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 **Cut and copy text.**

6 **Change fonts and type sizes.**

7 **Bold and color text.**

8 **Change alignment.**

9 **Insert and size pictures.**

10 **Print a document.**

11 **Use a template.**

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.
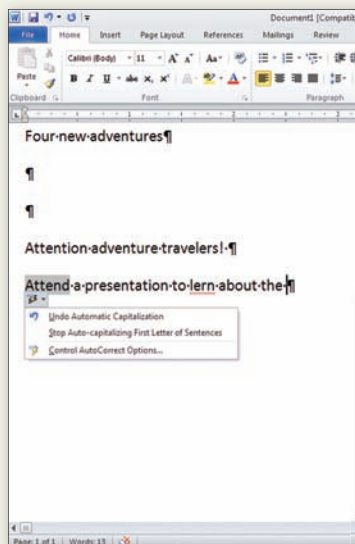
Adventure Travel Tours is very excited about four new tours planned for the upcoming year. They want to promote them through informative presentations held throughout the country. Your first job as advertising coordinator will be to create a flyer advertising the four new tours and the presentations about them. The flyer will be modified according to the location of the presentation.
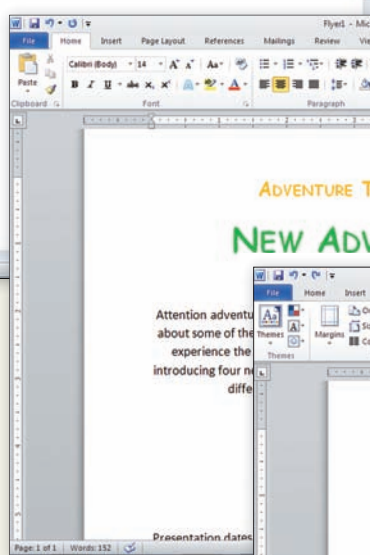
The software tool you will use to create the flyer is the word processing application Microsoft Office Word 2010. It helps you create documents such as letters, reports, and research papers. In this lab, you will learn how to enter, edit, and print a document while you create the flyer (shown right) to be distributed in a mailing to Adventure Travel Tours clients.

ADVENTURE TRAVEL TOURS

NEW ADVENTURES

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

January 5 at 7:00 p.m., February 3 at 7:30 p.m., ...ent hotel locations. ...ara, and at the LAX

...tion locations, a full ...ates. Student Name ...s.

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.

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 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.

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

7 Templates A template is a document file that stores predefined settings and other elements such as graphics for use as a pattern when creating documents.

Creating New Documents

Adventure Travel Tours has recently upgraded their computer systems at many of their locations across the country. As part of the upgrade, they have installed the latest version of the Microsoft Office 2010 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. Your first project with Adventure Travel Tours is to create a flyer about four new 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.
Edit	While creating a document, you will need to **edit** it to correct typing, spelling, and grammar errors. You will also probably spend much time revising the document by adding and deleting information and by reorganizing it to make the meaning clearer.
Format	Enhancing the appearance of the document by **formatting** the text makes it more readable and attractive and makes it easier to find information and emphasize important points. This is usually performed when the document is near completion, after all edits and revisions have been completed. 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 Adventure Travel's 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.

EXPLORING THE WORD 2010 WINDOW

You will use the word processing application Microsoft Office Word 2010 to create a flyer promoting the new tours and presentations.

1

● **Start Word 2010.**

● **If necessary, maximize the Word 2010 application window.**

Your screen should be similar to Figure 1.1

Having Trouble?

See "Common Interface Features," on page IO.14, for information on how to start the application and use features that are common to all Office 2010 applications.

Blank document is displayed in document window

Additional Information

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

Additional Information

If the ruler is not displayed, click [icon] 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.

Ribbon Home tab File name

Horizontal ruler

Mouse pointer

Insertion point
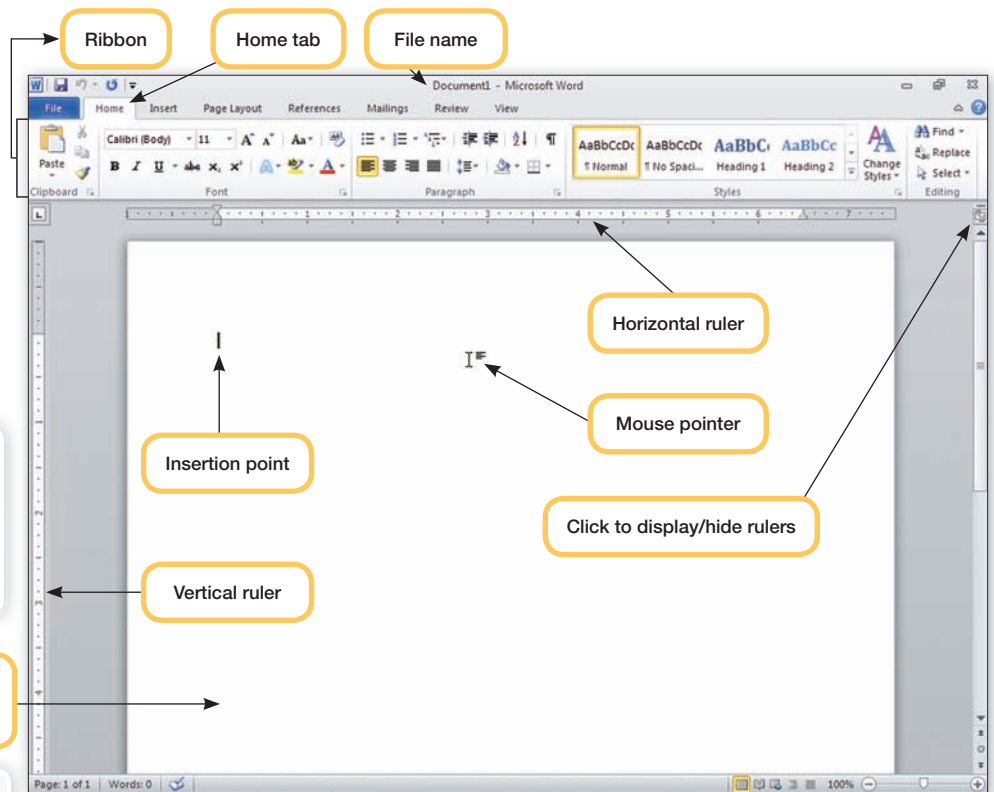
Click to display/hide rulers

Vertical ruler

Figure 1.1

The Word 2010 Ribbon below the title bar displays command tabs that provide access to the commands and features you will use to create and modify a document.

The large area below the Ribbon 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 cursor, and when it appears as an arrow, it is used to select items.

2

● **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** ⬐**.**
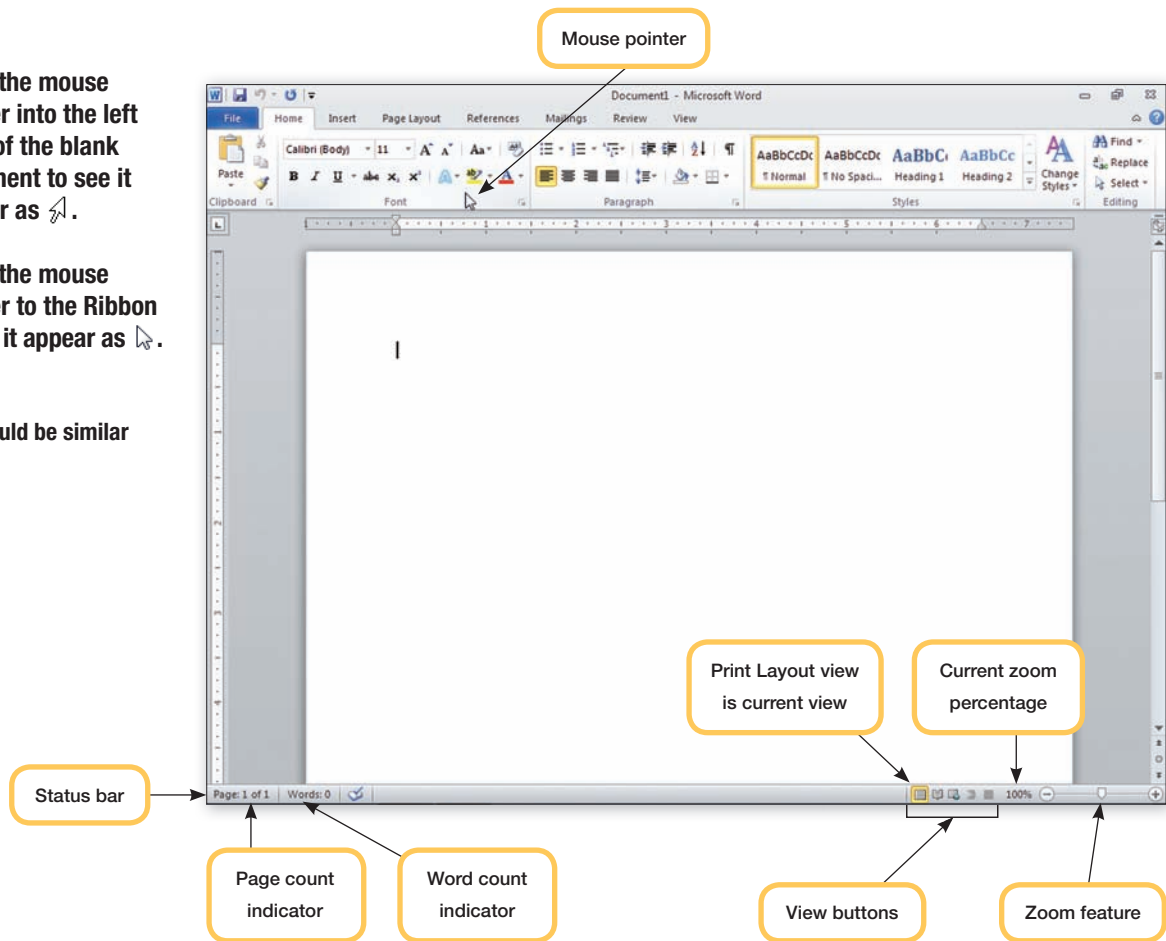
Your screen should be similar to Figure 1.2

Figure 1.2

CHANGING THE DOCUMENT VIEW

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 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.

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 (see Figure 1.2). The zoom setting for each view is set independently and remains in effect until changed to another zoom setting. Initially the zoom percentage for Print Layout view is 100%. At this percentage, the document appears as it will when printed.

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

1-inch left and right margins

Text space of 6.5 inches

Entire page is visible

Text space

1-inch top and bottom margins

Click to decrease in 10% increments
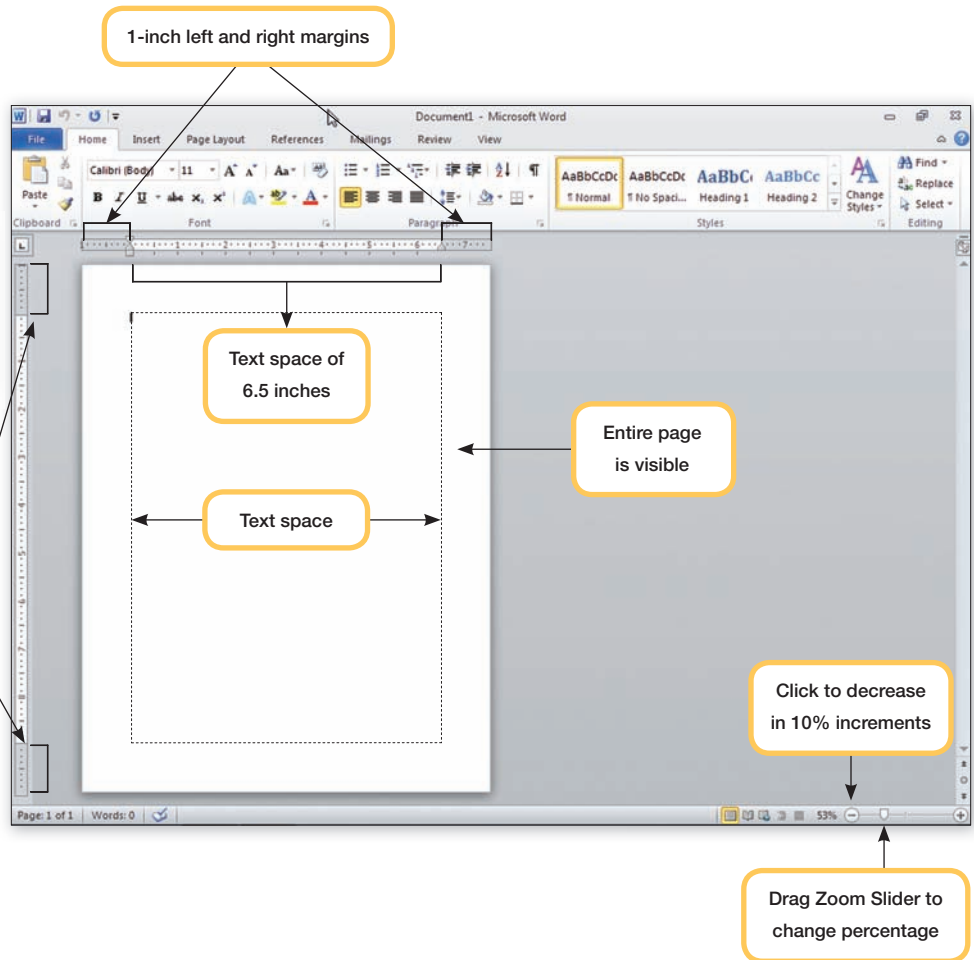
Drag Zoom Slider to change percentage

Figure 1.3

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 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 change both the view and the Zoom percentage.

2

- **Open the View tab.**

- **From the Document Views group, click** [Draft].

- **If necessary, choose Ruler in the Show group to display the ruler.**

- **From the Zoom group, click** [Page Width].

Your screen should be similar to Figure 1.4

First line indent marker

Select to display ruler

Right indent marker

Left margin boundary at 0

Right margin boundary at 6.5

End-of-file marker

Page margins not displayed

Vertical ruler not displayed

Current zoom percent

Figure 1.4

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.

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.

Additional Information

The vertical ruler is not displayed in Draft view.

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. 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

The first line of the flyer will contain the text "Adventure Travel Tours New Adventures." As you 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 1.5

Additional Information

The status bar also can display additional information such as the horizontal position of the cursor 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.
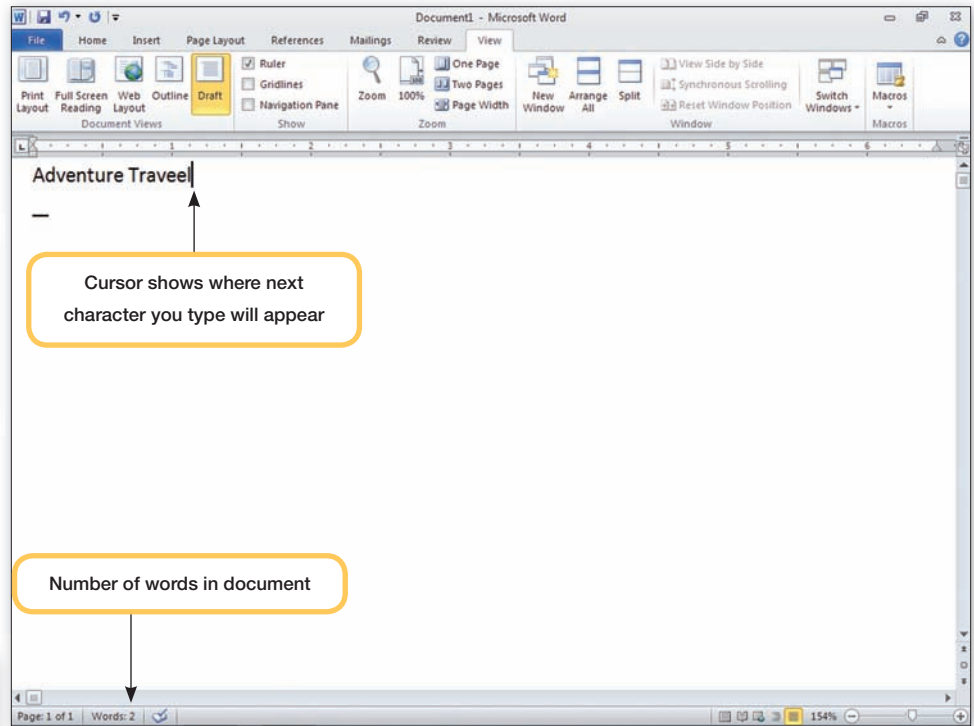
Adventure Traveel|

Cursor shows where next character you type will appear

Number of words in document

Figure 1.5

Notice that the status bar now tells you that there are two words in the document. Next, you need to correct the typing error by deleting the extra e in the word travel. Then you will complete the first line of the flyer.

2

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

- **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.**

- **With the cursor positioned at the end of the line, press Enter 3 times.**

Adventure Travel Tours four new adventures

Blank lines inserted by pressing Enter
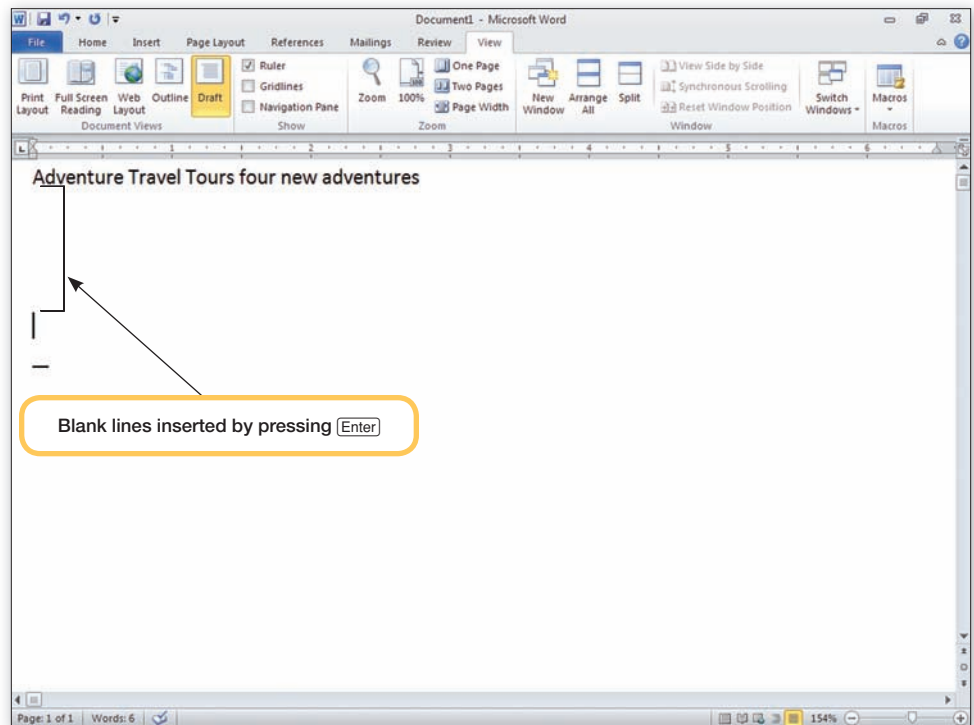
Figure 1.6

Your screen should be similar to Figure 1.6

The first line of the flyer is now complete. Pressing the first Enter ended the first line of text and inserted a blank line. The next two inserted blank lines.

REVEALING FORMATTING MARKS

While creating a 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 1.7

Displays formatting marks

End line by pressing Enter

Entered space by pressing Spacebar

Inserted blank lines by pressing Enter

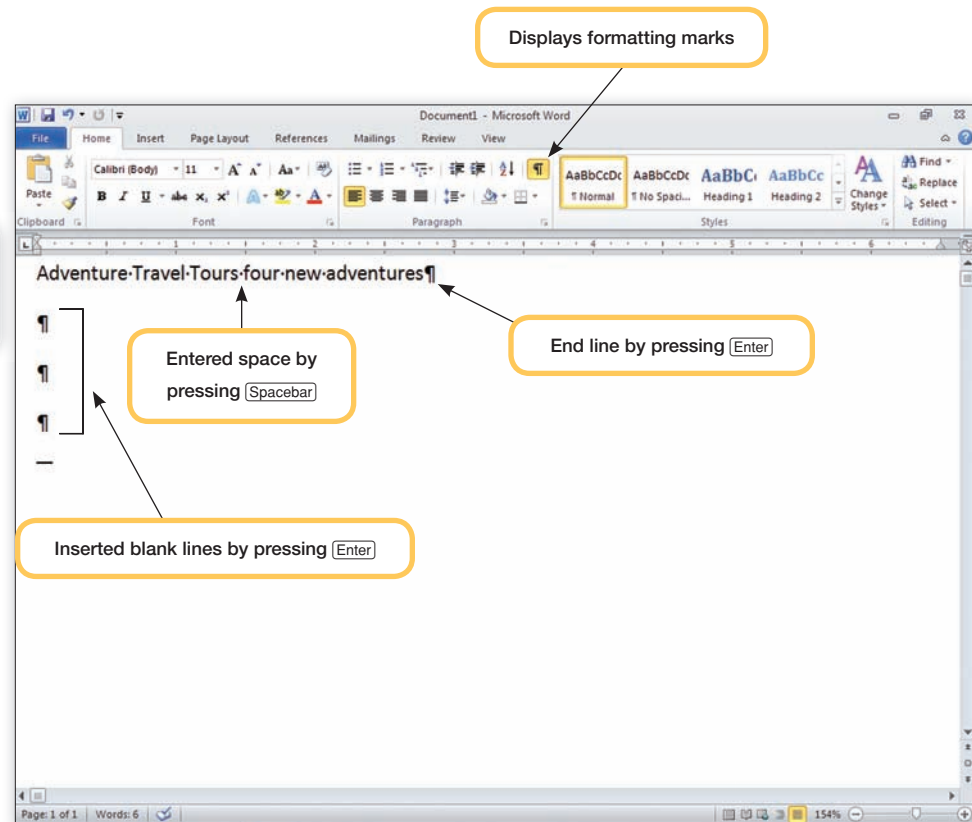Figure 1.7

The document now displays the formatting marks. The ¶ paragraph mark character on the line above the cursor represents the pressing of Enter that created the blank line. The ¶ character at the end of the text represents the pressing of Enter that ended the line and moved the cursor 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 cursor to the location in the text where you want to insert the blank line.

- **Click to the left of the dot after the "s" in "Tours".**

- **Press Enter 2 times.**

- **Press Delete to remove the space at the beginning of the line.**

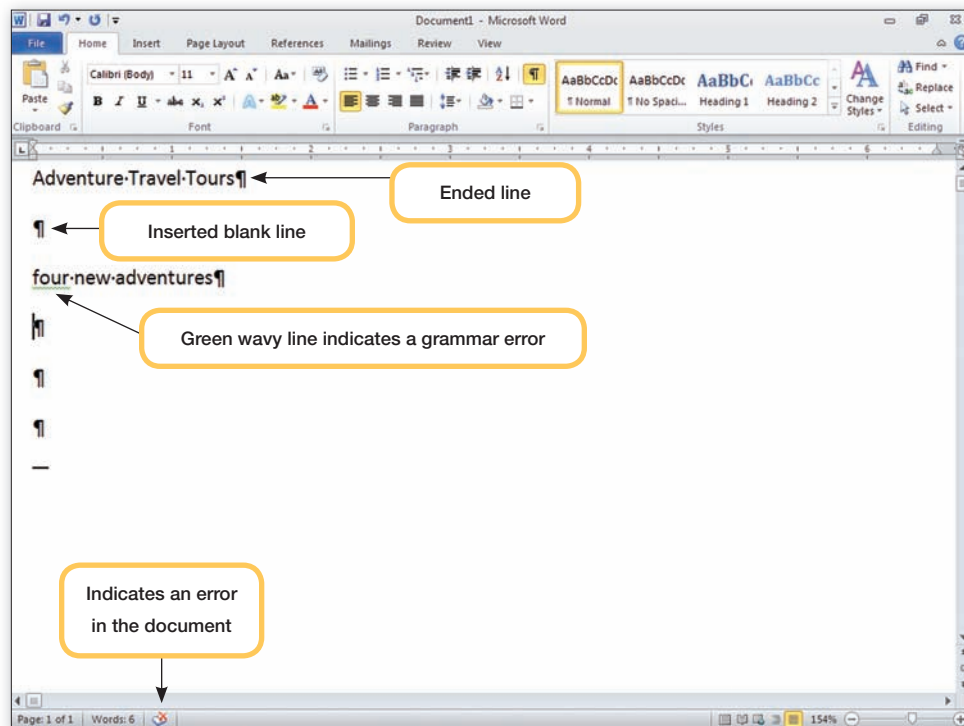- **Press ↓.**

Your screen should be similar to Figure 1.8

Figure 1.8

All the text to the right of the cursor when you pressed Enter moved down to the beginning of the next line. Then as you continued to work on the document, the formatting marks adjusted automatically.

Identifying and Correcting Errors Automatically

Having Trouble?

If the green underline is not displayed, open the File tab, click Options, Proofing, and select the "Check spelling as you type", "Mark grammar errors as you type", and "Check grammar with spelling" options.

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

As you enter text, Word constantly checks 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.

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

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 2010 Features" section on page IO.51 in the Introduction to Microsoft Office 2010. 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.
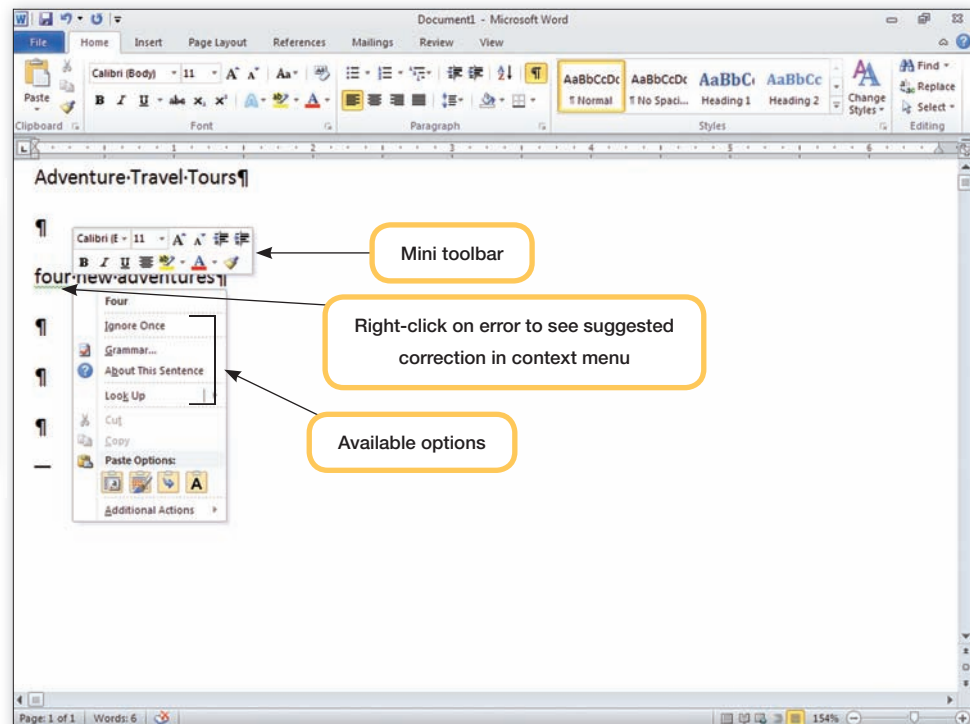
Your screen should be similar to Figure 1.9

Figure 1.9

Additional Information

You will learn about using the Mini toolbar shortly.

Additional Information

A dimmed menu option means it is currently unavailable.

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 1.10

Line containing error is selected

Type of error

Location of error

Suggested correction

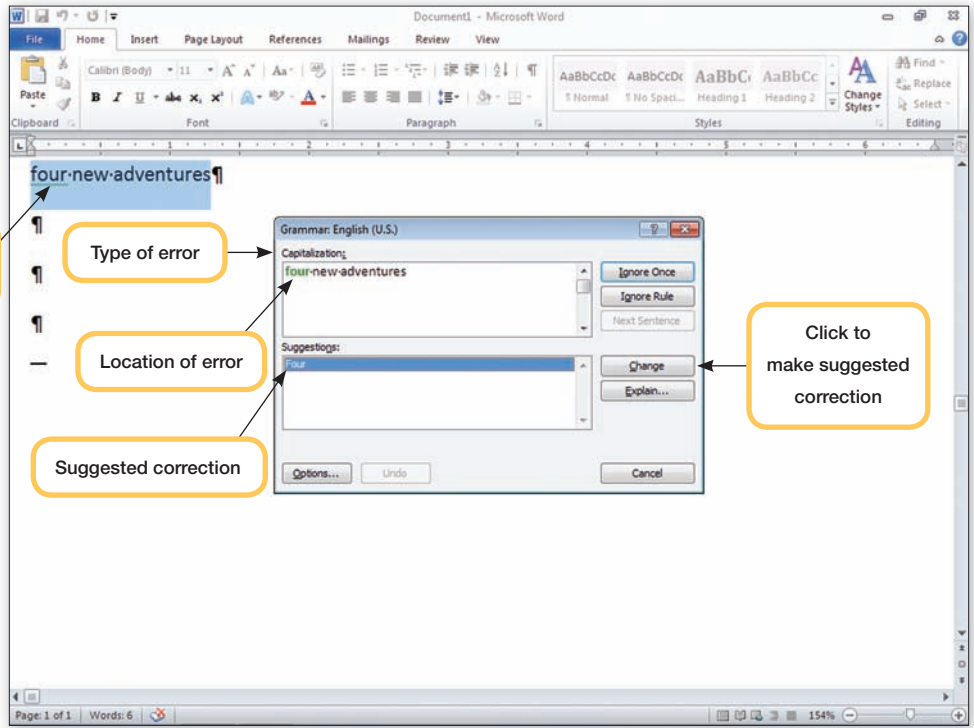Click to make suggested correction

Figure 1.10

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** Change **.**
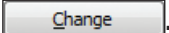
● **Move to the blank line at the end of the document.**

Your screen should be similar to Figure 1.11

Additional Information

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

Text deselected

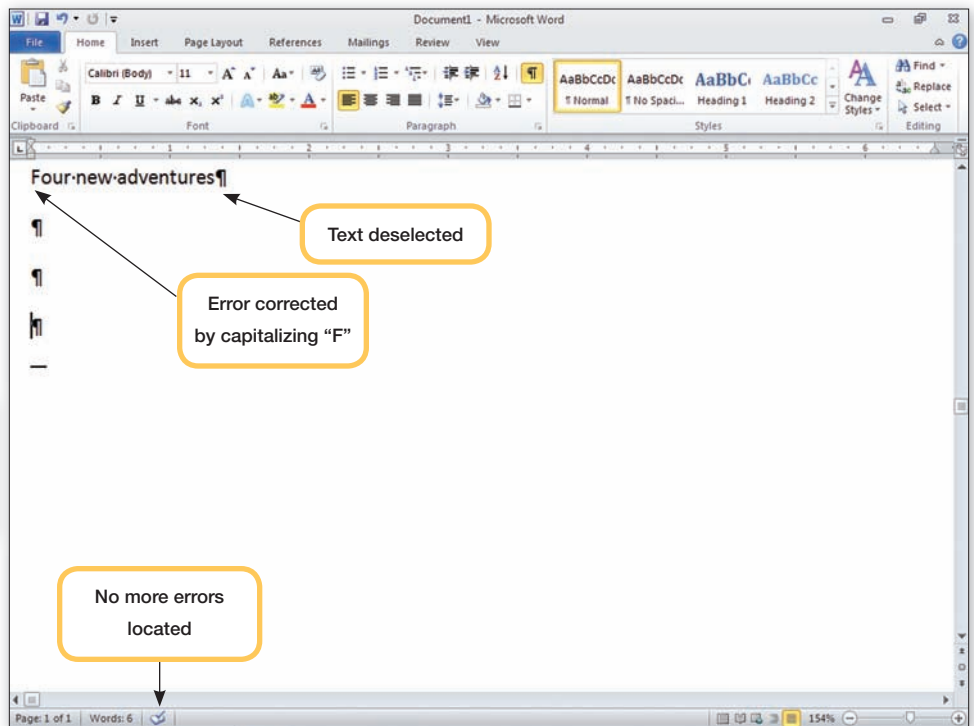Error corrected by capitalizing "F"

No more errors located

Figure 1.11

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 intentional spelling errors.

1

● **Type** **Attention adventire travellars!**

● **Press** Spacebar.

Your screen should be similar to Figure 1.12

Four·new·adventures¶

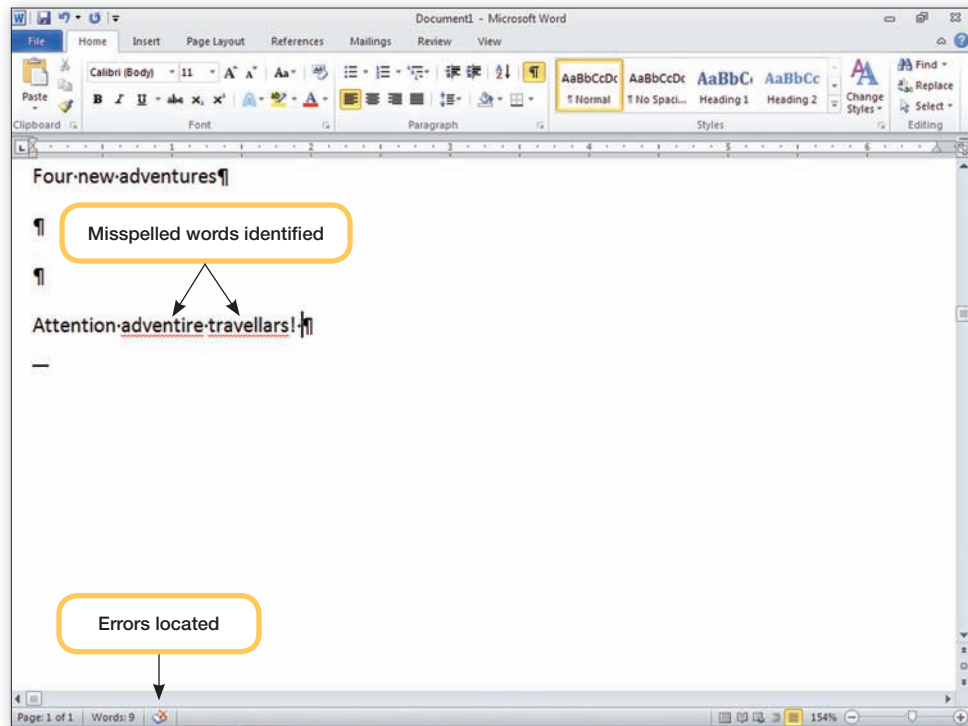Misspelled words identified

Attention·adventire·travellars!·¶

Errors located

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

Concept **2** Spelling Checker

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 "adventire travellars" 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.

● Right-click on "adventire" to display the context menu.

Another Method

You also can position the cursor 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 1.13**

Four·new·adventures¶

¶

¶

Attention·adventire·travellars!·¶

adventure
advent ire
adventures
adventurer
adventive

Ignore
Ignore All
Add to Dictionary
AutoCorrect ▶
Language ▶
Spelling...
Look Up ▶
Cut
Copy
Paste Options:
Additional Actions ▶
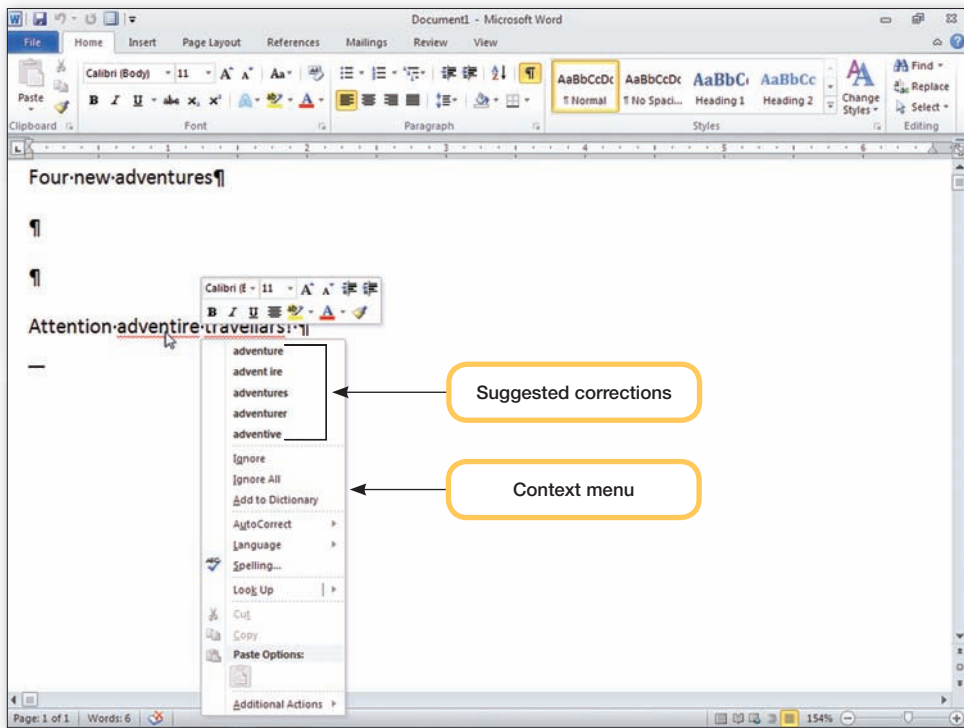
Suggested corrections

Context menu

Figure 1.13

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.
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 "travellars".

Your screen should be similar to **Figure 1.14**

Four·new·adventures¶

¶

¶

Attention·adventure·travelers| ·¶

Selected corrections replace misspelled words
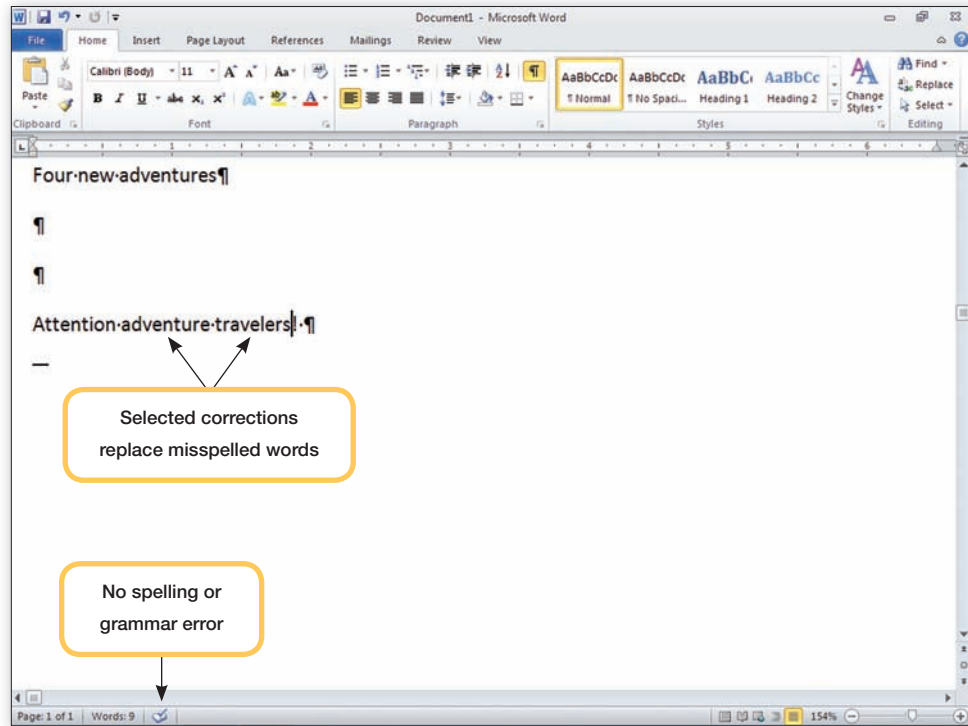
No spelling or grammar error

Page: 1 of 1 | Words: 9

Figure 1.14

The spelling corrections you selected replace the misspelled words in the document. The Spelling and Grammar status icon returns to [icon], 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

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 [Shift] 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.**

- **Press** Enter**.**

- **Type attend a presentaation to lern aboutthe**

- **Press** Spacebar**.**

Your screen should be similar to Figure 1.15

Having Trouble?

The "Capitalize first letter of sentences" and "Replace text as you type" AutoCorrect features must be on. Open the File tab, click Options, Proofing, AutoCorrect Options..., and select these options if necessary.

Figure 1.15
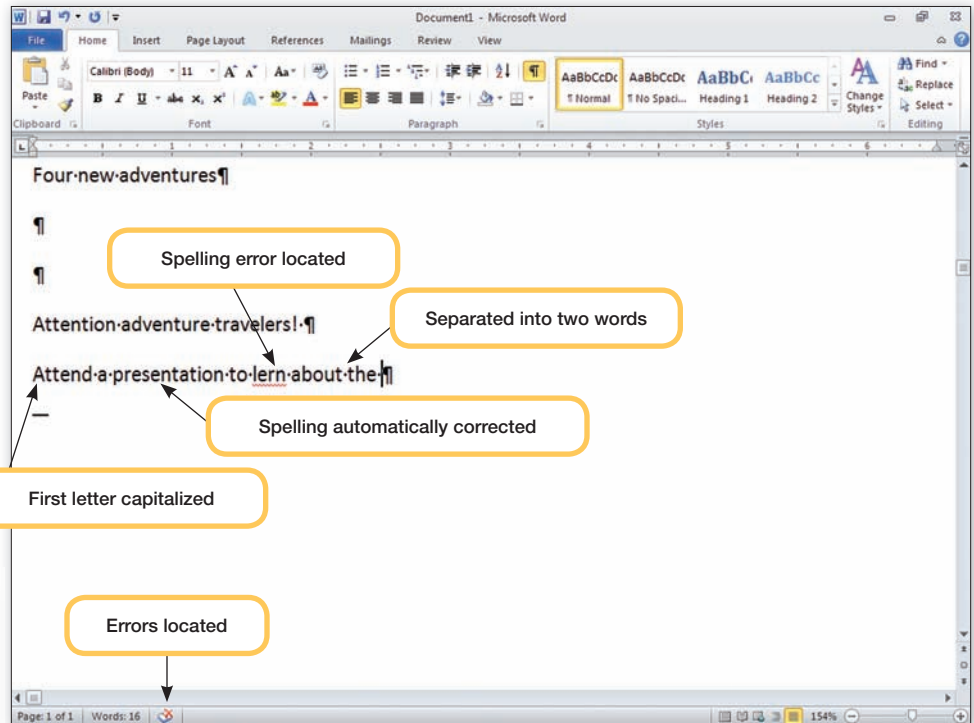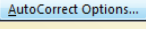
The first letter of the word "attend" was automatically capitalized because, as you were typing, the program determined that it is the first word in a sentence. In a similar manner, it corrected the spelling of "presentation" and separated the words "about the" with a space. The AutoCorrect feature corrected 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 cursor 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 to it.

- Point to the word "Attend" to display the blue box.

Having Trouble?

If your screen does not display the blue box, open the File tab, click ⬚ Options , Proofing, AutoCorrect Options... , and select the Show AutoCorrect Options buttons check box.

- Point to the blue box.

- Click 🖉 ▾ AutoCorrect Options.

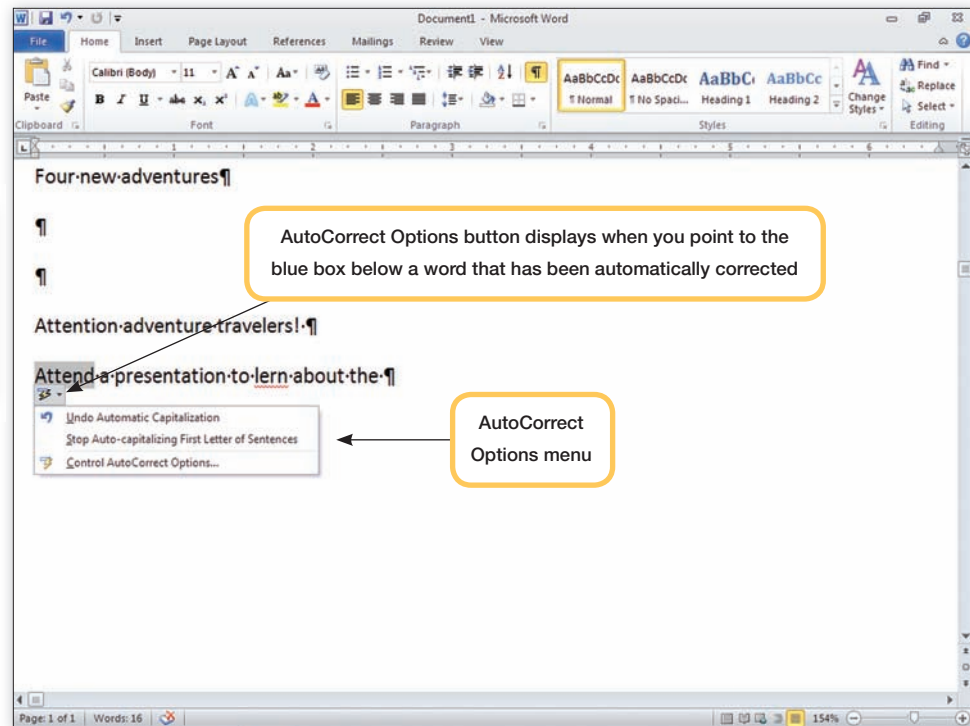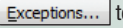**Your screen should be similar to Figure 1.16**

Figure 1.16

Another Method

You also can open the File tab, click ⬚ 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 [Enter] to move to the next line. Word will automatically wrap words to the next line as needed.

Concept 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. This feature saves time when entering text because you do not need to press [Enter] at the end of a full line to begin a new line. The only time you need to press [Enter] 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 [End] 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.

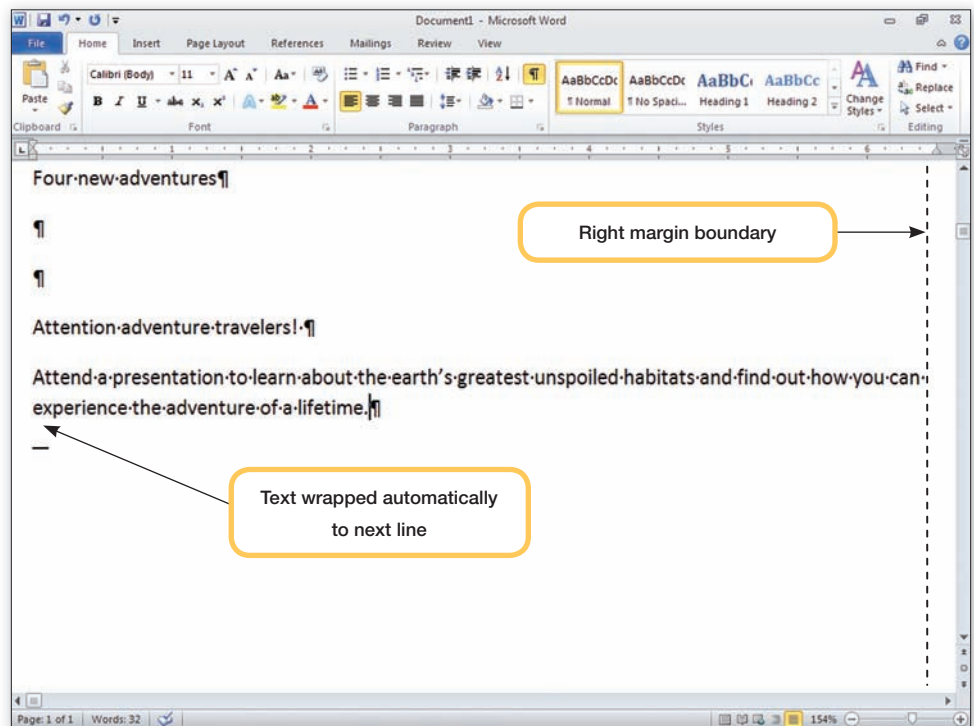**Your screen should be similar to Figure 1.17**

Four·new·adventures¶

¶

¶

Attention·adventure·travelers!·¶

Attend·a·presentation·to·learn·about·the·earth's·greatest·unspoiled·habitats·and·find·out·how·you·can·experience·the·adventure·of·a·lifetime.¶

Right margin boundary

Text wrapped automatically to next line

Figure 1.17

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.

Additional Information

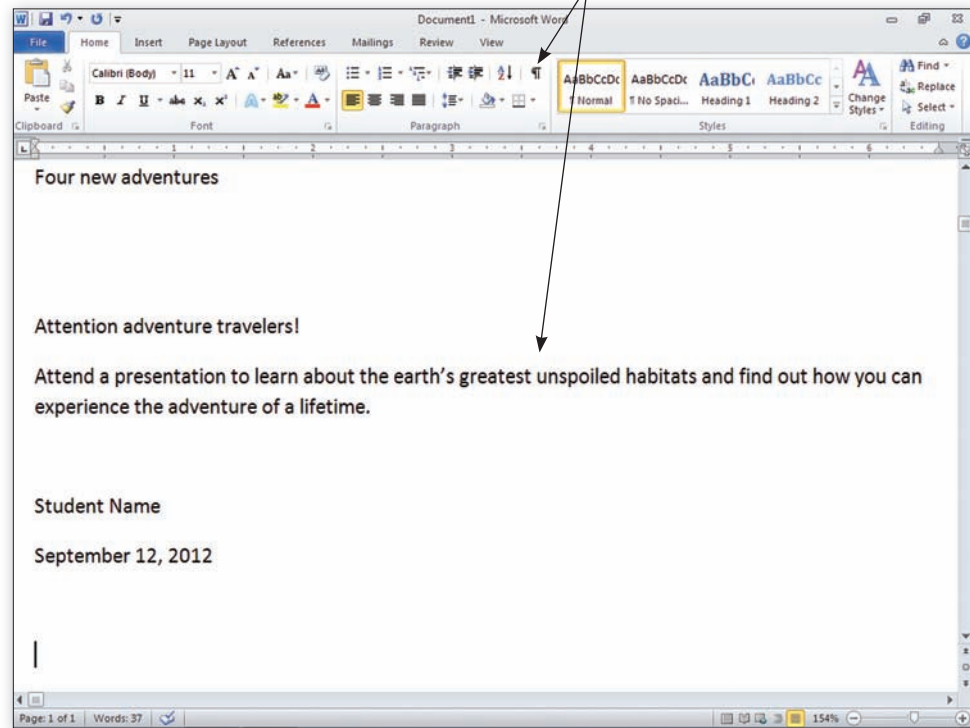You can continue typing to ignore the date suggestion.

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 to continue the date and another ScreenTip will appear with the complete date. Press [Enter] again to insert it.

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 1.18

Turn off the display of formatting marks

Four new adventures

Attention adventure travelers!

Attend a presentation to learn about the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime.

Student Name

September 12, 2012

Figure 1.18

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.

Before leaving to attend your meeting, you want to save your work to a file. You will name the file Flyer and use the default document type (.docx).

3

- Click 🖫 **Save in the Quick Access Toolbar.**

- **Select the location where you want to save your file.**

- **If necessary, drag to select the proposed file name in the File Name text box to highlight the text.**

- **Type** Flyer.

- **Click** Save **to save your document as a Word document.**

Your screen should be similar to Figure 1.19

Four new adventures

Attention adventure travelers!

Attend a presentation to learn about the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime.
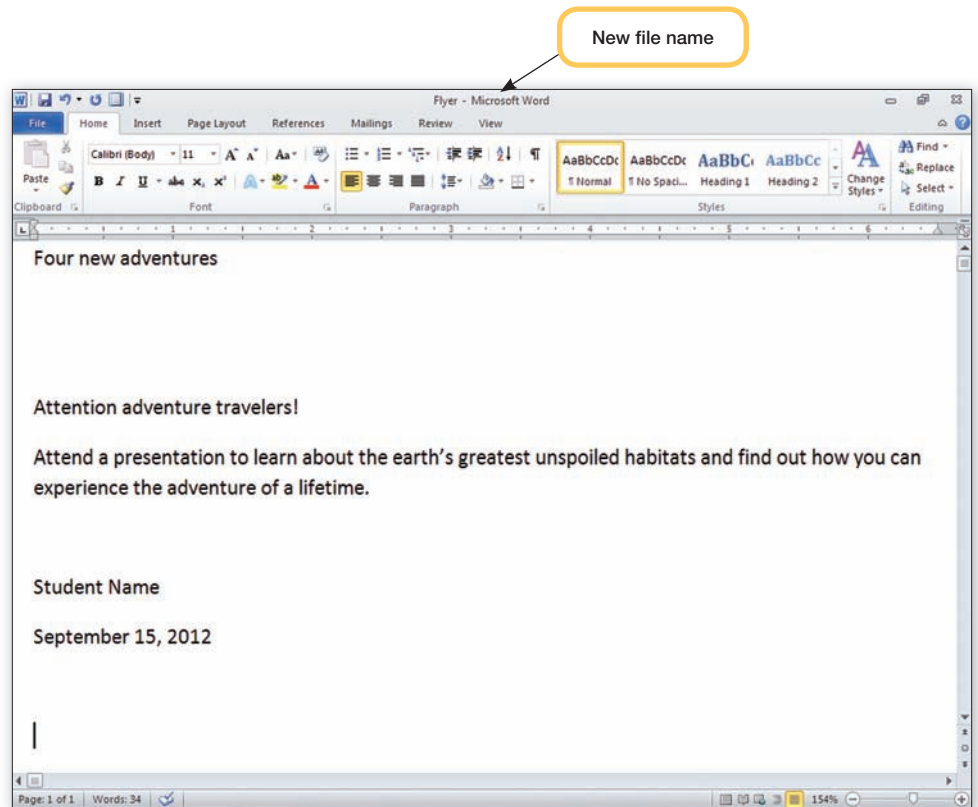
Student Name

September 15, 2012

Figure 1.19

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

Finally, you want to close the document while you attend your meeting.
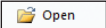
4

- **Open the File tab and click** 📄 Close .

Now the Word window displays an empty document window.

Having Trouble?

Review closing files in the "Closing a File" section on pg. IO.60 in the Introduction to Microsoft Office 2010.
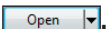
Editing Documents

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

Open the File tab and click 📂 Open **.**

Select the location containing your data files.

Select wd01_Flyer1**.**

Click Open ▾ **.**

Scroll the document window to see the entire contents of the flyer.

Click anywhere in the last line to move the cursor.

Click to scroll down through document

Cursor moved to last line
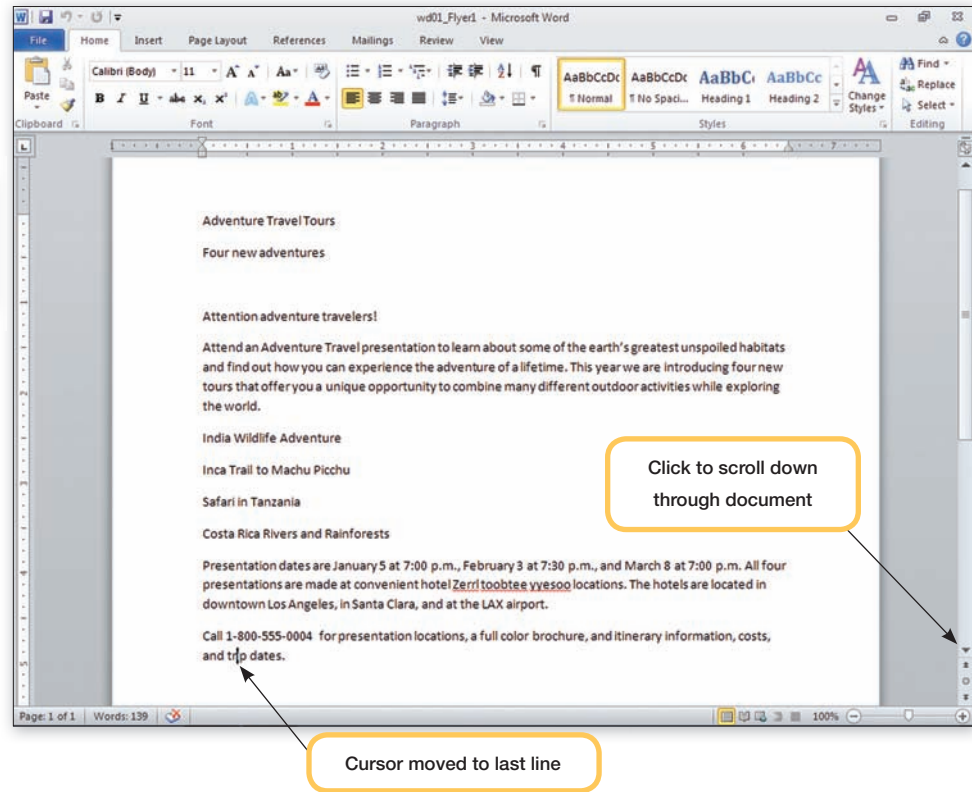
Your screen should be similar to Figure 1.20

Figure 1.20

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

Capitalize first letter

Delete word

Combine paragraphs

Rearrange order of tours

Add "and times"

Delete junk text

Delete word

Change to "held"

Delete sentence

INSERTING AND REPLACING TEXT
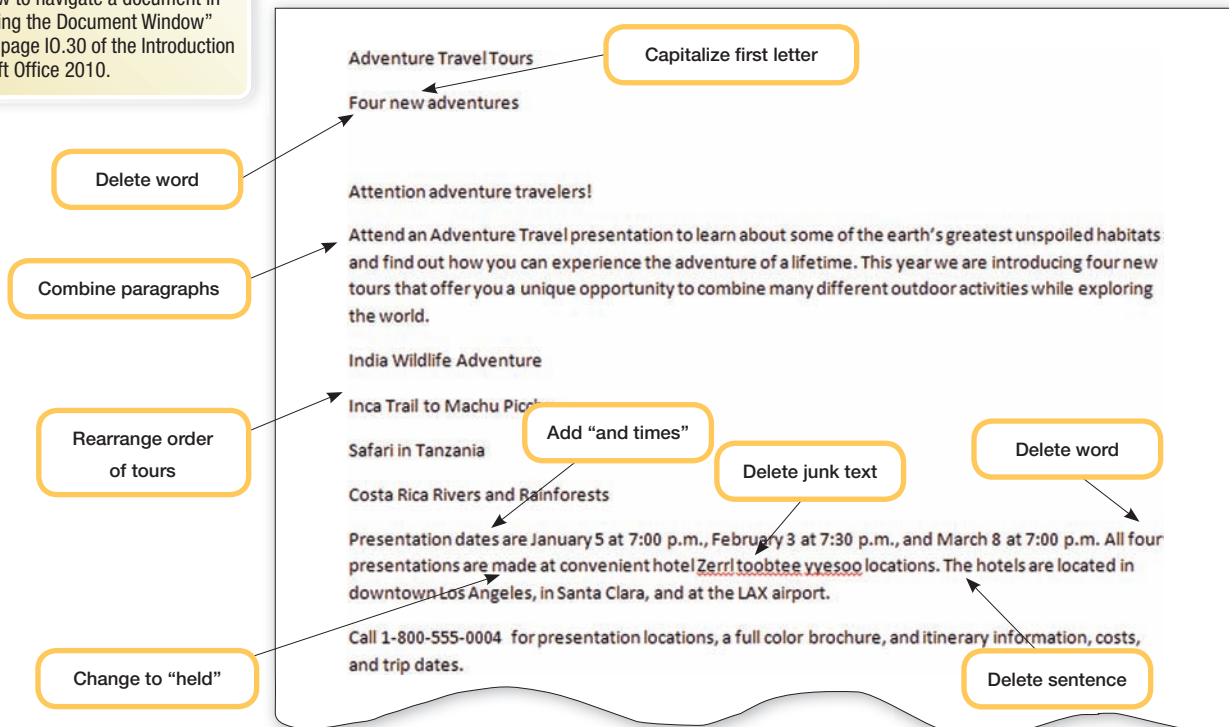
As you check the document, you see that the first sentence of the paragraph below the list of trips is incorrect. It should read: "Presentation dates and times are . . . " The sentence is missing the words "and times." In addition, you want to change the word "made" to "held" in the following sentence. 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 the cursor to the "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 cursor to the left side of the character.

- **Type and times**

- **Press** Spacebar.

Your screen should be similar to Figure 1.21

Figure 1.21

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.

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 as you will do next, you can select the text and type the new text.

Additional Information

If necessary, refer to the section "Selecting Text" on page IO.37 in the Introduction to Microsoft Office 2010 to review this feature.

● Double-click on "made" in the next sentence.

Having Trouble?

If you accidentally select the wrong text, simply click anywhere in the document or press any directional key to clear the selection.

● Type **held**

Your screen should be similar to **Figure 1.22**

New text replaced selected text
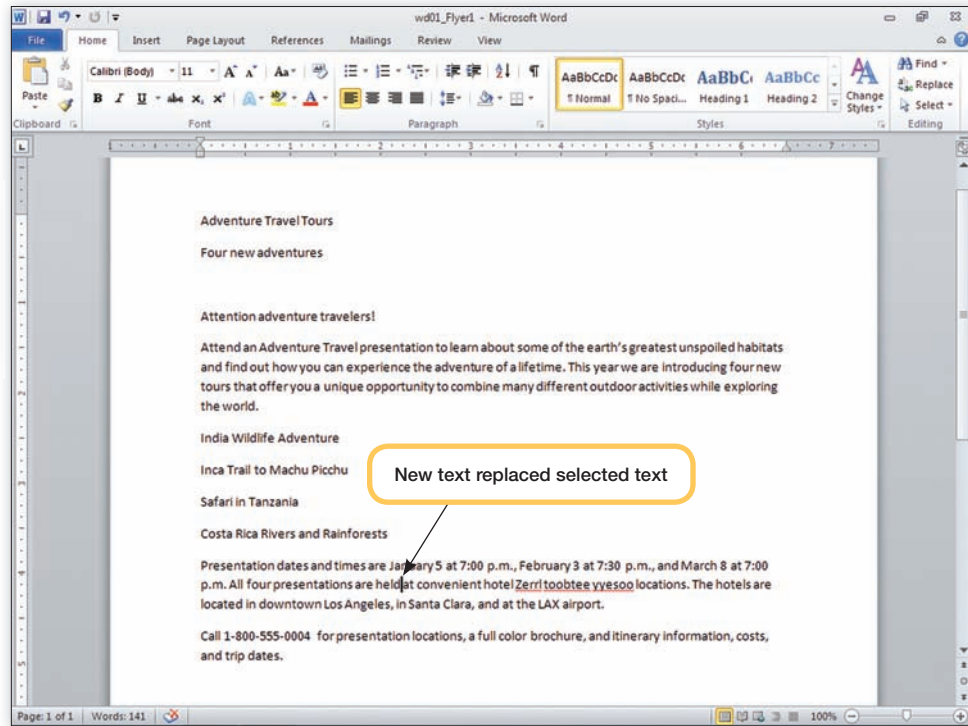
Figure 1.22

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 TEXT

As you continue proofreading the flyer, you see several changes you would like to make. The first change is to combine the line "Attention adventure travellers!" with the text in the following paragraph. To do this, you need to delete the paragraph mark symbol ¶ after the text "travelers!".

● Move to the "A" of "Attend" at the beginning of the first paragraph.

● Press ⎡Backspace⎤.

Your screen should be similar to **Figure 1.23**

Paragraph mark deleted and
Paragraphs combined

Figure 1.23

You deleted the ¶ that ended the previous line and the paragraph has now moved up to the line above.

You next want to delete the word "four" from the second sentence in the paragraph below the list of tours. The Ctrl + Delete key combination deletes text to the right of the cursor to the beginning of the next group of characters. In order to delete an entire word, you must position the cursor at the beginning of the word.
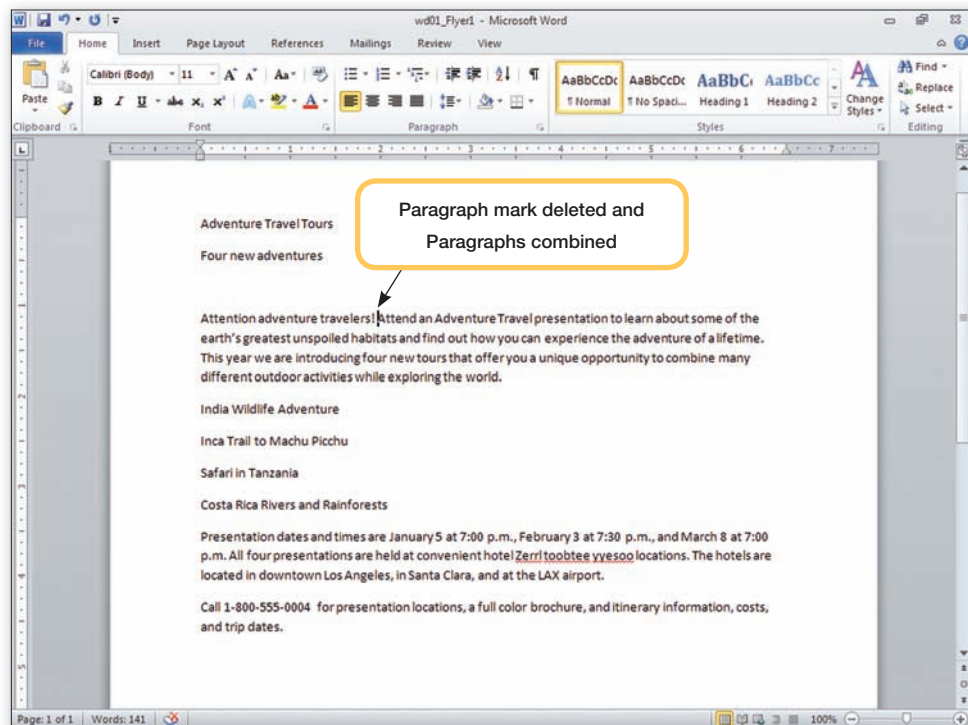
2

● **Move to "f" in "four" in the second sentence below the list of tours.**

● **Press Ctrl + Delete.**

Having Trouble?

Hold down Ctrl while pressing Delete.

Your screen should be similar to Figure 1.24
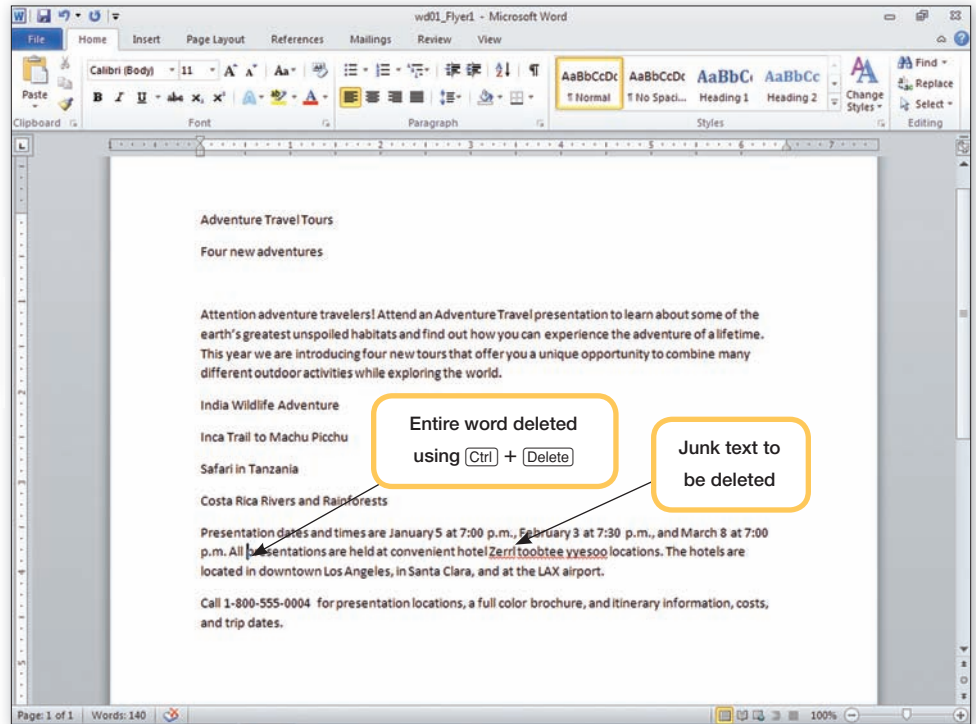
Figure 1.24

The word "four" has been deleted.

You see that the end of the same 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 follows the word "hotel" in the same sentence. You also decide to delete the entire last sentence of the paragraph.

3

- Move to "Z" (following the word "hotel").

- Drag to the right until all the text including the space before the word "locations" is highlighted.

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 1.25

Figure 1.25

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 [↶] Undo to reverse your last action or command. 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.

Additional Information

Review the Undo feature in the "Undoing Editing Changes" section on page IO.43 of the Introduction to Microsoft Office 2010.

Another Method
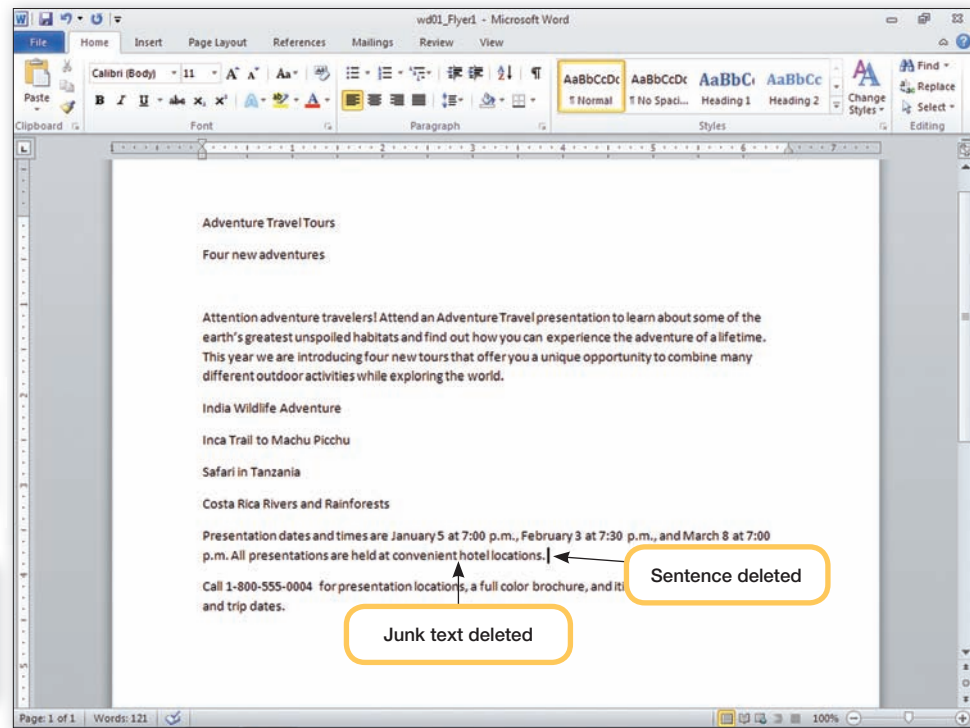
The keyboard shortcut for the Undo command is Ctrl + Z.

1

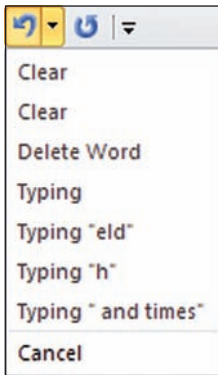● Open the 🔙▾ Undo drop-down list.

🔙▾ ↻ ⎸▾
Clear
Clear
Delete Word
Typing
Typing "eld"
Typing "h"
Typing " and times"
Cancel

● Choose Delete Word.

Your screen should be similar to Figure 1.26

Adventure Travel Tours

Four new adventures

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

India Wildlife Adventure

Inca Trail to Machu Picchu

Safari in Tanzania

Costa Rica Rivers and Rainforests

> Deleted word restored

> Junk text restored

Presentation dates and times are January 5 at 7:00 p.m., February 8 at 7:30 p.m., and March 8 at 7:00 p.m. All four presentations are held at convenient hotel Zerrl toobtee yyesoo locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

> Sentence restored
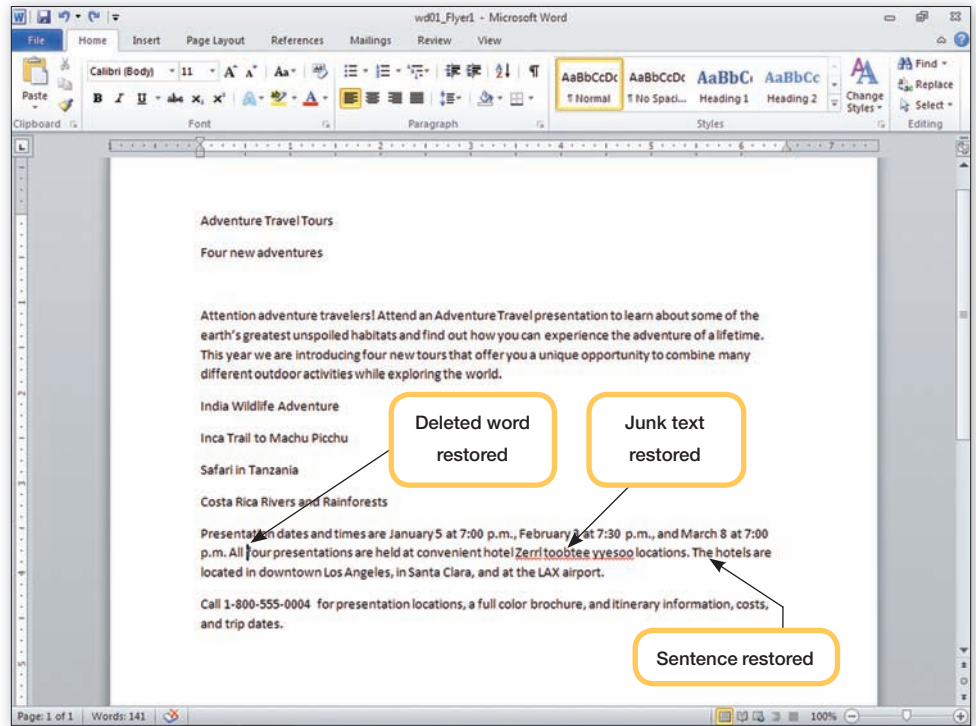
Page: 1 of 1 | Words: 141

Figure 1.26

The deleted sentence, junk characters, and the word "four" are restored. You will restore two of your corrections and then save the changes you have made to the document to a new file.

2

● Click 🔁 Redo 2 times.

Another Method
The keyboard shortcut is Ctrl + Y.

● Open the File tab and choose Save As.

● Save the document as Flyer1 to your solution file location.
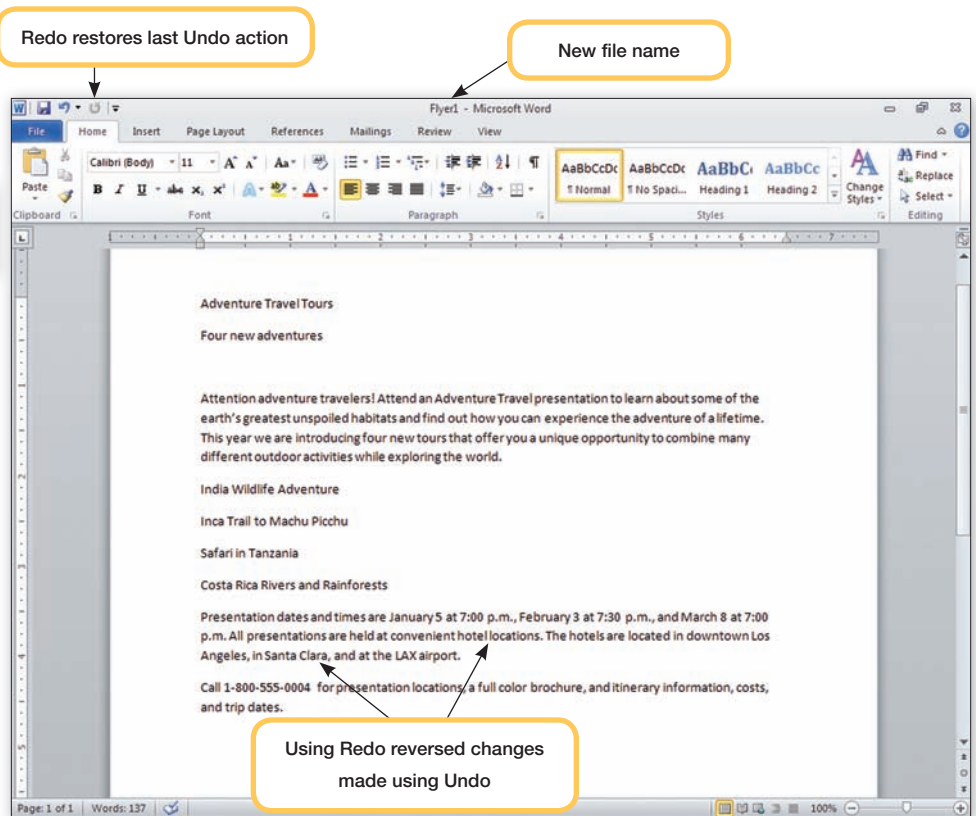
Your screen should be similar to Figure 1.27

> Redo restores last Undo action

> New file name

Adventure Travel Tours

Four new adventures

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

India Wildlife Adventure

Inca Trail to Machu Picchu

Safari in Tanzania

Costa Rica Rivers and Rainforests

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

> Using Redo reversed changes made using Undo

Page: 1 of 1 | Words: 137

Figure 1.27

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, the button's ScreenTips identify the action.

The new file name, Flyer1, is displayed in the window title bar. The original document file, wd01_Flyer1 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 cursor 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.
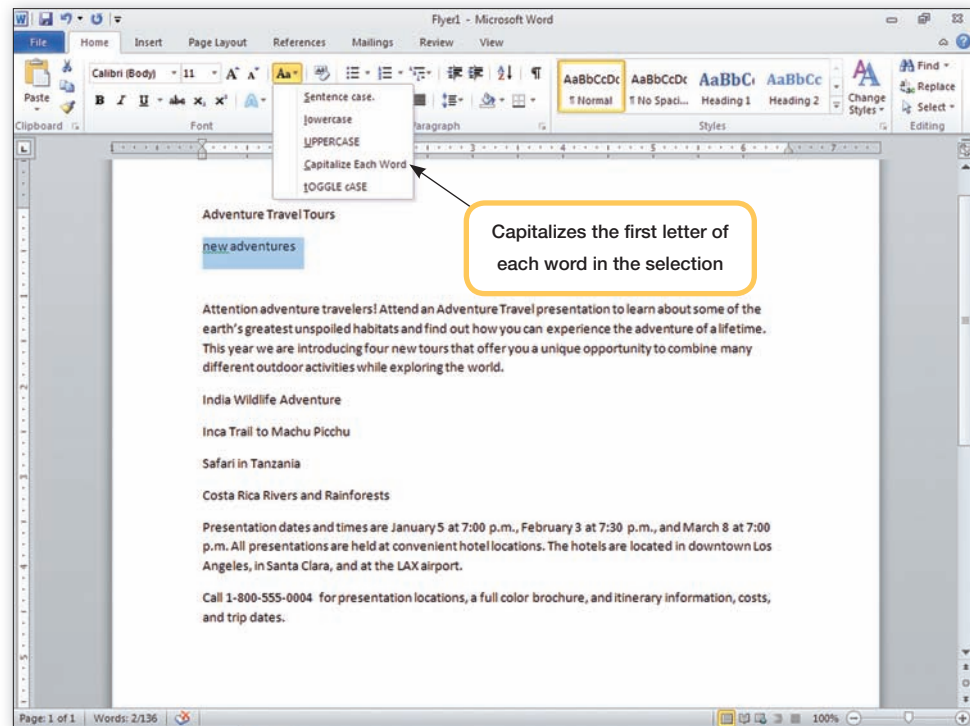
Your screen should be similar to Figure 1.28

Capitalizes the first letter of each word in the selection

Figure 1.28

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.

- Choose Capitalize Each Word.

- Click anywhere to deselect the title line.

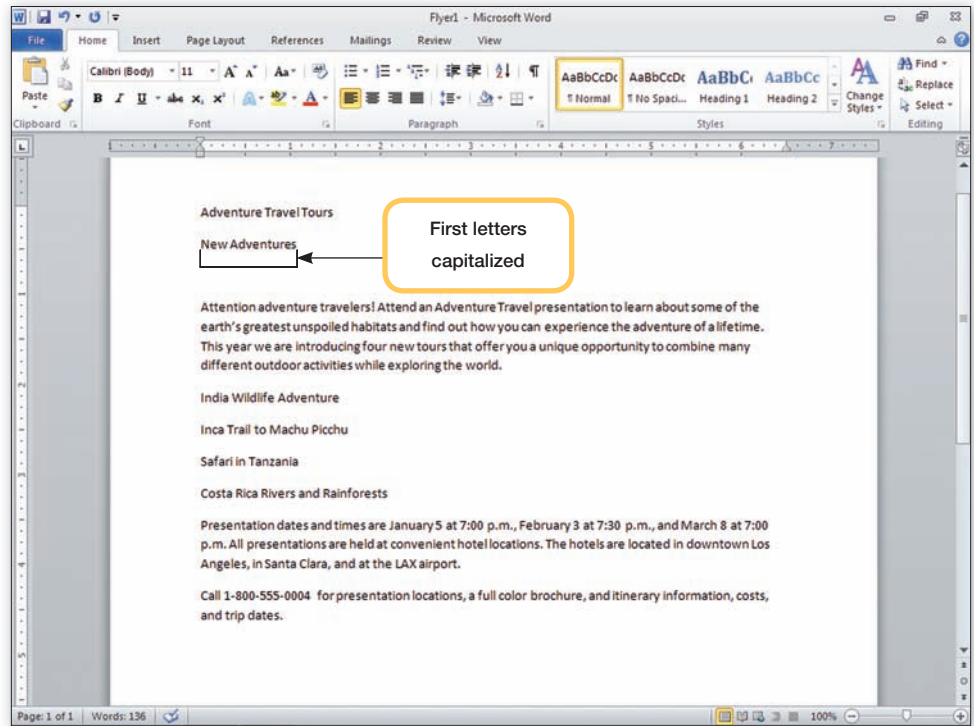Your screen should be similar to Figure 1.29

Figure 1.29

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

Copying and Moving Selections

After looking over the letter, you decide to add the company name in several other locations and to change the order of the list of tours. To make these changes quickly, you can copy and move selections.

USING COPY AND PASTE

You want to include the company name in the last paragraph of the letter. Because the name has already been entered on the first line of the document, you will copy the name instead of typing the name again. Before you copy the text, you will reveal formatting marks in your document to make sure you're copying exactly what you want.

Additional Information

Review how to copy and move selections in the "Copying and Moving Selections" section on page IO.45 of the Introduction to Microsoft Office 2010.

1

- Click ¶ Show/ Hide to display the formatting marks in your document.

- Select the text "Adventure Travel Tours" not including the ¶ paragraph symbol at the end of the line.

- Click ¶ Show/Hide to hide the formatting marks again.

- Click 📋 Copy in the Clipboard group of the Home tab.

- Move the cursor to the left of "1" in the phone number (last paragraph).
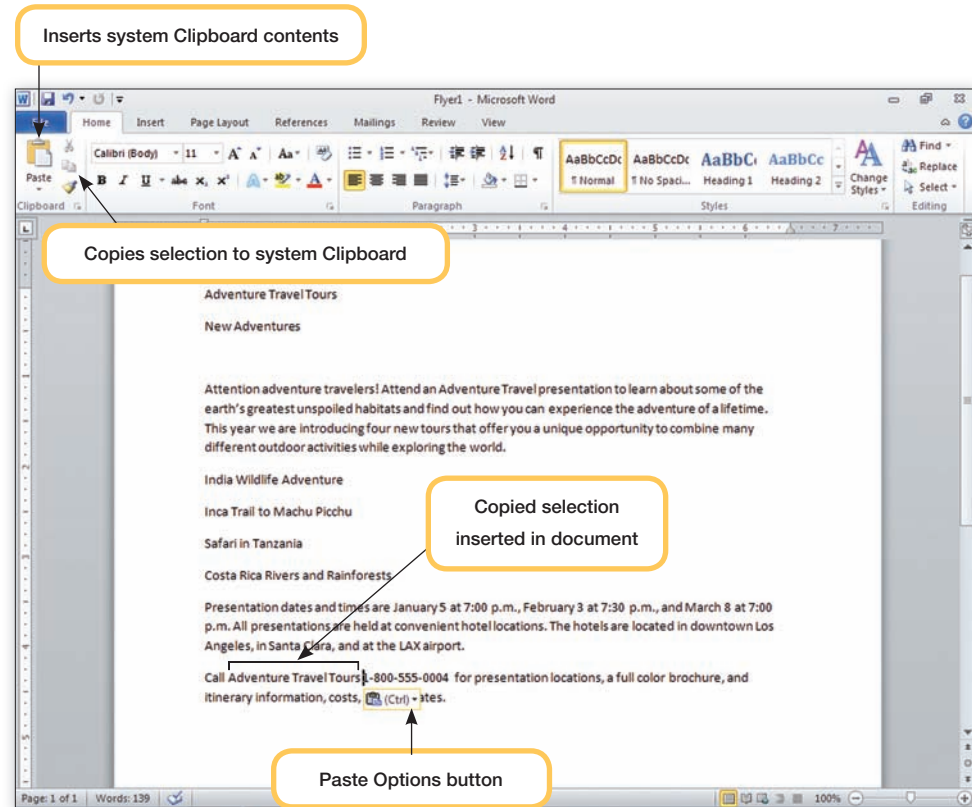
- Click 📋 Paste in the Clipboard group.

Another Method

The Copy keyboard shortcut is [Ctrl] + C. The Paste keyboard shortcut is [Ctrl] + V.

Your screen should be similar to **Figure 1.30**

Inserts system Clipboard contents

Copies selection to system Clipboard

Copied selection inserted in document

Paste Options button

Adventure Travel Tours

New Adventures

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

India Wildlife Adventure

Inca Trail to Machu Picchu

Safari in Tanzania

Costa Rica Rivers and Rainforests

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Adventure Travel Tours 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, 📋 (Ctrl) ▾ tes.

Figure 1.30

The copied selection is inserted at the location you specified. The 📋 (Ctrl) ▾ Paste Options button appears automatically whenever a selection is pasted. It is used to control the format of the pasted item. By default, pasted items maintain the original formatting from the source.
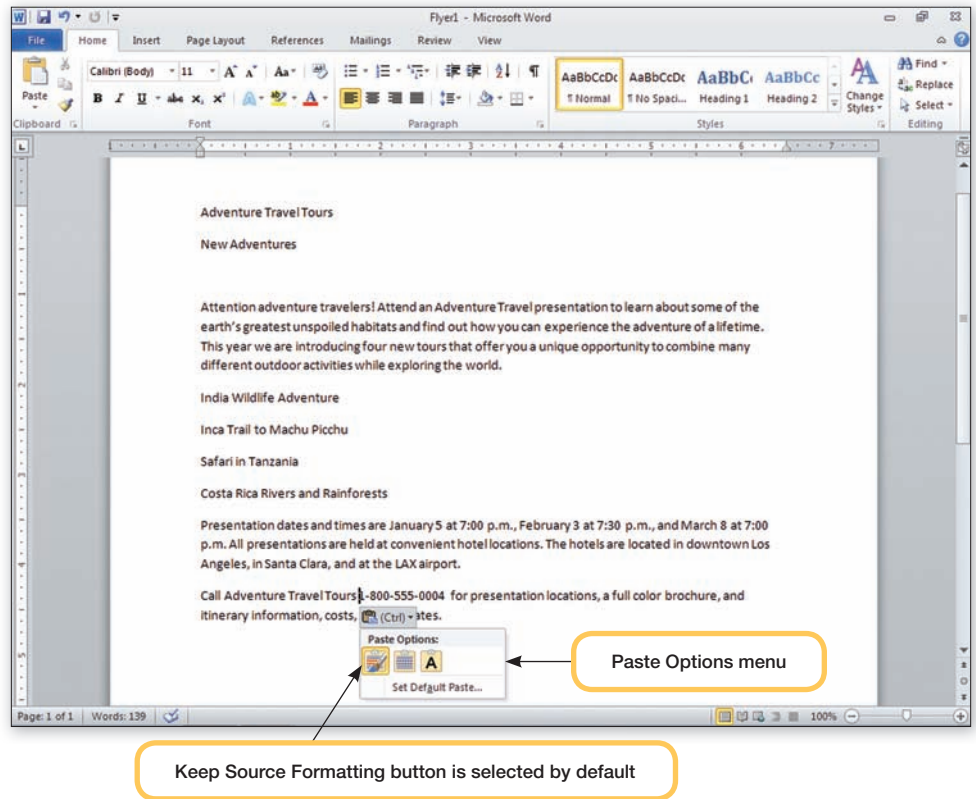
Figure 1.31

The following table describes the options on the Paste Options menu.

Paste Option	Description
Keep Source Formatting 📝	Pastes the item with the same formatting that it had in the source.
Merge Formatting 📋	Pastes the item, changing the formatting to match the surrounding destination text.
Keep Text Only A	Pastes text only (from a selection that is a combination of text and graphics). This option also strips formatting from the pasted text.
Set Default Paste	Enables you to change the default paste formatting setting to another.

The selection was pasted using the same formatting it had in the source, which is appropriate for this sentence. You will close the Paste Options menu without changing the selection.

3

Click outside the menu to close it.

Type at

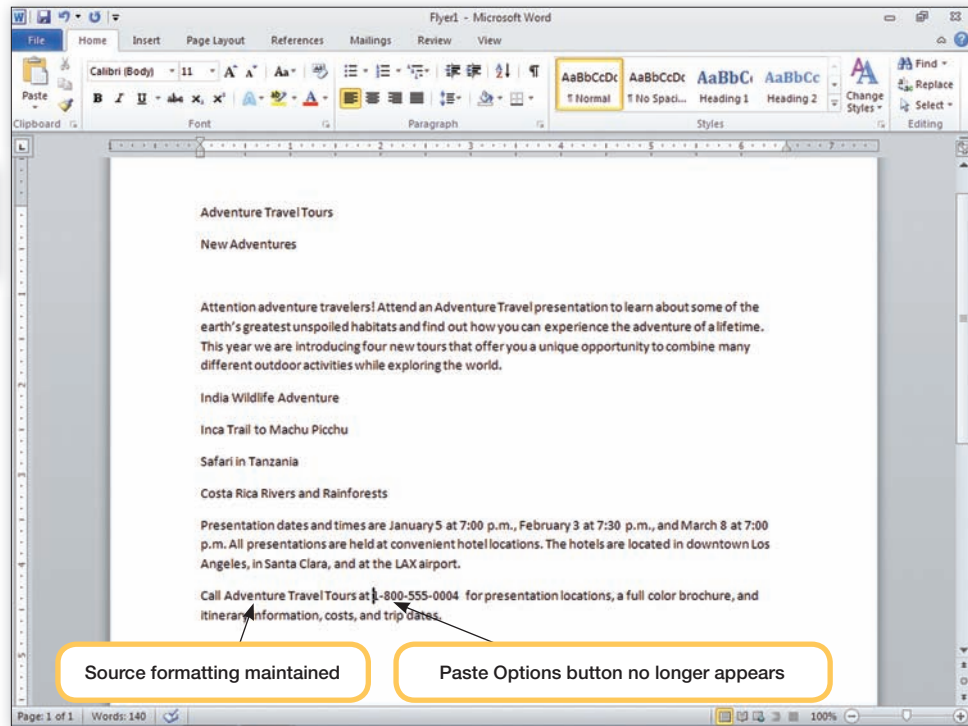**Press** Spacebar.

Your screen should be similar to Figure 1.32

Figure 1.32

Next, you want to insert the company name in place of the word "we" in the first paragraph and then change the word "are" to "is".

4

Select "we" (third sentence, first paragraph).

Right-click on the selection and click ⬚ Keep Source Formatting from the context menu.
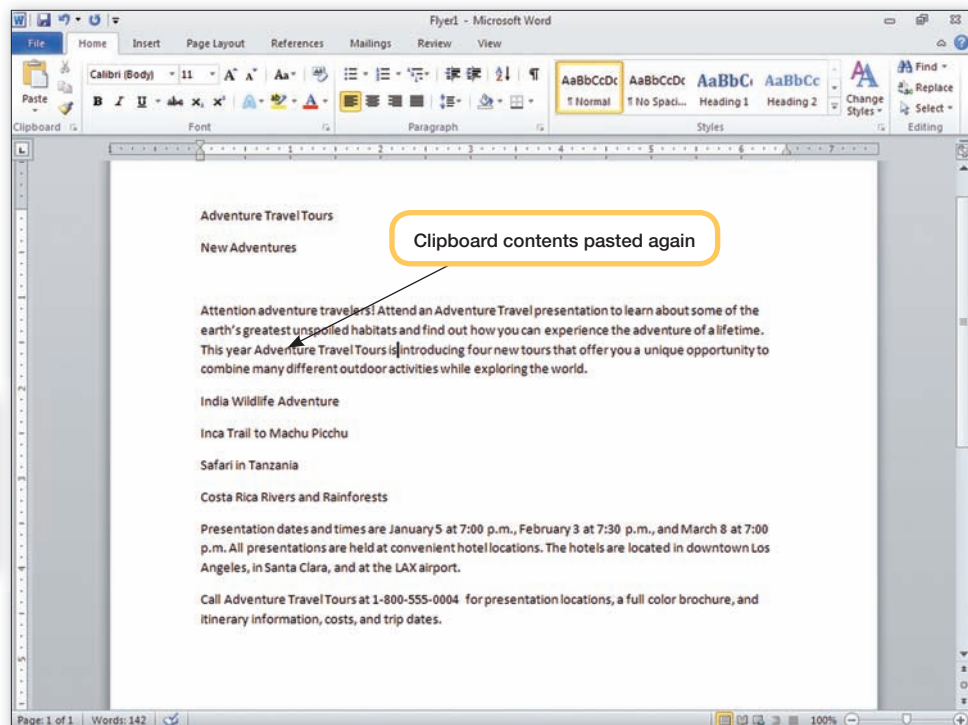
Change "are" in the same sentence to "is".

Your screen should be similar to Figure 1.33

Figure 1.33

The selected text was deleted and replaced with the contents of the system Clipboard. The system Clipboard contents remain in the Clipboard until another item is copied or cut, allowing you to paste the same item multiple times.

USING CUT AND PASTE

You've decided to move the "Costa Rica Rivers and Rainforests" tour name to be second in the tour list. To do this, you will move the name from its current location to the new location. The Cut and Paste commands in the Clipboard group of the Home tab are used to move selections.

1

• Select the line of text "Costa Rica Rivers and Rainforests".

• Click ✂ Cut in the Clipboard group.

Another Method

The Cut keyboard shortcut is ⌃Ctrl + X. You also can choose Cut from the context menu.

• Move to the "I" in the "Inca Trail to Machu Picchu" title.

• Press ⌃Ctrl + V.

Your screen should be similar to Figure 1.34

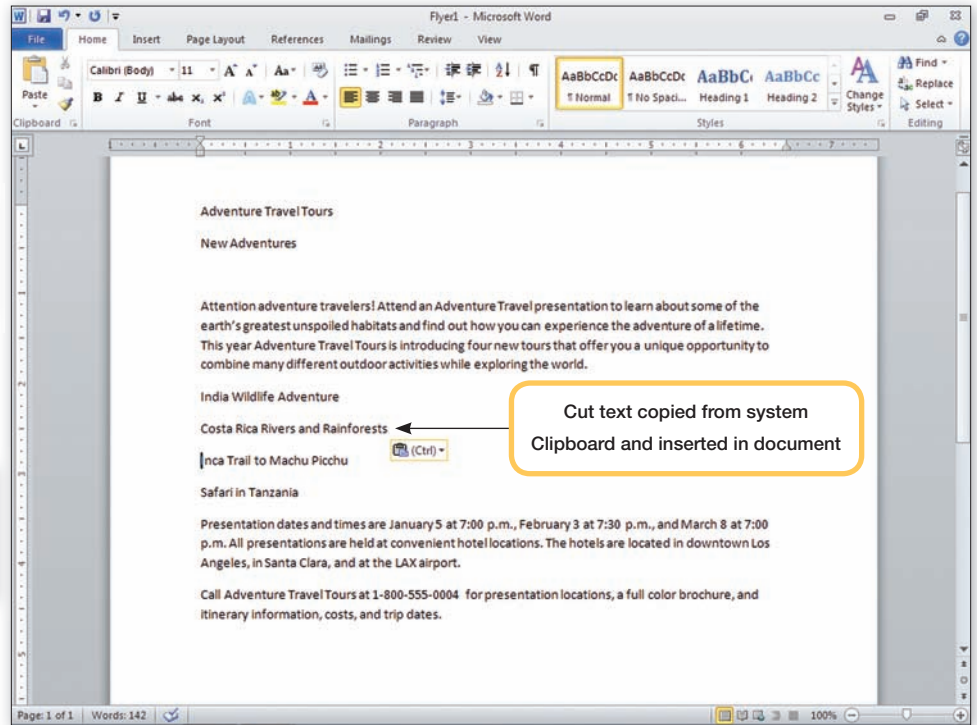Cut text copied from system Clipboard and inserted in document

Figure 1.34

The selected text was removed from the source and copied to the Clipboard. Then it was reentered into the document at the cursor location. That was much quicker than retyping the tour name over!

USING DRAG AND DROP

Finally, you also decide to move the tour name "Safari in Tanzania" to first in the list. Rather than use Cut and Paste to move this text, you will use the drag-and-drop editing feature. This feature is most useful for copying or moving short distances in a document.

Additional Information

Review the drag and drop feature in the "Using Drag and Drop" section on page IO.49 of the Introduction to Microsoft Office 2010.

Additional Information

You also can use drag and drop to copy a selection by holding down ⌃Ctrl while dragging. The mouse pointer shape is ▯.

Select the entire line "Safari in Tanzania", including the space at the end of the line.

Drag the selection to the left of the "India Wildlife Adventure" tour name.

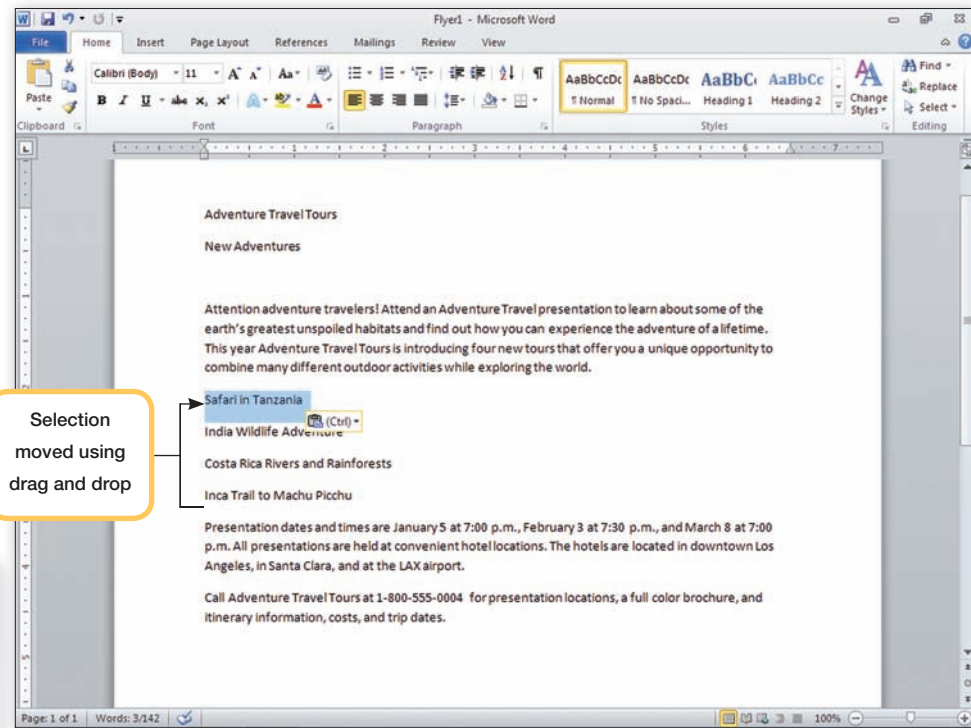**Click** 📄 **Save in the Quick Access Toolbar to save the file using the same file name.**

Additional Information

You also can move or copy a selection by holding down the right mouse button while dragging.

When you release the mouse button, a context menu appears with the available move and copy options.

Figure 1.35

Your screen should be similar to Figure 1.35

The selection is moved to the new location. 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.

Formatting a Document

Because this document is a flyer, you want it to be interesting to look at and easy to read. 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

Additional Information

Refer to the section "Formatting Text" on page IO.4 in the Introduction to Microsoft Office 2010 to review font and font size.

The first formatting change you want to make is to use different fonts and font sizes in the flyer. 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. **Sans serif fonts** don't have a flair at the base of each letter and are generally used for text in paragraphs. Arial and Calibri 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.

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 cursor 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.
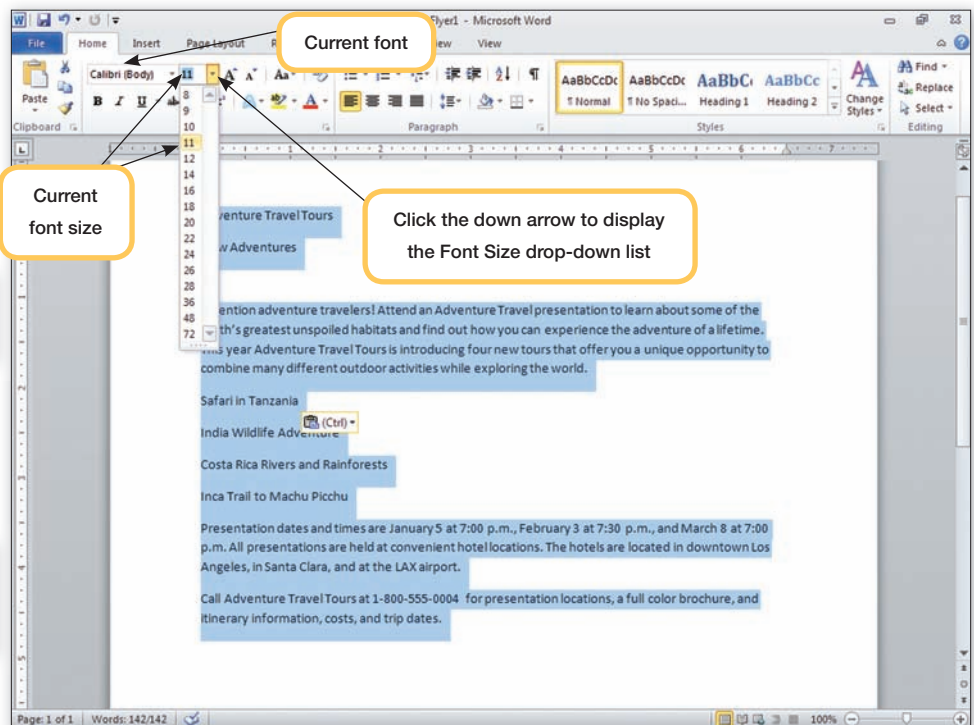
Another Method

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.

Your screen should be similar to Figure 1.36

Current font

Current font size

Click the down arrow to display the Font Size drop-down list

Figure 1.36

Formatting a Document **WD1.35**

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 Live Preview feature shows how the selected text in the document will appear if chosen.
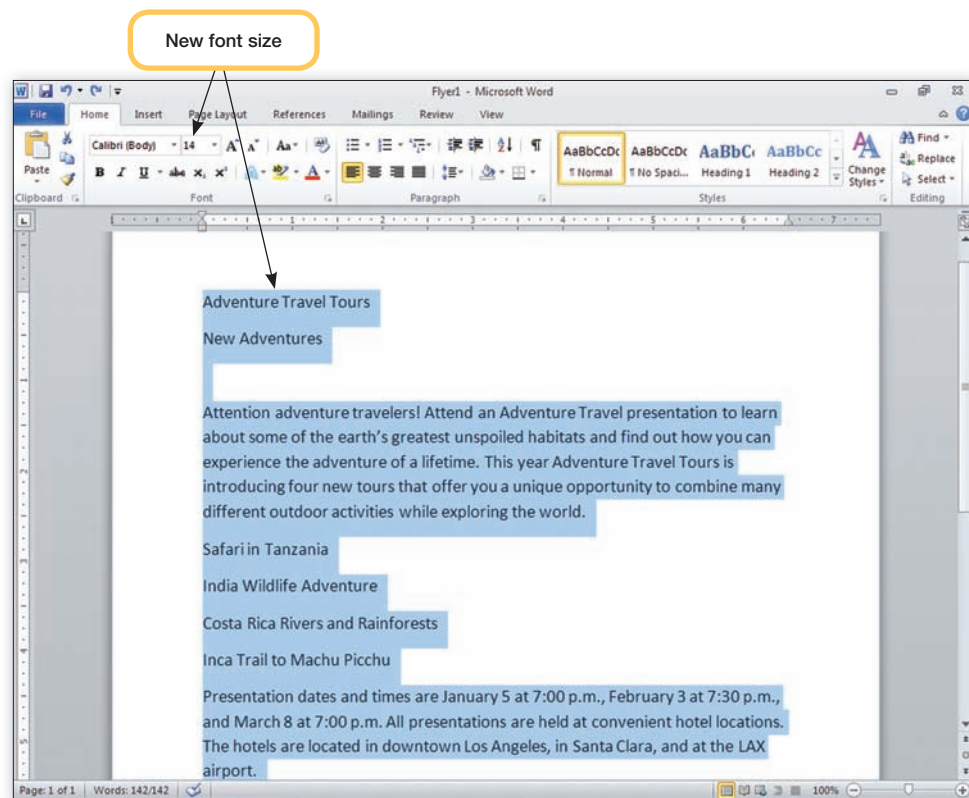
2

- 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 1.37

New font size

Adventure Travel Tours

New Adventures

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Figure 1.37

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 cursor.

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.

3

● Select the two title lines and point to the Mini toolbar.

● Open the [Calibri (Body) ▾] Font drop-down menu in the Mini toolbar.

● Scroll the list and choose Comic Sans MS.

Your screen should be similar to Figure 1.38

New font applied

Mini toolbar

Figure 1.38

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 ▾] Font Size drop-down menu in the Mini toolbar.

● Choose 36.

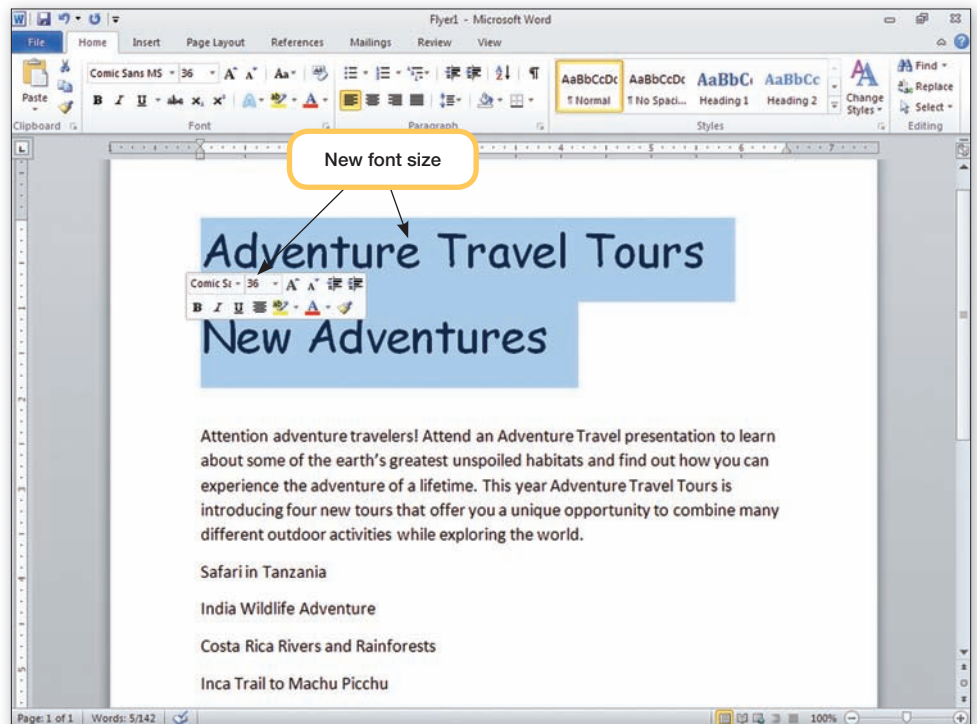**Your screen should be similar to Figure 1.39**

New font size

Figure 1.39

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.

- Click ⌗36 ▾⌗ and choose 20 points Font Size drop-down menu.
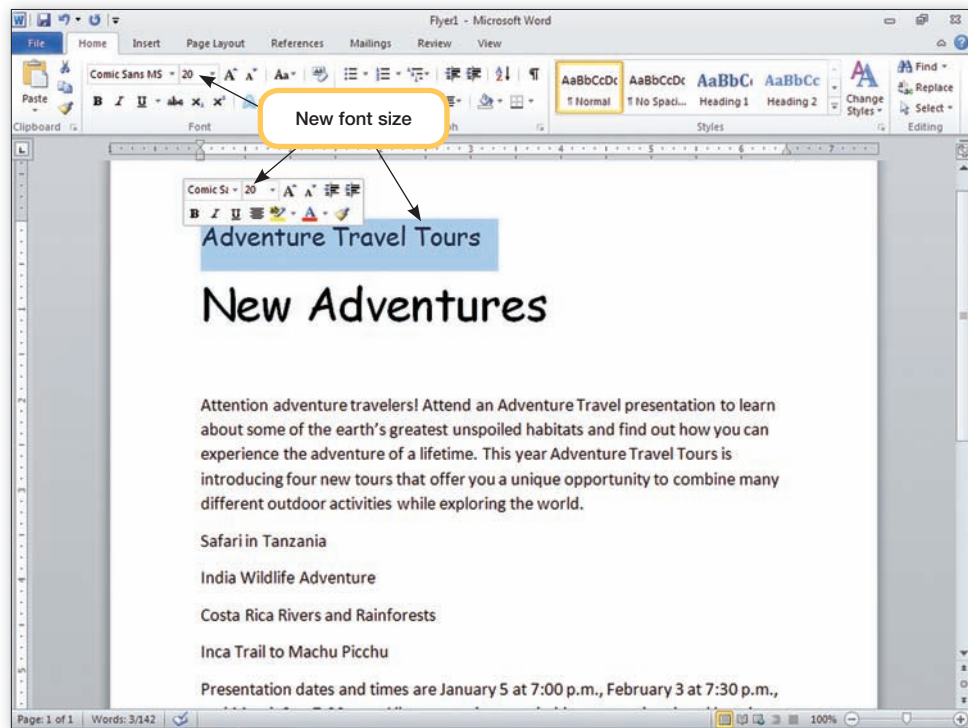
Your screen should be similar to **Figure 1.40**

Figure 1.40

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

6

- Select the list of four tours.

- Click ⌗Calibri (Body) ▾⌗ Font in the Mini toolbar and 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.

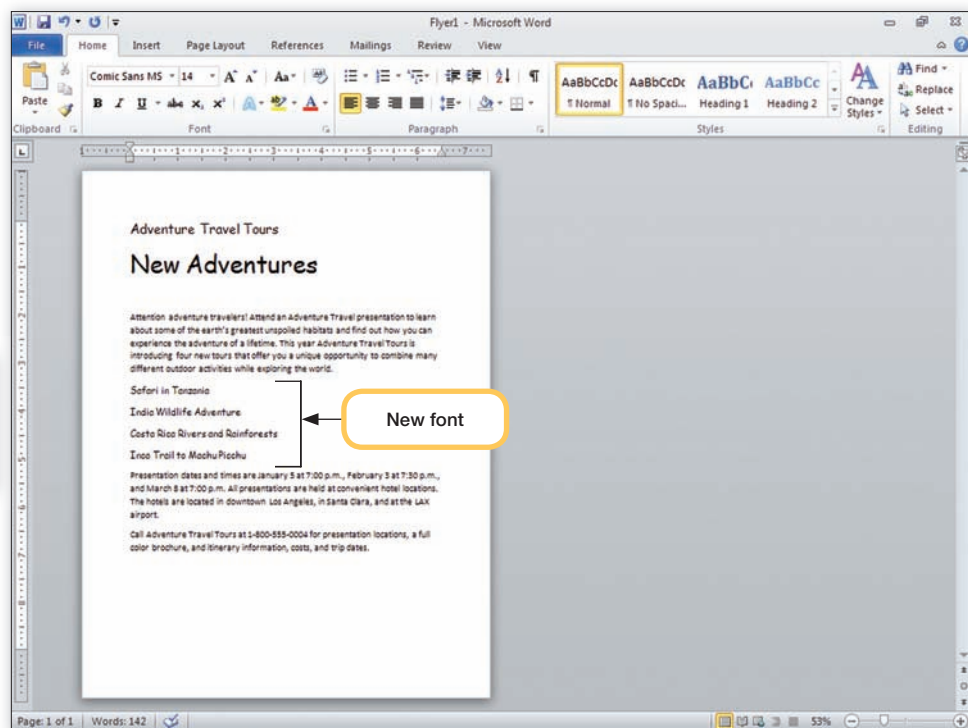- Reduce the zoom so the entire page is visible.

Figure 1.41

Your screen should be similar to **Figure 1.41**

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	**Bold** *Italic*	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_2O	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

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.

Return the zoom to 100%.

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

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

| Automatic |
| Theme Colors |
| Standard Colors |
| 😊 More Colors... |
| Gradient |

Choose ▢ Orange from the Standard Colors bar.

Additional Information

A ScreenTip displays the name of the color when selected.

Click B 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 1.42

Color and bold applied to text

Adventure Travel Tours

New Adventures

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

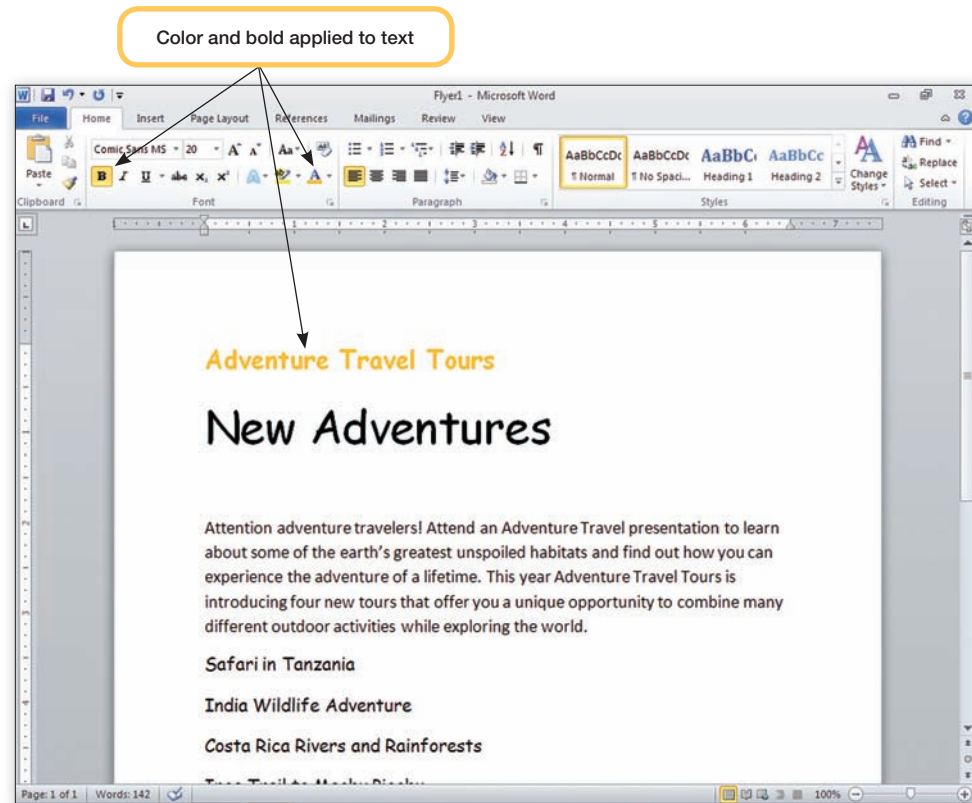Costa Rica Rivers and Rainforests

Figure 1.42

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 using the Standard Colors bar.

- Add bold to the selected title.

- Select the list of four tours.

- Click **A** 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 **B** Bold, **I** Italic.

- Click **I** 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 1.43**

Color and bold effect added to text

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Adventure Travel Tours at 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

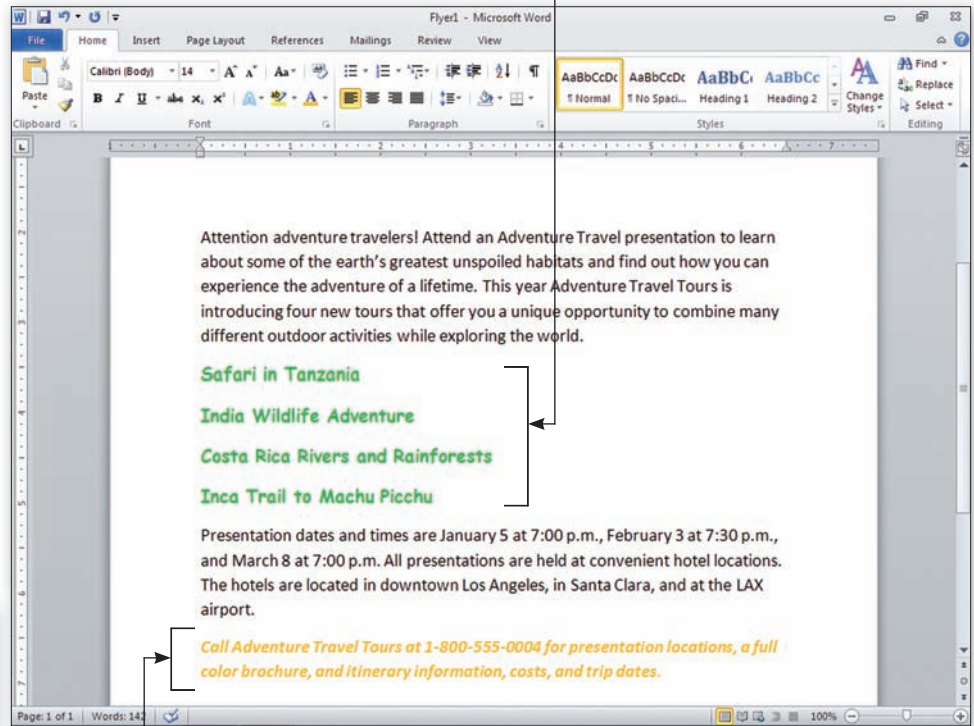Color, bold, and italic effect added to text

Figure 1.43

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

The next formatting change you want to make is to apply the Small Caps effect to the title lines. Since the Ribbon does not display a button for this feature, you need to open the Font 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.
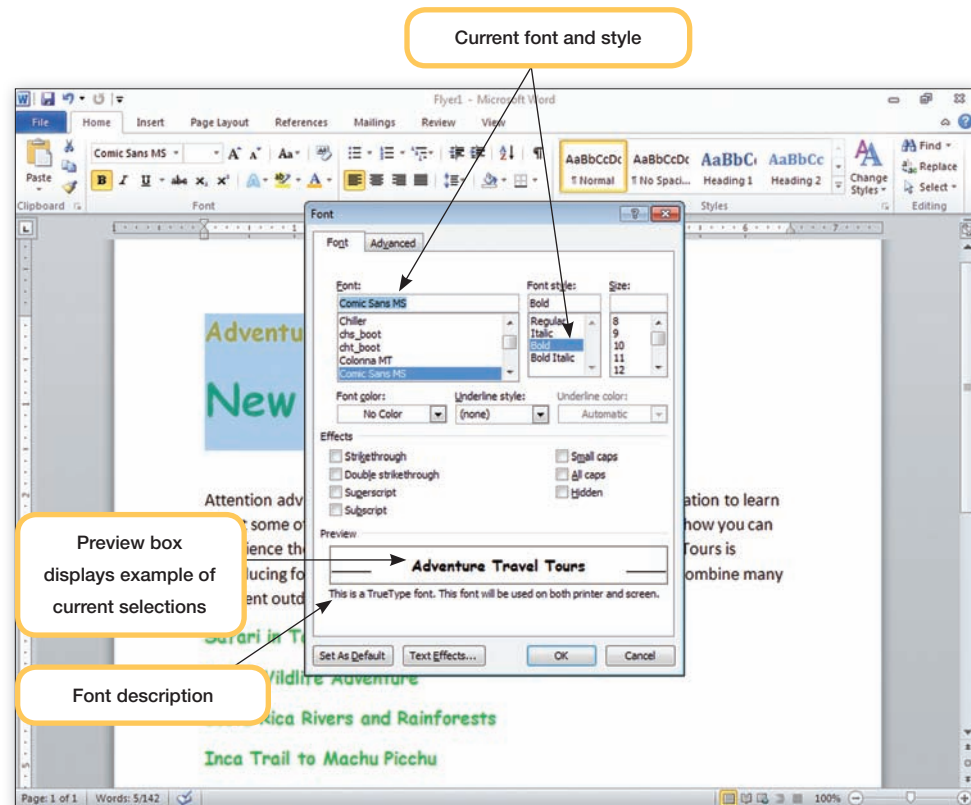
Your screen should be similar to Figure 1.44

Current font and style

Preview box displays example of current selections

Font description

Figure 1.44

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 and colors, these settings are 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 the Small caps effect to the selected lines.
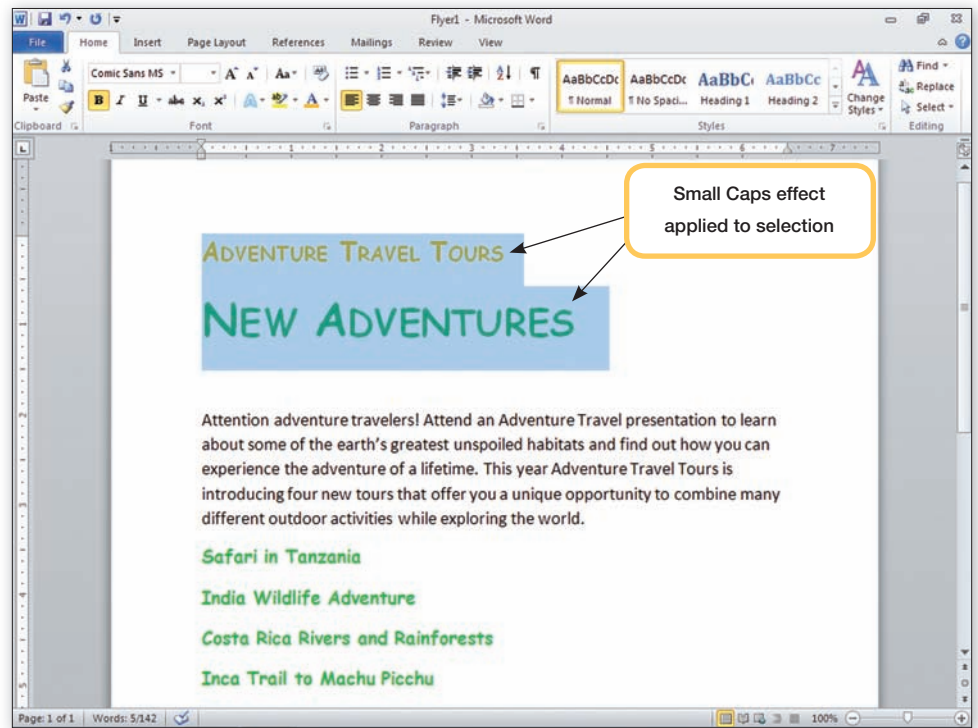
Figure 1.45

The Small caps effect has been applied to all text in the selection and adds more emphasis to the title lines.

SETTING PARAGRAPH ALIGNMENT

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

Concept **5** 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. 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 choose Centered from the Alignment list box in the Paragraph dialog box.

● Reduce the zoom so the entire page is visible.
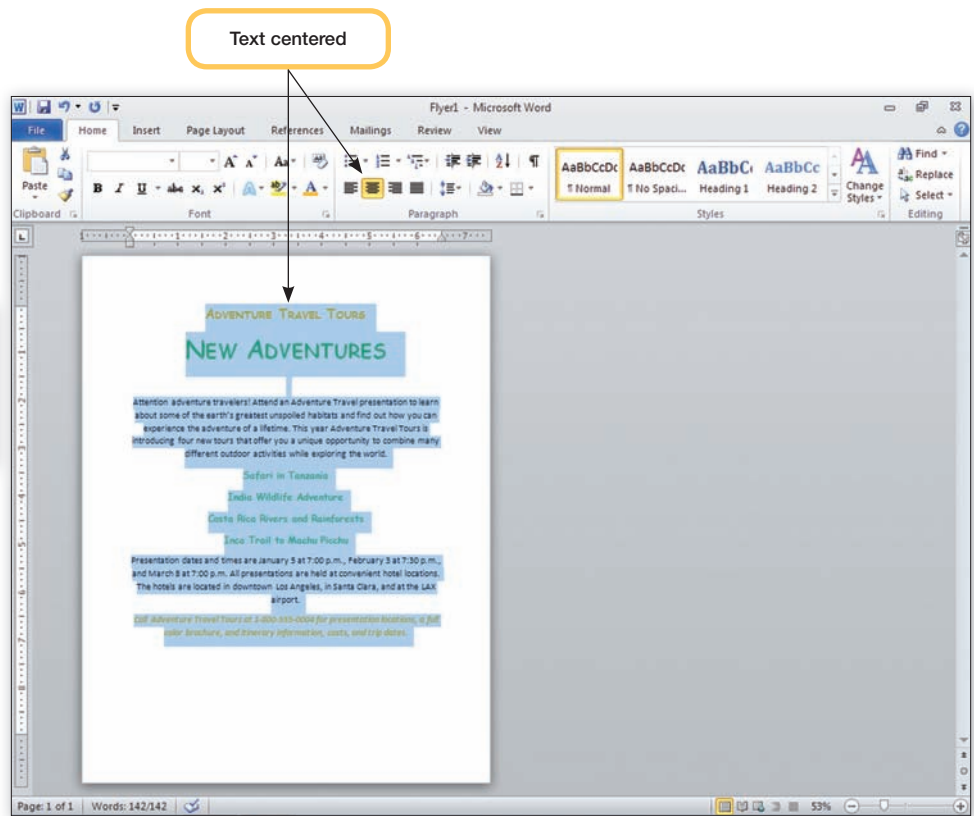
Your screen should be similar to Figure 1.46

Text centered

Figure 1.46

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

CLEARING FORMATS

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.

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

Increase the zoom to 100%.

Select the last sentence.

Click [Aa] Clear Formatting in the Font group.

Your screen should be similar to Figure 1.47

Clears all formatting from selection

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Adventure Travel Tours at 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.
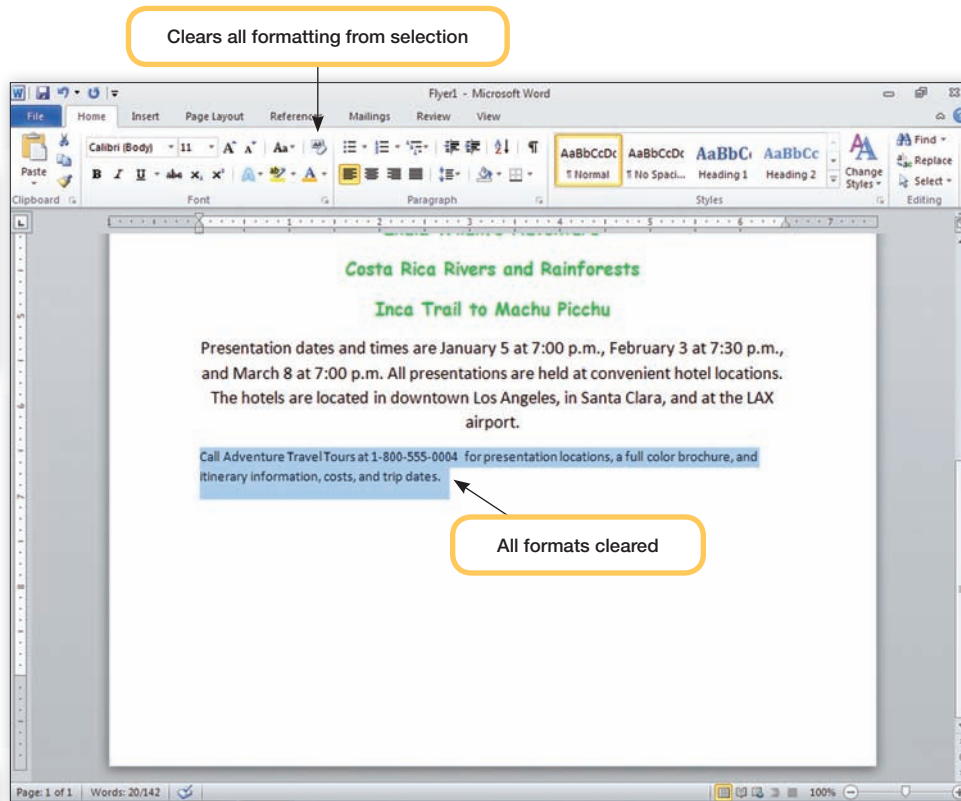
All formats cleared

Figure 1.47

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.

Working with Graphics

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

Concept **6** Graphics

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.

Pictures 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 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.

Additional Information

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

INSERTING A PICTURE FROM FILES

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.

1

- Move to the blank line below the second title line.

- Open the Insert tab.

- From the Illustrations group, click [Picture].

- Select the location containing your data files.

- Select wd01_Lion.

- Click [Insert] [▼].

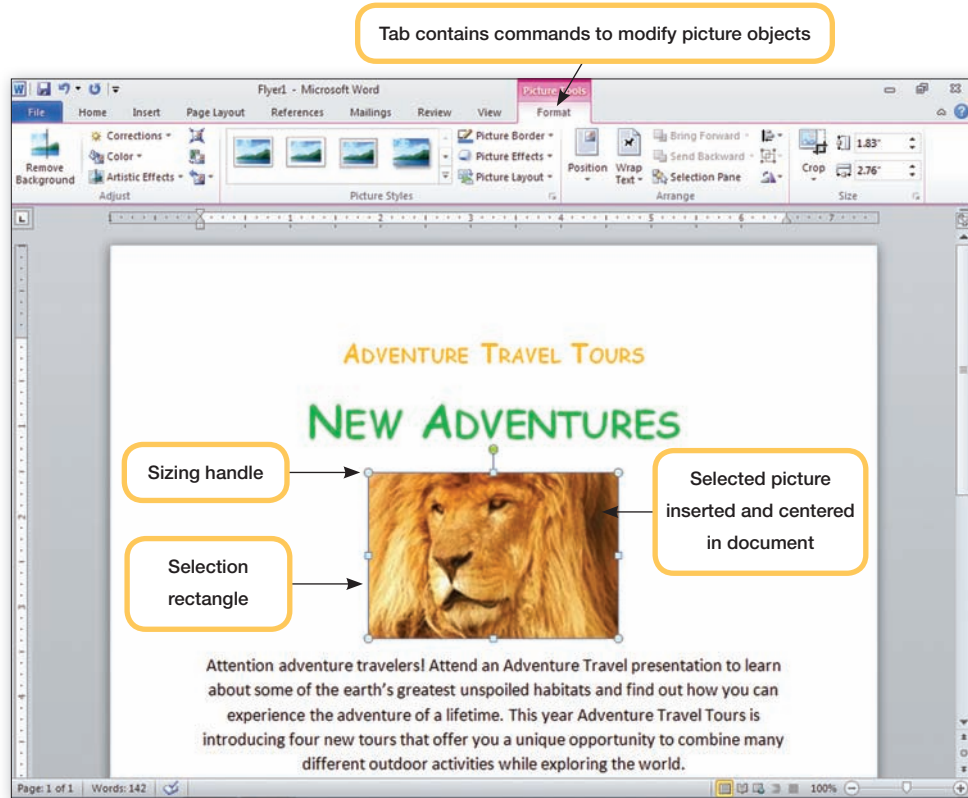**Your screen should be similar to Figure 1.48**

Figure 1.48

The picture is inserted in the document at the location of the cursor. 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.

INSERTING A PICTURE FROM CLIP ART

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 you can locate a better animal picture.

1

- Click to the right side of the graphic to deselect it.

- Open the Insert tab.

- From the Illustrations group, click Clip Art.

Your screen should be similar to Figure 1.49

Clip Art task pane

Enter descriptive word

Select types of files to locate
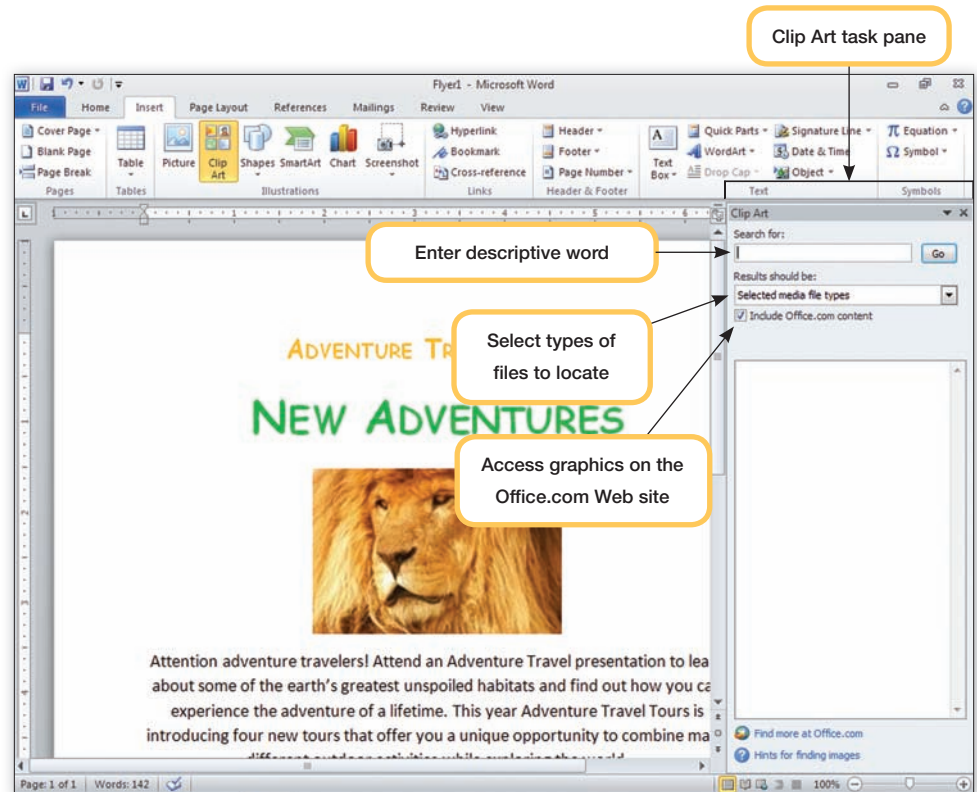
Access graphics on the Office.com Web site

Figure 1.49

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.

2

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

● Type **animals**

● If necessary, select the Include Office. com content check box.

● Open the Results Should Be drop-down list, select Illustrations and Photographs, and deselect all other options.
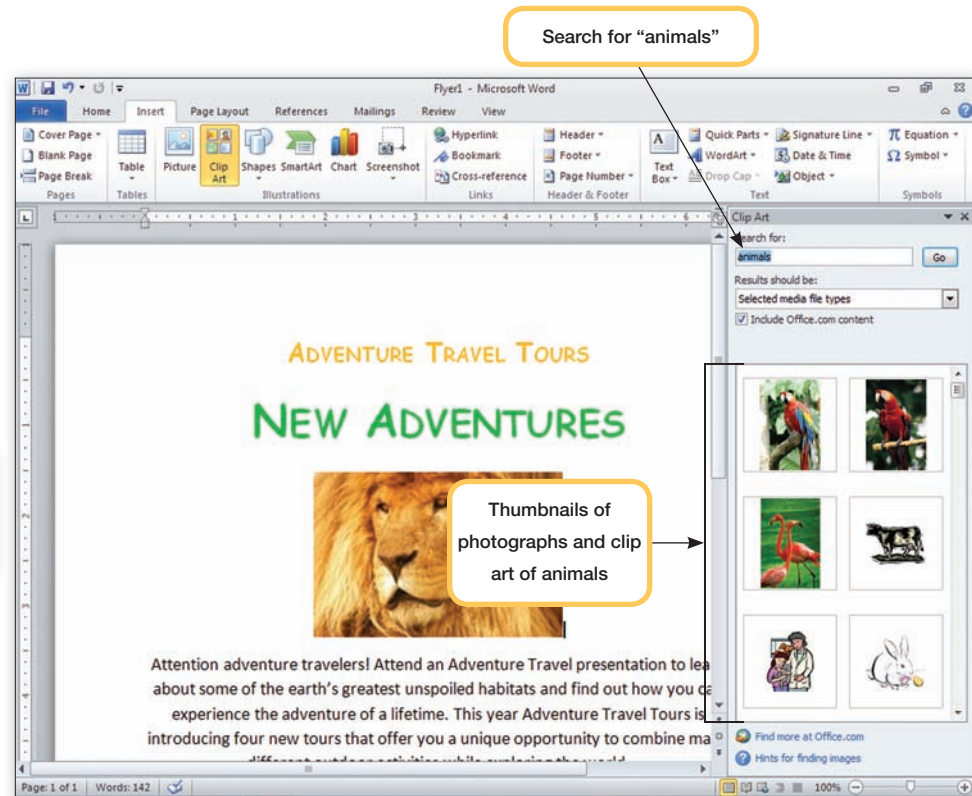
● Click   Go   .

Your screen should be similar to **Figure 1.50**

Search for "animals"

Thumbnails of photographs and clip art of animals

Figure 1.50

The program searches the Microsoft Clip Organizer on your computer and, if you have an Internet connection established, Microsoft's Office Online 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 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.

● Scroll the list to view additional images.

● Point to any thumbnail to see a ScreenTip.

Your screen should be similar to Figure 1.51
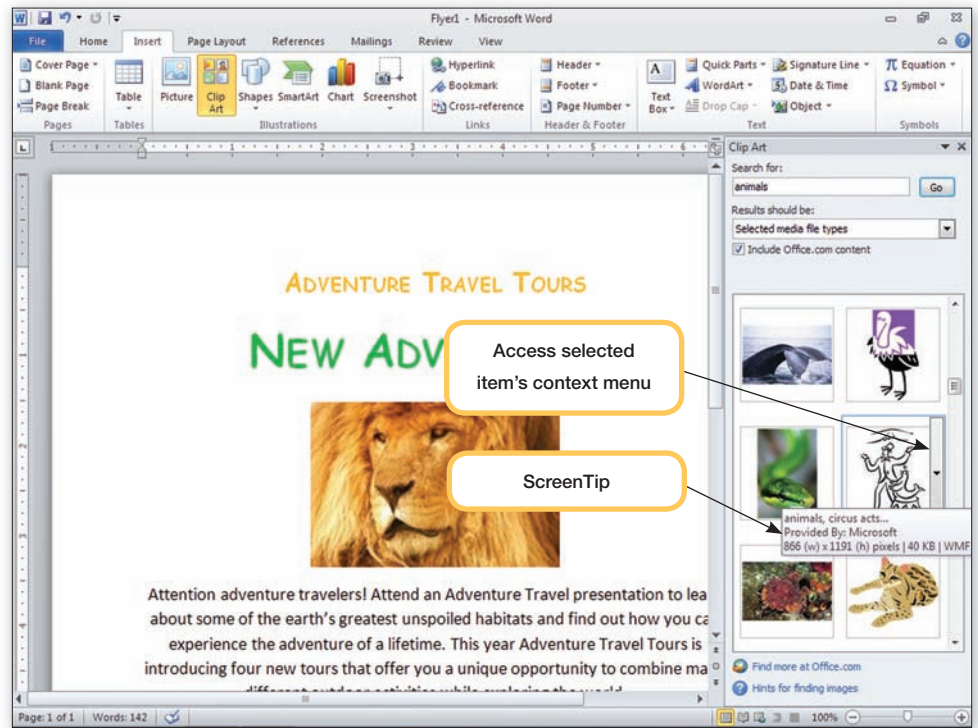

Access selected item's context menu

ScreenTip

Figure 1.51

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.

4

- Add a comma and a space after the word "animals" in the Search For text box and then type **parrots**

- Click [Go] .

- Scroll the results area, if necessary, and point to the graphic of the parrot shown in Figure 1.52.

- Click [▾] next to the graphic to open the context menu.
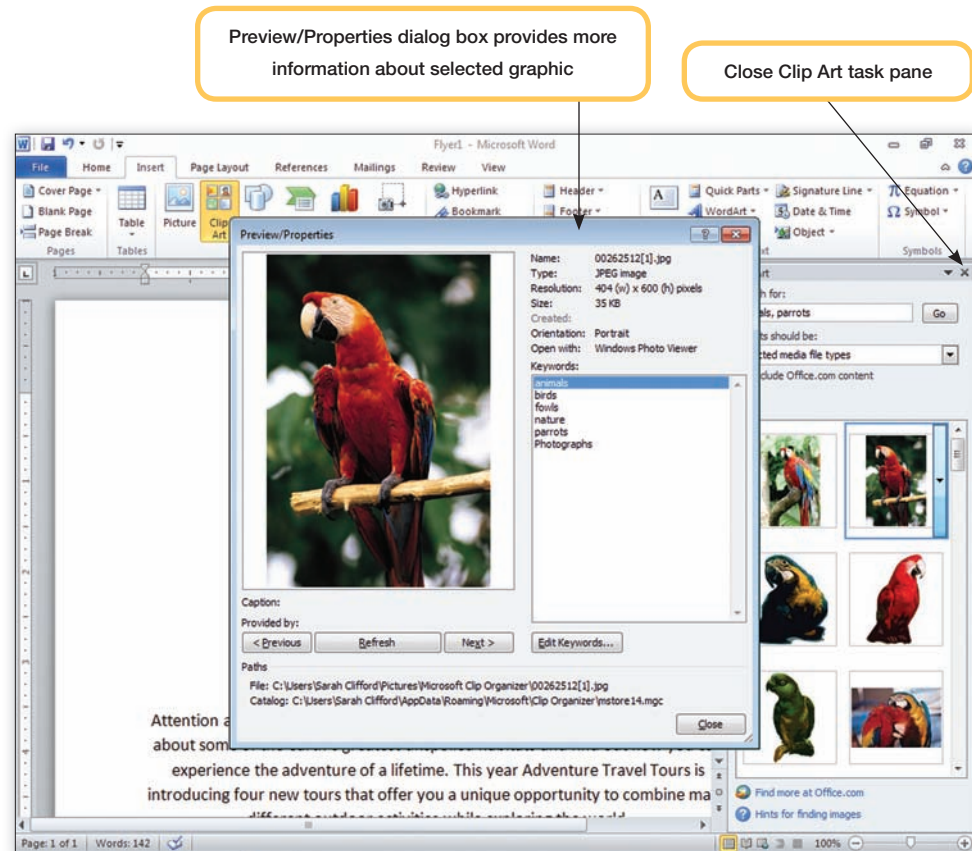
- Choose Preview/ Properties.

Your screen should be similar to Figure 1.52

Preview/Properties dialog box provides more information about selected graphic

Close Clip Art task pane

**Figure 1.52**

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.

- **Click** Close **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.**

- **Scroll the document, if necessary, to view the pictures in their entirety.**

Your screen should be similar to Figure 1.53

Figure 1.53

The clip art graphic is inserted next to the lion picture. You will reduce the size of the clip art graphic shortly.

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.

- **Click on the lion graphic to select it.**

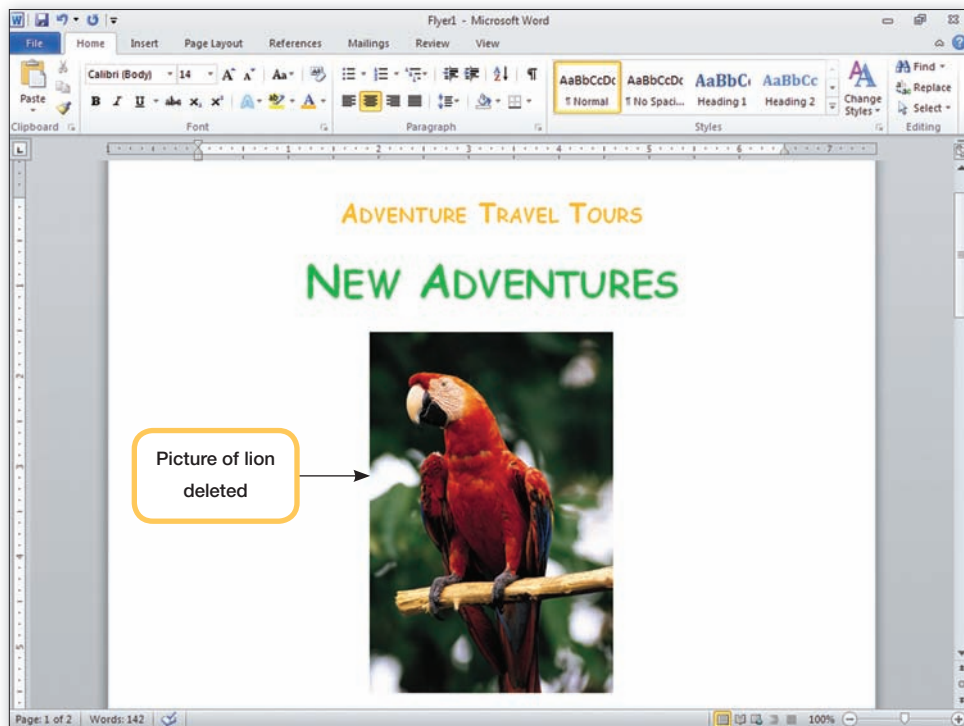- **Press** Delete.

Your screen should be similar to Figure 1.54

Figure 1.54

The lion graphic is removed and the parrot graphic is centered on the page.

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.

Another Method

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

In this case, you want to decrease 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 1 inch wide by 1.5 inches high.

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 inward to decrease the size to approximately 1.25 inches wide by 2 inches high (use the ruler as a guide and refer to Figure 1.55).

- Click anywhere in the document to deselect the graphic.

- Reduce the zoom to display the entire page.

Your screen should be similar to **Figure 1.55**

Figure 1.55

ADDING A WATERMARK

The final change you want to make to the flyer for now is to add a watermark in the page background. **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. You can insert a predesigned watermark from a gallery of watermark text, or you can insert a watermark with custom text. The watermark feature affects an entire page and is found in the Page Layout tab.

You have decided to add a watermark to the background of the flyer identifying the document as a draft.

1

● **Open the Page Layout tab.**

● **Click** [A] Watermark ▾ **from the Page Background group.**

● **Scroll the Watermark gallery and choose the Draft 1 design from the Disclaimers section.**

● **Click** 🖫 **Save.**

Your screen should be similar to Figure 1.56

Additional Information

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

Additional Information

Choose Remove Watermark from the

[A] Watermark ▾ menu to remove a

watermark.

Opens Watermark gallery

Draft 1 watermark design added to page background

ADVENTURE TRAVEL TOURS

NEW ADVENTURES

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Adventure Travel Tours at 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.
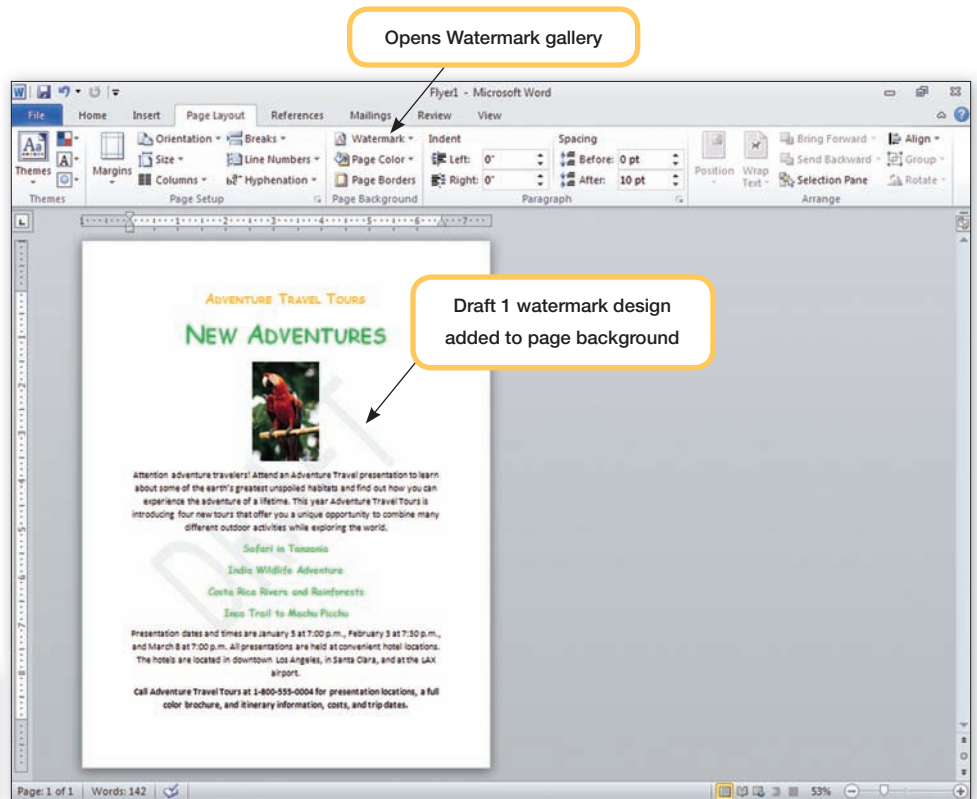
Page: 1 of 1 | Words: 142

Figure 1.56

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.

MODIFYING DOCUMENT PROPERTIES

Before printing the document for your manager, you will add a sentence to the flyer that includes your name and edit the document properties.

1

- **Increase the zoom to 100%.**

- **Press** [Ctrl] + [End] **and then press** [Spacebar].

- **Type** **Your Name will gladly help with all of your questions.** **as the last sentence of the flyer.**

Your screen should be similar to Figure 1.57

Having Trouble?

If your document now extends beyond a single page, reduce the size of the graphic slightly. If resizing the graphic does not work, check for and delete any extra blank lines at the end of the document.

Additional Information

Review document properties in the "Specifying Document Properties" section on page IO.51 of the Introduction to Microsoft Office 2010.
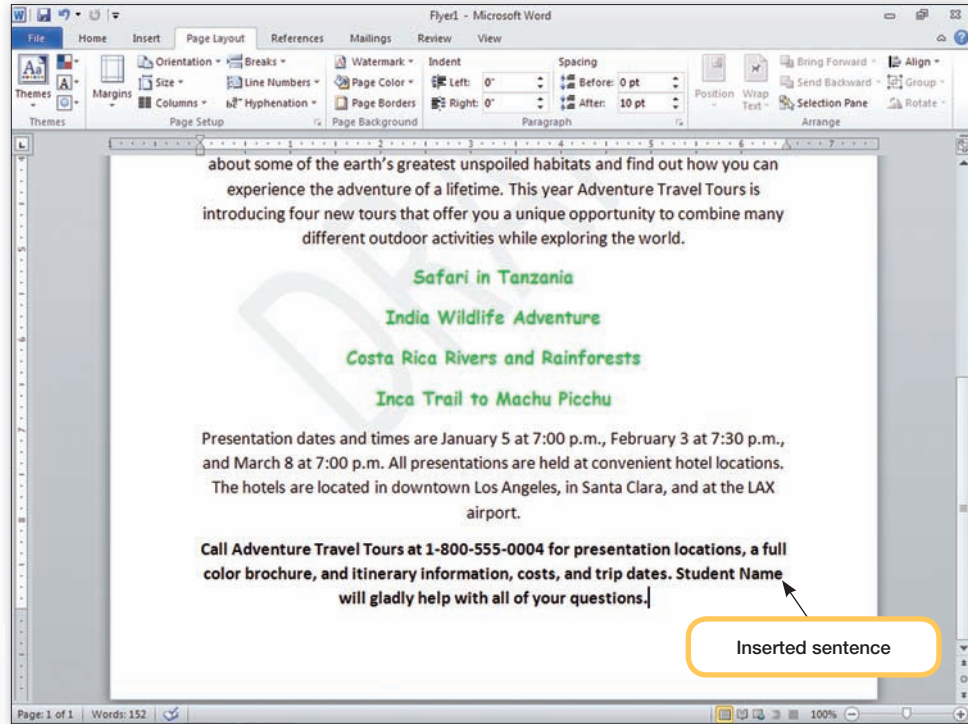

about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Safari in Tanzania

India Wildlife Adventure

Costa Rica Rivers and Rainforests

Inca Trail to Machu Picchu

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Adventure Travel Tours at 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates. Student Name will gladly help with all of your questions.

Inserted sentence

Figure 1.57

Next, you will look at the document properties that are automatically included with the Flyer1 file. You also will add documentation to identify you as the author, and specify a document title and keywords to describe the document.

2

- Open the File tab and then click the **Show All Properties** link below the list of properties.

- Enter **New Tours Flyer** in the Title text box.

- Enter **Flyer** in the Tags text box.

- Enter **First Draft** as the Status.

- Enter **Advertising** as the category.

- Enter **Four new tours** as the Subject.
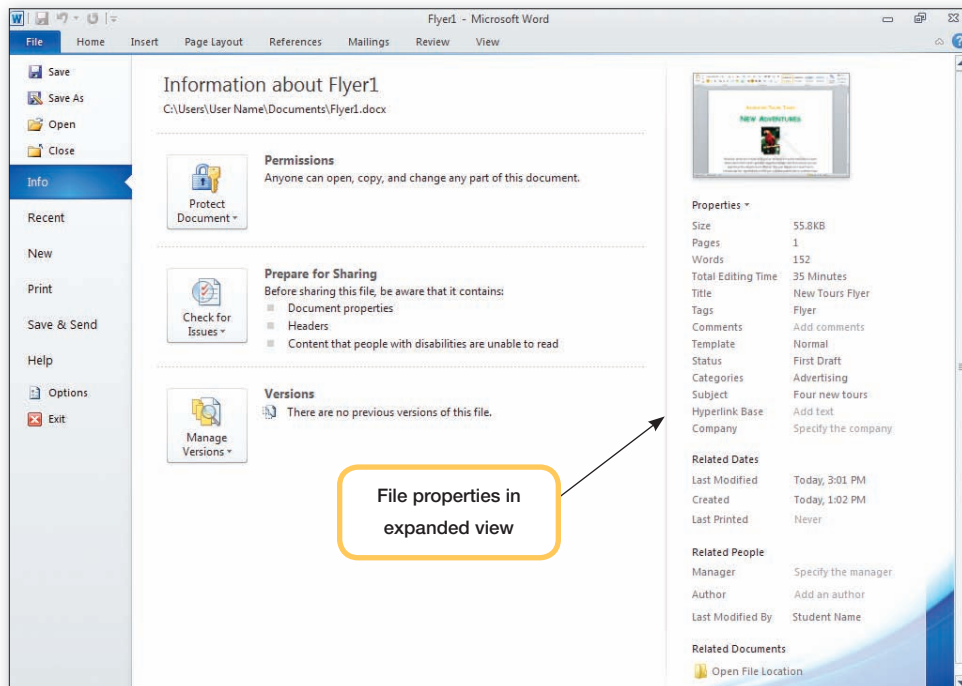
- Type **your name** in the Author text box.

Your screen should be similar to **Figure 1.58**

File properties in expanded view

You are now finished entering document properties.

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 your manager to get feedback regarding its content and layout.

PREVIEWING THE DOCUMENT

Additional Information

Review previewing and printing in the "Printing a Document" section on page IO.56 of the Introduction to Microsoft Office 2010.

As part of the printing process, Word automatically displays a preview image of your document, showing you exactly how the document will appear when printed.

1

● If necessary, make sure your printer is on and ready to print.

● Choose Print on the File tab.

Your screen should be similar to Figure 1.59
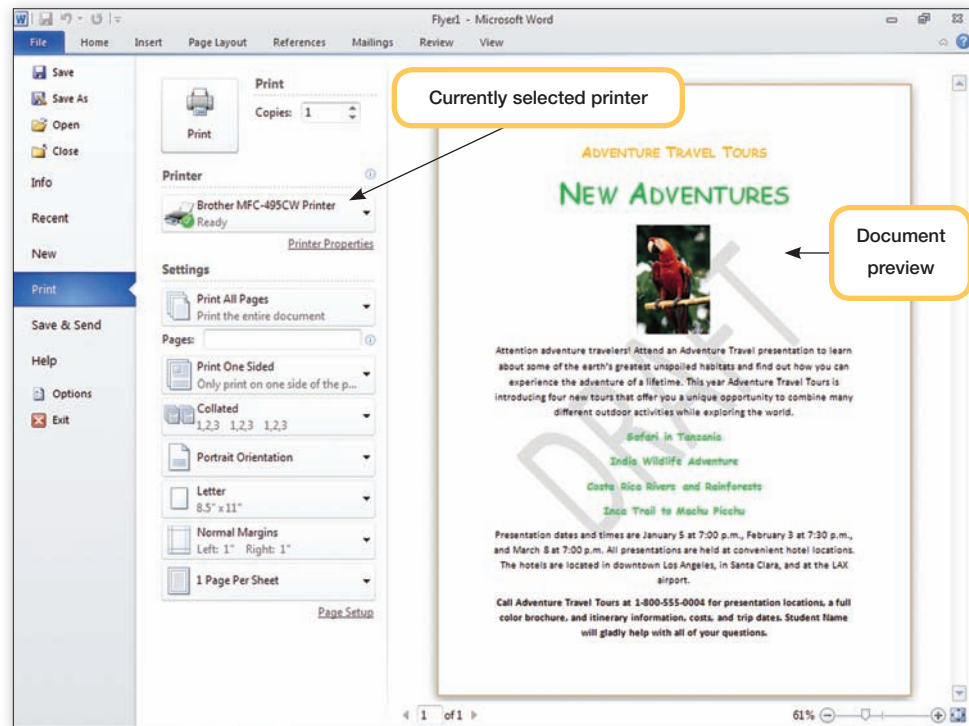

Currently selected printer

Document preview

A preview image of your document displays on the right side of your screen. This image of the flyer should be similar to the document shown in the Case Study at the beginning of the lab.

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

You will now print the document using the default print settings.

2

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

● Click [Print].

Your printer should be printing the document.

You are finished working on the flyer for now and want to save the properties you entered.

3

● Click [Save] Save.

● Open the File tab and click [Close].

The flyer is saved and the document window is empty.

Working with Templates

You would like to give a copy of the completed flyer to your manager Maria Salverez for feedback along with a cover memo. You will begin by creating a memo using one of the document templates included in Word.

Concept ⑦ Templates

A **template** is a document file that stores predefined settings and other elements such as graphics for use as a pattern when creating documents. The **Normal document template** automatically opens whenever you start Word 2010. Settings such as a Calibri 11-point font, left-alignment, and 1-inch margin are included in the Normal template. So far, you have only used the Normal document template as a basis for your documents.

In addition to this template, Word also includes many other templates that are designed specifically to help you create professional-looking business documents such as letters, faxes, reports, brochures, press releases, manuals, newsletters, resumes, invoices, purchase orders, and Web pages. Many of the templates are already installed and are available within Word. Many more are available at the Microsoft Office Online Templates Web page. The settings included in these specialized templates are available only to documents based on that template. You also can design and save your own document templates.

All template files have a .dotx file extension and are stored in the Templates folder. The Normal document template, for example, is named Normal.dotx. When you create a new document from a template file, a copy of the file is opened and the file type changes to a Word document (.docx). This prevents accidentally overwriting the template file when the file is saved.

You will now start a new document using one of Word's memo templates. This template file is available at the Microsoft Office.com Web site. You will then change different elements in the template to give it your own personal style.

1

• Open the File tab and choose New to display the available templates.

Your screen should be similar to Figure 1.60

Having Trouble?

If you do not have access to Office Online, no templates will display in the Office.com Templates area. If this is your situation, open the file wd01_Elegant Memo from your data files location.
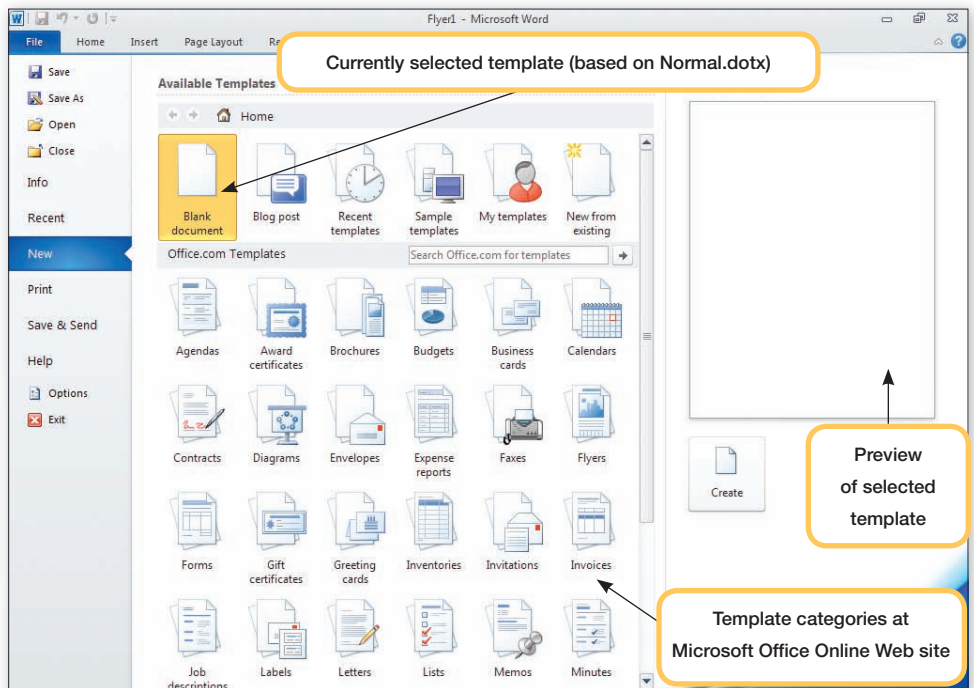

Figure 1.60

The templates are categorized by topic. You will look in the Memo category to find a template to use for your memo to the manager.

2

- From the Office.com Templates section, choose Memos.

- Select the Memo (Elegant design) template.
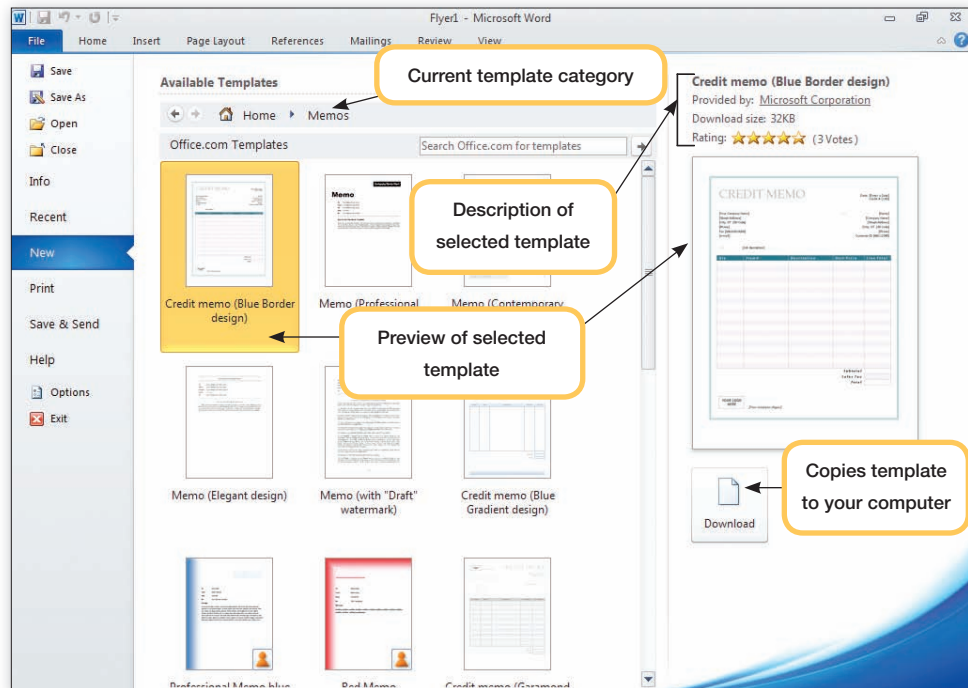
Your screen should be similar to Figure 1.61

Current template category

Description of selected template

Preview of selected template

Copies template to your computer

Word displays a gallery of memo templates in different designs and the Preview area displays how the selected template looks. You will use the Memo (Elegant design) template to create your memo. Because this template is stored on the Office Online Web site, you need to download it to your computer. It will then open automatically for you in Word.

3

- Click [Download].

- Change the zoom to page width.

Your screen should be similar to Figure 1.62
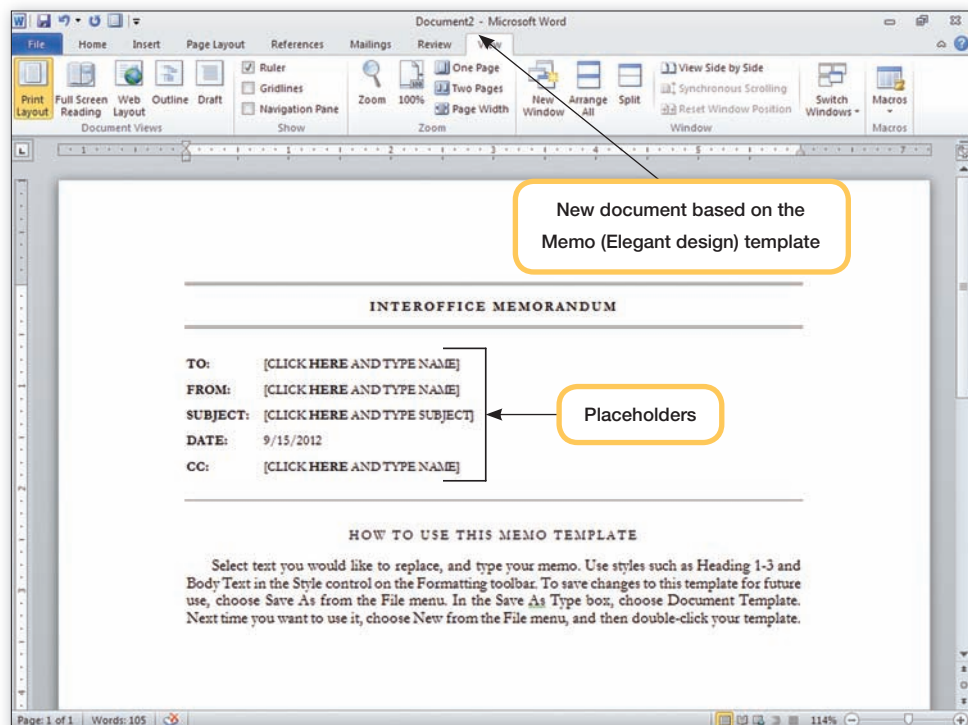
New document based on the Memo (Elegant design) template

Placeholders

INTEROFFICE MEMORANDUM

TO: [CLICK HERE AND TYPE NAME]
FROM: [CLICK HERE AND TYPE NAME]
SUBJECT: [CLICK HERE AND TYPE SUBJECT]
DATE: 9/15/2012
CC: [CLICK HERE AND TYPE NAME]

HOW TO USE THIS MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

A copy of the memo template is opened as a new Word document and is displayed in Print Layout view. The file name "Document2" appears in the Title bar, indicating that the current document hasn't yet been saved. The template itself, however, is saved to your computer so that you can open and use it again without having to download it again.

REPLACING PLACEHOLDERS

Templates often include **placeholders**, which are graphic elements, commonly enclosed in brackets, that are designed to contain specific types of information. You edit placeholders to contain the information you want by clicking on the placeholder to select it and then typing the new information.

You will modify the memo header, which includes placeholders for identifying the recipient, sender, subject, date and a "CC:" (carbon or courtesy copy) recipient.

1

- Click the **To:** placeholder.

- Type **Maria Salverez**

- Click the **From:** placeholder and type **your name**

- Click the **Subject:** placeholder and type **Adventure Travel Tours Flyer**

Your screen should be similar to Figure 1.63
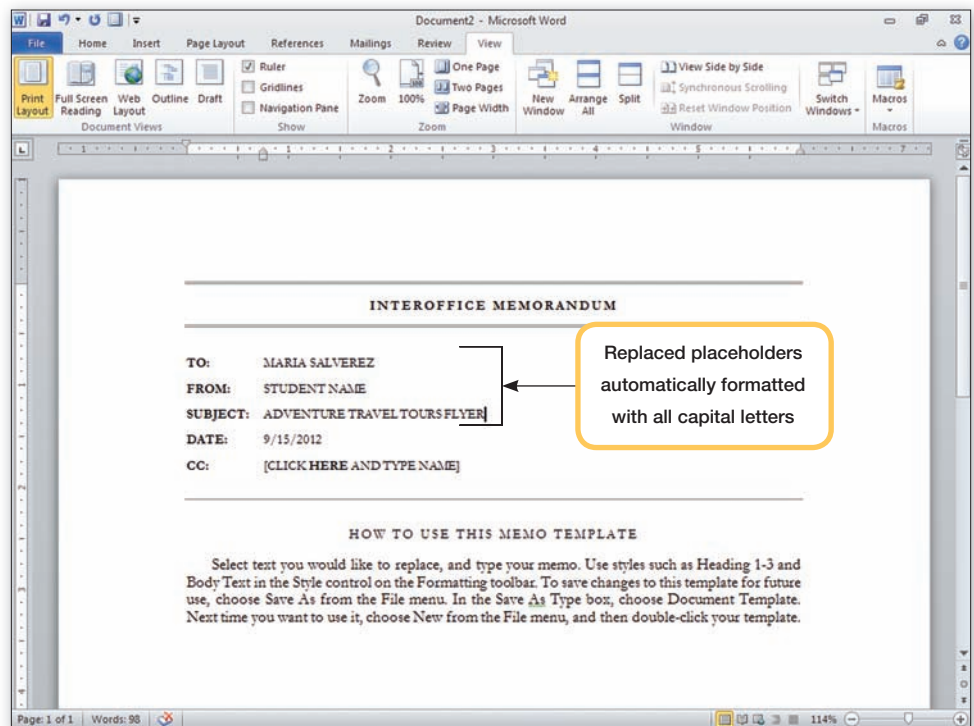
Figure 1.63

As a result of formatting selections stored in the memo template, the text you typed was automatically formatted in all capital letters. After you type text into a placeholder, the placeholder usually changes into normal text. This is true of all the placeholders in the Memo (Elegant design) template.

The computer's system date was automatically inserted in the Date: placeholder. As a result, the current date might not be displaying in the memo. You have decided not to use the CC: placeholder, so you will delete it and its identifying text.

2

- If the date displaying in the Date: placeholder isn't the current date, double-click on the placeholder and type in the correct date.

- Click the CC: placeholder and then press ⌈Delete⌋.

- Select the text "CC:" and then press ⌈Delete⌋.
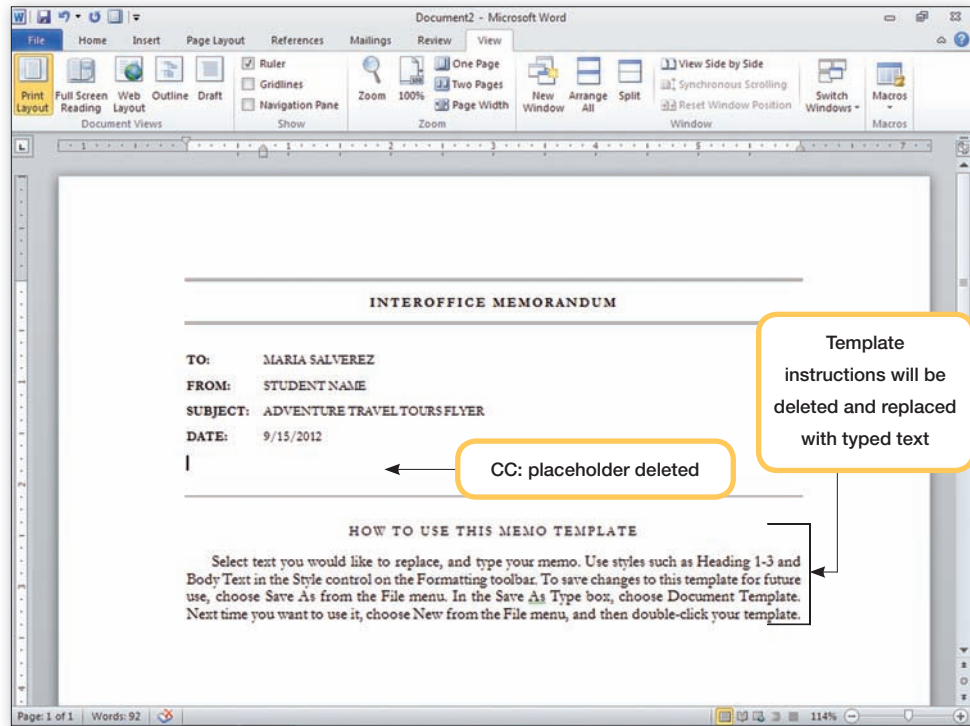
Your screen should be similar to **Figure 1.64**

INTEROFFICE MEMORANDUM

TO: MARIA SALVEREZ
FROM: STUDENT NAME
SUBJECT: ADVENTURE TRAVEL TOURS FLYER
DATE: 9/15/2012

Template instructions will be deleted and replaced with typed text

CC: placeholder deleted

HOW TO USE THIS MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

Figure 1.64

ENTERING BODY TEXT

Next you will type a few sentences into the body of the memo. The template currently includes a title and some instructions on how to use the memo template. You will select this text and replace it with your own.

1

- Select the title and following paragraph located below the last horizontal line.

- Type **Maria, please review the draft of the flyer I created announcing our new travel adventures. I look forward to receiving your feedback. Thanks!**

Your screen should be similar to **Figure 1.65**

INTEROFFICE MEMORANDUM

TO: MARIA SALVEREZ
FROM: STUDENT NAME
SUBJECT: ADVENTURE TRAVEL TOURS FLYER
DATE: 9/15/2012

Maria, please review the draft of the flyer I created announcing our new travel adventures. I look forward to receiving your feedback. Thanks!

Typed body text replaced template instructions
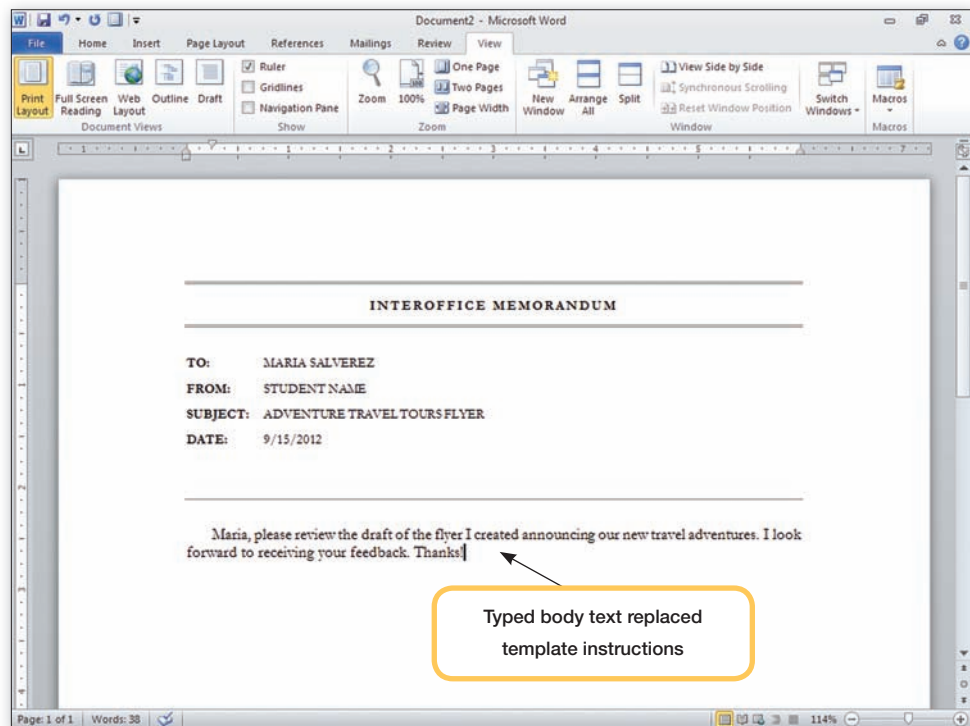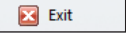
Figure 1.65

The text you typed replaced the selected text. The memo is now complete. You want to save it and exit the Word application.
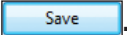
Exiting Word

The [✖ Exit] command in the File menu or the [⊠] Exit button in the application window title bar are used to quit the Word program. If you attempt to exit 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.

1

- **Open the File tab and click [✖ Exit] .**

- **Click [Save] and select your solution file location.**

- **In the File name text box, change the proposed file name to** Flyer Memo**.**

- **Click [Save] .**

The memo is saved as Flyer Memo.docx to the location you selected, the document is closed and the application exited. The original template file is unchanged on your computer so you can use it again to create another memo.

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 2012.
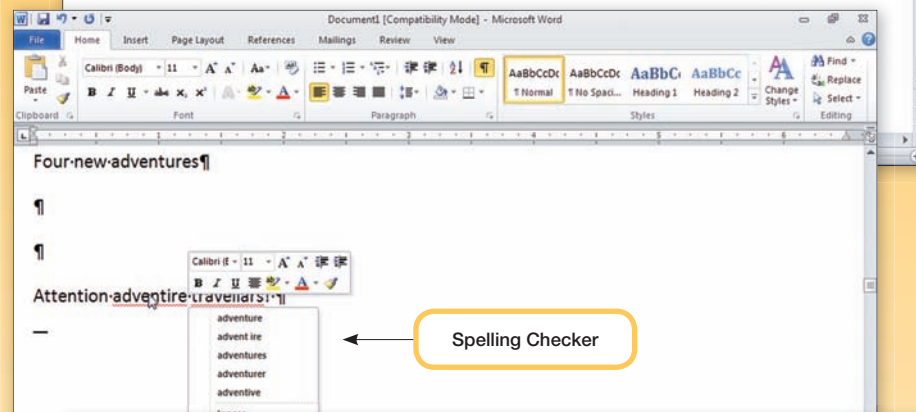
Grammar Checker (WD1.12)

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

Grammar Checker
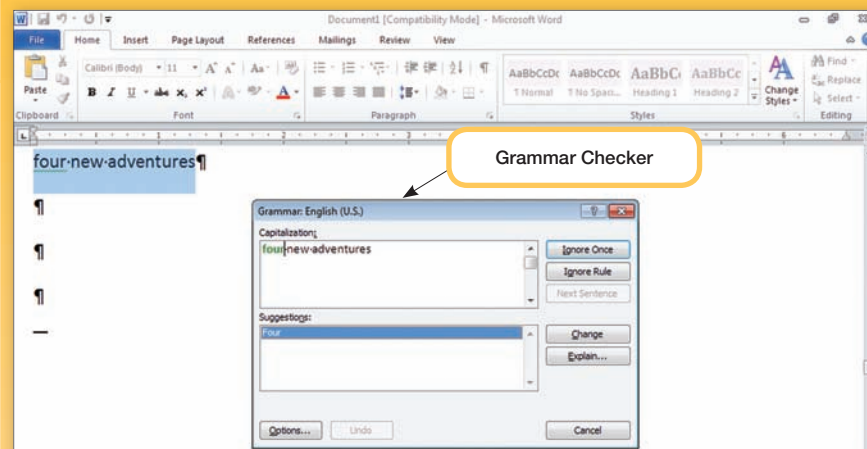
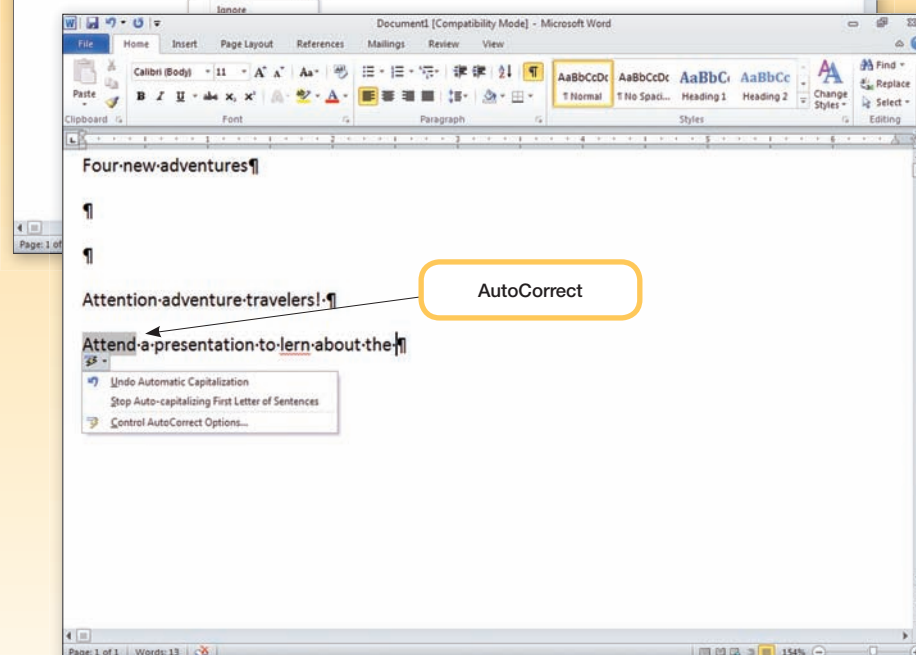### Spelling Checker (WD1.14)

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

Spelling Checker

AutoCorrect (WD1.16)

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

AutoCorrect

Word Wrap (WD1.19)

The word wrap feature automatically decides where to end a line and wraps text to the next line based on the margin settings.

Four·new·adventures¶

¶

¶

Attention·adventure·travelers!·¶

Attend·a·presentation·to·learn·about·the·earth's·greatest·unspoiled·habitats·and·find·out·how·you·can· experience·the·adventure·of·a·lifetime.¶

Word Wrap

Alignment (WD1.44)

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.

Fonts and Font Size

Adventure Travel Tours

New Adventures

Alignment

Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year Adventure Travel Tours is introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

Graphics (WD1.47)

A graphic is a nontext element or object such as a drawing or picture that can be added to a document.

ADVENTURE TRAVEL TOURS

NEW ADVENTURES

Graphics

Templates (WD1.59)

A template is a document file that stores predefined settings and other elements such as graphics for use as a pattern when creating documents.

Template

INTEROFFICE MEMORANDUM

TO: [CLICK HERE AND TYPE NAME]
FROM: [CLICK HERE AND TYPE NAME]
SUBJECT: [CLICK HERE AND TYPE SUBJECT]
DATE: 9/15/2012
CC: [CLICK HERE AND TYPE NAME]

HOW TO USE THIS MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

KEY TERMS

alignment WD1.44
AutoCorrect WD1.16
character formatting WD1.34
clip art WD1.47
cursor WD1.5
custom dictionary WD1.14
default WD1.7
document window WD1.5
drawing object WD1.47
edit WD1.4
embedded object WD1.47
end-of-file marker WD1.8
format WD1.4
grammar checker WD1.12
graphic WD1.47
Insert mode WD1.23
insertion point WD1.5
main dictionary WD1.14

Normal document template WD1.59
object WD1.47
paragraph formatting WD1.34
picture WD1.47
placeholder WD1.61
ruler WD1.5
sans serif font WD1.35
selection rectangle WD1.48
serif font WD1.35
sizing handles WD1.48
soft space WD1.44
source program WD1.47
spelling checker WD1.14
template WD1.59
thumbnail WD1.50
TrueType WD1.42
watermark WD1.54
word wrap WD1.19

COMMAND SUMMARY

Command	Shortcut	Action
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
File tab		
New	Ctrl + N	Opens new blank document or specialized template
📂 Open	Ctrl + O	Opens existing document file
💾 Save	Ctrl + S	Saves document using same file name
📄 Save As	F12	Saves document using a new file name, type, and/or location
Print	Ctrl + P	Prints document
⚙ Options		Change options for working with Word
📁 Close	Ctrl + F4	Closes document
❌ Exit	Alt + F4	Exit Word application
Home tab		
Clipboard group		
📋 Copy	Ctrl + C	Copies selection to Clipboard
✂ Cut	Ctrl + X	Cuts selection to Clipboard
📋 Paste	Ctrl + V	Pastes items from Clipboard
Font group		
Calibri (Body) ▾ Font		Changes typeface
11 ▾ Font Size		Changes font size
🔤 Clear Formatting		Removes all formatting from selection
B Bold	Ctrl + B	Adds/removes bold effect
I Italic	Ctrl + I	Adds/removes italic effect

LAB REVIEW

COMMAND SUMMARY (CONTINUED)

Command	Shortcut	Action
Aa▾ Change Case	Shift + F3	Changes case of selected text
A▾ Font Color		Changes text to selected color
Paragraph group		
¶ Show/Hide	Ctrl + *	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		
Illustrations group		
Picture		Inserts selected picture
Clip Art		Accesses Clip Organizer and inserts selected clip
Page Layout Tab		
Page Background group		
Watermark ▾		Inserts watermark behind page content
Review Tab		
Proofing group		
ABC Spelling & Grammar		Opens Spelling and Grammar dialog box
View Tab		
Document Views group		
Print Layout		Shows how text and objects will appear on printed page
Full Screen Reading		Displays document only, without application features

COMMAND SUMMARY (CONTINUED)

Command	Shortcut	Action
Web Layout		Shows document as it will appear when viewed in a Web browser
Outline		Shows structure of document
Draft		Shows text formatting and simple layout of page
Show group ☑ Ruler		Displays/hides ruler
Zoom group Zoom		Opens Zoom dialog box
100%		Zooms document to 100% of normal size
One Page		Zooms document so an entire page fits in window
Page Width		Zooms document so width of page matches width of window

SCREEN IDENTIFICATION

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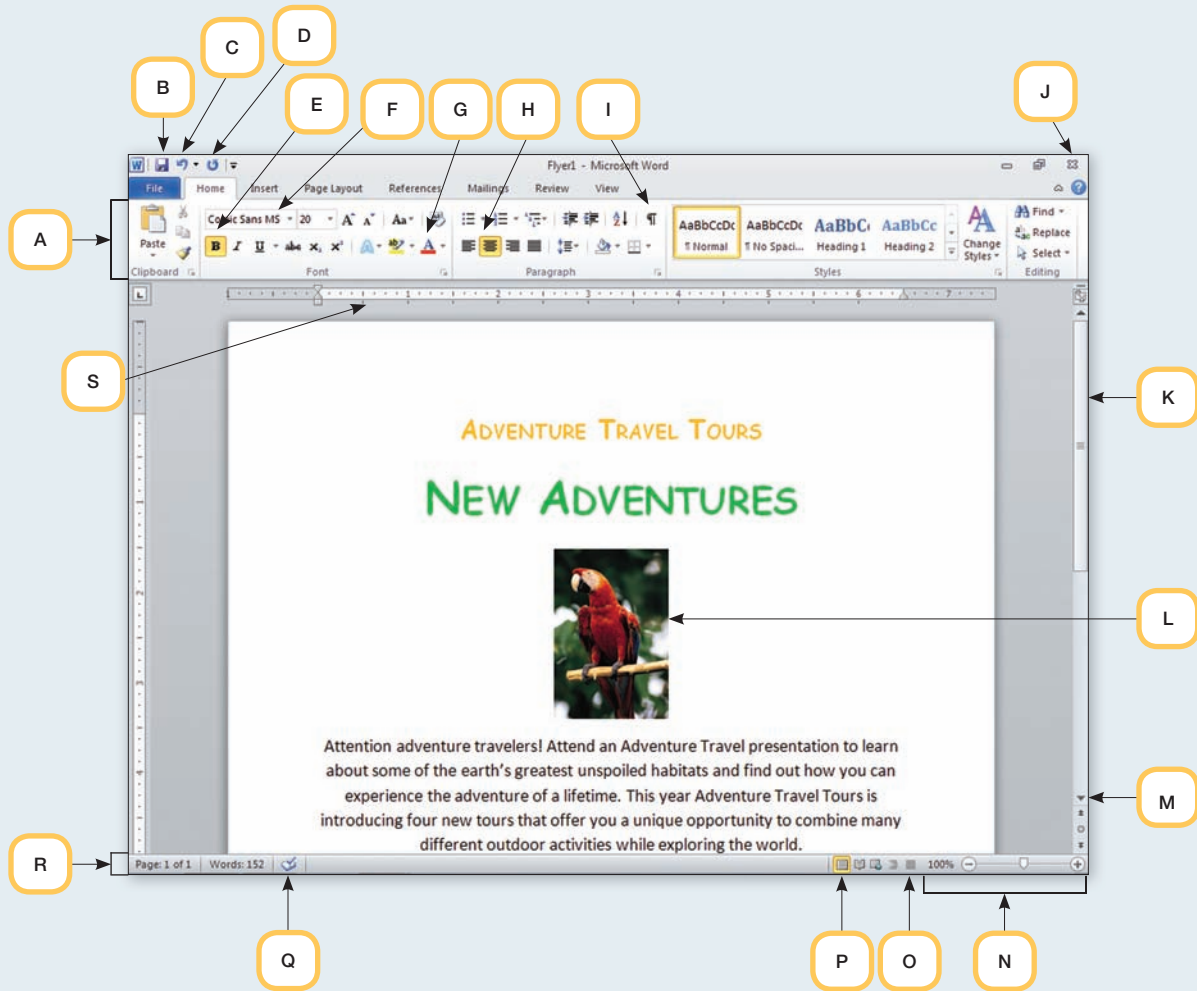
Possible answers for the screen identification are:

Spelling and Grammar status icon	Font color	A. _____	L. _____
Scroll bar	Show/Hide	B. _____	M. _____
Bold	Center	C. _____	N. _____
Graphic	Scrolls down	D. _____	O. _____
Save	Redo	E. _____	P. _____
Ruler	Tab mark	F. _____	Q. _____
Close	Status bar	G. _____	R. _____
Font	Draft view	H. _____	S. _____
Undo	Ribbon	I. _____	
Zoom	Paragraph Mark	J. _____	
	Print Layout view	K. _____	

MATCHING

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

1. word wrap
2.
3.
4. alignment
5.
6. sans serif
7. template
8. point
9. font
10. [Ctrl] + [Home]

____ a. undoes last command
____ b. moves to the top of the document
____ c. feature that automatically begins a new line when text reaches the right margin
____ d. simplifies the creation of new documents
____ e. shows dialog box
____ f. type style that can be applied to text
____ g. font size measurement
____ h. controls paragraph positioning between the margins
____ i. saves a document using the same file name
____ j. font without a flair at the base of each letter

TRUE/FALSE

Circle the correct answer to the following questions.

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

LAB EXERCISES

FILL-IN

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

1. To size a graphic evenly, click and drag the _____ in one corner of the graphic.
2. A small blue box appearing under a word or character indicates that the _____ feature was applied.
3. A _____ is a miniature representation of all located graphics in the Clip Art task pane.
4. The _____ feature displays each page of your document in a reduced size so you can see the page layout.
5. It is good practice to use only _____ types of fonts in a document.
6. The default document settings are stored in the _____ template file.
7. The _____ at the top of the window contains commands that are organized into related groups.
8. The _____ feature shows how your formatting choices will appear on selected text.
9. Use _____ when you want to keep your existing document with the original name and make a copy with a new name.
10. Word 2010 documents are identified by the _____ file extension.

MULTIPLE CHOICE

Circle the correct response to the questions below.

1. Words that are not contained in the main dictionary can be added to the _____ dictionary.
   a. custom
   b. additional
   c. supplemental
   d. user-defined

2. A(n) _____ is text or pictures that appear behind document text.
   a. graphic
   b. watermark
   c. embedded object
   d. thumbnail

3. A(n) _____ is a nontext element or object that can be added to a document.
   a. illustration
   b. picture
   c. drawing
   d. all of the above

4. Document development follows these steps.
   a. plan, edit, enter, format, preview, and print
   b. enter, edit, format, preview, and print
   c. plan, enter, edit, format, preview, and print
   d. design, enter, edit, format, preview, and print

5. This feature makes some basic assumptions about the text entered and automatically makes changes based on those assumptions.
   a. AutoChange
   b. AutoFormat
   c. AutoText
   d. AutoCorrect

6. When text is evenly aligned on both margins, it is _____.
   a. centered
   b. justified
   c. left-aligned
   d. right-aligned

7. A set of characters with a specific design is called a(n) _____.
   a. style
   b. font
   c. AutoFormat
   d. Design

8. Font sizes are measured in _____.
   a. inches
   b. points
   c. bits
   d. pieces

9. The _____ feature shows how various formatting choices would look on selected text.
   a. Actual Preview
   b. Real Preview
   c. Active Preview
   d. Live Preview

10. Words that may be spelled incorrectly in a document are indicated by a _____.
    a. green wavy line
    b. red wavy line
    c. blue wavy line
    d. purple dotted underline

STEP-BY-STEP

ASKING FOR INPUT MEMO ★

1. The Lifestyle Fitness Club is planning to perform maintenance work on its facilities in the near future. You have been asked to solicit suggestions from existing customers about what changes they would like to see made to the club. You decide to send all of the current club members a memo asking them for their input. Your completed memo will be similar to the one shown here.

   a. Open a blank Word 2010 document and create the following memo in Draft view. Press Tab after you type the colon (:) in the memo header. This will make the information following the colons line up evenly. Enter a blank line between paragraphs.

   To: Club Members
   From: Student Name
   Date: [Current date]

   The Lifestyle Fitness Club is seeking to improve some of its current facilities. Several of the improvements we will make next year fall under the category of routine maintenance. For example, the current swimming pool has begun to age requiring us to close the pool for a week to repair several areas of cracking and chipping. We will be performing maintenance work on the sauna and steam room. As we enter into this season of improvements, we'd also like your feedback on how we might serve you better. For example, one member recently asked whether it would be possible to have additional tables near the snack bar. All of your suggestions are welcome and will be considered in the upcoming months.

   Thank you in advance for your input.

   To: Club Members

   From: Student Name

   Date: November 11, 2012

   The Lifestyle Fitness Club is seeking to improve some of its facilities. Several of the improvements we will make next year fall under the category of routine maintenance. For example, the swimming pool has begun to age requiring us to close the pool for a week to repair several areas of cracking and chipping. Simultaneously, we will be performing maintenance work on the sauna and steam room.

   As we enter into this season of improvements, we'd also like your feedback on how we might serve you better. For example, one member recently asked whether it would be possible to have additional tables and chairs near the snack bar. All of your suggestions for changes are welcome and will be considered in the upcoming months.

   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 Fitness Club Memo in your solution file location.

   e. Switch to Print Layout view.

   f. At the beginning of the fourth sentence of the paragraph, insert the word "Simultaneously" followed by a comma. Change the following "W" in "We" to lowercase. In the second to last sentence of the paragraph, insert the words "and chairs" after the word "tables". Delete the word "current" from the first and third sentences.

g. Start a new paragraph beginning with the fifth 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 ★★

2. 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 2010 document. Press [Enter] at the end of each paragraph.

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.

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 11 am.

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.

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,

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 Bikes Sunday on *May 8* to learn about the benefits of 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 West Avenue YMCA to the Main Street Park. The ride begins promptly 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) 555-0113*, visiting the YMCA during regular business hours or beginning at 10 am on Sunday at the YMCA.

Student Name

Date

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) 555-0113, visiting the YMCA during regular business hours or beginning at 10 am 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 Castellar (or a font of your choice), 22 pt, and light blue font color. Apply bold to the title.

e. In the first paragraph, delete the word "traditionally" and change the number 5/8 to "May 8." Add the text "and bicycle safety" to the end of the second sentence in this paragraph.

f. End the sentence in paragraph 3 after the word "Park". Change the following sentence to "The ride begins promptly at 11 am."

g. Delete the phrase "the riders are encouraged to" from the first sentence of the fourth paragraph.

h. Move the paragraph beginning with "Businesses and organizations" to the second paragraph, with "As part of the activities" becoming the third paragraph.

i. Add italics, bold, and light blue font color to the date in the first paragraph, the time in the third paragraph, and the phone number in the last paragraph.

j. Justify the paragraphs.

k. Increase the font size of the paragraphs to 12 pt.

l. Insert a blank line below the title.

m. With the cursor on the blank line, insert a clip art graphic of your choice of a child riding a bike by searching on the keyword "bike" or use the graphic file wd01_Child on Bike. Center it and adjust the size of the graphic if necessary.

n. 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.

o. Review the document and, if necessary, adjust the size of the graphic to fit the document on a single page.

p. Include your name in the file properties as author and the file name as the title.

q. Save the document again. Print the document.

ANNOUNCING MONTHLY MUSIC PERFORMANCES ★★

3. The Downtown Internet Cafe combines the relaxed atmosphere of a coffee house with the fun of using the Internet. The cafe will now be hosting monthly performances featuring local musicians. You want to create a flyer about the monthly music performances that you can give to customers and also post in the window of other local businesses. Your completed flyer will be similar to the one shown here.

You will also create the memo coversheet shown here using a Word template. You will then give the memo coversheet and flyer to Evan, the cafe owner for review.

a. Open a new Word document and enter the following text, pressing [Enter] where indicated.

Monthly music performances every fourth Sunday! [Enter]

Downtown Internet Cafe [Enter] (2 times)

Come enjoy an excellent dark Italian Roast coffee, premium loose teas, blended drinks and quality light fare of sandwiches, pitas and salads. [Enter]

Your favorite coffeehouse has recently added a superb sound system composed of quality speakers and amplifiers. Starting Sunday, January 24 at 3:00 p.m. we will be hosting performances by local musicians. Come by every fourth Sunday and be entertained! [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]

2314 Telegraph Avenue [Enter]

b. Correct any spelling and grammar errors that are identified.
c. Save the document as Music Performances.
d. Turn on the display of formatting marks. Center the entire document.
e. Capitalize each word of the first line. Change the case of the text "Downtown Internet Café" to uppercase.
f. Using drag and drop, move the second paragraph, including the paragraph mark, to the left of "C" of "Come" in the previous paragraph.

Monthly Music Performances Every Fourth Sunday!

DOWNTOWN INTERNET CAFÉ

Your favorite coffeehouse has recently added a superb sound system composed of quality speakers and amplifiers. Starting Sunday, January 24 at 3 p.m. we will be hosting performances by local musicians. Come by every fourth Sunday and be entertained!

February 28, West Coast Bluegrass Experience

March 28, Vocal String Quartet

April 25, International Guitar Night

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

2314 Telegraph Avenue

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

Student Name - Current Date

Memorandum

To: Mike Van Noord
CC: Raquel Van Noord
From: Student Name
Date: 9/15/2012
Re: Downtown Internet Café Flyer

Please review the attached flyer. I'd like to begin handing the flyer out right away, so the sooner I receive your feedback, the better. Thanks!

g. Using cut and paste, move the street address, including the following paragraph mark, to the "C" of "Café Hours".

h. Insert the following three lines of text between the first and second paragraphs:

February 28, West Coast Bluegrass Experience

March 28, Vocal String Quartet

April 25, International Guitar Night

i. Change the first line of the document to a font color of dark red, font type of Arial Black or a font of your choice, and size of 24 pt.

j. Change the text "Downtown Internet Café" to a font color of blue, font type of Arial Narrow or a font of your choice, and size of 28 pt.

k. Select all the remaining text in the document and increase the font size to 14 pt.

l. Change the three date lines below the first paragraph to a font color of purple and a font size of 16 pt. Change the last two lines (address and hours) to a font color of dark blue. Add bold to the selection.

m. Insert the graphic file wd01_Saxophone (from your data files) on the blank line below the title Downtown Internet Café at the top of the document. Size the graphic to be approximately 2 by 2 inches using the ruler as a guide.

n. Add your name and the current date, left-aligned, on one line, below the last line.

o. If a paragraph mark is displayed to the right of the date, delete it.

p. Turn off the display of formatting marks.

q. If necessary, reduce the size of the graphic so the entire flyer fits on one page.

r. Include your name in the file properties as author and the file name as the title. Save, print, and then close the flyer document.

s. Start a new document based on the Memo (Contemporary design) template.

t. Delete the "CC" line of the memo.

u. Edit the placeholders as follows:

To: **Evan**
From: **your name**
Re: **Downtown Internet Café Flyer**

v. Edit the date, if necessary, to reflect the current date.

w. Select the text below the horizontal border and then type **Please review the attached flyer. I'd like to begin handing the flyer out right away, so the sooner I receive your feedback, the better. Thanks!**

x. Save the completed memo as Café Memo. Print the memo.

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. Change the font of the title line to a font of your choice, 26 pt. Center and add color of your choice to the title line.

d. Apply the small caps effect to the title line.

e. 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."

f. Above the Write Legibly 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.

g. Move the Fill in Gaps tip to after the Use Wide Margins tip.

h. Change the font of the tip heading lines to Broadway with a font size of 16 pt and a color of your choice.

i. 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.

j. Switch to Print Layout view. Insert a clip art graphic of your choice (search on "pencil") below the title, or insert the picture named wd01_Pencils from your data files location. Size it and center it by referring to the completed document.

k. Add your name and the current date, centered, on separate lines two lines below the last line. If needed, reduce the size of the graphic to fit the entire document on one page.

l. 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 ★★★

5. 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/news--views/media-kits/ice-cream/the-history-of-ice-cream. 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 title "History of Ice Cream". Change the font to Lucida Sans with a point size of 24, and add the Small Caps effect. Add a color of your choice to the title.

e. Change the other two headings to bold with a type size of 14 pt. Use the same color as in the title for the heads.

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 brought 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 dessert 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

f. Move "The Evolution of Ice Cream" heading and paragraph to below the second "Ice Cream in America" paragraph.

g. Undo the move operation you performed in the last step.

h. Change the alignment of the first paragraph to justified.

i. 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.

j. Size the picture to be 1 inch wide (use the ruler as a guide). Center it below the title.

k. Add a Draft watermark.

l. 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.

m. Include your name in the file properties as author and the document title as the title. Save the document again. Print the document.

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 FAX COVERSHEET ★ ★

2. You work at the community pool and have been asked by your boss (Anna Najarian) to fax some information over to Asher Hayes at the local high school describing the rules swimmers should follow when using the pool. Start a new document using the Fax (Equity theme) template. (If necessary, open the wd01_Equity Fax template from your data files location.) Edit the template to include the following recipient information: **Asher Hayes** (To:), **650-555-0198** (Fax:) **650-555-0197** (Phone:), **Pool Rules** (Re:). Include the following sender information: **Your Name** (From:), **1** (Pages:), **Today's Date** (Date:), and **Anna Najarian** (CC:). Select the "For Review" check box by clicking on it. (The box should appear shaded.)

   Edit the Comments: placeholder to include the five most important rules to follow while swimming at the pool. Use the Web as a resource for obtaining pool safety information. Place each rule on separate lines. Insert a piece of clip art after the list of rules. Size the image if necessary so that the document remains one page in length. Include your name in the file properties as author and the file name as the title. Save the document as Pool Rules.

LAB EXERCISES

ASTRONOMY CLASS MEMO ★ ★ ★

3. The city of Gilbert, Arizona, has recently built a $100,000 observatory that includes a $20,000 tele-
    scope 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 Step-by-Step 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; Edu-
    cational 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.