

## 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. Paragraph styles can include both paragraph- and character-formatting instructions.
- T F 2. You can apply character styles to selected text within a paragraph.
- T F 3. You can use either the Styles task pane or the Quick Styles Gallery to apply a paragraph style.
- T F 4. If you select only part of a paragraph to change the paragraph style, only the selected portion is reformatted.
- T F 5. You can create a character style by changing the formatting of selected text, right-click the selection, and select Styles.
- T F 6. A style named and created for a specific document cannot be modified for that document.
- T F 7. When you delete a style from the style sheet, any paragraph or text containing that style returns to the Normal style.
- T F 8. You save the styles created for a document by saving the document.

### Short Answer Questions

Write the correct answer in the space provided.

1. In the list of styles, what symbol designates a paragraph style?

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2. In the list of styles, what symbol designates a character style?

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3. How do you print a list of a document's styles?

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4. What is the purpose of a theme?

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5. How do you display style names in the left margin of a document?

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6. How do you open the New Style dialog box?

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7. What are the five types of styles?

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8. On what style are all standard styles based?

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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. The Based On option is often used to create a group of heading styles based on one style and a group of body text styles based on another style. Why aren't heading styles and body text styles typically based on the same style?
2. Create complementary styles for a heading and for body text, using two different fonts. Describe the formatting for each style, and provide a sample of the styles used together. Describe the type of document for which this combination would be suited.

## Skills Review


### Exercise 12-13

**Apply styles and create new styles.**

1. Open the file **Agenda - 1**.
2. Use the Quick Styles Gallery to apply a style to the document title by following these steps:
  - a. Position the insertion point in the title (the first line).
  - b. Click the More Arrow button  to open the Quick Styles Gallery.
  - c. Click **Title**.
3. Use the Styles task pane to apply a style by following these steps:
  - a. Click the **Home** tab, and click the **Styles Dialog Box Launcher** to display the **Styles** task pane.
  - b. Position the insertion point in the next heading, "Sponsored by."
  - c. Click **Subtitle** in the task pane.
4. Apply the Heading 1 style to the heading "Agenda."








5. Create a new paragraph style for a heading by following these steps:
  - a. Select the heading “Thursday, February 10.”
  - b. Click the New Style button , and key **Day** in the **Name** text box.
  - c. Change the font formatting to 14-point bold and small caps.
  - d. Change the paragraph formatting to 12 points spacing before and 6 points spacing after. Click **OK**.
  - e. Apply the Day style to the line beginning “Friday.”
6. Use the New Style dialog box to create a new style for the agenda text by following these steps:
  - a. Position the insertion point at the beginning of the line that begins “12 Noon.” Click **New Style** in the task pane.
  - b. Key **Agenda Items** in the **Name** text box.
  - c. Change the font size to 12.
  - d. Click **Format** and choose **Paragraph**.
  - e. Change the left indent to 0.25” and change the spacing after to 3 points. Click **OK**.
  - f. Click **OK** in the Create New Style from Formatting dialog box.
7. Select all the agenda text under the headings “Thursday” and “Friday.” Choose the **Agenda Items** style from the Styles task pane.
8. Apply the Heading 2 style to the line that begins “Grove City College.”
9. Change the document title to small caps and 72 points of spacing before paragraphs. Replace the hyphens following each session number with em dashes.
10. Save the document as *[your initials]12-13* in your Lesson 12 folder.
11. Submit and close the document.

## Exercise 12-14

**Create, redefine, modify, and rename styles.**

1. Open the file **OH Stores**. Display the Styles task pane.
2. For the document title, create and apply a paragraph style named **Office Heading** with the formatting 14-point Times New Roman, bold and italic.
3. For the text “Campbell’s Confections,” create and apply a paragraph style named **Subhead** with the formatting 12-point Arial, with bold and italic and with 12 points spacing before and 3 points spacing after paragraphs.
4. Position the insertion point in each line of text that contains a Campbell’s Confections’ store name, and apply the Subhead style (press **F4** to repeat the style).




5. Redefine the Subhead style by following these steps:
  - a. Select the first occurrence of “Campbell’s Confections,” and remove the italics by clicking the Italic button .
  - b. Right-click the **Subhead** style in the task pane. Choose **Update Subhead to Match Selection**.
6. Create a new character style for the word “Fax” by following these steps:
  - a. Position the insertion point at the beginning of the second telephone number for the Akron Office. Click the **New Style** button  in the Styles task pane.
  - b. Key **Fax Num** in the **Name** text box.
  - c. Choose **Character** from the **Style type** drop-down list.
  - d. Click the Font Color button  in the dialog box, and change the color to dark blue.
  - e. Click **Format**, choose **Font**, and choose **Small caps**. Click **OK**. Click **OK** again.
7. Key the word **Fax:** followed by a space at the beginning of the second telephone number for the Akron office. Repeat for the other five offices.
8. Select the word “Fax” the first time it occurs, and apply the **Fax Num** style from the task pane. Apply the same style to each occurrence of “Fax” by selecting the word and pressing **[F4]**.
9. Rename the **Fax Num** style by following these steps:
  - a. Right-click the Fax Num style in the task pane and choose **Modify**.
  - b. In the Name text box, edit the text to “Fax” and click **OK**.
10. Delete the Office Heading style by following these steps:
  - a. Right-click the **Office Heading** style in the task pane.
  - b. Choose **Delete**. Click **Yes**.
11. Apply the Title style to the document title. Modify the style to include small caps. Delete the blank paragraph after the title.
12. Change the top margin to 1.5 inches and the bottom margin to 0.5.
13. Key **Telephone:** followed by a space to the left of each telephone number for all offices. (The telephone number is the first number listed.)
14. Save the document as *[your initials]***12-14** in your Lesson 12 folder.
15. Submit and close the document.

## Exercise 12-15

**Create styles, use style options, and display and print styles.**

1. Open the file **Health Fair**. Display the Styles task pane. Change the date in the memo heading to today’s date. Change the date in the third paragraph below the memo heading to a date two weeks from today’s date. Delete the instruction text.





2. Select the text “Board Room No. 1,” and create and apply a new paragraph style named **Room** with the formatting 12-point Arial, with bold and italic and with 3 points spacing after.
3. Apply the new style to “Board Room No. 2” and “Board Room No. 3.”
4. Create a new paragraph style named “Session” that is based on the Room style by following these steps:
  - a. Position the insertion point after “Board Room No. 1” and press . Key **30-Minute Sessions**. Click the **New Style** button  on the task pane.
  - b. Key **Session** in the **Name** text box.
  - c. Check that **Style based on** is set to the **Room** style.
  - d. Using the Formatting buttons in the Create New Style from Formatting dialog box, change the font formatting to 11 points and turn off bold and italic.
  - e. Click **OK**.
5. Click at the beginning of the paragraph that starts with the word “Topics.” Create a new paragraph style named **Info** that is based on the Normal style. Use the formatting 11-point Arial, with 3 points of spacing after paragraphs.
6. Assign Session as the following paragraph style for Room and assign Info as the following paragraph style for Session by following these steps:
  - a. Right-click the **Room** style in the task pane.
  - b. Choose **Modify**.
  - c. Choose **Session** from the **Style for following paragraph** drop-down list.
  - d. Click **OK**. Repeat the procedure to assign Info as the following paragraph style for Session.
7. Position the insertion point at the end of the heading “Board Room No. 2,” press  to apply the Session style, and key **45-Minute Sessions**.
8. Press  to apply the Info style and key **Topics:**.
9. At the end of “Board Room No. 3,” press , and key the following two lines of text:
 

**30-Minute Sessions**  
**Topics:**
10. Select the text from “CPR” through “First Aid,” and format the text as a bulleted list using a small square bullet (■). Right-click the selected text, and choose **Styles** from the shortcut menu. Click **Save Selection as a New Quick Style**. Name the style **Content**, and click **OK**.
11. Select the two lines of text that follow “Topics for Board Room No. 2,” and apply the Content style. Repeat the style for the three lines of text under “Topics for Board Room No. 3.”
12. Modify the Normal style to be Arial, with single spacing.

13. Display the style area for the document by following these steps:
  - a. Open the **Word Options** dialog box, and click **Advanced**. Scroll to the **Display** group.
  - b. Set the **Style area width** to 0.5 inch and click **OK**. Switch to Draft view.
14. Format the memo with the correct spacing at the top of the page, and remember to include your reference initials at the end of the document. Change the bottom margin to 0.5 inch.
15. Restore the style area width to zero. Switch to Print Layout view.
16. Print the document style sheet by following these steps:
  - a. Open the **Print** dialog box.
  - b. Choose **Styles** from the **Print what** drop-down list and click **OK**.
17. Spell-check the document, and save it as *[your initials]12-15* in your Lesson 12 folder.
18. Submit and close the document.

## Exercise 12-16

### Apply and customize document themes.

1. Open the file **Health Fair - 2**. Display the Styles task pane.
2. Change the document theme by following these steps:
  - a. Click the **Page Layout** tab, and click the Themes button .
  - b. Click the **Median** design from the Themes gallery.
3. Change the theme font by following these steps:
  - a. Click the Theme Fonts button .
  - b. Click **Create New Theme Fonts**.
  - c. Change the heading font to Tahoma, and change the body font to Tahoma.
  - d. Key **Custom Font** in the **Name** text box. Click **Save**.
4. Modify the Normal style by changing the font size to 12.
5. Apply the style Heading 1 to the first line of the document. Apply the Heading 2 style to the text that begins “Saturday.”
6. Apply the Heading 3 style to the headings “Employee’s Full Name,” “Store Location,” and “Preferred Sessions.” Modify the Heading 3 style to 24 points spacing before.
7. Format the document with a 1.5-inch top margin.
8. Spell-check the document.
9. Save the document as *[your initials]12-16* in your Lesson 12 folder.
10. Submit and close the document.



## Lesson Applications

### Exercise 12-17

Create, apply, and modify styles; print styles.

1. Start a new document. Key the text shown in Figure 12-15. Create the styles as indicated for the first two lines.

Figure 12-15



2. Apply the Headline 2 style to the last line of text. Modify the style to include 18 points of paragraph spacing before and after.
3. Create a style called **Body 1** (based on the Normal style) for the remainder of the text; the style should be 12-point Arial, centered, with 1.5-line spacing.
4. Center the document vertically on the page.
5. Spell-check the document.
6. Save the document as *[your initials]12-17* in your Lesson 12 folder.
7. Submit the document and the style sheet, and close the document.

### Exercise 12-18

Create, modify, and rename styles; print styles.

1. Open the file **Screening**.
2. Create a character style named **Memo Heading** using Arial Black, 12 points.
3. Select "Memo To" and apply the Memo Heading style. Repeat the style formatting for "From," "Date," and "Subject."

4. Select the four lines in the memo heading, and adjust the tab setting to 1.25 inches.
5. Modify the Normal style to include 12-point Times New Roman and 12 points spacing after.
6. Select the text beginning “Height and weight” through “Asthma screening,” and format the text using a picture bullet.
7. Rename the style Memo Heading with the name **Memo Head**.
8. Position the insertion point in the subject line of the memo heading, and change the spacing after to 24 points. Add a bottom border to the subject line.
9. Change the top margin to 2 inches and the bottom margin to 0.5 inch.
10. Add your reference initials to the document.
11. Save the document as *[your initials]*12-18 in your Lesson 12 folder.
12. Submit and close the document.

## Exercise 12-19

**Modify styles, use style options, and print styles.**

1. Open the file **Property - 2**.
2. Format the document as a letter to the name and address shown below, from Lynn Tanguay, vice president. Remember to use the correct top margin and spacing and to include your reference initials. Change the bottom margin to 0.5 inch.

**Dr. James Wenner**  
**West College**  
**PO Box 1000**  
**New Wilmington, PA 16172**

3. Edit the first line of the letter to read:  
**Thank you for agreeing to present a seminar on property insurance for Campbell's Confections' store owners/managers. Please discuss the following topics.**
4. Select the text “Types of insurance,” and create a style named **Topic** with 12-point, bold, and small caps formatting.
5. Position the insertion point at the end of the document, and create a new style named **Subjects** with 12-point formatting.
6. Modify the Topic style by changing the style for following paragraph to Subjects.
7. Position the insertion point at the end of the line “Types of Insurance.” Press **Enter** and key the text shown in Figure 12-16.



Figure 12-16

Equipment  
 Inventory  
 Buildings  
 Land  
 Liability  
 Business Interruption  
 Key Employees

8. Apply the Topic style to the text “Types of Coverage,” press **Enter**, and key the following items. Place each on a separate line, and omit the commas.  
**Fire, Theft, Catastrophes, Accidents, Loss of Income**
9. Press **Enter** twice after keying “Loss of income,” and apply the Normal style.
10. Key the following closing paragraph.  
**If time permits, you may want to include comments on how to select an insurance agent. We look forward to your presentation next month.**
11. Key the closing lines of the letter.
12. Modify the font size of the Normal style to 12 points.
13. Spell-check the document.
14. Save the document as *[your initials]12-19* in your Lesson 12 folder.
15. Print the style sheet and the document, and close the document.

## Exercise 12-20 ♦ Challenge Yourself

**Create, apply, and modify styles; apply themes.**

1. Open the file **Ordering**. Display the Styles task pane.
2. Apply the Opulent theme to the document.
3. Apply the Title style to the first line of the document.
4. Position the insertion point in the “Online” paragraph. Create a style called **Side Heading** using 14-point, bold, and small caps formatting.
5. Apply the Side Heading style to each of the document side headings. (There are seven side headings.)
6. Position the insertion point in the paragraph that begins “Note,” and create a new style named **Special Note** using 11 points and 0.25-inch left indent.

7. Apply the Special Note style to each “Note” paragraph and the paragraph that follows “Note.”
8. Modify the Normal style font to 11 points.
9. Modify the Title style to small caps.
10. Create a left-aligned header for page 2 to include the following text. Place two blank paragraphs after the second line of the header.

**Place an Order**  
**Page [Number]**

11. Add a bottom border to the page number paragraph in the header.
12. Add your reference initials to the bottom of the document.
13. Save the document as *[your initials]12-20* in your Lesson 12 folder.
14. Print the document and the style sheet, 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 12-21

Create your own one-page newsletter. Create and use styles for the different newsletter elements, such as the title, date line, body text, and publisher information. Save the document as *[your initials]12-21*. Submit the document and the styles.

### Exercise 12-22

Assume you have been on a job interview. Write a simple follow-up letter, and compare the document appearance by using three different themes. Apply the appropriate theme and styles to your letter. Save the document as *[your initials]12-22*. Submit the document and the styles.

### Exercise 12-23

Create a document that includes your five favorite songs. Each song should appear as a three-line description—song title, songwriter, and performer—with each line using a different style. The songwriter and performer styles should be based on the song title style. Specify the songwriter style as the style following the title style, and the performer style as the style following the songwriter style. Create the styles first; then key the text. Modify the styles as desired. Save the document as *[your initials]12-23*. Submit the document and the styles.