

Unit 1 Applications

Applications 1-1

Edit, spell-check, use the thesaurus, and apply formatting to a document.

1. Open the file **Chocolate**.
2. Format the entire document as 12-point Times New Roman.
3. Merge the first and second paragraphs.
4. Move to the top of the document, and key **Types of Chocolate**. Press **[Enter]**.
5. Format the title as 14-point bold, small caps, and font color brown.
6. Format the first paragraph with a dropped capital letter that drops three lines and is .1 inch from the text.
7. Spell-check and grammar-check the document. Ignore proper names.
8. In the first paragraph, use the thesaurus to choose a synonym for the word “type” in the last sentence.
9. Use noncontiguous text selection to format the names “Milk chocolate” in the second paragraph and “white chocolate” in the fifth paragraph as follows:
 - Small caps
 - Bold
 - Italic
 - Expanded character spacing
10. Copy the formatting applied in the previous step to the remaining chocolate names: “Bittersweet chocolate” in the third paragraph, “semi-sweet chocolate” in the third paragraph, “Sweet or dark chocolate” in the fourth paragraph, and “Baking chocolate” in the last paragraph.
11. Save the document as **[your initials]u1-1** in a new Unit 1 Applications folder.
12. Submit and close the document.

Unit Application 1-2

Create AutoText entries, use AutoComplete format, spell-check, and grammar-check a document.

1. Open the file **Form Letter Paragraphs**.
2. Select the letterhead information and one blank line below it, and create an AutoText entry named **[your initials]gcletterhead**.

3. Select the first paragraph, and create an AutoText entry named ***[your initials]factorytour.***
4. Select each of the remaining paragraphs and create an AutoText entry using the naming pattern listed below.

Second paragraph beginning “Factory tours”	<i>[your initials]tourinfo</i>
Third paragraph beginning “We welcome”	<i>[your initials]size</i>
Fourth paragraph beginning “Call us”	<i>[your initials]call</i>
Fifth paragraph beginning “Enclosed”	<i>[your initials]brochure</i>
Sixth paragraph ending with “summer”	<i>[your initials]summer</i>
Seventh paragraph ending with “fall”	<i>[your initials]fall</i>
Eighth paragraph ending with “spring”	<i>[your initials]spring</i>
Ninth paragraph ending with “winter”	<i>[your initials]winter</i>
Remainder of document (closing)	<i>[your initials]closing</i>
5. Close the document without saving.
6. Start a new document. Click the Home tab if necessary, and locate the Styles group. Click the No Spacing button. Insert the AutoText entry “***[your initials]gletterhead.***”
7. Insert the date using the Date and Time dialog box and selecting the third format. Press **[Enter]** four times.
8. Address the letter as shown in Figure U1-1.

Figure U1-1

Ms. Margo Taylor
 1660 North 13 Street
 Reading, PA 19604

Dear Ms. Taylor:

9. For the body of the letter, insert the following AutoText entries. Insert in the order listed.
 - ***[your initials]Factorytour***
 - ***[your initials]Tourinfo***
 - ***[your initials]Brochure***
 - ***[your initials]Spring***
 - ***[your initials]Closing***
10. Key your reference initials at the end of the document. Press **[Enter]** and key **Enclosure**. Control the capitalization of the first initial of your reference initials by using AutoCorrect Options.
11. Refer to Appendix B, “Standard Forms for Business Documents,” to check your line spacing.

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12. Insert nonbreaking spaces wherever a number appears at the end of a line.
13. Spell-check and grammar-check the document.
14. Delete the AutoText entries you created.
15. Save the document as *[your initials]u1-2* in your Unit 1 Applications folder.
16. Submit and close the document.

Unit Application 1-3

Compose a document, apply formatting, and check grammar and spelling.

1. Start a new document.
2. Refer to Figure U1-2 to create a document describing the items listed in the table. Include a title for each item in the description column, and create a paragraph for each of the products described in the table.
3. Format the title attractively using a text effect.
4. Select an appropriate font, font size, and font effects for the body text.

Figure U1-2

Campbell's Confections—Product Listing			
Description	Choices	Weight	Price
Chocolate-covered nuts	Almond, Brazil, cashew, filbert, pecan	1 lb. box 2 lb. box	\$12.95 \$25.90
Chocolate-covered creams	Vanilla, chocolate, strawberry, butter, cherry, coconut, coffee, maple, orange, pineapple, raspberry, strawberry	1 lb. 2 lb.	\$10.50 \$21.00
Turtles	Pecan, cashew, peanut	1 lb. 2 lb.	\$12.95 \$25.90
Assortment—Chocolate-covered nuts and creams	See choices listed above.	1 lb. 2 lb.	\$11.75 \$23.50

5. Insert nonbreaking spaces in the document, if they are needed.
6. Grammar-check and spell-check the document.
7. Save the document as *[your initials]u1-3* in your Unit 1 Applications folder.
8. Submit and close the document.

Unit Application 1-4

Use the Internet, apply character formatting, use AutoFormat features, and check grammar and spelling.

1. Using the Internet, create a list of five organizations. Be creative. The organizations could be:
 - Companies where you would like to work
 - Schools you would be interested in attending
 - Associations related to your hobbies or interests
2. Include the organization's name and its Web site address.
3. Include an e-mail address, the physical address, and the telephone and fax numbers.
4. Allow AutoFormat to format the Web addresses and e-mail addresses as hyperlinks.
5. Create a title for the document, followed by a paragraph that describes the content of the list.
6. Apply appropriate formatting.
7. Check spelling and grammar, watching carefully as Word's spelling and grammar checker moves through the addresses.
8. Save the document named *[your initials]u1-4* in your Unit 1 Applications folder.

