

Lesson 2

Selecting and Editing

OBJECTIVES

MCAS OBJECTIVES

In this lesson:

WW 07 1.3.3

WW 07 6.1.1

WW 07 6.1.2

After completing this lesson, you will be able to:

1. Open an existing document.
2. Enter formatting characters.
3. Move within a document.
4. Undo and Redo actions.
5. Repeat actions.
6. Select text.
7. Save a revised document.
8. Work with document properties.

Estimated Time: 1¹/₄ hours

To edit documents efficiently, you need to learn to select text and move quickly within a document. In this lesson you learn those skills, as well as how to open and save an existing document.

OBJECTIVE 1

Opening an Existing Document

Instead of creating a new document, you start this lesson by opening an existing document. There are several ways to open a document:

- Choose **Open** from the File menu.
- Press **Ctrl** + **O**.
- Use the document links in the **Recent Documents** file listing.



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.
Required Files: Campbell-1



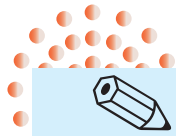
TEACH

Teaching Resources:

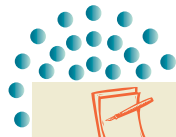
This text is supported by classroom presentations in a PowerPoint format. For this lesson, use In Word Classroom Presentation 2.



The Quick Access Toolbar can be customized to include an Open button. You may want to show students how to add the Open button to the Quick Access Toolbar.

**TIP**

The keyboard shortcut to open the File menu is **Alt+F**.

**1****NOTE**

Click **Folders** to open and close the Folders list.

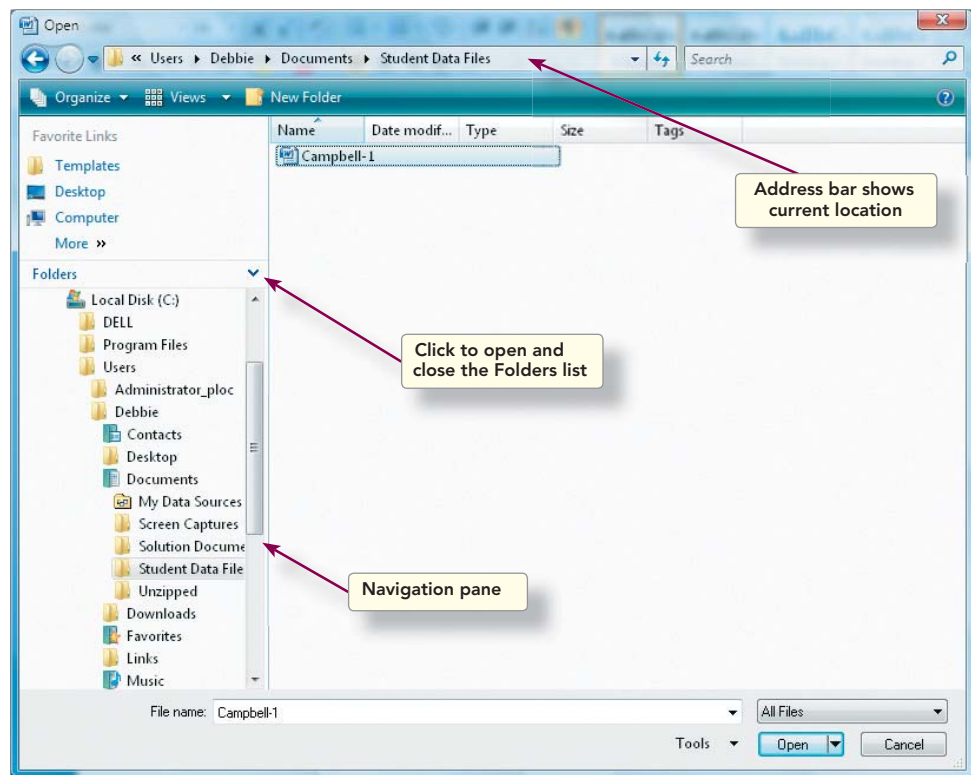
2

Figure 2-1
Files listed in the
Open dialog box



Exercise 2-1 OPEN AN EXISTING FILE

1. Click the **Microsoft Office Button** to open the File menu. The file names listed under **Recent Documents** are the files opened from this computer. If the file you want is listed, you can click its name to open it from this list. The Recent Documents section displays up to 17 documents.
2. Click **Open** to display the Open dialog box. You are going to open a student file named **Campbell-1**.
3. Locate the appropriate drive and folder according to your instructor's directions.

**1**

Important: Make sure students know where and how to access files. You may also want to discuss the search tools available in the Open dialog box as well as using the headings to sort files. You can protect loaded data files by setting the read-only attribute.

2

The student data files are available at the following Web site: www.mhhe.com/pas07/brief



Word Classroom Presentation 2.




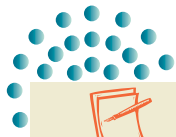
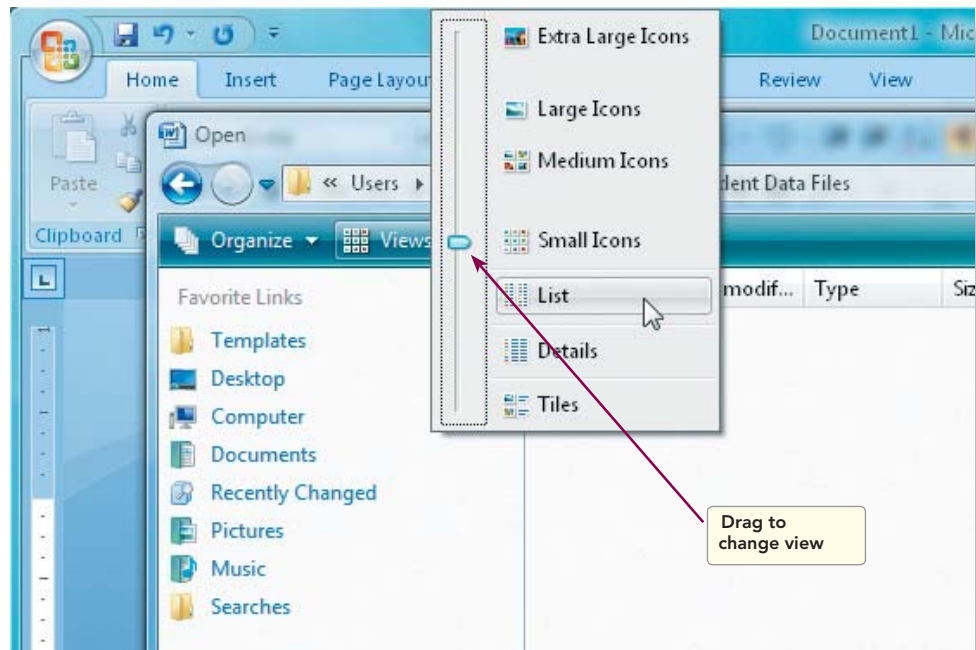
1

Figure 2-2
Views menu in the
Open dialog box



2

4. After you locate the student files, click the arrow next to the Views button  in the Open dialog box to display a menu of view options.
5. Choose **List** to list all files by file name.



NOTE

Documents created in earlier versions of Word display Compatibility Mode in the Title bar when opened. Compatibility Mode enables you to open, edit, and save documents that were created using earlier versions of Word. New features in Office Word 2007 are not available in Compatibility Mode. To check for features not supported by earlier versions of the Word program, click the Microsoft Office Button, and click the arrow beside **Prepare**.

Click **Run Compatibility Checker**. To convert a document created in an earlier version of Word to Office Word 2007, click the Microsoft Office Button, and click **Convert**. Click **OK**.

6. From the list of file names, locate **Campbell-1** and click it once to select it.
7. Click **Open**.

You can also double-click a file name to open a file.

1 To open the Preview pane, click the down arrow beside Organize, click Layout, and click Preview pane.

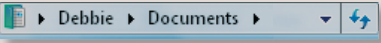






2 You may want to show students how to open a document created in an earlier version of Word and to point out the Compatibility Mode notation in the Title bar. Show them how to use the Run Compatibility Checker feature.



Word Classroom Presentation 2.

Documents created in earlier versions of Word can be converted to Office Word 2007. Click the Microsoft Office Button, and click Convert. Click OK in the Microsoft Office Word dialog box. Save the document.

TABLE 2-1 Open Dialog Box Buttons

Button	Name	Purpose
	Address bar	Navigates to a different folder.
	Back button	Works with the Address bar, and returns to most recent previous location.
	Forward button	Works with the Address bar, and returns to location already opened.
	Search box	Looks for a file or subfolder.
	Organize	Opens a menu of file functions, such as cutting a file, copying a file, pasting a file, deleting a file, or renaming a file. Includes the Layout option to display the Navigation pane, Details pane, and the Preview pane.
	Views	Opens a menu of view options for displaying drives, folders, files, and their icons.
	New Folder	Creates a new folder to organize your files.

Exercise 2-2 CREATE A NEW FOLDER

Document files are typically stored in folders that are part of a hierarchal structure similar to a family tree. At the top of the tree is a disk drive letter (such as C: or A:) that represents your computer, network, floppy drive, jump drive, or CD-ROM drive. Under the disk drive letter, you can create folders to organize your files. These folders can also contain additional folders.

Here is a scenario: You store your files on the C: drive of your office computer. You create a folder on this drive named “Word Documents.” Within this folder you create folders named “Letters,” “Memos,” and “Reports,” each containing different types of documents.

For this course, you will create a new folder for each lesson and store your completed exercise documents in these folders.

1

1. Click the **Microsoft Office Button** and choose **Save As**. You are going to save **Campbell-1** under a new file name, in a new folder that will contain all the files you save in this lesson.
2. Choose the appropriate drive and folder location from the **Navigation pane**. (For example, to save your files to a jump drive, insert a jump


2

1 This is a good opportunity to discuss the benefits of good file management habits. Losing track of files is easy, but a sensible folder structure can minimize the risk. Open Windows Explorer, and demonstrate some basic strategies for creating folders and subfolders that can make it easier to remember where specific files are stored.

2 Students will create a new folder for their Lesson 2 files. They will create lesson folders from this point on in the course, to develop good file management habits. Tell students where to locate these folders (on the hard disk, jump drive, or network). Make sure they know how to specify the location in the Navigation pane. Additionally, you might want students to create a Lesson 1 folder and show them how to move their Lesson 1 files into this folder, using drag-and-drop techniques in Windows Explorer.

drive in the USB port, and make sure the **Address bar** indicates the appropriate drive).

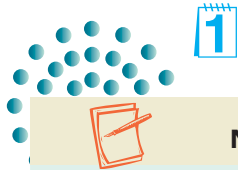


3. Click the Create New Folder button . A New Folder icon appears in the File list section.

4. Key the folder name *[your initials]Lesson2* and press **[Enter]**. The folder name appears in the Address bar and in the Navigation pane. Word is ready to save the file in the new folder.

5. Locate the **File name** box, and make sure the file's original name (**Campbell-1**) is selected. If not, double-click it.

6. Key the file name *[your initials]2-2* and click **Save**.




NOTE

To rename a folder, locate the folder to rename and right-click the folder. Click **Rename** on the shortcut menu, key the new name, and press **[Enter]**.

OBJECTIVE 2

Formatting Characters

The Show/Hide ¶ button  on the Home tab shows or hides paragraph marks and other *formatting marks*. These characters appear on the screen, but not in the printed document. Formatting marks are included as part of words, sentences, and paragraphs in a document. Here are some examples:

- A word includes the space character that follows it.
- A sentence includes the end-of-sentence punctuation and at least one space.
- A paragraph is any amount of text followed by a paragraph mark.

2


3

The document you opened contains two additional formatting characters: *tab characters*, which you use to indent text, and *line-break characters*, which you use to start a new line within the same paragraph. Line-break characters are useful when you want to create a paragraph of short lines, such as an address, and keep the lines together as a single paragraph.

Another formatting character is a *nonbreaking space*, which you use to prevent two words from being divided between two lines. For example, you can insert a nonbreaking space between “Mr.” and “Smith” to keep the name “Mr. Smith” undivided on one line.

1

The solution file 2-2 in the Solutions Manual and on the Solutions Disk is the final file saved in Exercise 2-12, after all the editing has taken place. This is because students learn to use the **Save** command in Exercise 2-12, not the **Save As** command they already know.

 **Objective 2 Assignment:** Exercise 2-16 (Skills Review) can be assigned after completing Objective 2.

2

The Show/Hide button may not hide all formatting marks. You can choose to display all or selected formatting marks to display at all times. To turn on or turn off the display of formatting marks, click the **Microsoft Office Button** and click **Word Options**. Click **Display** to select an option to display at all times.

3

Point out the tab characters in this document, and briefly explain their use.

TABLE 2-2 Formatting Characters

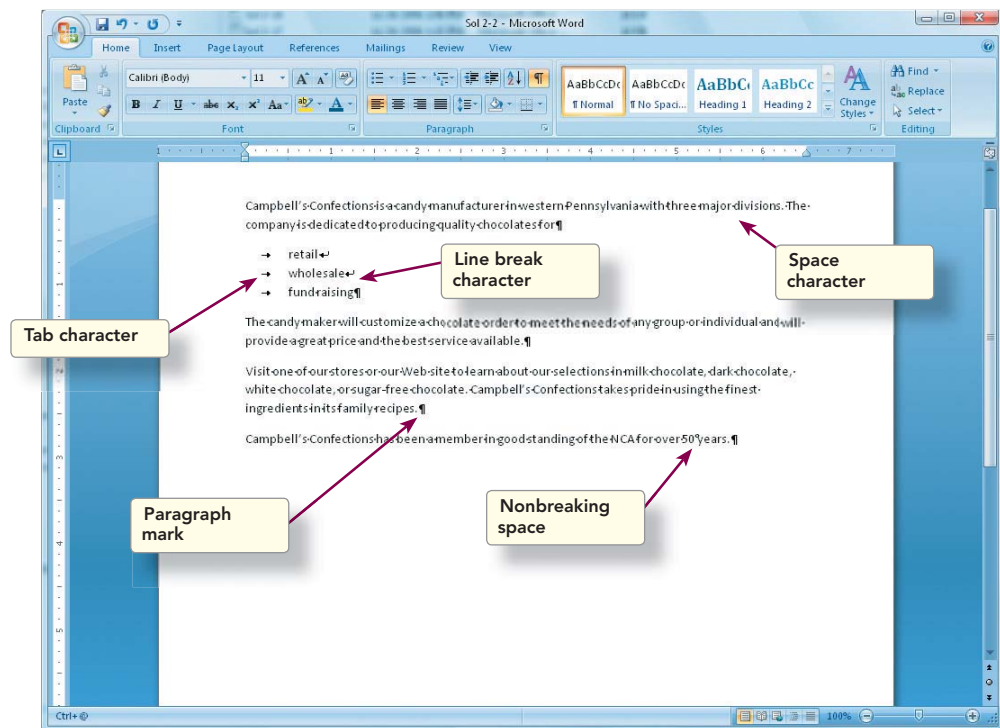
Character	To Insert, Press
Tab (→)	Tab
Space (·)	Spacebar
Nonbreaking space (°)	Ctrl + Shift + Spacebar
Paragraph mark (¶)	Enter
Line-break character (↵)	Shift + Enter

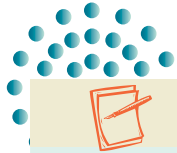
Exercise 2-3 ENTER FORMATTING CHARACTERS



1. Click the Show/Hide ¶ button ¶ if the formatting characters in the document are hidden.
2. Move the insertion point to the end of the document (after “family recipes.”).
3. Press **Enter** to begin a new paragraph, and key **Campbell's Confections has been a member in good standing of the NCA for over 50** (do not press **Spacebar**).
4. Insert a nonbreaking space after “50” by pressing **Ctrl** + **Shift** + **Spacebar**. Then key **years.** (including the period). Word now treats “50 years” as a single unit.

Figure 2-3
Formatting
characters






1

NOTE

A smart tag may appear in the address. Word applies *smart tags* (nonprinting, purple dotted underlines) to address text.

- Press **[Enter]** and key the following text as one paragraph at the end of the document, pressing **[Shift] + [Enter]** at the end of the first and second lines instead of **[Enter]**.

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

- Click the Show/Hide ¶ button  to hide the formatting characters, and click it again to redisplay them.

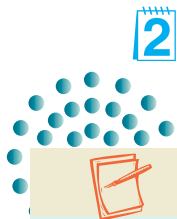
OBJECTIVE 3

Moving within a Document

You already know how to move around a short document by positioning the I-beam pointer with the mouse and clicking. This is the easiest way to move around a document that displays in the document window. If a document is too long or wide to view in the window, you need to use different methods to navigate within a document.

Word offers two additional methods for moving within a document:

- *Using the keyboard:* You can press certain keys on the keyboard to move the insertion point. The arrow keys, for example, move the insertion point up or down one line or to the left or right one character. Key combinations quickly move the insertion point to specified locations in the document.
- *Using the scroll bars:* Use the vertical scroll bar at the right edge of the document window to move through a document. The position of the scroll box indicates your approximate location in the document, which is particularly helpful in long documents. To view and move through a document that is wider than the document window, use the horizontal scroll bar at the bottom of the document window.



2

NOTE

Scrolling through a document does not move the insertion point. It moves only the portion of the document you are viewing in the document window. When you use the keyboard to move within a document, the insertion point always moves to the new location.

Exercise 2-4

USE THE KEYBOARD TO MOVE THE INSERTION POINT

- Press **[Ctrl] + [Home]** to move to the beginning of the document. Press **[End]** to move to the end of the first line.

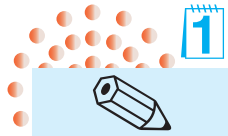
1

Line-break characters might be confusing at this point. After students learn how to select text, have them practice selecting the paragraphs that contain line breaks. Manual line breaks are often used when a paragraph style has extra space before the paragraph and you don't want short lines of text to include that extra space.

Objective 3 Assignment: Exercise 2-17 (Skills Review) can be assigned after completing Objective 3.

2

Demonstrate that scrolling through a document does not move the insertion point. This can be difficult for students to understand. They often scroll through a document and then attempt to enter text in the visible portion of the document although the insertion point has not moved.



TIP

Word remembers the last three locations in the document where you edited or keyed text. You can press **[Shift]+[F5]** to return the insertion point to these locations. For example, when you open a document you worked on earlier, press **[Shift]+[F5]** to return to the place where you were last working before you saved and closed the document.

2. Press **[Ctrl]+[↓]** several times to move the insertion point down one paragraph at a time. Notice how the text with the line-break characters is treated as a single paragraph.
3. When you reach the end of the document, press **[PageUp]** until you return to the beginning of the document.

TABLE 2-3 Keys to Move the Insertion Point



To Move	Press
One word to the left	[Ctrl]+[←]
One word to the right	[Ctrl]+[→]
Beginning of the line	[Home]
End of the line	[End]
One paragraph up	[Ctrl]+[↑]
One paragraph down	[Ctrl]+[↓]
Previous page	[Ctrl]+[PageUp]
Next page	[Ctrl]+[PageDown]
Up one window	[PageUp]
Down one window	[PageDown]
Top of the window	[Alt]+[Ctrl]+[PageUp]
Bottom of the window	[Alt]+[Ctrl]+[PageDown]
Beginning of the document	[Ctrl]+[Home]
End of the document	[Ctrl]+[End]

Exercise 2-5 SCROLL THROUGH A DOCUMENT

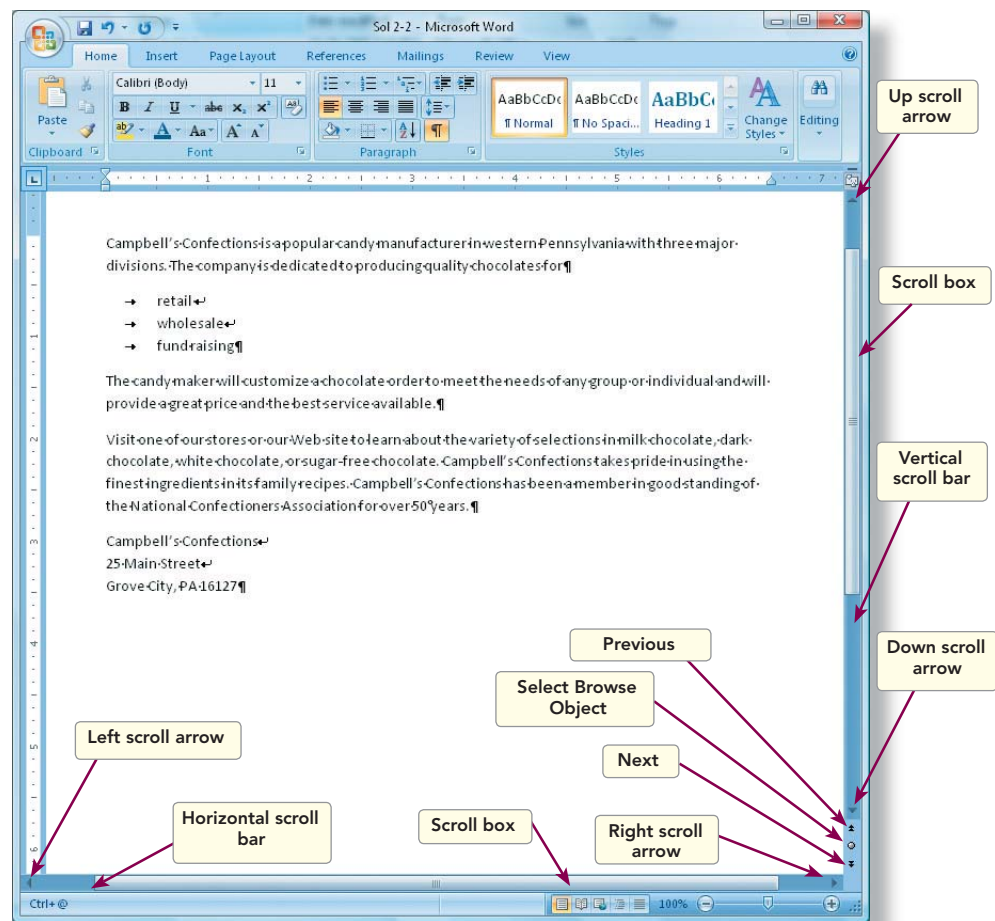
Using the mouse and the scroll bars, you can scroll up, down, left, and right. You can also set the Previous and Next buttons on the vertical scroll bar to scroll through a document by a specific object, such as tables or headings. For example, these buttons let you jump from one heading to the next, going forward or backward.

1 Remind students that using the keyboard can be faster than using the mouse when moving through a document because you don't have to take your hands away from the keyboard.

2 Table 2-3 is especially helpful for anyone who has keyboarding skills. Suggest that students practice these skills.

1. Locate the vertical scroll bar, and click below the scroll box to move down one window.

Figure 2-4
Using the scroll bars








NOTE

The horizontal scroll bar does not display if the document window is wide enough to display the document text. To display the horizontal bar, size the window by dragging the resize handle (located in the lower right corner) to the left. When you resize the document window, the appearance of the Ribbon changes.



TIP

The keyboard shortcut to display the Select Browse Object menu is **Ctrl+Alt+Home**.

2. Drag the scroll box to the top of the scroll bar.
3. Click the down scroll arrow  on the scroll bar three times. The document moves three lines.
4. Click the right scroll arrow  on the horizontal scroll bar once, and then click the left scroll arrow  once to return to the correct horizontal position.
5. Click the up scroll arrow  on the vertical scroll bar three times to bring the document back into full view.
Notice that as you scroll through the document, the insertion point remains at the top of the document.
6. Click the Select Browse Object button , located toward the bottom of the vertical scroll bar. A menu of icons appears.















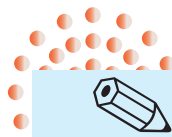
7. Move the pointer over each icon to identify it. These browse options become significant as your documents become more complex. Click the Browse by Page icon .

TABLE 2-4 Scrolling through a Document

To Move	Do This
Up one line	Click the up scroll arrow  .
Down one line	Click the down scroll arrow  .
Up one window	Click the scroll bar above the scroll box.
Down one window	Click the scroll bar below the scroll box.
To any relative position	Drag the scroll box up or down.
To the right	Click the right scroll arrow  .
To the left	Click the left scroll arrow  .
Into the left margin	Hold down [Shift] and click the left scroll arrow  .
Up or down one page	Click Select Browse Object  , click Browse by Page  , and then click next  or previous  .

1**2****TIP**

If you are using a mouse with a wheel, additional navigating options are available. For example, you can roll the wheel forward or backward instead of using the vertical scroll bars, hold down the wheel and drag in any direction to pan the document, or hold down **[Ctrl]** as you roll the wheel to change the magnification.



OBJECTIVE 4

Undo and Redo Commands

Word remembers the changes you make in a document and lets you undo or redo these changes. For example, if you accidentally delete text, you can use the Undo command to reverse the action and restore the text. If you change your mind and decide to keep the deletion, you can use the Redo command to reverse the canceled action.

There are two ways to undo or redo an action:



- Click the Undo button  or the Redo button  on the Quick Access Toolbar.
- Press **[Ctrl]+[Z]** to undo or **[Ctrl]+[Y]** to redo.

1

Efficient scrolling is a necessary word processing skill. Have students practice scrolling through a document, using all the methods discussed in Table 2-4.

2


The Select Browse Object button is more meaningful when the document is long or contains headings, graphics, tables, fields, or sections. Tell students the Browse Object menu also contains an icon to browse by edits. When you choose this option, the Previous and Next buttons become the Previous Edit and Next Edit buttons.

Exercise 2-6 UNDO AND REDO ACTIONS

1

1. Delete the first word in the document, “Campbell’s,” by moving the insertion point to the right of the space after the word and pressing **Ctrl**+**Backspace**. (Remember that a word includes the space that follows it.)



2. Click the Undo button  to restore the word.
3. Move the insertion point to the left of the word “candy” in the first paragraph.
4. Key **mid-size** and press **Spacebar** once. The text now reads “mid-size candy manufacturer.”

2






5. Press **Ctrl**+**Z**. The word “mid-size” is deleted.
6. Click the Redo button  to restore the word “mid-size.”
7. Click the down arrow to the right of the Undo button . Word displays a drop-down list of the last few actions, with the most recent action at the top. You can use this feature to choose several actions to undo rather than just the last action. Click the down arrow again to close the list.
8. Click the Undo button .

Figure 2-5
Undo Drop-Down list



OBJECTIVE 5

Repeat Command

Suppose you key text you want to add to other areas of a document. Instead of rekeying the same text, you can use the Repeat command to duplicate the text.

To use the Repeat command:

- Press **Ctrl**+**Y** or
- Press **F4**.

1

Make sure students feel comfortable using the Undo button. Stress that it should be clicked immediately after an action they want to undo. Being able to undo a mistake often relieves anxiety for students who are new to word processing.

2

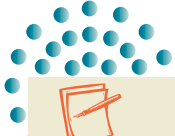
Tell students Redo only “undoes an Undo.” It does not repeat any other kind of action. The Repeat command is discussed in Exercise 2-7.



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Exercise 2-7 REPEAT ACTIONS

1



NOTE

If you want to undo, redo, or repeat your last action, do so before you press another key.

1. In the first paragraph position the insertion point to the left of the word “candy.”
2. Key **popular** and press **[Spacebar]** once. The sentence now begins “Campbell’s Confections is a popular candy.”
3. Move the insertion point to the left of the word “selections” in the paragraph that begins “Visit one of our.”
4. Press **[F4]** and the word “popular” is repeated.

OBJECTIVE 6

Selecting Text

Selecting text is a basic technique that makes revising documents easy. When you select text, that area of the document is called the *selection*, and it appears as a highlighted block of text. A selection can be a character, group of characters, word, sentence, paragraph, or the whole document. In this lesson, you delete and replace selected text. Future lessons show you how to format, move, copy, delete, and print selected text.

2

You can select text several ways, depending on the size of the area you want to select.

TABLE 2-5 Mouse Selection

To	Use the Mouse to Select
A series of characters	Click and drag, or click one end of the text block, and then hold down [Shift] and click the other end.
A word	Double-click the word.
A sentence	Press [Ctrl] and click anywhere in the sentence.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click. To select multiple lines, drag up or down.
A paragraph	Move the pointer to the left of the paragraph and double-click. To select multiple paragraphs, drag up or down.
The entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click (or hold down [Ctrl] and click).

1

Explain that the Repeat command only repeats the last command or action issued. It does not repeat multiple commands or actions.

Objective 6 Assignment:

Exercises 2-18 (Skills Review), 2-20, 2-21, 2-22 (Lesson Applications) and 2-25 (On Your Own) can be assigned after completing Objective 6.

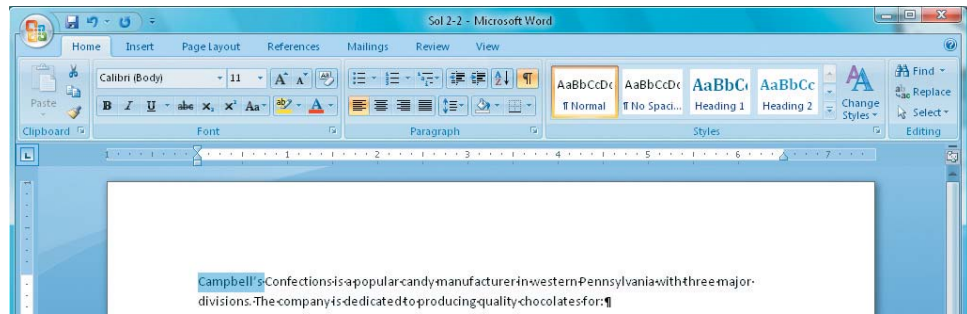
2

Demonstrate selecting text with the mouse. Tell students a “selection” is also commonly called a “block.” Make sure students know how to cancel a selection.

Exercise 2-8 SELECT TEXT WITH THE MOUSE

1. Select the first word of the document by double-clicking it. Notice that the space following the word is also selected.

Figure 2-6
Selecting a word



NOTE

When text is selected, a Mini toolbar appears with formatting options.

1



TIP

When selecting more than one word, you can click anywhere within the first word, and then drag to select additional text. Word will “smart-select” the entire first word.


2

3



TIP

You can also triple-click within a paragraph to select it.

2. Cancel the selection by clicking anywhere in the document. Selected text remains highlighted until you cancel the selection.
3. Select the first sentence by holding down **Ctrl** and clicking anywhere within the sentence. Notice that the period and space following the sentence are part of the selection. Cancel the selection.
4. Locate the paragraph that begins “Visit one of our.”
5. To select the text “milk chocolate,” click to the left of “milk.” Hold down the left mouse button and slowly drag through the text, including the comma and space after “chocolate.” Release the mouse button. Cancel the selection.
6. To select the entire paragraph by dragging the mouse, click to position the insertion point to the left of “Visit.” Hold down the mouse button, and then drag across and down until all the text and the paragraph mark are selected. Cancel the selection.
7. Select the same paragraph by moving the pointer into the blank area to the left of the text “Visit.” (This is the margin area.) When the I-beam pointer changes to a right-pointing arrow , double-click. Notice that the first click selects the first line and the second click selects the paragraph, including the paragraph mark. Cancel the selection.



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1

Have students test Word’s “smart select” capability by dragging from midword to select two consecutive words.

2

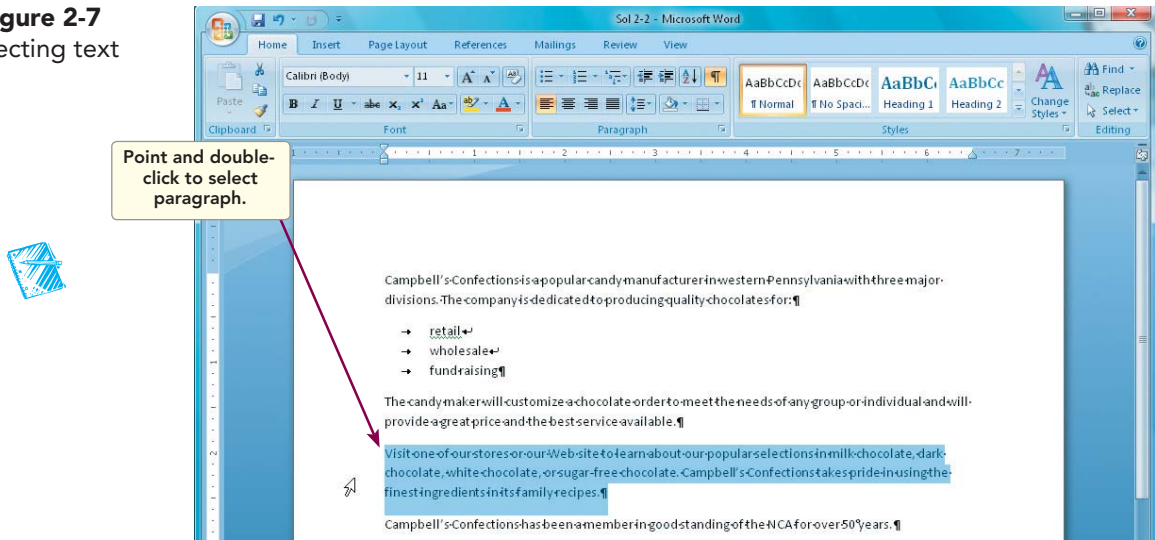
Students might need to practice moving the pointer in the margin area to display the right-pointing arrow. If the pointer does not point to the right, text cannot be selected as described. Have the students move the pointer around and observe how it changes shape.

Remind students that when text is selected using the margin area, the selection must be canceled within the text area, not in the margin area.

3

Remind students that the position of the pointer determines which line is selected. To select the first line, the pointer must be to the left of the line.

Figure 2-7
Selecting text



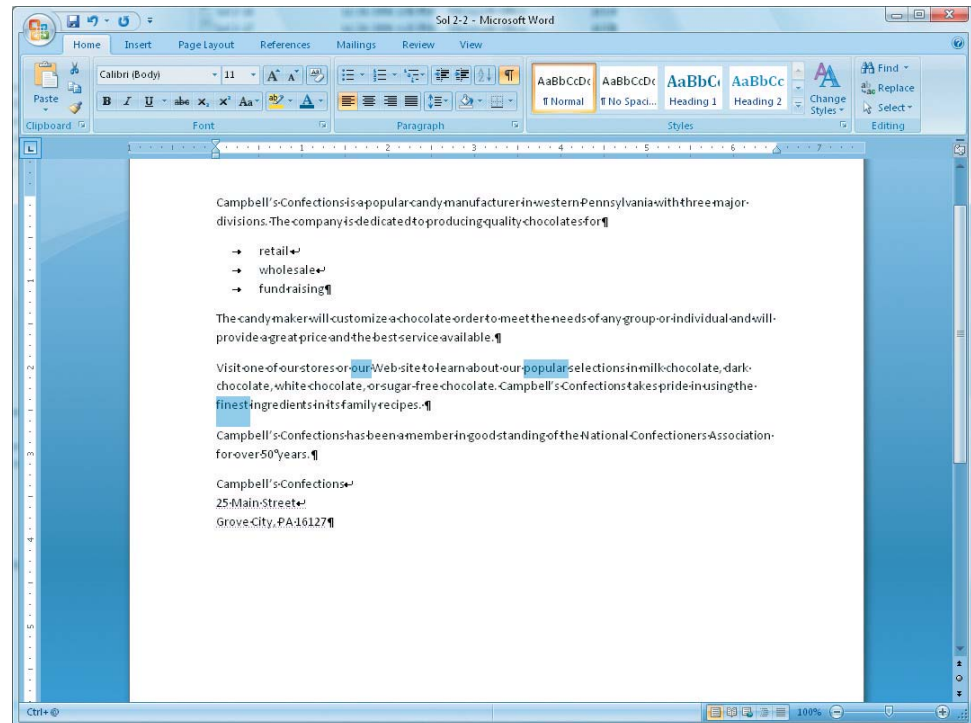
Exercise 2-9 SELECT NONCONTIGUOUS TEXT

In the previous exercise, you learned how to select *contiguous text*, where the selected characters, words, sentences, or paragraphs follow one another. But sometimes you would like to select *noncontiguous text*, such as the first and last items in a list or the third and fifth word in a paragraph. In Word, you can select noncontiguous text by using **Ctrl** and the mouse.

1. Select the first line of the list (“retail”).
2. Press **Ctrl** and select the third line of the list (“fundraising”). With these two separate lines selected, you can delete, format, or move them without affecting the rest of the list.
3. Cancel the selection and go to the paragraph that begins “Visit one of our.”
4. In the paragraph that begins “Visit one of our,” double-click the word “our” before “Web site.” With the word now selected, hold down **Ctrl** as you double-click the word “popular” in the same sentence and “finest” in the next sentence. (See Figure 2-8.) All three words are highlighted.

1

Figure 2-8
Selecting
noncontiguous
words



5. Cancel the selection.

Exercise 2-10 ADJUST A SELECTION USING THE MOUSE AND THE KEYBOARD

1

1. Select the paragraph beginning “Visit one of our.”
2. Hold down **[Shift]** and press **[←]** until the last sentence is no longer highlighted. Release **[Shift]**.
3. Increase the selection to include the last sentence by holding down **[Shift]** and pressing **[End]** and then pressing **[↓]**. Release **[Shift]**.
4. Increase the selection to include all the text below it by holding down **[Shift]** and clicking at the end of the document (after the Zip Code).

2

5. Select the entire document by pressing **[Ctrl]+[A]**. Cancel the selection.



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Presentation 2.

1

Another way to extend a text selection is to turn on Selection mode by pressing **[F8]**. In Selection mode, you can press **[F8]** to select a word, press it again to select a sentence, press it again to select a paragraph, and press it again to select the entire document. Press **[Shift]+[F8]** to shorten the selection. Press **[Esc]** to turn off Selection mode. Right-click the status bar and click Selection Mode to turn on or turn off the status bar indicator.

2

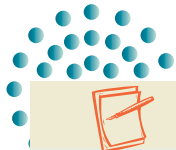
Demonstrate how using the mouse for selecting is not always the most effective approach and that sometimes the mouse selection must be adjusted using the keyboard. You can demonstrate the difficulty of selecting single characters or multiple paragraphs that extend beyond the portion of the document appearing on the screen.

TABLE 2-6 Keyboard Selection

To Select	Press
One character to the right	Shift + →
One character to the left	Shift + ←
One word to the right	Ctrl + Shift + →
One word to the left	Ctrl + Shift + ←
To the end of a line	Shift + End
To the beginning of a line	Shift + Home
One line up	Shift + ↑
One line down	Shift + ↓
One window down	Shift + PageDown
One window up	Shift + PageUp
To the end of a document	Ctrl + Shift + End
To the beginning of a document	Ctrl + Shift + Home
An entire document	Ctrl + A

Exercise 2-11 EDIT TEXT BY REPLACING A SELECTION

You can edit a document by selecting text and deleting or replacing the selection.



NOTE

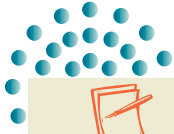
Although keying over selected text is an excellent editing feature, it sometimes leads to accidental deletions. Remember, when text is selected in a document (or even in a dialog box) and you begin keying text, Word deletes all the selected text with your first keystroke. If you key text without realizing a portion of the document is selected, use the Undo command to restore the text.

1. Locate the paragraph that begins “Visit one of our,” select the words “our popular” using the Shift+click method: Click to the left of the word “our,” hold down Shift, and click to the right of the word “popular.”
2. Key **the variety of** to replace the selected text.
3. Locate the paragraph that begins “Campbell’s Confections has been,” select “NCA” and key **National Confectioners Association**. Notice that, unlike using Overtyping mode, when you key over selected text, the new text can be longer or shorter than the selection.

OBJECTIVE 7

1

2



NOTE


If you wanted to save the current document with a different file name, you would use the **Save As** command.



Saving a Revised Document

You have already used the Save As command to rename the document you loaded at the beginning of this lesson. Now that you have made additional revisions, you can save a final version of the document by using the Save command. The document is saved with all the changes, replacing the old file with the revised file.

Exercise 2-12 SAVE A REVISED DOCUMENT

1. Click the Save button  on the Quick Access Toolbar. This action does not open the Save As dialog box.
2. Open the **File** menu and point to the arrow beside **Print**. Click **Quick Print** to print the document.

Exercise 2-13 CHECK WORD'S AUTORECOVER SETTINGS

Word's *AutoRecover* feature can automatically save open documents at an interval you specify. However, this is not the same as saving a file yourself, as you did in the preceding exercise. AutoRecover's purpose is to save open documents "in the background," so a recently saved version is always on disk. Then if the power fails or your system crashes, the AutoRecover version of the document opens automatically the next time you launch Word. In other words, AutoRecover ensures you always have a recently saved version of your document.

Even with AutoRecover working, you need to manually save a document (by using the Save command) before closing it. AutoRecover documents are not always available; if you save and close your file normally, the AutoRecover version is deleted when you exit Word. Still, it is a good idea to make sure AutoRecover is working on your system and to set it to save recovery files frequently.

1. Open the **File** menu and click **Word Options** to open the Word Options dialog box.
2. Click **Save** in the left pane.
3. Make sure the **Save AutoRecover information every** box is checked. If it is not checked, click the box.
4. Click the up or down arrow buttons to set the **minutes** to 5. Click **OK**.

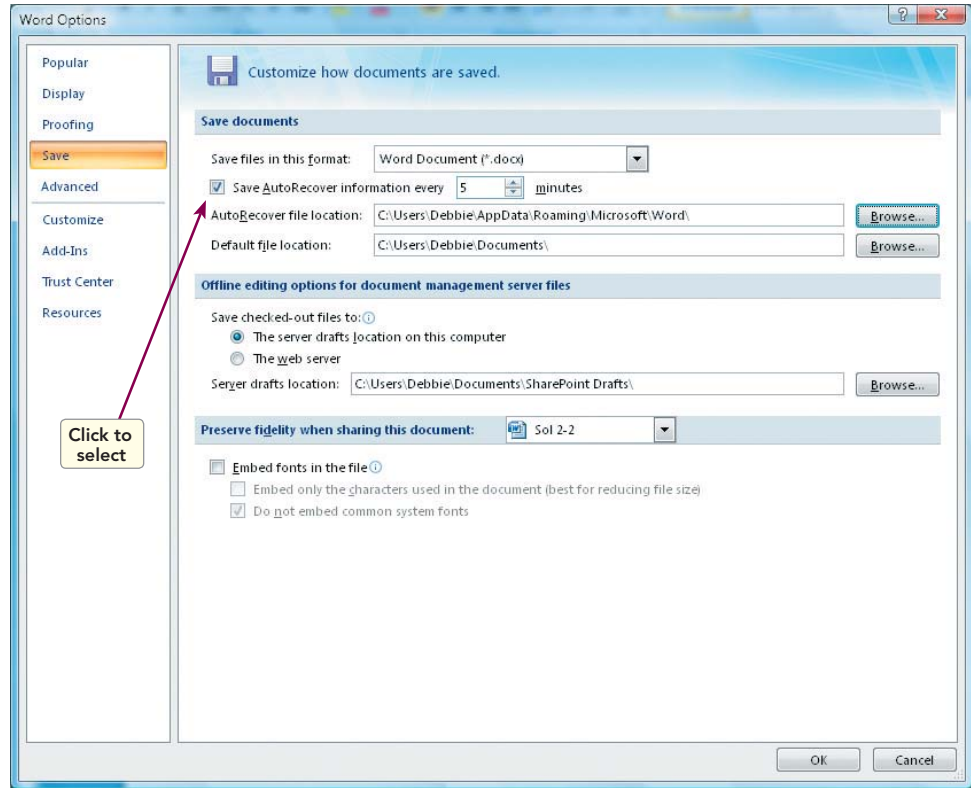
1

Word offers many helpful Save options, available by clicking the Microsoft Office Button, clicking Word Options, and clicking Save. (You can also click Tools in the Save As dialog box and click Save Options). In addition to AutoRecover, covered in Exercise 2-13, you can specify the format used for saving Word documents.

2

Discuss saving a document using the Word 97-2003 Document format to ensure compatibility with previous versions of Word.

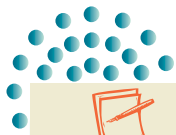
Figure 2-9
Setting AutoRecover options



OBJECTIVE 8

Working with Document Properties

Information that describes your document is called a *property*. Word automatically saves your document with certain properties, such as the file name, the date created, and the file size. You can add other properties to a document, such as the title, subject, author's name, and keywords. This information can help you organize and identify documents.



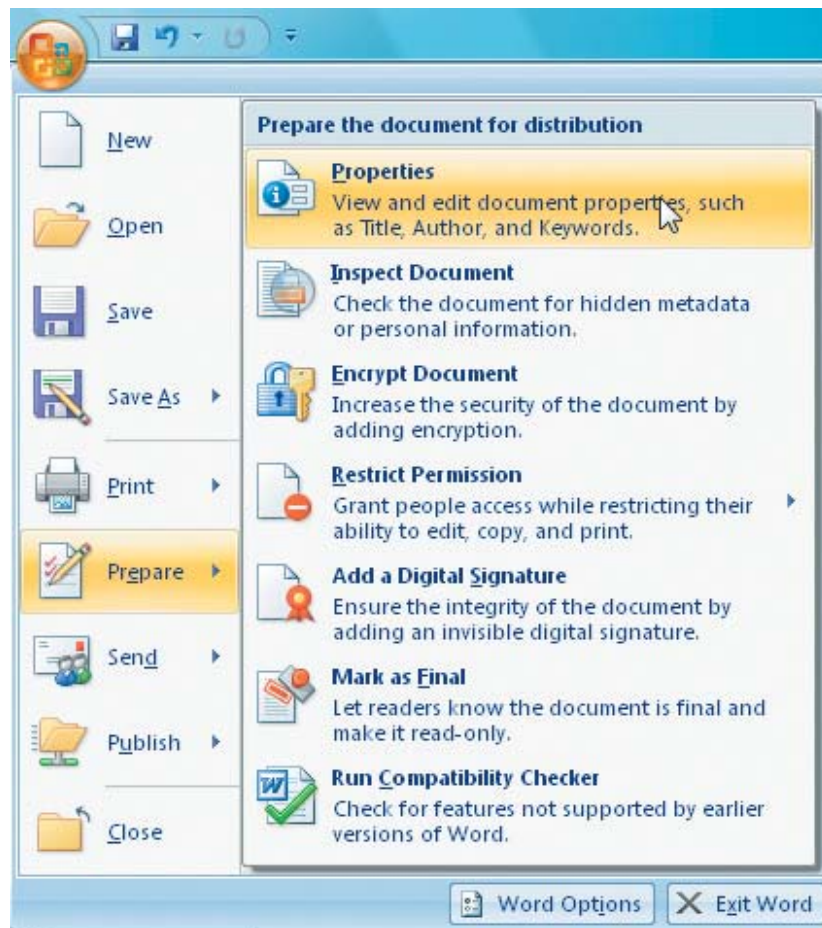
NOTE

You can also search for documents based on document properties by using the Search feature.

Exercise 2-14 REVIEW AND EDIT DOCUMENT PROPERTIES

1. With the file *[your initials]2-2* still open, open the **File** menu and click **Prepare**. Click **Properties**. The Document Information panel opens above your document.

Figure 2-10
Displaying document properties



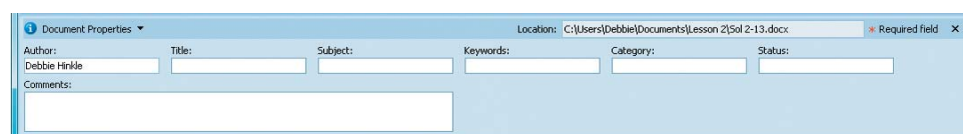
1

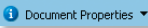
2. Notice the document properties displayed in the Document Information Panel.

Figure 2-11
Document Information Panel



Document Properties



3. Click the Property Views and Options button . Click **Advanced Properties**. Click the **General** tab. This tab displays basic information about the file, such as file name, file type, location, size, and creation date.
4. Click the **Statistics** tab. This tab shows the exact breakdown of the document in number of paragraphs, lines, words, and characters.

2



1

2

5. Click the **Summary** tab. Here you can enter specific document property information or change existing information.

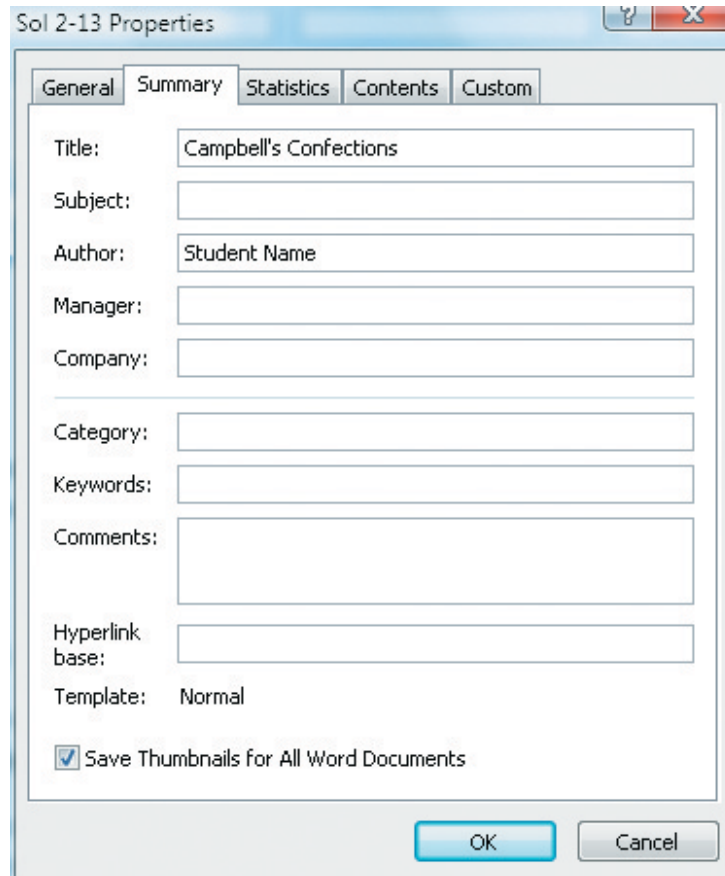
1

6. Edit the title to read **Campbell's Confections** and key *[your name]* as the author. Click **OK**.



7. Click the Document Information Panel Close button  to close the Document Information Panel.

Figure 2-12
Entering Summary
information



Sol 2-13 Properties

General Summary Statistics Contents Custom

Title: Campbell's Confections

Subject:

Author: Student Name

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal

Save Thumbnails for All Word Documents

OK Cancel

2



3

8. Save the document, and submit your work.

1

You can also view document properties in the Open dialog box or the Save As dialog box by clicking the Organize drop-down arrow.

2

Show students how to print document properties by opening the Print dialog box, and choosing Document properties from the Print what box.




3

From this point forward in the textbook, students will be instructed to "Submit your work." Inform students on your procedures for submitting work: printed document, e-mail document, or drop box.



Lesson 2 Summary







- Use the Open dialog box to open an existing file. Use the Views button  in the dialog box to change the way files are listed.
- Create folders to organize your files. You can do this in the Save As dialog box, using the New Folder button . Rename folders by locating and selecting the folder. Right-click the folder name and choose **Rename** from the shortcut menu.
- Formatting characters—such as blank spaces or paragraph marks—appear on-screen, but not in the printed document. Insert a line-break character to start a new line within the same paragraph. Insert a nonbreaking space between two words to make sure they appear on the same line.
- Use the Show/Hide ¶ button  to turn the display of formatting characters on and off.
- When a document is larger than the document window, use the keyboard or the vertical scroll bar to view different parts of the document. Keyboard methods for moving within a document also move the insertion point.
- Keyboard techniques for moving within a document include single keys (such as **PageUp** and **Home**) and keyboard combinations (such as **Ctrl**+**↑**). See Table 2-3.
- Scrolling techniques for moving within a document include clicking the up or down scroll arrows on the vertical scroll bar or dragging the scroll box. Scrolling does not move the insertion point. See Table 2-4.
- If you make a change in a document that you want to reverse, use the Undo command. Use the Redo command to reverse the results of an Undo command.
- If you perform an action, such as keying text in a document, and you want to repeat that action elsewhere in the document, use the Repeat command.
- Selecting text is a basic technique for revising documents. A selection is a highlighted block of text you can format, move, copy, delete, or print.
- There are many different techniques for selecting text, using the mouse, the keyboard, or a combination of both. Mouse techniques involve dragging or clicking. See Table 2-5. Keyboard techniques are listed in Table 2-6.
- You can select any amount of contiguous text (characters, words, sentences, or paragraphs that follow one another) or noncontiguous text (such as words that appear in different parts of a document). Use **Ctrl** along with the mouse to select noncontiguous blocks of text.
- When text is selected, Word replaces it with any new text you key, or it deletes the selection if you press **Delete**.
- Use the Save command to save any revisions you make to a document.



Encourage students to use the Lesson Summary to review the important concepts in the lesson.

- Word's AutoRecover feature periodically saves open documents in the background so you can recover a file in the event of a power failure or system crash.
- Document properties are details about a file that help identify it. Properties include the file name, file size, and date created, which Word updates automatically. Other properties you can add or change include title, subject, author's name, and keywords. View or add properties for an open document by using the **Properties** command (File menu, Prepare).

1

LESSON 2		Command Summary	
Feature	Button	Command	Keyboard
Open		File menu, Open	Ctrl + O or Ctrl + F12
Undo		Quick Access Toolbar	Ctrl + Z or Alt + Backspace
Redo		Quick Access Toolbar	Ctrl + Y or Alt + Shift + Backspace
Repeat			Ctrl + Y or F4
Select entire document			Ctrl + A
Save		File menu, Save	Ctrl + S or Shift + F12

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.