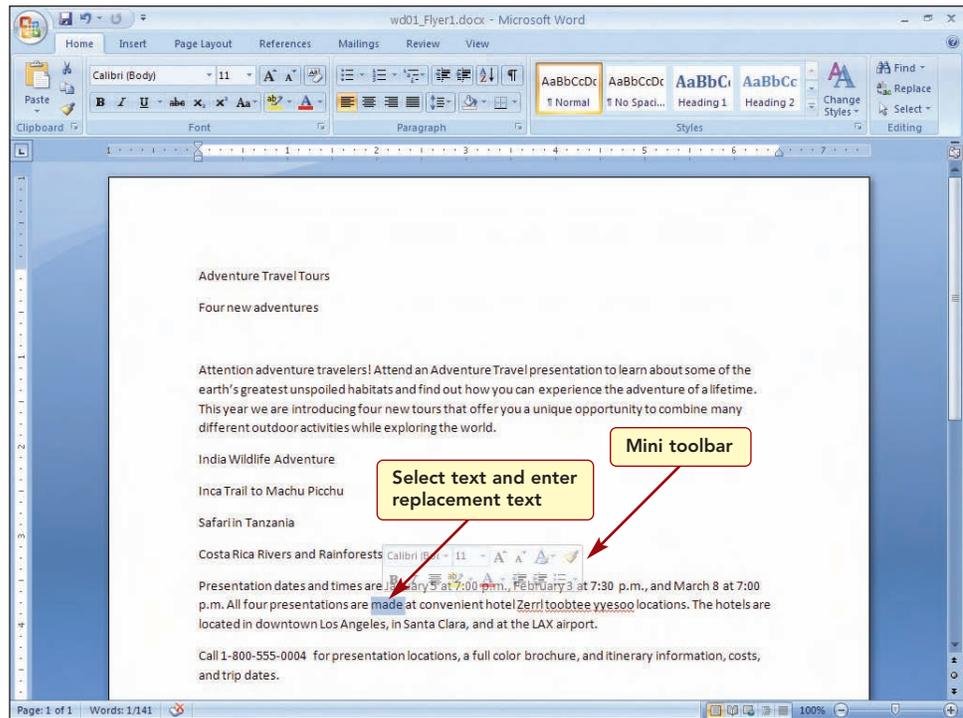


Figure 1.35

Text that is selected can be modified using many different Word features. The Mini toolbar appears automatically when text is selected and the mouse pointer is pointing to the selection. You will learn about using this feature shortly. In this case, you want to replace the selected text with new text.

2 Type held.

Your screen should be similar to Figure 1.36

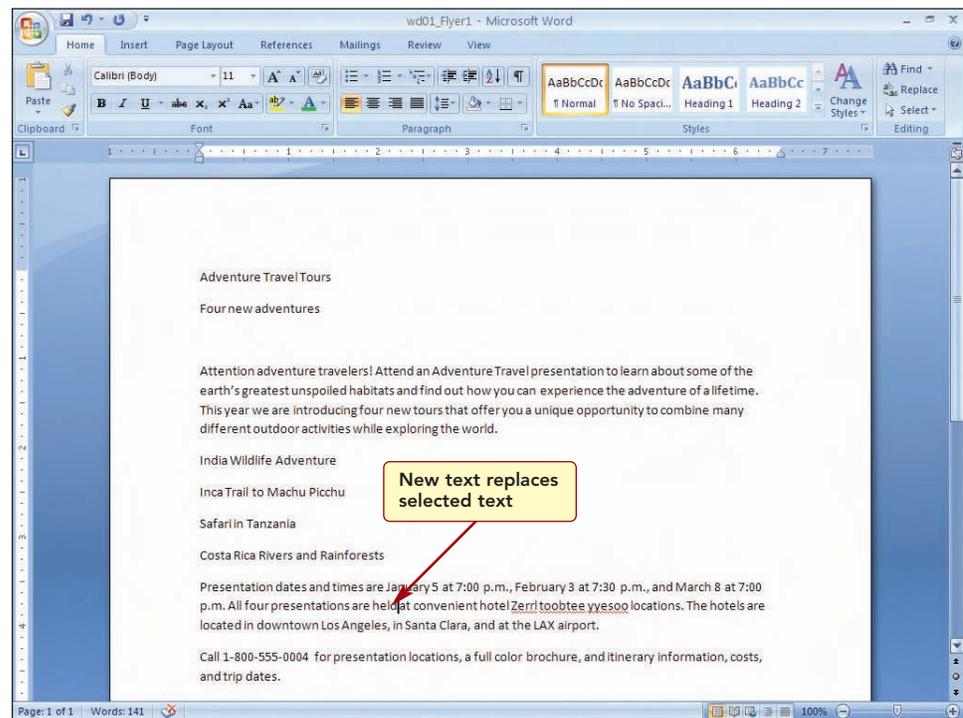


Figure 1.36

As soon as you began typing, the selected text was automatically deleted. The new text was inserted in the line just like any other text.

Deleting a Word

You next want to delete the word “four” from the same sentence. The **Ctrl** + **Delete** key combination deletes text to the right of the insertion point to the beginning of the next group of characters. In order to delete an entire word, you must position the insertion point at the beginning of the word.

Additional Information

The **Ctrl** + **Backspace** key combination deletes text to the left of the insertion point to the beginning of the next group of characters.

- 1 Move to “f” in “four” in the same sentence.
Press **Ctrl** + **Delete**.

Having Trouble?

Hold down **Ctrl** while pressing **Delete**.

Your screen should be similar to Figure 1.37

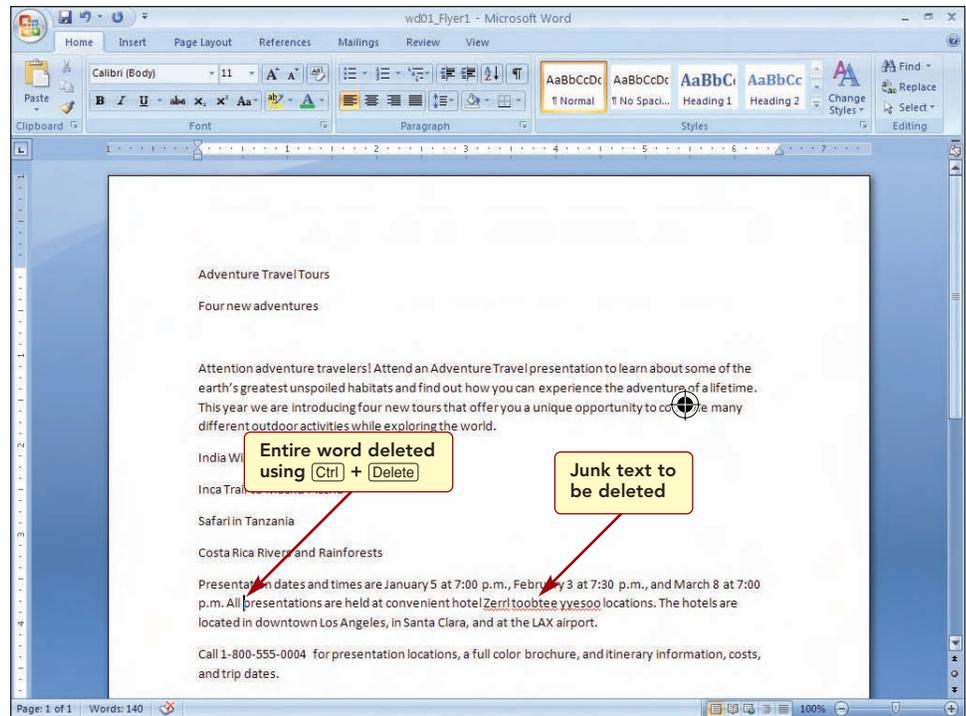


Figure 1.37

The word ‘four’ has been deleted.

Selecting and Deleting Text

As you continue proofreading the flyer, you see that the end of this sentence contains a section of junk characters. To remove these characters, you could use **Delete** and **Backspace** to delete each character individually, or **Ctrl** + **Delete** or **Ctrl** + **Backspace** to delete each word or group of characters. This is very slow, however. Several characters, words, or lines of text can be deleted at once by first selecting the text and then pressing **Delete**.

The section of characters you want to remove follow the word “hotel” in the second line of the paragraph below the list of trips. You also decide to delete the entire last sentence of the paragraph.

1 Move to “Z” (following the word “hotel”).

Drag to the right until all the text including the space before the word “locations” is highlighted.

Having Trouble?

Hold down the left mouse button while moving the mouse to drag.

Additional Information

When you start dragging over a word, the entire word including the space after it is automatically selected.

Press **Delete**.

Hold down **Ctrl** and click anywhere in the third sentence of the paragraph below the list of trips.

Press **Delete**.

Your screen should be similar to Figure 1.38

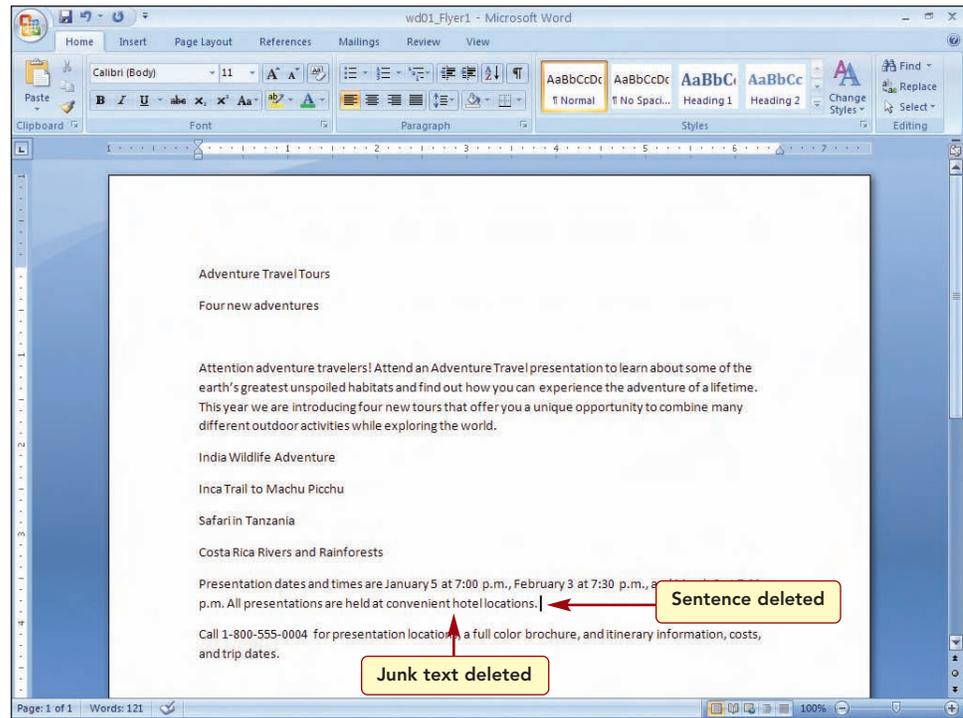


Figure 1.38

The selected junk text and the complete sentence were removed from the flyer.

Undoing Editing Changes

After removing the sentence, you decide it may be necessary after all. To quickly restore this sentence, you can use **Ctrl+Z** Undo to reverse your last action or command.

- 1 Click  Undo in the Quick Access Toolbar.

Another Method
The keyboard shortcut is **Ctrl + Z**.

Your screen should be similar to Figure 1.39

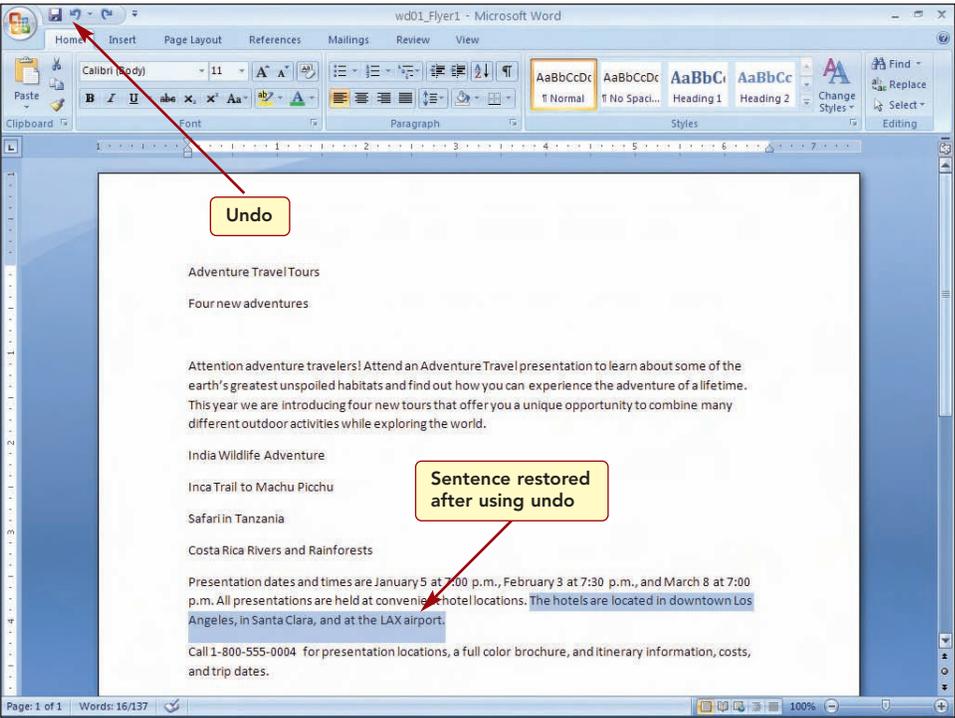
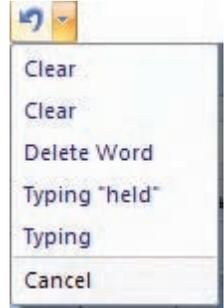


Figure 1.39

Undo returns your last deletion and restores it to its original location in the text, regardless of the current insertion point location. Notice that the Undo button includes a drop-down list button. Clicking this button displays a list of the most recent actions that can be reversed, with the most recent action at the top of the list. When you select an action from the drop-down list, you also undo all actions above it in the list.

- 2 Open the  Undo drop-down list.



- Choose **Delete Word**.

Your screen should be similar to Figure 1.40

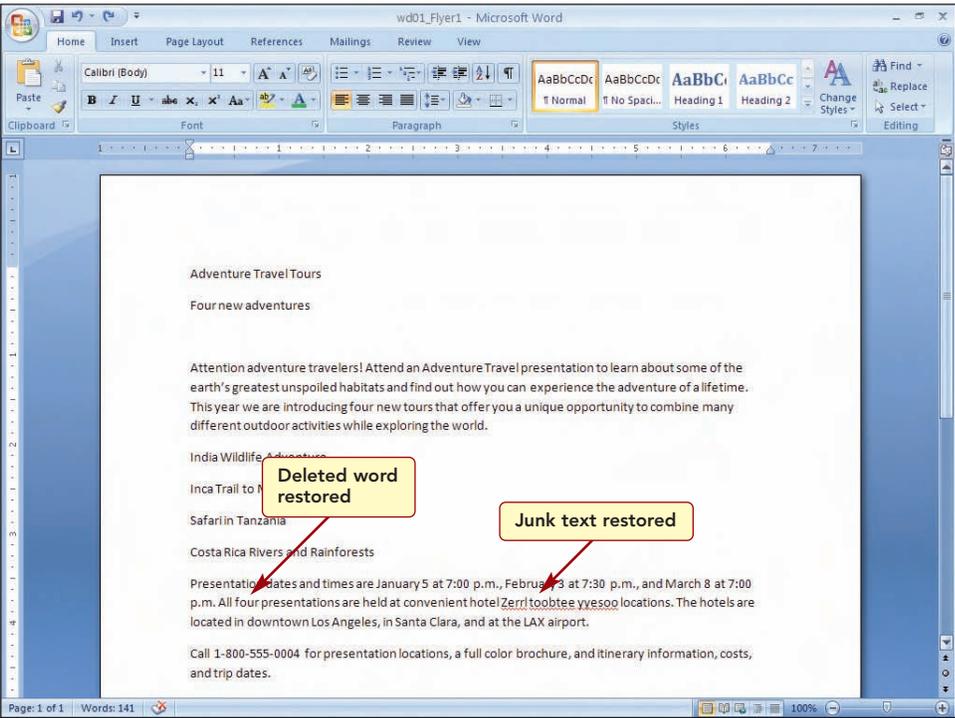


Figure 1.40

The junk characters and the word “four” are restored. Immediately after you undo an action, the  Redo button is available so you can restore the action you just undid. You will restore your corrections and then save the changes you have made to the document to a new file.

3 Click  Redo 2 times.

Another Method

The keyboard shortcut is **Ctrl + Y**.

Click  Office Button and choose Save As.

Save the document as **Flyer1** to your data file location.

Your screen should be similar to Figure 1.41

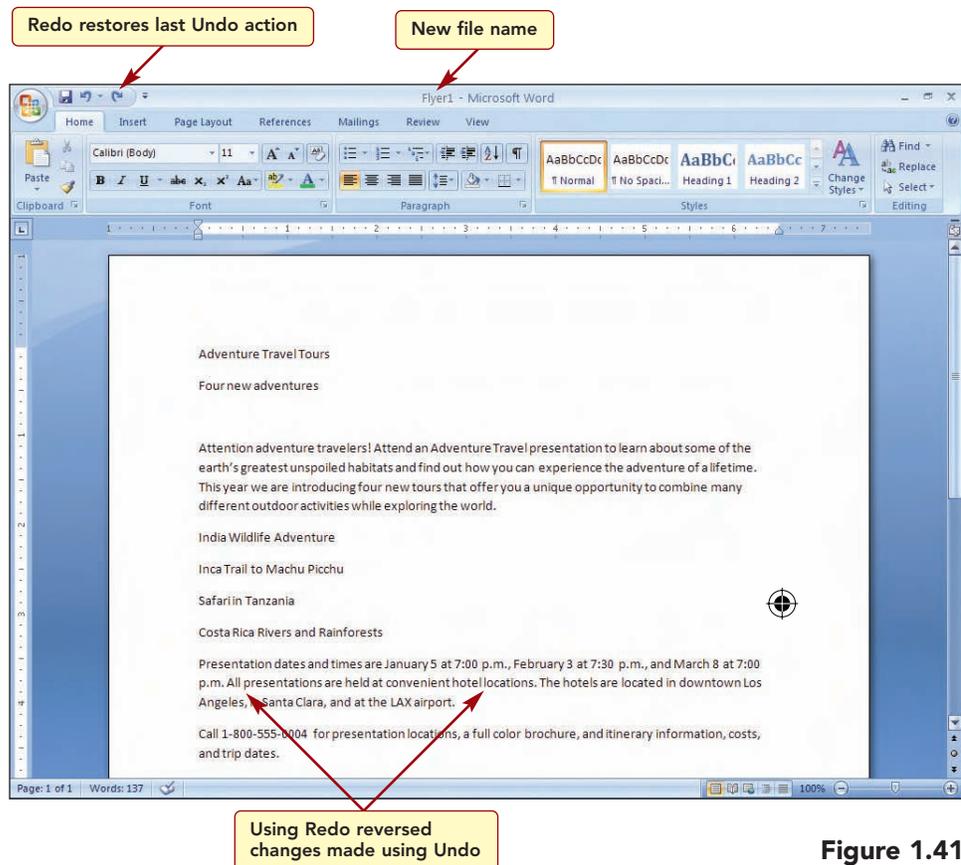


Figure 1.41

Repeatedly using the  Undo or  Redo buttons performs the actions in the list one by one. So that you can see what action will be performed, these button's ScreenTips identify the action.

The new file name, Flyer1, is displayed in the window title bar. The original document file, [wd01_Flyer 1](#) is unchanged.

Changing Case

You also want to delete the word “Four” from the second line of the flyer title and capitalize the first letter of each word. Although you could change the case individually for the words, you can quickly change both using the Change Case command in the Font group.

- 1 Move the insertion point to the beginning of the word "Four".
- Press **Ctrl** + **Delete**.
- Click in the left margin to select the entire title line.
- From the Font group, click **Aa** **Change Case**.

Your screen should be similar to Figure 1.42

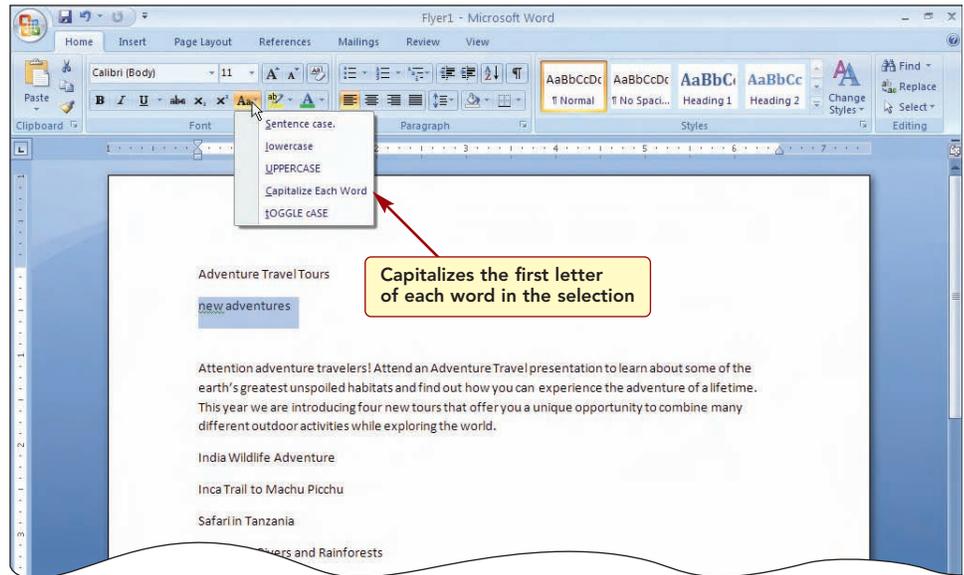


Figure 1.42

The Change Case drop-down menu allows you to change the case of selected words and sentences to the desired case without having to make the change manually. You want both words in the title to be capitalized.

- 2 Select Capitalize Each Word.
- Click anywhere to deselect the title line.

Your screen should be similar to Figure 1.43

First letters capitalized

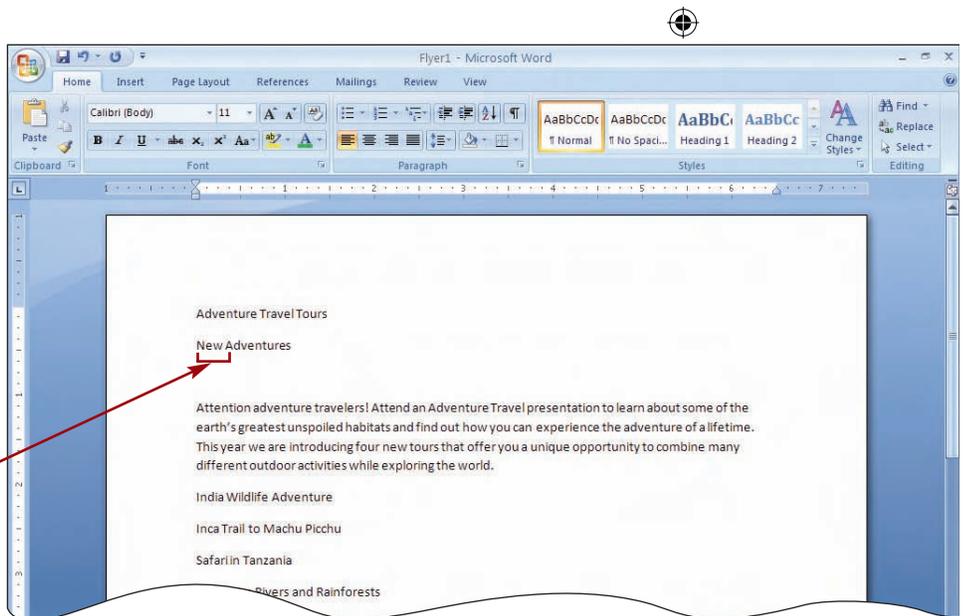


Figure 1.43

Additional Information

You also can use **Shift** + **F3** to cycle through and apply the different change case options.

The first letter of each word in the title is now capitalized and the highlight is removed from the text.

Formatting a Document

Because this document is a flyer, you want it to be easy to read and interesting to look at. Applying different formatting to characters and paragraphs can greatly enhance the appearance of the document. **Character formatting** consists of formatting features that affect the selected characters only. This includes changing the character style and size, applying effects such as bold and italics to characters, changing the character spacing, and adding animated text effects. **Paragraph formatting** features affect an entire paragraph. A paragraph consists of all text up to and including the paragraph mark. Paragraph formatting features include how the paragraph is positioned or aligned between the margins, paragraph indentation, spacing above and below a paragraph, and line spacing within a paragraph.

Changing Fonts and Font Sizes

The first formatting change you want to make is to use different fonts and font sizes in the flyer.

Concept 5

Font and Font Size

5 A font, also commonly referred to as a **typeface**, is a set of characters with a specific design. The designs have names such as Times New Roman and Courier. Using fonts as a design element can add interest to your document and give readers visual cues to help them find information quickly.

Two basic types of fonts are serif and sans serif. **Serif fonts** have a flair at the base of each letter that visually leads the reader to the next letter. Two common serif fonts are Roman and Times New Roman. Serif fonts generally are used for text in paragraphs. **Sans serif fonts** do not have a flair at the base of each letter. Arial and Helvetica are two common sans serif fonts. Because sans serif fonts have a clean look, they are often used for headings in documents. A good practice is to use only two types of fonts in a document, one for text and one for headings. Using too many different font styles can make your document look cluttered and unprofessional.

Each font has one or more sizes. **Font size** is the height and width of the character and is commonly measured in points, abbreviated “pt.” One point equals about 1/72 inch, and text in most documents is 10 pt or 12 pt.

Several common fonts in different sizes are shown in the table below.

Font Name	Font Type	Font Size
Arial	Sans serif	This is 10 pt This is 16 pt.
Courier New	Serif	This is 10 pt. This is 16 pt.
Times New Roman	Serif	This is 10 pt. This is 16 pt.

To change the font before typing the text, use the command and then type. All text will appear in the specified setting until another font setting is selected. To change a font setting for existing text, select the text you want to change and then use the command. If you want to apply font formatting to a word, simply move the insertion point to the word and the formatting is automatically applied to the entire word.

First you want to increase the font size of all the text in the flyer to make it easier to read. Currently, you can see from the Font Size button in the Font group that the font size is 11 points.

- 1 Triple-click in the left margin when the mouse pointer is  to select the entire document.

Having Trouble?
The left margin is the white space to the left of the text.

Another Method
The keyboard shortcut is **Ctrl** + **A**.

- From the Font group, open the **11** Font Size drop-down list.

Another Method
The keyboard shortcut is **Ctrl** + **Shift** + **P**.

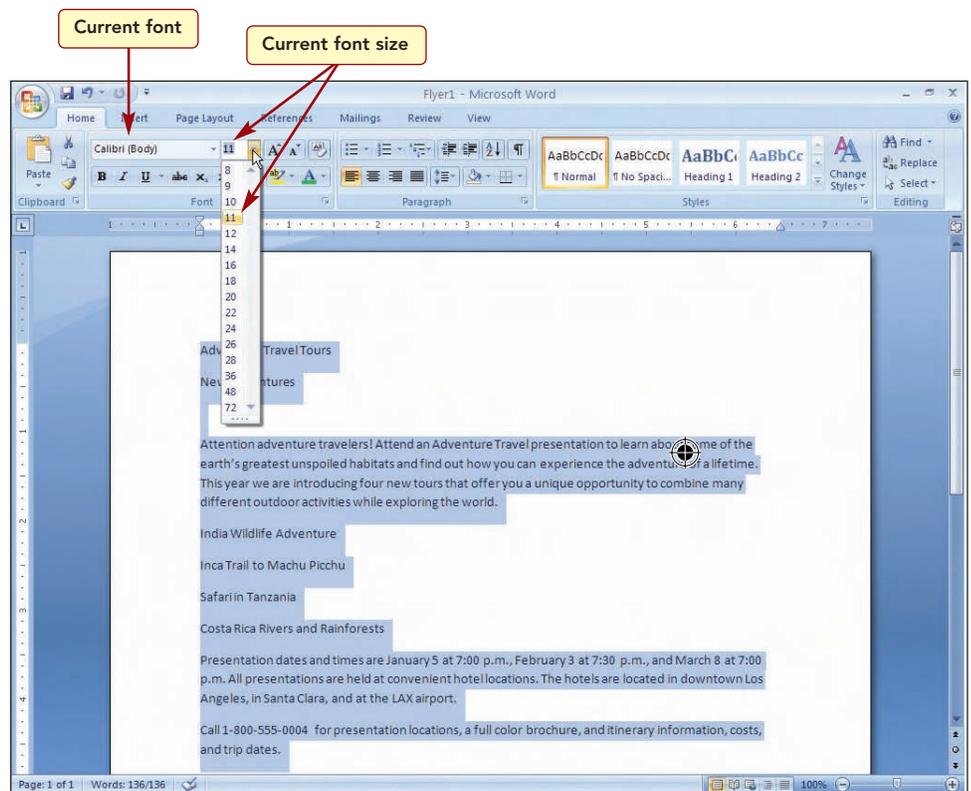


Figure 1.44

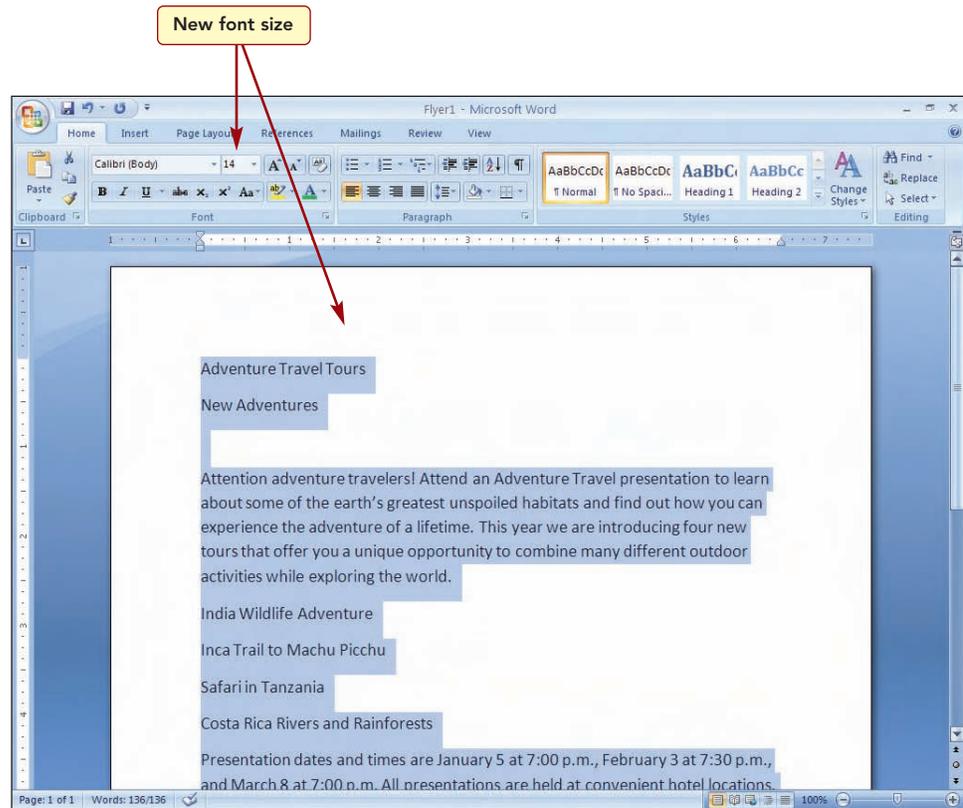
Your screen should be similar to Figure 1.44

The current (default) font size of 11 is selected. You will increase the font size to 14 points. As you point to the size options, the selected text in the document displays how it will appear if chosen. This is the **Live Preview** feature of Word.

2 Point to several different point sizes in the list to see the Live Preview.

Click 14 to choose it.

Your screen should be similar to Figure 1.45



 **Figure 1.45**

Additional Information

If a selection includes text of various sizes, the Font Size button will be blank.

The font size of all text in the document has increased to 14 points, making the text much easier to read. The Font Size button displays the new point size setting for the text at the location of the insertion point.

Next you will change the font and size of the two title lines. First you will change the font to Comic Sans MS and then you will increase the font size.

Many of the formatting commands are on the Mini toolbar that appears whenever you select text. The Mini toolbar appears dimmed until you point to it. This is so it is not distracting as you are using features that are not available on the Mini toolbar. To use the Mini toolbar, just point to it to make it solid and choose command buttons just as you would from the Ribbon.

- 3 Select the two title lines and point to the Mini toolbar.
- Open the Calibri (Box) Font drop-down menu in the Mini toolbar.
- Choose Comic Sans MS.

Additional Information
Font names are listed in alphabetical order.

Having Trouble?
If this font is not available on your computer, choose a similar font.

Your screen should be similar to Figure 1.46

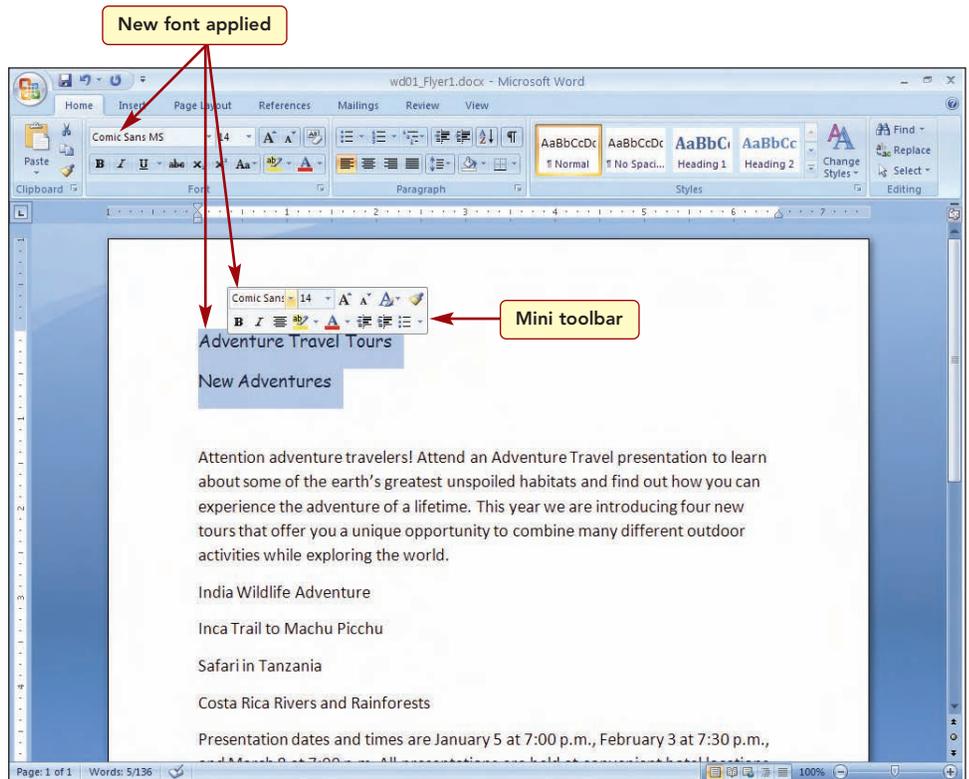


Figure 1.46

Using the Mini toolbar to apply the formats is a quick and convenient alternative to using the Ribbon. Next, you will change the font size.

- 4 Open the 14 Size drop-down menu in the Mini toolbar.
- Choose 36.

Your screen should be similar to Figure 1.47

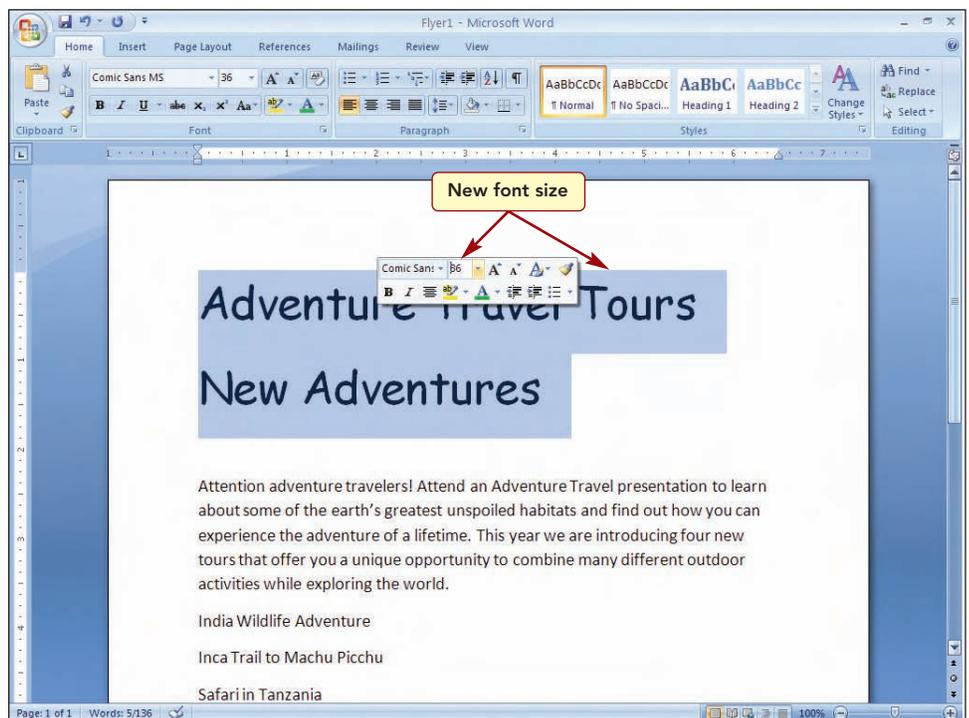


Figure 1.47

The selected font and size have been applied to the selection, making the title lines much more interesting and eye-catching. The Font and Font Size buttons reflect the settings in use in the selection. As you look at the title lines, you decide the font size of the first title line is too large. You will reduce it to 20 points.

- 5 Select the first title line.
- Choose 20 points from the Font Size drop-down menu.

Your screen should be similar to Figure 1.48

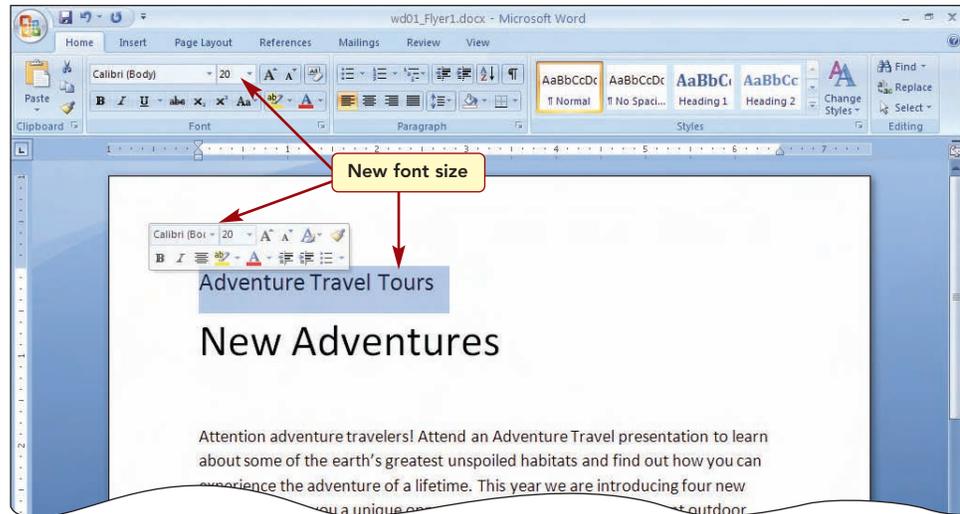


Figure 1.48

Finally, you want to change the font of the list of four tours.

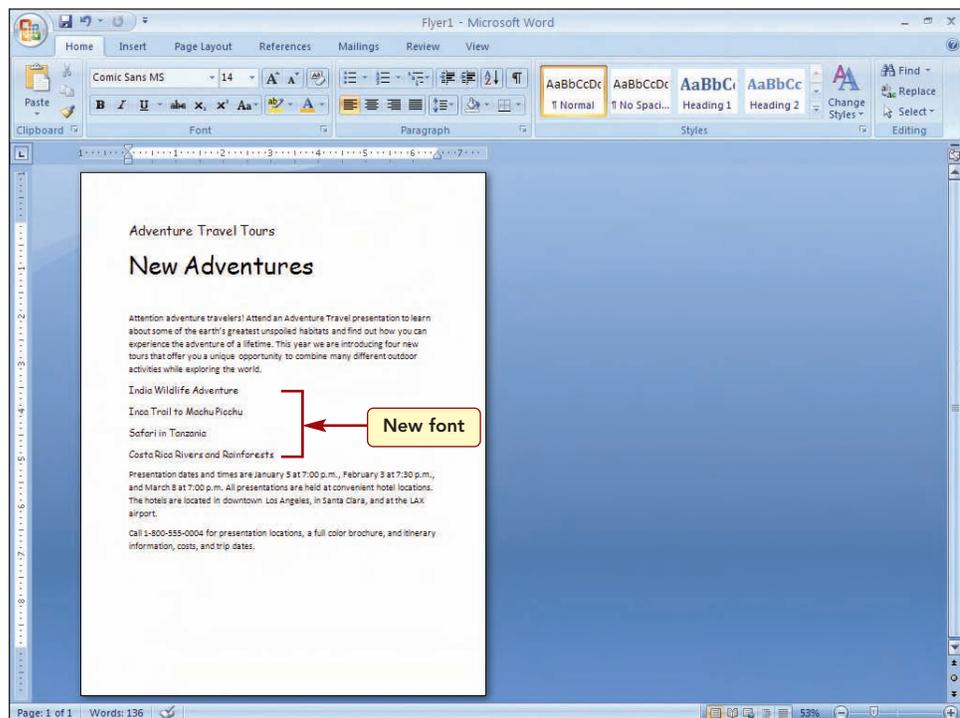
- 6 Select the list of four tours.
- Use Font in the Mini toolbar to change the font to Comic Sans MS.

Additional Information

Theme fonts and recently used fonts appear at the top of the list. You will learn about themes in Lab 3.

- Click anywhere on the highlighted text to deselect it.
- Reduce the zoom so the entire page is visible.

Your screen should be similar to Figure 1.49



Zoom reduced to show entire page

Figure 1.49

The changes you have made to the font and font size have made the flyer somewhat more interesting. However, you want to further enhance the document.

Applying Character Effects

Next you want to liven up the flyer by adding character effects such as color and bold to selected areas. The table below describes some of the effects and their uses.

Format	Example	Use
Bold, italic	<i>Bold Italic</i>	Adds emphasis.
Underline	<u>Underline</u>	Adds emphasis.
Strikethrough	Strikethrough	Indicates words to be deleted.
Double strikethrough	Double Strikethrough	Indicates words to be deleted.
Superscript	"To be or not to be." ¹	Used in footnotes and formulas.
Subscript	H ₂ O	Used in formulas.
Shadow	Shadow	Adds distinction to titles and headings.
Outline	Outline	Adds distinction to titles and headings.
Emboss	Emboss	Adds distinction to titles and headings.
Engrave	Engrave	Adds distinction to titles and headings.
Small caps	SMALL CAPS	Adds emphasis when case is not important.
All caps	ALL CAPS	Adds emphasis when case is not important.
Hidden		Prevents selected text from displaying or printing. Hidden text can be viewed by displaying formatting marks.
Color	Color Color Color	Adds interest

Additional Information

You will learn about background colors in Lab 2.

First you will add color and bold to the top title line. The default font color setting is Automatic. This setting automatically determines when to use black or white text. Black text is used on a light background and white text on a dark background.

1 Return the zoom to 100%.

Select the first title line and point to the Mini toolbar.

Open the  Font Color drop-down list on the Mini toolbar.



Click  Orange from the Standard Colors bar.

Additional Information

A ScreenTip displays the name of the color when selected.

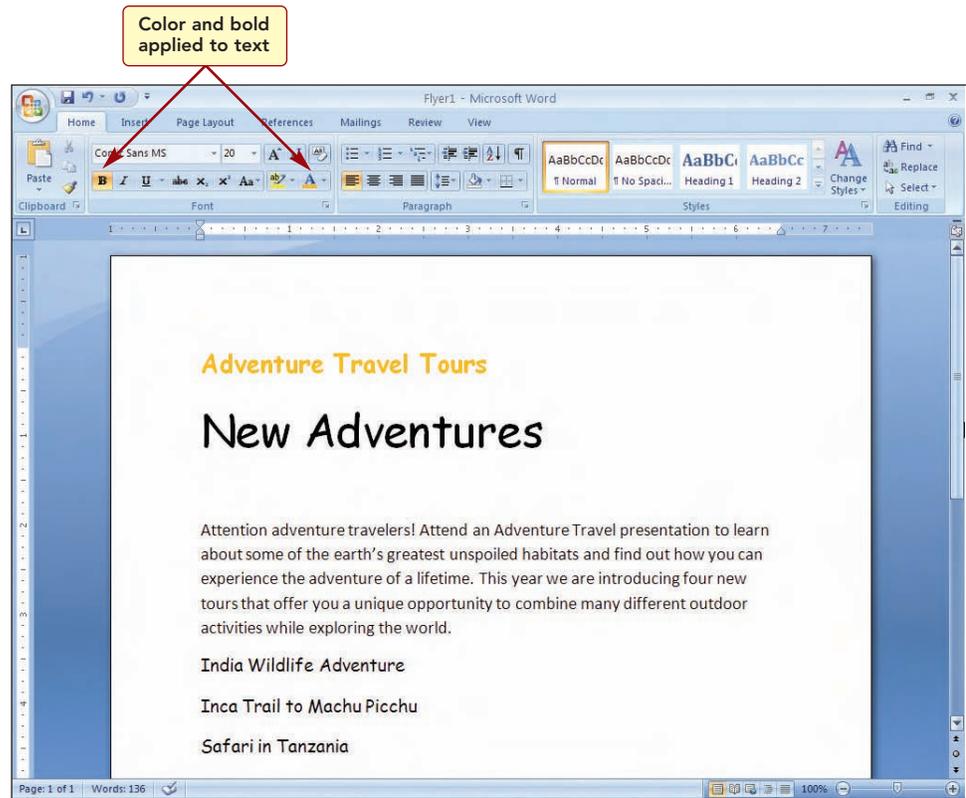
Click  Bold on the Mini Toolbar.

Another Method

The keyboard shortcut is **Ctrl** + **B**.

Click on the title line to clear the selection.

Your screen should be similar to Figure 1.50



 **Figure 1.50**

The buttons reflect the settings associated with the text at the insertion point. The Font Color button appears in the last selected color. This color can be quickly applied to other selections now simply by clicking the button.

Next you will add color and bold to several other areas of the flyer.

- 2 Select the second title line.

- Using the Mini toolbar, change the font color to green and add bold.

- Select the list of four trips.

- Click  Font Color to change the color to green.

Additional Information

The currently selected font color can be applied to the selection simply by clicking the button.

- Click  Bold,  Italic.

- Click  Italic again to remove the italic effect.

Additional Information

Many formatting commands are toggle commands. This means the feature can be turned on and off simply by clicking on the command button.

- Apply bold, italic, and orange font color to the last sentence of the flyer.

- Click in the document to deselect the text.

Your screen should be similar to Figure 1.51

Color and bold effect added to text

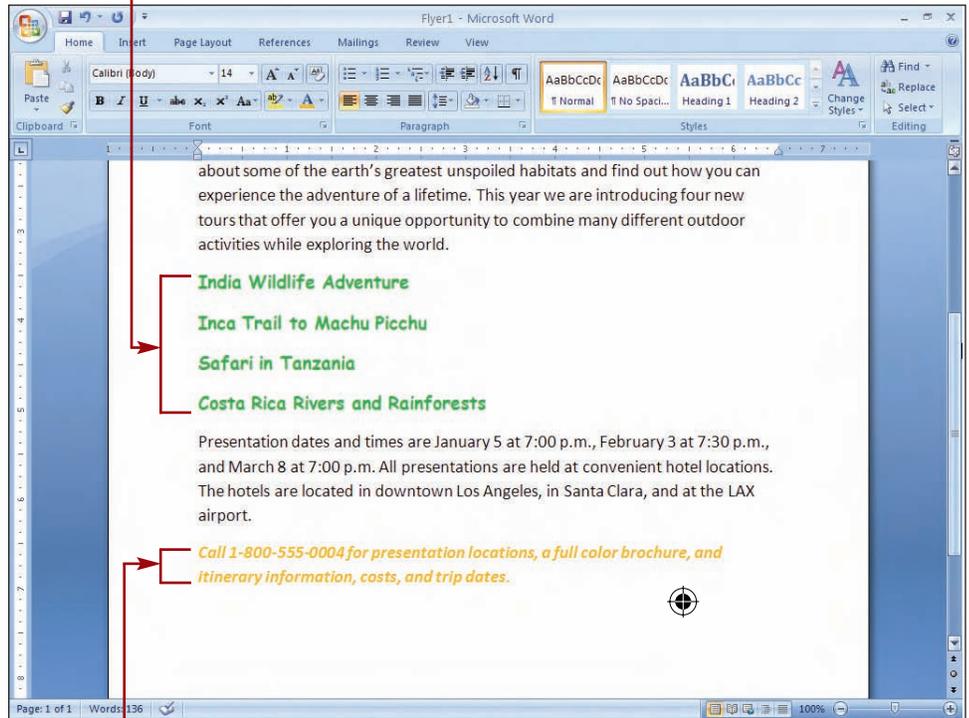


Figure 1.51

The character formatting effects you added to the flyer make it much more interesting.

The next formatting change you want to make is to add a shadow to the title lines. Since the Ribbon does not display a button for this feature, you need to open the Formatting dialog box to access this feature.

3 Select both title lines.

Click  in the bottom-right corner of the Font group to open the Font dialog box.

Your screen should be similar to Figure 1.52

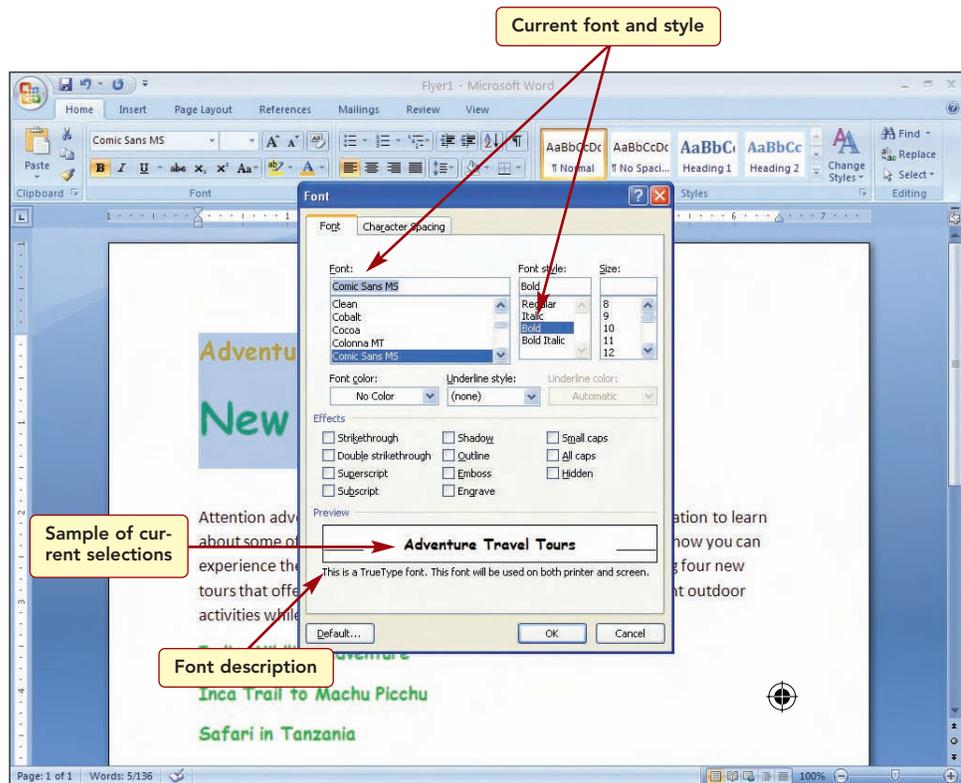


Figure 1.52

The Font dialog box contains all of the Font commands in the Font group and more. Using the Dialog Box Launcher to open a dialog box allows you to access the more-advanced or less-used features of a group. The font and font style used in the selected text are identified in the list boxes. However, because the selection includes two different font sizes, the font size is not identified.

The Preview box displays an example of the currently selected font setting. Notice the description of the font below the Preview box. It states that the selected font is a TrueType font. **TrueType** fonts are fonts that are

automatically installed when you install Windows. They appear onscreen exactly as they will appear when printed. Some fonts are printer fonts, which are available only on your printer and may look different onscreen than when printed. Courier is an example of a printer font.

You will add a shadow to the selected lines.

- 4 Choose Shadow.
- Click .

Your screen should be similar to Figure 1.53

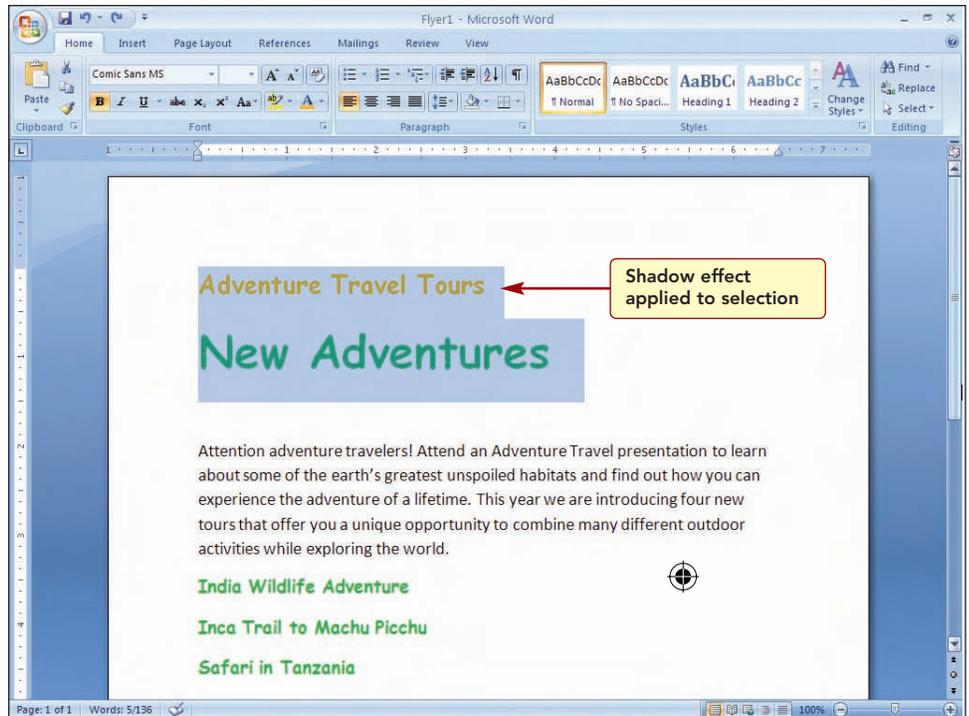


Figure 1.53

A shadow effect has been applied to all text in the selection.

Setting Paragraph Alignment

The final formatting change you want to make is to change the paragraph alignment.

Concept 6

Alignment

6 Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified. The alignment settings affect entire paragraphs and are described in the table below.

Alignment	Effect on Text Alignment
 Left	Aligns text against the left margin of the page, leaving the right margin ragged or uneven. This is the most commonly used paragraph alignment type and therefore the default setting in all word processing software packages.
 Center	Centers each line of text between the left and right margins. Center alignment is used mostly for headings or centering graphics on a page.
 Right	Aligns text against the right margin, leaving the left margin ragged. Use right alignment when you want text to line up on the outside of a page, such as a chapter title or a header.
 Justify	Aligns text against the right and left margins and evenly spaces out the words by inserting extra spaces, called soft spaces , that adjust automatically whenever additions or deletions are made to the text. Newspapers commonly use justified alignment so the columns of text are even.

The commands to change paragraph alignment are available in the Paragraph dialog box. However, it is much faster to use the keyboard shortcuts or command buttons in the Paragraph group shown below.

Alignment	Keyboard Shortcut	Button
Left	Ctrl + L	
Center	Ctrl + E	
Right	Ctrl + R	
Justify	Ctrl + J	

You want to change the alignment of all paragraphs in the flyer from the default of left-aligned to centered.

- 1 Triple-click in the left margin to select the entire document.
- Click  Center in the Mini toolbar.

Another Method
You also can use  in the Paragraph group of the Home tab or in the Paragraph dialog box.

- Reduce the Zoom so the entire page is visible.

Your screen should be similar to Figure 1.54

Additional Information
In addition to using the Zoom feature, you can use  One Page in the Zoom group of the Viewtab.

Additional Information
The alignment settings also can be specified before typing in new text. As you type, the text is aligned according to your selection until the alignment setting is changed to another setting.

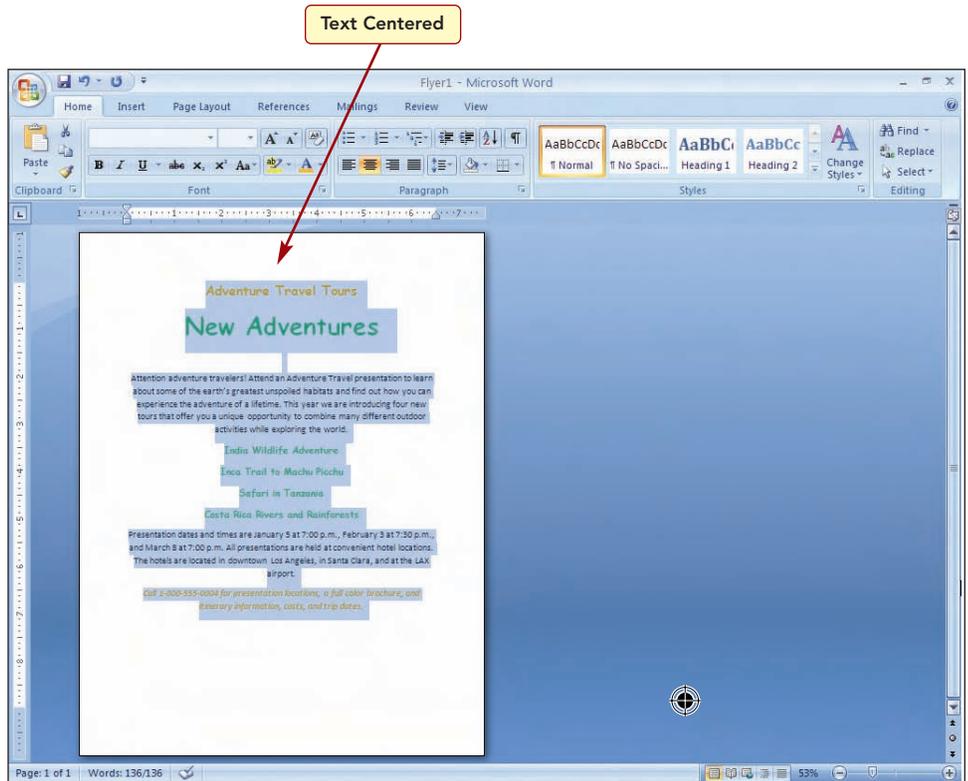


Figure 1.54

Each line of text is centered evenly between the left and right page margins.

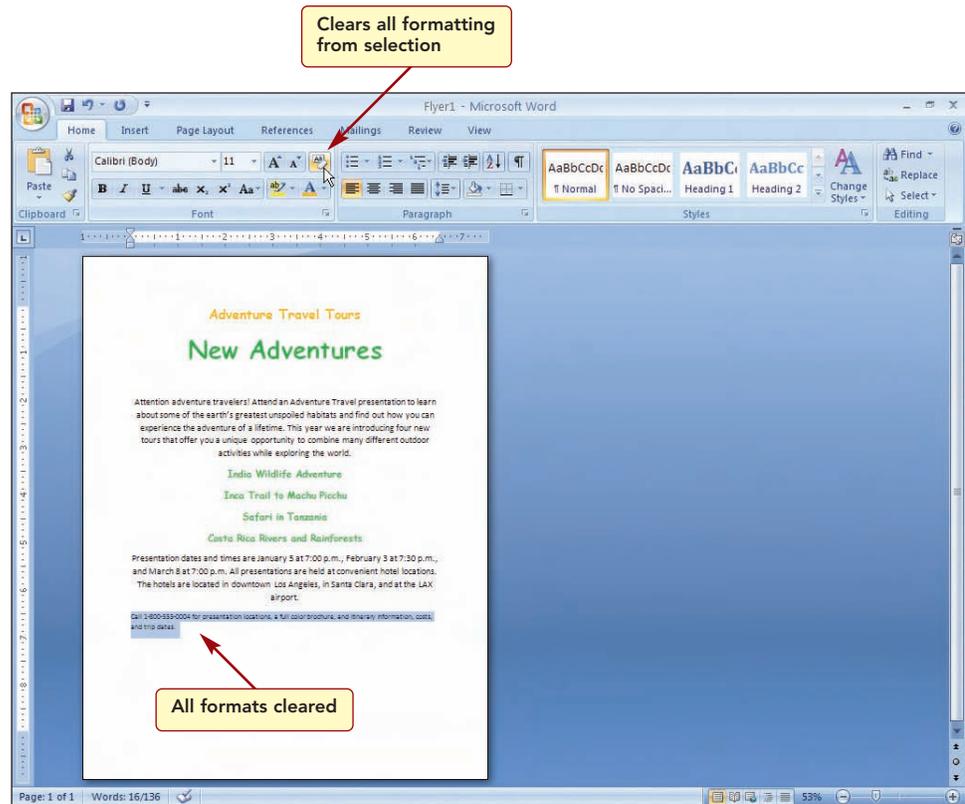
Clearing Formats

As you look at the entire flyer, you decide the last line is overformatted. You think it would look better if it did not include italics, and color. Since it has been a while since you applied these formats, using Undo also would remove many other changes that you want to keep. Instead, you will quickly clear all formatting from the selection and then apply only those you want.

1 Select the last sentence.

Click  Clear Formatting.

Your screen should be similar to Figure 1.55



Another Method

Instead of clearing all formats, you could simply reselect the command button to remove the formats that you did not want or select another format to replace it.

 **Figure 1.55**

All formatting associated with the selection, including text alignment and font size, has been removed and the text appears in the default document font and size.

2 Format the last sentence to bold, centered, and a font size of 14.

Click  Save in the Quick Access Toolbar to save the file using the same file name.

The formatting of the last sentence looks much better now. As you are working on a document, it is a good idea to save your document frequently to prevent the accidental loss of work from a power outage or other mishap. While AutoRecover is a great feature for recovering lost work, it should not be used in place of regularly saving your work.

Working with Graphics

Finally, you want to add a graphic to the flyer to add interest.

Concept 7

Graphics

7 A **graphic** is a nontext element or object such as a drawing or picture that can be added to a document. An **object** is an item that can be sized, moved, and manipulated.

A graphic can be a simple **drawing object** consisting of shapes such as lines and boxes. A drawing object is part of your Word document. A **picture** is an illustration such as a graphic illustration or a scanned photograph. Pictures are graphics that were created using another program and are inserted in your Word document as **embedded objects**. An embedded object becomes part of the Word document and can be opened and edited from within the Word document using the **source program**, the program in which it was created. Any changes made to the embedded object are not made to the original picture file because they are independent. Several examples of drawing objects and pictures are shown below.



Drawing object



Graphic illustration



Photograph

Add graphics to your documents to help the reader understand concepts, to add interest, and to make your document stand out from others.

Inserting a Picture

Picture files can be obtained from a variety of sources. Many simple drawings called **clip art** are available in the Clip Organizer, a Microsoft Office tool that arranges and catalogs clip art and other media files stored on the computer's hard disk. Additionally, you can access Microsoft's Clip Art and Media Web site for even more graphics.

Digital images created using a digital camera are one of the most common types of graphic files. You also can create picture files using a scanner to convert any printed document, including photographs, to an electronic format. Most images that are scanned and inserted into documents are stored as Windows bitmap files (.bmp). All types of pictures, including clip art, photographs, and other types of images, can

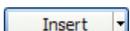
Additional Information

You also can scan a picture and insert it directly into a Word document without saving it as a file first.

- 1 Change the zoom to 100%.

Additional Information

In addition to using the Zoom feature, you can click  in the Zoom group of the View tab.

- Move to the blank line below the second title line.
- Open the Insert tab.
- From the Illustrations group, click .
- Change the Look In location to the location of your data files.
- Select `wd01_Lions`.
- Click .

Your screen should be similar to Figure 1.56

Additional Information

You will learn more about the Picture Tools tab features in later labs.

be found on the Internet. These files are commonly stored as .jpg or .pcx files. Keep in mind that any images you locate on the Internet may be copyrighted and should only be used with permission. You also can purchase CDs containing graphics for your use.

You want to add a picture to the flyer below the two title lines. You will move to the location in the document where you want to insert a photograph of a lion you recently received from a client. The photograph has been saved as a picture image.

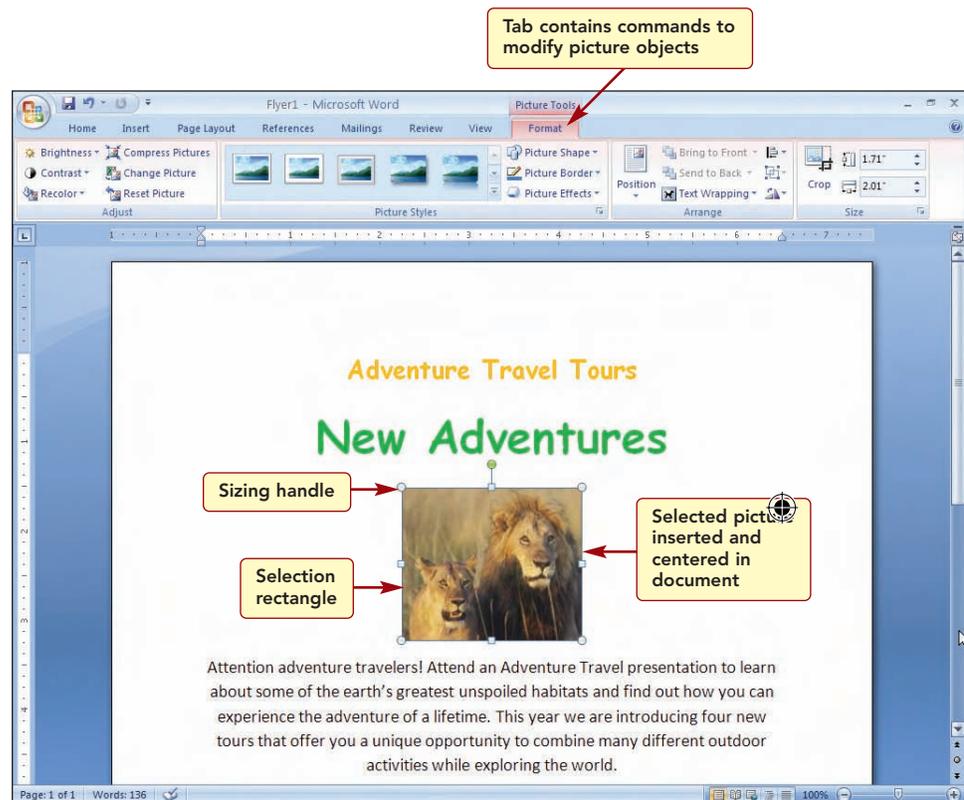


Figure 1.56

The picture is inserted in the document at the location of the insertion point. It is centered because the paragraph in which it was placed is centered. Notice the picture is surrounded by a **selection rectangle** and four circles and four squares, called **sizing handles**, indicating it is a selected object and can now be deleted, sized, moved, or modified. A Picture Tools tab automatically appears and can be used to modify the selected picture object.

Although you like the picture of the lions that you might see on one of the tours, you want to check the Clip Art Gallery to see if a picture of a tiger or parrot would be better.

- 2 Click to the right side of the graphic to deselect it.
- Open the Insert tab.
- From the Illustrations group, click  .

Your screen should be similar to Figure 1.57

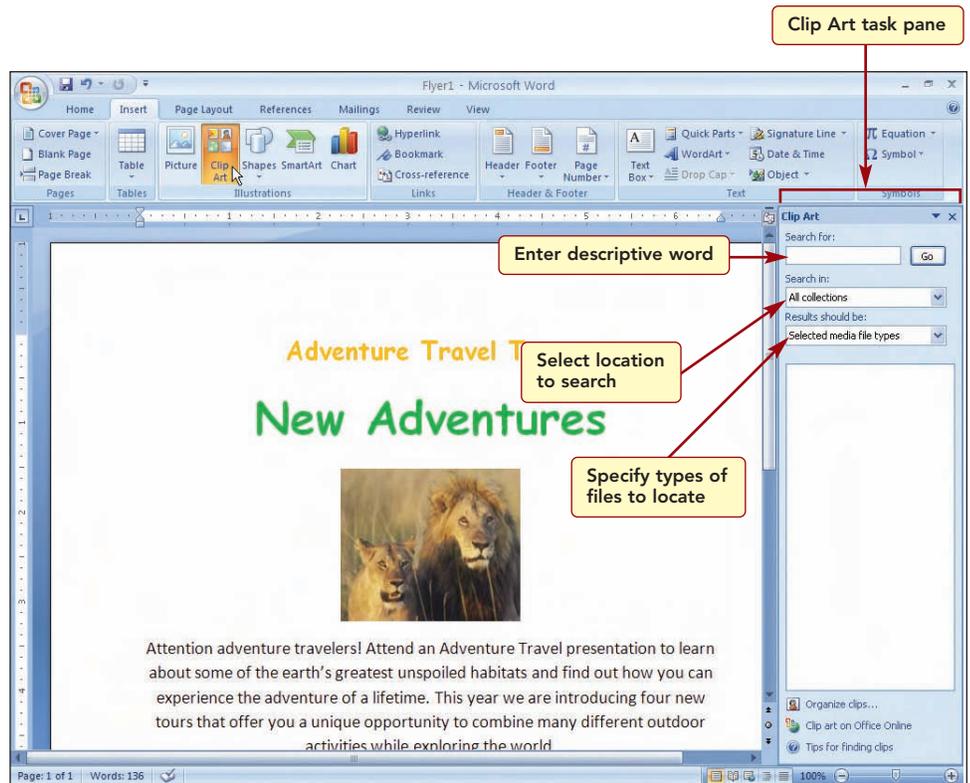


Figure 1.57

The Clip Art task pane appears in which you can enter a word or phrase that is representative of the type of picture you want to locate. You also can specify the locations to search and the type of media files, such as clip art, movies, photographs, or sound, to display in the results. You want to find clip art and photographs of animals.

3 If necessary, select any existing text in the Search For text box.

Type **animals**.

If All Collections is not displayed in the Search In text box, select Everywhere from the drop-down list.

Open the Results Should Be drop-down list, select Clip Art and Photographs, and deselect all other options.

Having Trouble?

Click the box next to an option to select or deselect (clear the checkmark).

Click .

Your screen should be similar to Figure 1.58

Having Trouble?

Your Clip Art task pane may display different pictures than shown in Figure 1.58.

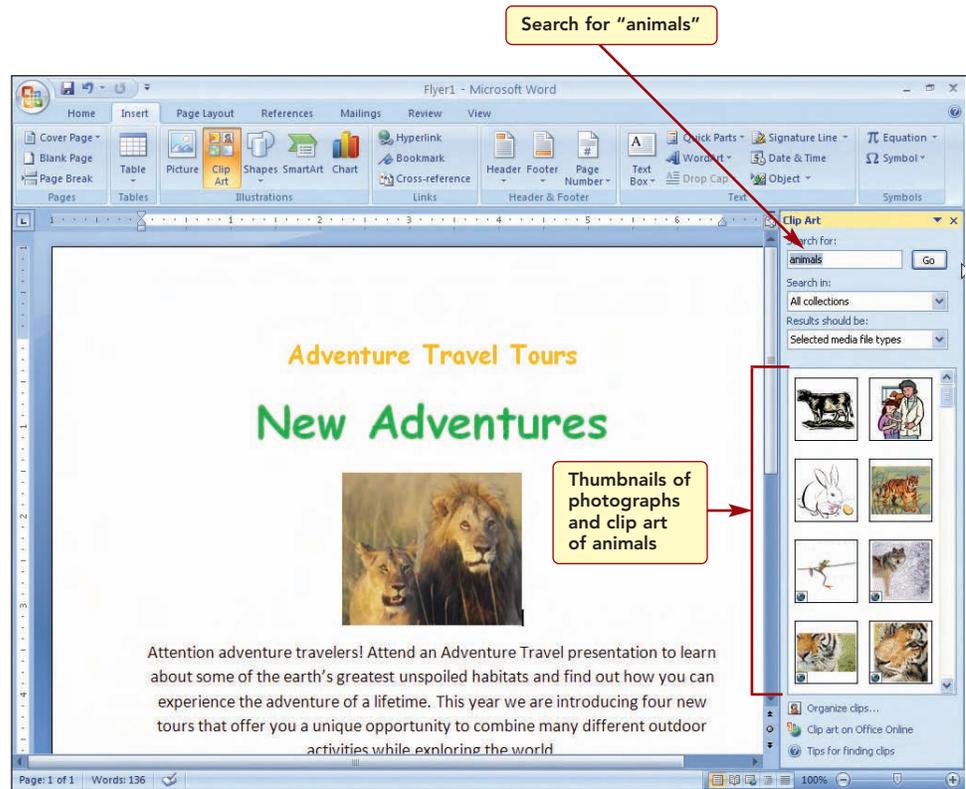


Figure 1.58

The program searches all locations on your computer and, if you have an Internet connection established, Microsoft's Clip Art and Media Web site for clip art and graphics that match your search term. The Results area displays **thumbnails**, miniature representations of pictures, of all located graphics. The pictures stored on your computer in the Microsoft Clip Organizer appear first in the results list, followed by the Office Online clip art.

Pointing to a thumbnail displays a ScreenTip containing the keywords associated with the picture and information about the picture properties. It also displays a drop-down list bar that accesses the item's context menu.

- 4 Scroll the list to view additional images.
- Point to any thumbnail to see a ScreenTip.

Your screen should be similar to Figure 1.59

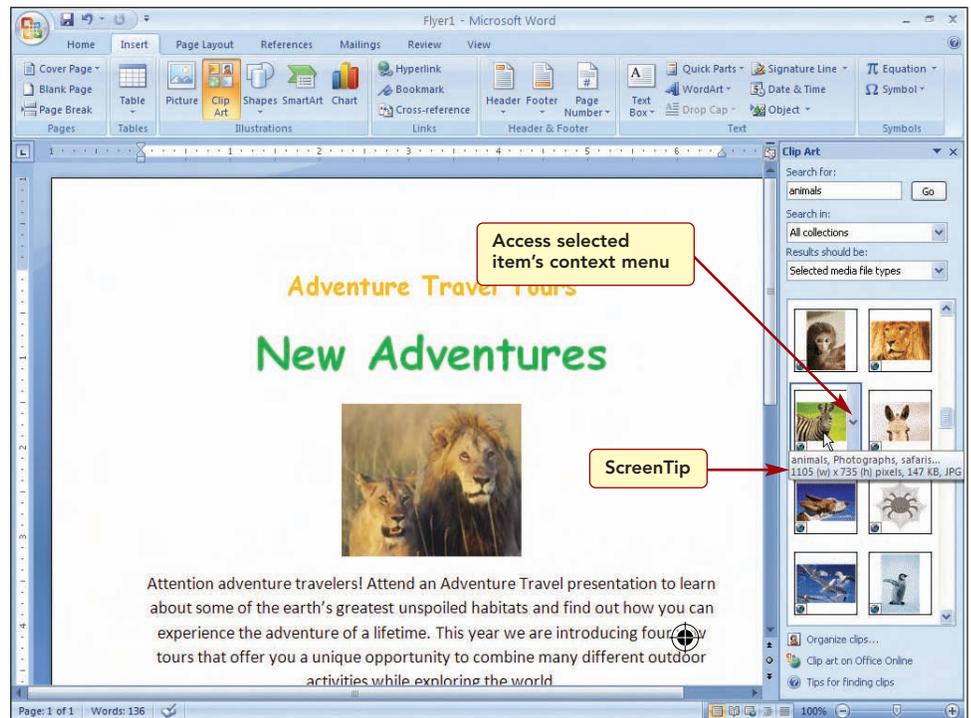


Figure 1.59

Each graphic has several keywords associated with it. All the displayed graphics include the keyword “animals.” Because so many pictures were located, you decide to narrow your search to display pictures with keywords of “animals” and “parrots” only. Additionally, because it is sometimes difficult to see the graphic, you can preview it in a larger size.

5 Add a comma after the word “animals” in the Search For text box and then type **parrots**.

Click **Go**.

Scroll the results area and point to the graphic of the parrot shown in Figure 1.60.

Click  next to the graphic to open the context menu.

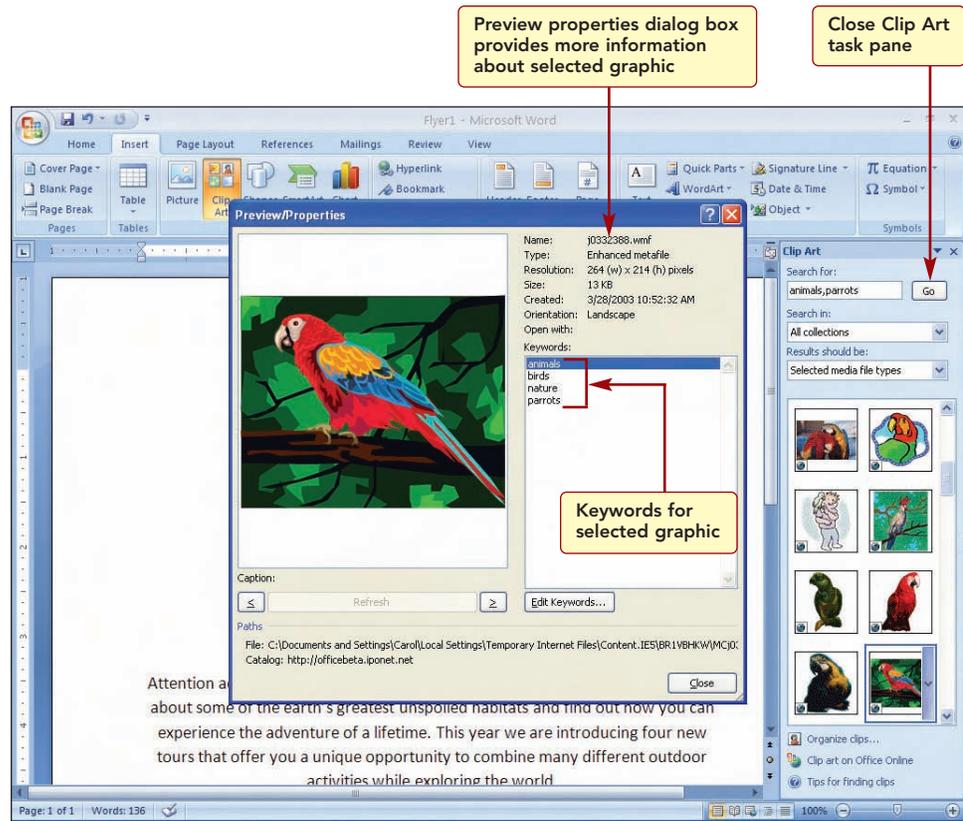
Choose **Preview/Properties**.

Additional Information

If you cannot find the picture of the parrot shown in Figure 1.60, it is provided with the files downloaded for the lab.

Use  to insert it into the flyer.

Your screen should be similar to Figure 1.60



 **Figure 1.60**

Because the search term is more specific, fewer results are displayed. The **Preview/Properties** dialog box displays the selected graphic larger so it is easier to see. It also displays more information about the properties associated with the graphic, including the keywords used to identify the graphic. You think this looks like a good choice and will insert it into the document.

- 6 Click to close the dialog box.
- Click on the graphic to insert it in the document.

Another Method
You also could choose Insert from the thumbnail's context menu.

- Click in the Clip Art task pane title bar to close it.

Your screen should be similar to Figure 1.61

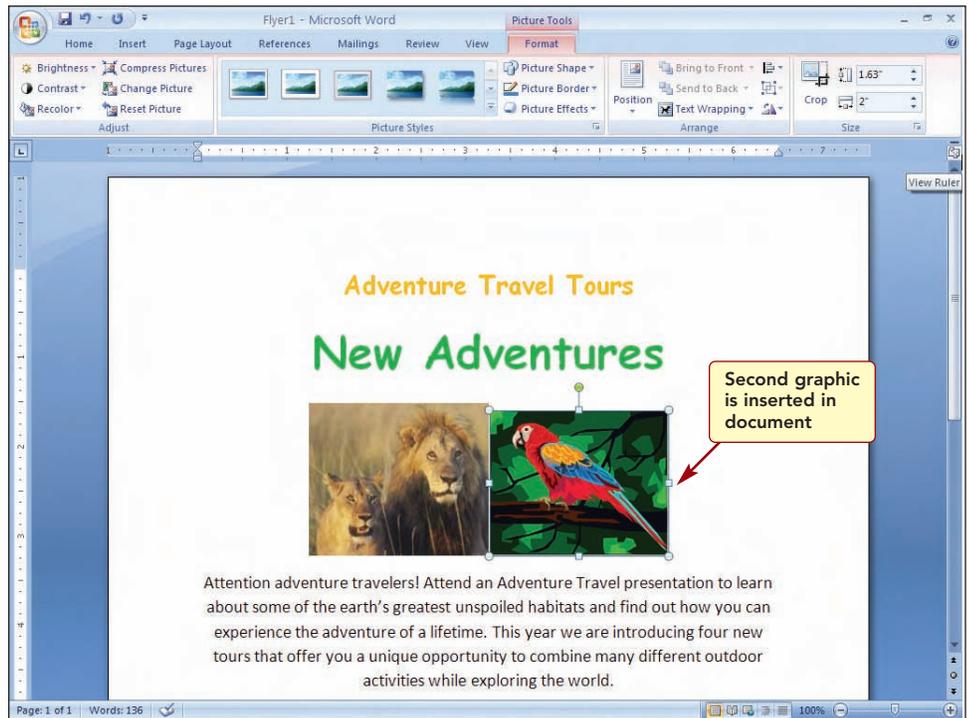


Figure 1.61

The clip art graphic is inserted next to the lion picture.

Deleting a Graphic

There are now two graphics in the flyer. You decide to use the parrot graphic and need to remove the picture of the lion. To do this, you select the graphic and delete it.

- 1 Click on the lion graphic.
- Press .

Your screen should be similar to Figure 1.62

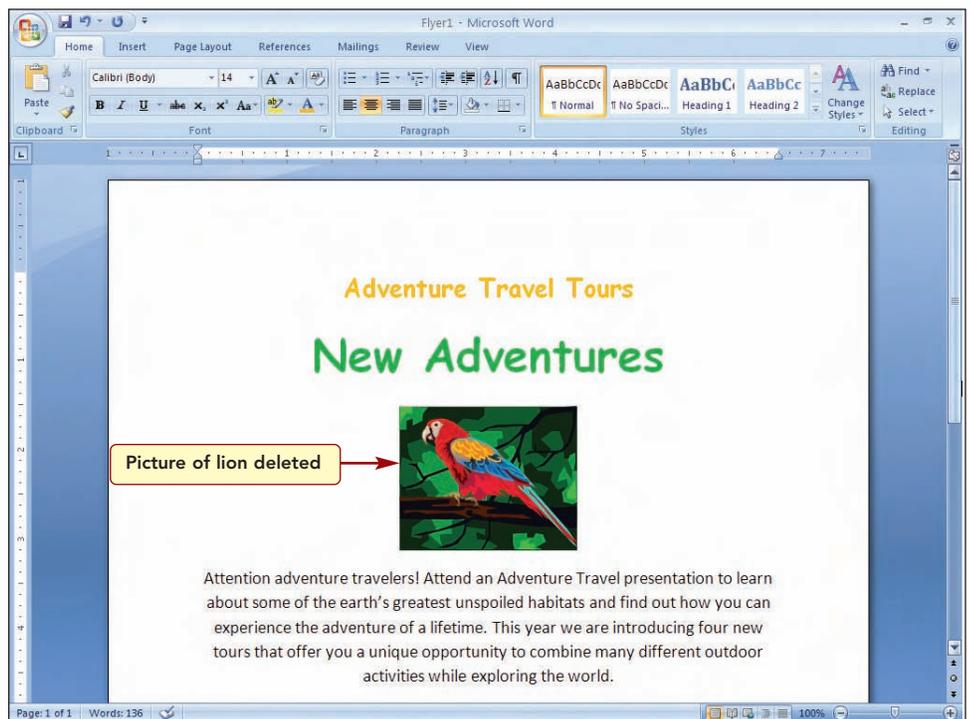


Figure 1.62

The lion graphic is removed.

Sizing a Graphic

Usually, when a graphic is inserted, its size will need to be adjusted. A graphic object can be manipulated in many ways. You can change its size; add captions, borders, or shading; or move it to another location. A graphic object can be moved anywhere on the page, including in the margins or on top of or below other objects, including text. The only places you cannot place a graphic object are into a footnote, endnote, or caption.

In this case, you want to increase the picture's size. To size a graphic, you select it and drag the sizing handles to increase or decrease the size of the object. The mouse pointer changes to  when pointing to a handle. The direction of the arrow indicates the direction in which you can drag to size the graphic. You want to increase the image to approximately 3 inches wide by 2.5 inches high.

Additional Information

A selected graphic object can be moved by dragging it to the new location.

Another Method

You also can size a picture to an exact measurement using commands in the Size group of the Picture Tools tab.

1 Click on the graphic to select it.

Point to the lower-right corner handle.

Additional Information

Dragging a corner handle maintains the original proportions of the graphic.

With the pointer as a , drag outward from the picture to increase the size to approximately 2.5 inches wide by 2 inches high (use the ruler as a guide and refer to Figure 1.63).

Click anywhere in the document to deselect the graphic.

Click  Save.

Your screen should be similar to Figure 1.63

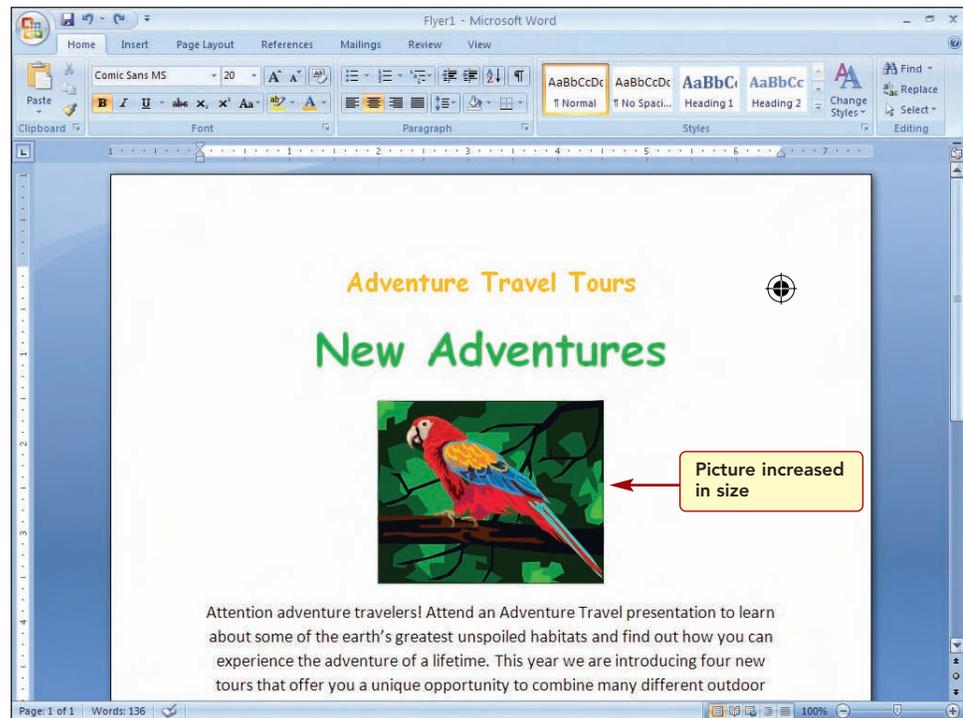


Figure 1.63

Enhancing the Page

The final changes you want to make to the flyer for now are to add a border line around the entire page and to add a watermark in the page background. Borders can add interest and emphasis to various parts of your document, including entire pages, selected text, tables, graphic objects, and pictures. **Watermarks** are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a Draft. Both page borders and watermarks are features that affect an entire page and are found in the Page Layout tab.

Adding a Page Border

You want to add a decorative border around the entire page to enclose the text and enhance the appearance of the flyer.

- 1 Open the Page Layout tab.
Click **Page Borders** in the Page Background group.

Your screen should be similar to Figure 1.64

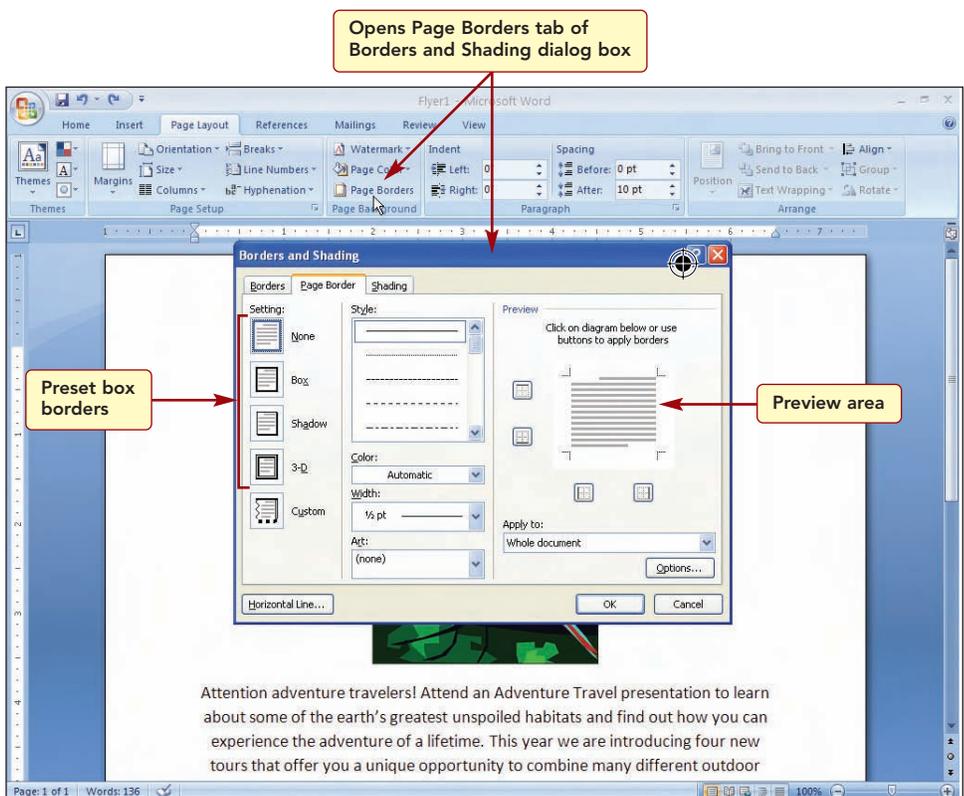


Figure 1.64

Additional Information

There are also a variety of graphical borders available in the Art list box.

Additional Information

You will learn about creating custom borders in later labs.

From the Page Borders tab of the Borders and Shading dialog box, you first select either a preset box border or a custom border. Then you specify the style, color, weight, and location of the border. A page border can be applied to all pages in a document, to pages in selected parts of a document, to the first page only, or to all pages except the first.

You want to create a box border around the entire page of text. As you specify the border settings, the Preview area will reflect your selections.

2 Choose Box from the Settings area.

Scroll the Style list box and select



Open the Color palette and select Orange, Accent 6.

From the Width drop-down list box, select 3 pt.

Having Trouble?

Use the None option to remove all border lines, or remove individual lines by selecting the border location again.

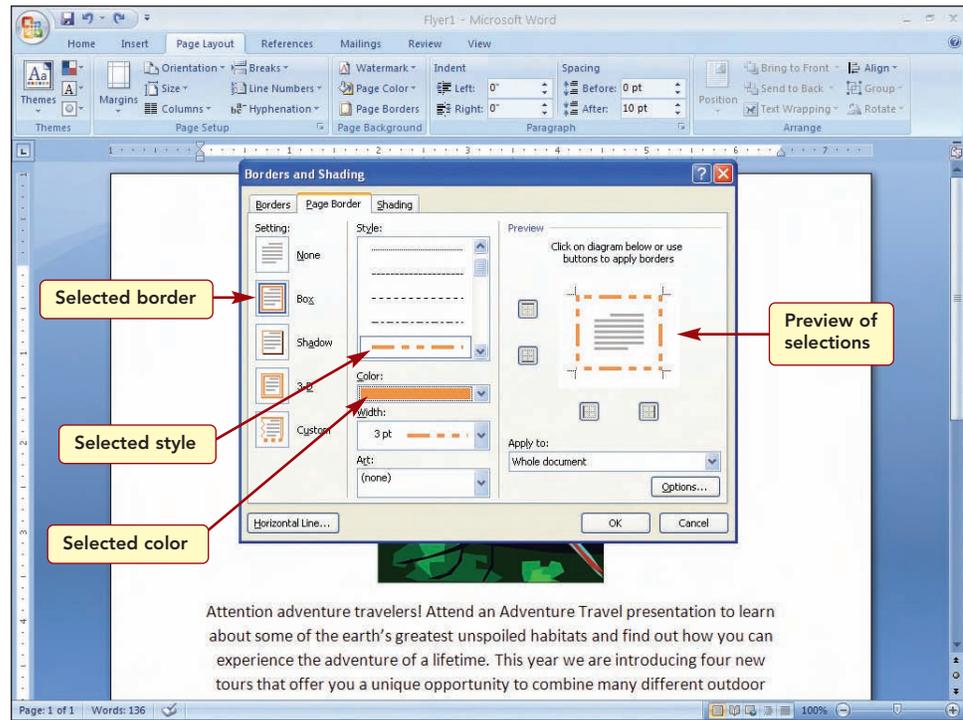
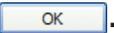


Figure 1.65

Your screen should be similar to Figure 1.65



The Preview area shows how the box page border will appear in the style, color, and point size you selected. The default selection of Document, as to what part of the document to apply the border, is acceptable because the document is only one page long.

3 Click .

Reduce the zoom to display the entire page.

Your screen should be similar to Figure 1.66

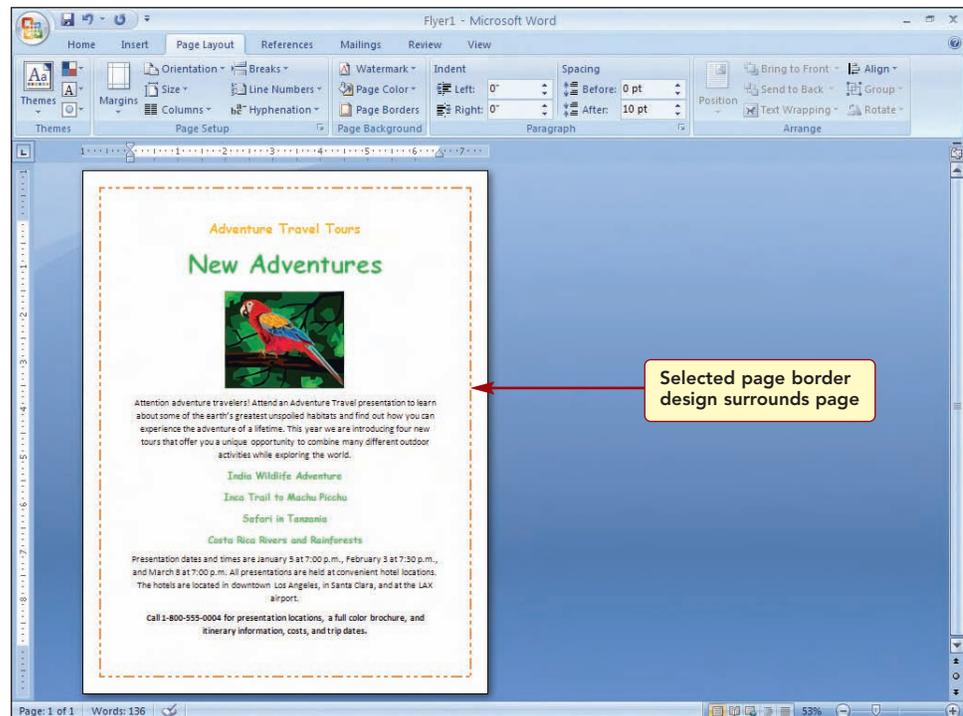
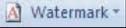


Figure 1.66

The specified page border appears in the middle of the margin space around the entire page.

Adding a Watermark

Finally, you want to add a watermark to the background of the flyer identifying the document as a draft. You can insert a predesigned watermark from a gallery of watermark text, or you can insert a watermark with custom text.

- 1 Click  from the Page Background group.
- Scroll the watermark gallery and choose the Draft1 design from the Disclaimers section.

Additional Information

Choose Remove Watermark from the  menu to remove a watermark.

Your screen should be similar to Figure 1.67

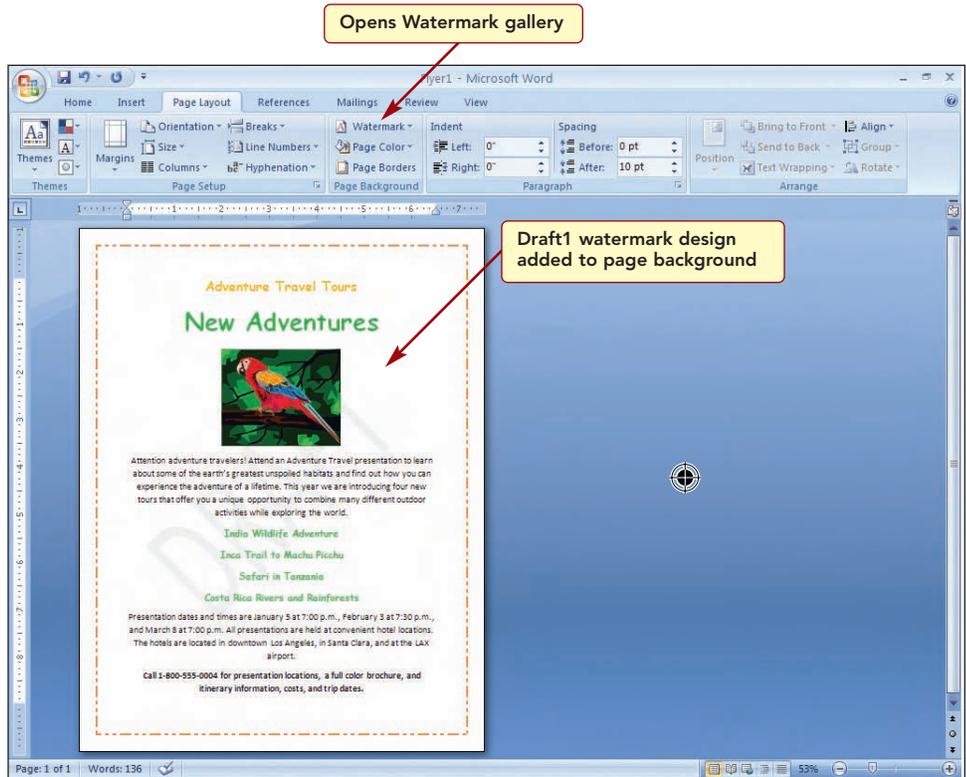


Figure 1.67

Additional Information

You can only see watermarks in Print Layout view and Full Screen Reading view or in a printed document.

The DRAFT watermark appears diagonally across the background of the page. The entire page is displayed as it will appear when printed. The flyer looks good and does not appear to need any further modifications immediately.

Printing a Document

Although you still plan to make several formatting changes to the document, you want to give a copy of the flyer to the manager to get feedback regarding the content and layout.

First you need to add your name to the flyer and to the document properties and check the print settings.

- 1 Increase the zoom to 100%.
- Scroll to the bottom of the flyer.
- Add your name at before the phone number in the last sentence of the flyer.
- Replace Student Name with your name in the document properties.
- If necessary, make sure your printer is on and ready to print.
- Click Office Button and choose Print.

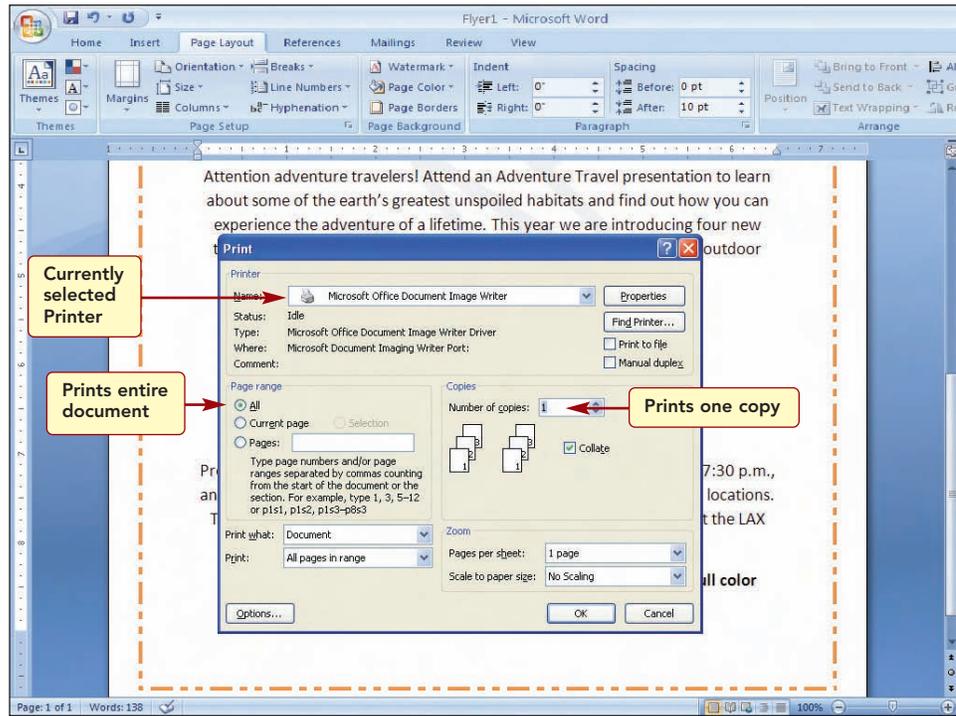


Figure 1.68

Another Method

The keyboard shortcut for the Print command is **Ctrl** + **P**.

Additional Information

You also can use Quick print on the Print submenu to print the active document immediately using the current print settings.

Your screen should be similar to Figure 1.68

From the Print dialog box, you need to specify the printer you will be using and the document settings. The printer that is currently selected is displayed in the Name drop-down list box in the Printer section of the dialog box.

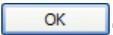
The Page Range area of the Print dialog box lets you specify how much of the document you want printed. The range options are described in the following table:

Option	Action
All	Prints entire document.
Current page	Prints selected page or page the insertion point is on.
Pages	Prints pages you specify by typing page numbers in the dialog box.
Selection	Prints selected text only.

Note: Please consult your instructor for printing procedures that may differ from the following directions.

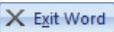
The default range setting, All, is the correct setting. In the Copies section, the default setting of one copy of the document is acceptable. You will print using the default print settings.

2 If you need to change the selected printer to another printer, open the Name drop-down list box and select the appropriate printer (your instructor will tell you which printer to select).

Click .

Your printer should be printing the document. The printed copy of the flyer should be similar to the document shown in the Case Study at the beginning of the lab.

Exiting Word

You are finished working on the flyer for now and want to save the last few changes you have made to the document and close the Word application. The  command in the File menu is used to quit the Word program. Alternatively, you can click the  Close button in the application window title bar. If you attempt to close the application without first saving your document, Word displays a warning asking if you want to save your work. If you do not save your work and you exit the application, any changes you made since last saving it are lost.

Another Method

The keyboard shortcut for the Exit command is .

1 Click  Close.

Click  to save the changes you made to the file.



The Windows desktop is visible again.

If multiple word documents are open, clicking  closes the application window containing the document you are viewing only.



Focus on Careers

EXPLORE YOUR CAREER OPTIONS

Food Service Manager

Have you noticed flyers around your campus advertising job positions? Many of these jobs are in the food service industry. Food service managers are traditionally responsible for overseeing the kitchen and dining room. However, these positions increasingly involve administrative tasks, including recruiting new

employees. As a food service manager, your position would likely include creating newspaper notices and flyers to attract new staff. These flyers should be eye-catching and error-free. The typical salary range of a food service manager is \$34,000 to \$41,700. Demand for skilled food service managers is expected to increase through 2010.

Concept Summary

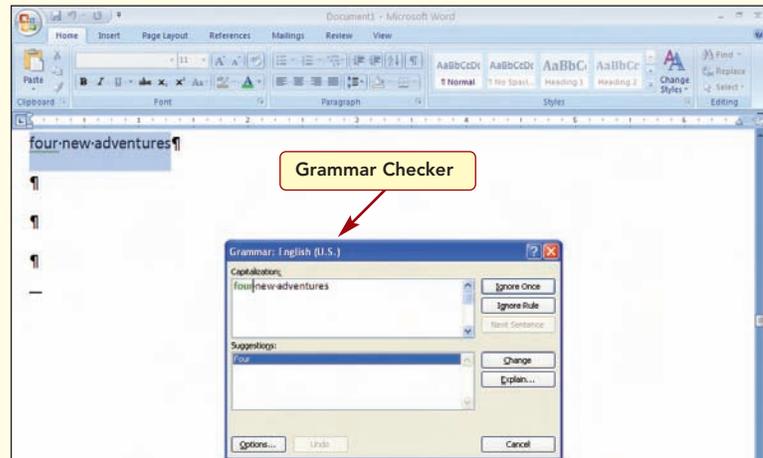
LAB 1

Creating and Editing a Document



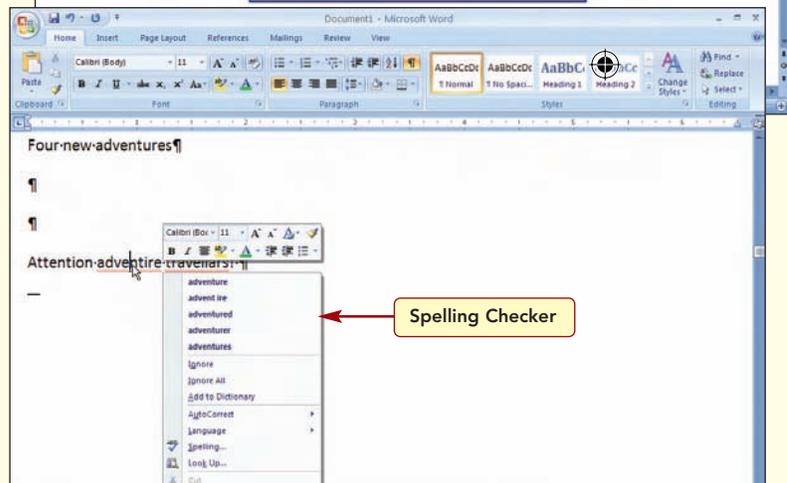
Grammar Checker (WD1.16)

The grammar checker advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.



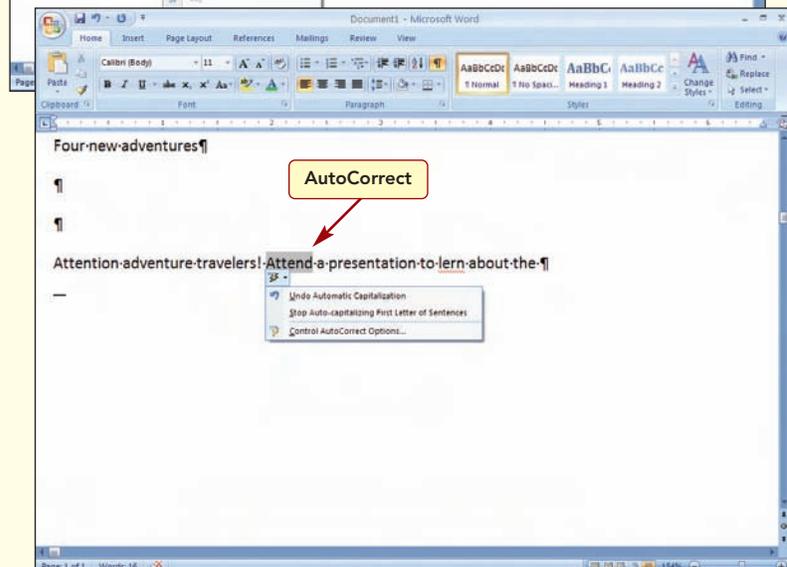
Spelling Checker (WD1.19)

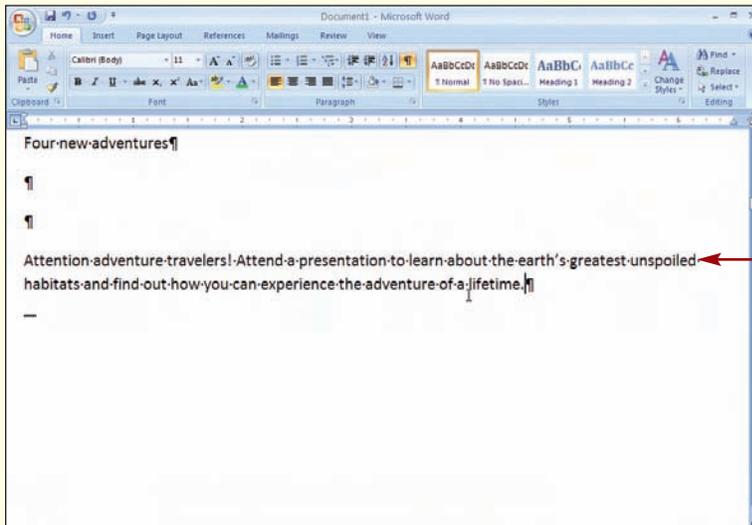
The spelling checker advises you of misspelled words as you create and edit a document, and proposes possible corrections.



AutoCorrect (WD1.21)

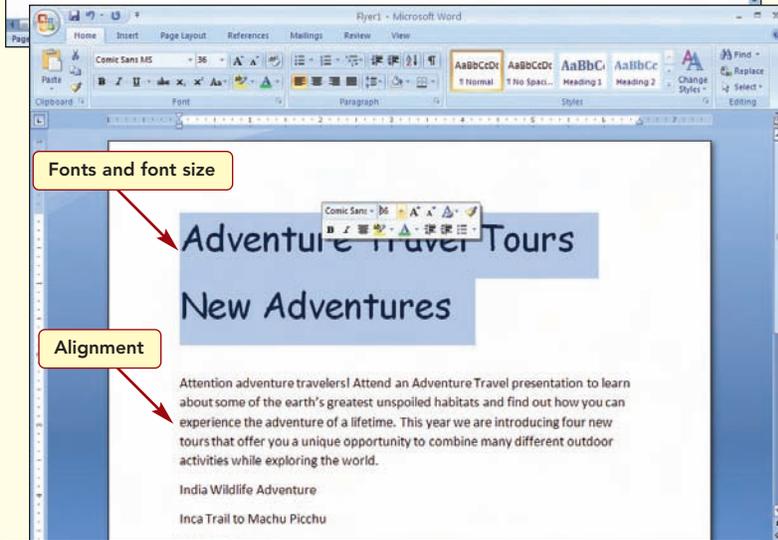
The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically corrects the entry.





Word Wrap (WD1.23)
 The word wrap feature automatically decides where to end a line and wraps text to the next line based on the margin settings.

Word Wrap



Fonts and Font Size (WD1.46)
 A font, also commonly referred to as a typeface, is a set of characters with a specific design that has one or more font sizes.

Fonts and font size

Alignment

Alignment (WD1.56)
 Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.



Graphics (WD1.59)
 A graphic is a nontext element or object such as a drawing or picture that can be added to a document.

Graphics



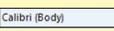
key terms

alignment WD1.56	font size WD1.46	selection rectangle WD1.88
AutoCorrect WD1.21	format WD1.10	serif font WD1.46
character formatting WD1.46	grammar checker WD1.16	sizing handles WD1.88
clip art WD1.59	graphic WD1.57	soft space WD1.56
cursor WD1.5	Insert mode WD1.37	source program WD1.57
custom dictionary WD1.19	insertion point WD1.15	spelling checker WD1.19
default WD1.8	Live Preview WD1.47	template WD1.8
document properties WD1.25	main dictionary WD1.19	thumbnail WD1.62
document window WD1.5	object WD1.59	TrueType WD1.54
drawing object WD1.59	paragraph formatting WD1.46	typeface WD1.46
edit WD1.10	picture WD1.59	watermark WD1.67
embedded object WD1.59	ruler WD1.5	word wrap WD1.63
end-of-file marker WD1.10	sans serif font WD1.46	
font WD1.46	select WD1.6	

MCAS skills

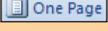
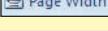
The Microsoft Certified Applications Specialist (MCAS) certification program is designed to measure your proficiency in performing basic tasks using the Office 2007 applications. Getting certified demonstrates that you have the skills and provides a valuable industry credential for employment. See Reference 2 MCAS Certification Guide for a complete list of the skills that were covered in Lab 1.

command summary

Command	Shortcut	Action
Office Button		
New	Ctrl + N	Opens new blank document
Open	Ctrl + O	Opens existing document file
Save	Ctrl + S	Saves document using same file name
Save As		Saves document using a new file name, type, and/or location
Print	Ctrl + P	Prints document
Prep <u>a</u> re/ <u>P</u> roperties		Opens Document Information Panel
Close	Ctrl + F4	Closes document
 Exit Word	Alt + F4	Exit Word application
Quick Access Toolbar		
 Save	Ctrl + S	Saves document using same file name
 Undo	Ctrl + Z	Restores last editing change
 Redo	Ctrl + Y	Restores last Undo or repeats last command or action
Home tab		
<i>Font Group</i>		
 Font		Changes typeface
 Size		Changes font size
 Clear Formatting		Remove all formatting from selection
 Bold	Ctrl + B	Adds/removes bold effect
 Italic	Ctrl + I	Adds/removes italic effect
 Change Case		Changes case of selected text
 Color		Changes text to selected color
<i>Paragraph group</i>		
 Show/Hide	Ctrl + Shift + *	Displays or hides formatting marks
 Align Text Left	Ctrl + L	Aligns text to left margin
 Center	Ctrl + E	Centers text between left and right margins
 Align Text Right	Ctrl + R	Aligns text to right margin
 Justify	Ctrl + J	Aligns text equally between left and right margins
Insert Tab		
<i>Illustrations group</i>		
 Picture		Inserts selected picture

Lab Review

command summary (continued)

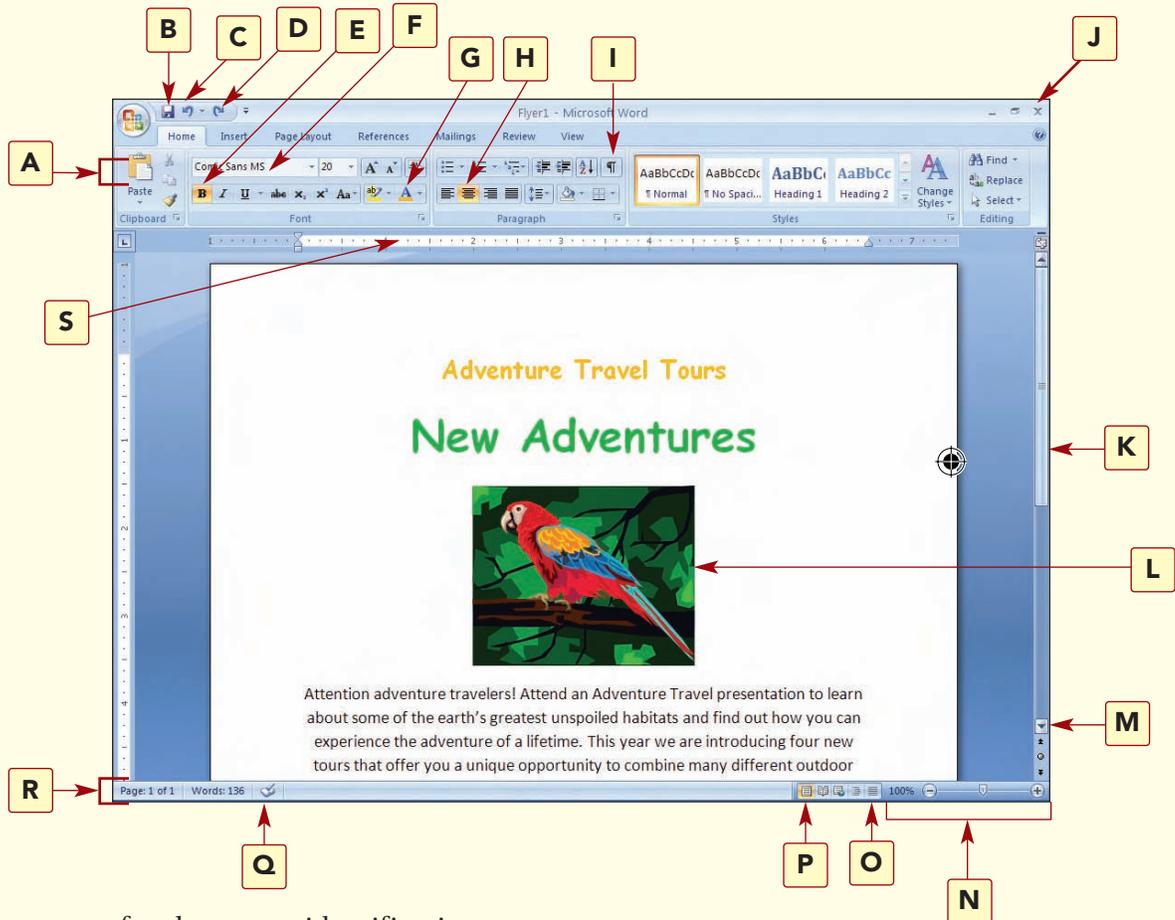
Command	Shortcut	Action
		Accesses Clip Organizer and inserts selected clip
Page Layout Tab		
<i>Page background group</i>		
		Inserts ghosted text behind page content
		Adds a border around page
Review Tab		
<i>Proofing group</i>		
		Opens Spelling and Grammar dialog box
View Tab		
<i>Document Views group</i>		
		Shows how text and objects will appear on printed page
		Displays document only, without application features
		Shows document as it will appear when viewed in a Web browser
		Shows structure of document
		Shows text formatting and simple layout of page
Show/Hide group		
Ruler		Displays/hides ruler
<i>Zoom group</i>		
		Opens zoom dialog box
		Zooms document to 100% of normal size
		Zooms document so an entire page fits in window
		Zooms document so width of page matches width of window

Lab Exercises



screen identification

1. In the following Word screen, letters identify important elements. Enter the correct term for each screen element in the space provided.



Possible answers for the screen identification are:

Scrolls down
Draft view
Tab mark
Ribbon
Save
Print layout view
Font color
Font
Undo
Show/**H**ide
Close

Zoom
Center
Spelling and grammar
status icon
Redo
Bold
Status bar
Scroll bar
Graphic
Paragraph mark
Ruler

A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
G. _____
H. _____
I. _____
J. _____

K. _____
L. _____
M. _____
N. _____
O. _____
P. _____
Q. _____
R. _____
S. _____

Lab Exercises

matching

Match the item on the left with the correct description on the right.

- | | | |
|---|-------|--|
| 1.  | _____ | a. undoes last command |
| 2. font | _____ | b. moves to the top of the document |
| 3. sans serif | _____ | c. feature that automatically begins a new line when text reaches the right margin |
| 4. alignment | _____ | d. pictures and clip art |
| 5. Ctrl + h | _____ | e. shows dialog box |
| 6. graphics | _____ | f. type style that can be applied to text |
| 7.  | _____ | g. font size measurement |
| 8. word wrap | _____ | h. controls paragraph positioning between the margins |
| 9. point | _____ | i. saves a document using the same file name |
| 10.  | _____ | j. font without a flair at the base of each letter |



multiple choice

Circle the correct response to the questions below.

- Document development follows these steps.
 - plan, edit, enter, format, preview, and print
 - enter, edit, format, preview, and print
 - plan, enter, edit, format, preview, and print
 - design, enter, edit, format, preview, and print
- The feature makes some basic assumptions about the text entered and automatically makes changes based on those assumptions.
 - AutoChange
 - AutoFormat
 - AutoText
 - AutoCorrect

3. Words that are not contained in the main dictionary can be added to the _____ dictionary.
- custom
 - additional
 - supplemental
 - user defined
4. A(n) _____ is a nontext element or object that can be added to a document.
- illustration
 - picture
 - drawing
 - all of the above
5. When text is evenly aligned on both margins, it is _____.
- center aligned
 - justified
 - left aligned
 - right aligned
6. Words that may be spelled incorrectly in a document are indicated by a _____.
- green wavy line
 - red wavy line
 - blue wavy line
 - purple dotted underline
7. Font sizes are measured in _____.
- inches
 - points
 - bits
 - pieces
8. The _____ feature shows how various formatting choices would look on selected text.
- Actual Preview
 - Real Preview
 - Active Preview
 - Live Preview

Lab Exercises

9. A set of characters with a specific design is called a(n) _____.
- a. style
 - b. font
 - c. AutoFormat
 - d. Design
10. A(n) _____ is text or pictures that appear behind document text.
- a. graphic
 - b. watermark
 - c. embedded object
 - d. thumbnail

true/false

Circle the correct answer to the following questions.

- | | | |
|---|------|-------|
| 1. A wavy red line indicates a potential spelling error. | True | False |
| 2. Hard spaces are used to justify text on a line. | True | False |
| 3. The default document settings are stored in the Normal.docx file. | True | False |
| 4. The Delete key erases the character to the right of the insertion point. | True | False |
| 5. The automatic word wrap feature checks for typing errors. | True | False |
| 6. The Word document file name extension is . wrd. | True | False |
| 7. Font sizes are measured in inches. | True | False |
| 8. Word inserts hidden marks into a document to control the display of text. | True | False |
| 9. The AutoCorrect feature automatically identifies and corrects certain types of errors. | True | False |
| 10. A selected picture is surrounded by a selection rectangle and eight moving handles. | True | False |

fill-in

Complete the following statements by filling in the blanks with the correct terms.

1. If the default document settings are stored in the _____ template file.
2. A small blue box appearing under a word or character indicates that the _____ feature was applied.
3. The _____ feature displays each page of your document in a reduced size so you can see the page layout.
4. To size a graphic evenly, click and drag the _____ in one corner of the graphic.
5. It is good practice to use only _____ types of fonts in a document.
6. Word 2007 documents are identified by the _____ file extension.
7. The _____ at the top of the window contains command that are organized into related groups.
8. Use _____ when you want to keep your existing document with the original name and make a copy with a new name.
9. A _____ is a miniature representation of all located graphics in the Clip Art task pane.
10. The _____ feature shows how your formatting choices will appear on selected text.

Hands-On Exercises

rating system

★ Easy

★★ Moderate

★★★ Difficult

Step-by-Step

Asking for Input Memo ★

1. Adventure Travel Tours is planning to update its Web site in the near future. You have been asked to solicit suggestions from the travel agents about changes they would like to see made to the current Web site. You decide to send all the travel agents a memo asking them for their input. Your completed memo will be similar to the one shown here.

- a. Open a blank Word 2007 document and create the following memo in Draft view. Press **Tab** twice after you type the colons (:) following To in the memo header. Press **Tab** once after the From and Date lines. This will make the information following the colons line up evenly. Enter a blank line between paragraphs.

To: Travel Agents
From: Student Name
Date: September, 15, 2008

The Adventure Travel Tours Web site was designed with travel agents in mind. But as you know, the role of the travel agent is changing. In order to keep up with these changes we plan to begin work on updating the Adventure Travel Tours Web site.

In preparation for this project, I would like your input about the content that will only be available to travel agents. In the next few days as you work with clients please note what can be changed to make it easier for you to book travel, and then send your comments back to me. All suggestions for changes are welcome and will be considered for our improved Web site.

Thank you in advance for your input.

To: Travel Agents
From: Student Name
Date: [Current date]

The Adventure Travel Tours current Web site was designed with travel agents in mind but as you know, the role of the travel agent is changing. In order to keep up with these changes we plan to begin work on updating the current Adventure Travel Tours Web site. In preparation for this project, I would like your input about the content that will only be available to travel agents. As you work with clients please note what can be changed to make it easier for you to book travel, then send your comments back to me. All suggestions for changes are welcome and will be considered for our improved Web site.

Thank you in advance for your input.

- b. Correct any spelling and grammar errors that are identified.
- c. Turn on the display of formatting marks. Check the document and remove any extra blank spaces between words or at the end of lines.
- d. Save the document as **Web Site Memo** in your data file location.
- e. Switch to Print Layout view.
- f. End the first sentence after the word “mind”. Capitalize the following word, but. Insert the text

“In the next few days” before the word “As,” in the fifth sentence. Change the “A” in As to lower case. Delete the word “current” from the first and third sentences.

- g. Start a new paragraph beginning with the third sentence.
- h. Change the font size for the entire memo to 14 pt and the alignment of the body of the memo to justified.
- i. Turn off the display of formatting marks.
- j. Add an ASAP watermark.
- k. Include your name in the document properties as author and the file name as the title.
- l. Save the document again and print the document.

Promoting Celebrate Bikes Sunday ★★

1. You are the program coordinator for the city of Westbrook’s Parks and Recreation Department. In next week’s newspaper, you plan to run an article to promote bike riding in the community through the Celebrate Bikes Sunday event. Your completed article will be similar to the one shown here.

- a. Enter the following information in a new Word 2007 document. Leave a blank line between paragraphs.

Celebrate Bicycling!

May is traditionally National Bike Month, so take out your bicycle, tune it up and get a breath of fresh air! And plan to take part in Celebrate Bikes Sunday on 5/8 to learn about the benefits of bike riding.

Businesses and organizations participating in the event are all “related to biking in Westbrook and most of them are involved in the development of the trail system” says event director Mary Jo Miller.

As part of the activities on this day, the Westbrook Parks and Recreation Department is sponsoring a bike ride from the West Avenue YMCA to the Main Street Park beginning at 11am.

At the end of the bike ride, the riders are encouraged to stay for the fun and informative activities in the park. Activities include a bike safety program, entertainment, and food booths. The Safe Route to School program will work with parents and children to find the safest route to either walk or bike to school.

Celebrate Bicycling!



May is National Bike Month, so take out your bicycle, tune it up, and get a breath of fresh air! And plan to take part in Celebrate Bicycling Sunday on **May 8th** to learn about the benefits of bike riding and bicycle safety.

Businesses and organizations participating in the event are all “related to biking in Westbrook and most of them are involved in the development of the trail system” says event director Mary Jo Miller.

As part of the activities on this day, the Westbrook parks and Recreation Department is sponsoring a bike ride from the West Avenue YMCA to the Main Street Park. The ride begins at **11 am**.

At the end of the bike ride, stay for the fun and informative activities in the park. Activities include a bike safety program, entertainment, and food booths. The Safe Route to School program will work with parents and children to find the safest route to either walk or bike to school.

Registration is free and available by calling **(603) 555-1313**, visiting the YMCA during regular business hours or beginning at 10am on Sunday at the YMCA.

Student Name
September, 15, 2008

Lab Exercises

Registration is free and available by calling (603) 555-1313, visiting the YMCA during regular business hours or beginning at 10am on Sunday at the YMCA.

- b. Correct any spelling or grammar errors. Save the document as **Bike Event**.
- c. Turn on the display of formatting marks. Check the document and remove any extra blank spaces between words or at the end of lines.
- d. In Print Layout view, center the title. Change the title font to Broadway (or a font of your choice), 16 pt, and red font color.
- e. In the first paragraph, delete the word “traditionally” and change the number 5/8 to “May 8th.” Add the text “and bicycle safety” to the end of the second sentence in this paragraph.
- f. End the first sentence in paragraph 3 after the word “Park”. Change the following sentence to “The ride begins at 11 am.”
- g. Delete the phrase “the riders are encouraged to” from the first sentence of the fourth paragraph.
- h. Add italics, bold, and red font color to the date in the first paragraph, the time in the third paragraph, and the phone number in the last paragraph.
- i. Justify the paragraphs.
- j. Increase the font size of the paragraphs to 12 pt.
- k. Below the title, insert a clip art graphic of your choice of a child riding a bike by searching on the keyword “bike.” Center it and adjust the size of the graphic appropriately. Add a blank line above and below the graphic.
- l. Add your name and the current date on separate lines several lines below the last line. Left-align both lines. Turn off the display of formatting marks.
- m. Review the document and, if necessary, adjust the size of the graphic to fit the document on a single page.
- n. Include your name in the file properties as author and the file name as the title.
- o. Save the document again. Print the document.

Creating a Grand Opening Flyer ★★

3. The Downtown Internet Cafe is planning a grand re-opening celebration. The cafe combines the relaxed atmosphere of a coffee house with the fun of using the Internet. You want to create a flyer about the celebration that you can give to customers and also post in the window of other local businesses about the celebration. Your completed flyer will be similar to the one shown here.
 - a. Open a new Word document and enter the following text, pressing **↵** where indicated.

Grand Re-Opening Celebration **↵** (2 times)
Downtown Internet Cafe **↵** (2 times)
Your newly remodeled neighborhood coffee shop **↵** (2 times)
Stop on by and enjoy an excellent dark Italian Roast coffee, premium loose teas, blended drinks and quality light fare of sandwiches, pitas and salads. **↵** (2 times)
Starting Friday, September 1st and continuing all week through Sunday, September 10th we will take 15 percent off all cappuccino and blended drinks. Plus take \$2.00 off any sandwich order. **↵** (2 times)

So enjoy a drink and use our free wifi service to get online with the fastest connection in the neighborhood! ←Enter

(3 times)

2314 Telegraph Avenue ←Enter

Cafe Hours: Sunday - Thursday 8:00 a.m. to 9:00 p.m. Friday and Saturday 8:00 a.m. to 12:00 a.m. ←Enter

- b. Correct any spelling and grammar errors that are identified.
- c. Save the document as **Grand Re-Opening**.
- d. Type **Join Us for Live Entertainment!** after the location and hours. Use the Undo feature to remove this sentence.
- e. Turn on the display of formatting marks. Center the entire document.
- f. Capitalize each word of the third line. Replace the word percent with the % symbol. Change the case of the text “free wifi” to uppercase. Delete the following word, “service.”
- g. Change the first line to a font color of blue, font type of Arial Black or a font of your choice, and size of 24 pt.
- h. Change the second line to a font color of purple, font type of Arial or a font of your choice, and size of 36 pt.
- i. Change the third line to a font color of dark red and a font size of 16 pt. Change the last two lines (address and hours) to a font color of dark red.
- j. Increase the font size of the three paragraphs to 14 points.
- k. Insert the graphic file **wd01_coffee** coffee (from your data files) on the middle blank line below the third title line. Size the graphic to be approximately 2 by 2¼ inches using the ruler as a guide.
- l. Add a page border of your choices to the flyer.
- m. Add your name and the current date, left-aligned, on one line, below the last line. Turn off the display of formatting marks.
- n. If necessary, reduce the size of the graphic so the entire flyer fits on one page.
- o. Include your name in the file properties as author and the file name as the title. Save and print the flyer.

Grand Re-Opening Celebration

Downtown Internet Café

Your Newly Remodeled Neighborhood Coffee Shop



Stop on by and enjoy an excellent dark Italian Roast coffee, premium loose teas, blended drinks and quality light fare of sandwiches, pitas and salads.

Starting Friday, September 1st and continuing all week through Sunday, September 10th we will take 15% off all cappuccino and blended drinks. Plus take \$2.00 off any sandwich order.

So enjoy a drink and use our FREE WIFI to get online with the fastest connection in the neighborhood!

2314 Telegraph Avenue

Café Hours: Sunday – Thursday 8:00a.m. to 9:00p.m. Friday and Saturday 8:00a.m. to 12:00a.m.

Student Name-Date

Lab Exercises

Preparing a Lecture on Note-Taking Skills ★★★

4. You teach a college survival skills class and have recently read about the results of a survey conducted by the Pilot Pen Company of America about note-taking skills. The survey of 500 teenagers found that students typically begin taking classroom notes by sixth grade and that only half had been taught how to take classroom notes. It also found that those students trained in note-taking earned better grades. Note taking becomes increasingly important in high school and is essential in college. Lecture notes are a key component for mastering material. In response to the survey, the pen manufacturer came up with 10 tips for better note-taking. You started a document of these tips that you plan to use to supplement your lecture on this topic. You will continue to revise and format the document. The revised document will be similar to the one shown here.

- a. Open the Word document `wd01_Note Taking Skills`.
- b. Correct any spelling and grammar errors that are identified. Save the document as `Note Taking Skills`.
- c. Switch to Draft view. Turn off the display of formatting marks. Change the font of the title line to a font of your choice, 18 pt. Center and add color of your choice to the title line.

Tips for Taking Better Classroom Notes



Be Ready

Review your assigned reading and previous notes you've taken before class. Bring plenty of paper and a sharpened pencil, an erasable pen or a pen that won't skip or smudge. Write the class name, date and that day's topic at the top the page.

Write Legibly

Print if your handwriting is poor. Use a pencil or erasable pen if you cross out material a lot so that your notes are easier to read. Take notes in one-liners rather than paragraph form. Skip a line between ideas to make it easier to find information when you're studying for a test.

Use Wide Margins

Leave a wide margin on one side of your paper so you'll have space to write your own thoughts and call attention to key material. Draw arrows or stars beside important information like dates, names and events. If you miss getting a date, name, number or other fact, make a mark in the margin so you'll remember to come back to it.



Fill in Gaps

Check with a classmate or your teacher after class to get any missing names, dates, facts or other information you could not write down.

Mark Questionable Material

Jot down a "?" in the margin beside something you disagree with or do not think you recorded correctly. When appropriate, ask your teacher, classmate, or refer to your textbook, for clarification.

Student Name _____

Date _____

d. In the Be Ready tip, delete the word "lots". In the Write Legibly tip, delete the word "cursive" and add the words "an erasable" before the word "pen." Change the tip heading "Margins" to "Use Wide Margins."

e. Above the Mark Questionable Material tip, insert the following tip:

Fill in Gaps

Check with a classmate or your teacher after class to get any missing names, dates, facts or other information you could not write down.

- f. Change the tip heading lines font to Lucida Sans with a font size of 16 pt and a color of your choice.
- g. Change the alignment of the paragraphs to justified. Use Undo Changes to return the alignment to left. Use Redo Changes to return the paragraphs to justified again.
- h. Insert a clip art graphic of your choice (search on "pencil") below the title. Size it appropriately and center it.
- i. Add your name and the current date, centered, on separate lines two lines below the last line.
- j. Include your name in the file properties as author and the document title as the title. Save the document. Print the document.

Writing an Article on the History of Ice Cream ★★★

1. Each month the town's free paper prints a fun article on the history of something people are familiar with but might not know anything about. You researched the topic online and found the information you needed about the history of ice cream from the International Dairy Foods Association's Web site at www.idfa.org/facts/icmonth/page7.cfm. You started writing the article a few days ago and just need to continue the article by adding a few more details. Then you need to edit and format the text and include a graphic to enhance the appearance of the article. Your completed article will be similar to the one shown here.
 - a. Open the file named [wd01_History of Ice Cream](#).
 - b. Correct any spelling and grammar errors. (Hint: Click  in the status bar to move to each error.) Save the document as [Ice Cream History](#).
 - c. Enter the following headings at the location shown in parentheses.

History of Ice Cream (above first paragraph)

The Evolution of Ice Cream (above second paragraph)

Ice Cream in America (above third paragraph)
 - d. Center the article title. Change the font to Impact with a point size of 24. Add a color of your choice to the title.
 - e. Change the other two headings to bold with a type size of 14 pt. Center the heads. Use the same color as in the title for the heads.
 - f. Change the alignment of the first paragraph to justified.
 - g. Add a blank line below the main title of the article and insert the picture [wd01_Ice Cream](#) (from your data files) at this location.
 - h. Size the picture to be 2 inches wide (use the ruler as a guide). Center it below the title.
 - i. Add a Draft watermark.
 - j. Add your name and the current date below the last line of the article. View the whole page and, if necessary, reduce the size of the graphic so the entire article fits on one page.
 - k. Include your name in the file properties as Author and the document title as the Title. Save the document again. Print the document.

History of Ice Cream



Ice cream probably began as snow and ice flavored with honey and nectar. Alexander the Great, King Solomon and Nero Claudius Caesar were known to have enjoyed this treat. Although the origin of ice cream has been traced back as far as the second century B.C., a specific date is not known and no one inventor has been indisputably credited with its discovery.

The Evolution of Ice Cream

It is thought that the recipe for ice cream evolved from a recipe that was bought back to Italy by Marco Polo when he returned from the Far East over a thousand years later. This recipe closely resembled our current day sherbet. Sometime in the 16th century, ice cream, similar to what we have today, appeared in both Italy and England. However, only royalty and wealthy enjoyed this treat until 1660 when ice cream was made available to the general public at *Café Procope*, the first café in Paris.

Ice Cream in America

It took a while before ice cream made its way to the New World. A letter written in 1744 by a guest of Maryland Governor William Bladen describes ice cream and the first advertisement for ice cream appeared in the *New York Gazette* on May 12, 1777. President George Washington was particularly fond of ice cream and inventory records from his Mount Vernon estate included two pewter pots used to make ice cream. Both Presidents Thomas Jefferson and James Madison were also known to have served ice cream during important presidential events.

This desert continued to be enjoyed mostly by the elite until insulated ice houses were invented in early 1800. Finally, in 1851 Jacob Fussell, a Baltimore milk dealer, began to manufacture and provide ice cream to the public. Technological innovations, such as steam power, mechanical refrigeration, the homogenizer, electric power and motors and motorized delivery vehicles, were used to manufacture ice cream soon making ice cream a major industry in America.

Student Name – Current Date

Lab Exercises

on your own

Creating a Flyer ★

1. Adventure Travel Tours is offering a great deal on a Day of the Dead Bicycle Tour in Mexico. Research the Day of the Dead celebration using the Web as a resource. Then, using the features of Word you have learned so far, create a flyer that will advertise this tour. Be sure to use at least two colors of text, two sizes of text, and two kinds of paragraph alignment. Include a graphic from the Clip Organizer. Include your name at the bottom of the flyer. Include your name in the file properties as author and the file name as the title. Save the document as [Mexico Adventure](#).

Creating a Swimming Pool Rules Flyer ★★

2. You work in the community pool and have been asked to create a flyer to post that identifies the rules swimmers should follow when using the pool. Create a flyer that explains the five most important rules to follow while swimming at the pool. Use a piece of clip art to liven up your flyer. Include different font sizes, paragraph alignments, and other formatting features to make the flyer attractive. Apply different font colors for each rule. Include a page border. Include your name at the bottom of the flyer. Include your name in the file properties as author and the file name as the title. Save the document as [Pool Rules](#).

Astronomy Class Memo ★★

3. The city of Gilbert, Arizona, has recently built a \$100,000 observatory that includes a \$20,000 telescope in a local park. The observatory is open evenings for small groups of five to six people to take turns looking through the 16-inch telescope's eyepiece. The use of the observatory is free. The city has decided to offer classes for the community to learn how to use the telescope and to teach about astronomy. As a trial run, the class will first be offered to city employees and their families. You want to notify all employees about the observatory and the class by including a memo with their paycheck. Using Hands-On Exercise 1 as a model, provide information about when and where the class will be held. Include information about how people sign up for the class. Include your name in the file properties as author and the file name as the title. Save the memo as [Astronomy Basics](#).

Volunteer Opportunities ★★★

4. Many community groups, hospitals, libraries, and churches are looking for volunteers to assist in their programs. Volunteering has rewards for both the volunteer and the community. Using the Web as a resource, research volunteer opportunities in your community. Then write a one-page report that includes information about two volunteer groups for which you would like to volunteer. Include information about what the organization does for the community. Also include the skills you have to offer and the amount of time you can commit as volunteer. Include a title at the top of the document and your name and the current date below the title. Center the title lines. Use at least two colors of text, two sizes of text, and two kinds of paragraph alignment. Include a graphic from the Clip Organizer. Include your name in the file properties as author and the file name as the title. Save the document as [Volunteer Opportunities](#).

Writing a Career Report ★★★

5. Using the library or the Web, research information about your chosen career. Write a one-page report about your findings that includes information on three areas: Career Description; Educational Requirements; Salary and Employment projections. Include a title at the top of the document and your name and the current date below the title. Center the title lines. Justify the paragraphs. Include your name in the file properties as author and the file name as the title. Save the document as [Career Report](#).