Preface

The ProjectLearn Series from McGraw-Hill

The ProjectLearn series builds upon the authors' years of instructional design and teaching experience with Microsoft Office applications. Developed from the ground up through discussions with higher education faculty and students, ProjectLearn presents innovative design features, engaging content, and proven pedagogy, never before compiled in a single application series. The project-based approach ensures that students focus on the end result and leave the tutorial with quality artifacts from each of the Office applications. These project artifacts are designed to impress reviewers and potential employers.

The ProjectLearn approach supports a simple to complex learning progression, and stresses relevance and context to better engage students with real-life applications. In our specific learning series, students are presented with a scenario or situation and asked to produce an outcome that demonstrates their mastery of specific learning objectives. The strength of this learn-by-doing approach is that students understand and appreciate how individual skills are utilized and combined in performing work-related tasks, such as producing a newsletter or expense budget. Students are constantly introduced to new skills by completing artifacts in each class, requiring both their attendance and performance. Our ProjectLearn approach ensures that mastering Microsoft Office skills will lead to more productive students and future employees.

Walkthrough

The ProjectLearn approach focuses on the end result. The book introduces Office skills step-by-step in the context of a scenario-based project. This approach not only helps students learn Microsoft Office skills but also demonstrates their importance, connecting Office 2013 skills with meaningful, relevant projects. After completing lessons, students have a portfolio of quality products designed not only to show their mastery of each lesson's skills but also to impress potential employers.
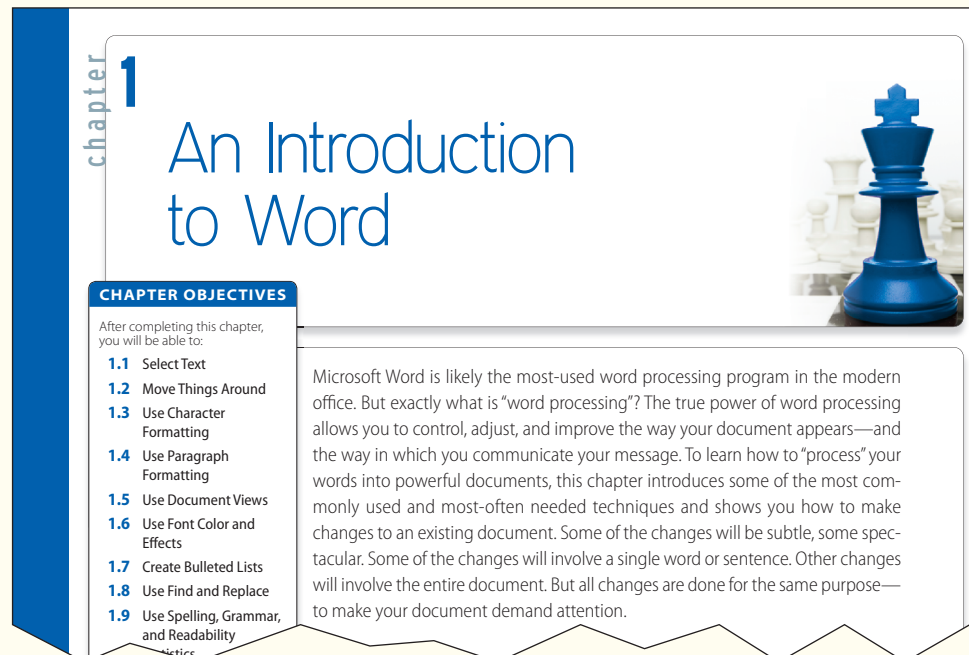
Chapter Features

Project and Situation

Each lesson is introduced with a situation relevant to today's student experience, from building a personal financial budget to working in the registrar's office at a college. Each scenario then requires the use of Microsoft Office 2013 to solve a problem or complete an assignment.

PROJECT

Building A Professional Handout

In this project, you will make changes to an existing document to better organize and display the information. Place the finished version of this document into your career portfolio and title it "Word: Professional Handout."

This chapter will provide you with the techniques and skills that you will use in producing almost any document, whether you are a professional, a student, or just looking for a way to enhance your job skills.

THE SITUATION

Dr. Shoret's Veterinary Clinic

A friend of yours works at a veterinary clinic. The vet has scratched out some notes on how pet owners should groom their dogs and given the notes to your friend. After typing the material into a file and organizing it a bit, she would like to improve its impact by making it look more professional. She has asked you to help her "fix it up," so the clinic can print it and give to customers to take away with them. Let's turn the original document she has created into something that will be a benefit to both the clinic and its customers.

Lessons Connected to Project Learning Objectives

Each lesson maps directly to a learning objective, so students and instructors can be sure they know the material when a chapter's project and exercises are complete.

chapter 1

An Introduction to Word

CHAPTER OBJECTIVES

After completing this chapter, you will be able to:

- **1.1** Select Text
- **1.2** Move Things Around
- **1.3** Use Character Formatting
- **1.4** Use Paragraph Formatting
- **1.5** Use Document Views
- **1.6** Use Font Color and Effects
- **1.7** Create Bulleted Lists
- **1.8** Use Find and Replace
- **1.9** Use Spelling, Grammar, and Readability statistics

Microsoft Word is likely the most-used word processing program in the modern office. But exactly what is "word processing"? The true power of word processing allows you to control, adjust, and improve the way your document appears—and the way in which you communicate your message. To learn how to "process" your words into powerful documents, this chapter introduces some of the most commonly used and most-often needed techniques and shows you how to make changes to an existing document. Some of the changes will be subtle, some spectacular. Some of the changes will involve a single word or sentence. Other changes will involve the entire document. But all changes are done for the same purpose—to make your document demand attention.

Clear Pedagogical Approach Supports Learning

Each lesson presents skills in a step-by-step approach. First, a "Lesson Overview" presents key terms and other general information regarding the learning outcome for that particular skill. Next, a "Skills Preview" table lists the individual Microsoft Office 2013 skills the lesson covers, including keyboard shortcuts and navigation directions. The last section in each lesson is the application of this information, found in "Project Practice." These exercises build upon knowledge gained in earlier lessons, adding new skills one at a time.

LESSON WORD A1

Selecting Text

LESSON OVERVIEW

To make changes to anything in Word, you first need to know how to **select** text and other elements in the document. Word offers many different ways to select text. Choosing the fastest and most efficient way saves time. And when you choose text dozens of times a day, you can save lots of time. The way you choose to do this is often dictated by the type of changes you want to make, the amount of text you want to change, or even the positioning of text. You can select text with your **mouse** or with your keyboard. You can even combine the two to give you extra control over text selection. Once text is selected, you can change the content, structure, and formatting of the text.

SKILLS PREVIEW

Select a single word	• **DOUBLE-CLICK** on the desired word, or • DRAG the mouse pointer across the text to be selected.
Select an entire sentence	• DRAG the mouse pointer across the entire sentence, or • HOLD Ctrl and **click** mouse.
Select an entire line of text	• Move your mouse into the **Selection bar** area; CLICK the right-facing mouse arrow (⟋).
Select an entire paragraph	• **TRIPLE-CLICK** any word in a paragraph, or • MOVE your mouse into the Selection bar next to the paragraph; DOUBLE-CLICK the right-facing mouse arrow (⟋).
Select all text in a document	• PRESS Ctrl + A, or • MOVE your mouse into the Selection bar anywhere in the document; TRIPLE-CLICK the right-facing mouse arrow (⟋).
Move the cursor to the end of the document	• PRESS Ctrl + End
Move the cursor to the beginning of the document	• PRESS Ctrl + Home

PROJECT PRACTICE

1. After launching Microsoft Word, locate and open the project data file wd01a1.docx. (*Note*: If Word 2013 defaults to opening the file in the **Read Mode**, you can change to the standard view by clicking the VIEW tab and choosing the Edit Document button.) Before proceeding, let's save the document using a new file name:
   CLICK the FILE tab.
   CLICK SaveAs.
   DOUBLE-CLICK Computer to store the file locally on your computer.
   TYPE wd01a1-handout.docx in the File Name window to save the file.

2. To display the text formatting attributes that already exist in the document:

Heads Up, Tip, and More Info Boxes

Throughout each chapter, boxed items call attention to important content that helps you successfully perform the tasks in each lesson. Look for "Heads Up" boxes to alert you to potential hidden pitfalls within Microsoft Office, "Tip" boxes for additional information about navigation or keyboard shortcuts, and "More Info" boxes for extra, detailed information related to a skill.

MORE INFO

The Mini toolbar provides a shortcut to many of the common commands related to selecting text. The toolbar fades in and out depending how close the mouse is to the selected area. Its appearance can be controlled (turned on or off) via the **Backstage view**. Follow this path: FILE tab, Options, General. If the Show Mini Toolbar on Selection is turned on, it will activate when you select text.

TIP

If the Shift key is held down, the arrow keys can be used to select text. This can be useful if you use another way of selecting text, but need to adjust your selection by a few characters. Just hold the Shift key down and each time you hit the arrow key, the selected text will adjust in that direction.

The arrow keys on your keyboard may be grouped separately or they may share keys with the numeric pad. If your arrow keys are on the numeric pad, make sure you toggle the purpose of these keys using the

HEADS UP

When you click the Paste command (📋), be sure to hit the image of a Clipboard, and not the **drop-down** arrow. The drop-down arrow brings up a menu of pasting options that we are not using here.

Quizzes and Hands-On Exercises

Chapters are broken out into two projects, and each project contains its own quiz and three hands-on exercises. These hands-on exercises, called "Work It Out," assess a student's mastery of the material up to that point. In total, each chapter contains two multiple-choice quizzes and six hands-on exercises to provide more opportunity for skill practice and understanding.

End of Chapter Material

Each chapter ends with a brief chapter summary, a list of key terms, and two comprehensive chapter exercises, called "On Your Own." In these exercises, a student uses all the skills in the chapter to complete a unique project. Instructors may assign these as homework, and students may keep them for a portfolio piece.

Chapter Summary

Word provides so many powerful features that many documents that once were fashioned only by professionals are now produced easily by almost anyone. Faculty, students, the self-employed, administrative personnel, and even the boss in the corner office can not only produce and edit the content they want, but they also can control the design and formatting as well. In addition to removing such barriers, Word has also proven to be one of the biggest cost-saving advantages for businesses of all sizes.

Besides entering, editing, and deleting text, Word allows you to adjust page margins, choose from a variety of font typefaces and styles, add special effects to text, and view all of your changes instantaneously. In this chapter, you learned to use the zoom controls and the advantages of different views. Copy, Paste, and Undo commands were demonstrated for changing the document structure and moving all types of elements around the document, without fear of making a mistake. The Find and Replace feature allowed you to make changes quickly and easily from one end of the document to the other. Even adding a drop cap to add interest is easy and adjustable. The built-in Spelling and Grammar tools, along with Readability Statistics, ensured that your writing was professional and targeted in both appearance and substance.

Chapter Key Terms

Align, p. •••
Backstage view, p. •••
Bold, p. •••
Center-align text, p. •••
Click, p. •••
Deselect, p. •••
Dialog box, p. •••
Double-click, p. •••
Drag, p. •••
Drop cap, p. •••
Drop-down, p. •••
Find, p. •••
Find and Replace, p. •••
Font typeface, p. •••

Group, p. •••
Italic, p. •••
Justify text, p. •••
Landscape, p. •••
Left-align text, p. •••
Margins, p. •••
Mouse, p. •••
Navigation pane, p. •••
Nonadjacent selection, p. •••
Orientation, p. •••
Print, p. •••
Print Preview pane, p. •••
Proofing, p. •••
Quick Access toolbar, p. •••

Read Mode, p. •••
Readability statistics, p. •••
Ribbon, p. •••
Ruler, p. •••
Select, p. •••
Selection bar, p. •••
Show/Hide command, p. •••
Size, p. •••
Spelling and Grammar checker, p. •••
Status bar, p. •••
Text effects, p. •••
Triple-click, p. •••
Underline, p. •••
Zoom, p. •••

On Your Own Exercise WD-1C-E1

This project provides the opportunity to practice the most important skills covered in this chapter, regardless of the project in which they were introduced. As the chapters progress, these comprehensive projects will become more challenging, building on all of the skills covered to that point.

Let's get started! In this project, you will create another professional handout—this time for a doctor's office or medical clinic. You can make your own decisions unless specifically told what to do. An idea of what the finished document may look like is shown Figure

Online Learning Center

Visit www.mhhe.com/office2013projectlearn

For Instructors

Instructors will find the following support materials at the online learning center:

- Instructor's manual
- Test bank
- PowerPoint slides
- Solutions files for the chapter projects

For Students

Students will find data files for use with the various projects throughout the book as well as a self-checking version of the quizzes from the book.