

## 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. Word has default settings for margins that are automatically set for each new document.
- T F 2. You can change margins in Print Layout view by using the ruler.
- T F 3. You can edit a document in Print Preview.
- T F 4. Both Print Preview and the Page Setup dialog box use horizontal and vertical rulers to drag margins to desired positions.
- T F 5. You can change margins for an entire document only by using the Page Setup dialog box.
- T F 6. Gutter margins are outside margins on a bound document.
- T F 7. The Shrink One Page feature reduces the size of the document by one page.
- T F 8. Landscape is the default page orientation.

### Short Answer Questions

Write the correct answer in the space provided.

1. What is the default document view?

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2. What does the pointer look like when it is located over the margin boundary on the ruler in Print Layout view?

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3. What is created when you change margins for selected text?

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4. Which kind of document needs gutter margins?

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5. Which tab, in which dialog box, do you use to change page orientation?

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6. How do you switch to Edit mode in Print Preview?

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7. Which key do you press to show the exact margin and text area measurements when using the ruler to change margins?

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8. What is the term for pages that appear as a two-page spread with odd-numbered right pages and even-numbered left pages?

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## 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. Collect samples of printed documents with interesting treatments of margins (such as books, advertisements, or reports). Pay particular attention to mirror margins and gutter margins. How does the margin treatment contribute to the overall feeling of the document?
2. Use Microsoft Office Word Help (F1) or practice on your own to explore the Book fold feature that is located in the Page Setup dialog box, Multiple Pages section. What type of document would you create to use this feature? Is the feature helpful?



## Skills Review

### Exercise 9-14

Set margins for an entire document and for selected text by using the Page Setup dialog box.







1. Open the file **Gresh**.
2. Change the margins for the entire document by following these steps:
  - a. Click the **Page Layout** tab, and click the Margins button .
  - b. Click **Custom Margins**, and set the **Top** margin to **2** inches, the **Bottom** margin to **.75** inch, and the **Left** and **Right** margins to **1.25** inches. Click **OK**.
3. Change the margins, and create a new section for selected text by following these steps:
  - a. Select the text that begins “Campbell’s Confections.” through “Fax: 304-555-6660.”



- b. Open the Page Setup dialog box.
  - c. Set the left and right margins to **2** inches.
  - d. Choose **Selected text** from the **Apply to** drop-down list, and click **OK**. The address appears by itself on a new page.
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4. Click the Undo button  to undo the new section.
  5. Key the text **Matthew Garrett, Manager** as a separate line before “Campbell’s Confections” in the body of the letter.
  6. Save the document as *[your initials]9-14* in your Lesson 9 folder.
  7. Submit and close the document.

## Exercise 9-15



**Set margins in Print Layout view and Print Preview and change orientation.**

1. Open the file **Chocolate**.
2. Change the left and right margins in Print Layout view by following these steps:
 
  - a. Click the Print Layout View button  located on the right of the status bar.
  - b. If the rulers are not displayed, click the View Ruler button .
  - c. Using the horizontal ruler, position the pointer on the left margin boundary until it becomes a two-pointed horizontal arrow (and the ScreenTip “Left Margin” appears).
  - d. Hold down **[Alt]** and drag the margin boundary until the left margin measures 1.5 inches.
  - e. Position the pointer on the right margin boundary and use the same method to drag it to 1.5 inches.
3. Change the top margin in Print Preview by following these steps:
 
  - a. Click the **Microsoft Office Button**. Click the arrow beside **Print**, and click **Print Preview**.
  - b. If the rulers are not displayed, click to select the Show Ruler command.
  - c. Using the vertical ruler, position the pointer on the top margin boundary until it becomes a two-pointed arrow.
  - d. Hold down **[Alt]** and drag the top margin boundary to 2 inches.
  - e. Click the Close Print Preview button  to return to Print Layout view. Drag the Zoom control to **100%** if necessary.
4. Add a bold, centered, and uppercase title **TYPES OF CHOCOLATE** to the top of the document, with 24 points spacing after.
5. Change the orientation to landscape by following these steps:
 
  - a. Open the **Page Setup** dialog box.
  - b. Click the **Margins** tab and choose **Landscape**.

- c. Change the top margin to **2** inches, change the bottom margin to **1** inch, and change the left and right margins to **1.25** inches.
  - d. Click **OK** to close the Page Setup dialog box.
6. Save the document as *[your initials]9-15* in your Lesson 9 folder.
  7. Submit and close the document.

## Exercise 9-16

### Set mirror and gutter margins.

1. Open the file **Corporate Gifts - 2**.
2. Use the Page Setup dialog box to set mirror and gutter margins by following these steps:
  - a. Open the **Page Setup** dialog box.
  - b. Choose **Mirror margins** from the **Multiple pages** drop-down list.
  - c. Change the inside and outside margins to **1.5** inches.
  - d. Set the **Gutter** margin to **.5** inch.
  - e. Click **OK**.
3. Scroll through the document in Print Layout view to see the new margin settings.
4. Switch to Print Preview.
5. Click the Two Pages button , to see both pages display with the new margin settings. Click the Close Print Preview button .
6. Save the document as *[your initials]9-16* in your Lesson 9 folder.
7. Print the document two pages per sheet, by following these steps:
  - a. Click the **Microsoft Office Button**.
  - b. Click **Print** to open the Print dialog box.
  - c. Click the drop-down arrow beside the **Pages per sheet** option and choose **2 pages**.
  - d. Click **OK**.
8. Submit and close the document.



## Exercise 9-17

### Set print options, print an envelope, and print labels.


1. Open the file **WV Stores**.
2. Print a portion of the document by following these steps:
  - a. Select the text for the “Wheeling, WV” store—from “Campbell’s Confections” through the fax number.
  - b. Press **Ctrl+P** to open the Print dialog box.
  - c. Choose **Selection** and click **OK**.

3. Insert the date by following these steps:
  - a. Go to the end of the document, and press **Enter** four times. Key the text **Updated** and press **Spacebar**.
  - b. Click the **Insert** tab, and click **Date and Time**.
  - c. Choose the fourth date format, make sure **Update automatically** is not checked, and click **OK**.
  - d. Insert a blank line after the date.

4. Prepare an envelope addressed to the Morgantown store by following these steps:

- a. Select the name and address lines for the Morgantown store. Do not select the telephone and fax numbers.
- b. Click the **Mailings** tab. Click the **Envelopes** button. Click the **Envelopes** tab.
- c. In the **Delivery address** box, delete the comma in the address, and key **-3301** at the end of the ZIP Code.
- d. In the **Return address** box, key your name, followed by the office address:

**Campbell's Confections**  
**25 Main Street**  
**Grove City, PA 16127**

5. Choose additional envelope options, and add the envelope to the document by following these steps:
  - a. Click the **Options** button and choose the **Envelope Options** tab, if it is not already displayed.
  - b. Make sure the envelope size is **10**.
  - c. Click the **Font** button  for the Delivery Address. Change the format to bold and all caps and click **OK**.
  - d. Click **OK** in the Envelope Options dialog box. Click **Add to Document** in the Envelopes and Labels dialog box. Do not save the return address as the default.
6. Prepare the printer for a standard business envelope (or feed a blank sheet of paper into the printer). Print the document (envelope included).
7. Save the document as **[your initials]9-17a** in your Lesson 9 folder.
8. Create and print a page of return address labels by following these steps:
  - a. With the insertion point in section 1 (the envelope), open the Envelopes and Labels dialog box and click the **Labels** tab.
  - b. Check the **Use return address** box. (Word recognizes the return address you previously entered for the envelope.)
  - c. Choose the option **Full page of the same label**.
  - d. Click **Options**. Set the **Product number** to **5160** and verify that **Page Printer** and **Avery US Letter** are selected. Click **OK**.
  - e. Click **New Document** to save the labels as a separate document. Do not save the return address as the default.
  - f. Save the labels as **[your initials]9-17b** in your Lesson 9 folder.
  - g. Print the labels on a blank sheet of paper.
9. Close both documents.

**TIP**

Because this document contains many addresses, you need to select the text you want to appear in the **Delivery address** box of the Envelopes and Labels dialog box.



## Lesson Applications

### Exercise 9-18

Set margins for a document and for selected text.

1. Open the file **PA Stores**.
2. At the beginning of the document, key the text shown in Figure 9-17, including the corrections. Use single spacing, and insert one blank line between paragraphs.

Figure 9-17

Than<sup>k</sup> you for chosing<sup>o</sup> Campbell's Confection<sup>o</sup>ins to provide your company with our boxed chocolates. We began as<sup>a</sup> small down<sup>a</sup> town office<sup>store</sup> over 50 years ago. Today we have<sup>stores</sup> offices in three states, and we provide quality chocolates to all our customers.

All of our stores work together ~~to~~ meet ~~all of your~~ group or individual needs. We offer our products in the following areas:

Retail

Wholesale

Fundraising

create as one paragraph using line breaks.

For your convenience, Campbell's Confections offers complete service from any one of our Pennsylvania locations. Our store<sup>#</sup>locations and<sup>tele</sup> phone numbers are listed on the following page.<sup>s</sup>

3. At the top of the document, key the title **Pennsylvania Stores** in 14-point bold small caps as a separate line. Center the title, and add 24 points spacing after. Copy the title, and paste it to the left of the first store.
4. Using the Page Setup dialog box, set the top margin to 2 inches and the left and right margins to 1.25 inches.
5. Select the text beginning with the second title "Pennsylvania Stores" through the end of the document. Use the Page Setup dialog box to change the left and right margins for *only* the selected text to 3 inches.
6. Change the top margin of the new section to 1.5 inches.

7. Format all occurrences of “Campbell’s Confections” in the second section as bold italic.
8. Save the document as *[your initials]9-18* in your Lesson 9 folder.
9. Print the document using the 2 Pages per sheet option in the Print dialog box. Close the document.

## Exercise 9-19

**Set margins for a document and for selected text, change page orientation, and set print options.**

1. Open the file **Memo - 3**.
2. Insert today’s date in the date line.
3. In the opening paragraph of the memo, replace the text “items below” with **following information**.
4. Change the top margin to 2 inches and the left and right margins to 1.25 inches.
5. Select the text from “Beginning next quarter” through the end of the document. Change the orientation to landscape.
6. Format the new section as follows: change the top margin to 1.5 inches, change the bottom margin to 1 inch, and change the left and right margins to 1 inch.
7. Place a blank line above “Description/Model number.” Delete the paragraph mark after “Model Number,” and insert a tab character. Delete the paragraph mark after “Serial Number,” and insert a tab character. Continue this procedure until the line includes all items. Adjust the tab settings to distribute the text evenly between the margins. Change the font of the headings to Arial Narrow, and apply bold and small caps formatting. Apply a bottom border to the headings.
8. Save the document as *[your initials]9-19* in your Lesson 9 folder.
9. Print the document two pages per sheet. Close the document.

## Exercise 9-20

**Set margins, set mirror and gutter margins, and address an envelope.**

1. Open the file **Orders**.
2. Change the left and right margins to 1.25 inches.



3. Set mirror margins and a .5-inch gutter margin.
4. Format the title as 14-point bold with a shadow effect. Add 72 points of paragraph spacing before the title.
5. Justify all text below the title except the tabbed information.
6. Go to the end of the document, and key a colon after “at” in the last sentence. Place each line of the company address on a separate line, and delete the commas after “Confections” and “Street” and the period after the ZIP Code. Format the address with 1.5-inch left and right indents, a 1-point box border, and gray shading.
7. Add an envelope to the document, using the company address. Use your name and address as the return address. Do not save the return address.
8. Select the paragraph headings beginning with “Online” through “Customer Service,” and change the font size to 12 points. Do not change the font size for the paragraphs beginning with “Note.”
9. Save the document as *[your initials]9-20* in your Lesson 9 folder.
10. Submit and close the document.

## Exercise 9-21 ♦ Challenge Yourself

### Create labels.

1. Open the file **Haas**.
2. Format the document as a standard business letter. (Refer to Appendix B, “Standard Forms for Business Documents,” online at [www.mhhe.com/pas07brief](http://www.mhhe.com/pas07brief) for margin and spacing requirements.) Enter the date as a field. The letter is from you with the title **Sales Associate** and to the following person:  
**Mr. Mark Haas**  
**215 Lake Street**  
**Girard, PA 16417**
3. Key the text shown in Figure 9-18 as the closing paragraphs.

**Figure 9-18**

Call our corporate gift specialists for assistance in selecting your customized gifts, maintaining your mailing list, and for information on volume discounts. The enclosed brochure explains the procedure for ordering.

We look forward to doing business with you.



4. Add an enclosure notation to the letter.
5. Switch to Print Preview for a final view of the document.
6. Save the document as *[your initials]9-21a* in your Lesson 9 folder.
7. Create a sheet of labels (Avery Standard 5160) of Mr. Haas's address as a new document. Use all caps and no punctuation in the address.
8. Save the labels as *[your initials]9-21b* in your Lesson 9 folder.
9. Submit both documents and close them.

## 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 9-22

Write a summary about a book you have recently read. Change the margins for the document, and change the margins of one of the sections of the summary that you want to highlight. Save the document as *[your initials]9-22* and submit it.

### Exercise 9-23

Create a document, and use the Page Layout tab to create a custom paper size. Change the width to 5 inches and the height to 3 inches. Change all margins to .4 inch, and change the orientation to landscape. Key a favorite recipe and format the text attractively. Save the document as *[your initials]9-23* and submit it.

## Exercise 9-24

Log onto the Internet, and find five Web sites about today's current political topic. Create a document summarizing the topic with a pro and con approach. Format the document using landscape orientation. Save the document as *[your initials]9-24* and submit it.