

GUIDE TO THE O'LEARY SERIES

The O'Leary Series is full of features designed to make learning productive and hassle free. On the following pages you will see the kind of engaging, helpful pedagogical features that have helped countless students master Microsoft Office Applications.

EASY TO FOLLOW INTRODUCTORY MATERIALS

INTRODUCTION TO MICROSOFT OFFICE 2007

Each text in the O'Leary Series opens with an Introduction to Office 2007, providing a complete overview of this version of the Microsoft Office Suite.

Overview of Microsoft Office Word 2007

What Is Word Processing?

Office Word 2007 is a word processing software application whose purpose is to help you create any type of written communication. A word processor can be used to manipulate text data to produce a letter, a report, a memo, an e-mail message, or any other type of correspondence. Text data includes a letter, number, or symbol that you can type on a keyboard. The group of text data to form words, sentences, paragraphs, and pages results in the creation of a document. Through a word processor, you can create, modify, store, retrieve, and print part or all of a document.

Word processors are one of the most widely used application software programs. Putting your thoughts in writing, from the simplest note to the most complex book, is a time-consuming process. Even more time-consuming is the task of editing and retyping the document to make it better. Word processors make errors nearly nonexistent—not because they are not made, but because they are easy to correct. Word processors let you throw away the correction fluid, scissors, paste, and erasers. Now, with a few keystrokes, you can easily correct errors, move paragraphs, and reprint your document.

Word 2007 Features

Word 2007 excels in its ability to change or edit a document. Editing involves correcting spelling, grammar, and sentence-structure errors. In addition, you can easily revise or update existing text by inserting or deleting text. For example, a document that lists prices can easily be updated to reflect new prices. A document that details procedures can be revised by deleting old procedures and inserting new ones. This is especially helpful when a document is used repeatedly. Rather than recreating the whole document, you change only the parts that need to be revised.

Revision also includes the rearrangement of selected areas of text. For example, while writing a report, you may decide to change the location of a single word or several paragraphs or pages of text. You can do it easily by cutting or removing selected text from one location, then pasting or placing the selected text in another location. The selection also can be copied from one document to another.

To help you produce a perfect document, Word 2007 includes many additional support features. The AutoCorrect feature checks the spelling and grammar in a document as text is entered. Many common errors are corrected automatically for you. Others are identified and a correction suggested. A thesaurus can be used to display alternative words that have a meaning similar or opposite to a word you entered. A Find and Replace feature can be used to quickly locate specified text and replace it with other text throughout a document. In addition, Word 2007 includes a

W00.1

What Is the 2007 Microsoft Office System?

Microsoft's 2007 Microsoft Office System is a comprehensive, integrated system of programs, servers, and services designed to solve a wide array of business needs. Although the programs can be used individually, they are designed to work together seamlessly, making it easy to connect people and organizations to information, business processes, and each other. The applications include tools used to create, discuss, communicate, and manage projects. If you share a lot of documents with other people, these features facilitate access to common documents. This version has an entirely new user interface that is designed to make it easier to perform tasks and help users more quickly take advantage of all the features in the applications. In addition, the communication and collaboration features and integration with the World Wide Web have been expanded and refined.

The 2007 Microsoft Office System is packaged in several different combinations of programs or suites. The major programs and a brief description are provided in the following table.

Program	Description
Word 2007	Word Processor program used to create text-based documents
Excel 2007	Spreadsheet program used to analyze numerical data
Access 2007	Database manager used to organize, manage, and display a database
PowerPoint 2007	Graphics presentation program used to create presentation materials
Outlook 2007	Desktop information manager and messaging client
InfoPath 2007	Used to create XML forms and documents
OneNote 2007	Note-taking and information organization tools
Publisher 2007	Tools to create and distribute publications for print, Web, and e-mail
Visio 2007	Diagramming and data visualization tools
SharePoint Designer 2007	Web site development and management for SharePoint servers
Project 2007	Project management tools
Groove 2007	Collaboration program that enables teams to work together

The four main components of Microsoft Office 2007—Word, Excel, Access, and PowerPoint—are the applications you will learn about in this series of labs. They are described in more detail in the following sections.

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Introduction to Microsoft Office 2007

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Word 2007

INTRODUCTION TO WORD 2007

Each text in the O'Leary Series also provides an overview of the specific application features.

ENGAGING LAB INTRODUCTIONS

Revising and Refining a Document LAB 2

Objectives

After completing this lab, you will know how to:


- 1 Use the Spelling and Grammar tool and the Thesaurus.
- 2 Move, cut, and copy text and formats.
- 3 Control document paging.
- 4 Find and replace text.
- 5 Insert the current date.
- 6 Change indents, line spacing, and margins.
- 7 Create a tabbed table.
- 8 Add color highlighting and underlines.
- 9 Create numbered and bulleted lists.
- 10 Create and use Building Blocks.
- 11 Insert and modify a shape.
- 12 Edit in Print Preview.
- 13 Print a document.

WD2.1

OBJECTIVES

Each lab opens with a list of objectives clearly outlining skills covered in each lab.

several suggestions for improving the flyer's style and appearance. In addition, you created a letter to be sent to clients along with your flyer. The letter briefly describes Adventure Travel's four new tours and invites clients to attend an informational presentation. Your manager likes the idea, but also wants the letter to include information about the new Adventure Travel Tours Web site and a 10 percent discount for early booking.

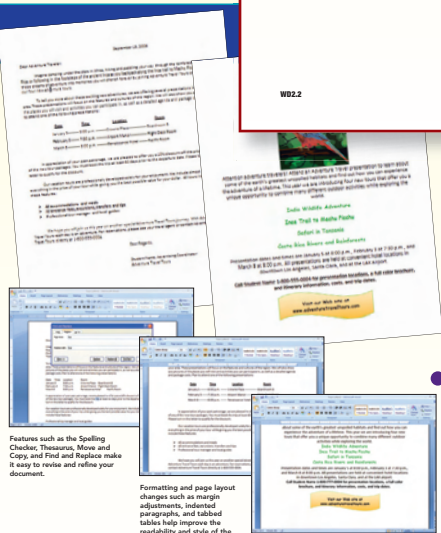


In this lab, you will learn more about editing documents so you can reorganize and refine both your flyer and a rough draft of the letter to clients. You also will learn to use many more of the formatting features included in Office Word 2007 so you can add style and interest to your documents. Formatting features can greatly improve the appearance and design of any document you produce so that it communicates its message more clearly. The completed letter and revised flyer are shown here.

WD2.2

CASE STUDIES

Case studies introduce a real-life setting that is interwoven throughout the lab. Four separate running cases provide the basis for understanding the use of applications.



Features such as the Spelling Checker, Thesaurus, Move and Copy, and Find and Replace make it easy to revise and refine your document.

Formatting and page layout changes such as margin adjustments, indented paragraphs, and tabbed tables help improve the readability and style of the document.

Graphic enhancements such as shapes add interest to a document.

WD2.3

Screen Shots of the completed lab allow you to preview what will be accomplished.

STEP-BY-STEP INSTRUCTION

NUMBERED AND BULLETED STEPS

Numbered and bulleted steps provide clear step-by-step instructions on how to complete a task, or series of tasks.

All steps and bullets appear in the left hand margin, making it easy not to miss a step.

Annotations for Figure 2.1:

- Add date
- Find a better word
- Indent paragraphs
- Find spelling and grammar errors
- Make tabbed table
- Make bulleted list and sort
- Add closing
- Increase spacing
- Find and replace with "toot"

Spell-Checking the Entire Document
The first correction you want to make is to clean up the spelling and grammar errors that Word has identified.

1 Start Office Word 2007 and open the file wd02_Tour Letter.
If necessary, change to Print Layout view at 100% zoom.
Your screen should be similar to Figure 2.1

Revising a Document **WD2.5**
Word 2007

2 Open the Review tab.
Click .
Another Method: The keyboard shortcut is (F7).
If necessary, select the Check Grammar option to turn on grammar checking.
Additional Information: You also can click the Spelling and Grammar status icon to move to the next spelling or grammar error and open the spelling context menu.
Your screen should be similar to Figure 2.2

Identified misspelled word
Starts spelling and grammar check
Suggested corrections
Turns grammar check on or off

Figure 2.2






The Spelling and Grammar dialog box is displayed, and the spelling and grammar checker has immediately located the first word that may be misspelled, "padding." The sentence with the misspelled word in red is displayed in the Not in Dictionary text box, and the word is highlighted in the document.
The Suggestions list box displays the words the spelling checker has located in the dictionary that most closely match the misspelled word. The most likely match is highlighted. Sometimes the spelling checker does not display any suggested replacements. This occurs when it cannot locate any words in the dictionaries that are similar in spelling. If no suggestions are provided, the Not in Dictionary text box simply displays the word that is highlighted in the text.
To change the spelling of the word to one of the suggested spellings, highlight the correct word in the list and then click . If there were no suggested replacements, and you did not want to use any of the option buttons, you could edit the word yourself by typing the correction in the Not in Dictionary box. In this case, the correct replacement, "padding," is already highlighted.

WD2.6 Lab 2: Revising and Refining a Document www.mhhe.com/oleary
Word 2007

AND EASY-TO-FOLLOW DESIGN



TABLES

Tables provide quick summaries of concepts and procedures for specific tasks.

To Collapse	Do This
Text below a specific heading level	Select the lowest heading you want to display from the Show/Hide Levels drop-down menu.
All subheadings and body text under a heading	Double-click  next to the heading.
Text under a heading, one level at a time	Click the heading text, and then click  Collapse.
All body text	Select the heading level you want to see from the Show/Hide Levels drop-down menu.
All body text except first line	Click  .
To Expand	Do This
All headings and body text	Select Show All Levels from the Show/Hide Levels drop-down menu.
All collapsed subheadings and body text under a heading	Double-click  next to the heading.
Collapsed text under a heading, one level at a time	Click the heading text; then click  Expand.

To change the amount of information displayed, you will collapse the display of the text under the Geography and Climate heading first. Then you will collapse everything below a level 3 heading so you can quickly check the report organization.

To correct the misspelled words and grammatical errors, you can use the context menu to correct each individual word or error, as you learned in Lab 1. However, in many cases, you may find it more efficient to wait until you are finished writing before you correct errors. Rather than continually breaking your train of thought to correct errors as you type, you can manually turn on the spelling and grammar checker to locate and correct all the errors in the document at once.

- 2 Open the Review tab.
- Click .
- Another Method**
The keyboard shortcut is **F7**.
- If necessary, select the **Check grammar** option to turn on grammar checking.
- Additional Information**
You also can click the Spelling and Grammar status icon  to move to the next spelling or grammar error and open the spelling context menu.

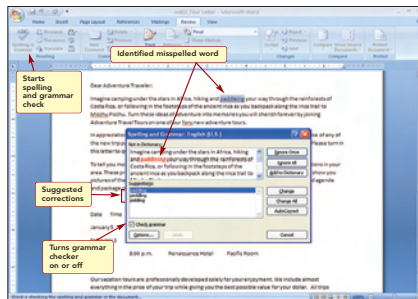


Figure 2.2

- Additional Information**
Because the contents of the list are determined only by spelling, any instances of terms that seem inappropriate in context are completely coincidental.

The Spelling and Grammar dialog box is displayed, and the spelling and grammar checker has immediately located the first word that may be misspelled, "padding." The sentence with the misspelled word in red is displayed in the Not in Dictionary text box, and the word is highlighted in the document.

The Suggestions list box displays the words the spelling checker has located in the dictionary that most closely match the misspelled word. The most likely match is highlighted. Sometimes the spelling checker does not display any suggested replacements. This occurs when it cannot locate any words in the dictionaries that are similar in spelling. If no suggestions are provided, the Not in Dictionary text box simply displays the word that is highlighted in the text.

To change the spelling of the word to one of the suggested spellings, highlight the correct word in the list and then click **Change**. If there were no suggested replacements, and you did not want to use any of the option buttons, you could edit the word yourself by typing the correction in the Not in Dictionary box. In this case, the correct replacement, "padding," is already highlighted.

- Additional Information**
The **Change All** option replaces the same word throughout the document with the word you selected in the Suggestions box.

WD2.6
Word 2007

Lab 2: Revising and Refining a Document

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- Double-click  of the Tanzania Geography and Climate heading.

- Open the **Show/Hide Levels** drop-down list.
 - Choose Level 3.
- Your screen should be similar to Figure 3.8

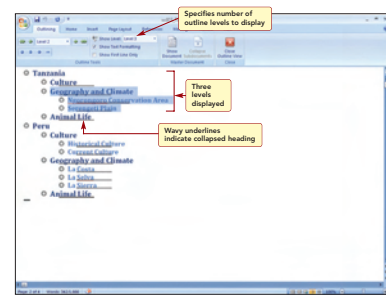


Figure 3.8

WD3.12
Word 2007

Lab 3: Creating Reports and Tables

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FIGURES

Large screen figures make it easy to identify elements and read screen content.

SCREEN CALLOUTS

Meaningful screen callouts identify the results of the steps as well as reinforce the associated concept.

SUPPORTIVE MARGINAL NOTES

1 Start Word 2007.

Having Trouble?
See "Common 2007 Office Features," page 1.10, for information on how to start the application and use features that are common to all 2007 Office applications.

- If necessary, maximize the Word 2007 application window.

Your screen should be similar to Figure 1.1

Figure 1.1

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

Additional Information
If the ruler is not displayed, click View Ruler above the vertical scroll bar to turn it on. You also can temporarily display the horizontal or vertical ruler by pointing to the top or left edge of the document window.

Additional Information
The mouse pointer also may appear in other shapes, depending upon the task being performed.

Exploring the Word 2007 Window
The Word 2007 Ribbon below the title bar consists of seven command tabs that provide access to the commands and features you will use to create and modify a document.

The large area below the toolbars currently displays a blank Word document called the **cursor**, is the blinking vertical line at the end of the document. A vertical and horizontal ruler are displayed along both edges of the document window. The document window shows the line length, margins, tab stops, and indents. The vertical ruler shows the page length in inches and shows the page length in inches and shows the page length in inches and shows the page length in inches.

The mouse pointer may appear as an arrow or right-facing arrow, depending on its position. When the mouse pointer appears as an I-beam, it is used to move text. When it appears as an arrow, it is used to select text.

ADDITIONAL INFORMATION

Additional Information offers brief asides with expanded coverage of content.

1 Press 3 times.

Your screen should be similar to Figure 1.8

Figure 1.8

Pressing the first ended the first line of text and inserted a blank line. The next two inserted blank lines.

Revealing Formatting Marks

While you are creating your document, Word automatically inserts formatting marks that control the appearance of your document. These marks are not displayed automatically so that the document is not cluttered. Sometimes, however, it is helpful to view the underlying formatting marks. Displaying these marks makes it easy to see, for example, if you have added an extra space between words or at the end of a sentence.

1 Open the Home tab and click Show/Hide in the Paragraph group.

Another Method
You also can use the keyboard shortcut **Ctrl + *** to display formatting marks.

Your screen should be similar to Figure 1.9

Figure 1.9

ANOTHER METHOD

Another Method offers additional ways to perform a procedure.

SUPPORTIVE MARGINAL NOTES

(CONTINUED)

The document now displays the formatting marks. The ¶ character on the line above the insertion point represents the pressing of [Enter] that created the blank line. The ¶ character at the end of the text represents the pressing of [Enter] that ended the line and moved the insertion point to the beginning of the next line. Between each word, a dot shows where the [Spacebar] was pressed. Formatting marks do not appear when the document is printed. You can continue to work on the document while the formatting marks are displayed, just as you did when they were hidden.

You have decided you want the flyer heading to be on two lines, with the words "four new adventures" on the second line. To do this, you will insert a blank line after the word Tours. You will move the insertion point to the location in the text where you want to insert the blank line.

- 2 Click on the right side of the "s" in "Tours" before the dot for a space.

- Press [Enter] 2 times.

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

- Press [Enter].

Your screen should be similar to Figure 1.10

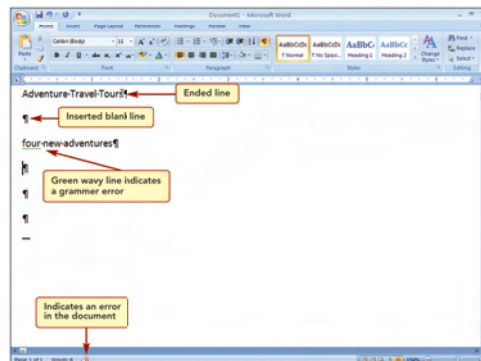


Figure 1.10

As you continue to create a document, the formatting marks are automatically adjusted.

Identifying and Correcting Errors Automatically

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

As you enter text, Word is constantly checking the document for spelling and grammar errors. The Spelling and Grammar Status icon in the status bar displays an animated pencil icon while you are typing, indicating Word is checking for errors as you type. When you stop typing, it displays either a blue checkmark, indicating the program does not detect any errors, or a red X, indicating the document contains an error.

Having Trouble?

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

Identifying and Correcting Errors Automatically

WD1.15

Word 2007

HAVING TROUBLE

Having Trouble helps resolve potential problems as you work through each lab.

- 2 Click [OK].

- Delete the closing in the letter.

- Click [Quick Parts].

- Click on the Best Regards building block.

- Save the document again.

Your screen should be similar to Figure 2.57

MORE ABOUT

See 4.1 Structure Content by Using Quick Parts in the More About Appendix to learn how to use the Building Block Organizer to sort and edit properties of building blocks.

Additional Information

You will learn more about Quick Parts and use several of the other supplied building blocks in later labs.

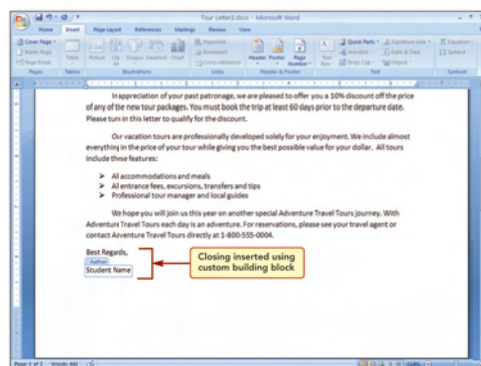


Figure 2.57

The custom building block you created appeared as a gallery item at the top of the Quick Parts menu, making it easy for you to access and use. The selected block was inserted into the document at the location of the insertion point. As you can see, using Quick Parts was much quicker than deleting the closing.

MORE ABOUT

New to this edition, the More About icon directs students to the More About Appendix found at the end of each lab. Without interrupting the flow of the text, this appendix provides additional coverage required to meet MCAS certification.



REAL WORLD APPLICATION

The default range setting, All, is the correct setting. In the Copies section, the default setting of one copy of the document is acceptable. You will print using the default print settings.

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

Click .

Your printer should be printing the document. The printed copy of the flyer should be similar to the document shown in the Case Study at the beginning of the lab.

Exiting Word

You are finished working on the flyer for now and want to save the last few changes you have made to the document and close the Word application. The **File > Exit** command in the File menu is used to quit the Word program. Alternatively, you can click the **[X]** Close button in the application window title bar. If you attempt to close the application without first saving your document, Word displays a warning asking if you want to save your work. If you do not save your work and you exit the application, any changes you made since last saving it are lost.

Another Method
The keyboard shortcut for the Exit command is **(Alt) + (F4)**.

1 Click **[X]** Close.

Click to save the changes you made to the file.

The Windows desktop is visible again.
If multiple word documents are open, clicking **[X]** closes the application window containing the document you are viewing only.

Focus on Careers

EXPLORE YOUR CAREER OPTIONS

Food Service Manager
Have you noticed flyers around your campus advertising job positions? Many of these jobs are in the food service industry. Food service managers are traditionally responsible for overseeing the kitchen and dining room. However, these positions increasingly involve administrative tasks, including recruiting new employees. As a food service manager, your position would likely include creating newspaper notices and flyers to attract new staff. These flyers should be eye-catching and error-free. The typical salary range of a food service manager is \$34,000 to \$41,700. Demand for skilled food service managers is expected to increase through 2010.

Exiting Word **WD1.71**
Word 2007

FOCUS ON CAREERS

Focus on Careers provides an example of how the material covered may be applied in the “real world.”

Each lab highlights a specific career, ranging from Forensic Science technician to food services manager, and presents job responsibilities and salary ranges for each.

CONTINUING CASE STUDIES

Within each series application, the same Case Study is used to illustrate concepts and procedures.

Case Study

Adventure Travel Tours

Adventure Travel Tours provides information on their tours in a variety of forms. Travel brochures, for instance, contain basic tour information in a promotional format and are designed to entice potential clients to sign up for a tour. More detailed regional information packets are given to people who have already signed up for a tour, so they can prepare for their vacation. These packets include facts about each region's climate, geography, and culture. Additional informational formats include pages on Adventure Travel's Web site and scheduled group presentations.

Part of your responsibility as advertising coordinator is to gather the information

that Adventure Travel will publicize about each regional tour. Specifically, you have been asked to provide background information for two of the new tours: the Tanzania Safari and the Machu Picchu trail. Because this information is used in a variety of formats, your research needs to be easily adapted. You will therefore present your facts in the form of a general report on Tanzania and Peru.

In this lab, you will learn to use many of the features of Office Word 2007 that make it easy to create an attractive and well-organized report. A portion of the completed report is shown here.



AND INTEGRATION

Working Together 1: Word 2007 and Your Web Browser

Case Study

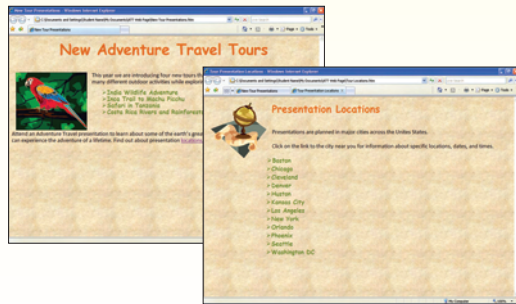
Adventure Travel Tours

The Adventure Travel Tours Web site is used to promote its products and broaden its audience of customers. In addition to the obvious marketing and sales potential, it provides an avenue for interaction between the company and the customer to improve customer service. The company also uses the Web site to provide articles of interest to customers. The articles, which include topics such as travel background information and descriptions, changes on a monthly basis as an added incentive for readers to return to the site.

You want to use the flyer you developed to promote the new tours and presentations on the Web

site. To do this, you will use Word 2007's Web-editing features that help you create a Web page quickly and easily. While using the Web-editing features, you will be working with Word and with a Web browser application. This capability of all 2007 Microsoft Office applications to work together and with other applications makes it easy to share and exchange information between applications. Your completed Web pages are shown here.

Note: The Working Together tutorial is designed to show how two applications work together and to present a basic introduction to creating Web pages.



WDWT1.1

Lab Exercises

step-by-step

Adding a New Web Page ★

1. You want to continue working on the Web pages about the new tour presentations for the Adventure Travel Web site. Your next step is to create links from each location on the Presentation Locations Web page to information about each location's presentation date and times. Your completed Web page for the Los Angeles area should be similar to the one shown here.

a. In Word, open the Web page file **Tour Locations** you created in this lab.

b. Open the document **wdwt_LosAngeles**. Save the document as a Web page to the ATT Web Page folder with the file name **LosAngeles** and a page title of **Los Angeles Presentation Information**.

c. Change the page color to a gradient fill effect of your choice. Change the first title line to the Title style and the second title line to a Heading 1 style. Change the title lines to a color of your choice.

d. Increase the font size of the table to 12 points. Add color to the table headings. Enhance the Web page with any features you feel are appropriate.

e. Two lines below the table, add the text **Contact [your name] at (909) 555-1212 for more information**. Apply the Emphasis style to this line and increase the font size to 14 points.

f. On the Tour Locations page, create a link from the Los Angeles text to the Los Angeles page. Test the link.

g. Resave both Web pages and preview them in your browser. Print the Los Angeles Web page.

h. Exit the browser and Word.



Lab Exercises WDWT1.19
Word 2007

WORKING TOGETHER LABS

At the completion of the brief and introductory texts, a final lab demonstrates the integration of MS office applications. Each Working Together lab contains a complete set of end-of-chapter materials.

2. Switch to the New Tour Presentations window.
- Add the following text to the end of the last paragraph: Find out about presentation locations, dates, and times.
- Select the text "locations, dates, and times."
- Open the Insert tab.
- Select **Hyperlink** from the Links group.

Another Method
The keyboard shortcut is **Ctrl + K**.

Your screen should be similar to Figure 12

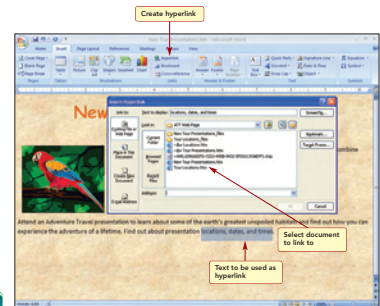


Figure 12

From the Insert Hyperlink dialog box, you need to specify the name of the document you want the link to connect to.

3. Select **Tour Locations.htm** from the file list.
- Click **OK**.
- Save the document.

Your screen should be similar to Figure 13

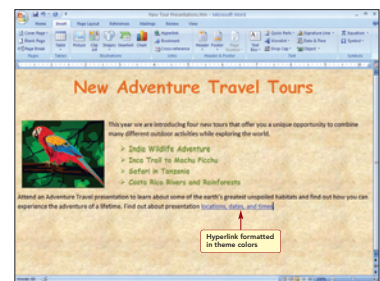


Figure 13

WDWT1.12
Word 2007

Working Together 1: Word 2007 and Your Web Browser

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REINFORCED CONCEPTS

CONCEPT PREVIEW

Concept Previews provide an overview to the concepts that will be presented throughout the lab.

Concept Preview

The following concepts will be introduced in this lab:

- 1 **Grammar Checker** The grammar checker advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.
- 2 **Spelling Checker** The spelling checker advises you of misspelled words as you create and edit a document, and proposes possible corrections.
- 3 **AutoCorrect** The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically corrects the entry.
- 4 **Word Wrap** The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings.
- 5 **Font and Font Size** Font, also commonly referred to as a typeface, is a set of characters with a specific design that has one or more font sizes.
- 6 **Alignment** Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.
- 7 **Graphics** A graphic is a nontext element or object such as a drawing or picture that can be added to a document.

CONCEPT BOXES

Concept boxes appear throughout the lab providing clear, concise explanations and serving as a valuable study aid.

Introducing Office Word 2007

Adventure Travel Tours has recently upgraded their computer systems at all locations across the country. As part of the upgrade, they have installed the latest version of the Microsoft Office 2007 suite of applications. You are very excited to see how this new and powerful application can help you create professional letters and reports as well as eye-catching flyers and newsletters.

Starting Office Word 2007

ation Microsoft Office System,
e new tours and presentations.

- 3 Click outside the menu to close it.
- Open the spelling context menu for "lern" and choose "learn".

The spelling is corrected, and the spelling indicator in the status bar indicates that the document is free of errors.

Using Word Wrap

Now you will continue entering more of the paragraph. As you type, when the text gets close to the right margin, do not press **(←+Enter)** to move to the next line. Word will automatically wrap words to the next line as needed.

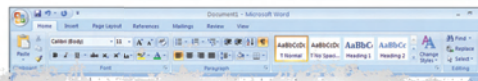
Concept 4

Word Wrap

- 4 The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings. This feature saves time when entering text because you do not need to press **(←+Enter)** at the end of a full line to begin a new line. The only time you need to press **(←+Enter)** is to end a paragraph, to insert blank lines, or to create a short line such as a salutation. In addition, if you change the margins or insert or delete text on a line, the program automatically readjusts the text on the line to fit within the new margin settings. Word wrap is common to all word processors.

Enter the following text to complete the sentence.

- 1 Press **(End)** to move to the end of the line.



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REINFORCED CONCEPTS (CONTINUED)

CONCEPT SUMMARIES

The Concept Summary offers a visual summary of the concepts presented throughout the lab.

Concept Summary

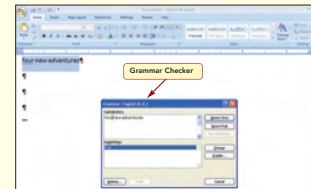


LAB 1

Creating and Editing a Document

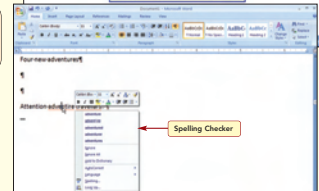
Grammar Checker (WD1.16)

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



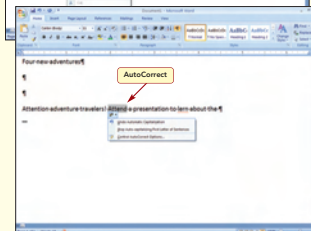
Spelling Checker (WD1.19)

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



AutoCorrect (WD1.21)

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



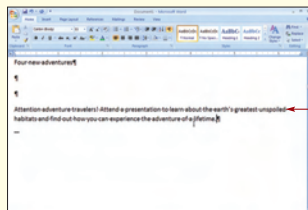
Lab 1: Creating and Editing a Document

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2007

Word Wrap (WD1.23)

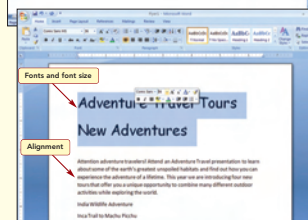
The word wrap feature automatically decides where to end a line and wraps text to the next line based on the margin settings.



Word Wrap

Fonts and Font Size (WD1.46)

A font, also commonly referred to as a typeface, is a set of characters with a specific design that has one or more font sizes.



Fonts and font size

Alignment

Alignment (WD1.56)

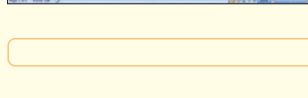
Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.



Graphics

Graphics (WD1.59)

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



Concept Summary

WD1.73

Word 2007

LAB REVIEW

KEY TERMS

Includes a list of all bolded terms with page references.

Lab Review

LAB 3
Creating Reports and Tables

key terms

bibliography WD3.41	footnote WD3.47	section WD3.80
caption WD3.55	header WD3.79	section break WD3.80
call WD3.62	heading style WD3.7	sort WD3.66
citations WD3.41	inline object WD3.52	split window WD3.57
Click and Type WD3.27	navigation window WD3.37	table WD3.62
cross-reference WD3.55	note pane WD3.48	table of contents WD3.33
Document Map WD3.37	note reference mark WD3.47	table of figures WD3.72
document theme WD3.21	note separator WD3.47	table reference WD3.62
drawing layer WD3.52	note text WD3.47	text box WD3.57
endnote WD3.47	placeholder WD3.18	text wrapping WD3.52
floating object WD3.52	quick style WD3.7	thumbnails WD3.39
footer WD3.79		

COMMAND SUMMARY

Command Summaries provide a table of commands and keyboard and toolbar shortcuts for all commands used in the lab.

command summary

Command	Shortcut	Action
Office Button		
Opens file menu		
New	(Ctrl) + N	Opens new blank document
Open	(Ctrl) + O	Opens existing document file
Save	(Ctrl) + S	Saves document using same file name
Save As		Saves document using a new file name, type, and/or location
Print	(Ctrl) + P	Prints document
Prepare/Properties		Opens Document Information Panel
Close	(Ctrl) + (F4)	Closes document
Exit	(Alt) + (F4)	Exit Word application
Quick Access Toolbar		
Save	(Ctrl) + S	Saves document using same file name
Undo	(Ctrl) + Z	Restores last editing change
Redo	(Ctrl) + Y	Restores last Undo or repeats last command or action
Home Tab		
Font Group		
Font		Changes typeface
Size		Changes font size
Clear Formatting		Remove all formatting from selection
Bold	(Ctrl) + B	Adds/removes bold effect
Italic	(Ctrl) + I	Adds/removes italic effect
Change Case		Changes case of selected text
Color		Changes text to selected color
Paragraph group		
Show/Hide	(Ctrl) + (C) + *	Displays or hides formatting marks
Align Text Left	(Ctrl) + L	Aligns text to left margin
Center	(Ctrl) + E	Centers text between left and right margins
Align Text Right	(Ctrl) + R	Aligns text to right margin
Justify	(Ctrl) + J	Aligns text equally between left and right margins
Insert Tab		
Illustrations group		
		Inserts selected picture

Lab Exercises

screen identification

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

Lab Exercises

9. A set of characters with a specific design is called a(n) _____.

- style
- font
- Auto-Format
- Design

10. A(n) _____ is text or pictures that appear behind document text.

- graphic
- watermark
- embedded object
- thumbnail

true/false

Circle the correct answer to the following questions.

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

END-OF-CHAPTER MATERIALS

Lab Exercises reinforce the terminology and concepts presented in the lab through Screen Identification, Matching, Multiple Choice, True/False, and Fill-in questions.

Lab Exercises

matching

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

1.	_____	a. undoes last command
2. font	_____	b. moves to the top of the document
3. sans serif	_____	c. feature that automatically begins a new line when text reaches the right margin
4. alignment	_____	d. pictures and clip art
5. (Ctrl) + h	_____	e. shows dialog box
6. graphics	_____	f. type style that can be applied to text
7.	_____	g. font size measurement
8. word wrap	_____	h. controls paragraph positioning between the margins
9. point	_____	i. saves a document using the same file name
10.	_____	j. font without a fair at the base of

multiple choice

Circle the correct response to the questions below.

- Document development follows these steps.
 - plan, edit, enter, format, preview, and print
 - enter, edit, format, preview, and print
 - plan, enter, edit, format, preview, and print
 - design, enter, edit, format, preview, and print
- The feature makes some basic assumptions about the text entered changes based on those assumptions.
 - AutoChange
 - AutoFormat
 - AutoText
 - AutoCorrect

AND SKILL DEVELOPMENT

LAB EXERCISES

Lab Exercises provide hands-on practice and develop critical thinking skills through step-by-step and on-your-own practice exercises. Many cases in the practice exercises tie to a running case used in another application lab. This helps demonstrate the use of the four applications across a common case setting. For example, the Adventure Tours case used in Word is continued in practice exercises in Excel, Access, and PowerPoint.

ON YOUR OWN

Lab Exercises

on your own

Creating a Flyer ★

1. Adventure Travel Tours is offering a great deal on a Day of the Dead Bicycle Tour in Mexico. Research the Day of the Dead celebration using the Web as a resource. Then, using the features of Word you have learned so far, create a flyer that will advertise this tour. Be sure to use at least two colors of text, two sizes of text, and two kinds of paragraph alignment. Include a graphic from the Clip Organizer. Include your name at the bottom of the flyer. Include your name in the file properties as author and the file name as the title. Save the document as *Mexico Adventure*.

Creating a Swimming Pool Rules Flyer ★★

2. You work in the community pool and have been asked to create a flyer to post that identifies the rules swimmers should follow when using the pool. Create a flyer that explains the five most important rules to follow while swimming at the pool. Use a piece of clip art to liven up your flyer. Include different font sizes, paragraph alignments, and other formatting features to make the flyer attractive. Apply different font colors for each rule. Include a page border. Include your name at the bottom of the flyer. Include your name in the file properties as author and the file name as the title. Save the document as *Pool Rules*.

Astronomy Class Memo ★★★

3. The city of Gilbert, Arizona, has recently built a \$100,000 observatory that includes a \$20,000 telescope in a local park. The observatory is open evenings for small groups of five to six people to take turns looking through the 16-inch telescope's eyepiece. The use of the observatory is free. The city has decided to offer classes for the community to learn how to use the telescope and to teach about astronomy. As a trial run, the class will first be offered to city employees and their families. You want to notify all employees about the observatory and the class by including a memo with their paycheck. Using Hands-On Exercise 1 as a model, provide information about when and where the class will be held. Include information about how people sign up for the class. Include your name in the file properties as author and the file name as the title. Save the memo as *Astronomy Class*.

Volunteer Opportunities ★★★

4. Many community groups, hospitals, libraries, and churches are looking for volunteers to assist in their programs. Volunteering has rewards for both the volunteer and the community. Using the Web as a resource, research volunteer opportunities in your community. Then write a one-page report that includes information about two volunteer groups for which you would like to volunteer. Include information about what the organization does for the community. Also include the skills you have to offer and the amount of time you can commit as volunteer. Include a title at the top of the document and your name and the current date below the title. Center the title lines. Use at least two colors of text, two sizes of text, and two kinds of paragraph alignment. Include a graphic from the Clip Organizer. Include your name in the file properties as author and the file name as the title. Save the document as *Volunteer Opportunities*.

Writing a Career Report ★★★

5. Using the library or the Web, research information about your chosen career. Write a one-page report about your findings that includes information on these areas: Career Description; Educational Requirements; Salary and Employment projections. Include a title at the top of the document and your name and the current date below the title. Center the title lines. Justify the paragraphs. Include your name in the file properties as author and the file name as the title. Save the document as *Career Report*.

Lab Exercises

Hands-On Exercises

Step-by-Step

rating system
★ Easy
★★ Moderate
★★★ Difficult

Asking for Input Memo ★

1. Adventure Travel Tours is planning to update its Web site in the near future. You have been asked to solicit suggestions from the travel agents about changes they would like to see made to the current Web site. You decide to send all the travel agents a memo asking them for their input. Your completed memo will be similar to the one shown here.

a. Open a blank Word 2007 document and create the following memo in Draft view. Press (F5) twice after you type the colons (:) following To in the memo header. Press (F5) once after the From and Date lines. This will make the information following the colons line up evenly. Enter a blank line between paragraphs.

To: Travel Agents
From: Student Name
Date: September 15, 2008

The Adventure Travel Tours Web site was designed with travel agents in mind. But as you know, the role of the travel agent is changing. In order to keep up with these changes we plan to begin work on updating the Adventure Travel Tours Web site.

In preparation for this project, I would like your input about the content that will only be available to travel agents. In the next few days as you work with clients please note what can be changed to make it easier for you to book travel, and then send your comments back to me. All suggestions for changes are welcome and will be considered for our improved Web site.

Thank you in advance for your input.

b. Correct any spelling and grammar errors that are identified.

c. Turn on the display of formatting marks. Check the document and remove any extra blank spaces between words or at the end of lines.

d. Save the document as *Web Site Memo* in your data file location.

e. Switch to Print Layout view.


f. End the first sentence after the word "mind". Capitalize the following word, but. Insert the text

These exercises have a rating system from easy to difficult and test your ability to apply the knowledge you have gained in each lab. Exercises that build off of previous exercises are noted with a Continuing Exercise icon.

Expanding the Note-Taking Skills Handout ★

1. You are continuing to work on the handout to supplement your lecture on note-taking skills and tips. Although the content is nearly complete, there are several more tips you need to add to the document. You also want to rearrange the order of the tips. This handout is also going to be included in the freshman orientation information packet and

Tips for Taking Better Classroom Notes



rating system

★ Easy
★★ Moderate
★★★ Difficult

END OF BOOK RESOURCES

2007 Word Brief Command Summary

Command	Shortcut	Action
Office Button Opens File menu		
New	Ctrl + N	Opens new document
Open	Ctrl + O	Opens existing document file
Save	Ctrl + S,	Saves document using same file name
Save As		Saves document using a new file name, type, and/or location
Save as/Save As type/ Web Page		Saves file as a Web page document
Print	Ctrl + P	Specify print settings before printing document
Print/Print Preview		Displays document as it will appear when printed
Print/Quick Print		Prints document using default printer settings
Prepare/Properties		Opens document information panel
Close	Ctrl + F4	Closes document
+/Proofing		Changes settings associated with Spelling and Grammar checking
+/Advanced/ Mark formatting inconsistencies		Checks for formatting inconsistencies
X, Word	Alt + F4, X	Closes the Word application
Quick Access Toolbar		
Save		Saves document using same file name
Undo	Ctrl + Z	Restores last editing change
Redo	Ctrl + Y	Restores last Undo or repeats last command or action
Home tab		
Clipboard Group		
Cut	Ctrl + X	Cuts selection to Clipboard
Copy	Ctrl + C	Copies selection to Clipboard
Paste	Ctrl + V	Pastes item from Clipboard
Format Painter		Copies format to selection

2007 Word Brief Command Summary

WDCS.1

Word 2007

COMPREHENSIVE COMMAND SUMMARY

Provides a table of commands and keyboard and toolbar shortcuts for all commands used throughout the entire text.

Command	Shortcut	Action
Font Group		
Font		Changes typeface
Size		Changes font size
Grow Font		Increases font size
Clear Formatting		Clears all formatting from selected text, leaving plain text
Bold	Ctrl + B	Makes selected text bold
Italic	Ctrl + I	Applies italic effect to selected text
Underline	Ctrl + U	Adds underline below selected text
Change Case		Changes case of selected text
Text Highlight Color		Applies highlight color to selection
Font Color		Changes selected text to selected color
Paragraph group		
Bullets		Creates a bulleted list
Numbering		Creates a numbered list
Indents and Spacing		Indents paragraph from left margin
Sort		Rearranges items in a selection into ascending alphabetical/numerical order
Show/Hide	Ctrl + Shift + *	Displays or hides formatting marks
Align text Left	Ctrl + L	Aligns text to left margin
Center	Ctrl + E	Centers text between left and right margins
Align text Right	Ctrl + R	Aligns text to right margin
Justify	Ctrl + J	Aligns text equally between left and right margins
Line Spacing	Ctrl + #	Changes amount of white space between lines
Styles Group		
More		Opens Quick Styles gallery
Editing Group		
Find	Ctrl + F	Locates specified text
Replace	Ctrl + H	Locates and replaces specified text
Insert tab		
Pages group		
Cover Page		Inserts a preformatted cover page
Blank Page		Inserts a blank page
Page Break	Ctrl + Enter	Inserts a hard page break
Tables group		
Table		Inserts a table

WDCS.2

2007 Word Brief Command Summary

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GLOSSARY

Bolded terms found throughout the text are defined in the glossary.

Glossary of Key Terms

active window The window containing the insertion point and that will be affected by any changes you make.

alignment How text is positioned on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.

antonym A word with the opposite meaning.

author The process of creating a Web page.

AutoCorrect A feature that makes basic assumptions about the text you are typing and automatically corrects the entry.

bibliography A listing of source references that appears at the end of the document.

browser A program that connects you to remote computers and displays the Web pages you request.

building blocks Document fragments that include text and formatting and that can be easily inserted into a document.

bulleted list Displays items that logically fall out from a paragraph into a list, with items preceded by bullets.

caption A title or explanation for a table, picture, or graph.

case sensitive The capability to distinguish between uppercase and lowercase characters.

cell The intersection of a column and row where data are entered in a table.

character formatting Formatting features such as bold and color that affect the selected characters only.

citations Parenthetical source references that give credit for specific information included in a document.

Click and Type A feature available in Print Layout and Web Layout views that is used to quickly insert text, graphics, and other items in

a blank area of a document, avoiding the need to enter blank lines.

clip art Professionally drawn graphics.

control A graphic element that is a container for information or objects.

cross-reference A reference in one part of a document related to information in another part.

cursor The blinking vertical bar that shows you where the next character you type will appear. Also called the insertion point.

custom dictionary A dictionary of terms you have entered that are not in the main dictionary of the spelling checker.

default The initial Word document settings that can be changed to customize documents.

destination The location to which text is moved or copied.

Document Map A feature that displays the headings in the document in the navigation window.

document properties Details about a document that describe or identify it and are saved with the document content.

document theme A predefined set of formatting choices that can be applied to an entire document in one simple step.

document window The area of the application window that displays the contents of the open document.

drag and drop A mouse procedure that moves or copies a selection to a new location.

drawing layer The layer above or below the text layer where floating objects are inserted.

drawing object A simple object consisting of shapes such as lines and boxes.

edit The process of changing and correcting existing text in a document.

Glossary of Key Terms

WDG.1

Word 2007

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Sample Chapters

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Timothy J. O'Leary, Arizona State University
Linda I. O'Leary

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office 2007

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