Concepts Review

True/False Questions

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

T   F   1. Drag and drop stores text on the clipboard.

T   F   2. The content of the Office Clipboard is replaced each time you copy or cut text.

T   F   3. The keyboard shortcut for cut is Ctrl+C.

T   F   4. You can drag text between two documents when they are maximized.

T   F   5. The Cut, Copy, and Paste commands are all available from the shortcut menu.

T   F   6. The only difference between cut and copy is that selected text remains in the document after copying.

T   F   7. When you move a paragraph, you should select the blank line following it to preserve proper line spacing.

T   F   8. When a document is split into panes, you can remove the split by double-clicking the split bar.

Short Answer Questions

Write the correct answer in the space provided.

1. How can you copy text without using the Clipboard?

   _____

2. Which commands on the Ribbon, Home tab, do you use to move text?

   _____

3. What is the keyboard shortcut for moving between two documents?

   _____

4. For which command is Ctrl+V the keyboard shortcut?

   _____

5. Which command displays all open documents at the same time?

   _____

6. What is the keyboard shortcut to Undo?

_____

7. What is different about the drag-and-drop pointer when you are copying, as opposed to moving, text?

_____

8. Where is the split box located?

_____

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.

1. Many people once wrote first-draft documents by hand or by using a typewriter. In either case, people would then literally cut and paste pieces of their document together and type a final draft. Some people say that word processing—specifically moving and copying text—has caused a basic change in the way people write. What do you think? Explain your answer.

2. You learned different methods for moving text by using cut and paste. You also learned the drag-and-drop method of moving text. Which method do you prefer? Why?

Skills Review

Exercise 7-16

Move text to a new location by using cut and paste and by dragging.

1. Open the file **Property**.
2. Display the Office Clipboard by following these steps:
   a. Click the **Home** tab, and click the **Clipboard Dialog Box Launcher**.
   b. Click Clear All ![Clear All] if there are any items in the task pane.
3. Use keyboard shortcuts to move text by following these steps:
   a. Click the insertion point at the beginning of the line that starts "Equipment – Office." Press and hold [Shift]. Click at the end of the line beginning "Key employees."
   b. Press [Ctrl]+[X] to cut the text.
   c Position the insertion point to the left of the line that begins "Types of coverage."
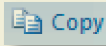   d. Press [Ctrl]+[V] to paste the text. Press [Enter] to add a line space between the paragraphs.

4. Drag text by following these steps:
   a. Select the text "All employees" through "Customers."
   b. Point to the selected text. Press and hold down the left mouse button to display the drag-and-drop pointer and the dotted insertion point.
   c. Drag the dotted insertion point to the left of the word "Research" and release the mouse button.
   d. Press Enter after "Customers."

5. Use the Ribbon to cut and paste text by following these steps:
   a. Select the text "Fire" through "Loss of income."
   b. Click the Cut button ✂ Cut.
   c. Position the insertion point at the beginning of the line that starts "Who to cover."
   d. Click the Paste button 📋.
   e. Press Enter after "Loss of income."

6. Select "Types of insurance." Press Ctrl and select "Types of Coverage," "Who to cover," and "Research."

7. Apply bold, small caps, and 12 points format to the selected text. A blank line should precede each heading.

8. Clear and close the Office Clipboard by following these steps:
   a. Click Clear All ✕ Clear All to remove all Clipboard items.
   b. Click the task pane's Close button ✕.

9. Select the title of the document, and change it to bold, 14 points, uppercase, and apply 72 points spacing before and 24 points spacing after.

10. Save the document as *[your initials]*7-16 in your Lesson 7 folder.

11. Submit and close the document.

Exercise 7-17

Copy text by using copy and paste and by dragging.

1. Open the file **Stores - 2**.

2. Display the Office Clipboard, and clear the Office Clipboard if it contains any items.

3. Select all text in the document beginning with "Pennsylvania" through the end of the document.

4. Set a left tab at 2 inches on the ruler.

5. Position the insertion point to the right of "Grove City," and press Tab. Key **Carole Walters**.

6. Use the Office Clipboard to copy text by following these steps:
   a. Select the tab character (⟶) and "Carole Walters."
   b. Click the Copy button 📋 Copy to copy the text to a Clipboard.
   c. Position the insertion point to the right of "Meadville:"
   d. Paste the text by clicking the Clipboard.

7. Position the insertion point to the right of "Clarksburg" and press Tab. Key **Rebecca Surrena**.

8. Select the tab character and "Rebecca Surrena," and press Ctrl+C to place the selected text on a clipboard.

9. Position the insertion point to the right of "Fairmont," and press Ctrl+V.

10. Use the drag-and-drop method to copy "Carole Walters" by following these steps:

    a. Select the tab character, the text "Carole Walters," and the paragraph mark.

    b. Point to the text. Press and hold down Ctrl; then click and hold down the left mouse button.

    c. Drag the dotted insertion point to the right of the word "Mercer:" and release both the mouse button and Ctrl.

11. Click to the right of "Butler," press Tab, and key **Cynthia Rhodes**. Select the tab character and the text you just keyed and copy it to the clipboard.

12. Click to the right of "Akron," press Tab, and key **Jane Daniels**. Select the tab character and the text you just keyed and copy it to the clipboard. The clipboard should contain four names. Paste the text "Jane Daniels" to all cities listed under Ohio.

13. Use the Clipboard task pane to paste the text "Carole Walters" to the following cities: Edinboro, Erie, Sharon, Greenville, and Franklin.

14. Use the Clipboard task pane to paste the text "Rebecca Surrena" to Morgantown and Wheeling.

15. Use the Clipboard task pane to paste the text "Cynthia Rhodes" to New Castle, Pittsburgh, and Monroeville.

16. Bold and center the two lines at the top of the document. Format the first line in all caps and 16 points and 72 points spacing before. Format the second line in small caps and 14 points.

17. Format each of the state names as bold, italic, and small caps.

18. Select the text from "Pennsylvania" through the end of the document, and format the selected text with a 1-inch left indent. Drag the left tab marker on the ruler to 4 inches.

19. Clear and close the Office Clipboard.

20. Save the document as *[your initials]***7-17** in your Lesson 7 folder.

21. Submit and close the document.

Exercise 7-18

Split a document into panes.

1. Open the file **Favors - 2**.

2. Split the document into two panes by double-clicking the split box above the vertical scroll bar.

3. In the top pane, use the scroll bar to display the list beginning with "wedding bells" through "other assorted shapes." Format the selected text as a bulleted list.

4. In the bottom pane, scroll to the list that begins with "solid milk chocolate." Sort the list alphabetically.

5. In the bottom pane, format the list of chocolate squares as a bulleted list.

6. Remove the split by double-clicking the split bar.

7. Scroll through the document to view the changes.

8. Apply bold formatting to the title and change the spacing before to 72 points and the spacing after to 24 points.

9. Place the insertion point in the title line and apply a bottom border.

10. Save the document as *[your initials]*7-18 in your Lesson 7 folder.

11. Submit and close the document.

Exercise 7-19

Arrange windows to move and copy text.

1. Start a new document. Key the text shown in Figure 7-11, and format it as a standard business memo. Use single spacing for the body of the memo and include today's date.

Figure 7-11

```
Memo to Robert Smith from Pete Barnes
Subject is Vehicle Reports
Please review the following information, and let me know if
the information provided is compatible with the new fleet
management software.
Mileage numbers will be provided the first of each month.
```

2. Save the document as *[your initials]*7-19 in your Lesson 7 folder.

3. Simultaneously open the files **Vehicle** and **Maintenance**.

4. Arrange the documents by following these steps:

   a. Switch to **Maintenance** if necessary, and minimize it by clicking the Minimize button ▭ .

   b. Display the other two documents at the same time by clicking the **View** tab and clicking **Arrange All**.

5. Drag a paragraph between documents by following these steps:

   a. In the *[your initials]*7-19 window, scroll to display the sentence beginning "Mileage numbers."

   b. In the **Vehicle** window, select the entire document by pressing Ctrl+A.

   c. Holding down Ctrl to copy, drag the paragraph to the *[your initials]*7-19 window until it precedes the paragraph beginning "Mileage."

6. Close the **Vehicle** document and restore the **Maintenance** document by clicking its taskbar button.

7. Use **View tab**, **Arrange All** to display *[your initials]***7-19** and **Maintenance** at the same time, if necessary.

8. In **Maintenance**, select the text beginning "Scheduled Maintenance Guide" through the blank line preceding "10,000 miles." Copy and paste this text to the end of *[your initials]***7-19**.

9. Close the **Maintenance** document without saving it. Maximize *[your initials]***7-19**. Format the entire document in 12-point Times New Roman. Insert your reference initials at the bottom of the memo.

10. Select "Vehicle Listing" and "Scheduled Maintenance Guide," and format each heading with 14 point, bold and small caps. Format the column headings of the tabbed text to bold, small caps, and underlined.

11. Save the document again.

12. Submit and close the document.

13. If the Word window is not maximized, click the Maximize button [image].

Lesson Applications

Exercise 7-20

Move and copy text.

1. Open the file **OH Stores - 2**.

2. Move the address text for the Cleveland store to follow the address text for the Canton store.

3. Click on the blank line following the Akron address, and key the following text on two lines. Press Enter after each line.
   Telephone:
   Fax:

4. Select "Telephone:" and "Fax:" and copy the text to the Clipboard.

5. Paste the copied text at the end of each address.

6. Format the document heading as uppercase, bold, and 14 points with 72 points of spacing before and 24 points of spacing after. Delete the blank paragraph mark below the heading.

7. Apply bold, italic, and small caps formatting to each store name.

8. Save the document as *[your initials]*7-20 in your Lesson 7 folder.

9. Submit and close the document.

Exercise 7-21

Copy and move text in a memo.

1. Open the file **Walk**.

2. At the top of the document, insert a memo heading to the staff from you, using today's date.

3. Move the first line in the document (which begins "Getting ready") to the subject line and apply italic formatting. In the subject line, replace "walk" with a copy of the words "Chamber of Commerce Walk-a-Thon" found in the paragraph that begins "Here is." Match the destination formatting, and apply the appropriate capitalization to the subject line.

4. Delete the punctuation at the end of the subject line and extra blank lines below the subject line.

5. Use copy and paste to replace "walk-a-thon" in the last sentence of the document with the words "Chamber of Commerce Walk-a-Thon." Match destination formatting.

6. In the paragraph that begins "Once again," move the last two sentences (beginning with "We are") to the end of the document, combining them with the paragraph that begins "As I'm sure you all know."

7. At the top of the document, combine the paragraphs that begin "Once again" and "Here is."

8. In the paragraph that begins "We need," delete the words "We need a volunteer to" and capitalize the next word "check."

9. Format the three action paragraphs, beginning "Arrange," "Check," and "Contact," as a numbered list.

10. Format the two uppercase and blue headings as uppercase, bold (no color), and with 6 points of spacing after them.

11. Save the document as *[your initials]*7-21 in your Lesson 7 folder.

12. Submit and close the document.

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Remember to add your reference initials to the memo.

Exercise 7-22

Copy text from multiple documents into an existing document.

1. Open the file **Holtz**. Copy the inside address and salutation. Close the document without saving.

2. Create a new document, and insert the date using the Insert tab on the Ribbon. (Use appropriate format for a business letter.) Press Enter, and paste the copied text.

3. Format the date with 72 points spacing before and 36 points spacing after.

4. For the first paragraph of the new letter, key the text shown in Figure 7-12.

Figure 7-12

```
I am looking forward to your visit to Grove City in June.
You will be staying at the Wolf Creek Hotel as our guest.
```

5. From the file **Wolf Creek**, copy the second paragraph, beginning "The hotel has 200 rooms," and paste it at the end of the paragraph you keyed in step 4. Delete the last sentence in the paragraph.

6. Start a new paragraph by keying **When you arrive, the Strawberry Days Arts and Music Festival will be in full swing.**

7. From the file **Summer**, copy the last sentence of the first paragraph, and paste it at the end of the sentence you just keyed. Edit the beginning of the sentence to "You can enjoy."

8. Key the text shown in Figure 7-13 as a closing paragraph.

Figure 7-13

```
Jack, I am delighted that you are coming to Grove City! I
know you are going to have a great time at the Festival and
touring our facilities.
```

9. Add an appropriate closing. The letter is from Thomas Campbell, President.

10. Check for correct spacing, and spell-check the document.

11. Save the document as *[your initials]*7-22 in your Lesson 7 folder. Submit and close the document.

12. Close all other open documents without saving them. Maximize the Word window if needed.

Exercise 7-23 ◆ Challenge Yourself

Copy text from multiple documents to create a new document.

1. Start a new document. Key the title **west virginia contact information** in 12-point Arial small caps. Center the title and make it bold.

2. Insert two blank lines after the title.

3. Save the document as *[your initials]*7-23 in your Lesson 7 folder. Keep the document open.

4. Open the files **Stores - 3**, **WV Managers**, and **WV Stores**.

5. Refer to the three open documents to create a new document that includes the name and complete address for each store, the telephone and fax numbers for each store, the name of the store manager, and the name of the account executive.

6. Use tabs to arrange the text attractively.

7. Format document headings to include character and paragraph formatting.

8. Add 72 points of spacing before the first line in the document (the title). Increase the size of the title to 14 points.

9. Save the document again.

10. Submit and close the document.

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 7-24

Write a short proposal for changing something in your city, neighborhood, or school. Make the proposal at least three paragraphs long. At the end of the document, create a bulleted summary of the proposal, copying and pasting text from the proposal for the bulleted items. Save the document as *[your initials]*7-24 and submit it.

Exercise 7-25

Copy text from the Internet about a person (present day or historical) you admire. Use Paste Special to paste the text, without formatting, into a new document. Apply your own character and paragraph formatting. Save the document as *[your initials]*7-25 and submit it.

Exercise 7-26

Write a summary about a TV show you have recently seen. Save it as *[your initials]*7-26a. Keep this document open, and start a new document. Begin a letter to a friend, telling him or her about the TV show. Copy and paste or drag and drop text from the summary document into the letter. Save the document as *[your initials]*7-26b and submit both documents.