

Microsoft® Office Word® 2013 Manual to accompany

Ober • Johnson • Zimmerly



11e

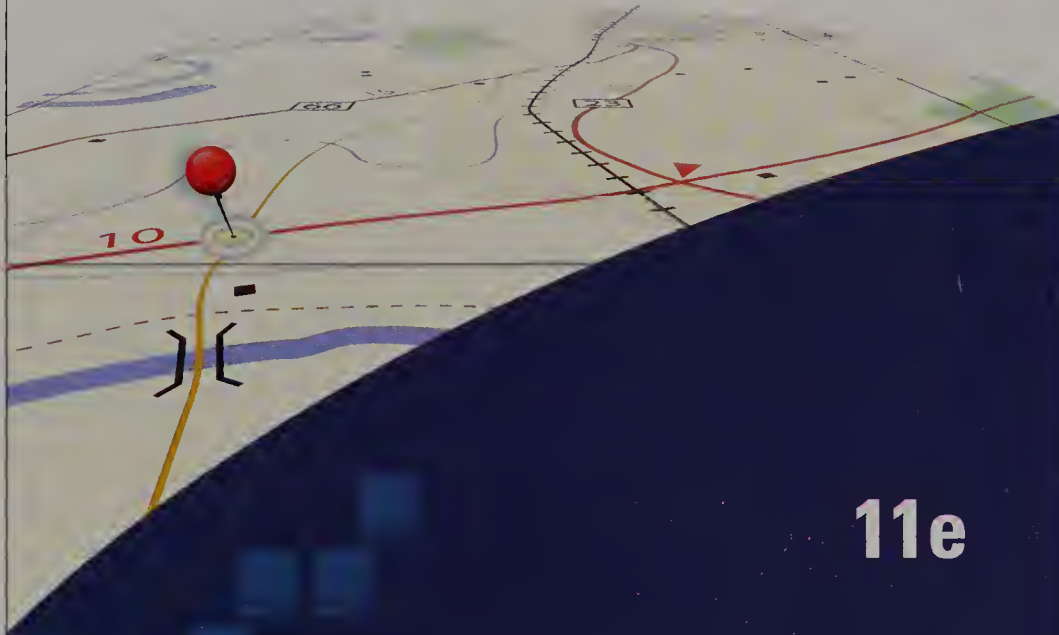
GREGG

# College Keyboarding & Document Processing

Feature	Shortcut	Feature	Shortcut
Align, center	CTRL + E	Line spacing, 2 (double)	CTRL + 2
Align, justify	CTRL + J	List, move an item up or down	ALT + SHIFT + ↑ ALT + SHIFT + ↓
Align, left	CTRL + L	Navigate, beginning of document	CTRL + HOME
Align, right	CTRL + R	Navigate, beginning of line	HOME
Bold	CTRL + B	Navigate, end of document	CTRL + END
Browse by page	ALT + CTRL + HOME; then CTRL + PAGE DOWN or CTRL + PAGE UP	Navigate, end of line	END
Column break	CTRL + SHIFT + ENTER	Page break (manual)	CTRL + ENTER
Copy	CTRL + C	Paragraph/line break	SHIFT + ENTER
Cut	CTRL + X	Paste	CTRL + V
Find and replace—find	CTRL + F	Print	CTRL + P
Find and replace—go to	CTRL + G	Print preview	CTRL + P or CTRL + F2
Find and replace—replace	CTRL + H	Redo	CTRL + Y
File, save	CTRL + S	Select, all	CTRL + A
Document, close	CTRL + W	Superscript	CTRL + SHIFT + =
Document, new	CTRL + N	Symbol, í (i acute)	ALT + 161
Document, open	CTRL + O	Symbol, ñ (n tilde)	ALT + 164
Font, decrease size	CTRL + SHIFT + <	Symbol, Ñ (N tilde)	ALT + 165
Font, dialog box	CTRL + D	Symbol, ó (o acute)	ALT + 162
Font, increase size	CTRL + SHIFT + >	Table, indent text	CTRL + TAB
Font, italic	CTRL + I	Table, move a row up or down	ALT + SHIFT + ↑ or ALT + SHIFT + ↓
Font, small caps	CTRL + SHIFT + K	Table, move to next cell	TAB
Font, underline	CTRL + U	Table, move to previous cell	SHIFT + TAB
Footnote, insert	CTRL + ALT + F	Table, select	ALT + SHIFT + 5 on numeric keypad
Formatting, reveal	SHIFT + F1	Ribbon, cycle through commands	ALT; then TAB or SHIFT + TAB; then ENTER to activate
Formatting, show/hide	CTRL + SHIFT + 8	Ribbon, Key Tip badges	ALT
Indent, decrease	CTRL + SHIFT + M	Spelling and grammar check	F7
Indent, hanging (begin indent)	CTRL + T	Undo	CTRL + Z
Indent, hanging (end indent)	CTRL + SHIFT + T	Windows, switch	CTRL + F6 or ALT + TAB
Indent, increase	CTRL + M	Word, close	ALT + F4
Line spacing, 1 (single)	CTRL + 1	Word, close file	CTRL + F4
Line spacing, 1.5 (one and a half)	CTRL + 5		

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# College Keyboarding & Document Processing

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Education



Microsoft Office Word 2013 Manual to accompany  
Gregg College Keyboarding & Document Processing, Eleventh Edition  
Scot Ober, Jack E. Johnson, and Arlene Zimmerly

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# Contents

REFERENCE MANUAL	R-1
GETTING STARTED	1
Word Manual Features	1
GDP—Word Settings	2
Appendixes A, B, and C	3
GDP—Help	3
LESSON 21 Orientation to Word Processing—A	4
GDP—Start Word	4
Choose a Command	6
From the Ribbon	6
From the Mini Toolbar or Shortcut Menu	8
From the Keyboard	8
From the Quick Access Toolbar	9
File—Open	10
GDP—Quit Word	11
LESSON 22 Orientation to Word Processing—B	12
Navigate in a File	12
File—Save	14
File—Close	16
File—New	16
Switch Windows	17
LESSON 23 Orientation to Word Processing—C	19
Select Text	19
Bold	21
Undo/Redo a Command	22
Help	24
LESSON 24 Orientation to Word Processing—D	27
Print Preview	27
Spelling and Grammar Check	28
AutoCorrect	30
Show/Hide Formatting	32
Zoom	34
Print	35

LESSON 25 E-Mail Messages	37
GDP—Scoring	37
GDP—Proofreading Viewer	37
E-Mail a Document	37
GDP—Reference Manual	40
LESSON 28 Envelopes and Labels	42
Envelopes	42
View Gridlines	44
Labels	44
LESSON 29 Memos and E-Mail With Attachments	47
E-Mail—Attachments	47
LESSON 30 Correspondence Review	48
Italic and Underline	48
LESSON 31 One-Page Business Reports	49
Alignment	49
Font—Size	50
LESSON 32 Multipage Business Reports	52
Page Number	52
Page Break	54
Widow/Orphan Control	56
LESSON 33 Rough-Draft Business Reports With Lists	59
Bullets and Numbering	59
LESSON 34 Multipage Academic Reports With Lists	62
Line Spacing	62
LESSON 35 More Rough-Draft Reports	64
Cut and Copy	64
Paste	66
LESSON 36 Boxed Tables	69
Table—Insert	69
Table—AutoFit to Contents	72
LESSON 37 Open Tables With Titles	73
Table—Merge Cells	73
Table—Borders	74

LESSON 38	Open Tables With Column Headings	77
	Table—Align Bottom	77
	Table—Center Horizontally	78
	Table—Center Page	79
LESSON 39	Ruled Tables With Number Columns	81
	Table—Align Text Right	81
	Table—Borders, Ruled	82
LESSON 44	Letters With Indented Displays and Copy Notations and E-Mail With Copies	84
	Indentation	84
	Increase and Decrease Indent	85
	E-Mail—Copies	85
LESSON 45	Letters in Modified-Block Style	87
	Tab Set—Ruler Tabs	87
LESSON 46	Left-Bound Business Reports With Indented Displays and Footnotes	90
	Margins	90
	Footnotes	91
LESSON 47	Reports in APA Style	94
	Headers	94
LESSON 49	Report Citations	97
	Indentation—Hanging	97
	AutoCorrect—Hyperlink	99
LESSON 50	Preliminary Report Pages	102
	Tab Set—Dot Leaders	102
LESSON 51	Resumes	105
	Font	105
	Table—Change Column Width	107
LESSON 67	Special Correspondence Features	109
	Sort	109
LESSON 68	More Special Correspondence Features	111
	Table—Shading	111
	E-Mail—Blind Copies	112

LESSON 69	Multipage Memos With Tables	114
	Find and Replace	114
LESSON 73	Procedures Manual	117
	Footers	117
LESSON 74	Reports Formatted in Columns	119
	Columns	119
	Hyphenation	122
LESSON 76	Tables With Source Notes or Footnotes	125
	Table—Text Direction	125
	Table—Insert, Delete, and Move Rows or Columns	126
LESSON 78	Tables in Landscape Orientation	131
	Page Orientation	131
LESSON 79	Multipage Tables	132
	Table—Repeating Table Heading Rows	132
LESSON 80	Tables With Predesigned Formats	133
	Table—Styles	133
LESSON 81	International Formatting—Canada	136
	Paper Size	136
LESSON 82	International Formatting—Mexico	138
	Symbol—Insert	138
LESSON 86	Formal Report Project—A	140
	Styles	140
LESSON 88	Formal Report Project—C	143
	Clip Art—Insert	143
	Text Wrapping	144
	Object Anchor	146
LESSON 89	Formal Report Project—D	148
	File—Insert	148
	Bookmarks and Hyperlinks	149
LESSON 90	Formal Report Project—E	152
	Cover Page—Insert	152



LESSON 92	Medical Office Documents—B	154
	<b>Table—Tab</b>	154
LESSON 98	Legal Office Documents—C	158
	<b>Line Numbering</b>	158
LESSON 101	Using Correspondence Templates	160
	<b>Templates—Correspondence</b>	160
LESSON 102	Using Report Templates	165
	<b>Templates—Report</b>	165
LESSON 103	Designing Letterheads	169
	<b>Text Boxes</b>	169
	<b>Font—Small Caps</b>	174
LESSON 104	Designing Notepads	175
	<b>Print Options</b>	175
LESSON 106	Designing Cover Pages	178
	<b>WordArt</b>	178
LESSON 107	Designing Announcements and Flyers	181
	<b>Table—Move</b>	181
	<b>Page Color</b>	182
LESSON 111	Designing an Online Resume	183
	<b>Table—Borders and Shading, Custom</b>	183
	Theme	185
LESSON 112	Form Letters—A	188
	<b>Mail Merge—Letters</b>	188
	Letters—Main Document	188
	Letters—Data Source File	189
	Letters—Placeholders	190
	Letters—Merge	192
LESSON 115	Form Letters With Envelopes and Labels—D	196
	<b>Mail Merge—Envelopes and Labels</b>	196
	Envelopes—Main Document	196
	Envelopes—Data Source File and Placeholders	197
	Labels—Main Document	198
	Labels—Data Source File and Placeholders	199
	Envelopes and Labels—Merge	200

<b>APPENDIX A Using Microsoft Word in the Workplace</b>	204
<b>Start Word From Windows</b>	204
<b>Quit Word From Windows</b>	204
<b>GDP—Word Settings</b>	204
Modified Normal Style Set	205
Default Font Size—Table	205
Status Bar	206
AutoCorrect Options	206
AutoFormat As You Type Options	206
Spelling	207
<b>Style Set—Word 2013</b>	208
Style Gallery—Word 2013	208
<b>Templates</b>	208
<b>APPENDIX B Using GDP Features in Document Processing</b>	209
<b>GDP—Feature Index</b>	209
<b>GDP—Reference Initials</b>	209
<b>APPENDIX C Saving a Word File in PDF Format</b>	210

# Reference Manual

## COMPUTER SYSTEM

keyboard, R-2B  
parts of, R-2A

## CORRESPONDENCE

application letter, R-12B  
attachment notation, R-4D, R-7C  
blind copy notation, R-5B  
block style, R-3A  
body, R-3A  
company name, R-5B  
complimentary closing, R-3A  
copy notation, R-3C, R-5B  
date line, R-3A  
delivery notation, R-3C, R-4A, R-5B  
e-mail, R-5C–D  
enclosure notation, R-3B, R-5B  
envelope formatting, R-6A  
executive stationery, R-4A  
half-page stationery, R-4B  
indented displays, R-3A  
inside address, R-3A  
international address, R-3D, R-5A  
letter folding, R-6B  
letterhead, R-3A  
lists, R-3B–C, R-5B, R-12C–D  
memo, R-4D, R-7C, R-9C  
modified-block style, R-3B, R-3D  
multiline lists, R-3B, R-5B, R-12C–D  
multipage, R-5A–B, R-8A–D, R-13C  
on-arrival notation, R-5A  
open punctuation, R-4C  
page number, R-5A–B, R-8A–D,  
R-10A–D, R-13C  
personal-business, R-3D, R-12B  
postscript notation, R-5B  
quotation, long, R-3A  
reference initials, R-3A, R-4D, R-5B  
return address, R-3D, R-12B  
salutation, R-3A  
simplified style, R-3C  
single-line lists, R-3C, R-12C–D  
standard punctuation, R-3A  
subject line, R-3C, R-4D, R-5A,  
R-7C  
tables in, R-4D, R-5A, R-13C–D  
window envelope, folding for, R-6B  
window envelope, formatted for,  
R-4C  
writer's identification, R-3A

## EMPLOYMENT DOCUMENTS

application letter, R-12B  
resume, R-12A

## FORMS

R-14A

## LANGUAGE ARTS

abbreviations, R-22  
adjectives and adverbs, R-20  
agreement, R-19  
apostrophes, R-17  
capitalization, R-21  
colons, R-18  
commas, R-15 to R-16  
grammar, R-19 to R-20  
hyphens, R-17  
italics (or underline), R-18  
mechanics, R-21 to R-22  
number expression, R-21 to R-22  
periods, R-18  
pronouns, R-20  
punctuation, R-15 to R-18  
quotation marks, R-18  
semicolons, R-16  
sentences, R-19  
underline (or italics), R-18  
word usage, R-20

## PROOFREADERS' MARKS

R-14C

## REPORTS

academic style, R-8C–D  
agenda, meeting, R-11A  
APA style, R-10A–B  
author/page citations, R-10C  
author/year citations, R-10A  
bibliography, R-9B  
business, R-8A–B, R-9A  
byline, R-8A, R-10A  
citations, R-9D, R-10A–D  
date, R-8A  
endnotes, R-8C–D, R-9C  
footnotes, R-8A–B, R-9A  
hanging indent, R-10D  
header, R-10A–B, R-10D  
headings, R-9D, R-10C  
headings, main, R-10A  
headings, paragraph, R-8A, R-8C,  
R-9A  
headings, side, R-8A–C, R-9A  
indented display, R-8B, R-8D  
itinerary, R-11C  
left-bound, R-9A  
legal document, R-11D  
line numbers, R-11D  
lists, R-8A, R-8C, R-9A, R-9C,  
R-11A, R-12A, R-12C–D  
margins, R-9D  
memo report, R-9C  
minutes of a meeting, R-11B  
MLA style, R-10C–D  
multiline lists, R-8A, R-8C, R-11A,  
R-12A, R-12C–D

multipage academic, R-8C–D  
multipage business, R-8A–B  
outline, R-7A  
page number, R-8B, R-8D, R-10A–B  
paragraph heading, R-8A, R-9C  
quotation, long, R-8B, R-8D  
references page, APA style, R-10B  
resume, R-12A  
side heading, R-8A, R-9C  
single-line lists, R-9A, R-9C, R-11A,  
R-12A, R-12C–D  
spacing, R-9D  
special features, R-9D  
subheadings, R-10A  
subject line, 2-line, R-9C  
subtitle, R-8A  
table of contents page, R-7D  
tables in, R-8B  
title, R-7A–B, R-8A–C, R-10A,  
R-10C  
title, 2-line, R-8C, R-9A, R-10A,  
R-10C  
title page, R-7B  
transmittal memo, R-7C  
works-cited page, MLA style, R-10D

## TABLES

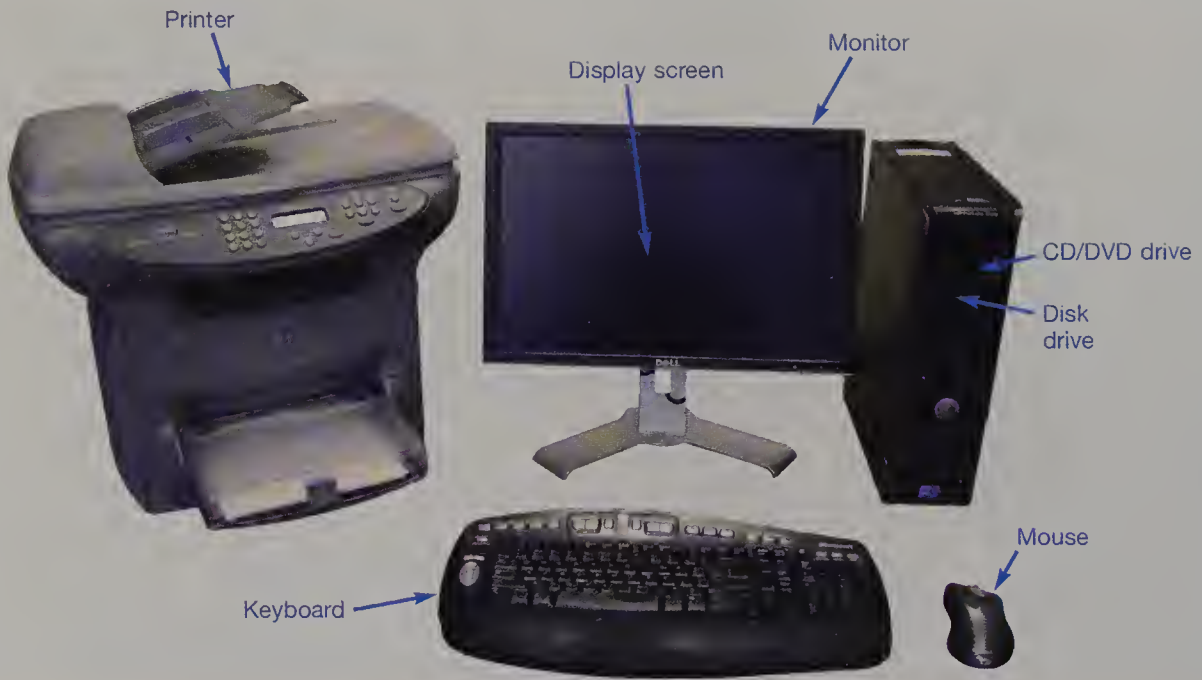
2-line column heading, R-13B  
body, R-13A  
bottom-aligned, R-13A–B  
boxed, R-5A, R-8B, R-13A  
braced column headings, R-13A  
capitalization, columns, R-13D  
column headings, R-4D, R-5A, R-8B,  
R-13A–D  
dollar signs, R-8B, R-13A–B, R-13D  
heading block, R-5, R-8B, R-13A–D  
in correspondence, R-4D, R-5A,  
R-13C  
in reports, R-8B  
note, R-8B, R-13A  
number, R-8B, R-13C  
numbers in, R-4D, R-8B, R-13A–C  
open, R-13B  
percent signs, R-13B, R-13D  
ruled, R-4D, R-13C  
source, R-8B  
special features, R-13D  
subtitle, R-8B, R-13A–B, R-13D  
table number, R-8B, R-13C  
tables, R-4D, R-5A, R-8B, R-13A–C  
title, R-5A, R-8B, R-13A–D  
total line, R-13A, R-13C–D  
vertical placement, R-13D

## U.S. POSTAL SERVICE STATE ABBREVIATIONS

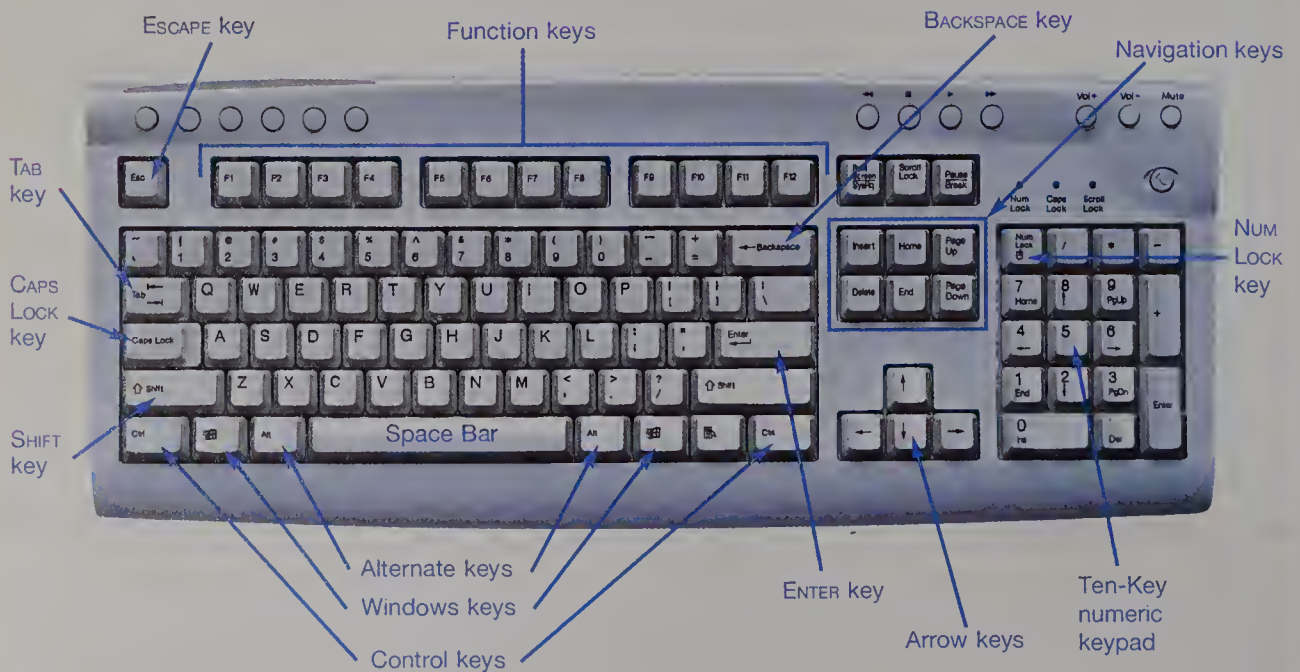
R-14B

# Reference Manual

## A. MAJOR PARTS OF A COMPUTER SYSTEM



## B. THE COMPUTER KEYBOARD



## A. BUSINESS LETTER IN BLOCK STYLE

(with standard punctuation and indented display)

**Date line** ↓5X  
September 5, 20-- ↓4X

**Inside address** Ms. Joan R. Hunter  
Bolwater Associates  
One Parklands Drive  
Darlen, CT 0682D ↓2X

**Salutation** Dear Ms. Hunter: ↓2X **Standard punctuation**

**Body** You will soon receive the signed contract to have your organization conduct a one-day workshop for our employees on eliminating repetitive-motion injuries in the workplace. As we agreed, this workshop will apply to both our office and factory workers and you will conduct separate sessions for each group. ↓2X

We revised Paragraph 4-b shown below to require the Instructor of this workshop to be a full-time employee of Bolwater Associates: ↓2X

**Indented display** Paragraph 4-b of the Bolwater Associates agreement is hereby amended as follows: The instructor of the one-day workshop on eliminating repetitive-motion injuries at the workplace must be a full-time employee of Bolwater Associates. ←-indent 0.5" ↓2X

If this revision is satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓2X

**Complimentary closing** Sincerely, ↓4X **Standard punctuation**

**Signature**

**Writer's identification** Jeffrey Olszewski  
Vice President for Operations ↓2X

**Reference initials** jc

## B. BUSINESS LETTER IN MODIFIED-BLOCK STYLE

(with multiline list and enclosure notation)

left tab: 3.25" (centerpoint)

→ tab 3.25" (centerpoint) ↓5X  
May 15, 20-- ↓4X

Mr. Ichiro Xie  
Bolwater Associates  
One Parklands Drive  
Darlen, CT 0682D ↓2X

Dear Mr. Xie: ↓2X

I am returning a signed contract to have your organization conduct a one-day workshop for our employees on eliminating repetitive-motion injuries in the workplace. We have made the following changes to the contract. ↓2X

**Multiline list**

1. We revised Paragraph 4-b to require the Instructor of this workshop to be a full-time employee of Bolwater Associates. ↓2X
2. We made changes to Paragraph 10-c to require our prior approval of the agenda for the workshop. ↓2X

If these revisions are satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓2X

→ tab 3.25" (centerpoint) Sincerely, ↓4X

Jeffrey Olszewski  
Vice President for Operations ↓2X

pec  
**Enclosure notation** Enclosure

## C. BUSINESS LETTER IN SIMPLIFIED STYLE

(with subject line, single-line list; enclosure, delivery, and copy notations)

↓5X  
October 5, 20-- ↓4X

Mr. Dale P. Griffin  
Bolwater Associates  
One Parklands Drive  
Darlen, CT 0682D ↓3X

**Subject line** WORKSHOP CONTRACT ↓3X

I am returning the signed contract, Mr. Griffin, to have your organization conduct a one-day workshop for our employees on eliminating repetitive-motion injuries in the workplace. We have amended the following sections of the contract: ↓2X

**Single-line list**

- Paragraph 4-b
- Table 3
- Attachment 2 ↓2X

If these revisions are satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓4X

ROGENA KYLES, DIRECTOR ↓2X

**Enclosure notation** iww  
Enclosure

**Delivery notation** By e-mail

**Copy notation** c: Legal Department

## D. PERSONAL-BUSINESS LETTER IN MODIFIED-BLOCK STYLE

(with international address and return address)

left tab: 3.25" (centerpoint)

→ tab 3.25" (centerpoint) ↓5X  
July 15, 20-- ↓4X

**International address** Mr. Luis Fernandez  
Vice President  
Arvon Industries, Inc.  
21 St. Claire Avenue East  
Toronto, ON M4T 1L9  
CANADA ↓2X

Dear Mr. Fernandez: ↓2X

As a former employee and present stockholder of Arvon Industries, I wish to protest the planned sale of the Consumer Products Division. ↓2X

According to published reports, consumer products accounted for 19 percent of last year's corporate profits, and they are expected to account for even more this year. In addition, Dun & Bradstreet predicts that consumer products nationwide will outpace the general economy for the next five years.

I am concerned about the effect that this planned sale might have on overall corporate profits, on our cash dividends for investors, and on the economy of Melbourne, where the two consumer-products plants are located. Please ask your board of directors to reconsider this matter. ↓2X

→ tab 3.25" (centerpoint) Sincerely, ↓4X

**Return address** Jeanine Ford  
901 East Benson, Apt. 3  
Fort Lauderdale, FL 33301  
U.S.A.

## A. BUSINESS LETTER ON EXECUTIVE STATIONERY

(7.25" x 10.5"; 1" side margins; with delivery notation)

↓5X  
July 18, 20-- ↓4X

Mr. Rodney Eastwood  
BBL Resources  
523 Northern Ridge  
Fayetteville, PA 17222 ↓2X

Dear Rodney: ↓2X

I see no reason why we should continue to consider the locality around Geraldton for our new plant. Even though the desirability of this site from an economic view is undeniable, there is not sufficient housing readily available for our workers. ↓2X

In trying to control urban growth, the city has been turning down the building permits for much new housing or placing so many restrictions on foreign investment as to make it too expensive.

Please continue to seek out other areas of exploration where we might form a joint partnership. ↓2X

Sincerely, ↓4X

Jennifer Gwatkin, Director ↓2X

mme  
By fax

**Delivery notation**

## B. BUSINESS LETTER ON HALF-PAGE STATIONERY

(5.5" x 8.5"; 0.75" side margins)

↓4 X  
July 18, 20-- ↓4X

Mr. Aristeo Olivas  
BBL Resources  
52A Northern Ridge  
Fayetteville, PA 17222 ↓2X

Dear Aristeo: ↓2X

We should discontinue considering Geraldton for our new plant. Housing is not readily available.

Please seek out other areas of exploration where we might someday form a joint partnership. ↓2X

Sincerely, ↓4X

Chimere Jones, Director ↓2X

adk

## C. BUSINESS LETTER FORMATTED FOR A WINDOW ENVELOPE

(with open punctuation)

↓5X  
July 18, 20-- ↓3X

Ms. Reinalda Guerrero  
BBL Resources  
52A Northern Ridge  
Fayetteville, PA 17222 ↓3X

Dear Ms. Guerrero ↓2X **Open punctuation**

I see no reason why we should even continue to consider the locality around Geraldton for our new plant. Even though the desirability of this site from an economic view is undeniable, there is insufficient housing readily available for our workers. ↓2X

In trying to control urban growth, the city has been turning down the building permits for new housing or placing so many restrictions on foreign investment as to make it too expensive.

Please continue to seek out other areas of exploration where we might form a joint partnership. ↓2X

Sincerely ↓4X **Open punctuation**

Augustus Mays  
Vice President for Operations ↓2X

woc

## D. MEMO

(with ruled table, left- and right-aligned columns, and attachment notation)

↓5X →tab

**MEMO TO:** Nancy Price, Executive Vice President ↓2X

**FROM:** Arlyn J. Bunch, Operations #

**DATE:** July 18, 20--

**SUBJECT:** New Plant Site ↓2X

As you can see from the attached letter, I've informed BBL Resources that I see no reason why we should continue to consider the locality around Geraldton for our new plant. Even though the desirability of this site from an economic standpoint is undeniable, there is insufficient housing available. In fact, as of June 25, the number of appropriate single-family houses listed for sale within a 25-mile radius of Geraldton was as follows: ↓2X

**Ruled table**

Agent	Units
Belle Real Estate	123
Castleton Homes	11
Red Carpet	9
Geraldton Homes	5

↓1X

In addition, in trying to control urban growth, Geraldton has been either turning down building permits for new housing or placing excessive restrictions on them. Because of this deficiency of housing for our employees, we have no choice but to look elsewhere. ↓2X

woc  
Attachment

**Attachment notation**

## A. MULTIPAGE BUSINESS LETTER

(page 1; with on-arrival notation, international address, subject line, and boxed table)

↓5X  
May 13, 20-- ↓2X

**On-arrival notation** CONFIDENTIAL ↓2X

Mr. Lester Thompson  
Associate Director  
British Mutual Broadcasting  
24 Portland Place  
**International address** London W1N 4BB  
ENGLAND ↓2X

Dear Mr. Thompson: ↓2X

**Subject line** Subject: International Study Tour ↓2X

I have been invited by the Federal Communications Commission to participate in a study of television news programming in six European countries. The enclosed report explains the purpose of the study in detail. ↓2X

I have been assigned to lead a study group through six European countries to gather firsthand information on this topic. In addition to me, our group will consist of the following members: ↓2X

**Boxed table**

14 pt INTERNATIONAL STUDY TOUR GROUP ↓1X		
12 pt ↓		
Name	Organization	Location
Mrs. Katherine Grant	WPQR-TV	Los Angeles, CA
Dr. Manuel Cruz	Miami Herald	Miami, FL
Mr. Richard Logan	Cable News Network	Atlanta, GA
Ms. Barbara Brooks	Associated Press	Chicago, IL

↓1X  
Our initial plans are for the team to spend at least one full day in each of these countries. That, of course, could change. Many different events have been planned. I will be organizing and facilitating meeting with the news programming

## B. MULTIPAGE BUSINESS LETTER

(page 2; with page number; multiline list; company name; and enclosure, delivery, copy, postscript, and blind copy notations)

2 **Page number**

staff of one or two of the major networks, touring their facilities, viewing recent broadcasts, and, in general, getting a firsthand view of actual news operations.

Our tentative itinerary calls for a departure date of Monday, July 26. Our arrival city is London. We will spend at least two days there to be sure that all meeting participants have arrived safely.

We should arrive at Heathrow Airport at 7:10 a.m. on Tuesday, July 27. We will immediately go to our hotel and begin our tours the next morning. Would it be possible for us to do the following: ↓2X

**Multiline list**

1. Meet with various members of your staff sometime on July 28. We would be available from 8:30 a.m. until 1:30 p.m.
2. Receive a copy of your programming log for the week of July 26-30 and especially a minute-by-minute listing of the programming segments for your national news reporting. ↓2X

I would appreciate your contacting Barbara Jones, our liaison, at 202.555.3943 to let us know whether we may study your operations on July 28. ↓2X

Sincerely, ↓2X

**Company name** METRO BROADCASTING COMPANY ↓4X

Denise J. Watterson  
General Manager ↓2X

rcp  
**Enclosure notation** Enclosures: FCC Report, Biographical Sketches  
**Delivery notation** By FedEx  
**Copy notation** c: Barbara Jones, Manuel Cruz ↓2X

**Postscript** PS: The Federal Communications Commission will reimburse your organization for any expenses associated with our visit. ↓2X

**Blind copy notation** bc: Public Relations Office, FCC

## C. E-MAIL MESSAGE IN MICROSOFT OUTLOOK

Job Description Message (HTML)

Message Insert Options Format Text

Calibri (B) 11 A A

Paste B I U Address Book Check Names Include Follow Up Spelling

This message has not been sent.

To: airooney@atpi.com; civaughn@atpi.com

Account: BCC

Subject: Job Description

Attached: Job Description.docx (17 KB)

Hi, Andy and Cody:

Attached is the draft job description for the new desktop publishing position we're going to be advertising for next month. Would you please review it for accuracy and completeness.

I'd appreciate your getting back to me with any suggested changes by Thursday so that I can get the position publicized next week. Thanks.

Sandy

Sandra R. Hill  
E-mail: srhill@atpi.com

## D. E-MAIL MESSAGE IN MSN HOTMAIL

Send Save draft Attach Spell check Rich text Cancel

Your message was saved in Drafts at 3:58 PM.

From: arlene\_zimmerly@hotmail.com

To: airooney@atpi.com; civaughn@atpi.com

Subject: Job Description

Total size: 17.3 KB of 10.0 MB  
Job Description.docx (17.3 KB)

Verdana 10 B I U

Hi, Andy and Cody:

Attached is the draft job description for the new desktop publishing position we're going to be advertising for next month. Would you please review it for accuracy and completeness.

I'd appreciate your getting back to me with any suggested changes by Thursday so that I can get the position publicized next week. Thanks.

Sandy

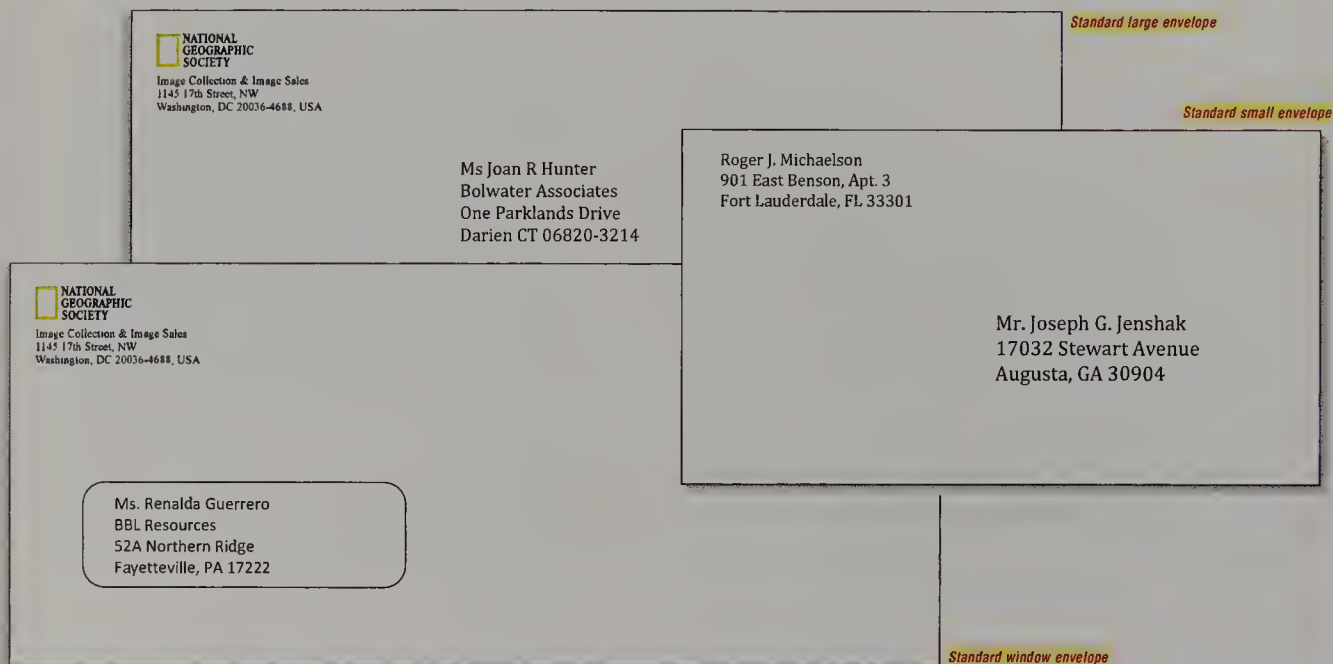
Sandra R. Hill  
E-mail: srhill@atpi.com

# Reference Manual

## A. FORMATTING ENVELOPES

A standard large (No. 10) envelope is 9.5 by 4.125 inches. A standard small (No. 63/4) envelope is 6.5 by 3.625 inches.

A window envelope requires no formatting, since the letter is formatted and folded so that the inside address is visible through the window.



## B. FOLDING LETTERS

### To fold a letter for a large envelope:

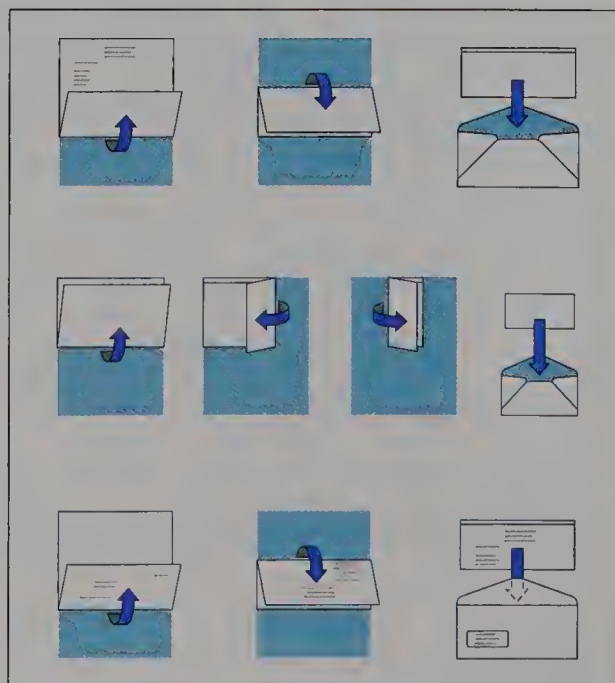
1. Place the letter *face up*, and fold up the bottom third.
2. Fold the top third down to 0.5 inch from the bottom edge.
3. Insert the last crease into the envelope first, with the flap facing up.

### To fold a letter for a small envelope:

1. Place the letter *face up*, and fold up the bottom half to 0.5 inch from the top.
2. Fold the right third over to the left.
3. Fold the left third over to 0.5 inch from the right edge.
4. Insert the last crease into the envelope first, with the flap facing up.

### To fold a letter for a window envelope:

1. Place the letter *face down* with the letterhead at the top, and fold the bottom third of the letter up.
2. Fold the top third down so that the address shows.
3. Insert the letter into the envelope so that the address shows through the window.





## A. OUTLINE

(with 2-line title)

right tab: 0.3"  
left tabs: 0.4", 0.7"

- ↓5X  
2-line title 14 pt AN ANALYSIS OF THE SCOPE AND EFFECTIVENESS  
OF ONLINE ADVERTISING ↓2X  
12 pt ↓ The Status of Point-and-Click Selling ↓2X  
Jonathan R. Evans ↓  
January 19, 20-- ↓2X
- tab 0.3" I. INTRODUCTION ↓2X  
→ tab 0.4" II. SCOPE AND TRENDS IN INTERNET ADVERTISING  
A. Internet Advertising  
B. Major Online Advertisers  
→ tab 0.7" C. Positioning and Pricing  
D. Types of Advertising ↓2X
- III. ADVERTISING EFFECTIVENESS  
A. The Banner Debate  
B. Increasing Advertising Effectiveness  
C. Measuring ROI
- IV. CONCLUSION

## B. TITLE PAGE

(with 2-line title)

center page ↓  
2-line title 14 pt AN ANALYSIS OF THE SCOPE AND EFFECTIVENESS  
OF ONLINE ADVERTISING ↓2X  
12 pt ↓ The Status of Point-and-Click Selling ↓2X

Submitted to ↓2X  
Luis Torres  
General Manager  
ViaWorld, International ↓12X

Prepared by ↓2X  
Jonathan R. Evans  
Assistant Marketing Manager  
ViaWorld, International ↓2X  
January 19, 20--

## C. TRANSMITTAL MEMO

(with 2-line subject line and attachment notation)

↓5X →tab  
MEMO TO: Luis Torres, General Manager ↓2X  
FROM: Jonathan R. Evans, Assistant Marketing Manager  
DATE: January 19, 20--

2-line subject line SUBJECT: An Analysis of the Scope and Effectiveness of Current Online  
Advertising in Today's Marketplace →tab ↓1X

Here is the final report analyzing the scope and effectiveness of Internet  
advertising that you requested on January 5. ↓2X

The report predicts that the total value of the business-to-business e-commerce  
market will continue to increase by geometric proportions. New technologies  
aimed at increasing Internet ad interactivity and the adoption of standards for  
advertising response measurement and tracking will contribute to this increase.  
Unfortunately, as discussed in this report, the use of "rich media" and interactivity  
in Web advertising will create its own set of problems.

I enjoyed working on this assignment, Luis, and learned quite a bit from my  
analysis of the situation. Please let me know if you have any questions about the  
report. ↓2X

plw  
Attachment notation

## D. TABLE OF CONTENTS

left tab: 0.5"  
right dot-leader tab:  
6.5"

↓5X  
14 pt CONTENTS ↓2X

12 pt ↓ INTRODUCTION ..... →tab 6.5" 1 ↓2X  
SCOPE AND TRENDS IN ONLINE ADVERTISING ..... 3 ↓2X  
→tab 0.5" Internet Advertising Spending ..... →tab 6.5" 4  
Major Online Advertisers ..... 5  
Positioning and Pricing ..... 7  
Types of Advertising ..... 8 ↓2X  
ADVERTISING EFFECTIVENESS ..... 9  
The Banner Debate ..... 9  
Increasing Advertising Effectiveness ..... 11  
Measuring ROI ..... 12  
CONCLUSION ..... 13  
APPENDIX  
Sample Internet Advertising ..... 15  
Proposed WEFA Standards ..... 16  
BIBLIOGRAPHY ..... 19

## A. MULTIPAGE BUSINESS REPORT

(page 1; with side and paragraph headings, multiline list, footnote references, and footnotes)

**2-line title** 14 pt ↓5X  
**AN ANALYSIS OF THE SCOPE AND EFFECTIVENESS OF ONLINE ADVERTISING** ↓2X

**Subtitle** 12 pt ↓ The Status of Point-and-Click Selling ↓2X

**Byline** Jonathan R. Evans ↓2X

**Date** January 19, 2010 ↓2X

Online advertising uses the Internet for the sole purpose of delivering marketing messages to customers. Some examples of online advertising are ads on search engine results pages, banner ads, interactive media ads, and online classified advertising. One major benefit of online advertising is the immediate publishing of content that is not limited by geography or time. Interactive advertising presents fresh challenges for advertisers. ↓2X **Footnote reference**

**Side heading** **GROWTH FACTORS** ↓2X

Online business has grown in tandem with the expanding number of Internet users. That trend will only increase as time goes on. ↓2X

**Paragraph heading** **Uncertainty** The uncertainties surrounding advertising on the Internet remain one of the major impediments to the expansion. ↓2X

**Reasons for Not Advertising Online.** A recent survey found two main reasons cited for not advertising online. ↓2X

**Multiline list**

1. The difficulty of determining return on investment, especially in terms of repeat business and first-time shoppers.
2. The lack of reliable tracking and measurement data.

**Footnotes**

<sup>1</sup> Shannon Newsome, "Effective Online Advertising," *E-Mail Marketing Daily*, August 12, 2010, p. 6.  
<sup>2</sup> eWebStats: Online Trends in the United States," *eWebStats Home page*, August 11, 2010, <http://www.ewebstats.com/trends/ad>, accessed on September 7, 2010.

## B. MULTIPAGE BUSINESS REPORT

(last page; with page number, indented display, side heading, boxed table with table number and note, and footnote)

3 **Page number**

who argue that banners have a strong potential for advertising effectiveness point out that it is not the banner format itself that presents a problem to advertising effectiveness, but rather the quality of the banner and the attention to its placement. According to Steven Mocha, president of Web Ads International: ↓2X

→**indented 0.5"** A banner ad notifies visitors of the product or service and presents reasons why the consumer should choose the product in question. If the reasons are not compelling, then the banner ad has failed to achieve its purpose. If the banner ad is unattractive and obtrusive, it will alienate the consumer. When written and designed well, the banner ad is extremely effective in garnering business. ↓2X

**Indented display**

Thus, while some analysts continue to argue that the banner advertisement is passé, there is little evidence of its abandonment. Instead, ad agencies are focusing on increasing the banner's effectiveness. ↓2X

**SCOPE AND TRENDS IN ONLINE ADVERTISING** ↓2X

Starting from zero in 1994, analysts agree that the volume of Internet advertising spending has risen rapidly. However, as indicated in Table 3, analysts provide a wide range of the exact amount of such advertising. ↓2X

**Table number title** 14 pt  
 12 pt ↓

Source	Estimate
Internet Advertising Conference	\$3.92 billion
Forecaster	3.30 billion
IPC International	3.20 billion
Brown Media	980 million

**Table note** ↓1X

The differences in estimates of total Web advertising spending is generally attributed to the different methodologies used by the research agencies to gather the data. Further research is pending and will be reported next month.

<sup>4</sup> Steven Mocha, "Banner Ads That Really Work," *The Online Advertising Journal*, June 17, 2010, p. D1

## C. MULTIPAGE ACADEMIC REPORT

(page 1; with 2-line title, endnote references, and multiline list)

**2-line title** 14 pt ↓5SS  
**AN ANALYSIS OF THE SCOPE AND EFFECTIVENESS OF ONLINE ADVERTISING** ↓1DS

**Subtitle** 12 pt ↓ The Status of Point-and-Click Selling ↓1DS

**Byline** Jonathan R. Evans ↓1DS

**Date** January 19, 2010 ↓1DS

→**tab** One major benefit of online advertising is the immediate publishing of content that is not limited by geography or time. ↓1DS

**GROWTH FACTORS** ↓1DS

Online business has grown in tandem with the expanding number of Internet users, which is growing exponentially each year. ↓1DS **Endnote reference**

**Reasons for Not Advertising Online.** A recent survey conducted by TAIR found two main reasons cited for not advertising online: \*

**Multiline list**

1. The difficulty of determining return on investment, especially in terms of repeat business and first-time shoppers.
2. The lack of reliable tracking and measurement data.

Obviously, there are many other reasons in addition to these two for not advertising online. However, with the growing number of Internet users, these

## D. MULTIPAGE ACADEMIC REPORT

(last page; with page number, indented display, and endnotes)

14 **Page number**

advertising effectiveness, but rather the quality of the banner and the attention to the banner placement. According to Mike Windsor, president of Ogilvy Interactive: ↓1DS

→**indented 0.5"** It's more a case of bad banner ads, just like there are bad TV ads. The space itself has huge potential. As important as using the space within the banner creatively is to aim it effectively. Unlike broadcast media, the Web offers advertisers the opportunity to reach a specific audience based on data gathered about who is surfing at a site and what their interests are. ↓2SS

→**tab** From an advertiser's perspective, most effective internet ads do more than just deliver information to the consumer and grab the consumer's attention—they also gather information about consumers (e.g., through "cookies" and other methodologies). From the consumer's perspective, this type of interactivity may represent an intrusion and an invasion of privacy.

**Endnotes**

<sup>1</sup> Shannon Newsome, "Effective Online Advertising," *E-Mail Marketing Daily*, July 12, 2010, p. 6.  
<sup>2</sup> eWebStats: Online Trends in the United States," *eWebStats Home page*, August 11, 2010, <http://www.ewebstats.com/trends/ad>, accessed on September 7, 2010.  
<sup>3</sup> Barbara Fisher, "Net Ratings Index Predicts Rise in Web Ads," *Advertising Today*, July 19, 2010, p. 10.  
<sup>4</sup> Ron Helsenman, "Internet Banner Ads Growth Trends," *Internet Associates Conference Home page*, November 13, 2010, <http://www.lac.net/conference>, accessed on December 8, 2010.  
<sup>5</sup> Alexis Dirksen, "Point-and-Click Bargains for Internet Ad Surfers," *Internet Age*, March 8, 2010, p. 12.  
<sup>6</sup> Andrew Romero, "Gathering Statistics to Grow Your Internet Business," *The Wall Street Journal*, March 2, 2010, p. C20.  
<sup>7</sup> Usa Gunderson, "Banner Banter," *The London Financial Times*, June 17, 2010, p. O1

## A. LEFT-BOUND BUSINESS REPORT

(page 1; with 2-line title, single-line list, and footnotes)

left margin: 1.5"  
right margin: default 1"

2-line title 14 pt ↓5X  
AN ANALYSIS OF THE SCOPE AND EFFECTIVENESS  
OF ONLINE ADVERTISING ↓2X

12 pt ↓ The Status of Point-and-Click Selling ↓2X

Jonathan R. Evans ↓2X

January 19, 20-- ↓2X

Online advertising uses the Internet for the sole purpose of delivering marketing messages to customers. Some examples of online advertising are as follows: ads on search engine results pages, banner ads, interactive media ads, and e-mail marketing. One major benefit of online advertising is the immediate publishing of content that is not limited by geography or time. Interactive advertising presents new challenges for advertisers.<sup>1</sup> ↓2X

### GROWTH FACTORS ↓2X

Online business has grown in tandem with the expanding number of Internet users. That trend will only increase as time goes on. ↓2X

**Uncertainty.** The uncertainties surrounding advertising on the Internet remain one of the major impediments to the expansion. All of the Internet advertising industry is today in a state of flux. ↓2X

**Reasons for Not Advertising Online.** A recent survey found two main reasons cited for not advertising online.<sup>2</sup> ↓2X

- Single-line list
1. The difficulty of determining return on investment.
  2. The lack of reliable tracking and measurement data.

Footnotes  
<sup>1</sup> Shannon Newsome, "Effective Online Advertising," *E-Mail Marketing Daily*, July 12, 2010, p. R6.  
<sup>2</sup> "eWebStats: Online Trends in the United States," *eWebStats Home page*, August 11, 2010, <http://www.ewebstats.com/trends/ad>, accessed on September 7, 2010.

## B. BIBLIOGRAPHY

(for business or academic style using either endnotes or footnotes)

hanging indent ↓

12 pt ↓ 14 pt BIBLIOGRAPHY ↓5X

Book—*one author* Adams, Ana B., *Internet Advertising*, Brunswick Press, Boston, 2009. ↓2X

Annual report AdNet Incorporated, *2010 Annual Report*, BCI, Inc., San Francisco, 2010.

Newspaper article An, Sang Jin, "Banner Ad Frenzy," *The Wall Street Journal*, July 12, 2010, p. R6.

Book—*two authors* Arlens, Rachel, and Seymour Schell, *E-Vertising*, New England Publishing, Cambridge, Mass., 2009.  
→ hanging indent

Book—*organization as author* *Directory of Internet Business Services*, International Corporate Libraries Assoc., New York, 2009.

WWW page "eWebStats: Online Trends in the United States," *eWebStats Home page*, August 11, 2010, <http://www.ewebstats.com/trends/ad>, accessed on September 7, 2010.

Journal article—*paged continuously* Ingram, Fred, "Hiring Trends in Online Advertising," *Personnel Quarterly*, Vol. 30, September 2009, pp. 104-116.

Journal article—*paged each issue* Johnson, Jennifer, "WebRatings Index Shows 8% Rise in Web Ads," *Advertising Today*, July 19, 2010, p. 18.

Online database "Motivational Advertising Techniques," *Advertising Encyclopedia*, N.D., <http://www.adtech.com/motivational\_advertising\_techniques.html>, accessed on January 7, 2010.

Government document National Institute of Psychology, *Who Clicks? An Analysis of Internet Advertising*, TNIP Publication No. ADM 82-1195, U.S. Government Printing Office, Washington, 2009.

E-mail Williams, Dennis V., "Reaction to Analysis of Internet Ads," e-mail message, August 18, 2010.

## C. MEMO REPORT

(page 1, with 2-line subject line, endnote references, and single-line list)

↓5X →tab

MEMO TO: Luis Torres, General Manager ↓2X

FROM: Jonathan R. Evans, Assistant Marketing Manager

DATE: January 19, 20--

2-line subject line  
SUBJECT: An Analysis of the Scope and Effectiveness of Current Online Advertising in Today's Marketplace ↓1X  
→tab

Online advertising uses the Internet and World Wide Web for the sole purpose of delivering marketing messages to customers. Some examples of online advertising are ads on search engine results pages, banner ads, interactive media ads, social network site advertising, online classified advertising, advertising networks, and e-mail marketing, including e-mail spam. ↓2X

One major benefit of online advertising is the immediate publishing of information and content that is not limited by geography or time. To that end, the emerging area of interactive advertising presents fresh challenges for advertisers.<sup>1</sup> Such challenges are opportunities for growth. ↓2X

### GROWTH FACTORS ↓2X

Online business has grown in tandem with the expanding number of Internet users. That trend will only increase as time goes on. ↓2X

**Uncertainty.** The uncertainties surrounding advertising on the Internet remain one of the major impediments to the expansion. All of the Internet advertising industry is today in a state of flux.

**Reasons for Not Advertising Online.** A recent survey found two main reasons cited for not advertising online.<sup>2</sup> ↓2X

- Single-line list
1. The difficulty of determining return on investment.
  2. The lack of reliable tracking and measurement data.

## D. FORMATTING REPORTS

**Margins, Spacing, and Indents.** Begin the first page of each section (for example, the table of contents, first page of the body, and bibliography pages) 2 inches from the top of the page. Begin other pages 1 inch from the top. Use 1-inch default side and bottom margins for all pages. For a left-bound report, add 0.5 inch to the left margin. Single-space business reports. Double-space academic reports and indent paragraphs.

**Titles and Headings.** Center the title in 14-pt. font. Single-space multiline titles in a single-spaced report, and double-space multiline titles in a double-spaced report. Insert 1 blank line before and after all parts of a heading block (may include the title, subtitle, author, and/or date), and format all lines in bold. Format side headings in bold, at the left margin, with 1 blank line before and after them. Format paragraph headings at the left margin for single-spaced reports and indented for double-spaced reports in bold, followed by a period in bold and one space.

**Citations.** Format citations using Word's footnote (or endnote) feature.

**Margins, Spacing, Headings, and Citations for APA- or MLA-Style Reports.** See page R-10.

## A. REPORT IN APA STYLE

(page 3; with header, 2-line title, byline, main heading, subheading, and citations)

top, bottom, and side margins: *default (1")*  
double-space throughout

Online Advertising 3 **Header**

**2-line title** An Analysis of the Scope and Effectiveness  
of Online Advertising

**Byline** Jonathan R. Evans

→ **tab** Online advertising uses the Internet for the sole purpose of delivering marketing messages to customers. Some examples of online advertising are ads on search engine results pages, banner ads, interactive media ads, online classifieds, advertising networks, and e-mail marketing (Gunderson, 2011, p. D1). **Citation**

One major benefit of online advertising is the immediate publishing of content that is not limited by geography or time. To that end, interactive advertising presents fresh challenges for advertisers (Newsome, 2010).

**Main heading** Growth Factors

Online business has grown in tandem with the expanding number of Internet users. That trend will only increase as time goes on (Arlens & Schell).

**Subheading** *Uncertainty* ← *Italic*

The uncertainties surrounding Internet advertising are impeding its expansion. A recent survey found two main reasons cited for not advertising online. The first is the difficulty of determining return on investment, especially in terms of repeat business and first-time shoppers. The second is the lack of reliable tracking and measurement data ("eWebStats," 2010).

## B. REFERENCES IN APA STYLE

(page 14; with header)

top, bottom, and side margins: *default (1")*  
double-space throughout

Online Advertising 14 **Header**

References

**hanging indent ↓**

**Book—one author** Adams, A. B. (2009). *Internet advertising and the upcoming electronic upheaval*. Boston: Brunswick Press.

→ **hanging indent**

**Annual report** AdNet Incorporated. (2010). *2010 annual report*. San Francisco: BCI, Inc.

**Newspaper article** An, S. J. (2010, July 12). Banner ad frenzy. *The Wall Street Journal*, p. R6.

**Book—two authors** Ariens, R., & Seymour, S. (2010). *E-vertising*. Cambridge, MA: New England Publishing.

**Book—organization as author** *Directory of business and financial services*. (2009). New York: International Corporate Libraries Association.

**WWW page** eWebStats: Advertising revenues and trends. (n.d.). New York: eMarketer. Retrieved August 11, 2010, from <http://www.emarketer.com/ewebstats/2507manu.ad>

**Journal article—paged continuously** Ingram, F. (2009). Trends in online advertising. *Personnel Quarterly*, 20, 804-816.

**Journal article—paged each issue** Johnson, J. (2010, July 19). WebRatings Index shows 4% rise in Web ads. *Advertising Today*, 39, 18.

**Online database** *Motivational advertising techniques*. (2010, January). *Advertising Encyclopedia*. Retrieved January 7, 2010, from <http://www.adtech.com/ads.html>

**Government document** National Institute of Psychology (2009). *Who clicks? An analysis of Internet advertising* (TNIP Publication No. ADM B2-1195). Washington, DC.

## C. REPORT IN MLA STYLE

(page 1; with header, heading, 2-line title, and citations)

top, bottom, and side margins: *default (1")*  
double-space throughout

Evans 1 **Header**

**Heading** Jonathan R. Evans  
Professor Inman  
Management 302  
19 January 2010

**2-line title** An Analysis of the Scope and Effectiveness  
of Online Advertising

→ **tab** Online advertising uses the Internet for the sole purpose of delivering marketing messages to customers. Some examples of online advertising are ads on search engine results pages, banner ads, interactive media ads, social network site advertising, online classifieds, and e-mail marketing (Gunderson D1). **Citation**

One major benefit of online advertising is the immediate publishing of information and content that is not limited by geography or time. To that end, interactive advertising presents fresh challenges for advertisers (Newsome 59).

Online business has grown in tandem with the expanding number of Internet users. That trend will only increase as time goes on (Arlens & Schell 376-379). The uncertainties surrounding Internet advertising remain one of the major impediments to the expansion. A recent survey found two main reasons cited for not advertising online. The first is the difficulty of determining return on investment. The second is the lack of reliable tracking and measurement data.

## D. WORKS CITED IN MLA STYLE

(page 14; with header and hanging indent)

top, bottom, and side margins: *default (1")*  
double-space throughout

Evans 14 **Header**

Works Cited

**hanging indent ↓**

**Book—one author** Adams, Ana. B. *Internet Advertising and the Upcoming Electronic Upheaval*. Boston: Brunswick Press, 2009.

→ **hanging indent**

**Annual report** AdNet Incorporated. *2010 Annual Report*. San Francisco: BCI, Inc., 2010.

**Newspaper article** An, Sang Jin. "Banner Ad Frenzy." *The Wall Street Journal*, 12 July 2010: R6.

**Book—two authors** Ariens, Rachel, and Seymour Schell. *E-vertising*. Cambridge, MA: New England Publishing, 2009.

**Book—organization as author** Corporate Libraries Association. *Directory of Business and Financial Services*. New York: Corporate Libraries Association, 2009.

**WWW page** "eWebStats: Advertising Revenues and Trends." 11 Aug. 2009. 7 Jan. 2010 <<http://www.emarketer.com/ewebstats/ad>>.

**Journal article—paged continuously** Ingram, Frank. "Trends in Online Advertising." *Personnel Quarterly* 20 (2010): 804-816.

**Journal article—paged each issue** Johnson, June. "WRI shows 4% rise in Web ads." *WebAds Today* 19 July 2010: 18.

**Online database** *Motivational Advertising Techniques*. 2010. *Advertising Encyclopedia*. 7 Jan. 2010 <<http://www.adtech.com/ads.html>>.

**Government document** National Institute of Psychology. *Who clicks? TNIP Publication No. ADM B2-1195*. Washington, DC: GPO, 2010.

**E-mail** Williams, Dan V. "Reaction to Internet Ads." E-mail to the author. 18 Aug. 2010.

## A. MEETING AGENDA

↓5X  
14 pt MILES HARDWARE EXECUTIVE COMMITTEE ↓2X  
12 pt Meeting Agenda ↓2X  
June 7, 20- ↓2X

**Numbered list: default format**

1. Call to order
2. Approval of minutes of May 5 meeting
3. Progress report on building addition and parking lot restrictions (Norman Hodges and Anthony Pascarelli)
4. May 15 draft of Five-Year Plan
5. Review of National Hardware Association annual convention
6. Employee grievance filed by Ellen Burrows (John Landstrom)
7. New expense-report forms (Anne Richards)
8. Announcements
9. Adjournment

## B. MINUTES OF A MEETING

↓5X  
14 pt RESOURCE COMMITTEE ↓2X  
12 pt Minutes of the Meeting ↓2X  
March 13, 20- ↓1X

<b>ATTENDANCE</b>	The Resource Committee met on March 13, 20-- at the Airport Sheraton in Portland, Oregon, with all members present. Michael Davis, chairperson, called the meeting to order at 2:30 p.m. ↓1X
<b>APPROVAL OF MINUTES</b>	The minutes of the January 27 meeting were read and approved as presented.
<b>OLD BUSINESS</b>	The members of the committee reviewed the sales brochure on electronic copyboards and agreed to purchase one for the conference room. Cynthia Giovanni will secure quotations from at least two suppliers.
<b>NEW BUSINESS</b>	The committee reviewed a request from the Purchasing Department for three new computers. After extensive discussion regarding the appropriate use of the computers and software to be purchased, the committee approved the request.
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:45 p.m. The next meeting is scheduled for April 13 In Suite 8. ↓2X

Respectfully submitted, ↓4X  
D. S. Madsen, Secretary

(Note: Table shown with "View Gridlines" active.)

## C. ITINERARY

↓5X  
14 pt PORTLAND SALES MEETING ↓2X  
12 pt Itinerary for Dorothy Turner ↓2X  
March 12-15, 20- ↓1X

<b>THURSDAY, MARCH 12</b>	<p>5:10 p.m.-7:06 p.m. Flight from Detroit to Portland; Northwest 83 (800-555-1212); e-ticket; Seat 8D; nonstop. ↓2X</p> <p>Jack Weatherford (Home: 503-555-8029; Office: 503-555-7631) will meet your flight on Thursday, provide transportation during your visit, and return you to the airport on Saturday morning.</p> <p>Airport Sheraton (503-555-4032) King-sized bed, nonsmoking room; late arrival guaranteed; Reservation No. 30ZM6-02. ↓1X</p>
<b>FRIDAY, MARCH 13</b>	<p>9 a.m.-5:30 p.m. Portland Sales Meeting 1931 Executive Way, Suite 10 Portland, OR 97211 (503-555-7631)</p>
<b>SATURDAY, MARCH 14</b>	<p>7:30 a.m.-2:47 p.m. Flight from Portland to Detroit; Northwest 360; e-ticket; Seat 9a; nonstop.</p>

(Note: Table shown with "View Gridlines" active.)

## D. LEGAL DOCUMENT

(with line numbers)

left tabs: 1", 3.25"  
right tab: 6.5"

line numbers (court documents only)

1	STATE OF NEVADA	→ tab 6.5" IN DISTRICT COURT ↓2X
2		
3	COUNTY OF CLARK	NORTHEAST JUDICIAL DISTRICT ↓2X
4		
5	JOHN C. SMITH → tab 3.25"	→ tab 6.5" NO. 1 space, 20 underscores
6	209 East Clark Avenue	
7	Las Vegas, NV 89155-1603	
8		
9	→ tab 1" Plaintiff, → tab 3.25"	
10		
11	vs.	→ tab 6.5" SUMMONS
12		
13	FAITH GEORGIA	
14		
15	Defendant.	↓2X
16		
17	THE STATE OF NEVADA TO THE ABOVE-NAMED DEFENDANT: ↓2X	
18		
19	→ tab 1" You are hereby summoned and required to appear and defend	
20	against the Complaint in this action, which is hereby served upon you by serving	
21	upon the undersigned an Answer or other proper response within twenty (20)	
22	days after the service of the Summons and Complaint upon you, exclusive of the	
23	day of service. ↓2X	
24		
25	If you fail to do so, judgment by default will be taken against you for	
26	the relief demanded in the Complaint.	
27		
28	SIGNED this ____ day of July, 20-- ↓2X	
29		
30	1 space; 5 underscores; → tab 3.25"	underscores to the right margin
31		Jim Roe → tab 6.5" Attorney at Law
32		229 South Civic Way
33		Laughlin, NV 89029-2648
34		Telephone: 702-555-1205
35		Attorney for Plaintiff

## A. RESUME

<p style="text-align: center;">↓5X Cambria 14 pt Bold ↓ <b>TERRY M. MARTINA</b> ↓2X</p>	
<p style="text-align: center;">↓1X Cambria 12 pt Bold ↓ 250 Maxwell Avenue, Boulder, CO 80305 Phone: 303-555-9311; e-mail: <a href="mailto:tmartina@ecc.edu">tmartina@ecc.edu</a> ↓1X</p>	
<p>↓1X Calibri 12 pt Bold ↓</p>	<p>↓1X Calibri 12 pt ↓ OBJECTIVE Position in resort management anywhere in Colorado. ↓1X</p>
<p>→ indent: 0.5"</p>	<p>EDUCATION Edgewood Community College, Boulder, Colorado A.A. in hotel management to be awarded May 2011 Achieved grade point average of 3.1 (on 4.0 scale). Received Board of Regents tuition scholarship. ↓2X</p> <p>Central City High School, Denver, Colorado Graduated: May 2009 ↓1X</p>
<p>→ indent: 0.5"</p>	<p>EXPERIENCE <i>Assistant Manager, Burger King Restaurant</i> ← Calibri 12 pt Italic Boulder, Colorado May 2010 to Present In charge of balancing the cash register, closing the restaurant, and making night deposits.</p> <p><i>Student Intern, Ski Valley Haven</i> Aspen, Colorado September to December 2009 Worked as an assistant to the manager. Gained experience in operating First-Guest software and produced daily occupancy reports. Received Outstanding Employee award.</p>
<p>ACTIVITIES</p>	<p>Activities pursued while attending college:</p> <ul style="list-style-type: none"> <li>• Volunteer tutor, Literacy Council of America</li> <li>• Secretary of ECC Hospitality Services Association</li> </ul>
<p>REFERENCES</p>	<p>Available upon request.</p>

(Note: Table shown with "View Gridlines" active.)

## B. APPLICATION LETTER IN BLOCK STYLE

(with return address)

<p>↓5X March 1, 20-- ↓4X</p>	<p>Mr. Lou Mansfield, Director Human Resources Department Rocky Resorts International P.O. Box 1412 Denver, CO 80214</p>
	<p>Dear Mr. Mansfield: ↓2X</p>
	<p>Please consider me an applicant for the position of concierge for Suite Retreat, as advertised in last Sunday's <i>Denver Times</i>. ↓2X</p>
	<p>I will receive my A.A. degree in hotel management from Edgewood Community College in May and will be available for full-time employment immediately. In addition to my extensive coursework in hospitality services and business, I've had experience in working for a ski lodge similar to Suite Retreats in Aspen. As a lifelong resident of Colorado and an avid skier, I would be able to provide your guests with any information they request.</p>
	<p>After you've reviewed my enclosed resume, I would appreciate having an opportunity to discuss with you why I believe I have the right qualifications and personality to serve as your concierge. I can be reached at 303-555-9311. ↓2X</p>
	<p>Sincerely, ↓4X Terry M. Martina</p>
<p>Return address</p>	<p>Terry M. Martina 250 Maxwell Avenue, Apt. B Boulder, CO 80305 ↓2X</p>
	<p>Enclosure</p>

## C. FORMATTING LISTS

Numbers or bullets are used in documents to call attention to items in a list and to increase readability. If the sequence of the list items is important, use numbers rather than bullets.

- Insert 1 blank line before and after the list.
- Use Word's default format for all lists in either single- or double-spaced documents, including lists in documents such as a meeting agenda. Any carryover lines will be indented automatically.
- Use the same line spacing (single or double) between lines in the list as is used in the rest of the document.

The three bulleted and numbered lists shown at the right are all formatted correctly.

## D. EXAMPLES OF DIFFERENT TYPES OF LISTS

According to the Internet Advertising Bureau, the following are the most common types of advertising on the Internet:

- Banner ads that feature some type of appropriate animation to attract the viewer's attention and interest.
- Sponsorship, in which an advertiser sponsors a content-based Web site
- Interstitials, ads that flash up while a page downloads.

There is now considerable controversy about the effectiveness of banner advertising. As previously noted, a central goal of banner advertisements is to

.....

According to the Internet Advertising Bureau, the following are the most common types of advertising on the Internet, shown in order of popularity:

1. Banner ads
2. Sponsorship
3. Interstitials

There is now considerable controversy about the effectiveness of banner advertising. As previously noted, a central goal of banner advertisements is to

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According to the Internet Advertising Bureau, the following are the most common types of advertising on the Internet:

- Banner ads that feature some type of appropriate animation to attract the viewer's attention and interest.
- Sponsorship, in which an advertiser sponsors a Web site.
- Interstitials, ads that flash up while a page downloads.

There is now considerable controversy about the effectiveness of banner advertising. As previously noted, a central goal of banner advertisements is to

## A. BOXED TABLE

(with subtitle; bottom-aligned and braced column headings; left- and right-aligned columns; total line and table note)

center page ↓  
center horizontally

**Title**  
14 pt AUSTIN-REEVES PRINTER DEPOT  
**Subtitle**  
12 pt Sales Trends for 20--  
(000s omitted)

align bottom ↓

Product	Annual Sales		Quarterly Sales	
	This Year	Last Year	This Quarter	Last Quarter
Ink-jet: color	\$ 569	\$ 841	\$ 120	\$ 99
Ink-jet: color portable	6	24	2	6
Ink-jet: black and white	273	588	71	147
Printer/copier combination	1,622	2,054	422	509
Black-and-white laser: standard	389	507	121	129
Black-and-white laser: premium	2,368	87	592	25
Color laser	409	230	100	70
<b>Totals</b>	<b>\$5,636</b>	<b>\$4,331</b>	<b>\$1,428</b>	<b>\$985</b>

**Total line**  
**Table note** Note: Sales for this quarter ended at midnight, December 31.

Braced column headings

## C. RULED TABLE

(with table number, title, centered column headings, and total line)

center page ↓  
center horizontally

**Table number and title** 14 pt Table 2. RESCUE ONE  
COMPUTER TECHNICAL SUPPORT

align bottom ↓

Support Service	Fees to Date
Replacement parts	\$ 9,200
Troubleshooting	12,850
Software support	5,095
Hardware support	8,032
Product literature	105
Technical documentation	150
Printer drivers	129
<b>Total</b>	<b>\$35,561</b>

(Note: Table shown with "View Gridlines" active.)

## B. OPEN TABLE

(with 2-line title; 2-line centered, bottom-aligned column headings; left- and right-aligned columns; column entries with dollar and percent signs)

center page ↓  
center horizontally

**2-line title**  
14 pt SUITE HOLIDAY RETREAT  
12 pt BOUTIQUE HOTELS  
New Lodging Rates

align bottom ↓

Location	Rack Rate	Discount Rate	Saving
Bozeman, Montana	\$ 95.75	\$ 91.50	4.4%
Chicago, Illinois	159.00	139.50	12.3%
Dallas, Texas	249.50	219.00	12.2%
Las Vegas, Nevada	98.50	89.99	8.7%
Beverly Hills, California	1,179.00	950.00	19.4%
Minneapolis, Minnesota	115.00	95.00	17.4%
New York, New York	227.50	175.00	23.1%
Orlando, Florida	105.75	98.50	6.3%
Portland, Maine	93.50	93.50	0.0%
Seattle, Washington	143.75	125.75	12.5%

2-line column heading

2 spaces for each digit  
5 spaces: 2 for each digit, 1 for each comma

Column A      Column B →

(Note: Table shown with "View Gridlines" active.)

## D. FORMATTING TABLES

The three basic styles of tables are boxed, open, and ruled. Tables have vertical columns (Column A), horizontal rows (Row 1), and intersecting cells (Cell A1). Center a table vertically that appears alone on the page. Insert 1 blank line before and after a table that appears within a document. Automatically adjust column widths and horizontally center all tables.

**Heading Block.** Merge any cells in Row 1, and type the heading block. Center and bold throughout. Type the title in all-caps, 14-pt. font, and the subtitle in upper- and lowercase, 12-pt. font. If a table has a number, type *Table* in upper- and lowercase. Follow the table number with a period and 1 space. Insert 1 blank line below the heading block.

**Column Headings.** Center column headings. Type in upper- and lowercase and bold. Bottom-align all column headings if a row includes a 2-line column heading. Merge desired cells for braced headings.

**Column Entries.** Left-align text columns, and right-align number columns. Capitalize only the first word and proper nouns in column entries.

**Column Entry Dollar and Percent Signs.** Insert the dollar sign only before the amount in the first entry and before a total amount entry. Align the dollar sign with the longest amount in the column, inserting spaces after the dollar sign as needed (allowing for 2 spaces for each digit and 1 space for each comma). Repeat the percent sign for each number in each column entry (unless the column heading identifies the data as percentages).

**Table Note and Total Line.** For a note line, merge the cells of the last row and use "Note" followed by a colon. For a total line, add a top and bottom border, use "Total" or "Totals" as appropriate, and add a percent or dollar sign if needed.

## A. FORMATTING BUSINESS FORMS

Many business forms can be created and filled in by using templates that are provided within commercial word processing software. Template forms can be used "as is" or they can be edited. Templates can also be used to create customized forms for any business.

When a template is opened, the form is displayed on screen. The user can then fill in the necessary information, including personalized company information. Data are entered into cells or fields, and you can move quickly from field to field with a single keystroke—usually by pressing **TAB** or **ENTER**.

**Masco Shipping**

1375 Dublin Road  
Columbus, OH 43215  
Phone 614-555-3971 Fax 614-555-3980

The following number must appear on all related correspondence, shipping papers, and invoices  
P.O. NUMBER: 1874

**TO:**  
Reliable Office Supply  
Great Lakes Distribution Center  
1205 West Van Buren Street  
Chicago, IL 60607

**PURCHASE ORDER**

**SHIP TO:**

P. O. DATE	REQUISITION#	SHIPPED VIA	F.O.B. POINT	TERMS
10/22/81	Div	Fed Ex		

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
120	HQ1048	Perforated ruled pads	\$ 0.48	\$ 57.60
36	5841Q4	Recyclable storage boxes, legal size	3.43	123.48
2	222388	Paper punch	58.67	117.34
1	B48560	Ht-rite tackboards, 24" x 36", burgundy frame, blue fabric	31.56	31.56
1	J22502	Kraft catalog envelopes, 10" x 13", cleft with gummed flap, box of 500	104.85	104.85
SUBTOTAL				444.82
SALES TAX				28.77
SHIPPING & HANDLING				
OTHER				
TOTAL				\$473.59

1. Please send me copies of your invoice.  
 2. Order line order is acceptable with the prices, terms, delivery method, and specifications listed above.  
 3. Please notify us immediately if you are unable to ship as specified.  
 4. Send all correspondence to:  
 Masco Shipping Lines  
 1375 Dublin Road  
 Columbus, OH 43215  
 Phone 614-555-3971 Fax 614-555-3980

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

## B. U.S. POSTAL SERVICE ABBREVIATIONS

(for States, Territories, and Canadian Provinces)

States and Territories	Oklahoma	OK	
Alabama	AL	Oregon	OR
Alaska	AK	Pennsylvania	PA
Arizona	AZ	Puerto Rico	PR
Arkansas	AR	Rhode Island	RI
California	CA	South Carolina	SC
Colorado	CO	South Dakota	SD
Connecticut	CT	Tennessee	TN
Delaware	DE	Texas	TX
District of Columbia	DC	Utah	UT
Florida	FL	Vermont	VT
Georgia	GA	Virgin Islands	VI
Guam	GU	Virginia	VA
Hawaii	HI	Washington	WA
Idaho	ID	West Virginia	WV
Illinois	IL	Wisconsin	WI
Indiana	IN	Wyoming	WY
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		

Canadian Provinces	Alberta	AB	
British Columbia	BC	Labrador	LB
Manitoba	MB	New Brunswick	NB
Newfoundland	NF	Northwest Territories	NT
Nova Scotia	NS	Ontario	ON
Prince Edward Island	PE	Quebec	PQ
Saskatchewan	SK	Yukon Territory	YT

## C. PROOFREADERS' MARKS

Proofreaders' Marks	Draft	Final Copy
	Omit space	
	data base	database
	Insert	
	if he's going	if he's not going,
	Capitalize	
	Maple street	Maple Street
	Delete	
	a final draft	a draft
	Insert space	
	all ready to	all ready to
	Change word	
	and when you	and when you
	Use lowercase letter	
	our President	our president
	Paragraph	
	... to use it. ¶ We can	... to use it. We can
	Don't delete	
	a true story	a true story
	Spell out	
	the only 1	the only one
	Transpose	
	they all see	they see all

Proofreaders' Marks	Draft	Final Copy
	Single-space	
	first line	first line
	second line	second line
	Double-space	
	first line	first line
	second line	second line
	Move right	
	Please send	Please send
	Move left	
	May 1	May 1
	Bold	
	Column Heading	Column Heading
	Italic	
	Time magazine	Time magazine
	Underline	
	Time magazine	Time magazine
	Move as shown	
	readers will see	will see



# Language Arts for Business

(50 "must-know" rules)

## PUNCTUATION

### Commas

#### RULE 1

, direct address  
(L. 21)

**Use commas before and after a name used in direct address.**

Thank you, John, for responding to my e-mail so quickly.  
Ladies and gentlemen, the program has been canceled.

#### RULE 2

, independent clause  
(L. 27)

**Use a comma between independent clauses joined by a coordinate conjunction (unless both clauses are short).**

Ellen left her job with IBM, and she and her sister went to Paris.

**But:** Ellen left her job with IBM and went to Paris with her sister.

**But:** John drove and I navigated.

**Note:** An independent clause is one that can stand alone as a complete sentence. The most common coordinate conjunctions are *and*, *but*, *or*, and *nor*.



The underline calls attention to a point in the sentence where a comma might mistakenly be inserted.

#### RULE 3

, introductory expression  
(L. 27)

**Use a comma after an introductory expression (unless it is a short prepositional phrase).**

Before we can make a decision, we must have all the facts.

**But:** In 2004 our nation elected a new president.

**Note:** An introductory expression is a group of words that come before the subject and verb of the independent clause. Common prepositions are *to*, *in*, *on*, *of*, *at*, *by*, *for*, and *with*.

#### RULE 4

, direct quotation  
(L. 41)

**Use a comma before and after a direct quotation.**

James said, "I shall return," and then left.

#### RULE 5

, date  
(L. 51)

**Use a comma before and after the year in a complete date.**

We will arrive on June 2, 2006, for the conference.

**But:** We will arrive on June 2 for the conference.

#### RULE 6

, place  
(L. 51)

**Use a comma before and after a state or country that follows a city (but not before a ZIP Code).**

Joan moved to Vancouver, British Columbia, in May.

Send the package to Douglasville, GA 30135, by Express Mail.

**But:** Send the package to Georgia by Express Mail.

**RULE 7**

, series  
(L. 61)

**Use a comma between each item in a series of three or more.**

We need to order paper, toner, and font cartridges for the printer.  
They saved their work, exited their program, and turned off their computers when they finished.

**Note:** Do not use a comma after the last item in a series.

**RULE 8**

, transitional expression  
(L. 61)

**Use a comma before and after a transitional expression or independent comment.**

It is critical, therefore, that we finish the project on time.  
Our present projections, you must admit, are inadequate.

**But:** You must admit our present projections are inadequate.

**Note:** Examples of transitional expressions and independent comments are *in addition to*, *therefore*, *however*, *on the other hand*, *as a matter of fact*, and *unfortunately*.

**RULE 9**

, nonessential expression  
(L. 71)

**Use a comma before and after a nonessential expression.**

Andre, who was there, can verify the statement.

**But:** Anyone who was there can verify the statement.

Van's first book, *Crisis of Management*, was not discussed.

Van's book *Crisis of Management* was not discussed.

**Note:** A nonessential expression is a group of words that may be omitted without changing the basic meaning of the sentence. Always examine the noun or pronoun that comes before the expression to determine whether the noun needs the expression to complete its meaning. If it does, the expression is *essential* and does *not* take a comma.

**RULE 10**

, adjacent adjectives  
(L. 71)

**Use a comma between two adjacent adjectives that modify the same noun.**

We need an intelligent, enthusiastic individual for this job.

**But:** Please order a new bulletin board for our main conference room.

**Note:** Do not use a comma after the second adjective. Also, do not use a comma if the first adjective modifies the combined idea of the second adjective and the noun (for example, *bulletin board* and *conference room* in the second example above).

## Semicolons

**RULE 11**

; no conjunction  
(L. 97)

**Use a semicolon to separate two closely related independent clauses that are not joined by a conjunction (such as *and*, *but*, *or*, or *nor*).**

Management favored the vote; stockholders did not.

**But:** Management favored the vote, but stockholders did not.

**RULE 12**

; series  
(L. 97)

**Use a semicolon to separate three or more items in a series if any of the items already contain commas.**

Staff meetings were held on Thursday, May 7; Monday, June 7; and Friday, June 12.

**Note:** Be sure to insert the semicolon *between* (not *within*) the items in a series.

## Hyphens

**RULE 13**  
- number  
(L. 57)

**Hyphenate compound numbers between twenty-one and ninety-nine and fractions that are expressed as words.**

Twenty-nine recommendations were approved by at least three-fourths of the members.

**RULE 14**  
- compound adjective  
(L. 67)

**Hyphenate compound adjectives that come before a noun (unless the first word is an adverb ending in *-ly*).**

We reviewed an up-to-date report on Wednesday.

**But:** The report was up to date.

**But:** We reviewed the highly rated report.

**Note:** A compound adjective is two or more words that function as a unit to describe a noun.

## Apostrophes

**RULE 15**  
' singular noun  
(L. 37)

**Use 's to form the possessive of singular nouns.**

The hurricane's force caused major damage to North Carolina's coastline.

**RULE 16**  
' plural noun  
(L. 37)

**Use only an apostrophe to form the possessive of plural nouns that end in *s*.**

The investors' goals were outlined in the stockholders' report.

**But:** The investors outlined their goals in the report to the stockholders.

**But:** The women's and children's clothing was on sale.

**RULE 17**  
' pronoun  
(L. 37)

**Use 's to form the possessive of indefinite pronouns (such as *someone's* or *anybody's*); do not use an apostrophe with personal pronouns (such as *hers*, *his*, *its*, *ours*, *theirs*, and *yours*).**

She could select anybody's paper for a sample.

It's time to put the file back into its cabinet.

## Colons

**RULE 18**  
: explanatory material  
(L. 91)

**Use a colon to introduce explanatory material that follows an independent clause.**

The computer satisfies three criteria: speed, cost, and power.

**But:** The computer satisfies the three criteria of speed, cost, and power.

Remember this: only one coupon is allowed per customer.

**Note:** An independent clause can stand alone as a complete sentence. Do not capitalize the word following the colon.

## Periods

**RULE 19**  
. polite request  
(L. 91)

**Use a period to end a sentence that is a polite request.**

Will you please call me if I can be of further assistance.

**Note:** Consider a sentence a polite request if you expect the reader to respond by doing as you ask rather than by giving a yes-or-no answer.

## Quotation Marks

**RULE 20**  
" direct quotation  
(L. 41)

**Use quotation marks around a direct quotation.**

Harrison responded by saying, "Their decision does not affect us."

**But:** Harrison responded by saying that their decision does not affect us.

**RULE 21**  
" title  
(L. 41)

**Use quotation marks around the title of a newspaper or magazine article, chapter in a book, report, and similar terms.**

The most helpful article I found was "Multimedia for All."

## Italics (or Underline)

**RULE 22**  
*title or title*  
(L. 41)

**Italicize (or underline) the titles of books, magazines, newspapers, and other complete published works.**

Grisham's *The Brethren* was reviewed in a recent *USA Today* article.

## GRAMMAR

### Sentences

**RULE 23**  
fragment  
(L. 21)

#### Avoid sentence fragments.

**Not:** She had always wanted to be a financial manager. But had not had the needed education.

**But:** She had always wanted to be a financial manager but had not had the needed education.

**Note:** A fragment is a part of a sentence that is incorrectly punctuated as a complete sentence. In the first example above, “but had not had the needed education” is not a complete sentence because it does not contain a subject.

**RULE 24**  
run-on  
(L. 21)

#### Avoid run-on sentences.

**Not:** Mohamed is a competent worker he has even passed the MOS exam.

**Not:** Mohamed is a competent worker, he has even passed the MOS exam.

**But:** Mohamed is a competent worker; he has even passed the MOS exam.

**Or:** Mohamed is a competent worker. He has even passed the MOS exam.

**Note:** A run-on sentence is two independent clauses that run together without any punctuation between them or with only a comma between them.

**RULE 25**  
agreement singular  
agreement plural  
(L. 67)

#### Use singular verbs and pronouns with singular subjects; use plural verbs and pronouns with plural subjects.

I was happy with my performance.

Janet and Phoenix were happy with their performance.

Among the items discussed were our raises and benefits.

**RULE 26**  
agreement pronoun  
(L. 81)

**Some pronouns (*anybody, each, either, everybody, everyone, much, neither, no one, nobody, and one*) are always singular and take a singular verb. Other pronouns (*all, any, more, most, none, and some*) may be singular or plural, depending on the noun to which they refer.**

Each of the employees has finished his or her task.

Much remains to be done.

Most of the pie was eaten, but most of the cookies were left.

**RULE 27**  
agreement intervening words  
(L. 81)

#### Disregard any intervening words that come between the subject and verb when establishing agreement.

That box, containing the books and pencils, has not been found.

Alex, accompanied by Tricia and Roxy, is attending the conference and taking his computer.

**RULE 28**  
agreement nearer noun  
(L. 101)

#### If two subjects are joined by *or, either/or, neither/nor, or not only/but also*, make the verb agree with the subject nearer to the verb.

Neither the coach nor the players are at home.

Not only the coach but also the referee is at home.

**But:** Both the coach and the referee are at home.

## Pronouns

**RULE 29**  
nominative pronoun  
(L. 107)

Use nominative pronouns (such as *I, he, she, we, they, and who*) as subjects of a sentence or clause.

The programmer and he are reviewing the code.  
Barb is a person who can do the job.

**RULE 30**  
objective pronoun  
(L. 107)

Use objective pronouns (such as *me, him, her, us, them, and whom*) as objects of a verb, preposition, or infinitive.

The code was reviewed by the programmer and him.  
Barb is the type of person whom we can trust.

## Adjectives and Adverbs

**RULE 31**  
adjective/adverb  
(L. 101)

Use comparative adjectives and adverbs (*-er, more, and less*) when referring to two nouns or pronouns; use superlative adjectives and adverbs (*-est, most, and least*) when referring to more than two.

The shorter of the two training sessions is the more helpful one.  
The longest of the three training sessions is the least helpful one.

## Word Usage

**RULE 32**  
accept/except  
(L. 117)

**Accept** means "to agree to"; **except** means "to leave out."

All employees except the maintenance staff should accept the agreement.

**RULE 33**  
affect/effect  
(L. 117)

**Affect** is most often used as a verb meaning "to influence"; **effect** is most often used as a noun meaning "result."

The ruling will affect our domestic operations but will have no effect on our Asian operations.

**RULE 34**  
farther/further  
(L. 117)

**Farther** refers to distance; **further** refers to extent or degree.

The farther we drove, the further agitated he became.

**RULE 35**  
personal/personnel  
(L. 117)

**Personal** means "private"; **personnel** means "employees."

All personnel agreed not to use e-mail for personal business.

**RULE 36**  
principal/principle  
(L. 117)

**Principal** means "primary"; **principle** means "rule."

The principle of fairness is our principal means of dealing with customers.

## MECHANICS

### Capitalization

**RULE 37**  
≡ sentence  
(L. 31)

**Capitalize the first word of a sentence.**

Please prepare a summary of your activities.

**RULE 38**  
≡ proper noun  
(L. 31)

**Capitalize proper nouns and adjectives derived from proper nouns.**

Judy Hendrix drove to Albuquerque in her new Pontiac convertible.

**Note:** A proper noun is the official name of a particular person, place, or thing.

**RULE 39**  
≡ time  
(L. 31)

**Capitalize the names of the days of the week, months, holidays, and religious days (but do not capitalize the names of the seasons).**

On Thursday, November 25, we will celebrate Thanksgiving, the most popular holiday in the fall.

**RULE 40**  
≡ noun #  
(L. 77)

**Capitalize nouns followed by a number or letter (except for the nouns *line*, *note*, *page*, *paragraph*, and *size*).**

Please read Chapter 5, which begins on page 94.

**RULE 41**  
≡ compass point  
(L. 77)

**Capitalize compass points (such as *north*, *south*, or *northeast*) only when they designate definite regions.**

From Montana we drove south to reach the Southwest.

**RULE 42**  
≡ organization  
(L. 111)

**Capitalize common organizational terms (such as *advertising department* and *finance committee*) only when they are the actual names of the units in the writer's own organization and when they are preceded by the word *the*.**

The report from the Advertising Department is due today.

**But:** Our advertising department will submit its report today.

**RULE 43**  
≡ course  
(L. 111)

**Capitalize the names of specific course titles but not the names of subjects or areas of study.**

I have enrolled in Accounting 201 and will also take a marketing course.

### Number Expression

**RULE 44**  
# general  
(L. 47)

**In general, spell out numbers zero through ten, and use figures for numbers above ten.**

We rented two movies for tonight.

The decision was reached after 27 precincts sent in their results.

**RULE 45**# figure  
(L. 47)**Use figures for**

- **Dates.** (Use *st*, *d*, or *th* only if the day comes before the month.)

The tax report is due on April 15 (not *April 15th*).

We will drive to the camp on the 23d (or *23rd* or *23<sup>rd</sup>*) of May.

- **All numbers if two or more *related* numbers both above and below ten are used in the same sentence.**

Mr. Carter sent in 7 receipts, and Ms. Cantrell sent in 22.

**But:** The 13 accountants owned three computers each.

- **Measurements (time, money, distance, weight, and percent).**

The \$500 statue we delivered at 7 a.m. weighed 6 pounds.

- **Mixed numbers.**

Our sales are up 9½ (or 9.5) percent over last year.

**RULE 46**# word  
(L. 57)**Spell out**

- **A number used as the first word of a sentence.**

Seventy-five people attended the conference in San Diego.

- **The shorter of two adjacent numbers.**

We have ordered 3 two-pound cakes and one 5-pound cake for the reception.

- **The words *million* and *billion* in round numbers (do not use decimals with round numbers).**

**Not:** A \$5.00 ticket can win \$28,000,000 in this month's lottery.

**But:** A \$5 ticket can win \$28 million in this month's lottery.

- **Fractions.**

Almost one-half of the audience responded to the question.

**RULE 47**abbreviate none  
(L. 67)

**In general business writing, do not abbreviate common words (such as *dept.* or *pkg.*), compass points, units of measure, or the names of months, days of the week, cities, or states (except in addresses).**

Almost one-half of the audience indicated they were at least 5 feet 8 inches tall.

**Note:** Do not insert a comma between the parts of a single measurement.

**RULE 48**abbreviate measure  
(L. 87)

**In technical writing, on forms, and in tables, abbreviate units of measure when they occur frequently. Do not use periods.**

14 oz    5 ft 10 in    50 mph    2 yrs 10 mo

**RULE 49**abbreviate lowercase  
(L. 87)

**In most lowercase abbreviations made up of single initials, use a period after each initial but no internal spaces.**

a.m.    p.m.    i.e.    e.g.    e.o.m.

**Exceptions:**    mph    mpg    wpm

**RULE 50**abbreviate =  
(L. 87)

**In most all-capital abbreviations made up of single initials, do not use periods or internal spaces.**

OSHA    PBS    NBEA    WWW    VCR    MBA

**Exceptions:**    U.S.A.    A.A.    B.S.    Ph.D.    P.O.    B.C.    A.D.



# Getting Started

You can use Microsoft® Word for Windows (Word) to create anything from a simple e-mail message to a lengthy report with features, such as a preformatted cover page, footnotes, and stylized tables. The *Gregg College Keyboarding & Document Processing Manual for Microsoft Word 2013* (Word Manual) explains step by step how to create attractive, professional business documents using Word. It is a handy, permanent reference you can use on the job to review frequently used features and shortcuts.

The Word Manual is used in conjunction with your textbook and “GDP” (Gregg Document Processing—the shortened name of the associated course software) to develop the keyboarding and document processing skills needed for success in today’s workplace. You will launch Word from GDP, complete the hands-on Practice exercises in the Word Manual, and then type related document processing jobs in the textbook. This learning sequence is an effective, efficient way to become an accomplished Word user.









## Word Manual Features

Each word processing feature is explained, illustrated, and then followed by a hands-on Practice exercise in which you will use a new Word feature to format a document similar to the ones you will type in the textbook for that lesson. A handy list of keyboard shortcuts, a list of Word commands and their lesson of introduction, and an index are included on the inside and back covers of the Word Manual.

The following conventions are used throughout:

- Commands, tabs, groups, buttons, and other names or keyboard combinations used in step-by-step directions are shown in bold. For example, “Click the **FILE** tab, and click **Save**.”
- When you see a key combination used in a direction, press and hold down the first key while you strike the second key; then release both keys. For example, “On the keyboard, press **CTRL + S** to save a file.”
- Words you are to type are shown in a different font. For example, “Type Agenda as the report title.”

The following icons are used throughout:

- |  |  |
|--|--|
|  <b>Attention</b>                 | Identifies important, broad-based information.   |
|  <b>Help</b>                      | Identifies troubleshooting steps to guide you when Word behaves unexpectedly or to help you remedy common mistakes.  |
|  <b>Tip</b>                       | Identifies helpful Word tips or provides guidance for using Word outside of GDP (such as at work or at home) where settings can vary.                                  |
|  <b>Hands On</b>                  | Identifies the beginning of a Practice exercise.   |
|  <b>GO TO Textbook</b>            | Identifies the end of a Practice exercise and directs you to open your textbook to the corresponding lesson to study formatting and type the document processing jobs. |
|  <b>REFER TO Word Manual</b>      | Directs you to open a different lesson in the Word Manual for related information.   |
|  <b>REFER TO Reference Manual</b> | Directs you to open the Reference Manual found in the front pages of your Word Manual and textbook to review model documents and other helpful information.            |
-  An electronic reference manual can be accessed via GDP. See Lesson 25 for details.

The following terms (for a right-handed mouse) are used throughout:


- **Point.** Move the mouse until the mouse pointer on the screen is pointing to and resting over the desired item.
- **Click.** Point to an item; then press and quickly release the left mouse button without moving the mouse.
- **Double-click.** Point to an item; then press and quickly release the left mouse button twice without moving the mouse.
- **Drag.** Point to an item, hold down the left mouse button while moving the mouse, and release at the end of the selection.
- **Right-click.** Point to an item; then press and quickly release the right mouse button.
- **Select.** Highlight text.

## GDP—Word Settings


In order to create a standardized, trouble-free computing environment and to create documents that use conventional formatting found in standard style manuals, GDP automatically opens Word documents with a modified Normal Style Set already in place. GDP's modified Normal Style Set uses these default settings: single line spacing, 0 pt. paragraph spacing, and Calibri 12 pt. font size. See Appendix A, GDP—Word Settings, Modified Normal Style Set, for details.




Appendix A: GDP—Word Settings  
L. 24: Spelling and Grammar Check

 It is very important that before you begin typing any job in Word, you first manually set (or verify) certain Word options so that Word features will behave as expected! See Appendix A, GDP—Word Settings, for details.

In the workplace, most users customize Word. Therefore, understanding fundamental Word settings and learning to adjust and customize these settings is very helpful. Customized settings will generally not change unless you reset them.

 Immediately after Word launches and a GDP Word document opens, always save and convert (upgrade) the file to enable Word features specific to your Word version. When [Compatibility Mode] and [Read Only] appear in Word's title bar, the file must be converted and saved before you start working. See Lesson 21, GDP—Start Word, for details. The style galleries for text, WordArt effects, text box shapes, etc., vary slightly in GDP. Such differences are not cause for concern as they do not affect Word's functionality and comparable choices are available.

 The appearance of title bars, tabs and group buttons, colors, and so forth in screen shots in this manual may vary slightly from the Word screens you see when you open a Word file via GDP. Windows, Office, and Word versions; Office themes in use; screen size; and Word features in use, such as spelling and grammar check, also influence screen appearance. Some Word features include Web-based content that changes as it is updated by Microsoft. Such differences are not cause for concern as they do not affect Word's functionality.

## Appendixes A, B, and C

Refer to Appendix A, Using Microsoft Word in the Workplace, for tips on using Word outside of GDP (such as at work), for information on Word options you must manually set (or verify) while working in GDP, for troubleshooting steps for Word settings, or for guidance using Word 2013's default Normal Style Set. Do not change GDP's modified Normal Style Set while typing documents via GDP.

Refer to Appendix B, Using GDP Features in Document Processing, for an index to the GDP features that are relevant to document processing jobs and their order of introduction in the Word Manual.

Refer to Appendix C, Saving a Word File in PDF Format, for steps to save a Word document in PDF format.

## GDP—Help

GDP and Word features that you will use in Practice exercises and document processing jobs are introduced in this manual on a “need-to-know” basis as you learn to format beginning through advanced documents. When a relevant GDP feature is introduced, you will use GDP's Help for details and specific steps. Explore GDP Help to familiarize yourself with this valuable reference tool.



### REFER TO Word Manual

- L. 21: GDP—Start Word
- L. 80: Table—Styles
- L. 86: Styles
- L. 103: Text Boxes
- L. 106: WordArt


## GDP—Start Word

### REFER TO Word Manual

Appendix A: Start Word From Windows; L. 22: File—Save.

Before you type any GDP job in Word, first manually set (or verify) certain Word options! See Appendix A, GDP—Word Settings, for details. See Lesson 22, File—Save, for steps to save a file.




 See GDP Help for steps to start Word to begin Practice exercises or document processing jobs, which begin in Lesson 25.


*To verify your Word version and system information:*

1. From the **FILE** tab, click **Account**.
2. Under **Product Information**, click **About Word** for version details; click **System Info...** for system details; click **OK** to close.

## PRACTICE

1. From GDP's Lesson 21E screen, click **Download File**; save that file to any desired location following the steps in your browser of choice; click **Start Work**; then follow your browser's routine to open this blank, unnamed document in Word.

 In future Practice exercises, GDP will typically launch Word and automatically open a document with an assigned name and content in place.

 Depending on your Windows settings, file extensions may not appear in Word's title bar. Notify your instructor before changing any Windows settings. At home, refer to Windows Help for steps to display file extensions and your browser's Help for steps to download, open, and save files.

2. If a **Protected View** warning displays, click **Enable Editing**. If necessary, click **VIEW, Edit Document**.
3. BEFORE beginning work, ALWAYS convert (upgrade) any Word file opened with **[Compatibility Mode]** in the title bar! From the **FILE** tab, **Info**, click **Convert, OK**. If a dialog box appears prompting you that your document will be upgraded, click **OK**.
4. If **[Read Only]** appears in the title bar, save using a different file name or location.
5. Study the illustration on page 6. Move the mouse over each item. The pointer changes depending upon the task and mouse position.

- **FILE** tab. Displays file management features, such as Info, New, Open, Save, Save As, Print, Share, Export, and Close. When you click Open, the Recent Documents pane on the right lists recently opened documents. The Account and Options buttons are at the bottom of the menu. To exit this view, press **ESC** or click the **Back** button.

Document1-1.docx [Read-Only] [Compatibility Mode] - Word

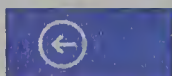
[Read Only] and [Compatibility Mode]



Convert button

Document1.docx - Word

After using **Convert** and saving properly, note that neither **[Compatibility Mode]** nor **[Read Only]** appears in the title bar. You are now ready to begin working.



Back button

## PRACTICE (continued)

- **Quick Access toolbar.** Displays frequently used commands, such as Save and Undo. You can add Word commands to customize it.
- **Title bar.** Displays the name of the current document and the application program. New, unsaved files are assigned a generic name, such as *Document1*.
- **Ribbon.** Displays tabs, such as HOME and PAGE LAYOUT, for quick access to popular Word commands that are organized into groups.
- **Tab.** Includes groups of frequently used commands related specifically to that tab. For example, under the HOME tab, the groups are Clipboard, Font, Paragraph, Styles, and Editing.
- **Group.** Displays groups of commands related to that tab. For example, the Clipboard group includes Paste, Cut, Copy, and Format Painter.
- **Dialog Box Launcher.** Displays a dialog box or task pane with more options related to that group.
- **Ruler.** Horizontal ruler used to set tabs, margins, and indents.
- **Navigation pane.** Displays initially when a new, blank document is opened; click the **Close** button (X) on the top right of the pane to close it.
- **Insertion point.** Shows where text will be inserted next.
- **Mouse pointer.** Shows the position of the mouse. The context-sensitive pointer changes dynamically with the task at hand.
- **Vertical scroll box.** Displays different parts of a document as you drag it up or down.
- **Vertical scroll bar.** Displays one screen of the document at a time as you click on it.
- **Status bar.** Displays information about a document, such as the current page and number of words in the document.
- **Vertical Page Position.** Displays the vertical page position of the insertion point as measured from the top of the page. (If you do not see this item in your Word screen, see Appendix A, GDP—Word Settings, Status Bar, for steps to display it.)
- **Spelling and Grammar Check button.** Displays proofreading and grammatical errors found in the text of a document.
- **View shortcut buttons.** Display different document views, such as Read Mode, Print Layout, and Web Layout.
  - Use **Print Layout** view (Word's default view) unless otherwise directed. Click the second view button to change to the **Print Layout** view.
- **Zoom buttons.** Apply different zoom settings.
- **Zoom slider.** Displays a faraway or close-up view when you drag the slider arrow or click the minus or plus signs.

**Note:** Keep this document open and continue reading.

### REFER TO Word Manual

L. 45: Tab Set—Ruler Tabs

### REFER TO Word Manual

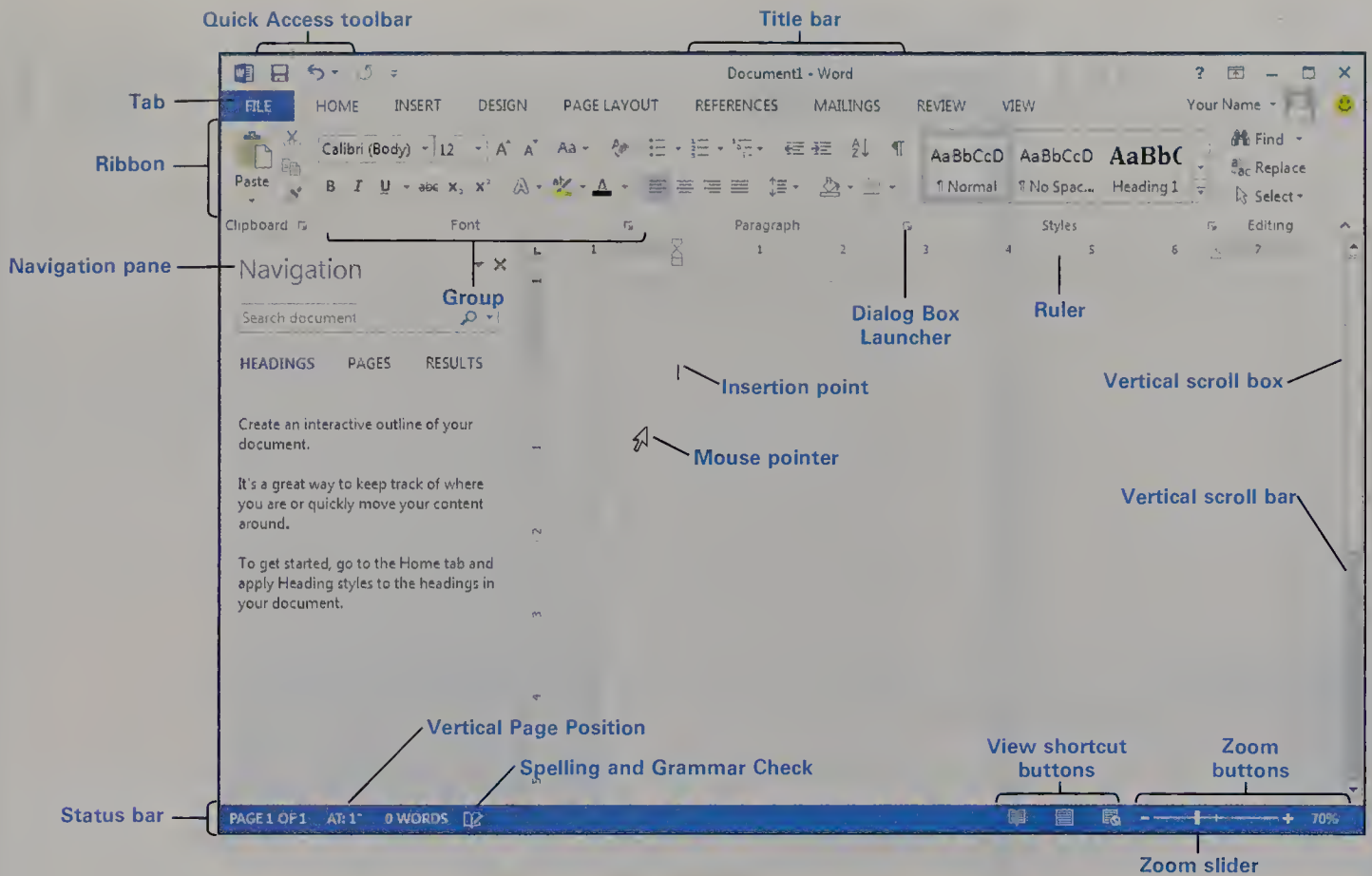
Appendix A: GDP—Word  
Settings, Status Bar

### REFER TO Word Manual

L. 24: Spelling and  
Grammar Check



Print Layout view button



## Choose a Command

A command directs Word to perform some action. You can click on a button to print a document or insert a table. You can choose commands from the Ribbon, Mini toolbars, shortcut menus, or the keyboard using shortcut keys.

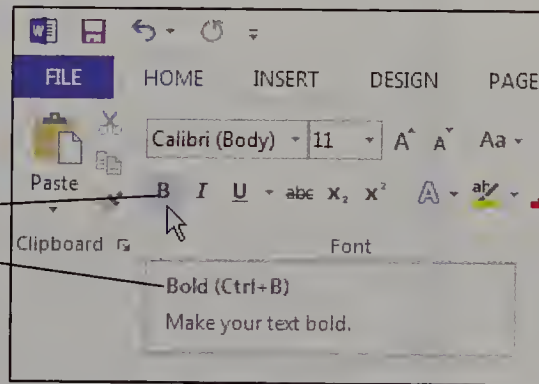
### FROM THE RIBBON

The Ribbon includes the FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW default tabs. Each tab organizes commands into groups of related features. When you click a tab, the Ribbon displays only the command groups related to that tab.

If your mouse has a scroll button, click the **HOME** tab and roll your mouse scroll button to move from one group to the next. Click any button in a group to execute a given command or display a submenu. Click any list arrow to display a submenu. Click any **Dialog Box Launcher** diagonal arrow to open a related dialog box or task pane.

**To display a ScreenTip:** Point to a button (or any item) in each group, and pause briefly. Read the helpful information that displays for that feature. The next illustration shows the ScreenTip for the Bold button.

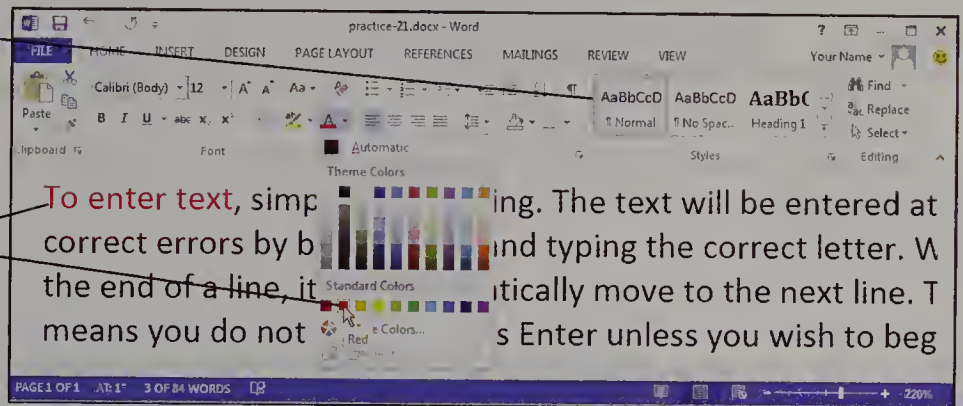
When you point to the command button in each group and pause briefly, you will see a helpful **ScreenTip** including any keyboard shortcuts, such as **CTRL + B** for **Bold**.



Word's Live Preview allows you to see how formatting options, such as font colors and Quick Styles, will look if applied. For example, if you select text and pause over a button (such as a font color button), a Live Preview of the new formatting appears. When you point to the next style, the Live Preview is updated. After previewing, click the desired choice to apply it.

The styles available in the Styles groups vary slightly in upgraded files. Such differences are not cause for concern as they do not affect Word's functionality.

By selecting text (the text shown in red was selected first) and then pointing to various formatting choices, you can instantly see a "live preview" of how those choices would appear.

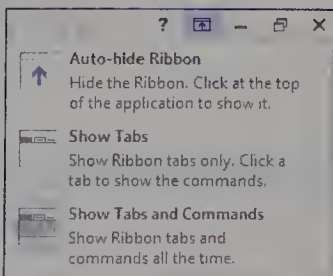


To increase the screen space for the document to more easily view the **Live Preview**, double-click any tab to collapse the **Ribbon** groups. To expand the groups, double-click any tab again.

**Or:** Press **CTRL + F1**.

**Or:** Experiment with the **Ribbon Display Options** button in the upper-right-hand corner of the Word window.

Some tabs are "dynamic" and appear only "on demand" as you work on a given task. For example, if you insert a picture and click it, an on-demand **PICTURE TOOLS** tab appears on the Ribbon with a context-sensitive **FORMAT** tab and related groups. When you click away from the picture, the contextual tab disappears.



**Ribbon Display Options** button



## PRACTICE (continued)

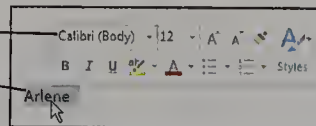
1. Click the **HOME** tab on the **Ribbon** to make it the active tab.
2. From the **Quick Access** toolbar, point to any button, and note the **ScreenTip**.
3. From the **HOME** tab, **Font** group, click the **Dialog Box Launcher**.
4. Note the commands in the **Font** dialog box, and click **Cancel**.
5. Click each tab on the **Ribbon**; note the group names for each tab.
6. Double-click the **HOME** tab to collapse the groups; double-click the **HOME** tab again to expand the groups.

**Note:** Keep this document open and continue reading.

## FROM THE MINI TOOLBAR OR SHORTCUT MENU

Frequently used commands appear in Mini toolbars for quick access. For example, if you select some text and point to the top part of the selected text, a faded Mini toolbar appears. When you move your mouse over the faded Mini toolbar, it brightens so you can click the desired command. You can right-click the selected text to make the Mini toolbar appear along with a context-sensitive shortcut menu.

Point to the selected text or right-click the selected text to display the Mini Font toolbar.



## PRACTICE (continued)

1. Type your first name, and double-click it to select it.
2. Point to the selected text; note the faded **Mini Font** toolbar.
3. Point to the faded **Mini Font** toolbar until it brightens; then click away from the toolbar.
4. Select your first name again, right-click, and note the solid **Mini Font** toolbar and the related choices in the shortcut menu.

**Note:** Keep this document open and continue reading.

## FROM THE KEYBOARD

Key combination shortcuts that start with the **CTRL** key, such as **CTRL + C** to copy, and others, such as **F1** for Help, are used as an alternative to a mouse to execute a command. If a button has a keyboard shortcut, the key combination



will be displayed in a ScreenTip when you point to a button. A handy list of keyboard shortcuts appears on the inside cover of this manual.

Keyboard shortcuts (also known as Key Tips) are available for every button on the Ribbon as an alternative to a mouse click. Press **ALT** to make the **Key Tip** badges appear and to move you out of text entry mode into command mode. Then press the desired **Key Tip** badge letter on the keyboard to make all the **Key Tips** for the commands appear. If you press the wrong **Key Tip** badge letter, press **ESC** to back up one level.

When the **Key Tips** are displayed, use the directional arrow keys to move around the **Ribbon** left or right through the tabs or from the **HOME** or **INSERT** tab, up to the **Quick Access** toolbar. The **Key Tips** will disappear—tap **ALT** twice to make them reappear. When the desired command is highlighted, press **ENTER** to execute it. When the **Key Tips** are displayed, press the **TAB** key and **SHIFT + TAB** to cycle through commands.



## PRACTICE (continued)

1. On the **Ribbon**, click the **HOME** tab.
2. From the **Font** group, point to the **Italic** button, and note the **ScreenTip** and the key combination shortcut, **CTRL + I**.
3. If necessary, double-click your name to select it again.
4. Tap **ALT** to make the **Key Tip** badges appear; then tap **H** on the keyboard to make the **Key Tip** badges appear in the groups under the **HOME** tab. (Wait a few seconds for the **Key Tips** to appear.)
5. Press **I** on the keyboard to bold your name.
6. Tap **ALT** to make the **Key Tip** badges appear; then press the up arrow on the keyboard to move up to the **Quick Access** toolbar from the **HOME** and **INSERT** tabs.
7. Press the down, left, and right arrows to move around the tabs.
8. Tap **ALT** twice to make the **Key Tip** badges appear; then press the **TAB** key and **SHIFT + TAB** to cycle through commands in any group.

**Note:** Keep this document open and continue reading.

## FROM THE QUICK ACCESS TOOLBAR

The Quick Access toolbar is located above the **FILE** and **HOME** tabs. This customizable toolbar displays frequently used commands, such as Save, Undo, and Repeat.

*To add a favorite command to the toolbar:* Click the list arrow to the right of the **Quick Access** toolbar; then click the desired choice. Click **More Commands** to add or remove additional commands.

*To remove a favorite command from the toolbar:* Click the list arrow to the right of the **Quick Access** toolbar; then uncheck the desired choice.



## PRACTICE (continued)

1. Click the **HOME** tab on the **Ribbon** to make it the active tab.
2. From the **Quick Access** toolbar, click the **Undo** button repeatedly until you return to a blank screen.
3. Click the list arrow to the right of the **Quick Access** toolbar, and check **Quick Print** (or verify that **Quick Print** is checked); note the **Quick Print** icon on the toolbar, which sends your entire document to the default printer immediately when clicked.
4. Click the list arrow to the right of the **Quick Access** toolbar, and uncheck **Quick Print**; note the **Quick Print** icon is removed.


**Note:** Keep this document open and continue reading.

## File—Open


*To open a file:*

1. Click the **FILE** tab, and click **Open**.


**Or:** Press **CTRL + O**.

 When you click the **FILE** tab, **Open**, a list of recently opened documents appears under the **Recent Documents** pane. To open a recent document, click the desired document name. To keep a file permanently in the **Recent Documents** list, point to the file name, and click the **Pin** button to the right of the document name. Note that the document name is repositioned above the dividing line in the **Recent Documents** list. To release (unpin) a document, click that document's **Pin** again.

2. Under the **Open** pane, click **Computer**. Under the **Computer** pane, click **Browse**. Note that the **Open** dialog box appears.


 The appearance of your dialog box varies depending on your computer, your Windows version, and your Windows settings. File extensions may or may not appear. Consult Windows Help for steps to display file extensions.

3. Browse to the desired location and file; then double-click the desired file to open it.


 Consult Windows Help for steps to browse to a file. If the desired file does not display, you likely have a file filter in effect. Consult Windows Help for steps to display **All Files (\*.\*)** when you are browsing. If the list of files is too long to display all at once, scroll through the list until the desired file is visible.



## PRACTICE (continued)

 In future Practice exercises, GDP will typically launch Word and automatically open a document with an assigned name and content in place ready for your input. In this exercise, you will practice opening a file manually.


1. Browse to and manually open the file named *practice-21*, which you downloaded previously from the Lesson 21E GDP screen.

 From this point forward, whenever a file opens, do this: (1) If a **Protected View** warning displays, click **Enable Editing**. (2) If necessary, click **VIEW, Edit Document**. (3) From the **FILE** tab, **Info**, click **Convert, OK**. (4) If **[Read Only]** appears in the title bar, save using a different file name or location.

2. Note that the title bar displays the file name *practice-21*.

**Note:** Keep this document open and continue reading below.

## GDP—Quit Word


 See GDP Help for specific steps to quit Word to end a Practice exercise or a document processing job and return to GDP.

 **REFER TO**  
**Word Manual**

Appendix A: Quit Word  
From Windows




## PRACTICE (continued)

 From this point forward, “Return to GDP” means that you follow the standard steps to quit Word and return to GDP as explained in GDP Help.

1. Return to GDP.

2. If you are prompted to save changes, click **Don't Save**.

 See GDP Help for specific steps to repeat or edit this Practice exercise.

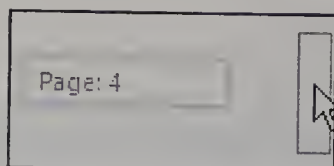
 **GO TO**  
**Textbook**

## Navigate in a File

The insertion point (a blinking vertical bar) shows where text will appear in the document as you type. After scrolling, click at the desired point in the document to move the insertion point. Do not confuse the mouse pointer with the blinking insertion point (cursor). The mouse pointer is typically either an arrow or I-beam symbol that shows the location of the mouse pointer on the screen.

*To navigate through the document:*

To Navigate	With the Mouse	With the Keyboard
Anywhere	Click where desired to position the cursor.	Use the arrow keys to move the cursor.
Through the document	Click the scroll bar (the area above or below the scroll box) to display the previous or next screen.	Press <b>PAGE UP</b> or <b>PAGE DOWN</b> to move up or down a screen at a time.
To a specific page	Drag the <b>vertical scroll box</b> until the desired page appears in the <b>Page number ScreenTip</b> .	Press <b>CTRL + F</b> ; click the <b>Search Document</b> box list arrow, <b>Go To</b> ; in the <b>Enter page number box</b> , type the desired page; click <b>Go To</b> , <b>Close</b> .
To the beginning or end of a document	Drag the <b>vertical scroll box</b> to the top or bottom of the <b>vertical scroll bar</b> .	Press <b>CTRL + HOME</b> or <b>CTRL + END</b> to move to the start or the end of a document.
To the beginning or end of a line	Click at the beginning or end of the line.	Press <b>HOME</b> to move to the beginning of a line or <b>END</b> to move to the end.
Through the pages		Press <b>CTRL + PAGE DOWN</b> or <b>CTRL + PAGE UP</b> to browse up or down a page at a time.



Page number ScreenTip



## PRACTICE

1. From the GDP Lesson 22D screen, click **Download File**; save *practice-22* to any desired location.
2. Click **Start Work**; follow the routine in your browser of choice to open this blank, unnamed document in Word.
3. Manually open and convert (from the **FILE** tab, **Info**, click **Convert, OK**) *practice 22*, the file you downloaded in step 1.
  - 🔔 See Lesson 21, page 4, steps 2-4, to review the routines to open, edit, convert, and save files via GDP.
4. Locate the mouse pointer (an I-beam symbol) and the insertion point (in front of the first word) on the Word screen for *practice-22*.
5. Move the mouse pointer over the **Ribbon**; note that it changes from an I-beam to an arrow.
6. Move the insertion point to the end of the document.
7. Move the insertion point just to the left of the “T” in “This” in line 3.
8. Press **BACKSPACE**; then press the **SPACE BAR** to replace the deleted space.
9. Press **DELETE**; then type T to replace the deleted letter.
10. Move to the beginning of the same line (line 3).
11. Move to the beginning of the document.

**Note:** Keep this document open and continue reading.

## File—Save

When you create a document, Word temporarily stores it in the computer's memory and assigns it a temporary name. To avoid accidental loss of data, save your work frequently on removable media or the hard drive.


*To save a file for the first time:*


1. Click the **FILE** tab, and click **Save**.

**Or:** From the **Quick Access** toolbar, click **Save**.


**Or:** On the keyboard, press **CTRL + S**.

2. From the **Save As** pane, click **Computer**; then click **Browse**.
3. After the **Save As** window appears, browse to the desired folder.

 The folder choice listing, such as the inclusion of a SkyDrive folder, will vary depending on any user customizations.

 If **[Read Only]** appears in Word's title bar, when you save your edited document, you must save with a different file name or to a different file location. The appearance of the **Save As** dialog box will differ depending on your computer, your Windows version, and your Windows settings. File extensions may or may not appear. Consult Help in Windows and your browser of choice for steps to display file extensions and browse to folders. If a dialog box appears prompting you that your document will be upgraded, click **OK**. If **[Compatibility Mode]** appears in the title bar, immediately upgrade the file to Word 2013: from the **FILE** tab, **Info**, click **Convert**, **OK**.


4. If necessary, click the list arrow in the **Save as type** box, and click **Word Document (\*.docx)** to save the file as a Word 2013 document. Word automatically adds the extension *.docx* to your file name, so you don't need to type it.
5. Type the desired file name in the **File name** box, and click **Save**.

 Word automatically inserts an initial file name in the File name box, which usually consists of the first few words in the document. While the temporary file name is still highlighted, type your preferred file name. The temporary name will be deleted automatically and replaced with the name you type. A file name can include upper- and/or lowercase letters, numbers, spaces, and a few common symbols, such as the hyphen or underline.


*To save an existing document:* Click the **FILE** tab; click **Save**.

**Or:** From the **Quick Access** toolbar, click **Save**.

**Or:** On the keyboard, press **CTRL + S**.

 When GDP opens a Word document to begin a document processing job, typically a document with an assigned name opens automatically. When you use **Save**, you will not need to type a file name since the file was already assigned a specific name. However, in this Practice exercise, you will use the **Save** and **Save As** commands to manually save a file. If **[Read Only]** appears in Word's

title bar, when you save your edited document, you must save with a different file name or to a different file location. If a dialog box appears prompting you that your document will be upgraded, click **OK**. If [**Compatibility Mode**] appears in the title bar, immediately upgrade the file to Word 2013: from the **FILE** tab, **Info**, click **Convert**, **OK**.

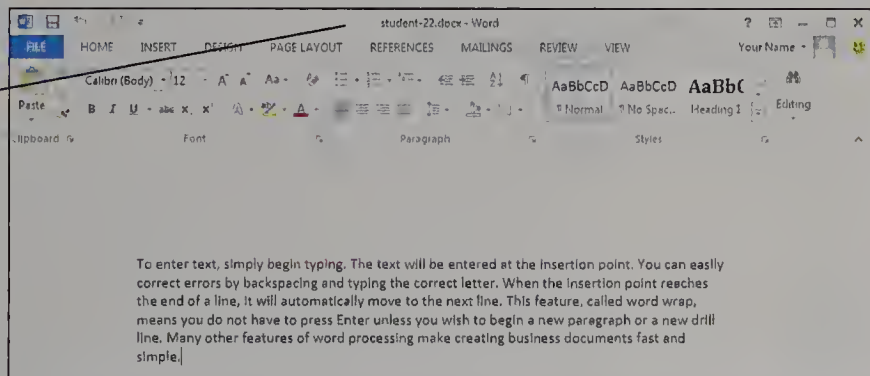
 To save an existing file under a different name or to keep the original version of a file and then make changes to the newly saved file, click the **FILE** tab, and click **Save As**. From the **Save As** pane, click **Computer**; then click **Browse**. In the **Save As** window, in the **File name** box, the existing document name will be highlighted. Browse to a new location if desired, type the new file name, and click **Save**.

 See Appendix C, Saving a Word File in PDF Format, for steps to save a Word document in PDF format.



## PRACTICE (continued)

1. Move to the end of the document, and press **ENTER** 2 times.
2. Type your first name and last name.
3. Click the **FILE** tab, and click **Save As**.
4. Select **Computer** under the **Save As** pane; then click the desired folder under **Recent Folders**, or click **Browse** and browse to the desired location.
5. Save this file with the new file name *student-22*, and click **Save**. Your screen should now look similar to this.



Note that the file name changes to *student-22.docx* after saving. Depending upon your Windows settings, the file extension "docx" may not appear in the title bar.


**Note:** Keep this document open and continue reading.

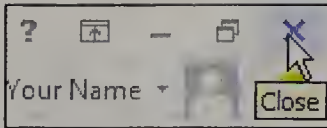
## File—Close

**To close a file:** Click the **FILE** tab, and click **Close**.

**Or:** On the keyboard, press **CTRL + W**.

**Or:** Click the **Close** button in the upper-right-hand corner of the window.

 If the file is a new, unsaved document or an existing document to which you made changes, you will be prompted to save the document. Follow the prompts to save or discard the file as desired.



Close button



## PRACTICE (continued)

1. Move the insertion point to the top of the document, and type today's date; use the **BACKSPACE** key to correct any errors.
2. Press **ENTER** 2 times to insert 1 blank line after the date.
3. Close the document by carefully following one of the steps just explained—do *not* close Word! (*Hint:* Press **CTRL + W** to ensure that you close the document but leave Word open.)
4. Do not save changes. The file, *student-22*, will close, and you will see a blank unnamed document.

**Note:** Keep the blank document open and continue reading.

## File—New

When you start Word outside of GDP, a new blank document (named *Document1* or *Document2*, and so forth) appears on the screen, ready for you to begin typing. See Appendix A: GDP—Word Settings, Modified Normal Style Set, and Style Set—Word 2013 for details on Word default settings inside and outside of GDP. When you finish and close that document using the **Close** button, Word will also close unless there is an additional Word document open.

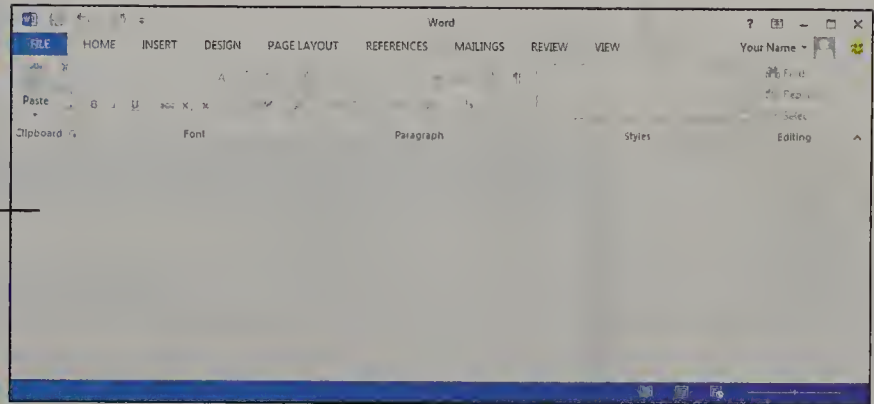
 **To close the Word file but keep Word open:** On the keyboard, press **CTRL + F4** or **CTRL + W**.

**Or:** Click the **FILE** tab, and click **Close**.

Then, either open an existing document or create a new document to continue working.



You cannot type in the blank window that appears when you close the last open document.



**To create a new document:** Press **CTRL + N**.

**Or:** Click the **FILE** tab, and click **New**; click **Blank document** from the list of templates.



## PRACTICE (continued)

1. Press **CTRL + N** to create a new blank document, and type your name.
2. Note the generic file name in the title bar.
3. Open the file named *practice-22*, which you downloaded previously from the Lesson 22D GDP screen.

**Note:** Keep these documents open and continue reading.

## Switch Windows

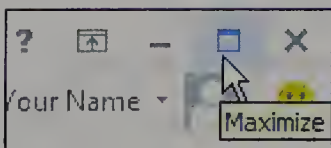
You do not need to close one document before opening another. Several documents can be open at the same time, and you can switch back and forth among them.

**To switch windows:**

1. Click the **VIEW** tab.
2. From the **Window** group, click **Switch Windows**, and click the desired window from the drop-down list.

**Or:** Press **CTRL + F6** on the keyboard repeatedly to toggle through available windows.

**Or:** From the **VIEW** tab, **Window** group, click **Arrange All** to tile all open windows. To return each window to normal size, click the **Maximize** button in the upper-right-hand corner at the top of each window or double-click the title bar on the top window.



Maximize button

Or, Click the desired document button on the **Windows** taskbar.



## PRACTICE (continued)

1. Click the **VIEW** tab.
2. From the **Window** group, click **Switch Windows**; from the drop-down list, click the desired document.
3. Press **CTRL + F6** repeatedly to toggle through the windows.
4. From the **VIEW** tab, **Window** group, click **Arrange All** to tile all open windows side by side.
5. Double-click the title bar in the top window to return it to normal size.
6. Press **CTRL + F6** to open the next window; return that window to its normal size. Repeat these steps for the final window.
7. Close all open files without saving, and return to GDP.



**GO TO**  
Textbook

## Select Text

**To modify existing text:** First select the text you want to change as described next. After you select text, make any changes you wish, such as italicizing, moving, or deleting the text. Selected text appears highlighted as shown:

To enter text, simply begin typing. The text v correct errors by backspacing and typing the the end of a line, it will automatically move t means you do not have to press Enter unless line. Many other features of word processing simple.

Selected text is highlighted.

**To select (highlight) text using the mouse:**

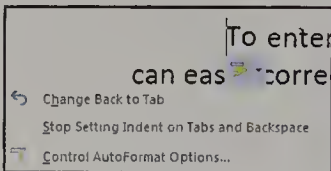
To Select	Do This
Any amount of text	Point and drag over the text you want to select.
Any amount of continuous text	Position the insertion point at the beginning of the desired text. Hold down <b>SHIFT</b> , and press the right and down arrow keys to extend the selection; or click at the end of the selection.
A word (and the space after it)	Double-click the word.
A line	Click in the <b>Selection bar</b> to the left of the line.
A sentence (and the space after it)	Hold down <b>CTRL</b> and click anywhere in the sentence.
A paragraph	Double-click in the <b>Selection bar</b> next to the paragraph (or triple-click anywhere in the paragraph).
The entire document	Triple-click anywhere in the <b>Selection bar</b> (or press <b>CTRL + A</b> ).

**To deselect text (that is, cancel the operation):** Click anywhere on the screen or press any arrow key.

## PRACTICE

### REFER TO Word Manual

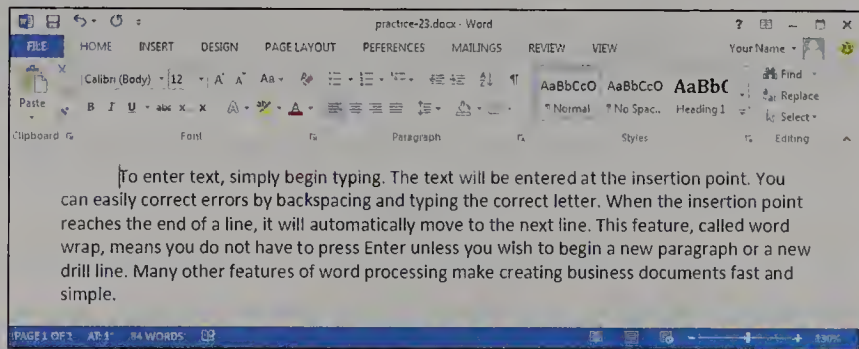
L. 21: GDP—Start Word;  
File—Open; GDP—Quit  
Word  
L. 22: File—Save;  
File—Close  
Appendix A: GDP—Word  
Settings



AutoCorrect Options button

From this point forward, clicking Start Work in GDP will typically launch Word and automatically open a document with an assigned name and content in place ready for input. See Lesson 21, page 4, steps 2-4, to review the routines to open, edit, convert, and save files via GDP. Specific directions to begin a Practice exercise will no longer be given.

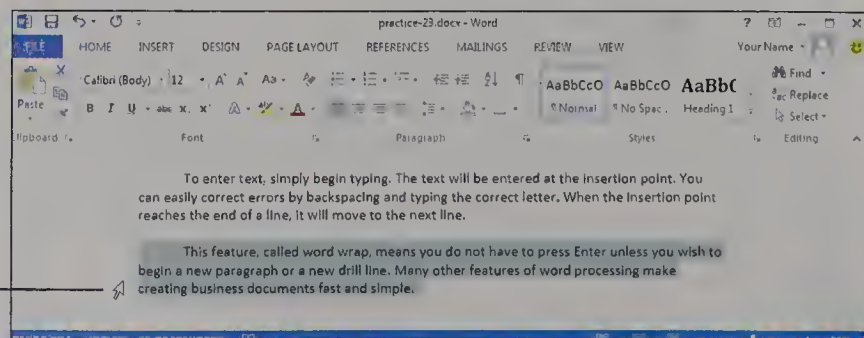
1. Move the insertion point to the beginning of the document.
2. Press **TAB** to indent the first line of the paragraph. (If an **AutoCorrect Options** lightning bolt button appears, click it; and click **Stop Setting Indent on Tabs and Backspace**.) Note that the words “can easily” move to the beginning of the second line.



3. Select the word “automatically” in the third line by double-clicking anywhere in the word; then delete the word by pressing **BACKSPACE**.
4. Move the insertion point immediately to the left of “T” in “This” in line 3. Delete the space to the left by pressing **BACKSPACE**; then start a new paragraph at this point by pressing **ENTER** 2 times. Press **TAB** to indent the line.

If the second paragraph is indented automatically when you press **ENTER**, see Appendix A for help.

5. Select the second paragraph by double-clicking the **Selection bar** area next to the paragraph or by triple-clicking anywhere in the paragraph.

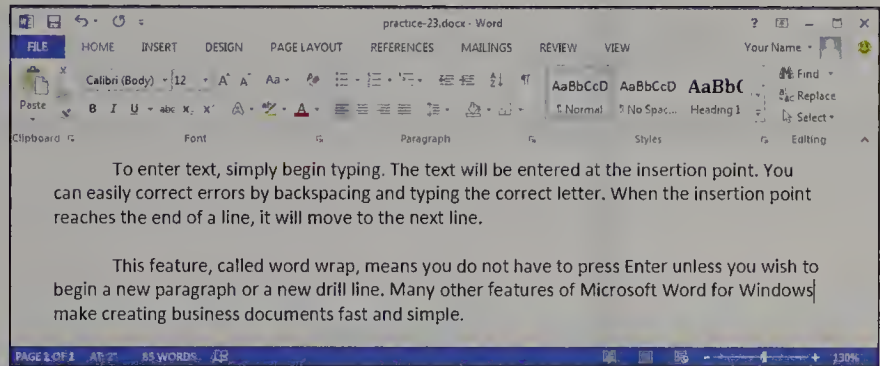


Selection bar area



## PRACTICE (continued)

6. Select the entire document by pressing **CTRL + A**. Now deselect the document by clicking anywhere on the screen or by pressing any directional arrow key. (Pressing an arrow key deselects the text and moves the insertion point to the beginning or end of the document.)
7. Select the words “word processing” in the last sentence. In their place, type Microsoft Word for Windows. Your screen should now look similar to the following illustration:



**Note:** Keep this document open and continue reading.

## Bold

One way of making text (such as a title) stand out is to format it in bold. You can either bold the text as you type or bold existing text. The Bold button “toggles.” Clicking the button once activates Bold; clicking the button again turns it off.

### To bold text as you type:

1. From the **HOME** tab, **Font** group, click the **Bold** button.

**Or:** On the keyboard, press **CTRL + B**.

2. Type the text you want to appear in bold.
3. Click the **Bold** button or press **CTRL + B** again to turn off bold, and note that the text appears in bold on the screen.

### To bold existing text:

1. Select the text you want to appear in bold.



To bold (or unbold) a single word, click inside the word and bold (or unbold) it. It is not necessary to select the word first.

2. Click the **Bold** button.

**Or:** Press **CTRL + B**.



**Bold** button

This is bold text.

This is not bold.

*To remove bold formatting:*

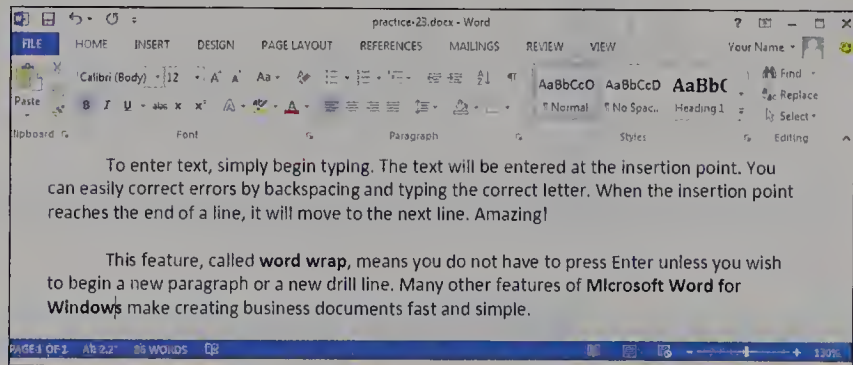
1. Select the text or click inside a single word.
2. Click the **B** button.

**Or:** Press **CTRL + B** again.



## PRACTICE (continued)

1. Move to the end of the first paragraph. Space 1 time after the period, turn on bold, type **Amazing!**, and then turn off bold.
2. Select “word wrap” in line 4, and bold both words.
3. Remove the bold formatting from “Amazing!” in line 3.
4. In the last sentence, select and then bold “Word for Windows.”
5. In the last sentence, click inside the word “Microsoft” but do not select it; then bold it. Your text should now look similar to this:



**Note:** Keep this document open and continue reading.

## Undo/Redo a Command

*To cancel a command before it has been executed or to deselect text:* Press **ESC**, click elsewhere on the screen, or tap any directional arrow key. Once a command has been executed and you realize you made a mistake, you can usually reverse the last several actions.



Undo button


*To undo the most recent action:* From the **Quick Access** toolbar, click the **Undo** button.

**Or:** Press **CTRL + Z**.

**To undo an action other than the most recent one:** Press the **Undo** button or **CTRL + Z** repeatedly, or click the arrow to the right of the **Undo** button to display a list of recent actions. The most recent action is at the top. Select and click the action you want to undo. Clicking an action anywhere below the first one undoes all actions up to and including the selected action.

**To redo a command:** From the **Quick Access** toolbar, click the **Redo** button.

**Or:** Press **CTRL + Y**.

 The **Redo** button is inactive until you first use **Undo**. Then it toggles between **Redo** and **Repeat** as you work.



Redo button



Repeat button



## PRACTICE (continued)

1. Move the insertion point to the end of the document.
2. Press **ENTER** 2 times to begin a new paragraph.
3. Press **TAB**. Type this sentence:

Word processing makes sense (and cents) in the contemporary office.

4. Use **Undo** to undo (delete) the sentence you just typed.
5. Use **Redo** to reinsert the sentence. Your text should look similar to this:

To enter text, simply begin typing. The text will be entered at the insertion point. You can easily correct errors by backspacing and typing the correct letter. When the insertion point reaches the end of a line, it will move to the next line. Amazing!

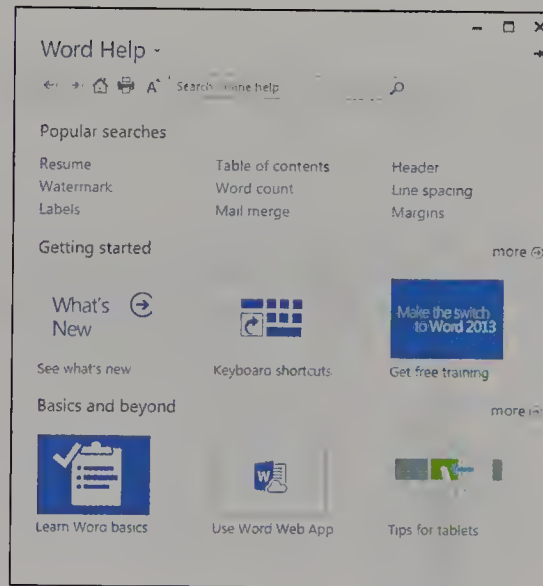
This feature, called **word wrap**, means you do not have to press Enter unless you wish to begin a new paragraph or a new drill line. Many other features of Microsoft Word for Windows make creating business documents fast and simple.


Word processing makes sense (and cents) in the contemporary office.

**Note:** Keep this document open and continue reading.

# Help

Word's extensive online Help is available in many places throughout Word, and help is available in a variety of formats including demos, Microsoft community forums, and training courses.




 Because Word is distributed in a variety of versions with slight differences in each and because it includes Web-based content that changes, your Word Help feature may differ from the steps described below. These differences are not cause for concern. If your features differ, explore any Help features of interest on your own.

## *To open the Word Help home page:*

1. Click the **Microsoft Office Word Help** button in the upper-right-hand corner of the Word window.

**Or:** On the keyboard, press **F1**.

 You might have to press the **Help** button a second time to open the **Word Help** home page.

2. Type any keywords in the **Search online help** box, and click the **Search** magnifying glass button.

3. Explore **Getting Started** and other helpful links for some excellent Word resources.

4. Click the **Home** button any time to return to the **Word Help** home page.



Microsoft Word Help button



Microsoft Word Home button



**To get help while in a dialog box:** Click the **Help** button. (It looks like a question mark and appears in the upper-right-hand corner of the Word window next to the Close button.)

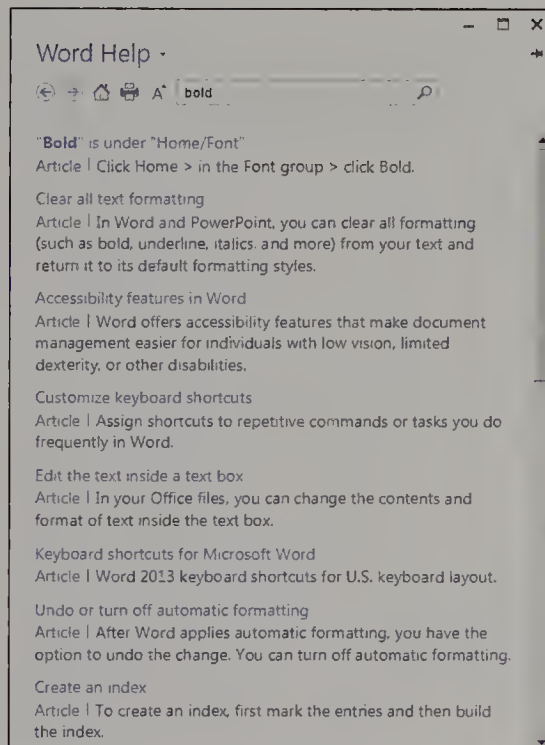
**Or:** On the keyboard, press F1.



## PRACTICE (continued)

 If your Help features differ, explore any Help features of interest on your own.

1. Click the **Microsoft Word Help** button.
2. Type **bold** in the **Search** box, and click the **Search** button.



3. Click any related link of interest for more information.
4. Click the **Home** button to return to the **Word Help** home page.



## PRACTICE (continued)


5. From the **HOME** tab, **Font** group, click the **Dialog Box Launcher**; click the **Help** button to open the **Word Help** window.
6. Close the **Word Help** window.
7. Save the changes to *practice-23* and return to GDP.

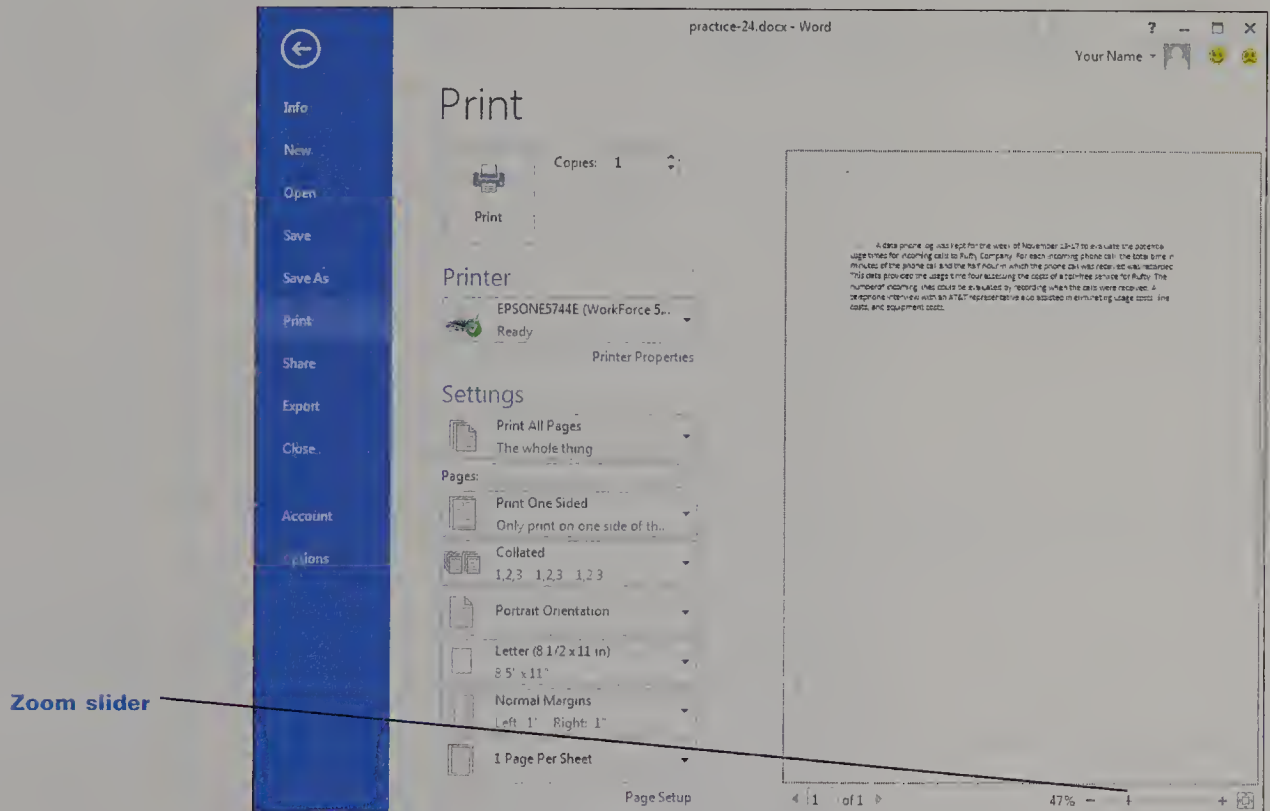


**GO TO**  
Textbook

## Print Preview

*To preview a document before printing:*

1. From the **FILE** tab, click **Print** to open the **File** view.  
**Or:** On the keyboard, press **CTRL + P** or **CTRL + F2**.
2. Note that your formatted document appears as a full page on the right side of the screen, and note the options under **Print**, **Printer**, and **Settings**.
3. Note the **Zoom** slider in the lower-right-hand corner of the screen, which you can use to adjust the zoom level of the print preview for that document.  
 See Zoom on page 34 for details on using the Zoom features.
4. Press **ESC** or click the **Back** button to exit the **File** view and return to the document to make any desired document edits.





## PRACTICE

1. Click the **FILE** tab, **Print**. Your screen should look similar to the preceding illustration.
2. Drag the **Zoom slider** left and right to adjust the zoom level.
3. Press **ESC** or click **Back** to return to the normal document window.


**Note:** Keep this document open and continue reading.

## Spelling and Grammar Check

Word's spelling and grammar tool checks your document for spelling, grammar, and typographical errors. When the automatic spelling and grammar checking feature is active, spelling and grammar are checked as you type. Word marks possible spelling errors with a red, wavy line; possible grammatical and typographical spacing errors with a green, wavy line; and possible incorrect spelling of a word relative to the context (meaning) of the word in that sentence with a blue, wavy line. Begin by verifying that the spacing between words and before and after punctuation is correct. Adjust any spaces as needed.

**To correct a spelling error immediately:** Right-click the word marked with the red (or blue), wavy line to display suggested spellings or corrections; then click the desired choice, such as **Ignore All** or **Add to Dictionary**.

**To correct a grammar error immediately:** Right-click the word marked with a blue wavy line; click the desired choice; or click **Grammar**, and click the desired choice, such as **Ignore Once**, or close the **Grammar** pane if the choices don't apply.

 If your spelling and grammar tools are not working as expected, verify that they are active. For example, if the wavy lines that flag errors are missing, follow the steps in the next section to open the **Proofing** group. Under **Exceptions for**, click the list arrow and select **All New Documents**; uncheck **Hide spelling errors in this document only** and uncheck **Hide grammar errors in this document only**. Next to **Writing Style**, click **Settings** and change any settings as desired. Click **OK** twice.

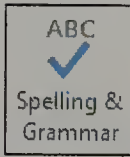
**To activate your spelling and grammar tools:** Click the **FILE** tab, **Options**. Click the **Proofing** group. Under **When correcting spelling and grammar in Word**, verify that these boxes are checked; then click **OK**:

- **Check spelling as you type**
- **Mark grammar errors as you type**
- **Frequently confused words**
- **Check grammar with spelling**

Under **Exceptions for**, verify that these boxes are unchecked: **Hide spelling errors in this document only** and **Hide grammar errors in this document only**. Many Word users prefer to check spelling only and find the grammar check and the corresponding underlines distracting. If you do not wish to check grammar, uncheck the grammar options.

*To manually check spelling and grammar:*

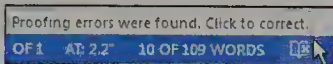
1. From the **REVIEW** tab, **Proofing** group, click the **Spelling and Grammar** button.



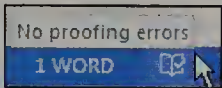
Spelling & Grammar button

**Or:** On the keyboard, press **F7**.


**Or:** On the status bar, click the **Spelling and Grammar Check** button when errors are present. Point to the button with the X, and note the **ScreenTip**: “Proofing errors were found. Click to correct.” Click the button to move to each error. If no errors are found, the button displays a check mark, and this **ScreenTip** displays: “No proofing errors.”



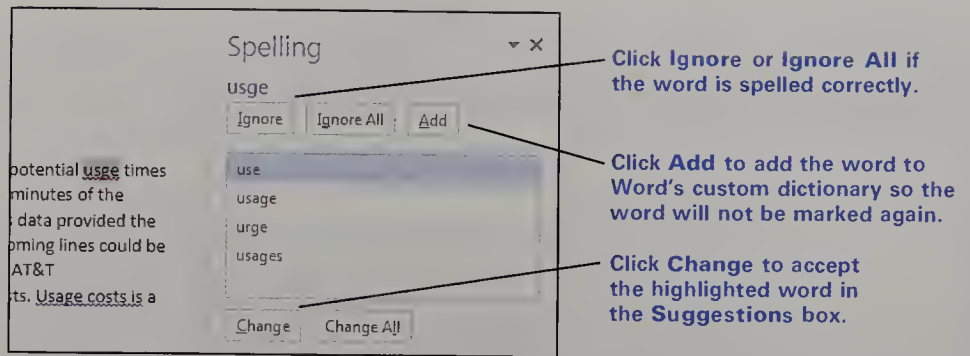
Spelling and Grammar Check button (errors)




Spelling and Grammar Check button (no errors)

2. Note that Word scrolls through the document. If the program finds a problem, it displays the **Spelling** or **Grammar** pane. If a document has both spelling and grammar errors, each pane will appear individually. The next relevant pane will open when all errors in the first pane have been addressed.
3. Each time Word stops for a spelling error, do one of the following:
  - If the highlighted word is spelled correctly, click **Ignore** (or **Ignore All** if you want the speller to ignore all occurrences of this word in your document). Use caution because once you click **Ignore**, Word will no longer mark that text as an error, even if you spell-check the document again.
  - To add the word in question to the custom dictionary so that it will not be marked again, click **Add**. Use caution to avoid adding an incorrectly spelled word to the dictionary.
    -  If you see a **Get a Dictionary** link and wish to install a dictionary to access word definitions, click the link and follow the prompts to install a dictionary.
  - If a word in the **Suggestions** list is the correct spelling, select that word, and then click **Change**.
  - If the correct word is not displayed in the **Suggestions** list, click on the highlighted word in the document and manually correct it.

Omitted words, misused words, or typographical errors that form a new word (such as “sing” for “sign”) are often missed by Word’s spell check! Always proofread documents carefully before submitting them.




 **To remove an incorrectly spelled word from Word's dictionary:** Click the **FILE** tab, **Options**. From the **Proofing** group, under **When correcting spelling in Microsoft Office Programs**, click **Custom Dictionaries**. From the **Custom Dictionaries** window, check the box next to the desired file in the **Dictionary List** box, and click **Edit Word List**. In that dictionary's dialog box, click the desired word, edit it as desired, and click **OK** 3 times.

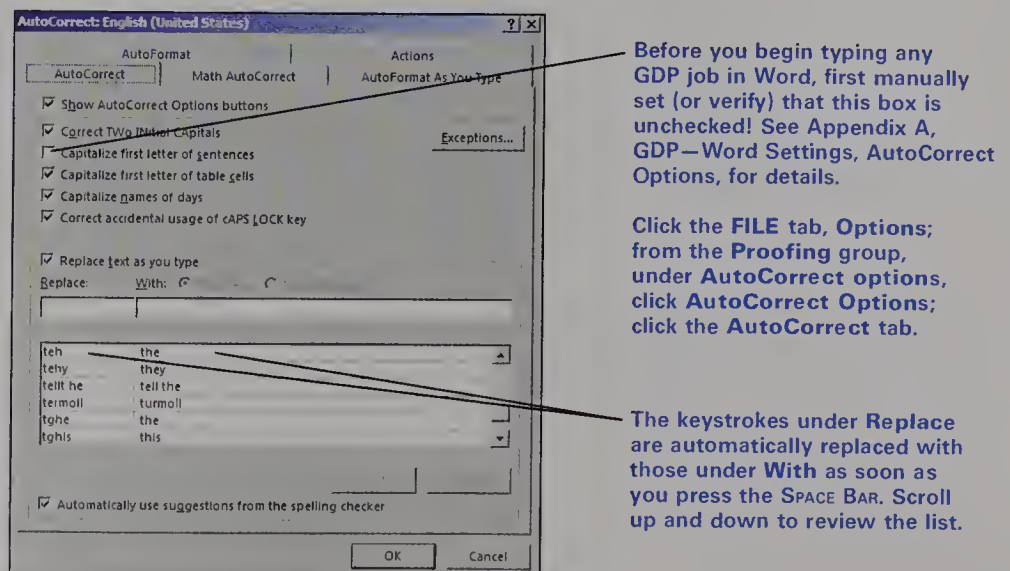
Word's grammar check is often unreliable. Use caution before accepting any suggested changes!

4. Each time Word stops for an error, do one of the following:
  - Compare the description of the error with the suggested correction in the list of suggestions.
  - If the change is appropriate, click **Change**.
  - If the change is not appropriate, click **Ignore**.
5. If you interrupt your spell check, click **Resume** to continue the spell check. When the dialog box appears confirming the spelling and grammar check is complete, click **OK**.

## AUTOCORRECT

Word will automatically correct some common typographical errors immediately after you type them—often without your noticing. For example, if you type “teh” and press the SPACE BAR, Word will automatically change “teh” to “the” on the fly as you type.

 **REFER TO**  
**Word Manual**  
Appendix A: GDP—Word Settings, AutoCorrect Options





## PRACTICE (continued)

1. Verify that your spelling and grammar check tools are active. (Refer to page 29 for steps.)
2. Type this sentence after the last line in the paragraph:

Usage costs is a significant factor to be studied carefully.

3. Next, press **CTRL + HOME** to move to the top of the document; note the words marked with a red, wavy underline and a green or blue, wavy underline. Ignore any other green or blue wavy underlines you might see other than the one under “Usage costs is.” Adjust your zoom level for a closer look.

A data phone log was kept for the week of November 13-17 to evaluate the potential usge times for incoming calls to Rufty Company. For each incoming phone call, the total time in minutes of the phone call and the half hour in which the phone call was received was recorded. This data provided the usage time four assessing the costs of a toll-free service for Rufty. The numberof incoming lines could be evaluated by recording when the calls were received. A telephone interview with an AT&T representative also assisted in eliminating usage costs, line costs, and equipment costs. Usage costs is a significant factor to be studied carefully.

4. From the **REVIEW** tab, **Proofing** group, click the **Spelling & Grammar** button.

**Or:** On the keyboard, press **F7**.

- a. Word highlights and displays “usge” and suggests “usage” as a possible change. Click “usage” and **Change** to accept this suggestion.
- b. Word highlights and displays “Rufty” next. However, “Rufty” is correct, and it occurs throughout the document. Click **Ignore All** so that Word will not mark any other occurrences of this word again.
- c. Word highlights and displays “numberof” next. Click “number of” and click **Change**.
- d. Word highlights and displays “Usage costs is” in the **Grammar** pane and displays “Usage costs are” as a suggestion. Click **Change**.



If Word displays a message saying the spelling check is complete without checking grammar, verify that your grammar check tool is active. Refer to page 29 for details.

- e. When Word displays the dialog box confirming the spelling and grammar check is complete, click **OK**.
- f. Carefully proofread the document after running the spell checker. Note that this error has not been corrected. In line 4, “four” should be “for.” Because “four” is in Word’s internal dictionary, it was not marked. Manually edit and change “four” to “for.”



## PRACTICE (continued)


5. Your lines should now look similar to the following illustration. Save the document.

A data phone log was kept for the week of November 13-17 to evaluate the potential usage times for incoming calls to Rufty Company. For each incoming phone call, the total time in minutes of the phone call and the half hour in which the phone call was received was recorded. This data provided the usage time for assessing the costs of a toll-free service for Rufty. The number of incoming lines could be evaluated by recording when the calls were received. A telephone interview with an AT&T representative also assisted in eliminating usage costs, line costs, and equipment costs. Usage costs are a significant factor to be studied carefully.

**Note:** Keep this document open and continue reading.

## Show/Hide Formatting

When you press a nonprinting key, such as **TAB** or **ENTER**, Word inserts a formatting mark into the document. For example, pressing **TAB** inserts a tab character (→) and indents the line. Pressing **ENTER** inserts a paragraph mark (¶) and starts a new paragraph. Word defines a paragraph as any text or graphic that is followed by a ¶ mark. Formatting marks do not appear on the printed document.


 The directions “insert 1 hard return” or “press **ENTER** 1 time” are synonymous.



Show/Hide ¶ button

**To display formatting marks on the screen:** From the **HOME** tab, **Paragraph** group, click the **Show/Hide ¶** button.

**Or:** On the keyboard, press **CTRL + SHIFT + 8**.

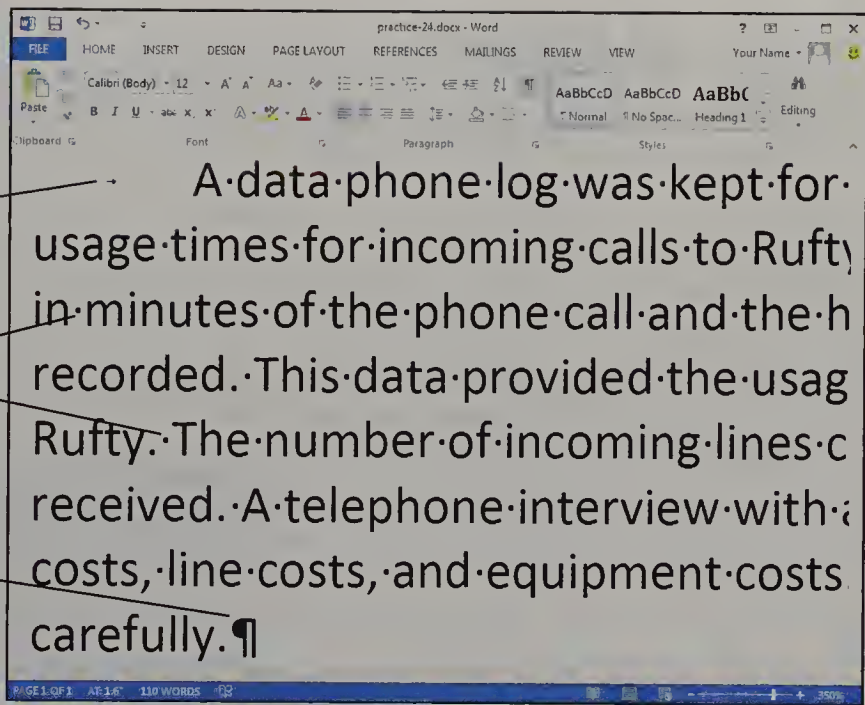
 On the keyboard, press **SHIFT + F1** to display formatting marks and open the **Reveal Formatting** pane with detailed formatting information.



Tab character (→)

Space character (·)

Paragraph mark (¶)



## PRACTICE (continued)

1. From the **HOME** tab, **Paragraph** group, click the **Show/Hide ¶** button.  
**Or:** Press **CTRL + SHIFT + 8** to display the formatting marks.
2. Point to the different formatting marks shown on the screen, such as the tab character, space character, and paragraph mark.
3. From the **HOME** tab, **Paragraph** group, click the **Show/Hide ¶** button.  
**Or:** Press **CTRL + SHIFT + 8** to hide the formatting marks.
4. Select “November 13-17,” and apply bold formatting.
5. With the text still selected, press **SHIFT + F1**.
6. Read the information in the **Reveal Formatting** task pane.
7. Close the **Reveal Formatting** task pane.

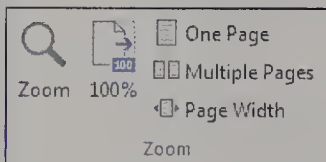
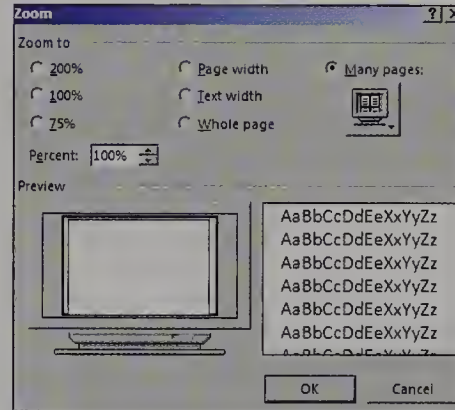
**Note:** Keep this document open and continue reading.

# Zoom

As you format documents, you will need to zoom in to take a closer look at details or zoom out to display a whole page or multiple pages on one screen. You can adjust zoom settings using the VIEW tab, Zoom group options, or use the Zoom level button and the Zoom slider to the right of the status bar.

## *To adjust the zoom level using the VIEW tab:*

1. From the **VIEW** tab, **Zoom** group, click the **Zoom** button to open the **Zoom** dialog box.



Zoom group buttons


2. Note the choices under **Zoom to**.
3. As you click a **Zoom to** option, note the **Preview**.
4. Click the desired view; then click **OK**.
5. Note the buttons in the **Zoom** group for **One Page**, **Multiple Pages**, and **Page Width**.

## *To adjust the zoom level using the Zoom level button and the Zoom slider to the right of the status bar:*

1. Click the **Zoom level** button (the percentage on the slider bar) to display the **Zoom** dialog box. The same choices described earlier can be found there.
2. Click the **Zoom Out** and **Zoom In** buttons as desired.
3. Drag the **Zoom slider** as desired.



Zoom Out (-) button  
Zoom slider (|)  
Zoom In (+) button  
Zoom level (%) button

3.  To hide the marginal white space at the top and bottom of a page, point to the top or bottom edge of any page until the mouse pointer displays double boxed arrows pointing down and up and double-click. Repeat these steps to show white space.



## PRACTICE (continued)

1. Open *practice-24-zoom* by clicking the **Download File** link from the Lesson 24E GDP screen.
2. Click the **Zoom Out** button repeatedly until 2 whole pages display.
3. Click the **Zoom In** button repeatedly until the **Zoom level** button shows **100%**.
4. Drag the **Zoom slider** until the **Zoom level** button shows about **300%**.
5. Turn on **Show/Hide ¶**, and note the detailed formatting marks.
6. Click the **Zoom level** button to display the **Zoom** dialog box.
7. Under **Zoom to**, click **Text width**; click **OK**.
8. From the **VIEW** tab, **Zoom** group, click the **One Page** button, the **Multiple Pages** button, the **Page Width** button, and the **100%** button.
9. Close *practice-24-zoom* without saving.


**Note:** Keep the remaining document open and continue reading.

## Print

*To print the document displayed on the screen:*

1. Save your document.
2. Click the **FILE** tab, and click **Print**.

**Or:** On the keyboard, press **CTRL + P**.

 Use **Quick Print** to immediately print a copy of the entire document on your default printer. See Lesson 21 for steps to add Quick Print to the Quick Access toolbar.

### REFER TO Word Manual

L. 21: Choose a Command,  
From the Quick Access  
Toolbar

3. Click the desired print options under **Print**, **Printer**, and **Settings**.

The screenshot shows the Microsoft Word Print dialog box for a document named 'practice-24-zoom.docx'. The 'Print' button is highlighted. The 'Printer' section shows 'EPSONES744E (WorkForce 5...' as the selected printer. The 'Settings' section is expanded, showing options for 'Print All Pages' (The whole thing), 'Pages' (1, 2, 3), 'Print One Sided' (Only print on one side of th...), 'Collated' (1, 2, 3), 'Portrait Orientation', 'Letter (8 1/2 x 11 in)', 'Normal Margins' (Left: 1", Right: 1"), and '1 Page Per Sheet'. Annotations with arrows point to the 'Print All Pages' list arrow, the 'Pages' box, and the 'Print All Pages' option.

Click the list arrow next to **Print All Pages**; then click the desired choice from the drop-down list.

Click in the **Pages** box and type the desired page range; for example, type "2-4" to print pages 2 through 4.

To print the page currently displayed in **Print Preview**, browse to the desired page; click the list arrow next to **Print All Pages**, and click **Print Current Page**.

To print only a selected part of a document, select the desired text. Click the **FILE** tab, **Print**. Click the list arrow next to **Print All Pages**; then click **Print Selection**.



## PRACTICE (continued)

Check with your instructor before printing anything!

1. Print 2 copies of *practice-24*.
2. If desired, save changes to *practice-24*, and return to GDP.


**GO TO**  
Textbook

Correspondence 25-1 (an e-mail message) is the first document processing job in the textbook. You will use several GDP features regularly from this point on as you work through your document processing jobs—**Scoring**, **Proofreading Viewer**, and the **GDP Reference Manual**.



## REFER TO Word Manual

Appendix A: GDP—Word Settings  
L. 21: GDP—Start Word; File—Open;  
GDP—Quit Word  
L. 22: File—Save; File—Close

 Before you type any GDP job in Word, first manually set (or verify) certain Word options! See Appendix A, GDP—Word Settings, for details. See GDP Help for specific steps to begin and end a document processing job and to return to GDP. See Lesson 21, page 4, steps 2-4, to review the routines to open, edit, convert, and save files via GDP.


## GDP—Scoring


In GDP when you finish a document processing job and quit Word, GDP will provide instructions for submitting your document for scoring and for reviewing your results.

 See GDP Help for details and specific steps for GDP's Scoring feature.


## GDP—Proofreading Viewer

GDP's Proofreading Viewer helps you edit a previous attempt at a document processing job.

 See GDP Help for details and specific steps for GDP's Proofreading Viewer features. The Proofreading Viewer feature is also known as Scoring Results and includes keystroking scoring and formatting alerts.

 See Lesson 69, Find and Replace, for steps to use Find and Replace to find and replace incorrect spaces that might be missed when you proofread, such as an extra space between words or sentences or an extra trailing space following any punctuation in the last line of a paragraph.

## E-Mail a Document

 An open Word document can be sent as the actual e-mail message, or the document can be sent as an e-mail attachment. However, to send any e-mail via Word, Microsoft Outlook must be the default e-mail software client. If you do



## REFER TO Reference Manual

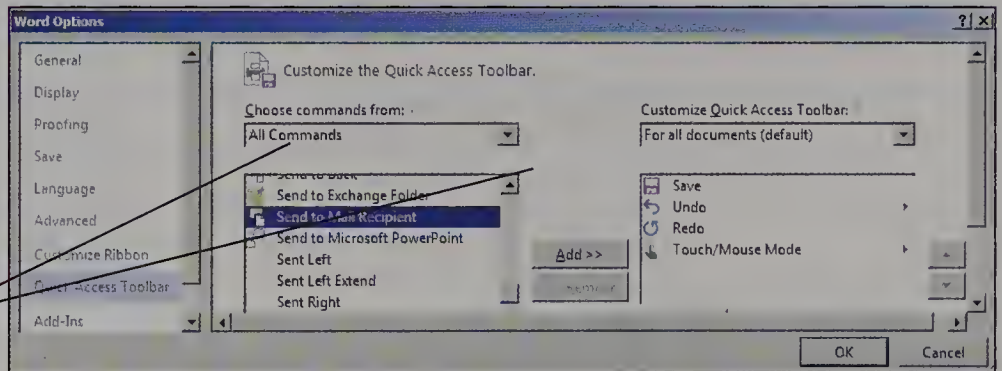
R-5C: E-Mail Message in Microsoft Outlook  
R-5D: E-Mail Message in MSN Hotmail

not use Outlook, complete steps 1–7 only. To send an open Word document as the actual e-mail message, first add the Send to Mail Recipient command to the Quick Access toolbar.

E-mail choices vary, depending on your e-mail software. Most message screens include the To, Cc, and Subject boxes with options to display a Bcc box. The attachment feature is often displayed as a paper clip icon.

### *To send an open Word document as the actual e-mail message:*


1. Open the desired Word file.
2. Click the list arrow next to the **Quick Access** toolbar, and click **More Commands** from the bottom part of the drop-down menu.
3. In the right pane, in the **Choose commands from** list box, click the list arrow; click **All Commands**.
4. Scroll down the list, and click **Send to Mail Recipient**.
5. Click **Add>>**; click **OK**.



Click **Send to Mail Recipient**; then click **Add>>** to add the selected command to the **Quick Access** toolbar.

 To remove the **Send to Mail Recipient** button from the **Quick Access** toolbar, right-click the button and click **Remove from Quick Access** toolbar.

6. From the **Quick Access** toolbar, click **Send to Mail Recipient**.
7. Note that an e-mail header appears at the top of the document and that the **Subject** box contains the document file name.

 If an e-mail header does not appear, your e-mail software is not compatible with this feature and you cannot continue. To hide the e-mail header, click the **Send to Mail Recipient** button again.

8. Fill in the e-mail header boxes as desired, replacing the document's name that appears by default in the **Subject** box with the desired subject line; click **Send a Copy** (or click **Send** when sending an e-mail attachment) to send the e-mail; close the document.

### *To send an open Word document as an e-mail attachment:*

1. Open the desired Word file, click the **FILE** tab, **Share**, **Email**; from the **Email** pane, click **Send as Attachment**.
2. Follow step 8 in the previous section.

See Appendix C, Saving a Word File in PDF Format, for steps to send an open Word document as an e-mail attachment in the more generic PDF format.



## PRACTICE

From now on, before you complete any Practice exercise, first read the related Formatting section in your textbook in preparation for the Practice exercise document. Do not send an e-mail message without consulting your instructor! Before you begin this exercise, first manually set (or verify) certain Word options so that Word behaviors described in steps 5 and 6 will occur as expected! See Appendix A, GDP—Word Settings, AutoFormat As You Type Options, for details.

1. Press **ENTER** to insert blank lines in *practice-25* as many times as needed to arrange the e-mail message in correct format as shown in Lesson 25-F, E-Mail Messages, in the textbook.
2. Click directly before “Uploading” in the first paragraph; type this paragraph; then press **ENTER** 2 times after the paragraph:

As soon as you complete Lesson 10, please schedule a technique check with me. I'll send you an appointment schedule tomorrow. Choose a convenient appointment time and reply to my e-mail message when you have made a selection.

In Word, lines wrap automatically to a second line as you approach the right margin. Do not press **ENTER** when you see a line break in the copy to be typed, which inserts a hard return and forces an incorrect line break. Press **ENTER** only between paragraphs, not within a paragraph.

3. Click the **Show/Hide ¶** button to view ¶ formatting marks, which indicate a hard return. Your document should look like the one that follows. If your line endings are different, remove any unwanted hard returns.

```
Hi, Students:¶
¶
As soon as you complete Lesson 10, please schedule a technique check with me. I'll send you an
appointment schedule tomorrow. Choose a convenient appointment time and reply to my e-
mail message when you have made a selection.¶
¶
Uploading your lessons on time and on a regular basis is absolutely critical to your success in an
online course. The grace period for turning in your work ends next week, so work hard this
week to get on schedule. Send me an e-mail message if you have any questions.¶
¶
Professor Charlene Morimoto¶
E-mail: cmorimoto@fastmail.net¶
```



## PRACTICE (continued)



### REFER TO Word Manual

Appendix A: GDP—Word  
Settings, AutoFormat as  
You Type Options



### REFER TO Word Manual

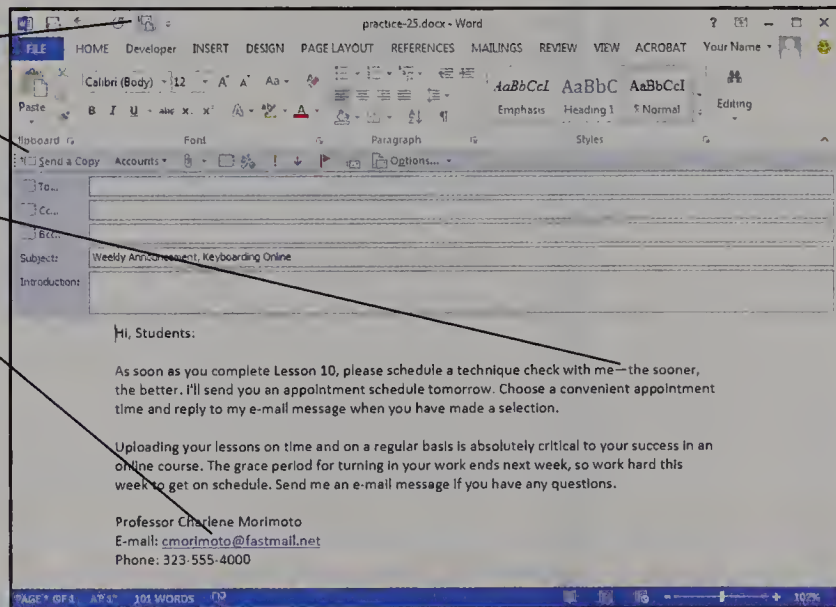
L. 49: AutoCorrect—  
Hyperlink

4. Click directly after “me” just before the period at the end of the first sentence, and type this:  
--the sooner, the better
5. Note that after you type both hyphens (--) followed by “the” and then press the **SPACE BAR**, a solid, formatted em dash (—) appears.
6. Click directly after the last character in the e-mail address, and press **ENTER**; note that the e-mail address is converted to a hyperlink.
7. Type this on the line below the e-mail address:  
Phone: 323-555-4000
8. With your instructor’s permission, follow the steps on page 38 to send an open Word document as the actual e-mail message.
9. Fill in any desired address in the **To** box.
10. Delete the file name in the **Subject** box, type *Weekly Announcement, Keyboarding Online*, and click **Send a Copy**. Your message should look similar to this:

Click the **Send to Mail Recipient** button once to display the e-mail header and again to hide it.

Formatted em dash

Automatic hyperlink




**Note:** Keep this document open and continue reading.



## GDP—Reference Manual

In addition to the printed Reference Manual found in the front of your Word Manual and textbook, an electronic Reference Manual is available via GDP. You should routinely refer to both the electronic GDP Reference Manual and the printed Reference Manual as you complete the Practice exercises and document processing jobs.

 See GDP Help for details and specific steps for GDP's online Reference Manual.



### PRACTICE (continued)

1. Open GDP's online Reference Manual.
2. Explore the contents until you find information on the formatting of e-mail messages.
3. Compare this information to the printed Reference Manual pages R-5C, E-Mail Message in Microsoft Outlook, and R-5D, E-Mail Message in MSN Hotmail, found in the front of your Word Manual and textbook.
4. Save changes to *practice-25*, and return to GDP.



**GO TO**  
Textbook

## Envelopes

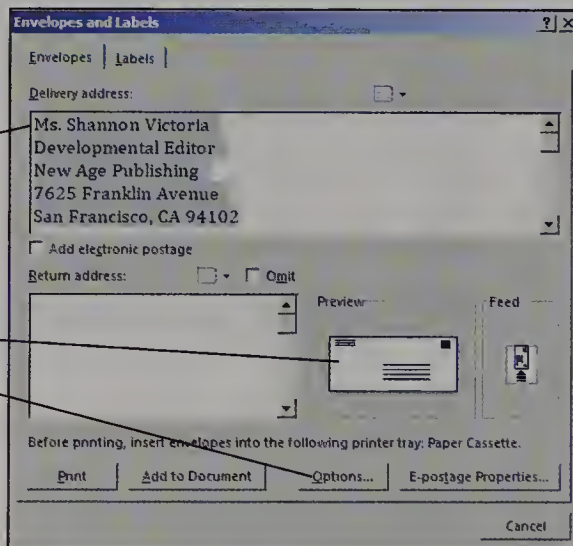
If you type a letter first and then add an envelope, Word automatically inserts the inside address into the envelope Delivery address box.

*To create an envelope:*


1. From the **MAILINGS** tab, **Create** group, click the **Envelopes** button.
2. Click the **Envelopes** tab if necessary.

Word searches your current document for an inside address and inserts it into the **Delivery address** box.

A No. 10 envelope is the default setting. Click **Options** below the **Preview** window to select another envelope size.



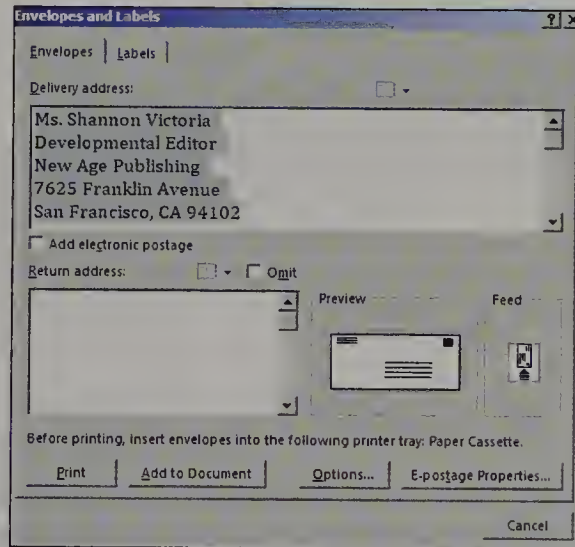
3. If a letter includes an inside address, the **Delivery address** box should display the inside address automatically. Edit the address if necessary. If an inside address is not present, type the delivery address now.
4. Type a return address; if your envelope has a printed return address, delete information in the **Return address** box, or check **Omit**.
5. Insert an envelope into your printer; click **Print**.

 To save the envelope with the document or to change to a different printer, click **Add to Document**.




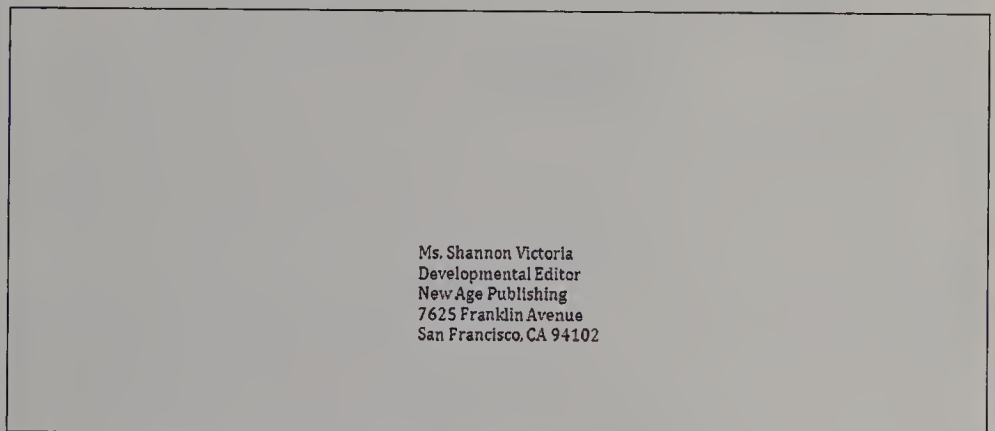
## PRACTICE

1. Press **ENTER** 5 times above the date, delete the date, and type the current date; from the **MAILINGS** tab, **Create** group, click the **Envelopes** button. Your screen should look similar to this (the **Return address** box may be different):



2. Check the **Omit** box to omit the return address, click **Add to Document**, and view the envelope at the top of the page.

 As an alternative, insert a No. 10 envelope into the printer, click **Print** in the **Envelopes and Labels** dialog box, and print the envelope, which would look like this:



3. From the **FILE** tab, click **Close** to close the file, but do not return to GDP. When prompted to save changes to the file, click **Yes**. Word will remain open but no document will be displayed.

**Note:** Keep Word open and continue reading.

## View Gridlines

Word's label feature automatically creates a table structure using the exact dimensions of the selected label product. Since the table structure does not have printed borders, a blank page will appear unless you use View Gridlines to display light blue gridlines around the cell boundaries.

### *To view table gridlines:*

1. From the **HOME** tab, **Paragraph** group, click the list arrow next to the **Borders** button.
  - ❓ Click the list arrow next to the **Borders** button and not the **Borders** button itself, or you will apply the currently displayed border to the table or selected cell.
2. From the drop-down menu, click **View Gridlines**.

### **Or:**

1. Click inside an existing table structure.
2. The on-demand **TABLE TOOLS** tab appears on the ribbon with on-demand **DESIGN** and **LAYOUT** tabs below it. Click the **LAYOUT** tab.
3. From the **Table** group, click **View Gridlines**.

**Or:** From the **DESIGN** tab, **Table Styles** group, click the list arrow under the **Borders** button; click **View Gridlines**.

👁️ Do not confuse **View Gridlines** as explained in this lesson with **Gridlines** under the **VIEW** tab, **Show** group, which is used to align drawing objects and other things.

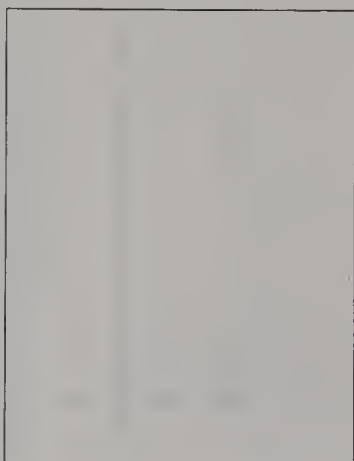
## Labels

It is usually more convenient to print a page of labels and affix them to an envelope than it is to adjust your printer to print envelopes. Labels can be affixed to blank envelopes in place of a typed return address or a delivery address. You can create a single label or a page full of labels.

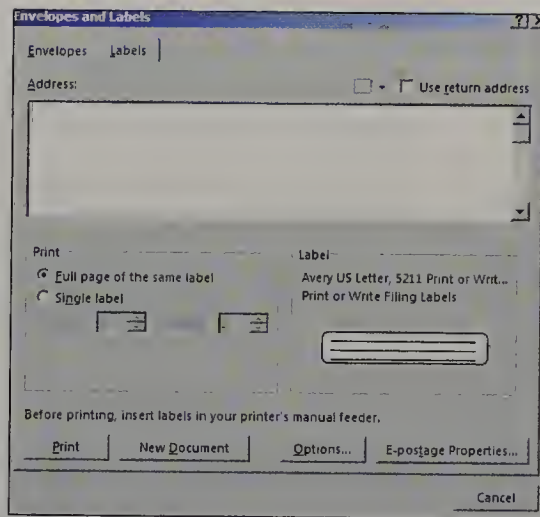
A variety of labels are available from a good office supply vendor. Note the vendor, the label number, and/or the label dimensions because you will be asked to specify the label type when you create labels.

### *To create and print a single label:*


1. Open a new file; from the **MAILINGS** tab, **Create** group, click the **Labels** button.
2. Click the **Labels** tab.



Avery US Letter 5160 label page—View Gridlines active.



3. Type the mailing address in the **Address** box.

 If you open the **Envelopes and Labels** dialog box from an existing document that includes an address such as a business letter, Word will search for an address and insert it automatically.

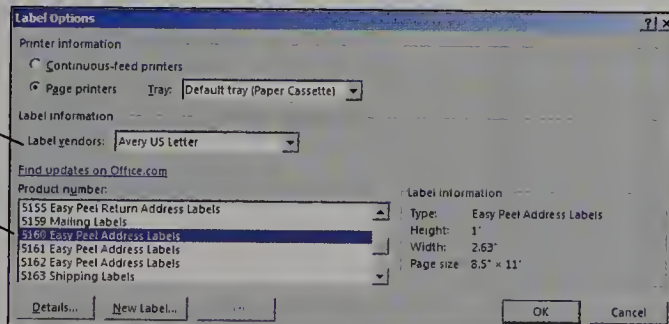
4. Clear the check box for **Use return address**, if necessary.

5. Under **Print**, click **Single label**.

6. Click the **Options** button to open the **Label Options** dialog box.

Click the desired vendor from the **Label vendors** box.

Click the desired product from the **Product number** box. Note the label details under **Label information**.



7. Click the list arrow in the **Label vendors** box to display the list of vendors; click **Avery US Letter** (or the desired vendor).

8. Under **Product number**, click **5160 Easy Peel Address Labels** (or the desired product number); click **OK**, **Print**.

### *To create and print a full page of the same label:*

1. Open a new file; from the **MAILINGS** tab, **Create** group, click the **Labels** button; click the **Labels** tab.

2. Type the mailing address in the **Address** box.

3. If necessary, clear the check box for **Use return address**.

4. Under **Print**, click **Full page of the same label**.

5. Click the **Options** button.

6. Click the list arrow in the **Label vendors** box to display the list of vendors; click **Avery US Letter** (or any desired label vendor); under **Product number**, click **5160 Easy Peel Address Labels** (or any desired product number); click **OK**.

7. Click **New Document**, and print the document.
8. Close the document; when prompted to save changes, click the desired choice.

*To create and print a page of labels with different information on each label:*

1. Skip step 2 in the previous set of steps, and delete any text that might appear in the **Address** box.
2. After completing step 7 in the previous set of steps and before printing, type the different label information in each separate box of the blank label form as desired.



## **PRACTICE** (continued)

1. Open a new, blank Word file. (*Hint: Press CTRL + N.*)
2. From the **MAILINGS** tab, **Create** group, click the **Labels** button.
3. In the **Envelopes and Labels** dialog box, click the **Labels** tab.
4. Select and delete any text that might appear in the **Address** box.
5. Clear the check box for **Use return address** if needed.
6. Under **Print**, click **Full page of the same label**.
7. Click the **Options** button.
8. Under **Label vendors**, click **Avery US Letter**; under **Product number**, click **5160 Easy Peel Address Labels**; click **OK**.
9. Click **New Document** to display a full page of empty labels.
10. From the **HOME** tab, **Paragraph** group, click the **Show/Hide ¶** button to hide formatting marks if necessary.
11. From the **HOME** tab, **Paragraph** group, click the list arrow next to the **Borders** button.
12. From the drop-down menu, click **View Gridlines** to hide gridlines. You should now see a blank page.
13. Click **View Gridlines** again to display the nonprinting gridlines.
14. Type the first block of information in the first label; press **TAB** twice, or click in the next label (middle label in first row), and type the second block of information in the next label:

Ms. Renee Milfuggia  
Stevenson Corporation  
1479 Monroe Street  
Gastonia, NC 28054

Mr. George Shawley  
1014 South Marietta Street  
Grove City, PA 16127


15. Close the document without saving changes.
16. Return to GDP.



## E-Mail—Attachments


The steps to attach a file to an e-mail message vary depending upon your e-mail program. A special symbol (such as a paper clip) denotes an attachment. Refer to your e-mail software's Help feature for steps to include an attachment.

*To send an e-mail message with an attachment from Word:*

1. With your instructor's permission, follow the steps in Lesson 25, E-Mail a Document, and the steps below to e-mail a document.
2. Fill in any desired address in the **To** box.
3. Click the **File** (paper clip icon) button on the e-mail toolbar.
4. From the **Insert File** dialog box, browse to the desired file, click **Insert**, and verify that the desired file is listed in the **Attach** box.
  -  To remove an attachment, right-click the file name in the **Attach** box, and click **Clear**.



## PRACTICE

 Do not send an e-mail message without consulting your instructor!

1. Follow the steps in Lesson 25, E-Mail a Document, to e-mail a document.
2. In the **To** box, fill in any desired address.
3. In the **Subject** box type this:  
MedNet Contact Information
4. Click the **File** (paper clip icon) button on the e-mail toolbar.
5. Download *practice-29-attachment* by clicking the **Download File** link from the Lesson 29L GDP screen; from the **Insert File** dialog box, browse to *practice-29-attachment* and click **Insert**.
6. Verify that the desired file is listed in the **Attach** box.
7. Clear the attached file, and attach it again.
8. Save *practice-29*, and return to GDP.

## Italic and Underline

*To italicize or underline text as you type:*



Italic button



Underline button

plain text

*italic text*

underlined text

1. From the **HOME** tab, **Font** group, click the **Italic** or **Underline** button.


**Or:** Press **CTRL + I** (italic) or **CTRL + U** (underline).

2. Type the text you want italicized or underlined; then click the **Italic** or **Underline** button again to turn off italic or underline.

*To italicize or underline existing text:*

1. Select the text to be italicized or underlined; or for a single word, simply click inside the word.
2. Click the **Italic** or **Underline** button.

**Or:** Press **CTRL + I** or **CTRL + U**.

 **Italic** and **Underline** are toggle buttons. Click the button once to activate the feature and again to deactivate it. To undo this formatting, select the text and then click the desired button.



## PRACTICE

1. Type the first line—underline “not” and italicize the book title, *To Kill a Mockingbird*; press **ENTER** 1 time, and type the second sentence exactly as shown:

I will not have time to read *To Kill a Mockingbird* before Friday.

I will have time to read This Old House.

2. In line 2, underline “will” and italicize the book title “This Old House.”
3. In line 1, remove the underline from “not.” Your copy should look like this:

I will not have time to read *To Kill a Mockingbird* before Friday.

I will have time to read *This Old House*.

4. Save changes to *practice-30*, and return to GDP.





## Alignment



Alignment buttons (Align Left button active)

Four types of alignment are available for text:

- **Left.** Aligns text flush with the left margin (default setting), leaving an uneven right edge.
- **Right.** Aligns text flush with the right margin, leaving an uneven left edge.
- **Centered.** Centers the text between the left and right margins.
- **Justified.** Aligns text flush with both the left and the right margins.

### *To change text alignment:*

1. Click in the desired line or paragraph, or select the desired text.
2. From the **HOME** tab, **Paragraph** group, click the desired alignment button.

**Or:** From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**. From the **Indents and Spacing** tab, under **General**, click the down arrow to the right of the **Alignment** box. Click the desired alignment, and click **OK**.

**Or:** On the keyboard, press **CTRL + L** (left alignment); **CTRL + E** (center alignment); **CTRL + R** (right alignment); **CTRL + J** (justified alignment).



## PRACTICE

1. Turn on **Show/Hide ¶**, and press **ENTER** 5 times to position the insertion point 2 inches from the top of the page.
2. Type the report title, MICHIGAN AVENUE VETERINARY CLINIC (DRAFT), and press **ENTER** 2 times.
3. Type the report subtitle, Recent Trends, and press **ENTER** 2 times.
4. Type the byline, Marcus Smith, and press **ENTER** 2 times.
5. Type the date, July 1, and press **ENTER** 2 times.
6. Note that all the newly typed lines are flush with the left margin because the document originally opened with left-aligned paragraphs.
7. Select the title, subtitle, byline, and date; bold and center the lines.
8. Change paragraph 1 to justified alignment; note that all lines in that paragraph are aligned flush with both the left and right margins.



## PRACTICE (continued)

- Change paragraph 2 to right alignment; note that all lines in that paragraph are flush with the right margin. Your document should now look similar to this:

The screenshot shows the Microsoft Word ribbon with the Paragraph group selected. On the left, four labels are listed: "Left alignment", "Center alignment", "Justified alignment", and "Right alignment". Lines connect these labels to the corresponding alignment icons in the Paragraph group of the ribbon. The document content shows a list of items centered and a paragraph of text justified.

- Save changes to *practice-31*.

**Note:** Keep this document open, and continue reading.

## Font—Size

Font size is measured in points; 1 point (pt.) is equal to  $\frac{1}{72}$  of an inch. The point size refers to the height of a character. Thus, a 12-pt. font is  $\frac{1}{6}$  of an inch tall. Here are some examples of different font sizes you can use.

10-pt. Font Size

12-pt. Font Size

18-pt. Font Size

24-pt. Font Size

GDP's modified Normal Style Set changes the default font from Calibri 11 to Calibri 12. You can easily change the font size in any text you type. However, avoid using too many font sizes in the same document.



### REFER TO Word Manual

Appendix A: GDP—Word  
Settings, Modified Normal  
Style Set

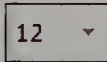
### To change the font size:

1. Position the insertion point where you want to begin using the new font size (or select the text you want to change).
2. From the **HOME** tab, **Font** group, click the down arrow to the right of the **Font Size** box; click the desired font size.

**Or:** Click the **Increase Font Size** or **Decrease Font Size** buttons as desired.

**Or:** Press **CTRL + SHIFT + >** to increase the font size, or press **CTRL + SHIFT + <** to decrease the font size.

**Or:** On the keyboard, press **CTRL + D** to open the **Font** dialog box. From the **Font** tab, under **Size**, click the desired font size; click **OK**.



Font Size box




Increase Font Size button

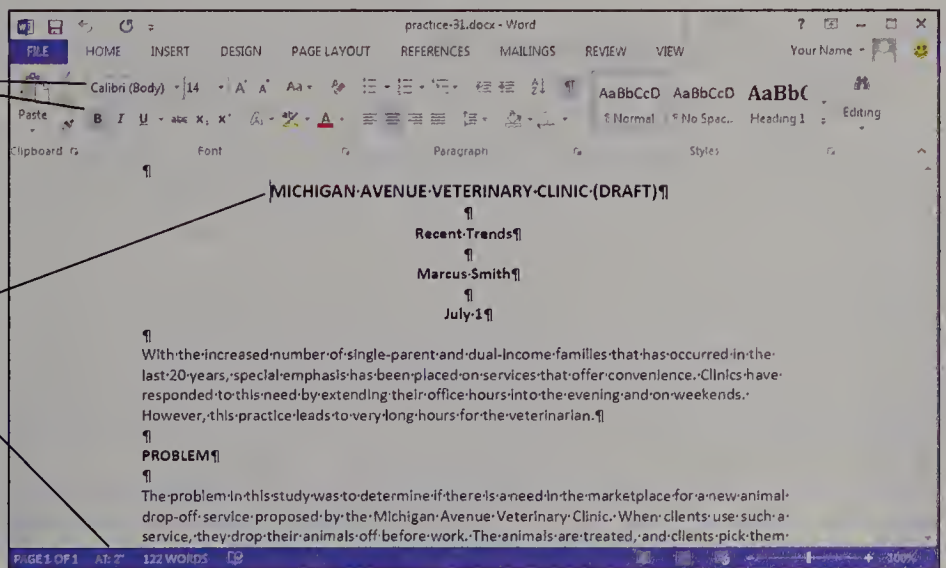


Decrease Font Size button



## PRACTICE (continued)

1. Set alignment to left in both paragraphs.
2. Click inside the title.
3. Look at the **Vertical Page Position** bar on the status bar; note that the insertion point is positioned vertically as follows: **AT: 2"**.  
 If the **Vertical Page Position** bar does not appear on the status bar, see Appendix A, GDP—Word Settings, Status Bar.
4. Select the title, and change the font size to 14 points. (*Hint:* Click in the **Selection bar** area for “one-click” line selection.)
5. Click in the blank line below the first paragraph, press **ENTER** 2 times, and move the insertion point up one line.
6. Type the side heading **PROBLEM**, and bold the heading. Your document should look similar to this:



Title typed in  
Calibri Bold 14 pt.

Vertical Page  
Position bar AT : 2"

7. Save changes to *practice-31*, and return to GDP.




**REFER TO**  
**Word Manual**


Appendix A: GDP—Word  
Settings, Status Bar



**GO TO**  
**Textbook**


## Page Number

 **REFER TO Reference Manual**  
R-8A and R-8B: Multipage Business Report

 **REFER TO Word Manual**  
L. 47: Headers

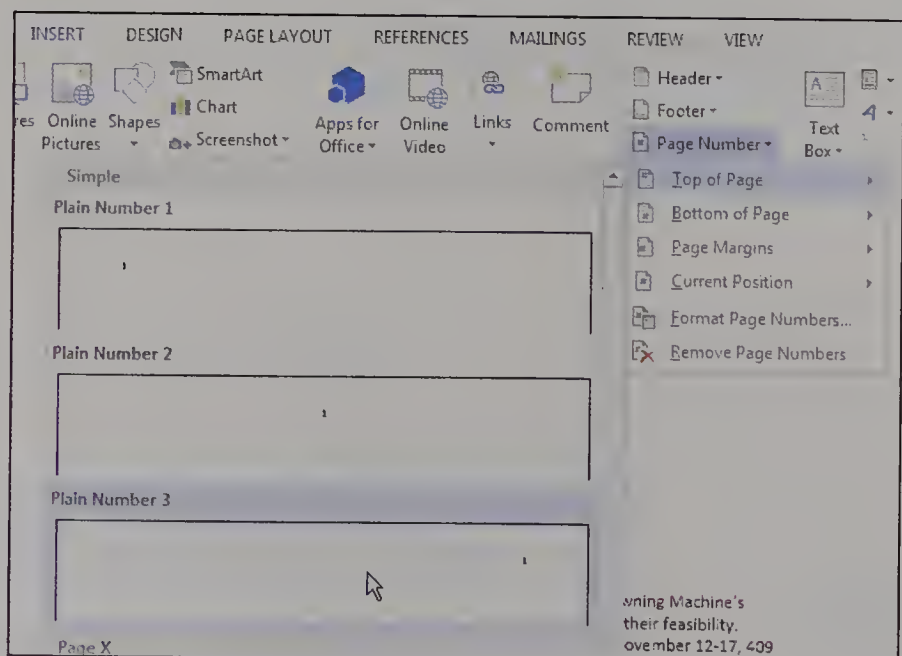
Use the Page Number command to insert a right-aligned page number at the top of the second and subsequent pages in a multipage business report or multipage business letter. The Page Number command inserts a page number field code inside the document header.

A header is any information, such as a page number, that appears at the top of every page. The page number field code increases the page number automatically on each page. If you insert a page number by typing it manually, your document will display the same page number on each page. You can suppress the first-page header so that the page number appears only on the second and subsequent pages. The page number on the first page of multipage letters and reports is usually suppressed (removed).


 If the **Page Number** feature is not behaving as expected: right-click over the header area, and click **Edit Header**. From the **DESIGN** tab, **Options** group, verify that **Different First Page** is unchecked; from the **DESIGN** tab, **Close** group, click **Close Header and Footer**.

*To insert a right-aligned page number inside the header:*

1. From the **INSERT** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3**, from the design gallery.



2. Note that you are now inside the **Header** section with the automatic page number highlighted; note that the on-demand **DESIGN** tab appears.

 In a left-bound report in which the document margins have been changed, do not press **TAB** to position a page number using the preset tabs—the page number will not be aligned correctly; instead, follow the two previous steps.

*To suppress (remove) the page number only on the first page of a multipage document while you are still inside the header:*

1. From the **DESIGN** tab, **Options** group, check **Different First Page**.
2. Note the following: you are still in the **First Page Header** section and the page number is suppressed.

*To close a header and return to the document body:*

1. Double-click anywhere outside the **First Page Header** area inside the document area.

**Or:** From the **DESIGN** tab, **Close** group, click the **Close Header and Footer** button.

2. Note the following: any existing header is now dimmed, the document is active, and the **DESIGN** tab has disappeared.

*To suppress the page number only on the first page of a multipage document after you have closed the header:*

1. Right-click over the header area on any page; click **Edit Header**.
2. From the **DESIGN** tab, **Options** group, check **Different First Page**.
3. Double-click over the body to close the header.

 If the page number is still in the **First Page Header**, select the page number (**CTRL + A**), and cut it (**CTRL + X**).

*To start page numbering with a different number:*

1. From the **INSERT** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3**, from the gallery of designs.
2. From the **DESIGN** tab, in the **Header & Footer** group, click **Page Number, Format Page Numbers**, to display the **Page Number Format** dialog box.
3. From the **Page Number Format** dialog box, under **Page numbering**, click **Start at** and type the desired number in the **Start at** box; click **OK**.

*To remove a header:* From the **INSERT** tab, **Header & Footer** group, click **Header, Remove Header**. Repeat this on the second page if you have suppressed the header on the first page.

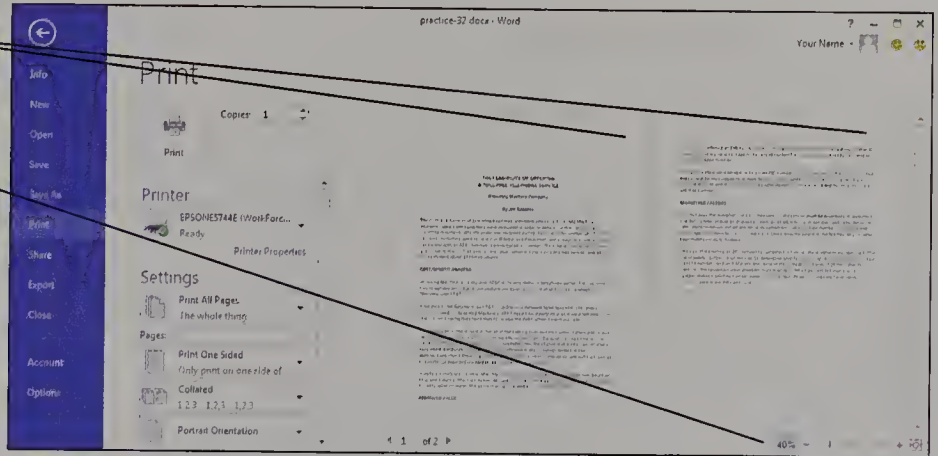


## PRACTICE

1. Use the **Page Number** command to insert a header with right-aligned page numbers.
2. Suppress the page number on page 1.
3. In **File** view, preview the document to verify that the page numbers are positioned correctly. (*Hint: Press CTRL + P.*)

Note that the page number is suppressed (hidden) on the first page and appears on the second page.

Adjust the zoom level until you can see 2 pages at once.



**REFER TO**  
**Word Manual**

L. 24: Zoom

4. Adjust the zoom level until 2 pages display.
5. Save changes to *practice-32*.

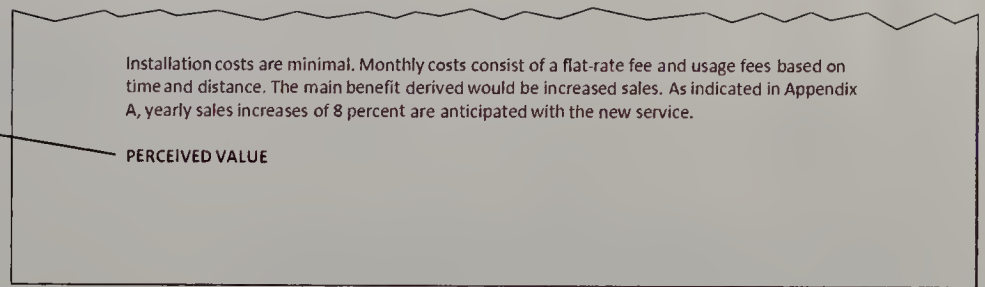
**Note:** Keep this document open and continue reading.

## Page Break

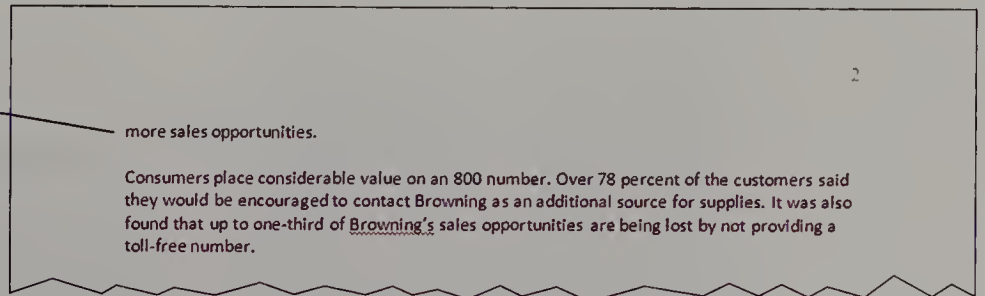
As you type, Word automatically starts a new page when the text on the current page reaches the bottom margin. The page break can change unpredictably to accommodate text as it is added and deleted. These automatic page breaks are not always desirable. Generally speaking, at least 2 continuous lines should remain at the bottom of a page and at least 2 continuous lines should be carried over to the top of the next page.

- A single line at the bottom of a page is a one-liner known as an “orphan.” Never end a page with a single line of a new paragraph or a heading followed by no text.
- A single line of a paragraph (the last line of a paragraph from the previous page) at the top of a page is a one-liner known as a “widow.” You may begin a page with a heading on a line by itself, but never begin a page with 1 line of a paragraph.


**Orphan.** A single line at the bottom of a page.



**Widow.** A single line of a paragraph from the previous page.



A quick way to fix a widow or orphan is to insert a manual page break, which forces a page to end at a particular spot. The problem with this method is that no matter what text is added to or deleted from the document, the page will always end at the manual page break unless you later delete the manual page break. The recommended way to fix a one-liner is to use the Widow/Orphan control feature, which you will learn about later in the Widow/Orphan Control section of this lesson.

 If any document processing jobs have widows or orphans, always use the Widow/Orphan control feature to fix them to avoid GDP scoring errors and alerts. Do not use a manual page break. The information that follows is included for your information only as a method of breaking a page manually (also known as a hard page break) anywhere as desired.

#### *To insert a manual page break:*

1. From the **HOME** tab, **Paragraph** group, click **Show/Hide ¶** to see the **Page Break** formatting symbol.
2. Click where you want to start a new page.
3. From the **INSERT** tab, **Pages** group, click **Page Break**.

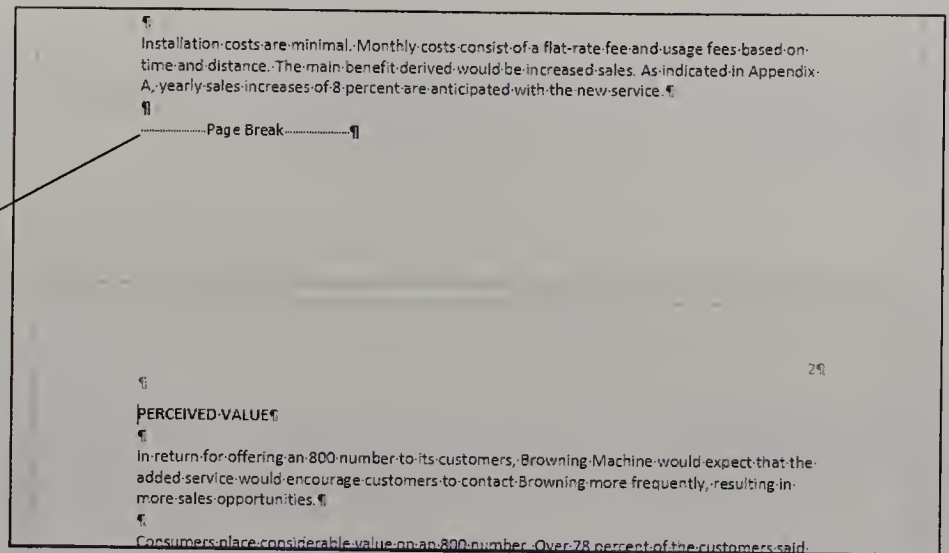
**Or:** On the keyboard, press **CTRL + ENTER**.

#### *To remove a manual page break:*

1. From the **HOME** tab, **Paragraph** group, click **Show/Hide ¶** to see the **Page Break** formatting symbol.
2. Select the **Page Break** formatting symbol; click **DELETE**.

**Note:** The manual page break in the next illustration was inserted to avoid leaving the side heading as a single line (orphan) at the bottom of the first page.

Manual Page Break  
formatting symbol




## PRACTICE (continued)

1. Turn on **Show/Hide ¶**.
2. Click immediately in front of the side heading “PERCEIVED VALUE.”
3. Insert a manual page break.
4. Note the following: the **Page Break** formatting symbol appears on page 1 and the side heading now appears at the top of page 2.
5. Select the **Page Break** formatting symbol and delete it. Remember to use the Widow/Orphan control feature, not manual page breaks, in GDP documents to eliminate one-liners.

**Note:** Keep this document open and continue reading.

## Widow/Orphan Control

The Widow/Orphan control feature, which is on by default and is the recommended method in GDP documents, controls widows and orphans without using hard page breaks. However, because a blank line follows a main heading, the Widow/Orphan control feature will keep the heading with that next blank line that follows; but it will not keep the heading, the blank line that follows it, and the first line of the paragraph together. The “Keep with next” option keeps these lines together so that a single heading or a single line of text will not appear as the last line at the bottom of a page.

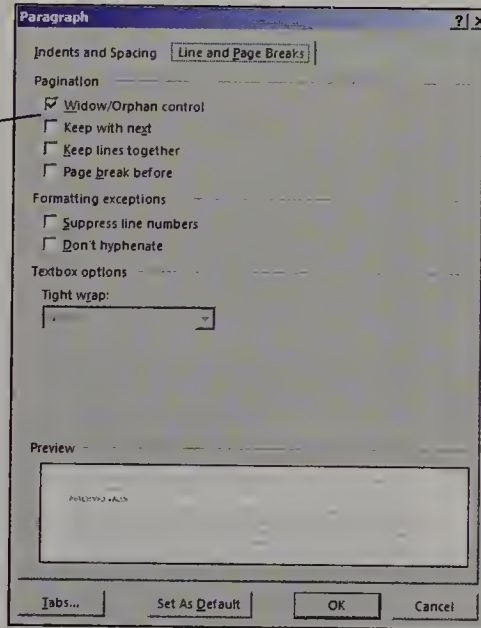
 If you use a Word style to create a heading, Word automatically formats that heading with “Keep with next” paragraph formatting. You will learn about styles in Lesson 86, Styles.




*To verify Widow/Orphan control and to fix one-liners:*

1. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
2. From the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
3. Under **Pagination**, check **Widow/Orphan control** if needed; click **OK**.

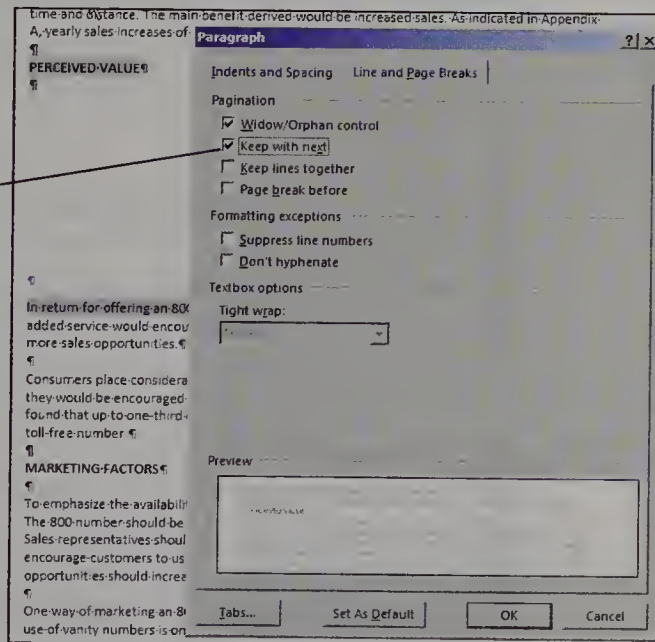
Check Widow/Orphan control.



4. Turn on **Show/Hide ¶** to see formatting symbols.
5. Select the lines you wish to keep together. In this example, select the heading at the bottom of page 1 through the first line of the paragraph that follows it.
6. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
7. From the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
8. Under **Pagination**, check **Keep with next**; click **OK**.

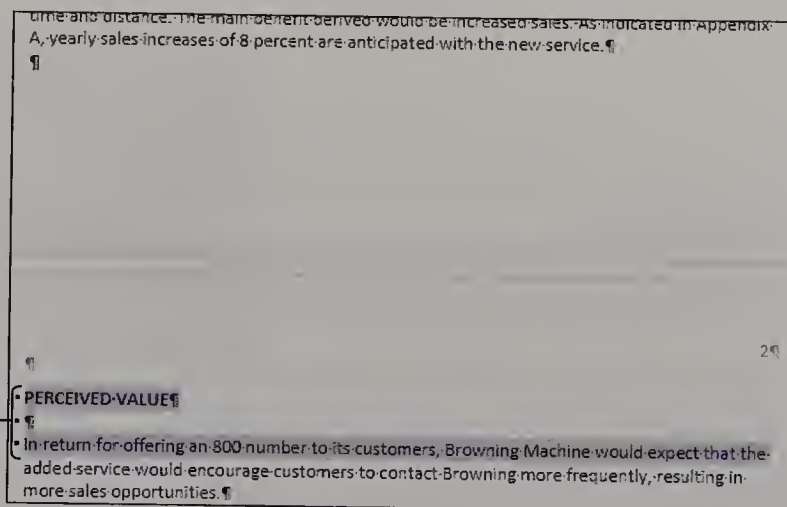
 Do not check **Keep lines together**, or you could get unexpected results.

Check Keep with next.



9. Note that the selected lines remain together on the top of page 2.
10. Note that square bullets (formatting marks indicating that Widow/Orphan control has been applied) appear next to the selected lines. These lines will always remain together on the same page.

Square bullet formatting marks indicate lines that will remain together on the same page.



### To release Window/Orphan control:

1. Turn on **Show/Hide ¶** to see the formatting symbols.
2. Look for lines with the square bullet formatting marks, and select the lines you wish to release.
3. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
4. From the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
5. Under **Pagination**, uncheck **Keep with next**; click **OK**.



## PRACTICE (continued)

1. Select the lines you wish to keep together; in this case, select the heading at the bottom of page 1 through the first line of the paragraph that follows it.
2. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
3. From the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
4. Under **Pagination**, check **Keep with next**; click **OK**.
5. Note that square bullet formatting marks appear next to the selected lines that now appear together on page 2.
6. Release the lines that have been formatted to stay together; note the effect.
7. Undo that action so that the lines are once again formatted to stay together. (*Hint: Press CTRL + Z.*)
8. Save changes to *practice-32*, and return to GDP.




 **REFER TO Reference Manual**

R-12D: Examples of Different Types of Lists

## Bullets and Numbering

To call attention to a list of items, format them with bullets or numbers. If the sequence of the items is important, use numbers; if not, use bullets. The items in the list are automatically indented from the left margin.


 Word's default list indent will be used as standard formatting for lists in the document processing jobs in your textbook and for lists in the Practice exercises.

### *To add bullets or numbers and to end a list:*

1. Press **ENTER** as needed to insert 1 blank line above the list.
2. From the **HOME** tab, **Paragraph** group, click the **Bullets** or **Numbering** button, and type your list of items pressing **ENTER** 1 time after each item.
3. Note that a new bullet or number appears each time you press **ENTER**.
4. To end the list, press **ENTER** 2 times. (The second time you press **ENTER**, the numbers or bullets end, and your insertion point moves back to the left margin.)

**Or:** Press **ENTER** 1 time, and click either the active, highlighted **Bullets** or **Numbering** button 1 time to release it. Your insertion point should move back to the left margin.

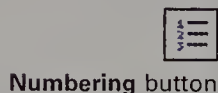
5. Press **ENTER** as needed to insert 1 blank line below the list.

 If bullets or numbers are not behaving as expected: Undo all previous actions related to adding bullets or numbers. Type your list of items unformatted, and insert 1 blank line above and below the list by pressing **ENTER** as many times as needed. Select only the text to be formatted as a list. From the **HOME** tab, **Paragraph** group, click either the **Bullets** or **Numbering** button.

### *To remove bullets or numbers from an existing list:*

1. Select the desired list, or click anywhere inside the desired line.
2. Click either the **Bullets** or **Numbering** button as appropriate.
3. If necessary, from the **HOME** tab, **Paragraph** group, click the **Decrease Indent** button to position the text at the left margin.

**Or:** Right-click and click **Decrease Indent**.



*To change a list number to any desired number:*

1. Point to the desired number in the list, and click to select it. (All the numbers in the list should be highlighted, and the number you clicked should be highlighted in a different color.)
2. Right-click over the highlighted list number to display the shortcut menu.
3. Click **Restart at 1** to restart numbering; or click **Continue Numbering** to continue numbering from a previous list in the document; or click **Set Numbering Value**, and type the desired value in the **Set value to** box.
  - ❓ If necessary, click the **Numbering** button twice right after this to reset the line number value on the selected lines.
  - ⏴ To move a list item, click in the desired line to be moved; then press **ALT + SHIFT + ↑** (the directional up arrow) or **ALT + SHIFT + ↓** (the directional down arrow) as desired.
  - ⏴ If you press the **TAB** or **BACKSPACE** key after typing a list and an unwanted indentation appears, follow these steps to stop these automatic indentations:
    1. Click the **FILE** tab, **Options**.
    2. From the **Word Options** window, click **Proofing** in the left pane; then click the **AutoCorrect Options** button on the right.
    3. In the **AutoCorrect** window, click the **AutoFormat As You Type** tab; uncheck **Set left- and first-indent with tabs and backspaces**.
    4. Click **OK** twice.



## PRACTICE

1. Select the four sentences in the middle that end with question marks, and format them as a numbered list using Word's default list indent.
2. Move the insertion point to the end of the document (*Hint: CTRL + END*).
3. Click the **Bullets** button.
4. Type the following three list items, pressing **ENTER** 1 time between each sentence.

Provide a better understanding of the need for this service.

Define some of the mechanics of the service.

Provide direction on how to introduce this service.

5. Press **ENTER** 3 times after the last sentence, noting that the bullets end after you press **ENTER** 2 times and a blank line is inserted the next time you press **ENTER**.



## PRACTICE (continued)

6. Type the following paragraph:

Although cat owners also represent a large client base for the veterinarian, they were excluded from this study because cats do not have to be licensed.
7. Click anywhere inside the last bulleted item, and click the **Bullet** button.
8. Note that the bullet is removed.
9. Click the **Bullet** button again to reverse these steps.
10. Move to the end of the last sentence, press the **SPACE BAR** 1 time to add a space, type the following sentence, and press **ENTER** 2 times:  
Two more questions must be asked:
11. Click the **Numbering** button and type each question on a separate line:

Should cat owners be surveyed?  
Should the same questions be asked?
12. Click the first number in this list, and use the shortcut menu to change the number of the list to continue numbering from the previous numbered list. Note that the items are renumbered to 5 and 6.
13. Click over the “5” to select it, right-click, and click **Restart at 1**. Note that the items are renumbered to 1 and 2. Your document should look similar to this:

The following problem was addressed in this study to determine the value of this proposed service to dog owners: What is the feasibility of offering an animal drop-off service to dog owners who are customers of the Michigan Avenue Veterinary Clinic? First, these four questions must be addressed:

1. How much value will the new service provide to dog owners?
2. How many potential clients will transfer from their existing veterinarian to take advantage of this new service?
3. What drop-off hours and pick-up hours are preferred?
4. What level of additional personnel and boarding facilities will be required to offer this service?

The purpose of this study is to determine if the Michigan Avenue Veterinary Clinic should invest the resources needed to introduce and maintain a new animal drop-off service. The proposed study would provide these results:

- Provide a better understanding of the need for this service.
- Define some of the mechanics of the service.
- Provide direction for how to introduce this service.

Although cat owners also represent a large client base for the veterinarian, they were excluded from this study because cats do not have to be licensed. Two more questions must be asked:

1. Should cat owners be surveyed?
2. Should the same questions be asked?

14. Save changes to *practice-33*, and return to GDP.

## Line Spacing

### REFER TO Reference Manual

R-8C: Multipage Academic Report

### REFER TO Word Manual

Appendix A: GDP—Word Settings, Modified Normal Style Set; Style Set—Word 2013

You can change the line spacing from single to 1.5 lines, for example, to add an extra half line of space between typed lines. You can also change to double spacing for an academic report to add an extra blank line between typed lines. The precise amount of space between lines is determined partly by the size of the font in use.

If you change line spacing at the beginning of a document, all paragraphs that you type will reflect the new spacing unless you change the spacing again. If you change the line spacing in an existing paragraph or in selected paragraphs, only the lines of that paragraph are changed.

The modified Normal Style Set used in Word documents launched via GDP changes Word's default line spacing from multiple-line spacing set at 1.08 to single-line spacing so that the spacing between lines is not excessively wide. The same style set changes the default spacing after paragraphs from 8 pt. to 0 pt.; therefore, you will continue to press ENTER 2 times to insert a blank line between paragraphs.

**To change line spacing for selected text or an entire document:** On the keyboard, select the desired text or click **CTRL + A** to select the entire document; then follow any of the steps that follow. If you have just started typing, you don't have to select text—just set the desired line spacing.

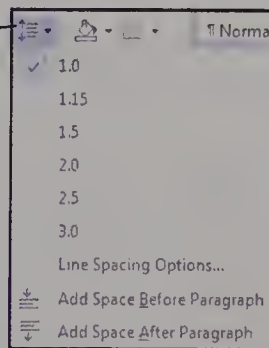
- **CTRL + 1** for single spacing
- **CTRL + 5** for 1.5 spacing
- **CTRL + 2** for double spacing

**Or:** From the **HOME** tab, **Paragraph** group, click the list arrow on the **Line and Paragraph Spacing** button, and click the desired line-spacing option.



Line and Paragraph Spacing button

When you click the list arrow on the **Line and Paragraph Spacing** button, you will see a check by the current line spacing.




Or:

1. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
2. From the **Paragraph** dialog box, click the **Indents and Spacing** tab.
3. Click the down arrow in the **Line spacing** list box, and click the desired line-spacing option; click **OK**.



## PRACTICE

1. Select the entire document with **CTRL + A**, and press **CTRL + 2** to change to double-spacing.
2. Turn on **Show/Hide ¶**, and delete the extra blank lines above and below both lists.
3. Click in front of each paragraph, and press **TAB**. The body of your document should look similar to this:

 If you press **TAB** to indent the first line of the paragraph and then press **ENTER** and the second paragraph is indented automatically, you will need to change an **AutoFormat As You Type** Word option to end this automatic paragraph indentation. See Appendix A, page 207, for steps.

The following problem was addressed in this study to determine the value of this proposed service to dog owners: What is the feasibility of offering an animal drop-off service to dog owners who are customers of the Michigan Avenue Veterinary Clinic? First, these four questions must be addressed:

1. How much value will the new service provide to dog owners?
2. How many potential clients will transfer from their existing veterinarian to take advantage of this new service?
3. What drop-off hours and pick-up hours are preferred?
4. What level of additional personnel and boarding facilities will be required to offer this service?

The purpose of this study is to determine if the Michigan Avenue Veterinary Clinic should invest the resources needed to introduce and maintain a new animal drop-off service.

The proposed study would provide these results:

- Provide a better understanding of the need for this service.
- Define some of the mechanics of the service.
- Provide direction on how to introduce this service.

Although cat owners also represent a large client base for the veterinarian, they were excluded from this study because cats do not have to be licensed.

4. Save changes to *practice-34*, and return to GDP.



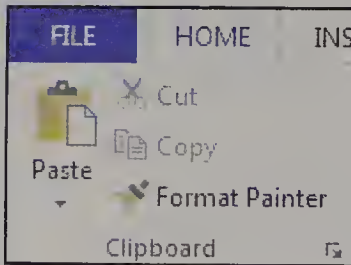
**REFER TO**  
**Word Manual**

Appendix A: GDP—Word  
Settings, AutoFormat As  
You Type Options



**GO TO**  
**Textbook**


## Cut and Copy



Cut, Copy, and Paste buttons

You can copy and/or cut and move text from one part of a document to another. To move text means to first cut (remove) the selected text from one location and then paste (insert) it in another location (either in the same document or in a different document). To copy text means to make a copy of the selected text and then insert (paste) it in another location. Copying leaves the original text unchanged. Cut, Copy, and Paste buttons are found on the HOME tab, Clipboard group.

The Microsoft Office Clipboard allows you to copy several items, such as text and pictures, from Office documents or other programs and paste them into another Office document. Each time you cut or copy an item, you add it to the collection of items in the Clipboard if the Clipboard is displayed. If you remove a selected item using the **DELETE** key on the keyboard, the deleted item is not added to the Clipboard. You can click any item from the list of selected items to paste it into a different place in the current document or move to a new document and paste any item there. You can paste the same item repeatedly.

 When you exit all Office programs, the last item that you copied or cut stays in the Clipboard. When you exit all Office programs and restart your computer, all items are cleared from the Clipboard.

### *To display the Clipboard in the left pane:*

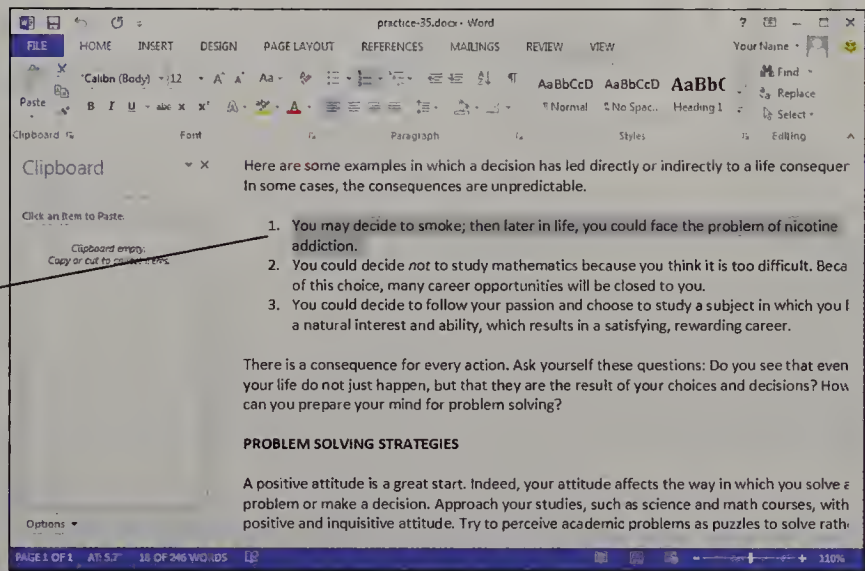
1. From the **HOME** tab, in the **Clipboard** group, click the **Dialog Box Launcher**.
2. Click any item under **Click an Item to Paste** to paste it into your document at the insertion point.
3. Click the **Options** button at the bottom of the pane; then click any desired options for displaying the **Clipboard**.
4. To clear the **Clipboard**, click the **Clear All** button.
5. To close the **Clipboard**, click the **Close** button at the top of the pane.

### *To cut text:*

1. From the **HOME** tab, **Clipboard** group, click the **Dialog Box Launcher** to display the **Clipboard**.
2. In your document, select the text you want to cut and move.



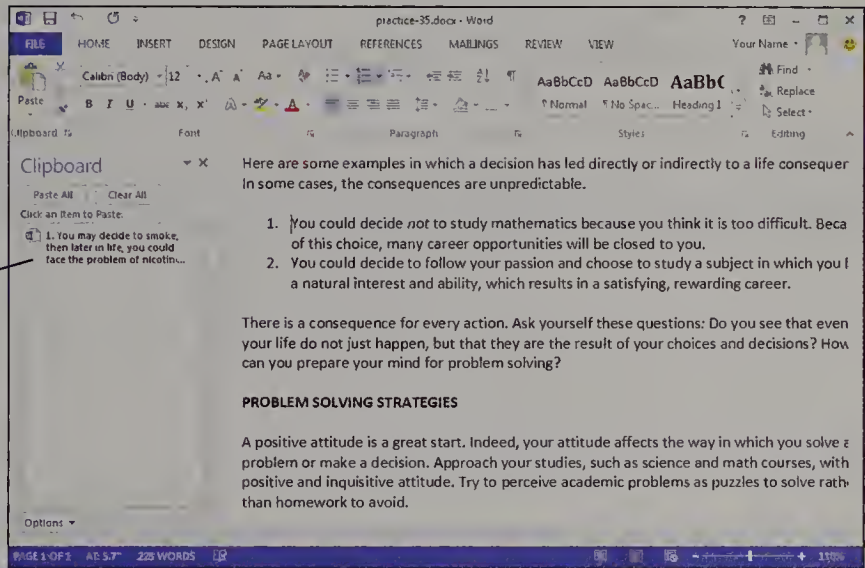
The text to be cut and pasted (moved) is selected.



3. From the **HOME** tab, **Clipboard** group, click the **Cut** button.

**Or:** On the keyboard, press **CTRL + X**.

The selected sentence that was previously cut is automatically copied and now appears in the Clipboard for pasting into any Office document.

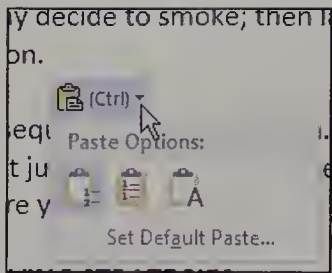


*To copy text:*

1. In your document, select the text you want to copy.
2. From the **HOME** tab, **Clipboard** group, click the **Copy** button.

**Or:** On the keyboard, press **CTRL + C**.

## Paste



Paste Options button

When the Clipboard is active, any text that has been cut or copied goes into the Clipboard and can be pasted once or repeatedly. When you paste text, a Paste Options button appears just below your pasted selection. Press **ESC** to make the button disappear for that instance, or click the **Paste Options** button to choose a desired action from the options list.

The Paste Options list is context-sensitive. Therefore, choices in the options list change depending on the formatting of the source and destination text. Depending on the exact selection, the pasted results can vary. Point to or click each one to preview each choice. If that choice is undesirable, try another one until you're satisfied. Here are a few possible choices:

- **Keep Source Formatting (K)**. Pasted text will appear exactly as it did in the source.
- **Merge Formatting (M)**. Pasted text will match the text that surrounds it.
- **Use Destination Styles (S)**. Pasted text will change itself to match the formatting style of the surrounding text in the destination. Bolding and italics will be retained.
- **Keep Text Only (T)**. All formatting (bullets, numbers, italics, bolding, indents, graphics, and so forth) will be removed from the pasted text; and the pasted text will change itself to match the formatting of the surrounding text in the destination.
- **Continue List (C)**. The pasted list item is merged with the existing list and automatically renumbered.
- **New List (N)**. The pasted list item becomes the last item on the list, but numbering is restarted.

### *To paste text:*

1. Position the insertion point where you want to insert the text. (In the example that follows, the intent is to move the first numbered item that was cut previously to the end of the list. Therefore, the insertion point was placed in the blank line just below the last list item.)
2. From the **HOME** tab, **Clipboard** group, click the **Paste** button to make the cut list item reappear in its new location. (In the example that follows, the items are automatically renumbered to reflect the new order.)

**Or:** On the keyboard, press **CTRL + V**.

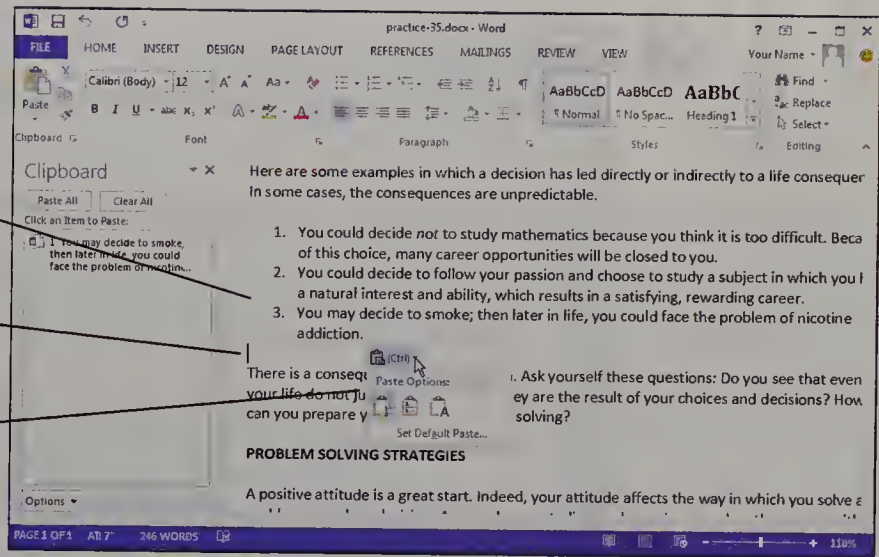
**Or:** On the **Clipboard** pane, under **Click an Item to Paste**, click the cut item.

**Note:** Always review the revised text for accuracy.

The selected sentence is pasted from the **Clipboard** into its new location and renumbered.

Before pasting, place the insertion point just below the point where the text was inserted.

Explore the **Paste Options** for helpful context-sensitive shortcuts for pasting text.



To move text, you can also point to the selected text and drag and drop it into place in the desired location as an alternative to cutting and pasting. The keyboard shortcuts for cut (**CTRL + X**), copy (**CTRL + C**), and paste (**CTRL + V**) are universal to most Windows programs. Therefore, an item cut or copied in Word could be pasted into an Excel spreadsheet and vice versa.



## PRACTICE

1. Display the **Clipboard** and clear it.
2. Turn on **Show/Hide ¶**, and select the first numbered item (“You may decide to smoke . . .”) including the paragraph symbol at the end. (*Hint:* Click inside the sentence; then press **CTRL** and click.)  
**Note:** The list number is not highlighted in the selection because it was created using the Numbering feature as opposed to typing it manually. However, the number will be cut along with the text because you included the paragraph symbol in the selection.
3. Cut the selected list item.
4. Note the following: the remaining list items are renumbered and the cut item appears in the **Clipboard** list.
5. Click in the blank line just after the list.
6. Paste the cut list item.
7. Note that the cut and pasted list item is renumbered “3.”
8. Click the **Paste Options** button, and click **New List (N)**; or with the **Paste Options** still active and visible, type **N**.
9. Note that the pasted item is numbered “1.”
10. Click the **Paste Options** button, and click **Continue List (C)**.



## PRACTICE (continued)

11. Note that the pasted item is numbered “3.”
12. Press **ESC** to make the **Paste Options** button disappear.
13. The list items in your document should be identical to these:

Here are some examples in which a decision has led directly or indirectly to a life consequence. In some cases, the consequences are unpredictable.

1. You could decide *not* to study mathematics because you think it is too difficult. Because of this choice, many career opportunities will be closed to you.
2. You could decide to follow your passion and choose to study a subject in which you have a natural interest and ability, which results in a satisfying, rewarding career.
3. You may decide to smoke; then later in life, you could face the problem of nicotine addiction.


There is a consequence for every action. Ask yourself these questions: Do you see that events in your life do not just happen, but that they are the result of your choices and decisions? How can you prepare your mind for problem solving?

14. Save changes to *practice-35*, and return to GDP.



**GO TO**  
Textbook

## Table—Insert


 **REFER TO**  
**Reference Manual**  
 R-13A: Boxed Table


Tables have vertical columns (identified by a letter, such as Column A) and horizontal rows (identified by a number, such as Row 1). A table cell (identified by the column letter and row number, such as Cell A1) is created where a column and a row intersect. Thus “President” is located in Cell A1, the intersection of Column A and Row 1 in the example below.

	Column A	Column B
Row 1	President	Juanita Cortes
Row 2	Secretary	Rhonda Butler
Row 3	Treasurer	Rachel Corker
Row 4	Faculty Sponsor	Professor Leon South

A table cell creates fixed boundaries around the text you type just as margins do in a document. Therefore, when you type text within a cell, the text wraps to the next line of the cell when it approaches the right cell border. The cell expands vertically to make room for the next line.

When you first insert a table, Word applies borders to all the cells by default. A boxed table has borders all around. An open table does not have any borders. A ruled table has a border on the top and bottom of Row 2 and any total row and the bottom of the last row only. You will learn to remove borders in open and ruled tables in later lessons.

 **REFER TO**  
**Word Manual**  
 Appendix A: GDP—Word  
 Settings, Default Font  
 Size—Table

 If the font inside any table defaults to 11 pt. rather than 12 pt., see Appendix A, Using Microsoft Word in the Workplace, GDP—Word Settings, Default Font Size—Table, for help.

### To insert a table:

1. Position the insertion point where you want the table to start (in this case, at the top of the document).
2. From the **INSERT** tab, **Tables** group, click the **Table** button. Then drag to create a table with the desired number of columns and rows.

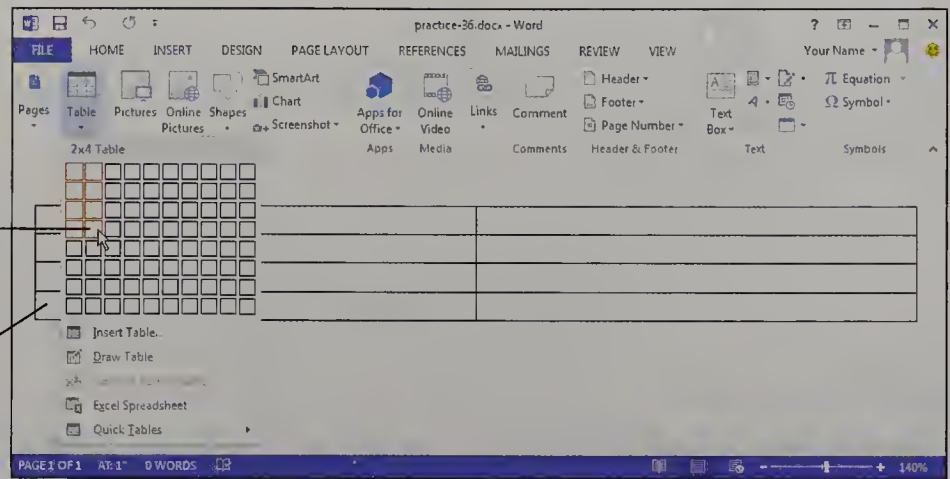
**Note:** A 2-column, 4-row table is shown in the next example. Notice that as you drag, a Live Preview of the table appears in the Word window in the background. When you release the mouse, the table is inserted. An “on-demand” **TABLE TOOLS** tab appears above the Ribbon with a **DESIGN** tab and **LAYOUT** tab below it. These on-demand tabs appear when you click inside a table and disappear when you click outside a table.



Table button

Drag down and/or across this table grid to create a table.

Note the Live Preview on the Word document screen behind the table grid.



**Or:** From the **INSERT** tab, **Tables** group, click the **Table** button, **Insert Table**. The **Insert Table** dialog box appears. Type the number of columns you want in the **Number of columns** box; for this example, type 2. Press **TAB**, and type the number of rows in the **Number of rows** box; for this example, type 4. Click **OK** to insert the table into your document.

3. Turn on **Show/Hide ¶**; note that the insertion point is in Cell A1, the table move handle appears above Cell A1, and table end-of-cell markers appear at the beginning of each cell and outside the last cell in any row. (These table formatting codes will be used in later lessons.)

When the insertion point is inside a table, the "on-demand" **TABLE TOOLS** and **DESIGN** and **LAYOUT** tabs appear.

Table move handle

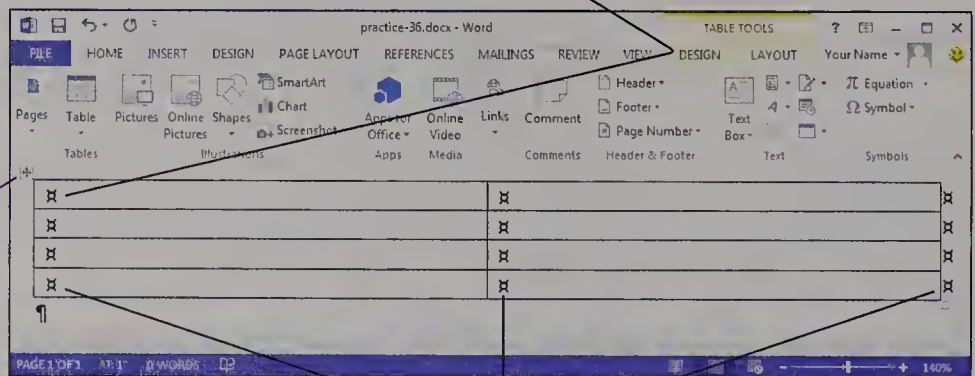


Table end-of-cell markers

4. Type text inside the cells as desired. Cells will expand automatically to accommodate longer text.

**?** If you press **ENTER** by accident, an additional blank line will be added to the cell. Press **BACKSPACE** or click **Undo** to delete the unwanted line.

**To move the insertion point from cell to cell:** Click the desired cell with the mouse, or press **TAB**.

**To move the insertion point to the previous cell:** Press **SHIFT + TAB**.

**To move the insertion point up or down the rows:** Use the arrow keys.

**To insert an additional row:** Click in the last cell, and press **TAB**.

**Or:** Turn on **Show/Hide ¶**, click immediately to the right of any row just before the table end-of-cell marker, and press **ENTER**.

**To move a row up or down:** Click inside the row to be moved; then hold down **ALT + SHIFT + ↑** or **ALT + SHIFT + ↓**.



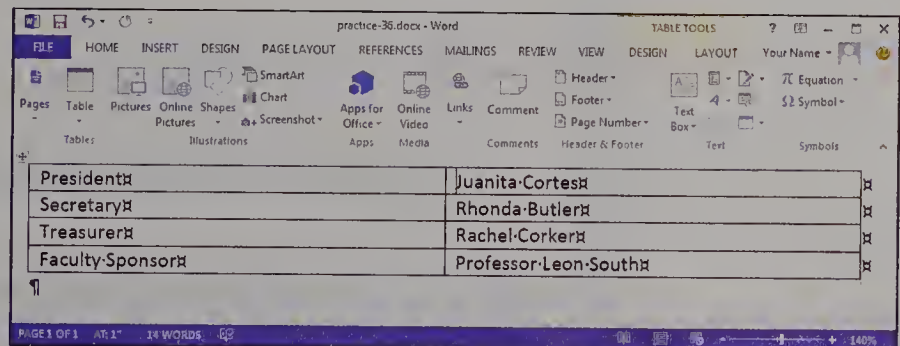
## PRACTICE

1. Insert a table with 2 columns and 4 rows, click in Cell A1, and type President.
2. Press **TAB** to move to Cell B1, and type Juanita Cortes.
3. Press **TAB** (not **ENTER**) to move to Cell A2, and continue typing the entries as shown below:

Secretary	Rhonda Butler
Treasurer	Rachel Corker
Faculty Sponsor	Professor Leon South

**?** If you are in the last cell of a table (Cell B4 in the example above) and you press **TAB**, an additional row will be inserted. Click the **Undo** button to remove the unwanted row.

4. Turn on **Show/Hide ¶**. Your finished table should look like this:



5. Save changes to *practice-36*.

**Note:** Keep this document open and continue reading.


## Table—AutoFit to Contents

To resize the width of columns in a table to fit the contents in that table using **AutoFit to Contents**:

1. Select the table. (See Lesson 37.)
2. From **TABLE TOOLS, LAYOUT** tab, **Cell Size** group, click the list arrow under **AutoFit**, and click **AutoFit to Contents**.

**Or:** Select the table (see Lesson 37), right-click any table cell, and click **AutoFit, AutoFit to Contents**.

**Or:** Select the table, and double-click on the right border of any cell.

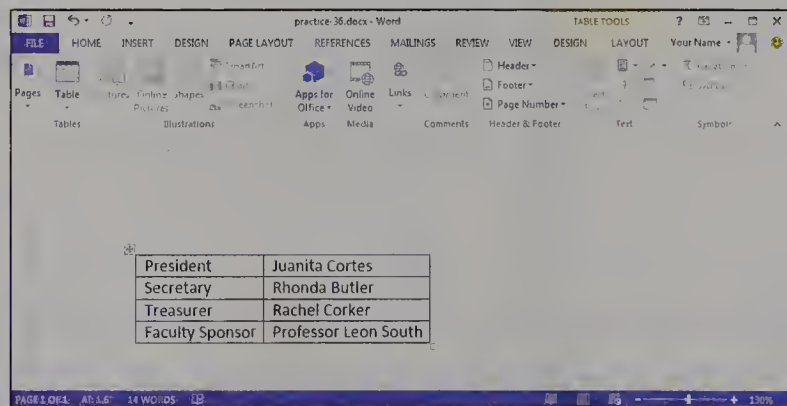
 If any of the lines wrap incorrectly when you use the **AutoFit** feature, point to the cell border to the right of the column until you see a double-sided arrow and double-click.

3. Note that the table has been resized to accommodate the longest word or words in each column.



## PRACTICE (continued)

1. Select the table, and right-click anywhere inside the table.
2. Click **AutoFit, AutoFit to Contents**, and turn off **Show/Hide ¶**. Your finished table should look like this:



3. Save changes to *practice-36*, and return to GDP.






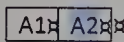


## Table—Merge Cells

 **REFER TO Reference Manual**  
R-13B: Open Table

Table titles (and subtitles, if used) are typed in the first row of a table. Merge all the cells in Row 1 to form one continuous cell; then type the title centered, in bold and all caps, using a 14-pt. font. Type the subtitle on the line below the title centered and in bold in upper- and lowercase, 12-pt. font. Insert 1 blank line below the subtitle or below the title if it appears alone.

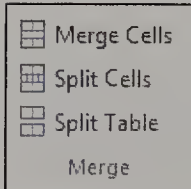
*To select in a table with Show/Hide ¶ on:*

	To Select	With Mouse	With Mouse and Keyboard
A cell		Click the <b>table end-of-cell marker</b> .	
A row		Click just to the left of the row.	
A column		Click the top border of the column.	
Multiple adjoining cells		Drag across and down as desired.	Click in Cell A1, hold down <b>SHIFT</b> , then click in the last cell (B2).
A table		Point to the top corner of the first cell (A1); click the <b>Table Move Handle</b> .	Click inside the table; under the <b>TABLE TOOLS, LAYOUT</b> tab, <b>Table</b> group, click <b>Select; Select Table</b> ; or press <b>ALT + SHIFT + 5</b> on the numeric keypad (with <b>NUM LOCK</b> active).
Text in the next or previous cell			Press <b>TAB</b> or <b>SHIFT + TAB</b> . (Selected text will be deleted with the first keystroke.)

### To merge several cells into a single cell:

1. Select the cells you want to merge.

Site Visitation	September 13-16	Alan C. Wingett
On-Site Interviews	September 14-15	Chad Spencer
Preliminary Decisions	September 23	Sherri Jordan
New York Visits	October 4-7	Pedro Martin
Evaluation Conference	October 8	Sherri Jordan
Final Decision	October 10	Gerald J. Pearson



Merge Cells button

2. Under **TABLE TOOLS, LAYOUT** tab, **Merge** group, click **Merge Cells**, or right-click over the selected row and click **Merge Cells**.
3. Type the desired information in the merged cell, select the table, right-click, and click **AutoFit, AutoFit to Contents**.

<b>VICE-PRESIDENTIAL SEARCH SCHEDULE</b> Harry Wesson, Coordinator		
Site Visitation	September 13-16	Alan C. Wingett
On-Site Interviews	September 14-15	Chad Spencer
Preliminary Decisions	September 23	Sherri Jordan
New York Visits	October 4-7	Pedro Martin
Evaluation Conference	October 8	Sherri Jordan
Final Decision	October 10	Gerald J. Pearson



## PRACTICE

1. Select Row 1, and merge the cells.
2. Type this title in all caps, 14-pt. font size:  
VICE-PRESIDENTIAL SEARCH SCHEDULE
3. Bold and center the text in Row 1.
4. Press **ENTER**, and type this subtitle centered in bold, 12-pt. font size:  
Harry Wesson, Coordinator
5. Press **ENTER** 1 time to insert a blank line after the subtitle.
6. Save changes to *practice-37*.

**Note:** Keep this document open, and continue reading.

## Table—Borders

Borders are the lines that surround each cell within a table. Word applies borders by default when a new table is inserted to create a boxed table. To create an “open” table, remove the borders from a boxed table.

**Note:** Advanced borders features are covered in these lessons:

- Lesson 39: Remove and apply borders to create a ruled table.
- Lesson 51: Apply a bottom border to the first row of a resume.
- Lesson 86: Apply a border to the bottom of a header.
- Lesson 111: Apply advanced customized borders and shading.

When borders are removed, use **View Gridlines** to see the light, nonprinting blue gridlines to guide you as you enter text. This table has no borders and gridlines are displayed:

VICE-PRESIDENTIAL SEARCH SCHEDULE		
Harry Wesson, Coordinator		
Site Visitation	September 13-16	Alan C. Wingett
On-Site Interviews	September 14-15	Chad Spencer
Preliminary Decisions	September 23	Sherri Jordan
New York Visits	October 4-7	Pedro Martin
Evaluation Conference	October 8	Sherri Jordan
Final Decision	October 10	Gerald J. Pearson

*To remove borders from a table:*

1. From the **TABLE TOOLS, LAYOUT** tab, **Table** group, click **View Gridlines**, and select the table or the desired cells.
2. From the **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow below the **Borders** button; then click the desired border to apply it or remove it.

Click the **Borders** button to apply the active border displayed on the **Borders** button.

Click the list arrow below the **Borders** button to display the list of border choices; click the desired choice from the drop-down list to change the active border.

Click **View Gridlines** so you can see nonprinting cell borders when solid, printed borders are removed.

The screenshot shows the **Borders** dropdown menu with the following options: Borders, Painter, Bottom Border, Top Border, Left Border, Right Border, No Border, All Borders, Outside Borders, Inside Borders, Inside Horizontal Border, Inside Vertical Border, Diagonal Down Border, Diagonal Up Border, Horizontal Line, Draw Table, View Gridlines, and Borders and Shading...

The most recently used border appears as the active **Borders** button. Be careful to click the list arrow *below* the **Borders** button and not the **Borders** button itself. If you click the **Borders** button, the currently displayed border on the button will be applied to the table or selected cell.

Click inside the table to find the **Borders** button under the **TABLE TOOLS, DESIGN** tab, **Borders** group.

3. Repeat the process until the desired borders have been applied or removed.

**To remove all borders at once:** Select the table; from the **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow below the **Borders** button; click **No Border**.

**To apply borders all at once to all cells:** Select the table; from the **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow below the **Borders** button; click **All Borders**.

If you apply a border and get an unexpected border, such as an extra thick border or colored border, close all Word files, and restart Word to return to border default settings; or see the first Attention icon in Lesson 111 for another approach.



## PRACTICE (continued)

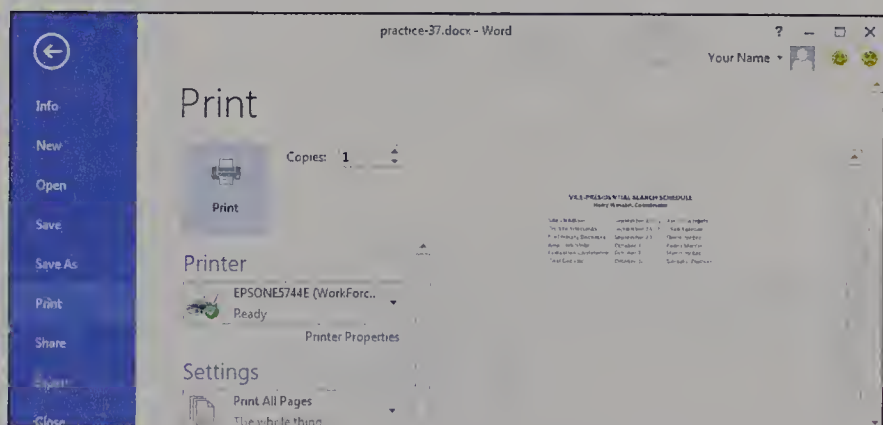
1. Select the table, and click **AutoFit, Auto Fit to Contents**.

2. Remove borders from this table.

3. Note that blue gridlines are visible.

If gridlines are not visible, from the **TABLE TOOLS, LAYOUT** tab, **Table** group, click **View Gridlines**.

4. Press **CTRL + P**, and note that the borders have been removed and gridlines do not display. Your finished table should look similar to this:



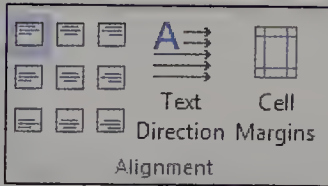
5. Save changes to *practice-37*, and return to GDP.

## Table—Align Bottom

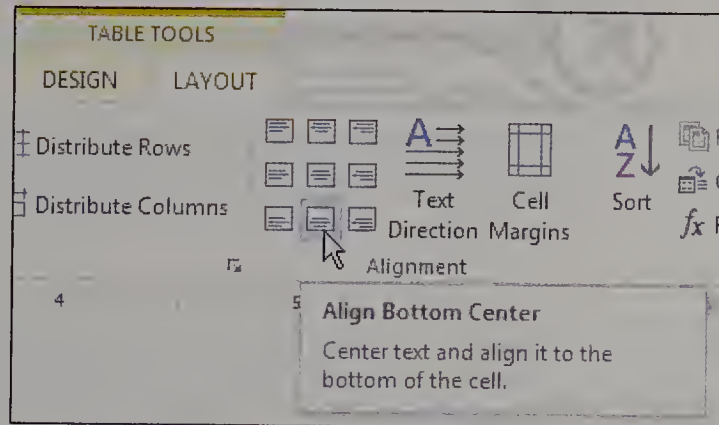
Column headings describe the information contained in the column entries below them. They are centered and typed in bold using upper- and lowercase letters. Press **ENTER** 1 time at the desired position in a long heading to create a 2-line column heading. If a row includes both 1- and 2-line column headings, align the 1-line heading at the bottom of the cell.

*To center and anchor information at the bottom of a row:*

1. Select the desired row.
2. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, click **Align Bottom Center** to center the information in all selected cells and anchor it at the bottom of the cell; then bold the selected row.



Alignment group  
(Align Top Left button active)





## PRACTICE

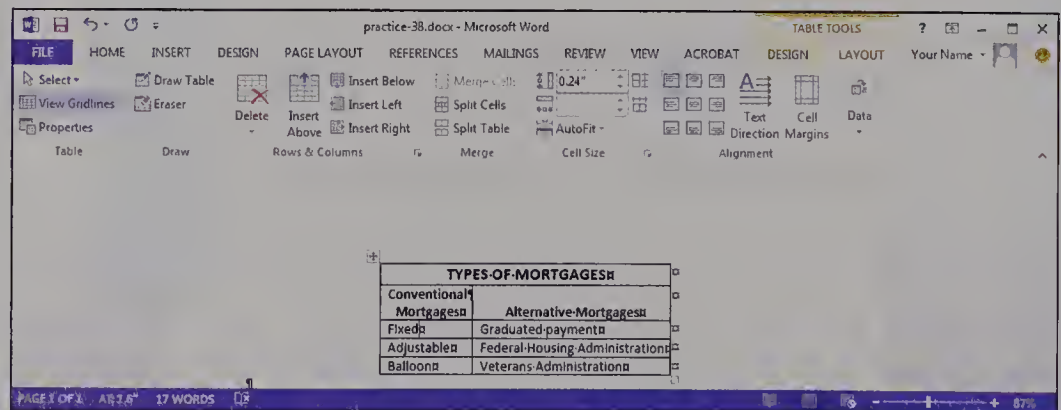
1. Select Row 1 and merge the cells.
2. Click in Row 1, and type the title **TYPES OF MORTGAGES** centered using a 14-pt. bold font.
3. Press **ENTER** 1 time to insert 1 blank line below the title.
4. In Cell A2, delete the space between **Conventional** and **Mortgages**; then press **ENTER** 1 time to create a 2-line column heading.
5. Select Row 2; align cells at the bottom, center; bold the row.
6. Right-click over the selected table, and click **AutoFit**, **AutoFit to Contents**. Your table should look like this:

<b>TYPES OF MORTGAGES</b>	
<b>Conventional Mortgages</b>	<b>Alternative Mortgages</b>
Fixed	Graduated payment
Adjustable	Federal Housing Administration
Balloon	Veterans Administration

**Note:** Keep this document open and continue reading.

## Table—Center Horizontally

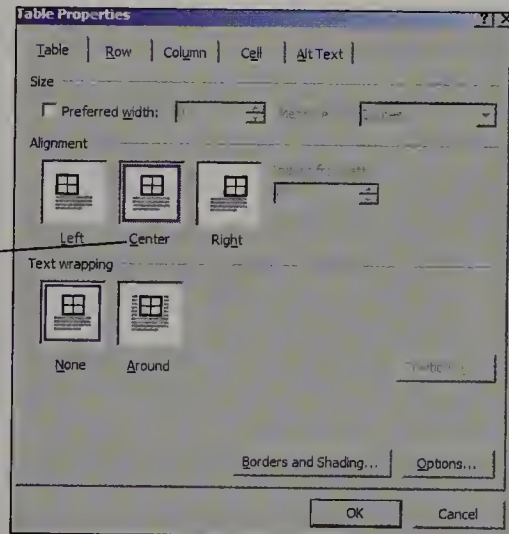
When you insert a table, the table extends from margin to margin and is left-aligned. If you adjust column widths, the table width shrinks and the table appears at the left margin. Horizontally center the table so it will appear centered between the document margins like this:



### To change the horizontal alignment of a table:

1. Click inside the table.
2. Under the **TABLE TOOLS, LAYOUT** tab, **Table** group, click **Properties**.  
**Or:** Right-click the table and click **Table Properties**.
3. From the **Table Properties** dialog box, **Table** tab, under **Alignment**, click **Center** (or the desired alignment option); click **OK**.

Click **Center** to center a table horizontally.



**Or:**

1. Select the table by clicking the **Table Move Handle** just above the top corner of Cell A1 or use the **TABLE TOOLS, LAYOUT** tab, **Table** group, **Select, Select Table** button, and click **Select Table**.
2. From the **HOME** tab, **Paragraph** group, click the **Center** button.



## PRACTICE (continued)

1. Select the table and center it horizontally.
2. Compare it to the illustration in this section: Table—Center Horizontally.

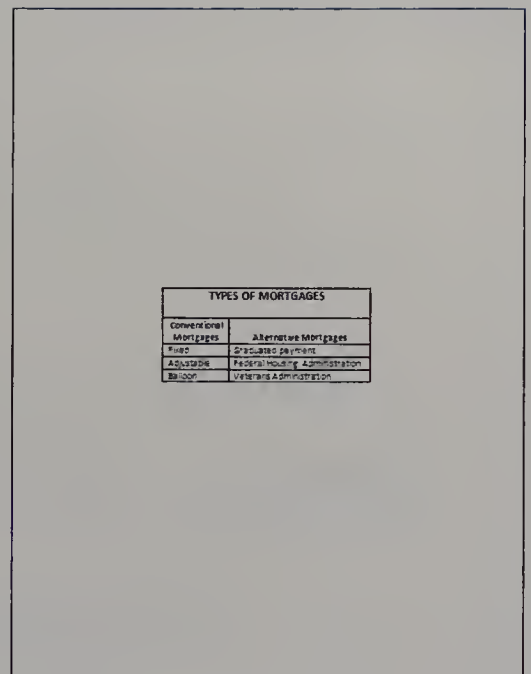
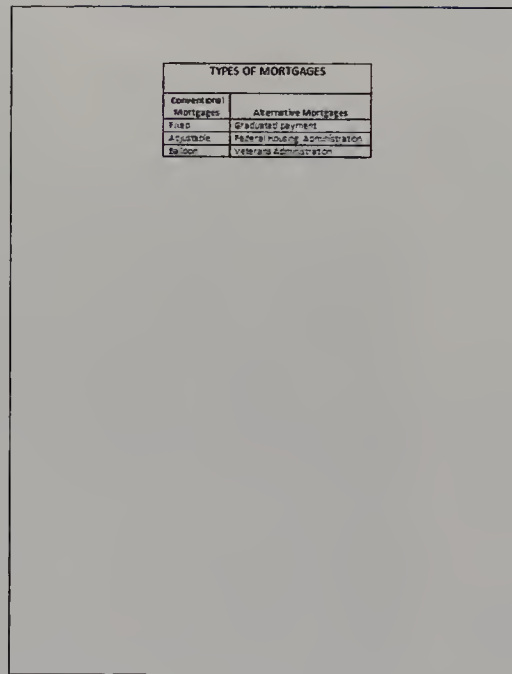
**Note:** Keep this document open and continue reading.

## Table—Center Page

Use the **Page Setup** command to center a table or text vertically between the top and bottom margins on a page.

Before vertical centering, the table is anchored at the top of the page.

After vertical centering, the table is centered on the page between the top and bottom margins.



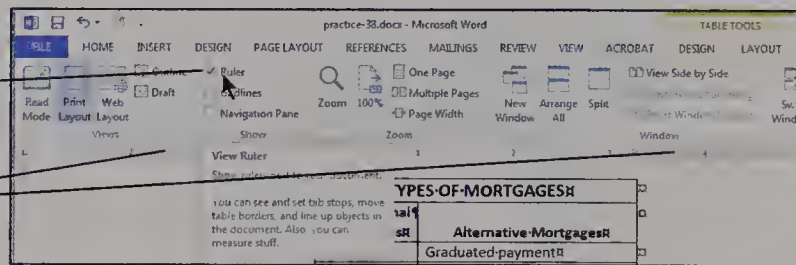
*To center a table (or text) vertically on a page:*

1. Position the insertion point anywhere on the page you want centered.
2. From the **PAGE LAYOUT** tab, **Page Setup** group, click the **Dialog Box Launcher** to display the **Page Setup** dialog box.

**Or:** From the **VIEW** tab, **Show** group, check **Ruler** to display the ruler. Then double-click on any shaded part of the ruler (to the right or left of the white part of the ruler) to display the **Page Setup** dialog box.

Check and clear the **Ruler** box to display or hide the **Ruler**.

Double-click on any shaded part of the ruler to display the **Page Setup** dialog box.



3. From the **Page Setup** dialog box, click the **Layout** tab.
4. Under **Page**, click the **Vertical alignment** list arrow; click **Center**, **OK**.



## PRACTICE (continued)

1. Center the table vertically on the page.
2. Select the table, and remove all borders to create an open table.
3. Use **Print Preview** to view the centered table.
4. Save changes to *practice-38*, and return to GDP.



## Table—Align Text Right

To improve the readability and appearance of a table, change the alignment of column entries (the information in the cells under the column heading). Left-align text column entries. Right-align number column entries that could be used in mathematical calculations, such as dollar amounts or percentages. Phone numbers, account numbers, and so forth are aligned at the left as text column entries rather than number column entries.

*To left- or right-align selected text in column entries:*

1. Select the desired text or group of cells or click inside the desired cell.
2. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, click **Align Bottom Left** to align text column entries at the bottom left of the cell, or click **Align Bottom Right** to align number column entries at the bottom right of the cell.

**Or:** From the **HOME** tab, **Paragraph** group, click the **Align Text Left** or **Align Text Right** button.

**Or:** On the keyboard, use one of the keyboard shortcuts **CTRL + L** or **CTRL + R**.

## PRACTICE

1. Select Row 1, and merge the cells.
2. Click in Row 1, and type the title **PRICE COMPARISONS** centered using a 14-pt. bold font, and press **ENTER** 1 time.
3. Change to a 12-pt. font, type the subtitle **New Cars** in bold, and press **ENTER** 1 time to insert a blank line below the subtitle.
4. In Cell A2, delete the space between **Vehicle** and **Category**, and press **ENTER** 1 time to create a 2-line column heading.
5. Select Row 2; align cells at the bottom, center; and bold the row.

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## PRACTICE (continued)

6. Select the column entries under the column headings for Columns B, C, and D; and right-align these number entries.
7. Select the table, right-click over the table, and click **AutoFit**, **AutoFit to Contents**. Your table should look like this:

PRICE COMPARISONS New Cars			
Vehicle Category	AutoMart	SmartBuy	Dealer
Sedan	\$20,861	\$21,216	\$23,743
SUV	28,700	29,562	32,270
Truck	18,600	20,247	21,983

**Note:** Keep this document open and continue reading.

## Table—Borders, Ruled



**REFER TO**  
**Reference Manual**

R-13C: Ruled Table




**REFER TO**  
**Word Manual**

L. 28: View Gridlines

Ruled tables are formatted with a border on the top and bottom of Row 2 and any total row and the bottom of the last row only. To create a ruled table, remove borders from the entire table, and then reapply them to the top and bottom border of Row 2 and any total row, and the bottom border of the last row. When borders are removed, use View Gridlines to see the individual table cell gridlines to guide you as you enter text.


Advanced borders and shading features are covered in these lessons:

- Lesson 51: Apply a bottom border to the first row of a resume.
- Lesson 86: Apply a border to the bottom of a header.
- Lesson 111: Apply advanced customized borders and shading.

 If you apply a border and get an unexpected border, such as an extra thick border or colored border, close all Word files, and restart Word to return to border default settings; or see the first Attention icon in Lesson 111 for another approach.

**To remove and apply borders in a ruled table:**

1. Remove all borders from the table, and activate **View Gridlines** if necessary. (*Hint:* Select the table; from the **HOME** tab, **Paragraph** group, click the list arrow next to the **Borders** button, and click **No Border**; click the list arrow next to the **Borders** button, and click **View Gridlines**.)
2. Select Row 2; from the **HOME** tab, **Paragraph** group, click the list arrow next to the **Borders** button; then click the **Top Border** button to apply a border to the top of Row 2.
3. With Row 2 still selected, from the **HOME** tab, **Paragraph** group, click the list arrow next to the **Borders** button; then click the **Bottom Border** button to apply a border to the bottom of Row 2.

4. Select the bottom row of the table.
5. From the **HOME** tab, **Paragraph** group, click the **Bottom Border** button to apply a border to the bottom of the last row.
  -  Because a bottom border was just applied, the Bottom Border is the active button—there is no need to click the list arrow to find it. Simply click the **Borders** button directly.



## PRACTICE (continued)

1. Remove all borders from the table, and activate **View Gridlines**.
2. Select Row 2, and apply a top and bottom border.
3. Select the last row and apply a bottom border.
4. Center the table horizontally. (*Hint: Select the table with the **Table Move Handle**; and from the **HOME** tab, **Paragraph** group, click the **Center** button.*)
5. Center the table vertically. (*Hint: From the **PAGE LAYOUT** tab, **Page Setup** group, click the **Dialog Box Launcher**. From the **Layout** tab, under **Page**, **Vertical alignment**, click **Center**, **OK**.)*
6. Press **CTRL + P** to view your table—it should look similar to this.

478-960-3177  
CHRIS green

**PRICE COMPARISONS**  
New Cars

Vehicle	AutoMart	SmartBuy	Dealer
Sedan	\$20,861	\$21,216	\$23,743
SUV	28,700	29,562	32,270
Truck	18,600	20,247	21,983

7. Save changes to *practice-39*, and return to GDP.

# Letters With Indented Displays and Copy Notations and E-Mail With Copies

# 44

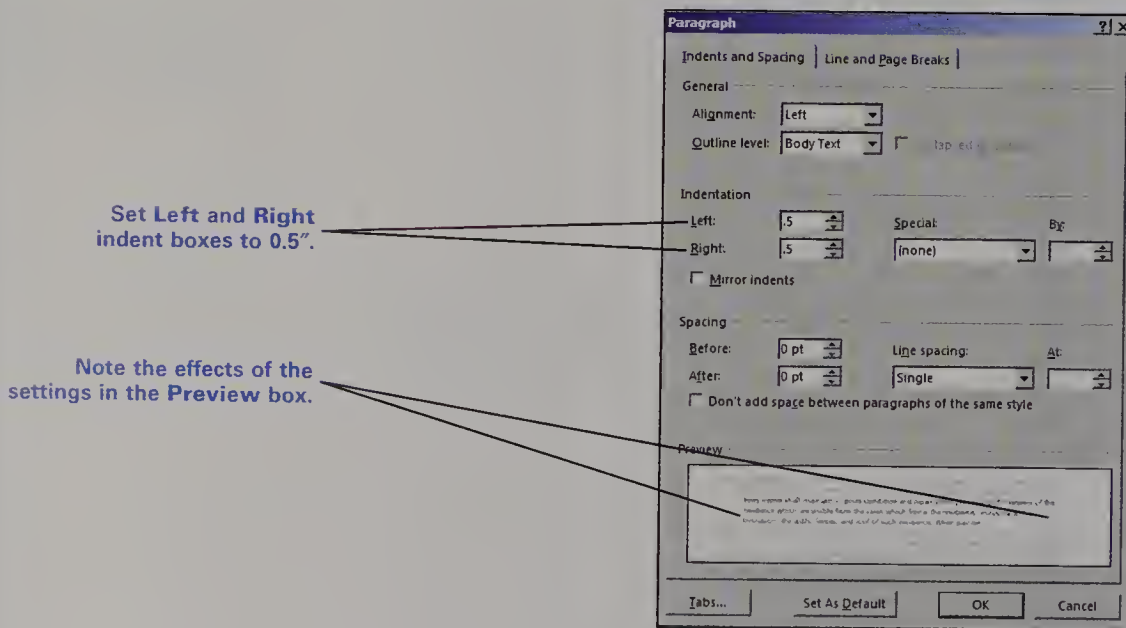
LESSON

## Indentation

To set off a direct quotation that has 4 lines or more of text or to emphasize a paragraph, format such text as an indented display. An indented display is indented 0.5 inch from both the left and right margins (double indent).

*To format a paragraph as an indented display:*

1. Insert 1 blank line above the paragraph to be displayed.
2. Type the displayed paragraph, insert 1 blank line after it, and type the paragraph immediately following it.
3. Select only the lines to be included in the displayed paragraph.
4. With the text still selected, from the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
5. From the **Paragraph** dialog box, click the **Indents and Spacing** tab.
6. Under **Indentation**, click the up arrow next to the **Left** and **Right** boxes to increase the paragraph indentation to 0.5 inch on both sides; click **OK**.



## INCREASE AND DECREASE INDENT

You can increase the left indent of a paragraph to set off text, such as in a resume where you might describe your education and experience in paragraph style. You could follow steps 3 to 5 in the previous section; and in step 6, adjust the Left Indentation box setting only. However, it is faster to use the Increase Indent button.

*To increase the left indent for a paragraph:*

1. Click inside the desired paragraph, or click where the indented paragraph will begin.
2. From the **HOME** tab, **Paragraph** group, click the **Increase Indent** button. Each click increases the indent by 0.5 inch, and subsequent lines will wrap around and conform to the adjusted left margin; or press **CTRL + M**.
3. Click the **Decrease Indent** button to decrease the indent as needed, or press **CTRL + SHIFT + M**.



Increase Indent button



Decrease Indent button



## PRACTICE

1. Select the second paragraph (“Every owner shall . . .”).
2. Format the selected paragraph as an indented display with a 0.5-inch double indent.
3. Save and close the file.

**Note:** Keep Word open and continue reading.



### REFER TO Reference Manual

R-3A: Business Letter  
in Block Style (Indented  
display)



### REFER TO Word Manual

L. 25: E-Mail a Document

## E-Mail—Copies

Use the copy feature in your e-mail software to send a copy of an e-mail message to one or more recipients. The steps to send a copy will vary depending upon your e-mail program. In general, just fill in the desired e-mail address in the Copy box; separate multiple addresses with a semicolon or a comma.


Some e-mail programs hide the Copy box, and you must take some steps to display it initially. The name of the Copy box is usually abbreviated as “Cc” (carbon copy). Refer to your e-mail software’s Help feature for steps to send a copy of an e-mail message.

*To send a copy of an e-mail message from Word:*

1. With your instructor’s permission, follow the steps in Lesson 25, page 38, to send an open Word document as the actual e-mail message.
2. Click inside the **Cc** box, and type in the e-mail address of the desired recipient(s), or click the **Cc** button and select the desired name from the **Contacts** list.



## PRACTICE (continued)

 Do not send an e-mail message without consulting your instructor!

1. Press **CTRL + N** to create a new blank document.
2. Type this e-mail message:

Hi, Mr. Morway:

Please contact Paul Fox, Association General Manager, at 661-555-1212. I'm copying your wife so she has this information as well.

Susan

Susan Booth

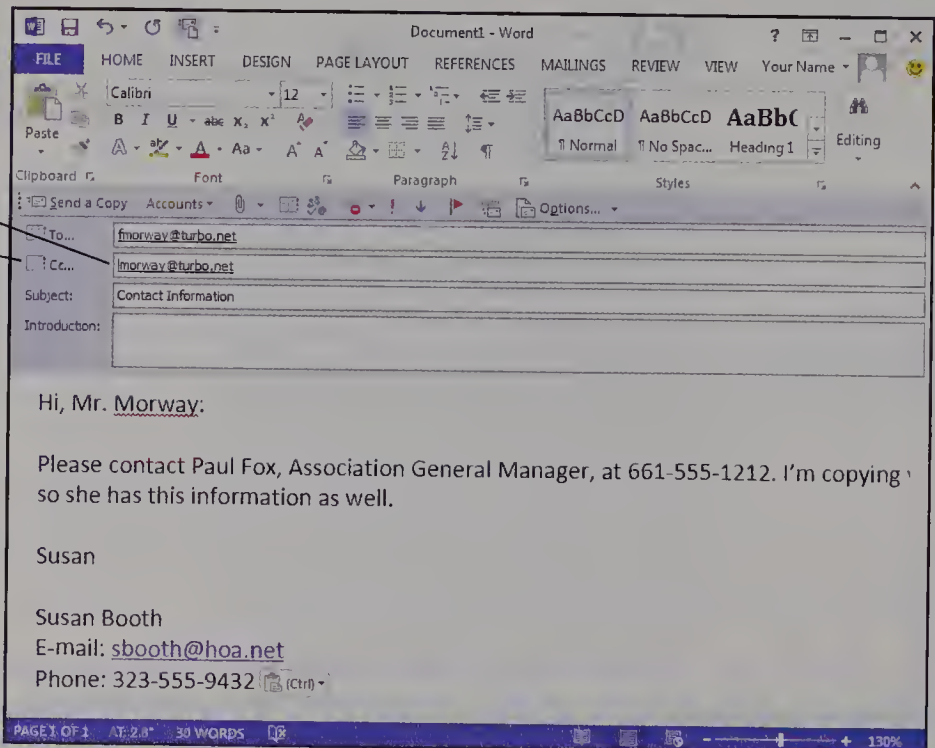
E-mail: [sbooth@hoa.net](mailto:sbooth@hoa.net)

Phone: 323-555-9432

3. Fill in any desired address(es) in the **To** and **Cc** boxes and type Contact Information in the **Subject** box. Your document should look similar to this:

Copy box

Cc button



4. Save this file as *practice-44B*, send the e-mail if desired, and return to GDP.

## Tab Set—Ruler Tabs

Word sets automatic default tab stops every 0.5 inch starting at the left margin. When you press **TAB** to indent text, the insertion point moves in 0.5-inch increments to these default tab settings. When you manually set a custom tab, Word clears (deletes) all the default 0.5-inch tab stops and their corresponding tick marks to the left of the custom tab; therefore, when you press **TAB**, you will move directly to the new tab stop.

A custom tab is in effect from the point it was set in the document and for any text typed thereafter. If a document has already been typed, select the desired text or select the entire document (**CTRL + A**), and then set tabs.

Use the horizontal ruler to quickly set, move, or delete left, center, right, and decimal tabs. Other tabs must be set using menus as explained in Lesson 50. Each type of custom tab is displayed on the ruler with a different symbol. Display the ruler to see exactly where tabs have been set.

### To display the ruler:

1. From the **VIEW** tab, **Show** group, check **Ruler**.
2. Note the marks that appear on the horizontal ruler every 0.5 inch.



Tick marks for 0.5-inch default tab stops

Four different kinds of tab settings are illustrated here. Below each tab marker, note the alignment of the corresponding text that was typed using each tab setting.

Tab Selector button

Left tab marker	Center tab marker	Decimal tab marker	Right tab marker
Digital Electronics	DEC	.76	Up 3/8
Dr. Pepper	<u>DrPepp</u>	1.275	Up 3/4
Consolidated Industries	CIN	12	Unchanged
Dow Chemical	<u>DowCH</u>	2.4	Down 3/8
Left-aligned	Centered	Decimal-aligned	Right-aligned

### To set a custom tab using the ruler:



Left Tab button



Center Tab button



Right Tab button



Decimal Tab button

1. Display the ruler.
2. Position the insertion point on the line where you want the new tab to start (or select the paragraphs where you want to change the tabs).
3. When you want to set a different type of tab, click the **Tab Selector** button on the ruler until the desired tab button is displayed.
4. On the ruler, click where you want the new tab to appear.



Click the **Tab Selector** button to select the type of tab.

Then click the ruler at the desired position to set the selected tab.

### To clear or move a tab:

1. Position the insertion point on the desired line.
  - ❓ For existing text, select the desired text and change the tabs. If you want to change the tabs throughout the document, press **CTRL + A** to select the entire document.
2. To clear (delete) a tab, drag the tab marker off the ruler. Or to move a tab setting, drag the tab marker left or right.

### To set a tab to position the date, complimentary closing, and writer's identification in a modified-block style letter:

1. Set a left tab at 3.25 inches on the ruler.
  - ❓ If the letter has already been typed, select all lines in the letter (**CTRL + A**) before setting the left tab.
2. Click in front of the date in the letter, and press **TAB** 1 time to begin the date at the 3.25-inch tab.
3. Click in front of the complimentary closing and writer's identification lines, and press **TAB** 1 time to begin these lines at the 3.25-inch tab.



#### REFER TO Reference Manual

R-3D: Personal-Business Letter in Modified-Block Style



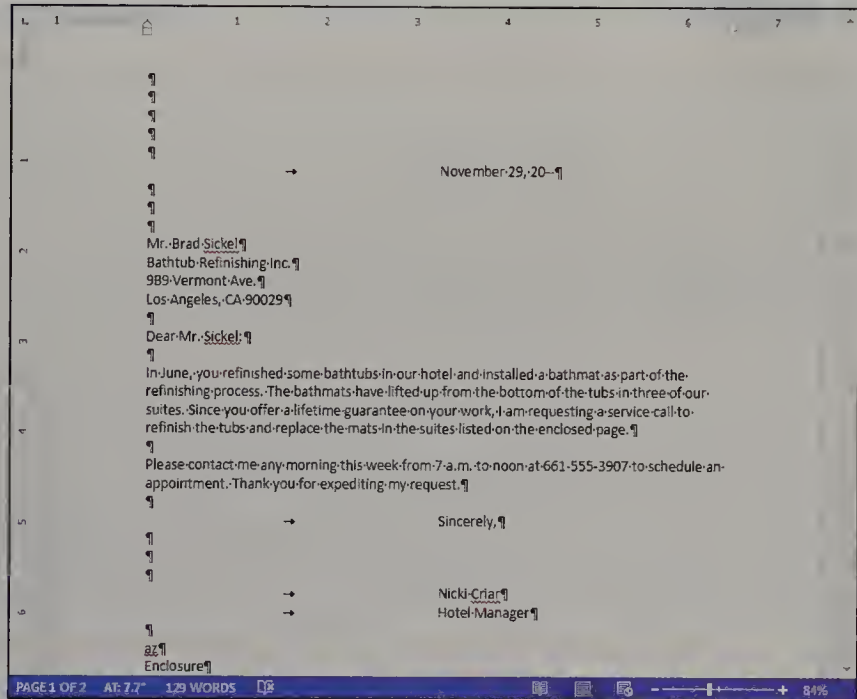
## PRACTICE

1. Select all lines of the letter, and set a left tab at 3.25 inches on the ruler.
2. Click in front of the date, and press **TAB** 1 time to begin this line at 3.25 inches; repeat this for the complimentary closing and writer's identification.
3. Turn on **Show/Hide ¶** to view formatting marks. The black arrows pointing to the right represent a tab character where you have pressed **TAB**. Your screen should look similar to the illustration that follows:





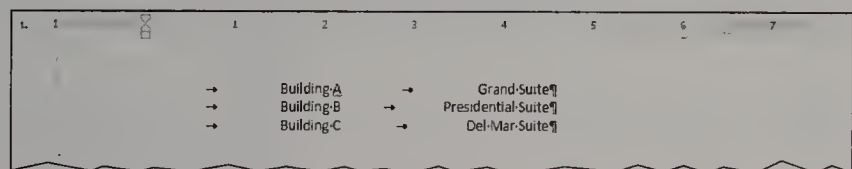
# PRACTICE (continued)



4. Move the insertion point to the end of the letter. (*Hint: Press CTRL + END.*)
5. Insert a manual page break. (*Hint: Press CTRL + ENTER.*)
6. Clear the left tab from the second page.
7. Use the ruler to set a left tab at 1.5 inches and a right tab at 4.5 inches.
8. Type the following lines—remember to press TAB 1 time before each building name and 1 time before each suite name.

Building A Grand Suite  
 Building B Presidential Suite  
 Building C Del Mar Suite

When you're finished with the second page, your screen should look similar to this:



9. Save changes to *practice-45*, and return to GDP.




# Left-Bound Business Reports With Indented Displays and Footnotes

# 46

LESSON

## Margins

 **REFER TO  
Reference Manual**  
R-9A: Left-Bound Business  
Report

Margins represent the distance (blank space) between the edge of the paper and the typed text on all sides of a document. Word uses 1-inch default margins all around. If you change margins, the new settings affect the entire document, not just the current page. You will need to change the left margin for a left-bound report, which uses a wider 1.5-inch left margin.

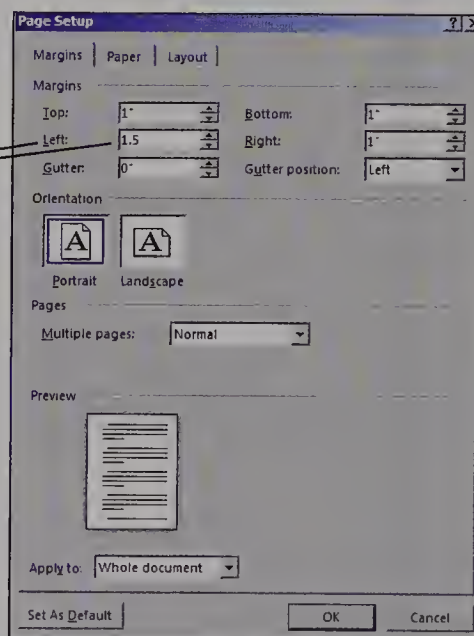
*To change the left margin:*


1. From the **PAGE LAYOUT** tab, **Page Setup** group, click **Margins, Custom Margins**, to display the **Page Setup** dialog box.

**Or:** From the **VIEW** tab, **Show** group, check **Ruler** to display the ruler; then double-click on any part of the shaded ruler (to the right or left of the white part of the ruler) to display the **Page Setup** dialog box.

2. From the **Margins** tab, click in the **Left** box, and type 1.5 or click the arrows to increase or decrease margins as desired; click **OK**.

Type 1.5 in the **Left** box to set the left margin for a left-bound report.

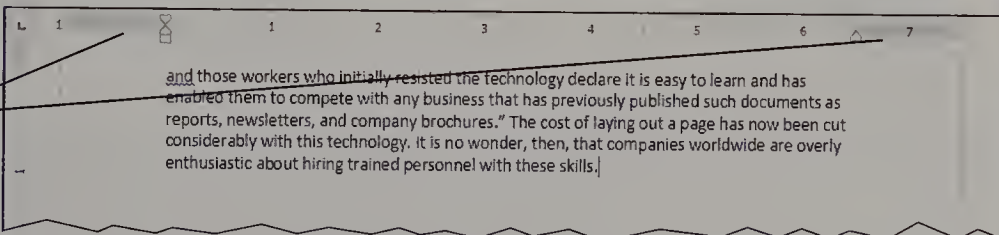


 In a multipage left-bound report, do not press **TAB** to position a page number using the preset tabs inside the header. Preset tabs do not adjust automatically to accommodate margin changes. Instead, click the desired page numbering from the gallery of designs.



## PRACTICE

1. Display the ruler.
2. Note the line endings in each line before margins are changed.
3. Note the shaded part of the ruler indicates 1-inch left and right margins.

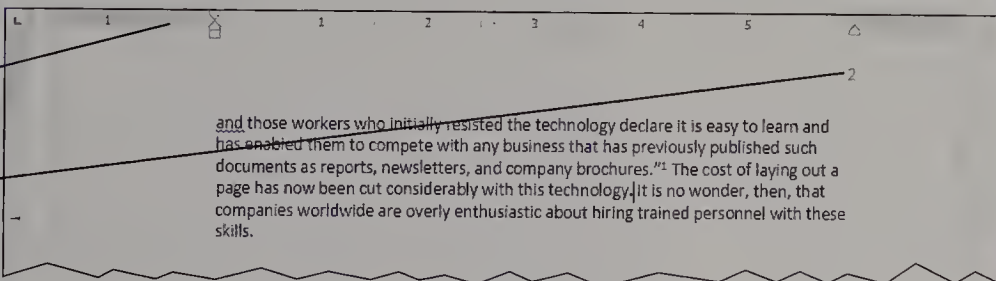


Before margins are changed, the shaded portion of the ruler displays 1-inch side margins.

 **REFER TO Word Manual**

L. 32: Page Number

4. Insert a right-aligned page number set to start at "2." (*Hint: From the INSERT tab, Header & Footer group, click Page Number, Top of Page, Plain Number 3; from the HEADER & FOOTER TOOLS, DESIGN tab, Header & Footer group, click Page Number, Format Page Numbers; from the Page Number Format dialog box, under Page numbering, type 2 in the Start at box; click OK.*)
5. Close the header, and change the left margin to 1.5 inch.
6. Note that the ruler now indicates a 1.5-inch left margin.
7. Note the line endings in each line after margins are changed.
8. Note that the page number is correctly aligned at the right margin.



After the left margin is changed, the ruler displays a 1.5-inch left margin.

The page number remains aligned at the right margin.

9. Save changes to *practice-46*.

**Note:** Keep this document open and continue reading.

## Footnotes

When you insert a footnote, Word automatically numbers, positions, and formats the footnote for you. Do not type the footnote superscript number either in the document or in the footnote itself. The number will appear in both places automatically when you insert a footnote.

### To insert a footnote:

1. Click directly after the character where you want the sequential superscript footnote number to appear. Do not insert a space between the last character in the text and the footnote number.

Position the insertion point exactly where the footnote superscript number should appear.

technology declare it is easy to  
ness that has previously published  
pany brochures.”| The cost of

2. From the **REFERENCES** tab, in the **Footnotes** group, click **Insert Footnote**. A footnote superscript number appears automatically in the text just before the insertion point.

**Or:** On the keyboard, press **CTRL + ALT + F**.

**Or:** From the **REFERENCES** tab, **Footnotes** group, click the **Dialog Box Launcher**. From the **Footnotes and Endnotes** dialog box, click **Insert**.

Footnote superscript numbers appear automatically in the text at the insertion point.

technology declare it is easy to  
ness that has previously published  
pany brochures.”<sup>1</sup> The cost of

3. Note that the insertion point moves automatically to the bottom of the page, and a divider line and sequential footnote number appear.
4. Type the footnote entry at the bottom of the page where the insertion point appears—do not add or remove any spaces after the superscript.
5. When you finish typing the footnote, do not press **ENTER**. Click back inside the main text and continue typing.
6. Repeat these steps for additional footnotes. Word will automatically adjust footnote numbers when entries are added or deleted.

**Note:** The font size for the footnote entry is smaller than the text size in the body. Remember to italicize titles of major works, such as titles of books and magazines.

Word formats footnotes in a smaller font size than normal text and inserts 1 space after the superscript number.

<sup>1</sup> Louise Plachta and Leonard E. Flannery, *Desktop Publishing Today*, 2d ed., Computer Publications, Inc., Los Angeles, 2009, pp. 558–559.  
<sup>2</sup> Terry Denton, “Newspaper Cuts Costs, Increases Quality,” *The Monthly Press*, October 2009, p. 160.

### To edit a footnote:

1. Click inside the footnote entry.
2. Make any desired changes; then click outside the footnote.

### To delete a footnote:

1. Select the footnote number in the document (not in the footnote entry at the bottom of the page).
2. Press **DELETE**.
3. Note that all footnotes are renumbered to reflect the deletion.



## PRACTICE (continued)

1. Click immediately after the ending quotation mark in the first sentence, and insert the footnote shown below—do not type the footnote superscript number as it will appear automatically:

Louise Plachta and Leonard E. Flannery, *Desktop Publishing Today*, 2d ed., Computer Publications, Inc., Los Angeles, 2009, pp. 568-569.

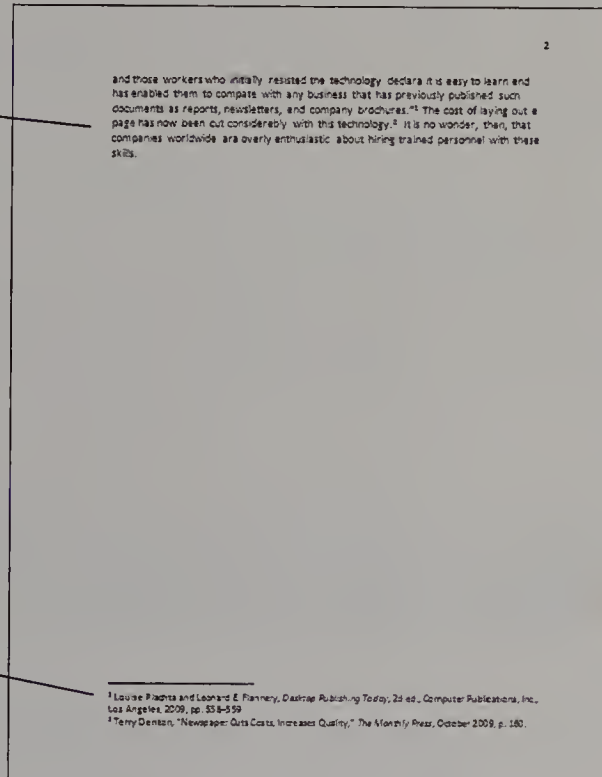
2. Click immediately after the period in the second sentence in the body of the document, and insert this footnote:

Terry Denton, "Newspaper Cuts Costs, Increases Quality," *The Monthly Press*, October 2009, p. 160.

3. Edit Footnote 1 by changing the page references to pp. 558-559.
4. Delete Footnote 1, and note that Footnote 2 is renumbered.
5. Undo this action to restore Footnote 1.
6. Press **CTRL + P** to view your document; it should look similar to this:

Note the wider 1.5-inch left margin.

Note that the footnote references are positioned at the bottom of a page regardless of how much text is on the page.



7. Save changes to *practice-46*, and return to GDP.




**GO TO**  
Textbook

## Headers

A header is any information (such as a report title, name, page number, and/or divider line) that appears at the top of every page in a document above the body. You can suppress a header on the first page so that the header information appears only on the second and subsequent pages.

An APA-style report includes a header that begins on the first page and includes a shortened title and an automatic page number set to begin with “3” as the page number. An MLA-style report includes a header that begins on the first page and includes the author’s last name and an automatic page number field that begins with “1” as the page number.

 If the **Page Number** feature is not behaving as expected in any of the steps that follow, do this: right-click over the header area, and click **Edit Header**; from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Options** group, verify that **Different First Page** is unchecked.

*To insert a right-aligned header for an APA-style report that includes text followed by an automatic page number field:*

1. Right-click over the header area, and click **Edit Header**.
2. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3**, from the gallery of designs to insert a right-aligned page number.
3. Note that you are now inside the **Header** section with the document dimmed and the automatic page number inserted.
4. Note that the **HEADER & FOOTER TOOLS, DESIGN** tab appears on demand whenever you are inside a header.
5. Type any desired text, such as a shortened title, and insert a space between the text and the automatic page number.

*To insert a header for an MLA-style report with right-aligned text followed by an automatic page number:* Follow steps 1 through 5 in the previous steps. In step 5, type the author’s last name in place of the shortened title.

*To start page numbering with a different number:*

1. Right-click over the header area, and click **Edit Header**.
2. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Format Page Numbers**, to display the **Page Number Format** dialog box.



**REFER TO**  
**Reference Manual**

R-10A: Report in APA Style



**REFER TO**  
**Word Manual**

L. 32: Page Number

3. From the **Page Number Format** dialog box, under **Page numbering**, click **Start at**; type 3 in the **Start at** box; click **OK**.

*To close a header and return to the document body:*

1. Double-click anywhere outside the **First Page Header** area inside the document area, or from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Close** group, click the **Close Header and Footer** button.
2. Note that the header is now dimmed, the document is active, and the **HEADER & FOOTER TOOLS, DESIGN** tab disappears.

*To edit a header:* Double-click anywhere over the header area, or right-click over the header area and click **Edit Header**. (The document should now be dimmed and the header should be active.)

*To suppress a header only on the first page of a multipage document (subsequent pages will still include a header):*

1. From the **PAGE LAYOUT** tab, **Page Setup** group, click the **Dialog Box Launcher**; then click the **Layout** tab.
2. Under **Headers and footers**, check **Different First Page**; click **OK**.
3. Scroll down to the second page to view the header; or press **CTRL + ENTER** to force a page break to view the header on the second page, and then undo the manual page break.

*To remove a header:* From the **INSERT** tab, **Header & Footer** group, click **Header, Remove Header**. Repeat this on the second page if you have suppressed the header on the first page.

*To italicize the header or make any font changes:* Click inside the header; press **CTRL + A** to select all text; then make any desired font changes.

*To add a bottom border to a header:* Click inside the header; from the **HOME** tab, **Paragraph** group, click the list arrow on the **Borders** button, and click the **Bottom Border** button.



## PRACTICE

1. Type the title **Toll Free Telephone Service** at the top of the first page.
2. Press **ENTER** 1 time, type **Michael Dear** as the byline, and press **ENTER** again; center the title and byline.
3. Click at the end of the period in the first sentence, press **ENTER** twice, and delete the extra space at the start of the new paragraph.
4. Press **TAB** to indent the new paragraph, click the up arrow to move up one line, and type the main heading **Analysis of Costs and Benefits**; center the heading.



## PRACTICE (continued)

5. Click at the end of the period in the fourth paragraph ending in "800-number calls"; then press **ENTER**.
6. Type *SmartToll Benefits* as a subheading at the left margin in italic.
7. Click at the end of the next paragraph, press **ENTER**, and type *SmartToll Fees* as a subheading at the left margin in italic.
8. Click anywhere inside the first page, and insert a right-aligned header with a page number that starts at 3.
9. Type *Telephone Service*; space once.
10. Double-click outside the header in the document body.
11. Press **CTRL + P** to view your document:

Page number on the first page is set to "3."

Centered main heading

Italicized side heading

Telephone Service 3

*Toll-Free Telephone Service*

Michael Dear

In order to determine the feasibility of providing a toll-free telephone service to United Manufacturing domestic spare-parts customers, the management team evaluated the costs and benefits.

*Analysis of Costs and Benefits*

Incoming telephone call time usage was recorded the week of November 12-17, 409 domestic customers were surveyed in October/November, and a telephone interview was conducted with a phone company toll-free representative in October. The criteria used were the costs and benefits of a toll-free service, the value customers place on a toll-free service, and how to communicate a toll-free service.

United Manufacturing currently uses Digital Connect as their long-distance telephone carrier. The required toll-free telephone service and cost analysis are based on information from, and a telephone interview with Digital Connect.

According to Art Neumann, a Digital Connect Long-Distance Network Sales Specialist, the service recommended for United Manufacturing is SmartToll. SmartToll is an inbound toll-free service that utilizes the existing telephone lines to receive the 800-number calls.

*SmartToll Benefits*

The advantage of this service is all of the existing lines currently used to place and receive calls are available to receive the incoming 800-number calls. Because the SmartToll service distributes the incoming calls among the available lines, there is a reduction in the chance a caller will receive a busy signal. Several customers indicated in the comment section

Telephone Service 4

of the questionnaire that if United Manufacturing were to offer an 800 number, they should include sufficient service to handle the expected volume of incoming calls.

*SmartToll Fees*

At no additional charge, SmartToll service allows the customer to redirect a call destination over the Internet. The customer is provided with an individual Web interface. This allows the customer the flexibility to take toll-free calls on any office, home or cell phone. The customer can control where the toll-free number rings with just a click. No additional phone lines are needed. Flat rate pricing in state or out-of-state is available.

12. Save changes to *practice-47*, and return to GDP.



## Indentation—Hanging

**REFER TO**  
**Reference Manual**

- R-9B: Bibliography
- R-10B: References in APA Style
- R-10D: Works Cited in MLA Style

**REFER TO**  
**Word Manual**

- L. 45: Tab Set—Ruler Tabs

A paragraph formatted with a hanging indent displays the first line at the left margin, and indents carryover lines 0.5 inch. The list of sources in bibliographies, reference lists, and works-cited pages are all formatted with hanging indents.

*To display the ruler to verify that a hanging indent has been correctly set:*

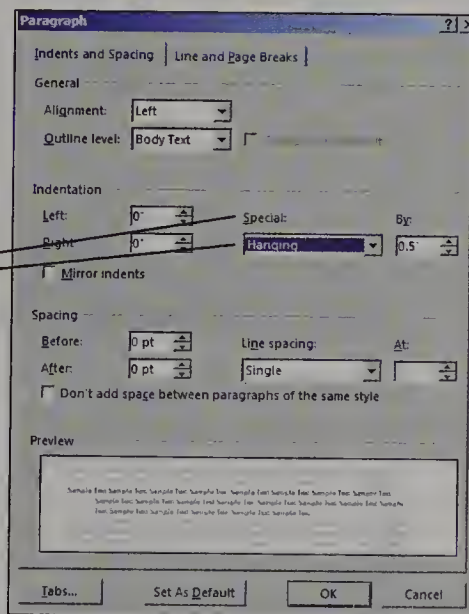
1. From the **VIEW** tab, **Show** group, check **Ruler** to display the ruler.
2. Note that the hanging indent marker on the ruler moves 0.5 inch to the right when you format a paragraph with a hanging indent.

*To format a hanging indent:*


1. Position the insertion point where you want to begin indenting (or select the text you want indented).
2. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
3. From the **Paragraph** dialog box, click the **Indents and Spacing** tab.
4. In the **Special** box, click the down arrow and click **Hanging**; click **OK**.

**Or:** On the keyboard, press **CTRL + T**.

Under **Special**, click **Hanging**.

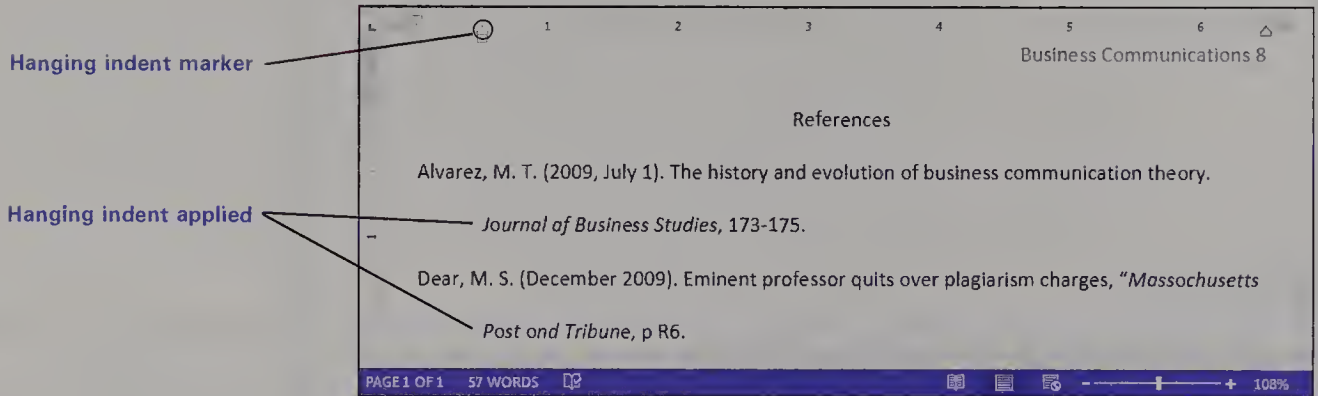


5. Begin typing the first reference. Note that the first line begins at the left margin, and when you reach the end of a line, text wraps automatically to the next line and starts at the indentation point.


6. Press **ENTER** once or twice as appropriate, and type the next reference.
-  If you have already typed the document and want to apply a hanging indent, select the desired text first and then apply a hanging indent.

**To end a hanging indent:**

1. When you finish typing the hanging-indented text, press **ENTER**.
2. From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**.
3. From the **Paragraph** dialog box, click the **Indents and Spacing** tab.
4. In the **Special** box, click the down arrow and click **(none)**; click **OK**.



**Or:** On the keyboard, press **CTRL + SHIFT + T** to return the insertion point to the left margin for all lines.

 To manually adjust the width of a hanging indent, drag the hanging indent marker on the ruler to the desired position—the box under it also moves. (Do *not* drag the box under the hanging indent marker.)

Drag only the hanging indent marker (bottom triangle) to adjust the width of a hanging indent.



## PRACTICE

**Note:** In this Practice exercise, you will format a bibliography page. Refer to the Reference Manual in the front of this book to correctly format an APA reference list page (R-10B) and an MLA works-cited page (R-10D).

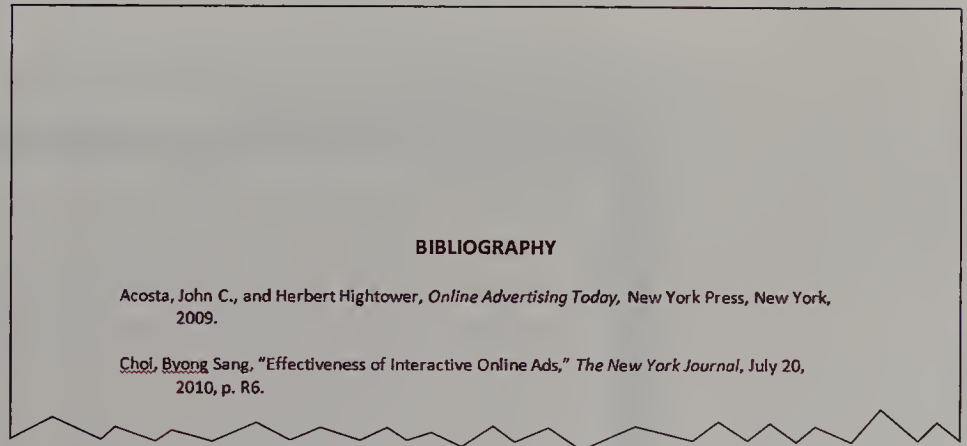
1. Click at the end of the first reference, press **ENTER** 2 times, and type this entry.

Choi, Byong Sang, "Effectiveness of Interactive Online Ads," *The New York Journal*, July 20, 2010, p. R6.



## PRACTICE (continued)

2. Select the first two entries, and format them with a hanging indent. Your document should look similar to this:



3. Save changes to *practice-49*.

**Note:** Keep this document open and continue reading.

## AutoCorrect—Hyperlink

When you type an e-mail or Internet address and then press the SPACE BAR or press ENTER, that address is automatically converted to a hyperlink. When you type an Internet address that is surrounded by angle brackets (such as in the bibliography or footnotes for a report or in an APA reference list page) and type a punctuation mark and press the SPACE BAR or ENTER, that address is automatically converted to a hyperlink, and the angle brackets are deleted and must be manually replaced. If hyperlinks are not behaving as expected, see Appendix A: GDP—Word Settings, AutoFormat As You Type Options, to verify your Word settings.

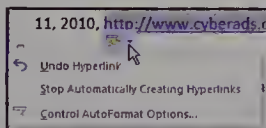
To avoid creating an undesirable automatic hyperlink, do not insert a space or comma at the end of a Web address. However, when a space or comma must follow an electronic reference, use one of these steps to remove the hyperlink and replace any missing angle brackets:

**To remove an automatic hyperlink immediately after it appears:** If the **AutoCorrect Options** lightning bolt button appears, click the list arrow, and click **Undo Hyperlink**. You could also press **BACKSPACE** or click **Undo** or press **CTRL + Z**. If any angle brackets were removed, they should be automatically replaced.



### REFER TO Word Manual

Appendix A: GDP—Word Settings, AutoFormat As You Type Options



AutoCorrect Options button

**To remove a hyperlink later:** Right-click the hyperlink; click **Remove Hyperlink**. If angle brackets need to be replaced, retype the angle brackets after removing the hyperlink.

**To remove a trailing space, but still retain the hyperlink:** Press the left directional arrow on the keyboard 1 time; then press **DELETE**.



## PRACTICE (continued)

1. Click at the end of the last reference, and press **ENTER** 2 times.
2. Type this entry with a hanging indent; note that when you type the Internet address that is surrounded by angle brackets and type the comma, the brackets are removed and the Internet address is automatically converted to a hyperlink:

"Online Advertising Trends," *CyberAds*,  
May 11, 2010, <<http://www.cyberads.com/trends>>,  
accessed on June 7, 2010.

Your entry should look similar to this:

"Online Advertising Trends," *CyberAds*, May 11, 2010, <http://www.cyberads.com/trends>,  
accessed on June 7, 2010.

3. Because this automatic hyperlink results in incorrect format, you must reverse it. Right-click over the Internet address, and click **Remove Hyperlink**.
4. Type the angle brackets at the beginning and end of the Internet address. The revised entry should look like this:

"Online Advertising Trends," *CyberAds*, May 11, 2010, <<http://www.cyberads.com/trends>>,  
accessed on June 7, 2010.

5. Click at the end of the last entry, and press **ENTER** 2 times.
6. Type this entry with a hanging indent; however, immediately after you type the comma that converts the Internet address to a hyperlink and removes the angle brackets, press **CTRL + Z** or click **Undo** to reverse the undesirable results. The angle brackets should be replaced automatically. Finish typing the remainder of the entry.

"Web Hosting," *WebHosting*, June 12, 2010,  
<<http://www.webhosting.com/ads.html>>, accessed  
on June 15, 2010.

7. Verify that all lines include a hanging indent, and both Web page reference citations include the angle brackets and have not been converted to hyperlinks. Your document should look similar to the following illustration:



## PRACTICE (continued)

### BIBLIOGRAPHY

Acosta, John C., and Herbert Hightower, *Online Advertising Today*, New York Press, New York, 2009.

Choi, Byong Sang, "Effectiveness of Interactive Online Ads," *The New York Journal*, July 20, 2010, p. R6.

"Online Advertising Trends," *CyberAds*, May 11, 2010, <<http://www.cyberads.com/trends>>, accessed on June 7, 2010.

"Web Hosting," *WebHosting*, June 12, 2010, <<http://www.webhosting.com/ads.html>>, accessed on June 15, 2010.

8. Save changes to *practice-49*, and return to GDP.



GO TO  
Textbook

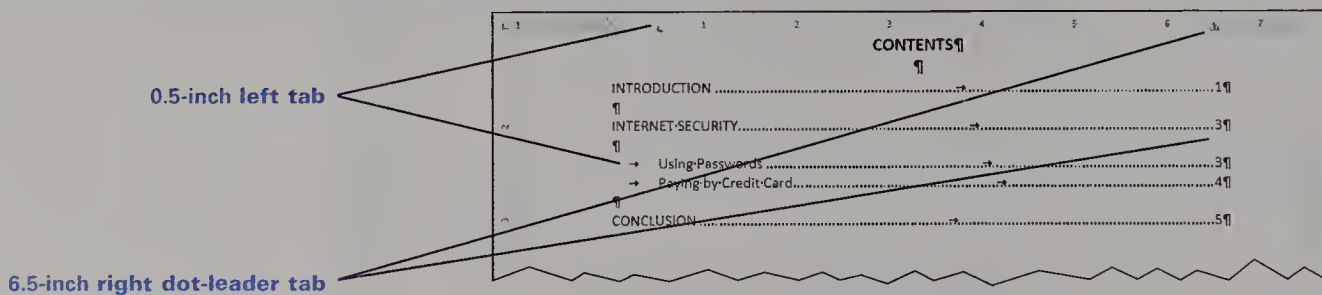
## Tab Set—Dot Leaders

 **REFER TO Word Manual**  
L. 45: Tab Set—Ruler Tabs

 **REFER TO Reference Manual**  
R-7D: Table of Contents

Before beginning this lesson, review the basics of setting tabs and using the ruler to set tabs in Lesson 45. In this lesson, you will use the menu to set custom tabs. However, you should still display the ruler, which provides a visual cue that tabs have been set correctly. To display the ruler, from the **VIEW** tab, **Show** group, check **Ruler**.

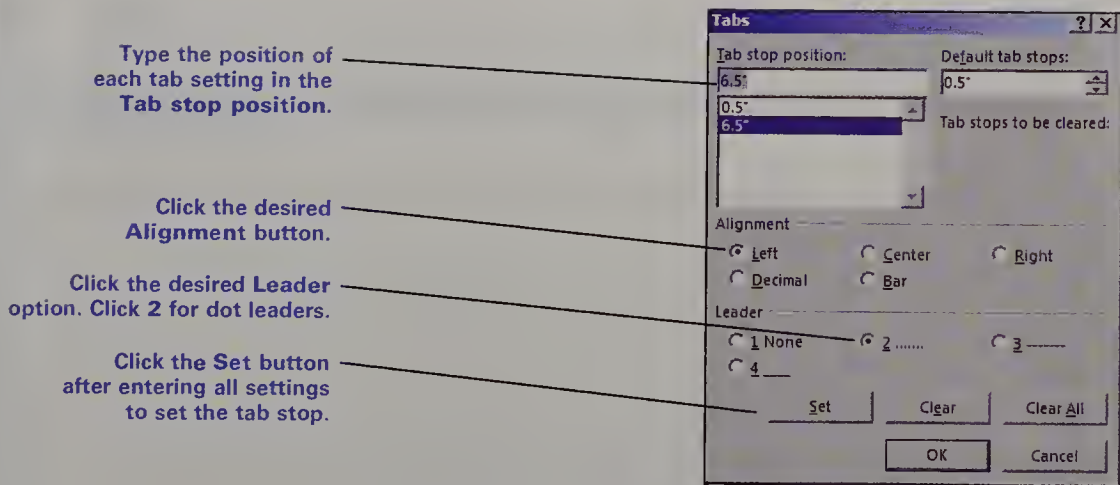
*To format a table of contents:* Set two custom tabs: a 0.5-inch left tab to position the report subheadings and a 6.5-inch right dot-leader tab to insert dot leaders automatically and to position the corresponding page number at the right margin as shown in the illustration. Menus must be used to set a dot-leader tab. Once tabs are set, you are ready to type the table of contents.



	1	2	3	4	5	6	7
INTRODUCTION .....							1
INTERNET SECURITY.....							3
→ Using Passwords .....							3
→ Paying by Credit Card.....							4
CONCLUSION .....							5

*To set custom tabs for a table of contents using the menu:*

1. Position the insertion point on the line where you want the new tab to start (or select the desired text where you need the tab settings).
2. From the **HOME** or **PAGE LAYOUT** tab, **Paragraph** group, click the **Dialog Box Launcher**.
3. From the **Paragraph** dialog box, click the **Indents and Spacing** tab, and click the **Tabs** button. The **Tabs** dialog box appears.



4. Set a tab to position the subheadings:
  - a. In the **Tab stop position** box, type the desired tab position. (Type 0 . 5 to position any subheadings.)
  - b. In the **Alignment** section, click the desired alignment. (Click **Left** to position any subheadings.)
5. Set a tab to position the page numbers:
  - a. In the **Tab stop position** box, type the desired tab position. (Type 6 . 5 to position the page number at the right margin.)
  - b. In the **Alignment** section, click the desired alignment. (Click **Right** to position the page number.)
  - c. In the **Leader** section, click **2** to include dot leaders.
6. Click **Set** and **OK**.

*To type a main heading with dot leaders and a page number:*

1. Type the main heading; then press **TAB**.
2. Note that dot leaders (consecutive periods) fill the gap to lead the reader's eye across the page to the right margin where the page number will be typed.
3. Type the page number.

*To type a subheading with dot leaders and a page number:*

1. Press **TAB** to indent the line 0.5 inch; then type the subheading.
2. Press **TAB** again to insert the dot leaders automatically and move to the right margin.
3. Type the page number.



## PRACTICE

1. Display the ruler.
2. Set a left tab at 0.5 inch and a right dot-leader tab at 6.5 inches.
3. Press **ENTER** 5 times.
4. Center and type **CONTENTS**, select it, and change the font to 14 pt. Bold.
5. Press **ENTER** 2 times, change to left alignment, and change the font size to 12 pt. if necessary.
6. Type **INTRODUCTION**; press **TAB** 1 time (to move to the right tab stop at the right margin and to insert the automatic dot leaders); type 1 (for the page number); press **ENTER** 2 times.
7. Type **INTERNET SECURITY**; press **TAB** 1 time; type 3; press **ENTER** 2 times.
8. Press **TAB** 1 time (to indent the line by 0.5 inch); type **Using Passwords**; press **TAB** 1 time; type 3; press **ENTER** 1 time.
9. Press **TAB** 1 time; type **Paying by Credit Card**; press **TAB** 1 time; type 4; press **ENTER** 2 times.
10. Type **CONCLUSION**; press **TAB** 1 time; type 5.

Your document should look similar to this:

<b>CONTENTS</b>	
INTRODUCTION.....	→ tab 6.5" 1
INTERNET SECURITY.....	3
→ tab 0.5" Using Passwords.....	3
Paying by Credit Card.....	4
CONCLUSION.....	5

11. Save changes to *practice-50*, and return to GDP.



**GO TO**  
Textbook




## Font

“Font” refers to the general shape of a character. A serif font has short lines extending from the edges of letters. A sans serif font does not have these lines. Word’s default font is Calibri, a sans serif font. Avoid using too many different fonts in the same document. In a traditional resume, use Cambria in Row 1.

Serif Fonts	Sans Serif Fonts
Cambria	Calibri
Times New Roman	Arial

### To change fonts:

1. Position the insertion point where you want to begin using the new font (or select the text you want to change).
2. From the **HOME** tab, **Font** group, click the down arrow to the right of the **Font** box.
3. Click the desired font—scroll down the list if necessary.

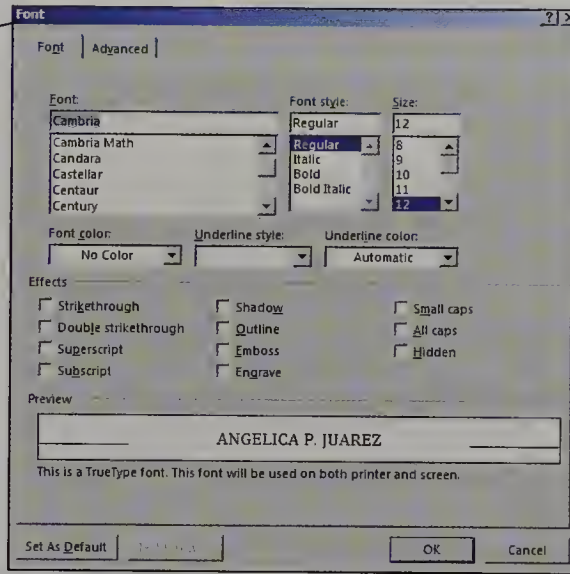
 As you change fonts, the most recent choice is added to the font drop-down list under **Recently Used Fonts**.

**Font box**

**Recently Used Fonts**  
list with the most recently used fonts listed first.


**Or:** From the **HOME** tab, **Font** group, click the **Dialog Box Launcher** or press **CTRL + D**, and make the desired choices in the **Font** dialog box.

Use the **Font** dialog box to change any settings as desired.



*To change the font or font style, size, and effect:*

1. From the **Font** dialog box, **Font** tab, under **Font**, click the desired font.
2. Under **Font style**, **Size**, and **Effects**, click the desired choices; click **OK**.

 If the font inside a table defaults to 11 pt. rather than 12 pt., see Appendix A, GDP—Word Settings, Default Font Size—Table, for help.



## PRACTICE

1. Select the table, right-click over the table, and click **AutoFit**, **AutoFit to Window**, to ensure that the table extends the full width of the page margins.
2. In Row 1, center the name, and change the font to Cambria 14 pt. Bold.
3. Center both lines below the name; change the font to Cambria 12 pt. Bold. (Row 1 should look similar to the illustration at the end of this lesson.)
4. Save changes to *practice-51*.

**Note:** Keep this document open and continue reading.

 **REFER TO**  
**Reference Manual**


R-12A: Resume

## Table—Change Column Width

In Lesson 36, you learned to change the table column width using AutoFit to Contents. However, you can also change the column width using the mouse. Whenever you adjust column widths, begin by displaying the ruler.


### *To change column widths by double-clicking the right border:*

1. Point to the right border of the table column until the mouse changes to a resize pointer.
2. Double-click the right border of the desired column to adjust the width to the widest cell entry.

 When you double-click the right border of the last column, the width of that column will adjust to extend that column to the right margin, such as for the right border of the last column in a resume.

### *To change column widths by dragging on the right border:*


1. Display the ruler, and point to the right border of the table column until the mouse changes to a resize pointer.
2. Click and hold the mouse button; note the dotted vertical line that appears along the full length of the border extending up to the ruler.
3. Drag the column border until the dotted vertical line points to the desired position on the ruler above.

 As long as the cell is not selected, dragging the right border adjusts the entire column width, not just the selected cell's width. Hold down **ALT** as you drag to see the exact ruler measurements.



## PRACTICE (continued)

1. Press **CTRL + HOME**, and press **ENTER** 5 times.
2. Remove all table borders. (*Hint:* Select the table; from the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow under the **Borders** button, and click **No Border**.)
3. If necessary, display table gridlines. (*Hint:* From the **TABLE TOOLS, LAYOUT** tab, **Table** group, click **View Gridlines**.)
4. Select Row 1, and apply a bottom border to Row 1. (*Hint:* From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow under the **Borders** button; then click **Bottom Border**.)

 If you apply a border and get an unexpected border, such as an extra thick border or colored border, close all Word files, and restart Word to return to border default settings; or see the first Attention icon in Lesson 111 for another approach.



Resize pointer



REFER TO  
Word Manual

L. 37: Table—Borders



# PRACTICE (continued)

## REFER TO Word Manual

L. 44: Indentation, Increase and Decrease Indent

5. Bold all the headings in Column A.
6. In the "EXPERIENCE" section in Column B, italicize the job titles and business names.
7. Increase the indent for the job description paragraphs by 0.5 inch.
8. Double-click the right border of Column A to fit the widest entry.
9. Double-click the right border of Column B to expand it so it extends to 6.5 inches on the ruler (the right margin of the document).

If you are unsuccessful using the mouse to adjust column widths, undo your actions; select the table, and right-click over the table; click **AutoFit**, **AutoFit to Contents**.

10. Press **CTRL + P** to view your document. Your document should look similar to this.

**ANGELICA P. JUAREZ**  
1842 Amber Road, Germantown, TN 38139  
Phone: 901-556-5102; e-mail: [ajuarez@attcast.com](mailto:ajuarez@attcast.com)

---

**OBJECTIVE** To obtain a position in admissions counseling in a post-secondary school setting, preferably in Tennessee.

**EDUCATION** Delta State University, Cleveland, Mississippi  
B.A. degree in psychology  
Graduated: May 2009

Cleveland High School, Cleveland, Mississippi  
Graduated: May 2004

**EXPERIENCE** School Counselor, Germantown Elementary  
Germantown, Tennessee, 2005 to Present  
Provide individual and group counseling services to meet the developmental, preventive and remedial needs of students. Assist teachers with the educational placement of students by using appropriate educational assessment strategies.

Administrative Assistant, Show Industries  
Cleveland, Mississippi, 2008 to 2009  
Prepared reports for section supervisor. Maintained budget using Excel software. Planned and prepared itinerary for section supervisor. Supervised area secretaries and office clerks. Worked in customer service.

**ACTIVITIES** Activities pursued while attending college:  
• Volunteer reading tutor, Cleveland Youth Library, 2005  
• Special Olympics volunteer, 2006

**REFERENCES** Available upon request.

Print Layout

**ANGELICA P. JUAREZ**  
1842 Amber Road, Germantown, TN 38139  
Phone: 901-556-5102; e-mail: [ajuarez@attcast.com](mailto:ajuarez@attcast.com)

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**ACTIVITIES** Activities pursued while attending college:  
• Volunteer reading tutor, Cleveland Youth Library, 2005  
• Special Olympics volunteer, 2006

**REFERENCES** Available upon request.

Print view

## GO TO Textbook

11. Save changes to *practice-51*, and return to GDP.

## Sort

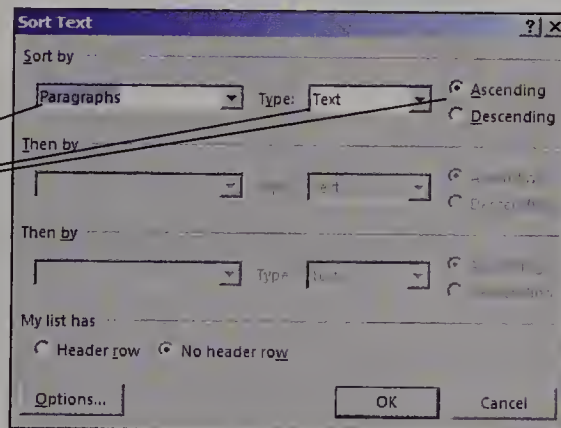
You can sort text alphabetically, numerically, or by date in ascending order (for example, A to Z or zero to nine) or descending order (Z to A). Information in tables may be sorted; however, steps vary from these.

*To perform a sort:*


1. Select only the paragraphs to be sorted.
2. From the **HOME** tab, in the **Paragraph** group, click the **Sort** button.
3. From the **Sort Text** dialog box, in the **Sort by** box, click **Paragraphs**; in the **Type** box, click **Text**; then click **Ascending**.



To sort the bulleted list in the Practice exercise alphabetically from A to Z, use these settings.



4. Click **OK**. The list is sorted alphabetically from A to Z.

 To sort a table column with a column heading, select the desired cells to be sorted in the column to be sorted; from the **HOME** tab, **Paragraph** group, click the **Sort** button; from the **Sort** dialog box, note that the **Sort by** box displays the name of the selected column; the **Type** box displays **Number** or **Text** depending upon the content of the selected cells; and the **Using** box displays **Paragraphs**; check either **Ascending** or **Descending**, **OK**.

*To undo a sort:* Click **Undo**, or press **CTRL + Z** immediately after sorting.



## PRACTICE

1. Select the text to be sorted, and note the unsorted list order:

As you know, your health care plan will be changing effective April 1. In order to help you plan for any anticipated future expenses, you should go to your *Summary Plan Description* booklet and research the following topics:

- Dental plan program
- Pharmacy co-pay structure
- Member-managed care
- Deductibles
- Office visits

Please contact us if you have any questions at 800-555-1212.

2. Sort the list, and note the sorted list order (alphabetical from A to Z):

As you know, your health care plan will be changing effective April 1. In order to help you plan for any anticipated future expenses, you should go to your *Summary Plan Description* booklet and research the following topics:

- Deductibles
- Dental plan program
- Member-managed care
- Office visits
- Pharmacy co-pay structure

Please contact us if you have any questions at 800-555-1212.

3. Save changes to *practice-67*, and return to GDP.



**GO TO**  
Textbook

## Table—Shading

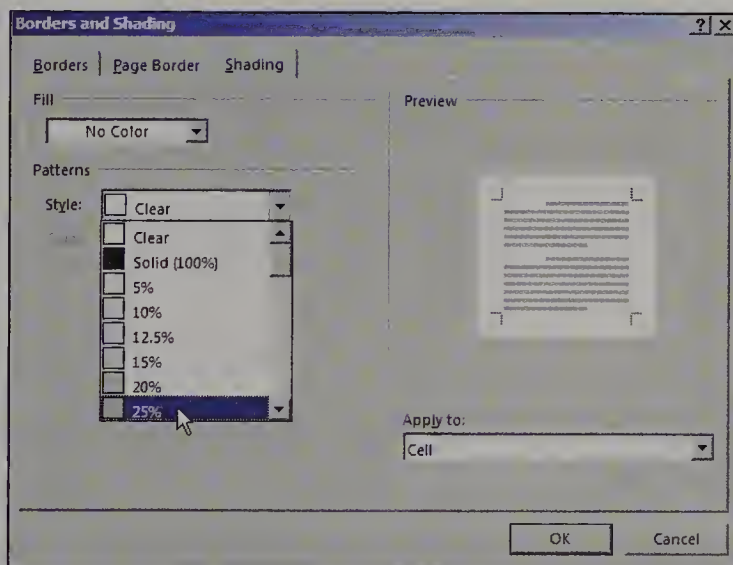
To give your table a more finished look and increase readability, add shading to desired rows, columns, or cells. Shading is a design element—don't overuse it. Shading choices should be purposeful and attractive.

*To add shading:*

1. Select the desired cells, rows, or columns.
2. From the **HOME** tab, **Paragraph** group, click the list arrow to the right of the **Borders** button; click **Borders and Shading**.

**Or:** Click inside the table; from the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow at the bottom of the **Borders** button; click **Borders and Shading**.

3. From the **Borders and Shading** dialog box, click the **Shading** tab.



4. Select the desired shading option by clicking the down arrow in the **Style** box; then click **OK**.
  - **Clear** (the default setting) provides no shading.
  - **Solid (100%)** provides solid black shading with white text.
  - **10%, 20%, or 25%** shading provides gradient gray shading with black text.



## PRACTICE

1. If necessary, activate **View Gridlines**. (*Hint:* From the **HOME** tab, **Paragraph** group, click the list arrow to the right of the **Borders** button. From the drop-down menu, click **View Gridlines**.)
2. Click after the last word in the first paragraph, and press **ENTER** 1 time to insert 1 blank line before the table.
3. Click before the first word in the second paragraph, and press **ENTER** 1 time to insert 1 blank line after the table.
4. Select Row 1.
5. From the **HOME** tab, **Paragraph** group, click the list arrow to the right of the **Borders** button; click **Borders and Shading**.
6. From the **Borders and Shading** dialog box, click the **Shading** tab, and apply a **Solid (100%)** shading style to Row 1.
7. Select Row 2, and apply a **25%** shading.
8. Apply an outside border to the entire table. Your table should now look similar to the illustration at the end of this lesson.

**Note:** Keep this document open and continue reading.

## E-Mail—Blind Copies

The Blind Copy box is usually abbreviated as Bcc (blind carbon copy), and some e-mail programs hide it. Refer to your e-mail software's Help feature for steps to use this feature. Standard practice is to simply fill in the desired e-mail address in the Bcc box.

### *To send a blind copy of an e-mail message from Word:*

1. With your instructor's permission, follow the steps in Lesson 25, page 38, to send an open Word document as the actual e-mail message.
2. Click inside the **Bcc** box, and type in the e-mail address of the desired blind-copy recipient.

**Or:** Click the **Bcc** button, and select the desired name from the **Contacts** list.




**REFER TO**  
**Word Manual**

L. 25: E-Mail a Document



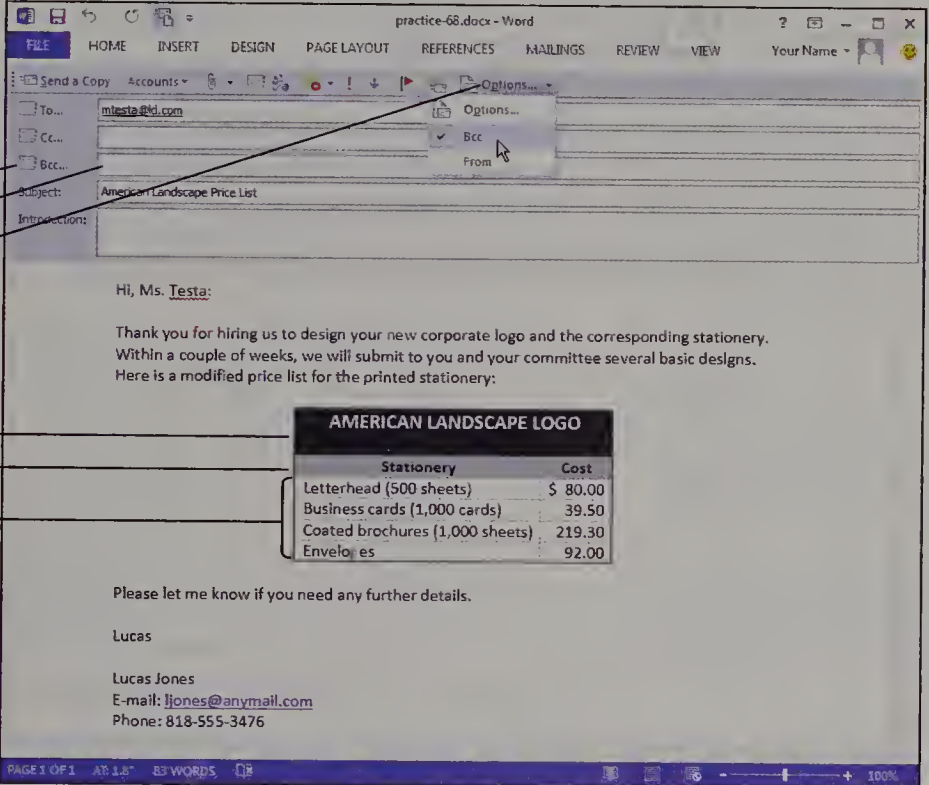


## PRACTICE (continued)

 Do not send an e-mail message without consulting your instructor!

1. Follow the steps in Lesson 25, page 38, to send an open Word document as the actual e-mail message.
2. Fill in any desired address in the **To** and **Bcc** boxes; then type American Landscape Price List in the **Subject** box.

**Note:** If you use Outlook, you will likely need to display the Bcc box by clicking an **Options** button and checking **Bcc**; your message would look similar to this:



**Bcc button**

**Blind copy box**

**Options button**

**Solid (100%) shading**

**25% shading**

**Clear shading**

Hi, Ms. Testa:

Thank you for hiring us to design your new corporate logo and the corresponding stationery. Within a couple of weeks, we will submit to you and your committee several basic designs. Here is a modified price list for the printed stationery:

AMERICAN LANDSCAPE LOGO	
Stationery	Cost
Letterhead (500 sheets)	\$ 80.00
Business cards (1,000 cards)	39.50
Coated brochures (1,000 sheets)	219.30
Envelopes	92.00

Please let me know if you need any further details.

Lucas

Lucas Jones  
E-mail: [ljones@anymail.com](mailto:ljones@anymail.com)  
Phone: 818-555-3476

3. Save changes to *practice-68*, and return to GDP.



## Find and Replace

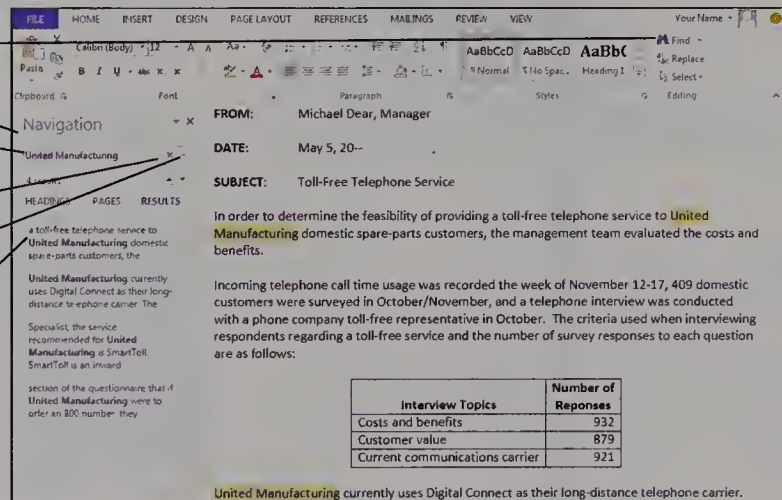
Use Find to search for text, numbers, and so forth. Use Replace to both find and replace the found text with revised text. For example, you could replace all occurrences of “James” with “Jim” in one step.

### To find text:

1. From the **HOME** tab, **Editing** group, click the **Find** button to open the **Navigation** pane.

**Or:** On the keyboard, press **CTRL + F**.

- Click the **Find** button to open the **Navigation** pane.
- Type the characters you want to find in the **Search** box.
- Click the **Close** button to end your search.
- Click the **Find Options** list arrow to explore **Options** and **Advanced Find**.
- Browse through the summary of search results and click the desired one to move to that search result in the document.



2. In the **Search** box of the **Navigation** pane, type the characters you want to find.
3. Note that as you type, Word matches characters and highlights matches in the document; scroll down the document to view all matches, and note the summary of all search results in the **Navigation** pane.

You can edit the text in the document without closing the **Navigation** pane, but the highlighting will disappear. To resume the search, click inside the **Search** box, and press **ENTER**, or click the up or down arrow to the right of the **Search** box.

If you get unexpected search results, click the **Find Options** list arrow to the right of the **Search** box; click **Options**, and verify the accuracy of the selected **Find Options**.

4. Click the **Close** button to the right of the **Search** box to end your search; to close the **Navigation** pane, click the **Close** button on the **Navigation** bar.

310-9221-1526  
(FARELL)

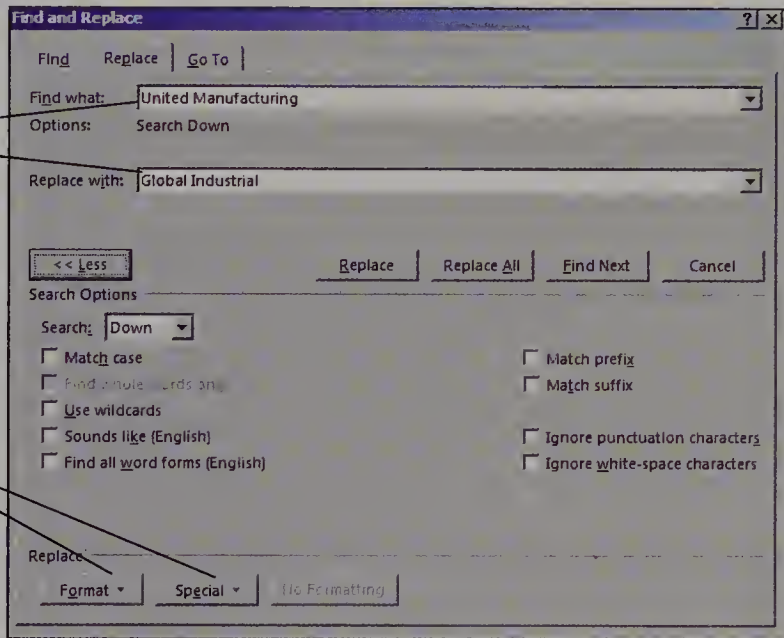
### To find and replace text:




1. From the **HOME** tab, **Editing** group, click **Replace** to open the **Find and Replace** dialog box.

**Or:** On the keyboard, press **CTRL + H**.

Type the text you want to find in the **Find what** text box and the replacement text in the **Replace with** text box.

Click **Format** or **Special** to find and/or replace characters, such as a tab character or a font change.



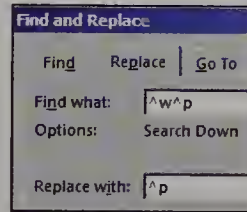
-  Under the **Replace with** box, click **More >>** to expand the dialog box and display other options. Click **<< Less** to collapse the box.
2. Type the text you want to replace in the **Find what** text box.
3. Press **TAB**, and type the replacement text in the **Replace with** text box.
4. Click **Find Next**.  
 If Word highlights the desired text in the document, click **Replace** to replace the text; to leave the text unchanged, click **Find Next**.  
 To automatically change all occurrences of the text in the document without stopping to verify each change, click **Replace All**.
5. When Word finishes, follow the prompts to continue or end the search, close any related dialog box, and return to the document.

Use Find and Replace to find and replace incorrect spaces that might be missed when you proofread, such as an extra space between words or sentences or an extra trailing space following any punctuation in the last line of a paragraph.

### To find and replace trailing spaces:

1. On the keyboard, press **CTRL + H**.
2. From the **Find** tab, click the **More >>** button to expand the menu.
3. Click in the **Find what** box, and if necessary, select and delete any characters and spaces in the box.
4. Under **Find** at the bottom of the dialog box, click **Special**; and click **White Space** from the list of choices.
5. Click **Special**, and click **Paragraph Mark** from the list of choices.

6. From the **Replace** tab, click in the **Replace with** box; if necessary, select and delete any characters and spaces in the box.
7. Under **Replace** at the bottom of the display, click **Special**; click **Paragraph Mark**. The boxes should look like this:



8. Click **Find Next**. Any trailing space should be highlighted.
9. Click **Replace** to remove the trailing space and replace it with only a paragraph mark, which represents a hard return (line break).
10. When Word has finished searching, click **OK** and **Close**.

*To find and replace extra spaces:*

1. Follow steps 1 through 3 in the previous section.
2. Click in the **Find what** box, and press the **SPACE BAR** 2 times.
3. Click in the **Replace with** box, and press the **SPACE BAR** 1 time. (Both boxes will appear to be blank because spaces don't display.)
4. Click **Find Next**. (Any extra spaces should be highlighted.)
5. Click **Replace** to remove the extra spaces, or edit the text manually.
6. When Word has finished searching, click **OK** and **Close**.



## PRACTICE

1. Use **Replace** to find all occurrences of "United Manufacturing" and replace it with "Global Industrial." (You should have 4 occurrences.)
2. Press **CTRL + HOME** to move to the top of the document.
3. Turn on **Show/Hide ¶**, and note that there is a trailing space after "President" at the end of the first line and another after the period at the end of the first paragraph.
4. Use **Replace** to find and replace both trailing spaces.
5. Press **CTRL + HOME** to move to the top of the document.
6. Note that there are 2 spaces after "Vice" in the first heading line.
7. Note the 2 spaces after the period following "October" in the second paragraph.
8. Use **Replace** to find and replace the extra spaces.
9. Click **OK** and **Close**.
10. Save changes to *practice-69*, and return to GDP.



**GO TO**  
Textbook

## Footers

A footer is any information (such as a page number or text) that usually appears at the bottom of every page in a document below the body.

*To insert a footer with text and a page number into every page of a document:*

1. Right-click over the footer area, and click **Edit Footer**. (The document should now be dimmed and the footer should be active.)
2. Note that the **HEADER & FOOTER TOOLS, DESIGN** tab appears on demand whenever you are inside a footer.
3. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Bottom of Page, Plain Number 2** from the gallery of designs to insert a centered page number.
4. Note that you are now inside the **Footer** section with the document dimmed and the automatic page number inserted.
5. Type any desired text, such as **Page**, and press the **SPACE BAR** 1 time to insert a space between the text and the automatic page number.

*To start page numbering with a different number:*

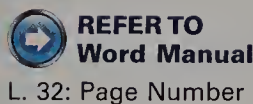
1. Click inside the footer.
2. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Format Page Numbers** to display the **Page Number Format** dialog box.
3. From the **Page Number Format** dialog box, under **Page numbering**, click **Start at**, and type 3 in the **Start at** box; click **OK**.

*To close a footer and return to the document body:*

1. Double-click anywhere outside the **Footer** area, or from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Close** group, click **Close Header and Footer**.
2. Note that the footer is now dimmed, the document is active, and the **HEADER & FOOTER TOOLS, DESIGN** tab has disappeared.


*To edit a footer:* Double-click anywhere inside the footer area. (The document should dim and the footer should be active.)

*To remove a footer:* From the **INSERT** tab, **Header & Footer** group, click **Footer, Remove Footer**.



**REFER TO  
Word Manual**

L. 32: Page Number

 If you are having trouble removing a footer, try this: Double-click anywhere inside the footer to reopen it; press **CTRL + A**; click **DELETE**, and click outside the footer to return to the document.

**To italicize the header or footer or make any font changes:** Click inside the header or footer; press **CTRL + A** to select all text or select the desired text; then make any desired font changes.

**To add a top border to a footer:** Click inside the footer; from the **HOME** tab, **Paragraph** group, click the **Borders** button list arrow; click **Top Border**.



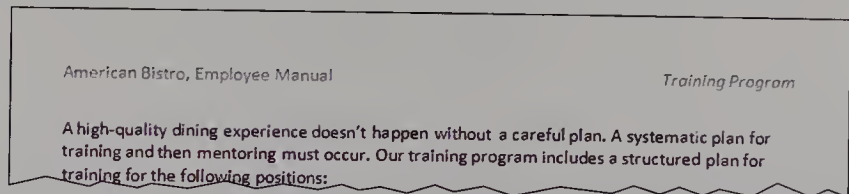
## PRACTICE



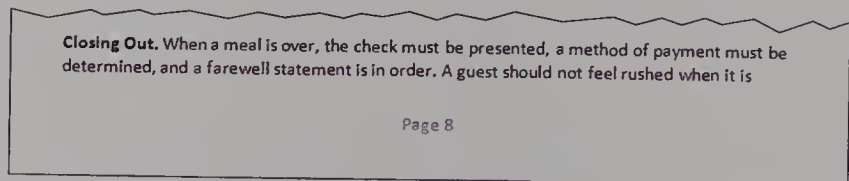
### REFER TO Word Manual

L. 32: Page Number  
L. 47: Headers

1. Right-click anywhere over the header area, and click **Edit Header**.
2. Display the ruler; note the default header tabs—a center tab is preset at 3.25" and a right tab is preset at 6.5".
3. At the left margin, type this:  
American Bistro, Employee Manual
4. Press **TAB** 2 times to move to the right tab position; press **CTRL + I**, and type this:  
Training Program
5. Close the header. The header should look similar to this:



6. Right-click anywhere over the footer area, and click **Edit Footer**.
7. Insert a centered page number that starts at 8 for this continuation page. (*Hint:* From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Bottom of Page, Plain Number 2**; click **Page Number, Format Page Numbers, Start at, 8, OK**.)
8. Type **Page** and press the **SPACE BAR** 1 time to insert a space between the text and the automatic page number.
9. Close the footer. The document footer should look similar to this:



10. Save changes to *practice-73*, and return to GDP.

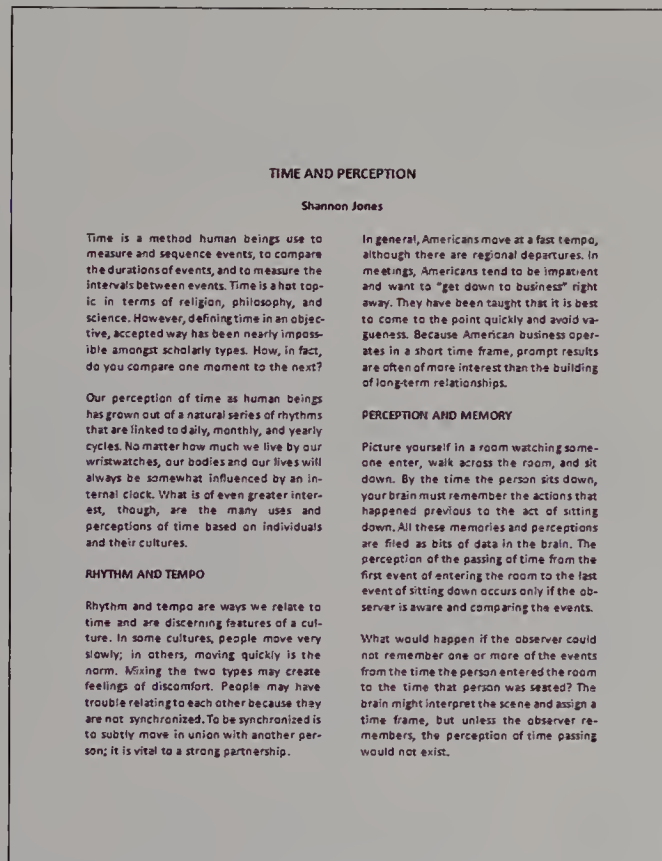


GO TO  
Textbook

## Columns

You can prepare a document in newspaper-style columns or add columns to any part of your document. Text flows from the bottom of one column to the top of the next column.

In newspaper-style columns, text flows from the bottom of one column to the top of the next, is full-justified, and uses automatic hyphenation.



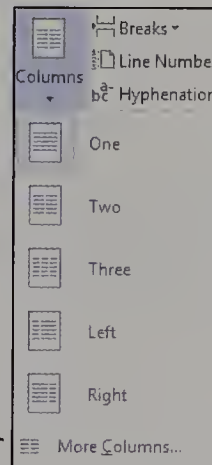
*To add balanced columns to an existing document:*

1. Type the document without columns.
2. With **Show/Hide ¶** on, position the insertion point where you want the columns to begin, and carefully select the text to appear in columns.
  - a. Position the insertion point just before the first character in the desired text.
  - b. Scroll to the end of the document, press and hold **SHIFT**, and click just *after* the last typed character in the document and just *before* the

Paragraph formatting mark. (You must exclude the Paragraph formatting mark to create a continuous section break and create balanced columns that are evenly divided on partial pages.)

3. From the **PAGE LAYOUT** tab, in the **Page Setup** group, click **Columns**.
4. Then click **One**, **Two**, **Three**, and so forth, for the desired number of columns. Or click **More Columns** for more detailed choices.


Click **More Columns** for additional column options.



5. Note that a *Section Break (Continuous)* formatting code will appear at the end of the column, and the columns will be automatically balanced.

**To fix any large gaps in between the words in the last line of the last paragraph in a document that uses balanced columns and justified alignment:** Press **ENTER** directly after the last typed character in the line.

As you're typing, when you reach the bottom of one column, the insertion point automatically moves to the top of the next column. Sometimes, you may want to force a column to break at a certain point. Or you may want to have the text distributed equally among the columns to balance the text across the page.

 In any document processing jobs with columns, always fix any large gaps between words in the last line of a document as described above.

**To insert a column break:**

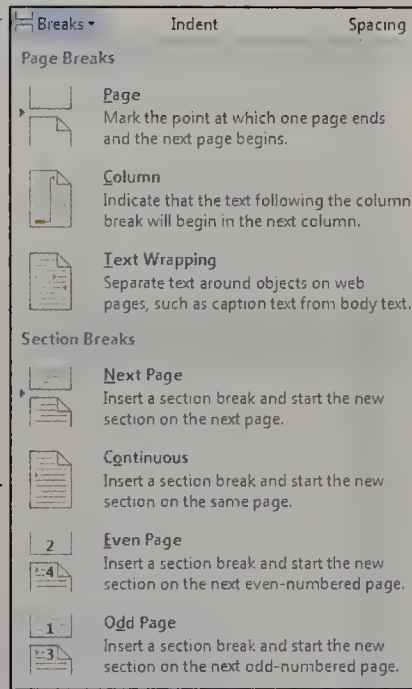
1. Position the insertion point where you want to start the new column.
2. Press **CTRL + SHIFT + ENTER**.

**To balance the columns:**

1. Position the insertion point at the end of the text you want to balance.
2. From the **PAGE LAYOUT** tab, in the **Page Setup** group, click the **Breaks** button. A list of **Page Breaks** and **Section Breaks** appears.

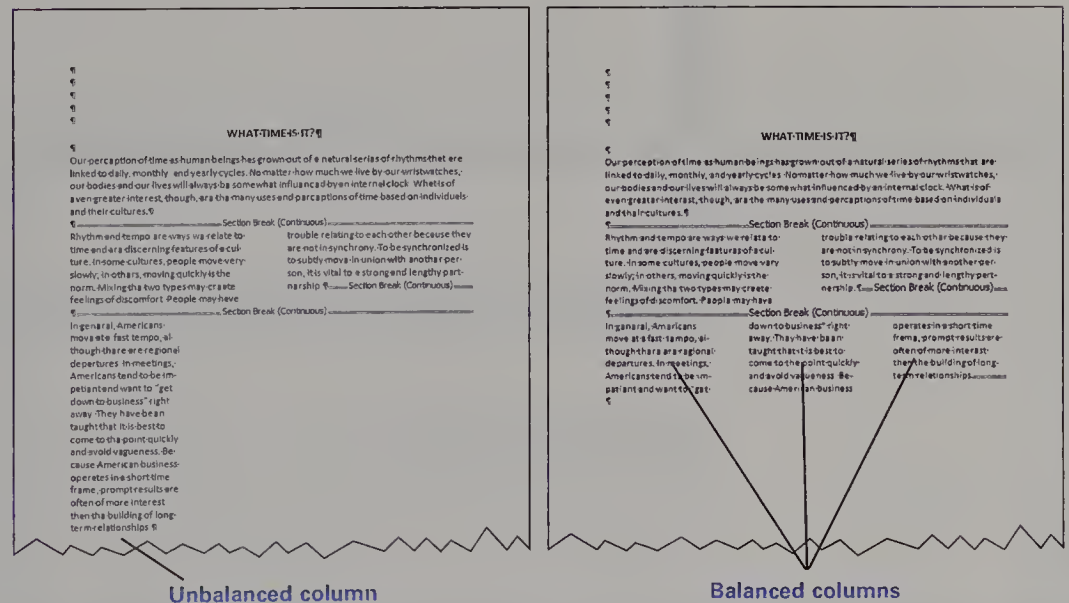


Breaks (Insert Page and Section Breaks) button



Click **Continuous** to balance the columns so the text is evenly distributed among the columns.

### 3. Click **Continuous** to divide text evenly among all the columns.



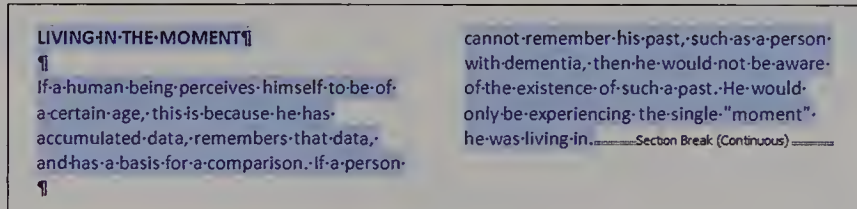
## PRACTICE

1. Turn **Show/Hide ¶** on; then position the insertion point just before “Time,” the first word in the first paragraph.
2. Drag the scroll box down until you can see the end of the document.



## PRACTICE (continued)

- To select the text to be formatted in 2 columns, press and hold **SHIFT**, and click just *after* the last typed character in the document—you must exclude the Paragraph formatting mark to create a continuous section break and balance the columns.
- From the **PAGE LAYOUT** tab, in the **Page Setup** group, click **Columns**.
- Click **Two** to format the body into 2 columns.
- Note the *Section Break (Continuous)* formatting code. The continuous section break should look like this. If it does not, repeat the preceding steps being especially careful with step 3.



- With the body still selected, from the **PAGE LAYOUT** tab, in the **Page Setup** group, click **Columns**.
- Click **Three** to format the body into 3 columns; then click **Columns, Two**, to reformat the body once more into 2 columns. (*Hint: Change the zoom setting to **Two Pages** for a better look.*)
- With the body still selected, save changes to *practice-74*.

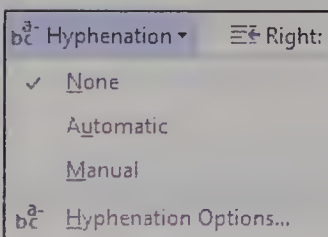
**Note:** Keep this document open and continue reading.

## Hyphenation

Hyphenation reduces the ragged appearance of unjustified text because it divides words as needed at the end of a line rather than moving the entire word to the next line. Automatic hyphenation is off by default. Reserve automatic hyphenation for text formatted in narrow columns, such as a magazine article with justified text or a newsletter formatted in columns. The hyphens Word inserts in words are called “soft hyphens” because they appear and disappear as text is typed and deleted.

*To hyphenate words automatically:*

- From the **PAGE LAYOUT** tab, in the **Page Setup** group, click the **Hyphenation** button, **Hyphenation Options**.
- In the **Hyphenation** dialog box, check **Automatically hyphenate document** if it is not already checked.

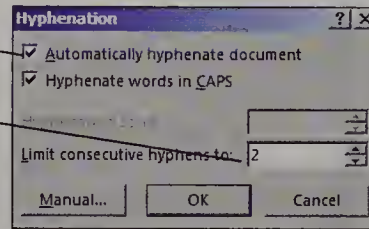


Hyphenation button

3. In the **Limit consecutive hyphens to:** box, click the up arrow until 2 is displayed; change all **Hyphenation** settings to match those in the illustration that follows; click **OK**.

Check **Automatically hyphenate document**.

Set **Limit consecutive hyphens to 2**.



3. In any document processing jobs with columns, always set **Hyphenation** options as shown above.

*To eliminate a widow (a one-liner at the bottom of a column):*

1. Select the lines to be kept together—for example, select the heading, the blank line below it, and the first line of the following paragraph.
2. From the **HOME** tab, **Paragraph** group, click the **Paragraph Dialog Box Launcher**.
3. From the **Paragraph** window, click the **Line and Page Breaks** tab.
4. Check **Keep with next**, **OK**.



**REFER TO**  
**Word Manual**

L. 32: Widow/Orphan Control



## **PRACTICE** (continued)

1. With the body still selected, from the **PAGE LAYOUT** tab, in the **Page Setup** group, click the **Hyphenation** button, **Hyphenation Options**.
2. From the **Hyphenation** dialog box, check **Automatically hyphenate document**.
3. In the **Limit consecutive hyphens to:** box, click the up arrow until 2 is displayed; verify that all settings match those in the previous **Hyphenation** dialog box illustration; click **OK**.
4. Note that line endings have changed, and note the one-line heading at the bottom of page 1.
5. With the body still selected, from the **HOME** tab, **Paragraph** group, click the **Justify** button or click **CTRL + J** to justify the lines so that the line endings at the right margin are even.
6. Select the heading “LIVING IN THE MOMENT” at the bottom of page 1, the blank line that follows it, and the first line of the paragraph at the top of the next page.
7. From the **HOME** tab, **Paragraph** group, click the **Paragraph Dialog Box Launcher**.
8. From the **Paragraph** window, **Line and Page Breaks** tab, check **Keep with next**; click **OK**. (Do not check **Keep lines together**, or you will get unexpected results.)

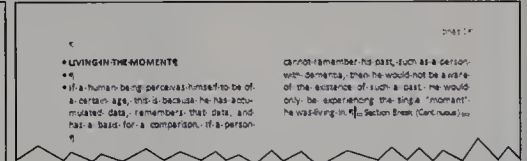


**REFER TO**  
**Word Manual**

L. 31: Alignment

## PRACTICE (continued)

9. Note that square bullets (formatting marks indicating that the designated lines will be kept together) appear next to the selected lines.
10. Right-click over the header area in the first page, and click **Edit Header**.
11. From the **INSERT** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3** from the gallery of designs to insert a right-aligned page number.
12. Type Jones and press the **SPACE BAR** 1 time. "Jones" should now appear before the page number.
13. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Options** group, check **Different First Page** to suppress the header on the first page.
14. Double-click over the body to close the header; scroll down to the end of the document; note that the header appears only on the second page.
15. If any large gaps appear between the words in the last line of the last paragraph, click just *after* the last typed character (a period), and press **ENTER** to eliminate the gaps between words. Your document should look similar to this:



16. Turn off **Show/Hide ¶**.
17. Save changes to *practice-74*, and return to GDP.

### REFER TO Word Manual

- L. 32: Page Number
- L. 47: Headers

### GO TO Textbook

# Tables With Source Notes or Footnotes

# 76

LESSON

## Table—Text Direction

The default orientation for text in a table is horizontal. Sometimes, however, you may have a table that includes cells with long column headings that look more balanced if a vertical orientation is used.

*To change the text direction or orientation of text in a table:*

1. Click the cell or select the row that contains the text to be changed.
2. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, click the **Text Direction** button repeatedly until you see the desired text direction. Note that the **Text Direction** button changes to give you a preview of the alignment.
3. Click the **Align Bottom Center** button.
4. Point to the bottom border of the row containing the vertical text until you see the table resize pointer.
5. Drag down using the table resize pointer until the vertical text appears in one continuous line without wrapping.



Text Direction button



Text Direction button  
(vertical from bottom to top)



Resize pointer



## PRACTICE

1. Select Row 1.
2. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, click the **Text Direction** button repeatedly until you see the desired text direction set to vertical from bottom to top. (*Hint: The button should match the one shown in the next illustration.*)
3. From the **TABLE TOOLS, LAYOUT** tab, **Alignment** group, click the **Align Bottom Center** button. Your table should appear similar to this:

Sailing Departures	Interior Stateroom	Ocean View Stateroom	Additional Guest
5/24	\$699	\$799	\$299
6/31	799	899	350
7/17	899	999	400



## PRACTICE (continued)

4. Drag on the bottom border of Row 1 until the column headings appear in one continuous line (without wrapping text) and without leaving too much blank space above the longest item. (*Hint:* Drag the **Zoom slider** to zoom in.)
5. Click inside the selected table and apply the **AutoFit to Contents** feature. Your table should appear similar to this:

Sailing Departures	Interior Stateroom	Ocean View Stateroom	Additional Guest
5/24	\$699	\$799	\$299
6/31	799	899	350
7/17	899	999	400

6. Center the table horizontally. (*Hint:* From the **TABLE TOOLS, LAYOUT** tab, **Table** group, click **Properties**; from the **Table** tab, click **Center, OK.**)
7. Center the table vertically on the page.
8. Save changes to *practice-76*.

**Note:** Keep this document open and continue reading.



**REFER TO  
Word Manual**

L. 36: Table—AutoFit to Contents



**REFER TO  
Word Manual**

L. 38: Table—Center Horizontally; Table—Center Page

## Table—Insert, Delete, and Move Rows or Columns

Table rows and columns can be inserted, deleted, or moved in a variety of ways. The on-demand **TABLE TOOLS, LAYOUT** tab includes buttons in the **Rows & Columns** group to help you.

*To insert a row:*

1. Click in the desired row.
2. From the **TABLE TOOLS, LAYOUT** tab, **Rows & Columns** group, click **Insert Above** or **Insert Below** as desired.

**Or:**


1. Click inside the desired row.
2. Right-click and from the **Mini toolbar**, click the **Insert** button; from the drop-down list, click **Insert Above** or **Insert Below**. Note that a new, blank row appears above or below the selected row.

	Sat	Int	Oc	Ad
	5/24	\$699	\$799	\$299
	6/31	799	899	350
	7/17	899	999	400

Insert Control

**Or:** Point just to the left of an existing row until you see the **Insert Control** appear (a circled plus sign) between rows; click the **Insert Control** to insert a new row at that spot.

**Or:** Click just to the right of the last cell in the desired row, press **ENTER**, and a new row will be inserted just below that row.

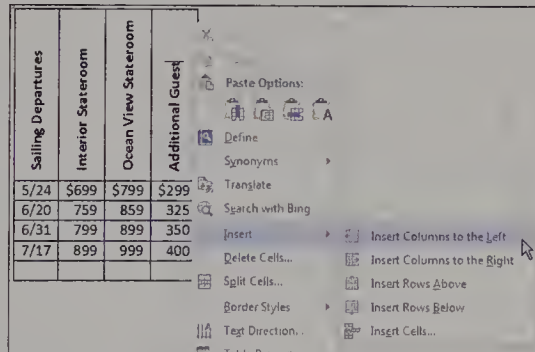
 To insert a new row at the end of the table, click inside the last table cell, and press **TAB**.

**To insert a column:**


1. Click inside the desired column.
2. From the **TABLE TOOLS, LAYOUT** tab, **Rows & Columns** group, click **Insert Left** or **Insert Right** as desired.

**Or:**

1. Click inside the desired column; right-click and from the **Mini toolbar**, click the **Insert** button; click the desired choice, such as **Insert Columns to the Left**.




2. Note that a new blank column is inserted.

 If any table rows were merged and a new, undesired column appears, select the row, and merge cells again for that row to remove the undesired new column. Merge cells last when creating a table to avoid unexpected results.

**Or:** Point to the border of the desired column until you see the **Insert Control** appear (a circled plus sign) between columns; click the **Insert Control** to insert a new column at that spot.

	Sailing Departures	Interior Stateroom	Ocean View Stateroom	Additional Guest
	5/24	\$699	\$799	\$299
	6/20	759	859	325
	6/31	799	899	350
	7/17	899	999	400

*To delete a row or column:*

1. Select the desired row or column.
  2. Right-click, and click **Delete Rows** or **Delete Columns**, or press **CTRL + X**.
-  If you press **DELETE**, you will delete only the contents of the row or column—the blank row or column will remain.

*To move a row:*

1. Click anywhere in the desired row to be moved.
2. Press **ALT + SHIFT + ↑** (the directional up arrow) or **ALT + SHIFT + ↓** (the directional down arrow) as needed.

**Or:**

1. Select the desired row.
2. Right-click and click **Cut**, or press **CTRL + X**.
3. Click in the first cell of the desired row (the row will be inserted above that row), and paste (press **CTRL + V**).

**Or:**


1. Select the desired row.
2. Drag and drop the row into place.

*To move a column:*

1. Select the desired column to be moved.
2. Drag and drop the column into place.

**Or:**

1. Select the desired column to be moved.
2. Right-click and click **Delete Columns**, or press **CTRL + X**.
3. Click in the top cell of the desired column (the column will be inserted to the left of that column), and press **CTRL + V**.

 To move a column to the right of the last column in the table, click just to the outside of the top right-hand corner of the cell of the desired column before pasting.



## **PRACTICE** (continued)

1. Insert a new row above Row 3.
2. Type the following information in the cells of the new row:  
6/29 759 859 325
3. Insert a new column to the left of Column D.
4. Delete Row 4 with the sailing departure date of 6/31.





## PRACTICE (continued)

5. Type the following information in the cells of the new column:  
(*Hint:* Type the dollar sign and then insert 3 spaces for “\$899” to allow 2 spaces for each digit and 1 space for each comma. This action causes the dollar sign to align with the longest amount of “1,099” in the column.)

Junior Suite

\$899

959

1,099

6. If necessary, align “Junior Suite” in Row 1 at the bottom center.  
7. Move Row 3 down 1 row. (*Hint:* Click inside Row 3 and press **ALT + SHIFT + ↓**.)  
8. Change the date from 6/29 to 8/29. The table should look like this:

Sailing Departures	Interior Stateroom	Ocean View Stateroom	Junior Suite	Additional Guest
5/24	\$699	\$799	\$ 899	\$299
7/17	899	999	1,099	400
8/29	759	859	959	325

9. Delete the blank row at the end of the table, and cut Column A.  
10. Click just to the outside of the top cell of the last column. Your insertion point should be positioned like this:

Interior Stateroom	Ocean View Stateroom	Junior Suite	Additional Guest
\$699	\$799	\$ 899	\$299
899	999	1,099	400
759	859	959	325

Click just to the right of the top cell of the last column to paste a column as the last column in a table.

11. Paste the cut column. It should appear as the last table column.  
12. Cut the newly pasted column and move it so it is the first column in the table. (*Hint:* After cutting the newly pasted column, click in Cell A1, the top cell of the desired column, and press **CTRL + V**.)



## PRACTICE (continued)

13. Insert a new row at the end of the table. (*Hint:* Click inside the last cell and press **TAB**; or click outside the last table cell and press **ENTER**.)
14. Merge the cells in the new row; if necessary, change to left alignment; and type this:  
Note: Prices may change.
15. Your table should look similar to this:

Sailing Departures	Interior Stateroom	Ocean View Stateroom	Junior Suite	Additional Guest
5/24	\$699	\$799	\$ 899	\$299
7/17	899	999	1,099	400
8/29	759	859	959	325
Note: Prices may change.				

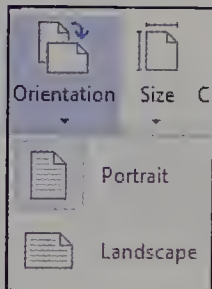
16. Save changes to *practice-76*, and return to GDP.



**GO TO**  
Textbook

## Page Orientation

Use Word's Landscape feature to change the default page orientation for 8.5- by 11-inch paper from vertical to horizontal. Use the Portrait feature to change the page orientation from horizontal to vertical.



Orientation button

### To change the page orientation:

On the **PAGE LAYOUT** tab, in the **Page Setup** group, click the **Orientation** button, and click either **Portrait** or **Landscape**.

**Or:** Press **CTRL + P**; under **Settings**, click **Portrait Orientation**; then click **Landscape Orientation**.



## PRACTICE

1. Change the page orientation to **Landscape**.
2. Press **CTRL + P**. Your document should look similar to this:

TEEN DRIVING SCHOOL 6-Month Class Schedule						
Date	Instructor	Street Address	City	State	ZIP	Phone
January 29	Stephen Dominguez	3959 Sierra Highway	Acton	California	93510	661-555-1267
February 14	Gina Bowelle	632 South Victory	Burbank	California	91501	818-555-3232
March 9	Marcus Barajas	901 San Fernando Road	Newhall	California	91321	861-555-4876
April 12	Papa Lim	6624 Foothill Boulevard	Tujunga	California	91042	818-555-7292
May 10	Sylvia Chavez	19241 Roscoe Boulevard	Northridge	California	91334	818-555-2987
June 12	Lisa Bonjaga	8329 Ventura Canyon	Sherman Oaks	California	91401	818-555-4625

3. Save changes to *practice-78*, and return to GDP.

## Table—Repeating Table Heading Rows

To repeat a table heading on subsequent pages:

1. Select the rows of text (including the first row) that you want to use as a table heading.

MANUSCRIPT PROCESSING McGraw-Hill Higher Education				
Short Title	Rejected		Accepted	
	Editorial	Reviewer	Editorial	Reviewer

2. From the **TABLE TOOLS, LAYOUT** tab, **Data** group, click **Repeat Header Rows**. The headings are now repeated on each page.



## PRACTICE

1. Insert a page number to display at the top right of the second page only; scroll to view the top of the second page, note the new page number, and note the absence of a header row. (*Hint:* Double-click over the header area; from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3**; from the **Options** group, check **Different First Page**; click outside the header to close it.)
2. Select the first 3 rows of the table on the first page. (*Hint:* You may need to drag all the way across the rows to select all cells.)
3. From the **TABLE TOOLS, LAYOUT** tab, **Data** group, click **Repeat Header Rows**.
4. Note that the header rows are now repeated on page 2.
5. Save changes to *practice-79*, and return to GDP.



**REFER TO**  
**Word Manual**

L. 32: Page Number



**GO TO**  
**Textbook**

## Table—Styles


The Table Styles feature is used to format a table with predesigned headings, borders, shading, and so forth. The styles available in the Table Styles group vary slightly in upgraded files. Such differences are not cause for concern as they do not affect Word's functionality. You can preview a wide variety of styles and choose the one that enhances the design and readability of the table's content.

In general, begin with a table with plain text (no bolding) in Row 1 and no active hyperlinks in e-mail or Web addresses—the hyperlink style often clashes with table styles and decreases readability. Apply a table style, and customize any table formatting as desired. For example, you might wish to center the table horizontally and change cell alignment, font size, and bolding.

Use Table Style Options to format different parts of the table in unique ways to distinguish them and improve readability. For example, to distinguish a table title in Row 1, from the **TABLE TOOLS, DESIGN** tab, under **Table Style Options**, check **Header Row**. To distinguish text in Column A, check **First Column**. To distinguish a bottom row with a total line, check **Total Row**.

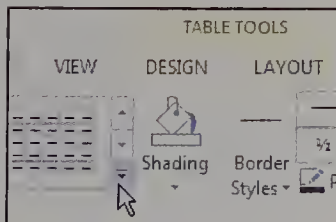
### To format a table automatically:

1. Scroll and increase your **Zoom** level so that your table is larger and positioned at the bottom of the window so the **Live Preview** is easier to see.
2. Click anywhere in the table.
3. From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the **More** list arrow button to the right of the **Table Styles** group to expand the gallery.
4. Point to each style, and pause to read the **ScreenTip** style name.
5. Look at the **Live Preview** of the table as you point to the desired style and as you check and uncheck **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns** in **Table Style Options**. Note also that the design gallery changes dramatically depending upon which options are checked in the **Table Style Options** group.

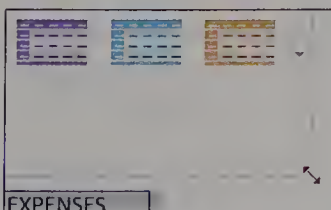
 If a Live Preview does not display as described in step 5, apply any Table Style, and then repeat steps 3 to 5 above. You can also resize the drop-down list of tables by pointing to the lower-right-hand corner of the drop-down style list until you see a diagonal 2-sided arrow; then drag up on the corner to resize the list so it does not block the view of the Live Preview.

### REFER TO Word Manual

- L. 49: AutoCorrect—Hyperlink
- L. 38: Table—Align Bottom; Table—Center Horizontally; Table—Center Page
- L. 37: Table—Borders
- L. 39: Table—Align Text Right; Table—Borders, Ruled
- L. 111: Table—Borders and Shading, Custom



More list arrow button

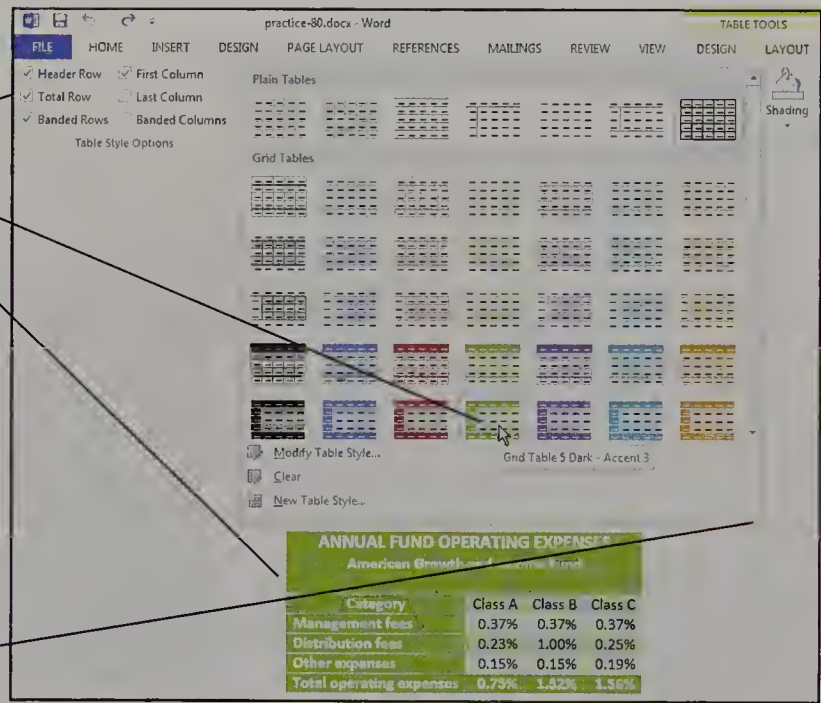


Resize arrow

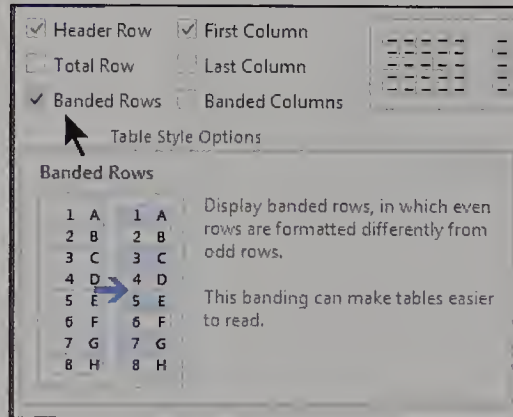
As you point to each **Built-In** style, note the **Live Preview** in your table below.

Note that when **Total Row** and **First Column** are checked, the format of the last row and the first column is unique, alerting the reader to content that is different.

As you point to this corner, a double-sided resize arrow will appear; drag upwards on it to adjust the height of the drop-down style list so the Live Preview is more visible.



- Under the **TABLE TOOLS, DESIGN** tab, in the **Table Style Options** group, point to each button and read the descriptive **ScreenTip**.




- When you have settled on a style choice, click the desired style in the **Table Styles** group and the desired checkboxes in the **Table Style Options** group.
- Center the table horizontally; adjust any fonts (color, size, and bolding), spacing, and alignment as desired.

**To clear a table style:**

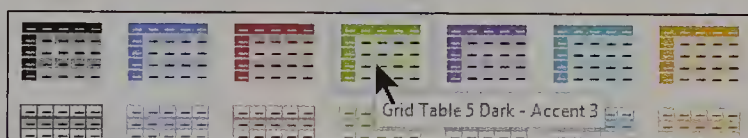
- Click anywhere inside the table.
- From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the **More** list arrow.
- Click **Clear** at the bottom of the style list.



## PRACTICE

 BEFORE beginning work, ALWAYS convert (upgrade) any Word file opened in [Compatibility Mode]! From the **FILE** tab, **Info**, click **Convert**, **OK**.

1. Click anywhere in the table.
2. From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the **More** list arrow.
3. Under **Grid Tables**, point to the **Grid Table 5 Dark–Accent 3** style, and apply it to this table. (*Hint: This style is located in the fifth row in the center.*)



4. Under the **TABLE TOOLS, DESIGN** tab, **Table Style Options** group, point to each button and read the descriptive **ScreenTip**.
5. In the **Table Style Options** group, check and uncheck **Header Row**, **Total Row**, **Banded Rows**, and **First Column**; note the effect in the **Live Preview** of the table.
6. From the **TABLE TOOLS, DESIGN** tab, **Table Style Options** group, check these choices only: **Header Row** to apply a unique style to Row 1, **Total Row** to apply a unique style to the last row, and **Banded Rows** and **First Column** to apply a unique style to the rows and first column.
7. Center the table horizontally, and bold all entries in Rows 1 and 2 if they are not yet bolded.
8. Verify that numerical column entries are right-aligned; adjust any settings and borders as needed. Your table should appear similar to this:

ANNUAL FUND OPERATING EXPENSES			
American Growth and Income Fund			
Category	Class A	Class B	Class C
Management fees	0.37%	0.37%	0.37%
Distribution fees	0.23%	1.00%	0.25%
Other expenses	0.15%	0.15%	0.19%
<b>Total operating expenses</b>	<b>0.75%</b>	<b>1.52%</b>	<b>1.56%</b>

9. Save changes to *practice-80*, and return to GDP.



**GO TO**  
Textbook

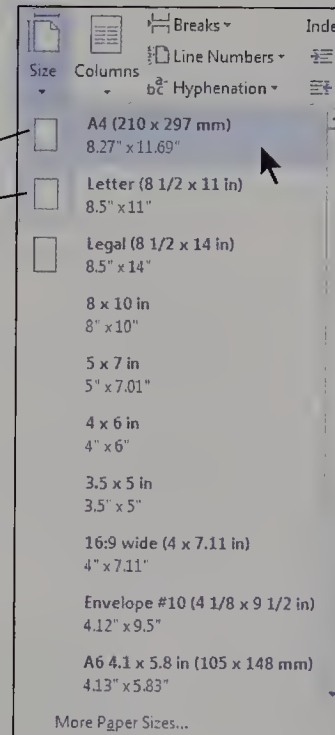
## Paper Size

The default paper size is the standard 8.5 by 11 inches. You can, however, change the paper size if your printer has the capability of handling different-sized paper.

*To change the paper size:*

1. From the **PAGE LAYOUT** tab, in the **Page Setup** group, click the **Size** button.

**A4** metric size paper has been selected. A4 size is only slightly narrower and slightly longer than Letter size; so look at the ruler carefully to note the changes after selecting this paper size.



2. From the expanded list, click the desired paper size.
3. To display more sizes, click **More Paper Sizes** at the bottom of the pane.





## PRACTICE

1. Display the ruler, and note the right margin is positioned at 6.5 inches.
2. Note the line ending of the first line in the first paragraph.
3. Change the paper size to **A4**.
4. Note the right margin is now positioned at 6.25 inches and the line ending of the first line has changed.
5. Save changes to *practice-81*, and return to GDP.



**GO TO**  
Textbook

## Symbol—Insert

Many foreign languages use diacritical marks or a combination of characters to indicate phonetic sounds. The **Symbol** dialog box contains many of the characters needed to type words with special accents.

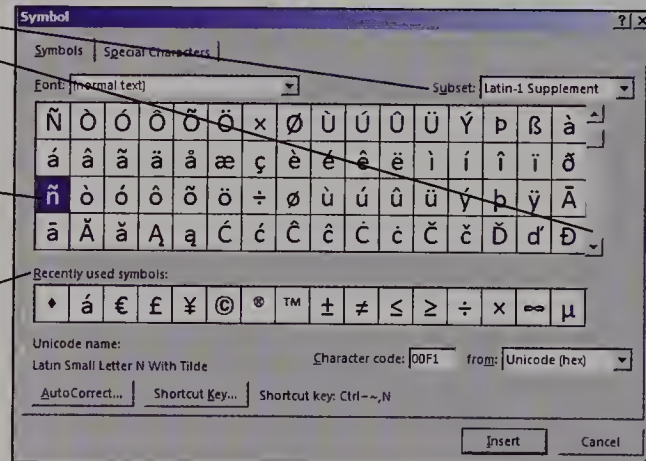
*To insert a symbol:*

1. Click where you want to insert a symbol, or select an existing letter.
2. From the **INSERT** tab, **Symbols** group, click the **Symbol** button, **More Symbols**.

Once you have selected the desired **Subset**, use the down and up arrows on the keyboard—not the scroll box—to navigate through the list.

An international character can also be inserted by using a shortcut key. Microsoft Word Help provides a list of symbols and shortcut keys, or check the Internet, or see a brief list in this lesson.

The **Recently used symbols** list changes dynamically.



3. In the **Font** box, click (**normal text**). (*Hint:* Click the **Font** box list arrow; scroll up to the first choice directly under the **Font** box.)
4. In the **Subset** box, click the **Subset** box list arrow; scroll up to and click **Latin-1 Supplement**.
5. Click the down arrow under the scroll bar (*not* the scroll box) repeatedly until you see the desired symbol.
6. Click a symbol to see a highlighted view.
7. Click **Insert** to insert the symbol, and click **Close**.

After you click **Insert**, the inserted symbol is automatically added to the **Recently used symbols** area under the **Symbols** button for easy insertion next time.

8. Check the capitalization of the symbol. It may be necessary to change from uppercase to lowercase.

To insert a symbol using the keyboard and the numeric keypad (not the numbers on the top row of the keyboard) with **NUM Lock** active:

Symbol	Name	Example	Shortcut
á	a acute	Yucatán	ALT + 160
é	e acute	Querétaro	ALT + 130
í	i acute	García	ALT + 161
ñ	n tilde	Señor	ALT + 164
ó	o acute	Torreón	ALT + 162
ú	u acute	Cancún	ALT + 163
ü	u umlaut	Nürnberg	ALT + 129



## PRACTICE

- Note that your practice file opens as shown without any special symbols in Column C:

Symbol	Name	Example	Shortcut
á	a acute	Yucatan	ALT + 160
é	e acute	Queretaro	ALT + 130
í	i acute	Garcia	ALT + 161
ñ	n tilde	Senor	ALT + 164
ó	o acute	Torreon	ALT + 162
ú	u acute	Cancun	ALT + 163
ü	u umlaut	Nurnberg	ALT + 129

Note the absence of special symbols.

- Insert symbols as shown using either the **Insert, Symbol** feature or the keyboard shortcuts if your computer keyboard includes a numeric keypad; then delete the extra letter.

Symbol	Name	Example	Shortcut
á	a acute	Yucatán	ALT + 160
é	e acute	Querétaro	ALT + 130
í	i acute	García	ALT + 161
ñ	n tilde	Señor	ALT + 164
ó	o acute	Torreón	ALT + 162
ú	u acute	Cancún	ALT + 163
ü	u umlaut	Nürnberg	ALT + 129

Note the presence of special symbols.

- Save changes to *practice-82*, and return to GDP.



**GO TO**  
Textbook

## Styles

**REFER TO**  
**Word Manual**

Appendix A: GDP—Word Settings, Style Set—Word 2003

Appendix A: Style Set—Word 2010, Style Gallery—Word 2010

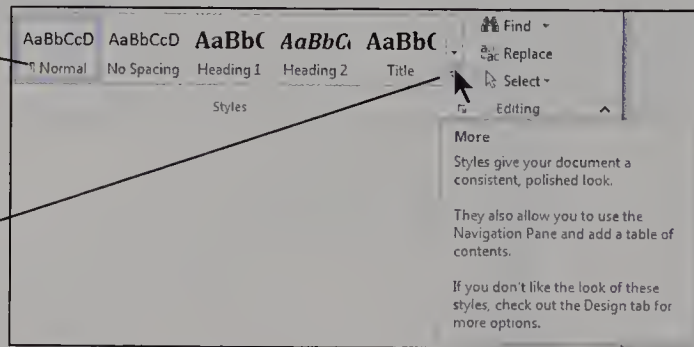
A default Style Set is a group of embedded styles that automatically control “normal” formatting for fonts, indents, line spacing, and so forth. When you open a Word document through GDP, a modified “Normal” Style Set is in effect. The base font is Calibri 12, the line spacing is single, and the spacing after paragraphs is 0 pt.

On the HOME tab, in the Styles group, a Quick Style gallery is displayed on the ribbon with choices like Normal and Heading 1. Normal is highlighted in a new document because it is the default style in use. All the styles in the Quick Style gallery change when a different default Style Set is selected from the DESIGN tab, Document Formatting group. The order of styles may change based upon styles recently used. The styles also vary slightly in upgraded files. Such differences are not cause for concern as they do not affect Word’s functionality.

When you modify an individual style, any text that uses that style in the current document will automatically update the text to reflect any change. Applying a style is a powerful, efficient editing tool because its use results in global changes throughout a document.

The Normal style is the default style in the Styles group. The order of the style buttons changes dynamically. The styles available in the Quick Styles group vary slightly in upgraded files. Such differences are not cause for concern as they do not affect Word’s functionality.

Click the More arrow to the right of the Styles group to display the Quick Style gallery.



### To apply an individual style:

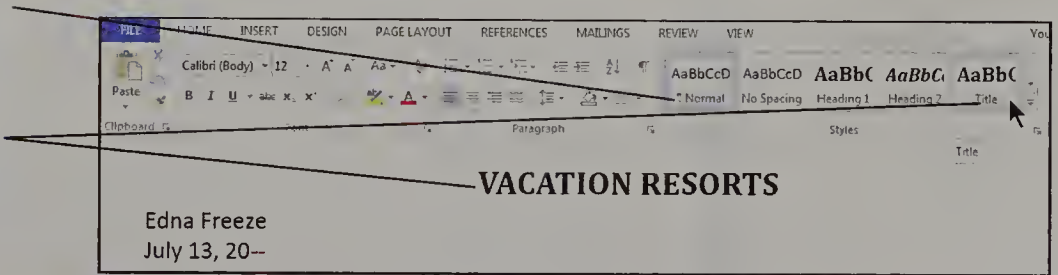
1. Position the insertion point in the paragraph where you want the style formatting to be applied, or select the desired text.
2. From the HOME tab, Styles group, click the Styles Dialog Box Launcher.
3. From the bottom of the Styles pane, click Options.
4. From the Style Pane Options window, in the Select styles to show box, click the list arrow, All Styles, OK.
5. Click the desired style from the Styles pane; then click the Close button on the Styles pane.

Or:

1. From the **HOME** tab, in the **Styles** group, click the desired style; click the **More** button to see additional styles in the **Quick Styles** gallery.
2. Point to each style to see a **Live Preview** in the selected text or the entire paragraph; then click the desired style.

The **Style gallery** is dynamic and changes depending upon the default **Style Set** in use and styles recently used.

Point to the desired style in the **Quick Styles** gallery, and note the **Live Preview** in your document.



After you apply a style and press **ENTER**, the next line should revert to the **Normal** style.

*To remove a style:*

1. Select the desired text; from the **HOME** tab, **Styles** group, click the **Styles Diagonal Box Launcher**.
2. From the **Styles** box, click **Normal** from the style list; then close the **Styles** box.

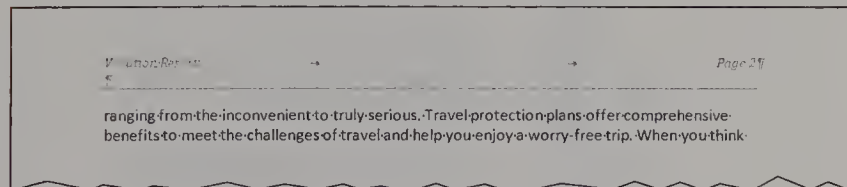


## PRACTICE

BEFORE beginning work, ALWAYS convert (upgrade) any Word file opened in **[Compatibility Mode]**! From the **FILE** tab, **Info**, click **Convert**, **OK**.

1. Apply the **Title** style to the report title “VACATION RESORTS.”
2. Apply the **Subtitle** style to the report byline and date, and bold them. (*Hint: Click **More** to see additional styles.*)
3. Apply the **Heading 2** style to the three side headings.

**Note:** Next, you will insert a header that looks like this:



4. As a precaution before beginning, double-click over the header area on the first page; from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Options** group, verify that **Different First Page** is unchecked.
5. Close the header.
6. Right-click over the header area on the second page, and click **Edit Header**.

### REFER TO Word Manual

- L. 47: Headers
- L. 32: Page Number



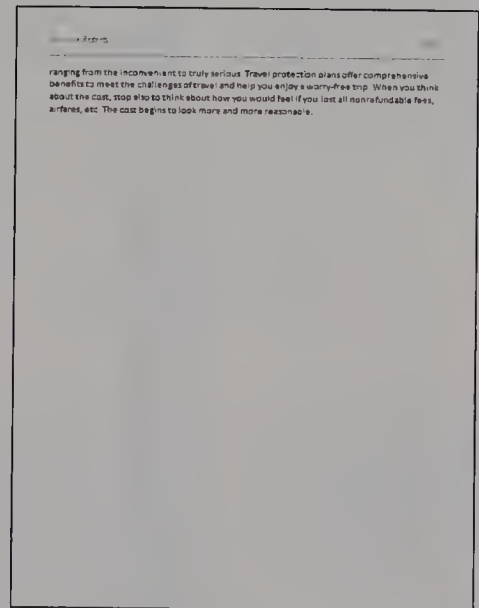
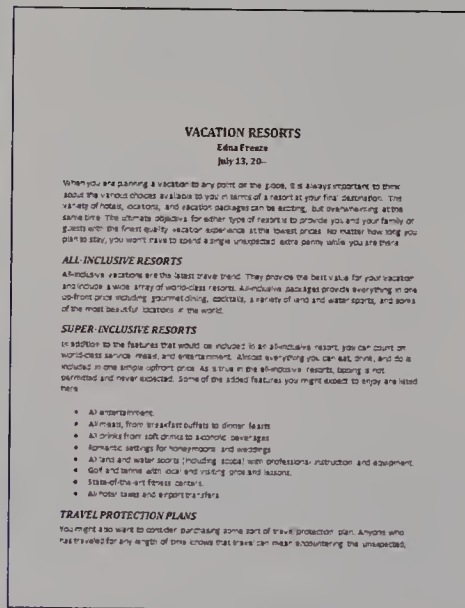
## PRACTICE (continued)

7. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click **Page Number, Top of Page, Plain Number 3** from the gallery of designs to insert a right-aligned page number.
8. Type **Vacation Resorts**, and press **TAB** twice to reposition the words at the left margin.
9. Type **Page** and press the **SPACE BAR** 1 time.
10. Press **CTRL + A** to select all header text, and change font to **Cambria 10 pt. Italic**.
11. Press the right arrow on the keyboard to deselect the text; click in the blank line below the header.
12. To add a bottom border, from the **HOME** tab, **Paragraph** group, click the list arrow on the **Borders** button, and click the **Bottom Border** button.
13. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Options** group, check **Different First Page**.



The **First Page Header** section should be blank. If the page number is still in the **First Page Header**, select the page number and cut it with **CTRL + X**.

14. Note that the header on page 2 contains text, a page number, and a bottom border.
15. Double-click over the document area to close the header. Your report should appear similar to this:



16. Save changes to *practice-86*, and return to GDP.



**REFER TO**  
**Word Manual**

L. 37: Table—Borders



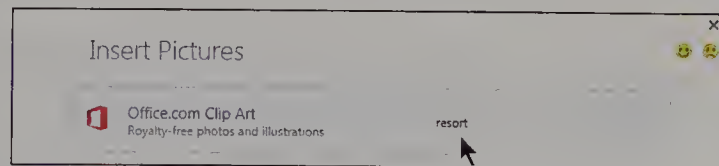
**GO TO**  
**Textbook**

## Clip Art—Insert

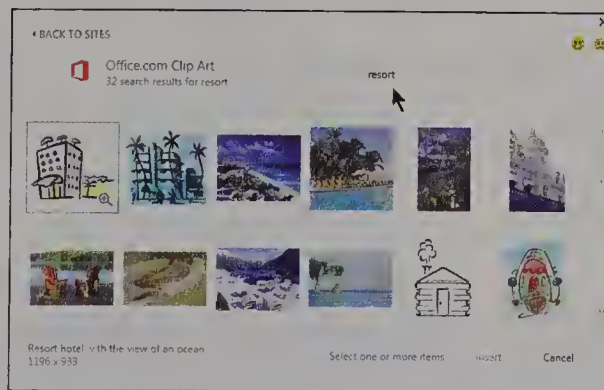
One of the easiest ways to make a document interesting is to add an image, such as clip art (also referred to as online pictures) or a photograph. Images like this (also referred to as “objects”) can be sized easily and positioned within a document. If you have an Internet connection, a wide selection of online clip art and photographs is readily available via Word. You may use other images as long as they are compatible with Word.

*To add clip art or a photograph to a document:*

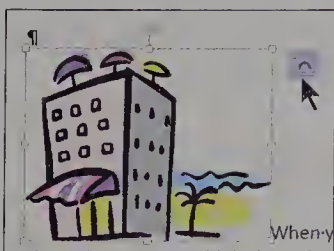
1. Click in the document where you want to insert an image.
2. From the **INSERT** tab, **Illustrations** group, click the **Online Pictures** button.
3. Note that an **Insert Pictures** window opens over the Word window.
4. In the **Office.com Clip Art** search box, type a keyword or phrase describing the type of image you want; press **ENTER**.



5. Note the search results that display in a new window; double-click the desired image to insert it and to close the clip art windows.



6. Note that the inserted picture is selected (sizing handles appear on the corners of the picture), and a **Layout Options** button appears next to the top right corner of the inserted picture.
7. Note that the **PICTURE TOOLS, FORMAT** tab appears on demand while the clip art or picture is selected.

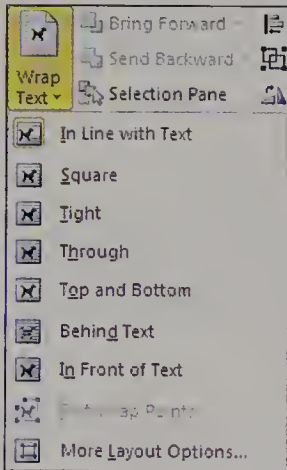


Layout Options button

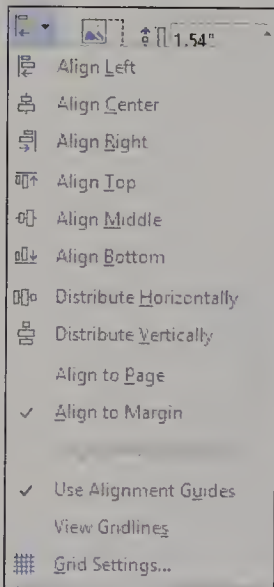
## TEXT WRAPPING

Text will wrap around inserted clip art in different ways depending upon the Text Wrapping choice in use:

- **In Line with Text.** Text moves around the picture as if the inserted picture were another very large character in a line of text.
- **Square.** Text wraps in a square shape around all sides of the image.
- **Tight.** Text wraps around the actual shape of the image filling in any white space around the picture shape.
- **Through.** Text wraps around the actual shape of the image filling in any white space around the picture shape similar to but even closer than the Tight option.
- **Top and Bottom.** Text is placed above and below the image, but never beside the image.
- **Behind Text.** The image appears behind the text without rearranging the text.
- **In Front of Text.** The image appears on top of the text without rearranging the text.



Wrap Text button



Align Objects button


### *To set text wrapping and visually position a picture:*

1. Click the picture to select it, to display the **Layout Options** button, and to activate the on-demand **PICTURE TOOLS, FORMAT** tab.
2. From the **PICTURE TOOLS, FORMAT** tab, **Arrange** group, click **Wrap Text**.

**Or:** Click the **Layout Options** button.


3. Click the desired text wrapping.
4. Position the mouse pointer over the selected graphic until a 4-headed move pointer displays.
5. Drag the image into position.

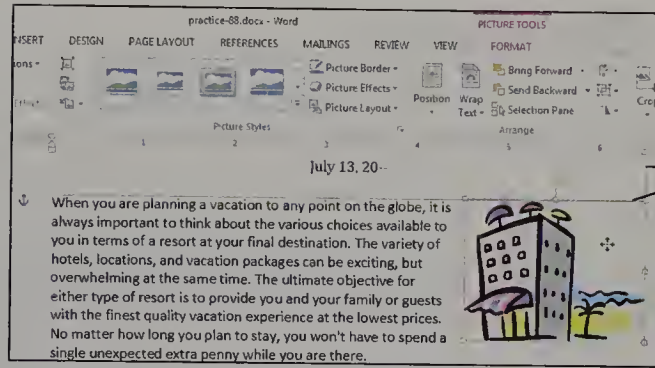
### *To position a picture precisely, relative to the document margins:*

1. Click the image to select it, to display the **Layout Options** button, and to activate the on-demand **PICTURE TOOLS, FORMAT** tab.
2. From the **PICTURE TOOLS, FORMAT** tab, **Arrange** group, click the **Align Objects** button.
3. Verify that **Align to Margin** is checked.  
 If the alignment choices are dimmed, set text wrapping to something other than **In Line with Text**, and try setting alignment again.
4. Click the desired horizontal alignment—**Align Left**, **Align Center**, or **Align Right**; or click the desired vertical alignment—**Align Top**, **Align Middle**, or **Align Bottom**.

**Or:** Drag the picture to the right until a green **Alignment Guide** line appears at a margin, and then release the picture.




 When an image or WordArt is inserted and you wish to position it at a margin or paragraph (left, right, bottom, or top) or at any edge of the page, or at the horizontal and/or vertical center of the page, drag the picture to the desired position until a green **Alignment Guide** line appears; then release the picture at the desired position.



To align this clip art precisely at the right margin of the document, verify that **Align to Margin** is checked; then click **Align Right**, or drag the picture to the right until a green **Alignment Guide** line appears at the right margin, and then release the picture.

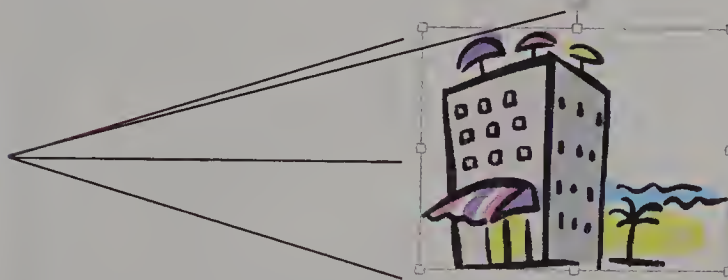
### To rotate and size an image visually:

1. Click the image to select it.
2. Click and hold the round rotate arrow as you drag the image in a circle; release when the desired rotation is reached.
3. Position the mouse pointer over any corner sizing handle until the pointer changes to a double-sided arrow; drag as desired.

 Drag on a corner sizing handle, not a handle in the middle, when you visually size an image to prevent distortion of the image. Try dragging on a middle sizing handle; note the distortion to the picture.

4. Release the mouse button when the desired size is reached.

A selected picture has top, middle, and bottom sizing handles and a round rotate arrow above the center of the picture.



Drag the round rotate arrow to rotate the image.

Drag one of the top or bottom sizing handles to adjust the height.

Drag one of the middle sizing handles to adjust the width.

Drag one of the corner sizing handles to adjust the width and height and to maintain the original proportions!

### To size an image using exact measurements:


1. Click the image.
2. From the **PICTURE TOOLS, FORMAT** tab, **Size** group, type the desired size in either the **Shape Height** or **Shape Width** box to resize the image in proportion to the measurement entered in either the **Shape Height** or **Shape Width** box, and press **ENTER**.

### To change the overall visual style for a selected image:

Experiment freely with all the buttons and tools in these groups from the **PICTURE TOOLS, FORMAT** tab—**Adjust, Picture Styles, Arrange,** and **Size**. The **Live Preview** feature is very helpful as you experiment with these tools:

- In the **Picture Styles** group, point to any **Picture Style** button for some dramatic results.
- In the **Adjust** group, use the **Color** button to change image colors.
- In the **Arrange** group, use the **Rotate Objects** button to flip your image.
- In the **Size** group, click **Crop, Crop** to “cut” part of your image by dragging directly over a crop line in the same way you would use scissors to cut a real picture.

Experiment freely with the **Format Picture** pane choices. Right-click the selected image, click **Format Picture**. Click the **Fill & Line** button, expand **FILL** and **LINE** and experiment with choices. Click the **Effects** button; expand **SHADOW, REFLECTION, GLOW, SOFT EDGES, 3-D FORMAT, 3-D ROTATION,** and **ARTISTIC EFFECTS**; and experiment with choices. Click the **Layout & Properties** button, expand **TEXT BOX** and **ALT TEXT**, and experiment with choices. Click the **Picture** button; expand **PICTURE CORRECTIONS, PICTURE COLOR,** and **CROP**; and experiment with choices.

 To copy any clip art, point to the desired clip art, hold down **CTRL**, and drag and drop the duplicate clip art into the desired position.

## OBJECT ANCHOR



Object anchor

When an object such as clip art is inserted, Word anchors that object to the paragraph in which the insertion point was positioned when the object was inserted. When Show/Hide ¶ is active and an object is selected, an “object anchor” displays in the margin next to the paragraph. The object must have text wrapping set to something other than **In Line with Text** for the anchor to appear.

The object anchor appears in the margin next to the paragraph to which the object is anchored.

The object anchor can be dragged and dropped to any paragraph mark on the page. The clip art will not move when the anchor is repositioned.

VACATION RESORTS ¶  
Edna Freeze ¶  
July 13, 20-- ¶

¶ When you are planning a vacation to any point on the globe, it is always important to think about the various choices available to you in terms of a resort at your final destination. The variety of hotels, locations, and vacation packages can be exciting, but overwhelming at the same time. The ultimate objective for either type of resort is to provide you and your family or guests.

If lines are added above the paragraph with the anchored object, both the paragraph and its anchored object move down the page. If you delete text and an image is unexpectedly deleted, undo the deletion, drag the object anchor, and drop it on a paragraph that is not likely to be deleted.



Object anchor with  
move handle



Object anchor being  
dragged



To anchor an object, such as a text box or picture, to a particular line:

1. Display formatting marks by turning on **Show/Hide ¶**.
2. Double-click the image (or click the edge of the text box) to select it.
3. Note the object anchor in the selection bar area.
4. Point slightly to the top right side of the object anchor until you see the 4-sided move handle.
5. Drag and drop the anchor next to the desired paragraph.
6. Note that the object anchor symbol is attached to the mouse pointer as you drag the anchor into position.

## PRACTICE

**Note:** If a **Styles** box appears, click the **Close** button to close it before beginning.

1. Click in front of the first word in the first paragraph.
2. Insert clip art related to resorts.
3. Change the wrap style to **Square**.
4. Set the image width to exactly 1 inch.
5. Drag the image to the middle of the first paragraph.
6. Observe changes as you change the wrap style to **In Line with Text**, then **Tight**, then **Behind Text**, then **In Front of Text**, undoing each choice as you go; change the wrap style back to **Square**.
7. Turn on **Show/Hide ¶**, and drag the image to the right to position it visually at the right margin of the first paragraph—if you stop dragging when you see the green **Alignment Guide** at the right margin, the image will *not* extend into the right margin or above the line of type.
8. Position the selected picture exactly at the right margin. (*Hint:* From the **PICTURE TOOLS, FORMAT** tab, **Arrange** group, click the **Align** button; verify that **Align to Margin** is checked; click **Align Right**.)
9. If necessary, drag and drop the object anchor in the margin next to the first paragraph. The picture position and anchor position should look similar to the previous illustration.
10. Bold the report subtitle and date; save changes to *practice-88*, and return to GDP.

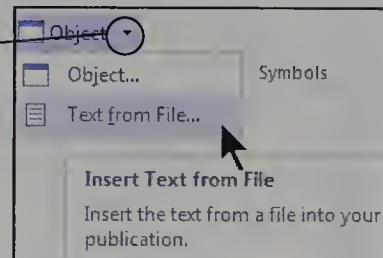
## File—Insert

To insert the contents of a Word document into the current active document:

❗ Inserted files do not need to be converted/upgraded before you insert them.

1. Position the insertion point where the inserted contents should appear.
2. From the **INSERT** tab, in the **Text** group, click the arrow next to the **Object** button; then click **Text from File**.

Click the arrow *next* to the **Object** button and *not* the **Object** button itself to display the object menu.



3. Note that the **Insert File** dialog box opens.

❓ Your dialog box will differ depending on your computer, your Windows version, and your Windows settings. File extensions may or may not appear. See your Windows documentation for help with displaying file extensions and browsing to files.

4. Browse to the desired location and file.
5. Double-click the desired file name to insert the file contents.

❓ If the desired file does not display, you likely have a file filter in effect. Consult your Windows documentation for steps to display All Files (\*.\*) when you are browsing.



## PRACTICE

1. Press **CTRL + END**, and press **ENTER** 2 times.
2. Insert the file named *practice-89-insert*. (Inserted files do not need to be converted before insertion.) The last two paragraphs of your document should look similar to this:



## PRACTICE (continued)

### TRAVEL PROTECTION PLANS

You might also want to consider purchasing some sort of travel protection plan. Anyone who has traveled for any length of time knows that travel plans can be interrupted by unexpected events ranging from the inconvenient to truly serious. Travel Insurance Associates offers a variety of insurance packages with comprehensive benefits to meet the challenges of travel and help you enjoy a worry-free trip. When you think about the cost, stop also to think about how you would feel if you lost all nonrefundable fees, airfares, and so forth. The cost begins to look more and more reasonable. Visit their Web site at [www.tia.com](http://www.tia.com) for full details.

Comprehensive travel protection plans are designed for the travelers who are looking for things like trip cancellation and interruption benefits and other coverage benefits such as medical expenses, baggage and personal belongings recovery, baggage delay, travel delay, and emergency evacuation.

**Note:** Keep this document open and continue reading.


## Bookmarks and Hyperlinks



### REFER TO Word Manual

L. 49: AutoCorrect—  
Hyperlink

A hyperlink is a linked object (usually text or a picture) you click on to jump from one place to another. When you type an e-mail or Internet address and press the SPACE BAR, that address is automatically converted to a hyperlink. Hyperlinked text is underlined, and the mouse pointer displays as a hand icon when you point to it. A manual hyperlink can be created to move quickly from the hyperlink to a bookmarked location within a document. First, the electronic bookmark, which is the destination of the hyperlink, must be created.

 If hyperlinks are not behaving as expected, see Appendix A, GDP—Word Settings, AutoFormat As You Type Options, to verify your Word settings.

### *To create a bookmark:*

1. Click at the desired position in the text—this location will become the destination of the hyperlink.
2. From the **INSERT** tab, **Links** group, click **Bookmark**.

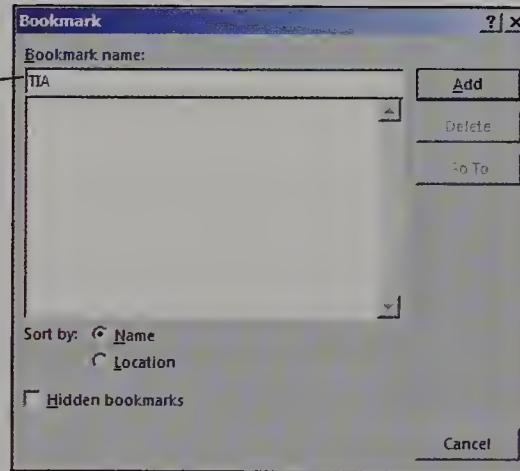


### REFER TO Word Manual

Appendix A: GDP—Word  
Settings, AutoFormat As  
You Type Options

- From the **Bookmark** dialog box, click in the **Bookmark name** box; type a descriptive, short bookmark name without spaces or hyphens; click **Add**.

Click in the **Bookmark name** box, and type the desired name without spaces or hyphens. The bookmark will be inserted where the cursor is positioned in the text.



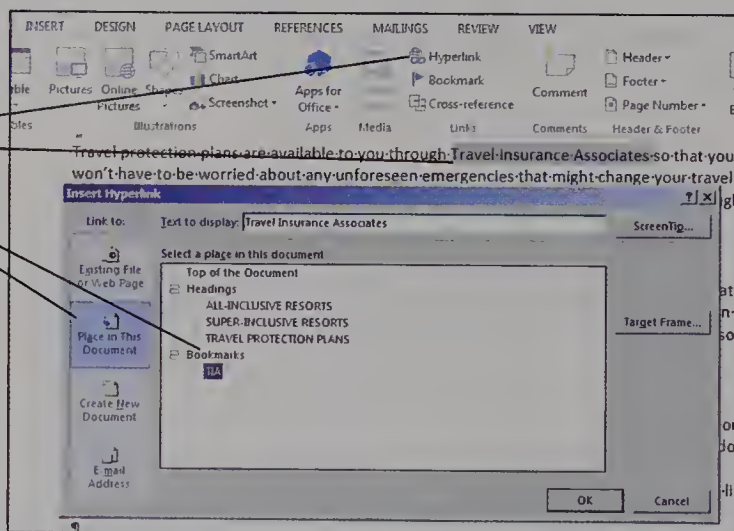
❓ If you type a space or hyphen in a bookmark name, the Add button will dim, making it unavailable. Remove the space, and insert an underscore between words as a substitute for a space, or use different capitalization to distinguish words.

📌 To move to a bookmark without using a hyperlink, press **CTRL + G**; under **Go to what**, click **Bookmark**; under **Enter bookmark name**, select the desired bookmark, and click **Go To, Close**. Your insertion point will now be positioned at the bookmark.

*To create a text hyperlink to an existing bookmark:*


- Select the text for the hyperlink.
- From the **INSERT** tab, **Links** group, click **Hyperlink**.
- From the **Insert Hyperlink** dialog box, under **Link to**, click **Place in This Document**.
- In the **Select a place in this document** box, under **Bookmarks**, click the desired bookmark name; click **OK**.

Select the text to be hyperlinked, click **Hyperlink**, click **Place in This Document**, and click the desired bookmark.



 **REFER TO**  
**Word Manual**

Appendix A: GDP—Word  
Settings, AutoFormat As  
You Type Options

5. Note that the selected text is converted to a hyperlink.
6. Click the new hyperlink to move the insertion point to the bookmark.
  -  If the hyperlinked text does not automatically convert to a hyperlink or if you click the hyperlink and a **ScreenTip** displays telling you to use **CTRL + Click** to follow a hyperlink, see Appendix A, GDP—Word Settings, AutoFormat As You Type Options, to adjust your settings.

*To remove a bookmark:*

1. From the **INSERT** tab, **Links** group, click **Bookmark**.
2. From the **Bookmark** dialog box, select the desired bookmark name, and click **Delete, Close**.


*To remove a hyperlink:*

1. Use the directional arrow on the keyboard to position the insertion point inside the hyperlinked text.
2. From the **INSERT** tab, **Links** group, click **Hyperlink**; note that at the bottom of the **Edit Hyperlink** dialog box, the hyperlink address appears in the **Address** box.
3. Click the **Remove Link** button to the right of the **Address** box.



## **PRACTICE** (continued)

1. Move to page 2, and click just before “Travel Insurance Associates” in the first paragraph under the side heading “TRAVEL PROTECTION PLANS.”
2. Create a bookmark named “TIA” without spaces.
3. Move to page 1, and select “Travel Insurance Associates” in the first sentence of the second paragraph.
4. Create a hyperlink to the “TIA” bookmark.
5. Click the Travel Insurance Associates hyperlink to test it. The insertion point should move automatically to page 2 just before the “T” in “Travel Insurance Associates.” (*Hint:* To click to follow a hyperlink, from the **FILE** tab, click **Options**. From the **Advanced** group, under **Editing options**, uncheck **Use CTRL + Click to follow hyperlink**; click **OK** twice.)
6. Save changes to *practice-89*, and return to GDP.

 **GO TO**  
**Textbook**

## Cover Page—Insert

You could manually create a cover page for a formal report, but Word includes a Cover Page feature that you can use to create a preformatted, professionally designed cover page. This feature can retrieve some content from Microsoft; so the gallery list may vary.

### *To insert a cover page:*

1. Open a blank Word document.
2. From the **INSERT** tab, **Pages** group, click the **Cover Page** button.
3. From the gallery of cover pages, click the desired choice.

Depending upon your choice, a cover page will appear with fields to enter information, such as the company name, document title and subtitle, author name, year, and company address. You can click inside these fields to display the field name, to type the desired information, or to select the field and delete it.



## PRACTICE

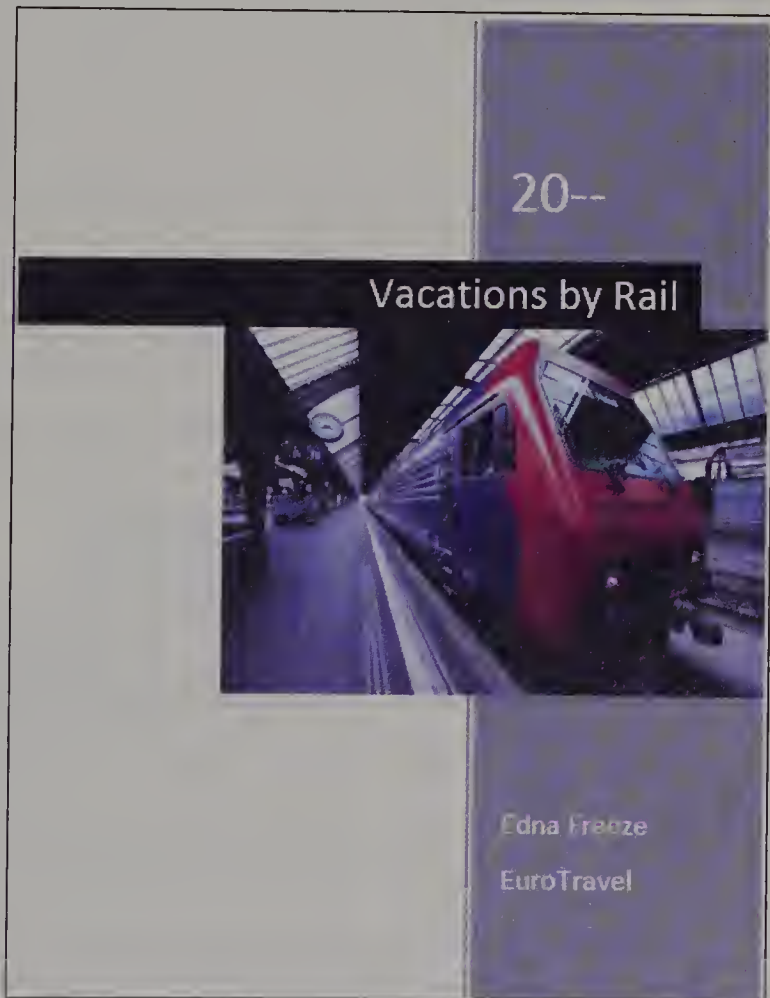
1. From the **INSERT** tab, **Pages** group, click the **Cover Page** button.
2. Scroll down the gallery list, and click **Motion** (or another suitable choice if **Motion** is unavailable) to insert that cover page.
3. Save this document as *practice-90*.
4. Note that the various fields have generic text, such as Year and Document title, in their respective boxes; click inside the various fields to display the field name, such as Year and Title.
5. Click in the list arrow next to the **Year** box, and select the current date. The current year should appear.
6. Click in the **Title** field (the name displayed in the field box is **Document Title**), and type *Vacations by Rail*.
7. Double-click in the **Author** box to select any text that might already be entered, and with the text still selected, type *Edna Freeze*.
8. Click in the **Company** box, and type this:  
*EuroTravel*
9. Click inside the **Date** field, point to “Date” at the top of the date box to select the entire field, and press **DELETE** to remove the field entirely.





## PRACTICE (continued)

10. Select the text in the **Author** and **Company** fields, and increase the font size to 24 pt.
11. From the **DESIGN** tab, **Document Formatting** group, click **Colors**; under **Office**, point to **Grayscale**, noting the change in color in the Live Preview; click **Grayscale**.
12. Press **CTRL + END** to move to the end of the document, and press **BACKSPACE** twice to remove the blank page. Your document should look similar to this:



13. Save changes to *practice-90*, and return to GDP.




## Table—Tab

When you press **TAB** inside a table, the insertion point moves to the next cell and automatically selects any text in that cell for possible editing.

**To indent text inside a table with the TAB key:** Press **CTRL + TAB** to move in 0.5-inch increments to the default tab settings, or set custom tabs to indent text or to align text in a different way within the same cell. For example, if a row includes text aligned at both the left and right cell borders, set a right tab at the right cell border; type the left-aligned text; then press **CTRL + TAB** to move to the right tab; then type the right-aligned text.

**To set custom tabs inside a table:** When you set tabs, type all table contents first, use **AutoFit** to adjust the column widths to the contents, and then work with the tab settings to indent any text inside the table.

 To insert a blank line above the first line of text in Row 1, space 1 time inside Row 1; press **ENTER** and type the desired text on the second line; delete the extra space in the first blank line.

 **REFER TO**  
**Word Manual**

L. 45: Tab Set—Ruler Tabs  
L. 50: Tab Set—Dot  
Leaders



## PRACTICE

**Note:** Begin by using default tab settings to indent text:

1. Display the ruler, and turn on **Show/Hide ¶**.
2. In the last line of Row 1, click after the last digit in the telephone number; then press **CTRL + TAB** once.
3. In Row 2, click after the colon in each line, and press **CTRL + TAB** once.
4. In Column A, replace the “--” with the current year (in black).
5. In the last row, click after “Total Due,” and press **CTRL + TAB** once.
6. Select the table, right-click anywhere in the table, and click **AutoFit, AutoFit to Contents**.
7. Note the effects of the default tab settings on text alignment:
  - Row 1 has an acceptable amount of white space between the telephone and e-mail information.




## PRACTICE (continued)

- In Row 2, a left tab should be set at approximately 1.5 inches to align the information after the colons.
- In the last row, a right tab should be set at the right margin to adjust the spacing after “Total Due.”

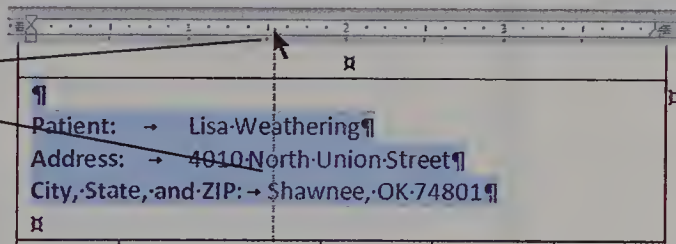
**Note:** Next, set custom tabs to align text attractively:

1. Verify that the **Left Tab** marker to the left of the ruler is displayed. If it is not, click the **Tab Selection** button until it displays.
2. Scroll up so that Row 2 is positioned just under the ruler, zoom in so you can see Row 2 clearly, and select the 3 typed lines in Row 2.

 Do not select the row itself, or you will not be able to set tabs using the ruler.

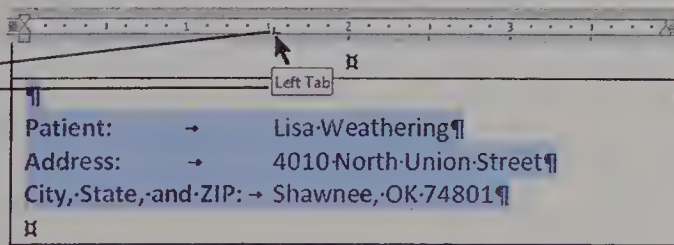
3. On the white part of the ruler, hold the mouse over the 1.5-inch position.
4. Click, hold, and drag the **Left Tab** marker into position; use the dotted lines that shoot down over the table to guide you into the desired position to align the text after the colon following the longest heading. Your screen should look similar to this.

Slide the **Left Tab** marker into position until this guideline is positioned approximately 1 space after the colon following “ZIP.”



5. Release the mouse to set the custom left tab. Row 2 and the tab settings should look similar to those in the next step.
6. If the custom left tab is set incorrectly, with the lines still selected, point *carefully* to the **Left Tab** marker until the “**Left Tab**” **ScreenTip** appears; then drag the marker. (Waiting for the ScreenTip assures you that you are not going to set a new tab accidentally.)

Point to the **Left Tab** marker; wait for the **ScreenTip**; then slide the **Left Tab** marker into position.

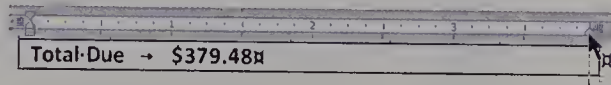


7. Click in the last row, and click the **Tab Selection** button until the **Right Tab** marker appears.

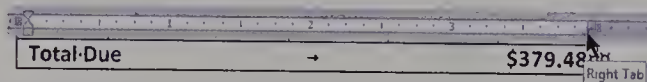


## PRACTICE (continued)

- On the white part of the ruler, point to the 3.5-inch position; click, hold, and drag the **Right Tab** marker into position until it stops at the right table border. The right tab setting should look similar to this just before you release it:




- Note that after you release the right tab setting, the last row should be right-aligned and look similar to this.



**Note:** Next, apply a table style to format the table attractively and improve readability:

- From the **TABLE TOOLS, DESIGN** tab, **Table Style Options** group, check only **Header Row**, **Total Row**, and **Banded Columns**.

 If a table includes a bottom row with a total line, that row should be formatted differently to improve readability and comprehension. Under **Table Style Options**, check **Total Row** to format the last row in a unique way.

- From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the **More** list arrow; and apply the **List Table 4–Accent 1** style (or any desired style) to this table. (*Hint: List Table 4–Accent 1* is positioned in the fourth row from the bottom in the **Style** gallery, Column B.)
- Center the table horizontally.
- If necessary, remove any bolding in Row 1 from all typed lines except the first two; bold the last row if necessary.



**REFER TO**  
**Word Manual**

L. 80: Table—Styles



## PRACTICE (continued)

- Adjust any other fonts (color, size, and bolding), spacing, and alignment as desired. Your table should appear similar to this:

Note the Table Style Options that were used to design this table.

Note the List Table 4-Accent 1 style appears in the Table Styles box after it has been applied.

The screenshot shows the Microsoft Word interface with the 'TABLE TOOLS' ribbon active. The 'Table Styles' gallery is open, showing 'List Table 4 - Accent 1' selected. The 'Table Style Options' task pane is also visible, with 'Header Row', 'Total Row', 'Banded Rows', and 'Banded Columns' checked. The table content is as follows:

BILLING STATEMENT				
<b>Patricia Wellman, M.D.</b> Unity Community Hospital 1100 West Main Street Shawnee, OK 74804 Telephone: 405-955-8993 E-Mail: pwellman@UCH.org				
Patient:		Lisa Weathering		
Address:		4010 North Union Street		
City, State, and ZIP:		Shawnee, OK 74801		
Date	Description	Charge	Payment	Balance
3/21/-	Well care	\$165.76	\$ 50.00	\$115.76
3/28/-	Laboratory work	325.50	300.00	25.50
4/10/-	X-ray	150.30	0.00	150.30
4/15/-	Office medical	167.42	100.00	67.42
4/21/-	Laboratory work	80.50	60.00	20.50
Total Due				\$379.48

- Save changes to *practice-92*, and return to GDP.




**GO TO**  
Textbook

## Line Numbering

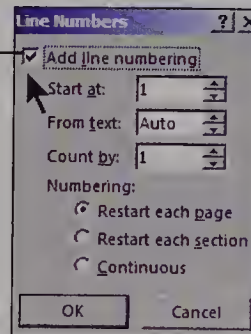
Use Word's Line Numbering command to number lines in legal documents for ease of reference in a court of law. Line numbers can be positioned, formatted, and turned on or off as needed and restarted within a document. Word can add line numbers to every line in the document and also restart line numbering on each page.

### To begin line numbering:

1. Position the insertion point at the start of the page where you want line numbering to begin.
2. Change the **Zoom** level to **Page width** so that you will be able to see the line numbering in the space between the left edge of the page and the left margin.
3. From the **PAGE LAYOUT** tab, **Page Setup** group, click the **Line Numbers** button, **Line Numbering Options**.
4. From the **Page Setup** dialog box, click the **Layout** tab.
5. From the bottom of the **Layout** tab, click the **Line Numbers** button to display the **Line Numbers** dialog box.
6. Check **Add line numbering**, and click **OK** twice.

 **REFER TO Word Manual**  
L. 24: Zoom

Check **Add line numbering**.





# PRACTICE

1. Change the zoom level to **Page width**.
2. Add line numbering. Your document should look similar to this:

1 AFFIDAVIT OF POSSESSION  
 2  
 3 STATE OF ARIZONA  
 4  
 5 COUNTY OF MARICOPA  
 6  
 7 Robert Burton, being first duly sworn, deposes and says:  
 8  
 9 That he is an adult person and is a resident of Maricopa County, Arizona, and  
 10 that his mailing address is 2148 West Jefferson Street, Phoenix, AZ 85003.  
 11  
 12 That he knows the history, ownership, and occupancy of the following-described  
 13 property situated in Maricopa County, Arizona, to wit:  
 14  
 15 All that part of the Northwest Quarter of the Southwest Quarter of Section Eight  
 16 (8), Township Fifty (50), further described as follows: Beginning at the Southwest corner of said  
 17 Northwest Quarter of the Southwest Quarter; thence North along the West line of said quarter  
 18 800.00 feet; thence East 485.00 feet; thence South 100.00 feet; thence East 123.00 feet; thence  
 19 South 700.00 feet; thence West 388.00 feet.  
 20  
 21 That the record title holder in fee simple of the above property is Robert Burton,  
 22 a single person; that he is presently in possession of the above-described premises;  
 23  
 24 That ownership of the aforesaid property is based upon an unbroken chain of  
 25 title through immediate and remote grantors by deed of conveyance which has been recorded  
 26 for a period of more than eleven (11) years, to wit: Since July 21, 1999, at 4 p.m.;  
 27  
 28 That the purpose of this Affidavit of Possession is to show proof of ownership by  
 29 providing and recording evidence of possession for marketable title as required by the State of  
 30 Arizona.  
 31  
 32 DATED this \_\_\_\_ day of December 2010, at Phoenix, Arizona.  
 33  
 34 \_\_\_\_\_  
 35 Maria Flores Attorney at Law  
 36  
 37 Subscribed and sworn to before me this \_\_\_\_ day of December 2010.  
 38  
 39 \_\_\_\_\_  
 40 Gerald Gannon Notary Public  
 41 Maricopa County, Arizona  
 42 My Commission Expires May 1, 2015

3. Save changes to *practice-98*, and return to GDP.




## Templates—Correspondence

When you create a new document, Word automatically uses its default template, also known as the “normal” Style Set template. Default margins, tabs, line spacing, and other settings are defined by the settings embedded in this template. You can also create a document by opening one of Word’s predefined correspondence templates that includes formatted content, such as a memo or letter template.

*To download and use a memo template outside of GDP:*

1. Go online; then from the **FILE** tab, click **New**.
2. In the **Search for online templates** box, type “memo” and press **ENTER** to display a list of available memo templates.

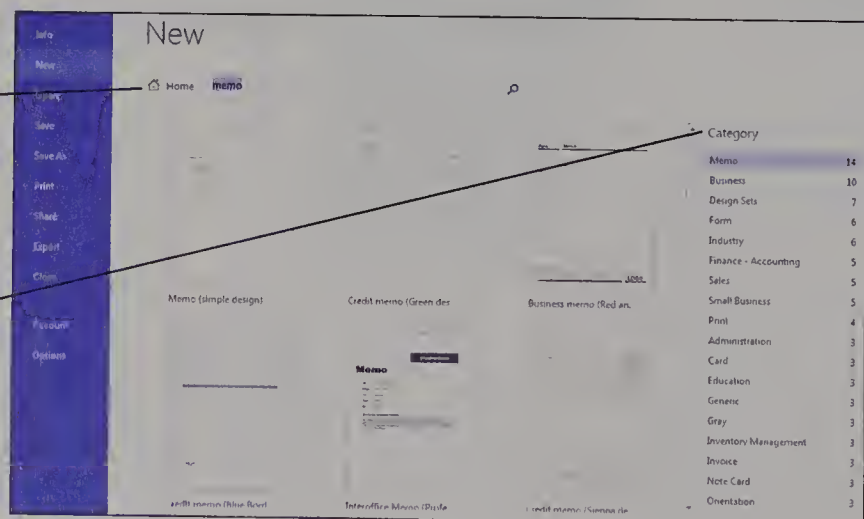
 The list of available templates is Web-based content retrieved from Microsoft that may vary or become unavailable. Therefore, at the start of any template job, GDP will automatically open a preselected memo or report template with an assigned name ready for input. In GDP, follow steps 6–10 in this section to use a memo template. In the workplace, follow the steps 1–5 in this section to download a memo template and steps 6–10 to use it. The differences in the template gallery choices are not cause for concern—the concepts and procedures to use a template are comparable regardless of the chosen template.



L. 102: Templates—Report

In the **Search for online templates** box, type “memo” and press **ENTER**.

To change template categories, click the desired category under the **Category** pane.

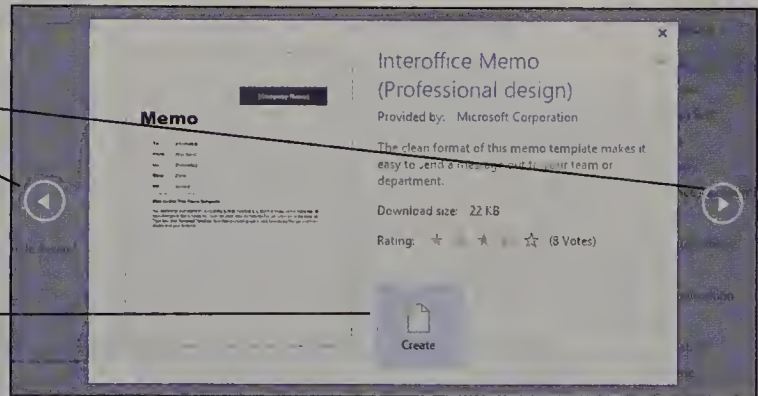





3. From the list of memo templates, click the desired memo template.
4. Note the preview in the pop-up window that opens; close the window when you're finished examining the template or go to step 5 if you wish to download the template.


Click the desired memo template to open a preview of it in a pop-up window; click the left and right arrows to preview other templates in the selected category.

Click **Create** to download and open the template in Word.



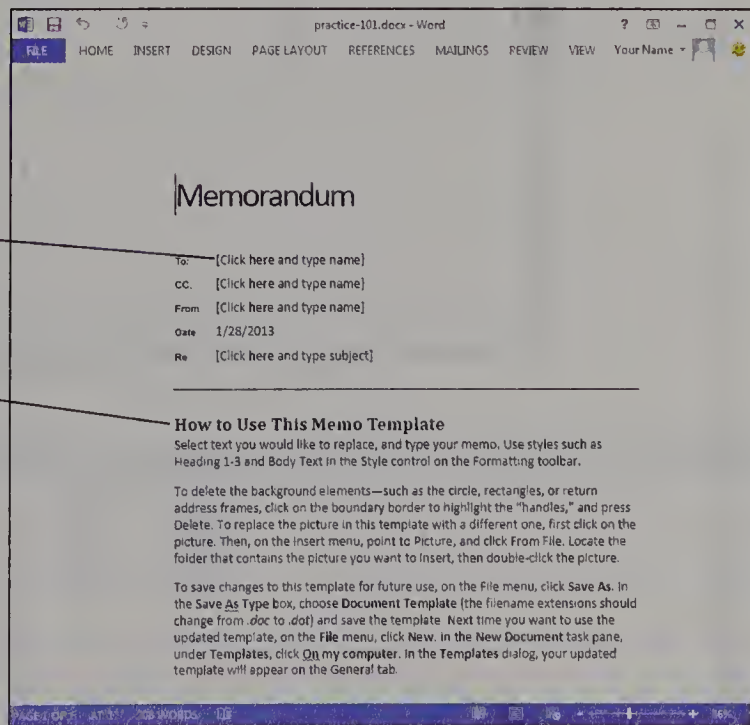
5. Click **Create** to download and open a copy of the template in Word with a generic file name.


 To reformat the template using a different style set, from the **DESIGN** tab, **Document Formatting** group, click the desired style, color, and font set.

 The fonts used in the template downloaded via GDP may vary from illustrations in this lesson. Any differences in fonts are not cause for concern. The concepts and procedures to use a template are comparable regardless of the font.

Click any placeholder to select the temporary placeholder text in brackets, and begin typing to replace it automatically with your own text.

Read and follow any directions included with the template. The body style of many templates often inserts extra space between paragraphs. In general, press **ENTER** only once between paragraphs.



6. Read the instructions on the template, and follow any that apply.
7. Click any desired placeholder text in brackets to select it.
  -  The date placeholder may change dynamically to display the current date. Therefore, the dates in the template illustrations might vary from those you will see when the template opens.
8. With the text still selected, type any desired replacement text.
9. Select and delete any parts of the template text you don't want to use.
10. Save the document as you normally would.

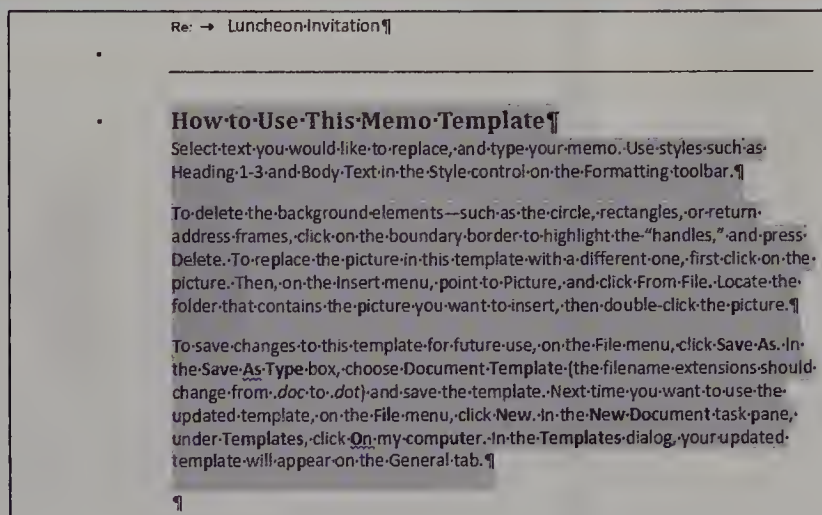


## PRACTICE

1. Note that the memo template shown in the previous illustration opens automatically ready for input with an assigned name in the title bar. Turn on **Show/Hide ¶** to see formatting marks.
2. Click the placeholder text after “To” to select it; with the placeholder text still selected, type Helen Lalin as the recipient's name.
3. Click the placeholder text after “CC” to select it; with the placeholder text still selected, type Jose Limon as the copy recipient's name.
4. Click the placeholder text after “From” to select it; with the placeholder text still selected, type Shannon Newsome as the sender's name.
5. Click the placeholder text after “Date” to select it.
6. Drag across the date field from the start to the end, delete it, and type this:  
February 14, 20--
7. Click the placeholder text after “Re” to select it; with the placeholder text still selected, type this:  
Luncheon Invitation
8. Select the body of the memo from the first bold line of the memo template instructions to the end of the last paragraph of instructions. Your selected text should look like this:




## PRACTICE (continued)




9. With the instructions still selected, type this paragraph:

I will be happy to attend the luncheon meeting of the Purchasing Managers' Association with you next Tuesday at the Friar's Club. Since I'll be at a workshop until 11:15 that morning, I'll meet you in their lobby at 12:15 p.m.

 If you delete the selected instructions instead of typing in the replacement text while the instructions are still selected, you will likely delete the embedded paragraph styles. If you make this mistake, click **Undo** to reverse your actions and try again.

10. Press **ENTER** 1 time; note that an extra blank line is inserted automatically.

 If a blank line is not inserted, press **ENTER** as needed to insert 1 blank line between paragraphs.

11. Type this as the final paragraph:  
Thanks for thinking of me.



## PRACTICE (continued)

12. Press **ENTER** 1 time, and type your reference initials. Turn off **Show/Hide ¶**. Your document should look similar to this:

**Memorandum**

To: Helen Lallin  
CC: Jose Limon  
From: Shannon Newsome  
Date: February 14, 20--  
Re: Luncheon Invitation

---

I will be happy to attend the luncheon meeting of the Purchasing Managers' Association with you next Tuesday at the Edgemoor Club. Since I'll be at a workshop until 11:15 that morning, I'll meet you in their lobby at 12:15 p.m.

Thanks for thinking of me.

JCS.

1

13. Save changes to *practice-101*, and return to GDP.



**GO TO**  
Textbook

## Templates—Report

**REFER TO**  
**Word Manual**

L. 101: Templates—  
Correspondence

*To download and use a report template outside of GDP:*

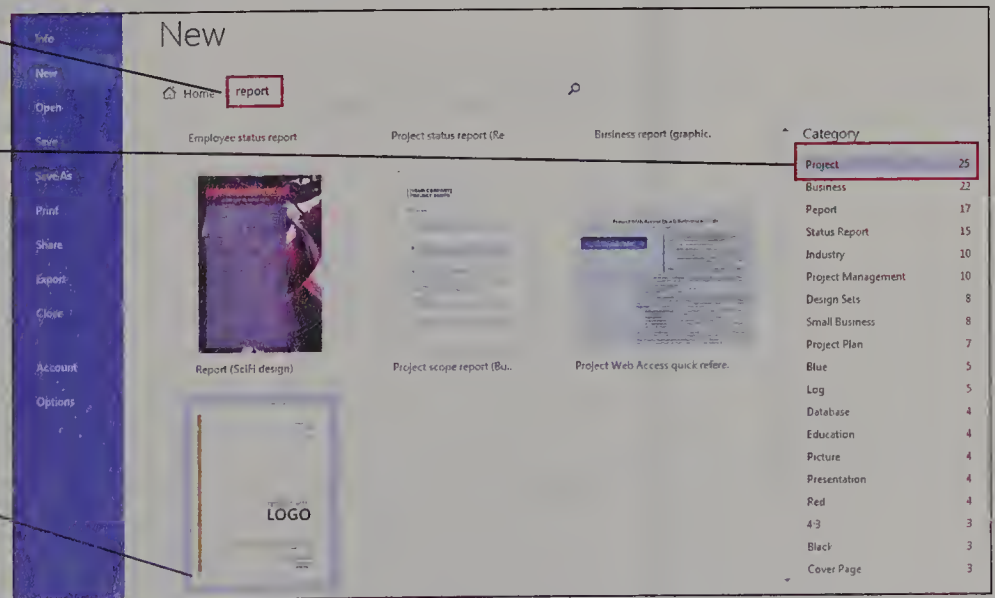
**!** The list of available templates is Web-based content retrieved from Microsoft that may vary or become unavailable. The differences in the template gallery choices are not cause for concern—the concepts and procedures to use a template are comparable regardless of the chosen template. Therefore, at the start of any template job, GDP will automatically open a preselected memo or report template with an assigned name ready for input. In GDP, follow steps 6–10 in this section to use a report template. In the workplace, follow the steps 1–5 in this section to download a report template and steps 6–10 to use it.

1. From the **FILE** tab, click **New**.
2. In the **Search for online templates** box, type “report” and press **ENTER**; from the **Category** pane, click the desired report category, such as **Project**, to display a list of available report templates.
3. From the list of report templates, click the desired report template.
4. Note the preview in the pop-up window that opens; click **More Images** to preview each page in a multipage template; close the window to exit or go to step 5 if you wish to download the template.


In the **Search for online templates** box, type “report” and press **ENTER**.

Click the desired category under the **Category** pane, such as **Project**.

Click the desired template, such as **Project Communication plan**, to preview it.



- Click **Create** to download and open a copy of the template in Word with a generic file name in the title bar.

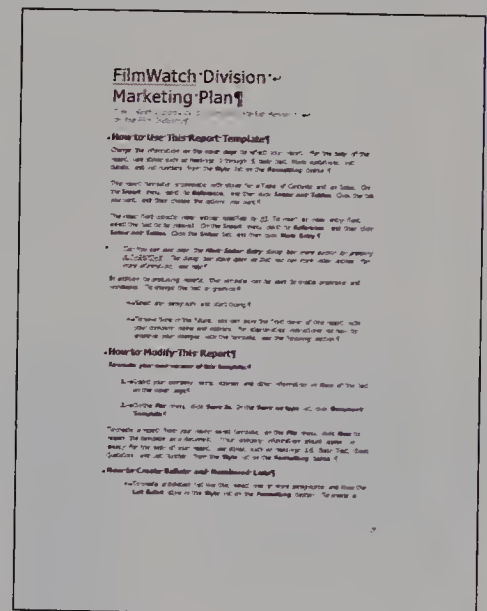
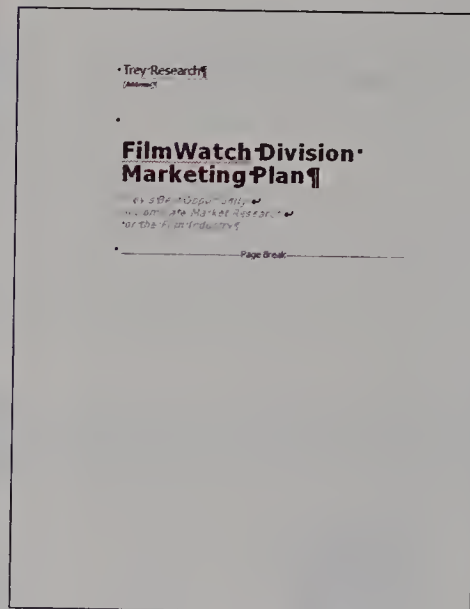
 The fonts used in the template downloaded via GDP may vary from illustrations in this lesson. Such font differences are not cause for concern. To reformat the template using a different style set, from the **DESIGN** tab, **Document Formatting** group, click the desired style, color, and font set.

- Read the instructions on the template and follow any that apply.
- Click any desired placeholder text in brackets to select it.
- With the text still selected, type any desired replacement text.
- Select and delete any parts of the template text you don't want to use.
- Save the document as you normally would.




## PRACTICE

- Note that the report template shown next opens automatically ready for input with an assigned name in the title bar. Turn on **Show/Hide ¶**.



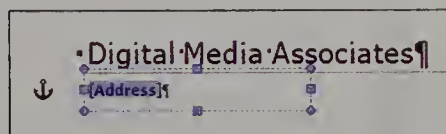
- On the first line of the first page, select the company name "Trey Research."
- With the name still selected, type this new company name:  
Digital Media Associates

 In this step or those that follow, if you delete the selected text rather than typing in the replacement text while the original text is still selected, the embedded paragraph styles will also be deleted. If you make this mistake, click **Undo** to reverse your actions, and try again.



## PRACTICE (continued)


4. On the second line of the first page, click over the “Address” placeholder to select it—the selected placeholder should look like this:



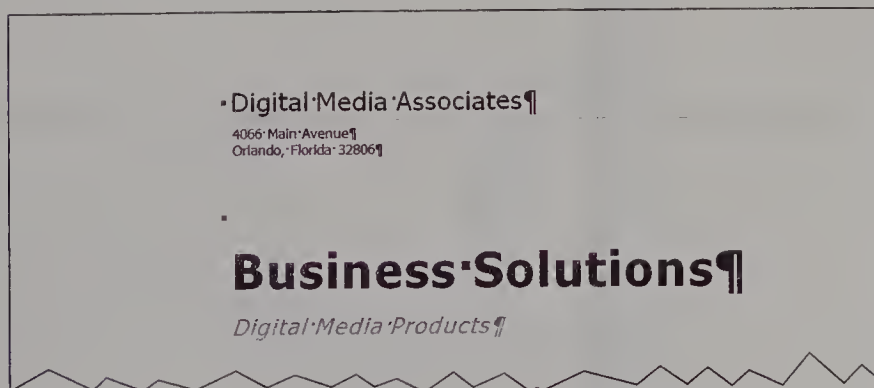
5. With the placeholder text still selected, type these lines—remember to press **ENTER** after the street address; then click outside of the text box when you are finished.

4066 Main Avenue  
Orlando, Florida 32806

6. On the first page, select both lines of the title “FilmWatch Division Marketing Plan.”

 Although the Address placeholder also appears highlighted, it will not be deleted when you type the new title.

7. With both lines of the title still selected, type this new title:  
Business Solutions
8. Select all lines of the subtitle “Trey’s Best Opportunity to Dominate Market Research for the Film Industry.”
9. With the subtitle lines still selected, type this new subtitle:  
Digital Media Products  
The first page of your unfinished report should look similar to this:



10. Move to the top of the second page of the template, select both lines of the title “FilmWatch Division Marketing Plan,” and type this new title:  
Business Solutions
11. Select the subtitle “Trey’s Best Opportunity to Dominate Market Research for the Film Industry,” and type this new subtitle:  
Digital Media Products



## PRACTICE (continued)

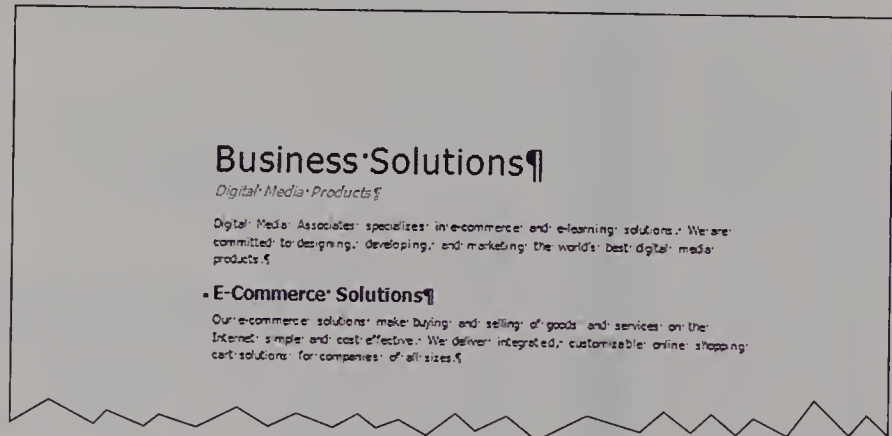
12. Click in front of the second paragraph under the first heading that begins with “This report . . .”; hold down **CTRL + SHIFT + END** to select all remaining text in the template; press **DELETE**.
13. Triple click inside the remaining paragraph to select it; press **CTRL + C** to copy it; click immediately in front of the side heading “How to Use This Report Template,” and press **CTRL + V** to paste the paragraph.
14. Select the first newly pasted paragraph, and type this:

Digital Media Associates specializes in e-commerce and e-learning solutions. We are committed to designing, developing, and marketing the world's best digital media products.

15. Select the side heading “How to Use This Report Template”; with the heading still selected, type **E-Commerce Solutions** as the new side heading.
16. Select the first paragraph below the new side heading; with the paragraph still selected, type this:

Our e-commerce solutions make buying and selling of goods and services on the Internet simple and cost effective. We deliver integrated, customizable online shopping cart solutions for companies of all sizes.

17. The last page of your finished report should look similar to this:




The remaining paragraphs and headings in the report template would be completed in a similar manner—select existing side headings and paragraphs; then copy, paste, and edit them as needed. If a **Paste Options** box appears, click **Keep Source Formatting**, **Merge Formatting**, or **Keep Text Only** so that the pasted text will take on the template's styles.

18. Save changes to *practice-102*, and return to GDP.



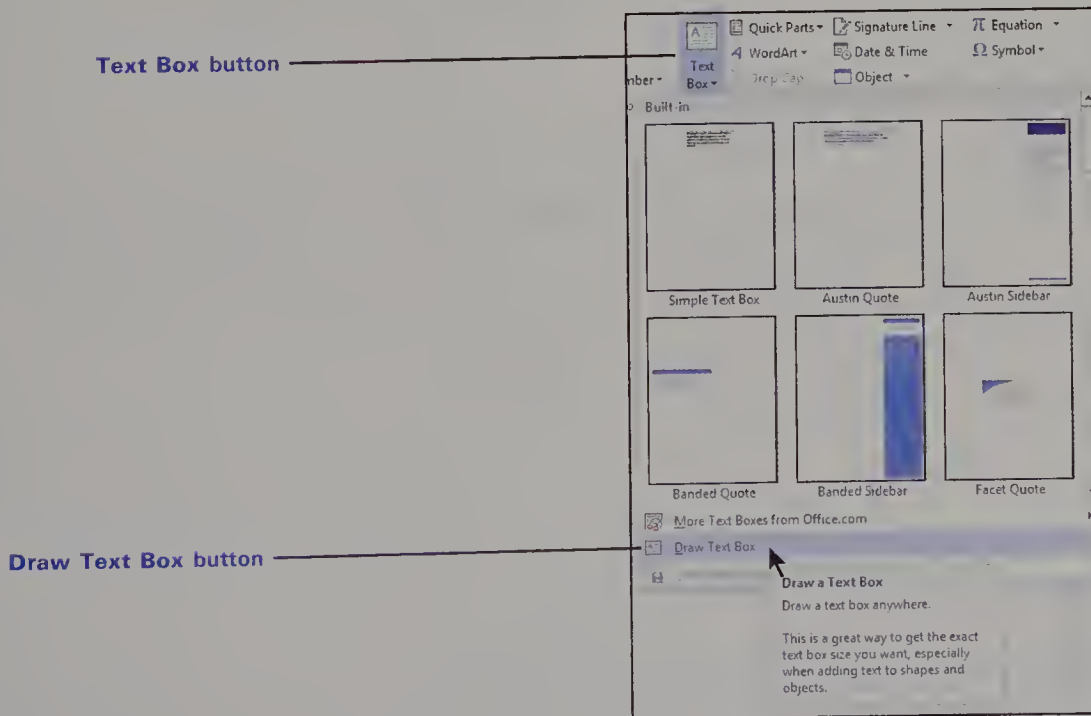
## Text Boxes

Text inside a text box can be formatted, the borders and fill can be changed, and the box can be positioned and sized freely.

 The Shape Styles gallery varies slightly in upgraded files. Such differences are not cause for concern as they do not affect Word's functionality. Because the textbook illustrations depict Word 2007 documents, the appearance of any text box fills and borders will differ slightly. Such differences are not cause for concern. Use a comparable style when choosing a Shape Style.

### To insert a text box:

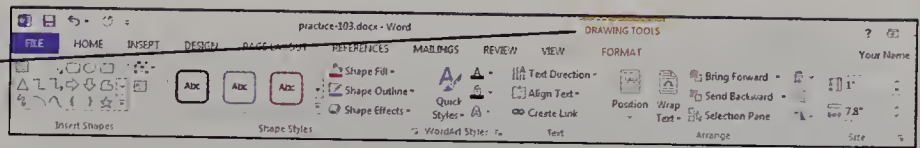
1. Change the zoom to **Page Width**.
2. From the **INSERT** tab, **Text** group, click the **Text Box** button; then click the **Draw Text Box** button at the bottom of the list.



Cross hair pointer

3. Position the cross hair pointer where you want the text box to appear; then drag to insert the text box.
4. Note that an on-demand **DRAWING TOOLS** tab with a **FORMAT** tab below it appears when you insert or select a text box.

**On-demand DRAWING TOOLS, FORMAT tab**



**To size a text box:**

1. Display the ruler, and click on the outside border of the text box to select it—the text box outline should appear solid.
2. Position the mouse pointer on a sizing handle until the pointer changes to a 2-headed resize pointer; then drag to size the box using the rulers to help you visually size the text box.
3. Repeat this step for all sides of the box.

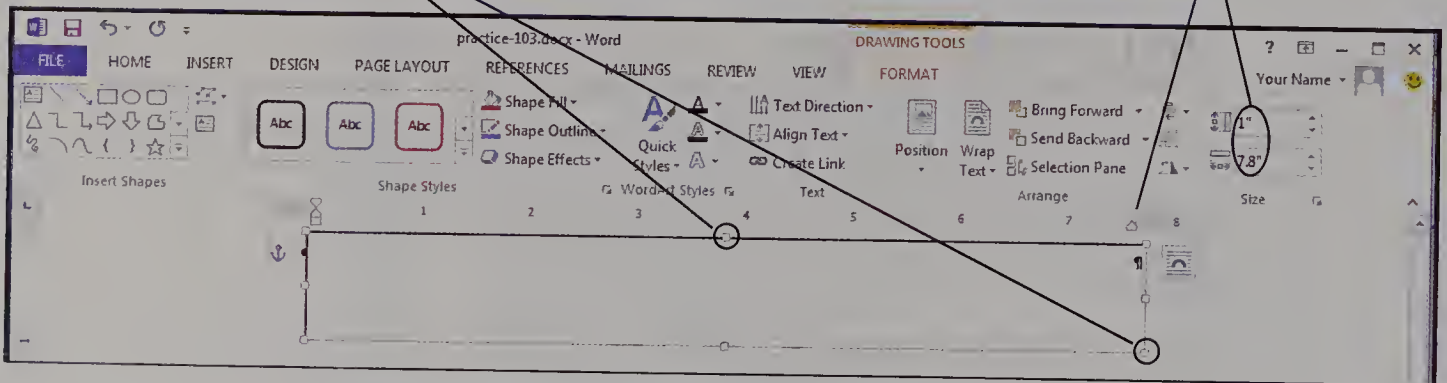


Resize pointer (text box)

**Or:** With the text box still selected, from the **DRAWING TOOLS, FORMAT** tab, **Size** group, enter exact measurements in the **Shape Height** and **Shape Width** boxes.

A selected text box displays a solid outline with square sizing handles.

Refer to the white section of the displayed rulers to draw a text box to an approximate size, and use the **Height** and **Width** size boxes to set exact measurements. This text box is 1 inch high and 7.8 inches wide.



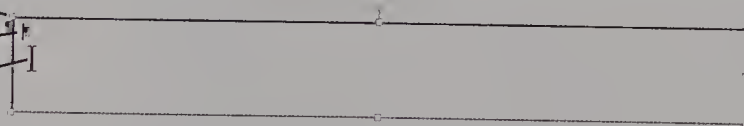
**To enter or edit text inside a text box:**

1. Click inside the text box to enter text—dotted lines appear outside the solid text box outline, and the insertion point and I-beam cursor are visible.

Dotted lines appear outside the solid text box outline.

Insertion point

I-beam cursor



2. Type and format the desired text inside the box, and drag on the bottom border to display any hidden text.

**To visually position the text box:**

1. Change the **Zoom** level to **Page width**.
2. Click on the outside border of the text box to select it—the text box outline should appear solid.
3. Position the mouse pointer on any edge of the text box until the pointer changes to a 4-headed move pointer; then drag the text box to position it. Note that an outline of the box appears as you drag the text box.



Move pointer

**REFER TO**  
**Word Manual**

L. 88: Clip Art—Insert,  
Text Wrapping

**?** If you lose sight of the desired text box, change the **Zoom** level to **Page width** or click the **Zoom Out** or **Zoom In** button or drag the **Zoom** slider.

**Or:** Select the text box, and use the directional arrows to position the box.

*To precisely position a text box relative to the document margins:*

1. Double-click the border of the text box to select it and to activate the on-demand **DRAWING TOOLS** tab and **FORMAT** tab.
2. From the **FORMAT** tab, **Arrange** group, click the **Align Objects** button.
3. Verify that **Align to Margin** and **Use Alignment Guides** are checked.
4. Click the desired horizontal alignment—**Align Left**, **Align Center**, or **Align Right**; or click the desired vertical alignment—**Align Top**, **Align Middle**, or **Align Bottom**.

**Or:** Drag the text box up, down, left, or right until a green **Alignment Guide** line appears at a margin, at the center of the page, or at a page edge; then release the text box.

If you are using clip art, insert it before you change the text box outline, shape, line style, and fill. In this way, you can coordinate text box settings described next with the clip art to create a unified, attractive design.

*To change the text box shape in a selected text box:*

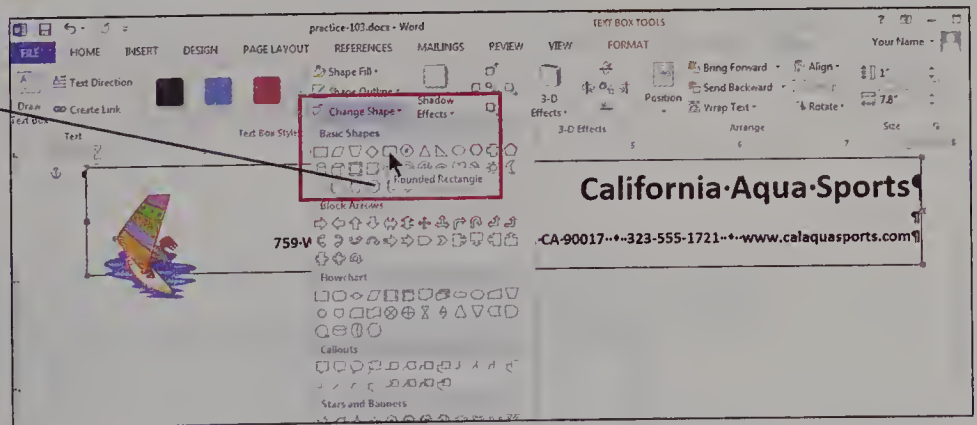
1. Under the **DRAWING TOOLS** tab, click the **FORMAT** tab.
2. Under the **Text Box Styles** group, click the **Edit Shape** button and click the desired shape.



Edit Shape button

**?** To remove the border, under **DRAWING TOOLS**, **FORMAT** tab, **Shape Styles** group, click **Shape Outline**, **No Outline**.

This text box **Shape Outline** is set to **Rounded Rectangle**.



*To change the text box fill and shape outline in a selected text box:*

1. Under the **DRAWING TOOLS** tab, click the **FORMAT** tab.
2. Under the **Shape Styles** group, click the **Shape Fill** button and click the desired fill color, picture, gradient, texture, and pattern—experiment freely with all choices.
3. Under the **Shape Styles** group, click the **Shape Outline** button and click the desired color, weight, dashes, and so forth—experiment freely with all choices.

! To apply a compound line style, click inside the text box; from the **DRAWING TOOLS, FORMAT** tab, **Shape Styles** group, click the **Shape Outline** list arrow; click **Dashes, More Lines**; from the **Format Shape** pane under **SHAPE OPTIONS, LINE**, click the **Compound type** list arrow; choose the desired type; click the **Width** list arrow, and choose the desired line width—increase the width (usually a minimum of 3 pts.) until the compound outline appears as desired around the selected text box; click **Color** and choose the desired color.

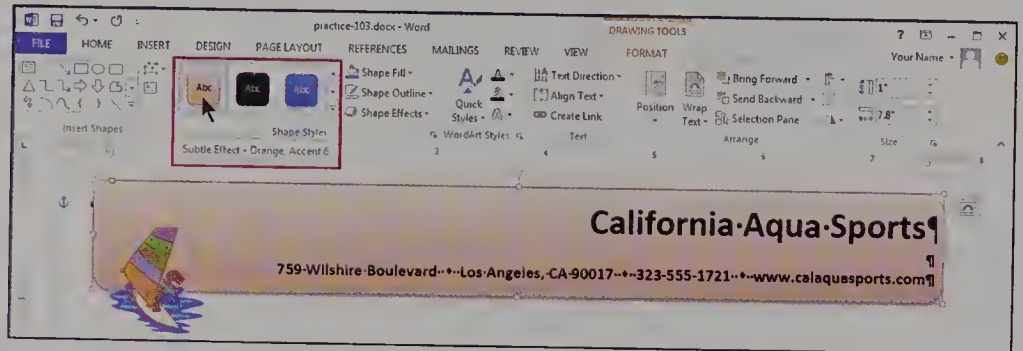
4. Under the **Shape Styles** group, click the **Shape Effects** button—experiment freely with all choices.

! To make the text box fill transparent, from the **Shape Styles** group, **Shape Fill**, click **No Fill**.

*To change the overall visual text box style in a selected text box:* Under **TEXT BOX TOOLS, FORMAT** tab, **Shape Styles** group, click the **More** list arrow at the right of the gallery of styles; point to one of the predefined styles, note the **Live Preview**, and click the desired style. Use **Undo** to reverse any choices.

*To change the overall design of the entire document including any text boxes within it:* From the **DESIGN** tab, in the **Document Formatting** group, click the **Colors, Fonts, or Effects** button as desired; point to the various choices; and watch the **Live Preview**. Click any desired choices.

This Text Box Style is set to **Subtle Effect—Orange, Accent 6**.



## PRACTICE

1. Turn on **Show/Hide ¶**, and display the ruler.
2. Change the top, left, and right margins to 0.3 inch.


? The printable area varies with each printer. If you see a message about margins being outside the printable area of the page, click **Fix** to accept the new margins. Your finished job will look slightly different from the illustration, but this is not cause for concern.

3. Insert a text box at the top of the page 1 inch high and 7.8 inches wide.

BEFORE beginning work, ALWAYS convert (upgrade) any Word file opened in [Compatibility Mode]! From the **FILE** tab, **Info**, click **Convert, OK**.



## PRACTICE (continued)

 To determine the printable area for your printer, from the **PAGE LAYOUT** tab, **Page Setup** group, click **Margins, Custom Margins** (at the very bottom of the drop down pane); from the **Page Setup** dialog box set all margins to **0**; click **OK, Fix**; note the settings in the **Page Setup** dialog box, **Margins** tab, **Top**, **Left**, **Bottom**, and **Right** boxes; click **Cancel**.

4. Position the text box relative to the margins by aligning it horizontally at the center and vertically at the top. (*Hint*: From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click the **Align Objects** button; verify that **Align to Margin** is checked; click **Align Center** and **Align Top**.)
5. Click inside the text box, and change the text alignment to right.
6. Change to **Calibri 24 pt. Bold**; then type this:  
California Aqua Sports
7. Press **ENTER** 1 time, and change to **Calibri 11 pt. Bold**.
8. Press **ENTER** 1 time, and type this:  
759 Wilshire Boulevard
9. Press the **SPACE BAR** 2 times, insert a diamond-shaped Wingding symbol, and press the **SPACE BAR** 2 times. (*Hint*: From the **INSERT** tab, **Symbols** group, click **Symbol, More Symbols**; from the **Symbols** tab, **Font** box, select **Wingdings**; scroll down about 6 rows until you see the first, smallest diamond-shaped symbol numbered as Wingdings: 115 (the Wingding number displays when you click the desired Wingding under the row of **Recently used symbols**); click it, and click **Insert**.)
10. Drag the **Symbol** window over so you can type; then type this information in one continuous line inserting the 2 spaces, the Wingdings symbol, and 2 spaces between each one:  
  
Los Angeles, CA 90017  
323-555-1721  
www.calaquasports.com
11. If necessary, remove any active hyperlinks from the URL. (The hyperlink style often clashes with the design.)
12. Click outside the text box to close it.
13. Insert clip art (also known as online pictures) related to sailing or water sports, and change the wrap style to **In Front of Text**.
14. Drag the clip art to the lower left side on top of the text box as shown in the preceding illustration.
15. Set the width of the clip art to approximately 1 inch.
16. Change the text box shape to **Rounded Rectangle**.
17. Change the text box style and font color to coordinate with the clip art.
18. Click anywhere inside the first line of text.



### REFER TO Word Manual

L. 49: AutoCorrect—  
Hyperlink



### REFER TO Word Manual

L. 88: Clip Art—Insert, Text  
Wrapping



## PRACTICE (continued)

- From the **HOME** tab, **Paragraph** group, click the arrow next to the **Borders** button, and click **Borders and Shading**.
- From the **Borders and Shading** dialog box, **Borders** tab, **Color** box, select a color that coordinates with the font and clip art.
- Under **Preview**, click on the **Bottom Border** button (second button to the left of the diagram) to apply a bottom border to the diagram, or click on the bottom of the diagram directly to apply a bottom border; click **OK**.
- Save changes to *practice-103*.

**Note:** Keep this document open and continue reading.

## Font—Small Caps

You can vary the appearance of text by changing the font to small caps. Compare the normal text with text typed in small caps:

Normal	Small Caps
ALL CAPS	ALL CAPS
Initial Caps	INITIAL CAPS
lowercase	LOWERCASE

*To apply small caps:*

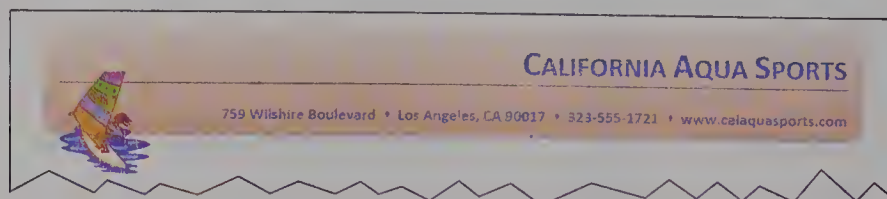
- Position the insertion point where you want to begin using small caps, or select the text you want to change.
- From the **HOME** tab, click the **Font Dialog Box Launcher**; from the **Font** dialog box, **Font** tab, **Effects**, check **Small caps**; click **OK**.

**Or:** Press **CTRL + SHIFT + K**.



## PRACTICE (continued)

- Select the first line of text in the text box, and apply small caps. Your document should look similar to this:



- Save changes to *practice-103*, and return to GDP.



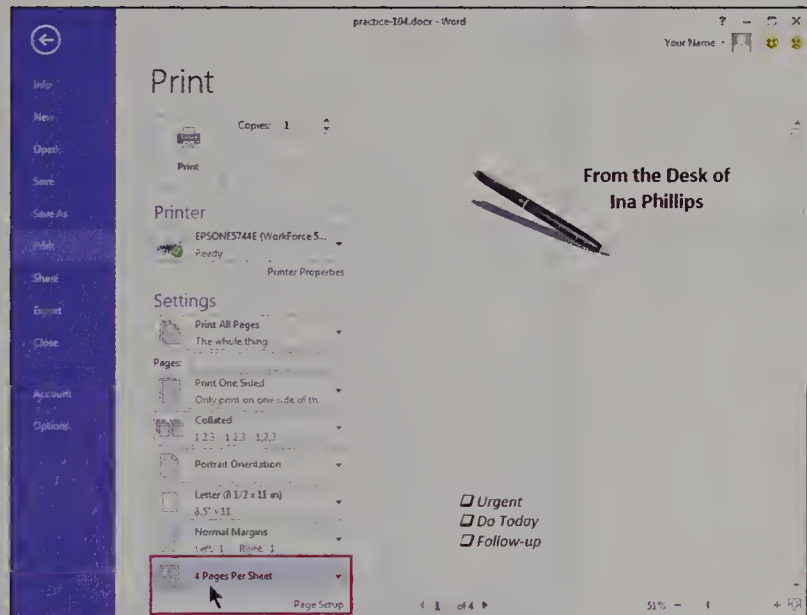
**GO TO**  
Textbook


## Print Options

**To print:** From the **FILE** tab, click **Print** to view the **Print** pane with print options.

**Or:** Press **CTRL + P** to go directly to the **Print** pane.

The Print pane allows you to set the desired number of copies, select a printer, and adjust other settings. Clicking the **FILE** tab, **Print**, **Print** button sends all pages of the document directly to the default printer. The document preview in the right pane allows you to see how your document will look when printed.



 For easier access to printing options, you can add the Quick Print and Print Preview and Print buttons to the Quick Access toolbar. Click the list arrow to the right of the **Quick Access** toolbar, and click any desired choices to add that button to the **Quick Access** toolbar.


You can print specific pages, all pages, or use a specific paper size. For example, if you have created a 4-page document, such as the notepad illustrated on page 177, and you wanted all 4 pages to print on one sheet of paper, under **Settings** (the last option), select **4 Pages Per Sheet**, and click **Print**. The 4 pages will be automatically scaled down and reduced to fit on the selected paper size.

*To access print options:*

1. From the **FILE** tab, click **Print**.


**Or:** Press **CTRL + P**.

2. Under **Settings** (the last option), select **4 Pages Per Sheet**, and click **Print**.

 If your pictures or text boxes won't print, you may need to adjust your print settings. Click the **FILE** tab, **Options**; from the **Word Options** left pane, click **Display**; under **Printing options**, check **Print drawings created in Word**; click **OK**.



## PRACTICE

 Always check with your instructor before printing.

1. Display formatting marks by turning on **Show/Hide ¶**.
2. Change to a whole-page view, click outside any objects, and select the entire document by pressing **CTRL + A**.
3. Copy the entire document by pressing **CTRL + C**.
4. Move to the end of the document by pressing **CTRL + END**.
5. Insert 3 manual page breaks by pressing **CTRL + ENTER** 3 times to create 3 additional blank pages.
6. Use **CTRL + V** to paste the copied document into each of the 3 newly created pages: Click in the fourth page and paste; click just before the **Page Break** formatting code on the third page, and paste; click just before the **Page Break** formatting code on the second page, and paste.
7. Change the zoom level until you can see all 4 pages, and note that all 4 pages are identical.
8. Use the print option to print 4 pages per sheet on 8.5- by 11-inch paper. This illustration represents *practice-104* after using the **Print** option, **4 Pages Per Sheet**, which causes all 4 pages to print on a single page.





## PRACTICE (continued)



9. Save changes to *practice-104*, and return to GDP.



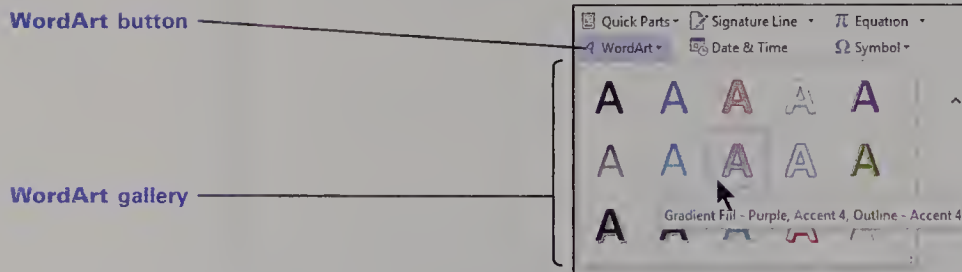
## WordArt

WordArt is a drawing tool used to create text with special effects. A WordArt object can be formatted, rotated, realigned, and stretched to predefined shapes. The color and fill of the WordArt object can be changed. If your design includes clip art or a photograph, use the colors as inspiration for the colors and design of the WordArt object.

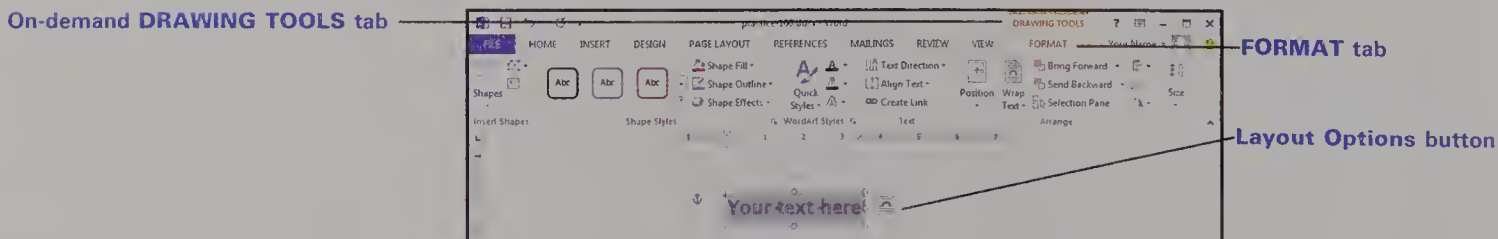
⚠ The WordArt Styles and text effects vary slightly in upgraded files and vary from those available in earlier Word versions. Because the illustrations in your textbook show Word 2007 WordArt choices, the appearance of the shape, fill, and outline of WordArt will differ slightly. Such differences are not cause for concern as they do not affect Word's functionality. Use comparable choices when making selections for WordArt in Word 2013.

### To insert and format WordArt:


1. From the **INSERT** tab, **Text** group, click the **Insert WordArt** button; then click the desired style from the **WordArt** gallery.



2. Note that a **WordArt** object appears in the document with highlighted text, and an on-demand **DRAWING TOOLS** tab appears with a **FORMAT** tab below it.



3. With the generic text still highlighted, type the desired text, and click the **Layout Options** button to change text wrapping as needed.
4. With the desired text selected, point to the top part of the selected text until the brightened **Mini Font** toolbar appears; then click the **Grow Font** button as desired and make any other desired font choices.

 When you click inside a WordArt object, note that the appearance of the text can change. When you click outside the WordArt object, the text represents its final stylized appearance.

From the **DRAWING TOOLS, FORMAT** tab, click on the various tools, and experiment freely with these features:

1. In the **WordArt Styles** group, click the **Quick Styles** button to view other gallery styles; point to each style, look at the **Live Preview**, then click the desired style to change it.
2. In the **WordArt Styles** group, click the **Text Fill, Text Outline, and Text Effects** buttons to change fills, outlines, and effects. Under **Text Effects**, click **Transform** to display a gallery of shapes. Point to a shape to display the shape name. Look at the **Live Preview** as you point; then click the desired choice.
3. From the **Shape Styles** group, click the **More** list arrow to display the style gallery; point to different styles and note the effect.
4. From the **Shape Styles** group, experiment with **Shape Fill, Shape Outline, and Shape Effects** buttons.

**Or:** From the **DRAWING TOOLS, FORMAT** tab, **WordArt Styles** group, click the **Dialog Box Launcher** to display the **Format Shape** pane. With the WordArt selected, click on the various options:

1. Click **SHAPE OPTIONS**, hold your mouse over each button below to display a **ScreenTip**, and experiment with these buttons and their submenus: **Fill & Line, Effects, Layout & Properties, and Picture**.
2. Click **TEXT OPTIONS**, hold your mouse over each button below to display a **ScreenTip**, and experiment with these buttons and their submenus: **Text Fill & Outline, Text Effects, and Layout & Properties**.

**To edit WordArt text:** Click inside the text box, and edit the text as desired.

**To align WordArt:** Select the WordArt object; from the **DRAWING TOOLS, FORMAT** tab, **Text** group, click the **Position** button; click the desired position.

**Or:** Drag the WordArt up, down, left, or right until a green **Alignment Guide** line appears at a margin, at the center of the page, or at a page edge; then release the object.

To display a WordArt Quick Styles gallery name:

1. From the **DRAWING TOOLS, FORMAT** tab, **WordArt Styles** group, click the **Quick Styles** button.
2. Point to a style, and pause until the **ScreenTip** displays the style name.



## PRACTICE

BEFORE beginning work, ALWAYS convert (upgrade) any Word file opened in [Compatibility Mode]! From the FILE tab, Info, click **Convert, OK**.

1. Display formatting marks by turning on **Show/Hide ¶**.
2. From the **INSERT** tab, **Text** group, click the **WordArt** button; then click the desired style from the **WordArt** gallery for the new WordArt.
3. Type “Employee” as the WordArt.
4. Make any desired font changes in the WordArt object.
5. Experiment with all features from the **DRAWING TOOLS, FORMAT** tab and from the **Format Shape** pane until you achieve the desired result.
6. Drag the WordArt object to the top of the page until it is positioned and has a transformed shape approximately as shown in the next illustration; align the WordArt object horizontally at the center.
7. Select the WordArt object; point to the bottom border until you see a move pointer; hold down **CTRL** while dragging down on the object to create a duplicate; edit the text to read “Benefit Plan” and transform the shape as desired.
8. Arrange your finished WordArt similar to this illustration.

**Initial WordArt Style:**

Fill-Black, Text 1, Shadow

**Edited WordArt Style:**

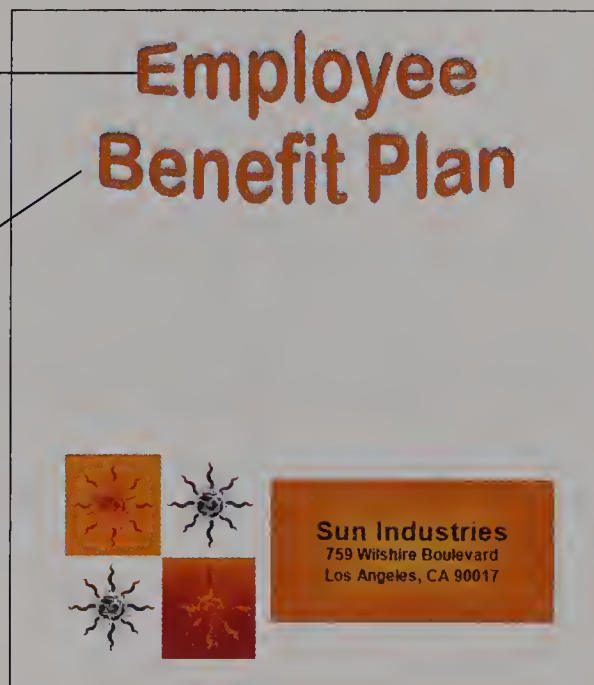
Text Fill & Outline, Text Fill: Solid fill; Color Orange, Accent 6, Darker 25%

Text Fill & Outline, Text Outline: Solid line

Text Effects: Shadow, Presets, Outer, Offset Top

Text Effects: Transform, Warp, Inflate and Inflate Bottom

Arial Rounded MT Bold, 72



9. Save changes to *practice-106*, and return to GDP.



**GO TO**  
Textbook

## Table—Move

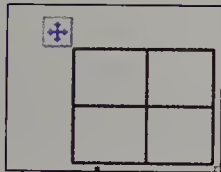
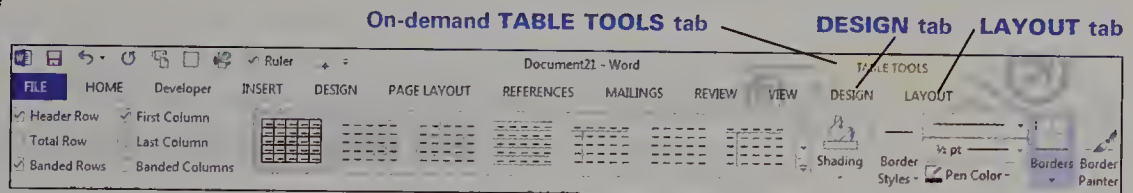



Table move handle

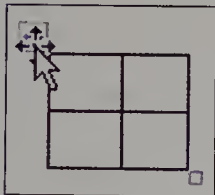
The easiest way to move a table is to point to it until the **table move handle** appears just above the top left-hand corner of Cell A1. Next, point to the **table move handle**, and drag the table into position. To add overall style and design to your table, use the **TABLE TOOLS, DESIGN** tab groups.



### To move a table:

1. Place the mouse pointer over the table until the 4-headed **table move handle** appears.
2. Point to the **table move handle** until the mouse pointer displays a 4-headed **table move handle** over the table move handle.
3. Drag the table to the new location.

 Reduce the **Zoom** level if necessary for a better view of the table position on the page.



Mouse pointer over **table move handle**



## PRACTICE

1. Move the mouse pointer over the table to display the **table move handle**.
2. Point to the **table move handle**, and drag the table to position it as shown in the illustration at the end of this exercise.
3. Click inside the table, and use the **TABLE TOOLS, DESIGN** tab, **Table Styles**, to add overall style and design to your table; customize the text and any other design elements as desired.
4. Save changes to *practice-107*.

**Note:** Keep this document open and continue reading.

## Page Color

**To add a background page color:** From the **DESIGN** tab, **Page Background** group, click the **Page Color** button; click the desired color from the color palette. If you print this, you will likely end up with a non-printable area of white around the borders of the document. See page 176 for a tip on the printable area as it relates to margins.

**Or:** Click the **Page Color** button, **More Colors** to display the **Colors** dialog box; experiment with settings in the **Standard** and **Custom** tabs.

**Or:** Click the **Page Color** button, **Fill Effects** to display the **Fill Effects** dialog box; experiment with settings in the **Gradient**, **Texture**, **Pattern**, and **Picture** tabs.



### PRACTICE (continued)

1. Add a page background color or fill effect.
2. Click **More Colors** to display the **Colors** dialog box.
3. Experiment with settings in the **Standard** and **Custom** tabs.
4. Click **Fill Effects** to display the **Fill Effects** dialog box.
5. Experiment with settings in the **Gradient**, **Texture**, **Pattern**, and **Picture** tabs.
6. Experiment with table styles, borders, shading, fonts, spacing, and WordArt as desired.
7. Your finished document should look similar to this illustration:



Font, Arial Narrow 90

Table Styles, List Table 5  
Dark (with table fill  
and font changes)

Page background, Page  
Color, Fill Effects, Texture  
tab, Water droplets

8. Save changes to *practice-107*, and return to GDP.



GO TO  
Textbook

## Table—Borders and Shading, Custom


 **REFER TO Word Manual**

L. 89: Bookmarks and Hyperlinks

An online resume uses advanced formatting features, such as customized borders, customized shading, and themes. If desired, you can create electronic hyperlinks to items noted in the text shown in brackets, such as [Transcript]. You will not create hyperlinks in this Practice exercise. But if you wish to do so for your own purposes, review Lesson 89.


Text shown in brackets would be converted to a hyperlink to jump to the related item or document in an electronic resume.

EDUCATION
Allied Medical College, [accredited by CAAHEP], Frankfort, Kentucky
Associate of Science Degree
<ul style="list-style-type: none"> <li>• Graduated June 2010</li> <li>• Major: Medical Assistant</li> <li>• GPA: 3.9 in major on 4.0 scale [Transcript] [Skills Checklist]</li> </ul>

 When you customize border settings as described in this lesson, those settings become the new default for the current document or other new documents in that Word session. So when you apply borders using the Borders button from the HOME tab, Paragraph group, and the Borders button or Border Painter button from the TABLE TOOLS, DESIGN tab, Borders group, any customized borders you previously set will be applied. To reset defaults, close all instances of Word and restart it, or reverse the customized settings you made in the Borders group.

*To apply the same border with customized colors and widths to a selected row, column, or cell:*

1. Select the desired row, column, or cell.
2. From **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow next to the **Line Style** button.
3. Click the desired **Line Style**—the first choice is the solid line style.
4. From **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow next to the **Line Weight** button.
5. Click the desired weight from the drop-down list.
6. From **TABLE TOOLS, DESIGN** tab, **Borders** group, click the list arrow next to the **Pen Color** button.
7. Point to a color from the drop-down color palette, and pause until the **ScreenTip** with the color name appears.
8. From **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow under the **Borders** button, and click the desired border. (Do not click the **Borders** button itself or you will apply a border.)

 **REFER TO Word Manual**

L. 37: Table—Borders  
L. 68: Table—Shading

To apply the same border with customized colors and widths to a deselected cell immediately after following the preceding steps:

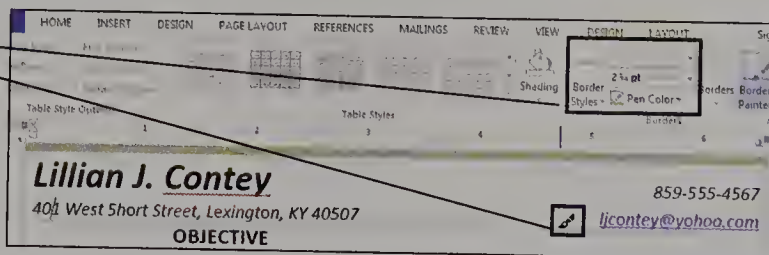
1. Click in the desired cell.
2. Click the desired **Line Style**, **Line Weight**, and **Pen Color** as explained in the previous section.
3. When you click the desired **Pen Color**, the mouse pointer should change to a **Pen Color** tool; if necessary, click the **Border Painter** button to activate the **Pen Color** tool; point to any desired border with the **Pen Color** tool, and click exactly on the border or just below it to apply the new border.



Border Painter button

- Experiment with selecting a group of desired cells to apply borders more efficiently for large areas.

When the mouse pointer changes to the **Pen Color** tool, click any desired border to apply the border choices.

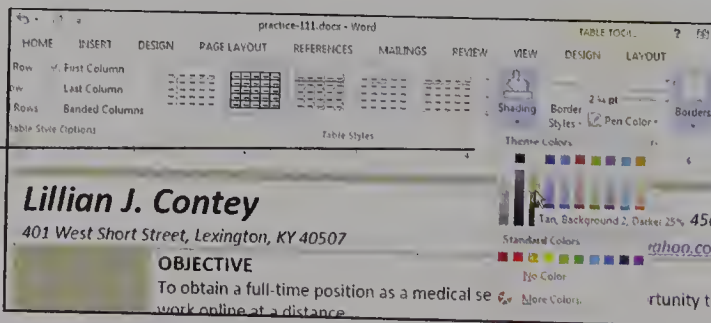


4. If necessary, press **ESC** to drop the **Pen Color** tool.
  - If the mouse pointer does not change to a **Pen Color** tool or if border choices are not behaving as expected, do this: from **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow below the **Borders** button; then click the desired border to apply the border choices to the selection. Click and release the border button until the desired border appears.
5. If desired, change to a different **Line Style** and/or **Line Weight** and/or **Line Color**, and repeat the preceding steps until all desired borders have been applied.

To apply shading with a customized color:

1. Select the desired row, column, or cell.
2. From **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow under the **Shading** button. (Do not click the **Shading** button itself or you will apply a shading.)
3. Point to a color from the drop-down color palette, pause until the **ScreenTip** with the color name appears, and note the **Live Preview**.

Point to a color, pause to see the **ScreenTip** with the color name, and note the **Live Preview**.



4. Click the desired color to apply the shading to the selection.



## THEME

After you have applied customized borders and shading, you can apply a theme color palette to change border and shading colors and/or a theme font selection to change font styles.

### *To apply a theme color or change theme colors:*

1. From the **DESIGN** tab, **Document Formatting** group, click the **Themes** button.
2. Point to any theme, note the **Live Preview**, and click the desired theme.
3. Click the **Colors** button, point to any color group, note the **Live Preview**, and click the desired color.

### *To apply a theme font:*

1. From the **DESIGN** tab, **Document Formatting** group, click the list arrow under the **Fonts** button.
2. Point to any theme name noting the font changes in the **Live Preview**.
3. Click on the desired selection.



## PRACTICE

1. Turn on **View Gridlines**, and remove all table borders.
2. In Row 1, select “Lillian J. Contey,” and change the font to Calibri 24 pt. Bold.
3. Select Row 1 and apply italic.
4. Carefully drag across to select only the text in Row 1 (do not select the entire row), and set a right tab at the right margin. (*Hint:* Display the ruler, click the **Tab Selector** button until the **Right Tab** button displays, click just before the right margin on the ruler, and drag the tab marker over to the right margin.)

**Or:** From the **HOME** tab, **Paragraph** group, click the **Dialog Box Launcher**; from the **Paragraph** dialog box, **Indents and Spacing** tab, click the **Tabs** button; in the **Tab stop position** box, type **6.5**; in the **Alignment** section, click **Right**; click **OK**.

5. Note that the phone number and e-mail address are now aligned at the right margin.
6. Select each heading, and change the font to Calibri 14 pt. Bold.

**Or:** From the **HOME** tab, **Clipboard** group, double-click the **Format Painter** tool to apply identical formatting to the remaining headings. Press **ESC** to release the tool.



### REFER TO Word Manual

L. 45: Tab Set—Ruler Tabs  
L. 50: Tab Set—Dot  
Leaders




## PRACTICE (continued)



### REFER TO Word Manual

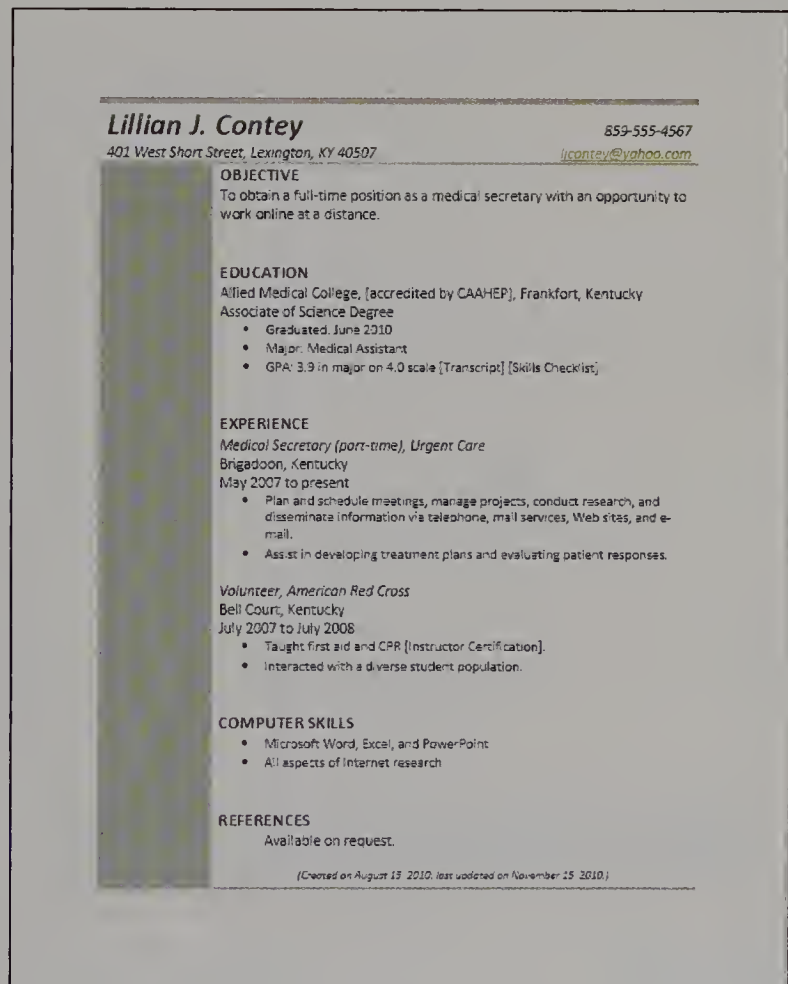
L. 92: Table—Tab

7. Select all bulleted items, and change the font to Calibri 11 pt.
8. Italicize everything (all words and punctuation too) in both lines with the two job titles, “Medical Secretary” and “Volunteer,” in the EXPERIENCE section.
9. Increase the indent on the line under the REFERENCES section to align with the text following the bullet in the bulleted lists. (*Hint:* Press **CTRL + TAB**; or from the **HOME** tab, **Paragraph** group, click the **Increase Indent** button.)
10. Select the last line of text in the resume, center it, and change the font to Calibri 9 pt. Italic.
11. Select Row 1; select a solid **Line Style** with a **6-pt.** width and this **Pen Color: Tan, Background 2, Darker 25%**; apply these choices using the **Top Border** button or the pen.
12. Press **ESC** to release the pen tool, deslect Row 1, and change the **Line Weight** to **2¼-pt.**; leave all other border settings the same.
13. When the **Pen Color** tool appears, point to the bottom border of Cell A1, and click to apply the new line width; repeat this for the bottom border in Cell B1; release the **Pen Color** tool when finished.  
 If the border is not applied as expected, make sure you are pointing the pen directly to the top of the gridline before clicking the pen; or try releasing the active **Border** button, and then try again until you achieve the desired results.
14. Select the last row in the table, and use the **Border** button to apply a **Bottom Border** with a **2¼-pt.** width; leave all other border settings the same.
15. Click in Cell A2, scroll down, hold down **SHIFT**, and click in the last cell of Column A to select the range of cells.
16. From **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the list arrow below the **Shading** button.
17. Point to **Tan, Background 2, Darker 25%**, from the drop-down color palette; then click that color square to apply the shading to the selection.
18. Change the font color of “Lillian J. Contey” in Row 1 and the font color of each heading to **Tan, Background 2, Darker 50%**.
19. From the **DESIGN** tab, **Document Formatting** group, **Colors** button, point to the various choices, and observe the changes in the **Live Preview**.
20. From the **DESIGN** tab, **Document Formatting** group, **Themes** button, scroll down and apply the **Wood Type** theme; note the changes in the colors and fonts.
21. Apply the **Office** theme for a gray color palette.



## PRACTICE (continued)

22. With the **Office** theme still applied, change the font color for the name in Row 1 and all the headings to **Green, Accent 6, Darker 50%**.
23. Apply the **Wood Type** theme again, and notice the font and color change to the name in Row 1 and to all the headings.
24. From the **DESIGN** tab, **Document Formatting** group, click the list arrow under the **Fonts** button and point to various custom theme fonts; note the **Live Preview** and apply the **Calibri** font.
25. Turn off **View Gridlines**. Your resume should look similar to this:



**Note:** If you need to convert the e-mail address in Row 1 to a hyperlink, select the e-mail address; right-click and click **Hyperlink, OK**.

26. Save changes to *practice-111*, and return to GDP.



## Mail Merge—Letters




**REFER TO  
Word Manual**

L. 115: Mail Merge—  
Envelopes and Labels

*To execute a mail merge, follow four basic steps:*

1. Create the main document (such as a form letter) that includes standard content.
2. Create a data source file (such as a recipient list with the names and addresses of those receiving the letter) that contains unique information that varies in each merged document.
3. Insert placeholder fields (codes that will be replaced with actual text) in the main document that link unique content from the data source file to the standard text in the main document.
4. Merge the two files to create a number of finished documents that combine the main document with the variable text (the inside address and greeting).

### LETTERS—MAIN DOCUMENT

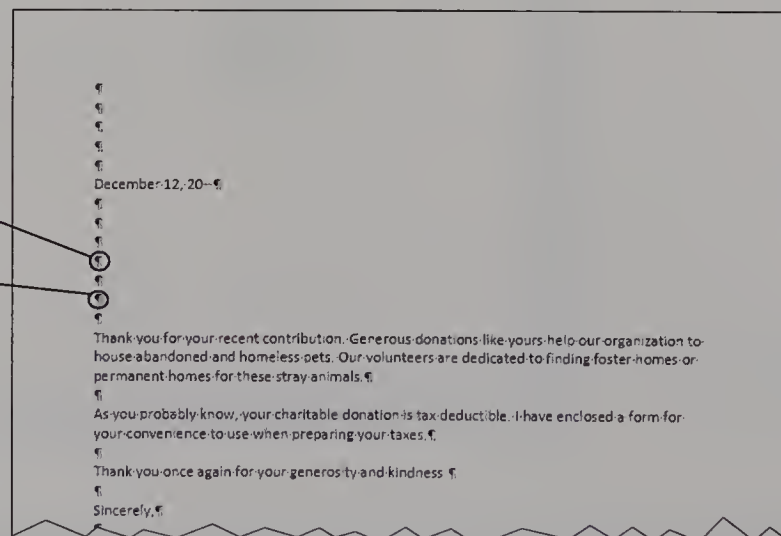
 Before creating a main document and its data source file, always close any open Word files to avoid linking data sources to an open file!

*To create the main document for a form letter:*

1. Open a blank document.
2. Press **ENTER** 5 times, type the date, and press **ENTER** 8 times after the date to allow space for the placeholders, which will insert the variable information for the **Address Block** and **Greeting Line** placeholder fields later in the merge.

The **Address Block** field placeholder for the inside address will be inserted here.

The **Greeting Line** field placeholder will be inserted here.





3. Type the rest of the letter (the body, closing, and so forth), save the main document, and name it descriptively (use “main” in the file name) so it will be easy to recognize later—for example, *practice-112-main-letter*.

## LETTERS—DATA SOURCE FILE

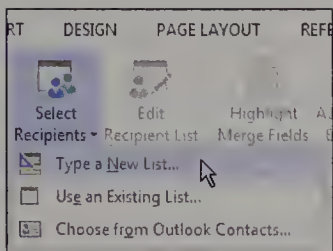
*To create the data source file with an address list:*

1. Open the main document for the letter. Click **Yes** if you see a warning that opening the document will run an SQL command.

 This warning occurs after the main document and data source files are created and linked and is expected behavior. When a main document is created and an existing data source file is specified as described in the next section, the two files will be “linked” to each other. Thereafter, when you open the main document, a warning appears regarding an SQL command. Click **Yes** to open the main document.

 If you accidentally create a link to a normal Word file and try to open the file, you will see the message about running the SQL command. Click **Yes** to open the file and then break the link.

*To detach (unlink) a main document (or a document mistakenly linked to a data source file) from the data source:* From the **MAILINGS** tab, **Start Mail Merge** group, click the **Start Mail Merge** button, and click **Normal Word Document**.




Type a New List button

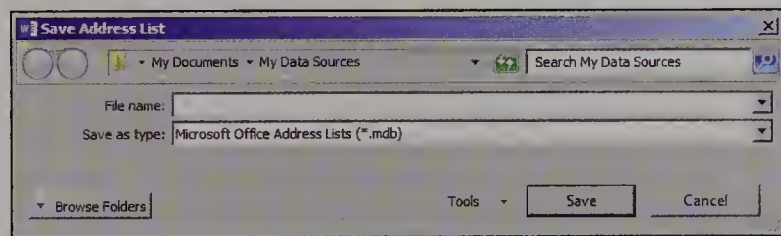
2. From the **MAILINGS** tab, **Start Mail Merge** group, click the **Select Recipients** button; then click the **Type a New List** button.
3. In the **New Address List** dialog box, type the information for the first recipient in each of the desired fields, press **TAB** to move from field to field, and skip any fields that are not applicable, such as Company Name and Address Line 2. Be careful not to add any extra spaces after the last typed character in each field.

The insertion point is in the **Title** field ready for input.


4. When you finish with one entry, click **New Entry** to begin the next address block until all entries are completed; then click **OK**.

5. Note that the **MAILINGS** tab, **Write & Insert Fields** group, is dimmed behind the open dialog box. This group will become active when you save the address list in the next step.
6. From the **Save Address List** dialog box, in the **File name** box, type a name that will be easy to recognize later (use “data” in the file name)—for example, *practice-112-data-letter.mdb*.
7. Click **Save** to save the file in the default **My Data Sources** folder, or browse to the desired location. See GDP Help for details on the location of the directory in which mail merge data source files are stored.

 Microsoft Office Address List files are stored as a \*.mdb file (Access database file) in the **My Data Sources** folder by default. In this way, that data source can be used by all Microsoft Office applications. The “mdb” file extension will be added automatically.



8. Note that the **Write & Insert Fields** group on the **MAILINGS** tab is now active; therefore, you can now insert merge placeholder fields.

 If the **Address Block** button is dimmed, browse to the data source again to reestablish a link from the main document to the data source.

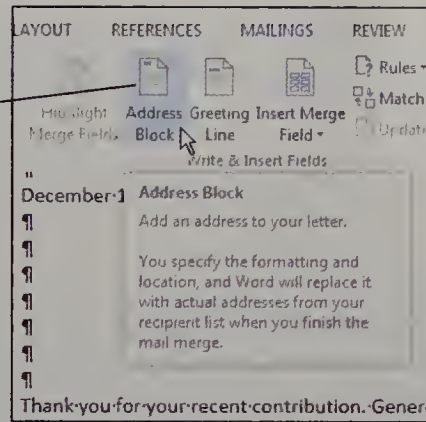
*To reestablish a link from the main document to the data source:* From the **Start Mail Merge** group, click the **Select Recipients** button; click **Use Existing List**; from the **Select Data Source** dialog box, browse to the location of your data source \*.mdb file, click the file name, and click **Open**. Your **Address Block** button should now be active.

## LETTERS—PLACEHOLDERS

*To add merge placeholder fields for the Address Block (inside address) and Greeting Line (salutation) in the main document:*

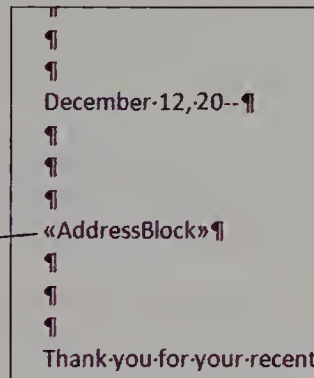
1. Open the main document; click **Yes** if you see a warning that opening the document will run an SQL command.
2. Click where the inside address would normally be typed.
3. From the **MAILINGS** tab, **Write & Insert Fields** group, click the **Address Block** button.

Click the **Address Block** button to add an address to your document.



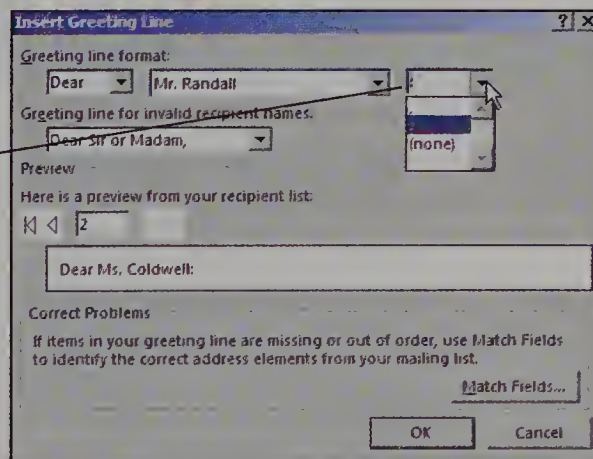
- From the **Insert Address Block** dialog box, review the choices, make any desired changes, and click **OK**.

Click where you want the **Address Block** field to be inserted, and then insert it.



- Click where the salutation would normally be typed.
- From the **MAILINGS** tab, **Write & Insert Fields** group, click the **Greeting Line** button.
- From the **Insert Greeting Line** dialog box, review the choices, make any desired changes (such as choosing a colon for the salutation), and click **OK**.

Change the punctuation after the salutation from a comma (,) to a colon (:).



- From the **MAILINGS** tab, **Write & Insert Fields** group, click **Highlight Merge Fields** to view the inserted placeholder fields.

9. Review the placeholder and its position, and edit as needed. Your merge field placeholders should be positioned like this:

```
December 12, 20--¶
¶
¶
«AddressBlock»¶
¶
«GreetingLine»¶
¶
Thank you for your rec
```

*To edit any merge field placeholders:*

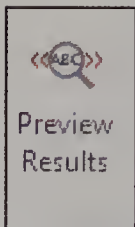
1. Right-click the placeholder.
2. Click **Edit Address Block**, **Edit Greeting Line**, and so forth.

*To delete a merge field placeholder:* Select the placeholder and cut it.



## LETTERS—MERGE

*To begin the merge process and preview or save merge results:*

1. From the **MAILINGS** tab, **Write & Insert Fields** group, click **Highlight Merge Fields** to see the merge fields in the main document clearly.
2. Adjust any spacing around the merge fields as needed.
3. From the **MAILINGS** tab, **Preview Results** group, click **Preview Results**.
4. Click the **Next Record** (>) and **Previous Record** (<) buttons to page through your finalized merge files.
5. From the **MAILINGS** tab, **Preview Results** group, click **Preview Results** to toggle it off and to view the placeholders in the main document again.
6. Edit the main document or data source as needed; preview your results.
7. When you're satisfied with the merge results, from the **MAILINGS** tab, **Finish** group, click **Finish & Merge**; make any desired choice from the drop-down menu.




Preview Results button

8.  **To collect all merged letters into one new file:** From the **Finish** group, click **Finish & Merge**, **Edit Individual Documents**, **All**, **OK**. Save this file if desired, and name it descriptively so it will be easy to find later—for example, *practice-112-letter*.
8. Save and close the main document.
  1.  Always save and close your main document before opening or creating any other Word files!




### *To edit the data source:*

1. Open the main document; click **Yes** if you see a warning that opening the document will run an SQL command.
  -  If you move the data source file after creating a merge document, the link to it will be broken and error messages will appear when you try to open the main document.

### *To reestablish a broken link from a main document to the data source:*

Open the main document file. Click **Yes** to the warning regarding an SQL command. Browse to the data source as described in this paragraph; or if necessary, click **OK** to the warning that the \*.mdb file could not be found. Click **Cancel** to close the **Data Link Properties** dialog box. Click **OK** to the warning regarding a database engine error. Another dialog box will appear prompting you to find the data source file for a mail merge main document—click **Find Data Source**. In the **Select Data Source** dialog box, browse to the location of the \*.mdb file, click the file, and click **Open**.

 *To detach (unlink) a main document from the data source:* From the **MAILINGS** tab, **Start Mail Merge** group, click the **Start Mail Merge** button, and click **Normal Word Document**.

2. From the **MAILINGS** tab, **Start Mail Merge** group, click **Edit Recipient List**.
3. In the **Select Data Source** dialog box, browse to the desired data source; click **Open**. (By default, data source files are saved in the **My Data Sources** folder. See GDP Help for details on the location of the directory in which mail merge data source files are stored so you will browse to the correct location if necessary.)
4. In the **Mail Merge Recipients** dialog box, under **Data Source** (in the bottom half of the dialog box), click the data source file name; click **Edit**.
5. In the **Edit Data Source** dialog box, click in any desired field; edit data as needed. (You can also click **New Entry** and **Delete Entry** if needed.)
6. Click **OK** when you're finished, and answer **Yes** to the prompt to update your recipient list and save changes to the data source file; click **OK**.
7. Preview your merge results again; repeat this process as needed.




## PRACTICE

**Note:** Close any other Word files that might be open outside of GDP before beginning! You will now create a new data source file, insert placeholder fields, and finish creating the main document.

1. Turn on **Show/Hide ¶**; then create a new data source file. (*Hint:* From the **MAILINGS** tab, **Start Mail Merge**, click **Select Recipients, Type a New List.**) Click **OK** when you have finished typing the list.

Title	First Name	Last Name	Address Line 1	City	State	ZIP Code
Dr.	Michael	Quon	1501 East Capitol Avenue	Bismarck	ND	58501
Ms.	Maryanne	Coldwell	31 Anthony Avenue	Augusta	ME	04330

2. From the **Save Address List** dialog box, save the data source file as *practice-112-data-letter*. The extension “mdb” will be added to the file name automatically.
3. Click **Save** to save the file in the **My Data Sources** folder or browse to the desired location.
4. In the main document, click in the blank line where you would normally type the inside address (the fourth blank line under the date).
5. Insert an address block field placeholder. (*Hint:* From the **MAILINGS** tab, **Write & Insert Fields** group, click **Address Block**, edit any choices, and click **OK**.)

 If the **Address Block** button is dimmed, refer to the Letters—Data Source File section, step 8, page 190.

6. Click where you would normally type the salutation, and insert a greeting line field placeholder. (*Hint:* From the **MAILINGS** tab, **Write & Insert Fields** group, click the **Greeting Line** button; under **Greeting Line Format**, select the desired punctuation, and click **OK**.)

**Note:** Now you will begin the merge process and preview your merge results.



## PRACTICE (continued)

- Preview your results; edit the main document or data source as needed. The address block and greeting line areas of the first letter should look like this:

```
December 12, 20--¶
¶
¶
Dr. Michael Quon¶
1501 East Capitol Avenue¶
Bismarck, ND 58501¶
¶
Dear Dr. Quon:¶
¶
Thank you for your recent c
```

- From the **Finish** group, click **Finish & Merge, Edit Individual Documents**.
- From the **Merge to New Document** dialog box, click **All**; click **OK**.
- Note that a new document opens with a generic file name, such as *Letters1*.
- Save the merged letters file as *practice-112-letter*.
- Save changes to *practice-112-main-letter*, and return to GDP.



## Mail Merge—Envelopes and Labels



REFER TO  
Word Manual

L. 112: Mail Merge—Letters

In Lesson 112, you learned how to use mail merge to create a main document file (a form letter with inserted placeholder fields) and its corresponding data source file (an address list). That same data source file could be used again to create envelopes and labels. However, in this lesson you will continue to create new data source files and new main documents for envelopes and labels.

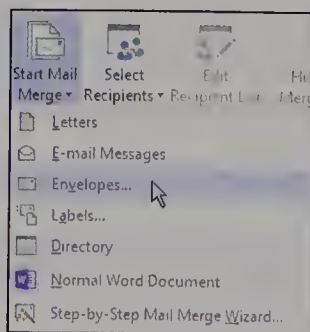
*To execute a mail merge for envelopes and labels:*

1. Create the main document file (such as an envelope or label) that includes boilerplate content that is the same in the finalized merged documents.
2. Create a data source file (such as a recipient list with the names and addresses of those receiving a mailing) that includes unique information for each merged document.
3. Insert placeholder fields (codes that will be replaced with actual text) in the main document to link unique content from the data source file to the main document.
4. Merge the two files to create finished documents (envelopes and labels with addresses) that combine the main document with the variable text, such as an inside address block.

## ENVELOPES—MAIN DOCUMENT

*To create the main document for an envelope:*

1. Open a blank document.
2. From the **MAILINGS** tab, **Start Mail Merge** group, **Start Mail Merge** button, click the **Envelopes** button.



3. From the **Envelope Options** window, **Envelope Options** tab, make any desired changes, and click **OK** to close the dialog box

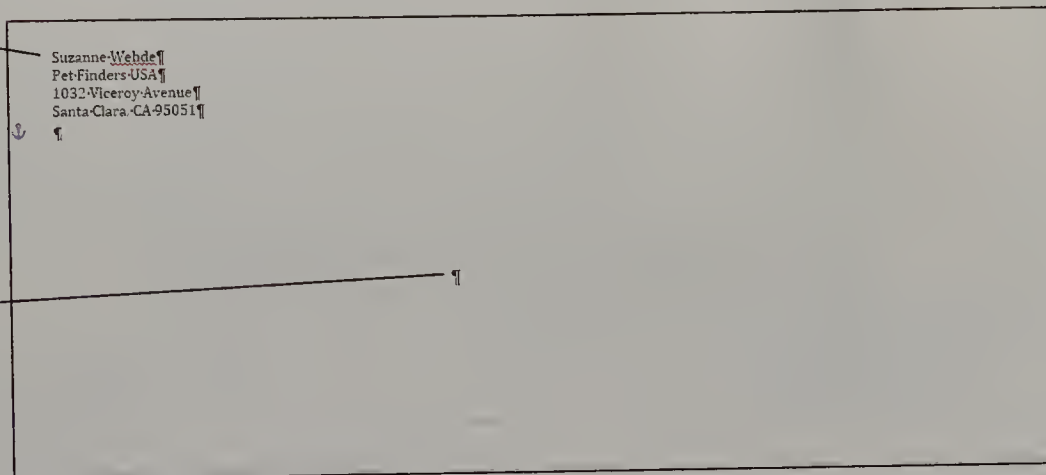


REFER TO  
Word Manual

L. 28: Envelopes and Labels

4. Edit the return address as desired in the new main document—either delete the existing one or type a new one.

The return address may be edited or deleted or placeholders for a return address could be inserted.



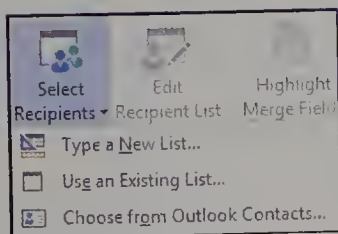
The Address Block placeholder for the inside address will be inserted here.

5. Save the main document for the envelope, and name it descriptively (use “main” in the file name) so it will be easy to recognize and reuse—for example, *practice-115-main-envelope*.

## ENVELOPES—DATA SOURCE FILE AND PLACEHOLDERS

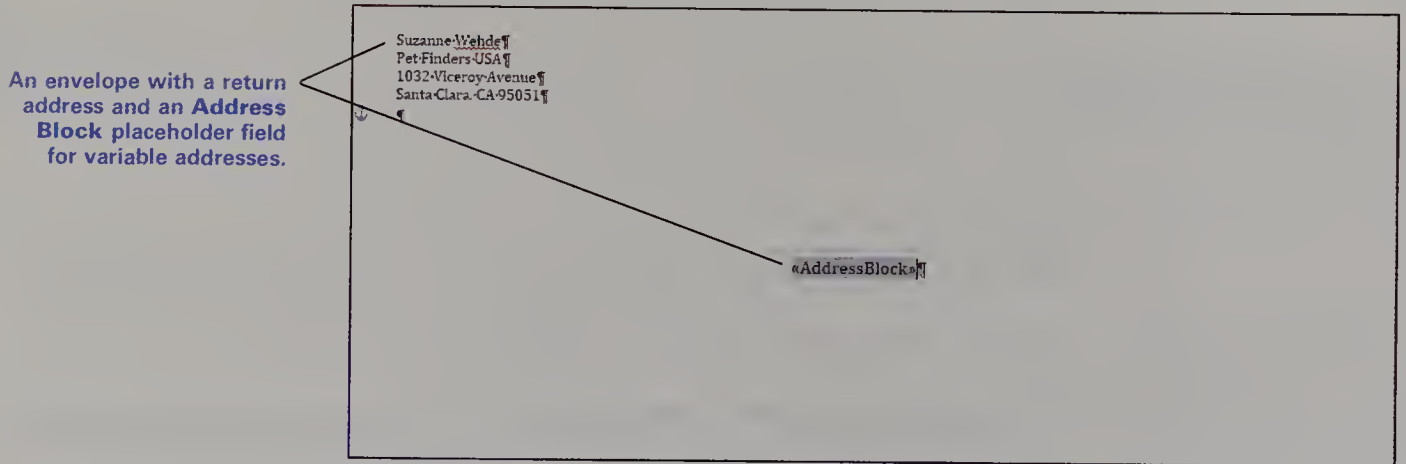
To add the Address Block merge field placeholder from a new data source file to the main document for the envelope:

1. Open the main document for the envelope.
2. If you see a warning that opening the document will run an SQL command, click **Yes**.
3. From the **MAILINGS** tab, **Start Mail Merge** group, click the **Select Recipients** button; then click the **Type New List** button.
4. In the **New Address List** dialog box, type the information for the first recipient in the desired fields, pressing **TAB** to move from field to field, skipping any fields, such as Company Name and Address Line 2, that are not applicable. Be careful not to add any extra spaces after the last typed character in each field.
5. When you finish with one entry, click **New Entry** to begin the next address block until all entries are completed; then click **OK**.
6. From the **Save Address List** dialog box, save the data source file; in the **File name** box, name the file descriptively (use “data” in the file name) so it will be easy to recognize later—for example, *practice-115-data-envelope.mdb*.
7. Click **Save** to save the file in the **My Data Sources** folder or browse to the desired location. See GDP Help for details on the location of the directory in which mail merge data source files are stored.
8. Click on the envelope data source file where the inside address would normally be typed.
9. From the **MAILINGS** tab, **Write & Insert Fields** group, click the **Address Block** button.



Select Recipients button

10. From the **Insert Address Block** dialog box, review the choices, make any desired changes, and click **OK**.
  - ❓ If the **Address Block** button is dimmed, browse to the data source again to reestablish a link from the main document to the data source. Refer to the Letters—Data Source File section, step 8, page 190.
11. From the **MAILINGS** tab, **Write & Insert Fields** group, click **Highlight Merge Fields** to view the inserted placeholder field.

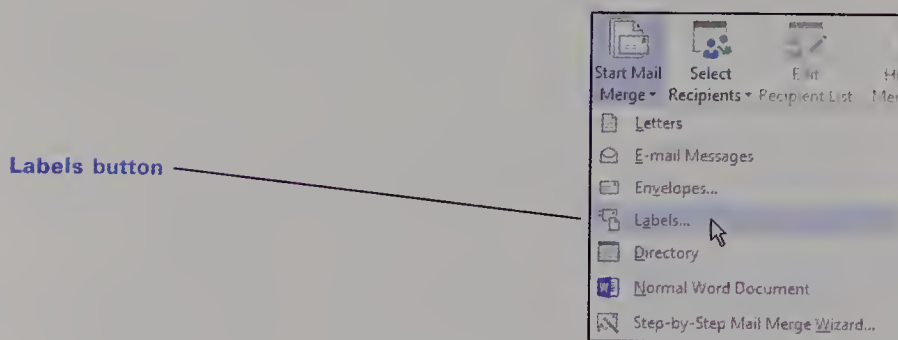


12. Edit any placeholder position as needed.

## LABELS—MAIN DOCUMENT

*To create the main document for labels:*

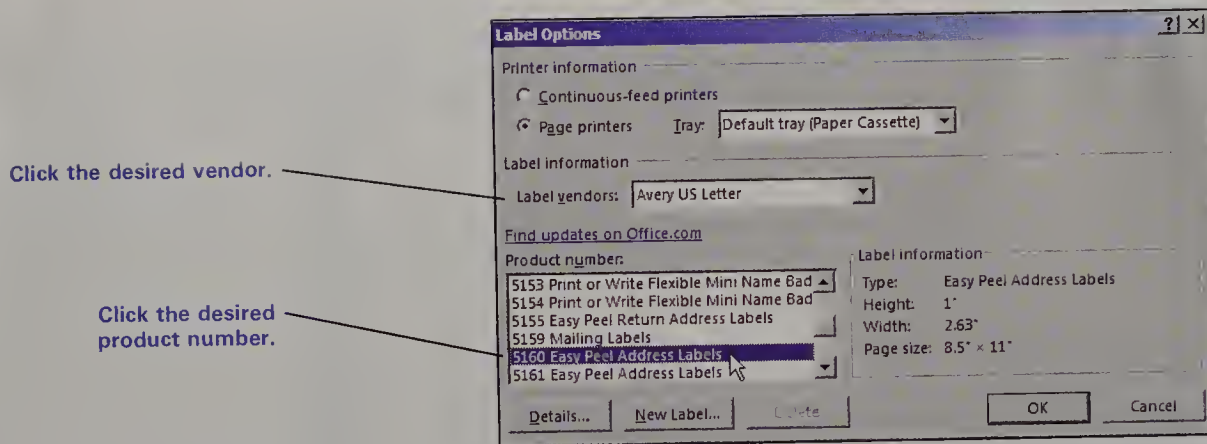
1. Open a blank document.
2. From the **MAILINGS** tab, **Start Mail Merge** group, click the **Labels** button.



3. From the **Label Options** window, under **Label vendors**, click **Avery US Letter** (or the desired label vendor).
4. Under **Product number**, click **5160 Easy Peel Address Labels** (or the desired product number).

### REFER TO Word Manual

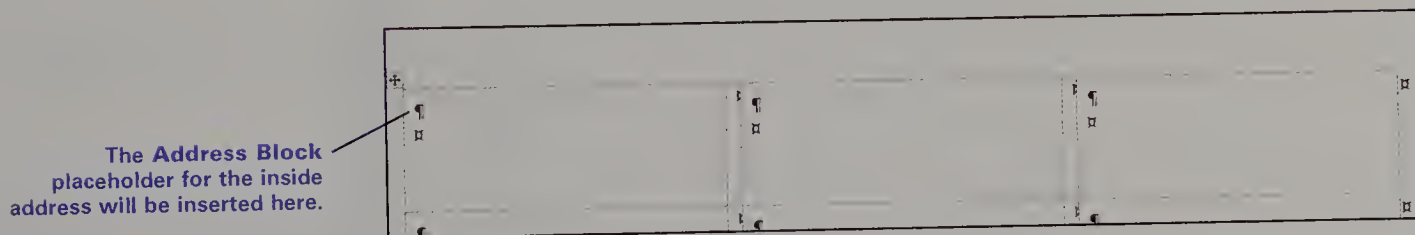
L. 28: Envelopes, View Gridlines, and Labels



Click the desired vendor.

Click the desired product number.

5. Click **OK** to create a page of blank labels. (Turn on **View Gridlines** if necessary.)



6. Save the main document for the labels, and name it descriptively (use “main” in the file name) so it will be easy to recognize and reuse—for example, *practice-115-main-label*.

## LABELS—DATA SOURCE FILE AND PLACEHOLDERS

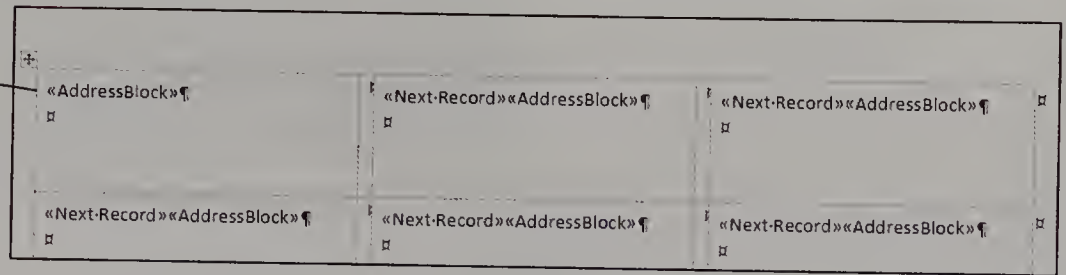
To add the Address Block merge field placeholder from a new data source file to the main document for the labels:

1. Open the main document for the labels. (If you see a warning that opening the document will run an SQL command, click **Yes**.)
2. From the **MAILINGS** tab, **Start Mail Merge** group, click the **Select Recipients** button; then click the **Type New List** button.
3. In the **New Address List** dialog box, type the information for the first recipient in the desired fields, press **TAB** to move from field to field, and skip any fields that are not applicable.
4. When you finish with one entry, click **New Entry** to begin the next address block until all entries are completed; then click **OK**.
5. From the **Save Address List** dialog box, save the data source file; in the **File name** box, name it descriptively (use “data” in the file name) so it will be easy to recognize later—for example, *practice-115-data-label.mdb*.
6. Click **Save** to save the file in the **My Data Sources** folder or browse to the desired location. See GDP Help for details on the location of the directory in which mail merge data source files are stored.
7. Click in the first label cell where the address block will be inserted. From the **MAILINGS** tab, **Write & Insert Fields** group, click **Address Block**.

**?** If the **Address Block** button is dimmed, browse to the data source again to reestablish a link from the main document to the data source. Refer to the Letters—Data Source File section, step 8, page 190.

8. From the **Insert Address Block** dialog box, review the choices; click **OK**.
9. To include the same **Address Block** placeholder field in each label, from the **MAILINGS** tab, **Write & Insert Fields** group, click **Update Labels**.

A sheet of labels with an **Address Block** placeholder for variable addresses appears in each cell after clicking **Update Labels**.



10. From the **MAILINGS** tab, **Write & Insert Fields** group, click **Highlight Merge Fields** to view the inserted placeholder field.
11. Edit any placeholder position as needed.

**!** *To create a full page of the same label:* From the **MAILINGS** tab, **Create** group, click **Labels**. From the **Envelopes and Labels** dialog box, **Labels** tab, type the address in the **Address** box. Click **New Document**.

## ENVELOPES AND LABELS—MERGE

*To begin the merge process and preview merge results:*

1. From the **MAILINGS** tab, **Preview Results** group, click **Preview Results**.
  2. Click **Next Record** (>) and **Previous Record** (<) to page through the finalized merge files for the envelopes; for labels, review the page of labels.
  3. From the **MAILINGS** tab, **Preview Results** group, click **Preview Results** to toggle it off and return to the main document with the placeholders.
  4. Edit the main document or data source as needed, and preview results again.
  5. When you're satisfied with the merge results, from the **MAILINGS** tab, **Finish** group, click **Finish & Merge**; make any desired choice from the drop-down menu.
- !** *To collect all merged envelopes or labels into one new file:* From the **Finish** group, click **Finish & Merge**, **Edit Individual Documents**, **All**, **OK**. Save this file if desired, and name it descriptively so it will be easy to find later.
6. Save and close the main document with the desired merge results.





## PRACTICE

**Note:** In the first part of this exercise, you will create the data source file (*practice-115-data-envelope*) for the main document (*practice-115-main-envelope*) for envelopes.


1. Close any Word files that might be open outside of GDP before beginning.
2. Turn on **Show/Hide ¶**.
3. Create a new main document for envelopes. (*Hint:* From the **MAILINGS** tab, **Start Mail Merge** group, click the **Start Mail Merge** button; click **Envelopes**. From the **Envelope Options** window, **Envelope Options** tab, make any desired changes, and click **OK**.)
4. Edit the return address in the main document envelope to this address:

Suzanne Wehde  
PetFinders USA  
1032 Viceroy Avenue  
Santa Clara, CA 95051

5. Save the main document as *practice-115-main-envelope*.
6. Create a new data source file with this information. (*Hint:* From the **MAILINGS** tab, **Start Mail Merge** group, click the **Select Recipients** button; click the **Type New List** button.)

Title	First Name	Last Name	Address Line 1	City	State	ZIP Code
Mr.	Samuel	Keller	155 North Franklin Street	Juneau	AK	99801
Mrs.	Maude	Arthur	200 Chopin Plaza	Miami	FL	33131

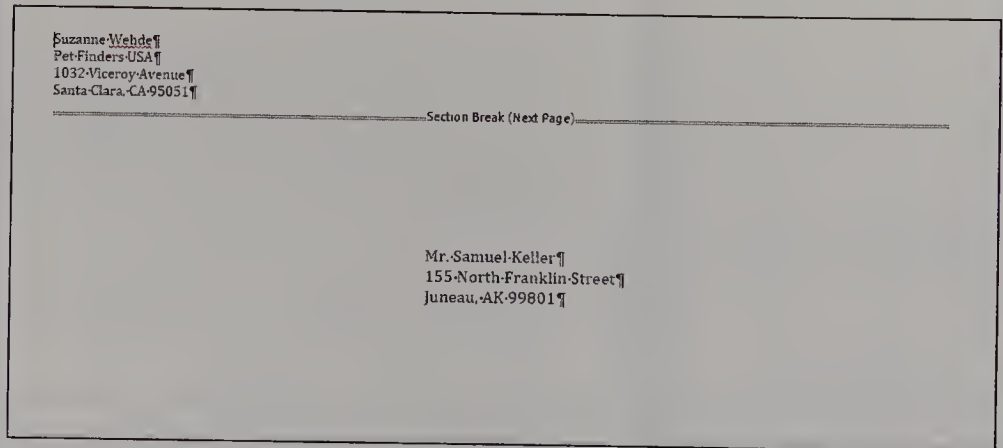
7. From the **Save Address List** dialog box, save the data source file as *practice-115-data-envelope* in the **My Data Sources** folder or browse to the desired location, and click **Save**. The extension “mdb” will be added to the file name automatically.
8. On the envelope data source file, click in the blank line where you would normally type the inside address.
9. From the **MAILINGS** tab, **Write & Insert Fields** group, click **Address block**; click **OK**.

 If the **Address Block** button is dimmed, browse to the data source again to reestablish a link from the main document to the data source. Refer to the Letters—Data Source File section, step 8, page 190.



## PRACTICE (continued)

10. Preview results; edit the main document or data source as needed.
11. From the **Finish** group, click **Finish & Merge, Edit Individual Documents, All, OK**.
12. Save the merged envelopes as *practice-115-envelope*. Your first finished, merged envelope should look similar to this:



13. Save *practice-115-envelope*, and close the file.
14. Save changes to *practice-115-main-envelope*, and close the file but leave Word open.


**Note:** Next, you will create the data source file (*practice-115-data-label*) for the main document for labels (*practice-115-main-label*).

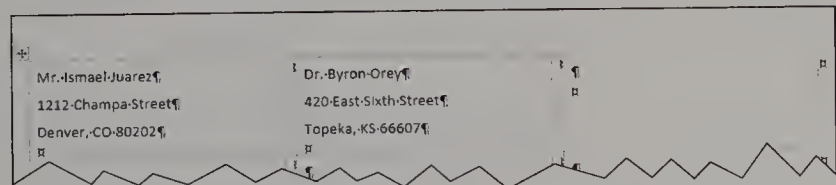
1. Open a new, blank document. (*Hint:* Press **CTRL + N**.)
2. Save the main document for the labels as *practice-115-main-label*.
3. From the **MAILINGS** tab, **Start Mail Merge** group, click the **Start Mail Merge** button; click **Labels**.
4. From the **Label Options** window, **Label vendors**, click **Avery US Letter**.
5. Under **Product number**, click **5160 Easy Peel Address Labels**; click **OK** to create a page of blank labels; turn on **View Gridlines** if necessary.
6. Save the main document for the labels as *practice-115-main-label*.
7. Create a new data source file. (*Hint:* From the **MAILINGS** tab, **Start Mail Merge** group, click the **Select Recipients** button; click the **Type New List** button.)

Title	First Name	Last Name	Address Line 1	City	State	ZIP Code
Mr.	Ismael	Juarez	1212 Champa Street	Denver	CO	80202
Dr.	Byron	Orey	420 East Sixth Street	Topeka	KS	66607



## PRACTICE (continued)

8. From the **Save Address List** dialog box, save the data source file as *practice-115-data-label* in the **My Data Sources** folder or browse to the desired location. The extension “mdb” will be added to the file name automatically.
9. Click in the first label cell where the inside address would normally be typed.
10. From the **MAILINGS** tab, **Write & Insert Fields** group, click the **Address Block** button.  
 If the **Address Block** button is dimmed, browse to the data source again to reestablish a link from the main document to the data source. Refer to the Letters—Data Source File section, step 8, page 190.
11. From the **Insert Address Block** dialog box, review the choices, make any desired changes, and click **OK**.
12. Highlight the merge field placeholders and edit as needed.
13. To include the same **Address Block** placeholder field in each label, from the **MAILINGS** tab, **Write & Insert Fields** group, click **Update Labels**.
14. Preview your results, and edit the main document or data source as needed.
15. From the **Finish** group, click **Finish & Merge, Edit Individual Documents, All, OK**.
16. Save the merged labels as *practice-115-label*. Your finished, merged labels should look similar to this:



17. Save changes to *practice-115-main-label*, and return to GDP.

# Using Microsoft Word in the Workplace

## A

### REFERTO Word Manual

L. 21: Orientation to Word  
Processing—A

When you first install and launch Word outside of GDP, some initial default (automatic) settings, such as margins, line spacing, and font choices, are in effect. However, initial defaults do not have lasting impact because most users customize Word at the onset. This appendix focuses specifically on workplace settings that might differ from those used in GDP.

## Start Word From Windows

*To start Word from Windows:*

1. On the Windows **Start** menu, point to **Programs** (or **All Programs**), **Microsoft Office 2013** to expand the menu.
2. Click the **Word 2013** icon.

**Or:** On the Windows desktop, double-click the **Word 2013** icon.

3. Note that Word opens to a list of templates with **Blank document** selected; click **Blank document** to open a blank document with a generic file name in the title bar, such as *Document1*, ready for input.



Microsoft Word 2013 icon

## Quit Word From Windows

*To quit Word from Windows:*



1. Click the **Close** button (the “X” in the upper right-hand corner of the window) to close Word from Windows.  
**Or:** On the keyboard, press **ALT + F4**.
2. If you have not saved your document, Word prompts you to save it.

## GDP—Word Settings

In order to create a standardized, trouble-free computing environment, GDP automatically opens Word documents with the modified Normal Style Set already in place. (See Modified Normal Style Set in the next section for details.) However, before you begin typing any Practice exercise or document processing job, you must manually set (or verify) certain Word options. After you change these Word settings, they will hold until you reset them.

### REFERTO Word Manual


L. 22: File—Save

 Read the following sections carefully: STATUS BAR, AUTOCORRECT OPTIONS, AUTOFORMAT AS YOU TYPE OPTIONS, and SPELLING. Then, open Word, and verify or change your settings to match the ones described in each section. If you have maintained the “out-of-the-box” Word settings, the only ones you will have to change are those shown with the  icon.


## MODIFIED NORMAL STYLE SET

A default Style Set is a group of embedded styles that control “normal” formatting for fonts, paragraph spacing, line spacing, and so forth. When you open a Word document via GDP, a modified “Normal” Style Set is in effect, which uses conventional document formats found in standard style manuals. The modified Normal Style Set in place in GDP document processing jobs controls the settings shown in the highlighted column. Compare these settings to the Word 2013 default Normal Style Set:

	GDP's Modified Normal Style Set	Word 2013 Default Normal Style Set
<b>Font</b>	Calibri 12	Calibri 11
<b>Margins</b>	1 inch	1 inch
<b>Line spacing</b>	Single	Multiple at 1.08
<b>Spacing after paragraphs</b>	0 pt.	8 pt.

 Do not override GDP's modified Normal Style Set while typing documents via GDP. If you wish to use Word 2013's default Normal Style Set to format documents in other environments, refer to the next section, Style Set—Word 2013, for the appropriate steps.

### *To change Word 2013's default Normal Style Set to GDP's modified Normal Style Set:*

 After following these steps, all new blank Word 2013 documents will have settings shown in steps 3 and 4.

If you do not have access to a GDP file:

1. Open Word 2013, and click **Blank document**.
2. From the **HOME** tab, **Font** group, click the dialog box launcher; from the **Font** window, **Font** tab, **Size** box, click **12**; click the **Set As Default** button at the bottom of the **Font** tab; click **All documents based on the Normal.dotm template**, **OK**.
3. From the **HOME** tab, **Paragraph** group, click the dialog box launcher; from the **Paragraph** dialog box, **Indents and Spacing** tab, click in the **Spacing, Before** box, type **0**, and type **0** in the **Spacing, After** box; under **Line Spacing**, click **Single**; click the **Set As Default** button at the bottom of the **Indents and Spacing** tab; click **All documents based on the Normal.dotm template**, **OK**.

## DEFAULT FONT SIZE—TABLE

The font size inside a table created via GDP should default to 12 pt. If the font size inside a table is not 12 pt., see Word Help for instructions on changing the default font size; or select the desired text, and change the font size manually.



**REFER TO  
Word Manual**

L. 24: Spelling and  
Grammar Check,  
AutoCorrect

## STATUS BAR

*To display the Vertical Page Position button on the status bar:*

- Point to Word's status bar and right-click.
- From the **Customize Status Bar** pane, click **Vertical Page Position**.

## AUTOCORRECT OPTIONS

*To disable the capitalization of the first letter of a new line:*

1. From the **FILE** tab, click **Options** at the bottom of the drop-down menu.
2. From the **Proofing** group, under **AutoCorrect options**, click the **AutoCorrect Options** button.
3. From the **AutoCorrect** tab, uncheck **Capitalize first letter of sentences**; click **OK** twice.

In Lesson 26, you will type a letter with reference initials. If you type a space or press **ENTER**, after typing your reference initials, AutoCorrect will capitalize the first letter of your reference initials, and you will be charged with a typo when you score the job. If you uncheck **Capitalize first letter of sentence**, the capitalization of your reference initials will not be affected.

*To undo the capitalization of the first letter of a new line immediately after it happens:* On the keyboard, press **CTRL + Z** or click **Undo** on the **Quick Access** toolbar.

## AUTOFORMAT AS YOU TYPE OPTIONS

To change any of these **AutoFormat As You Type** options in effect in GDP, open the **AutoFormat As You Type** tab as explained next; then complete the bulleted steps that correspond to each option. (If an **AutoCorrect Options** lightning bolt button appears as you type, click the button's list arrow to display **AutoFormat Options** you might wish to stop or control.)

*To open the AutoFormat As You Type tab:*

1. From the **FILE** tab, click **Options**.
2. From the **Proofing** group, under **AutoCorrect options**, click the **AutoCorrect Options** button.
3. Click the **AutoFormat As You Type** tab.
4. Under **Replace as you type**, adjust the desired option; then click **OK** twice.
5. Return to the document; then delete and retype the text in question.
  - Straight single or double quotes ("straight") will be converted to smart quotes ("curved") automatically:

If you type a quotation mark or an apostrophe, curved double or single quotes should automatically appear. If they do not, under the **AutoFormat As You Type** tab, **Replace as you type**, check "**Straight quotes**" with "**smart quotes**."





To change a smart quote to a straight quote to type a measurement (such as 1"), press **CTRL + Z** immediately after typing the quotes.



AutoCorrect Options button

**REFER TO  
Word Manual**

L. 49: AutoCorrect—  
Hyperlink

- Internet and network paths will be converted to hyperlinks automatically:  
If you type an e-mail or Internet address and then press the SPACE BAR or ENTER, an automatic hyperlink should appear. If it does not, under the **AutoFormat As You Type** tab, **Replace as you type**, check **Internet and network paths with hyperlinks**.
-  To create a manual hyperlink, select the desired text, right-click, click **Hyperlink**, type the address to be hyperlinked in the address box, and click **OK**. If the shortcut menu does not display **Hyperlink**, see Lesson 89, Bookmarks and Hyperlinks, for steps to create a hyperlink using the INSERT tab.
-  To click to follow a hyperlink, from the **FILE** tab, click **Options**. From the **Advanced** group, under **Editing options**, uncheck **Use CTRL + Click to follow hyperlink**; click **OK** twice.
- Ordinal numbers will be converted to superscripts:  
If you type an ordinal number such as “1st” or “2nd” and press the SPACE BAR, the ordinals should appear as “1<sup>st</sup>” and “2<sup>nd</sup>.” If superscripts do not appear, under the **AutoFormat As You Type** tab, **Replace as you type**, check **Ordinals (1st) with superscript**. Or select the desired text; press **CTRL + SHIFT + =** or on the **HOME** tab, in the **Font** group, click **Superscript**.
- Double hyphens will be converted to a solid, formatted dash:  
If you type text followed by two hyphens (--) followed by more text and then press the SPACE BAR, a solid em dash (—) should appear. If a solid dash does not appear, under the **AutoFormat As You Type** tab, **Replace as you type**, check **Hyphens (--) with dash (—)**. Return to the document, and delete and retype the text in question.
-  If you insert two hyphens between two words you have already typed, click immediately after the second word and press the SPACE BAR 1 time to create a formatted dash.
-  Paragraphs will not be indented automatically:  
If you press **TAB** to indent the first line of the paragraph and then press **ENTER** and the second paragraph is indented automatically, do this: under the **AutoFormat As You Type** tab, **Automatically as you type**, uncheck **Set left- and first-indent with tabs and backspaces**.

## SPELLING

*To activate the spelling tool to check spelling automatically as you type:*

1. From the **FILE** tab, click **Options**; click **Proofing**.
2. Under **When correcting spelling and grammar in Word**, click **Check spelling as you type**.
3. Under **Exceptions for**, click the list arrow and select **All New Documents**; then verify that these two boxes are unchecked: **Hide spelling errors in this document only** and **Hide grammar errors in this document only**; click **OK**.

## Style Set—Word 2013

If you prefer to use the Word 2013 default Style Set outside of GDP to type documents, simply change the default Style Set once, and it will be in effect from that point forward.

*To change the modified Normal Style Set used in GDP back to the Word 2013 default Normal Style Set:*


**Note:** After following these steps, all new blank documents will have settings shown in steps 2 and 3.

1. Open Word 2013, and click **Blank document**.
2. From the **HOME** tab, **Font** group, click the dialog box launcher; from the **Font** window, **Font** tab, **Size** box, click **11**; click the **Set As Default** button at the bottom of the **Font** tab; click **All documents based on the Normal.dotm template**, **OK**.
3. From the **HOME** tab, **Paragraph** group, click the dialog box launcher; from the **Paragraph** window, **Indents and Spacing** tab, click in the **Spacing, After** box and type **8**; under **Line Spacing**, click **Multiple**; click in the **At** box and type **1.08**; click the **Set As Default** button at the bottom of the **Font** tab; click **All documents based on the Normal.dotm template**, **OK**.

If you use the Word 2013 default Normal Style Set, you must make some adjustments to maintain conventional document format spacing. Because line spacing is multiple (1.08) rather than single and spacing after paragraphs is 8 pt. rather than 0 pt., you should make these generic adjustments.

*To accommodate the extra spacing used by the Word 2013 Style Set:*

1. Press **ENTER** 3 times (rather than 6) to begin a document 2 inches from the top of the page.
2. Press **SHIFT + ENTER** to single space lines.
3. Press **ENTER** 1 time (rather than 2 times) to insert an 8-pt. blank line between paragraphs and headings.
4. In a letter, press **ENTER** 2 times (rather than 4 times) after the date and complimentary close.
5. Experiment with the **No Spacing** style button from the **HOME** tab, **Styles** group, to adjust the spacing.

 For more help on the Word 2013 or GDP'S modified Normal Style Set, visit <http://gdpkeyboarding.com/>.

## STYLE GALLERY—WORD 2013

Styles in the Quick Style, Table, Shape, WordArt, and other gallery groups vary slightly in GDP due to the modified Normal Style Set and file conversions. Comparable choices are available, and such differences are not cause for concern as they do not affect Word's functionality.

## Templates

See Lesson 101, *Templates—Correspondence*, and Lesson 102, *Templates—Report*, for steps to use templates in the workplace.



### REFER TO Word Manual

Appendix A: GDP—Word  
Settings, Modified Normal  
Style Set



### REFER TO Word Manual


Getting Started:  
GDP—Word Settings  
L. 21: GDP—Start Word  
L. 80: Table—Styles  
L. 86: Styles  
L. 103: Text Boxes  
L. 106: WordArt



GDP features that you will use when you begin to type practice exercises and document processing jobs are introduced in this manual on a “need-to-know” basis. The order of introduction of these relevant GDP features is shown in the GDP feature index that follows.

## GDP—Feature Index


GDP—Word Settings	Getting Started; Appendix A
GDP—Help	Getting Started
GDP—Start Word	Lesson 21
GDP—Quit Word	Lesson 21
GDP—Scoring	Lesson 25
GDP—Proofreading Viewer	Lesson 25

 The Proofreading Viewer feature is also known as Scoring Results and includes keystroking scoring and formatting alerts.

GDP—Reference Manual	Lesson 25
GDP—Reference Initials	Appendix B

## GDP—Reference Initials

In Lesson 26, business letters with reference initials are introduced. Because reference initials are unique for each person, GDP must compare the initials you specify as your own against the ones typed in the document for scoring purposes. The initials must match exactly to avoid a scoring error.

 See GDP Help for details on entering your unique reference initials. If you space or press **ENTER** after typing your reference initials, AutoCorrect will capitalize the first letter of your reference initials, and you will be charged with a typo when you score the job. If you uncheck **Capitalize first letter of sentence**, the capitalization of your reference initials will not be affected. Refer to Appendix A, GDP—Word Settings, AutoCorrect Options for details.



### REFER TO Word Manual

Appendix A: GDP—Word Settings, AutoCorrect Options

# Saving a Word File in PDF Format


## C

You might want to save a Word file, such as a resume or newsletter, in a fixed-layout format that is easy to share and print and hard to modify. You can now convert your files to PDF format directly from Word without installing an add in.

### *To save a Word file in PDF format:*

1. Click the **FILE** tab, and click **Export**; under **Export**, click **Create PDF/XPS Document**; under **Create a PDF/XPS Document**, click the **Create PDF/XPS** button.
2. From the **Publish as PDF or XPS** dialog box, click the list arrow next to the **Save as type** box, and click **PDF** or **PDF (\*.pdf)**, depending upon your Windows settings.
3. Type the desired name in the **File name** box.
4. Check **Open file after publishing** if you wish to view the PDF file after publishing.
5. Under **Optimize for**, click either **Standard (publishing online and printing)** or **Minimum size (publishing online)** if the print quality is less important than the file size.
6. Click **Publish**. (If you checked **Open file after publishing** in step 4, the file should open in a PDF reader. Close the reader when finished.)

### *To send a copy of a Word file in an e-mail message as an attachment in PDF format:*

-  Do not send an e-mail message without consulting your instructor!
1. Follow the applicable steps in Lesson 25, E-Mail Messages, to send an open Word document as an e-mail attachment.
  2. From the **FILE** tab, click **Share**.
  3. Under **Share**, click **Email**; under the **Email** pane, click **Send as PDF**. (If you see an error message regarding MAPI compliance, open your e-mail software outside of Word and send the saved PDF file as an attachment.)

**Word Command      Lesson of Introduction**

Alignment .....	31
AutoCorrect—Hyperlink .....	49
Bold .....	23
Bookmarks and Hyperlinks .....	89
Bullets and Numbering .....	33
Choose a Command .....	21
Clip Art—Insert .....	88
Columns .....	74
Cover Page—Insert .....	90
Cut and Copy .....	35
E-Mail a Document .....	25
E-Mail—Attachments .....	29
E-Mail—Blind Copies .....	68
E-Mail—Copies.....	44
Envelopes .....	28
File—Close .....	22
File—Insert .....	89
File—New .....	22
File—Open .....	21
File—Save .....	22
Find and Replace .....	69
Font .....	51
Font—Size .....	31
Font—Small Caps .....	103
Footers .....	73
Footnotes .....	46
GDP—Help .....	Getting Started
GDP—Proofreading Viewer .....	25
GDP—Quit Word .....	21
GDP—Reference Manual .....	25
GDP—Scoring.....	25
GDP—Start Word .....	21
GDP—Word Settings.....	Getting Started
Headers .....	47
Help .....	23
Hyphenation .....	74
Indentation .....	44
Indentation—Hanging .....	49
Italic and Underline .....	30
Labels .....	28
Line Numbering .....	98
Line Spacing .....	34
Mail Merge—Envelopes and Labels.....	115
Mail Merge—Letters .....	112
Margins .....	46

**Word Command      Lesson of Introduction**

Navigate in a File .....	22
Page Break .....	32
Page Color .....	107
Page Number .....	32
Page Orientation .....	78
Paper Size .....	81
Paste.....	35
Print .....	24
Print Options .....	104
Print Preview .....	24
Select Text .....	23
Show/Hide Formatting .....	24
Sort .....	67
Spelling and Grammar Check .....	24
Styles.....	86
Switch Windows .....	22
Symbol—Insert .....	82
Tab Set—Dot Leaders .....	50
Tab Set—Ruler Tabs .....	45
Table—Align Bottom .....	38
Table—Align Text Right .....	39
Table—AutoFit to Contents .....	36
Table—Borders .....	37
Table—Borders and Shading, Custom.....	111
Table—Borders, Ruled .....	39
Table—Center Horizontally .....	38
Table—Center Page .....	38
Table—Change Column Width .....	51
Table—Insert .....	36
Table—Insert, Delete, and Move Rows or Columns .....	76
Table—Merge Cells .....	37
Table—Move .....	107
Table—Repeating Table Héading Rows .....	79
Table—Shading .....	68
Table—Styles .....	80
Table—Tab .....	92
Table—Text Direction .....	76
Templates—Correspondence .....	101
Templates—Report .....	102
Text Boxes .....	103
Undo/Redo a Command .....	23
View Gridlines .....	28
Widow/Orphan Control .....	32
WordArt .....	106
Zoom .....	24

<b>A</b>	Aligning text between margins ..... 49 in tables ..... 77, 81 AutoCorrect ..... 30, 99, 206 AutoFormat feature ..... 206	<b>G</b>	GDP, Word Settings ..... 2 Gridlines, table ..... 44	Ribbon ..... 5, 6 Ruler ..... 5, 87 Ruler tabs ..... 87	
<b>B</b>	Bold ..... 21 Bookmarks ..... 149 Borders, of tables ..... 74, 82, 183 Bulleted lists ..... 59	<b>H</b>	Hanging indent ..... 97 Headers ..... 94 Headings, repeating table rows ..... 132 Help ..... 3, 24 Hyperlinks ..... 99, 149 Hyphenation ..... 122	<b>S</b>	Saving files ..... 14, 210 Select text ..... 19 Shading ..... 111, 183 Shortcut menu ..... 8 Show/hide formatting ..... 32 Small caps ..... 174 Sorting ..... 109 Spelling and grammar check ..... 28, 207 Start Word ..... 4, 204 Status bar ..... 206 Styles ..... 133, 140 Style set ..... 205, 208 Symbol, inserting ..... 138
<b>C</b>	Centering, table ..... 78 Centering, text vertically ..... 79 Clip art, inserting ..... 143 Close file ..... 16 Color, page ..... 182 Columns (text) ..... 119 in tables ..... 107 inserting ..... 126 Commands choosing from keyboard ..... 8 from ribbon ..... 6 from shortcut menu ..... 8 from toolbars ..... 8, 9 Copy text ..... 64 Correspondence templates ..... 160 Cover page, insert ..... 152 Cut and copy ..... 64	<b>I</b>	Indent displayed paragraphs ..... 84 hanging ..... 97 increase and decrease ..... 85 Insert clip art ..... 143 cover page of report ..... 152 files ..... 148 rows/columns ..... 126 symbol ..... 138 table ..... 69 Italics ..... 48	<b>T</b>	Tab ribbon ..... 5, 6 Tab set ..... 87, 102, 154 Tables align bottom ..... 77 align text ..... 81 AutoFit to contents ..... 72 borders ..... 74, 82, 183 centering, horizontal ..... 78 centering, vertical ..... 79 column width ..... 107 font size default ..... 205 inserting ..... 69 inserting rows or columns ..... 126 merging cells in ..... 73 moving ..... 181 repeating heading rows ..... 132 rows ..... 126, 132 ruled ..... 82 shading ..... 111 styles ..... 133 TAB/tab set ..... 154 text direction ..... 125 theme of ..... 185 Templates, correspondence ..... 160 Templates, report ..... 165 Text alignment ..... 49, 77, 81 columns ..... 119 select ..... 19 wrapping ..... 144 Text boxes ..... 169 Toolbars ..... 8, 9
<b>D</b>	Data source file ..... 189, 197, 199 Delete rows/columns ..... 126 Documents e-mailing ..... 37 mail merge, main, envelopes ..... 196 mail merge, main, labels ..... 198 mail merge, main, letters ..... 188 Dot leaders ..... 102	<b>L</b>	Labels create and print ..... 44 mail merge ..... 196 Letters, mail merge ..... 188 Line numbering ..... 158 Line spacing ..... 62 Lists, bulleted and numbered ..... 59	<b>U</b>	Underline ..... 48 Undo ..... 22
<b>E</b>	E-mail blind copies ..... 112 copies ..... 85 document ..... 37 with attachments ..... 47 Envelopes create and print ..... 42 mail merge ..... 136	<b>M</b>	Mail merge ..... 188, 196 Margins ..... 90 Microsoft Word ..... 204 Mini toolbar ..... 8	<b>V</b>	Vertical text ..... 79
<b>F</b>	File tab ..... 6, 27 Files closing ..... 16 inserting ..... 148 navigating ..... 12 new ..... 16 opening ..... 10 saving ..... 14 Find and replace ..... 114 Fonts ..... 105 default for table ..... 205 font size ..... 50 small caps ..... 174 Footers ..... 117 Footnotes ..... 91 Form letters ..... 188 Formatting AutoFormat feature ..... 206 international, paper size ..... 136 international, symbol ..... 138 Formatting marks (show/hide) ..... 32	<b>N</b>	Navigate in files ..... 12 New file ..... 16 Numbered lists ..... 59 Numbering lines ..... 158	<b>W</b>	Widow lines ..... 56 Windows ..... 204 Word ..... 17 Word wrap ..... 2, 204 Word wrap ..... 178 Wrapping text ..... 144
		<b>O</b>	Object anchor ..... 146 Open file ..... 10	<b>Z</b>	Zoom ..... 34
		<b>P</b>	Page break ..... 54 Page color ..... 182 Page numbering ..... 52 Page orientation, landscape ..... 131 Paper size ..... 136 Paste ..... 66 PDF format ..... 210 Placeholder field ..... 190, 197, 199 Printing ..... 35 print options ..... 175 print preview ..... 27		
		<b>Q</b>	Quick Access toolbar ..... 9 Quit Word ..... 11, 204		
		<b>R</b>	Redo command ..... 22 Replace, find and ..... 114 Report cover page, insert ..... 152 Report templates ..... 165		



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