

## 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 view Document Properties in the Open dialog box.
- T F 2. A line-break character is used to begin a new paragraph.
- T F 3. A tab mark is a formatting character.
- T F 4. The Save As dialog box can be used to create a new folder.
- T F 5. Noncontiguous text is text that does not appear consecutively in a Word document.
- T F 6. You can undo only the last change made to a document.
- T F 7. To select a sentence, you can double-click anywhere within the sentence.
- T F 8. You can increase a selection by using **Shift**+**End**.

### Short Answer Questions

Write the correct answer in the space provided.

1. How do you display a list of the files recently opened?

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2. Which formatting character would you insert between two words to keep them together in a sentence?

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3. What is the keyboard shortcut to move the insertion point to the beginning of a document?

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4. Where does **Home** move the insertion point?

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5. What portion of the vertical scroll bar can you drag up or down?

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6. Which keyboard shortcut repeats the text you just keyed?

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7. How do you open the Properties dialog box?

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8. Which feature automatically saves an open document at regular intervals?

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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. You can use a nonbreaking space to prevent a line break between two words. Give some examples of word combinations and word-and-number combinations in which you would use a nonbreaking space.
2. Word provides many ways to select text by using the mouse. For example, you can use just the mouse, the mouse in combination with the keyboard, or just the keyboard. When would each of these methods be preferable? Which method do you prefer, and why?

## Skills Review

### Exercise 2-16

Open a document and enter formatting characters.




1. Open the file **Pitt** by following these steps:
  - a. Click the **Microsoft Office Button** and click **Open**.
  - b. Click the arrow to the right of the Views button  and choose **List**.
  - c. Click the appropriate drive and folder.
  - d. Scroll to the file name **Pitt** and double-click.
2. Position the insertion point at the end of the document by pressing **Ctrl**+**End**.
3. Key the text shown in Figure 2-13 as one paragraph, using line-break characters, by following these steps:
  - a. Press **Enter** at the end of the document.
  - b. Key the first three lines of text, pressing **Shift**+**Enter** at the end of each line.
  - c. Key the last line (the phone number) and press **Enter**.

Figure 2-13

Campbell's Confections  
 40 Station Square  
 Pittsburgh, PA 15219  
 412-555-2025

4. Add new text and a nonbreaking space by following these steps:
  - a. Move the insertion point to the immediate left of the word “area” in the first paragraph.
  - b. Key **Station** and then press **Ctrl**+**Shift**+**Spacebar**.
  - c. Key **Square** after the nonbreaking space and press **Spacebar**.
5. Save the document as *[your initials]2-16* in your Lesson 2 folder.
6. Submit and close the document.


## Exercise 2-17

### Move within a document.



1. Open the file **Order**.
2. Move the insertion point to the immediate left of “We will” in the second line, and press **Enter** to split the paragraph.
3. Move the insertion point to the immediate left of the third sentence in the new paragraph (beginning with “If you”), and press **Enter** to split the paragraph.
4. With the insertion point to the left of “If,” press **←** once to move the insertion point to the end of the previous paragraph and key **We are confident you will want to return to try all of our flavors!**
5. Press **Ctrl**+**End** to move to the end of the document. Press **Spacebar** and key **Our unique hand-molded chocolates are delightful.**
6. Press **Ctrl**+**Home** to move to the beginning of the document. Press **Caps Lock** and key **thinking of chocolate?** Press **Enter** to split the paragraph.
7. Save the document as *[your initials]2-17* in your Lesson 2 folder.
8. Submit and close the document.

## Exercise 2-18

### Undo, redo, and repeat editing actions.

1. Open the file **Meeting Favors**.
2. Position the insertion point after the heading “Meeting Favors” and press **Enter**. Click the Undo button  to undo the insertion.
3. Move the insertion point to the left of “flavors” in the first sentence of the second paragraph. Key **chocolate** to create the phrase “chocolate flavors.”



4. In the same paragraph, move the insertion point to the left of “favor shapes.” Press **[F4]** to create the phrase “chocolate favor shapes.”
5. In the first sentence of the first paragraph, move the insertion point to the left of “for.” Key **favorites** and press **[Spacebar]**.
6. Locate “premier chocolate” in the last paragraph, and use the **Repeat** command to insert “favorites” to the left of “for your.”
7. Click the Undo button  to undo the text. Then click the Redo button  to redo the text.
8. In the last sentence of the last paragraph, replace the sentence by following these steps:
  - a. Select the last sentence by pressing **[Ctrl]** and clicking anywhere in the sentence.
  - b. Key **Visit [www.campbellsconfections.biz](http://www.campbellsconfections.biz)** for additional information.
9. Save the document as **[your initials]2-18** in your Lesson 2 folder.
10. Submit your work.

## Exercise 2-19

**Select text, save a revised document, and enter summary information.**



1. Start a new document. Key the text shown in Figure 2-14.

**Figure 2-14**

Campbell’s Confections chocolate factory tour and candy store is one of Butler County’s major attractions. The factory tour enables visitors to watch the entire cycle of candy making from melting the bulk chocolate to packing the individual pieces in air-tight containers. The information provided by the tour guide is informative and educational.

If you are planning a family trip to Mercer County, be sure to research the other attractions in the area. You are miles away from museums, antique stores, a forge that makes aluminum, bronze, and other metal gifts, and many outdoor activities. There are opportunities for camping, hiking, biking, boating, and fishing. Winter activities include sledding, ice fishing, ice skating, snowmobile trails, and cross-country skiing. Contact us for brochures and other information on area attractions.

2. Save the document as **[your initials]2-19** in your Lesson 2 folder.
3. Select and replace a word by following these steps:
  - a. Place the insertion point in the word “Butler” in the first sentence of the first paragraph.
  - b. Double-click the word to select it and key **Mercer** to replace it.

4. Select and replace the text in the second paragraph by following these steps:
  - a. Double click “us” in the last line of the second paragraph.
  - b. Key **the Chamber of Commerce** in place of the selected text.
5. Select “miles” in the second paragraph and key **minutes** to replace the text.
6. Select a sentence by following these steps:
  - a. Position the I-beam pointer over any sentence.
  - b. Hold down **Ctrl** and click the mouse button. Release **Ctrl**.
  - c. Deselect the sentence.
7. Select the first paragraph by following these steps:
  - a. Move the pointer to the left of the paragraph until it changes to a right-pointing arrow .
  - b. Double-click the mouse button.
8. Extend the current selection by following these steps:
  - a. Hold down **Shift** and press **↓** twice to extend the selection two lines.
  - b. Continue holding down **Shift** and press **End** to select the entire line.
  - c. Continue holding down **Shift** and press **↓** to select the rest of the document. Release **Shift**.
9. Click anywhere to cancel the selection.
10. Select noncontiguous text by following these steps:
  - a. Double-click the document’s first word (“Campbell’s”).
  - b. Move the pointer to the left of the paragraph’s third line until the pointer changes to a right-pointing arrow. Hold down **Ctrl** and click to select the line.
  - c. Hold down **Ctrl** and select the second paragraph by dragging the pointer from the beginning of the paragraph to the end.
11. Click anywhere to cancel the selection.
12. Review the document properties and enter summary information by following these steps:
  - a. Open the **File** menu and click **Prepare**. Click **Properties**.
  - b. Click the down arrow beside **Document Properties**, and click **Advanced Properties**.
  - b. Review the data on the **General** tab and the **Statistics** tab, and click the **Summary** tab.
  - c. Click in the **Title** box and press **Home** to move the insertion point to the beginning of the title. Press **Shift+End** to select the current title. With the title selected, key **Mercer County** as the new title, replacing the existing text.
  - d. Click **OK**.
13. Click the Save button  to save the revised document.
14. Submit your work, and close the document.



## Lesson Applications

### Exercise 2-20

Select and edit text, and enter a nonbreaking space.

1. Open the file **Pitt2**. Make the corrections shown in Figure 2-15 by selecting and then keying over the selected text.

Figure 2-15

Both tourists and local residents frequent the Pittsburgh candy store, of  
Campbell's Confections. The store is in a bustling downtown location and  
is well known for its chocolate-covered nuts, creams, and melt-a-ways. Be sure to  
Drop in when you're visiting the area.

2. Press **Ctrl+End** to move to the end of the document. Press **Enter** to start a new paragraph. Then key:  
**For information about monthly chocolate specials, or for directions to the store, call Rebecca Steigerwald at Campbell's Confections. You can also visit us on the Web at [www.campbellsconfections.biz](http://www.campbellsconfections.biz).**
3. Insert a nonbreaking space between “Rebecca” and “Steigerwald” in the second paragraph. (Replace the regular space with a nonbreaking space.)
4. Save the document as *[your initials]2-20* in your Lesson 2 folder.
5. Submit and close the document.

### Exercise 2-21

Select and repeat text, and create a paragraph using line breaks.

1. Open the file **Video**.
2. In the first sentence, replace “our company” with **Campbell's Confections**.
3. Use the **Repeat** command to repeat the keyed text to the left of the word “Customers” in the last sentence. Enter a space after “Confections and change the “C” in “Customers” to lowercase.

4. In the second sentence, replace “the factory on Monroe Street” with **any of our 24 retail stores**.
5. Move to the end of the document and press **Enter**.
6. Key the text shown in Figure 2-16 as a single paragraph, using a line break for each new line.

**Figure 2-16**

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Our newest stores are located in the following cities:  
Fairmont, West Virginia  
Edinboro, Pennsylvania  
Massillon, Ohio
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7. Save the document as **[your initials]2-21** in your Lesson 2 folder.
8. Submit and close the document.

## Exercise 2-22

**Select and edit text, and insert a nonbreaking space.**

1. Open the file **Factory - 2**.
2. Split the first paragraph at the sentence that begins “The chocolate factory.”
3. Merge the second paragraph with the third paragraph. Be sure to insert a space between sentences.
4. Spell out “sq.” and “ft.” Replace “all of its” with **the**.
5. At the end of the last paragraph, key this sentence:  
**Educational materials are available for elementary and middle school teachers.**
6. Add a nonbreaking space between “June” and “30.”
7. Insert the following sentence at the end of the first paragraph.  
**The factory hosts special events throughout the year such as Candy Making 101 and Secrets of Dipping Strawberries. Each year it sponsors an expert chocolatier to demonstrate the art of making chocolate.**
8. Save the document as **[your initials]2-22** in your Lesson 2 folder.
9. Submit and close the document.

## Exercise 2-23 ♦ Challenge Yourself

Select and edit text, use formatting characters, and enter summary information.

1. Open the file **Summer**.
2. Revise the document as shown in Figure 2-17.

**Figure 2-17**

Summer is a great time to visit Grove City. ~~In June~~, the Grove City Area Chamber of Commerce hosts the annual Strawberry Days Art & Music Festival. <sup>in June</sup> Visitors can enjoy free working exhibitions, live entertainment, and wonderful ethnic food. <sup>Fourth of</sup> The July ~~4~~ patriotic celebration and fireworks are a special treat. Dozens of <sup>fantastic</sup> aerial displays and ~~fantastic~~ ground displays are all part of the Fireworks Spectacular at Memorial Park.

In August, the Chamber of Commerce hosts Art in the Park. This annual event features more than 100 artisans with a wide variety of fine art and handcrafted treasures.

3. Add the following sentence after “Music Festival in June” in the first paragraph. **The festival features more than 75 craftspeople and artists.**
4. In the last sentence of the first paragraph, replace “wonderful” with **a wide variety of**.
5. Change the last paragraph so it becomes three lines of text, as follows (use line breaks to start new lines):
 

**Coming in August:  
Art in the Park  
Fine art and handcrafted treasures**
6. Select the three-line paragraph you just created.
7. Press **Delete**, and then undo the deletion.
8. At the end of the first paragraph, change “food” to **foods**.
9. Save the document named **[your initials]2-23** in your Lesson 2 folder.
10. Open the Properties dialog box. Key **Summer in Grove City** as the **Title**, key your name as the **Author**, and key **Summer tourist attractions** in the **Comments** box.
11. Save the document and submit your work.



## 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 2-24

Write a short paragraph about a nearby town or city. Print the document. Edit the document, using the skills you learned in this lesson and changing the information to reflect the town or city where you live. Use nonbreaking spaces, if needed. Key your name as the author in the Document Property dialog box. Save the document as *[your initials]2-24* and submit it.

### Exercise 2-25

Open the file **Meeting Favors**. Use your editing skills to change each paragraph, making the document more concise and changing the subject to school favors. Save the document as *[your initials]2-25*. Submit your work.

### Exercise 2-26

Key a short portion of a historical text or novel (written before the twentieth century)—approximately one-half page of document text. Edit the text to make the language more contemporary. On the Summary tab of the Document Properties dialog box, show the original author under Author. Under Comments, key **Modified by [your name]**. Save the document as *[your initials]2-26*. Submit your work.