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.   Word has default settings for margins that are automatically set for each new document.

T   F   2.   You can change margins in Print Layout view by using the ruler.

T   F   3.   The default page length is 8.5 inches.

T   F   4.   Switch to Draft view to see the page as it will appear when printed.

T   F   5.   The only way to change margins for the entire document is to use the Page Setup dialog box.

T   F   6.   Gutter margins are outside margins on a bound document.

T   F   7.   To view two pages of a document, increase the zoom level to 150%.

T   F   8.   Landscape is the default page orientation.

Short Answer Questions

Write the correct answer in the space provided.

1.   Which document view displays vertical and horizontal rulers and special document elements such as headers and footers?

2.   What does the pointer look like when it is located over the margin boundary on the vertical ruler in Print Layout view?

3.   What is created when you change margins for selected text?

4.   Which kind of document needs gutter margins?

5.   Which tab displays the Orientation command?

6.   What is the procedure to display the Print tab?

7. Which key to you press to show the exact margin and text area measurements when using the ruler to change margins?

8. What is the term for pages that appear as a two-page spread with odd-numbered right pages and even-numbered left pages?

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. Collect samples of printed documents with interesting treatments of margins (such as books, advertisements, or reports). Pay particular attention to mirror margins and gutter margins. How does the margin treatment contribute to the overall feeling of the document?

2. Use Microsoft Word Help (F1) or practice on your own to explore the Book fold feature that is located in the Page Setup dialog box, Multiple Pages section. What type of document would you create to use this feature? Is the feature helpful?

Skills Review

Exercise 8-13

Set margins for an entire document and for selected text by using the Page Setup dialog box.

1. Open the file **Gresh**.

2. Change the margins for the entire document by following these steps:
    a. Click the **Page Layout** tab, and click the Margins button .
    b. Click **Custom Margins**, and set the **Top** margin to **2** inches**,** the **Bottom** margin to **0.75** inch, and the **Left** and **Right** margins to **1.25** inches. Click **OK**.

3. Change the margins, and create a new section for selected text by following these steps:
    a. Select the address text within the body of the letter that begins "Campbell's Confections" through "Fax: 304-555-6660."
    b. Open the **Page Setup** dialog box.
    c. Set the left and right margins to **2** inches.
    d. Choose **Selected text** from the **Apply to** drop-down list, and click **OK**. The address appears by itself on a new page.

4. Position the insertion point in the new section (section 2) if necessary, and open the **Page Setup** dialog box.

5. Click the **Layout** tab, and locate the **Section start** list box. Choose **Continuous**, and click **OK**. The first and second sections appear on page 1 of the document.

6. Position the insertion point in section 3, and follow the procedure listed in the previous step to change the section layout to continuous. All sections appear on one page.

7. Key the text **Matthew Garrett, Manager** as a separate line before "Campbell's Confections" in the address information below the second paragraph.

8. Move to the top of the document, and change the top margin for section 1 to 0.75 inch.

9. Save the document as *[your initials]***8-13** in your Lesson 8 folder.

10. Submit and close the document.

Exercise 8-14

Set margins in Print Layout view and the Print tab and change orientation.

1. Open the file **Chocolate**.

2. Change the left and right margins in Print Layout view by following these steps:

    a. Click the Print Layout View button 📄 located on the right of the status bar if necessary.

    b. If the rulers are not visible, click the View Ruler button 🔳.

    c. Using the horizontal ruler, position the pointer on the left-margin boundary until it becomes a two-headed horizontal arrow (and the ScreenTip "Left Margin" appears).

    d. Hold down `Alt` and drag the margin boundary until the left margin measures 1.5 inches.

    e. Position the pointer on the right margin boundary, and use the same method to drag it to 1.5 inches. The ruler displays a line length of 5.5 inches.

3. Change the top margin using the Print tab by following these steps:

    a. Click the **File** tab. Click **Print** to display the **Print** tab.

    b. Locate the section entitled **Settings**, and click the **Custom Margins** option.

    c. Click **Custom Margins**. . . at the bottom of the list, and change the **Top** margin to 2 inches. Click **OK**, and preview the document. Click the Home tab to return to Print Layout view.

4. Add a bold, centered, and uppercase title **TYPES OF CHOCOLATE** to the top of the document, with 24 points spacing after.

5. Change the orientation to landscape by following these steps:

    a. Select the **Page Layout** tab.

    b. Click the Orientation button 🖺, and choose **Landscape**.

6. Change the top margin to **2** inches, change the bottom margin to **1** inch, and change the left and right margins to **1.25** inches. Click **OK** to close the Page Setup dialog box.

7. Save the document as *[your initials]*8-14 in your Lesson 8 folder.

8. Submit and close the document.

Exercise 8-15

Set mirror and gutter margins.

1. Open the file **Corporate Gifts - 2**.

2. Use the Page Setup dialog box to set mirror and gutter margins by following these steps:

    a. Open the **Page Setup** dialog box.

    b. Choose **Mirror margins** from the **Multiple pages** drop-down list.

    c. Change the inside and outside margins to **1.5** inches.

    d. Set the **Gutter margin** to **0.5** inch.

    e. Click **OK**.

3. Scroll through the document in Print Layout view to see the new margin settings.

4. Click the Zoom button ⬚ 100% ⬚.

5. Click the Many Pages button 🖳, and drag to select two pages. Click **OK**. Notice the change in the margins. Drag the Zoom slider to 100%.

6. Save the document as *[your initials]*8-15 in your Lesson 8 folder.

7. Print the document two pages per sheet, by following these steps:

    a. Click the **File** tab.

    b. Click **Print** to open the Print tab.

    c. Click the **1 Page Per Sheet** option, and choose **2 Pages Per Sheet**.

    d. Click **Print** 🖨.

8. Close the document

Exercise 8-16

Set print options, print an envelope, and print labels.

1. Open the file **WV Stores**. Select the title and apply 16-point, bold, all caps formatting.

2. Print a portion of the document by following these steps:
    a. Select the text for the "Wheeling, WV" store—from "Campbell's Confections" through the fax number.
    b. Press Ctrl + P to open the Print tab.
    c. Locate the **Print All Pages** option, and click the drop-down arrow.
    d. Choose **Print Selection**, and click **Print**.

3. Insert the date by following these steps:
    a. Go to the end of the document, and press Enter four times. Key the text **Updated** and press Spacebar.
    b. Click the **Insert** tab, and click the Date and Time button.
    c. Choose the fourth date format, make sure **Update automatically** is not checked, and click **OK**.
    d. Insert a blank line after the date.

4. Prepare an envelope addressed to the Morgantown store by following these steps:
    a. Select the name and address lines for the Morgantown store. Do not select the telephone and fax numbers.
    b. Click the **Mailings** tab. Click the Envelopes button. Click the **Envelopes** tab.
    c. In the **Delivery address** box, delete the comma in the address, and key **-3301** at the end of the ZIP Code.
    d. In the **Return address** box, key your name, followed by the office address:

        Campbell's Confections
        25 Main Street
        Grove City, PA 16127

5. Choose additional envelope options, and add the envelope to the document by following these steps:
    a. Click the **Options** button, and choose the **Envelope Options** tab, if it is not already displayed.
    b. Make sure the envelope size is **Size 10**.
    c. Click the **Font** button [Font...] for the delivery address. Change the format to bold and all caps, and click **OK**.
    d. Click **OK** in the Envelope Options dialog box. Click **Add to Document** in the Envelopes and Labels dialog box. Do not save the return address as the default.

6. Prepare the printer for a standard business envelope (or feed a blank sheet of paper into the printer). Print the document (envelope included), or submit the document.

7. Save the document as *[your initials]*8-16a in your Lesson 8 folder.

8. Create and print a page of return address labels by following these steps:

    a. With the insertion point in section 1 (the envelope), open the Envelopes and Labels dialog box and click the **Labels** tab.

    b. Locate the **Use return address** box, and click to select. (Word recognizes the return address you previously entered for the envelope.)

    c. Choose the option **Full page of the same label**.

    d. Click **Options**. Verify that the **Page Printers** option is selected, and choose **Avery US Letter** in the **Label vendors** list box. Set the **Product number** to **5160**, and click **OK**.

    e. Click **New Document** to save the labels as a separate document. Do not save the return address as the default.

    f. Save the labels as *[your initials]*8-16b in your Lesson 8 folder.

    g. Print the labels on a blank sheet of paper, or submit the document.

9. Close both documents.

Lesson Applications

Exercise 8-17

Set margins for a document and for selected text.

1. Open the file **PA Stores**.

2. At the beginning of the document, key the text shown in Figure 8-17. Use single spacing, and insert one blank line between paragraphs.

Figure 8-17

```
Thank you for choosing Campbell's Confections to provide
your company with our boxed chocolates. Our candy
creations include chocolate-covered nuts, creams, and
melt-a-ways as well as our popular cordial cherries and
caramel pecanettes.

You can order our candy by calling our toll-free number,
accessing our Web site, or visiting one of our retail
stores. We have 14 stores in Pennsylvania, and the store
addresses and telephone numbers are listed on the
following pages.
```

3. At the top of the document, key the title **Pennsylvania Stores** in 14-point bold small caps as a separate line. Center the title, and add 24 points spacing after. Copy the title, and paste it to the left of the first store.

4. Open the Page Setup dialog box, and set the top margin to 2 inches and the left and right margins to 1.25 inches.

5. Select the text beginning with the second title "Pennsylvania Stores" through the end of the document. Use the Page Setup dialog box to change the left and right margins for *only* the selected text to 3 inches.

6. Change the top margin of the new section to 1.5 inches.

7. Use the Replace command to format all occurrences of "Campbell's Confections" in the second section as bold italic.

8. Save the document as *[your initials]*8-17 in your Lesson 8 folder.

9. Print the document using the 2 Pages per sheet option in the Print tab. Close the document.

Exercise 8-18

Set margins for a document and for selected text, change page orientation, and set print options.

1. Open the file **Memo - 3**.

2. Insert today's date in the date line.

3. In the opening paragraph of the memo, replace the text "items below" with **following information**.

4. Change the top margin to 2 inches and the left and right margins to 1.25 inches.

5. Select the text from "Beginning next quarter" through the end of the document. Open the Page Setup dialog box, and change the orientation to landscape for the selected text.

6. Format the new section as follows: Change the top margin to 1.5 inches, change the bottom margin to 1 inch, and change the left and right margins to 1 inch.

7. Place a blank line above "Description/Model number." Delete the paragraph mark after "Model Number," and insert a tab character. Delete the paragraph mark after "Serial Number," and insert a tab character. Continue this procedure until the line includes all items. Adjust the tab settings to distribute the text evenly between the margins. Change the font of the headings to Arial Narrow, and apply bold and small caps formatting. Apply a bottom border to the headings.

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

9. Print the document two pages per sheet. Close the document.

Exercise 8-19

Set margins, mirror margins, and gutter margins.

1. Open the file **Holiday Confections**.

2. Change the left and right margins to 0.75 inch, and change the paper size to 5.5 by 8.5 inches.

3. Set mirror margins and a 0.5-inch gutter margin.

4. Format the title as 20-point bold with a text effect and expanded spacing.

5. Justify all text below the title.

6. Format each side heading using 12-point, bold, small caps.

7. Position the insertion point at the beginning of the "Chocolate-Covered Pretzel" heading, and press Ctrl + Enter to insert a page break.

8. Change the zoom level to view both pages of the document. Add a page border to the document.

9. Save the document as *[your initials]*8-19 in your Lesson 8 folder.

10. Submit and close the document.

Exercise 8-20 ◆ Challenge Yourself

Create labels.

1. Open the file **Haas**.

2. Format the document as a standard business letter. (Refer to Appendix B, "Standard Forms for Business Documents," for margin and spacing requirements.) Enter the date as an automatically updated field. The letter is from you with the title **Sales Associate** and to the following person:

   Mr. Mark Haas
   215 Lake Street
   Girard, PA 16417

3. Key the text shown in Figure 8-18 as the closing paragraphs.

Figure 8-18

```
Call our corporate gift specialists for assistance in
selecting your customized gifts, maintaining your mailing
list, and for information on volume discounts. The
enclosed brochure explains the procedure for ordering.

We look forward to doing business with you.
```

4. Add an enclosure notation to the letter.

5. Add an envelope to the document, and key your name in the Return addresss box. Preview the letter.

6. Save the document as *[your initials]*8-20a in your Lesson 8 folder.

7. Create a sheet of labels (Avery Standard 5160) of Mr. Haas's address as a new document. Use all caps and no punctuation in the address.

8. Save the labels as *[your initials]*8-20b in your Lesson 8 folder.

9. Submit both documents and close them.

On Your Own

In these exercises you work on your own, as you would in a real-life business environment. Use the skills you have learned to accomplish the task—and be creative.

Exercise 8-21

Write a summary about a book you have recently read. Change the margins for the document, and change the margins of one of the sections of the summary that you want to highlight. Save the document as *[your initials]*8-21 and submit it.

Exercise 8-22

Create a document, and use the Page Layout tab to create a custom paper size. Change the width to 5 inches and the height to 3 inches. Change all margins to 0.4 inch, and change the orientation to landscape. Key a favorite recipe and format the text attractively. Save the document as *[your initials]*8-22 and submit it.

Exercise 8-23

Log on to the Internet, and find five Web sites about today's current political topic. Create a document summarizing the topic with a pro and con approach. Format the document using landscape orientation. Save the document as *[your initials]*8-23 and submit it.