Textbook Learning Approach

Microsoft Office 2013: In Practice uses the *T.I.P. approach:*

- **T**opic
- **I**nstruction
- **P**ractice

Topics

- Each Office application section begins with foundational skills and builds to more complex topics as the text progresses.
- Topics are logically sequenced and grouped by topics.
- Student Learning Outcomes (SLOs) are thoroughly integrated with and mapped to chapter content, projects, end-of-chapter review, and test banks.
- Reports are available within SIMnet for displaying how students have met these Student Learning Outcomes.

Instruction (How To)

- How To guided instructions about chapter topics provide transferable and adaptable instructions.
- Because How To instructions are not locked into single projects, this textbook functions as a reference text, not just a point-and-click textbook.
- Chapter content is aligned 1:1 with SIMnet.

Practice (Pause & Practice and End-of-Chapter Projects)

- Within each chapter, integrated Pause & Practice projects (three to five per chapter) reinforce learning and provide hands-on guided practice.
- In addition to Pause & Practice projects, each chapter has 10 comprehensive and practical practice projects: Guided Projects (three per chapter), Independent Projects (three per chapter), Improve It Project (one per chapter), and Challenge Projects (three per chapter). Additional projects can also be found on **www.mhhe.com/office2013inpractice**.
- Pause & Practice and end-of-chapter projects are complete content-rich projects, not small examples lacking context.
- Select auto-graded projects are available in SIMnet.

Chapter Features

All chapters follow a consistent theme and instructional methodology. Below is an example of chapter structure.

Main headings are organized according to the *Student Learning Outcomes (SLOs)*.

SLO 1.1

Creating, Saving, and Opening Documents

Microsoft Word allows you to create a variety of document types. Your cre
edge of Word allow you to create, edit, and customize high-quality and pr
documents.

You can create Word documents from a new blank document, from e
plates, or from existing documents. Word allows you to save documents in a

CHAPTER 1

Creating and Editing Documents

CHAPTER OVERVIEW

Microsoft Word (Word) has been and continues to be the leading word processing
both the personal and business markets. Word improves with each new version and
creating and editing personal, business, and educational documents. Word allows
ate letters, memos, reports, flyers, brochures, and mailings without a vast amount o
knowledge. This chapter covers the basics of creating and editing a Word documen

STUDENT LEARNING OUTCOMES (SLOs)

After completing this chapter, you will be able to:

SLO 1.1   Create, save, and open a Word document (p. W1-3).

SLO 1.2   Customize a document by entering and selecting text, using word wra
and using *AutoComplete*, *AutoCorrect*, and *AutoFormat* features (p. W

SLO 1.3   Enhance a document using paragraph breaks, line breaks, spaces, an
non-breaking spaces (p. W1-10).

SLO 1.4   Edit a document using cut, copy, paste, the *Clipboard*, and the undo,
and repeat features. (p. W1-14).

SLO 1.5   Customize a document using different fonts, font sizes, and attributes
(p. W1-17).

SLO 1.6   Enhance a document using text alignment and line and paragraph spa
(p. W1-27).

SLO 1.7   Finalize a document using Word's proofing tools (p. W1-31).

SLO 1.8   Apply custom document properties to a document (p. W1-35).

A list of Student Learning Outcomes begins each chapter. All chapter content, examples, and practice projects are organized according to the chapter SLOs.

WORD

CASE STUDY

*Throughout this book you have the opportunity to put into practice the application features that you are learning. Each chapter begins with a case study that introduces you to the **Pause & Practice** projects in the chapter. These Pause & Practice projects give you a chance to apply and practice key skills. Each chapter contains three to five Pause & Practice projects.*

Placer Hills Real Estate *(PHRE) is a real estate company with regional offices* throughout central California. In the Pause & Practice projects in this chapter, you create a business document related to the real estate business. PHRE encourages agents to use standard formats for their business documents. This ensures consistency in document appearance while also allowing agents to personalize their correspondence to customers and colleagues.

The *Case Study* for each chapter is a scenario that establishes the theme for the entire chapter. Chapter content, examples, figures, Pause & Practice projects, SIMnet skills, and projects throughout the chapter closely related to this case study content. The three to five Pause & Practice projects in each chapter build upon each other and address key case study themes.

How To instructions enhance transferability of skills with concise steps and screen shots.

HOW TO: Open a Document

1. Click the **File** tab to open the *Backstage* view.
2. Click the **Open** button to display the *Open* area on the *Backstage* view.
3. In the *Places* area, select the location where the document is stored.
   - You can click **Recent Documents** and select a document at the right to open it.
   - You can also open a document from *SkyDrive* or *Computer*.
4. Select a folder or click **Browse** to open the *Open* dialog box (Figure 1-5).
5. Select the file and click the **Open** button.
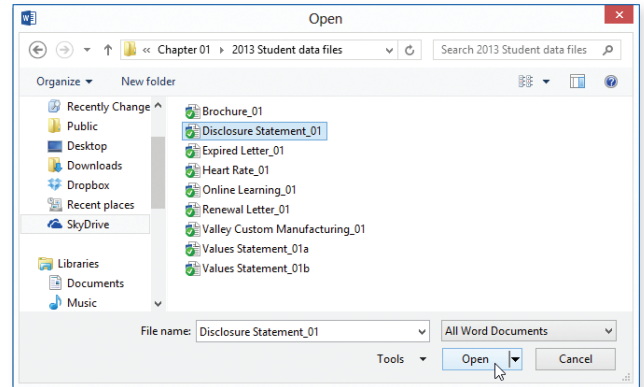
1-5 *Open* dialog box

How To instructions are easy-to-follow concise steps. Screen shots and other figures fully illustrate How To topics.

Students can complete hands-on exercises in either the Office application or in SIMnet.

1.5 — Changing Fonts, Font Sizes, And Attributes

Word has many features that you can use to customize the appearance of the text within a document. You can change the font and size of font; add styles such as bold, italics, and underlining; change the case of the text; add font and text effects; adjust the scale, spacing, and position of text; and change the default font settings. You can use buttons in the *Font* group on the *Home* tab, the *Font* dialog box, and the mini toolbar to apply formatting to text.

Font and Font Size

There are two main categories of fonts: serif and sans serif. **Serif fonts** have structural details (flair) at the top and bottom of most of the letters. Some commonly used serif fonts are Cambria, Times New Roman, and Courier New. **Sans serif fonts** have no structural details on the letters. Commonly used sans serif fonts are Calibri, Arial, and Century Gothic.

Font size is measured in **points** (pt.); the larger the point, the larger the font. Most documents use between 10 and 12 pt. font sizes. Titles and headings generally are larger font sizes.

show me   guide me   let me try

another way

HOW TO: CHANGE FONT AND FONT SIZE

1. Select the text you want to change.
2. Click the **Font** drop-down list to display the list of available fonts (Figure 1-27).

Pause & Practice 1-1: Create a business letter in block format with mixed punctuation.

Pause & Practice 1-2: Edit the business letter using copy, paste, and *Format Painter*. Modify the font size, color, style, and effects of selected text.

Pause & Practice 1-3: Finalize the business letter by modifying line spacing and paragraph spacing, changing paragraph alignment, translating text, using proofing tools, and adding document properties.

Pause & Practice projects, which each cover two to three of the student learning outcomes in the chapter, provide students with the opportunity to review and practice skills and concepts. Every chapter contains three to five Pause & Practice projects.

MORE INFO

Avoid saving too many different versions of the same document. Rename only when you have a good reason to have multiple versions of a document.

More Info provides readers with additional information about chapter content.

Another Way notations teach alternative methods of accomplishing the same task or feature such as keyboard shortcuts.

Marginal Notations present additional information and alternative methods.

End-of-Chapter Projects

Ten learning projects at the end of each chapter provide additional reinforcement and practice for students. Many of these projects are available in SIMnet for completion and automatic grading.

- *Guided Projects (three per chapter):* Guided Projects provide guided step-by-step instructions to apply Office features, skills, and concepts from the chapter. Screen shots guide students through the more challenging tasks. End-of-project screen shots provide a visual of the completed project.
- *Independent Projects (three per chapter):* Independent Projects provide students further opportunities to practice and apply skills, instructing students what to do, but not how to do it. These projects allow students to apply previously learned content in a different context.
- *Improve It Project (one per chapter):* In these projects, students apply their knowledge and skills to enhance and improve an existing document. Improve It projects are open-ended and allow students to use their critical thinking and creativity to produce attractive professional documents.
- *Challenge Projects (three per chapter):* Challenge Projects encourage creativity and critical thinking by integrating Office concepts and features into relevant and engaging projects.

Appendix

- *Office 2013 Shortcuts:* Appendix A covers the shortcuts available in Microsoft Office and within each of the specific Office applications. Information is in table format for easy access and reference.

Online Learning Center: www.mhhe.com/office2013inpractice

Students and instructors can find the following resources at the Online Learning Center, **www.mhhe.com/office2013inpractice**:

Student Resources

- **Data Files:** Files contain start files for all Pause & Practice, Integration, and end-of-chapter projects.
- **SIMnet Resources:** Resources provide getting started and informational handouts for instructors and students.
- **Check for Understanding:** A combination of multiple choice, fill-in, matching, and short answer questions are available online to assist students in their review of the skills and concepts covered in the chapter.

Integration Projects

- **Integrating Applications:** Projects provide students with the opportunity to learn, practice, and transfer skills using multiple Office applications.
- **Integrating Skills:** Projects provide students with a comprehensive and integrated review of all of the topics covered in each application (Word, Excel, Access, and PowerPoint). Available in individual application texts.

Appendices

- **SIMnet User Guide:** Appendix B introduces students to the SIMnet user interface; content demonstrates how to use SIMnet to complete lessons and projects, take quizzes, and search for specific topics as well as how to create practice exercises.
- **Office 2013 for Mac Users:** Appendix C presents instructions for Mac users on how to partition their computer drive to use the PC version of Microsoft Office 2013.
- **Business Document Formats:** Appendix D is a guide to regularly used business document formatting and includes numerous examples and detailed instructions.

Instructor Resources

- **Instructor's Manual:** An Instructor's Manual provides teaching tips and lecture notes aligned with the PowerPoint presentations for each chapter. The Manual also includes the solutions for online **Check for Understanding** questions.
- **Test Bank:** The extensive test bank integrates with learning management systems (LMSs) such as Blackboard, WebCT, Desire2Learn, and Moodle.
- **PowerPoint Presentations:** PowerPoint presentations for each chapter can be used in onsite course formats for lectures or can be uploaded to LMSs.
- **SIMnet Resources:** These resources provide getting started and informational handouts for instructors.
- **Solution Files:** Files contain solutions for all Pause & Practice, Integration, Check for Understanding, and End-of-Chapter projects.