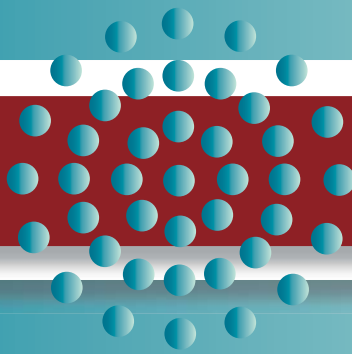


# unit 1



## BASIC SKILLS

Lesson 1	Creating a Document	2
Lesson 2	Selecting and Editing Text	30
Lesson 3	Formatting Characters	62
Lesson 4	Writing Tools	92
UNIT 1	APPLICATIONS	123

# Lesson 1

## Creating a Document

### OBJECTIVES

MICROSOFT  
OFFICE SPECIALIST  
ACTIVITIES

**In this lesson:**  
WW 07 6.1.1

*After completing this lesson, you will be able to:*

1. Start Word.
2. Identify parts of the Word Screen.
3. Key text into a document.
4. Edit text.
5. Name and save a document.
6. Print a document.
7. Close a document and exit Word.

Estimated Time: 1 hour

Microsoft Word is a versatile, easy-to-use word processing program that helps you create letters, memos, reports, and other types of documents. This lesson begins with an overview of the Word screen. Then you learn how to create, edit, name, save, print, and close a document.

#### ☑ OBJECTIVE 1

### Starting Word

There are several ways to start Word, depending on your system setup and personal preferences. For example, you can use the Start button on the Windows taskbar or double-click a Word shortcut icon that might be on your desktop.



#### NOTE

Windows provides many ways to start applications. If you have problems, ask your instructor for help.



#### PREPARE

Point out to students that the learning objectives show what they will learn in the lesson. Each heading in the lesson correlates to a learning objective.

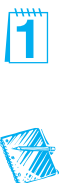
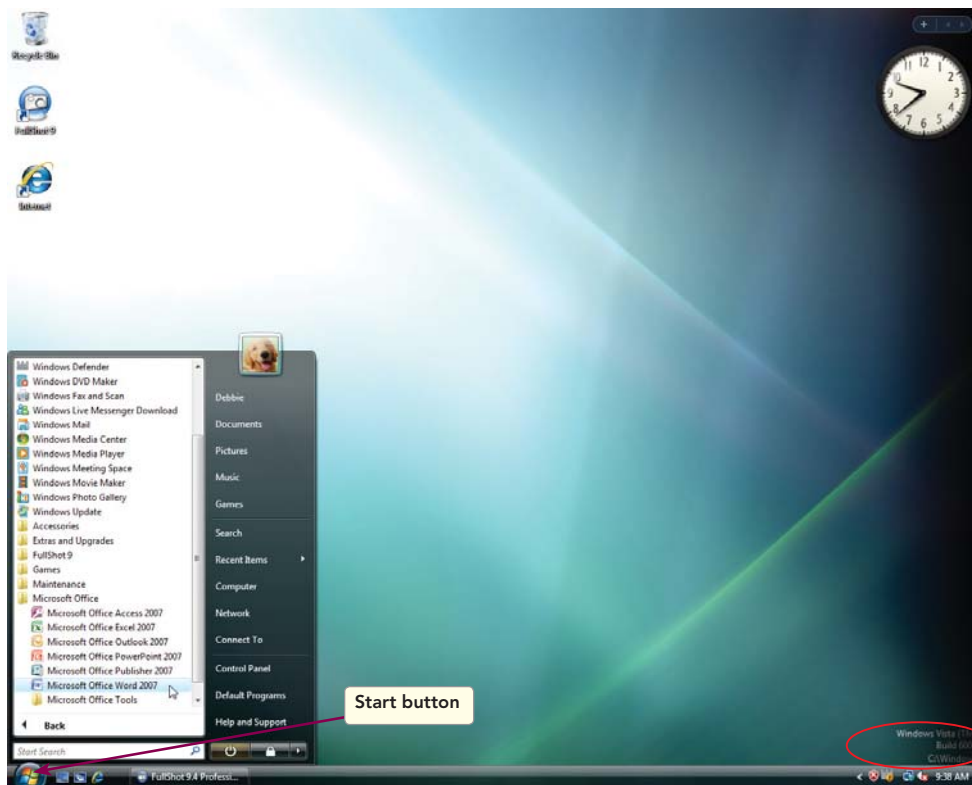


#### TEACH

##### Teaching Resources:

This text is supported by classroom presentations in a PowerPoint format. For this lesson, use Word Classroom Presentation 1.


**Figure 1-1**  
Starting Word from  
the Windows taskbar



**NOTE**


Your screen will differ from the screen shown in Figure 1-1 depending on the programs installed on your computer.

**Exercise 1-1** **START WORD**

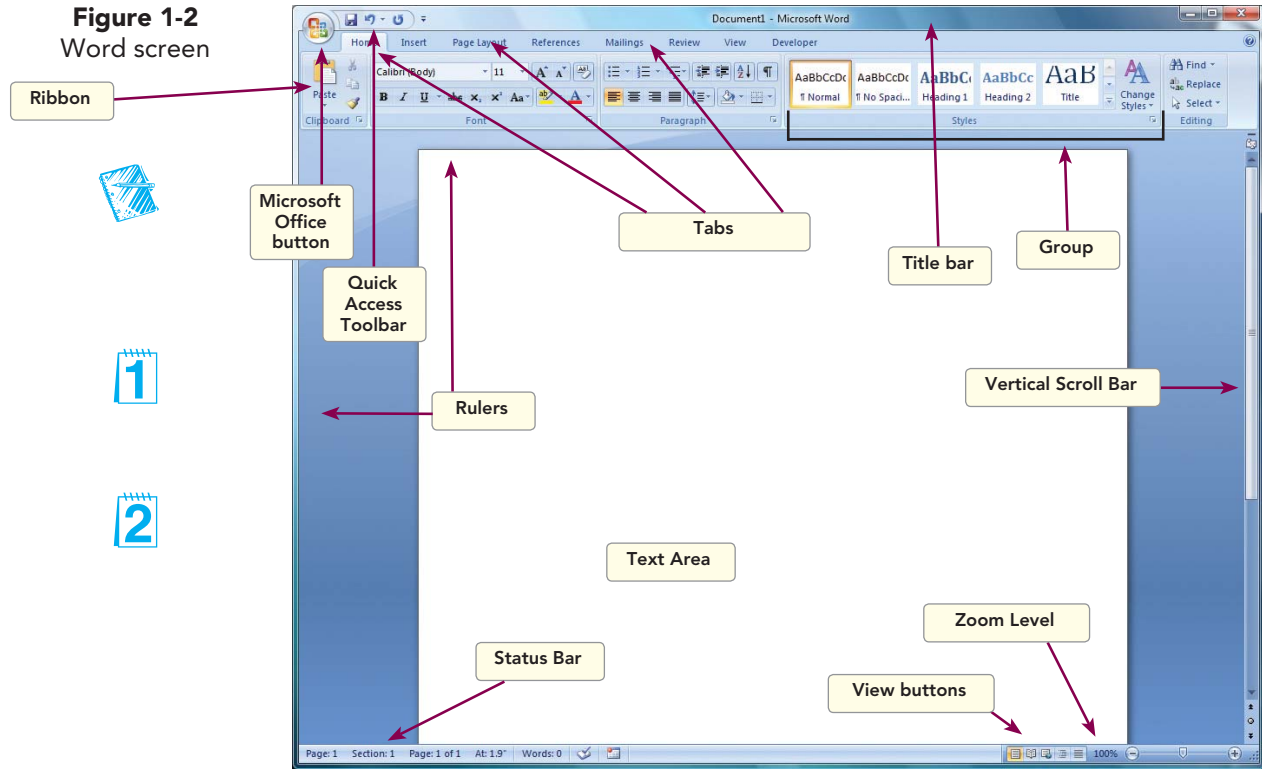
1. Turn on your computer. Windows loads.
2. Click the Start button  on the Windows taskbar and point to **All Programs**.
3. On the All Programs menu, click **Microsoft Office**, and then click **Microsoft Office Word 2007**. In a few seconds, the program is loaded and the Word screen appears.



**NOTE**

The document displays in Print Layout view. The Print Layout button  appears in the lower right corner of your screen.

**Figure 1-2**  
Word screen



**TABLE 1-1** Parts of the Word Screen

Part of Screen	Purpose
Microsoft Office Button	Displays the File menu, recently opened documents, and a command button to access Word Options.
Quick Access Toolbar	Displays icons for save, undo, and repeat. The Quick Access Toolbar can be customized, and the Quick Access Toolbar commands are available for all tabs on the Ribbon.
Title bar	Displays the name of the current document. The opening Word screen is always named "Document1."
Ribbon	Displays contextual tabs. Tabs contain groups of related commands. Commands can be buttons, menus, or drop-down list boxes.
Ruler	Shows placement of margins, indents, and tabs. The horizontal and vertical rulers display in Print Layout view.
Text area	Displays the text and graphics in the document.
Scroll bars	Used with the mouse to move right or left and up or down within a document.
Status bar	Displays the page number and page count of the document, the document view buttons, and the zoom control. It also displays the current mode of operation. The Status bar can be customized.

 OBJECTIVE 2

## Identifying Parts of the Word Screen



To become familiar with Word, start by identifying the parts of the screen you will work with extensively, such as the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. As you practice using Word commands, you will see *ScreenTips* to help you identify screen elements such as buttons and commands.

### Exercise 1-2 IDENTIFY THE MICROSOFT OFFICE BUTTON AND THE QUICK ACCESS TOOLBAR

 1

The *Microsoft Office Button* displays the File menu which lists the commands to create, open, save, and print a document. Recently opened documents also appear when the File menu displays. The *Quick Access Toolbar* contains frequently used commands and is positioned to the right of the Microsoft Office Button and above the Ribbon by default. The commands on the Quick Access Toolbar are available for all tabs in the Ribbon.



1. Move the mouse pointer to the Microsoft Office Button . Notice a ScreenTip displays when you point to the button. Click the left mouse button to open the File menu. Word displays the File menu and a list of documents recently opened. The Word default setting is to show up to 17 documents in Recent Documents.
2. Click the text area to close the File menu.
3. Move the mouse pointer to the right of the Microsoft Office Button and point to the **Save** button . A ScreenTip and a keyboard shortcut to save a document display.



#### NOTE

You can also close the File menu by pressing **[Esc]** or click the Microsoft Office Button.


 2


4. Point to the commands to the right of the Save command. Notice each command includes descriptive text and a keyboard shortcut. The Save, Undo, and Repeat commands are located in the Quick Access Toolbar by default. The Quick Access Toolbar contains commands you will use frequently and displays for each tab on the Ribbon.



#### TIP


Commands may appear in more than one location. For example, you can save a document by choosing **Save** from the File menu, by clicking the **Save** command on the Quick Access Toolbar, or by pressing **[Ctrl]+[S]**.

 **Objective 2 Assignment:** Exercise 1-13 (Skills Review) can be assigned after completing Objective 2.

 1

You can place the Quick Access Toolbar below the Ribbon. Click the Customize Quick Access Toolbar button on the Quick Access Toolbar.

 2

Enhanced ScreenTips include a link to a Help topic. Press  for Help.

**Figure 1-3**  
Displaying Microsoft  
Office button  
commands

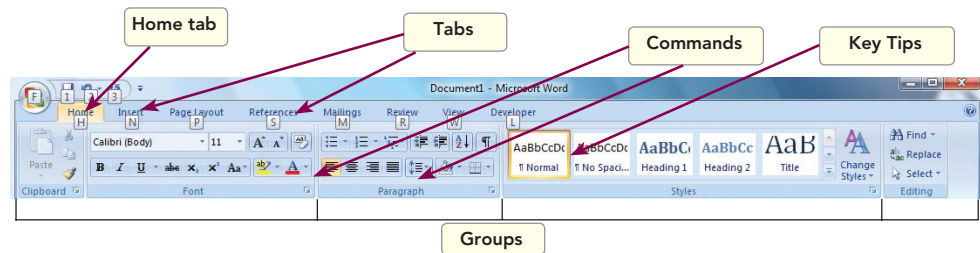


### Exercise 1-3 IDENTIFY RIBBON COMMANDS



When you start Word, the Ribbon appears with the Home tab selected. The Ribbon consists of seven tabs by default. Each tab contains a group of related commands, and the number of commands for each tab varies. A command can be one of several formats. The most popular formats include buttons and drop-down lists. You can access Ribbon commands by using the mouse or Access Keys. Access Keys display badges or Key Tips. *Key Tips* are lettered or numbered squares that access or execute commands.

**Figure 1-4**  
Ribbon



Word Classroom Presentation 1.



Make sure students do not click the Exit Word button in the File menu.



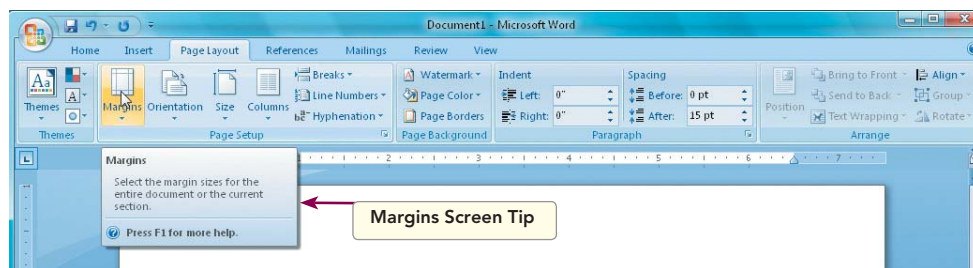
Students might accidentally click the mouse button when moving the pointer over a Ribbon command. You might need to instruct students on how to close a dialog box or stop a procedure.

1. Move the mouse pointer to the **Insert** tab on the Ribbon and click **Insert**. Notice the change in the number and types of groups displayed. When you point to a Ribbon tab, the name of the tab is highlighted but not active. Click the Ribbon tab to display the commands.
2. Click the **Page Layout** tab. There are five groups of commands on the Page Layout tab.

1

2

**Figure 1-5**  
Displaying the Page  
Layout tab

**NOTE**

Any Ribbon command with a light gray icon is currently not available. However, you can still identify the button by pointing to it with the mouse.

3

**TIP**

The keyboard shortcut to minimize the Ribbon is **Ctrl+F1**. To restore the Ribbon, press **Ctrl+F1**.

**NOTE**

The Quick Access Toolbar Key Tips are executed immediately.

3. Click the **Page Layout** tab if necessary, and point to the **Margins** command. Read the ScreenTip.
4. Click the **Home** tab. Notice the groups and buttons available for formatting and editing.
5. Double-click the **Home** tab. The Ribbon is minimized.
6. Click the **Home** tab to restore the Ribbon.
7. Press the **Alt** key. Small lettered or numbered squares, called badges, appear on the Microsoft Office Button, Quick Access Toolbar, and Ribbon. The letters and numbers represent Key Tips and are used to execute a command.
8. Press the letter **P** on the keyboard to select the **Page Layout** tab.
9. Press the letter **M** on the keyboard to display the **Margins** gallery. Press **Esc** to close the gallery.



Word Classroom  
Presentation 1.

1

The Ribbon adapts to the task. For example, the Insert tab is used to add pages, text, shapes, illustrations, or other objects to a document. The Home tab contains commands for editing and formatting a document.

2

There are also Ribbon tabs that are hidden from view by default. For example, the Picture Tools tab displays when a picture or clip art object is selected. If a picture is not selected, the tab does not display. The Drawing Tools tab displays when a shape is selected.

3

Point out that Ribbon commands and Quick Access Toolbar commands may appear gray. For example, the Cut command on the Home tab is gray unless text is selected.

TABLE 1-2 Ribbon Access Keys

Keystroke	Purpose
	Select the active tab of the Ribbon and display badges for Key Tips. Press  a second time to cancel the access keys.
,  or	Select the active tab of the Ribbon and move to the next or previous tab.
,  or	Select the active tab of the Ribbon and move to the next or previous item on the Ribbon.
,	Select the active tab of the Ribbon and move to the first command of the first group. Each time you press  you move to the next command of the group. When you reach the last command of the group, press  to move to the next group of commands.
,  +	Rotate through Ribbon commands in the reverse direction.
,	Display Key Tips if they disappear.

1

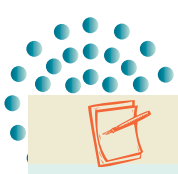
## Exercise 1-4 IDENTIFY COMMANDS

2

Use the Ribbon to locate and execute commands to format and edit your document. Commands also control the appearance of the Word screen.

1. Activate the **Home** tab.
2. Locate the Paragraph group and click the Show/Hide ¶ button . This button is used to show or hide formatting marks on the screen. You can see special formatting for spaces, paragraph marks, and tab characters. The command toggles between show and hide.
3. Locate the vertical scroll bar and click the View Ruler button . Notice the rulers disappear from the Word screen. Click the View Ruler button again to display the rulers.
4. Locate the Zoom button on the status bar.

5. Click the Zoom button and click **200%**. Click **OK**. The text area is magnified, and you see a portion of the page.
6. Point to and drag the Zoom slider to 100%. The document returns to normal display.



### NOTE

Drag the slider to the right to zoom in, and drag the slider to the left to zoom out. You can also use + the wheel on your mouse to zoom in and zoom out. The View tab on the Ribbon contains Zoom commands.



100%



### OBJECTIVE 3

## Keying Text

When keying text, you will notice various shapes and symbols in the text area. For example:





- The *insertion point* is the vertical blinking line that marks the position of the next character to be entered.

**1** Point out that Ribbon access keys are not combination keys. Press then press an arrow key, , or other keystroke.


**2** Practice various Key Tips with your students to help them select commands in the Quick Access Toolbar, within the File menu, and the Ribbon tabs.





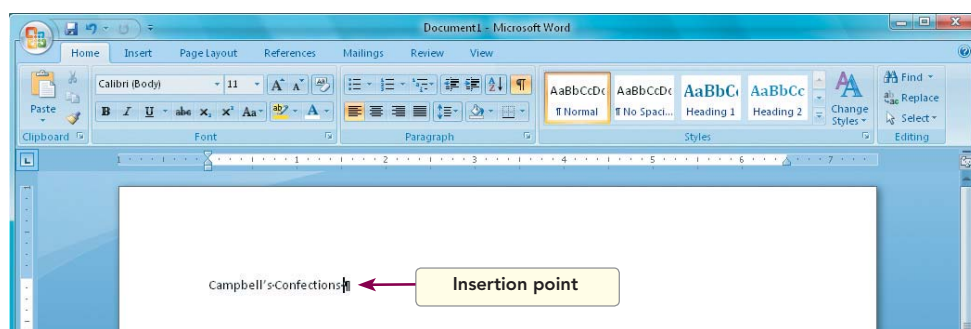
- The mouse pointer takes the shape of an *I-beam*  when it is in the text area. It changes into an arrow  when you point to a command on the Quick Access Toolbar or the Ribbon.
- The *paragraph mark*  indicates the end of a paragraph. The paragraph mark displays when Show/Hide  is selected.

## Exercise 1-5 KEY TEXT AND MOVE THE INSERTION POINT

1. Before you begin, make sure the Show/Hide  button on the Home tab Paragraph group is selected. When this feature is “turned on,” you can see paragraph marks and spacing between words and sentences more easily.
2. Key the words **Campbell's Confections** (don't worry about keying mistakes now—you can correct them later). Notice how the insertion point and paragraph mark move as you key text. Notice also how a space between words is indicated by a dot.

1

**Figure 1-6**  
The insertion point marks the place where you begin keying.



2

### NOTE

The documents you create in this course relate to the case study about Campbell's Confections, a fictional candy store and chocolate factory (see Case Study in frontmatter).

3. Move the insertion point to the left of the word “Campbell's” by positioning the I-beam and clicking the left mouse button.
4. Move the insertion point back to the right of “Confections” to continue keying.

## Exercise 1-6 WRAP TEXT AND CORRECT SPELLING

3

As you key more text, you will notice Word performs several tasks automatically. For example, Word does the following by default:

- Wraps text from the end of one line to the beginning of the next line.
- Alerts you to spelling and grammatical errors.

**1** Remind students that text to be keyed is shown in red.


 Word Classroom Presentation 1.

**2** The keyboard shortcut to Show/Hide  is **Ctrl+\***.

**3** With automatic spell checking and grammar checking both turned on (by default), students will probably encounter red, blue, and green wavy lines as they key text. Students will also likely encounter AutoCorrect and AutoComplete. Alert students to these features, and advise them that they will be discussed later in the course.

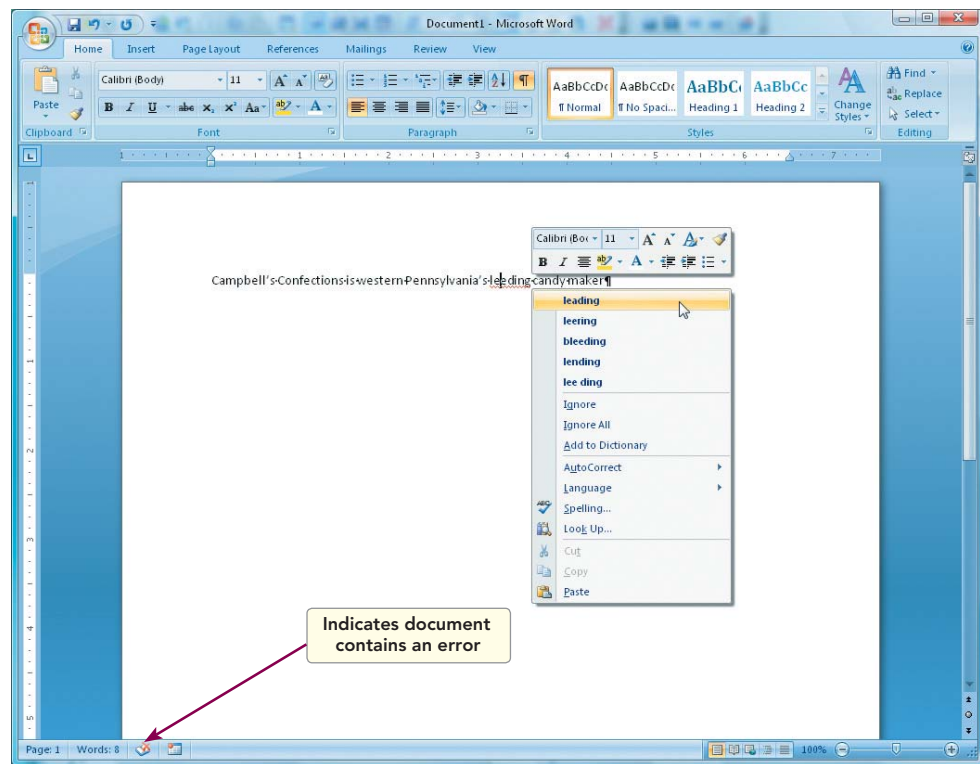
- Corrects common misspellings, such as “teh” for “the” and “adn” for “and.”
- Suggests the completed word when you key the current date, day, or month.

**TIP**

The Proofing Errors icon  at the left side of the Status bar displays an “x” instead of a checkmark when it detects an error. When the error is corrected, the “x” is replaced with a checkmark.

**Figure 1-7**

Choose the correct spelling from the shortcut menu.

**1****2**

3. Move the insertion point to the right of “maker,” and press **[Spacebar]**. Continue the sentence with another misspelled word by keying **adn**, and press **[Spacebar]**. Notice that “adn” is automatically corrected to “and” when you press **[Spacebar]**.

**3**

Word Classroom  
Presentation 1.

**1**

The Mini toolbar automatically displays when text is selected. The Mini toolbar is used to format selected text.

**2**

Reinforce the concept of text wrapping. Make sure students understand that they don't have to press **[Enter]** at the end of a line.

**3**

If a dotted underline appears in the address, explain that the underline is a smart tag indicator.

4. Complete the sentence by keying **is located in Grove City on Main Street.**
5. Verify that the insertion point is to the immediate right of the period following Street, and then press the **Spacebar** once. Key the following text:

**It is a family-owned business with several stores located in western Pennsylvania, eastern Ohio, and northern West Virginia.**

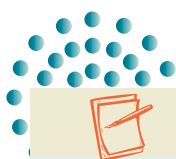
Notice how the text automatically wraps from the end of the line to the beginning of the next line.

6. Press **Enter** once to start a new paragraph.
7. Key the second paragraph shown in Figure 1-8. When you key the first four letters of “Monday” in the first sentence, Word suggests the completed word in a small box. Press **Enter** to insert the suggested word, and then press **Spacebar** before you key the next word. Follow the same procedure for “Saturday.”



**NOTE**

Throughout this text, one space is used after a period to separate sentences. This is the standard format for word processing and desktop publishing.



**NOTE**

When Word suggests a completed word as you key text, you can ignore the suggested word and continue keying or insert it by pressing **Enter**.

**Figure 1-8**

For more information about Campbell’s Confections, visit one of our stores Monday through Saturday, or visit our Web site anytime. Our sales associates will be happy to help you.

**OBJECTIVE 4**

## Basic Text Editing



The keyboard offers many options for basic text editing. For example, you can press **Backspace** to delete a single character or **Ctrl**+**Delete** to delete an entire word.

**TABLE 1-3** Basic Text Editing

Key	Result
<b>Backspace</b>	Deletes the character to the left of the insertion point.
<b>Ctrl</b> + <b>Backspace</b>	Deletes the word to the left of the insertion point.
<b>Delete</b>	Deletes the character to the right of the insertion point.
<b>Ctrl</b> + <b>Delete</b>	Deletes the word to the right of the insertion point.

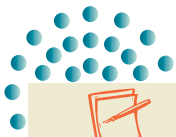
**1** The characterization of using one space after a period as “the standard for word processing and desktop publishing” might strike students who are used to keyboarding classes as radical. Explain that with proportional fonts and justification, the use of a double space after a period (or colon) can make documents look unprofessional. You might want to demonstrate the problems of using two spaces after a period. State your policy in relation to using two spaces after a period in documents for this class.

**2** The default paragraph format includes 10-point spacing after and 1.15-line spacing. Consequently, students are asked to press **Enter** one time to start a new paragraph.

**3** Review keyboard combinations with students. Make sure they master this skill and understand how it is represented in this text (using the plus sign).

## Exercise 1-7 DELETE TEXT

1. Move the insertion point to the right of the word “It” in the second sentence of the first paragraph. (Use the mouse to position the I-beam, and click the left mouse button.)
2. Press **[Backspace]** twice to delete both characters and key **Campbell's Confections**.
3. Move the insertion point to the left of “one” in the second paragraph.
4. Press **[Delete]** three times and key **any**.
5. Move the insertion point to the left of the word “information” in the second paragraph.
6. Hold down **[Ctrl]** and press **[Backspace]**. The word “more” is deleted.
7. Move the insertion point to the right of “Grove City” in the first sentence of the first paragraph.
8. Hold down **[Ctrl]** and press **[Delete]** to delete the word “on.” Press **[Ctrl]+[Delete]** two more times to delete the words “Main Street.”



### NOTE

When keyboard combinations (such as **[Ctrl]+[Backspace]**) are shown in this text, hold down the first key as you press the second key. Release the second key, and then release the first key. An example of the entire sequence is this: Hold down **[Ctrl]**, press **[Backspace]**, release **[Backspace]**, and release **[Ctrl]**. With practice, this sequence becomes easy.

## Exercise 1-8 INSERT TEXT

When editing a document, you can insert text or key over existing text. When you insert text, Word is in regular *Insert mode*, and you simply click to position the insertion point and key the text to be inserted. To key over existing text, you switch to *Overtyping mode*. The Overtyping feature is turned off by default.


1

1. In the first sentence of the first paragraph, move the insertion point to the left of the “G” in “Grove City.” Key **downtown**, and press **[Spacebar]** once to leave a space between the two words.

2

2. Move the insertion point to the beginning of the document, to the left of “Campbell’s.”

 Word Options

3. Click the **Microsoft Office Button**, and click the Word Options button .
4. Click **Advanced**. Locate **Editing options**, and click to select **Use overtype mode**. Click **OK**.
5. Press **[Caps Lock]**. When you key text in Caps Lock mode, the keyed text appears in all uppercase letters.

**1** Word Options, Advanced, Editing Options includes an option to Use the Insert key to control over type mode. You may want to demonstrate this option.

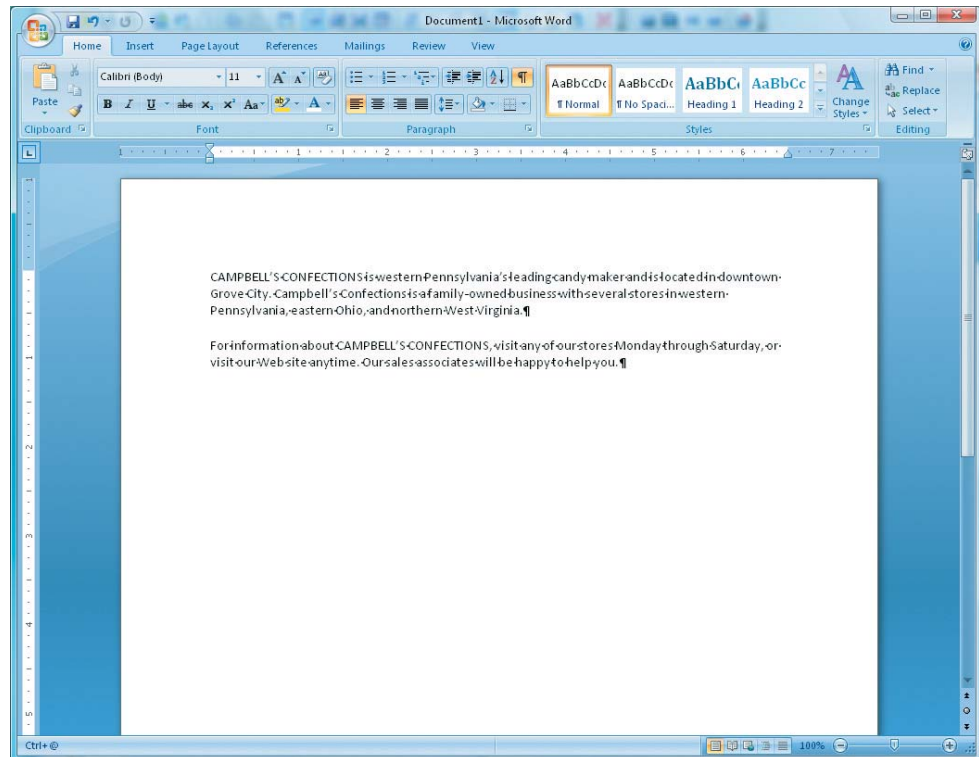
**2** Show students how to right-click the Status bar to turn on the mode indicator for Overtyping.

**TIP**

Always remember to turn off Overtyping mode as soon as you are done editing to avoid accidentally keying over text.

6. Key **campbell's confections** over the old text. Repeat the process for “Campbell’s Confections” in the second sentence.
7. Press **[Caps Lock]** to turn off Caps Lock mode. Click the **Microsoft Office Button**, and click the Word Options button **[Word Options]**. Click **Advanced**, locate **Editing options**, and click to deselect **Use overtype mode**. Click **OK**.

**Figure 1-9**  
Edited document



## Exercise 1-9 COMBINE AND SPLIT PARAGRAPHS



1. At the end of the first paragraph, position the insertion point to the left of the paragraph mark (after the period following “West Virginia”).
2. Press **[Delete]**. The two paragraphs are now combined, or merged, into one.
3. Press **[Spacebar]** once to insert a space between the sentences.
4. With the insertion point to the left of “For” in the combined paragraph, press **[Enter]** to split the paragraph.



Word Classroom  
Presentation 1.



Explain how students can also use the Backspace key to merge paragraphs.

 OBJECTIVE 5

## Naming and Saving a Document

Your document, called “Document1,” is stored in your computer’s temporary memory. Until you name and save the document, the data can be lost if you have a power failure or a computer hardware problem. It is always good practice to save your work frequently.

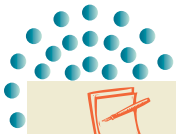
 1

The first step in saving a document for future use is to assign a *file name*. Study the following rules about naming documents:

- File names can be up to 255 characters long, including the drive letter and the folder name. The following characters cannot be used in a file name: / \ > < \* ? ”: |
- File names can include uppercase letters, lowercase letters, or a combination of both. They can also include spaces. For example, a file can be named “Business Plan.”
- Throughout this course, document file names will consist of [*your initials*] (which might be your initials or the identifier your instructor asks you to use, such as **rst**), followed by the number of the exercise, such as **4-1**. The file name would, therefore, be **rst4-1**.

You can use either the Save command or the Save As command to save a document. Here are some guidelines about saving documents:

- Use Save As when you name and save a document the first time.
- Use Save As when you save an existing document under a new name. Save As creates an entirely new file and leaves the original document unchanged.
- Use Save to update an existing document.
- Before you save a new document, decide where you want to save it. Word saves documents in the current drive and folder unless you specify otherwise. For example, to save a document to a floppy disk or a jump drive, you need to change the drive to A: or E:, whichever is appropriate for your computer.

 2



### NOTE


Your instructor will advise you on the proper drive and folder to use for this course.


## Exercise 1-10 NAME AND SAVE A DOCUMENT

 3

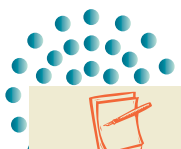
1. Click the **Microsoft Office Button** to open the **File** menu and click **Save As**. The Save As dialog box appears.
2. In the File name text box, a suggested filename is highlighted. Replace this file name by keying [*your initials*]**1-10**.

 **Objective 5 Assignment:** Exercises 1-14 and 1-15 (Skills Review) can be assigned after completing Objective 5.

 1 Emphasize the difference between Save and Save As. This concept is very important for students new to word processing.


 2 Tell students which drive or folder to use to save their files. Typically, students save files on a formatted disk (the “student disk”) that they use for all files in the class.

 3 Throughout the text, students are told to save their files using their initials and the exercise number. If using student initials presents a problem (if, for example, students with the same initials save files in a shared folder on a hard drive), assign a unique identifier to each student saving files within a particular folder.



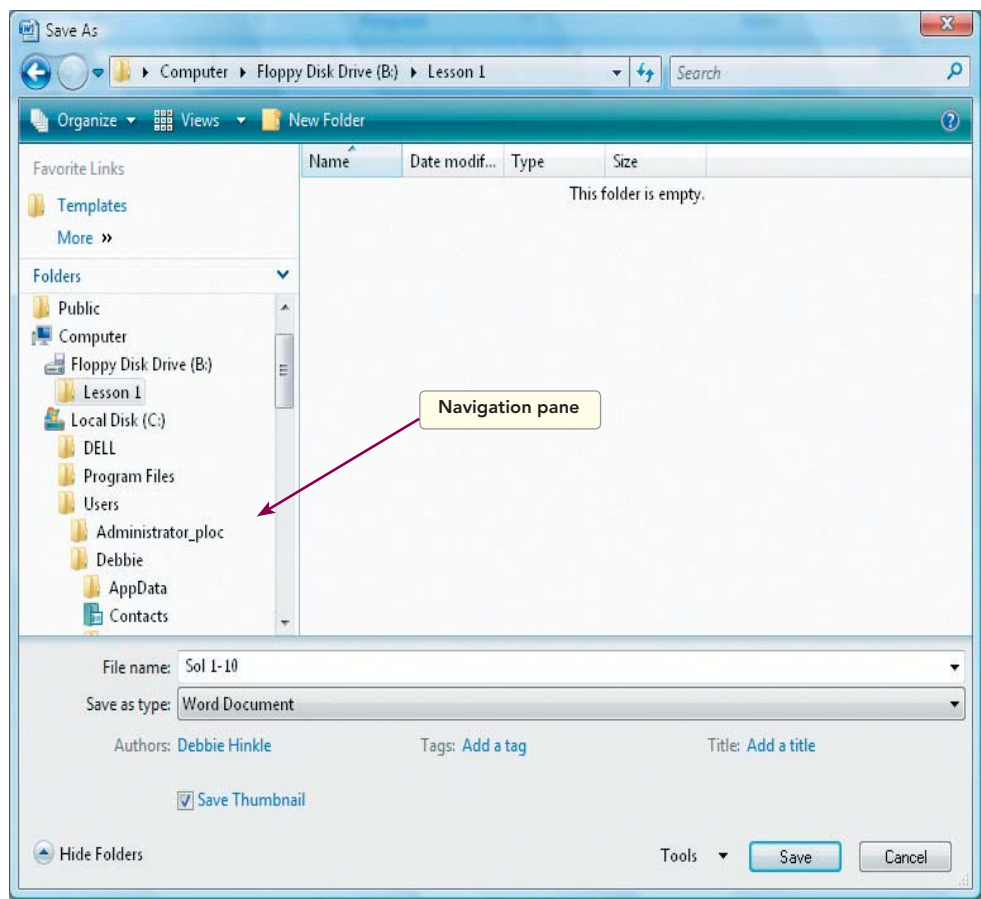
**NOTE**

The default document type is Word Document (.docx). You can specify other file types such as RTF (Rich Text Format, which is a format used to exchange text documents between applications and operating systems) and TXT (Plain Text, which contains no formatting). To change the file type, simply click the down arrow beside the Save as type text box.

3. Drag the scroll box in the navigation pane, and choose the appropriate drive for your data disk—Removable Disk (F:), for example. Make sure you have a formatted disk in the drive.
4. Click . Your document is named and saved for future use.



**Figure 1-10**  
Save As dialog box



In Lesson 2, students learn how to create a personal folder to use for saving lesson files. You might want to show students how to create a Lesson 1 folder.



Word Classroom Presentation 1.



You might explain file extensions to students. For example, Word 2007 documents have the .docx extension as part of the file name. By default, Windows does not display file name extensions. To display them, click the Start button; choose Control Panel, click Appearance and Personalization, click Folder Options; click the View tab, and then clear the “Hide extensions for known file types” check box.

 OBJECTIVE 6

**1**


## Printing a Document

After you create a document, printing it is easy. You can use any of the following methods:

- Choose Print from the File menu.
- Press **Ctrl**+**P**.

The Print option and the keyboard shortcut open the Print dialog box, where you can select printing options. Clicking Quick Print sends the document directly to the printer, using Word's default settings.

### Exercise 1-11 PRINT A DOCUMENT


1. Click the Microsoft Office Button  to open the File menu. Click **Print**, then click **Print** from the submenu to open the Print dialog box. The dialog box displays Word's default settings and shows your designated printer.

**2**

**Figure 1-11**  
Print dialog box



2. Click **OK** or press **Enter** to accept the settings.

-  **Objective 6 Assignment:** Exercises 1-16 (Skills Review) and 1-17 through 1-19 (Lesson Applications) can be assigned after completing Objective 6.



Word Classroom  
Presentation 1.

**1**

Explain the purpose of the arrow to the right of the Print command in the File menu. The Print option opens the Print dialog box. The Quick Print option sends the document to the printer. The Print Preview option displays the document in Print Preview.

**2**

Make sure the correct printer is selected before students initiate the Print command. You might have students key their name or initials on every printed document. This prevents unknown papers from being printed—especially if students share printers.




 OBJECTIVE 7

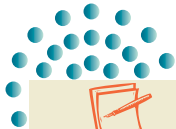
## Closing a Document and Exiting Word

When you finish working on a document and save it, you can close it and open another document or you can exit Word.


The easiest ways to close a document and exit Word include using the following:




- The Close button  in the upper right corner of the window.
- The Close command from the File menu.
- Keyboard shortcuts: **Ctrl+W** closes a document and **Alt+F4** exits Word.



### NOTE


When no document is open, the document window is blue. If you want to create a new document, choose New from the File menu, and click Blank Document. Click the Create button . The keyboard shortcut to create a new document is **Ctrl+N**.

### Exercise 1-12 CLOSE A DOCUMENT AND EXIT WORD

1. Click the **Microsoft Office Button**, and choose **Close** from the File menu to close the document.
2. Click the Close button  in the upper right corner of the screen to exit Word and display the Windows desktop.


## Using Online Help




Online Help is available to you as you work in Word. Click the Help button  or press **F1** to open the Word Help window. You can click a Word Help link or key a word or phrase in the Search box.

### FIND OUT MORE ABOUT USING HELP:



1. Start Word.
2. Locate the Help button  in the upper right corner of the screen. Click the button to open the Word Help window.

 **Objective 7 Assignment:** Exercises 1-20 (Lesson Applications), and 1-21 through 1-23 (On Your Own) can be assigned after completing Objective 7.

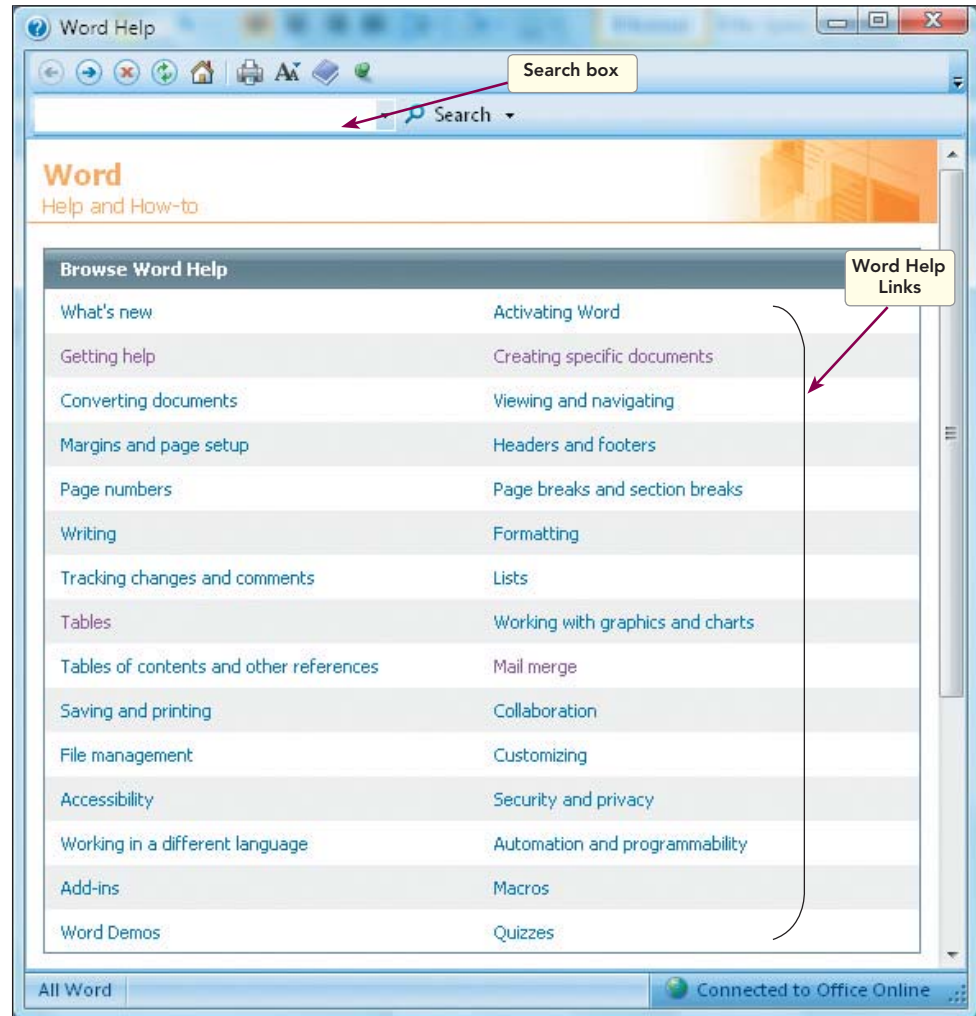




Word Classroom Presentation 1.



Encourage students to follow the steps in “Using Online Help” (with a blank document open). Software companies are increasingly using their Help programs—rather than paper-based documentation—to train users and assist in answering questions.




**Figure 1-12**  
Using the Word Help window



3. Locate and click the link [Getting help](#).
4. Review the list of topics.
5. Click a topic and review the information.
6. Click the Back button  to return to the list of categories.
7. Close Help by clicking the Word Help window's Close button .


## Lesson 1 Summary




- To start Microsoft Word, click the Start button on the Windows taskbar, point to All Programs, click Microsoft Office, and click Microsoft Office Word 2007.
- The Microsoft Office Button is located in the upper left corner of the Word screen. Click the button to open the File menu.
- The title bar is at the top of the Word screen and displays the current document name.
- The Quick Access Toolbar displays icons for Save, Undo, and Repeat.
- The Ribbon contains tabs which include groups of related commands. Commands can be buttons, menus, or drop-down list boxes.
- Click a tab name to display related groups of commands. The number of groups and commands varies for each tab.
- Identify a command by name by pointing to it with the mouse. Word displays a ScreenTip with the button name.
- The horizontal ruler appears below the Ribbon.
- Scroll bars appear as blue shaded bars to the right and bottom of the text area. They are used to view different portions of a document.
- The status bar is a blue shaded bar below the horizontal scroll bar. It displays the page number and page count of the document, the document view buttons, and the zoom control. It also displays the current mode of operation. Right-click the status bar to customize it.
- The blinking vertical line is called the insertion point. It marks the position of the next character to be keyed.
- The mouse pointer displays on the screen as an I-beam  when it is in the text area and as an arrow  when you point to a command outside the text area.
- When the Show/Hide ¶ button  is turned on, a paragraph mark symbol appears at the end of every paragraph. A dot between words represents a space.
- Word automatically wraps text to the next line as you key text. Press **[Enter]** to start a new paragraph or to insert a blank line.
- Word flags spelling errors as you key text by inserting a red, wavy line under the misspelled word. To correct the spelling, point to the underlined word, click the right mouse button, and choose the correct spelling.
- Word automatically corrects commonly misspelled words for you as you key text. Word can automatically complete a word for you, such as the name of a month or day. Word suggests the completed word, and you press **[Enter]** to insert it.
- Delete a single character by using **[Backspace]** or **[Delete]**. **[Ctrl]+[Backspace]** deletes the word to the left of the insertion point. **[Ctrl]+[Delete]** deletes the word to the right of the insertion point.



Encourage students to use the lesson summary to review the important concepts in the lesson.

- To insert text, click to position the insertion point and key the text.
- To enter text over existing text, turn on Overtyping mode by clicking the Microsoft Office Button. Click **Word Options**, and click **Advanced**. Click to select **Use overtype mode**. Click **OK**.
- Insert one space between words and between sentences.
- Document names, or file names, can contain 255 characters, including the drive letter and folder name, and can contain spaces. The following characters cannot be used in a file name: / \ > < \* ? " ' : |
- Save a new document by using the Save As command and giving the document a file name. Use the Save command to update an existing document.
- To start a new blank document, click the Microsoft Office Button. Click **New**, click **Blank document**, and click **Create**.
- To use Word Help, click the Microsoft Office Word Help button  or press **F1**.

1

LESSON 1		Command Summary	
Feature	Button	Command	Keyboard
Save As		<b>File</b> menu, <b>Save As</b>	<b>F12</b>
Print		<b>File</b> menu, <b>Print</b>	<b>Ctrl</b> + <b>P</b>
Close a document		<b>File</b> menu, <b>Close</b>	<b>Ctrl</b> + <b>W</b> or <b>Ctrl</b> + <b>F4</b>
Exit Word		<b>File</b> menu, <b>Exit Word</b>	<b>Alt</b> + <b>F4</b>

**NOTE**

Word provides many ways to accomplish a particular task. As you become more familiar with Word, you will find the methods you prefer.

1

Point out that the Command Summary lists a variety of ways to accomplish a specific task. Students can decide which method they prefer to use.

CLOSE

## Concepts Review

TEST BANK

### True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T  F 1. You can use the Ribbon to start or exit Word.
- T  F 2. Overtyping mode appears on the Status bar by default.
- T  F 3. You can view more than one Ribbon tab at a time.
- T F 4. The mouse pointer takes the shape of an arrow when it appears in the Ribbon.
- T F 5. A red, wavy line appears under words that are misspelled in a document.
- T  F 6. Pressing  deletes characters to the left of the insertion point.
- T F 7. + deletes the word to the right of the insertion point.
- T F 8. You can save a document by choosing Save from the File menu.


### Short Answer Questions

Write the correct answer in the space provided.

1. Which menu and menu option open the Print dialog box?

File, Print



2. Which tab contains the Show/Hide  button?

Home

3. If you begin keying a word such as “January” or “Thursday,” how can you have Word complete the word for you automatically?

Press  when the ScreenTip appears.

4. Which area of the Word screen shows the number of pages in the document and displays indicators that show the current mode of operation?

Status bar

5. Which toolbar contains the Save button?

Quick Access Toolbar

#### CLOSE

##### Concepts Review:

Allows students to check their understanding.

#### TEST BANK

Consider using the Test Bank to provide an additional review of lesson concepts. It may also be used as an assessment tool.

6. What shape is the mouse pointer when it appears in the text area of the screen?

I-beam

7. Which command is used to save a document under a different file name?

Save As command


8. What is the keyboard shortcut for Help?

F1

## Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.







- You can use the Show/Hide ¶ button  to hide paragraph marks and space characters. When might it be useful to show these characters? When would you want to hide them?
- Word allows great flexibility when naming files. Many businesses and individuals establish their own rules for naming files. What kinds of rules would you recommend for naming files in a business? For personal use?

## Skills Review



### Exercise 1-13

Identify parts of the Word screen.

- Start Word, if necessary, by following these steps:
  - Click the Start button  on the Windows taskbar.
  - Point to **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Word 2007**, and click.
- Move the pointer to the Save button  on the Quick Access Toolbar to identify it.
- Click the **Page Layout** tab. Click the **Home** tab. Point to the Bullets button  to identify it.
- Point to, and then click the Microsoft Office Button . The File menu opens.
- With the File menu still open, move the pointer up and down the menu list without clicking the mouse button. Notice the submenus for the Print and Save As commands.

#### Critical Thinking:

Answers will vary based on students' preferences, observations, experiences, and research.



#### Skills Review:

Provides guided practice for students. Objectives are indicated for each exercise.



#### Exercise 1-13:



Objectives: 1-2  
Required Files: None

6. Close the menu by clicking the Microsoft Office Button  or clicking in the blank text area.
7. Close the document by clicking the Close button  in the upper right corner of the window located on the title bar.



## Exercise 1-14

**Key text, correct the spelling of a word, and save a document.**

1. Start Word if necessary.
2. Open a new document window by clicking the Microsoft Office Button . Click **New**, and click **Blank document**. Click **Create**.
3. Click the **Home** tab if necessary.
4. Locate the **Paragraph** group, and make sure the Show/Hide ¶ button  is selected.
5. Key the text shown in Figure 1-13, including the intentional misspelling of “sponsored.”



**Figure 1-13**

Become a retail candy store owner and develop skills in business management! Come to the Small Business Fair and learn how to operate a business. The fair is sponsord by the Grove City Chamber of Commerce.

6. Correct the spelling of “sponsored” by following these steps:
  - a. Move the I-beam anywhere within the word and click the right mouse button.
  - b. Choose the correct spelling from the shortcut menu by clicking the word with left mouse button.
7. Save the document as *[your initials]1-14* by following these steps:
  - a. Open the **File** menu, and click **Save As** to open the Save As dialog box.
  - b. Key the file name *[your initials]1-14* in the **File name** text box.
  - c. Choose the appropriate drive for your data disk—for example, Removable Drive (F:) or another drive specified by your instructor.
  - d. Click **Save**.
8. Close the document by pressing **Ctrl+W**.



## Exercise 1-15

**Key, edit, and save a document.**

1. Press **Ctrl+N** to create a new document.



**Exercise 1-14:**  
Objectives: 3-5  
Required Files: None  
Solution Files: 1-14 in  
Solutions Manual and on  
Solutions Disk.



**Exercise 1-15:**  
Objectives: 3-5  
Required Files: None  
Solution Files: 1-15 in  
Solutions Manual and on  
Solutions Disk.



Students may accidentally exit Word when they close a document. Encourage them to start Word and continue with the exercises.



The keyboard shortcut to create a new document is **Ctrl+N**. This method is quicker than opening the File menu.

2. Key the text shown in Figure 1-14. (Use default line spacing in all your documents, unless you are told otherwise.)

Figure 1-14

Campbell's Confections has just celebrated another anniversary in the candy business. The company has proudly created over 75,000 assorted chocolates including creams, nuts, and bark. Campbell's Confections has been at its current location for all of its 57 years.

3. Correct any spelling mistakes Word locates.
4. Delete the text "all of its" in the last sentence by following these steps:
  - a. Move the insertion point to the right of the word "for" by positioning the I-beam and clicking the left mouse button.
  - b. Hold down **Ctrl** and press **Delete** three times to delete the words "all of its."
5. Insert text after the word "creams" in the second sentence by following these steps:
  - a. Move the insertion point to the immediate left of the the word "nuts."
  - b. Key **melt-a-ways** followed by a comma and a space.
6. Split the paragraph by following these steps:
  - a. Move the insertion point to the immediate left of the word "Campbell's" in the last sentence.
  - b. Press **Enter**.
7. Save the document as *[your initials]1-15* on your student data disk.
8. Close the document.



## Exercise 1-16

**Key, edit, save, and print a document.**

1. Start a new blank document.
2. Key the text shown in Figure 1-15. Correct spelling mistakes as you key.

Figure 1-15

When you visit our inaugural store, take advantage of our factory tour where you can see each of the steps in candy making. All of our chocolates are hand decorated, and you will receive a free sample. You will follow the chocolate manufacturing line beginning with melting the chocolate, preparing the rich cream centers, and dipping.



When the Save As dialog box is first opened, the text in the File name text box is selected. If a student clicks within the dialog box, such as to change the drive, you might want to explain how to select the existing filename text by dragging with the mouse.



**Exercise 1-16:**  
Objectives: 3-7  
Required Files: None  
Solution Files: 1-16 in Solutions Manual and on Solutions Disk.



3. Move the insertion point to the left of the word “inaugural” in the first line of the paragraph.
4. Press **Alt+F** to open the File menu. Click **Word Options**, and click **Advanced** in the left pane. Under Editing options, click **Use overtype mode** to turn on Overtyping mode. Click **OK**.
5. Key **flagship** over the word “inaugural.” Be sure to delete the extra character.
6. Turn off Overtyping mode by clicking the **Microsoft Office Button**, and clicking **Word Options**. Click **Advanced** in the left pane, and click **Use overtype mode** to turn off Overtyping mode. Click **OK**.
7. Use **Delete** to delete the word “manufacturing” and key **production** to replace it.
8. Check the spacing before and after the replacement text.
9. Save the document as *[your initials]1-16* on your data disk.
10. Press **Ctrl+P** to open the Print dialog box. Click **OK** to print the document.
11. Close the document.

## Lesson Applications



### Exercise 1-17

Key, edit, and print a document.

1. Start a new document. Turn on Caps Lock mode and key **TO SALES ASSOCIATES:**
2. Turn off Caps Lock and press **[Enter]** to start a new paragraph.
3. Key the text shown in Figure 1-16, including the corrections. Refer to Appendix A, “Proofreaders’ Marks,” if necessary. *Proofreaders’ marks* are handwritten corrections to text, often using specialized symbols.

Figure 1-16



Chocolate can be shipped between ~~June~~ <sup>September</sup> 1 and ~~August~~ <sup>May</sup> 15 only. Chocolates shipped to warm climates will be surrounded with ice packs. It is recommended that you select a personal or business<sup>#</sup>address where someone will be available to handle the package as soon as it arrives. Remember: Fine chocolates <sup>is</sup> are perishable.

4. Key **anywhere** to the left of the word “between” in the first sentence. Delete the word “only.”
5. Key the following sentence after the last sentence in the first paragraph.  
**During the hottest months of the year, shipments may be postponed.**
6. In the second paragraph, delete “Fine” after “Remember” and key **Quality** before “chocolate.”
7. Save the document as **[your initials]1-17** on your data disk.
8. Print the document, and then close it.



#### TIP

When Word suggests the completed word for “September,” you can press **[Enter]** to insert the word. Remember to press **[Spacebar]** after the completed word.

#### ASSESS

##### Assessment Resources:

Solutions Manual  
Test Bank

##### Lesson Applications:

Provide independent practice for students and may be used for assessment. Objectives are indicated for each exercise.



#### Exercise 1-17:

Objectives: 3–6  
Required Files: None  
Solution Files: 1-17 in  
Solutions Manual and on  
Solutions Disk.



This figure contains proofreading marks. You might want to review Appendix A, “Proofreaders’ Marks,” with students.



## Exercise 1-18

### Key, edit, and print a document.

1. Start a new document and key the two paragraphs shown in Figure 1-17.

Figure 1-17

Campbell's Confections has gained national recognition for its delectable chocolates. It is highly recognized for its unique, hand-molded chocolates in the mid-Atlantic area.

The staff of all stores are considered experts in the history and manufacture of fine chocolate.

2. In the first paragraph, delete "area," and key **region** after "mid-Atlantic."
3. Switch to Overtyping mode, and key **sales associates** over the text "staff of all stores." Delete the extra characters.
4. Turn off Overtyping mode and move the insertion point to the beginning of the second sentence in the first paragraph.
5. Use **Ctrl+Delete** to delete "It" and key **Each of the 24 stores affiliated with Campbell's Confections in the mid-Atlantic region** in its place.
6. Delete "in the mid-Atlantic region" at the end of the first paragraph. Delete "its" before the word "unique."
7. Save the document as **[your initials]1-18** on your data disk.
8. Print and then close the document.



## Exercise 1-19

### Key, edit, and print a document.

1. Start a new document. Key the text shown in Figure 1-18. Key each sentence on a new line.

Figure 1-18

Reminder

Will the first one to arrive at the store:

Turn on the lights.

Adjust the thermostat.

Turn on the music.

Turn on the computer.

Thank you!



**Exercise 1-18:**  
Objectives: 3-6  
Required Files: None  
Solution Files: 1-18 in Solutions Manual and on Solutions Disk.



**Exercise 1-19:**  
Objectives: 3-6  
Required Files: None  
Solution Files: 1-19 in Solutions Manual and on Solutions Disk.

2. In the sixth line, change “computer” to **computer equipment**.
3. In the third line, change “the lights” to **all lighting fixtures**.
4. Click at the beginning of the third line, and insert another line by keying **Turn off the alarm and unlock the front door**.
5. Press **[Caps Lock]** and use Overtyping mode to change “Reminder” and “Thank you!” to uppercase letters.
6. Insert an extra line after every line of text by pressing **[Enter]** once.
7. Save the document as **[your initials]1-19** on your data disk.
8. Print and then close the document.



## Exercise 1-20 ♦ Challenge Yourself

Key, edit, and print a document.

1. Start a new document and key the two paragraphs shown in Figure 1-19, including the corrections. Refer to Appendix A, “Proofreaders’ Marks,” if necessary.

Figure 1-19



Group tours are an <sup>o</sup>im<sup>^</sup>portant part of campbell's.<sup>confections</sup> Tours include watching a video on the history of Campbell's Confections as well as the history of chocolate. After the video, a tour thru the factory is conducted by the plant manager.

Group tours (arranged are) for families visiting the area, school,<sup>s</sup> or any group with an interest in ~~learning about~~ chocolate.

2. Correct the spelling of “thru” in the third sentence to **through**.
3. In the last sentence, key **type of** after “or any.” Delete “families visiting the area” and key **tourists** in its place.
4. Add the following sentence to the end of the second paragraph.  
**Reservations are required two weeks in advance with a minimum of ten members in the tour.**
5. Save the document as **[your initials]1-20** on your data disk.
6. Print, and then close the document
7. Exit Word.



**Exercise 1-20:**  
Objectives: 3–7  
Required Files: None  
Solution Files: 1-20 in  
Solutions Manual and on  
Solutions Disk.



This figure contains proofreading marks. You might want to review Appendix A, “Proofreaders’ Marks,” with students.

## On Your Own

In these exercises you work on your own, as you would in a real-life business environment. Use the skills you've learned to accomplish the task—and be creative.

### Exercise 1-21

Write a short paragraph about yourself that includes your first and last name. Include information about your family, school, or employment. Switch to Overtyping mode, turn on Caps Lock, and then key over your name in uppercase letters. Save the document as *[your initials]1-21* and print it.

### Exercise 1-22

Browse the various tabs on the Ribbon until you find a command that looks intriguing; then find out more about it by using the Help feature. In a new blank document, write a brief paragraph about your findings. Save the document as *[your initials]1-22* and print it.

### Exercise 1-23

Log onto the Internet and search for Web sites that relate to a particular interest of yours. Record a few Web addresses, and then key the addresses into a blank document, under an appropriate heading. Save the document as *[your initials]1-23* and print it.

---

**On Your Own Exercises:**

These exercises are entirely free-form. They do not “hold the student’s hand” or provide steps. No solutions are provided. Encourage students to be creative. You might assign exercises as group projects.

**Exercise 1-21**

Objectives: 3–7  
Required Files: None

**Exercise 1-22**

Objectives: 3-7  
Required Files: None

**Exercise 1-23**

Objectives: 3-7  
Required Files: None