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.   The simplest way to add page numbers is to choose Page Numbers from the Page Layout tab.

T   F   2.   You can position a page number in a header or a footer.

T   F   3.   You can change the number format (for example, from numbers to roman numerals) by using the Page Number Format dialog box.

T   F   4.   You can apply character formatting to headers and footers in Draft view.

T   F   5.   A gallery displays designs for page numbers, headers, and footers.

T   F   6.   Deselect the Link to Previous option on the Header & Footer Tools Design tab to unlink a header in one section to the header in the previous section.

T   F   7.   Use Quick Parts to insert fields and document properties.

T   F   8.   The only way to create alternate page headers or footers is to use the Page Setup dialog box.

Short Answer Questions

Write the correct answer in the space provided.

1.   What is the name of the process in which Word automatically adjusts page numbers and page breaks when you edit a document?

_____

2.   In addition to numbering such as 1, 2, 3 and roman numerals such as I, II, III, what other page number formatting can you use?

_____

3.   Which option do you use to leave the first page of a document blank and begin a header or footer on the second page?

_____

4.   Which Ribbon tab displays the Header and Footer buttons?

_____

5.   is used for what purpose?

_____

6. What three items are included in a continuation page header for a letter?

    _____

7. By default, how far from the edge of the page does Word print headers and footers?

    _____

8. If you create different odd and even pages in a document, how is the header pane on page 1 labeled?

    _____

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. What information do you think most businesses would include in the header or footer for a business report? Does the information included in a business report header or footer differ from the information found in a business letter header or footer?

2. Where do you prefer to place the page number in a business report? In a business letter? Explain your answer.

Skills Review

Exercise 10-12

Add and modify page numbers and add a header.

1. Open the file **Chronology - 2**.

2. Add page numbers to the bottom of each page by following these steps:
    a. Click the **Insert** tab, and click the Page Number button 🔲.
    b. Click **Bottom of Page**, scroll through the gallery, and click to select **Two Bars 1**. Close the **Header & Footer Tools Design** tab.

3. Modify the page number in Print Layout view by following these steps:
    a. Scroll to the bottom of page 1 to see the page number.
    b. Double-click the page number to activate the footer pane.
    c. Drag the I-beam over the page number, and apply bold, italic format. change the Font Size to 14.
    d. Close the Header & Footer Tools Design tab.

4. Add 72 points of spacing before the title on page 1.

5. View the document using the Print tab; then display it in Print Layout view.

6. Add a header to the document by following these steps:

   a. Click the **Insert** tab, and click the Header button 📄. Click the **Blank** design at the top of the gallery.

   b. Press Tab twice to position the insertion point at the right-aligned tab setting.

   c. Key your name, followed by a comma and space.

   d. Click the Quick Parts button 📄 and click **Field**. Drag the scroll box in the **Field Names** list, and click **FileName**. Click **First Capital** in the **Format** list box. Click **OK**.

   e. Close the Header & Footer Tools Design tab.

7. Save the document as *[your initials]*10-12 in your Lesson 10 folder.

8. Submit and close the document.

Exercise 10-13

Add a footer to a document with sections, unlink the header, and change the starting page number.

1. Open the file **Wrapper - 2**.

2. Insert a **Next page** section break at the heading "CAMPBELL'S CONFECTIONS."

3. Go to section 2, and change the vertical alignment to justified.

4. Create a footer for section 2 that is not linked to section 1 by following these steps:

   a. Move the insertion point to section 2, and click the **Insert** tab. Click the Footer button 📄, and select the **Blank** option in the Footer gallery.

   b. Click the Link to Previous button ⊞ Link to Previous to unlink the section 2 footer from the section 1 footer (to keep the section 1 footer blank) and key ***Instructions for the design of the wrapper are on the application form.**

   c. Press Tab and key **Page**. Insert a space, click the Page Number button 📄, click **Current Position**, and click **Plain Number**.

   d. Click the Previous button 📄 to show the footer for section 1, which should be blank.

5. Change the starting page number of section 2 to page 1 by following these steps:

    a. Click the Next button 🖥 to go back to section 2.

    b. Click the Page Number button 📄, and click **Format Page Numbers**.

    c. Click **Start at**, and make sure the number 1 appears in the text box. Click **OK**, and then close the Header & Footer Tools Design tab.

6. Change the top margin in section 1 to 2 inches.

7. Save the document as *[your initials]*10-13 in your Lesson 10 folder.

8. Print the document two pages per sheet, or submit the document, and then close it.

Exercise 10-14

Create a continuation page header for a memo.

1. Open the file **Bio Memo**. Delete the page break on page 1, and insert a Next Page section break.

2. Key the current date in the memo heading.

3. Open the **Page Setup** dialog box, and change the top margin to 2 inches. Change the left and right margins to 1.25 inches. Click the **Layout** tab, and click to select **Different First Page**. Click **OK**.

4. Add a continuation page header to page 2 of the memo by following these steps:

    a. Click the **Insert** tab, and click the Header button 📄. Click **Edit Header**.

    b. Click the Next button 🖥 to move to the header on page 2.

    c. Change the **Header from Top** setting to 1 inch. (**Header & Footer Tools Design** tab, **Position** group.)

    d. Key the text in Figure 10-15, inserting the information as shown.

Figure 10-15

```
Staff

Page [Click Page Number, Current Position, Plain Number.]

[Current date]
```
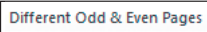
    e. To insert the current date in the correct format, click the Date & Time button 🖥, and select the third format. Be sure to clear the **Update automatically** box so the memo date does not change.

    f. Press [Enter] twice after the date, and verify that there are two blank lines following the date.

5. Click the Previous button 🖥 to check that no header appears on page 1, and close the Header & Footer Tools Design tab.

6. Adjust line and page breaks if necessary.

7. Save the document as *[your initials]*10-14 in your Lesson 10 folder.

8. Submit and close the document.

Exercise 10-15

Add alternate footers to a document, and add a different first-page footer.

1. Open the file **Guidelines - 2**.

2. Add a page break before the bold heading "Identification Numbers."

3. Move the insertion point to the top of the document (page 1).

4. Create a footer that appears only on even pages by following these steps:
   a. Click the **Insert** tab, and click the Footer button 📄. Click **Blank** at the top of the gallery.
   b. Click the Different First Page button [Different First Page] and the Different Odd and Even Pages button [Different Odd & Even Pages] .
   c. Click the Next button 📑 to move to the even page footer.
   d. Key **Guidelines—New Store Owners**. Press [Tab] twice to move to the right margin.
   e. Key **Page** and press [Spacebar]. Click the Page Number button 📄, click **Current Position**, and click **Plain Number**.
   f. Select the footer text, and use the Mini toolbar to apply italic formatting.

5. Create and format a footer that appears only on odd pages by following these steps:
   a. Click the Next button 📑 to move to the odd page footer pane on page 3.
   b. Click the Date & Time button 📅. Click the third format, and click **OK**.

6. Close the Header & Footer Tools Design tab.

7. On page 1, format the two-line title in bold, 14 points, and all caps. Apply bold and small caps formatting to "Campbell's Confections." Apply italic formatting to "Preliminary Draft." Vertically center the text on the first page, and apply a page border to section 1.

8. View the document in Print Preview. Check the odd and even footers, and make sure the first-page footer is blank. Adjust page breaks if necessary.

9. Save the document as *[your initials]*10-15 in your Lesson 10 folder.

10. Submit and close the document.

Lesson Applications

Exercise 10-16

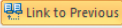**Add page numbers, change the page number font, and adjust the starting page number.**

1. Open the file **Directory - 2**.

2. Position the insertion point at the beginning of the document, and click the **Insert** tab. Click **Blank Page**.

3. Format page 1 as a memo. The memo is to the staff from Barbara Bumgarner. Use today's date, and the subject is "Updated Directory." Key the text in Figure 10-16.

Figure 10-16

Attached is an updated directory for the corporate office and Campbell's ⟨Confections⟩ stores in (PA), (OH), and (WV). A few ⟨the⟩ of area codes have changed so you may need to update your files.

Our goal is to have toll ⟨#⟩ free numbers for all stores by ~~the end of the year~~ ⟨December⟩. We will update the directory on an on going basis, and changes will be e-mailed to you.

If information pertaining to your department changes, please notify me ⊙ ~~immediately.~~

4. Replace the page break after page 1 with a **Next Page** section break. Go to page 2, and insert a **Next Page** section break immediately preceding the bold heading "Pennsylvania." Insert a page break preceding the bold headings "Ohio" and "West Virginia."

5. Position the insertion point in section 2, and click the Insert tab. Click the Footer button, and choose the Edit Footer option. Deselect Link to Previous [Link to Previous]. Click the Page Number button, and choose Bottom of Page. Select the **Thick Line** design from the gallery to position the number at the bottom center of the section. Change the start number to 1.

6. In the footer of section 3, select the page number and change the format to 10-point Arial.

7. View the page numbers in Print Preview.

8. Format the memo on page 1 with a 2-inch top margin. Change the spacing after for the subject line to 24 points. Format the first three lines of section 2, and key today's date.

9. Spell-check the document.

10. Save the document as *[your initials]*10-16 in your Lesson 10 folder.

11. Print the document six pages per sheet, or submit the document, and then close it.

Exercise 10-17

Create and unlink headers and footers within sections.

1. Open the file **Orders - 2**.

2. Insert a **Next Page** section break at the bold heading "How to Place an Order." Select the text on page 1, and format the text with a box border, using a double-line style, dark blue color, and width of 2¼ points. On the title page, center the boxed title vertically and horizontally on the page, and reduce the width of the border by formatting the text in the box with 1-inch left and right indents.

3. Position the insertion point in section 1, and deselect any text that may be highlighted. Open the **Borders and Shading** dialog box, and click the **Page Border** tab. For the box setting, select the double-rule style used in the previous step, with dark blue color and 1½ points wide. Apply the border to this section.

4. Format the tabbed text on page 2 (which starts with the text "Delivery Chart") as a separate section by placing a **Next Page** section break before it. Format this new section (section 3) with a 2-inch top margin.

5. Create a footer that starts on the first page of section 2 and is not linked to section 1. Key **Campbell's Confections** at the left margin. Move to the right margin, and key **Page** followed by a space and the page number. Press ⌗Spacebar after the page number, and key **of** followed by a space. Open the **Field** dialog box, and click the **NumPages** field name and the **1, 2, 3** format. Click **OK**.

6. Italicize the footer text, and format the footer with a single-line, 1½-point top border.

7. Change the top margin for section 2 to 1.5 inches.

8. View the document in Print Preview.

9. Save the document as *[your initials]*10-17 in your Lesson 10 folder.

10. Submit and close the document.

Exercise 10-18

Create a continuation page header for a business letter.

1. Open the file **Yang**.

2. Format the document as a business letter. Use the address shown in Figure 10-17. The letter will be from Tamara Robbins, Fundraising Coordinator.
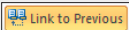
Figure 10-17

```
Ms. Emiko Yang
7 South Diamond Street
Greenville, PA 16125
```

3. Adjust page setup options for a continuation page header by choosing the **Different First Page** option, changing the header to 1 inch from the edge, and setting a 2-inch top margin and 1.25-inch left and right margins.

4. Insert a page break at the beginning of the paragraph that begins "Specialty."

5. Create a three-line continuation page header that prints on page 2. (Use the correct date format.)

6. Switch to Print Preview to view the document.

7. Add your reference initials, and spell-check the document.

8. Save the document as *[your initials]*10-18 in your Lesson 10 folder.

9. Submit and close the document.

Exercise 10-19 ◆ Challenge Yourself

Create alternate footers, unlink and format section footers, change starting page numbers, and change page formats.

1. Open the file **Company**.

2. Replace the page break after page 1 with a next page section break. On page 2, insert a next page section break at the bold heading "Pennsylvania." Insert next page section breaks at the bold heading "Services" and one at the bold heading "Customer Service."

3. Insert page breaks at the bold headings "Ohio Stores," "West Virginia Stores," "Chocolate Club," "Corporate Gifts," "Favors," "Chocolate Fountains," "Fundraising," "Wholesale," and "Customer Service Account Executives."

4. Go to section 5 ("Customer Service" heading on page 13), and insert a blank footer. Deselect the Different First Page option and select the Different Odd and Even Pages option. Click the Link to Previous button ⊞ Link to Previous to break the link for the odd page footer in Section 5.

5. Click the Next button 🔳, and break the link for the even page footer for section 5.

6. Click the Previous button. Key **Customer Service** in the odd page footer for section 5, and apply italic formatting. Center the footer text. Copy the text to the even page footer for section 5. Close the Header and Footer pane.

7. Change the bottom margin for section 5 to 0.5 inch, and change the font size for text beginning with "Pennsylvania" through the end of the document to 11 points. Verify that only section 5 has footer text.

8. Open the footer pane, and go to the first-page footer for section 4. Unlink the first-page footer from the previous section. Key **Campbell's Confections** at the left margin in the first-page footer for section 4.

9. Click the Next button, and verify that the odd page footer for section 4 displays. Key **Page** followed by a space and page number. Change the start number to **1**. Go to the even page footer for section 4, and tab to the right margin. Key **Page** followed by a space and page number.

10. Go to the first-page footer of section 3, and unlink the first-page footer from the previous section. Unlink the even page and odd page footers for section 3.

11. Key **Store Directory** at the left margin in the first-page footer pane of section 3. Press Tab twice to move to the right margin, and key **Page** followed by a page number. Change the starting number for this section to **1**.

12. Go to section 2, and break the link from the previous section. Delete any text in the footer pane.

13. Go to section 1, and verify that the footer is blank. Close the Header and Footer tab. Add a page border to this section.

14. Go to section 5, and insert a blank header. Starting at section 5 and moving to the beginning of the document, break the link for all headers in the document. Go to the first-page header of section 2, and click the header button to open the header gallery. Select the **Annual** design. Click the **Company** placeholder, and key **Campbell's Confections**. Key the current year.

15. Preview the document; then save it as *[your initials]*10-19 in your Lesson 10 folder.

16. Print the document four pages per sheet, or submit the document, and then close it.

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 10-20

Write a two-page letter. Create your letterhead in the first-page header pane, and create a continuation header in the second-page header pane. Use correct business letter format. Save the document as *[your initials]*10-20 and submit it.

Exercise 10-21

Write a two-page report on a current event. Check pagination. Add appropriate headers and footers, and include page numbering. Create a title page as a separate section without a header or footer. Save the document as *[your initials]*10-21 and submit it.

Exercise 10-22

Write a short report about 10 places you would like to visit. Each place should be a separate paragraph with its own heading. Include a title page. Adjust page breaks as needed. Format the document for odd and even headers and footers, and then insert different identifying information in the headers or footers. Save the document as *[your initials]*10-22 and submit it.