

## 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, Home tab, Font group to right-align paragraphs.
- T F 2. Text that is left-aligned has a ragged left edge.
- T F 3. You can open the Paragraph dialog box from the shortcut menu.
- T F 4. The keyboard shortcut **Ctrl+F5** changes line spacing to 1.5 lines.
- T F 5. You can use Word's AutoCorrect feature to create symbols as you type by using certain keyboard combinations.
- T F 6. To apply a page border to a document, click the Borders tab in the Borders and Shading dialog box.
- T F 7. **Ctrl+Q** removes all paragraph formatting.
- T F 8. A hanging indent indents all lines in a paragraph except the first line.

### Short Answer Questions

Write the correct answer in the space provided.

1. Which type of paragraph alignment adjusts spacing between words?

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2. What is the keyboard shortcut for centering text?


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3. Single, 1.5, and double are examples of what type of spacing?

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4. If you click  once, what happens to selected text?

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5. With an outline numbered list, instead of clicking , what key can you press to achieve the same result?

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6. Which keystrokes apply a double-line border automatically?

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7. What is the procedure to display the Reveal Formatting task pane?

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8. Which indent marker is the top triangle on the left side of the ruler?

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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.

- You can use keyboard shortcuts to change paragraph alignment, or you can use the alignment buttons on the Formatting toolbar. Which method do you prefer? Why? When might you use the other method?
- Many people use bulleted lists and numbered lists interchangeably. Are there times when it would be more appropriate to use a bulleted list than a numbered list and vice versa? Explain your answer.

## Skills Review

### Exercise 4-21

Change paragraph alignment and line spacing.


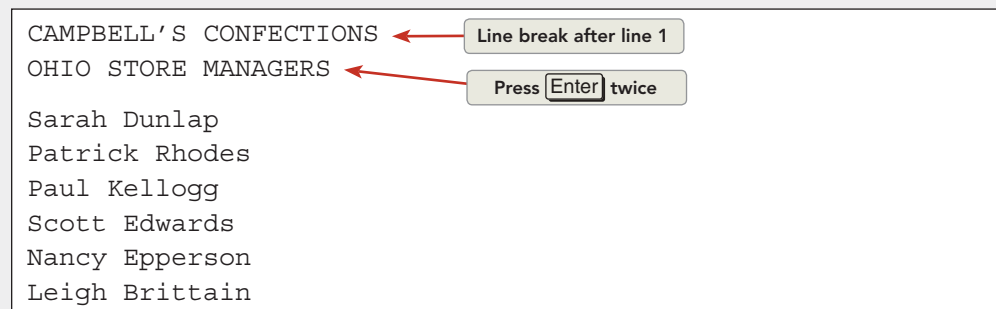


- Start a new document.
- Change the character formatting and paragraph alignment for the first paragraph by following these steps:
  - Select the paragraph mark and set the font to 12-point Cambria.
  - Click the Center button  on the Ribbon, Home tab, Paragraph group, to center the text you are about to key.
  - Key the first two lines shown in Figure 4-21 in all capitals. Use a line break (press **Shift**+**Enter**) after the first line to make the two lines one paragraph.

Figure 4-21





- At the end of this paragraph, press **Enter** twice, turn off **Caps Lock**, and key the six names shown in Figure 4-21. Again, use a line break after each name to make the names all one paragraph.

4. Change the alignment of each paragraph by following these steps:
  - a. Move the insertion point into the first paragraph, and click the Align Right button  on the Ribbon, Home tab, to right-align the first two lines.
  - b. Move the insertion point into the paragraph containing the six names, and press **Ctrl**+**L** to left-align the names.
  - c. Select the entire document, and click the Center button  to center all the text.
5. Change line spacing by following these steps:
  - a. Click within the second paragraph.
  - b. Press **Ctrl**+**5** to change the line spacing to 1.5 lines.
6. Save the document as *[your initials]4-21* in your Lesson 4 folder.
7. Submit and close the document.

## Exercise 4-22

### Change paragraph spacing and set indents.






1. Open the file **Club**. (Make sure the Show/Hide ¶ button  is turned on.)
2. Change spacing between paragraphs by following these steps:
  - a. Select the entire document, click the right mouse button, and choose **Paragraph** from the shortcut menu.
  - b. Click the **Indents and Spacing** tab if it is not displayed.
  - c. Click the up arrow to the right of **After** to set the spacing after paragraphs to 12 points. Click **OK**.
3. Press **Ctrl**+**Home** to move to the top of the document. Key in bold uppercase letters **CAMPBELL'S CONFECTIONS' CHOCOLATE CLUB**.
4. Press **Enter** once. Click within the new title and open the **Paragraph** dialog box. Change spacing to 72 points before and 24 points after. Change the **Alignment** setting to **Centered** and click **OK**.
5. Apply a first-line indent to the paragraphs by following these steps:
  - a. Select all the paragraphs below the title.
  - b. Make sure the horizontal ruler is displayed. Point to the first-line indent marker  on the ruler. When a ScreenTip identifies it, drag it 0.5 inch to the right.
6. Change the indentation of the last paragraph by following these steps:
  - a. Deselect the paragraphs.
  - b. Right-click the last paragraph and open the **Paragraph** dialog box.
  - c. Set the Left and Right indentation text boxes to 1 inch.
  - d. Remove the first-line indent by choosing **(none)** from the **Special** drop-down list. Click **OK**.
7. Key **Note:** and press **Spacebar** at the beginning of the newly indented paragraph. Format “Note” in bold and small caps.

## UNIT 2 Paragraph Formatting, Tabs, and Advanced Editing

8. Justify four paragraphs below the title beginning with the paragraph that begins “The marketing department” and ending with the paragraph that begins “Gift announcements.”
9. Save the document as *[your initials]4-22* in your Lesson 4 folder.
10. Submit and close the document.

### Exercise 4-23


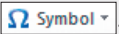
#### Apply borders and shading; repeat and copy formatting.

1. Open the file **Retail Stores**.
2. At the end of the document, key the following text as a separate paragraph. Use bold text.  
**To learn more about our stores and products, call Campbell's Confections at 800-555-2025 or visit our Web site at [www.campbellsconfections.biz](http://www.campbellsconfections.biz).**
3. Apply borders and shading to the new paragraph by following these steps:
  - a. Place the insertion point in the paragraph.
  - b. Click the arrow beside the Borders button  on the Ribbon, Paragraph group. Click **Borders and Shading**, and click the **Borders** tab if it is not displayed.
  - c. Use the first line style, and change the line **Color** to **Blue**.
  - d. Change the **Width** to **1½ pt**.
  - e. In the Preview box, click the Top Border button  and the Bottom Border button .
  - f. Click the **Shading** tab. Click the down arrow beside the **Fill** box. From the **Theme Colors** palette, click the third box in the first column (**White, Background 1, Darker 15%**). Click **OK**.
4. Repeat the formatting by clicking within the first paragraph and pressing **F4**.
5. Click the Undo button  to undo the formatting in the first paragraph.
6. Apply a border to text automatically by following these steps:
  - a. Key the following title at the top of the document: **Campbell's Confections**.
  - b. Press **Enter** two times.
  - c. Click in front of the blank paragraph mark. Key **= = =** and press **Enter** to automatically insert a double-line border under the title. Delete the blank paragraph mark.
7. Copy formatting from one paragraph to another by following these steps:
  - a. Click in the last paragraph.
  - b. Click the Format Painter button .
  - c. Click in the title paragraph.

8. Change the font size of the title to 14 points, and apply bold and a text effect to the title. Verify that the title text is easy to read after applying the text effect. Choose another effect if necessary.
9. Add 72 points of spacing before and 24 points after the paragraph and center the title.
10. Save the document as *[your initials]4-23* in your Lesson 4 folder.
11. Submit and close the document.

## Exercise 4-24

**Align paragraphs, change paragraph spacing, create bulleted lists, and insert symbols and special characters.**

1. Open the file **Designs**.
2. Format the title as bold, all caps, and centered. Set the paragraph spacing to 72 points before and 24 points after. Delete the blank paragraph mark after the title.
3. Create a bulleted list by following these steps:
  - a. Select the text beginning with “Milk chocolate” and ending with “White chocolate.”
  - b. Click the arrow beside the Bullets button .
  - c. Choose a bullet option.
4. Insert symbols by following these steps:
  - a. Position the insertion point to the right of “Computer.”
  - b. Click the **Insert** tab on the Ribbon. Click the Symbol button . Click **More Symbols**.
  - c. Change the **Font** to **Wingdings**. Double-click the computer symbol in the second row.
  - d. Click **Close**.
5. Click to the right of “Camera,” and open the **Symbol** dialog box. Change the **Font** to **Webdings**, and scroll to the tenth row to locate the camera symbol. Click **Insert**. Click **Close**.
6. Click to the right of “Cell phone,” and open the **Symbol** dialog box. Change the **Font** to **Webdings**, and scroll to the eleventh row to locate the cell phone symbol. Click **Insert**. Click **Close**.
7. Insert an em dash by following these steps:
  - a. Position the insertion point in front of the computer symbol.
  - b. Press **Alt+Ctrl+[-]** (the minus key on the numeric keypad). Or click the **Insert** tab on the Ribbon, click the arrow beside **Symbol**, click **More Symbols**, and click the **Special Characters** tab to select the em dash.
8. Insert an em dash before the camera symbol and the cell phone symbol. Select each symbol, and change the font size to 14.
9. Save the document as *[your initials]4-24* in your Lesson 4 folder.
10. Submit and close the document.

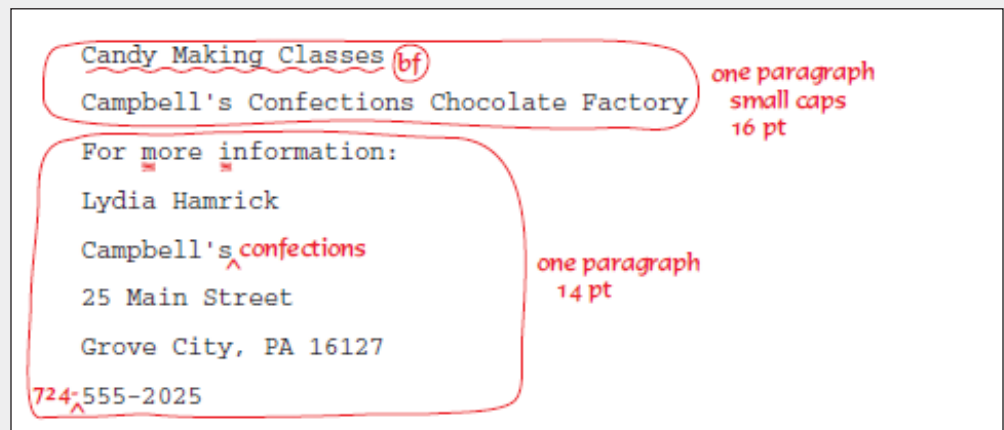
## Lesson Applications

### Exercise 4-25

Change alignment, line spacing, and paragraph spacing and apply shading.

1. Start a new document.
2. Key the text shown in Figure 4-22, including the corrections. Use Times New Roman, single spacing, and 0 points spacing before and 0 points spacing after paragraphs. Use line breaks (**Shift**+**Enter**) to format the text as two paragraphs.

Figure 4-22



3. Center all text in the document.
4. Change the line spacing in only the second paragraph to 1.5 lines.
5. Change the paragraph spacing for only the first paragraph to 72 points before and 36 points after.
6. Add 10 percent gray shading to the first paragraph. (Open the Borders and Shading dialog box. Click the Shading tab and display the drop-down list for Style.)
7. Add a page border, using the box setting and the double-wavy line style.
8. Save the document as *[your initials]4-25* in your Lesson 4 folder.
9. Submit and close the document.

## Exercise 4-26

**Change alignment, line spacing, and paragraph spacing; add a border; repeat formatting; and add symbols.**

1. Open the file **WV Stores**.
2. Change the title to “Campbell’s Confections—West Virginia Stores.” There should be one blank line below the title and a blank line after each of the remaining office locations.
3. Format all lines of the first office location with 1.5-line spacing.
4. Repeat the formatting for the remaining locations.
5. Change the title to 20-point bold and small caps with paragraph spacing of 72 points before and 24 points after. Delete the blank paragraph mark after the title.
6. Add a  $\frac{3}{4}$ -point double-line bottom border to the title.
7. Center the second and third office location text, and right-align the last office location text.
8. Replace the text “Telephone:” throughout the document with the telephone symbol from the Wingdings font (first row, eighth symbol). Leave the space between the symbol and the telephone number.
9. Replace the text “Fax:” throughout the document with a fax symbol from the Webdings font (eleventh row, tenth symbol).
10. Save the document as *[your initials]4-26* in your Lesson 4 folder.
11. Submit and close the document.

## Exercise 4-27

**Indent paragraphs, create bulleted and numbered lists, and change paragraph spacing.**

1. Open the file **Favors - 2**.
2. Select the title and apply 14-point bold formatting. Add a text effect to the title. Change the paragraph spacing to 72 points before and 24 points after. Center the title.
3. Select the text from “wedding bells” to “other assorted shapes.” Format the selected text as a bullet list using the standard round bullet.
4. Select the text from “solid milk chocolate” to “dark chocolate with mint filling.” Format the selected text as a bullet list using a picture bullet.
5. Set 0.25-inch first-line indents for all paragraphs except the title, the bulleted lists, and the final paragraph.
6. Format the final paragraph with 0.75-inch left and right indents.

7. Add gray shading to the final paragraph.
8. Save the document as *[your initials]4-27* in your Lesson 4 folder.
9. Submit and close the document.

## Exercise 4-28 ♦ Challenge Yourself

**Indent and align paragraphs, change paragraph spacing, apply a border, and create bulleted lists.**

1. Open the file **Fundraising**.
2. Key the heading **Fundraising** at the top of the document. Format the heading in bold, uppercase letters with a negative left indent of -0.25 inch and 12 points of spacing before the paragraph and 24 points of spacing after the paragraph.
3. Format the paragraphs from “Solid milk chocolate” to “Milk chocolate with double chocolate filling” as a bulleted list, using a bullet style of your choice.
4. Format the paragraphs from “Sales Department” to “555-2025” with a 0.75-inch left indent and with 6 points of spacing after paragraphs.
5. Add one blank paragraph mark above “Specialty fundraising.” Position the insertion point at the blank paragraph mark. Open the **Borders and Shading** dialog box, and click **Horizontal Line**. Add a horizontal line of your choice.
6. Justify all paragraphs in the document except the title and bulleted lists.
7. Add a page border to the document, using a line style of your choice, 3-point width, and the 3-D setting.
8. Save the document as *[your initials]4-28* in your Lesson 4 folder.
9. Submit and close the document.



### NOTE

If horizontal line clips are not available, use a border.



## 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 4-29

Create a flyer for Campbell's Confections. Use a variety of paragraph alignment settings, line spacing, and paragraph spacing. Add shading to one or more paragraphs and a page border using the Art option. Include a bulleted list. Use the Text Effects feature if appropriate. Save the document as *[your initials]4-29*. Submit the document.

### Exercise 4-30

Create a set of instructions for accessing Campbell's Confections using a mobile device. Use a numbered list to describe the step-by-step instructions. Use a bulleted list for the advantages of using Campbell's Confections Mobile Web site. Use borders or shading for emphasis or for paragraphs containing special notes or tips. Save the document as *[your initials]4-30* and submit it.

### Exercise 4-31

Review the foreign-language characters in the Symbols dialog box (normal text). Use a foreign-language dictionary (such as an online dictionary on the Internet) to find a few foreign words you can key in a document by inserting the appropriate foreign-language characters. Include the English translations. Display the Research task pane to help you define and translate vocabulary, or use the Mini Translator. Save the document as *[your initials]4-31* and submit it.