

## 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. In Word, you can use  to precisely align text.
- T F 2. When you set a custom tab, Word clears all default tabs to the left of the tab stop.
- T F 3. You cannot set tabs for existing text.
- T F 4. You can either select a paragraph or place the insertion point within the paragraph when setting tabs for the paragraph.
- T F 5. When custom tabs are cleared, you must reestablish default tabs, or you will have no tabs at all.
- T F 6. Tabs inserted in a document cannot be adjusted after they are set.
- T F 7. The symbol for a bar tab marker is a short vertical line.
- T F 8. You can use the ruler to set a leader tab.

### Short Answer Questions

Write the correct answer in the space provided.

1. What are the two ways to set tabs?

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2. What are the five types of tabs you can set when using the Tab Alignment button?

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3. Which dialog box is used to set a leader tab?

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4. What type of tab do you use  to create?

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5. What interval does Word use for default tabs?

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6. How do you clear a tab by using the ruler?

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7. Which key is used to select a tabbed column?

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8. Which Ribbon tab and group contains the Sort feature?

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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. Books and magazines may use leader tabs in the table of contents and index. Based on representative books and magazines, create a few general guidelines on when to use leader tabs. Support your view with examples.
2. Do you find it easier to read text that is centered in a column or text that is left-aligned? What about numbers that are centered or right-aligned? Create samples to support your position.

## Skills Review

### Exercise 5-11

**Set tabs and create a business memo.**



1. Start a new document, and set a 1-inch left-aligned tab by following these steps:
  - a. Make sure the Tab Alignment button on the horizontal ruler shows left alignment .
  - b. Click the ruler at the 1-inch mark.
2. Select the paragraph mark and open the Paragraph dialog box. Change the **Spacing After** to 0 and change the **Line spacing** to **Single**. Click **OK** to close the Paragraph dialog box.
3. Key the text in Figure 5-15, using the spacing shown. Press  after each colon. Refer to Appendix B, “Standard Forms for Business Documents.”

Figure 5-15

MEMO TO: Store Managers

FROM: Thomas Campbell

DATE: <Current Date>

SUBJECT: Monroeville Store

The Monroeville store has added a second <sup>tele</sup> phone line. The number is <sup>412</sup>814-555-8228.

Please record the number and update the company directory.

4. In the date line, key today's date.
5. Select the first line of the memo heading and open the Paragraph dialog box. Change the **Spacing Before** to **72** points.
6. Add your reference initials at the end of the document.
7. Spell-check the document.
8. Save the document as *[your initials]5-11* in your Lesson 5 folder.
9. Submit and close the document.

## Exercise 5-12

### Set leader tabs.

1. Start a new document. Format the paragraph mark as 14 points Arial Narrow. Change the **Spacing After** to **24 pt** and change the **Line spacing** to **Single**.
2. Key the first line in Figure 5-16.
3. Before keying the remaining text, set a solid leader tab that extends to the right margin by following these steps:
  - a. Click the **Paragraph Dialog Box Launcher** to open the Paragraph dialog box. Click **Tabs**.
  - b. In the **Tab stop position** box, key **6.5**. (The right margin setting.)
  - c. Under **Alignment**, click **Right**.
  - d. Choose the fourth leader option, click **Set**, and click **OK**.

Figure 5-16



Enter a drawing for a free pound of chocolate-covered nuts. Complete the form below.

Name \_\_\_\_\_

Address \_\_\_\_\_



City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

4. Key the remaining information, beginning with “Name.” Press  to move to the 6.5-inch right-aligned tab setting, and then press . Continue keying the text in the figure.
5. Format the text with the solid-line leaders as small caps.
6. Save the document as *[your initials]5-12* in your Lesson 5 folder.
7. Submit and close the document.

### Exercise 5-13

**Set, adjust, and clear tab settings.**

1. Open the file **Price Change**.
2. Position the insertion point at the top of the document, and locate the Tab Alignment button. If necessary, change the alignment to left, and click the ruler at the 1-inch mark.
3. Key the memo heading text listed below. Press  after each colon. A blank line should follow the first three lines of the heading. Two blank lines should follow the subject line.  
**MEMO TO:       Store Managers**  
**FROM:           Lynn Tanguay**  
**DATE:           August 10, 20--**  
**SUBJECT:       Price Change**
4. Add 72 points spacing before the first line of the memo heading. Add your reference initials 1 blank line below the last line of the memo.
5. Use the ruler to adjust the tab settings for the column headings by following these steps:
  - a. Position the insertion point in the column heading line.
  - b. Point to and drag the tab marker positioned at 3.75 on the ruler to 4.5 on the ruler.
  - c. Point to and drag the tab marker positioned at 2.8 on the ruler to 3.5 on the ruler.
6. Select the six lines of tabbed text below the column headings. Point to the tab marker at 2.8, and drag it down and off the ruler. Drag the tab marker positioned at 3.75 off the ruler.
7. Change the Tab Alignment button to a right tab , and click the ruler at 3.8 and 5.0. The text is centered below the headings, and the numbers are right-aligned.
8. Select the column headings, and apply bold, small caps formatting. Change the line spacing for all tabbed text (including the column headings) to 1.15 spacing.
9. Save the document as *[your initials]5-13* in your Lesson 5 folder.
10. Submit and close the document.


## Exercise 5-14

### Create tabbed columns and sort text.

1. Start a new document. Key **MOST POPULAR HOLIDAY CHOCOLATES** in uppercase bold. Center the text and press **Enter**.
2. Left-align the paragraph mark and turn off bold and uppercase. Change the **Spacing After** to **12 pt**, and change the **Line spacing** to **Single**.
3. Create a table with single-spaced, tabbed columns that are horizontally centered between the left and right margins by following these steps:
  - a. Key a guide line containing the longest text from each column in Figure 5-17, with 10 spaces between columns. (Include the column headings when determining the longest item in each column.)
  - b. Center the text.
  - c. Using the I-beam for guidance, set a left-aligned tab for each of the columns.
  - d. Delete the guide line up to the paragraph mark. Left-align the paragraph mark.
  - e. Key the text shown in Figure 5-17, pressing **Tab** before each item in each column.

**Figure 5-17**

Holiday	Pennsylvania	Ohio	West Virginia
Valentine's Day	1 lb. chocolate nuts	1 lb. assorted	1 lb. turtles
Easter	1 lb. chocolate basket	8 oz. solid rabbit	8 oz. chocolate nut egg
Halloween	chocolate suckers	chocolate suckers	chocolate suckers

4. Bold the column headings. Format the first line of the document with 72 points spacing before and 24 points spacing after.
5. Sort the table alphabetically by holiday by following these steps:
  - a. Select the entire table, including the column headings.
  - b. Click the Sort button  in the Paragraph group.
  - c. Click **Header row** to display the column headings in the **Sort by** drop-down list.
  - d. Choose **Holiday** from the **Sort by** drop-down list.
  - e. Choose **Text** from the **Type** list, and choose **Ascending**. Click **OK**.
6. Save the document as *[your initials]5-14* in your Lesson 5 folder.
7. Submit and close the document.

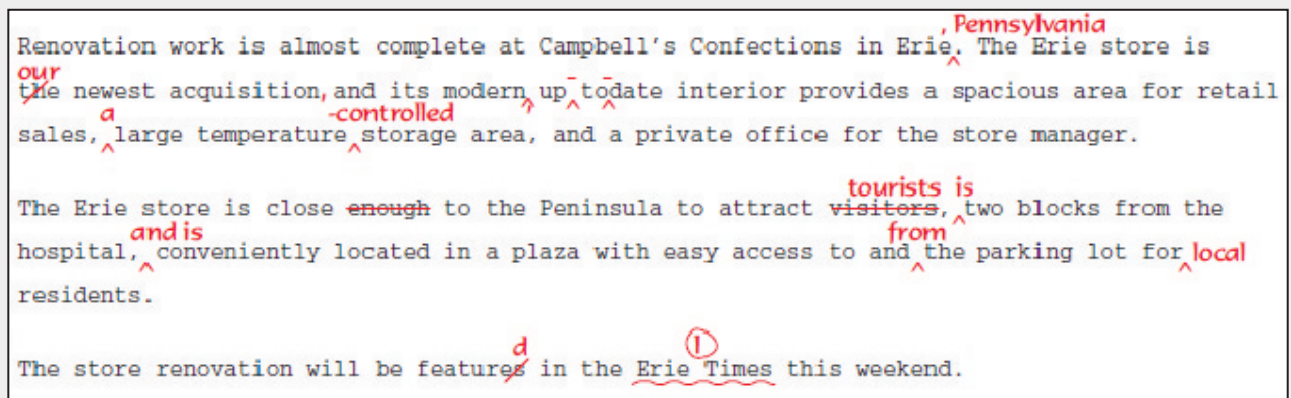
## Lesson Applications

### Exercise 5-15

#### Set tabs for a memo.

1. Start a new document. Open the **Paragraph** dialog box, and change the **Line spacing** to **Single**, and change the **Spacing After** to **0** points.
2. Set a 1-inch left tab and key the text for a memo heading.
3. The memo is to **Lydia Hamrick** from **Thomas Campbell**. The subject is **Renovation**. Remember to include today's date, and insert a blank line between lines in the memo heading.
4. Press **[Enter]** three times after the subject line, and key the text shown in Figure 5-18, including the corrections. Use single spacing and insert a blank line between paragraphs.

Figure 5-18



5. Change the font for the entire document to Arial.
6. Change the font for the memo guide words ("MEMO TO:," "FROM:," "DATE:," and "SUBJECT:") to Arial Black.
7. Move to the beginning of the document, and change the spacing before to 72 points for the first line of the memo.
8. Spell-check the document.
9. Add your reference initials to the document.
10. Save the document as *[your initials]5-15* in your Lesson 5 folder.
11. Submit and close the document.

## Exercise 5-16

### Set leader tabs and sort paragraphs.

1. Open the file **Chocolate Glossary**.
2. Select the title, and change the spacing before to 72 points and the spacing after to 24 points.
3. Format the title to 14-point small caps, and center the text.
4. Position the insertion point at the beginning of the first line under the title, and key the paragraph shown in Figure 5-19. Use single spacing. Include one blank line below the paragraph.

Figure 5-19

The following list represents popular and commonly used phrases in chocolate making. Refer to the list to help you become familiar with the terms.

5. Select the list of terms and definitions. Drag the left tab marker off the ruler.
6. Set a dotted leader tab that right-aligns the glossary definitions at the right margin. (The right margin for this document is 6.5 inches as shown on the ruler.)
7. Sort each paragraph in the glossary alphabetically, from A to Z.
8. Change the spacing for each glossary definition to 6 points after paragraphs.
9. Apply a page border, using the box setting and a triple-line style. Change the border color.
10. Spell-check the document.
11. Save the document as *[your initials]5-16* in your Lesson 5 folder.
12. Submit and close the document.

## Exercise 5-17

### Set and adjust tab settings.

1. Start a new document.
2. Key the title in Figure 5-20. Format the title as 12-point Arial bold, uppercase, and centered.
3. Insert two blank lines below the title, and key the paragraph that begins “Even.” Use left alignment, single spacing, 11 points, and Arial no bold. Change the spacing after to 0 points.

Figure 5-20

CHOCOLATE CONSUMPTION

Even though Americans consume over 3 billion pounds of chocolate a year, the United States is not ranked in the top five countries for worldwide consumption of chocolate. Americans consume an average of 12 pounds of chocolate per person per year. The following countries are listed as the top five chocolate-consuming nations according to the *World Atlas of Chocolate*.

Country	Pounds/Year
Switzerland	22.36
Austria	20.13
Ireland	19.47
Germany	18.04
Norway	17.93

- Key the remaining text in the figure, beginning with “Country,” using a 1.5-inch left indent and an appropriate right tab setting for the second column. The text should be evenly spaced between the left and right margins, as shown in the figure. (Hint: Subtract 1.5 from the right margin to calculate the tab setting.)
- Format the paragraph that begins with “Even” with justified alignment and a dropped capital letter (use the default drop cap settings). There should be one blank line between this paragraph and the table below it.
- Adjust the tab setting for the table text, so it includes a dotted leader. The column headings for the table should not include the dot leader format.
- Change the line spacing for the entire table to 1.5 lines.
- Increase the font size of the title to 16 points and change the spacing before to 72 points. Change the spacing after to 24 points and delete the blank paragraph marks. Apply bold and small caps to “Country” and “Pounds/Year.”
- Spell-check the document.
- Save the document as *[your initials]5-17* in your Lesson 5 folder.
- Submit and close the document.



## Exercise 5-18 ♦ Challenge Yourself

Create a memo with tabbed columns, sort the text, and add bar tabs.

1. Start a new document. Using the proper line and a 1-inch left tab setting, create a memo to **Thomas Campbell** from **Lydia Hamrick**. The subject is **Weekend Hours for the Ohio Stores**.
2. For the body of the memo, key the text in Figure 5-21. Use single spacing. For the tabbed columns, create a guide line to set the tabs. Align the tabbed columns as indicated. Insert a blank line above and below the tabbed columns.

Figure 5-21

As you requested, the following is a list of the hours of operation for the Ohio stores.

<u>Store</u>	<u>Weekdays</u>	<u>Saturday</u>	<u>Sunday</u>
Akron	9 to 5	9 to 3	Closed
Cleveland	10 to 6	9 to 4	1 to 6
Massillon	9 to 5	9 to 4	Closed
Warren	9 to 6	9 to 5	Closed
Youngstown	9 to 6	9 to 5	Closed
Canton	9 to 6	9 to 4	Closed

Let me know if you need additional information.

3. Apply a  $\frac{3}{4}$ -point box border around the entire memo heading (excluding the blank lines below "SUBJECT:"). Add 10 percent gray shading to the memo heading. Click in the first line and apply 72 points spacing before.
4. Adjust the tab setting for the memo heading to 1.25 inches, and set a 1-inch bar tab to create a vertical dividing line.
5. Select the first column of the memo heading (which begins "MEMO TO:") and apply bold formatting.
6. Sort the tabbed table by store in ascending order.
7. Select the tabbed table (including the column headings), and apply 1.5 line spacing.
8. Add your reference initials to the bottom of the memo.
9. Spell-check the document.
10. Save the document as *[your initials]5-18* in your Lesson 5 folder.
11. Submit and close the document.

## 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 5-19

Use the Internet to investigate the advantages and disadvantages of flextime. Create a business memo from you to a co-worker. Describe the benefits of flextime and how it could be implemented in your department. Use the correct spacing and tab settings for the memo heading. Save the document as *[your initials]5-19* and submit it.

### Exercise 5-20

Create a list of your monthly expenses in the form of a tabbed table. Set and adjust the tabs using the ruler. The tabbed text should be positioned attractively on the page. Sort the table. Save the document as *[your initials]5-20* and submit it.

### Exercise 5-21

Log onto the Internet, and find a chocolate store you would like to visit. Create a tabbed table containing the names of your favorite chocolates, a brief description, and the price. Use leaders and sort the information. Save the document as *[your initials]5-21* and submit it.