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. You can delete a hard or soft page break by pressing [Delete].

T F   2. To insert a section break, press [Ctrl]+[Enter].

T F   3. One way to insert a page break is to choose Page Break from the Insert tab.

T F   4. Page break before is a paragraph formatting option that starts a paragraph at the top of a new page.

T F   5. A nonprinting character appears to the left of any paragraph to which you apply the Keep with next option.

T F   6. Section breaks appear in the Print Preview window as double-dotted lines.

T F   7. Page breaks appear in Print Layout view as single-dotted lines.

T F   8. You can use the Go To feature to move the insertion point from one section to another.

Short Answer Questions

Write the correct answer in the space provided.

1. Which type of page break is automatically adjusted as you key text?

   _____

2. Which type of section break does not start on a new page?

   _____

3. What is the term for the last line of a paragraph that appears alone at the top of a page?

   _____

4. Which option would you apply to a paragraph so it is not divided by a page break?

   _____

5. Which dialog box and tab would you display to change the vertical alignment of a section?

   _____

6. Which type of vertical alignment spaces text so the top line aligns with the top margin and the bottom line aligns with the bottom margin?

_____

7. In Print Layout view, which feature do you use to view two pages at the same time?

_____

8. Describe the appearance of the nonprinting character Word displays next to a paragraph when you apply certain line and page break options.

_____

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. In a long document that requires extensive editing, why would it be most efficient to perform all your edits before inserting hard page breaks?

2. Describe a situation where you would use a continuous section break.

Skills Review

Exercise 10-11

Adjust soft page breaks and insert hard page breaks.

1. Open the file **Terms**. Position the insertion point in the first line of the memo, and change the spacing before to 72 points.
2. Scroll to the bottom of page 1 to see where the soft page break occurs.
3. Change the font size for the entire document to 11 points. Notice how the change affects the soft page break.
4. Insert a page break before the text "Chocolate Terms" by following these steps:
   a. Place the insertion point to the left of the text.
   b. Press Ctrl+Enter.
5. Change the last line on page 1 to read: **is listed on the next page**. Change the font size of the title on page 2 to 14 points, and apply 24 points spacing after. Center the title.
6. Key today's date in the memo heading, and key your reference initials at the bottom of page 1.

7. View the document in Print Preview, one page at a time.

Two Pages

8. Click the Two Pages button ![Two Pages] to view two pages at once. Return to a one-page view, and zoom to view the "SUBJECT:" line.

9. Click the **Magnifier** check box to deselect it. Select the text for the subject line ("Chocolate Terms"), and apply italic formating using the keyboard shortcut Ctrl + I.

10. Save the document as *[your initials]*10-11 in your Lesson 10 folder.

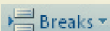11. Submit and close the document.

Exercise 10-12

Apply line and page break options to paragraphs.

1. Open the file **Directory**.

2. Change the left and right margins to 1.25 inches.

3. Format the first line of the title as 14-point bold, centered, and uppercase. Add 36 points of spacing before. Format the second line as 12-point bold, small caps, and centered.

4. Key the current date.

5. Apply paragraph formatting to the heading "Ohio Stores" so it begins on a new page by following these steps:

   a. Move the insertion point within the heading.

   b. Click the **Home** tab, and click the **Paragraph Dialog Box Launcher**.

   c. Click the **Line and Page Breaks** tab.

   d. Choose **Page break before** and click **OK**.

6. Click within the heading "West Virginia Stores," and press F4 to repeat the format. Repeat the formatting to the heading "Pennsylvania Stores" if necessary.

7. Scroll through the document to verify that the stores are listed by state on a new page. The document should be four pages.

8. Save the document as *[your initials]*10-12 in your Lesson 10 folder.

9 Submit and close the document.

Exercise 10-13

Specify section breaks by type and change the margin settings in sections.

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

2. Insert a next page section break on page 1 before the heading "Homecoming Events" by following these steps:

   a. Place the insertion point to the left of the heading.

Breaks ▾

   b. Click the **Page Layout** tab, and click the Breaks button ![Breaks]. Click **Next Page**.

3. Move the insertion point to section 1. Change the top margin to 2 inches, and change the left and right margins to 1.25 inches. Be sure to apply the format to the section and not the whole document.

4. Use the **Page Setup** dialog box to format section 2 with 1.5-inch left and right margins. Make sure **This section** appears in the **Apply to** box.

5. Select the list of colleges, and change the left indent to 1.5 inches.

6. Change the vertical alignment for section 2 to centered by following these steps:

   a. Place the insertion point in the second section.

   b. Open the **Page Setup** dialog box, and click the **Layout** tab. Select **Centered** from the **Vertical alignment** drop-down list. Click **OK**.

7. Format page 2 (section 2) with a page border using the Box setting and a 3-point double line. Be sure to apply the border to "This Section."

8. Save the document as *[your initials]*10-13 in your Lesson 10 folder.

9. Submit and close the document.

Exercise 10-14

Vertically align a section and move around a document by using the Go To feature.

1. Open the file **Leadership**.

2. Insert **Next page** section breaks at "*Please join us for*" on page 1 and at "Possible Agenda Topics" at the bottom of the same page.

3. Vertically align the text in section 2 by following these steps:

   a. With the insertion point in section 2, click the **Page Layout** tab, and click the **Page Setup Dialog Box Launcher**. Click the **Layout** tab.

   b. Choose **Center** from the **Vertical alignment** drop-down list.

   c. Make sure **This section** appears in the **Apply to** box, and click **OK**.

4. Switch to Print Preview, and view only the second page (section 2).

5. From the Print Preview window, open the **Page Setup** dialog box again, and change the vertical alignment to **Justified**.

6. Close Print Preview.

7. Select all the text in section 2, and center the text horizontally.

8. Use the Go To feature to move within the document by following these steps:

   a. Press F5.

   b. Choose **Section** from the **Go to what** list, and enter **3** in the text box.

   c. Click **Go To** and close the dialog box.

9. Select the first line of section 3, and change the font to 14-point bold and small caps. Select the second line through the end of the document, and apply a bullet format.

10. Use the Zoom Level to view three pages at one time by following these steps:

   a. Click the Zoom Level button 100% on the status bar.

   b. Click the Many Pages button 🖳 and drag across the first row to highlight three pages.

   c. Click **OK**.

11. Drag the Zoom slider to **100%**. Add 72 points of spacing before the first line on page 1. Add your reference initials to the bottom of page 1.

12. Save the document as *[your initials]***10-14** in your Lesson 10 folder.
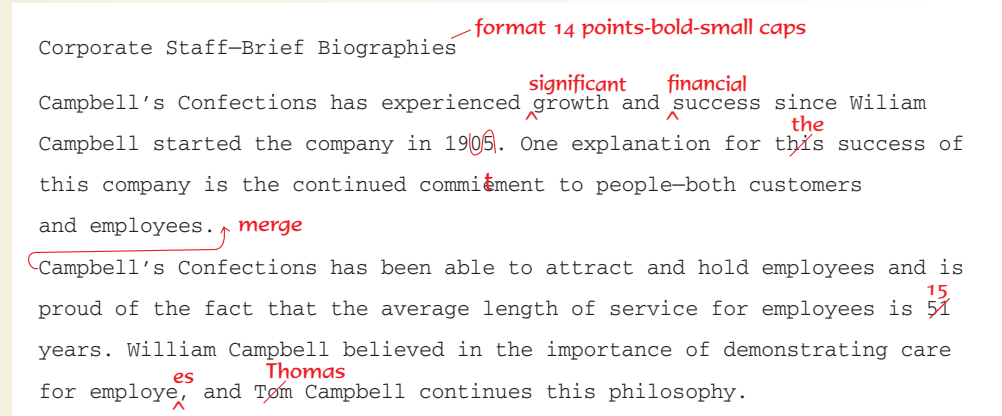
13. Submit and close the document.

Lesson Applications

Exercise 10-15

Insert page breaks, apply line and page break options, and format text as a new section.

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

2. Key the text in Figure 10-10 at the beginning of the document. Format the paragraph under the heading using 12 point. Remove bold and small caps.

Figure 10-10

format 14 points-bold-small caps

```
Corporate Staff—Brief Biographies

                              significant    financial
Campbell's Confections has experienced growth and success since Wiliam

                                                      the
Campbell started the company in 1905. One explanation for this success of

this company is the continued commitment to people—both customers

and employees.    merge

Campbell's Confections has been able to attract and hold employees and is
                                                              15
proud of the fact that the average length of service for employees is 51

years. William Campbell believed in the importance of demonstrating care
        es        Thomas
for employe, and Tom Campbell continues this philosophy.
```

3. Scroll to locate "Tamara Robbins." Use the Keep with next feature to place the heading "Tamara Robbins" with the descriptive paragraph.

4. Place the insertion point to the left of "Corporate Staff." And insert a next page section break.

5. Change the top margin for section 1 to 2 inches and the left and right margins to 1.5 inches.

6. Locate the text "Cynthia Parker," and insert a page break at the beginning of the line.

7. Increase the font size of the title in section 1 to 20 points, and apply the shadow text effect. Change the font size of the title in section 2 to 20 points, and apply bold, small caps, and the shadow text effect.

8. Add a 3-D page border to all pages of the document. Select a double-line style, dark blue color, and 3-point width.

9. In section 2, center the text vertically.

10. Preview the document.

11. Save the document as *[your initials]***10-15** in your Lesson 10 folder.

12. Print the document 4 sheets per page, and then close it.

Exercise 10-16

Add and format sections.

1. Open the file **Forman**.

2. Set a 2-inch top margin, and change the left and right margins to 1.25 inches. Key the current date at the top of the document, and include an enclosures notation.

3. Position the insertion point at the end of the document. Click the **Insert** tab, and click the arrow beside the **Object** button ▓ Object ▾ . Click **Text from file**. Locate the file **Retail Stores - 2**, and click **Insert**.

4. Position the insertion point at the end of the document, and follow the same procedure to insert the file **Store Directory**.

5. Locate the text "There are 24" and insert a next page section break. In the new section, key the title **Campbell's Confections' Retail Stores** using bold uppercase text. Center the title, and increase the font size to 14 points. Add 24 points of spacing after.

6. Insert a next page section break before the text "Pennsylvania Stores."

7. Format section 2 so it is vertically centered and in landscape orientation. Set 1.5 inch left and right margins. Change the top and bottom margins to 1 inch. Select all paragraphs below the title and change the spacing after to 12 points.

8. Go to section 3, and insert a page break before "Ohio Stores" and "West Virginia Stores."

9. Change the top margin for section 3 to 1.5 inches and the left and right margins to 1 inch.

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

11. Submit and close the document.
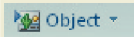
Exercise 10-17

Apply line and page break options, add and format sections, and use the Go To feature.

1. Open the file **Price Change**.

2. Add a continuous section break before the line "Standard-size" and another at the bottom of the list (before the paragraph that begins "Price changes").

3. Format section 2 with a 1.5-inch left margin and double spacing. Adjust the tab settings to space the columns evenly between the margins. The third column should be formatted with a right tab at 5 inches. Bold and underline the column headings. Center, bold, and apply 14-point small caps to the title. Change the spacing before to 24 points.

4. Go to section 1, and key a memo heading to "Store Managers" from Thomas Campbell. Use the current date, and the subject is "Price changes." Align memo heading information with a left tab. Add your

reference initials at the end of section 1 with an attachment reference. Change the top margin to 2 inches and the bottom margin to 0.5 inch.

5. Go to section 3, and copy the formatting from the title in section 2 to the title in section 3.

6. Change the double-spaced text in section 2 to 1.5-line spacing.

7. Change the section layout for section 3 from a continuous section break to a section break that starts on a new page using the Page Setup dialog box.

8. Change the left and right margins for section 3 to 1 inch. Select the tabbed text in section 3, and change the left indent to 1 inch. Set a right dotted-leader tab at 5.5 inches. Bold and underline the column headings, and format the tabbed text with 1.5-line spacing. Remove the dotted leaders from the column heading. Format the title with 24 points spacing before and 12 points spacing after.

9. Change the alignment in section 3 so it is centered vertically.

10. Preview the document, and save it as *[your initials]*10-17 in your Lesson 10 folder.

11. Submit and close the document.

Exercise 10-18 ◆ Challenge Yourself

Add and delete page breaks, and add and format a new section.

1. Create a standard business memo from you to store managers. Key September 1 for the date. The subject is "Candy Bar Wrapper Contest." Key the body text shown in Figure 10-11.

Figure 10-11

```
Thank you for sending your comments regarding our first
candy bar wrapper contest. We want our first contest to be
a success, and we hope to use one of the winning designs for
one of our fundraising candy bar wrappers.

Please review the following list, and provide your comments
no later than Wednesday. We want to send the rules and
guidelines to the graphic artist for layout and printing. When
we receive the flyer, we will e-mail it to you for printing
and distribution to high schools in your service area.

Your comments regarding possible awards were enlightening.
Because Campbell's Confections' stores are located in a
tri-state area, we have taken great effort to work with
three state treasurers to establish our scholarship awards
program.
```

2. At the end of the memo, add an attachment reference. After the reference, create a new section that starts on a new page.

3. In the new section, insert the file **Wrapper**.
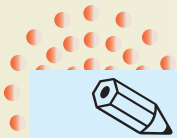
✏ **TIP**

To insert a file, place the insertion point in the new section, click the **Insert** tab and click the arrow beside **Object**. Click **Text from File**. Locate the file and click **Insert**.

4. Format the two-line title as 14-point bold, all caps, and centered, with two blank lines below it.

5. Select all lines below the title and format with 12 points spacing after.

6. Select "Rules/Guidelines" and "Prizes" and apply bold, italic, and small caps formatting. Select the text below each side heading, and format it as a bulleted list.

7. Change each occurrence of "contest" to **competition**.

8. Add a page border to section 2. Select a geometric-pattern border from the Art drop-down list. Select an appropriate width and color.

9. If you have not already done so, format section 1 with a 2-inch top margin. Make sure section 2 has the regular 1-inch top margin and is centered vertically.

10. Spell-check section 1 only.

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

12. 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 10-19

Write a short report about your 10 favorite television shows or movies. Include a document title. Each show or movie should be a separate paragraph with its own heading. Adjust page breaks as needed to keep headings with their related paragraphs. Save the document as *[your initials]***10-19** and submit it.

Exercise 10-20

Create a document that includes three poems by three different poets. Use headings to identify each poet and title. Use page breaks to start each poem on a separate page. Save the document as *[your initials]***10-20** and submit it.

Exercise 10-21

Create a document that lists three different categories of restaurants in your area. Include descriptions of two to three restaurants per category. Format each category as a separate section and apply a different, page, paragraph, and character format to each. Save the document as *[your initials]***10-21** and submit it.