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 use the Ribbon to start or exit Word.

T   F   2. Overtype mode appears on the status bar by default.

T   F   3. You can view more than one Ribbon tab at a time.

T   F   4. The mouse pointer takes the shape of an arrow when it appears in the Ribbon.

T   F   5. A red, wavy line appears under words that are misspelled in a document.

T   F   6. Pressing Delete deletes characters to the left of the insertion point.

T   F   7. Ctrl + Delete deletes the word to the right of the insertion point.

T   F   8. You can save a document by choosing Save from the File menu.

Short Answer Questions

Write the correct answer in the space provided.

1. Which menu and menu option open the Print dialog box?

   _____

2. Which tab contains the Show/Hide ¶ button ¶ ?

   _____

3. If you begin keying a word such as "January" or "Thursday," how can you have Word complete the word for you automatically?

   _____

4. Which area of the Word screen shows the number of pages in the document and displays indicators that show the current mode of operation?

   _____

5. Which toolbar contains the Save button?

   _____

6. What shape is the mouse pointer when it appears in the text area of the screen?

_____

7. Which command is used to save a document under a different file name?

_____

8. What is the keyboard shortcut for Help?

_____

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. You can use the Show/Hide ¶ button ¶ to hide paragraph marks and space characters. When might it be useful to show these characters? When would you want to hide them?

2. Word allows great flexibility when naming files. Many businesses and individuals establish their own rules for naming files. What kinds of rules would you recommend for naming files in a business? For personal use?

Skills Review

Exercise 1-13

Identify parts of the Word screen.

1. Start Word, if necessary, by following these steps:
   a. Click the Start button 🌐 on the Windows taskbar.
   b. Point to **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Word 2007**, and click.
2. Move the pointer to the Save button 🖫 on the Quick Access Toolbar to identify it.
3. Click the **Page Layout** tab. Click the **Home** tab. Point to the Bullets button ≣▾ to identify it.
4. Point to, and then click the Microsoft Office Button 🔵. The File menu opens.
5. With the File menu still open, move the pointer up and down the menu list without clicking the mouse button. Notice the submenus for the Print and Save As commands.

6. Close the menu by clicking the Microsoft Office Button 🪟 or clicking in the blank text area.

7. Close the document by clicking the Close button 🗙 in the upper right corner of the window located on the title bar.

Exercise 1-14

Key text, correct the spelling of a word, and save a document.

1. Start Word if necessary.

2. Open a new document window by clicking the Microsoft Office Button 🪟 . Click **New**, and click **Blank document**. Click **Create**.

3. Click the **Home** tab if necessary.

4. Locate the **Paragraph** group, and make sure the Show/Hide ¶ button ¶ is selected.

5. Key the text shown in Figure 1-13, including the intentional misspelling of "sponsored."

Figure 1-13

Become a retail candy store owner and develop skills in
business management! Come to the Small Business Fair and
learn how to operate a business. The fair is sponsord by the
Grove City Chamber of Commerce.

6. Correct the spelling of "sponsored" by following these steps:

    a. Move the I-beam anywhere within the word and click the right mouse button.

    b. Choose the correct spelling from the shortcut menu by clicking the word with the left mouse button.

7. Save the document as *[your initials]*1-14 by following these steps:

    a. Open the **File** menu, and click **Save As** to open the Save As dialog box.

    b. Key the file name *[your initials]*1-14 in the **File name** text box.

    c. Choose the appropriate drive for your data disk—for example, Removable Drive (F:) or another drive specified by your instructor.

    d. Click **Save**.

8. Close the document by pressing Ctrl+W.

Exercise 1-15

Key, edit, and save a document.

1. Press Ctrl+N to create a new document.

2. Key the text shown in Figure 1-14. (Use default line spacing in all your documents, unless you are told otherwise.)

Figure 1-14

Campbell's Confections has just celebrated another anniversary in the candy business. The company has proudly created over 75,000 assorted chocolates including creams, nuts, and bark. Campbell's Confections has been at its current location for all of its 57 years.

3. Correct any spelling mistakes Word locates.
4. Delete the text "all of its" in the last sentence by following these steps:
    a. Move the insertion point to the right of the word "for" by positioning the I-beam and clicking the left mouse button.
    b. Hold down [Ctrl] and press [Delete] three times to delete the words "all of its."
5. Insert text after the word "creams" in the second sentence by following these steps:
    a. Move the insertion point to the immediate left of the the word "nuts."
    b. Key **melt-a-ways** followed by a comma and a space.
6. Split the paragraph by following these steps:
    a. Move the insertion point to the immediate left of the word "Campbell's" in the last sentence.
    b. Press [Enter].
7. Save the document as *[your initials]***1-15** on your student data disk.
8. Close the document.

Exercise 1-16

Key, edit, save, and print a document.

1. Start a new blank document.
2. Key the text shown in Figure 1-15. Correct spelling mistakes as you key.

Figure 1-15

When you visit our inaugural store, take advantage of our factory tour where you can see each of the steps in candy making. All of our chocolates are hand decorated, and you will receive a free sample. You will follow the chocolate manufacturing line beginning with melting the chocolate, preparing the rich cream centers, and dipping.

3. Move the insertion point to the left of the word "inaugural" in the first line of the paragraph.

4. Press [Alt]+[F] to open the File menu. Click **Word Options**, and click **Advanced** in the left pane. Under Editing options, click **Use overtype mode** to turn on Overtype mode. Click **OK**.

5. Key **flagship** over the word "inaugural." Be sure to delete the extra character.

6. Turn off Overtype mode by clicking the **Microsoft Office Button**, and clicking **Word Options**. Click **Advanced** in the left pane, and click **Use overtype mode** to turn off Overtype mode. Click **OK**.

7. Use [Delete] to delete the word "manufacturing" and key **production** to replace it.

8. Check the spacing before and after the replacement text.

9. Save the document as *[your initials]***1-16** on your data disk.

10. Press [Ctrl]+[P] to open the Print dialog box. Click **OK** to print the document.

11. Close the document.

Lesson Applications

Exercise 1-17

Key, edit, and print a document.

1. Start a new document. Turn on Caps Lock mode and key **TO SALES ASSOCIATES:**

2. Turn off Caps Lock and press [Enter] to start a new paragraph.

3. Key the text shown in Figure 1-16, including the corrections.

Figure 1-16

Chocolate can be shipped between ~~June~~ *September* 1 and August *May* 15 only. Chocolates shipped to warm climates will be surrounded with ice packs. It is recommended that you select a personal or business address where someone will be available to handle the package as soon as it arrives. Remember: Fine chocolates *is* ~~are~~ perishable.

4. Key **anywhere** to the left of the word "between" in the first sentence." Delete the word "only."

5. Key the following sentence after the last sentence in the first paragraph. **During the hottest months of the year, shipments may be postponed.**

6. In the second paragraph, delete "Fine" after "Remember" and key **Quality** before "chocolate."

7. Save the document as *[your initials]***1-17** on your data disk.

8. Print the document, and then close it.

> **TIP**
>
> When Word suggests the completed word for "September," you can press [Enter] to insert the word. Remember to press [Spacebar] after the completed word.

Exercise 1-18

Key, edit, and print a document.

1. Start a new document and key the two paragraphs shown in Figure 1-17.

Figure 1-17

```
Campbell's Confections has gained national recognition for
its delectable chocolates. It is highly recognized for its
unique, hand-molded chocolates in the mid-Atlantic area.

The staff of all stores are considered experts in the
history and manufacture of fine chocolate.
```

2. In the first paragraph, delete "area," and key **region** after "mid-Atlantic."

3. Switch to Overtype mode, and key **sales associates** over the text "staff of all stores." Delete the extra characters.

4. Turn off Overtype mode and move the insertion point to the beginning of the second sentence in the first paragraph.

5. Use Ctrl + Delete to delete "It" and key **Each of the 24 stores affiliated with Campbell's Confections in the mid-Atlantic region** in its place.

6. Delete "in the mid-Atlantic region" at the end of the first paragraph. Delete "its" before the word "unique."

7. Save the document as *[your initials]***1-18** on your data disk.

8. Print and then close the document.

Exercise 1-19

Key, edit, and print a document.

1. Start a new document. Key the text shown in Figure 1-18. Key each sentence on a new line.

Figure 1-18

```
Reminder

Will the first one to arrive at the store:

Turn on the lights.

Adjust the thermostat.

Turn on the music.

Turn on the computer.

Thank you!
```

2. In the sixth line, change "computer" to **computer equipment**.

3. In the third line, change "the lights" to **all lighting fixtures**.

4. Click at the beginning of the third line, and insert another line by keying **Turn off the alarm and unlock the front door.**

5. Press [Caps Lock] and use Overtype mode to change "Reminder" and "Thank you!" to uppercase letters.

6. Insert an extra line after every line of text by pressing [Enter] once.

7. Save the document as *[your initials]***1-19** on your data disk.

8. Print and then close the document.

Exercise 1-20 ◆ Challenge Yourself

Key, edit, and print a document.

1. Start a new document and key the two paragraphs shown in Figure 1-19, including the corrections.

Figure 1-19

Group tours are an imprtant part of campbell's. Tours include watching a video on the history of Campbell's Confections as well as the history of chocolate. After the video, a tour thru the factory is conducted by the plant manager.
Group tours arranged are for families visiting the area, school, or any group with an interest in learning about chocolate.

2. Correct the spelling of "thru" in the third sentence to **through**.

3. In the last sentence, key **type of** after "or any." Delete "families visiting the area" and key **tourists** in its place.

4. Add the following sentence to the end of the second paragraph. **Reservations are required two weeks in advance with a minimum of ten members in the tour.**

5. Save the document as *[your initials]***1-20** on your data disk.

6. Print, and then close the document

7. Exit Word.

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 1-21

Write a short paragraph about yourself that includes your first and last name. Include information about your family, school, or employment. Switch to Overtype mode, turn on Caps Lock, and then key over your name in uppercase letters. Save the document as *[your initials]***1-21** and print it.

Exercise 1-22

Browse the various tabs on the Ribbon until you find a command that looks intriguing; then find out more about it by using the Help feature. In a new blank document, write a brief paragraph about your findings. Save the document as *[your initials]***1-22** and print it.

Exercise 1-23

Log onto the Internet and search for Web sites that relate to a particular interest of yours. Record a few Web addresses, and then key the addresses into a blank document, under an appropriate heading. Save the document as *[your initials]***1-23** and print it.