## Unit 1

## **BASIC SKILLS**

Lesson 1 Creating and Editing

a Document WD-2

Lesson 2 Formatting Characters WD-48

Lesson 3 Writing Tools WD-78

UNIT 1 APPLICATIONS WD-106

## Lesson 1

# Creating and Editing a Document

### **OBJECTIVES** After completing this lesson, you will be able to:

- 1. Start Word and identify parts of the Word screen.
- 2. Key and edit text.
- 3. Name and save a document.
- 4. Open an existing document.
- 5. Move within a document.
- 6. Select text.
- 7. Print a document.
- 8. Close a document and exit Word.

Estimated Time: 1½ hours

Microsoft Word is a versatile, easy-to-use word processing program that helps you create letters, memos, reports, and other types of documents. This lesson begins with an overview of the Word screen. Then you learn how to create, edit, name, save, print, and close a document. The documents you create for this unit will provide an overview of Campbell's Confections, its products, and the process of making chocolate.

#### □ OBJECTIVE 1

## Starting Word and Identifying Parts of the Word Screen



There are several ways to start Word, depending on your system setup and personal preferences. For example, you can use the Start button on the Windows taskbar or double-click a Word shortcut icon that might be on your desktop.



#### PREPARE

Point out to students that the learning objectives show what they will learn in the lesson. Each heading in the lesson correlates to a learning objective.



### Teaching Resources:

This text is supported by classroom presentations in a PowerPoint format. For this lesson, use Word Classroom Presentation 1.



Give students instruction about starting Word on their computers.

Required file: Campbell-1.



#### NOTE

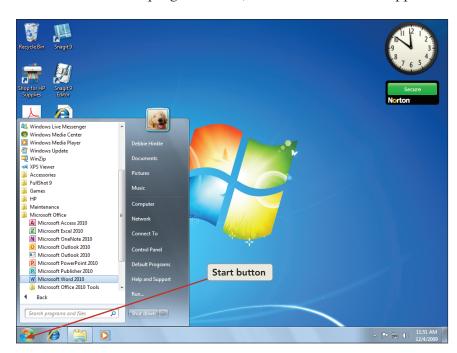
Your screen may differ from the screen shown in Figure 1-1 depending on the programs installed on your computer.

## **Exercise 1-1 START WORD**

- 1. Click the Start button on the Windows taskbar, and point to All Programs.
- 2. On the All Programs menu, click **Microsoft Office**, and then click **Microsoft Word 2010**. In a few seconds, the program loads, and the Word screen appears.

Figure 1-1 Start menu



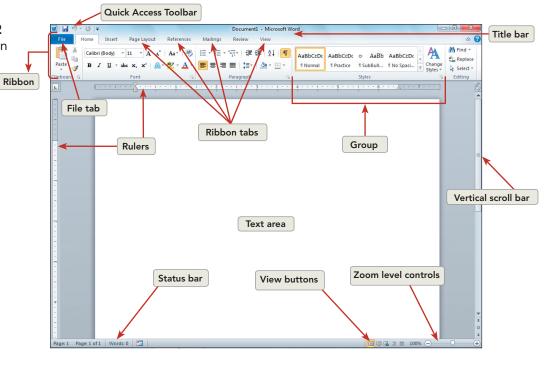


**Figure 1-2** Word screen













By default, the active tab on the Ribbon is the Home tab.



If the rulers and scroll bars do not display, click the File tab, and click Options. Click Advanced, and scroll to Display. Click the options to show the horizontal and vertical scroll bars and ruler. Then click OK. Also, verify that the Style Set is Word 2010. Click the Change Styles button, click Style Set, and click Word 2010.

**TABLE 1-1** Parts of the Word Screen

Part of Screen	Purpose	
Quick Access Toolbar	The Quick Access Toolbar is located at the top of the Word window, and its commands are available for all tabs on the Ribbon. By default, it displays icons for save, undo, and repeat. The Quick Access Toolbar can be customized to include commands that you use frequently.	
Title bar	Displays the name of the current document. The opening Word screen is always named "Document1."	
Ribbon	Displays contextual tabs. Each tab contains groups, and each group includes related commands. Commands can be buttons, menus, or drop-down list boxes.	
File tab	Displays the Backstage view with options to create, save, open, and close documents. You can also display recently opened documents.	
Ruler	The horizontal and vertical rulers display in Print Layout view. The horizontal ruler shows the placement of margins, indents, and tabs. Use the View Ruler button to show or hide the rulers.	
Text area	Displays the text and graphics in the document.	
Scroll bars	Used with the mouse to move right or left and up or down within a document.	
Status bar	Displays the page number and page count of the document, the document view buttons, and the zoom control. It also displays the current mode of operation. The status bar can be customized.	
View buttons	Used to switch from one document view to another. Available views include Print Layout, Full Screen Reading, Web Layout, Outline, and Draft View.	

## Exercise 1-2 IDENTIFY THE RIBBON AND THE QUICK ACCESS TOOLBAR

To become familiar with Word, start by identifying the parts of the screen you will work with extensively, such as the Ribbon and the Quick Access Toolbar. As you practice using Word commands, you will see *ScreenTips* to help you identify screen elements such as buttons. A ScreenTip appears when you point to a command on the Ribbon. It includes the name of the command and a brief description. ScreenTips also appear to help you identify parts of the Word screen.

When you start Word, the Ribbon appears with the Home tab selected. The Ribbon consists of eight tabs by default. Each tab contains a group of related commands, and the number of commands for each tab varies. A command can be one of several formats. The most popular formats include buttons and drop-down lists.



The *Quick Access Toolbar* contains frequently used commands and is positioned above the Ribbon by default. You can minimize the Ribbon so

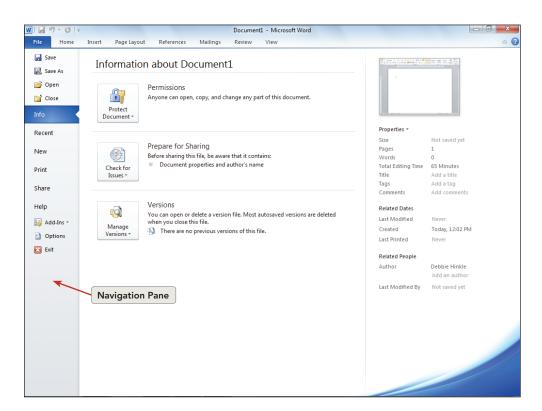


that only the names of the tabs display, or you can place the Quick Access Toolbar below the Ribbon. The commands on the Quick Access Toolbar are available for all tabs on the Ribbon, and you can customize the Quick Access Toolbar to include the commands you frequently use.

1. Move the mouse pointer to the File tab on the Ribbon. Click the left mouse button to open the Backstage view. The Backstage view replaces the Microsoft Office Button and the File menu from earlier versions of Microsoft Word. It lists commands to create, open, save, and print documents. The Navigation Pane appears on the left side of Backstage view and includes a list of the Quick commands. Click the Info command to view information about your document. When a document is open, the Info tab displays the document properties such as size, number of pages, and number of words. You can also see when your document was last modified.

**Figure 1-3**Backstage view







Commands may appear in more than one location. For example, you can save a document by choosing Save from the File tab, by clicking the Save command on the Quick Access Toolbar, or by pressing Ctrl + S.

- 2. Click the **File** tab to close Backstage view. You can also close the Backstage view by pressing **Esc** or clicking another tab on the Ribbon.
- 3. Move the mouse pointer above the File tab to the Quick Access Toolbar, and point to the Save button . A ScreenTip and a keyboard shortcut to save a document display.





#### NOTE

The width of the application window affects the size and shape of the Ribbon commands.

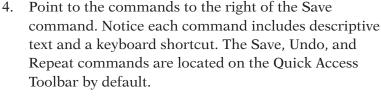




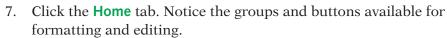


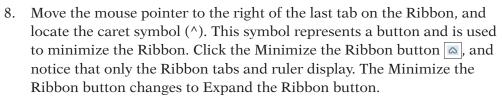
#### NOTE

Any Ribbon command with a light gray icon is currently not available. However, you can still identify the button by pointing to it with the mouse.



- 5. Move the mouse pointer to the **Insert** tab on the Ribbon, and click **Insert**. Notice the change in the number and types of groups displayed. When you point to a Ribbon tab, the name of the tab is outlined but not active. Click the Ribbon tab to display the commands.
- 6. Click the **Page Layout** tab. There are five groups of commands on the Page Layout tab. Point to the **Margins** command. Read the ScreenTip.





9. Click the Expand the Ribbon button v to restore the Ribbon. The keyboard shortcut to minimize the Ribbon is Ctrl+F1. To restore the Ribbon, press Ctrl+F1. You can also double-click any tab on the Ribbon to minimize the Ribbon. Double-click a tab to restore the Ribbon.

### Exercise 1-3 IDENTIFY COMMANDS

Use the Ribbon to locate and execute commands to format and edit your document. Commands also control the appearance of the Word screen. You can access Ribbon commands by using the mouse or keyboard Access Keys.

- Activate the Home tab.
- 2. Locate the **Paragraph** group, and click the Show/Hide ¶ button ¶. This button shows or hides formatting marks on the screen. Formatting marks display for spaces, paragraph marks, and tab characters. The command toggles between show and hide.



The Ribbon adapts to the task. For example, the Insert tab is used to add pages, text, shapes, illustrations, or other objects to a document. The Home tab contains commands for editing and formatting a document.



There are also Ribbon tabs that are hidden from view by default. For example, the Picture Tools Format tab displays when a picture or clip art object is selected. If a picture is not selected, the tab does not display. The Drawing Tools Format tab displays when a shape is selected.





Point out that Ribbon commands and Quick Access Toolbar commands may appear gray. For example, the Cut command on the Home tab is gray unless text is selected.



3. Press the All key. Small lettered or numbered squares, called *Key Tips*, appear on the File tab, Quick Access Toolbar, and Ribbon to access or execute a command.

Figure 1-4 **Key Tips** 





Press the letter P on the keyboard to select the **Page Layout** tab.

5. Press the letter M on the keyboard to display the Margins gallery. Press Esc to close the gallery. Press Esc twice to turn off the Key Tips.









You can also use the View tab on the Ribbon to show or hide the ruler.



#### **NOTE**

Drag the Zoom slider to the right to zoom in, and drag the Zoom slider to the left to zoom out. You can also use Ctrl + the wheel on your mouse to zoom in and zoom out. The View tab on the Ribbon contains Zoom commands.

- 6. Locate the vertical scroll bar, and click the View Ruler button . Notice the rulers disappear from the Word screen. Click the View Ruler button again to display the rulers.
- Locate the Zoom button 100% on the status bar.
- Click the Zoom button to open the Zoom dialog box, and click **200%**. Click **OK**. The text area is magnified, and you see a portion of the page.
- Point to and click the Zoom Out button . The document magnification changes to 190%. Click the Zoom In button (+) twice to change the magnification to 210%. Drag the Zoom slider 🔲 to 100%. The document returns to normal display.

#### □ OBJECTIVE 2

## Keying and Editing Text

When keying text, you will notice various shapes and symbols in the text area. For example:

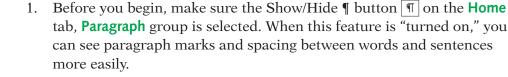
- The *insertion point*  $\prod$  is the vertical blinking line that marks the position of the next character to be entered.
- The mouse pointer takes the shape of an *I-beam*  $\square$  when it is in the text area. It changes into an arrow when you point to a command on the Quick Access Toolbar or the Ribbon.
- The *paragraph mark* ¶ indicates the end of a paragraph. The paragraph mark displays when the Show/Hide ¶ button ¶ is selected.





## Exercise 1-4 KEY TEXT AND MOVE THE INSERTION POINT

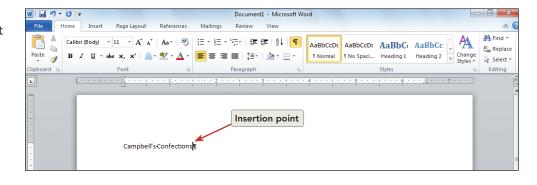






2. Key the words **Campbell's Confections** (don't worry about keying mistakes now—you can correct them later). Notice how the insertion point and the paragraph mark move as you key text. Notice also how a space between words is indicated by a dot.

Figure 1-5
The insertion point marks the place where you begin keying







#### **NOTE**

The documents you create in this course relate to the case study about Campbell's Confections, a fictional candy store and chocolate factory (see the Case Study in the front matter).

- 3. Move the insertion point to the left of the word "Campbell's" by positioning the I-beam and clicking the left mouse button.
- 4. Move the insertion point back to the right of "Confections" to continue keying.

### Exercise 1-5 WRAP TEXT AND CORRECT SPELLING

As you key additional text, you will notice Word performs several tasks automatically. For example, Word does the following by default:

- Wraps text from the end of one line to the beginning of the next line.
- Alerts you to spelling and grammatical errors.
- Corrects common misspellings, such as "teh" for "the" and "adn" for "and."
- Suggests the completed word when you key the current date, day, or month.

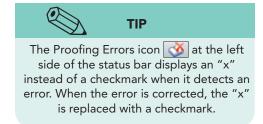






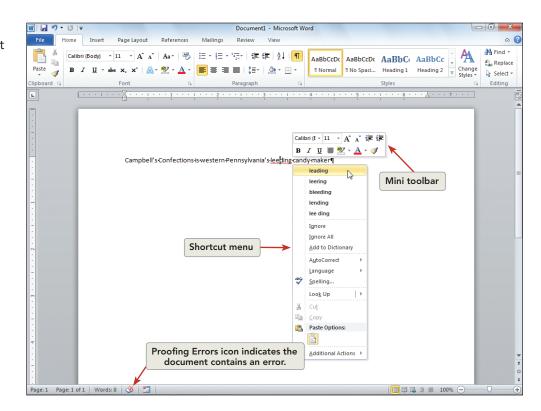






- 1. Continue the sentence you started in Exercise 1-4, this time keying a misspelled word. Press Spacebar, and then key is western Pennsylvania's leeding candy maker (don't key a period). Word recognizes that "leeding" is misspelled and applies a red, wavy underline to the word. The status bar displays a Proofing Errors icon to indicate an error exists in the document.
- 2. To correct the misspelling, use the mouse to position the I-beam anywhere on top of the red, underlined word and click the *right* mouse button. A shortcut menu appears with suggested spellings. Click "leading" with the *left* mouse button. The misspelled word is corrected. Notice the change in the icon that displays in the status bar. The Proofing Errors icon changes to a No Proofing Errors icon on the status bar.

Figure 1-6
Choose the correct spelling from the shortcut menu









3. Move the insertion point to the right of "maker," and press Spacebar. Continue the sentence with another misspelled word by keying adn, and press Spacebar. Notice that "adn" is automatically corrected to "and" when you press Spacebar.











- 4. Complete the sentence by keying is located in Grove City on Main Street.
- 5. Verify that the insertion point is to the immediate right of the period following Street, and then press the Spacebar once. Key the following text:



#### **NOTE**

Throughout this text, one space is used after a period to separate sentences. This is the standard format for word processing and desktop publishing.



#### **NOTE**

When Word suggests a completed word as you key text, you can ignore the suggested word and continue keying or insert it by pressing [Enter].

It is a family-owned business with several stores located in western Pennsylvania, eastern Ohio, and northern West Virginia.

Notice how the text automatically wraps from the end of the line to the beginning of the next line.

- 6. Press Enter once to start a new paragraph.
- 7. Key the second paragraph shown in Figure 1-7. When you key the first four letters of "Monday" in the first sentence, Word suggests the completed word in a small box. Press Enter to insert the suggested word, and then press Spacebar before you key the next word. Follow the same procedure for "Saturday."

Figure 1-7

For more information about Campbell's Confections, visit one of our stores Monday through Saturday, or visit our Web site anytime. Our sales associates will be happy to assist you.

#### Exercise 1-6 DELETE TEXT



The keyboard offers many options for basic text editing. For example, you can press <code>Backspace</code> to delete a single character to the left of the insertion point or press <code>Ctrl</code> + <code>Delete</code> to delete an entire word.

TABLE 1-2 Basic Text Editing

Key	Result
Backspace	Deletes the character to the left of the insertion point.
Ctrl + Backspace	Deletes the word to the left of the insertion point.
Delete	Deletes the character to the right of the insertion point.
Ctrl + Delete	Deletes the word to the right of the insertion point.



The characterization of using one space after a period as "the standard for word processing and desktop publishing" might strike students who are used to keyboarding classes as radical. Explain that with proportional fonts and justification, the use of a double space after a period (or colon) can make documents look unprofessional. You might want to demonstrate the problems of using two spaces after a period. State your policy in relation to using two spaces after a period in documents for this class.



The default paragraph format for the normal template includes 10-point spacing after and 1.15 line spacing.

Consequently, students are asked to press [Enter] once to start a new paragraph.



Review keyboard combinations with students. Make sure they master this skill and understand how it is represented in this text (using the plus sign).

- 1. Move the insertion point to the right of the word "It" in the second sentence of the first paragraph. (Use the mouse to position the I-beam, and click the left mouse button.)
- 2. Press Backspace twice to delete both characters, and key Campbell's Confections.
- 3. Move the insertion point to the left of "one" in the second paragraph.



#### NOTE

When keyboard combinations (such as Ctrl) + Backspace) are shown in this text, hold down the first key as you press the second key. Release the second key, and then release the first key. An example of the entire sequence is this: Hold down Ctrl), press Backspace, release Backspace, and release Ctrl. With practice, this sequence becomes easy.

- 4. Press Delete three times and key any.
- 5. Move the insertion point to the left of the word "information" in the second paragraph.
- 6. Hold down Ctrl and press Backspace. The word "more" is deleted.
- 7. Move the insertion point to the right of "Grove City" in the first sentence of the first paragraph.
- 8. Hold down Ctrl and press Delete to delete the word "on." Press Ctrl + Delete two more times to delete the words "Main Street."

### **Exercise 1-7 INSERT TEXT**

When editing a document, you can insert text or key over existing text. When you insert text, Word is in regular *Insert mode*, and you simply click to position the insertion point and key the text to be inserted. To key over existing text, you switch to *Overtype mode*. The Overtype feature is turned off by default.

- 1. In the first sentence of the first paragraph, move the insertion point to the left of the "G" in "Grove City." Key **downtown**, and press Spacebar once to leave a space between the two words.
- 2. Move the insertion point to the beginning of the document, to the left of "Campbell's."
- 3. Click the File tab, and click the Options command.
- Click Advanced in the Navigation Pane of the Word Options dialog box. Locate Editing options, and click to select Use overtype mode. Click OK.
- 5. Press Caps Lock. When you key text in Caps Lock mode, the keyed text appears in all uppercase letters.
- 6. Key **campbell's confections** over the existing text.



- 7. Move the mouse pointer to the status bar, and press the right button on the mouse. Locate Overtype in the shortcut menu, and click the left mouse button to select the option. Click in the text area to hide the shortcut menu. Notice that the Overtype mode indicator appears in the status bar.
- 8. Position the insertion point to the left of "Campbell's Confections" in the second sentence of the first paragraph. Verify that Caps Lock is still active, and key campbell's confections.
- 9. Click the Overtype mode indicator Overtype to turn off Overtype.



- 10. Press Caps Lock to turn off Caps Lock mode. Click the File tab, and click the **Options** command. Click Advanced, locate Editing options, and verify that the Use overtype mode is deselected. Click OK.
- 11. Right-click the status bar, and deselect **Overtype**. Click in the text area to close the shortcut menu.

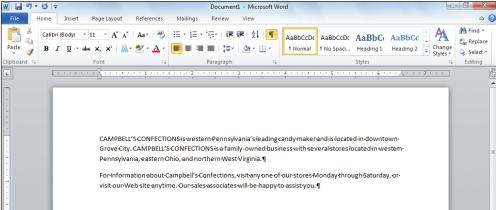


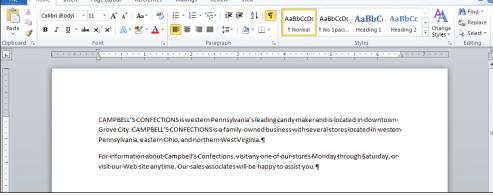
## Exercise 1-8 COMBINE AND SPLIT **PARAGRAPHS**

- At the end of the first paragraph, position the insertion point to the left of the paragraph mark (after the period following "West Virginia").
- Press Delete once. The two paragraphs are now combined, or merged, into one.
- Press Spacebar once to insert a space between the sentences.
- With the insertion point to the left of "For" in the combined paragraph, press Enter once to split the paragraph.

Figure 1-8 Edited document









#### **☑** OBJECTIVE 3

## Naming and Saving a Document

Your document, called "Document1," is stored in your computer's temporary memory. Until you name and save the document, the data can be lost if you have a power failure or a computer hardware problem. It is always good practice to save your work frequently.

The first step in saving a document for future use is to assign a *file name*. Study the following rules about naming documents:

• File names can contain up to 260 characters, including the drive letter, the folder name, and extension. The following characters cannot be used in a file name:

- File names can include uppercase letters, lowercase letters, or a combination of both. They can also include spaces. For example, a file can be named "Business Plan."
- Throughout this course, document file names will consist of [your initials] (which might be your initials or the identifier your instructor asks you to use, such as **rst**), followed by the number of the exercise, such as **1-12**. The file name would, therefore, be **rst1-12**.

You can use either the Save command or the Save As command to save a document. Here are some guidelines about saving documents:

- Use Save As when you name and save a document the first time.
- Use Save As when you save an existing document under a new name.
   Save As creates an entirely new file and leaves the original document unchanged.
- Use Save to update an existing document.



#### NOTE

Your instructor will advise you on the proper drive and folder to use for this course.

Before you save a new document, decide where you want to save it. Word saves documents in the current drive and folder unless you specify otherwise. For example, to save a document to a removable storage device, you need to change the drive to F:, or whichever is appropriate for your computer.

Document files are typically stored in folders that are part of a hierarchal structure similar to a family tree. At the top of the tree is a disk drive letter (such as C:) that represents your computer, network, removable storage device, or CD/DVD drive. Under the disk drive letter, you can create folders to organize your files. These folders can also contain additional folders.



For this course, you will create a new folder for each lesson and store your completed exercise documents in these folders.

#### Objective 3 Assignment: Exercise 1-25 (Skills Review) can be assigned after completing Objective 3.



### **Exercise 1-9** NAME AND SAVE A DOCUMENT

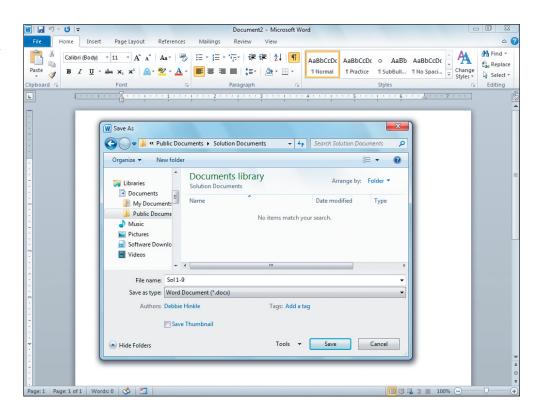
1. Click the **File** tab to open the Backstage view, and click **Save As**. The Save As dialog box appears. The appearance of the Save As dialog box is determined by the operating system. The Save As dialog box in Windows 7 is different from the Save As dialog box shown in Windows XP.

**Figure 1-9**Save As dialog box using Windows 7









## B

#### NOTE

To save a document as a PDF file, open the Save As dialog box, choose the appropriate drive and folder for saving the document, key the file name, open the Save as type drop-down list, and choose PDF (\*.pdf). Click Save.

- Locate the File name text box. A suggested file name is highlighted. Replace this file name by keying *[your initials]* 1-9.
- 3. Drag the scroll box in the Navigation Pane, and choose the appropriate drive for your removable storage device—Removable Disk (F:), for example.





You might explain file extensions to students. For example, Word 2010 documents have the .docx extension as part of the file name. By default, Windows does not display file name extensions. To display them, click the Start button, choose Control Panel, click Appearance and Personalization, click Folder Options, click the View tab, and then clear the "Hide extensions for known file types" check box.





#### **NOTE**

When no document is open, the document window displays a shaded background. If you want to create a new document, click the File tab, click New, click Blank document, and click Create. The keyboard shortcut to start a new document is Ctrl + N.

- 4. Click the New Folder button Newfolder. A New Folder icon appears in the File list section. Key the folder name *[your initials]* Lesson1, and press Enter. The folder name appears in the Address bar and in the Navigation Pane. Word is ready to save the file in the new folder.
- 5. Click the Save button Save . Your document is named and saved for future use.



6. Open the **File** tab and click **Close**. The Close command in Backstage view closes the current document but does not exit the Word program. If you click the Close button located on the title bar and no other documents are open, you exit Word.

#### □ OBJECTIVE 4

## Opening an Existing Document



Instead of creating a new document for this exercise, you start this exercise by opening an existing document. There are several ways to open a document:

- Choose Open from the File tab.
- Press Ctrl + O.
- Use the document links in the Recent Documents file listing.

The Open command displays the Open dialog box. The commands and features listed in the Open dialog box resemble the commands and features you studied in the Save As dialog box. Remember the operating system determines the appearance of the Open dialog box.



#### TIP

The keyboard shortcut to open the File tab is  $\boxed{\text{Alt}} + \boxed{\text{F}}$ .



#### NOTE

The push pin icon that appears to the right of files listed under Recent

Documents is used to pin a document to the list so that it does not disappear from view. Click the pinned icon to unpin the document from the list.



- Click the File tab to open the Backstage view. Click the Recent command. The file names listed under Recent Documents are files opened from this computer. If the file you want is listed, click its name to open it. The Recent Documents section displays up to 22 documents by default.
- 2. Click **Open** to display the Open dialog box. You are going to open a student file named **Campbell-1**.





This is a good opportunity to discuss the benefits of good file management habits. Losing track of files is easy, but a sensible folder structure can minimize the risk. Open Windows Explorer, and demonstrate some basic strategies for creating folders and subfolders that can make it easier to remember where specific files are stored.



The Quick Access Toolbar can be customized to include an Open button. You may want to show students how to add the Open button to the Quick Access Toolbar.



Important: Make sure students know where and how to access files. You may also want to discuss the search tools available in the Open dialog box as well as using the headings to sort files. You can protect loaded data files by setting the read-only attribute.



Figure 1-10 Files listed in the Open dialog box using Windows 7



3. Locate the appropriate drive and folder according to your instructor's directions.

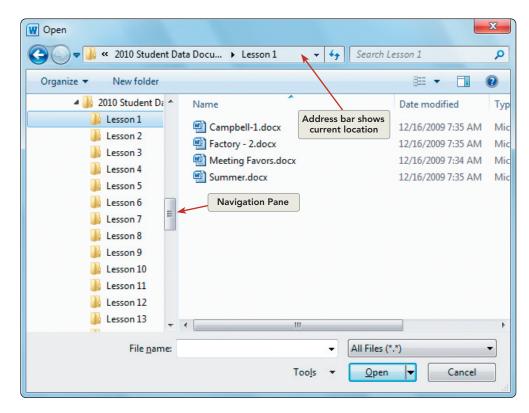


TABLE 1-3 Open Dialog Box Buttons

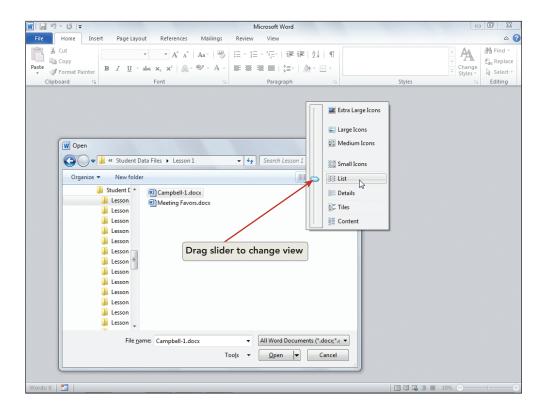
Button	Name	Purpose
W Public Docume ▶ Student Data Files      ▼      ◆	Address bar	Navigates to a different folder.
	Back button	Works with the Address bar, and returns to previous location.
	Forward button	Works with the Address bar, and returns to location already opened.
Search Documents	Search box	Looks for a file or subfolder.
Organize ▼	Organize	Opens a menu of file functions, such as cutting a file, copying a file, pasting a file, deleting a file, or renaming a file. Includes the Layout option to display the Navigation Pane, Details Pane, and the Preview Pane.
New folder	New Folder	Creates a new folder to organize files.
	View	Displays a menu of view options for displaying drives, folders, files, and their icons.

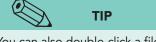
- 4. After you locate the student files, click the arrow next to the View button in the Open dialog box to display a list of view options.
- 5. Choose **List** to list the files by file name.

**Figure 1-11**View menu in the Open dialog box









You can also double-click a file name to open a file.

- 6. From the list of file names, locate **Campbell-1** and click it once to select it.
- 7. Click Open.



#### NOTE

Documents created in earlier versions of Word display Compatibility Mode in the Title bar when opened. Compatibility Mode enables you to open, edit, and save documents that were created using earlier versions of Word. New features in Microsoft Word 2010 are not available in Compatibility Mode. To check for features not supported by earlier versions of the Word program, click the File tab, and click the Info command. Click the Check for Issues button. Click Check Compatibility. To convert a document created in an earlier version of Word to Microsoft Word 2010, click the Info command, and click Convert. Click OK.











- 8. Click the **File** tab, and choose **Save As**. You are going to save **Campbell-1** under a new file name.
- 9. Use the **Navigation Pane** to locate the appropriate drive and the folder you created for Lesson 1.
- 10. Verify that the file's original name (**Campbell-1**) is selected. If it is not selected, double-click it.
- 11. Key the file name **[your initials]1-10**, and click **Save**.

### **Exercise 1-11 ENTER FORMATTING CHARACTERS**

The Show/Hide ¶ button on the Home tab displays or hides paragraph marks and other *formatting marks*. These characters appear on the screen, but not in the printed document. Formatting marks are included as part of words, sentences, and paragraphs in a document. Here are some examples:

- A word includes the space character that follows it.
  - A sentence includes the end-of-sentence punctuation and at least one space.
  - A paragraph is any amount of text followed by a paragraph mark.

The document you opened contains two additional formatting characters: *tab characters*, which you use to indent text, and *line-break characters*, which you use to start a new line within the same paragraph. Line-break characters are useful when you want to create a paragraph of short lines, such as an address, and keep the lines together as a single paragraph.

Another formatting character is a *nonbreaking space*, which you use to prevent two words from being divided between two lines. For example, you can insert a nonbreaking space between "Mr." and "Smith" to keep the name "Mr. Smith" undivided on one line.

**TABLE 1-4** Formatting Characters

Character	To Insert, Press
Tab (→)	Tab
Space (·)	Spacebar
Nonbreaking space (°)	Ctrl + Shift + Spacebar
Paragraph mark (¶)	Enter
Line-break character (↓)	Shift + Enter



Documents created in earlier versions of Word can be converted to Microsoft Word 2010. Click the File tab, and click the Info command. Click Convert. Click OK in the Microsoft Word dialog box. Save the document.



The Show/Hide ¶ button may not show or hide all formatting marks. You can choose to display all or selected formatting marks at all times. To turn on or turn off the display of formatting marks, click the File tab and click Options. Click Display to select an option to display at all times. Click OK.



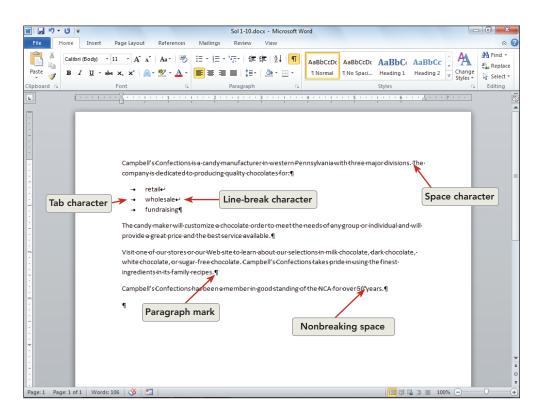
Point out the tab characters in this document, and briefly explain their use.

- 1. Click the Show/Hide ¶ button ¶ if the formatting characters in the document are hidden.
- 2. Move the insertion point to the end of the document (after "family recipes.").
- 3. Press Enter to begin a new paragraph, and key Campbell's Confections has been a member in good standing of the NCA for over 50 (do not press Spacebar).
- 4. Insert a nonbreaking space after "50" by pressing Ctrl + Shift + Spacebar. Then key years. (including the period). Word now treats "50 years" as a single unit.

Figure 1-12
Formatting characters







5. Press Enter and key the following text as one paragraph at the end of the document, pressing Shift + Enter at the end of the first and second lines instead of Enter.

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

6. Click the Show/Hide ¶ button ¶ to hide the formatting characters, and click it again to redisplay them.





#### □ OBJECTIVE 5

## Moving within a Document

You already know how to move around a short document by positioning the I-beam pointer with the mouse and clicking. This is the easiest way to move around a document that displays in the document window. If a document is too long or too wide to view in the window, you need to use different methods to navigate within a document.

Word offers two additional methods for moving within a document:





- *Using the keyboard:* You can press certain keys on the keyboard to move the insertion point. The arrow keys, for example, move the insertion point up or down one line or to the left or right one character. Key combinations quickly move the insertion point to specified locations in the document.
- NOTE

  Scrolling through a document does not move the insertion point. It moves only the portion of the document you are viewing in the document window. When

you use the keyboard to move within a

document, the insertion point always moves to the new location.

• *Using the scroll bars:* Use the vertical scroll bar at the right edge of the document window to move through a document. The position of the scroll box indicates your approximate location in the document, which is particularly helpful in long documents. To view and move through a document that is wider than the document window, use the horizontal scroll bar at the bottom of the document window.



#### TIP

Word remembers the last three locations in the document where you edited or keyed text. You can press Shift +F5 to return the insertion point to these locations. For example, when you open a document you worked on earlier, press Shift +F5 to return to the place where you were last working before you saved and closed the document.

# Exercise 1-12 USE THE KEYBOARD TO MOVE THE INSERTION POINT

- 1. Press Ctrl + Home to move to the beginning of the document. Press End to move to the end of the first line.
- Press Ctrl+↓ several times to move the insertion point down one paragraph at a time. Notice how the text with the line-break characters is treated as a single paragraph.

3. When you reach the end of the document, press PageUp until you return to the beginning of the document.



**TABLE 1-5** Keys to Move the Insertion Point

To Move	Press
One word to the left	Ctrl+←
One word to the right	Ctrl + →
Beginning of the line	Home
End of the line	End
One paragraph up	Ctrl+↑
One paragraph down	Ctrl + ↓
Previous page	Ctrl + Page Up
Next page	Ctrl + Page Down
Up one window	PageUp
Down one window	PageDown
Top of the window	Alt]+Ctrl]+PageUp
Bottom of the window	Alt + Ctrl + Page Down
Beginning of the document	Ctrl + Home
End of the document	Ctrl + End



#### NOTE

The horizontal scroll bar does not display if the document window is wide enough to display the document text. To display the horizontal bar, resize the window.

## Exercise 1-13 SCROLL THROUGH A DOCUMENT

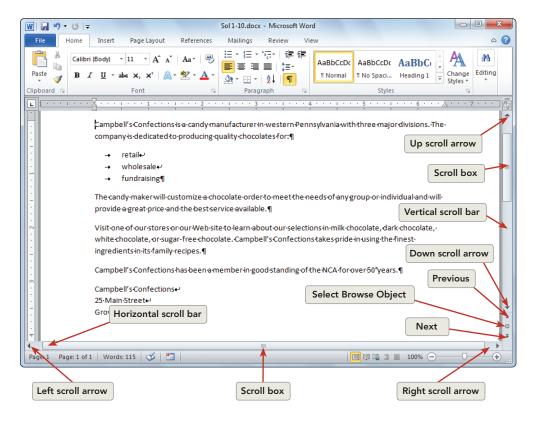
Using the mouse and the scroll bars, you can scroll up, down, left, and right. You can also set the Previous and Next buttons on the vertical scroll bar to scroll through a document by a specific object, such as tables or headings. For example, use these buttons to jump from one heading to the next, going forward or backward.

1. Locate the vertical scroll bar, and click below the scroll box to move down one window.

Figure 1-13 Using the scroll bars









#### **TIP**

The keyboard shortcut to display the Select Browse Object menu is Ctrl + Alt + Home .





#### TIP

If you are using a mouse with a wheel, additional navigating options are available. For example, you can roll the wheel forward or backward instead of using the vertical scroll bars, hold down the wheel and drag in any direction to pan the document, or hold down [Ctrl] as you roll the wheel to change the magnification.

- 2. Drag the scroll box to the top of the scroll bar.
- 3. Click the down scroll arrow on the scroll bar three times. The document moves three lines.
- 4. Click the up scroll arrow on the vertical scroll bar three times to bring the document back into full view.
  - Notice that as you scroll through the document, the insertion point remains at the top of the document.
- 5. Click the Select Browse Object button , located toward the bottom of the vertical scroll bar. A palette of icons appears.
- 6. Move the pointer over each icon to identify it. These browse options become significant as your documents become more complex. Click the Browse by Page icon  $|\Box|$ .





TABLE 1-6 Scrolling through a Document

To Move	Do This
Up one line	Click the up scroll arrow .
Down one line	Click the down scroll arrow .
Up one window	Click the scroll bar above the scroll box.
Down one window	Click the scroll bar below the scroll box.
To any relative position	Drag the scroll box up or down.
To the right	Click the right scroll arrow .
To the left	Click the left scroll arrow .
Into the left margin	Hold down Shift and click the left scroll arrow .
Up or down one page	Click Select Browse Object , click Browse by Page , and then click Next  or Previous .



## Selecting Text

*Selecting text* is a basic technique that makes revising documents easy. When you select text, that area of the document is called the *selection*, and it appears as a highlighted block of text. A selection can be a character, group of characters, word, sentence, or paragraph or the whole document. In this lesson, you delete and replace selected text. Future lessons show you how to format, move, copy, delete, and print selected text.



You can select text several ways, depending on the size of the area you want to select.

**TABLE 1-7** Mouse Selection

То	Use the Mouse to Select
A series of characters	Click and drag, or click one end of the text block, and then hold down Shift and click the other end.
A word	Double-click the word.
A sentence	Press Ctrl and click anywhere in the sentence.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click. To select multiple lines, drag up or down.
A paragraph	Move the pointer to the left of the paragraph and double-click. To select multiple paragraphs, drag up or down. You can also triple-click a paragraph to select it.
The entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click (or hold down Ctrl and click).



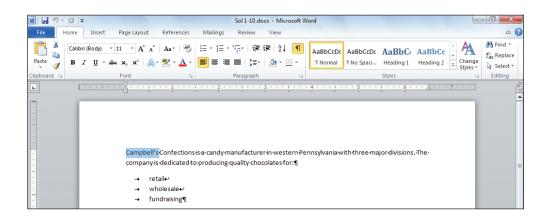


### Exercise 1-14 SELECT TEXT WITH THE MOUSE

1. Select the first word of the document by double-clicking it. Notice that the space following the word is also selected. When text is selected, a Mini toolbar appears with formatting options.

**Figure 1-14**Selecting a word





- 2. Cancel the selection by clicking anywhere in the document. Selected text remains highlighted until you cancel the selection.
- 3. Select the first sentence by holding down Ctrl and clicking anywhere within the sentence. Notice that the period and space following the sentence are part of the selection. Cancel the selection.





**TIP** 

When selecting more than one word, you can click anywhere within the first word and then drag to select additional text.
Word "smart-selects" the entire first word.







TIP

You can also triple-click within a paragraph to select it.



- 4. Locate the paragraph that begins "Visit one of our."
- 5. To select the text "milk chocolate," click to the left of "milk." Hold down the left mouse button and slowly drag through the text, including the comma and space after "chocolate." Release the mouse button. Cancel the selection.
- 6. To select the entire paragraph by dragging the mouse, click to position the insertion point to the left of "Visit." Hold down the mouse button, and then drag across and down until all the text and the paragraph mark are selected. Cancel the selection.
- 7. Select the same paragraph by moving the pointer into the blank area to the left of the text "Visit." (This is the margin area.) When the I-beam pointer changes to a right-pointing arrow , double-click. Notice that the first click selects the first line and the second click selects the paragraph, including the paragraph mark. Cancel the selection.





Have students test Word's "smart select" capability by dragging from midword to select two consecutive words.



Students might need to practice moving the pointer in the margin area to display the right-pointing arrow. If the pointer does not point to the right, text cannot be selected as described. Have the students move the pointer around and observe how it changes shape.



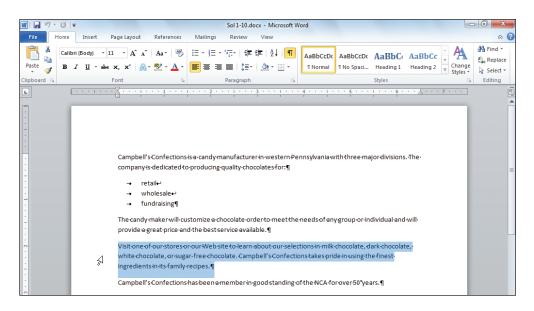
Remind students that when text is selected using the margin area, the selection must be canceled within the text area, not in the margin area.



Remind students that the position of the pointer determines which line is selected. To select the first line, the pointer must be to the left of the first line.

**Figure 1-15** Selecting text





#### Exercise 1-15 SELECT NONCONTIGUOUS TEXT

In the previous exercise, you learned how to select *contiguous text*, where the selected characters, words, sentences, or paragraphs follow one another. But sometimes you would like to select *noncontiguous text*, such as the first and last items in a list or the third and fifth word in a paragraph. In Word, you can select noncontiguous text by using [Ctrl] and the mouse.

- 1. Select the first line of the list ("retail").
- 2. Press Ctrl and select the third line of the list ("fundraising"). With these two separate lines selected, you can delete, format, or move them without affecting the rest of the list.
- 3. Cancel the selection, and go to the paragraph that begins "Visit one of our."
- 4. In the paragraph that begins "Visit one of our," double-click the word "our" before "Web site." With the word now selected, hold down [Ctrl] as you double-click the word "selections" in the same sentence and "finest" in the next sentence. (See Figure 1-16.) All three words are highlighted.

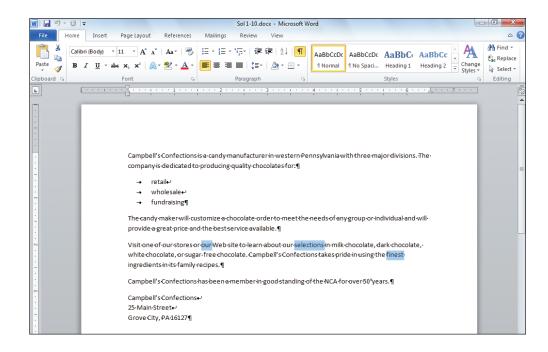






Figure 1-16
Selecting
noncontiguous
words



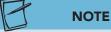


5. Cancel the selection.



## Exercise 1-16 ADJUST A SELECTION USING THE MOUSE AND THE KEYBOARD





Another way to extend a text selection is to turn on Selection mode by pressing F8. In Selection mode, you can press F8 to select a word, press it again to select a sentence, press it again to select a paragraph, and press it again to select the entire document. Press Shift + F8 to shorten the selection. Press Esc to turn off Selection mode. Right-click the status bar, and click Selection Mode to turn on or turn off the status bar indicator.

- 1. Select the paragraph beginning "Visit one of our."
- 2. Hold down Shift and press ← until the last sentence is no longer highlighted. Release Shift.
- 3. Increase the selection to include the last sentence by holding down Shift and pressing End and then pressing 1. Release Shift.
- 4. Increase the selection to include all the text below it by holding down Shift and clicking at the end of the document (after the ZIP Code).
- 5. Select the entire document by pressing Ctrl +A. Cancel the selection.





**TABLE 1-8** Keyboard Selection

To Select	Press
One character to the right	Shift + →
One character to the left	Shift + ←
One word to the right	Ctrl + Shift + →
One word to the left	Ctrl + Shift + ←
To the end of a line	Shift + End
To the beginning of a line	Shift]+[Home]
One line up	Shift + 1
One line down	Shift + ↓
One window down	Shift]+[Page Down]
One window up	Shift]+[PageUp]
To the end of a document	Ctrl + Shift + End
To the beginning of a document	Ctrl + Shift + Home
An entire document	Ctrl + A

## **Exercise 1-17** EDIT TEXT BY REPLACING A SELECTION

You can edit a document by selecting text and deleting or replacing the selection.



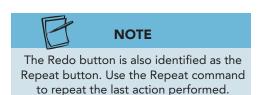
#### **NOTE**

Although keying over selected text is an excellent editing feature, it sometimes leads to accidental deletions. Remember, when text is selected in a document (or even in a dialog box) and you begin keying text, Word deletes all the selected text with your first keystroke. If you key text without realizing a portion of the document is selected, use the Undo command to restore the text.

- 1. Locate the paragraph that begins "Visit one of our," and select the word "our" in the first sentence that follows the word "about."
- 2. Key the variety of to replace the selected text.
- 3. Locate the paragraph that begins "Campbell's Confections has been," and select "NCA." Key National Confectioners Association. Notice that, unlike using Overtype mode, when you key over selected text, the new text can be longer or shorter than the selection.

## **Exercise 1-18 UNDO AND REDO ACTIONS**

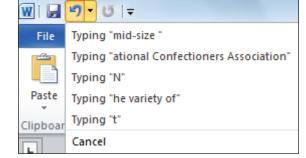
Word remembers the changes you make in a document and lets you undo or redo these changes. For example, if you accidentally delete text, you can use the Undo command to reverse the action and restore the text. If you change your mind and decide to keep the deletion, you can use the Redo command to reverse the canceled action.



There are two ways to undo or redo an action:

- Click the Undo button or the Redo button on the Quick Access Toolbar.
- Press Ctrl+Z to undo or Ctrl+Y to redo.
- Delete the first word in the document, "Campbell's," by moving the insertion point to the right of the space after the word and pressing Ctrl + Backspace. (Remember that a word includes the space that follows it.)
- 2. Click the Undo button 👣 to restore the word.
- 3. Move the insertion point to the left of the word "candy" in the first line of the first paragraph.
- 4. Key midsize and press Spacebar once. The text now reads "midsize candy manufacturer."
- 5. Press Ctrl+Z. The word "midsize" is deleted.
- 6. Click the Redo button to restore the word "mid-size."
- 7. Click the down arrow to the right of the Undo button . Word displays a drop-down list of the last few actions, with the most recent action at the top. You can use this feature to choose several actions to undo rather than just the last action. Click **Cancel** to close the list.
- 8. Click the Undo button .

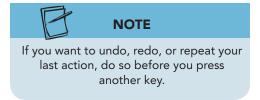
**Figure 1-17** Undo drop-down list





## **Exercise 1-19 REPEAT ACTIONS**

Suppose you key text you want to add to other areas of a document. Instead of rekeying the same text, you can use the Repeat command to duplicate the text. To use the Repeat command, press either:



- Ctrl+Y
- F4
- 1. In the first paragraph position the insertion point to the left of the word "candy."
- 2. Key **popular** and press **Spacebar** once. The sentence now begins "Campbell's Confections is a popular candy."







- 3. Move the insertion point to the left of the word "selections" in the paragraph that begins "Visit one of our."
- 4. Press [4] and the word "popular" is repeated.

#### **OBJECTIVE 7**

## Printing a Document

After you create a document, printing it is easy. You can use any of the following methods:

- Choose Print from the File tab.
- Press Ctrl + P.

The Print command in Backstage view and the keyboard shortcut to print display the Print tab, where you can select printing options and preview the document. Clicking the Print button sends the document directly to the printer, using Word's default settings.

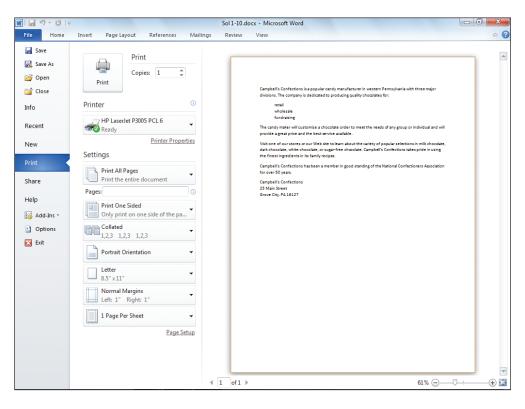
#### Exercise 1-20 PRINT A DOCUMENT



Click the File tab to open the Backstage view. Click the Print command.
 The Print tab displays Word's default print settings and a preview of the document.

Figure 1-18
Print tab





2. Click the Print button it to accept the default print settings.



Explain that the Repeat command only repeats the last command or action issued. It does not repeat multiple commands or actions.

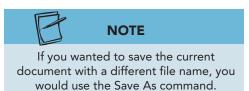






#### **OBJECTIVE 8**

## Closing a Document and Exiting Word



## Exercise 1-21 SAVE A REVISED DOCUMENT

You have already used the Save As command to rename the document you opened earlier in this lesson. Now that you have made additional revisions, you can save a final version

of the document by using the Save command. The document is saved with all the changes, replacing the old file with the revised file.

1. Click the Save button on the Quick Access Toolbar. This action saves the changes to the document. Since the document was saved earlier in the lesson, the Save As dialog box does not display.

## Exercise 1-22 CHECK WORD'S AUTORECOVER SETTINGS

Word's *AutoRecover* feature can automatically save open documents at an interval you specify. However, this is not the same as saving a file yourself, as you did in the preceding exercise. AutoRecover's purpose is to save open documents "in the background," so a recently saved version is always on disk. Then if the power fails or your system crashes, the AutoRecover version of the document opens automatically the next time you launch Word. In other words, AutoRecover ensures you always have a recently saved version of your document.

Even with AutoRecover working, you need to manually save a document (by using the Save command) before closing it. AutoRecover documents are not always available. If you save and close your file normally, the AutoRecover version is deleted when you exit Word. Still, it is a good idea to make sure AutoRecover is working on your system and to set it to save recovery files frequently.

- 1. Open the **File** tab, and click **Options** to open the Word Options dialog box.
- 2. Click the **Save** command in the left pane.
- 3. Make sure the **Save AutoRecover information every** box is checked. If it is not checked, click the box.
- 4. Click the up or down arrow buttons to set the **minutes** to 5. Click **OK**.



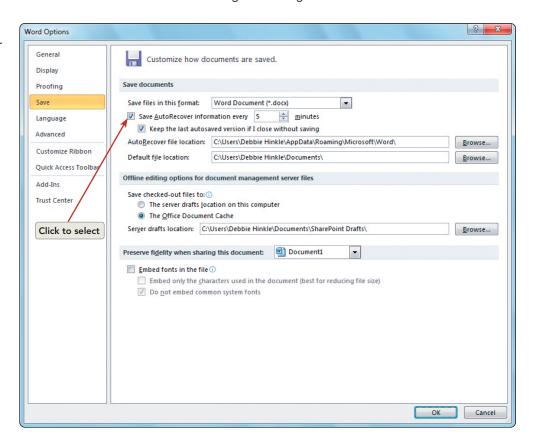


Exercises 1-27 and 1-28 (Skills Review), Exercises 1-29 through 1-32 (Lesson Applications), and 1-33 through 1-35 (On Your Own) can be assigned after completing Objective 8.



Figure 1-19 Setting AutoRecover options

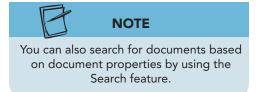




## Exercise 1-23 REVIEW AND EDIT DOCUMENT PROPERTIES



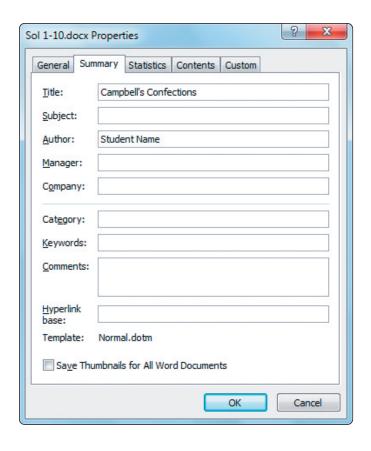
Information that describes your document is called a *property*. Word automatically saves your document with certain properties, such as the file name, the date created, and the file size. You can add other properties to a document, such as the title, subject, author's name, and keywords. This information can help you organize and identify documents.



With the file *[your initials]*1-10 still open, click the File tab and click the Info command. Locate the Properties button Properties under the document preview. Click the down arrow, and click Advanced Properties. The Document Properties dialog box displays.

Figure 1-20 Entering Summary information













- 2. Click the **General** tab. This tab displays basic information about the file, such as file name, file type, location, size, and creation date.
- 3. Click the **Statistics** tab. This tab shows the exact breakdown of the document in number of paragraphs, lines, words, and characters.
- 4. Click the **Summary** tab. Here you can enter specific document property information or change existing information.
- 5. Key or edit the title to read **Campbell's Confections**, and key *[your name]* as the author. Click **OK**.
- 6. Save the document, and submit your work.





When students display the Summary tab, information might already be entered in the Author or Company text boxes, depending on how Word was installed on their computers. For example, the school name might appear in the Company text box.



You can also view document properties in the Open dialog box or the Save As dialog box by clicking the Organize drop-down arrow.



Show students how to print document properties by opening the Print tab, and choosing Document properties from the Print All Pages drop-down list.



From this point forward in the textbook, students will be instructed to "Submit your work." Inform students on your procedures for submitting work: printed document, e-mail document, or drop box.

## Exercise 1-24 CLOSE A DOCUMENT AND EXIT WORD

When you finish working on a document and save it, you can close it and open another document, or you can exit Word.

The easiest ways to close a document and exit Word include using the following:

- The Close button in the upper right corner of the Word window.
- The Close command from the File tab.
- Keyboard shortcuts:

Ctrl +W closes a document.

Alt + F4 exits Word.



#### **NOTE**

- 1. Click the **File** tab, and choose **Close** from the Backstage view Navigation Pane.
- 2. Click the Close button in the upper right corner of the screen to exit Word and to display the Windows desktop.

### **Using Online Help**



Online Help is available to you as you work in Word. Click the Help button ? or press [f] to open the Word Help window. You can click a Word Help link or key a word or phrase in the Search box.

#### FIND OUT MORE ABOUT USING HELP

- 1. Start Word.
- 2. Locate the Help button ? in the upper right corner of the screen. Click the button to open the Word Help window.
- 3. Locate and click the link **Getting started with Word 2010**.

**Figure 1-21**Using the Word
Help window





- 4. Review the list of topics.
- 5. Click the topic "What's new in Microsoft Word," and review the information.
- 6. Click the Back button to return to the list of categories.
- 7. Close Help by clicking the Word Help window's Close button



## **Lesson 1** Summary



- To start Microsoft Word, click the Start button on the Windows taskbar, point to All Programs, click Microsoft Office, and click Microsoft Word 2010.
- The File tab is located to the left of the Home tab on the Ribbon. Click the tab to open the Backstage view.
- The title bar is at the top of the Word screen and displays the current document name.
- The Quick Access Toolbar displays icons for Save, Undo, and Repeat.
- The Ribbon contains tabs which include groups of related commands. Commands can be buttons, menus, or drop-down list boxes.
- Click a tab name to display related groups of commands. The number of groups and commands varies for each tab.
- Identify a command by name by pointing to it with the mouse. Word displays a ScreenTip with the command name.
- The horizontal ruler appears below the Ribbon.
- Scroll bars appear as shaded bars to the right and bottom of the text area. They are used to view different portions of a document.
- The status bar is located at the bottom of the Word screen. It displays the page number and page count of the document, the document view buttons, and the zoom control. It also displays the current mode of operation. Right-click the status bar to customize it.
- Use the Zoom feature to change the magnification of the text area.
- The blinking vertical line in the text area is called the insertion point. It marks the position of the next character to be keyed.
- The mouse pointer displays as an I-beam when it is in the text area and as an arrow when you point to a command outside the text area.
- When the Show/Hide ¶ button is turned on, a paragraph mark symbol appears at the end of every paragraph. A dot between words represents a space.
- Word automatically wraps text to the next line as you key text. Press Enter to start a new paragraph or to insert a blank line.
- Word flags spelling errors as you key text by inserting a red, wavy line under the misspelled word. To correct the spelling, point to the underlined word, click the right mouse button, and choose the correct spelling.
- Word automatically corrects commonly misspelled words for you as you key text. Word can automatically complete a word for you, such as the name of a month or day. Word suggests the completed word, and you press [Enter] to insert it.
- Delete a single character by using Backspace or Delete. Ctrl + Backspace deletes the word to the left of the insertion point. Ctrl + Delete deletes the word to the right of the insertion point.
- To insert text, click to position the insertion point, and key the text.
- To key text over existing text, turn on Overtype mode.



- Insert one space between words and between sentences.
- Document names, or file names, can contain 260 characters, including the drive letter, folder name, and extensions. The file name can contain spaces. The following characters cannot be used in a file name: //> < \*?":|
- Save a new document by using the Save As command and giving the document a file name. Use the Save command to update an existing document.
- Create folders to organize your files. You can do this in the Save As
  dialog box, using the New Folder button. Rename folders by locating
  and selecting the folder. Right-click the folder name, and choose
  Rename from the shortcut menu
- To start a new blank document, press Cttl+N, or click the File tab. Click New, click Blank document, and click Create.
- Use the Open dialog box to open an existing file. Use the Views button in the dialog box to change the way files are listed.
- Formatting characters—such as blank spaces or paragraph marks—appear on-screen, but not in the printed document. Insert a line-break character to start a new line within the same paragraph. Insert a nonbreaking space between two words to make sure they appear on the same line.
- When a document is larger than the document window, use the keyboard or the scroll bars to view different parts of the document. Keyboard methods for moving within a document also move the insertion point.
- Keyboard techniques for moving within a document include single keys (such as PageUp) and Home) and keyboard combinations (such as Ctrl)+ 1. See Table 1-5.
- Scrolling techniques for moving within a document include clicking the up or down scroll arrows on the vertical scroll bar or dragging the scroll box. Scrolling does not move the insertion point. See Table 1-6.
- Selecting text is a basic technique for revising documents. A selection is a highlighted block of text you can format, move, copy, delete, or print.
- There are many different techniques for selecting text, using the mouse, the keyboard, or a combination of both. Mouse techniques involve dragging or clicking. See Table 1-7. Keyboard techniques are listed in Table 1-8.
- You can select any amount of contiguous text (characters, words, sentences, or paragraphs that follow one another) or noncontiguous text (such as words that appear in different parts of a document). Use Ctrl along with the mouse to select noncontiguous blocks of text.
- When text is selected, Word replaces it with any new text you key, or it deletes the selection if you press Delete.
- If you make a change in a document that you want to reverse, use the Undo command. Use the Redo command to reverse the results of an Undo command.
- If you perform an action, such as keying text in a document, and you
  want to repeat that action elsewhere in the document, use the Repeat
  command.
- Choose Print from the File tab, or press Ctrl +P to print a document.

- Use the Save command to save any revisions you make to a document.
- Word's AutoRecover feature periodically saves open documents in the background so you can recover a file in the event of a power failure or system crash.



#### NOTE

Word provides many ways to accomplish a particular task. As you become more familiar with Word, you will find the methods you prefer.

- Document properties are details about a file that help identify it. Properties include the file name, file size, and date created, which Word updates automatically. Other properties you can add or change include title, subject, author's name, and keywords. View or add properties for an open document by clicking the File tab and clicking Info.
- To use Word Help, click the Help button or press [F1].



LESSON		Command Summary	
Feature	Button	Command	Keyboard
Close a document	×	File tab, Close	Ctrl +W or Ctrl +F4
Document Properties	Properties *	File tab, Info command	
Exit Word	X	File tab, Exit	Alt +F4
Help	?		F1
Open	<b></b>	File tab, Open	Ctrl+O or Ctrl+F12
Print		File tab, Print	Ctrl+P
Redo	C	Quick Access Toolbar	Ctrl + Y or Alt + Shift + Backspace
Repeat	C	Quick Access Toolbar	Ctrl+Y or F4
Save		Quick Access Toolbar	Ctrl +S or Shift +F12
Save As		File tab, Save As	F12
Select entire document		Home tab, Editing group, Select All	Ctrl + A
Undo	47	Quick Access Toolbar	Ctrl + Z or Alt + Backspace

## **Concepts Review**

**CLOSE** 

**TEST BANK** 

#### **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) 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?

Ctrl +P

2. Which formatting character would you insert between two words to keep them together in a sentence?

Nonbreaking space

3. If you begin keying a word such as "January" or "Thursday," how can you have Word complete the word for you automatically?

Press Enter when the ScreenTip appears.

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?

Status bar

5. What is the keyboard shortcut to move the insertion point to the beginning of a document?

Ctrl + Home

6. What is the shape of the mouse pointer when it appears in the text area of the screen?

I-beam

- 7. Which command is used to save a document under a different file name?

  Save As command
- 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.

#### **Critical Thinking:**

Answers will vary based on students' preferences, observations, experiences, and research.

#### Skills Review:

Provides guided practice for students.

Objectives are indicated for each exercise.

Exercise 1-25:

Objectives: 1–3
Required Files: None

Solution File: 1-25 on the Online Learning Center.



Students may accidentally exit Word when they close a document. Encourage them to start Word and continue with the exercises.



The keyboard shortcut to create a new document is Ctrl + N. This method is quicker than opening the File tab.

- 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.

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 overtype mode** to turn on Overtype mode. Click **OK**.



When the Save As dialog box is first opened, the text in the File name text box is selected. If a student clicks within the dialog box, such as to change the drive, you might want to explain how to select the existing file name text by dragging with the mouse.

- 5. Key **flagship** over the word "inaugural." Be sure to delete the extra character.
- Turn off Overtype mode by clicking the File tab and clicking Options.
   Click Advanced in the left pane, and click Use overtype mode to turn off Overtype 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.

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 of 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 or 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.campbellsconfections.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.

#### 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  $\ \ \ \ \ \ \ \ \ \$  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.

 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 Formerly effect immediately. Chocolate was shipped to warmer September and August 15 only. The new climates between June 1 and August 15 only. The new policy includes year-round shipping with Campbell's extremely hot conditions confections reserving the right to postpone shipments. Chocolate shipped to warm climates (temperatures over will be surrounded with ice packs. A chart to all store managers has been distributed, 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."

## ASSESS Assessment Resources: Test Bank

Provide independent practice for students and may be used for assessment. Objectives are indicated for each exercise. Exercise 1-29: Objectives: 2-3, 6-8 Required Files: None Solution File: 1-29 on the Online Learning Center.



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

#### 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 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,  $school_{\mathcal{N}}^{\mathbf{s}}$  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.
- 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.

#### Exercise 1-30: Objectives: 2–3, 5–8 Required Files: None Solution File: 1-30 on the Online Learning Center.



- 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.
- Save the document as **[your initials]1-31** in your Lesson 1 folder.
- 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



Summer is a great time to visit Grove City. In June, the Grove City Area Chamber of Commerce hosts the annual in June Visitors can Strawberry Days Art & Music Festival, Enjoy free working exhibitions, live entertainment, and wonderful ethnic food. Fourth of The July 4 patriotic celebration and fireworks are a

special treat. Dozens of Aaerial displays and fantastic ground displays are all part of the Fireworks Spectacular at Memorial Park.

In August, the Chamber of Commerce hosts Art in the Park. This annual event features more than 100 artisans with a wide variety of fine art and handcrafted treasures.

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.

Exercise 1-32: Objectives: 2-8 Required File: Summer Solution File: 1-32 on the Online Learning Center.



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 Overtype 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.