Microsoft® **Word**®

2002

CHAPTER 1

Creating a Document

PREREQUISITES

Although this chapter assumes no previous experience using Microsoft Word, you should be comfortable using a keyboard. You should know how to use a mouse in the Microsoft Windows environment. You should be able to launch and exit programs and perform basic Windows file management operations, such as opening and closing documents.

LEARNING OBJECTIVES

After completing this chapter, you will be able to:

- Identify different components of the application window

- Select commands and options using the Menu bar and right-click menus

- Create, save, open, and print a document

- Correct mistakes

→ CaseStudy STUDENT TUTORING SERVICES Alex Federov is helping to pay his university tuition by tutoring high school and university students. Over the last two years, he developed an excellent reputation for making complex topics simple and easy to remember.

Although he is an excellent tutor, last year he didn't earn as much as he had expected. Alex thinks his lackluster earnings can be attributed to poor advertising and inadequate record keeping. This year, he plans to operate his tutoring services more like a real business. His first priority is to learn how to use Microsoft Word so that he can prepare advertising materials, send faxes and memos, and organize his student notes.

In this chapter, you and Alex create simple documents from scratch and from built-in document templates. You will save, open, and print your work and create file folders for keeping your work organized. You will also perform basic editing procedures including using the Undo command, correcting mistakes as you type, and selecting and changing text.

1.1 Getting Started with Word

Microsoft Word is a **word processing** application program that enables you to create, edit, format, and print many types of documents including résumés and cover letters, reports and proposals, World Wide Web pages, and more. By the time you complete this learning guide, you will be skilled in creating all types of documents and in getting them to look the way you want. In this module, you load Microsoft Word and proceed through a guided tour of its primary components.

1.1.1 Loading and Exiting Word

feature →

You load Word from the Windows Start menu, accessed by clicking the Start button (🔲Start) on the taskbar. Because Word requires a significant amount of memory, you should always exit the application when you are finished doing your work. Most Windows applications allow you to close their windows by clicking the Close button (☒) appearing in the top right-hand corner.

method →

To load Word:

- CLICK: Start button (🔲Start)
- CHOOSE: Programs, Microsoft Word

To exit Word:

- CLICK: Close button (☒) appearing in the top right-hand corner

or

- CHOOSE: File, Exit from Word's Menu bar

practice →

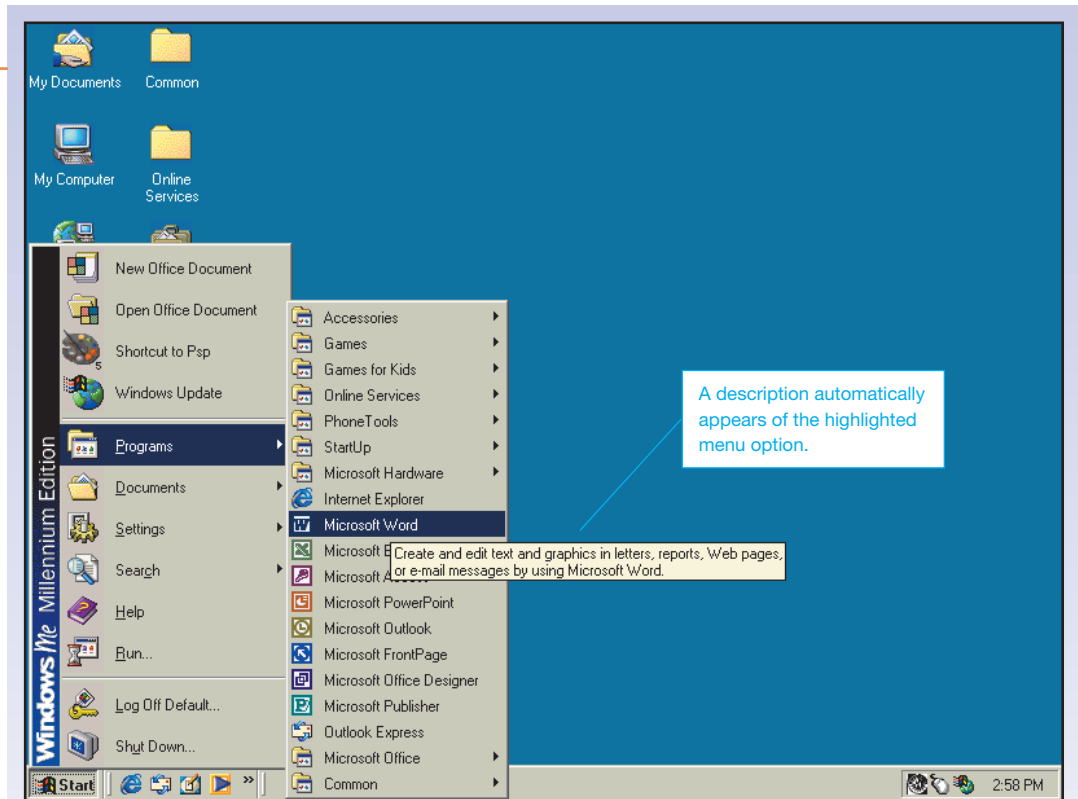You will now launch Microsoft Word using the Windows Start menu.

1. Position the mouse pointer over the top of the Start button (🔲Start) and then click the left mouse button once. The Start pop-up menu appears.

Figure 1.1

The Programs menu

2. Point to the Programs cascading command using the mouse. Note that you do not need to click the left mouse button to display the list of programs in the fly-out or cascading menu.

3. Move the mouse pointer horizontally to the right until it highlights an option in the Programs menu. You can now move the mouse pointer vertically within the menu to select an option. Your screen may now appear similar, but not identical, to Figure 1.1.

4. Point to the Microsoft Word menu item and then click the left mouse button once to execute the command. After a few seconds, the Microsoft Word screen appears.

5. After a few more seconds, an Office Assistant character, like "Clippit" (shown at the right), may appear. You learn how to hide this character in lesson 1.1.2.

1.1.2 Touring Word

feature→ The Word **application window** acts as a container for your document. It contains the primary interface components for working in Word including the *Windows icons, Menu bar, toolbars, task pane,* and *status bar.* It also includes several tools that you will use when creating and editing documents including the *ruler, scroll bars,* and *View buttons.* Figure 1.2 identifies several of these components. The Word application window may also contain an Office Assistant.

practice ⊙→

In a guided tour, you explore the features of Word's application window. Ensure that you've loaded Word.

1. Word's application window is best kept maximized to fill the entire screen, as shown in Figure 1.2. As with most Windows applications, you use the Title bar icons—Minimize (⊟), Maximize (⊡), Restore (⊡), and Close (⊠)—to control the display of a window using the mouse. Familiarize yourself with the components labeled in Figure 1.2.

Figure 1.2

Word's application window

Title bar

Standard Toolbar

Ruler   Menu bar

Formatting toolbar

Windows icons

Vertical scroll bar

Task pane

Status bar   Horizontal scroll bar   Office Assistant character

View buttons
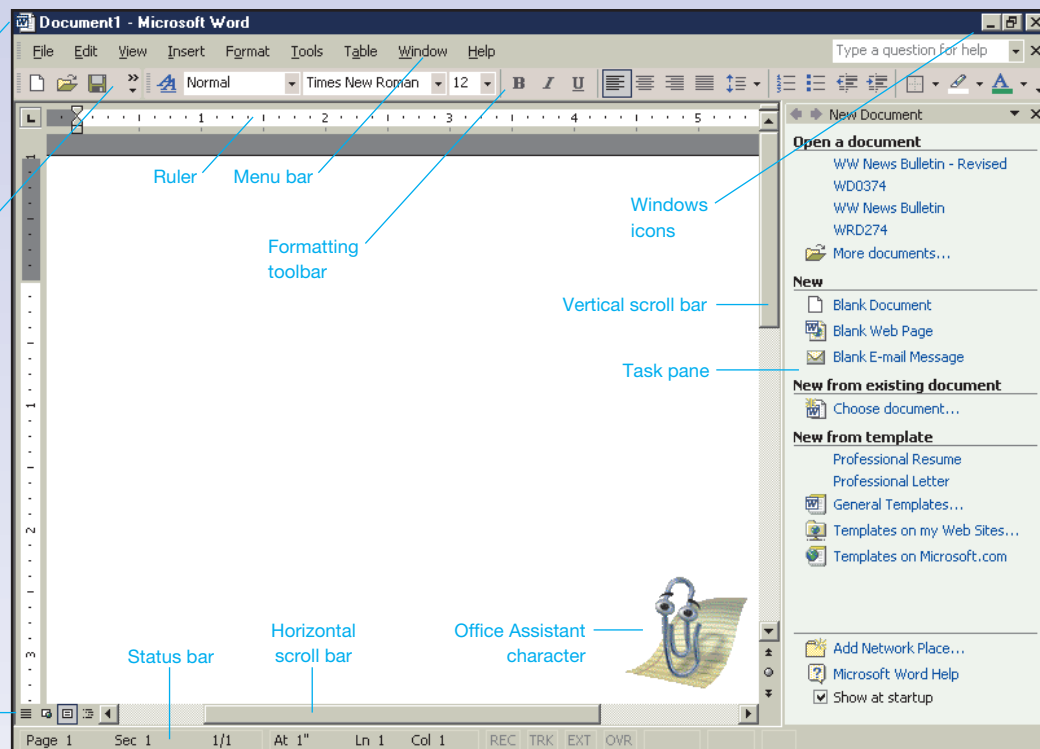
2. The Menu bar contains the Word menu commands. To execute a command, you click once on the desired Menu bar option and then click again on the command. Commands that appear dimmed are not available for selection. Commands that are followed by an ellipsis (…) will display a dialog box.

3. To practice working with the Word Menu bar:
CHOOSE: Help
This instruction tells you to click the left mouse button once on the Help option appearing in the Menu bar.

4. To display other pull-down menus, move the mouse to the left over other options in the Menu bar. As each option is highlighted, a pull-down menu appears with its associated commands.

5. Highlight the View pull-down menu. The options in this menu let you customize the look of your document to your preferred way of working. We describe the options on this menu in module 1.4. Your screen should now appear similar to Figure 1.3. (*Note:* Some options may be grayed out.)

Figure 1.3

Word's View Menu
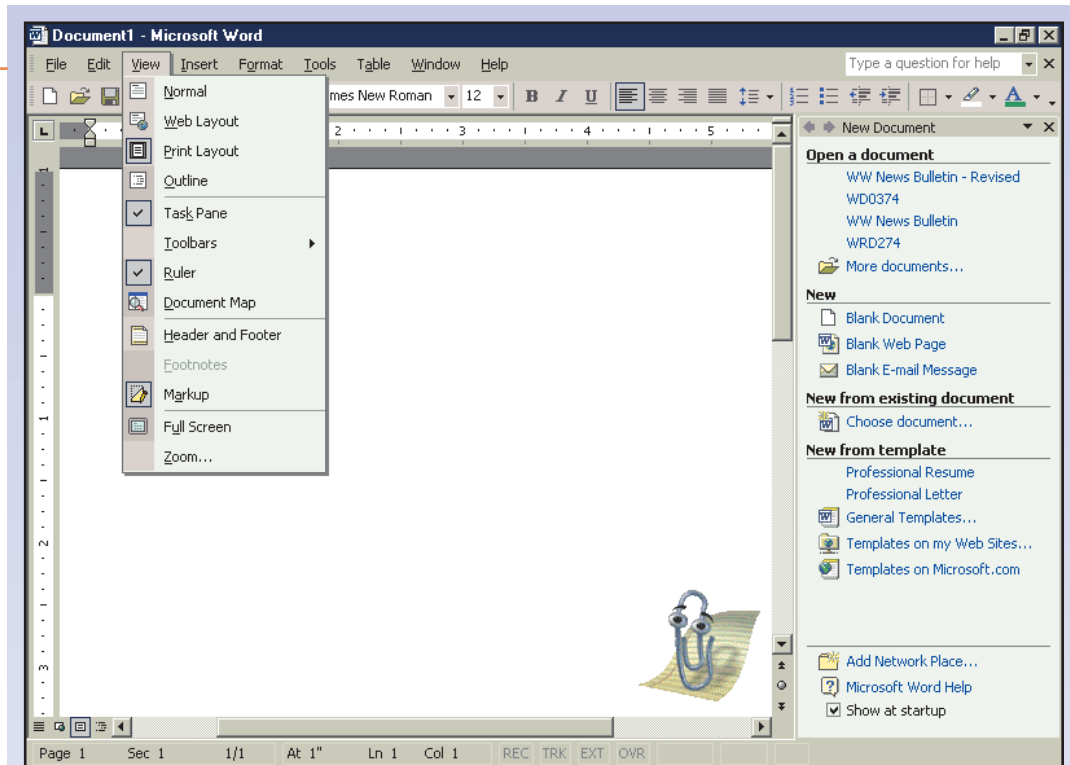
6. For now, do the following to ensure that your screen looks the same as ours:
CHOOSE: Print Layout

7. Word provides context-sensitive right-click menus for quick access to menu commands. Rather than searching for the appropriate command in the Menu bar, you can position the mouse pointer on any object, such as a graphic or toolbar button, and right-click the mouse to display a list of commonly selected commands.

To display a document's right-click menu:
RIGHT-CLICK: in the blank document area
The menu in Figure 1.4 should now appear.

Figure 1.4

Right-click menu
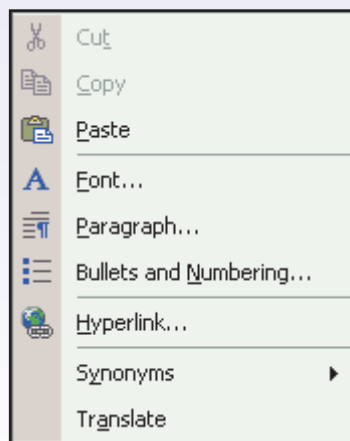
8. To remove the right-click menu from the screen:
CLICK: in the blank document area

9. If an Office Assistant character currently appears on your screen, do the following to hide it from view:
RIGHT-CLICK: *the character*
CHOOSE: Hide

10. Continue to the next lesson.

1.1.3 Customizing Menus and Toolbars

feature→ Some people argue that software becomes more difficult to learn with the addition of each new command or feature. In response to this sentiment, Microsoft developed **adaptive menus** that display only the most commonly used commands. By default, Office XP ships with the adaptive menus feature enabled. However, you may find this dynamic feature confusing and choose to turn off the adaptive menus. Likewise, the Standard and Formatting toolbars are positioned side-by-side in a single row by default. Again, you may find it easier to locate buttons when these toolbars are positioned on separate rows. Finally, the **task pane** is positioned on the right side of your screen, providing convenient access to relevant commands and options. Some new users find that the task pane is distracting and consumes too much of their workspace. Fortunately, you can hide and display the task pane using a simple menu command.

method→ To disable the adaptive menus feature and display the Standard and Formatting toolbars on separate rows:

- CHOOSE: Tools, Customize
- CLICK: *Options* tab
- SELECT: *Show Standard and Formatting toolbars on two rows* check box
- SELECT: *Always show full menus* check box
- CLICK: Close command button

To display or hide a toolbar:

- CHOOSE: View, Toolbars
- CHOOSE: a toolbar from the menu

To display and hide the task pane:

- CHOOSE: View, task pane

or
- CLICK: its Close button (❌)

practice→ In this lesson, you disable the adaptive menus feature, display the Standard and Formatting toolbars on separate rows, and toggle the display of the task pane. Ensure that you've completed the previous lesson.

1. To begin, display the Tools menu.
CHOOSE: Tools
You should now see the Tools pull-down menu (Figure 1.5).

Figure 1.5

Tools pull-down menu
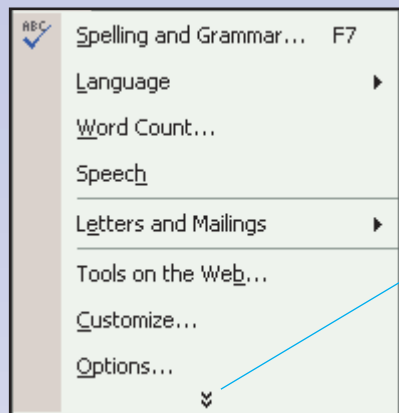
When a desired command does not appear on a menu, you can extend the menu to view all of the available commands by (1) waiting for a short time, (2) clicking this symbol, or (3) double-clicking the option in the menu bar.

2. To turn off the adaptive menus feature and customize the Standard and Formatting toolbars, do the following:
CHOOSE: Customize from the Tools pull-down menu
CLICK: *Options* tab
The Customize dialog box should now appear (Figure 1.6).

Figure 1.6

Customize dialog box: *Options* tab
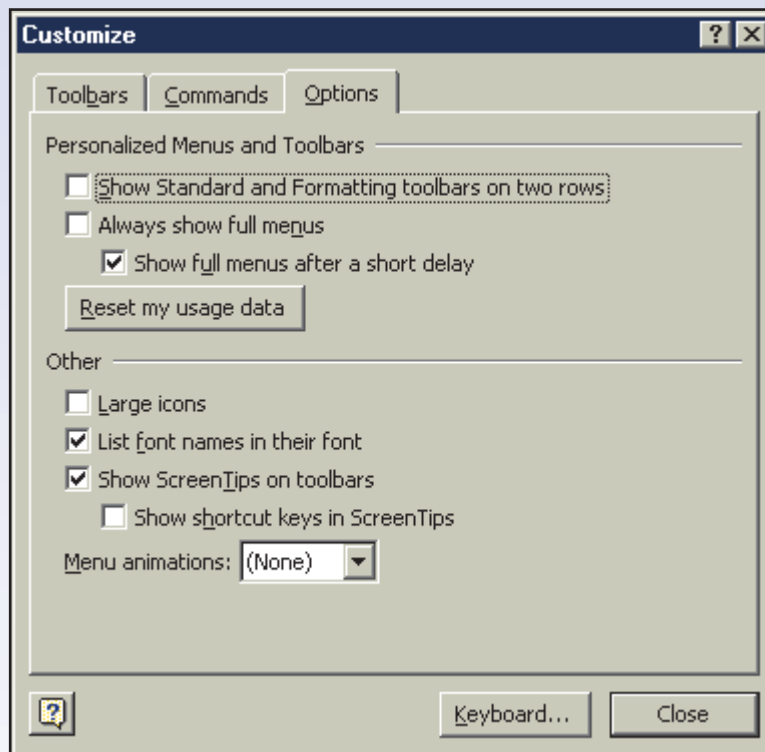
3. On the *Options* tab of the Customize dialog box:
SELECT: *Show Standard and Formatting toolbars on two rows* check box
SELECT: *Always show full menus* check box
(*Note:* When a check box is empty, selecting it displays a check mark (✔). If a check mark already appears, selecting the check box removes the check mark.)

4. To proceed:
CLICK: Close command button

Figure 1.7 displays the Standard and Formatting toolbars as they should now appear on your screen. The Standard toolbar provides access to file management and editing commands, in addition to special features. The Formatting toolbar lets you access formatting commands.

Figure 1.7

Standard toolbar

New · Save · Search · Print Preview · Cut · Paste · Undo · Insert Hyperlink · Insert Table · Columns · Document Map · Zoom
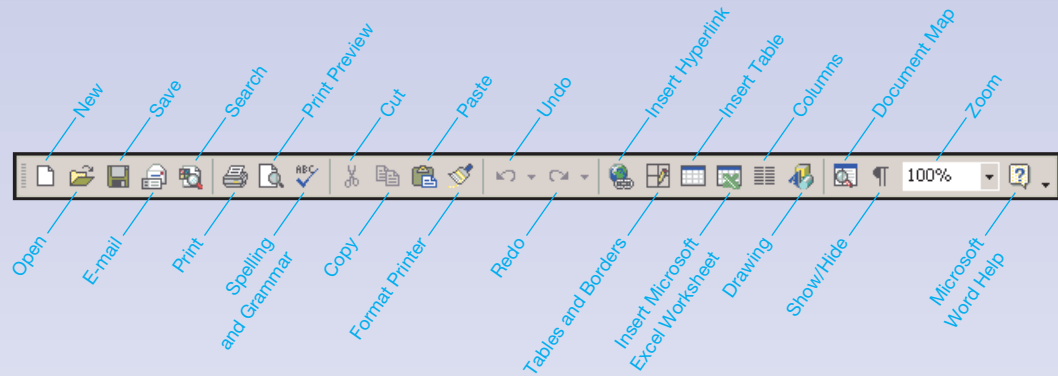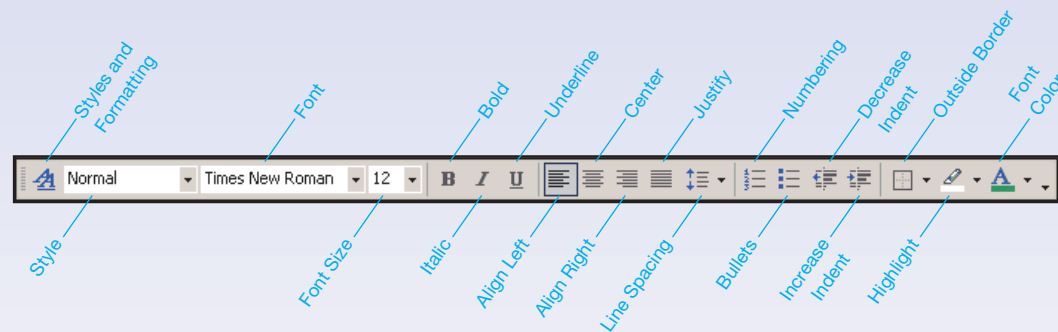
Open · E-mail · Print · Spelling and Grammar · Copy · Format Printer · Redo · Tables and Borders · Insert Microsoft Excel Worksheet · Drawing · Show/Hide · Microsoft Word Help

Formatting toolbar

Styles and Formatting · Font · Bold · Underline · Center · Justify · Numbering · Decrease Indent · Outside Border · Font Color

Style · Font Size · Italic · Align Left · Align Right · Line Spacing · Bullets · Increase Indent · Highlight

5. To hide the task pane:
CHOOSE: View, Task Pane
(*Note:* When a toolbar or the task pane is displayed, a check mark appears beside the option in the pull-down menu.)

6. To display the task pane:
CHOOSE: View, Task Pane
Your screen should now appear similar to Figure 1.8.

IMPORTANT: For the remainder of this learning guide, we assume that the adaptive menus feature has been disabled and that the Standard and Formatting toolbars are positioned on separate rows.

In Addition MOVING TOOLBARS

You can move toolbars around the Word application window using the mouse. A docked toolbar appears attached to one of the window's borders. An undocked or floating toolbar appears in its own window, complete with a Title bar and Close button. To float a docked toolbar, drag the Move bar (∥) at the left-hand side toward the center of the window. To redock the toolbar, drag its Title bar toward a border until it attaches itself automatically.

SelfCheck   **1.1** How do you remove a right-click menu from view?

Figure 1.8

Customizing the application window

Standard toolbar

Formatting toolbar
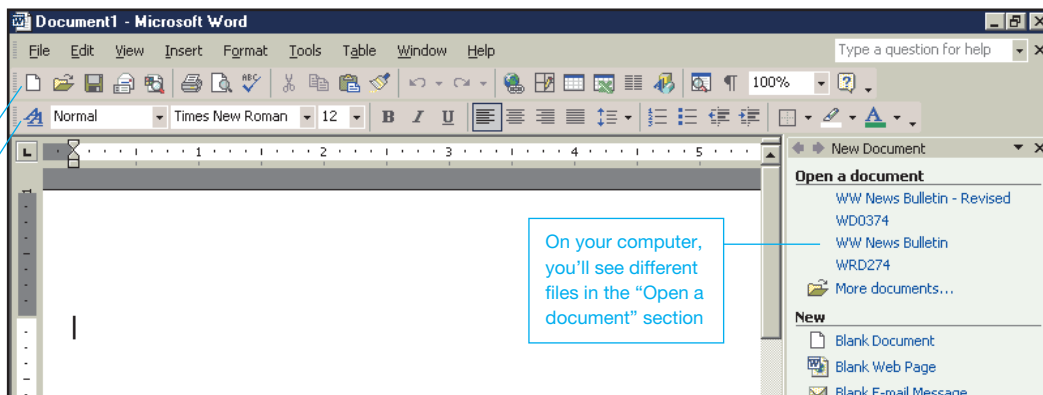
On your computer, you'll see different files in the "Open a document" section

1.2 Creating Your First Document

Creating a document in Word is easy. You type information onto the screen, save the document to the disk, and, if desired, send it to the printer. In the next few lessons, you create the letter appearing in Figure 1.9.

Figure 1.9

Sample document

February 22, 2001

Dear Neighbor,

We are writing to invite you over for a casual lunch and afternoon swim this Saturday. As you know, we are new to the area and would like to get to know our neighbors! Come around noon and bring your whole family. Let us know no later than Thursday if you can make it.

Warmly,

Sarah Hutchinson
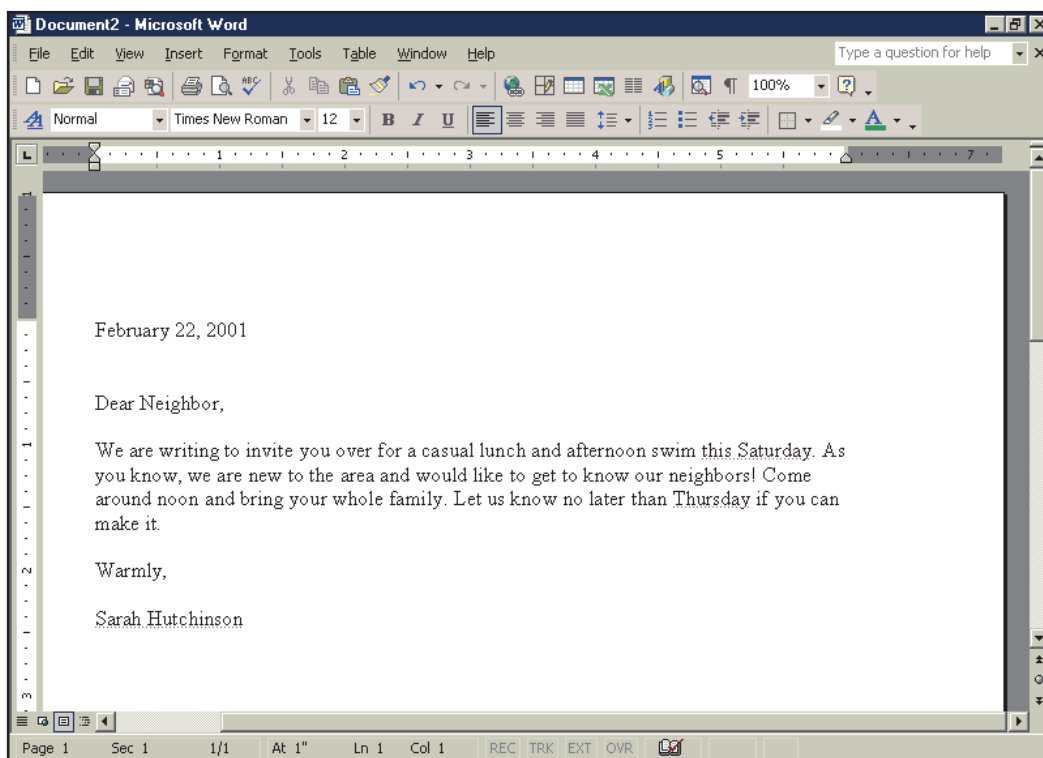
1.2.1 Inserting and Deleting Text

feature →

You create and edit documents by inserting and deleting text. As you type, Word employs three separate features to help you get your work done. Word's **AutoText feature** makes it easy to insert frequently used text, such as the current date and the words "Sincerely" and "Thank you." Word's **AutoCorrect feature** works on your behalf to correct common capitalization, spelling, and grammatical errors. For example, AutoCorrect will automatically replace "teh" with "the", "firts" with "first", and "sPorting" with "Sporting". Word's **AutoFormat feature** enhances your text's appearance as you type, applying special formatting to headings, bulleted and numbered lists, borders, and numbers.

method →

- To insert text, begin typing. Insert spaces by pressing the Space Bar. Insert blank lines by pressing **ENTER**.
- To toggle between Insert and Overtype modes, double-click the OVR indicator in the Status bar.
- Press **DELETE** to delete text to the right of the insertion point. Press **BACKSPACE** to delete text to the left of the insertion point.

practice →

Next, you begin a letter in order to practice the basics of inserting and deleting text. You will also see Word's AutoText and AutoCorrect features in action. Ensure that you've completed the previous lesson and that a blank document appears.

1. Let's begin by inserting a date at the top of your letter. Before you begin typing, make sure that you have a blinking **insertion point** in the upper left-hand corner of the document window. This marks the location where text is inserted. Although you can type the current date directly, let's take advantage of Word's AutoText feature. Assuming the current date is February 22, 2001, do the following:

TYPE: **FEBR**

Word now displays the complete month name in a yellow suggestion box above your typed letters. Your screen should now appear similar to Figure 1.10. (*Note:* If "February" isn't displaying, you may need to activate the AutoText feature. To do this, choose Insert, AutoText from the Menu bar. Then, choose AutoText from the submenu and select the *Show AutoComplete suggestions* check box so that a check mark appears. After clicking the OK command button, finish typing in the current date and then skip to step 3.)

**Figure 1.10**

An AutoText suggestion appears
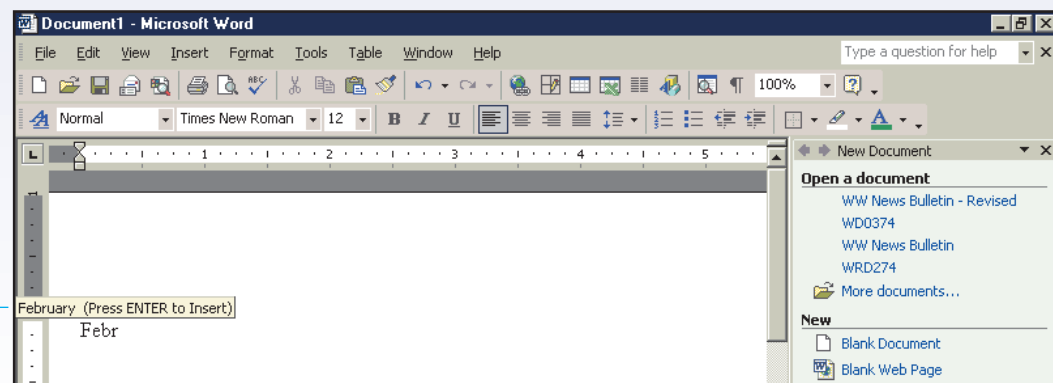
Autotext suggestion ——

2. As indicated in the suggestion box, you must press `ENTER` to insert the current month in your document.
PRESS: `ENTER`
Word automatically inserted the rest of the characters in the current month.

3. To proceed with typing in the date:
PRESS: Space Bar
If "February 22, 2001" were the actual current date, your screen would now look like Figure 1.11. Continue with step 4.

Figure 1.11

Another AutoText suggestion appears when you type the current date

Another autotext suggestion
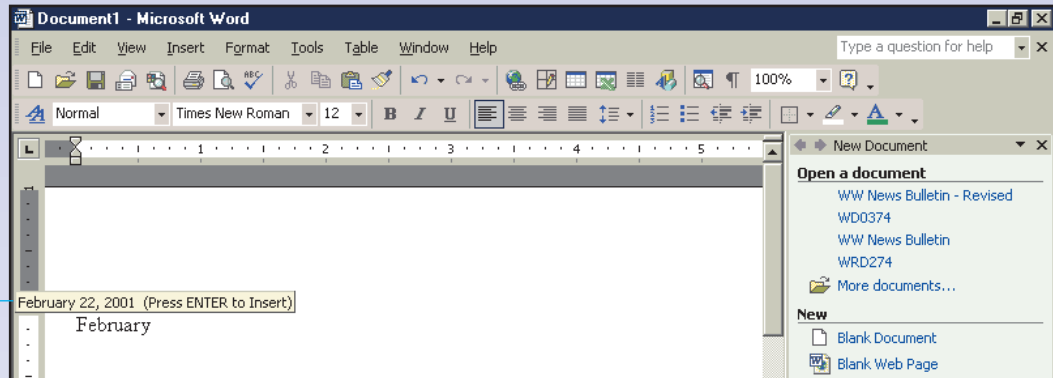
4. TYPE: **22**
TYPE: **,**
PRESS: Space Bar
TYPE: **2001**
The date of February 22, 2001, in its entirety, should now appear at the top of your document. The insertion point appears one character to the right of the date.

5. To move the insertion point back to the beginning of the date line:
PRESS: `HOME`
The insertion point should now appear to the left of the date (Figure 1.12). Note that purple dots now appear beneath the date. (*Note:* If the dots don't appear yet, they will in step 6, when you press the `ENTER` key.) These dots indicate that the date is a *smart tag.* When you move the mouse pointer over a smart tag, Word displays the Smart Tag Actions button (⊙). We describe smart tags in more detail in lesson 1.2.4. For now, ignore each smart tag in your document and its associated Smart Tag Actions button (⊙).

Figure 1.12

The date has been entered

February 22, 2001

The purple dots indicate that the date is a smart tag.
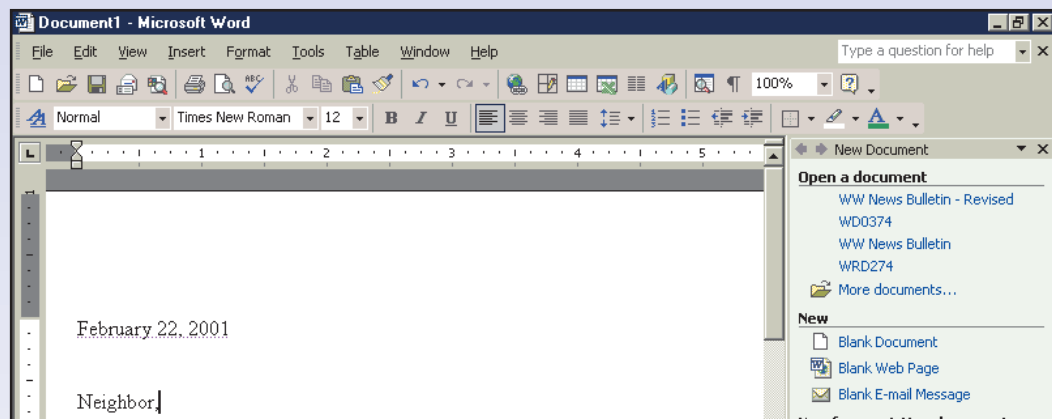
Note the location of the insertion point
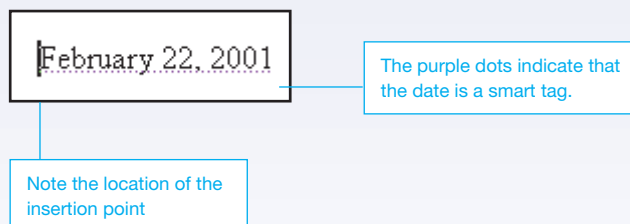
6. The `ENTER` key inserts blank lines into a document and signifies the end of a paragraph. To illustrate:
PRESS: `ENTER` three times
Note that the date moves down with the insertion point and blank lines are inserted into the document.

Word

7. To get the date back to its original location, you must delete the blank lines. To move the insertion point to the top of the document:
PRESS: `CTRL` + `HOME`
This instruction tells you to press and hold down the `CTRL` key and tap `HOME` once. You then release both keys. The insertion point jumps to the left side of the first line in the document.

8. To delete the blank lines:
PRESS: `DELETE` three times

9. To move the insertion point down three lines without moving the date, you must first position the insertion point at the end of the line. To illustrate:
PRESS: `END` to move the insertion point to the end of the line
PRESS: `ENTER` three times
The insertion point is now in the correct position for you to type your salutation. (*Note:* A salutation is a greeting, such as "Dear Mr. Jones," that appears at the beginning of a letter.)

10. Type the following, exactly as it appears:
TYPE: **NEighbor,**
Conveniently, Word's AutoCorrect feature automatically corrected your capitalization error at the beginning of the word. Your document should now appear similar to Figure 1.13.


Figure 1.13

Word's application window

11. Note that the letters OVR in the Status bar appear dimmed. This tells you that Word's current mode is Insert mode and not Overtype mode. To move the insertion point back to the beginning of the line so you can insert the word "Dear," do the following:
PRESS: `HOME`
A hollow blue bar (⎯), the AutoCorrect Options button, should now appear beneath the "N" of "Neighbor." For now, ignore this button.

12. TYPE: **Dear**
PRESS: Space Bar
The Insert mode lets you insert text and spaces at the current position by simply typing the characters and pressing the Space Bar. The existing information was pushed to the right.

13. Locate OVR, the abbreviation for Overtype mode, on the Status bar (Figure 1.14).
DOUBLE-CLICK: OVR
The letters OVR appear highlighted (not dimmed) in the Status bar.

14. TYPE: **My**
PRESS: Space Bar
The letters and following space overwrote the first three characters of "Neighbor,". Your screen should now appear similar to Figure 1.14.

Figure 1.14

Overtype mode

When the OVR indicator is highlighted, Word is operating in Overtype mode.
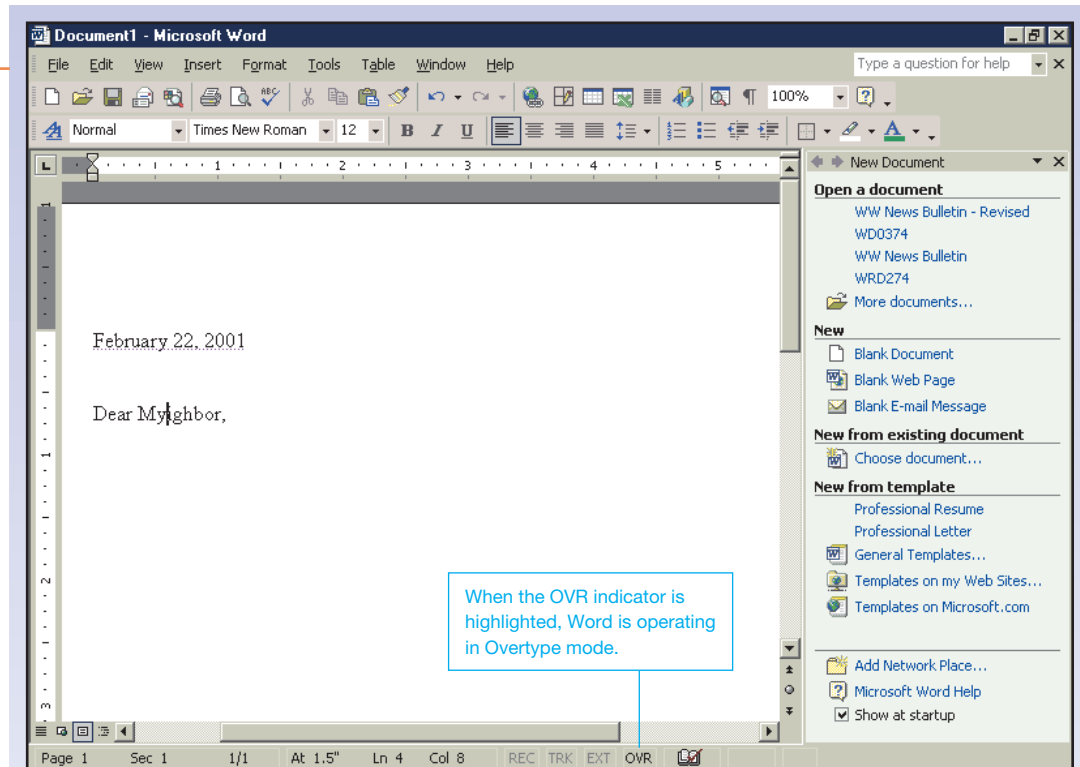
15. To toggle back to Insert mode:
DOUBLE-CLICK: OVR in the Status bar
The letters OVR should now appear dimmed.

16. To complete the phrase:
TYPE: **Nei**

17. To illustrate the use of the `BACKSPACE` key, position the insertion point to the left of the word "Neighbor,".

18. PRESS: `BACKSPACE` three times
The word "My" and the space are deleted. The text now reads "Dear Neighbor,".

19. To prepare for the next lesson, let's delete the date from the top of your document.
PRESS: `CTRL` + `HOME`
PRESS: `DELETE` until the month information is deleted

20. While being careful to not delete any blank lines:
PRESS: `DELETE` a few more times to delete the day and year information
The insertion point should now be positioned on a blank line at the top of your document (Figure 1.15).

Figure 1.15

The insertion point is positioned on a blank line
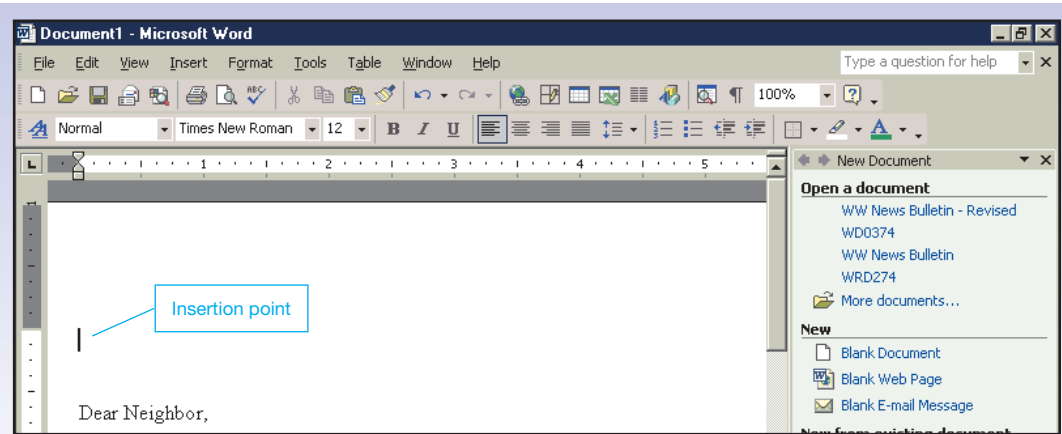
21. Proceed to the next lesson.

1.2.2 Inserting the Date and Time

feature →

In the last lesson, Word assisted you when typing the current date. You can also insert the current date in its entirety using a command from the Menu bar. Optionally, you can insert the current date as a field that causes Word to update the date whenever you open or print the document.

method →

- CHOOSE: Insert, Date and Time
- SELECT: a format in the *Available formats* list box
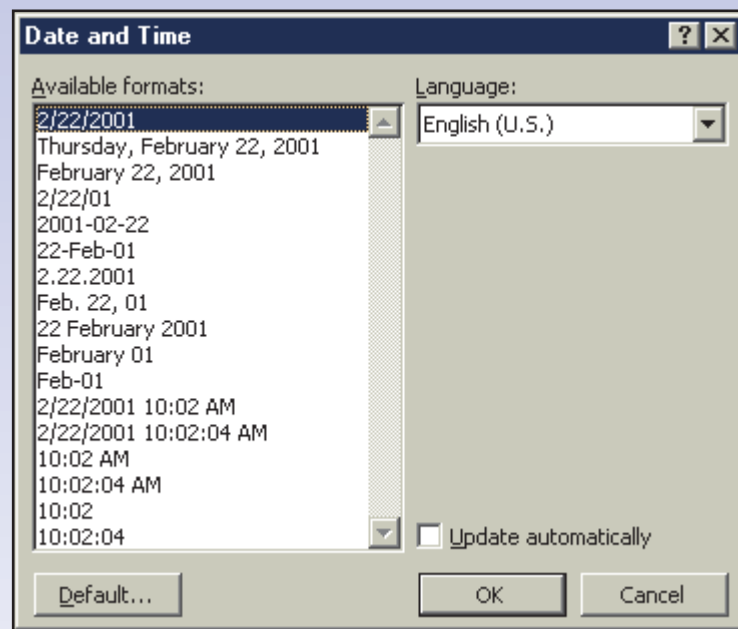- CLICK: OK command button

practice →

You will now insert the current date at the top of your document. Ensure that you've completed the previous lesson. The insertion point should be positioned on a blank line at the top of your document, as shown in Figure 1.15.

1. CHOOSE: Insert, Date and Time
The Date and Time dialog box appears, as shown in Figure 1.16.

Figure 1.16

Date and Time
dialog box

2.   SELECT: the "Month ##, 200#" format (depicted as "February 22, 2001" in Figure 1.16)
     CLICK: OK command button
     The date was inserted at the top of the document.

3.   To position the insertion point in the correct position so you can begin typing your letter:
     PRESS: `CTRL` + `END` to move to the end of your document
     PRESS: `ENTER` twice

4.   If the Office Assistant appears:
     RIGHT-CLICK: the Office Assistant character
     CHOOSE: Hide

5.   Proceed to the next lesson.

1.2.3 Putting "Word Wrap" to Work

feature → The **word wrap** feature of Word allows you to continuously type without having to press the `ENTER` key at the end of each line. This feature is designed to help you type faster.

method → When typing a paragraph, do not press the `ENTER` key at the end of each line. The `ENTER` key is used only to end a paragraph or to insert a blank line in a document.

practice → You will now complete the sample document. Ensure that you've completed the previous lesson. The insertion point should be positioned two lines below the salutation. Do not press `ENTER` unless we tell you to do so.

1.   TYPE: **We are writing to invite you over for a casual lunch and afternoon swim this Saturday. As you know, we are new to the area and would like to get to know our neighbors!**

Come around noon and bring your whole family. Let us know no later than Thursday if you can make it.

PRESS: `ENTER` twice

2. To complete the note:

TYPE: **Warmly,**

PRESS: `ENTER`

TYPE: **your name**
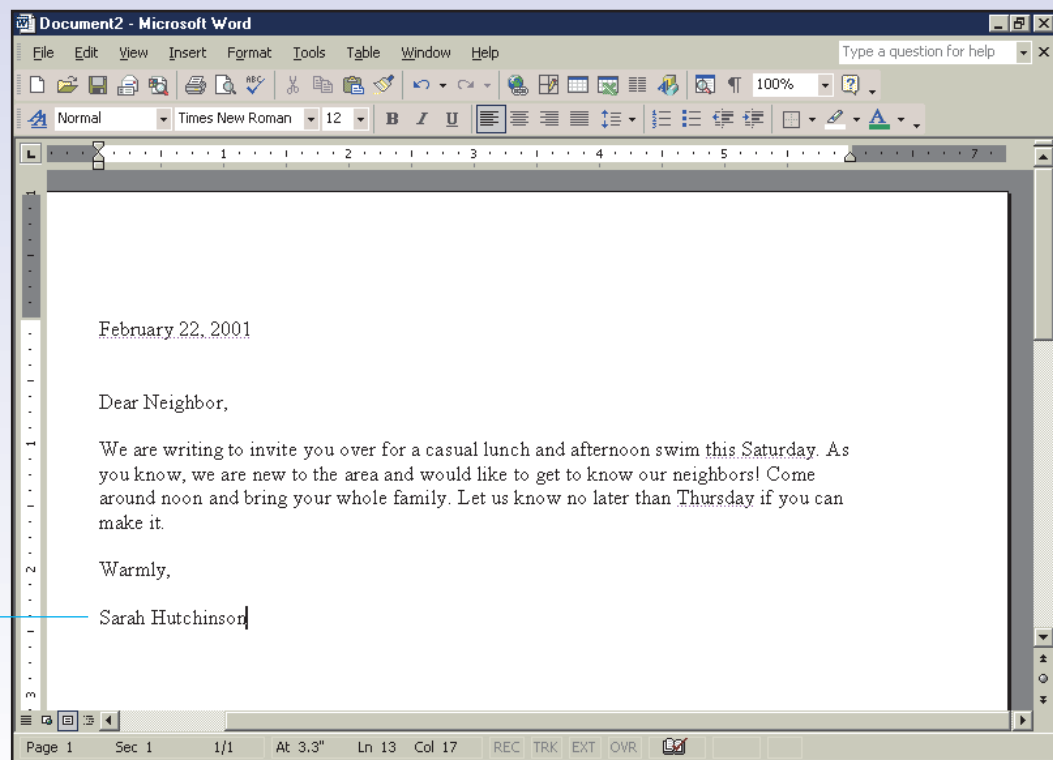
(*Note:* Be sure to type your own name here.)

3. Because the task pane may be obscuring a portion of your document, let's hide it from view.

CHOOSE: View, Task Pane

Your screen should now appear similar to Figure 1.17. (*Note:* If your screen's resolution is different from ours, words may wrap in a different place.)

Figure 1.17

Sample document

Make sure to substitute your name here.

4. With your document still displaying, proceed to the next lesson.

1.2.4 Using Smart Tags

feature →

As you already know, Word includes many features that work in the background to save you time. For example, Word automatically corrects common capitalization, spelling, and grammatical errors. Word even tags some data, such as a person's name or the current date, so that you can more easily use the data elsewhere, such as in your address book or e-mail message. Once Word recognizes a piece of data, it labels it with a purple dotted underline. Information that has been marked in this way is called a **smart tag.** When you move the

mouse pointer over a smart tag, a **Smart Tag Actions button** appears (⊙) that you can click to display a list of possible actions. Since smart tags won't appear in your printed documents it's also fine to ignore them.

method→

To perform an action on a smart tag:

- CLICK: Smart Tag Actions button (⊙)
- CHOOSE: an option from the menu

practice→

You will now see what actions you can perform on the four smart tags displaying in your sample document.

1. Position the mouse pointer over the current-date smart tag at the top of the document. The Smart Tag Actions button (⊙) should now appear.

2. To see what actions you can perform on this smart tag:
CLICK: Smart Tag Actions button (⊙)
Your screen should now appear similar to Figure 1.18. Note that Word identified the smart tag as a Date field, as indicated at the top of the smart tag menu.
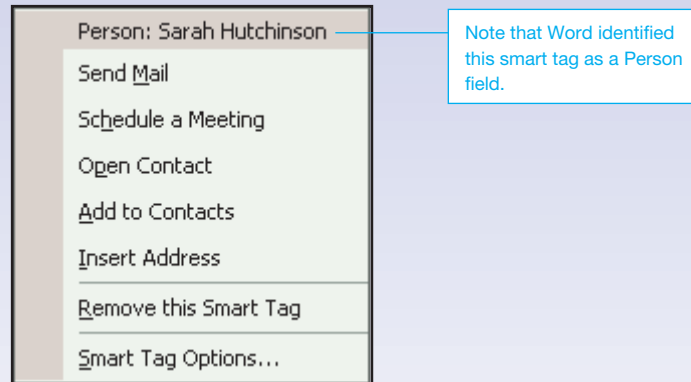
Figure 1.18

Smart Tag Actions menu
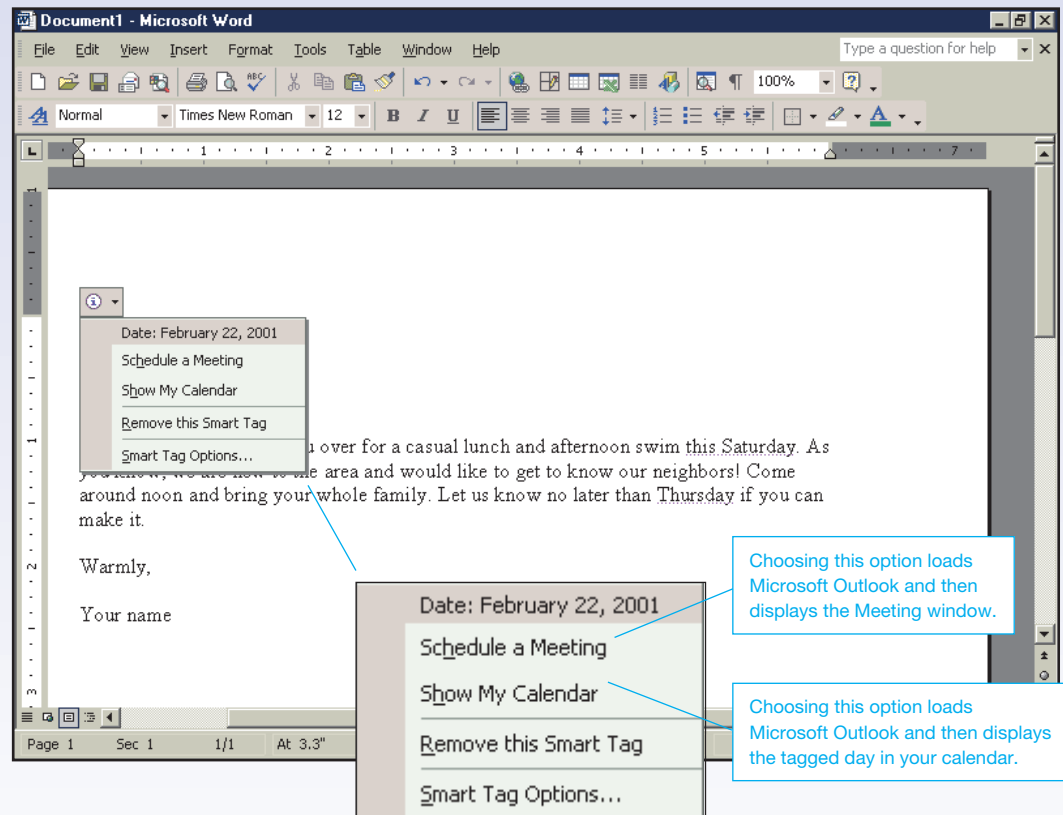
3. To remove the smart tag:
CHOOSE: Remove this Smart Tag
The date should no longer be marked as a smart tag.

4. In the body of your letter, "this Saturday" and "Thursday" may be marked as smart tags. Your name should also be marked as a smart tag at the end of the letter. Move the mouse pointer over your name.
CLICK: Smart Tag Actions button (⊡) associated with your name.
The menu in Figure 1.19 should now appear. Note that the menu contains different options than before.

Figure 1.19

Smart Tag Actions menu

Person: Sarah Hutchinson — Note that Word identified this smart tag as a Person field.

Send Mail

Schedule a Meeting

Open Contact

Add to Contacts

Insert Address

Remove this Smart Tag

Smart Tag Options...

5. To ignore the displayed menu and return to your document:
CLICK: in the document area

6. To conclude this module, you will close the document without saving changes. From the Menu bar:
CHOOSE: File, Close

7. In the dialog box that appears:
CLICK: No command button
There should be no documents open in the application window.

✔SelfCheck

1.2 How would you insert a word in the middle of a sentence?

1.3 Managing Files

Managing your document files is an important skill. When you create a document, it exists only in the computer's RAM (random access memory), which is highly volatile. In other words, if the power to your computer goes off, your document is lost. For safety and security, you need to save your document permanently to the local hard disk, a network drive, or a floppy diskette.

Saving your work to a named file on a disk is like placing it into a filing cabinet. Important documents (ones that you cannot risk losing) should be saved every 15 minutes, or whenever you're interrupted, to protect against an unexpected power outage or other catastrophe.

Saving a file without closing it is like placing a current copy in a filing cabinet. When naming your document files, you can use up to 255 characters, including spaces, but it's wise to keep the length under 20 characters. Furthermore, you cannot use the following characters in naming your documents:

\ / : ; * ? " < > |

In the following lessons, you practice several file management procedures, including creating a new document, saving and closing documents, and opening existing documents.

*IMPORTANT: In this guide, we refer to the files that have been created for you as the **student data files.** Depending on your computer or lab setup, these files may be located on a floppy diskette, in a folder on your hard disk, or on a network server. If necessary, ask your instructor or lab assistant where to find these data files. To download the Advantage Series' student data files from the Internet, visit our Web sites at:*

http://www.mhhe.com/it
http://www.advantageseries.com

You will also need to identify a personal storage location for the files that you create, modify, and save.

1.3.1 Beginning a New Document

feature →

There are three ways to start creating a new document. One is to start with a blank document and then create the document from scratch. Another is to select a document **template** that provides preexisting data and design elements. Or you can employ a **wizard** to lead you step-by-step through creating a particular type of document.

method →

To display a new blank document:

- CLICK: New button (□)
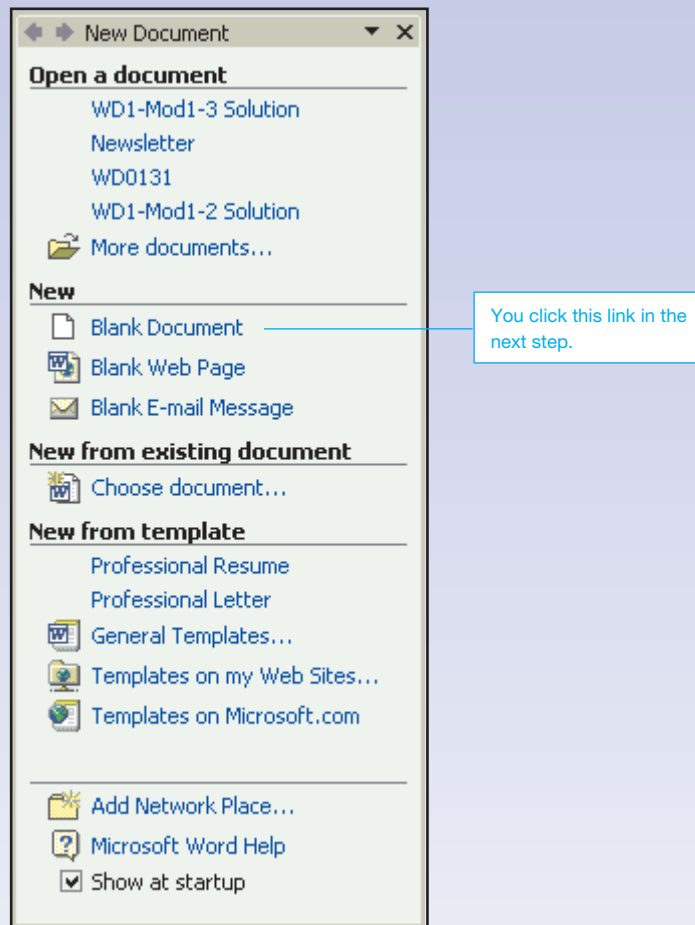- To begin a document using a template or wizard:
- CHOOSE: File, New

practice →

In this example, you use one of Word's prebuilt templates to create a résumé. Ensure that no documents are open in the application window.

1. A document template is a model that you can use to create new documents. By its very nature, a template is a time-saver that promotes consistency in both design and function. To view the templates that are available to you, do the following:
CHOOSE: File, New
The New Document task pane should now appear, as shown in Figure 1.20. Task panes contain textual links, called **hyperlinks,** for performing Word procedures. When you move the mouse pointer over a link, the mouse pointer changes to a hand (🖑). You select a link by clicking.

Figure 1.20

New Document
task pane

```
◆ ◆  New Document          ▼ ✕
Open a document
        WD1-Mod1-3 Solution
        Newsletter
        WD0131
        WD1-Mod1-2 Solution
    📂 More documents…
New
    🗋 Blank Document
    📄 Blank Web Page
    ✉ Blank E-mail Message
New from existing document
    📄 Choose document…
New from template
        Professional Resume
        Professional Letter
    📄 General Templates…
    📄 Templates on my Web Sites…
    📄 Templates on Microsoft.com

    ─────────────────────
    📄 Add Network Place…
    ❓ Microsoft Word Help
    ☑ Show at startup
```

You click this link in the next step.

2. Move the mouse pointer over the "Blank Document" hyperlink. Note that a hand (🖑) appears indicating that you're pointing to a hyperlink. To select the link:
CLICK: "Blank Document" link
A blank document appears. The task pane should no longer appear. You can also start a new document by clicking the New button (🗋) on the Standard toolbar.

3. Word includes many custom templates that simplify the process of starting common documents such as résumés and letters. For example, to display a selection of templates for creating résumés:
CHOOSE: File, New
CLICK: "General Templates" link
CLICK: *Other Documents* tab
The Templates dialog box should look like Figure 1.21. (*Note:* Different tabs may be displaying on your computer.)

Figure 1.21

Displaying custom document templates

Figure 1.22

New document based on the Professional Resume template
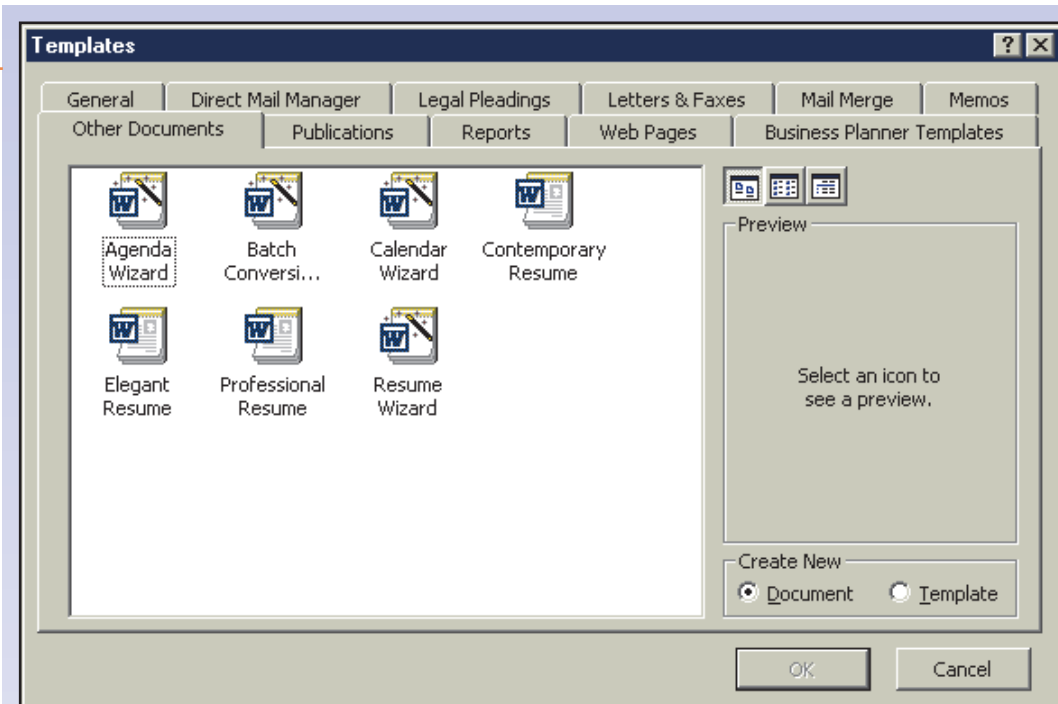
4. To create a new document based on the "Professional Resume" template:
DOUBLE-CLICK: Professional Resume template icon
(*Note:* If your lab administrator has not installed the document templates, skip to step 6.) You should now see the Professional Resume template, as shown in Figure 1.22. If you were creating your resume right now, you would proceed by editing this document to include your information.
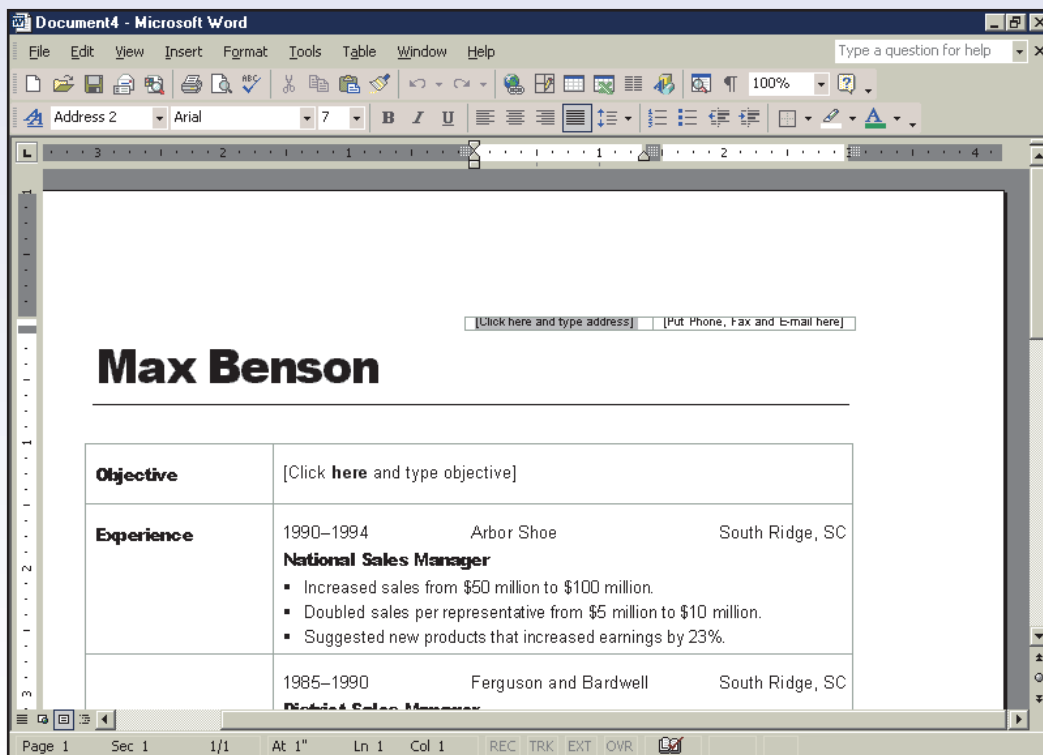
5. Rather than editing this document now, let's close the document and continue our discussion of file management.
CHOOSE: File, Close
CLICK: No command button, if asked to save the changes

6. The blank document should be displaying. Do the following:
TYPE: **Saving Files**
PRESS: ENTER twice
(*Note:* Depending on what settings are in effect on your computer, Word may have automatically formatted your title using a heading style.)

7. Again, let word wrap happen naturally. Don't press ENTER after each sentence.
TYPE: **Saving your work to a named file on a disk is like placing it into a filing cabinet. Important documents (ones that you cannot risk losing) should be saved every 15 minutes, or whenever you're interrupted, to protect against an unexpected power outage or other catastrophe.**
Your screen should now appear similar to Figure 1.23. In the next lesson, you learn how to save this document.

Figure 1.23

Current document

On your computer, this heading might not appear formatted.

Saving Files

Saving your work to a named file on a disk is like placing it into a filing cabinet. Important documents (ones that you cannot risk losing) should be saved every 15 minutes, or whenever you're interrupted, to protect against an unexpected power outage or other catastrophe.
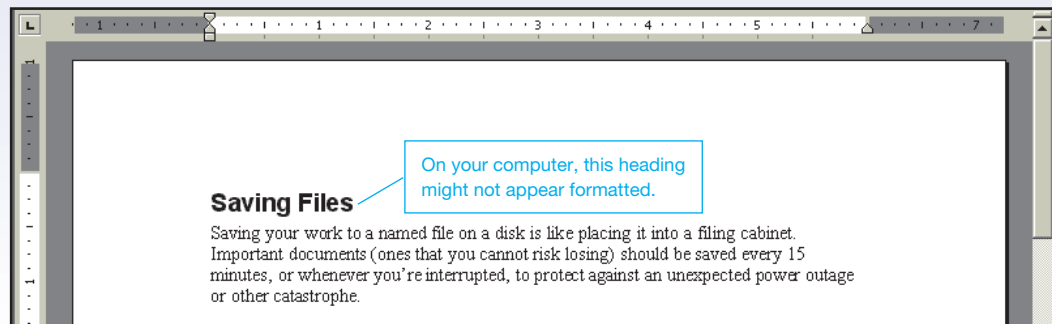
1.3.2 Saving and Closing a Document

feature →

You can save the currently displayed document by updating an existing file on the disk, by creating a new file, or by selecting a new storage location. The File, Save command and the Save button ( ) on the toolbar allow you to overwrite a disk file with the latest version of a document. The File, Save As command enables you to save a document to a new filename or storage location. When you are finished working with a document, ensure that you close the file to free up valuable RAM.

method →

To save a document:

- CLICK: Save button ( ),

or

- CHOOSE: File, Save,

or

- CHOOSE: File, Save As

To close a document:

- CHOOSE: File, Close

---

practice →

You now practice saving and closing a document. Ensure that you have completed the previous lesson. You also need to identify a storage location for your personal document files. If you want to use a diskette, place it into the diskette drive now. Also, always write your name on the diskette label in pen.

1. If you are working in a new document that has not yet been saved, Word displays the Save As dialog box (Figure 1.24), regardless of the method you choose to save the file. To demonstrate: CLICK: Save button (▣)
(*Note:* The filenames and directories that appear in your Save As dialog box may differ from those shown in Figure 1.24.) The **Places bar,** located along the left border of the dialog box, provides convenient access to commonly used storage locations.

Figure 1.24

Save As dialog box
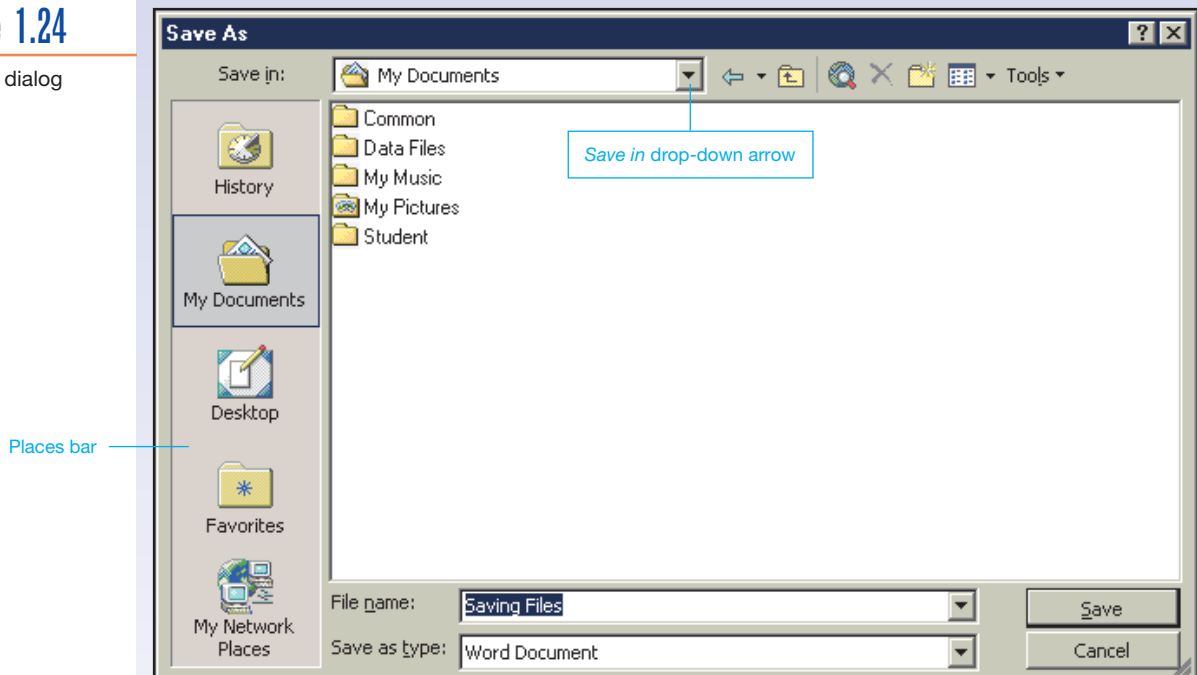
2. In the next few steps, you practice navigating your computer's disks. To begin, let's view a list of the files that you've worked with recently:
CLICK: History button (⬛) in the Places bar

3. To browse the files in your folder called My Documents:
CLICK: My Documents button (⬛)

4. To browse the local hard disk:
CLICK: down arrow attached to the *Save in* drop-down list box
SELECT: ⬛ Local Disk C:
(*Note:* Your hard drive may have a different name.) The list area displays the folders and files stored in the root directory of your local hard disk.

5. To drill down into one of the folders:
DOUBLE-CLICK: Program Files folder
(*Note:* If the Program Files folder isn't located on your local hard disk, select an alternate folder to open.) This folder contains the program files for several applications.

6. Let's drill down one step further:
DOUBLE-CLICK: Microsoft Office folder
This folder contains the Microsoft Office program files. Your screen may now appear similar, but not identical, to Figure 1.25.

Figure 1.25

Displaying the contents of the Microsoft Office folder
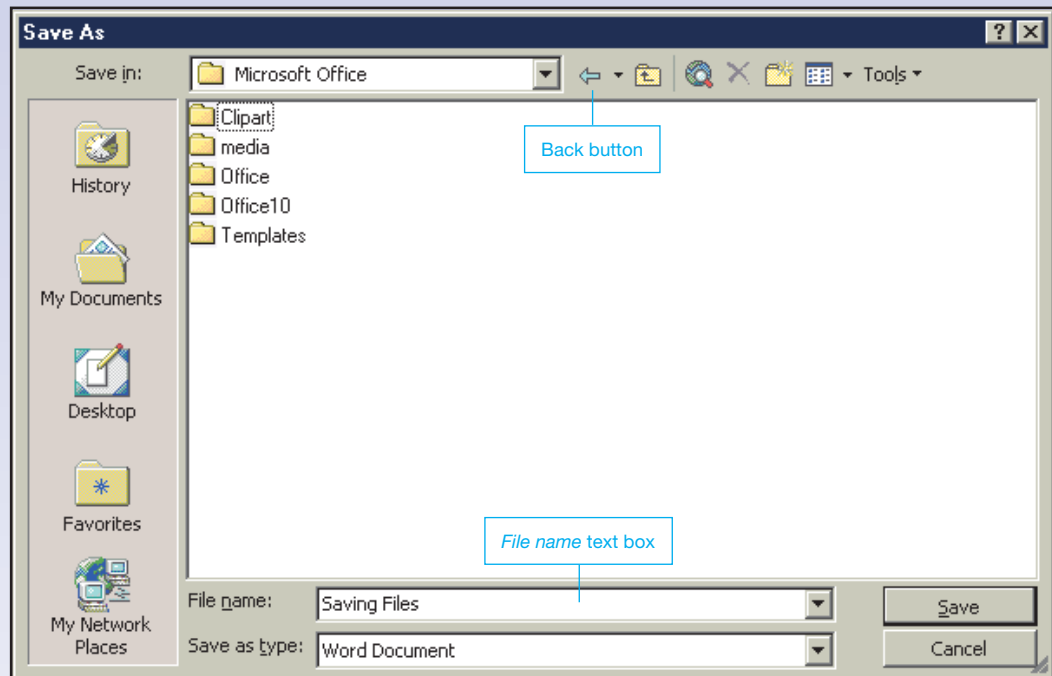
7. To return to the previous display:
CLICK: Back button (⬅) in the dialog box
(*Note:* The button is renamed Program Files, since that is where you will end up once the button is clicked.)

8. To return to the My Documents display:
CLICK: Back button (⬅) twice
(*Hint:* You could also have clicked the My Documents button in the Places bar.)

9. Now, using either the Places bar or the *Save in* drop-down list box:
SELECT: *a storage location for your personal files*
(*Note:* In this guide, we save files to the Data Files folder, located in the My Documents folder.)

10. Next, you need to give the document file a unique name. Let's stick with the name of "Saving Files" that already appears in the *File name* text box.

11. To save your work:
CLICK: Save command button
Note that the document's name now appears in the Title bar (Figure 1.26).

Figure 1.26

The file name now appears in the Title bar

The document's name
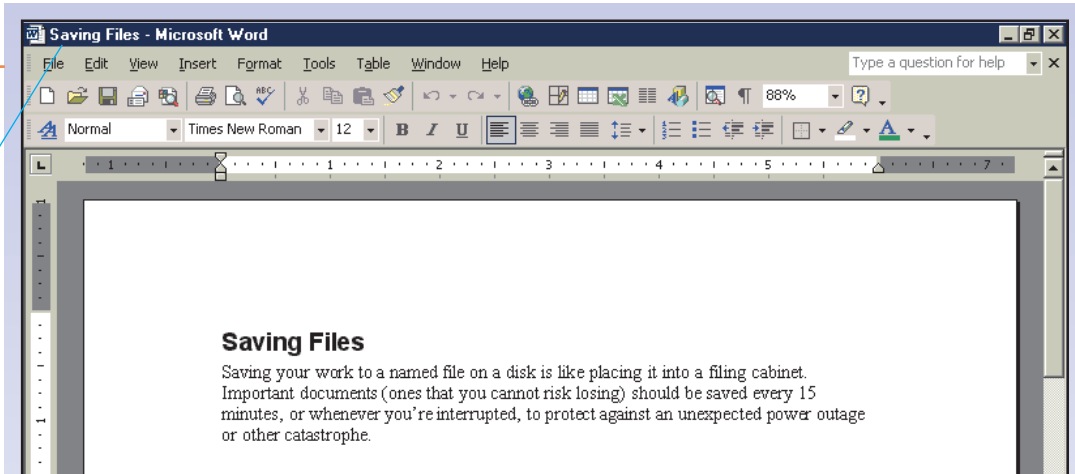
12. Move the insertion point to the bottom of the document.

13. To insert a blank line and then type your name:
PRESS: ENTER
TYPE: **your name** *(for example, Joey Smith)*

14. To save the updated document:
CLICK: Save button (◪)
Sometimes you want to save an existing document under a different filename. For example, you may want to keep different versions of the same document on your disk. Or, you may want to use one document as a template for future documents that are similar in style and format. To do this, save the document under a different name using the File, Save As command.

15. Let's save a copy of the "Saving Files" document to your personal storage location and name the copy "Backup Document".
CHOOSE: File, Save As
TYPE: **Backup Document** to replace the existing filename
CLICK: Save command button
The document was saved as "Backup Document" to your personal storage location.

16. To close the document:
CHOOSE: File, Close

1.3.3 **Opening and Printing a Document**

feature→

You use the Open dialog box to search for and retrieve existing documents that are stored on your local hard disk, a floppy diskette, a network server, or on the Web. To load Word and an existing document at the same time, you can use the Open Office Document command on the Start menu. Or, if you have recently used the document, you can use the Documents command on the Start menu. This menu lists the 15 most recently used files. Once you've opened a document, especially a long document that you haven't worked with before, you may choose to send a copy of it to the printer and then review the printed copy.

method →

To open a document:

- CLICK: Open button (📂),

or

- CHOOSE: File, Open

To print a document:

- CLICK: Print button (🖨)

practice →

In this lesson, you open and print a document that announces an upcoming snowboard vacation. Ensure that you have completed the previous lesson. No documents should be displaying in the application window. You will also need to know the storage location for the student data files.

1. To display the Open dialog box:
CLICK: Open button (📂)

2. Using the Places bar or the *Look in* drop-down list box, display the contents of the folder containing the student data files. These are the files we've provided. (*Note:* In this guide, we retrieve the student data files from a folder named "Student".)

3. To view additional information about each file:
CLICK: down arrow beside the Views button (see Figure 1.27)
CHOOSE: Details
Each document is presented on a single line with additional file information, such as its size, type, and date it was last modified, as shown in Figure 1.27.

Figure 1.27

Open dialog box
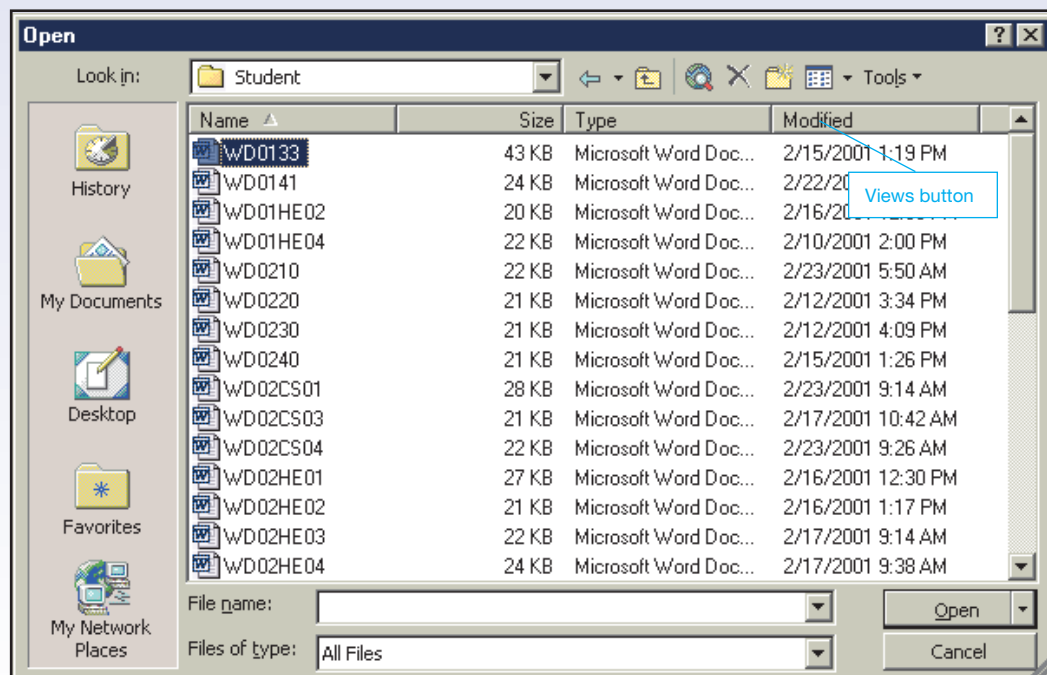
4. To alphabetically sort the list of files displayed in the Open dialog box:
CLICK: Name button in the column heading area

5. When you click the same column heading a second time, the order of the listing is reversed. To illustrate:
CLICK: Name button

6. To sort the list by size:
CLICK: Size button in the column heading area

7. To chronologically sort the file list by the date of modification:
CLICK: Modified button
Your file list should now appear similar to Figure 1.28.

Figure 1.28

Sorted file list
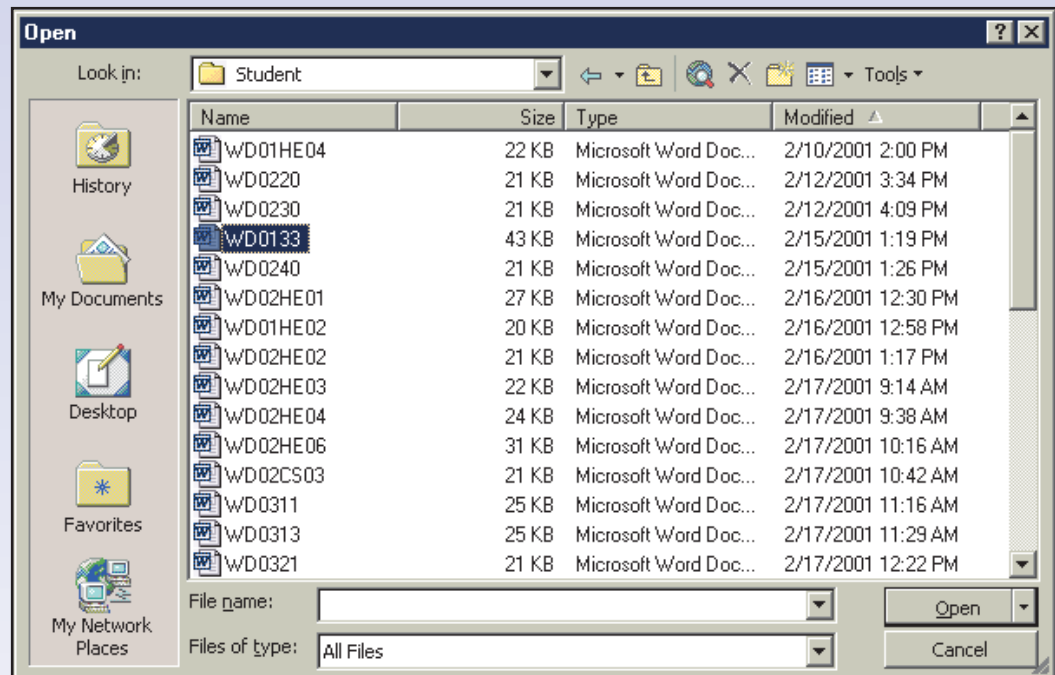
8. To re-sort the list in order by the Name field and then return to a list format:
CLICK: Name button
CLICK: down arrow beside the Views button
CHOOSE: List

9. Let's open one of the documents in the list area:
DOUBLE-CLICK: WD0133
The dialog box disappears and the document is loaded into the application window. (*Note:* The "WD0133" filename reflects that this document is used in lesson 1.3.3 of the Word learning guide.)

10. To print the current document:
CLICK: Print button (🖨)
(*Note:* We describe printing in more detail in Chapter 4.)

11. Keep this file open for use in the next lesson.

1.3.4 Creating a New File Folder

feature →

As more and more files accumulate on your computer, you may want to create folders to help you better organize your work. For example, you may have one folder for your faxes and memos and individual folders for each course you are taking at school. In Word, you create folders directly within the Open and Save As dialog boxes. Microsoft Word uses the Folder icon (📁) to identify folders.

method →

To create a new folder:

- In the Open or Save As dialog box, navigate to the disk or folder where you want to create the new folder.
- • RIGHT-CLICK: *an empty part of the dialog box*
- CHOOSE: New, Folder from the right-click menu
- TYPE: **a folder name**

To delete a folder:

- In the Open or Save As dialog box:
  RIGHT-CLICK: a folder
- CHOOSE: Delete from the right-click menu

practice →

In this lesson, you create a folder named "My Homework" in the "My Documents" folder. You then save the open file into the new folder. As a final step, you delete the folder and file.

1. To display the Save As dialog box:
CHOOSE: File, Save As

2. To open the My Documents folder:
CLICK: My Documents button in the Places bar

3. To create a new folder called "My Homework" in the My Documents folder:
RIGHT-CLICK: *an empty part of the window*
CHOOSE: New from the right-click menu
The New menu is shown in Figure 1.29. (*Note:* Your screen may differ slightly.)

Figure 1.29

Creating a new folder
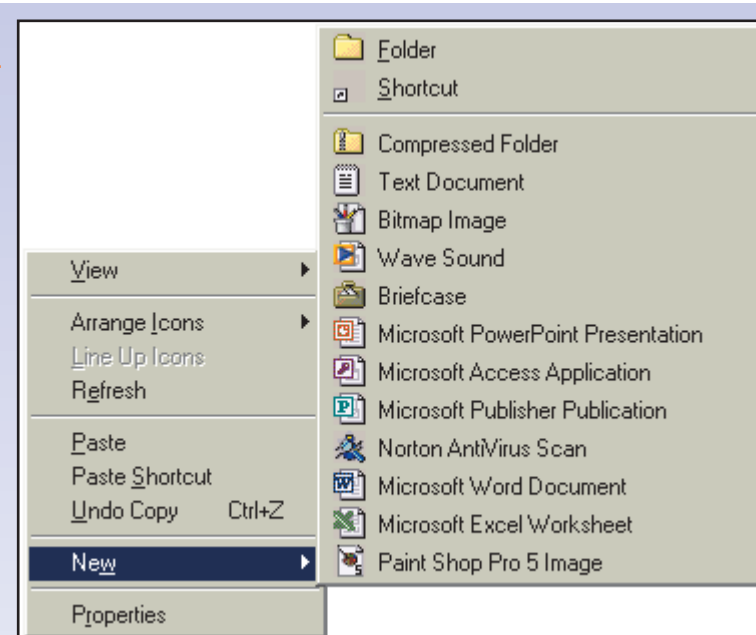
4. To proceed with creating the new folder:
CHOOSE: Folder
A folder entitled New Folder should appear, as shown below:

📁 New Folder

5. Since the folder's title is already highlighted, you can simply type over the name to name your new folder. Do the following:
TYPE: **My Homework**
PRESS: ENTER
A new folder named My Homework should appear in the file listing. The Folder icon identifies the new item as a folder.

6. To open the new folder:
DOUBLE-CLICK: My Homework folder
The Save As dialog box should now appear similar to Figure 1.30. Note that the folder is empty.
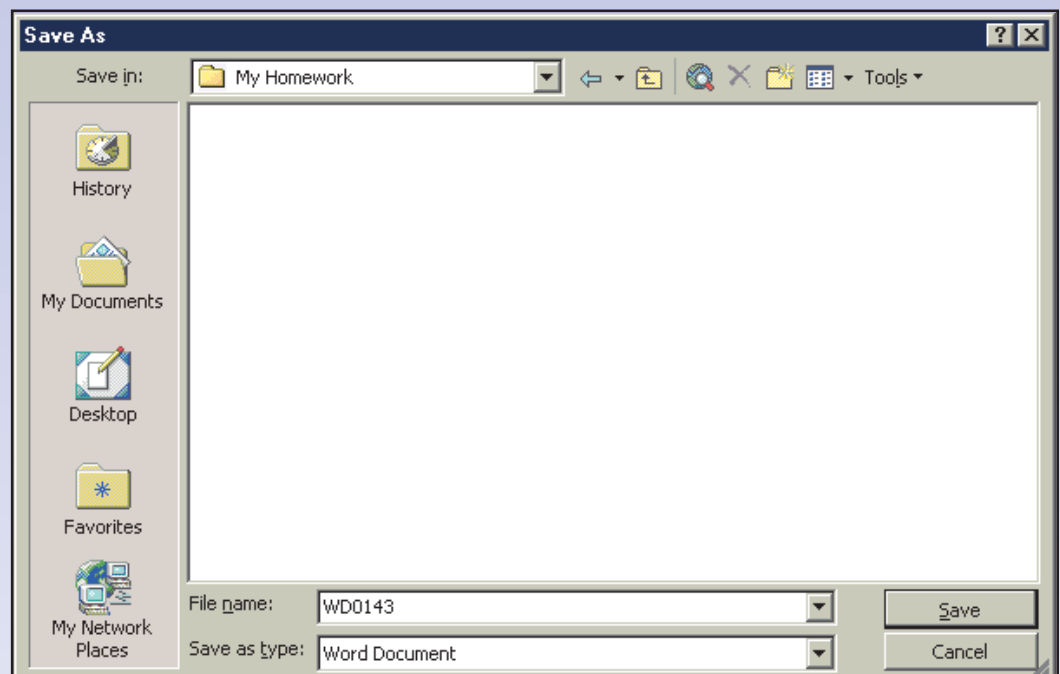
7. To save the open file to the new folder, using the same filename:
CLICK: Save command button
This is a great way to keep your files organized!

8. As a final housekeeping task, let's delete the My Homework folder and its contents. Let's use the Open dialog box this time.
CLICK: Open button (📂)
The My Homework folder is open and its contents appear.

9. Before you can delete a folder, you must close it and display its name in your file list. To do this:
CLICK: My Documents button in the Places bar
The My Homework folder appears in the file list.

10. To delete the folder:
RIGHT-CLICK: the folder
CHOOSE: Delete from the right-click menu
CLICK: Yes command button to delete the folder and its contents
The My Homework folder and its contents have been moved to the Recycle Bin.

11. To leave the Open dialog box:
CLICK: Cancel command button

12. Close any documents that remain open.

SelfCheck

1.3 Under what circumstances might you want to save a file under a different filename?

Word

1.4 **Customizing Your Work Area**

Word provides four primary views for working with documents: Normal, Web Layout, Print Layout, and Outline. While each view has its own advantages, it is their combination that gives you the best overall working environment. In addition, for optimal viewing Word lets you zoom in and out on a document, increasing and decreasing its display size.

1.4.1 **Selecting a View**

feature ⊙→

Your selection of a view depends on the type of work you are performing. You will want to perform most of your work in **Normal view.** In this view mode, your document displays without headers, footers, and columns. To view how text and graphics will appear on the printed page, use **Print Layout view. Web Layout view** enables you to see how a document will look in a Web browser, and **Outline view** provides a convenient environment for organizing a document.

method ⊙→

To change the display view of an open document, do one of the following:

- CHOOSE: View, Normal (or click ▤)
- CHOOSE: View, Web Layout (or click ▣)
- CHOOSE: View, Print Layout (or click ▣)
- CHOOSE: View, Outline (or click ▣)

practice ⊙→

You will now practice switching views using a two-page newsletter. Ensure that no documents are open in the application window.

1. Open the WD0141 data file. If you completed the last module, the task pane should not be displaying.

2. Save a copy as "Newsletter" to your personal storage location. The "Newsletter" document should be displaying in Print Layout view (Figure 1.31). The blank space at the top of the document corresponds to the top margin.
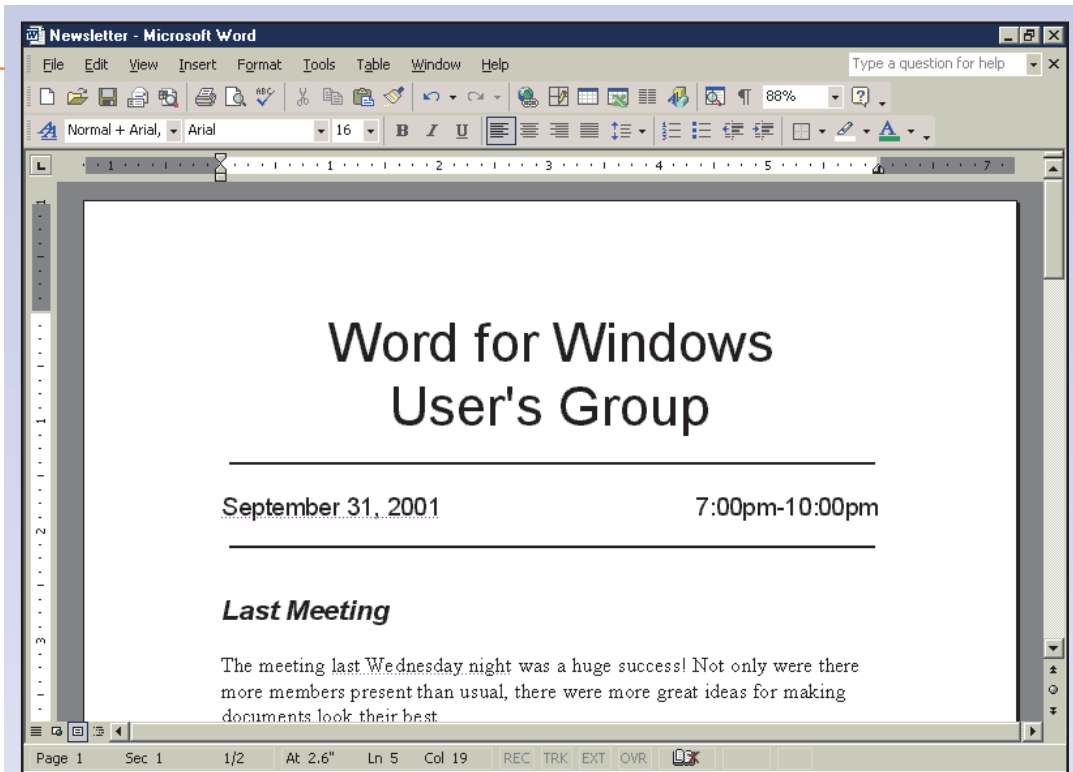
3. To switch to Normal view:

CHOOSE: View, Normal

(*Note:* You can also click the Normal View button (▤), located to the left of the horizontal scroll bar.) Your screen should now appear similar to Figure 1.32.

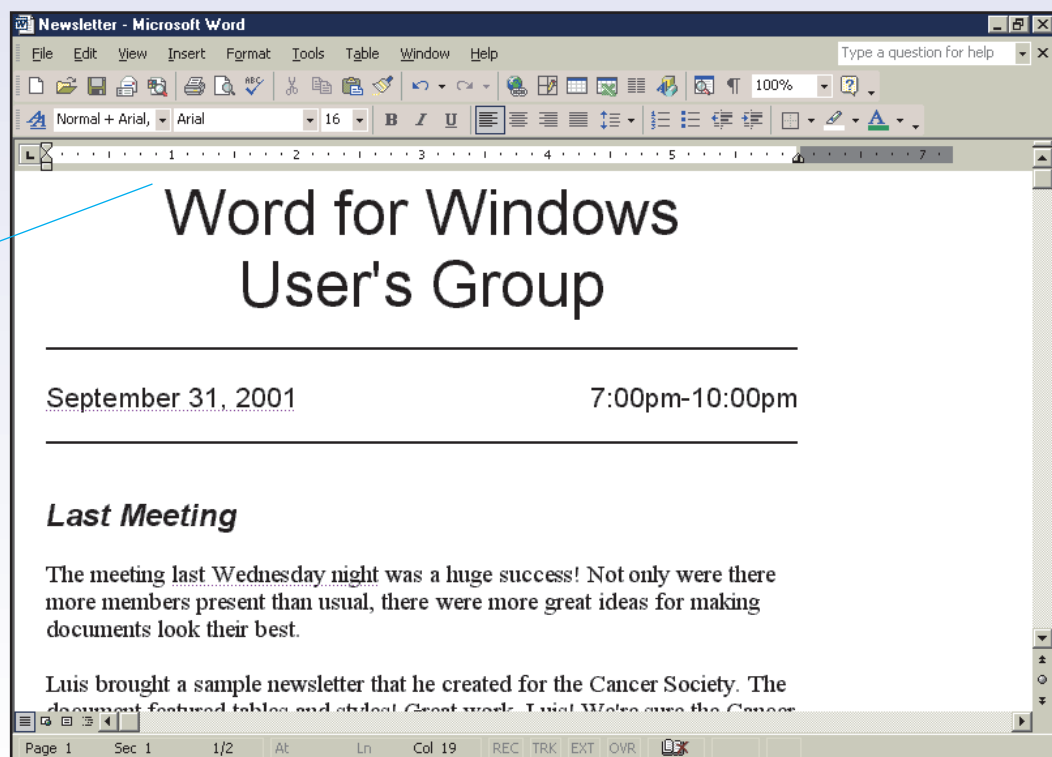Note that you no longer see the space allotted for the top margin.

Word

4. To switch to Web Layout view:
CHOOSE: View, Web Layout
In this mode, you see how your document will look when viewed in a Web browser.

5. Let's view the document in Outline view.
CHOOSE: View, Outline
The Outlining toolbar is now positioned above the Formatting toolbar.

6. To view just the main headings in the document:
CLICK: Show Level drop-down arrow (Show All Levels ▾)
CHOOSE: Show Level 1 from the drop-down list
Your screen should now appear similar to Figure 1.33. In this view mode, it's easy to organize the different parts of your document.

Figure 1.33

Outline view
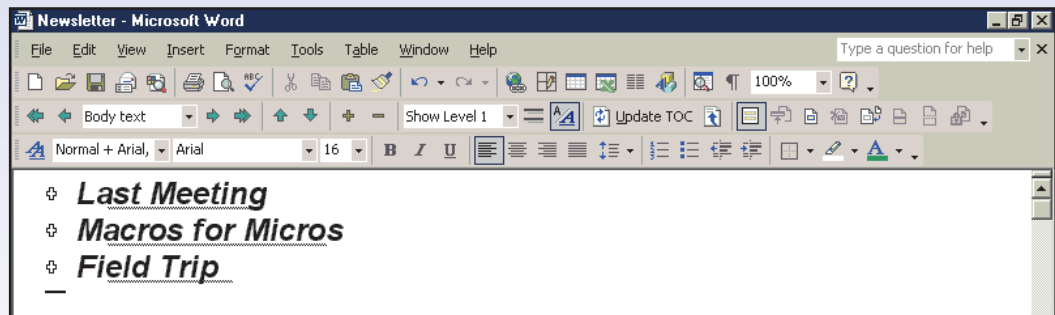
7. To redisplay the document in Print Layout view:
CHOOSE: View, Print Layout

8. Continue to the next lesson.

1.4.2 Zooming the Display

feature→ Regardless of the view you select, Word lets you zoom in and out on a document, increasing and decreasing its display size. For example, you may want to enlarge Word's Normal view to 200% of its original size when working with detailed graphics.

method→ • CLICK: Zoom drop-down arrow (100% ▾),
or
• CHOOSE: View, Zoom

practice →

You will now practice zooming the display. Ensure that you've completed the previous lesson and that the "Newsletter" document is displaying.

1. To zoom the document to 200% of its original size:
CLICK: Zoom drop-down arrow (100% ▾) on the Standard toolbar
The drop-down menu, shown on the right, should now appear.

2. From the drop-down list:
CHOOSE: 200%
Your screen should now appear similar to Figure 1.34. The document is immediately magnified to twice its original size.

38%
500%
200%
150%
100%
75%
50%
25%
10%
Page Width
Text Width
Whole Page
Two Pages
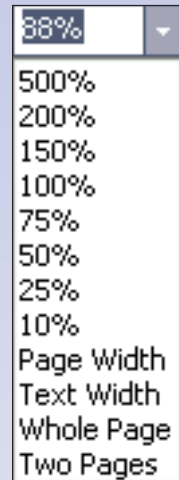
Figure 1.34

Increasing the zoom factor

The document has been zoomed to 200%
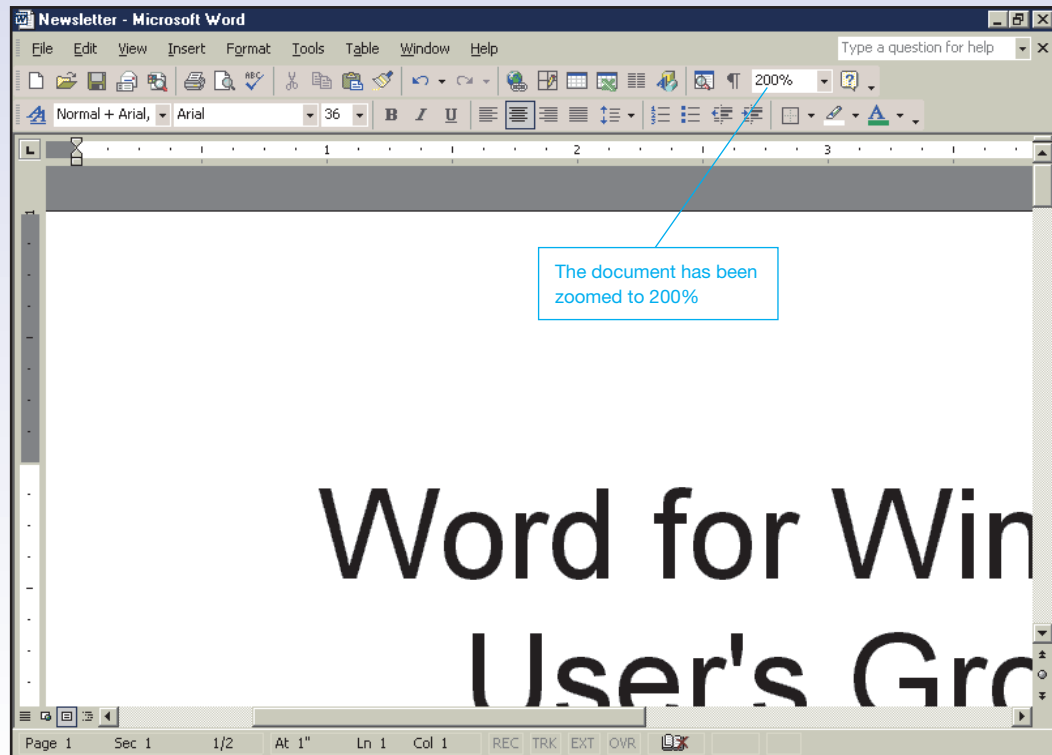
3. To find the best-fit magnification:
CLICK: Zoom drop-down arrow (100%)
SELECT: Page Width from the drop-down list
The view is zoomed to the best fit for your screen's resolution.

4. To conclude this lesson, close the "Newsletter" document.
CHOOSE: File, Close
There should be no documents open in the application window.

In Addition USING CLICK AND TYPE

In Print Layout and Web Layout views, consider trying out Word's new Click and Type feature. This feature enables you to insert text just about anywhere in your document. Simply double-click where you want to begin typing and the Click and Type feature will align the insertion point depending on where you clicked. If you double-click near the center of your page, Click and Type will center-align the insertion point. Likewise, if you double-click near the right side of your page, Click and Type will right-align the insertion point.

SelfCheck

1.4 What is the difference between Normal and Print Layout view?

Chapter Summary

To create a basic document in Word, simply begin typing after loading the application. Keep in mind that when the end of the current line is reached, the feature called *word wrap* automatically moves the insertion point to the beginning of the next line. You can easily remove characters from a document using DELETE and BACKSPACE, and insert blank lines using ENTER. Word also employs the AutoText and AutoCorrect features to correct certain errors automatically. Besides creating documents, it is important to know how to execute common file management procedures including saving, opening, closing, and printing documents.

Command Summary

Many of the commands and procedures appearing in this chapter are summarized in the following table.

Skill Set	To Perform This Task	Do the Following
Starting and Exiting Word	Launch Microsoft Word	CLICK: Start button (⊞Start) CHOOSE: Programs, Microsoft Word
	Exit Microsoft Word	CLICK: its Close button (✕), or CHOOSE: File, Exit
Inserting and Modifying Text	Insert the date and time	CHOOSE: Insert, Date and Time
	Insert blank lines	PRESS: ENTER
	Toggle between Insert and Overtype modes	DOUBLE-CLICK: OVR in the Status bar
	Delete text to the right of the insertion point	PRESS: DELETE
	Delete text to the left of the insertion point	PRESS: BACKSPACE
	Perform an action on a smart tag	CLICK: Smart Tag Actions button (⊙) CHOOSE: an option from the menu
Managing Documents	Browse through files	CLICK: buttons on the Places bar, located in the Save As or Open dialog boxes CLICK: *Save in* or *Look in* drop-down list and select a disk location CLICK: Back button (⇐) to return to the previous location
	Save a document with the same name	CLICK: Save button (💾)
	Save a document with a different name	CHOOSE: File, Save As
	Close a document	CLICK: Close button (✕) of the document window; or CHOOSE: File, Close
	Begin a new blank document	CLICK: New button (▯)
	Begin a new document from a wizard or template	CHOOSE: File, New
	Open a document	CLICK: Open button (📂); or CHOOSE: File, Open
	Print a document	CLICK: Print button (🖶); or CHOOSE: File, Print
	Create a new file folder	RIGHT-CLICK: an empty part of the Open or Save dialog box CHOOSE: New, Folder TYPE: a folder name
Customizing Your Work Area	Switching views	CHOOSE: View, Normal, or CHOOSE: View, Web Layout, or CHOOSE: View, Print Layout, or CHOOSE: View, Outline
	Zooming the display	CLICK: Zoom drop-down arrow (100% ▾), or CHOOSE: View, Zoom

Key Terms

This section specifies page references for the key terms identified in this chapter. For a complete list of definitions, refer to the Glossary at the back of this learning guide.

adaptive menus, *p. WD 6*

application window, *p. WD 3*

AutoCorrect feature, *p. WD 10*

AutoFormat feature, *p. WD 10*

AutoText feature, *p. WD 10*

hyperlinks, *p. WD 19*

insertion point, *p. WD 10*

Normal view, *p. WD 31*

Outline view, *p. WD 31*

Places bar, *p. WD 23*

Print Layout view, *p. WD 31*

smart tag, *p. WD 16*

Smart Tag Actions button, *p. WD 17*

task pane, *p. WD 6*

template, *p. WD 19*

Web Layout view, *p. WD 31*

wizard, *p. WD 19*

word processing, *p. WD 2*

word wrap, *p. WD 15*

Chapter
quiz

Short Answer

1. What is the purpose of Word's AutoCorrect feature?

2. What is the difference between clicking the New button (⬜) and choosing File, New?

3. How can you leave a menu without making a command selection?

4. How do you delete the character to the right of the insertion point?

5. What happens if you press `ENTER` when the insertion point is in the middle of a paragraph?

6. How do you delete a single character to the left of the insertion point?

7. What do purple dots beneath a word or phrase signify?

8. What is *word wrap*?

9. Without leaving Word, how can you create a new folder for organizing your work?

10. How do you close a document without saving it?

True/False

1. _____ You can remove a smart tag from a document.

2. _____ To permanently save your work, you must save it to a disk.

3. _____ Using the Open dialog box, you can sort a file listing.

4. _____ To exit Word, you must choose File, Close.

5. _____ The insertion point marks the location where text is inserted.

6. _____ Outline view describes in outline form how your document will appear in your Web browser.

7. _____ To move to the top of the document, press `CTRL` + `HOME`.

8. _____ To switch between Insert and Overtype modes, double-click the OVR indicator on the Status bar.

9. _____ To delete the character to the left of the insertion point, press `DELETE`.

10. _____ In Print Layout view, you see how your document will look when viewed in a Web browser.

Multiple Choice

1. Which of the following procedures is the most like placing your work in a filing cabinet?

  a. opening
  b. closing
  c. saving
  d. printing

2. When you create a document, it exists:

  a. in the Clipboard
  b. in the Open dialog box
  c. on disk
  d. in the computer's RAM

3. To display an option in the Menu bar, you must _____ the option.

  a. click
  b. right-click
  c. Both a. and b.
  d. None of the above

4. Which of the following keys deletes the character to the right of the insertion point?

  a. `DELETE`
  b. `BACKSPACE`
  c. `HOME`
  d. `END`

5. Which of the following can you use to close the application window?

  a. ▭
  b. ▢
  c. ☒
  d. ▣

6. To save a document using a different name, choose _____.

  a. File, Save
  b. File, Save As
  c. File, Print
  d. All of the above

7. To leave the Menu bar without making a selection, click:

  a. any option in the pull-down menu
  b. Office Assistant character
  c. Title bar
  d. All of the above

8. The _____ feature enables you to type continuously without having to press `ENTER` at the end of each line.

  a. Office Assistant
  b. Undo
  c. AutoCorrect
  d. word wrap

9. In _____, you can view just the main headings in your document.

  a. Normal view
  b. Web Layout view
  c. Print Layout view
  d. Outline view

10. In _____, you can see how text and graphics will appear on the printed page.

  a. Normal view
  b. Web Layout view
  c. Print Layout view
  d. Outline view

Hands-On
exercises

e a s y ▶

1. Laura Howard: Creating a Document

Laura Howard has just graduated from college and is looking for a job. In this exercise, you assume the role of Laura and create the letter pictured in Figure 1.35. This exercise practices creating and saving a document.

Figure 1.35

"LH Thanks" document

February 22, 2001

Mrs. Carolyn Spencer
Taylor Supplies, Inc.
12 Ocean Avenue
Seattle, WA 93456

Dear Mrs. Spencer:

Thank you for taking the time last week to talk with me about the receptionist position at your Tacoma branch. Our interview confirmed my impression that I would very much enjoy working at Taylor Supplies. It was delightful to meet such a friendly and cooperative group of people. I'd like to be a part of that!

I look forward to hearing from you when you have made a final decision. Once again, thank you for your time and interest.

Sincerely,

Laura Howard

1. Start a new blank document.

2. To insert the date at the top of the blank document:
CHOOSE: Insert, Date and Time
SELECT: the appropriate format in the *Available formats* list box
CLICK: OK command button

3. To position the insertion point before typing the name and address information:
PRESS: `ENTER` three times

4. TYPE: **Mrs. Carolyn Spencer**
PRESS: `ENTER`
TYPE: **Taylor Supplies, Inc.**
PRESS: `ENTER`
TYPE: **12 Ocean Avenue**
PRESS: `ENTER`
TYPE: **Seattle, WA 93456**

5. To position the insertion point before typing the salutation:
PRESS: `ENTER` twice
TYPE: **Dear Mrs. Spencer:**
PRESS: `ENTER` twice

6. If the Office Assistant character appears:
RIGHT-CLICK: the character
CHOOSE: Hide

7. TYPE: **Thank you for taking the time last week to talk with me about the receptionist position at your Tacoma branch. Our interview confirmed my impression that I would very much enjoy working at Taylor Supplies. It was delightful to meet such a friendly and cooperative group of people. I'd like to be a part of that!**
PRESS: **ENTER** twice

8. TYPE: **I look forward to hearing from you when you have made a final decision. Once again, thank you for your time and interest.**
PRESS: **ENTER** twice

9. To complete the letter:
TYPE: **Sincerely,**
PRESS: **ENTER** twice
TYPE: **Laura Howard**

10. Save the letter as "LH Thanks" to your personal storage location.

11. Print and then close the document. Your printout should look like the document in Figure 1.35.

easy ▶

2. DigiTech Services: Editing an Existing Document

DigiTech Services is a privately owned company that specializes in providing computer networking support to individuals and companies. In this exercise, you assume the role of Joanne, a DigiTech Services account manager. This exercise practices editing and saving an existing document.

1. Open the WD01HE02 data file.

2. Save the document as "DS Account Letter" to your personal storage location.

3. Let's change the payment amount in the main paragraph from $2,345.32 to $50. To begin, position the insertion point to the left of dollar sign ($).

4. To delete the current number and then type in the new number:
PRESS: **DELETE** nine times
TYPE: **$50**

5. Let's add the following paragraph to the document. Before typing, position the insertion point at the end of the main paragraph (to the right of "agreement".).

6. PRESS: **ENTER** twice

7. TYPE: **Our products are under a full warranty for a period of one year from the date of installation. Problems caused by staff members adjusting the internal settings are not covered by this warranty and will be billed in the future at our regular rates.**

Your document should appear similar to Figure 1.36.

Figure 1.36

Completed "DS Account Letter" document

May 10, 2001

Mr. Robert Collins
3402 South Border Blvd.
Santa Clara, CA 94532

Dear Mr. Collins:

Our technician has reported that he has reviewed all the equipment with you and has reset the programming to your satisfaction. I understand that you have reviewed the procedures with your staff and explained the impact that changing the programming has on your operations. Now that everything is working to your satisfaction, I trust that we will receive your payment of $50 per our agreement.

Our products are under a full warranty for a period of one year from the date of installation. Problems caused by staff members adjusting the internal settings are not covered by this warranty and will be billed in the future at our regular rates.

Sincerely,

Joanne Greenwood
Accounts Manager
DigiTech Services

8. Print, save, and then close the document.

moderate

3. Celsius Gear, USA: Creating a Fax from a Template

If you need some warm clothing, try the Celsius Gear, USA brand. In this exercise, you assume the role of Dennis, a Celsius employee, and create a fax using the "Contemporary Fax" template.

1. To launch the template:
CHOOSE: File, New
CLICK: "General Templates" hyperlink in the task pane
CLICK: *Letters & Faxes* tab
DOUBLE-CLICK: Contemporary Fax

2. Click in the upper-left corner of the document where it says "Click here and type address."

3. Type the following name and address:
Celsius Gear, USA
9090 Seascape Blvd.
Fort Worth, TX 98720

4. Complete the fax by clicking in the appropriate areas so that it includes the details shown below:

To: James Wiggins
From: Dennis Tuma
Fax: 314-893-5446
Re: Conference Call

5. In the area below the fill-in lines, delete the paragraph that begins with the word "Notes" and then type the following text (it's all right if the text appears with bold letters):

The conference call on our upcoming product line is scheduled for April 3rd at 9am Pacific Standard Time and is expected to last 2 hours. Please notify Regional Headquarters whether your office will participate in the call. Standard conference protocol will be in effect.

Thanks.

6. Save the document as "Celsius Fax" to your personal storage location. At this point, the fax document should appear similar to Figure 1.37. Note that Word automatically formatted "3rd" as "3rd".

Figure 1.37

"Celsius Fax" document
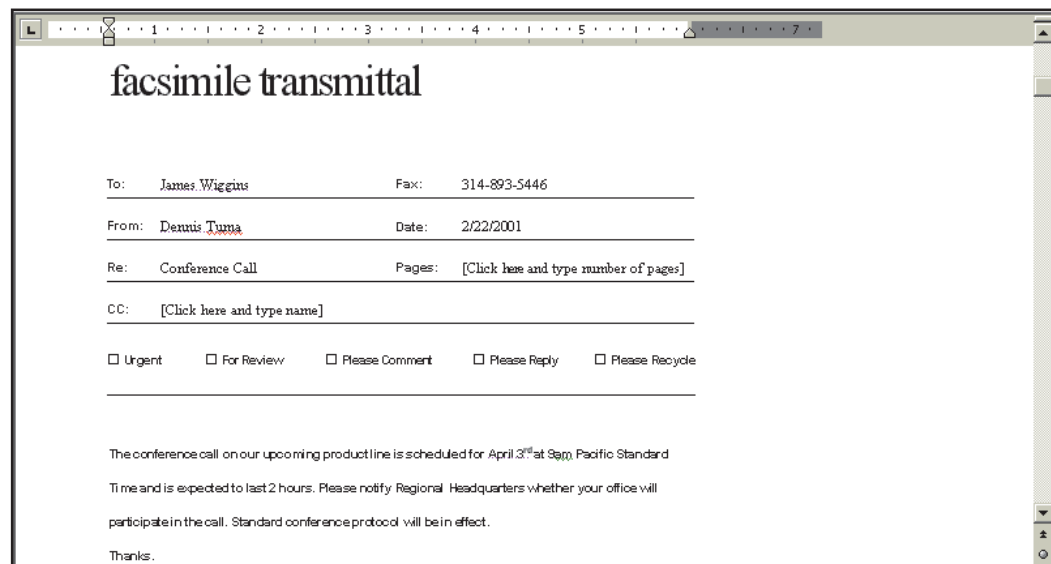
7. Print and then close the document.

moderate

4. Worldwide Conventions, Inc.: Editing a Memo

Worldwide Conventions, Inc. acts as the coordinator of all types of business conventions throughout the world. In this exercise, you assume the role of Albert to edit and then save an existing document.

1. Open the WD01HE04 data file.

2. Save the document as "WW Memo" to your personal storage location.

3. Albert typically customizes his display before beginning work. To suit his preferences, change the document's display view to Normal view and then zoom the display to 150%.

4. Delete the text "Administrators" and then type "District Coordinators".

5. Add the following sentence to the paragraph that ends with "commitments."
Please specify how much space you will need and whether you want to be located on the main aisle of the convention floor or on an exterior row.

Your completed document should appear similar to Figure 1.38.

Figure 1.38

Completed "WW Memo" document

> TO: DISTRICT COORDINATORS
> FROM: ALBERT YEATS
> SUBJECT: 2002 YEAR-END CONVENTIONS
> DATE: FEBRUARY 22, 2001
> CC: PRODUCTION DEPT.
>
> Attached are two separate schedules:
>
> 1. 2001 Year-End Conventions
>
> 2. Proposed Schedule for the year 2002
>
> Please send both back to me by the end of the month with your commitments. Please specify how much space you will need and whether you want to be located on the main aisle of the convention floor or on an exterior row.
>
> Thank you.

6. Save, print, and then close the revised memo.

difficult

5. On Your Own: Creating a Letter to a Friend

To practice creating and editing a new document, use Word to write a letter to a friend. This document should begin with the current date and include at least three paragraphs. In the first paragraph, share your excitement about the courses you're taking. In the second paragraph, describe some of the extracurricular activities you're currently involved in, if any. Insert a few closing remarks in the final paragraph. The letter should end with your name in the closing. Review the document for spelling errors before saving it as "Letter to a Friend" to your personal storage location. Print and then close the document.

difficult

6. On Your Own: Customizing Your Work Area

Customize your work area to your preferred way of working by changing the current view and zooming the display. Then, write a letter to your instructor that describes your optimal work environment and the commands that you issued. Save this document as "Optimal Work Environment" to your personal storage location. Print and then close the document.

Case Problems
Student Tutoring Services

Now that Alex has completed the first chapter of this learning guide, he decides that he can start using Word to organize his business. He realizes that he still has minimal skills, but decides to begin preparing the documents that he needs. He'll format them later, once he masters some basic formatting skills.

In the following case problems, assume the role of Alex and perform the same steps that he identifies. You may want to re-read the chapter opening before proceeding.

1. Alex has decided to prepare notices to be posted on bulletin boards around the college. He found an old copy of the notice that he used last year (shown below), and decides that he will use Word to create the same notice for this term.

Student Tutoring Services

Personal tutoring, lab prep, and review services available in the following subjects:

Computer Science 101, 102, and 201
   Biology 101, 104
   Chemistry 102, 103, 201, and 204
   Physics 101

Reasonable rates (both individuals and groups)

For more information, call:
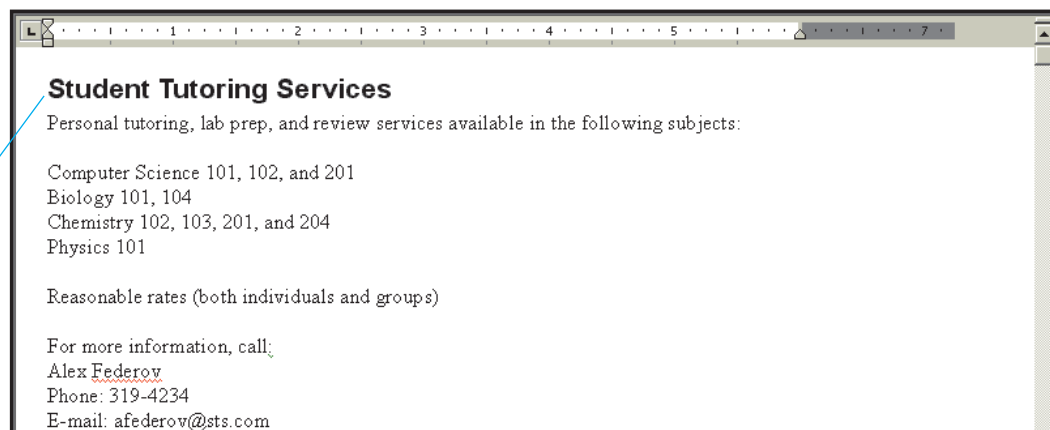   *Alex Federov*
   Phone: 319-4234
   E-mail: afederov@sts.com

He then saves his work as "STS Notice." The completed document is shown in Figure 1.39.

Figure 1.39

Completed "STS Notice" document

Word automatically applied formatting to the title.

2. After completing the notice for the college bulletin boards, Alex shows the notice to his friend Seth for feedback. Seth reminds him that before a notice can be posted in the Student Union building, it must be submitted to the Student Union office for review. Alex decides to use a Word template to create a memo to accompany the notice. He starts a new document based on the "Contemporary Memo" template.

Next, he switches to Normal view and zooms the display to 150% so that he doesn't have to strain his eyes when looking at the screen. He now modifies the memo to reflect the information shown below. He also takes time to delete any information from the memo template that he doesn't need.

To: South Western Student Union Association
   From: Alex Federov
   Re: Tutoring Advertisement

Attached is a copy of the posting that will be placed on campus bulletin boards on September 10th. I request that a copy of this posting be placed on the Student Union bulletin boards.

After saving the memo as "STS Memo," he prints and then closes the document. The completed document appears in Figure 1.40.

Figure 1.40

Completed "STS Memo" document
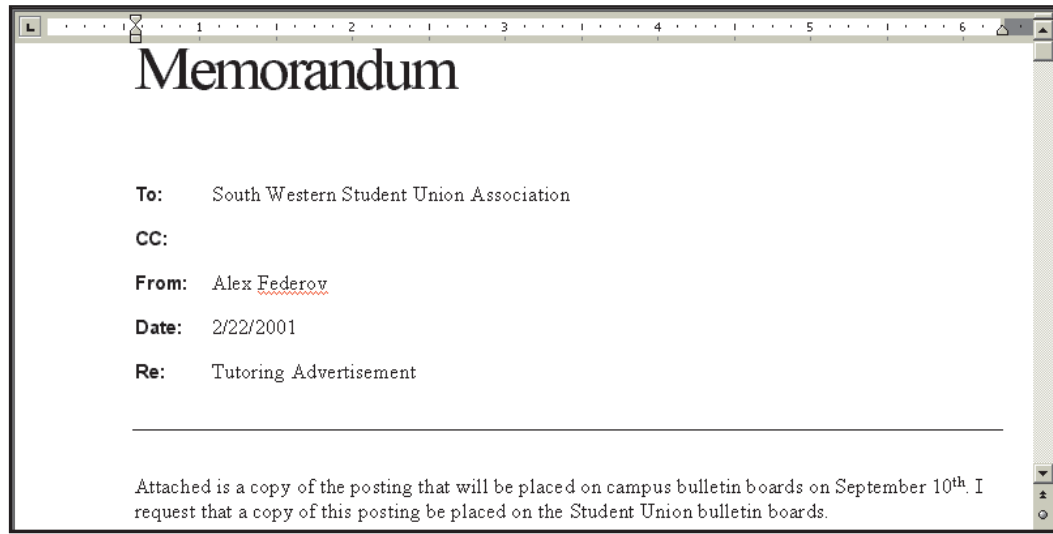
3. Alex decides that he should also place an advertisement in the SouthWestern Banner, the student newspaper. After phoning to determine the rates and get a price for his ad, he arranges to fax a copy by tomorrow morning. Alex opens the original notice file saved earlier as "STS Notice" and edits the document to resemble the following:

Personal tutoring, lab prep, and review services available.
   Computer Science 101,102,201
   Biology 101,104
   Chemistry 102,103,201,204
   Physics 101
   Reasonable rates
   For info call Alex Federov 319-4234
   E-mail: afederov@sts.com

He then saves the document again and assigns the new name of "STS Notice (Short)". Finally, he prints and then closes the revised document. The completed document appears in Figure 1.41.

Figure 1.41

Completed "STS Notice (Short)" document

Student Tutoring Services

Personal tutoring, lab prep, and review services available.
Computer Science 101, 102, 201
Biology 101, 104
Chemistry 102, 103, 201, 204
Physics 101
Reasonable rates
For info call Alex Federov 319-4234
E-mail: afederov@sts.com

4. Alex decides to fax the advertisement to the newspaper in order to meet tomorrow morning's deadline. He creates a new fax document based on the "Contemporary Fax" template and modifies the template to reflect the information shown below.

Student Tutoring Services
  302-1011 College Circle
  Dayton, Ohio   53345

To: Melody Baker
  From: Alex Federov
  Fax: 319-1234
  Re: Advertisement
  Pages: 1

Attached is a copy of the advertisement to be posted in the September 12th edition of the Banner and repeated again in the September 26th edition. I have already given you my charge card information and agree to be billed immediately in the amount of $13.57.

He now saves the document as "STS Fax". Then he prints and finally closes the document. The completed document is shown in Figure 1.42.

Figure 1.42

Completed "STS Fax" document