

## 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. A line-break character is used to begin a new paragraph.
- T F 2. The Overtyping mode indicator appears on the status bar by default.
- T F 3. You can view more than one Ribbon tab at a time.
- T F 4. To select a sentence, you can double-click anywhere within the sentence.
- T F 5. Noncontiguous text is text that does not appear consecutively in a Word 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 tab.

### Short Answer Questions

Write the correct answer in the space provided.

1. What is the keyboard shortcut to print a document?  
\_\_\_\_\_
2. Which formatting character would you insert between two words to keep them together in a sentence?  
\_\_\_\_\_
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. What is the keyboard shortcut to move the insertion point to the beginning of a document?  
\_\_\_\_\_

6. What is the shape of 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 1-25

**Key, edit, and save a document.**

1. Press **Ctrl+N** to create a new document.
2. Key the text shown in Figure 1-22. (Use default formatting.)

**Figure 1-22**

Campbell's Confections recently celebrated another anniversary in the candy business. The company manufactures over 600 candy creations and produces over 1 million pounds of chocolate each year. Caramel Pecanettes and Cordial Cherries are the most popular candy creations. Campbell's Confections has been at its current location for all of its 57 years.

## UNIT 1 Basic Skills

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 “Pecanettes” in the third sentence by following these steps:
  - a. Move the insertion point to the immediate right of the word “Pecanettes,” and key a comma and a space.
  - b. Key **Melt-a-ways** followed by a comma.
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. Select the first word of the second sentence in the first paragraph “The,” and key **Our**. Locate the phrase “the most popular” in the last sentence of the first paragraph, and change “the” to **our**.
8. Save the document as *[your initials]1-25* in your Lesson 1 folder.
9. Close the document.

## Exercise 1-26


### Key, edit, save, and print a document.

1. Start a new blank document by pressing **Ctrl+N**.
2. Key the text shown in Figure 1-23. Correct spelling mistakes as you key.

Figure 1-23




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

3. Move the insertion point to the left of the word “inaugural” in the first line of the paragraph.
4. Open the **File** tab. Click **Options**, and click **Advanced** in the left pane. Under Editing options, click **Use overtyping mode** to turn on Overtyping mode. Click **OK**.

5. Key **flagship** over the word “inaugural.” Be sure to delete the extra character.
6. Turn off Overtyping mode by clicking the **File** tab and clicking **Options**. Click **Advanced** in the left pane, and click **Use overtyping mode** to turn off Overtyping mode. Click **OK**.
7. Double-click to select 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]1-26* in your Lesson 1 folder.
10. Press **Ctrl**+**P** to display the Print tab. Click the Print button  to print the document.
11. Close the document by pressing **Ctrl**+**W**.

## Exercise 1-27

**Open a document, 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 **favors** and press **[Spacebar]**.
6. Locate “premier chocolate” in the last paragraph, and use the **Repeat** command to insert “favors” 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.campbellconfections.biz](http://www.campbellconfections.biz) for additional information**.
9. Save the document as *[your initials]1-27* in your Lesson 1 folder.
10. Submit your work, and close the document.

## Exercise 1-28

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


1. Press **Ctrl+N** to start a new document. Key the text shown in Figure 1-24.

Figure 1-24

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 process of candy making from melting the bulk chocolate to packing the individual pieces in airtight 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 other attractions in the area. You are miles away from museums, antique shops, a forge that creates 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, cross-country skiing, and snowmobile trails. Contact us for brochures and other information on area attractions.

2. Save the document as **[your initials]1-28** in your Lesson 1 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 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 **PageDown** 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. Click the **File** tab and choose **Info**.
  - b. Click the down arrow beside **Properties** in the right pane, and click **Advanced Properties**.
  - c. Review the data on the General tab and the Statistics tab, and click the **Summary** tab.
  - d. Click in the **Title** text box, and key **Mercer County**.
  - e. Key **[your name]** in the Author text box.
  - f. Click **OK**. Click the **File** tab to return to the document.
13. Click the Save button  to save the revised document.
14. Submit your work, and close the document.

## Lesson Applications

### Exercise 1-29

Key, edit, and print a document.

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



#### 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.

2. Turn off Caps Lock, and press **Enter** to start a new paragraph.
3. Key the text shown in Figure 1-25, including the corrections. Refer to Appendix A, "Proofreaders' Marks," if necessary. *Proofreaders' marks* are handwritten corrections to text, often using specialized symbols.

Figure 1-25

Campbell's Confections' shipping policy changes will take effect immediately. <sup>Formerly</sup> Chocolate was shipped to warmer climates between ~~June~~ <sup>September</sup> 1 and ~~August~~ <sup>May</sup> 15 only. The new policy includes year-round shipping with Campbell's <sup>during extremely hot conditions</sup> confections reserving the right to postpone shipments. Chocolate shipped to warm climates (temperatures over 70 degrees) <sup>are</sup> ~~will be~~ surrounded with ice packs. A chart has been distributed <sup>to all store managers</sup> listing the statistical average high temperature for each state by month. Next-day delivery is recommended for warm weather destinations. Use sealed moisture-proof containers to prevent damage caused by high humidity.

Remember: Fine chocolates are perishable.

4. Edit the last two sentences of the first paragraph to read:  
Next-day delivery and sealed moisture-proof containers are recommended for warm weather destination.
5. Insert a comma at the end of the last sentence in the last paragraph, and key the following text: **and our customers expect their packages to arrive in perfect condition.**
6. In the second paragraph, delete "Fine" after "Remember" and key **Quality** before "chocolates."

7. Save the document as *[your initials]1-29* in your Lesson 1 folder.
8. Print the document, and then close it.

## Exercise 1-30

**Key, edit, and print a document.**

1. Start a new document, and key the two paragraphs shown in Figure 1-26, including the corrections. Refer to Appendix A, “Proofreaders’ Marks,” if necessary.

**Figure 1-26**

Campbell’s Confections offer<sup>s</sup> group tours from September to June. 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. *At the end of the tour, each person receives a candy sample.*

Group tours ~~arranged~~ are for families visiting the area, school<sup>s</sup> 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 of the last paragraph, key **type of** after “or any.” Delete “families visiting the area” and key **tourists** in its place.
4. Add the following text to the end of the second paragraph:  
**Reservations are required two weeks in advance with a minimum of ten members in the tour. To schedule a tour or for more information, call 1-800-555-2025 or visit [www.campbells.confections.biz](http://www.campbells.confections.biz).**
5. Save the document as *[your initials]1-30* in your Lesson 1 folder.
6. Print, and then close the document

## Exercise 1-31

**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.



## UNIT 1 Basic Skills

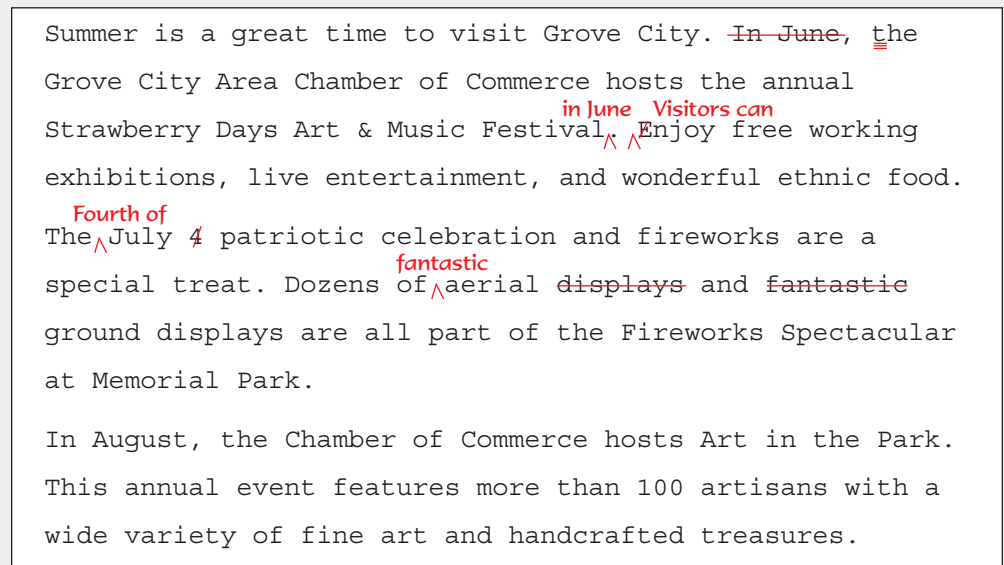
4. Spell out “sq.” and “ft.” Replace “all of its” with **the**.
5. At the end of the last paragraph, key this sentence:  
**Educational materials are available for elementary and middle school teachers.**
6. Add a nonbreaking space between “June” and “30.”
7. Insert the following sentence at the end of the first paragraph.  
**The factory hosts special events throughout the year such as Candy Making 101 and Secrets of Dipping Strawberries. Each year Campbell’s Confections sponsors an expert chocolatier to demonstrate the art of making chocolate.**
8. Save the document as *[your initials]1-31* in your Lesson 1 folder.
9. Submit and close the document.

### Exercise 1-32 ♦ 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 1-27.

Figure 1-27



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]1-32* in your Lesson 1 folder.
10. Open the **Properties** dialog box, and click the **Summary** tab. Key **Summer in Grove City** as the title, key your name as the author, and key **Summer tourist attractions** in the Comments box. Click **OK**.
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 1-33

Browse the various tabs on the Ribbon until you find a command that looks intriguing. Use the Help feature to learn more about the feature. In a new blank document, write a few paragraphs about your findings. Save the document as *[your initials]1-33* and submit it.

### Exercise 1-34

Locate a novel or historical text written before the twentieth century. Create a new document, and key approximately one-half page of text using the historical reference you located. Save the document as *[your initials]1-34a*. Edit the document to change the language to a contemporary writing style. On the Summary tab of the Document Properties dialog box, key the name of the original author in the Author text box. In the Comments box, key **Modified by [your name]**. Use the Save As command, and save the document as *[your initials]1-34b* and submit it.

### Exercise 1-35

Write a one-page summary about a local family-owned business. Include information about the company, number of employees, and products or services provided. Switch to Overtyping mode, turn on Caps Lock, and then select headings or key terms to emphasize in the document. Save the document as *[your initials]1-35* and submit it.