STUDENT MANUAL

Microsoft® Office Word 2019: Part 1

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Acknowledgements

PROJECT TEAM

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TRADEMARK NOTICES

Microsoft® Office Word 2019: Part 1

About This Course

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certifications.

Course Description

Target Student

This course is intended for students who want to learn basic Word 2019 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Course Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

In this course, you will learn fundamental Word skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.

- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

The CHOICE Home Screen

Logon and access information for your CHOICE environment will be provided with your class experience. The CHOICE platform is your entry point to the CHOICE learning experience, of which this course manual is only one part.

On the CHOICE Home screen, you can access the CHOICE Course screens for your specific courses. Visit the CHOICE Course screen both during and after class to make use of the world of support and instructional resources that make up the CHOICE experience.

Each CHOICE Course screen will give you access to the following resources:

- **Classroom**: A link to your training provider's classroom environment.
- **eBook**: An interactive electronic version of the printed book for your course.
- **Files**: Any course files available to download.
- **Checklists**: Step-by-step procedures and general guidelines you can use as a reference during and after class.
- **LearnTOs**: Brief animated videos that enhance and extend the classroom learning experience.
- **Assessment**: A course assessment for your self-assessment of the course content.
- Social media resources that enable you to collaborate with others in the learning community using professional communications sites such as LinkedIn or microblogging tools such as Twitter.

Depending on the nature of your course and the components chosen by your learning provider, the CHOICE Course screen may also include access to elements such as:

- LogicalLABS, a virtual technical environment for your course.
- Various partner resources related to the courseware.
- Related certifications or credentials.
- A link to your training provider's website.
- Notices from the CHOICE administrator.
- Newsletters and other communications from your learning provider.
- Mentoring services.

Visit your CHOICE Home screen often to connect, communicate, and extend your learning experience!

How to Use This Book

As You Learn

This book is divided into lessons and topics, covering a subject or a set of related subjects. In most cases, lessons are arranged in order of increasing proficiency.

The results-oriented topics include relevant and supporting information you need to master the content. Each topic has various types of activities designed to enable you to solidify your understanding of the informational material presented in the course. Information is provided for reference and reflection to facilitate understanding and practice.

Data files for various activities as well as other supporting files for the course are available by download from the CHOICE Course screen. In addition to sample data for the course exercises, the course files may contain media components to enhance your learning and additional reference materials for use both during and after the course.

Checklists of procedures and guidelines can be used during class and as after-class references when you're back on the job and need to refresh your understanding.

At the back of the book, you will find a glossary of the definitions of the terms and concepts used throughout the course. You will also find an index to assist in locating information within the instructional components of the book. In many electronic versions of the book, you can click links on key words in the content to move to the associated glossary definition, and on page references in the index to move to that term in the content. To return to the previous location in the document after clicking a link, use the appropriate functionality in your PDF viewing software.

As You Review

Any method of instruction is only as effective as the time and effort you, the student, are willing to invest in it. In addition, some of the information that you learn in class may not be important to you immediately, but it may become important later. For this reason, we encourage you to spend some time reviewing the content of the course after your time in the classroom.

As a Reference

The organization and layout of this book make it an easy-to-use resource for future reference. Taking advantage of the glossary, index, and table of contents, you can use this book as a first source of definitions, background information, and summaries.

Course Icons

Watch throughout the material for the following visual cues.

Icon	Description
	A **Note** provides additional information, guidance, or hints about a topic or task.
	A **Caution** note makes you aware of places where you need to be particularly careful with your actions, settings, or decisions so that you can be sure to get the desired results of an activity or task.
	LearnTO notes show you where an associated LearnTO is particularly relevant to the content. Access LearnTOs from your CHOICE Course screen.
	Checklists provide job aids you can use after class as a reference to perform skills back on the job. Access checklists from your CHOICE Course screen.
	Social notes remind you to check your CHOICE Course screen for opportunities to interact with the CHOICE community using social media.

1 | Getting Started with Word 2019

Lesson Time: 1 hour, 30 minutes

Lesson Introduction

Over the more than thirty years it has existed, Microsoft® Word has become more than just the leading word processor. It is a comprehensive and feature-laden content authoring tool. Word has features and capabilities that even some long-time users are not familiar with. To use Word efficiently and effectively, you need to know how to *navigate* effectively—how to locate and select portions of the document that you want to work with, and how to issue commands to get the results you want.

Lesson Objectives

In this lesson, you will:

- Open and navigate within a Word document.

- Create and save Word documents.

- Arrange the Word workspace and navigate among multiple documents.

- Copy, move, revise, and delete text.

- Preview and print documents.

- Configure Word using settings provided by the Word Options dialog box.

TOPIC A

Navigate in Microsoft Word

Because the Word application is so feature-laden, it can be a bit overwhelming at first to wade through all of its various screen elements and figure out how to perform simple tasks. A good way to become familiar with Word is to open a document and explore the various tools Word provides for viewing and moving around in the document.

Word 2019

Word 2019 is part of Microsoft Office 2019, a suite of applications for creating documents, spreadsheets, presentations, and databases. You can use Word to quickly and easily create and edit many different types of documents, such as reports, newsletters, résumés, posters, calendars, brochures, and blog posts. Word provides tools that help you make the most of your ideas, and will ensure that the content of your documents is not only accurate, but also readable and professional.

The first time you open Word 2019, you might be prompted to activate the software and identify yourself through your Microsoft account. You can use the **Switch account** link to change which user is logged in from the landing page as well.

Differences Between the Word Desktop Application and Mobile App

With Office 2019, Microsoft continues the tradition of offering a full-featured Windows® desktop application suite, but they also have released a new series of mobile device apps for Android™, Apple®, and Windows phones and tablets. There are considerable differences between these two pieces of software, so it's important to know which one you have.

Word 2019 Desktop Application	Word Mobile App
Geared toward traditional computers, such as *workstations and notebook computers*, and *convertibles* (notebook/tablet hybrids with detachable keyboard)	Geared toward *tablets and phones*.
Comprehensive feature set	Limited feature set on phones and other small devices. Functionality limited to viewing without an Office 365 account on large devices.
Best suited for keyboard and mouse, but compatible with touchscreen interfaces	Optimized for touchscreen interfaces, but can also be used with keyboard and mouse.
Must be purchased.	Free—can be downloaded directly from the Windows Store and comes pre-installed on Windows devices (or download from the Apple App Store℠ or Google Play™ store for non-Windows devices).

Features Not in the Word Mobile App

The Word mobile app is intended to provide a streamlined editing and document-viewing experience and is missing many features found in the desktop application. For example:

- Some types of complex documents cannot be opened.

- The Format Painter feature is not provided.
- Advanced paste options are not supported.
- Many keyboard shortcuts are not supported.
- Some page layouts, such as side by side, are not supported.

Universal Apps

Note that Windows desktop applications cannot run on Windows phones. Some types of Windows tablets, such as the Microsoft Surface™ RT, also cannot run desktop applications. On the other hand, any Windows device from workstations to smartphones (and Xbox One™) can run the current generation of Windows mobile apps. For this reason, Windows mobile apps are known as Windows *universal apps*.

> **Note:** It's possible to have both the Word desktop application and the Word mobile app installed on the same computer, which may cause some users a bit of confusion in determining which edition they have installed.

Word Documents

A *Word document* is an electronic document created by the Word application. It can contain one page or many pages. It can contain text, graphics, tables, and charts. It can be edited and enhanced to your specifications. Word documents can be stored on your computer, emailed, or printed.

Other Documents

Word can import text (and in some cases, images and formatting) from a variety of documents that are not in a Microsoft Word file format. For example, Word can open PDF, eXtensible Markup Language (XML), Rich Text Format (RTF), OpenDocument text (ODT), and WordPerfect files.

The Word Application Window

The Word application window contains tools you'll use to work with documents.

Figure 1–1: The Word application window.

In the application window, you display and edit a document, and use various features to enhance the appearance of your document.

The Ribbon

The ribbon is a graphical menu panel that appears at the top of the application window. It was designed to provide a central location for accessing various functions of the environment without having to navigate the user interface extensively. From the ribbon, you can access most, if not all, of the commands that you will need to use in the application.
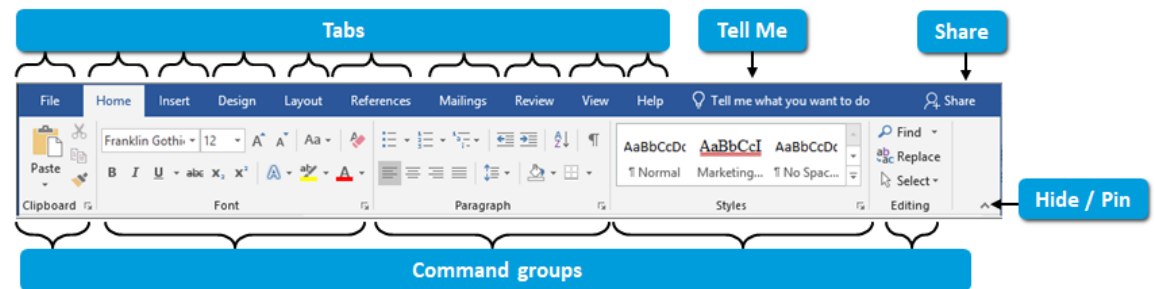
Figure 1–2: The ribbon.

The ribbon is made up of two parts: the tabs and the command groups that make up each tab. Each tab has an organizational title that references the specific functions that the command groups within that tab provide. Each command group also has an organizational title, with the specific commands within each group associated with a specific task in the application environment. You can customize the ribbon by adding, removing, or rearranging tabs, groups, and commands.

You access a ribbon command by selecting the tab the command is located in, then selecting the command itself. As an alternative to clicking or tapping the tab, you can position your mouse pointer over the ribbon and move your mouse wheel up or down to cycle between the various tabs.

Tab	Description
File	Displays the **Backstage** view, where you can access commands that perform file-related tasks, such as saving and printing. On the **File** tab, you can also get information about a document, and configure Word customization options.
Home	Contains the frequently used commands you'll use to start working with a Word document. The command groups on this tab include **Clipboard**, **Font**, **Paragraph**, **Styles**, and **Editing**. They enable you to format and edit text.
Insert	Contains commands that insert different objects into your document, such as charts, tables, and pictures. Groups on this tab include **Pages**, **Tables**, **Illustrations**, **Add-ins**, **Media**, **Links**, **Comments**, **Header & Footer**, **Text**, and **Symbols**.
Design	Contains commands that enable you to make design changes to your document, including setting document themes, colors and fonts, paragraph spacing, watermarks, page color, and page borders. The groups on this tab include **Document Formatting** and **Page Background**.
Layout	Contains commands used to customize document pages, including controlling the placement of text and graphics. Groups on this tab include **Page Setup**, **Paragraph**, and **Arrange**.

Tab	Description
References	Contains commands to create references to the document content, such as footnotes and indexes. Groups on this tab include **Table of Contents**, **Footnotes**, **Citations & Bibliography**, **Captions**, **Index**, and **Table of Authorities**.
Mailings	Contains commands to create mailing documents, such as envelopes, labels, and form letters (mail merge). Groups on this tab include **Create**, **Start Mail Merge**, **Write & Insert Fields**, **Preview Results**, and **Finish**.
Review	Contains commands to review and edit the content in a document. Groups on this tab include **Proofing**, **Insights**, **Language**, **Comments**, **Tracking**, **Changes**, **Compare**, **Protect**, and **Ink**.
View	Contains various commands to switch between different document views. Groups on this tab include **Views**, **Show**, **Zoom**, **Window**, and **Macros**.
Help	Contains commands to access help documents and videos, contact Microsoft support, and provide feedback. The one group on this tab is **Help**.

Other Ribbon Components

Here are some other components you'll find on the ribbon.

Ribbon Component	Description
Tell Me text box	Helps you quickly find specific commands on the ribbon and provides access to Word Help topics.
Account button	Office customizations, and documents and notebooks you use in Office, are synchronized through one or more Microsoft accounts that you link to Office. The **Switch Account** link enables you to connect or disconnect Office from a Microsoft account. Signing out removes your Office customizations, and documents and notebooks you use in Office will not synchronize with the server until you sign back in. If you sign out, all customizations are lost, and you will need to reconfigure them if you want them back, even if you sign back in using the same account.
Share button	Enables you to collaborate in real time with other Word users by saving the document to a cloud storage location, from which you and other users can view and edit the same document simultaneously.
Hide/Pin Ribbon	By default, the ribbon is displayed. If you want more room on your screen to view the document, you can hide the ribbon until you need it. Select the **^** at the far right of the ribbon to hide it. To display it again, select one of the tab titles. After you select the desired command from the ribbon, it will be hidden again. If you want to keep the ribbon open after hiding it, select a tab title, then select the **Pin the ribbon** button at the far right of the ribbon.

ScreenTips

A *ScreenTip* appears when you hover the mouse pointer over commands on the ribbon and certain other elements of the application window. The command ScreenTip provides a brief description of the command, and, where applicable, the keyboard shortcut used to execute the command.
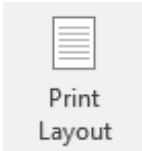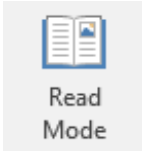
Dialog Box Launchers

Dialog box launchers are small buttons with downward-pointing arrows located in the bottom-right corner of some groups on the ribbon. When selected, they open dialog boxes or task panes containing commands specific to the features of that group. Some dialog boxes and task panes contain advanced commands not available on the ribbon.

Document Views

A *document view* refers to a particular layout in which to view your document. This can be helpful when, for example, you'd like to see what your document would look like printed, or as an outline or a web page. The default document view is **Print Layout**. You can choose a different view by selecting the **View** tab on the ribbon and choosing an option in the **Views** group. Alternatively, you can select any of the document view buttons on the status bar. Switching between document views is a common task when working with Word documents.

View	Description
Print Layout	Shows the document as it will appear when printed.
Read Mode	Shows the document in read-only, full-screen mode in which the document is scrolled side to side rather than up and down.
Web Layout	Shows the document as it would appear in a web browser.
Outline	Shows the document data in a hierarchical mode, enabling you to insert and arrange topics and subtopics.

View	Description
Draft	Shows the document without certain elements, such as graphics, or headers and footers. This view helps you quickly enter and edit text.
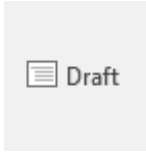
Another type of view you are likely to encounter that isn't available from the **View** menu is the **Protected** view. When you access a file that was created by someone other than yourself, or a file you have downloaded from the Internet or other locations, the file is automatically opened in **Protected** view. This is a read-only view of the document designed to protect your computer from viruses. If you need to edit the file, select the **Enable Editing** button just below the Word menus.

If you were working on a document on one computer or device and open it on another computer or device, a bookmark indicates the location in the document where you were last working. Select the bookmark to jump to the last place you were working in the document.

Tell Me

The Tell Me feature helps you quickly find specific commands on the ribbon. When you type what you're looking for in the **Tell Me** text box, Word provides a menu of matching commands beneath the text box. You can select a command to perform it immediately, or you can add it to the **Quick Access Toolbar**. The **Tell Me** menu also provides options to open Word Help on the topic you typed in.

The Help Pane

With *Word Help*, you can find answers to Word-related questions quickly and easily. The **Help pane** is your starting point for getting help about topics and features in Outlook.
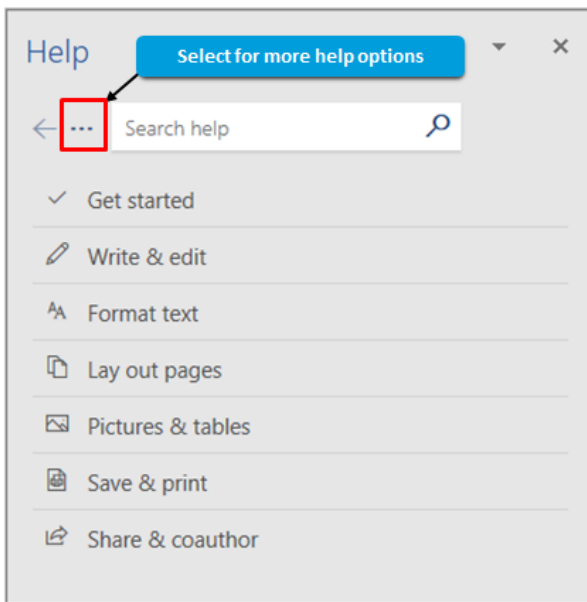
Figure 1–3: The Help pane.

The Help pane is displayed when you do any of the following:

*   Press **F1** to display the Help pane.
*   On the **Help** ribbon tab, select the appropriate Help button.
*   Enter a word or question in the **Tell Me** box and select the **Get Help** option to open the selected information in the Help pane.

The Zoom Bar

The zoom bar provides a slider control that you can use to control the scaling of the current document. By sliding the bar to the left or selecting the minus button, you zoom out, making the document appear smaller. You'll be able to see more of the document, but smaller and with less detail. By sliding the bar to the right or selecting the plus button, you zoom in, showing less of the document, but larger and in more detail.

Zoom Options

Word provides options to increase or decrease the magnification of your documents. You can access these options from the **Zoom** group on the **View** tab, or from the status bar.

The zoom options are described in the following table.

Option	Description
Zoom	Opens the **Zoom** dialog box, where you can select a preset or custom magnification level.
100%	Sets the magnification level to 100%.
One Page	Shows an entire page in the window.
Multiple Pages	Shows two or more pages side by side.
Page Width	Fits the page width to the width of the window.

Scroll Bars

You can use the scroll bars in the Word application window to navigate through a document. The horizontal scroll bar appears at the bottom of the window, just above the status bar, and enables you to scroll from left to right. The vertical scroll bar is located to the right of the document area, and enables you to move up or down within the document. You can use the arrows at the ends of either scroll bar to scroll incrementally through the document, or you can drag the slider within the scroll bar to navigate the document more quickly.

Keyboard Navigation

In addition to using the scroll bars, you can move through a document using navigation keys on the keyboard. You can use navigation keys to move the insertion point by one character, a word, a line, a paragraph, or to the beginning or end of a document.

	Note: Appendix A provides a list of common keyboard shortcuts provided in Word 2019.

The Navigation Pane

The **Navigation** pane also contains tabbed navigation options, which enable you to choose how you want to navigate through the open document. The **Headings** tab is the default option, but you can also choose to navigate by **Pages**.

You can also use the **Navigation** pane to search for specific words in your document. To do so, simply enter the keyword or phrase in the **Search document** text box. Word then highlights all instances of the search term, and lists them in the pane. You can use the **Results** tab to display the results of your search.
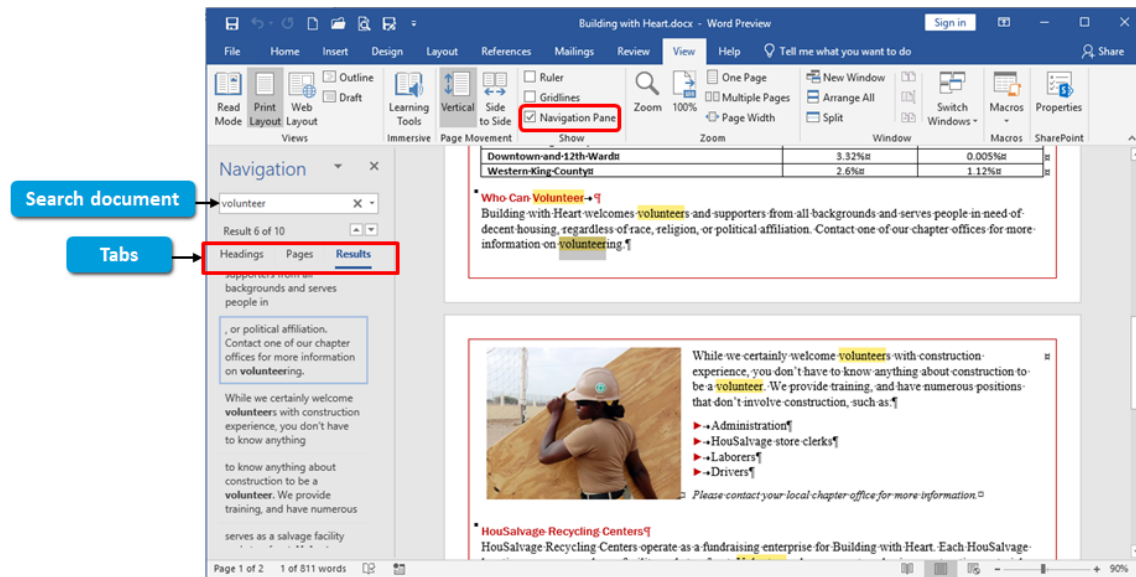
Figure 1–4: The Navigation pane.

Select the down arrow in the **Search document** text box to display the **Search for more things** menu if you want to specify other search options in the **Navigation** pane. From this menu, you can set the search options, perform an advanced find, replace text, and go directly to a specific location in the document. You can also search for graphics, tables, equations, footnotes or endnotes, and comments.

> **Note:** You can also start a search by using the **Home→Editing→Find** command, or pressing **Ctrl+F**. This command also opens the **Navigation** pane, if it's not already displayed.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Navigate Within a Word Document.**

ACTIVITY 1–1
Navigating Within a Word Document

Data File

Desktop\Brochure Project\Getting Started with Word 2019\Building with Heart.docx

Before You Begin

Windows File Explorer has been configured to show file extensions.

Scenario

Building with Heart is a non-profit volunteer organization that helps families in need buy affordable, safe, and healthy homes. It is located in the fictional city of Greene City, Richland.

As a Building with Heart staff member, you are going to write a cover letter to accompany a fact sheet that you are sending out to a potential supporter. You will start by opening and examining the brochure.

> **Note:** Activities may vary slightly if the software vendor has issued digital updates. Your instructor will notify you of any changes.

1. **Open the fact sheet from the Windows Desktop.**
   a) From your Windows Desktop, open the **Brochure Project** folder. Then open **Getting Started with Word 2019**.

      The folder contains two Word documents.
   b) Open **Building with Heart.docx**.

      (Double-click a file to open it in Windows File Explorer.) Because .docx files are associated with the Word application, when you open the .docx file, the Word application is launched, and the file is opened within the application.
   c) If the **Building with Heart.docx - Word** window does not fill the entire display screen, select the **Maximize** box.

2. **Identify major components of the Word application window.**
   a) Examine the Word application window as your instructor points out its various components.
   b) Examine the ribbon as your instructor describes its various components.

3. **Adjust the document view.**
   a) On the ribbon, select the **View** tab.

      The ribbon is organized into tabs. Each tab is further organized into command groups. A variety of groups are shown under the **View** tab, including **Views**, **Show**, **Zoom**, **Window**, and **Macros**.
   b) Examine the various view modes shown in the **Views** group.

      You can change how the Word application presents the document by choosing how you want to work with the document.
   c) In the **Views** group, select **Draft** view, and examine the document area.

The **Draft** view is good to use when you want to focus on typing (creating your rough *draft*) because it is fast, streamlined, and hides graphics.

d) In the **Views** group, select **Web Layout** view.

The **Web Layout** view is good to use if the ultimate destination for your page is the web because it shows how the document will appear if published as a web page.

e) In the **Views** group, select **Read Mode** view.

The **Read Mode** view is optimized for reading long, largely textual documents.

f) Select **View→Edit Document**. You are returned to the **Print Layout** view.

The **Print Layout** view is good for general editing and document creation, and preparing a document for printing because it shows all graphics, formatting, page breaks, and layout, simulating what you'd see if you printed the document.

4. Get help changing the zoom level of a document.

a) Observe how much of the document you can see in the document area.

Depending on your monitor size and dimensions, you can probably see only a small portion of a page. You could see more if you *zoom out* to change the scaling of the document.

b) Select the **Tell Me** text box.

> ♀ Tell me what you want to do...
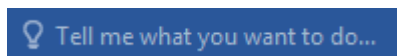
c) Type *zoom* (but don't press **Enter**).

> ♀ zoom
>
> 🔍 **Zoom**
>
> ▤ View Whole Page
> ▦ See Multiple Pages
> ◀▤▶ Fit to Window Width
> ▦ Set Zoom to 100%
>
> **Help**
> ❓ Get Help on "zoom"   ▶
> Smart Lookup on "zoom"
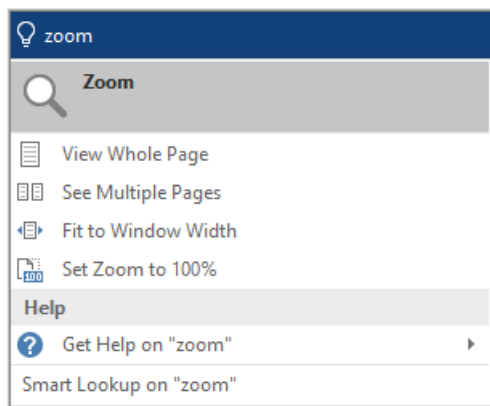
The **Tell Me** text box is at the top center of the ribbon, just below the title bar. As you type, a live search feature provides a list of suggested commands and an option to view Help and Smart Lookup.

d) Select **Get Help on "zoom"**. Additional links to articles about "zoom" appear in a second menu.

e) Select one of the Help articles.

The article is shown in the **Help pane**. You can scroll up and down to read the article. This feature provides one way to get Help in Word.

f) In the **Help pane**, select the **Close** box to close the pane.

5. Use Tell Me to quickly find a Word command.

a) Select the **Tell Me** text box, and type *zoom*

Items in the top group of results are actual Word commands that you can select.

b) Select **View Whole Page**.

The document scales so that one page fits completely within the application window. The tradeoff for seeing a whole page is that the text is very small.

c) Select the **Tell Me** text box.
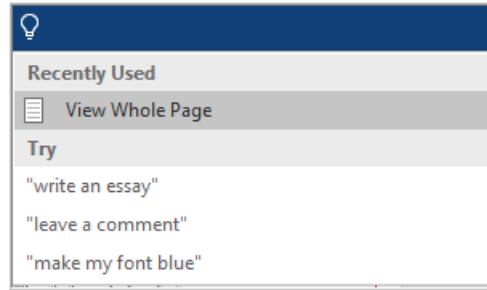
The command you just used is now shown in the **Recently Used** list. You could reissue the command by selecting it, if you wanted to.

d) Press **Esc** to hide the **Tell Me** list.

The Tell Me feature is very handy when you can't find a command in Word's ribbon. On the other hand, you will still want to become familiar with commands on the ribbon, as it will typically be faster to access a command from the ribbon than to type its name in the **Tell Me** box.

6. (Optional step—if you have a mouse wheel.) Use the mouse wheel to quickly navigate among ribbon tabs.

a) Observe what happens when you position the mouse pointer over the ribbon and roll the mouse wheel up and down.

You can select a tab without having to specifically click it. This provides a quick way to scan for a particular command in the ribbon without having to select each tab.

7. Size the document to fit the application window.

a) On the ribbon, select the **View** tab. In the **Zoom** group, observe the various scaling commands.

All commands in the **Zoom** group are related to zooming or scaling the document.

b) Select **Multiple Pages**.

The document is scaled so you can now see two pages at once.

c) In the status bar, observe the **zoom** level.

The zoom level is shown as a percent of the document's actual size, and controls are provided for you to change the zoom level. (Your percent value may be different from the one shown here.)

d) Select the **zoom minus** control several times to make the document pages appear smaller.

As you zoom out:

• You get a better overall sense of page structure and layout.
• Text may become more difficult to read.

e) Select the **zoom plus** control several times to make the document appear larger.

As you zoom in:

• You can see more detail, but not as much overall structure and page layout.
• Fewer pages can be shown at one time.

f) On the **View** tab, in the **Zoom** group, select **Page Width**.

The page zooms to a size that fits the page between the left and right edges. In many situations, this is an ideal view for editing and reading a document, as it enables you to see the full document width, with text that is typically large enough to read.

8. Use the scroll bars to navigate the document.

a) Try out each of these controls in the scroll bar and observe the result:

• Selecting the **Down Scroll Arrow** enables you to navigate downward one line at a time.

- Selecting the **Up Scroll Arrow** enables you to navigate upward one line at a time.
- Selecting the area beneath the **Scroll Box** enables you to navigate downward a screen at a time.
- Selecting the area above the **Scroll Box** enables you to navigate upward a screen at a time.
- Dragging the **Scroll Box** up or down navigates to a particular relative location in the document.

b) Drag the **Scroll Box** to the middle of the scroll bar.
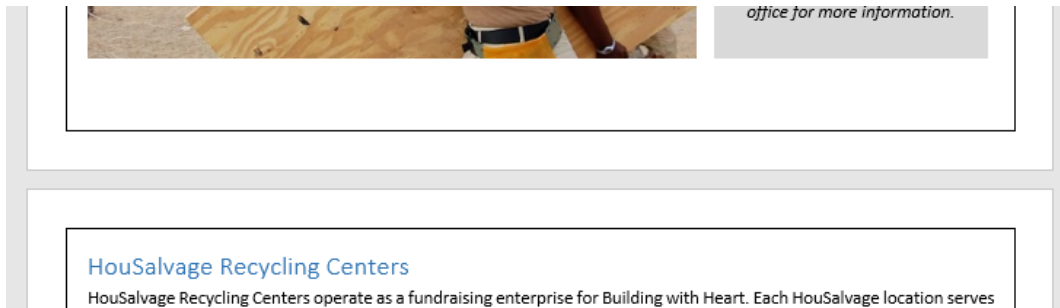
This moves you halfway through the document, where you can see the page break between pages one and two.

9. Use the keyboard to navigate the document.

a) Press **Page Up**.

This moves you up the document one screen at a time.

b) Press **Page Down** twice.

This moves you down the document one screen at a time.

c) Press **Ctrl+End**.

This moves you to the end of the document.

d) Examine the status bar.

You are at Page 2 of 2, and there are 811 words in the entire document.

e) Press **Ctrl+Home**.

This moves you to the beginning of the document. Some users prefer to use keyboard commands for navigation when they are typing documents so they don't have to remove their hands from the keyboard to the mouse or touchscreen.

10. Use the **Navigation** pane to navigate the document.

a) If the **Navigation** pane is not showing, then on the **View** tab, in the **Show** group, select **Navigation Pane** to place a check mark in it.
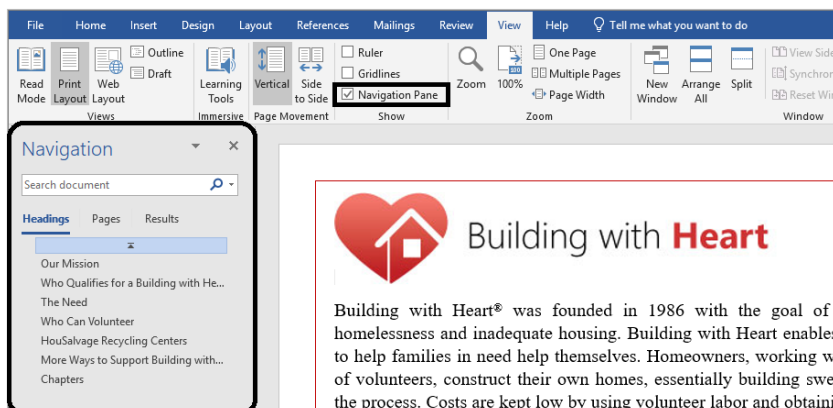
b) In the **Navigation** pane, if the **Headings** tab is not selected, then select it.

The **Headings** page of the **Navigation** pane shows a list of headings in the document. You can select these headings to navigate to the corresponding section in the document.

c) Select **Who Can Volunteer**.

The document scrolls to show the Who Can Volunteer heading.

d) In the **Navigation** pane, select **Pages**.

A listing of pages is shown for navigation purposes.

e) Select page **2**.

The document is scrolled so that the top of page 2 appears at the top of the screen.

11. Use **Search** to navigate the document.

a) In the **Navigation** pane, select the **Search document** text box, and type *volunteer*

Ten results are found.

b) In the **Navigation** pane, select **Results**.

Results matching your search for volunteer are shown. Short passages surrounding the found text are provided to give context.

If your display screen is too short to show the entire list, the **Results** list will provide a scroll bar.

c) If your **Results** list has a scroll bar, scroll to the bottom of the list to see more matches.

d) Select various items in the **Results** list to jump to that location.
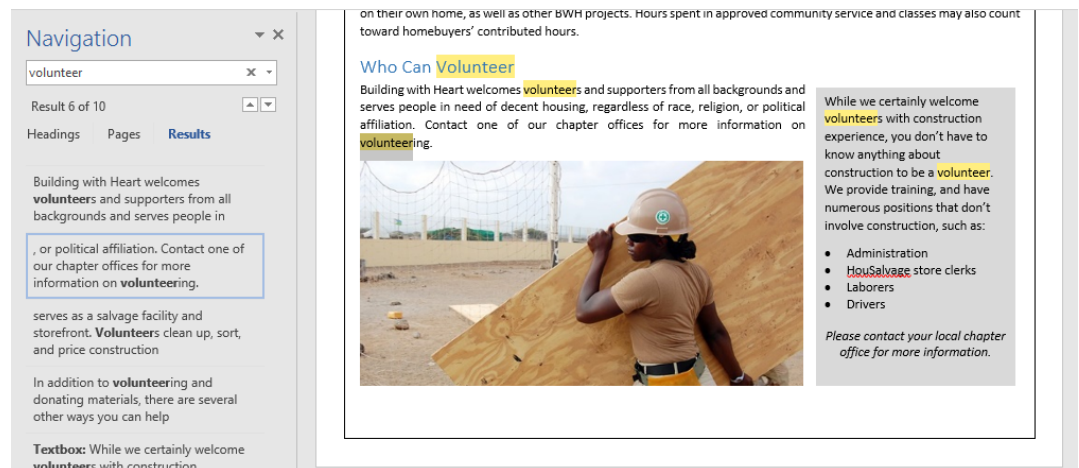
The search text is highlighted wherever it appears throughout the document.

12. Use the various navigation techniques introduced in this activity to quickly examine the document and get a general idea of the information it contains.

13. In the top-right corner of the **Navigation** pane, select **Close**.
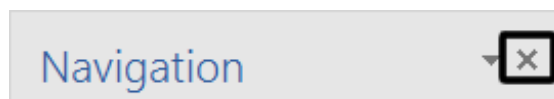
TOPIC B

Create and Save Word Documents

You've opened and examined documents created by others, but of course Word is more than just a document *reader*—it's a comprehensive document *authoring tool*. You can use Word to create a wide variety of documents, from simple letters to complex documentation manuals, complete with graphics, tables, and all sorts of formatted text. You typically begin by creating and saving a new document.

New Document

When you start a new document, Word prompts you to select a template, which provides a set of predefined styles and settings for a particular type of document, such as a business letter, calendar, newsletter, and so forth. Of course, you can start with a simple, blank document and provide your own formatting styles and settings from scratch. Word provides the **Blank document** template for this purpose.

You can either select the **Blank document** template to create a blank document, or from the landing page that shows the list of templates when you launch Word, you can press **Esc** to exit the list of templates, and a new, blank document will be shown in the document area.

The Backstage View

You create a new document using the **New** command, available through Word's *Backstage view*. You access the **Backstage** view by selecting the **File** tab on the ribbon. The **Backstage** view presents general tasks you might perform on a document, such as saving, opening, or printing. The **Backstage** view also shows information about the current document, such as the date it was created, or its permissions status. Other tabs in the **Backstage** view enable you to send a document via email, convert a document to a different file format, and customize the way Word behaves.

When you open the Word application from the **Start** menu, it opens to a special **Backstage** view called the *landing page*. From the landing page, you can open existing documents or create new documents.

Templates

When you create a new document, it is based on a template that you select, whether it be the very simple **Blank document** template, or one of the many more complex templates provided on the **New** page of the Word **Backstage** view. Templates include a variety of predefined styles and formatting options that are optimized for a particular type of document. You can always add your own styles and formatting to a document, but starting with a template may save you time and effort in getting a new document started. Numerous templates are included with Word, and even more are available online. You can find online templates using the **Search for online templates** feature on the **New** page.

Text Entry

When you type text in Word, the application automatically wraps text to fit the available space. Text you type is added at the *insertion point*, the blinking bar that shows where text will be inserted. When the insertion point reaches the end of the available space for a line, it moves down to the next line so that text flows into the available space. The line breaks are dynamic. For example, if you delete a word or two from one line, words from the following line may flow up to fill the gap.

Sometimes you'll want to force a line break to occur. For example, you might want to start a new paragraph. You start a new paragraph when you press **Enter**.

> **Note:** In Word, a paragraph is considered to be any text that you terminated by pressing **Enter**, regardless of how many words or sentences it contains.

Text from a File

If you have text in another file—such as a text file, another Word document, and so forth—you can import that text directly into your document by using the **Text From File** command on the **Insert** tab.

AutoCorrect

As its name implies, Word's AutoCorrect feature automatically corrects typos and misspelled words as you type. The feature also inserts symbols and other pieces of text. For example, if you type **teh** or **adn**, Word recognizes these common errors, and automatically changes them to **the** and **and**. If you type **(c)**, Word will automatically change it to ©.

AutoCorrect provides an extensive starter list of common misspellings and symbols, but you can modify the list.

Save Options

When you first create a new document, it is contained only within memory, not in a storage file. After you have spent some time typing and formatting within your document, you'll want to save your work to a file. By committing your work to a file, you ensure that it will last beyond your current work session, and will provide a means for you to share your document with others.

The two basic options for saving a Word document are **Save** and **Save As**. You can access these options from the **File** tab. Additionally, the **Save** command appears as a button on the **Quick Access Toolbar**.

- **Save As**: Saves your document to a file, enabling you to provide a file name, storage location, and file type. You are prompted for this information in the **Save As** dialog box. The default file type of a Word 2019 document is .docx.
- **Save**: Saves your document to a file, using the file name, storage location, and file type you provided in a previous Save As operation. If you select **Save** for a newly created document (one you never saved before), then Word treats it as though you selected **Save As**, since you must have a file name, storage location, and file type to save a document.

AutoSave

Word also provides the **AutoSave** feature, which operates in the background to automatically save your document at regular intervals. The default **AutoSave** interval is 10 minutes. You can configure **AutoSave** options in the **Word Options** dialog box.

Storage Locations

You can save your document to the local hard drive, a removable drive, a network drive, or to **OneDrive**. OneDrive® is a Microsoft cloud service that enables you to access the files stored there from any device such as your office computer, home computer, smartphone, or tablet.

Text Formatting Marks

Formatting marks are non-printing characters that you enter within your text to control the document structure, such as spaces, tabs, and paragraph and line breaks. It's generally helpful to see

these marks as you create a document, but at times they can be distracting. You can turn the display of formatting marks on or off by selecting the **Show/Hide ¶** button on the **Home** tab.

Line Breaks

A *line break* is used to end a line before it wraps to the following line, but without starting a new paragraph. The advantage of using a line break in a paragraph is that the new line that follows the line break remains part of that paragraph and shares its properties. You can insert a line break by pressing **Shift+Enter**.

Remove Blank Paragraphs

To make it easier to find blank paragraphs in your document that you want to remove, you can enable the **Show/Hide** feature to show the formatting marks. Select the **¶** and then press **Delete** to remove the blank paragraph.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Create and Save Word Documents.**

ACTIVITY 1-2
Creating and Saving a New Document

Before You Begin

The Building with Heart.docx fact sheet is open in Word.

Scenario

To prepare to write a cover letter that will accompany the fact sheet, you will start a new, blank document. You will leave the Building with Heart fact sheet open in the background so you can return to it later.

1. Create a new document based on the **Blank document** template.

   a) Select the **File** tab to display the **Backstage** view.
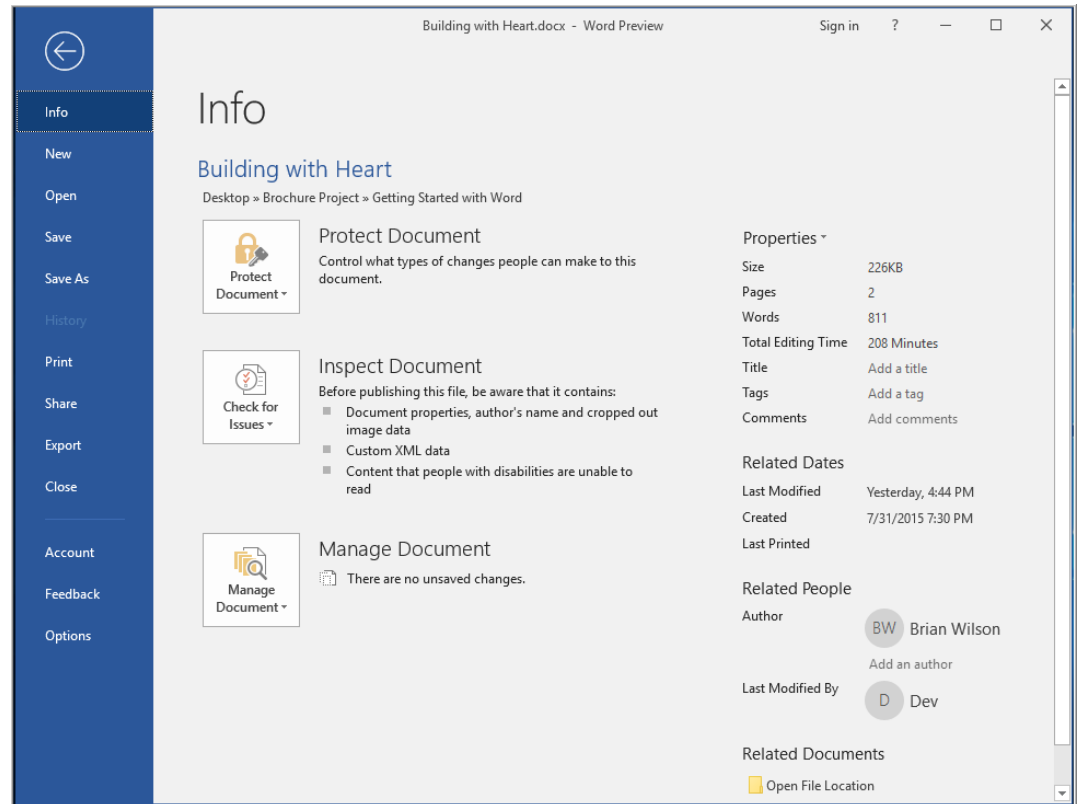
   b) Select **New** to create a new document.
      Various templates are shown.
   c) Select **Blank document** to start a new document with minimal predefined styles and formatting.
      A new blank document appears in Word, with the title Document1.

2. Start writing a business letter.

   a) Type your full name and press **Enter**.
   b) Type *Director of Corporate Giving* and press **Enter**.

    c) Enter the remaining lines as shown.

> Brian·Wilson¶
>
> Director·of·Corporate·Giving¶
>
> Building·with·Heart¶
>
> 349·Main·Street¶
>
> Greene·City,·RL·12340¶
>
> September·14,·2018¶

    d) Press **Enter** twice to skip a line, and type *INSIDE ADDRESS*

       You'll send a copy of this letter to various recipients. For now, you'll just provide a placeholder for the inside address.

    e) Press **Enter** twice, and type *Dear RECIPIENT:*

    f) On the **Home** tab, in the **Paragraph** group, select the **Show/Hide ¶** button.
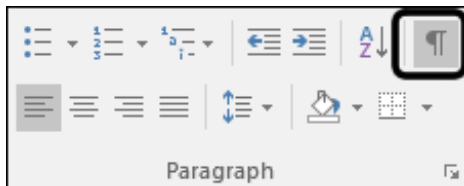
When you've selected it, the option will appear in a selected state, as shown, and special marks for paragraphs and spaces will be shown in the document. Because white space in a Word document may be caused by various things (not only keys you've pressed such as **Enter**, but also formatting options, such as how much space is shown between paragraphs), it can be helpful to reveal these marks when editing.

> Brian·Wilson¶
>
> Director·of·Corporate·Giving¶
>
> Building·with·Heart¶
>
> 349·Main·Street¶
>
> Greene·City,·RL·12340¶
>
> September·14,·2018¶
>
> ¶
>
> INSIDE·ADDRESS¶
>
> ¶
>
> Dear·RECIPIENT:¶

3. Save the new document.

a) Examine the title bar.

Document1 - Word

The document has a generic name (Document1). You have not yet saved the document to a file.

b) Select **File→Save As**.

c) Select **This PC**.

The **Today** section shows the **Getting Started with Word 2019** folder, which you used earlier today.

d) Select the **Getting Started with Word 2019** folder.

The **Save As** dialog box is shown, and **Getting Started with Word 2019** has been selected as the current folder.

e) Observe that the default file name has been automatically created based on text at the beginning of the document.

The automatically generated file name is often not as meaningful as it could be, and you can easily replace it.

f) Change the file name to *My Solicitation Letter*

If you do not type a .docx file extension, it is added automatically to the file name when you save.

g) Select **Save**.

My Solicitation Letter.docx - Word

The title bar now shows the name you gave the file.

4. Verify the document has been saved to a new file.

a) On the Windows taskbar, select the **File Explorer** icon to view files in the Getting Started with Word 2019 directory.
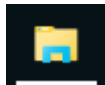
The directory now contains the My Solicitation Letter.docx file you just saved, along with the other files that were originally in this directory.

ACTIVITY 1-3
Saving a Document to a Different File

Before You Begin
The Building with Heart.docx fact sheet is open in Word.

Scenario
While examining the original Building with Heart.docx fact sheet, you notice something you want to change. To ensure you can revert back to the original version of the document if you need to, you will save your revisions to a different document file.

1. **Return to the Building with Heart fact sheet.**
   a) On the Windows taskbar, select the **Word** icon.
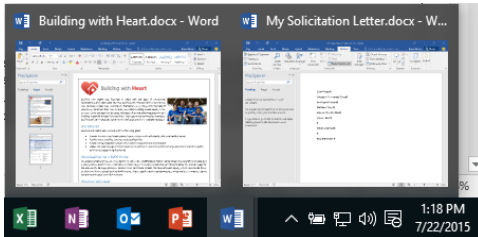
   The two documents that are currently open in Word are shown above the taskbar icon.
   b) Select the **Building with Heart.docx** document.

   That document is returned to the front as the active window.

2. **Revise the document.**
   a) Navigate to the **More Ways to Support Building with Heart** heading.

   > **Note:** Scroll to find the heading near the middle of page two, or use the **Navigation** pane's **Headings** page to jump directly to the heading.

   You will add another sentence to the end of the paragraph beneath the heading.
   b) Select after the period in the line that ends with **corporate sponsor.**

   More Ways to Support Building with Heart
   In addition to volunteering and donating materials, there are several other ways to you can help support Building with Heart. Consider donations of cash, vehicles, stocks and bonds, and becoming a corporate sponsor.

   The insertion point is now flashing in the location you selected. Text that you type will be inserted here.
   c) Press the **Spacebar**. Type *Please contact one of the chapters below, if this interests you.*

   When you type, text is added at the insertion point. When you reach the end of the available page width, the sentence automatically wraps to the next line. You do not have to press **Enter** to move to the next line. It is only necessary to do so when you want to start a new paragraph.

3. **Save the document to a different file.**
   a) Select **File→Save As.**

b)   Select the current folder, **Getting Started with Word 2019**.

c)   Change the file name to *My Building with Heart.docx*

d)   Select **Save**.

By selecting a new file name or a different storage location when you save a document, you create a new file and leave the original file intact.

e)   Observe the title bar.

The title bar has updated to reflect the new file name.

4.   Verify that a copy of the document has been saved to a new file.

a)   On the Windows taskbar, select the **File Explorer** icon to view files in the Getting Started with Word 2019 directory.

The directory now contains the My Building with Heart.docx file you just saved, as well as the original Building with Heart.docx file.

b)   Position your mouse pointer over the **Word** icon on the Windows taskbar, and observe that My Building with Heart.docx is now open in Word, but the old file (Building with Heart.docx) is no longer open for editing.

c)   Use the Windows taskbar to navigate back to the **My Building with Heart.docx** document in Word.

ACTIVITY 1–4
Saving Revisions in the Current File

Before You Begin

You have saved an updated version of the Building with Heart fact sheet document to the file My Building with Heart.docx.

Scenario

You will make some additional revisions to the document and save them in the current file.

---

1. Add another sentence to the paragraph you just edited.

   a) Make sure the insertion point is still at the end of the line that ends with **if this interests you.**

   b) Press the **Spacebar**. Type *We look forward to hearing from you!*

2. Save the changed document.

   a) In the **Quick Access Toolbar** at the top-left corner of the screen, select the **Save** button. 🖫

   Your revisions are stored in the current file, which is indicated in the title bar. You are not prompted to specify a file name or location because the **Save** option updates your changes in the file that was already open.

   > **Note:** If you have a new document that you have not already saved to a file, and you select **File→Save**, then Word will behave as though you had selected **File→Save As**, automatically prompting you to provide a file name and storage location.

TOPIC C

Manage Your Workspace

It's common to work on multiple documents at a time. Perhaps you want to copy content from one document to another. Or you might need to refer to one document as you compose another. To work effectively with multiple documents, you'll need to know how to arrange them and navigate between them.

Window Views

Window views enable you to perform such tasks as moving between open documents, viewing documents side by side, or arranging multiple documents in a single window. You can access window views on the **View** tab of the ribbon. Use the different window views to work with one or multiple documents.

Option	Description
New Window	Opens the current document in a new window.
Arrange All	Tiles all open documents side by side on the screen.
Split	Splits the current window into two sections, enabling you to view different parts of the document at once.
View Side by Side	Displays two documents side by side.
Synchronous Scrolling	Enables you to scroll through side-by-side documents simultaneously.
Reset Window Position	Resets the position of the two documents being compared, so that each shares the screen equally.
Switch Windows	Switches between open documents.

Window Closing Behavior

You can close a document by selecting **File→Close** or by selecting the **Close** button in the title bar. If you select **File→Close** when closing the last document window, Word will remain running, and you can use the **File** menu to open or create a new document. If you use the **Close** button to close the last document window, you will exit the Word application.

If you have multiple documents open and want to close them all at once, you can right-click the **Word** icon on the taskbar, and select **Close all windows** to close all Word documents with one command (effectively exiting the Word application).

	Access the Checklist tile on your **CHOICE Course** screen for reference information and job aids on **How to Manage the Word Document Workspace.**

ACTIVITY 1-5
Managing the Workspace

Before You Begin

My Building with Heart.docx and My Solicitation Letter.docx are open in Word.

Scenario

In a recent brainstorming session with other members of your team, the group worked together to compose some paragraphs that contain information you want to include in the cover letter. You will open the notes from that meeting, which you took in Microsoft Word. You will copy some of the text from your notes into your cover letter. Before you do this, you will arrange your workspace so you can work with the two documents side by side.

---

1. Close a document.
   a) Select **File→Close** to close the active document (My Building with Heart.docx).

      Since you won't be working with the fact sheet document anymore in this session, you've closed it to avoid window clutter. My Solicitation Letter.docx is still open in Word.
   b) If the My Solicitation Letter.docx window is not the foreground window, select its title bar or the **Word** icon on the Windows taskbar to make it the active window.

2. Open a document from within Word.
   a) Select **File→Open**.
   b) Select **Browse**.

      The **Open** dialog box is shown. By default, the location you are shown is the directory that contains the current document.
   c) In the file list, select **Notes from Brainstorming Session.docx**.
   d) Select **Open**.
   e) If paragraph marks aren't showing, on the **Home** tab, in the **Paragraph** group, select **Show/Hide ¶**.

3. Arrange the documents so you can see both at one time.
   a) On the **View** tab, in the **Window** group, select **Switch Windows**.

      All currently open Word documents are listed. You can see that you now have two documents open.
   b) Select **My Solicitation Letter.docx**.

      This feature is an alternative to using the Windows taskbar.
   c) Make sure the **Navigation** pane is closed in both windows.
   d) On the **View** tab, in the **Window** group, select **Arrange All**.

      This feature resizes and arranges document windows so they are stacked.
   e) On the **View** tab, in the **Window** group, select **View Side by Side**.

      This feature resizes and arranges document windows so they are side by side. You may need to adjust the zoom level so you can see each document better in this layout.

f) If you don't see a whole page in each document window, use the zoom bar or select **View→Zoom→Page Width** so you can see the entire page width.
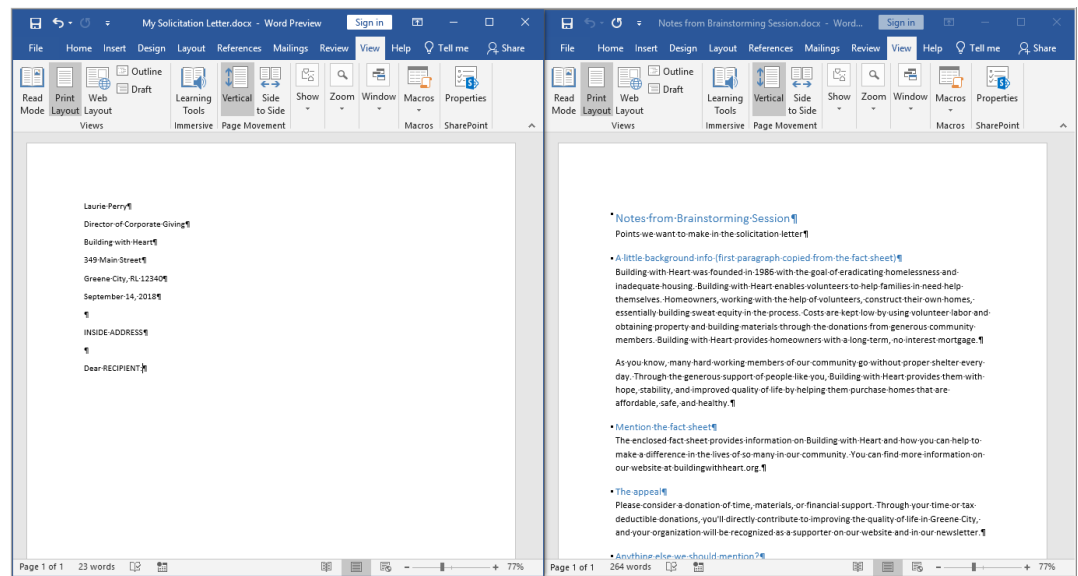
If you have a large monitor, this layout might be useful to refer to one document as you write in another, or to copy text from one to the other. On a smaller monitor (such as the example shown), text may be hard to read and the ribbon may start to collapse groups of controls so they take up less space. Fortunately, you can quickly make document windows larger or smaller as needed.

4. Quickly switch between larger and smaller document window sizes.

a) Select the **Maximize** box in the **Notes from Brainstorming Session.docx** window.

Each document window has a **Maximize** box in its upper-right corner. When you select it, the document window expands to fill the entire monitor. At this size, there is much more room to work.

b) Select the **Restore Down** box to return the window to its previous size.

> **Note:** As an alternative to selecting the **Maximize** and **Restore Down** boxes, you can double-click the title bar of the document window. The title bar is an easier target to hit than the boxes, and it performs both functions (maximizing when the window is small, and restoring down when the window is already maximized).

c) Maximize the **Notes from Brainstorming Session.docx** document window again so it fills the entire monitor.

You can use either the **Maximize** box or title bar method.

TOPIC D

Edit Documents

You have your workspace neatly arranged with multiple documents, and you're ready to get into the work of editing those documents—copying, moving, revising, and deleting text. Word provides numerous techniques for accomplishing these tasks.

Text Selection Techniques

In Word, many procedures are done in two general steps. First you *select* something, then you *issue a command*. For example, you might select a word, and then you apply the **Bold** format to that word. Or you might select a paragraph, and then press **Delete** to delete it. Because so many procedures start with making a selection, it's helpful to know a variety of ways to efficiently make those selections.

You can select text in a document by using the mouse, the keyboard, or a combination of both. The following are some common techniques.

Selection Technique	Description
Drag	Select any amount of text from a single character to multiple paragraphs by dragging across them with the mouse to highlight them.
Click the selection bar	The **selection bar** is a region on the left margin of a document. When you position the mouse pointer in the selection bar, the pointer changes from an I-beam to a right-pointing arrow. With the mouse pointer in the selection bar, you can then: • Click to select and highlight a line. • Double-click to select and highlight a paragraph. • Triple-click to select and highlight all content in the document.
Drag the selection bar	Drag down the selection bar to select multiple lines.
Click and **Shift**-click	Click to position the insertion point where you want to start your selection. Then, locate the end of your selection area, scrolling if necessary. (Be careful not to click in the document area, or you'll move the insertion point.) Hold the **Shift** key while clicking where you want to end your selection. Everything in between will be selected.
Double-click in a word	Select the entire word.
Ctrl-click in a word	Select the entire sentence that contains the word.
Triple-click in a word	Select the entire paragraph that contains the word.
Hold **Ctrl** and drag	Select the new text in addition to the original selection, enabling you to select non-connected areas.
Ctrl+A	Select the entire document (a shortcut for the **Select All** command on the **Home** tab, in the **Editing** group, under the **Select** drop-down menu).
Click	Place the insertion point and clear the current selection.

Mini Toolbar

When text is selected, the **Mini** toolbar is displayed. It contains a subset of the commands available on the ribbon in an easily accessible location adjacent to the selected text.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Select Text.**

ACTIVITY 1–6
Selecting Text

Before You Begin

My Solicitation Letter.docx and Notes from Brainstorming Session.docx are open in Word. Notes from Brainstorming Session.docx is the active document, and its window is maximized.

Scenario

You are going to copy some text from your brainstorming notes to the letter. Before you can do this, you must select the text you want to copy.

---

1. Locate the text you want to select.

   a) Examine the two paragraphs beneath the **A little background info** heading.

   > ▪ A·little·background·info·(first·paragraph·copied·from·the·fact·sheet)¶
   >
   > Building·with·Heart·was·founded·in·1986·with·the·goal·of·eradicating·homelessness·and· inadequate·housing.·Building·with·Heart·enables·volunteers·to·help·families·in·need·help· themselves.·Homeowners,·working·with·the·help·of·volunteers,·construct·their·own·homes,· essentially·building·sweat·equity·in·the·process.·Costs·are·kept·low·by·using·volunteer·labor·and· obtaining·property·and·building·materials·through·the·donations·from·generous·community· members.·Building·with·Heart·provides·homeowners·with·a·long-term,·no·interest·mortgage.¶
   >
   > As·you·know,·many·hard·working·members·of·our·community·go·without·proper·shelter·every· day.·Through·the·generous·support·of·people·like·you,·Building·with·Heart·provides·them·with· hope,·stability,·and·improved·quality·of·life·by·helping·them·purchase·homes·that·are· affordable,·safe,·and·healthy.¶

   The first paragraph is already included in the fact sheet that you will be mailing out, so you won't repeat it in the cover letter, but the second paragraph will work well as the lead paragraph in the letter. You will copy the second paragraph to the letter.

   Before you can issue the command to copy the paragraph, you must select it so Word knows what you want to copy.

2. Drag to select the "As you know..." paragraph.

a) Position the mouse pointer just to the left of the word **As** and drag down past the paragraph mark at the end of the paragraph.

> ▪ A·little·background·info·(first·paragraph·copied·from·the·fact·sheet)¶
> Building·with·Heart·was·founded·in·1986·with·the·goal·of·eradicating·homelessness·and· inadequate·housing.·Building·with·Heart·enables·volunteers·to·help·families·in·need·help· themselves.·Homeowners,·working·with·the·help·of·volunteers,·construct·their·own·homes,· essentially·building·sweat·equity·in·the·process.·Costs·are·kept·low·by·using·volunteer·labor·and· obtaining·property·and·building·materials·through·the·donations·from·generous·community· members.·Building·with·Heart·provides·homeowners·with·a·long-term,·no·interest·mortgage.¶
>
> As·you·know,·many·hard·working·members·of·our·community·go·without·proper·shelter·every· day.·Through·the·generous·support·of·people·like·you,·Building·with·Heart·provides·them·with· hope,·stability,·and·improved·quality·of·life·by·helping·them·purchase·homes·that·are· affordable,·safe,·and·healthy.¶
> ▪ The·appeal¶

This selection technique is used frequently, and it works for any size selection—a character, a word, even multiple paragraphs.

The Clipboard Task Pane

When you select a passage in your document and then select **Copy** or **Cut**, you place the selection in the Windows clipboard. The clipboard is shared with other Windows applications, so you can use it to copy or move a passage to another Windows application—as long as that application can accept the type of content that you copied from your Word document. Of course, you'll commonly use the clipboard to copy or move passages among various locations within Word documents.

The **Clipboard** task pane displays items on the *clipboard*, which is a temporary storage area for content that has been cut or copied from a document. The clipboard can store up to 24 items, and you can transfer items from the clipboard to another place in the document, or to a different document, using the **Paste** command.

When you copy content to the clipboard, the latest items appear at the top of the **Clipboard** task pane. You can use the **Clipboard** task pane to paste objects, clear all objects from the clipboard, and customize the task pane.

There are several customization options for the **Clipboard** task pane, which you can access from the **Options** button at the bottom of the pane.

Option	Description
Show Office Clipboard Automatically	Displays the **Clipboard** task pane whenever you open a document.
Show Office Clipboard When Ctrl+C Pressed Twice	Opens the task pane using the keyboard.
Collect Without Showing Office Clipboard	Collects items to the clipboard without displaying the task pane.
Show Office Clipboard Icon on Taskbar	Displays the **Office Clipboard** icon on the taskbar.
Show Status Near Taskbar When Copying	Displays an informational message above the **Office Clipboard** icon about the item being copied.

Paste Options

You have several options when pasting selections that you have cut or copied in a document. On the **Home** tab, in the **Clipboard** group, the **Paste** button has several options:

- **Keep Source Formatting**: Preserves the original formatting of the text.
- **Merge Formatting**: Uses the formatting of the new location.
- **Picture**: Pastes as a picture object that can be formatted like any other object.
- **Keep Text Only**: Discard the formatting from both source and destination, and paste the selection as plain text.
- **Paste Special**: Opens the **Paste Special** dialog box, where you can specify the format of the pasted text.
- **Set Default Paste**: Opens the **Word Options** dialog box, where you can change the default pasting options, such as how to format the pasted text.

If you just select the **Paste** button, the default paste type is to keep source formatting.

The Paste Options Button

The **Paste Options** button appears after an item is pasted, and selecting it displays a menu of formatting choices for the pasted content. The choices available will depend on the source of the content. The options are **Keep Source Formatting**, **Merge Formatting**, **Picture**, **Keep Text Only**, and **Set Default Paste**.

Drag and Drop

Word supports the use of drag and drop techniques to copy or move a selection. You must first select the passage you want to copy or move, then position the mouse pointer over a word or image within the selection, and drag it to its destination. By default, when you drag a selection, you move it, but if you hold the **Ctrl** key, you will copy it instead.

Undo and Repeat/Redo

As you perform various actions, you may do something you regret, and want to "rewind" to a previous state. Or you might perform a task you want to repeat over and over again. Word keeps a list of your actions, enabling you to revert them or repeat them by using the **Undo** and **Repeat/Redo** commands. By default, both of these commands are included on the **Quick Access Toolbar**.

Item	*Description*
Undo (**Ctrl+Z**) ↩	The **Undo** command corrects unintended or erroneous actions, such as text pasted in the wrong location, or mistakenly deleted text. You can undo multiple actions. For example, press **Ctrl+Z** five times to undo the last five actions you performed. **Undo** also provides a drop-down list, so you can undo several steps at once. Actions are listed by type (Typing, AutoCorrect, and so forth) to help you identify how far down the list to select. You can't skip actions. For example, to undo the fifth action down the list, you must undo all actions that followed it.

Item	Description
Repeat/Redo (**Ctrl+Y**)	The **Repeat** command enables you to repeat an action that you just executed, such as a paste operation or even a sentence you typed. To determine what action will be repeated, you can point at the command on the **Quick Access Toolbar**, and after a moment a ScreenTip will appear, showing you what will be repeated (e.g., "Repeat Bold").
	Repeat is not specific to a particular document. For example, you can perform a task in one document, switch to another document window, and repeat the command.
	There are various situations in which the **Repeat** command is disabled:
	• *When there is nothing to repeat*—for example, when you have just launched Word and opened a document. The action list is empty when you launch Word.
	• *When the last action you performed was Undo*. Suppose you inadvertently select **Undo**. Word provides a way for you to recover from this (to "undo the Undo"). When you select **Undo**, the **Redo** command takes the place of the **Repeat** command. For example, if you select **Undo** inadvertently, you could then select **Redo** to recover the action. Like **Undo**, you can issue the **Redo** command repetitively to recover from multiple **Undo** commands.
	• *After you perform certain actions*, such as saving a document. The command is disabled, and its ScreenTip caption is changed to **Can't Repeat**.

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Copy and Move Text.

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Undo and Redo Edits.

ACTIVITY 1–7
Copying and Moving Text

Before You Begin

My Solicitation Letter.docx and Notes from Brainstorming Session.docx are open in Word. Notes from Brainstorming Session.docx is the active document, and its window is maximized. The "As you know" paragraph is selected.

Scenario

Now that you've selected the text you want to copy, you will use the Windows clipboard to copy it. Then you will select a destination in the letter, and you will paste it there.

1. Copy the selected text.
   a) In the **Notes from Brainstorming Session.docx** document window, select the **Restore Down** box so you can see both documents side by side again.
   b) Make sure the "As you know" paragraph is still selected.
   c) In the **Notes from Brainstorming Session.docx** document window, from the **Home** tab, in the **Clipboard** group, locate the **Copy** command.
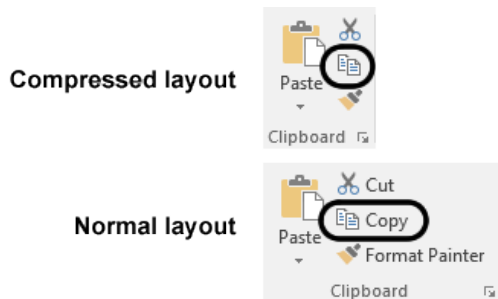
   Depending on the size of the document window and your monitor, the ribbon may be shown in a compressed layout. In a compressed layout, captions may be removed from buttons, making them a bit harder to locate.
   d) Select **Copy**, or press **Ctrl+C** to copy the selected text.

   The text you copied is now in the clipboard, from which you can paste it elsewhere, such as in another Word document.

2. Paste the copied text.
   a) In the **My Solicitation Letter.docx** document, select the end of the "Dear RECIPIENT:" line to move the insertion point.

   The insertion point should now be located between the colon and the paragraph mark.

    b) Press **Enter** to start a new line.

        Dear·RECIPIENT:¶

        ¶
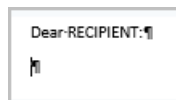
The insertion point is where the clipboard text will go when you paste it. By moving the insertion point down a line, you ensure that the new paragraph will appear beneath the greeting text, and not on the same line.

    c) In the **My Solicitation Letter.docx** document window, from the **Home** tab, in the **Clipboard** group, select the **Paste** command.

        Dear·RECIPIENT:¶

        As·you·know,·many·hard-working·members·of·our·community·go·without·proper·shelter·every·day.· Through·the·generous·support·of·people·like·you,·Building·with·Heart·provides·them·with·hope,·stability,· and·improved·quality·of·life·by·helping·them·purchase·homes·that·are·affordable,·safe,·and·healthy.¶

        ¶
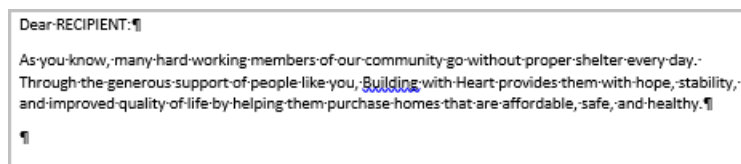
The paragraph is pasted after the greeting.

3. Examine what remains in the clipboard after you have pasted.

    a) In the **My Solicitation Letter.docx** document window, from the **Home** tab, in the **Clipboard** group, select the Dialog Box Launcher.
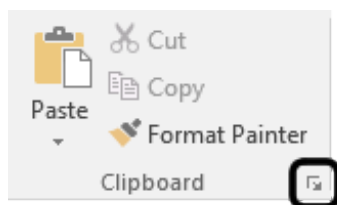
The **Clipboard** task pane is shown. You can see that the paragraph you copied is still retained in the clipboard. This means that you could paste another copy of it elsewhere, if you wanted to.
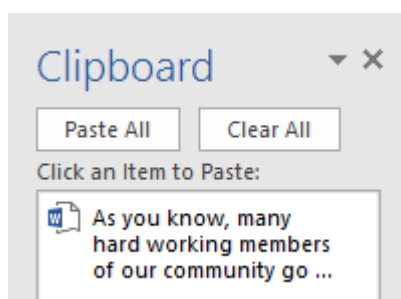
    b) Close the **Clipboard** task pane.

4. Drag and drop to copy text.

    a) Arrange the two documents windows so they are side by side.

b) In the **Notes from Brainstorming Session.docx** window, select the **Mention the fact sheet** heading and following paragraph as shown.

> As·you·know,·many·hard-working·members·of·our·community·go·without·proper·shelter·every-
> day.·Through·the·generous·support·of·people·like·you,·Building·with·Heart·provides·them·with-
> hope,·stability,·and·improved·quality·of·life·by·helping·them·purchase·homes·that·are-
> affordable,·safe,·and·healthy.¶
>
> ▪ Mention·the·fact·sheet¶
> The·enclosed·fact·sheet·provides·information·on·Building·with·Heart·and·how·you·can·help·to-
> make·a·difference·in·the·lives·of·so·many·in·our·community.·You·can·find·more·information·on-
> our·website·at·buildingwithheart.org.¶
>
> ▪ The·appeal¶
> Please·consider·a·donation·of·time,·materials,·or·financial·support.·Through·your·time·or·tax-
> deductible·donations,·you'll·directly·contribute·to·improving·the·quality·of·life·in·Greene·City,-
> and·your·organization·will·be·recognized·as·a·supporter·on·our·website·and·in·our·newsletter.¶

You will use drag and drop to move this selection into the letter.

5. Drag and drop to move text.

   a) Point at one of the words in the selected text, and drag it to the empty paragraph mark at the end of the letter.

      When you release the selected text, it is *moved* to the letter. It is no longer in the brainstorming document. While it may sometimes be your intention to *move* text this way, sometimes you may want to *copy* it, leaving the original behind. If you hold the **Ctrl** key while dragging, the original will be left behind, resulting in a copy. In this case, it doesn't matter that you moved instead of copying.

   b) In **My Solicitation Letter.docx**, examine the **Mention the fact sheet** heading.

      The heading has kept the formatting it had in the original document.

6. Use paste special to copy text without any formatting.

   a) In the **Notes from Brainstorming Session.docx** window, select the **The appeal** heading and following paragraph.

   b) Press **Ctrl+C** to copy.

   c) In the **My Solicitation Letter.docx** window, position the insertion point before the last paragraph marker (the empty paragraph at the end).

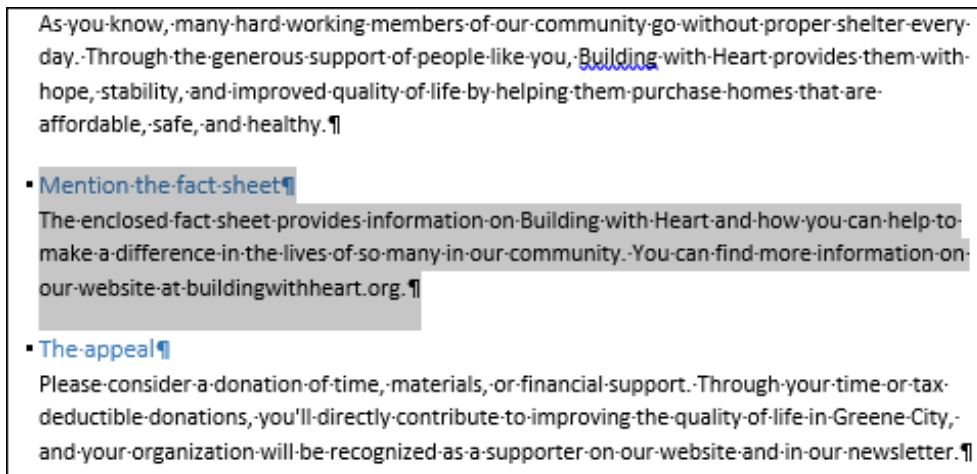   d) In the **My Solicitation Letter.docx** window, on the **Home** tab, in the **Clipboard** group, select the **down arrow** beneath **Paste**.

   e) Select **Keep Text Only**. 📋A

      This pastes the text without formatting. The **The appeal** heading is inserted as plain text.

7. Save your progress.

   a) In the **My Solicitation Letter.docx** window, on the **Quick Access Toolbar**, select the **Save** button.

      The file is updated to include the new text you added to the document.

Paragraph Structure

Paragraph marks signal the end of a paragraph. You start a new paragraph by pressing **Enter**. Many Word templates provide paragraph formatting that includes extra white space between paragraphs. Sometimes you may want to force text to wrap to a new line, but for formatting purposes, you want the line to be treated as though it is part of the same paragraph. You can do this by pressing **Shift +Enter** to create a "soft return."

Paragraph marks and soft returns create paragraph breaks and line breaks in a document. You can see the effects of these characters in the document's white space. But you can see the characters themselves by selecting **Show/Hide ¶**.

As you would expect, deleting these marks has the opposite effect on a document's appearance. They eliminate the breaks that cause extra white space in the paragraph structure.

Text Deletion

You can delete text one character at a time by pressing the **Backspace** or **Delete** key. **Backspace** deletes the character to the left of the insertion point, and **Delete** deletes the character to the right of the insertion point. These keys can be useful for making small corrections while typing, without having to take your hands off the keyboard.

Other times, you may need to delete multiple characters, such as a word, sentence, paragraphs— even entire pages of content. For a large passage, it's faster to select the entire passage and then press **Backspace** or **Delete** to delete the entire selection in one keystroke.

If you need to replace text, select the text you want to replace, and start typing. As soon as you type the first character of your new text, the old text will be deleted, and you will start inserting text at the location where the old text used to be.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Control Paragraph Structure.**

ACTIVITY 1–8
Editing to Control Paragraph Structure

Before You Begin

My Solicitation Letter.docx and Notes from Brainstorming Session.docx are open in Word and arranged side by side. You've copied text from the notes document into the letter.

Scenario

You're done moving your notes into the letter, but now you have some editing changes to make. Use the figure with the editing marks as a reference—your name and the current date will appear in the letter instead of "Brian Wilson" and "July 21, 2015."

1. Clean up the window layout so you can focus on editing the letter.

   a) In the **Notes from Brainstorming Session.docx** window, select the **Close** box. ✕

   You are prompted to save your changes to the document.

   Microsoft Word   ✕

   ⚠ Want to save your changes to "Notes from Brainstorming Session.docx"?

   If you click "Don't Save", a recent copy of this file will be temporarily available.
   Learn more

   [Save]   [Don't Save]   [Cancel]
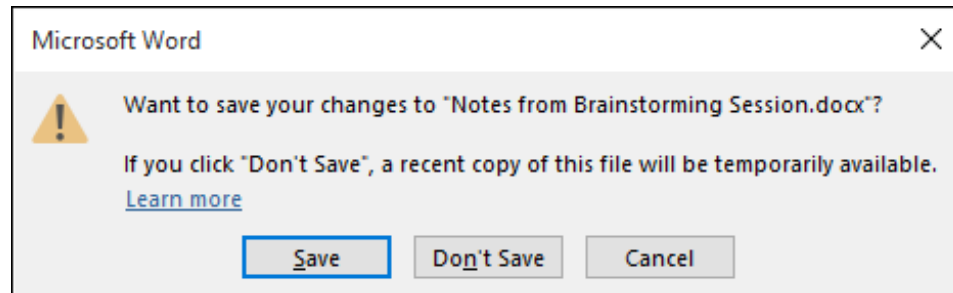
   This is shown because you *moved* text from your notes, effectively changing the document. When you attempt to close a document without saving changes you've made to it, Word gives you the option to save. In this particular case, there's no need to save your notes since you're done using them.

   b) Select **Don't Save**.

   With no other document to show in side-by-side layout, Word displays the remaining document in its earlier horizontal layout.

   c) Maximize the **My Solicitation Letter.docx** window so it fills the display monitor.

   d) Use the zoom bar to adjust the scaling, and scroll as needed so you can see all of the letter's text at a size you can comfortably read.

2. Compare how **Delete** and **Backspace** delete one character at a time.

   a) Position the insertion point before the word **Corporate**.

   Director·of·|Corporate·Giving¶

   b) Press **Delete** five times.

   Each time you press **Delete**, the character to the right of the insertion point is deleted.

   c) Position the insertion point after **rate**.

   Director·of·rate|Giving¶

   d) Press **Backspace** five times.

   Each time you press **Backspace**, the character to the left of the insertion point is deleted.

3. Type to replace selected text.

   a) Select the word **Giving**.

   Director·of·Giving¶

   b) Type *Fundraising*

   The selected word is replaced.

4. Replace a paragraph break with a line break.

a) Position the insertion point at the end of the line that contains your name.

Brian·Wilson¶

b) Press **Delete**.

Brian·WilsonDirector·of·Corporate·Giving¶

The item following the **Delete** key (in this case, the paragraph mark) has been deleted. The insertion point now appears where the paragraph mark had been located. The two lines that had been separated by the paragraph mark are now showing as a single line.

c) Press **Shift+Enter** to insert a line break.

A line break forces the text to wrap to a new line, without creating a new paragraph. The effect is similar to what would happen naturally at the end of the line through the word wrap feature. Because both lines are now part of the same paragraph, they are not separated by the extra padding that separates paragraphs.

d) In the address, replace three more paragraph marks with line breaks, as shown.

Brian·Wilson↵
Director·of·Fundraising↵
Building·with·Heart↵
349·Main·Street↵
Greene·City,·RL·12340¶

September·14,·2018¶

5. Delete selected text.

a) Select the heading **Mention the fact sheet**, including its paragraph mark.

▪ Mention·the·fact·sheet¶

b) Press **Backspace**.

The selected text is deleted.

c) Select the heading **The appeal**, including the paragraph mark.

▪ The·appeal¶

> **Note:** Remember that a single click in the selection bar will select the entire line.

d) Press **Delete**.

Backspace and **Delete** both delete selected text, and leave the insertion point where the text was deleted.

6. Perform additional edits using techniques you've already used.

a) Reverse the order of the last two paragraphs, as shown.

Dear·RECIPIENT:¶

As·you·know,·many·hard·working·members·of·our·community·go·without·proper·shelter·every·day.·
Through·the·generous·support·of·people·like·you,·Building·with·Heart·provides·them·with·hope,·stability,·
and·improved·quality·of·life·by·helping·them·purchase·homes·that·are·affordable,·safe,·and·healthy.¶

Please·consider·a·donation·of·time,·materials,·or·financial·support.·Through·your·time·or·tax·deductible·
donations,·you'll·directly·contribute·to·improving·the·quality·of·life·in·Greene·City,·and·your·organization·
will·be·recognized·as·a·supporter·on·our·website·and·in·our·newsletter.¶

The·enclosed·fact·sheet·provides·information·on·Building·with·Heart·and·how·you·can·help·to·make·a·
difference·in·the·lives·of·so·many·in·our·community.·You·can·find·more·information·on·our·website·at·
buildingwithheart.org.¶

You can select one of the paragraphs, then drag it to its new position. Or you can select a
paragraph, cut it, select its destination, and then paste to move it.

b) Revise the website URL in the last paragraph from buildingwithheart.org to
*www.*buildingwithheart.org.

c) Using your own name, add a closing to the letter, as shown.

The·enclosed·fact·sheet·provides·information·on·Building·with·Heart·and·how·you·can·help·to·make·a·
difference·in·the·lives·of·so·many·in·our·community.·You·can·find·more·information·on·our·website·at·
www.buildingwithheart.org.¶

Sincerely,¶

¶

Brian·Wilson¶

7. Save the document.

You've already specified a file name and location. You're simply updating the file with your additional
work, so you can select **File→Save**, select the **Save** button in the **Quick Access Toolbar**, or press **Ctrl+S**.

TOPIC E

Preview and Print Documents

You've reached a milestone in your editing, and you're ready to produce a copy of the document in print form.

Preview and Print Options

Depending on the type of document you've created, you may want to print it eventually. It's important to preview the document before printing it, in order to identify obvious formatting errors and to verify that all the elements are where you want them. To preview a document, on the **File** tab, select the **Print** tab. The document preview appears in a large pane to the right of the print options.
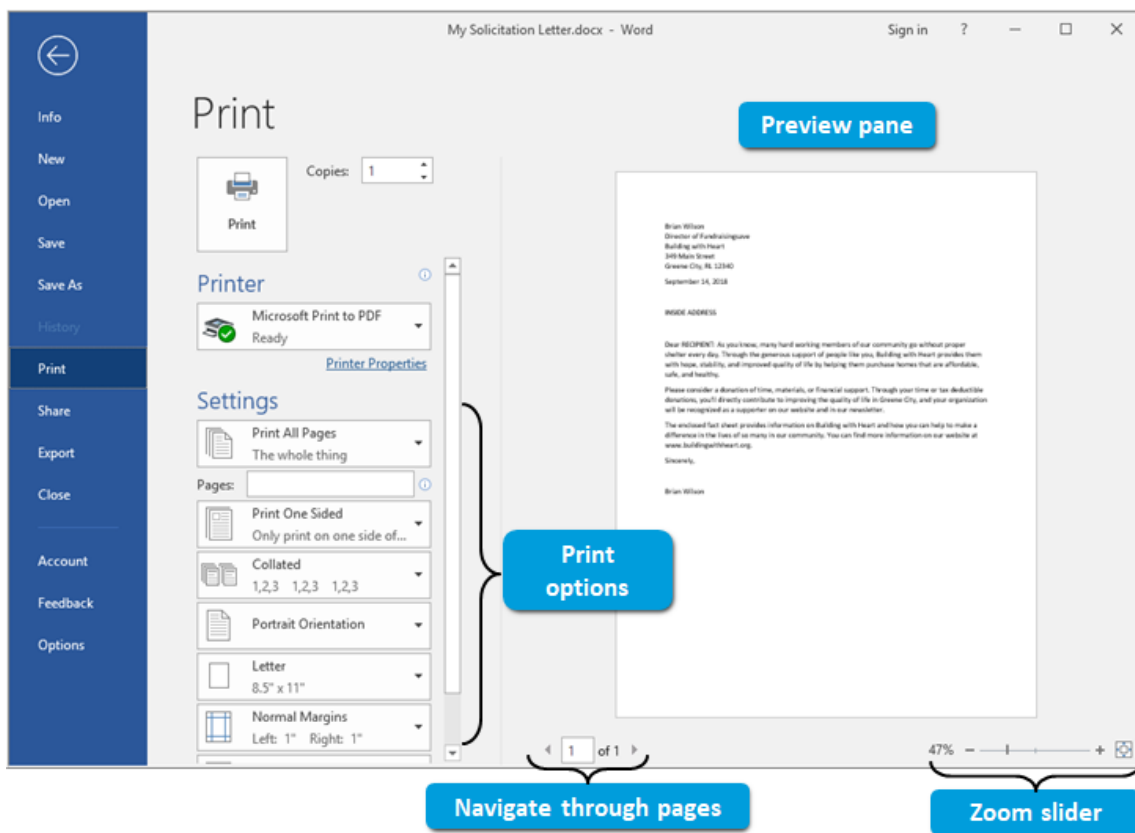
Figure 1–5: The preview and print options.

Once you've verified the preview, you can choose from among several print options.

You'll see three sections on the **Print** tab:

- **Print**: Sends the document to the printer. Additionally, you can select the number of copies to be printed.
- **Printer**: Identifies the default printer. You can select a different printer from the drop-down list.
- **Settings**: Shows optional settings to apply before sending the document to the printer. Here, you can select the paper size, change the page orientation and margins, and so on. You can also open the **Page Setup** dialog box.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Preview and Print a Document.**

ACTIVITY 1–9
Previewing and Printing a Document

Before You Begin
My Solicitation Letter.docx is open in Word. You've copied text from the notes document into the letter and have made various editing revisions.

Scenario
You're going to pass this letter off to a colleague for review. She prefers to mark up copy in printed form.

---

1. **Preview the document.**
   a) Select **File→Print**.

      In the preview pane, the document is shown as it will appear when printed.
   b) Use the zoom bar to change the scale of the preview document to a scale that suits you.

   c) Select the **Zoom to Page** button to fit the document to the available preview area.

2. **Specify the destination printer and settings.**
   a) Select the **Printer** drop-down list to view printing devices installed on your computer.
   b) Select the printer option your instructor directs you to select.
   c) Examine the settings for your selected printer, as your instructor briefly explains them.

3. **Cancel or print the document.**
   a) Follow your instructor's directions to proceed to use the printing device available to you.

      • If your classroom is equipped with a printer or if you plan to print to a PDF, select **Print** to continue printing.
      • To cancel printing, press **Esc** or select the **Back** button at the top-left corner of the application window.

TOPIC F

Customize the Word Environment

People have different needs and preferences, and this holds true in regard to how people use Word. Fortunately, Word provides a wide variety of configuration options that enable users to optimize it for their personal needs and preferences.

Word Options

The **Word Options** dialog box contains various commands that help you customize the Word environment to suit your particular needs. Select **File→Options** to open this dialog box.
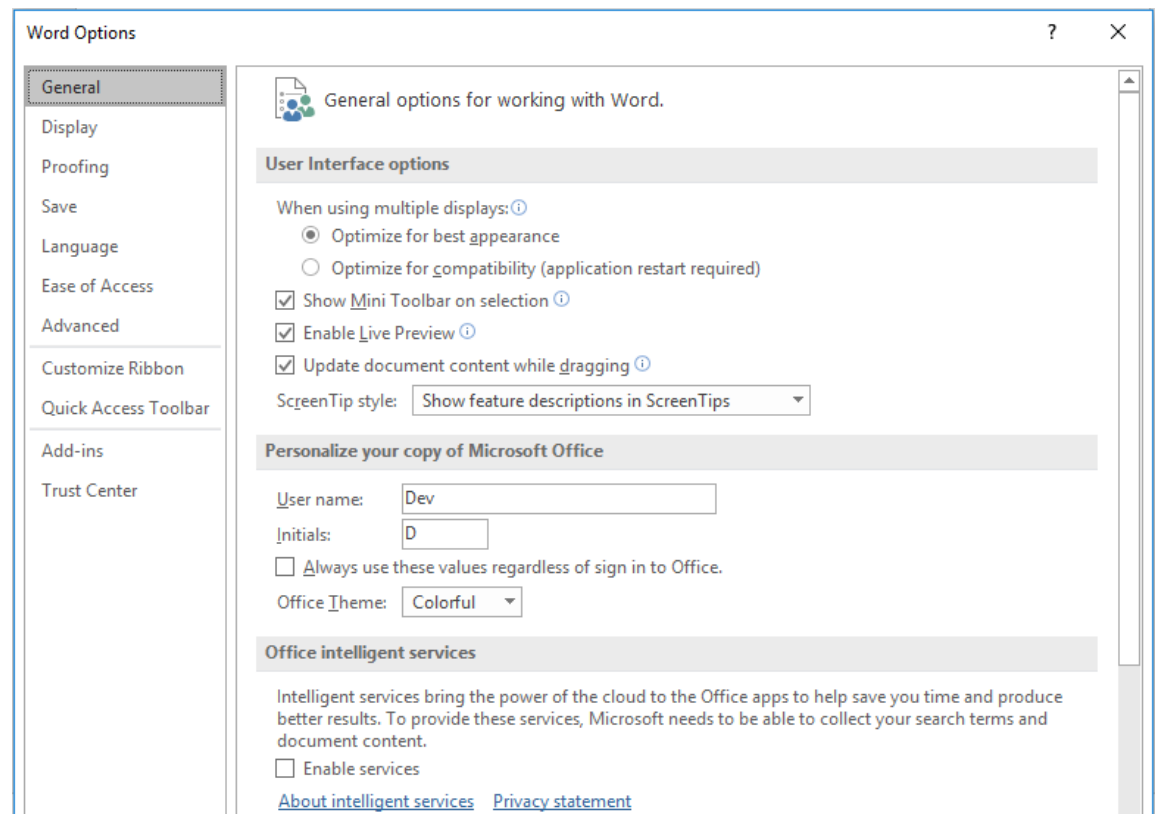
Figure 1–6: The Word Options dialog box.

Each tab in the **Word Options** dialog box contains commands associated with a particular category of tasks.

Tab	Contains Commands To
General	Personalize the work environment by setting the color scheme, user name, and start-up options. You can also enable or disable the **Mini** toolbar and **Live Preview** features.
Display	Modify how text content is displayed on screen and when printed. You can opt to show or hide certain page elements such as highlighter and formatting marks.

Tab	Contains Commands To
Proofing	Specify how Word should correct and format text that you type. You can set the auto-correction settings and ensure that Word corrects all spelling and grammatical errors. You can also ensure that Word ignores certain words or errors in a document, and turn off **AutoCorrect**.
Save	Specify the customization options for saving documents. Depending on how often you want to save the backup information of your documents, you can specify the frequency at which a document will be auto-saved. You can also change the default location of where documents will be saved.
Language	Modify the Word language preferences.
Ease of Access	Configure settings to make Word more accessible, such as enabling audio cues, displaying descriptions of ScreenTips, and using alt text to provide descriptions of pictures for the visually impaired.
Advanced	Specify options for editing, copying, pasting, displaying, printing, saving, and writing content. It also provides advanced options needed to work with Word.
Customize Ribbon	Customize the ribbon. Using the options on this tab, you can select the additional tabs, groups, and commands that you want to display on the ribbon.
Quick Access Toolbar	Customize the **Quick Access Toolbar**. Using the options on this tab, you can select the commands that you want to add to the **Quick Access Toolbar**. You can also opt to position the **Quick Access Toolbar** below the ribbon.
Add-Ins	Manage any extensions you are using to enhance Office applications. Extensions are add-ins that introduce new functionality to an application. Many add-ins are installed with Office 2019.
Trust Center	Secure the system and documents. Using the **Advanced Trust Center Settings** button on this tab, you can set the security measures that are needed to secure a document.

Office Themes

The **General** tab of the **Word Options** dialog box provides an **Office Theme** setting that enables you to change the colors used to provide the "trim" and background details of your application windows. Options provided include **Colorful**, **Dark Gray**, **Black**, and **White**. While the purpose of this setting may seem purely decorative, it can be useful for other purposes.

For example, the **Colorful** theme may provide improved contrast to help you perceive the edges of buttons, windows, and other screen controls. This can be helpful if you frequently use Word with a tablet or notebook computer in touch mode. The dark theme will consume less battery power than the brighter-colored themes, which is helpful if you run long periods of time on battery power.

Quick Access Toolbar

It may take you a few seconds to locate some commands on the ribbon. For example, you might have to select a tab, and then select a drop-down list, gallery, or Dialog Box Launcher before the options are available. For commands you select frequently, navigating among ribbon tabs can become quite tedious. Some commands provide keyboard shortcuts, but you may prefer to use the mouse (or your finger, if you have a touchscreen). Fortunately, Word enables you to dock a copy of

your frequently used commands in the **Quick Access Toolbar**, located at the top left of the document area window, where you can access them directly.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Customize the Word Interface.**

ACTIVITY 1–10
Customizing the Word User Interface

Before You Begin

My Solicitation Letter.docx is open in Word.

Scenario

You've come to realize that you use certain commands frequently, such as **New, Open**, and **Print Preview and Print**. To avoid having to navigate through the ribbon to issue each command, you will add them to the **Quick Access Toolbar**.

1. Add common commands to the **Quick Access Toolbar**.

   a) At the right end of the **Quick Access Toolbar**, select **Customize Quick Access Toolbar**.
   b) Select **New**.

   The button shortcut for **New Blank Document** is added to the **Quick Access Toolbar**.
   c) Add shortcuts for **Open** and **Print Preview and Print** to the **Quick Access Toolbar**.

2. Use **Tell Me** to add a command to the **Quick Access Toolbar**.
   a) Select the **Tell Me** text box, and type *save as*

   This will display commands related to "save as."
   b) Right-click the **Save As** item and select **Add to Quick Access Toolbar**.
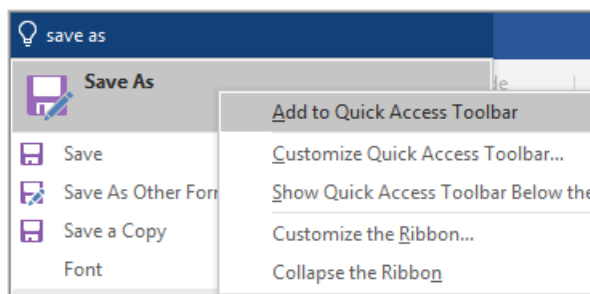
3. Set general Word options.
   a) Select **File→Options**.
   b) On the **General** tab, in the **Personalize your copy of Microsoft Office** section, select an **Office Theme** that appeals to you.
   c) Select **OK**.

   The changes are applied to your Word windows.
   d) If you are not satisfied with your configuration, show the **General** configuration options again, change your background and theme, and select **OK**.

   Your settings will remain in effect the next time you launch Word, even if you shut your computer down in between.

4. Examine other settings in the **Word Options** dialog box.
   a) Select **File→Options**.

b) Select the **Display** tab and examine the various settings that can be changed to affect how Word documents are displayed.

c) In turn, select each of the other tabs and explore the settings they contain.

d) Select **Cancel** to exit the **Word Options** dialog box without applying any additional settings changes.

5. Finish working in Word and clean up your desktop.

a) In the **My Solicitation Letter.docx** window, select the **Close** box to close the window.

This causes the Word application to exit.

> **Note:** You can also add an "Exit" command to your **Quick Access Toolbar**, which will quickly shut down Word. Search the Tell Me feature for "Exit."

b) Close **File Explorer** or any other windows that are open.

Summary

In this lesson, you learned how to navigate effectively in Word and how to customize the Word environment to meet your needs and preferences.

How does Word compare to other Word processors you've used?

How does Word's general workflow and navigation (such as opening and saving files, editing techniques, printing, and so forth) compare to other Windows applications you've used?

Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

2 | Formatting Text and Paragraphs

Lesson Time: 1 hour, 10 minutes

Lesson Introduction

Documents are visually more appealing and easier to read when certain formatting and layout options are applied. Microsoft® Word gives you a wide range of control over the appearance of your document, from specific font formats affecting a small text selection; up to more general formats such as indentation affecting paragraphs; and formats that apply to the entire document or large sections of the document, such as page sizes, orientation, and layout. In this lesson, you'll focus on specific formatting options—those that affect text characters and paragraphs.

Lesson Objectives

In this lesson, you will:

- Apply character formatting.
- Control paragraph alignment and margin settings.
- Set tab stops in a paragraph and indent text using tabs.
- Format paragraphs as bulleted or numbered list items.
- Apply borders and shading to paragraphs.

TOPIC A

Apply Character Formatting

You've entered text into your document, and now you want to format various words, sentences, or larger portions of text to improve readability, to enhance appearance, or to add emphasis.

The Font Group

In the world of typography, a *font* is a set of letters, numbers, punctuation marks, and other characters in a specific typeface, size, weight, and style. Typesetters would select Times Roman 12 *italic* text from one font, and Times Roman 12 *bold* text from another.

In Word, as in other Windows® applications, you typically select the **font** (typeface), and then apply additional settings, such as **size**, **style**, **color**, and **case**. These options are available on the **Home** tab, in the **Font** group.

Font Options

In Word, you have a multitude of choices for changing the appearance of a font. You can change the style, size, and color. You can apply different emphasis properties and effects, and change the case.

Fonts

Word provides a list of typefaces that are installed on the computer. In the list, the name of each typeface is shown formatted in that typeface, so you can preview the appearance of a font before selecting it.

Styles

Word provides the following styles.

Style	Description
Bold	Applies bold formatting to the text.
Italic	Italicizes the text.
Underline	Underlines the text.

You can combine these styles. For example, you can apply both bold and italic to a text selection to produce bold, italic text.

Size

The **Size** control is both a text box and a list. You can type a number directly in the box, or select the arrow to choose from a list of sizes. In addition to specifying a particular font size directly, you can quickly increase or decrease font size using the buttons provided for this.

Option	Description
Increase Font Size	Increases the font size by one point each time you select it.
Decrease Font Size	Decreases the font size by one point each time you select it.

You can apply different casing options to text, overriding the case that was typed into the document.

Option	Description
Sentence case	Capitalizes the first letter of every sentence in the selected text.
lowercase	Converts all the characters of the selected text into small letters.
UPPERCASE	Capitalizes all the characters of the selected text.
Capitalize Each Word	Capitalizes the first letter of each word in the selected text.
tOGGLE cASE	Inverts the current capitalization of the selection. Lowercase letters become uppercase, and vice versa.

Effects

Word also provides numerous effects you can apply to text.

Effect	Description
Strikethrough	Runs a line through the selected text. This effect is conventionally used to denote information that was deleted.
Double strikethrough	Runs two lines through the selected text. This effect is used when more emphasis is needed than what is provided by a single strikethrough.
Subscript	Decreases the font size and moves the text below the text baseline.
Superscript	Decreases the font size and moves the text above the text line.
Small caps	Converts all the characters in the selected text to uppercase, but reduces them to dimensions similar to lowercase characters. However, any capital letters converted to small caps will be slightly larger than the rest of the letters.
All caps	Capitalizes all the characters of the selected text, resulting in all the characters being the same size.
Hidden	Hides the selected text.

Keyboard Shortcuts for Font Styles

You can press key combinations to quickly apply font styles. For example, press **Ctrl+B** to apply bold formatting, and press **Ctrl+I** to italicize the selected text. Press **Ctrl+>** to increase the font size, and **Ctrl+<** to decrease it.

Galleries

In the Microsoft Word ribbon, a *gallery* is a collection of elements that belong to the same category, such as styles or effects. Galleries display preset styles you can apply to quickly change the appearance of your document. You access galleries by selecting the down arrow that appears to the right of the ribbon element associated with the gallery.

The Mini Toolbar

The *Mini toolbar* is a floating toolbar that appears when you select text in a document. It displays options to format the selection without having to work with tabs on the ribbon. When you move the mouse pointer away from the selected text, the toolbar disappears.

You can also invoke the **Mini** toolbar, along with a menu of other commands, by right-clicking anywhere in the document.

Task Panes

A ***task pane*** provides quick access to feature-specific options and commands. A task pane can be resized, moved, and kept open while working on a document. Task panes can be opened either by using commands on the ribbon, such as Dialog Box Launchers, or from within other task panes.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Apply Font Options.**

ACTIVITY 2–1
Applying Font Options

Data File
Desktop\Brochure Project\Formatting Text and Paragraphs\Fact Sheet Formatting.docx

Scenario
You are creating the Building with Heart fact sheet. The fact sheet will ultimately be printed, so you will format the body text in the Times New Roman font, which is optimized for print. You will use Franklin Gothic Medium for your headings and title text. You will also use various other formats for emphasis.

1. Launch Word 2019.

   a) Display the **Start** menu.

   Keyboard shortcuts for displaying **Start** include the **Windows logo** key or the **Ctrl+Esc** combination.

   b) Type *word*

   When you display the **Start** menu, Windows will search for applications if you start typing their name.

   c) Select the icon for **Word 2019** to launch Word.

   Alternatively, you could have selected Word from the **Start** menu or from the Windows taskbar, if it is already pinned to these locations.

   > **Note:** This method—pressing **Ctrl+Esc** and typing *word*—will find the Word application for you on any recent version of Windows (since Windows Vista®). This can be helpful to know if you're using someone else's computer, and they haven't set it up quite the way you have yours set up.

2. Open an unformatted version of the fact sheet document, which you will format.

   a) Examine the screen.

   Since you didn't open a document file, Word was launched without a document. You've been taken to the landing page, where you can select a template for a new document, or select an existing document file to open.

   b) Select **Open Other Documents**.

   c) Select **Browse**.

   The **Documents** folder is shown as the default location. The file you need to open is in **Desktop \Brochure Project\Formatting Text and Paragraphs**, so you will have to navigate to this directory.

   d) In the left pane of the **Open** dialog box, select **Desktop**.

   You may have to scroll to see the entry for Desktop.

   e) In the file list on the right, select **Brochure Project** and select **Open**.

   f) Select the **Formatting Text and Paragraphs** directory, and select **Open**.

   You have navigated through the path **Desktop\Brochure Project\Formatting Text and Paragraphs**, and you can now see the **Fact Sheet Formatting.docx** file located there.

   g) Select **Fact Sheet Formatting.docx**, and select **Open**.

   This file contains unformatted text for the Building with Heart fact sheet.

3. Find the keyboard shortcut for the **Select All** ribbon command.

a) On the **Home** tab, in the **Editing** group, select **Select**.
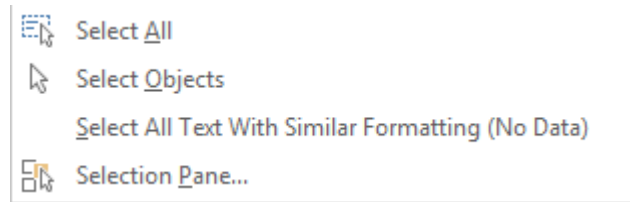
Various selection options are shown.

b) Position the mouse pointer over the **Select All** command, but do not select it.
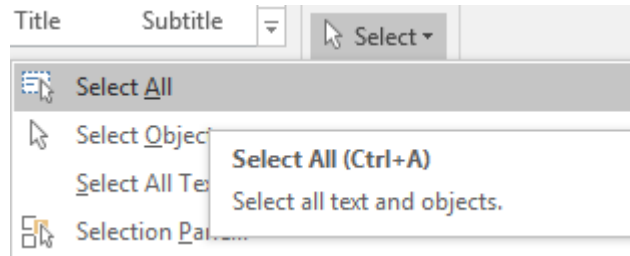
After a moment, a ScreenTip appears. **Ctrl+A** (think "A" as in "All") is a shortcut for this command. If there are commands you use frequently, hovering over them is a good way to learn their keyboard shortcuts.

c) Press **Esc** to dismiss the menu without selecting a command.

4. Set all text in the document to a new font and size.

a) Press **Ctrl+A** to select the entire document.

b) On the **Home** tab, in the **Font** group, select the **Font** drop-down list.

    c) If you can't see the **Times New Roman** font, scroll down the font list.

    d) Select **Times New Roman**.

        The entire document is now formatted with the Times New Roman font.

    e) In the **Font Size** drop-down list, select **12**, or type the number *12* directly into the **Font Size** box.

5. Format a heading.

    a) Make sure paragraph marks are showing.

    b) Select **Our Mission**, including the paragraph mark at the end of the line.

    c) Set the **Font** to **Franklin Gothic Medium**.

    d) Select the **Increase Font Size** button twice.

        The font increases two steps in size. The new value is shown in the **Font Size** box.

    e) Select the drop-down arrow for **Font Color**, and select **Dark Red**.
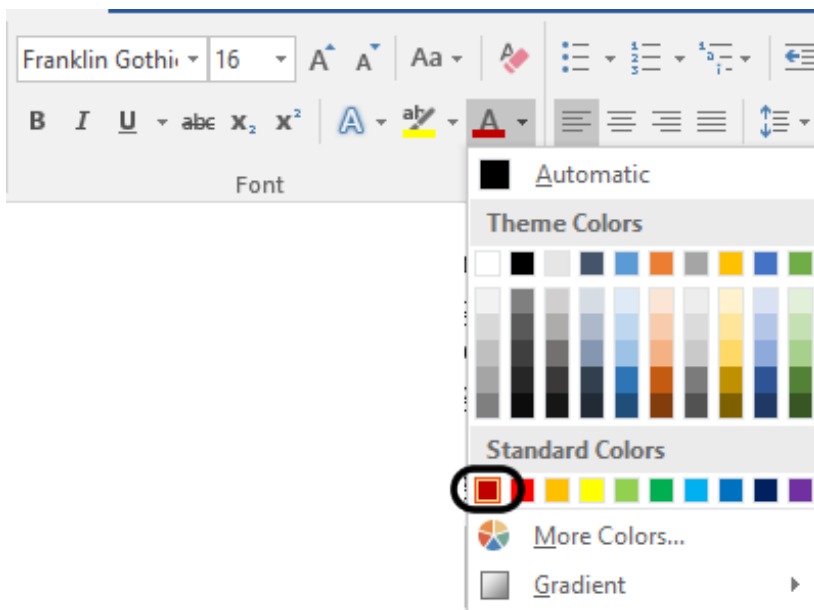
        The heading is now formatted.

6. Change capitalization.

    a) Near the bottom of page 1, select **Who can volunteer**, including the paragraph mark at the end of the line.

b) Select **Change Case**, and select **Capitalize Each Word**.
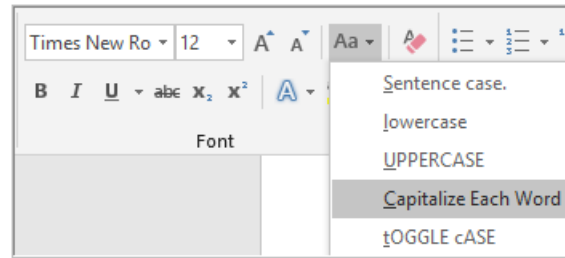
Each word is now capitalized.

7. Apply styles for emphasis.

a) Scroll up as needed to see the **Our Mission** heading.

b) In the second line following the **Our Mission** heading, in the line that starts with "Provide homeless," select the text **affordable, safe, and healthy homes**.

c) In the **Font** group, select **Italic**.
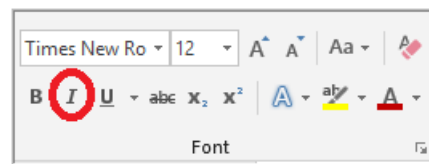
d) Apply the italic format to text in the next three lines, as shown.

	Note: You can also use the **Ctrl+I** shortcut to apply italics to the selected text.
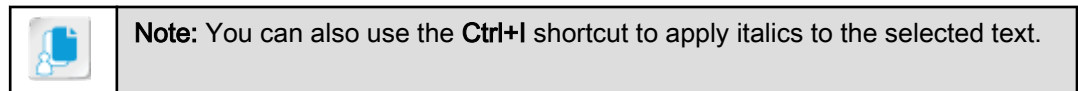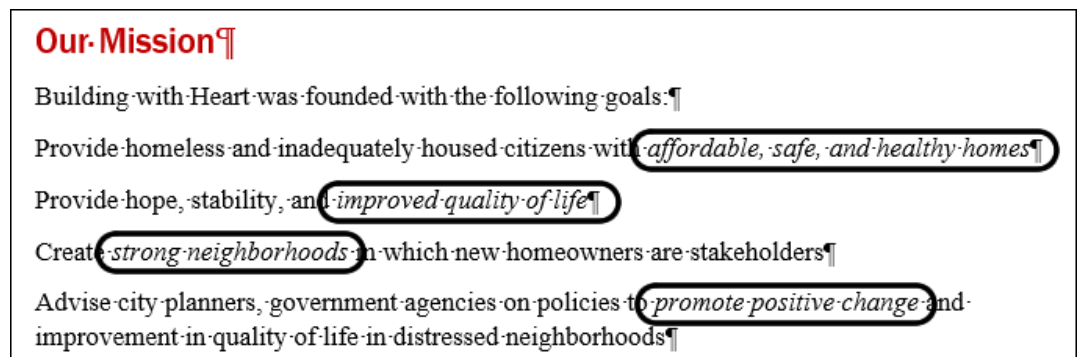
8. Apply an underline for emphasis.

a) Select the text **300 hours of sweat equity**, as shown.

Our Mission¶

Building with Heart was founded with the following goals:¶

Provide homeless and inadequately housed citizens with *affordable, safe, and healthy homes*¶

Provide hope, stability, and *improved quality of life*¶

Create *strong neighborhoods* in which new homeowners are stakeholders¶

Advise city planners, government agencies on policies to *promote positive change* and improvement in quality of life in distressed neighborhoods¶

Who Qualifies for a BWH Home¶

We select homebuyers based on the family's need for decent affordable shelter, ability to pay the no-profit mortgage, and a willingness to assist in the construction process. Target homebuyers typically earn 30-60% below the median wage for the Greene City demographic area. Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other BWH projects. Hours spent in approved community service and classes may also count toward homebuyers' contributed hours. ¶

b) In the **Font** group, select the drop-down arrow for **Underline**.
c) Select an underline format that you like.
d) In the **Font** group, select the drop-down arrow for **Underline** and then select **Underline Color**.
e) Select a color that you like.
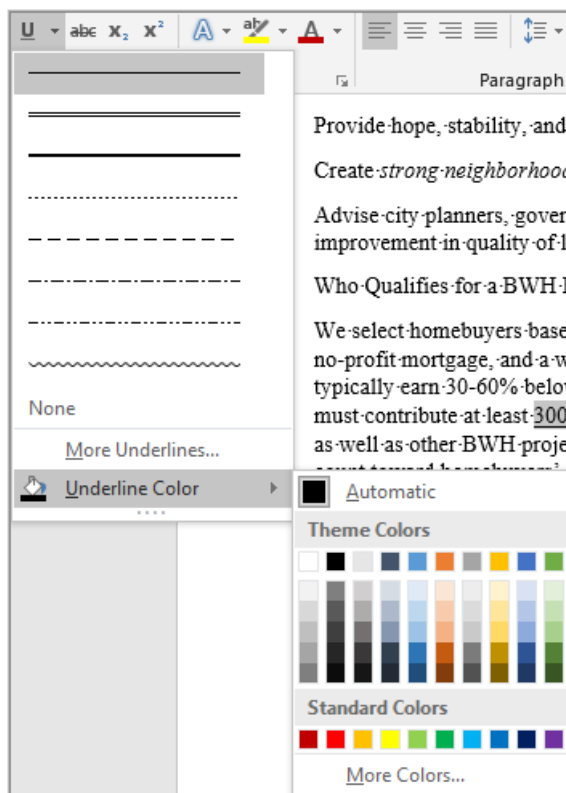
9. Save your formatted document in a new file.

a) Save the document in the current folder (**Desktop\Brochure Project\Formatting Text and Paragraphs**) as *My Fact Sheet Formatting.docx*

Text Highlighting Options

In Word, you can draw attention to important information in your document by highlighting it, just as if you had used a highlighting marker. You can turn on highlighting by selecting the **Text Highlight Color** button in the **Font** group. You can then click and drag to highlight the desired text.

The default highlight color is yellow, but you can select the arrow on the **Text Highlight Color** button and then select a different color from the gallery. The button displays the selected color. The highlighter remains active until you select the **Text Highlight Color** button again to turn it off.

Printing a Document with Highlighted Text

If you are printing your document to a black and white printer, select a light highlight color. This helps ensure that the printed text is readable.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Apply Text Highlighting.**

ACTIVITY 2-2
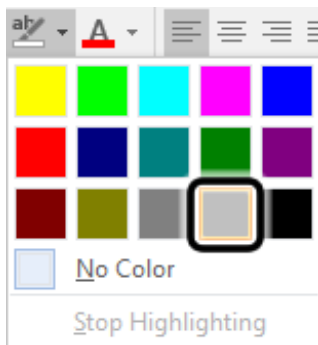## Highlighting Text

Before You Begin

My Fact Sheet Formatting.docx is open in Word.

Scenario

You are considering adding yellow highlighting to call attention to text in the first paragraph.

1. Highlight a sentence.
   a) Press **Ctrl+Home** to move the insertion point to the beginning of the document.

      When you activate the highlighting tool, you should first make sure no text is selected so you don't inadvertently highlight the selection.
   b) On the **Home** tab, in the **Font** group, select the drop-down arrow for **Text Highlight Color**.

      The **Text Highlight Color** gallery is shown.
   c) Select the **Gray-25%** highlight color.

      The text you select will be highlighted in a gray highlight.
   d) In the **Font** group, observe that the highlighting button is selected.
   e) In the first paragraph of the document, drag across the sentence **Building with Heart enables volunteers to help families in need help themselves.**

      The sentence is highlighted.
   f) In the **Font** group, observe that the highlighting button is still selected.
   g) In the first paragraph, highlight the text **Costs are kept low**.
   h) In the **Font** group, select the **Text Highlight Color** button (not the arrow, but the button itself).

      The highlighting tool is no longer selected.

2. Remove the highlight.
   a) Open the **Text Highlight Color** gallery, and select **No Color**.
   b) In the first paragraph, drag the highlight marker across the highlighted text, **Costs are kept low**.

      The highlight is removed.
   c) In the **Font** group, observe that the highlighting button is still selected.
   d) In the **Font** group, select the **Text Highlight Color** button to deselect it.

TOPIC B

Control Paragraph Layout

You've used options in the **Font** group of formatting commands to control character formatting, but now you need to apply formats that change the structural appearance of an entire paragraph.

The Paragraph Group

On the **Home** tab, in the **Paragraph** group, are various options that apply to the structure or overall appearance of an entire paragraph. These include options such as paragraph alignment and indentation.

Margins

A *margin* is the empty area along the top, bottom, left, and right edges of a page. Margins determine the overall size of a document's text area in relation to the size of the paper it will print on. Additionally, margins dictate the text's vertical or horizontal position on a page. While margins are a *page layout* option, they influence *paragraph layout* because they limit how much page width is available to a paragraph.

Paragraph Alignment Options

Paragraph alignment refers to the horizontal position of a paragraph relative to the left and right margins in a document. You can set paragraph alignment options on the **Home** tab, in the **Paragraph** group, or in the **Paragraph** dialog box.

Paragraph alignment options are described in the following table.

Option	Description
Align Left	Aligns the left edge of a paragraph along the left margin. The left edge of the paragraph is even, while the right side is jagged. This is the default alignment option in Word.
Center	Aligns both sides of a paragraph equidistant from the left and right margins. Both the left and right sides of the paragraph appear jagged.
Align Right	Aligns the right edge of a paragraph along the right margin. The right side is even, and the left side is jagged.
Justify	Aligns both sides of a paragraph along the left and right margins. Word adjusts the spacing between the words so that they stretch from the left margin to the right margin.

Hyphenation Options

Hyphenation refers to the use of the hyphen, a punctuation mark that joins separate words, or splits words by their syllables. Hyphenation in a paragraph enables you to maintain an even line length and eliminate unwanted gaps in text. You can insert an optional hyphen or a non-breaking hyphen.

Access the hyphenation options on the **Layout** tab, in the **Page Setup** group.

Option	Description
None	Disables hyphenation in the document. This is the default setting in Word.
Automatic	Instructs Word to automatically hyphenate the document.
Manual	Enables you to manually hyphenate the words in a document.
Hyphenation Options	Opens the **Hyphenation** dialog box. Here, you can make additional hyphenation adjustments.

Non-Breaking Spaces and Non-Breaking Hyphens

When Word calculates the width of a line and wraps the text to the next line, it breaks the line where there is either a space or a hyphen. In some cases, you may not want to break the line at the place determined by Word. For example, you may want to keep a first name and last name on the same line. Inserting a non-breaking space will accomplish this. Similarly, if you have a hyphenated word that you do not want separated by a line break, insert a non-breaking hyphen.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Control Paragraph Alignment Options.**

ACTIVITY 2-3
Changing Alignment and Hyphenation

Before You Begin
My Fact Sheet Formatting.docx is open in Word.

Scenario
Later you will add an image next to the opening paragraph of the document. To provide a straight edge on the right side of the paragraph, you will format the paragraph to Justify. You'll also experiment with hyphenation to see if that helps to improve the appearance of the justified paragraph. You'll also center align the title format you've been creating for the "Our Mission" heading.

Justify-aligned
(right edge not ragged)

Centered
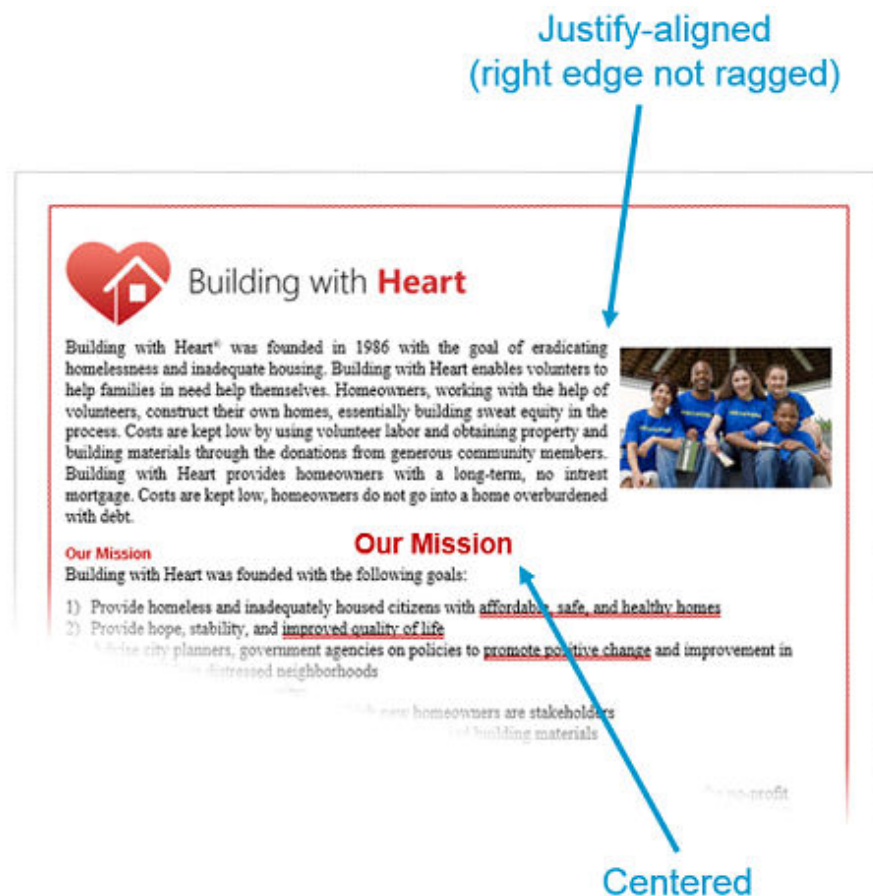
1. Apply the Justify format to the first paragraph.
   a) Position the insertion point in the first paragraph of the document.

b) On the **Home** tab, in the **Paragraph** group, select the **Justify** button to justify the text.

Spacing is added between words so both the right and left sides of the paragraph line up neatly with the margin. This gives the paragraph a more "structural" appearance. You may perceive the result better by de-selecting the paragraph and turning off the paragraph marks.

c) In the **Paragraph** group, select the **Show/Hide ¶** button to hide the paragraph marks.

> Building with Heart was founded in 1986 with the goal of eradicating homelessness and inadequate housing. Building with Heart enables volunteers to help families in need help themselves. Homeowners, working with the help of volunteers, construct their own homes, essentially building sweat equity in the process. Costs are kept low by using volunteer labor and obtaining property and building materials through the donations from generous community members. Building with Heart provides homeowners with a long-term, no interest mortgage.

For some publishing purposes, hyphenation is also used in combination with the justify format, since it can help to minimize the amount of white space between words in a block of justified text.

2. Turn on hyphenation.

a) On the **Layout** tab, in the **Page Setup** group, select **Hyphenation** to show the hyphenation settings.

b) Select **Automatic**.

> Building with Heart was founded in 1986 with the goal of eradicating homelessness and inadequate housing. Building with Heart enables volunteers to help families in need help themselves. Homeowners, working with the help of volunteers, construct their own homes, essentially building sweat equity in the process. Costs are kept low by using volunteer labor and obtaining property and building materials through the donations from generous community members. Building with Heart provides homeowners with a long-term, no interest mortgage.

Words are hyphenated wherever possible, based on Word's hyphenation dictionary. Hyphenation eliminates some of the extra white space between words. Some people prefer the extra white space to the many hyphenated words that appear at the end of lines. You can easily turn hyphenation back off, if you don't like it.

3. Center-align a title.

a) Position the insertion point somewhere within the text **Our Mission**.

You can select the entire paragraph when you apply paragraph formatting, but you don't really have to. If the selection or insertion point is anywhere within the paragraph, that paragraph is affected when you apply the paragraph-level formatting.

b) On the **Home** tab, in the **Paragraph** group, select **Center** to center the paragraph.

4. Save the document.

Rulers

The rulers display margins and the indentation boundaries of the selected paragraph. They also give you an idea of the size of items in your document. Rulers are displayed at the top of a document and

at the extreme left of the document. You can display measurement units as inches, centimeters, millimeters, points, or picas. The default measurement unit is inches. By default, rulers are hidden. You can display or hide rulers on the **View** tab in the **Show** group.

Indents

An *indent* refers to the amount of space between a margin and a line or paragraph. You can increase or decrease indents within the page margins. You can also create a negative indent, which pulls the line or paragraph toward the left margin.

Indent Markers

Indent markers are available on either end of the horizontal ruler. You can set paragraph indentation by selecting the paragraph and dragging the markers to the desired indent position on the ruler.

The various indent markers are described in the following table.

Marker	Description
First Line	Controls the left boundary of the first line of a paragraph.
Hanging	Controls the left boundary of every line in a paragraph, except the first line. This is generally used to align the first line with the margin and indent the remainder of the paragraph away from the margin.
Right	Controls the right boundary of every line in a paragraph.
Left	Enables you to move the hanging indent and first line indent as a set.

Using Indents for Quoted Materials

A standard way to format a lengthy section of quoted material is to place it within a paragraph that is indented on both sides.

Indentation Options

You can set precise indentation options in the **Indentation** section of the **Paragraph** dialog box.

Option	Description
Left	Sets the left indentation of the paragraph. You can increase or decrease the value in the text box.
Right	Sets the right indentation of the paragraph.
Special	Displays whether a **First line** or **Hanging** indent marker is set for the selected paragraph.
By	Sets the amount of indentation for the special indent in the selected paragraph.
Mirror indents	Enables you to set the **Inside** and **Outside** indents for a paragraph. When the paragraph is moved from a left page to a right page, or vice versa, the left and right indents are swapped automatically.

The Tab Character

Similar to the way Word inserts a paragraph mark when you press the **Enter** key, Word inserts a tab character in your text when you press the **Tab** key. A tab character signifies a one-time indentation

in your text. When you press **Tab**, the insertion point will stop at the next half-inch location on the ruler or at the hanging indent marker—whichever comes first. If you pressed **Tab** repeatedly, the insertion point would stop at 1", 1.5", 2", and so forth.

You can change the default half-inch increment for tab stops in the **Tabs** dialog box. Show the **Tabs** dialog box by selecting **Tabs** from the **Paragraph** dialog box.

Like paragraph marks, tab characters are invisible when printed, but you can see the results of their presence—extra white space, and text that is indented. When you're editing the document, you can make tab characters visible on screen the same way as paragraph marks by selecting the **Show/ Hide ¶** button. Tab characters appear as a right-pointing arrow.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Control Paragraph Indentation.**

ACTIVITY 2–4
Changing Paragraph Indentation

Before You Begin
My Fact Sheet Formatting.docx is open in Word.

Scenario
Your document contains a list of items that are suitable for donation. Each paragraph contains an item name and description, separated by a tab character, but the columns don't quite align using the default paragraph format. You will format the list so it appears as shown.

Original

Appliances: Items in good working condition, including ranges and range tops, ovens, range hoods, washers and dryers, gas or electric water heaters, and refrigerators.

Cabinets: Must have all doors, drawers, and matching hardware. No damage beyond simple repair. May include individual cabinets or full sets.

Doors: Must be free of rot and cracks, with all panes and seals intact.

First, add a hanging indentation

Appliances:·Items·in·good·working·condition,·including·ranges·and·range·tops,·ovens,·range· hoods,·washers·and·dryers,·gas·or·electric·water·heaters,·and· refrigerators.¶

Cabinets:·Must·have·all·doors,·drawers,·and·matching·hardware.·No·damage·beyond·simple· repair.·May·include·individual·cabinets·or·full·sets.¶

Doors:·Must·free·of·rot·and·cracks,·with·all·panes·and·seals·intact.¶

Then, add tabs to align at the indentation

Appliances	Items in good working condition, including ranges and range tops, ovens, range hoods, washers and dryers, gas or electric water heaters, and refrigerators.
Cabinets	Must have all doors, drawers, and matching hardware. No damage beyond simple repair. May include individual cabinets or full sets.
Doors	Must be free of rot and cracks, with all panes and seals intact.

1. Indent the paragraph.

a) On page 2, select the list of donation items, as shown.

Below·is·a·list·of·acceptable·items.·If·you·have·any·questions,·please·call·your·local·HouSalvage·center·
before·making·a·delivery.¶

Appliances:·Items·in·good·working·condition,·including·ranges·and·range·tops,·ovens,·range·hoods,·
washers·and·dryers,·gas·or·electric·water·heaters,·and·refrigerators.¶

Cabinets:·Must·have·all·doors,·drawers,·and·matching·hardware.·No·damage·beyond·simple·repair.·May·
include·individual·cabinets·or·full·sets.¶

Doors:·Must·be·free·of·rot·and·cracks,·with·all·panes·and·seals·intact.¶

Flooring:·New·only,·and·minimum·of·25·square·feet.·No·asbestos.¶

Furniture:·Must·be·in·good·condition,·with·no·broken·or·missing·parts,·no·rips,·tears,·or·visible·stains·
and·pet·hair.¶

Hardware:·Hinges,·lock·sets,·knobs,·pulls,·knockers·and·cabinet·hardware,·in·new·or·in·useable·condition·
and·free·from·rust.·Complete·sets·only.·Keys·must·be·included.¶

Lighting·and·Fans:·Complete·and·in·good·working·order·with·no·frayed·cords.¶

Lumber:·Free·of·rot·and·insects,·water·damage,·bowing,·splitting,·nails,·and·screws.¶

Paint:·New·and·unopened,·less·than·four·years·old.¶

Plumbing:·Complete,·clean,·and·undamaged·sinks,·tubs,·and·toilets.·New·piping·and·fixtures.¶

More·Ways·to·Support·Building·with·Heart¶

b) Make sure paragraph marks are showing.

c) On the **Home** tab, in the **Paragraph** group, select the **Increase Indent** button.

d) If the ruler is not showing, on the **View** tab, from the **Show** group, check **Ruler**.

e) Examine the horizontal ruler.

Below·is·a·list·of·acceptable·items.·If·you·have·any·questions,·please·call·your·local·HouSalvage·
center·before·making·a·delivery.¶

Appliances:·Items·in·good·working·condition,·including·ranges·and·range·tops,·ovens,·
range·hoods,·washers·and·dryers,·gas·or·electric·water·heaters,·and·refrigerators.¶

Cabinets:·Must·have·all·doors,·drawers,·and·matching·hardware.·No·damage·beyond·
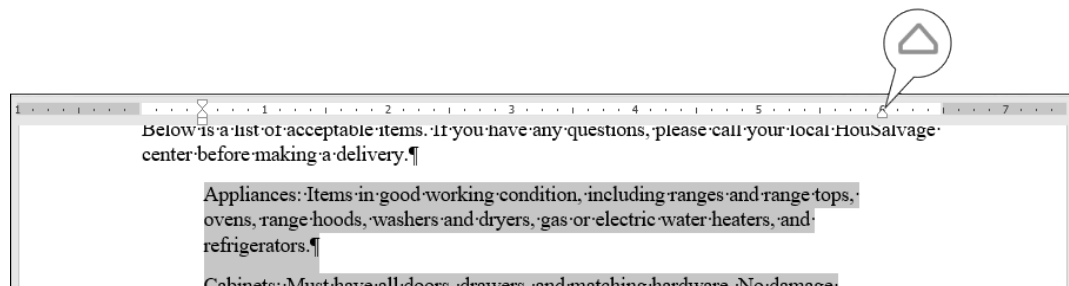simple·repair.·May·include·individual·cabinets·or·full·sets.¶

The left side has been indented by half an inch.

2. Manually adjust the right indent marker.
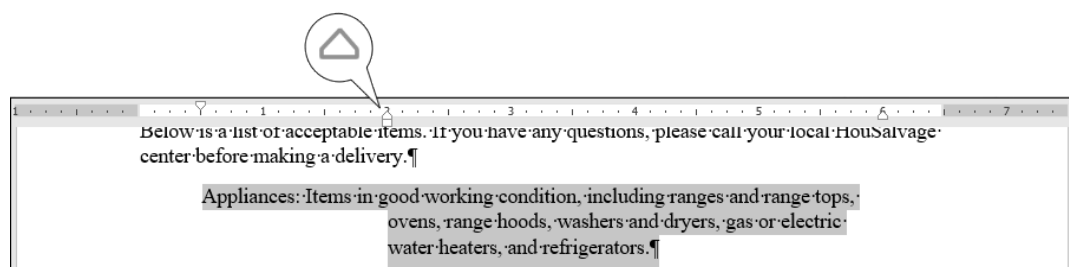
a) Make sure the entire list is still selected.

b) On the horizontal ruler, drag the **right indent** marker to the 6" mark.

The right edge of the selected paragraphs adjusts to match the indent marker.

3. Create a hanging indentation.

   a) On the horizontal ruler, drag the **hanging indent** marker to the 2" mark.

> **Note:** To move the hanging indent marker, you'll need to carefully drag from the center of the *lower triangular shape*, not the rectangular shape right below it. Do not drag the rectangular marker, which will move both the first line and hanging indent markers.

The first line of each paragraph still aligns to the left indent, but subsequent lines wrap at the hanging indent.

4. Use tabs to create white space.

   a) Press the **Left Arrow**.

   The list is deselected, and the insertion point is located at the beginning of the selection.

   b) Examine the list.

   The list items wrap to the hanging indent. The "column" visual effect would be stronger if the description sentences were indented to the hanging indent marker as well.

   c) Select the colon and space after the word Appliances, as shown.
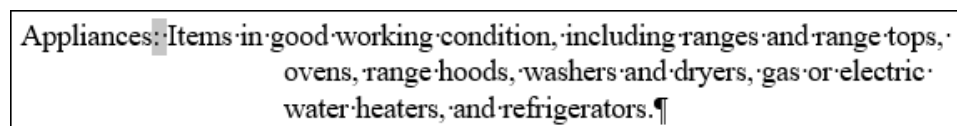
d) Press **Tab**.

Appliances	→	Items·in·good·working·condition,·including·ranges·and· range·tops,·ovens,·range·hoods,·washers·and·dryers,·gas·or· electric·water·heaters,·and·refrigerators.¶

A tab character, shown as a right arrow, has been inserted where the colon and space used to be. Like the paragraph mark, the tab character has special characteristics that create extra white space in a document. In this case, they align to the next significant mark on the ruler, the hanging indent marker.

e) Hide paragraph marks.

Like paragraph marks, tabs are non-printing characters. The tab symbol is hidden, but you can still tell the tab is in effect because the text aligns at the hanging indent.

f) Show paragraph marks again.

g) In each of the remaining list items, replace the colon and space with a tab character.

(Don't miss the Plumbing list item, which has spilled over to the next page.)

5. Add an item to the end of the indented list.

a) On page 3, place the insertion point at the end of the paragraph that starts with **Plumbing**.

Plumbing	→	Complete,·clean,·and·undamaged·sinks,·tubs,·and·toilets.· New·piping·and·fixtures.¶

b) Examine the ruler.

Like the other paragraphs you formatted, this one contains a hanging indent.

c) Press **Enter** to start a new paragraph.

d) Examine the ruler.

The new paragraph contains the same indentation settings as the previous paragraph. Normally, when you press **Enter**, the next paragraph adopts the same paragraph settings as the previous one.

e) Type *Windows*

f) Press **Tab**.

The tab causes the insertion point to jump to the left indent marker.

g) Type *Must contain glass without cracks or chips. Must be able to open, if designed to do so.*

The text wraps to the hanging indent, like the other formatted paragraphs.

6. Add a heading to the start of the indented list.

a) At the beginning of the list, position the insertion point before **Appliances**.

Appliances	→	Items·in·good·working·condition,·including·ranges·and· range·tops,·ovens,·range·hoods,·washers·and·dryers,·gas·or· electric·water·heaters,·and·refrigerators.¶

b) Press **Enter**.

A new empty paragraph is created.

c) Position the insertion point in the new empty paragraph, and examine the ruler.

The new paragraph has the same formatting as the paragraph you were in when you pressed **Enter**.

d) Type *Items*

e) Press **Tab** and type *Description*

The heading text aligns at the indent markers.

7. Save the document.

Line and Paragraph Spacing

You can adjust the amount of spacing between lines and paragraphs by using the options in the **Spacing** section of the **Paragraph** dialog box.

Option	Description
Before	Sets the amount of space before the selected paragraph. The spacing before a paragraph can vary from 0 to 1,584 points.
After	Sets the amount of space after the selected paragraph. The spacing after a paragraph can vary from 0 to 1,584 points.
Line spacing	Sets the amount of space between the lines in a paragraph. You can set it to single space, one and a half space, or double space. You can also set the spacing to an exact or a minimum amount, or choose **Multiple** to adjust the spacing by a percentage of the existing spacing.
At	Sets the amount of space between the lines in the selected text. The value entered in this field depends on the **Line spacing** option that is selected.
Don't add space between paragraphs of the same style	Eliminates space between consecutive paragraphs that have the same paragraph formatting.

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Control Line and Paragraph Spacing.
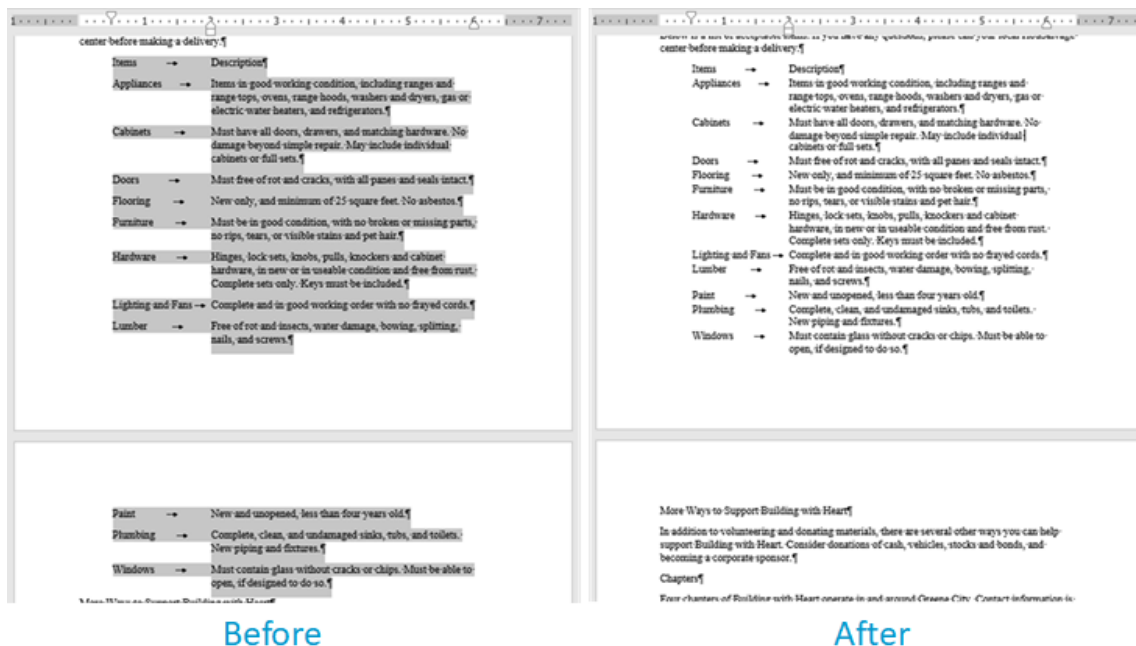
ACTIVITY 2–5
Setting Line and Paragraph Spacing

Before You Begin

My Fact Sheet Formatting.docx is open in Word.

Scenario

The list is taking up more vertical space than you'd like. You will eliminate the space between lines within each paragraph, and reduce the amount of space between each paragraph.
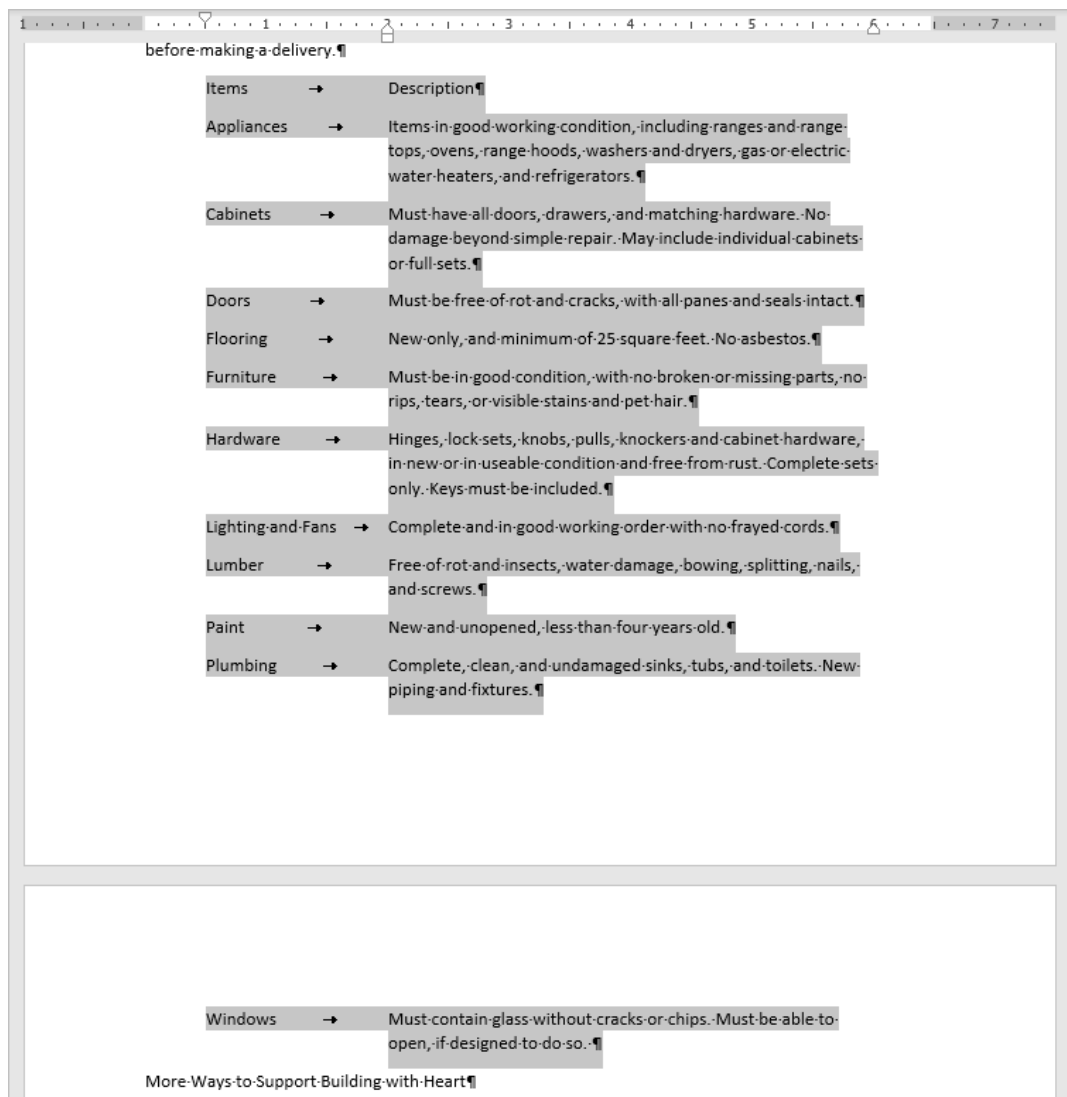

Before

After

1. Set the line spacing to single.

   a) Place the insertion point as shown, in front of **Items**.

Below is a list of acceptable items. If you have any questions, please call your local HouSalvage center before making a delivery.

Items   Description

b) Scroll down, if necessary, to see the last paragraph of the list (on the next page), and **Shift-click** to extend the selection through that paragraph.

Items	→	Description¶
Appliances	→	Items·in·good·working·condition,·including·ranges·and·range-tops,·ovens,·range·hoods,·washers·and·dryers,·gas·or·electric·water·heaters,·and·refrigerators.¶
Cabinets	→	Must·have·all·doors,·drawers,·and·matching·hardware.·No·damage·beyond·simple·repair.·May·include·individual·cabinets·or·full·sets.¶
Doors	→	Must·be·free·of·rot·and·cracks,·with·all·panes·and·seals·intact.¶
Flooring	→	New·only,·and·minimum·of·25·square·feet.·No·asbestos.¶
Furniture	→	Must·be·in·good·condition,·with·no·broken·or·missing·parts,·no·rips,·tears,·or·visible·stains·and·pet·hair.¶
Hardware	→	Hinges,·lock·sets,·knobs,·pulls,·knockers·and·cabinet·hardware,·in·new·or·in·useable·condition·and·free·from·rust.·Complete·sets·only.·Keys·must·be·included.¶
Lighting·and·Fans	→	Complete·and·in·good·working·order·with·no·frayed·cords.¶
Lumber	→	Free·of·rot·and·insects,·water·damage,·bowing,·splitting,·nails,·and·screws.¶
Paint	→	New·and·unopened,·less·than·four·years·old.¶
Plumbing	→	Complete,·clean,·and·undamaged·sinks,·tubs,·and·toilets.·New·piping·and·fixtures.¶

before·making·a·delivery.¶

| Windows | → | Must·contain·glass·without·cracks·or·chips.·Must·be·able·to·open,·if·designed·to·do·so.·¶ |

More·Ways·to·Support·Building·with·Heart¶

The entire list of "acceptable items" should now be selected.

c) On the **Home** tab, in the **Paragraph** group, select the Dialog Box Launcher.

The **Paragraph** dialog box is shown.
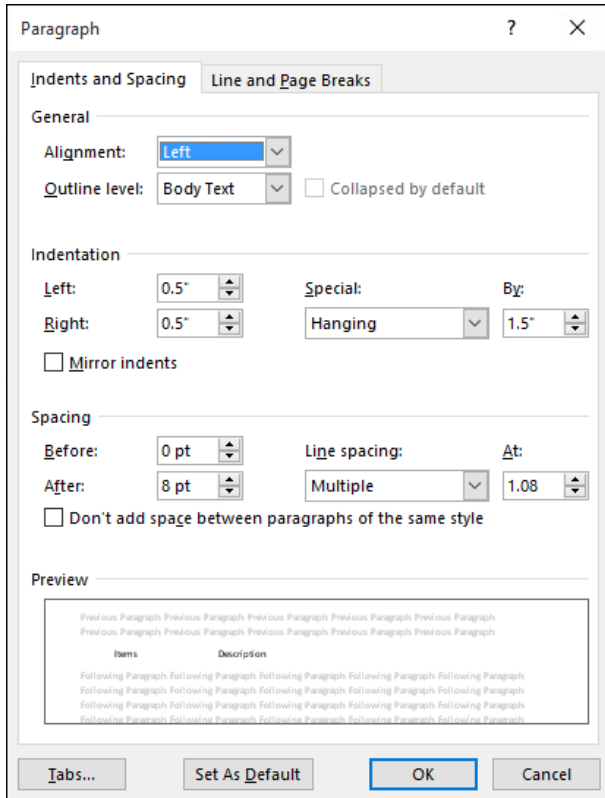
This dialog box provides controls you can use to numerically set alignment, indentation, and spacing options, as an alternative to using the ribbon and ruler controls you've already used.

d) Change the **Line spacing** setting to **Single**.

This option specifies that you want to use normal single line spacing to separate lines inside the same paragraph.

e) Select **OK**.

There is now less spacing between lines within each paragraph, but there is still a lot of space after each paragraph.

2. Reduce the spacing between paragraphs.

a) Make sure the paragraphs in the "list of acceptable items" are still selected.

b) On the **Home** tab, in the **Paragraph** group, select the Dialog Box Launcher.

The **Paragraph** dialog box is shown.

c) In the **Spacing** group, change the **After** setting to *2 pt*

> Note: The arrow controls won't select 2 pt as an option, so you'll have to manually type the value into the **After** box.

d) Select **OK**.

There are now only 2 points of padding between paragraphs. The list fits completely on page 2.

e) Click within the document to deselect the paragraphs.

3. Save the document.

TOPIC C

Align Text Using Tabs

You've used options in the **Paragraph** group of formatting commands to control the right and left sides of a paragraph, defining the structure or boundaries of the paragraph. Now you want to create some structure *within* paragraphs, creating the effect of columns of text within the paragraph, for example. One of the ways you can create a column effect within a paragraph is through tabs and tab stops.

Custom Tab Stops

When you press **Tab** to enter a tab character, it causes the insertion point to move to the next stop on the ruler. The default tab stops are at every half-inch on the ruler. A hanging indent overrides all of the default tab stops to the left of it on the ruler; therefore, the hanging indent effectively acts like the first tab stop on the ruler.

Similarly, you can add custom tab stops, which override the default tab stops to the left of them. Suppose you want the first tab stop to be much farther into the ruler than 1/2". For example, you could add a custom tab stop to the ruler at the 3" mark. When the user presses **Tab**, instead of stopping at the next 1/2" increment, the insertion point moves all the way to the 3" mark.

A paragraph can have very complex ruler formatting. If you'd like, you can format a paragraph to have custom left and right indents, a hanging indent, and multiple custom tab stops.

Types of Custom Tab Stops

Using tabs, you can align text to the left, right, or center of the tab stop, or you can set other specialized tab types.

You can use the tab selector on the horizontal ruler to set five types of tabs.

Tab	Function
Left Tab	Sets the left edge of the text at the tab position and enables the text to flow to the right of the tab stop.
Center Tab	Centers the text around the tab position.
Right Tab	Sets the right edge of the text at the tab position and enables the text to flow to the left of the tab stop.
Decimal Tab	Aligns the decimal point of numbers to the tab position, when numbers are used.

Tab	Function
Bar Tab	Inserts a vertical line through the paragraph at the tab position.

The Tabs Dialog Box

You can easily set and clear tabs by using options in the **Tabs** dialog box, which you can access in the **Paragraph** dialog box by selecting **Tabs**.

Option	Enables You To
Tab stop position	Specify the tab location on the ruler.
Default tab stops	Specify the spacing between default tabs.
Alignment	Change tab alignment.
Leader	Insert leader characters before a tab, such as dots, dashes, or lines.
Set	Set the tab position specified in the **Tab stop position** box.
Clear	Clear the position specified in the **Tab stop position** box.
Clear All	Clear all tab stops on the ruler.

Access the Checklist tile on your **CHOICE Course** screen for reference information and job aids on **How to Align Text Using Tabs.**

Guidelines for Using Tabs and Indents

Note: All of the Guidelines for this lesson are available as checklists from the **Checklist** tile on the CHOICE Course screen.

Using Tabs and Indents Effectively

Tabs and indents combine to give you a lot of control over columnar paragraph layouts, but careless use of tabs and indents may cause you a great deal of frustration. Follow these guidelines to use tabs and indents effectively.

* Don't press the **Spacebar** repeatedly to indent. Use tabs and indents.
* Don't press **Tab** to indent the first line of a paragraph. Set the **First Line Indent** instead so paragraphs of that style automatically indent.
* Don't press **Tab** repeatedly to get the indentation you want using default tab stops. Instead, set a custom tab stop exactly where you want to indent, and press **Tab** once to indent to that point.
* If one of your columns will contain multiple lines of text, then make it the last column.
* If more than one column will contain multiple lines of text, then use a table instead of tabs and indents.

ACTIVITY 2–6
Aligning Text Using Tabs

Before You Begin

My Fact Sheet Formatting.docx is open in Word.

Scenario

You have more tabbed text that you want to format as columns, like you did for the list of acceptable items. However this list has not two, but three columns. Also, two of the columns contain decimal numbers, and you want the numbers to align at their decimal points. You will use tab stops to handle these formatting challenges.

Before
Region·Increase·in·Need → Increase·in·Funding → ¶
Downtown·and·12th·Ward → 3.32%→0.005%¶
Western·King·County·2.6%→ 1.12%¶
Eastern·King·County→12.45% → 2.2%¶
Northern·King·County·and·4th·Ward·6.7%→ 3.2%¶

After

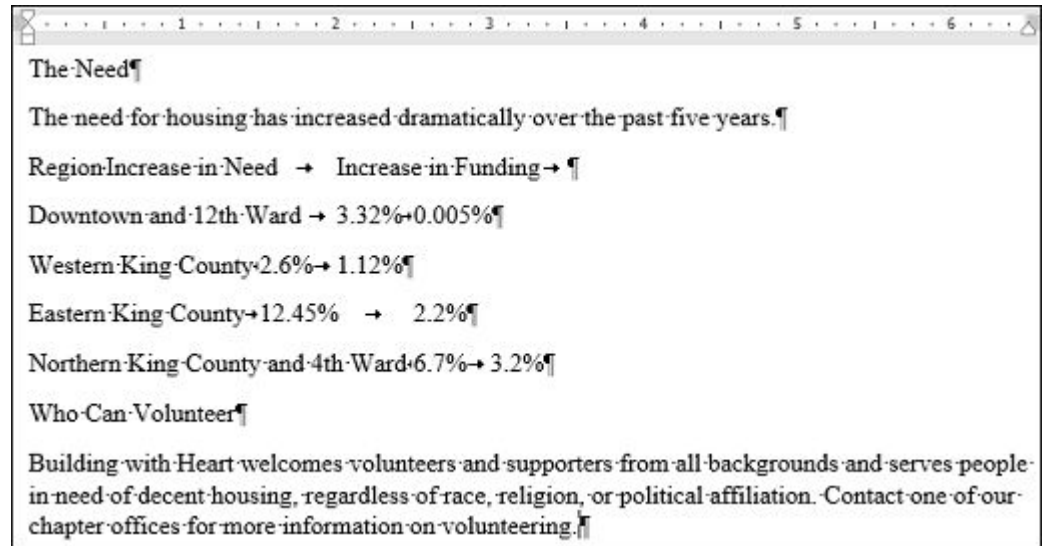| Region	Increase·in·Need	Increase·in·Funding
Downtown·and·12th·Ward	3.32%	0.005%
Western·King·County	2.6%	1.12%
Eastern·King·County	12.45%	2.2%
Northern·King·County·and·4th·Ward	6.7%	3.2%

1. Examine the formatting problem in some tabbed text.

   a) Scroll to the middle of page 1, where you can view the lines containing percentages, beneath **The Need**.

b) Make sure paragraph marks are showing.

While tab characters are already in place to divide up the columns of this list, they're not aligning well using the default (every half-inch) tab stops on the ruler. You can improve the results by providing your own custom tab stops.

2. Calculate where to place the first tab stop.

a) Find the widest region name in the first "column."

Northern King County and 4th Ward is the widest. This text extends almost to the 2-1/2" mark on the ruler. You'll need to start your first tab stop *past* this point to specify where the second column should begin. The 3-1/2" mark will be a good place for it.

3. Set the tab stops for the numbers.

a) At the intersection of the horizontal and vertical rulers, select the tab selector several times, and observe how the tab type changes each time you select it. Stop when the decimal tab is selected, as shown.

b) Select the text as shown.

The·Need¶

The·need·for·housing·has·increased·dramatically·over·the·past·five·years.¶

Region·Increase·in·Need   →   Increase·in·Funding→ ¶

Downtown·and·12th·Ward → 3.32%·0.005%¶

Western·King·County·2.6%→ 1.12%¶

Eastern·King·County→12.45%   →   2.2%¶

Northern·King·County·and·4th·Ward·6.7%→ 3.2%¶

Who·Can·Volunteer¶

This includes all of the rows that contain the percentage values. The row above them contains headings, which you'll align separately.

c) On the horizontal ruler, select the 3-1/2" mark to place a decimal tab at that location.

Region·Increase·in·Need   →   Increase·in·Funding→ ¶

Downtown·and·12th·Ward   →   3.32%→ 0.005%¶

Western·King·County   →   2.6% → 1.12%¶

Eastern·King·County   →   12.45%→ 2.2%¶

Northern·King·County·and·4th·Ward   →   6.7% → 3.2%¶

Who·Can·Volunteer¶

The first column of numbers now aligns at 3-1/2". Because you used a decimal tab, the numbers align at their decimal points. The list already looks much better.

d) On the horizontal ruler, select the 5" mark to place a decimal tab at that location.

The second column of numbers is now aligned at the decimal points.

4. Use centering tab stops to align the headings.

a) Select the tab selector until a centering tab stop is shown.

b) Select the heading line as shown.

Region·Increase·in·Need →	Increase·in·Funding → ¶		
Downtown·and·12th·Ward	→	3.32% →	0.005%¶
Western·King·County	→	2.6% →	1.12%¶
Eastern·King·County	→	12.45% →	2.2%¶
Northern·King·County·and·4th·Ward	→	6.7% →	3.2%¶

c) On the horizontal ruler, select the 3-1/2" mark to place a centering tab at that location.
d) On the horizontal ruler, select the 5" mark to place a centering tab at that location.
e) Drag the centering tab stops to the left or right, until you are satisfied with their alignment.

Region →	Increase·in·Need →	Increase·in·Funding → ¶
Downtown·and·12th·Ward →	3.32% →	0.005%¶
Western·King·County →	2.6% →	1.12%¶
Eastern·King·County →	12.45% →	2.2%¶
Northern·King·County·and·4th·Ward →	6.7% →	3.2%¶

5. **Remove the extra tab.**

a) Examine the extra tab at the end of the heading line.

The tab stops at the 6" mark, since this is the next default tab stop on the ruler. You can see the paragraph mark at 6". Custom tab stops override the default tab stops, but beyond the last custom tab stop on the ruler, the default tab stops are still in effect at every 1/2" increment.

b) Delete the extra tab character.

6. **Save the document.**

TOPIC D

Display Text in Bulleted or Numbered Lists

Often, you'll need to present a series of items in a list and show that they are related. This sort of thing is often accomplished by preceding each item with a bullet character or numbering. Word provides formatting options for bulleted and numbered lists, which automatically add bullets and numbers to list items for you.

Lists

A list is a data grouping method in which the items in a group are displayed one after the other. A list often has a lead-in sentence that provides a brief description about the items in it. There can be any number of items in a list. Lists can have a single level or multiple levels, and can use various styles of numbers or bullets.

Bulleted Lists

A bulleted list is an unordered list that contains items of equal importance. Items in a bulleted list are grouped under a single heading. Although unordered, bulleted lists can have multiple levels.

You can customize a bulleted list by choosing different bullet styles.

Numbered Lists

A vertical numbered list contains items that are displayed in a ranked order. Numbered lists can be multilevel, and can be customized using different number or letter styles and formats.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Create Bulleted and Numbered Lists.**

ACTIVITY 2–7
Creating a Bulleted List

Before You Begin
My Fact Sheet Formatting.docx is open in Word.

Scenario
Goals of the Building with Heart organization are listed as normal paragraphs. It will be easier to recognize these items as part of a list if they appear as bulleted list items.

Our Mission

Building with Heart was founded with the following goals:

- Provide homeless and inadequately housed citizens with *affordable, safe, and healthy homes*
- Provide hope, stability, and *improved quality of life*
- Create *strong neighborhoods* in which new homeowners are stakeholders
- Advise city planners, government agencies on policies to *promote positive change* and improvement in quality of life in distressed neighborhoods
- Provide opportunities to *recycle and repurpose* used building materials

1. Format a bulleted list.

   a) Near the top of page 1, locate and select the following text.

Our·Mission¶

Building·with·Heart·was·founded·with·the·following·goals:¶

Provide·homeless·and·inadequately·housed·citizens·with·*affordable,·safe,·and·healthy·homes*¶

Provide·hope,·stability,·and·*improved·quality·of·life*¶

Create·*strong·neighborhoods*·in·which·new·homeowners·are·stakeholders¶

Advise·city·planners,·government·agencies·on·policies·to·*promote·positive·change*·and·improvement·in·quality·of·life·in·distressed·neighborhoods¶

Who·Qualifies·for·a·BWH·Home¶

b) On the **Home** tab, in the **Paragraph** group, select the **Bullets** button to add bullets to the selected paragraphs.

Bullets are added to the selection, and a hanging indent has been applied, as you can see in the ruler.

2. Add a new list item.

a) Select the end of the last list item (right after the word **neighborhoods**), and press **Enter** to start a new list item.
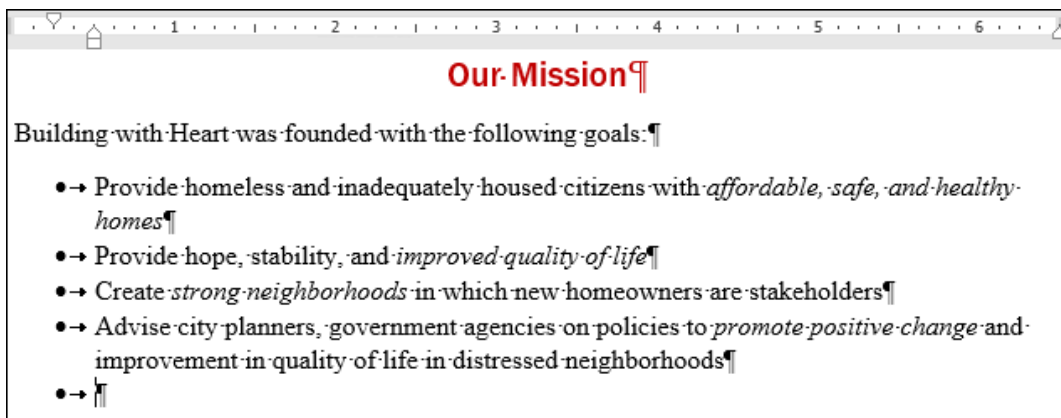
The bullet format is carried to the new list item.

b) Type *Provide opportunities to recycle and repurpose used building materials*

c) Apply the **italic** format to the text **recycle and repurpose**.

3. Save the document.

TOPIC E

Apply Borders and Shading

Font and paragraph formatting options that you've already used can help to call out or differentiate portions of your document. Borders and shading provide an even more dramatic way to make paragraphs and pages stand out.

Borders

A **border** is a plain or decorative line or pattern that surrounds an object. Borders can be applied to paragraphs, pages, and pictures to draw attention to them. Borders can be applied to the top, bottom, or all four sides of a page or an object.

Types of Borders

On the **Home** tab, in the **Paragraph** group, you can select from a list of border types by selecting the **Borders** button down arrow. From the list, you can also select **Borders and Shading** to open the **Borders and Shading** dialog box.

Types of borders are described in the following table.

Border Type	Description
Bottom Border	Inserts a line below the selected object or text.
Top Border	Inserts a line above the selected object or text.
Left Border	Inserts a line to the left of the selected object or text.
Right Border	Inserts a line to the right of the selected object or text.
No Border	Removes the existing border from the selected object or text.
All Borders	Applies an outline to the selected table and inserts vertical and horizontal lines between the table cells. This option works only on tables.
Outside Borders	Applies an outline to the selected object.
Inside Borders	Inserts vertical and horizontal lines between the table cells. This option works only on tables.
Inside Horizontal Border	Inserts horizontal lines between the selected rows of a table. This option works only on tables.
Inside Vertical Border	Inserts vertical lines between the selected columns of a table. This option works only on tables.
Diagonal Down Border	Inserts a descending diagonal line across a selected cell. This option works only on tables.
Diagonal Up Border	Inserts an ascending diagonal line across a selected cell. This option works only on tables.

Additional Border Options

In addition to selecting a predefined border, there are options in the **Borders** drop-down list that enable users to customize and specify how the borders are displayed in a document.

Option	Description
Horizontal Line	Inserts a horizontal line on the line where the insertion point is placed.
Draw Table	Draws a table of the desired size.
View Gridlines	Shows or hides the gridlines in tables.
Borders and Shading	Opens the **Borders and Shading** dialog box.

Shading

Shading refers to a percentage of color that can be added to the background of objects. Shading can be used to highlight information or to apply a shadow effect. You can apply shading to a line, paragraph, or table data. You can specify a plain fill color, or a pattern in a contrasting color.

On the **Home** tab, in the **Paragraph** group, you can specify a shading color by selecting the **Shading** button down arrow and choosing a color from the gallery.

The Borders and Shading Dialog Box

On the tabs in the **Borders and Shading** dialog box, you can specify precise border and shading options.

- **Borders** tab: Contains options for setting the border type, style, color, width, and the object to which the border will be applied.
- **Page Border** tab: Contains options for setting the page border type, style, color, and width. You can also specify predefined art to use as a border, and the pages of the document to which the border will be applied.
- **Shading** tab: Contains options for setting the fill color, pattern and pattern color, and the object to which it should be applied.

📘	**Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Apply Borders and Shading.**

ACTIVITY 2-8
Adding Borders and Shading

Before You Begin

My Fact Sheet Formatting.docx is open in Word.

Scenario

You will add a border around the "Need" table to help it stand out from the rest of the document.

The Need

The need for housing has increased dramatically over the past five years.

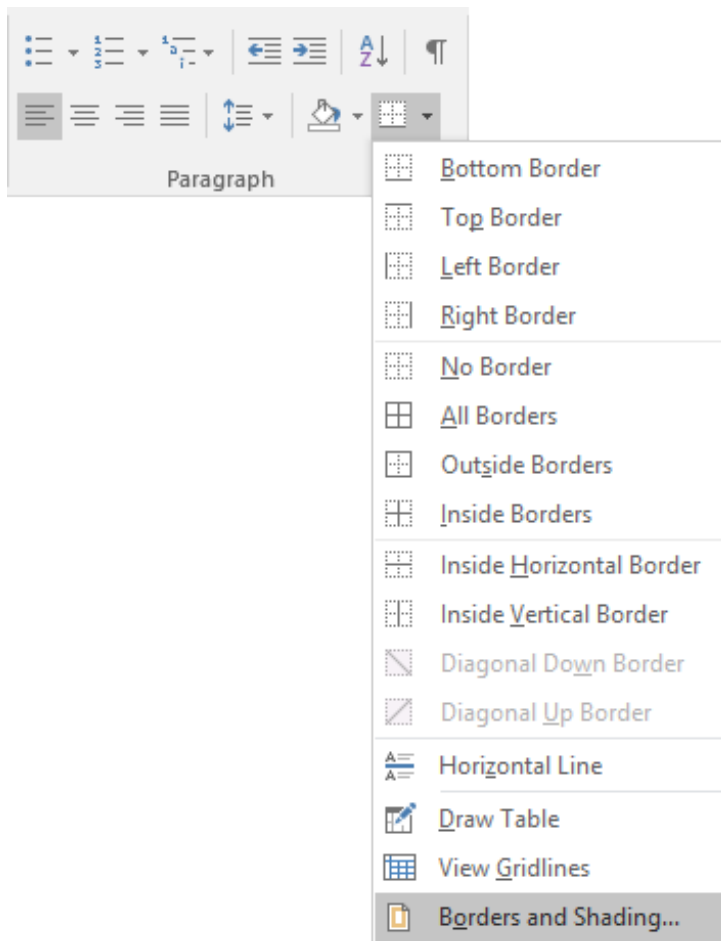| Region	Increase in Need	Increase in Funding
Downtown and 12th Ward	3.32%	0.005%
Western King County	2.6%	1.12%
Eastern King County	12.45%	2.2%
Northern King County and 4th Ward	6.7%	3.2%

1. Apply paragraph borders.

   a) At the bottom of page 1, select the text as shown.

The·Need¶

The·need·for·housing·has·increased·dramatically·over·the·past·five·years.¶

Region	→	Increase·in·Need	→	Increase·in·Funding¶
Downtown·and·12th·Ward	→	3.32%	→	0.005%¶
Western·King·County	→	2.6%	→	1.12%¶
Eastern·King·County	→	12.45%	→	2.2%¶
Northern·King·County·and·4th·Ward	→	6.7%	→	3.2%¶

Who·Can·Volunteer¶

b) On the **Home** tab, in the **Paragraph** group, select the arrow on the **Borders** button, and select **Borders and Shading**.

Bottom Border	
Top Border	
Left Border	
Right Border	
No Border	
All Borders	
Outside Borders	
Inside Borders	
Inside Horizontal Border	
Inside Vertical Border	
Diagonal Down Border	
Diagonal Up Border	
Horizontal Line	
Draw Table	
View Gridlines	
Borders and Shading...	

c) On the **Borders** tab, select **Box**.
d) From the **Color** palette, under **Standard Colors**, select **Dark Red**.
e) From the **Width** drop-down list, select **3/4 pt**.
f) On the **Shading** tab, from the **Fill** palette, select a very light gray fill color.
g) Select **OK**.

2. Exit Word and clean up the Desktop.

a) Save the document.
b) Close the document.
c) Close any **File Explorer** windows that are open.

Summary

In this lesson, you learned various features that Word provides for formatting text characters and paragraphs.

Does your organization have particular standards for how documents are formatted?

How do you determine what formatting you will apply to a document? Are there any design principles you follow?

	Note: To learn more about using formatting like fonts in your Word documents effectively, check out the LearnTO **Select Fonts for Your Word Documents** presentation from the **LearnTO** tile on the CHOICE Course screen.
	Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

3 | Working More Efficiently

Lesson Time: 45 minutes

Lesson Introduction

Some editing and formatting tasks may be repetitive. It quickly becomes tedious when you have to apply the same formatting combinations or text edits in hundreds of different locations in the same document or across multiple documents. Fortunately, Microsoft® Word provides some tools to help you efficiently perform such repetitive tasks.

Lesson Objectives

In this lesson, you will:

- Make repetitive edits automatically.

- Apply repetitive formatting changes automatically.

- Use Word styles to streamline the process of applying repetitive format changes to text and paragraphs.

TOPIC A

Make Repetitive Edits

Word provides tools to help you with repetitive text entry and editing tasks. One of these tools is the powerful **Find and Replace** feature.

Find and Replace

You can use the **Find and Replace** dialog box to find text, replace text, or go to a specific location in your document. Each tab in the **Find and Replace** dialog box contains additional options for finding and replacing text.

Tab	Description
Find	Provides options for specifying the search criteria.
Replace	Provides options for replacing found text. You can press **Ctrl+H** to display the **Find and Replace** dialog box with the **Replace** tab selected.
Go To	Provides options for specifying a location in the document you want to navigate to. You can press **Ctrl+G** to display the **Find and Replace** dialog box with the **Go To** tab selected.

Find Options

Find options are an extension of the **Find and Replace** dialog box. Using these options, you can modify the search behavior of the **Find** command in Word. The **Find Options** dialog box contains an assortment of options to fine-tune your search criteria, such as matching case, or finding only whole words. In the **Navigation** pane, you can access the **Find Options** dialog box by selecting the down arrow in the **Search document** text box and selecting **Options** from the menu.

The options are also accessible from the **Find and Replace** dialog box. Select **More>>** to display the **Search Options** section of the dialog box.

Find and Replace Formatting

You can find all instances of a particular formatting style, or replace one set of format options with another, by using the **Find and Replace** dialog box. When you select the **Format** button on either the **Find** or **Replace** tab, you can specify the format type to search for as well as the format type to replace it with. You can search for and replace character and paragraph formatting, tabs and tab settings, styles, highlighting, and other formatting elements.

Wildcard Search

You can use wildcards in the **Find and Replace** dialog box. This can be useful if you are searching for text that begins or ends with certain characters, or for finding things like multiple characters. When the use of wildcards is enabled, the **Match case** and **Find whole words only** options are disabled. There are several wildcards you can use with find and replace.

Wildcard	Used to Find	Example	Example Results
?	Any single character	we?k	week, weak, welk

Wildcard	Used to Find	Example	Example Results
*	Any string of characters	we*	we, week, weak, welcome, weeds
<	Characters at the beginning of a word	<(red)	red, redden, redeem; *does not find* kindred, blurred
>	Characters at the end of a word	(ing)>	blurring, weeding, sing; *does not find* finger, winged
[*x-z*]	Any single character within the specified range	[a-z]ing	ding, ring, zing; *does not find* bring
[!*x-z*]	Any single character *except* the characters within the specified range	sw[!a-i]m	swum; *does not find* swam, swim
{*n*}	Specified number of occurrences of the previous character or expression	che{2}p	cheep; *does not find* cheap, cheeep
{*n,*}	At least the specified number of occurrences of the previous character or expression	hop{1,}ed	hoped, hopped
{*n,m*}	From *n* to *m* occurrences of the previous character or expression	101{1,4}	101, 1011, 10111, 101111; *does not find* 1001, 10101010, 1011111
@	One or more occurrences of the previous character or expression	ho@p	hop, hoop, hoooooop
\	A character that is one of the defined wildcard characters	\?	?
		*	*
		\@	@

Combining Wildcards

You can combine wildcards to create more complex searches. You can also add parentheses around wildcards and text to specify the order in which the items are evaluated. For example, <(un)*(ing)> would find any words that begin with "un" and end with "ing" and contain any characters in between.

Changing Word Positions

If you need to change the position of two words throughout your document, you can specify the words in the **Find** text box, then in the **Replace** text box, type *\2 \1*. For example (Washington) (George) in the **Find** text box and \2 \1 in the **Replace** text box, would replace Washington George with George Washington.

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on **How to Use Find and Replace to Make Repetitive Edits.**

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on **How to Find and Replace Formatting.**

ACTIVITY 3-1
Using Find and Replace to Edit

Data File
Desktop\Brochure Project\Working More Efficiently\Fact Sheet Efficiency.docx

Scenario
Throughout the fact sheet, you've used BWH as shorthand for Building with Heart. One of the people who reviewed the document has asked that you spell out the organization name everywhere it appears. You'll use Find and Replace to locate every instance of BWH and make the change.

1. Open the document for editing.
   a) Launch **Microsoft Word 2019**.
   b) Select **Open Other Documents**, and navigate to the directory **Desktop\Brochure Project\Working More Efficiently**. Open the file **Fact Sheet Efficiency.docx**.
   c) Zoom the document to the page width.

2. Search and replace text.
   a) Press **Ctrl+Home** to move the insertion point to the beginning of the document.
   b) On the **Home** tab, in the **Editing** group, select **Replace**.
   c) Select the **Find what** text box, and type *BWH*
   d) Select the **Replace with** text box, and type *Building with Heart*
   e) Select **More** to show additional options.
   f) Check **Match case**.
   g) Select **Find Next**.

   The first instance of BWH is found.
   h) Select **Replace**.

   Word replaced the found text and selected the next match.
   i) Select **Replace All** to replace all remaining instances of BWH.

   > Microsoft Word ✕
   >
   > ⓘ All done. We made 6 replacements.
   >
   > [OK]
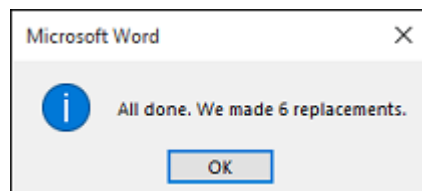
   All other instances of BWH have been replaced.
   j) Select **OK**.
   k) Close the **Find and Replace** dialog box.

3. Save your edited document in a new file.
   a) Save the document in the current folder (**Desktop\Brochure Project\Working More Efficiently**) as *My Fact Sheet Efficiency.docx*

TOPIC B

Apply Repetitive Formatting

You've spent some time formatting a particular text selection, and now you want to repeat that same formatting elsewhere throughout your document. Or you might want to quickly clear the formatting that has been applied to various selections within a document. Word provides some tools to help you perform such tasks quickly and efficiently.

The Reveal Formatting Task Pane

Before you start applying additional formatting to a document, it's often a good idea to consider what formats are currently applied. Determining all of the formatting options that have been used in a particular passage can be especially challenging if you've inherited a document someone else created, or if you're working on a document that you created a long time ago.

The **Reveal Formatting** task pane can help you identify specific formatting elements that are applied to a text selection, including fonts, alignment, indents, document margins, and layouts. You can also compare the formatting of one section to that of another, select text with similar formatting, and apply or clear formatting.

You can open the **Reveal Formatting** task pane by selecting the **Style Inspector** button in the **Styles** task pane, then selecting the **Reveal Formatting** button ![A_q] in the **Style Inspector**. A simpler method is to press **Shift+F1**.

Docking and Undocking the Pane

As with the other panes in Word, you can change the layout of the **Reveal Formatting** pane by dragging its title bar. You can drag the pane to the edge of a window to dock the pane, or essentially tuck it into the side of the window. This ensures that the pane will not obscure the document area. On the other hand, you can drag the pane by its title bar out into the document area to undock it. Undocked, it becomes a floating window.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Reveal Formatting.**

Format Painter

The *Format Painter* is a handy Word tool that helps you copy the formatting in selected text and apply it to one or more additional selections. You can also use the **Format Painter** to apply basic formatting to graphics, such as fills and borders.

You turn on the **Format Painter** by selecting the text that contains the formatting you want to copy, and then selecting the **Format Painter** button in the **Clipboard** group on the **Home** tab. You can also activate the **Format Painter** via the **Mini** toolbar.

Repeat Format

Word's **Undo** and **Repeat/Redo** commands work for formatting actions as they do for editing actions. For example, after applying a particular format to a selection of text, you can select another passage and use the **Repeat** command to apply the same format to that selection. Likewise, you can undo one or more formatting actions by using the **Undo** command.

While this can provide some convenience if you're applying only one format repetitively, it is not particularly useful if you need to repeat multiple, different formats to the same selection (for example, you're repetitively applying a combination of Times New Roman, Bold, and 18 point font).

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Repeat Format Changes.

ACTIVITY 3-2
Copying and Repeating Formats

Before You Begin
My Fact Sheet Efficiency.docx is open in Word.

Scenario
You are going to continue working on the Building with Heart fact sheet. You've already applied some character and paragraph formatting. Now you'll make sure that your formats are applied consistently throughout the document. For example, all headings will have the same large red text, centered on the page.

---

1. Show the **Reveal Formatting** pane.
   a) Make sure paragraph marks are showing.
   b) Scroll so **Our Mission** is at the top of the document area.
   c) Select the paragraph **Our Mission**.

   Our·Mission¶

   d) Press **Shift+F1** to show the **Reveal Formatting** pane.
   e) Examine the formatting information shown in the **Reveal Formatting** pane.

   Reveal Formatting ▾ ✕
   Selected text
   Our Mission
   ☐ Compare to another selection
   Formatting of selected text
   ▲ Font
   FONT
   (Default) Franklin Gothic Medium
   16 pt
   Font color: Dark Red
   LANGUAGE
   English (United States)

   ▲ Paragraph
   ALIGNMENT
   Centered
   INDENTATION
   Left: 0"
   Right: 0"
   SPACING
   Before: 0 pt
   After: 8 pt
   Line spacing: Multiple 1.08 li

   ▷ Section

   Options
   ☐ Distinguish style source
   ☑ Show all formatting marks

   This tool shows you what font and paragraph settings are in effect for the selected text. The selected paragraph has font formats applied, as well as paragraph formats.
   f) Close the **Reveal Formatting** pane.

2. Use **Format Painter** to copy paragraph formatting.
   a) Make sure the **Our Mission** paragraph is still selected.
   b) On the **Home** tab, in the **Clipboard** group, select **Format Painter**.
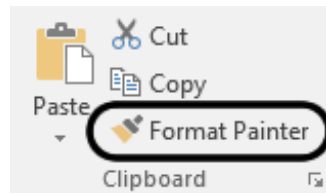
   c) Click the **paragraph mark** following **Who Qualifies for a BWH Home**.

   Because you painted only the *paragraph mark* in your destination, only paragraph formats were applied.
   d) Press **Ctrl+Z** to undo the **Format Painter** operation.

   The Who Qualifies for a BWH Home paragraph will move back to the left margin.

3. Use **Format Painter** to copy character formatting.
   a) Select the **Our Mission** paragraph.
   b) On the **Home** tab, in the **Clipboard** group, select **Format Painter**.
   c) Drag across the two words **Who Qualifies**.

   Because you selected only a portion of the text in your destination paragraph, only the character formats were applied. The paragraph formatting (center alignment) was not copied.
   d) Press **Ctrl+Z** to undo the **Format Painter** operation.

   The Who Qualifies character formatting reverts back to its previous font and size.

4. Use **Format Painter** to copy character formatting and paragraph formatting.
   a) Select the **Our Mission** paragraph.
   b) On the **Home** tab, in the **Clipboard** group, select **Format Painter**.
   c) Drag across the entire paragraph **Who Qualifies for a Building with Heart Home**.

   Because you selected all of the text in your destination paragraph, both the character and paragraph formats were copied.

   When you use **Format Painter**, you need to be mindful of how you apply the format, as it will affect the results.

5. See what happens when you click within a word as your **Format Painter** destination.
   a) Scroll the document, if necessary, so you can see **Our Mission** and **The Need** at the same time.
   b) Select the **Our Mission** paragraph.
   c) On the **Home** tab, in the **Clipboard** group, select **Format Painter**.

    d) In the **The Need** paragraph, click within the word **Need**.

The·**Need**¶

The paragraph formatting (center alignment) was copied, but the character formatting was applied only to the word you clicked in. In many cases, this is not what users intend. (At least, it isn't in this case.)

    e) Use **Format Painter** to copy font and paragraph formatting from the **Our Mission** paragraph to the entire **The Need** paragraph.

6. Apply styles repetitively using **Repeat**.

    a) In the gray box beneath **The Need**, select **Region**.

    b) Apply **Bold** to the selection.
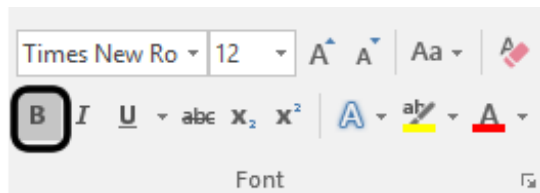
    c) Apply **Underline** to the selection.
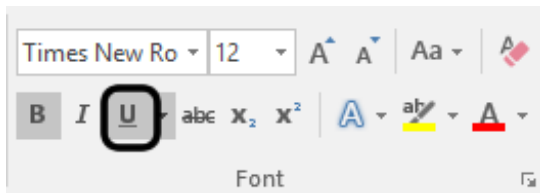
    d) Select **Increase in Need**.

    e) From the **Quick Access Toolbar**, select **Repeat Underline Style** or press **Ctrl+Y**.

Only the last format (underline) was repeated.

    f) Select **Increase in Funding**.

    g) From the **Quick Access Toolbar**, select **Repeat Underline Style** or press **Ctrl+Y**.

> **Note:** The **Repeat** capability in Word can be used to repetitively apply formatting changes, but it applies only the *very last* formatting change you applied (underline in this case). So the bold format was not repeated—only the underline.

7. Apply **Format Painter** in multiple destinations.

    a) Select **Region**.

    b) On the **Home** tab, in the **Clipboard** group, double-click **Format Painter**.

By double-clicking, you select the **Format Painter** tool so it will stay selected for multiple paint operations.

    c) Drag across **Increase in Need** to apply the format.

When you finish, the format is applied, and the mouse pointer still has the paintbrush pointer, meaning you can paint another selection.

    d) Drag across **Increase in Funding** to apply the format.

You can continue painting as long as you don't issue another formatting command.

e) Use your mouse wheel, scroll bar, or press **Page Down** to scroll down until you can see the "acceptable items" table as shown.

> **Note:** Be careful not to click in the document, so you don't inadvertently paint text you don't want to format.

Below·is·a·list·of·acceptable·items.·If·you·have·any·questions,·please·call·your·local·HouSalvage· center·before·making·a·delivery.¶

Items	→	Description¶
Appliances	→	Items·in·good·working·condition,·including·ranges·and· range·tops,·ovens,·range·hoods,·washers·and·dryers,·gas·or· electric·water·heaters,·and·refrigerators.¶
Cabinets	→	Must·have·all·doors,·drawers,·and·matching·hardware.·No· damage·beyond·simple·repair.·May·include·individual· cabinets·or·full·sets.¶

You'll apply the same format to this table's header text.

f) Drag across **Items**.

g) Drag across **Description**.

h) Press **Esc** to stop painting formats.

The mouse pointer takes on its normal shape again.

8. Save the document.

Clear Formatting Options

There are several methods you can use in Word to clear formatting in a text selection and reset the selection to the default format. These methods include using the **Reveal Formatting** task pane, the **Styles** task pane, the **Style Inspector**, or the **Clear Formatting** button on the **Home** tab in the **Font** group.

> Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Clear Formatting.

ACTIVITY 3-3
Clearing Formatting

Before You Begin
My Fact Sheet Efficiency.docx is open in Word.

Scenario
A portion of text in your document has several formats applied to it that do not fit well with the rest of the document. Rather than figure out what part of the formatting combination needs to be changed, you decide to clear all the formatting and start over.

1. Select text whose formatting you want to clear.

   a) Scroll to page 3, and view the text shown here.

   This portion of the document contains a variety of formatting changes that do not fit with the rest of the document and need to be changed. This may happen when you copy text from another formatted source (such as another Word document, a web page, and so forth). Rather than removing unneeded formats one by one, it may be faster to just clear them all.

   b) Select the four paragraphs.

2. Clear the formatting from the selected paragraphs.

   a) Press **Shift+F1**.

   The **Reveal Formatting** pane appears.

b) Position the mouse pointer over the right end of the **Selected text** box.
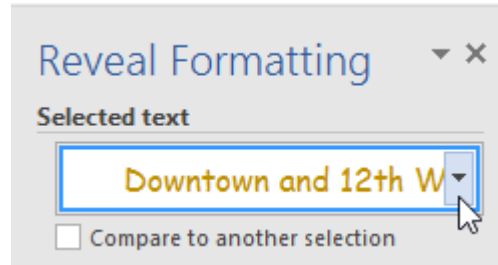
A drop-down list selector appears.

c) Select the drop-down list selector.
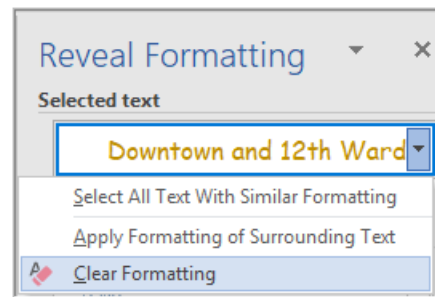
d) Select **Clear Formatting**.

All paragraph and font formatting is stripped away. The selected paragraphs don't have the same font as the "Four chapters" paragraph that precedes them.

3. Apply the format of surrounding text.

a) In the **Reveal Formatting** pane, position the mouse pointer over the right end of the **Selected text** box.

b) Select the box arrow, and select **Apply Formatting of Surrounding Text**.

The selected paragraphs adopt the same formatting as the paragraphs they're next to.

c) Close the **Reveal Formatting** pane.

4. Add new formatting to the stripped paragraphs, and save the document.

a) Set the hanging indent of the selected paragraphs to the 3" mark on the ruler.

b) Save the document.

TOPIC C

Use Styles to Streamline Repetitive Formatting Tasks

You've used some helpful tools for repetitive formatting tasks—such as **Format Painter**, **Repeat Format**, and **Find and Replace**. Although these tools are quite helpful in many circumstances, they do have some limitations. Word styles can help you get repetitive formatting tasks under control.

Styles

A *Word style* is a combination of multiple formats. A single style might include text formatting options (different font typefaces, colors, and effects) and paragraph formatting options (line spacing, borders, shading, and so forth). You can use built-in styles provided by the template you chose when you created a new document. You can modify the built-in styles, or create new custom styles to meet your specific needs.

Benefits of Styles

Word styles provide several benefits:

- Provide an efficient way to apply multiple formats to a selection with just a single command.
- Support consistency of formatting within a document by automatically updating the appearance of all formatted instances in the document when the format of the style changes.
- Support consistency of formatting across multiple documents by enabling you to save styles in templates, which can be shared by multiple documents and multiple users.

Types of Word Styles

There are several types of Word styles.

Word Style Type	Formatting Options It Contains
Character	Formatting options that you can apply to one or more text characters, such as those you apply from the **Home** tab, in the **Font** group of the ribbon.
Paragraph	Formatting options that you can apply to one or more paragraphs, such as those you apply from the **Home** tab, in the **Paragraph** group of the ribbon: tab stops, indentation, and so forth.
List	Formatting options that control the appearance of bulleted, numbered, or multilevel lists.
Table	Formatting options that control the appearance of various table characteristics, such as text formatting of the header row, borders and grid lines, and accent colors for columns and rows.

A single Word style may be a hybrid of two or more of these types. These are called linked styles. For example, a linked style could contain both paragraph and font formats. You can tell what type of formats are included in a style by examining the style's name in the **Styles** gallery or **Styles** task pane. Next to the style name, you'll see symbols, such as "a" for character styles and "¶" for paragraph styles.

Where Styles Are Saved

When you create a new style, you can choose to save the style within your document, or within the template your document uses. If you save the style in the document, it will be used only by that document. If you save it in the template, it will be used by any document that uses that template.

Quick Style Sets

A *Quick Style set* is a package of styles that work well together when applied as a group to text. The styles in the current **Quick Style set** are displayed in the **Styles** group of the **Home** tab. You can select the **More** button to view the **Quick Styles** gallery. You can quickly change styles by selecting the arrow on the **Change Styles** button and choosing the new styles from the **Style Set** list. You can point to each style set in the list to see a preview of the style in your document.

The Styles Task Pane

In the **Styles** task pane, you can choose styles and tools that help you work with styles. You can open the **Styles** task pane by selecting the Dialog Box Launcher in the **Styles** group on the **Home** tab.

There are many options available in the **Styles** task pane, as described in the following table.

Option	Description
Clear All	Clears all formatting styles that were applied to the selected text.
Show Preview	Shows a preview of the styles.
Disable Linked Styles	Disables the styles that can be applied to both paragraphs and individual characters.
New Style	Opens the **Create New Style from Formatting** dialog box, where you can create a new style and add it to the list.
Style Inspector	Opens the **Style Inspector** task pane, where you can customize the formatting for a paragraph or text that you have selected.
Manage Styles	Opens the **Manage Styles** dialog box, which contains tabs with options to edit, recommend, restrict, and set default styles.
Options	Opens the **Style Pane Options** dialog box, where you can customize the **Styles** task pane.

Note: Although the **Styles** gallery is convenient for occasional use such as applying existing styles, for creating and managing styles, the **Styles** task pane is a bit more convenient.

The Apply Styles Task Pane

You can use the **Apply Styles** task pane to modify or reapply a style that is already applied to a document. Open the pane by pressing **Ctrl+Shift+S**. Or, on the **Home** tab, in the **Styles** group, select the **More** button and choose **Apply Styles**.

The Style Inspector

The **Style Inspector** is a tool you can use to show the paragraph formatting as separate from the text formatting in your document. This can be useful when you have several types of formatting in a document and find it difficult to determine which formatting is applied to characters, and which to the paragraph.

Guidelines for Using Formatting Efficiently

Follow these guidelines to help keep your formatting and styles streamlined, attractive, and easy to maintain.

> **Note:** All of the Guidelines for this lesson are available as checklists from the **Checklist** tile on the CHOICE Course screen.

Managing Formatting and Styles

To maintain control of formatting in Word:

- Use templates and Word styles for formats you use often. The styles within a template can be shared across all documents based on the template, helping to keep formatting consistent. Multiple documents can benefit from improvements that you make over time to the template styles.
- If your styles will be used in only one document, create the styles within the document itself. If you want to reuse your styles in other documents, create styles within the template.
- When you paste text from other Word documents, web pages, or other formatted sources, get in the habit of pasting text without the formatting (using the **Keep Text Only** or **Paste Special** commands). Then you won't inadvertently copy styles and formatting from other documents.
- Set Paste Options (**Home** tab, **Clipboard** group, **Paste** button) to control the defaults for pasting formatted text from different sources.
- When you inherit a document someone else created, use the **Styles** task pane and the **Style Inspector** to understand how the document was formatted, and determine if any formatting needs to be cleaned up or simplified.
- Keep text formatting simple.

Designing with Type

When deciding what text formatting to use in a document:

- Unless you have good design reasons for doing so, try to use no more than two fonts in a document.
- For maximum readability in print, set size to 10–12 points.
- For maximum readability on screen (e.g., web documents), set size to 15–25 points.
- For maximum readability in long documents, the average line of text should include 45–90 characters.
- If you indent the first line in a paragraph, indent by the amount of space that would be taken by 1 or 2 capital Ms. If you don't indent, provide 4–10 points of extra space between paragraphs. (Don't use both indentation and extra space.)
- If you must use the Justify format, consider using hyphenation to avoid long white spaces between words.
- Avoid using underline for emphasis. Use bold or italic. Underlines affect readability (cutting through parts of letters that hang below the line), and in documents destined for the web, can be confused with links.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Create and Apply Word Styles.**

ACTIVITY 3-4
Creating and Applying Styles

Before You Begin
My Fact Sheet Efficiency.docx is open in Word.

Scenario
You've expended a lot of effort to apply various formatting combinations, such as the large, red centered headings throughout your document. You have used the Format Painter to repeat your formatting, but for situations where you want to use the same formatting repeatedly, there's an even better way to handle repetitive formatting: Word styles. You'll take advantage of styles to define reusable formatting sets in your document.

1. **Prepare to create and edit styles.**
   a) Select the **Our Mission** paragraph.
   b) On the **Home** tab, examine the **Styles** gallery.
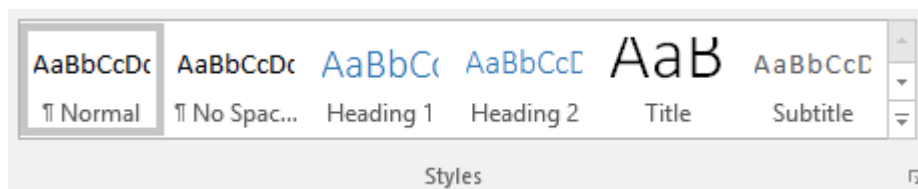
   The Normal style is selected, which is the default style for text created from the Blank template. When you started formatting the document, you didn't apply any of the Blank template's styles from the **Styles** gallery. You applied formats directly to get the results you were looking for. So Our Mission is formatted in the Normal style, with all of your additions applied to it (Franklin Gothic Medium 16, Dark Red, etc.).

   c) On the **Home** tab, in the **Styles** group, select the Dialog Box Launcher.

   The **Styles** task pane is shown.
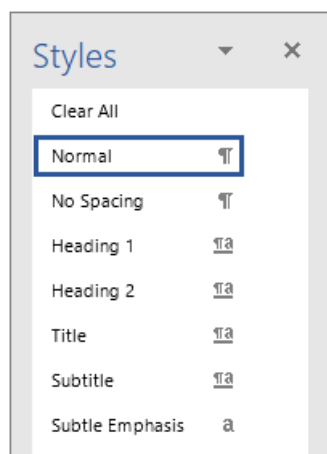
    d) If the **Styles** task pane is not docked, then double-click its title bar to dock it to the side of the document window.

2. Apply existing styles.

    a) Examine styles listed in the **Styles** task pane.

        Some of these styles contain paragraph formats (indicated by a paragraph mark), some contain font formats (indicated by the letter a), and others contain both.

    b) In the **Styles** task pane, select **Title**.

        The Title style is applied to the **Our Mission** paragraph.

    c) At the bottom-left of the window, select **Page 1 of 3** to show the **Navigation** pane.

        Selecting the page number is a shortcut for checking the **Navigation Pane** option on the **View** tab.

    d) In the **Navigation** pane, select the **Headings** tab if it is not already selected.

    e) Examine the **Navigation** pane.

        Our Mission is not listed as a heading. No navigation is provided by the Title style.

    f) In the **Styles** task pane, select **Heading 1**.

        The Heading 1 style is applied to the **Our Mission** paragraph, and the paragraph is now represented in the Headings navigation.

    g) Select the paragraph **Who Qualifies for a Building with Heart Home**, and apply the **Heading 1** style.

        You now have two paragraphs with identical formatting. This is one of the benefits of using Word styles: you can easily apply multiple formatting changes with a single command.

        Because you used the heading styles, you also have a convenient way to navigate through your document when editing. However, the Heading 1 style does not provide the appearance you want.

3. Update an existing style.

    a) Select the text **Our Mission**, including the paragraph mark.

    b) In the **Styles** task pane, position the mouse pointer over the right end of the **Heading 1** style.

        An arrow appears for a drop-down list.

    c) Select the arrow, and in the drop-down list, select **Modify**.

        The **Modify Style** dialog box is shown, providing controls for you to modify paragraph and character settings, and other formatting included in the style.

    d) Beneath **Formatting**, change the font to **Franklin Gothic Medium** and the color to **Dark Red**.
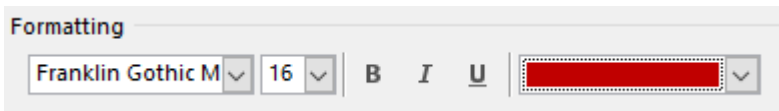
    e) Examine where your style changes will be saved.

        They will be saved **Only in this document**.
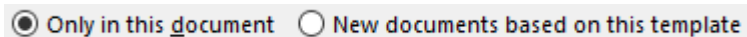
        If you wanted your changes to affect the template this document is based on, you would select the **New documents based on this template** option.

    f) Select **OK**.

        Both paragraphs with the Heading 1 style have updated to match the new formatting. This is another benefit of Word styles; they simplify updates, and they keep related text looking the same.

4. Update a style by example.

   a) Make sure the paragraph **Our Mission** is selected.

b) Change the font size to **12**.

c) Compare the paragraphs **Our Mission** and **Who Qualifies for a Building with Heart Home**.

They have different font sizes. Our Mission has the Heading 1 style, but you've applied the 12 point format in addition to the Heading 1 style. The 12 point format is not included in the Heading 1 style.

d) In the **Styles** task pane, position the mouse pointer over the right end of the **Heading 1** style.

e) Select the box arrow, and select **Update Heading 1 to Match Selection**.

Once you add the font size change to the Heading 1 style, the Who Qualifies for a Building with Heart Home paragraph updates with the new font size. If you had many other paragraphs in this document that use this style, they would also be updated.

f) Apply the **Heading 1** style to these paragraphs.

- The Need
- Who Can Volunteer
- HouSalvage Recycling Centers
- More Ways to Support Building with Heart
- Chapters

As you apply the Heading 1 style, these titles are added to the **Navigation** pane.
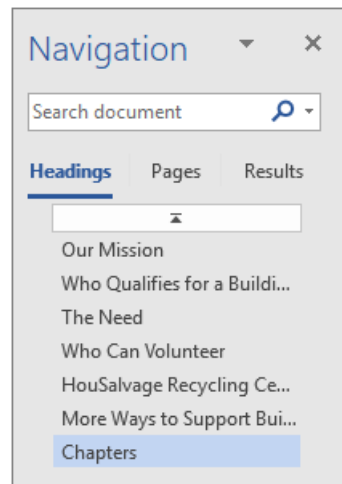
5. Create a new character style for text you want to emphasize.

a) On page 1, beneath the **Who Qualifies for a BWH Home** heading, select the text **300 hours of sweat equity**.

b) At the bottom of the **Styles** task pane, select the **New Style** button.
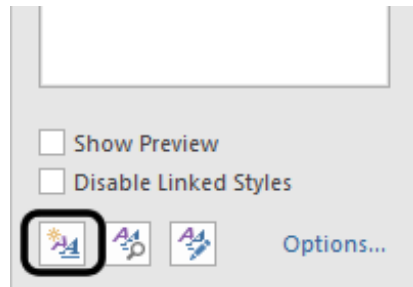
c) In the **Name** text box, type *Marketing Points*

d) Change the setting in the **Style type** drop-down list to **Character**.

Here you specify the types of formats the style should apply. In this case, the style will just apply font (character) formats.

e) Select **OK**.

The new style appears in both the **Styles** task pane and the **Styles** gallery.

6. Apply the new character style.

   a) On page 1, beneath the **Our Mission** heading, select the text **affordable, safe, and healthy homes**.
   b) In the **Styles** task pane, select **Marketing Points**.

   The character style is applied to the selected text.

   c) Change the remaining italic text items in the Our Mission list to the **Marketing Points** style.

7. Exit Word and clean up the Desktop.

   a) Save and close the document.
   b) Close the Navigation and Styles panes.
   c) Close any **File Explorer** windows that are open.

Summary

In this lesson, you learned how to work more efficiently when performing repetitive formatting and editing tasks, using features such as **Repeat Format**, **Format Painter**, **Find and Replace**, and Word styles.

When might you use Word styles instead of other options for applying repetitive formatting, such as Repeat Format and Format Painter?

What kinds of documents do you create that would be easier or more efficient to format if you used Word styles?

	Note: To learn about how you can work more efficiently by searching in more than one Word document at a time, check out the LearnTO **Search Multiple Word Documents** presentation from the **LearnTO** tile on the CHOICE Course screen.
	Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

4 | Managing Lists

Lesson Time: 30 minutes

Lesson Introduction

When people write business, technical, legal, and personal documents, they often include lists of information. Lists might include such things as procedures, examples, and so forth. There may be quite a bit of effort involved in formatting lists. List items may need to be sorted, and preceded with numbers, letters, or bullets. And they may be indented to set them off from normal paragraphs or to depict a hierarchical structure of some sort. Fortunately, Microsoft® Word provides tools to help you efficiently create and manage lists.

Lesson Objectives

In this lesson, you will:

• Sort a list.

• Format numbered lists to control the numbering style and sequence.

TOPIC A

Sort a List

While you're composing a list of items, you might not think about entering them in any particular order. Fortunately, you don't have to, as Word can automatically sort them for you later.

Sort Types

Three types of data are recognized for sorting purposes, and they can be sorted in ascending or descending order.

Sort Type	Sort Rule
Text	Organizes list items that begin with punctuation marks first, then by items beginning with numbers, and then by individual digits (for instance, 36 will sort before 4). Finally, items beginning with letters are sorted alphabetically. **Ascending** sorts text from A to Z, whereas **Descending** sorts text from Z to A.
Number	Arranges list items by numbers present anywhere in the item. It sorts by numeric value (for instance, 4 will sort before 36). **Ascending** sorts numbers from the lowest to the highest; **Descending** sorts from highest to lowest.
Date	Sorts list items by both time and date in chronological order. **Ascending** sorts from earliest to most recent; **Descending** sorts from most recent to earliest.

Sort Fields

A ***sort field*** is a list item that can be used as the criterion for sorting a list. Sort fields enable you to perform multiple-level sorts on a list. Let's say you want to sort a contact list by state, and then by city. The state would occupy one sort field, and the city would occupy another.

Field Separators

Multiple sort fields in a list item are separated by a standard character called the ***sort field separator***. In Word, tabs, commas, or any character you specify can be used as the sort field separator.

Headings

If you select headings at the top of the list, the sort fields are identified in the **Sort Text** dialog box by the headings. If the list doesn't have headings or if you don't select them for the sort, then the sort fields are identified as **Field 1**, **Field 2**, and so on.

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Sort Paragraphs.

ACTIVITY 4–1
Sorting Lists

Data File

Desktop\Brochure Project\Managing Lists\Fact Sheet Lists.docx

Scenario

To make it a bit easier to look up information in your tables, you'll sort them. You'll perform a simple alphabetical sort on one list, and a numeric sort by a specific column in the other list.

1. Open the document and examine the unsorted list.
   a) Open **Desktop\Brochure Project\Managing Lists\Fact Sheet Lists.docx** in Word 2019.
   b) Examine the list at the bottom of page 2.
      The items are not sorted by name.

2. Sort a list by paragraphs.

a) Select all of the items in the list, including the headings.

Items		Description¶
Flooring	→	New only, and minimum of 25 square feet. No asbestos.¶
Paint	→	New and unopened, less than four years old.¶
Cabinets	→	Must have all doors, drawers, and matching hardware. No damage beyond simple repair. May include individual cabinets or full sets.¶
Doors	→	Must be free of rot and cracks, with all panes and seals intact.¶
Windows	→	Must contain glass without cracks or chips. Must be able to open, if designed to do so.¶
Furniture	→	Must be in good condition, with no broken or missing parts, no rips, tears, or visible stains and pet hair.¶
Appliances	→	Items in good working condition, including ranges and range tops, ovens, range hoods, washers and dryers, gas or electric water heaters, and refrigerators.¶
Hardware	→	Hinges, lock sets, knobs, pulls, knockers and cabinet hardware, in new or in useable condition and free from rust. Complete sets only. Keys must be included.¶
Lumber	→	Free of rot and insects, water damage, bowing, splitting, nails, and screws.¶
Plumbing	→	Complete, clean, and undamaged sinks, tubs, and toilets. New piping and fixtures.¶
Lighting and Fans	→	Complete and in good working order with no frayed cords.¶

b) On the **Home** tab, in the **Paragraph** group, select the **Sort** button.
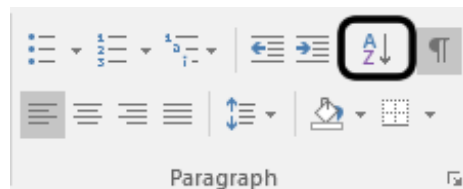
c) In the **Sort Text** dialog box, in the **My list has** group, select **Header row**.

Selecting this will prevent the first paragraph from being included in the sort operation.

d) Examine the options you've selected.

- **Sort by Paragraphs**: Each item (paragraph) has two columns (or fields), separated by a tab. You could use either column's data as the basis for sorting, but in this case, you'll ask Word to look at the entire item (each entire paragraph) for sorting purposes.
- **Type: Text**: Each paragraph will be treated as text when word determines how to sort.
- **Ascending**: Each paragraph will be ordered from A to Z (rather than Z to A).

e) Select **OK**.
f) Examine the list.

Items are now sorted alphabetically.

3. Sort a list by field.

a) Scroll, if necessary, to view the gray box on page 1.

You will sort this list so the region with the greatest increase in need is at the top.

b) Select the list as shown.

c) On the **Home** tab, in the **Paragraph** group, select the **Sort** button.
d) In the **My list has** group, select **Header row**.

This will prevent the first line of your selection from being rearranged during the sort.

e) In the **Sort by** group, make the selections as shown.

f) Examine the settings.
   - **Sort by Increase in Need**: Word has read the column headings and used the text between tabs to figure out what the fields are named. You'll ask Word to look at the data in the Increase in Need column for sorting purposes.
   - **Type: Number**: Word has detected that the selected column contains numbers. The data will be treated as numbers when Word performs the sort.
   - **Descending**: Each paragraph will be ordered from large to small.

   Since you left the two **Then by** values unselected, only the first field will be used for the sort.

g) Select **OK**.

   The region with the highest increase in need, Eastern King County, now appears at the top of the list.

4. Save the document in the current folder (**Desktop\Brochure Project\Managing Lists**) as *My Fact Sheet Lists.docx*

TOPIC B

Format a List

As you create numbered or lettered lists, Word automatically takes care of providing the numbers or letters in sequence. Sometimes, however, the numbering style or sequence that Word provides by default is not exactly what you want, and you have to apply additional formatting options to obtain the results you're looking for.

Renumbering

When you create a new numbered list, the items are numbered automatically. And lists automatically renumber when you delete an item. But you may need to adjust the automatic numbering at times. For example, if you combine two lists, the second list may not continue numbering automatically; it may retain its previous numbering and still start at 1. In a case like this, you might need to manually format the list item to continue numbering from the list item above it.

There are several options to choose from when renumbering a list. On the **Home** tab, you can reapply list numbering by selecting the **Numbering** button. When you apply the list format, all of the items you selected are treated as a continuous list.

The **Set Numbering Value** dialog box has options to start a new list, or continue numbering from the previous list. You can open this dialog box by selecting the arrow on the **Numbering** button and choosing **Set Numbering Value** from the list. Alternatively, you can right-click the list item whose numbering you want to change. Options to **Restart at 1** and **Continue Numbering** are provided.

Sometimes you need to create a line break in a numbered item, but you want it to be included under the same number as the previous line. You can move to a new line by pressing **Shift+Enter**. The new line is treated as part of the same numbered item.

Multilevel Lists

A *multilevel list*, also known as a sublist, is a list with a hierarchical structure, wherein the number or bullet format is configured separately for each level of the list. You can mix numbers and bullets in multilevel lists. You can demote list items to a lower level by indenting them to the right, so that they can be easily distinguished from higher-level items. A multilevel list can be created from existing content, or you can start one from scratch.

Converting a Numbered List

You can convert a numbered list to a multilevel list by demoting (increasing the indentation of) selected list items. Word automatically applies the multilevel list format to the new subordinate step.

List Styles

A list style contains list-specific formatting options for both numbered and bulleted lists. It can be applied to one or more levels of a list. A list style can have up to nine levels, and each level can be individually formatted. You can use Word's built-in list styles, or define a new style with formatting options you choose.

The Multilevel List Gallery

The **Multilevel List** button in the **Paragraph** group displays a gallery of predefined list styles that can be directly applied to text. The gallery contains up to five sections.

Section	Description
Current List	Displays the list style currently in use.
List Library	Displays predefined list styles.
Lists in Current Documents	Displays list styles used in other open documents. This section will not appear if no other documents are open.
List Styles	Displays customized list styles. This section will not appear if no new list styles have been defined.
Other options	Contains options to create or modify list levels and styles.

Define New Multilevel List vs. Define New List Style

The **Define New Multilevel List** command is used when you create and save a list style that won't be changed, or that you will use in a single document. The **Define New List Style** command is used to change a style design.

List Appearance Customization Options

Based on the list type you use, you are presented with a variety of options to choose from for customizing the appearance of your list.

List Type	Customization Options
Bulleted list	You can set a symbol, picture, or font as the bullet character. The **Define New Bullet** dialog box contains options that control the choice of symbol or picture used as the bullet, and the font from which the bullet can be selected. You can also set left, center, or right alignment options for the bullet.
Numbered list	You can set different number styles or fonts as the number format for a list. The **Define New Number Format** dialog box controls the style of numbering (Arabic numerals, Roman numerals, letters, and so on) and the font from which the numbers are selected. You can also set left, center, or right alignment options for the numbers.
Multilevel list	The **Change List Level** options enable you to change the list levels for a multilevel list. The action will be applied on the selected item in the multilevel list only. You can set the spacing between the bullet and the list item. In the **Define New Multilevel List** dialog box, the **Text indent at** spin box controls the amount of space between the bullet or number and the text in the list item. You can also customize your list by using the **Define New List Style** dialog box. The list you customize will appear in the **Multilevel List** gallery.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Format Lists.**

ACTIVITY 4-2
Formatting Lists

Before You Begin

My Fact Sheet Lists.docx is open in Word.

Scenario

You plan to provide more detail in the "Our Mission" list, and want to break up the list into two groups. You will create a separate sublist of benefits to the general community. You will try various numbered list options and indentation to find an option that will work well for this purpose.

Our Mission
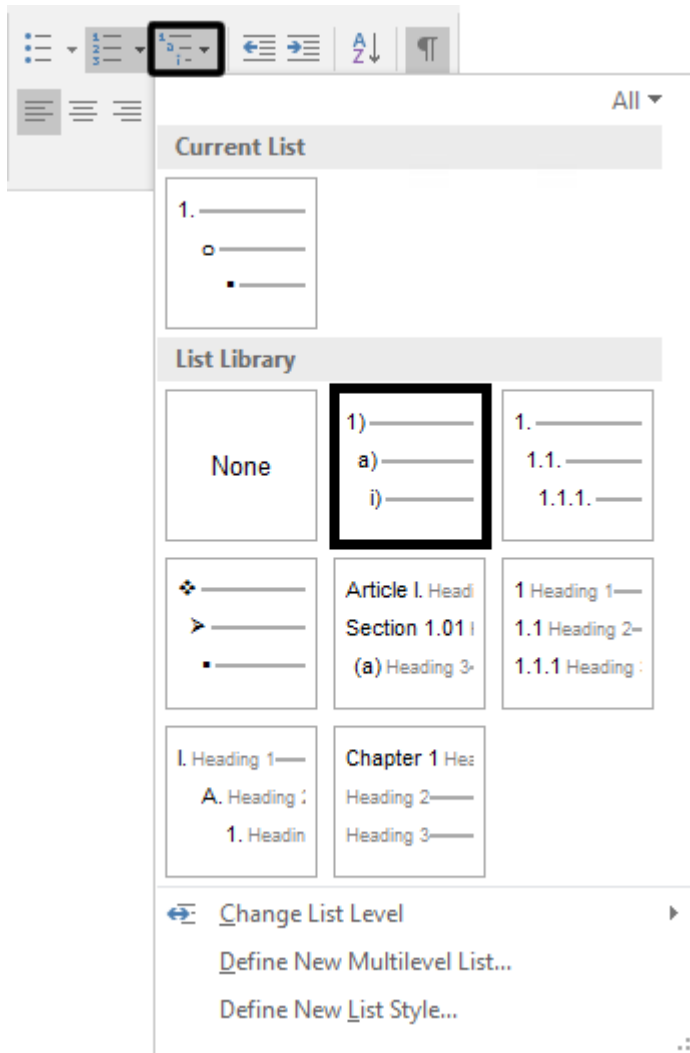Building with Heart was founded with the following goals:

1) Provide homeless and inadequately housed citizens with <u>affordable, safe, and healthy homes</u>
2) Provide hope, stability, and <u>improved quality of life</u>
3) Benefit the general community
    a) Create <u>strong neighborhoods</u> in which new homeowners are stakeholders
    b) Advise city planners, government agencies on policies to <u>promote positive change</u> and improvement in quality of life in distressed neighborhoods
    c) Provide opportunities to <u>recycle and repurpose</u> used building materials

---

1. **Change a bulleted list to a numbered list.**

   a) On page 1, select the list under the **Our Mission** heading.

   ▪ **Our·Mission**¶
   Building·with·Heart·was·founded·with·the·following·goals:¶

       •→ Provide·homeless·and·inadequately·housed·citizens·with·<u>affordable,·safe,·and·healthy·homes</u>¶
       •→ Provide·hope,·stability,·and·<u>improved·quality·of·life</u>¶
       •→ Create·<u>strong·neighborhoods</u>·in·which·new·homeowners·are·stakeholders¶
       •→ Advise·city·planners,·government·agencies·on·policies·to·<u>promote·positive·change</u>·and·improvement·in·quality·of·life·in·distressed·neighborhoods¶
       •→ Provide·opportunities·to·<u>recycle·and·repurpose</u>·used·building·materials¶

   ▪ **Who·Qualifies·for·a·Building·with·Heart·Home**¶
   We·select·homebuyers·based·on·the·family's·need·for·decent·affordable·shelter,·ability·to·pay·the·

   b) On the **Home** tab, in the **Paragraph** group, select the **Numbering** button.

2. **Insert a numbered item in the middle of a list.**

    a) Position the insertion point at the end of the second list item.

2.→Provide hope, stability, and improved quality of life¶

    b) Press **Enter** to start a new paragraph.

       You have started a new list item, which has the number 3. The numbering format is automatically carried to a new paragraph.

    c) Type *Benefit the general community*

3. Indent to create a multilevel list.

    a) Select paragraphs 4, 5, and 6.

■ **Our Mission**¶
Building with Heart was founded with the following goals:¶

    1.→Provide homeless and inadequately housed citizens with affordable, safe, and healthy homes¶
    2.→Provide hope, stability, and improved quality of life¶
    3.→Benefit the general community¶
    4.→Create strong neighborhoods in which new homeowners are stakeholders¶
    5.→Advise city planners, government agencies on policies to promote positive change and improvement in quality of life in distressed neighborhoods¶
    6.→Provide opportunities to recycle and repurpose used building materials¶

    b) On the **Home** tab, in the **Paragraph** group, select the **Increase Indent** button.

■ **Our Mission**¶
Building with Heart was founded with the following goals:¶

    1.→Provide homeless and inadequately housed citizens with affordable, safe, and healthy homes¶
    2.→Provide hope, stability, and improved quality of life¶
    3.→Benefit the general community¶
        o→Create strong neighborhoods in which new homeowners are stakeholders¶
        o→Advise city planners, government agencies on policies to promote positive change and improvement in quality of life in distressed neighborhoods¶
        o→Provide opportunities to recycle and repurpose used building materials¶

    The three selected paragraphs are indented as a sublist.

4. Format a multilevel list.

    a) Select the entire list (including items 1 through 3 and the last three indented items).

b) Select the arrow next to **Multilevel List** and select the list format shown here.

c) Hide paragraph marks and click to deselect the formatted list, so you can see it more clearly.

Our Mission
Building with Heart was founded with the following goals:

1) Provide homeless and inadequately housed citizens with affordable, safe, and healthy homes
2) Provide hope, stability, and improved quality of life
3) Benefit the general community
   a) Create strong neighborhoods in which new homeowners are stakeholders
   b) Advise city planners, government agencies on policies to promote positive change and improvement in quality of life in distressed neighborhoods
   c) Provide opportunities to recycle and repurpose used building materials

5. Save and close the document.

ACTIVITY 4–3
Resequencing Lists

Data File

Desktop\Brochure Project\Managing Lists\Renum Check List.docx

Scenario

A colleague is starting a checklist and has copied various items from other documents. In the process of copying items from one list to another, she has gotten the numbering of the items out of sequence. She has asked for your help in resequencing the lists.

On-boarding Checklist

1. Verify program eligibility
   a. Obtain last five years' income statements in Form IE-1
   b. Obtain completed Application Form BWH-4
   c. Complete background check, as documented in Procedure 32B

List should continue with 2 → 1. Schedule applicants for training classes
   a. Program Overview and Expectations Class
   b. Construction Safety Class
   c. Home Maintenance and Upkeep Strategies Class

Extra requirements for those who will also participate in Mentor Training

New list should start at 1 → 2. Verify Part 3 eligibility
   a. Mentor Eligibility Class
   b. Presentation Skills Class

1. **Open the document and examine the unsorted list.**
   a) Open **Desktop\Brochure Project\Managing Lists\Renum Check List.docx** in Word 2019.
   b) Examine the lists.
      Two items are out of sequence.

2. **Change an item to continue numbering.**
   a) Select the paragraph **1. Schedule applicants for training classes**.
   b) Right-click the selected paragraph and select **Continue Numbering**.
      The number changes to 2, the next number in the series.

3. **Change an item to restart numbering.**
   a) Select the paragraph **3. Verify Part 3 eligibility**.

b) Right-click the selected paragraph and select **Restart at 1**.

On-boarding Checklist

1. Verify program eligibility
   a. Obtain last five years' income statements in Form IE-1
   b. Obtain completed Application Form BWH-4
   c. Complete background check, as documented in Procedure 32B
2. Schedule applicants for training classes
   a. Program Overview and Expectations Class
   b. Construction Safety Class
   c. Home Maintenance and Upkeep Strategies Class

Extra requirements for those who will also participate in Mentor Training

1. Verify Part 3 eligibility
   a. Mentor Eligibility Class
   b. Presentation Skills Class

The second list now starts a new series.

4. Finish your session.
   a) Save the document in the current directory as *My Renum Check List.docx*
   b) Exit Word and close any **File Explorer** windows you may have opened.

Summary

In this lesson, you used Word's list tools to efficiently create and manage numbered, bulleted, and multilevel lists.

What types of documents do you create that will likely use Word's list formats?

In what ways will the ability to automatically sort information help you with your work responsibilities?

> **Note:** Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

5 | Adding Tables

Lesson Time: 45 minutes

Lesson Introduction

You've used tabs and tab stops to create the appearance of columns or tables, but for certain table layouts, tabs alone won't give you the control you need to create, format, and efficiently update information. Microsoft® Word's table feature provides another way to present information in table form, and provides you with additional flexibility and ease of formatting for producing table or grid layouts in your documents.

Lesson Objectives

In this lesson, you will:

• Insert a table into a Word document.

• Modify table rows and columns, including insertion, deletion, moving, and resizing.

• Use styles to format tables.

• Convert delimited text to a table.

TOPIC A

Insert a Table

Word provides various tools for inserting a new table into a document.

Tables

A *table* is a container that is used to organize text, numerical data, or graphics. Tables consist of individual cells that are arranged in vertical columns and horizontal rows. Each cell stores a piece of information. A table can have specialized table formats, such as borders drawn around some or all of the cells, or shading in rows or columns.

Page Layout through Tables

Tables can organize both text and graphics and can help simplify your page layout. Using tables, you can arrange content in columns, apply different backgrounds and colors for different areas of a page, and adjust the size and width of different text areas. You can even insert a table into another table, and remove borders to hide the table structure. This flexibility with tables helps you easily manage even a complex page layout.

Table Creation Options

Microsoft Word provides several options for creating tables. You can access these options on the **Insert** tab, in the **Tables** group, from the **Table** drop-down list.

The following table describes the various methods for creating a table.

Option	Description
Insert Table grid	Enables you to draw over a grid to select the number of rows and columns.
Insert Table	Opens the **Insert Table** dialog box. Here, you can specify values for the number of rows and columns. You can also specify how data should fit into the cells.
Draw Table	Enables you to draw a more complex table.
Convert Text to Table	Enables you to convert text that contains a separator between the information for each table cell into a table. Separators are often tabs, commas, hyphens, or paragraphs.
Excel Spreadsheet	Enables you to insert a Microsoft® Excel® spreadsheet as a table. When you select the inserted table, Word provides you with all the features and tools available in Excel as options on the ribbon.
Quick Tables	Enables you to select from a gallery of predefined table styles.

Contextual Tabs

Contextual tabs are additional tabs that appear on the ribbon when you work with objects such as tables, pictures, or shapes. The commands and options available on these tabs are restricted to those that manipulate the objects associated with the tab. You can switch between the contextual tabs and the core tabs as needed.

Table Navigation Methods

You can navigate in a table efficiently by using keyboard techniques.

Key/Keys	Function
Tab	Moves the insertion point one cell to the right.
Right Arrow	If the cell is empty, moves the insertion point one cell to the right.
	If the cell is not empty, then moves the insertion point one character to the right until the end of the cell is reached. Then, the right arrow moves to the next cell to the right.
Shift+Tab	Moves the insertion point one cell to the left.
Left Arrow	If the cell is empty, moves the insertion point one cell to the left.
	If the cell is not empty, then moves the insertion point one character to the left until the beginning of the cell is reached. Then, the left arrow moves to the next cell to the left.
Down Arrow	If the cell is empty, moves the insertion point down one row.
	If the cell is not empty, the down arrow moves the insertion point down one row until the last row in the cell is reached. Then, the down arrow moves down to the next row.
Up Arrow	If the cell is empty, moves the insertion point up one row.
	If the cell is not empty, the up arrow moves the insertion point up one row until the first row in the cell is reached. Then, the up arrow moves up to the next row.

Nonprinting Characters in Tables

There are several nonprinting characters that are specific to tables in Word. Each cell contains an end-of-cell marker to indicate the end of that cell. To the right of each row is an end-of-row marker that indicates the end of that row. Column markers are displayed in the ruler, and can be dragged to resize columns. In addition to these markers, Word can also display nonprinting gridlines around the table cells. Gridlines are sometimes called boundaries. If a table has borders applied to it, the gridlines will be displayed beneath the borders.

Quick Tables

Quick Tables are preformatted tables that contain sample data. You can use the **Quick Tables** gallery to quickly insert a new table with a predefined style. You can then replace the placeholder text in the table with your own data. In Word, you can access the **Quick Tables** gallery from the **Tables** group on the **Insert** tab. There are different types of **Quick Tables**, such as calendars, double tables, and tables with subheadings. **Quick Tables** may apply a coordinated set of different fonts and column delimiters to a table.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Insert a Table in a Document.**

ACTIVITY 5-1
Inserting a Table in a Document

Data File

Desktop\Brochure Project\Adding Tables\Fact Sheet Tables.docx

Scenario

In the Who Qualifies for a Building with Heart Home section of the document, several eligibility requirements are provided. You will pull these requirements out of the paragraph, and place them in a table to give them more focus, and you will add other requirements to the table.

Figure 5-1: Moving paragraph text into a table.

1. **Open the document and examine the unsorted list.**
   a) Open **Desktop\Brochure Project\Adding Tables\Fact Sheet Tables.docx** in Word 2019.
   b) Make sure paragraph marks are showing.
   c) Scroll, if necessary, to view the section of the document under the heading **Who Qualifies for a Building with Heart Home**.

d) Place the insertion point after the paragraph that ends with **contributed hours**, and press **Enter** to start a new paragraph, as shown.

▪ **Who·Qualifies·for·a·Building·with·Heart·Home¶**
We·select·homebuyers·based·on·the·family's·need·for·decent·affordable·shelter,·ability·to·pay·the· no-profit·mortgage,·and·a·willingness·to·assist·in·the·construction·process.·Target·homebuyers· typically·earn·30-60%·below·the·median·wage·for·the·Greene·City·demographic·area.·Families· must·contribute·at·least·300·hours·of·sweat·equity,·which·may·include·hours·on·their·own·home,· as·well·as·other·Building·with·Heart·projects.·Hours·spent·in·approved·community·service·and· classes·may·also·count·toward·homebuyers'·contributed·hours.¶

Ӏ¶

▪ **The·Need¶**
The·need·for·housing·has·increased·dramatically·over·the·past·five·years.¶

e) From the **Insert** tab, in the **Tables** group, select **Table**, and select **Insert Table**.

Insert Table   ?   ×

Table size

Number of columns: 5   ▲▼

Number of rows: 2   ▲▼

AutoFit behavior

◉ Fixed column width: Auto   ▲▼

○ AutoFit to contents

○ AutoFit to window

☐ Remember dimensions for new tables

OK   Cancel
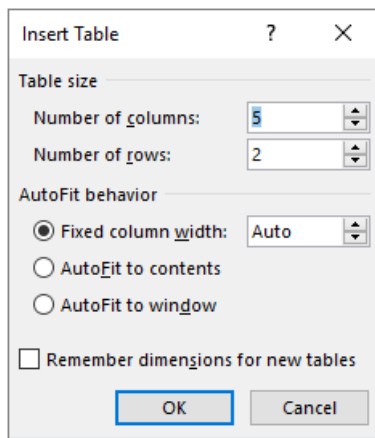
f) Change the settings as follows to create a 2 by 2 cell table that fills the window width (margin to margin).

• Number of columns: **2**
• Number of rows: **2**
• AutoFit behavior: **AutoFit to window**

g) Select **OK**.

> **Who Qualifies for a Building with Heart Home¶**
> We select homebuyers based on the family's need for decent affordable shelter, ability to pay the no-profit mortgage, and a willingness to assist in the construction process. Target homebuyers typically earn 30-60% below the median wage for the Greene City demographic area. Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects. Hours spent in approved community service and classes may also count toward homebuyers' contributed hours.¶
>
> | ¤ | ¤ | ¤ |
> |---|---|---|
> | ¤ | ¤ | ¤ |
> ¶
>
> **The Need¶**
> The need for housing has increased dramatically over the past five years.¶

The empty table is inserted in the document. By default, the table cells are white with black borders. The insertion point is automatically placed in the top-left cell of the table so you can start entering information into the table.

2. **Fill the table with data.**

   a) Type *Factor*

   b) Press **Tab**.

      The insertion point advances to the next cell to the right.

   c) Type *Description*

   d) Press **Tab**.

      You were at the last cell in the row, so the insertion point wraps down to the first cell of the next row.

   e) Type *Hours of service*

3. **Drag to move text to the table.**

   a) Select the sentence as shown, not including the period at the end.

> **Who Qualifies for a Building with Heart Home¶**
> We select homebuyers based on the family's need for decent affordable shelter, ability to pay the no-profit mortgage, and a willingness to assist in the construction process. Target homebuyers typically earn 30-60% below the median wage for the Greene City demographic area. Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects. Hours spent in approved community service and classes may also count toward homebuyers' contributed hours.¶
>
> | Factor¤ | Description¤ | ¤ |
> |---|---|---|
> | Hours of service¤ | ¤ | ¤ |
> ¶

b) Point at any word within the selected text, and drag it into the empty table cell.

    When you release the mouse button, the selected sentence is *moved* to the table.

Factor¤	Description¤	¤
Hours of service¤	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects¤	¤

Who Qualifies for a Building with Heart Home¶
We select homebuyers based on the family's need for decent affordable shelter, ability to pay the no-profit mortgage, and a willingness to assist in the construction process. Target homebuyers typically earn 30-60% below the median wage for the Greene City demographic area. Hours spent in approved community service and classes may also count toward homebuyers' contributed hours.¶

4. Start a new row.

    a) Make sure the table cell that contains the sentence you just moved is still selected.

    b) Press **Tab**.

        A new row is created when you tab past the last cell of the last row.

    c) Type *Income*

    d) From the paragraph above the table, copy the text **30-60% below the median wage for the Greene City demographic area**

    e) Click in the lower-right cell of the table, and paste the text into the table as shown.

Factor¤	Description¤	¤
Hours of service¤	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects¤	¤
Income¤	30-60% below the median wage for the Greene City demographic area¤	¤

5. In the paragraph under the heading **Who Qualifies for a Building with Heart Home**, delete the extra period after the word **area**.

    This period was left behind when you moved the sentence into the table.

6. Save the document in the current folder (**Desktop\Brochure Project\Adding Tables**) as *My Fact Sheet Tables.docx*

TOPIC B

Modify a Table

Once you've created a table, you may need to make some adjustments to its size and layout.

Table Selection Methods

Before you can make certain changes to the table structure, you'll need to select the table itself, or its elements.

To Select	Do This
A row or rows	Move the mouse pointer to the blank space at the left of the desired row. When the mouse pointer changes to a right-tilted white arrow, click to select the row. You can also select several rows by clicking and dragging the mouse pointer along the required number of rows.
A column or columns	Move the mouse pointer to the top or bottom border of the column until the mouse pointer changes to a black down arrow, and then click to select the column. You can also select several columns by clicking and dragging the mouse pointer along the required number of columns.
A cell or cells	Move the mouse pointer to the blank space before the text in a cell. When the mouse pointer changes to a right-tilted dark arrow, click to select the cell. To select a group of cells, drag over the cells, or click a cell, hold down **Shift**, and click the last cell.
The entire table	Point to the table until the table selection box appears outside the top-left corner of the table, and then click the box. Or, with the insertion point located with the table, on the **Table Tools Layout** tab, in the **Table** group, from the **Select** drop-down list, choose **Select Table**.

The Table Tools Layout Contextual Tab

The **Table Tools Layout** contextual tab contains groups with options to modify the structure of a table. Options available in the various groups are described in the following table.

Group	Options
Table	Select elements of the table, and view table gridlines and table properties.
Draw	Insert a table by drawing and erasing the borders of rows and columns.
Rows & Columns	Insert or delete rows and columns, and other table elements.
Merge	Merge and split cells, and split the table.
Cell Size	Change the height of rows and the width of columns; make multiple rows or columns the same size.
Alignment	Modify the alignment of the text in a table and change the direction in which the text is entered. You can also change the default value of each cell's margins.
Data	Sort, calculate, or convert the information in a table to text. You can also use this group to repeat the header rows on every page when a table extends beyond a single page.

The Table Properties Dialog Box

Tabs in the **Table Properties** dialog box enable you to specify options for rows and columns, individual cells, or an entire table. You can open this dialog box from the **Table Tools Layout** contextual tab, in the **Table** group, by selecting **Properties**. Each tab in the dialog box contains several options.

Tab	Options
Table	Set the size, alignment, and text wrapping of a table.
Row	Set the height of the selected row. This tab also enables you to apply a page break and navigate to the previous or next row.
Column	Modify the size of the selected column. This tab also enables you to navigate to the previous or next column.
Cell	Modify the size and vertical alignment of text in the selected cell.
Alt Text	Enter alternative text information, such as a title for the table. This information is shown when a table is displayed in a web browser.

📋	**Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Modify Table Rows and Columns.**

ACTIVITY 5-2
Inserting a New Row in a Table

Before You Begin

My Fact Sheet Tables.docx is open in Word.

Scenario

You need to insert a new row in the middle of the table. The technique you've used to add a row at the *end of the table* (tabbing past the last cell) will not work in the middle of a table, so you will have to use a different technique to insert a row.

---

1. **Insert a row into the table.**

   a) Position the mouse pointer on the left edge of the table, near the dividing line separating the **Income** and **Hours of service** cells, adjusting the mouse position until you see a plus sign.
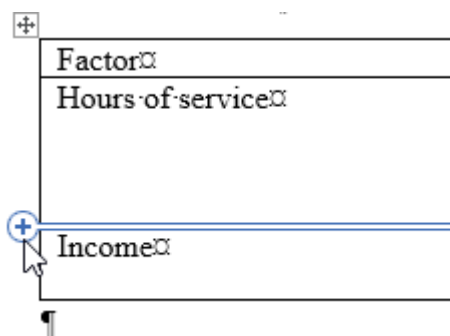
   b) Click the plus sign to insert a new row at that point in the table.

2. **Enter data in the row.**

   a) Enter data in the new row as shown.

Factor¤	Description¤	¤
Hours·of·service¤	Families·must·contribute·at·least·300·hours·of· sweat·equity,·which·may·include·hours·on· their·own·home,·as·well·as·other·Building· with·Heart·projects¤	¤
Residency¤	Must·have·been·a·resident·of·Greene·City·for· at·least·five·years¤	¤
Income¤	30-60%·below·the·median·wage·for·the· Greene·City·demographic·area¤	¤

   b) Save the document.

ACTIVITY 5–3
Moving and Resizing Rows and Columns

Before You Begin

My Fact Sheet Tables.docx is open in Word.

Scenario

You need to rearrange rows in the table. Then you will adjust the column widths.

Factor	Description
Residency	Must have been a resident of Greene City for at least five years
Hours of service	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects
Income	30-60% below the median wage for the Greene City demographic area

1. Use Cut and Paste to move a row.

   a) Select the **Hours of service** table row, including the end of row marker, as shown.

Factor¤	Description¤	¤
Hours of service¤	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects¤	¤
Residency¤	Must have been a resident of Greene City for at least five years¤	¤
Income¤	30-60% below the median wage for the Greene City demographic area¤	¤

¶

   b) On the **Home** tab, in the **Clipboard** group, select **Cut**. (Or press **Ctrl+X**.)

   c) Click before the word **Income** in the left column of the table.
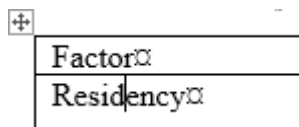
Factor¤	Description¤	¤
Residency¤	Must have been a resident of Greene City for at least five years¤	¤
Income¤	30-60% below the median wage for the Greene City demographic area¤	¤

¶

   This is where you will paste the Hours of service row.

   d) On the **Home** tab, in the **Clipboard** group, select **Paste**. (Or press **Ctrl+V**.)
      The Hours of service row is moved between the Residency and Income rows.

2. Select the entire table.
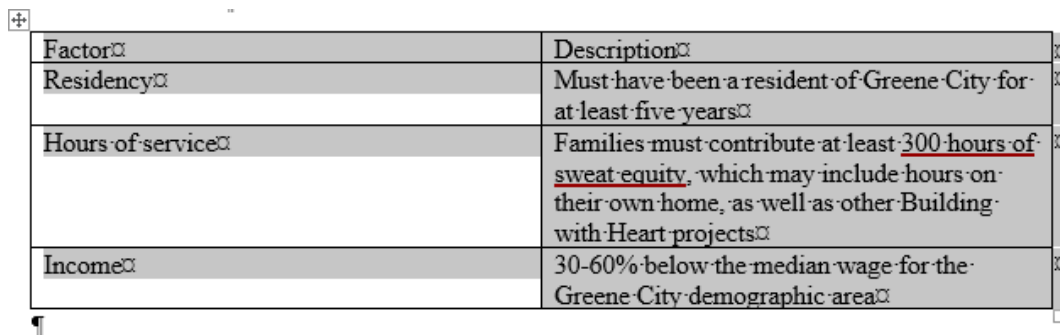
a) Make sure the insertion point is positioned within one of the table cells.

Factor¤
Residency¤

A selection within the table causes the table selector to show. The table selector appears next to the upper-left corner of the table.

b) Select the table selector.

Factor¤	Description¤	¤
Residency¤	Must have been a resident of Greene City for at least five years¤	¤
Hours of service¤	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects¤	¤
Income¤	30-60% below the median wage for the Greene City demographic area¤	¤

¶

All rows and columns in the table are selected.

3. **Manually resize the Factor column.**

a) In the ruler, drag the divider from the 3" mark to approximately the 1-1/2" mark.
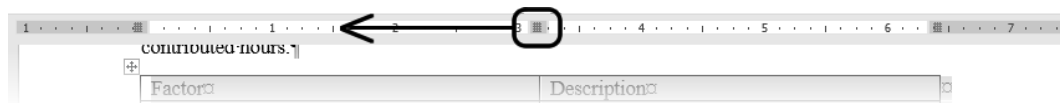
You could resize both columns this way, but there is a faster way to fit the entire table to its content.

4. **Automatically resize the columns to fit the text.**

a) Make sure the entire table is still selected.

b) On the **Table Tools Layout** contextual tab, in the **Cell Size** group, select **AutoFit→AutoFit Contents**. The table rows and columns are automatically adjusted so the table makes the most efficient use of space.

5. **Save the document.**

TOPIC C

Format a Table

After you've adjusted a table's size and layout, you might want to apply formatting options to the table's borders, backgrounds, and text to create a consistent look, or to make the table stand out.

Table Styles

You can individually apply multiple formats (borders, shading, fonts, and so forth) to a table, but you can quickly apply multiple formats to a table by applying a table style. A table style contains a set of table-specific formatting instructions. Table styles include borders, shading, colors, cell alignment, table fonts, and separate formats for the first column or row. There are various table styles to choose from. You can also modify an existing style or build a new style and add it to the gallery.

The Table Tools Design Contextual Tab

The **Table Tools Design** contextual tab contains several design options to help you easily format your table. Each group on the tab contains styling tools and commands.

Group	Options
Table Style Options	Modify a table style by formatting specified rows or columns.
Table Styles	Format a table by using a set of predefined styles. Includes options to apply a background color and borders.
Borders	Add and modify borders on a table. Includes options to change the line style, color, and thickness of the border. You can also erase the border.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Format a Table.**

ACTIVITY 5-4
Formatting a Table

Before You Begin
My Fact Sheet Tables.docx is open in Word.

Scenario
Now that you've created the table and have adjusted its general layout, you will apply a table style to change its formatting.

Factor	Description
Residency	Must have been a resident of Greene City for at least five years
Hours of service	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects
Income	30-60% below the median wage for the Greene City demographic area

Grid Table 4 - Accent 1
style

Factor	Description
Residency	Must have been a resident of Greene City for at least five years
Hours of service	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects
Income	30-60% below the median wage for the Greene City demographic area

1. Apply a style to the table.
   a) Make sure the table is still selected.
   b) Press **Ctrl+Spacebar** to clear all formatting from the table.

      Since you are about to apply a style, you will begin with a clean copy of the text (no direct formatting applied) as your starting point. This way, you'll ensure that only formats coming from the table style are in effect.
   c) Examine the ribbon.

      With the table selected, there are two tabs labeled **Design**. The one on the left side of the ribbon has been there all along, but now that you've selected a table, a new **Design** tab has appeared, underneath the context label **Table Tools**. The **Design** and **Layout** tabs beneath the **Table Tools** context label have tools specific to tables.

    d) On the **Table Tools Design** contextual tab, in the **Table Styles** group, select the **More** button.
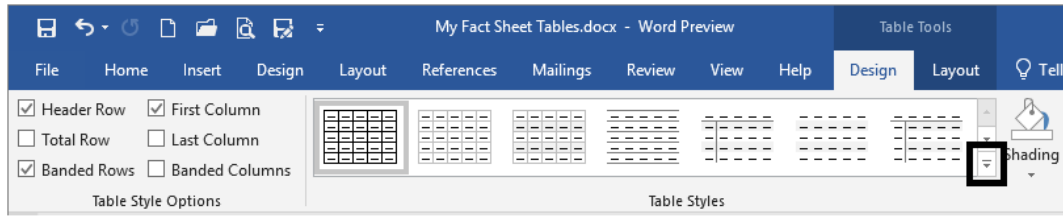
        The **Table Styles** gallery is displayed.

    e) Select the **Grid Table 4 - Accent 1** table style.

        This table style has a light blue heading background and alternating rows in blue and white.
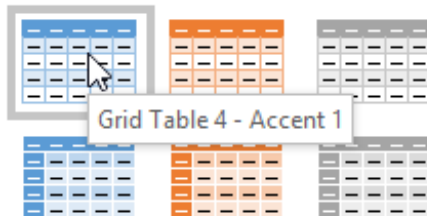
        The position of the styles in the gallery changes depending on the size of your monitor and Word application window, so you have to position the mouse over each item and wait for its name to appear. If you can't quickly find the Grid Table 4 - Accent 1 style, choose another one that has rows with alternating (banded) colors.

    f) Click outside of the table to deselect it.

Factor¤	**Description¤**
Residency¤	Must·have·been·a·resident·of·Greene·City·for·at·least·five·years¤
Hours·of· service¤	Families·must·contribute·at·least·300·hours·of·sweat·equity,·which·may·include·hours· on·their·own·home,·as·well·as·other·Building·with·Heart·projects¤
Income¤	30-60%·below·the·median·wage·for·the·Greene·City·demographic·area¤

        The style includes alternating row formats, or *banded rows*. These can help readers scan rows of information in large tables, but can be distracting in a small table like this.

2. **Remove the banded rows.**

    a) Select the entire table.

    b) On the **Table Tools Design** contextual tab, in the **Table Style Options** group, uncheck **Banded Rows**.
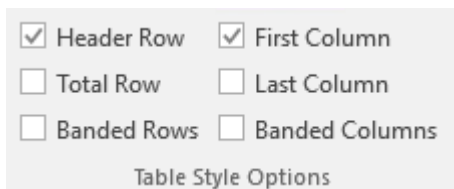
3. **Apply black borders to the table.**

    a) In the **Borders** group, select the arrow beneath **Borders**, and select **Borders and Shading**.

b) On the **Borders** tab, under **Setting**, select **All**.

Setting:

None

Box

All

Grid

Custom
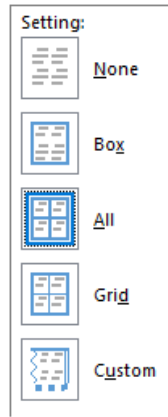
c) For **Color**, select **Black**.
d) Select **OK**.

Factor	Description
Residency	Must have been a resident of Greene City for at least five years
Hours of service	Families must contribute at least 300 hours of sweat equity, which may include hours on their own home, as well as other Building with Heart projects
Income	30-60% below the median wage for the Greene City demographic area

Black borders have been added to the table.

4. Save the document.

TOPIC D

Convert Text to a Table

Table data may come from a variety of sources, and may require some manipulation to get it into table form. Word provides some tools to help you automate the task of transferring plain text into a table.

The Convert Text to Table Dialog Box

If you've used tabs to create columns of data in a document, you can convert the tabbed text to a table by using the options in the sections of the **Convert Text to Table** dialog box. Text that is separated by paragraphs or commas (*delimited text*) can also be converted to table form. Each section of the dialog box contains options to create the table.

Section	Description
Table size	Provides options to specify the number of rows and columns to suit the table content.
AutoFit behavior	Provides options to specify how the table columns are sized to fit the contents in the table. Columns can be of fixed width, equally sized to fit the document width, or variably sized depending on the content of each column.
Separate text at	Provides options to specify whether paragraphs, tabs, commas, or any other option should be considered as a delimiter to split the text into table cells when converting the text to a table.

The Convert Table To Text Dialog Box

You can use the **Convert Table To Text** dialog box to convert the text in a table to paragraph format. It provides options to separate the data in the table by using paragraph marks, tabs, commas, or other delimiting characters, when it is converted to text. You can access the **Convert Table To Text** dialog box from the **Data** group on the **Table Tools Layout** contextual tab.

Draw Table

Another way to convert existing text to a table is to draw a table around it by using the **Draw Table** tool. Once you have selected the **Draw Table** tool, the mouse pointer becomes a pencil. Just drag the pencil from one corner where you would like the table to begin to the far corner, where the table should end. Within the area you drag, you should include only the text that should be in the table. When you release the mouse button, Word places all the text inside the table. After you've drawn the table, you can use the **Draw Table** tool to create columns by drawing dividing lines in the table.

> **Note:** Although the **Draw Table** tool works well for creating new, empty tables or for drawing a single-celled table around an existing text selection, it can be frustrating to try to convert existing text to a complex table. The **Convert Text to Table** command is better suited for such tasks.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Convert Between Delimited Text and a Table.**

ACTIVITY 5-5

Converting Text to a Table

Before You Begin

My Fact Sheet Tables.docx is open in Word.

Scenario

Under the heading "The Need," you set up three columns of information using tab stops. Now you'll convert this part of the document into a Word table, so you can easily apply the same style you used for the qualification requirements table you just formatted.

The Need

The need for housing has increased dramatically over the past five years.

Region	Increase in Need	Increase in Funding
Eastern King County	12.45%	2.2%
Northern King County and 4th Ward	6.7%	3.2%
Downtown and 12th Ward	3.32%	0.005%
Western King County	2.6%	1.12%

Convert tabbed text to table
Apply **Grid Table 4 - Accent 1** style

Region	Increase in Need	Increase in Funding
Eastern King County	12.45%	2.2%
Northern King County and 4th Ward	6.7%	3.2%
Downtown and 12th Ward	3.32%	0.005%
Western King County	2.6%	1.12%

1. Use the **Convert Text to Table** feature to convert plain text to a table.

a) In the text beneath **The Need**, select all five lines of the tabbed paragraphs in the gray box, as shown.

The Need

The need for housing has increased dramatically over the past five years.

Region	Increase in Need	Increase in Funding
Eastern King County	12.45%	2.2%
Northern King County and 4th Ward	6.7%	3.2%
Downtown and 12th Ward	3.32%	0.005%
Western King County	2.6%	1.12%

b) On the **Insert** tab, in the **Tables** group, select the arrow beneath **Table**.
c) Select **Convert Text to Table**.
d) For **Separate text at**, make sure **Tabs** is selected.
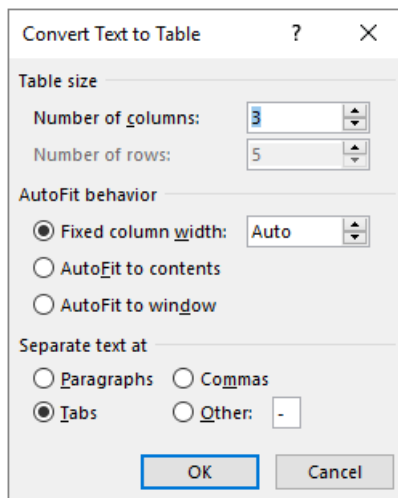
Word automatically determines the number of columns and rows in the selection.

e) Select **OK**.

Word has converted the tabbed text to a table. The table is still selected.

f) Press **Ctrl+Spacebar** to clear all formatting from the table.
g) Apply the table style and formatting to the new table, as follows, so the table matches the Who Qualifies for a Building with Heart table.

- Table Style: **Grid Table 4 - Accent 1**
- No banded rows
- Black borders on all cells

2. Close up your session in Word.

a) Save the document.
b) Exit Word.

Summary

In this lesson, you used Word's table feature to present information in table form.

How will tables help you create better documents?

What sort of information will you present in table form?

> **Note:** Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

6 | Inserting Graphic Objects

Lesson Time: 25 minutes

Lesson Introduction

You've created documents containing text, formatting, lists, and tables. You can create a huge variety of documents using only these features. However, there are times when you'll need to include graphics in your documents. These may be as simple as symbols that you insert inline with text, such as the trademark symbol or currency such as the Euro or British Pound. Or you might need to include complex illustrations, photos, or diagrams that may express certain kinds of information more efficiently and effectively than you can do with words alone. Fortunately, Microsoft® Word includes features that makes it fairly simple to insert these kinds of graphic elements.

Lesson Objectives

In this lesson, you will:

• Insert symbols and special characters within a Word document.

• Add images to a document.

TOPIC A

Insert Symbols and Special Characters

Symbols and special characters are used frequently in all sorts of documents. Some symbols are easy to type directly from a keyboard. But many thousands of symbols exist, most of which are not on your keyboard, so you'll need to know how to include such symbols in your documents.

Symbols

Symbols are characters used to represent an idea or a word, such as copyright, trademark, or registered trademark. They can be mathematical operators, currency symbols, geometric shapes, or supplemental punctuation marks. They can be emoticons, or characters from foreign languages.

You can insert symbols using several methods:

- On the **Insert** tab, select **Symbol**.
- In the **Symbol** dialog box, select a symbol.
- Press the key combination associated with some of the symbols.
- Define a key combination for inserting symbols you often use.

Wingdings and Other Symbol Fonts

Wingdings is a font available in Word that includes many decorative symbols. Wingdings characters include familiar objects such as "smileys," as well as other whimsical and useful symbols. Other symbol fonts provided with Windows® 10 or Microsoft® Office 2019 include Wingdings2, Wingdings3, Symbol, MT Extra, and Webdings.

Special Characters

Like symbols, *special characters* are not typically available from the keyboard and can be inserted using the **Symbol** dialog box. They are special in that they have special behavior over that of symbols or normal characters. For example:

- The non-breaking hyphen looks like a normal hyphen, but the words it separates will always remain on the same line. If the margin is reached, the entire word will wrap, rather than breaking at the hyphen.
- The non-breaking space looks like a normal space, but the words it separates will always remain on the same line.
- An em space is a space character that is wider than a normal space.

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on **How to Insert Symbols and Special Characters.**

ACTIVITY 6-1
Inserting Symbols and Special Characters

Data File

Desktop\Brochure Project\Inserting Graphic Objects\Fact Sheet Graphics.docx

Scenario

Your legal department requires that the first time the organization name appears in any external-facing documents, you must include the registered trademark symbol.

Building with Heart® was founded in 1986 with the goal of eradicating homelessness and inadequate housing. Building with Heart enables volunteers to help families in need help

---
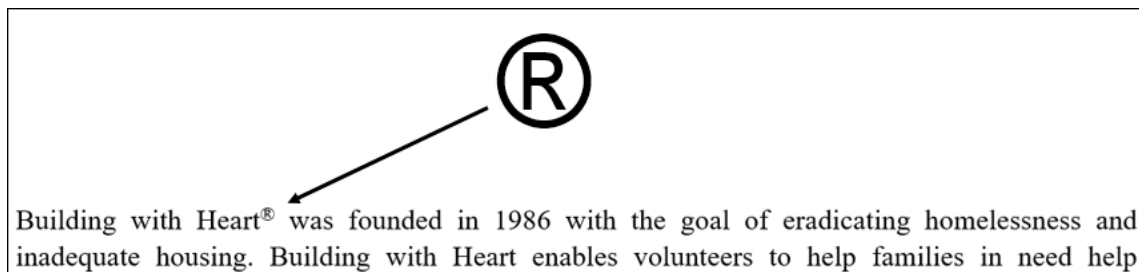
1. **Open the document.**
   a) Open **Desktop\Brochure Project\Inserting Graphic Objects\Fact Sheet Graphics.docx** in Word 2019.

2. **Insert a registered trademark symbol after Building with Heart.**
   a) In the first sentence of the first paragraph, place the insertion point immediately after the first instance of the text **Building with Heart**.
   b) On the **Insert** tab, in the **Symbols** group, select **Symbol** to open the **Symbols** gallery.
   c) In the gallery, select the ® symbol to insert it in the document.

   > **Note:** If you didn't see the ® symbol in the gallery, select **More Symbols**. Select the symbol from the list, and select **Insert**.

3. **Apply superscript format to the symbol.**
   a) Select the ® symbol.
   b) On the **Home** tab, in the **Font** group, select **Superscript**. x^2

4. **Save the document in the current folder (Desktop\Brochure Project\Inserting Graphic Objects)** as *My Fact Sheet Graphics.docx*

TOPIC B

Add Images to a Document

You can include numerous types of graphic objects within a Word document.

Illustrations

An illustration is a graphical object used to explain or embellish text. In Word, illustrations include pictures, online pictures, shapes, icons, 3D models, SmartArt, charts, and screenshots. After you insert an illustration in a Word document, you can move, resize, or apply various other formatting options to it.

SmartArt

SmartArt graphics are graphic elements that combine text, illustrations, and color. They can be used to create diagrams, and organization and flow charts.

Charts

A chart is a graphical representation of statistical data. Charts are used to visually represent a relationship between different groups of data. Different types of charts include bar, pie, and line.

Pictures

In Word, a picture generally refers to a photographic image, or other type of image that closely resembles a real object. Pictures are most often stored as JPEG, PNG, or GIF files, which are file formats used to organize or store images. On the **Insert** tab in the **Illustrations** group, you can use one of these commands to insert pictures into your Word document.

- **Pictures**: Accesses image files that are stored on your local computer.
- **Online Pictures**: Uses Bing to search for and access image files stored online. You are responsible for respecting picture copyrights.

Icons

Icons are black-and-white, non-photographic images that are included in Word 2019. These ready-made graphics are organized into 19 categories, including People, Technology and electronics, Arrows, and Business, to name a few. Like the other illustrations, you can insert, move, rotate, and size icons as you need.

3D Models

Introduced in Word 2016, 3D models are three-dimensional images that can be inserted, rotated, and resized to add interest to your documents. The 3D Model gallery organizes the available images by category, such as Animals, Electronics and Gadgets, and 3D Shapes to name a few.

The Picture Tools Format Contextual Tab

You can use the **Picture Tools Format** contextual tab to position, resize, and apply various styles and effects to illustrations in a document. The groups on the contextual tab help you adjust your picture in several ways.

Group	Helps You
Adjust	Format images by increasing or decreasing the color, brightness, or contrast.
Picture Styles	Select a style, shape, border, and effect for a picture.
Accessibility	Provide descriptive text for screen readers.
Arrange	Position an image in the document. By using the options in this group, you can also rotate, group, or align the pictures within a page.
Size	Crop an image and increase or decrease its height and width.

Image Layout

Once you've inserted an image into the document, you may need to manipulate it to fit the document. When you select an image, selection handles appear around the image's edges and corners. You can drag these handles to resize the image, or you can select various commands to format the appearance of the image. Word includes tools for resizing, cropping, and positioning images. You can also format how text interacts with an image—for example, whether text should wrap around the image, or appear behind or in front of the image.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Add Images to a Document.**

ACTIVITY 6–2
Adding Images to a Document

Data Files

Desktop\Brochure Project\Inserting Graphic Objects\building_with_heart.png

Desktop\Brochure Project\Inserting Graphic Objects\BWH Volunteers.jpg

Desktop\Brochure Project\Inserting Graphic Objects\carrying plywood.jpg

Before You Begin

My Fact Sheet Graphics.docx is open in Word.

Scenario

You will insert the organization's logo at the top of the fact sheet, formatting the logo so that it's on a line by itself. You will also add two photos to provide more visual interest.
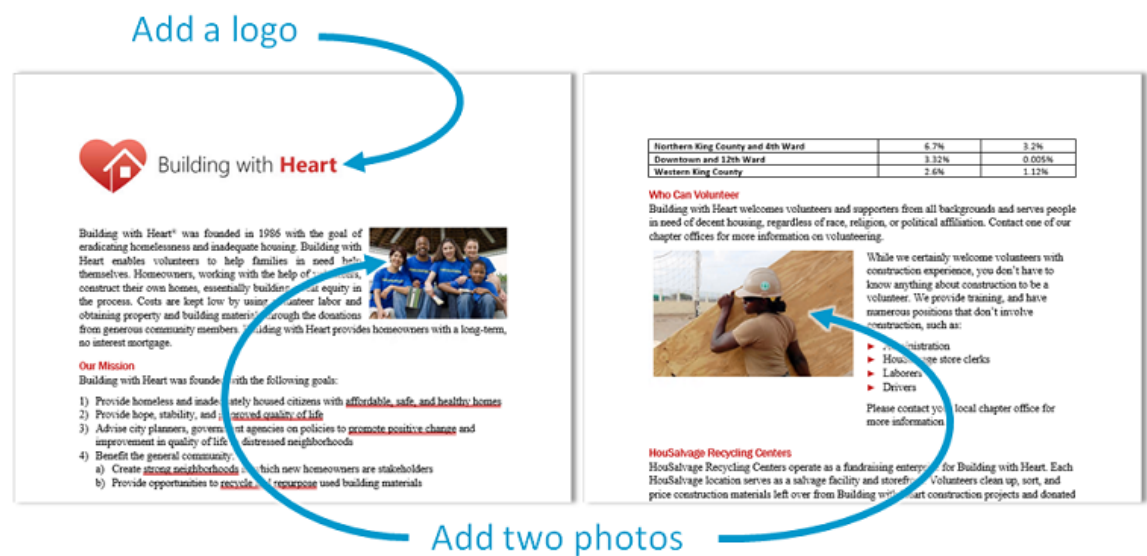
1. Insert the logo.
   a) Press **Ctrl+Home** to position the insertion point at the beginning of the document.
   b) Hide paragraph marks, if they are showing.
   c) On the **Insert** tab, in the **Illustrations** group, select **Pictures** to open the **Insert Picture** dialog box.
   d) Navigate to the **Desktop\Brochure Project\Inserting Graphic Objects** folder, and select **building_with_heart.png**.

e) Select **Insert**.

The image is placed at the insertion point. It is formatted inline with the paragraph text. In other words, the paragraph text begins at the right end of the image, continuing in the same line.

2. Format the image to appear on a line by itself.

a) On the **Picture Tools Format** contextual tab, in the **Arrange** group, select **Position** to open the **Object Position** gallery.

Various quick layout options are shown. Each option shows how the text and image will be arranged if you select that option. In this case, none of the quick layout options quite meet your needs.

b) Select **More Layout Options**.

The **Layout** dialog box is shown.

c) Select the **Text Wrapping** tab.

d) Select **Top and bottom**.
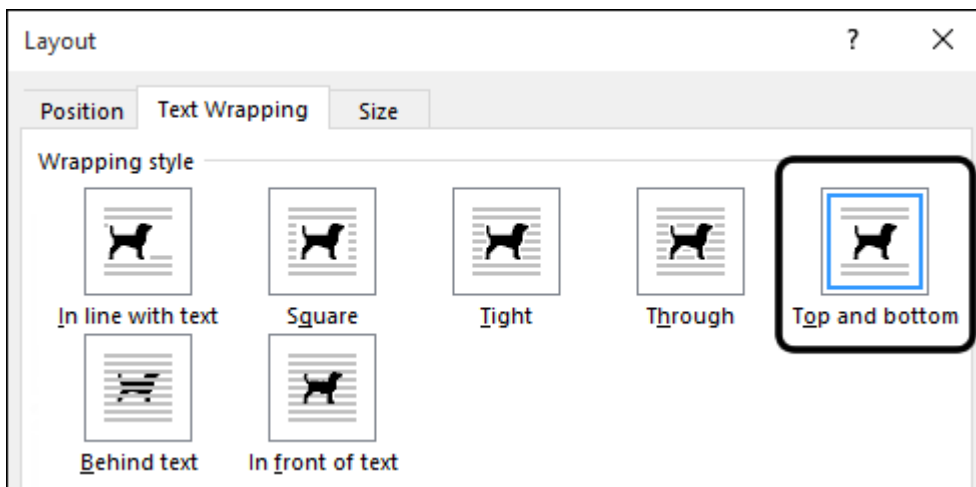
This option will put the image on its own line, with text wrapping above or below it.

e) In the **Distance from text** group, change the **Bottom** setting to *0.5"*

This will provide a half inch of white space padding beneath the image.

    f)   Select **OK**.

    g)   Press **Esc** to deselect the image.
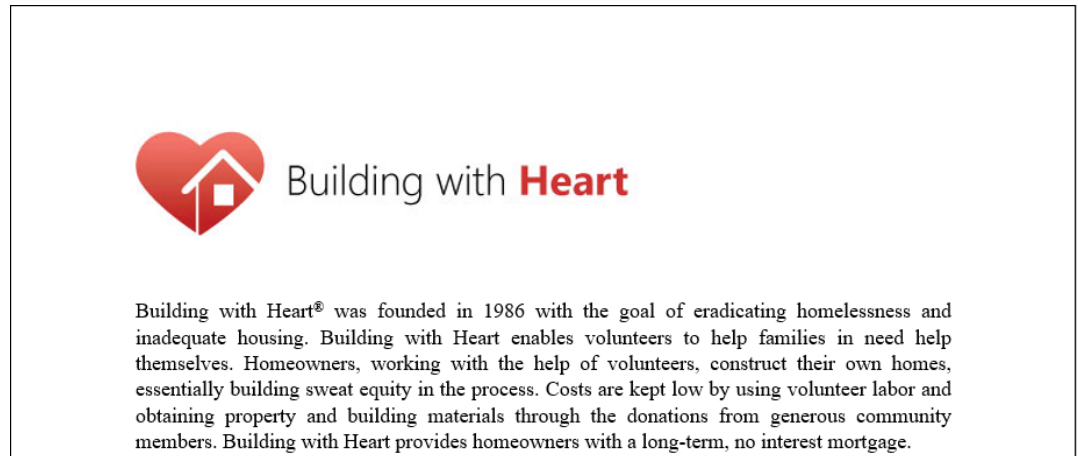
The image now appears on a line by itself.

3. Insert an image after the first paragraph.

    a)   Position the insertion point after the last sentence of the first paragraph, as shown.
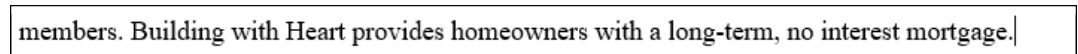
    b)   Insert the picture from the file **Desktop\Brochure Project\Inserting Graphic Objects\BWH Volunteers.jpg**.

    The picture appears directly beneath the paragraph.

4. Resize the image.

    a)   If you can't see the entire image, scroll and zoom out as needed to show the entire image.

    b)   Make sure the image is still selected.

    Click the image if it doesn't still have the eight selection handles around its border, which show that it is selected.

    c)   Drag the lower-right corner of the image up and to the left, until the image is about 2 inches wide (using the ruler as a reference), as shown.
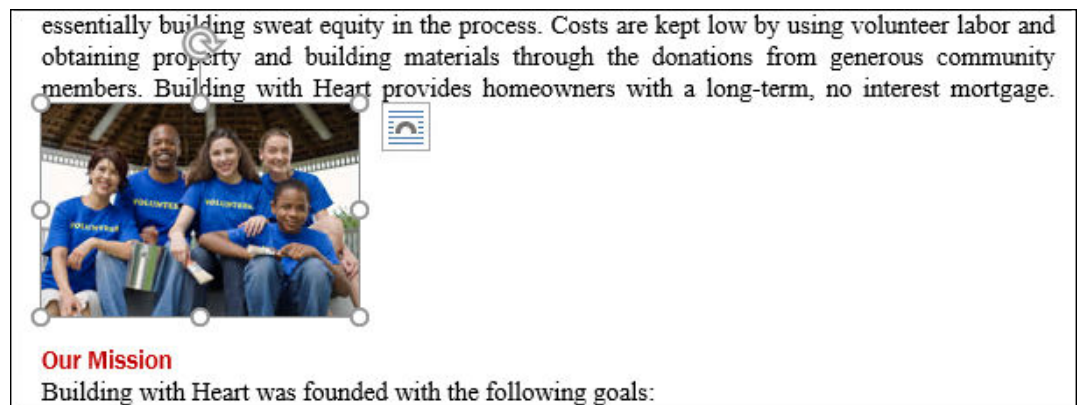
Your sizing doesn't have to be exact. You can adjust the image size later, if necessary.

5. Wrap text around the image.

a) Select the quick formatting button at the upper-right corner of the image.

b) In the **With Text Wrapping** group, select the **Square** option.
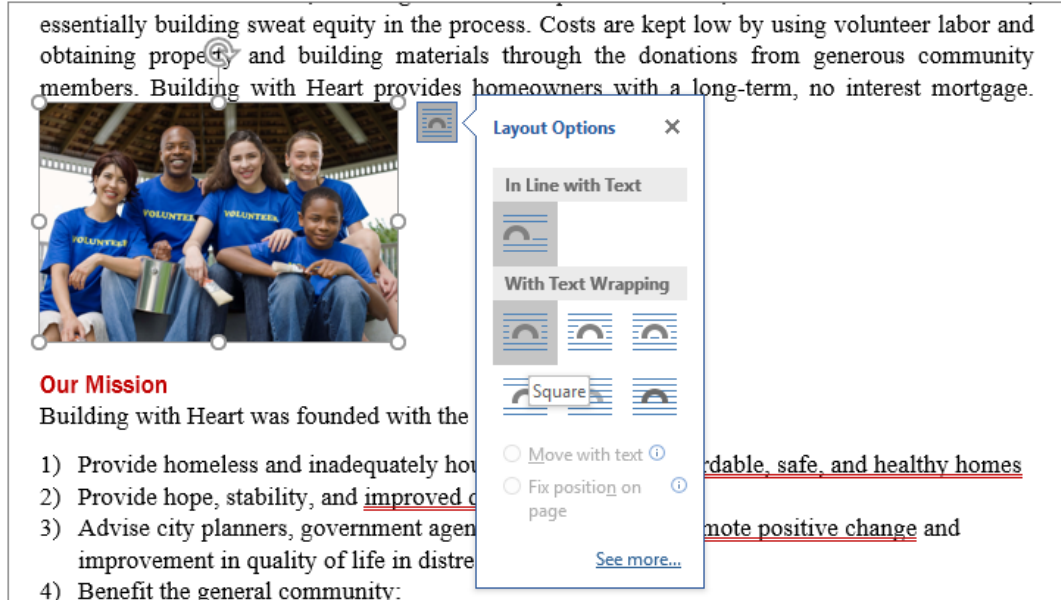
c) Press **Esc** or select the **Close** button in the **Layout Options** pane to hide the pane.

d) Examine the wrapped text.
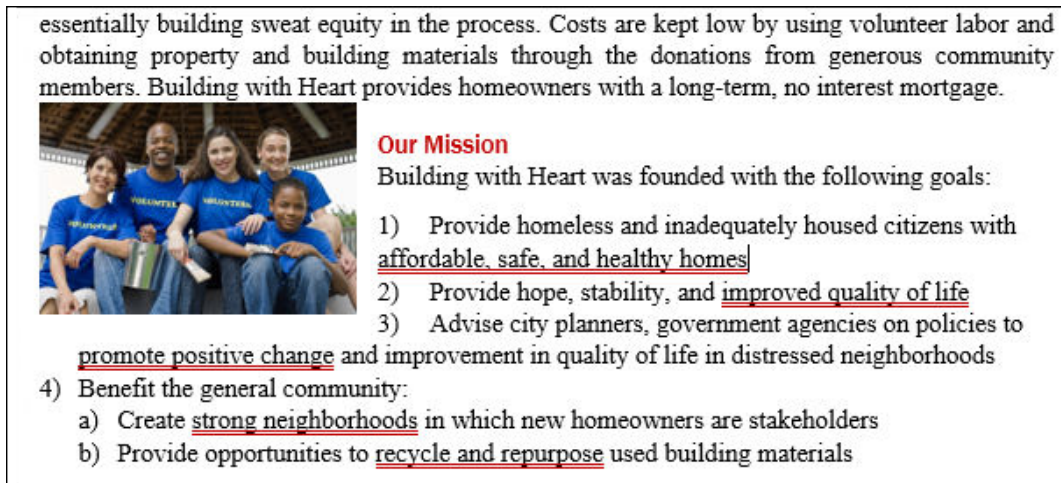
With square text wrapping applied, the text wraps around the image as expected. Now you will move the image in line with the first paragraph.

6. Move the image into the text area of the first paragraph.

a) Make sure the image is still selected.

b) Drag the image in line with the top-right corner of the first paragraph, as shown.

> Note: Once you place the image close to where you want it, you can press the arrow keys to adjust it one pixel in any direction.
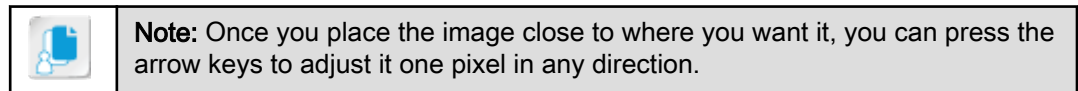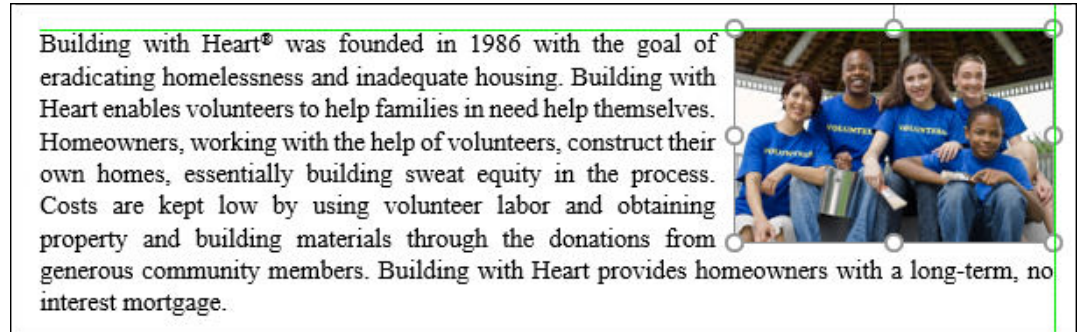
7. Adjust the image size until you're pleased with the result.

a) Make sure the image is still selected.
b) Drag the lower-left corner of the image to resize it.
    As you resize the image, text will wrap automatically to adjust. You should also scroll up and down or zoom out so you can see the effect on page breaks, as other paragraphs adjust their position to accommodate the different size of the image.

8. Insert an image in a table.

a) Scroll to find the Who Can Volunteer table on page 2.
    Some of the text from this section is now in a table. One of the cells is empty. You will place an image in this empty cell.
b) Move the insertion point into the empty table cell.
c) Insert the picture from the file **Desktop\Brochure Project\Inserting Graphic Objects\carrying plywood.jpg**.
    The picture appears in the cell, but the table layout has been squashed a bit.

9. Resize the image.

a) Examine the margins on the ruler.
    The page area minus the margins is about six and a half inches wide. To make the image fill about half the page width, you can adjust it to three inches wide.
b) Make sure the image is still selected.
c) On the **Picture Tools Format** contextual tab, in the **Size** group, select the Dialog Box Launcher.
d) Select the **Size** tab.
e) Make sure **Lock aspect ratio** is checked, and in the **Width** group, change **Absolute** to **3"**.
f) Select **OK**.

10. Crop the image

a) On the **Picture Tools Format** contextual tab, in the **Size** group, select the **Crop** button.

b) Drag the bottom-center cropping control upward to crop about 1/3 of the image, as shown.
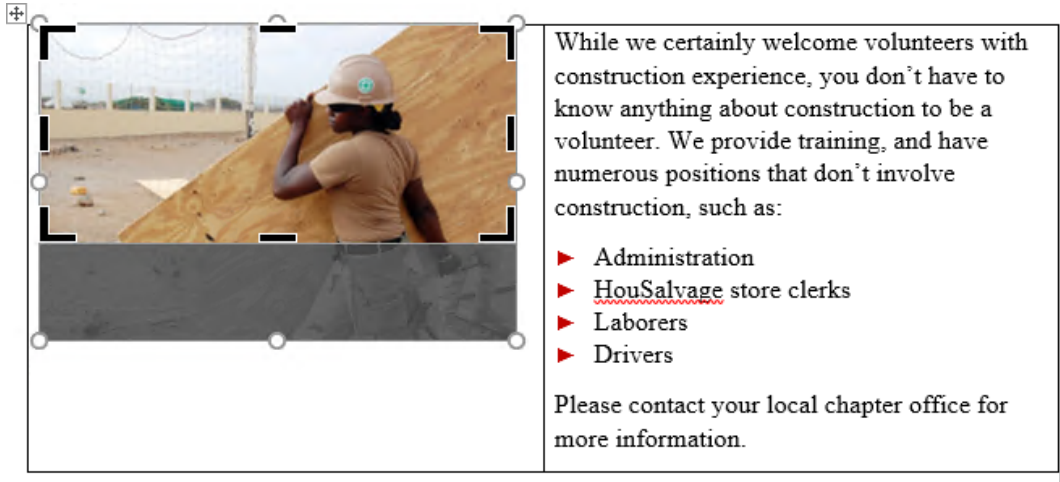
c) Drag the left-center cropping control to the right, until the volunteer worker is centered in the image as shown.
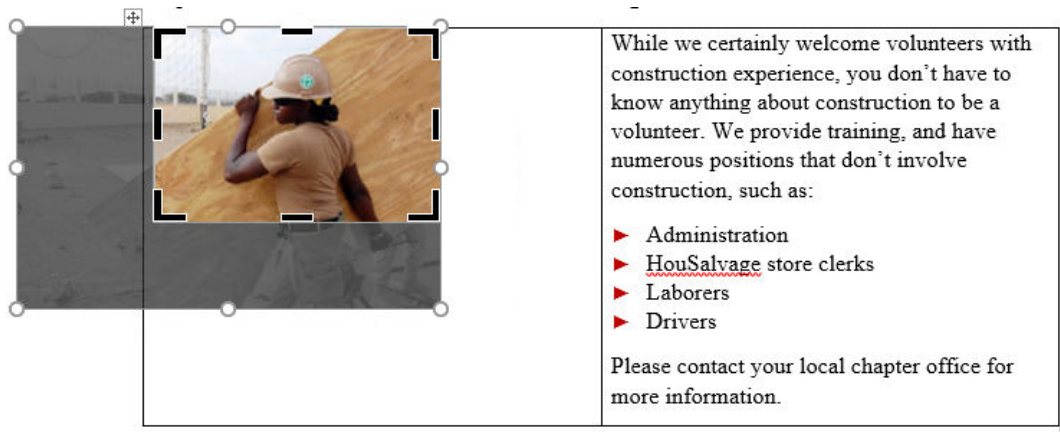
d) Click outside the image to deselect it.

The image is cropped as you specified.

e) Click the image to select it again.

f) Drag the lower-right selection handle until you're pleased with the image size.

11. Remove the table's borders.

a) Select the table that contains the image.

b) On the **Home** tab, in the **Paragraph** group, select the arrow next to the **Borders** icon.

c) Select **No Border**.

12. Close out your Word session.

a) Save the document.

b) Close the document window.

Summary

In this lesson, you learned how to insert graphics into Word documents, including symbols and special characters, illustrations, pictures, and online pictures.

Which symbols and special characters do you think you'll use most often during the course of your work?

How do you intend to use illustrations in your documents?

Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

7 | Controlling Page Appearance

Lesson Time: 35 minutes

Lesson Introduction

You've applied formatting options and inserted illustrations and other elements that boost the readability of the text in your document. You can also configure other formatting options to alter the appearance of the pages themselves. Fine-tuning a Microsoft® Word page can mean adding design elements that help give either a more professional look or an informal feel, depending on your intent. Layout options can determine how text and graphics flow on the page.

Lesson Objectives

In this lesson, you will:

*   Apply a page border and color.

*   Add headers and footers to a Word document.

*   Configure page layout options.

*   Add a watermark to a document.

TOPIC A

Apply a Page Border and Color

In addition to adding borders and colors to paragraphs and tables, Word enables you to apply these elements to an entire page.

Page Borders

A page border frames the page of a document. Page borders can be simple or decorative, with a variety of styles, colors, and widths. Borders can be applied to the document as a whole, to a specific section, the first page only, or all pages except the first page. Page borders in Word have two different types of lines: straight lines of various styles and widths, and artistic styles, consisting of small decorative elements. The straight-line type is the Word default, and is more appropriate for business reports or academic papers. Art borders can enliven less formal documents, such as invitations, certificates, and cards.

Border Options

You can select various options for your page borders on the **Page Border** tab of the **Borders and Shading** dialog box. Here, you can set the border type, and the line style, color, and width. You can choose an **Art** border from a gallery of graphical elements. The **Preview** pane on the **Page Border** tab enables you to see what your border options will look like before they are applied. You can choose to apply the border to every page, or only certain pages.

Page Color Options

Page colors can be applied to the background of a page. You can select a color from the **Page Color** gallery, or define a custom color. In addition, you can create different effects with gradient, texture, or pattern choices by using the **Fill Effects** dialog box in the **Page Color** gallery. You can even define a picture as a page background.

Printing Backgrounds

By default, Word doesn't preview or print background colors. You need to enable this feature in the **Word Options** dialog box, on the **Display** tab, by checking the **Print background colors and images** check box.

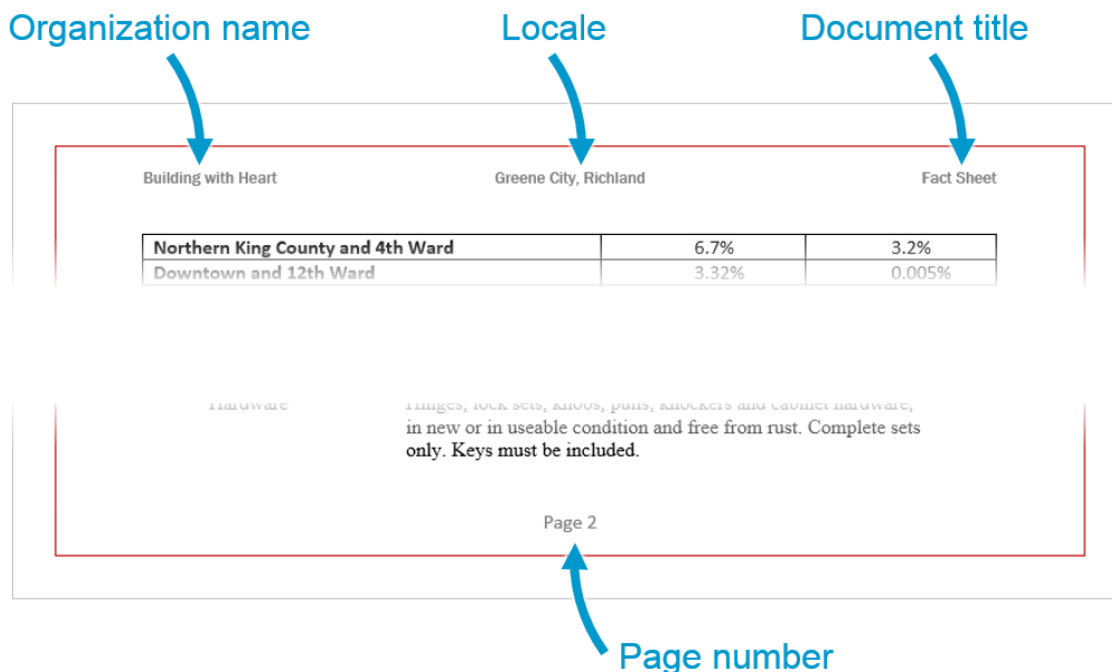|	
📋	**Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Apply Page Borders and Colors.**

ACTIVITY 7–1
Applying a Page Border

Data File

Desktop\Brochure Project\Controlling Page Appearance\Fact Sheet Page Appearance.docx

Scenario

You will add a red, single-line border to every page of the document.
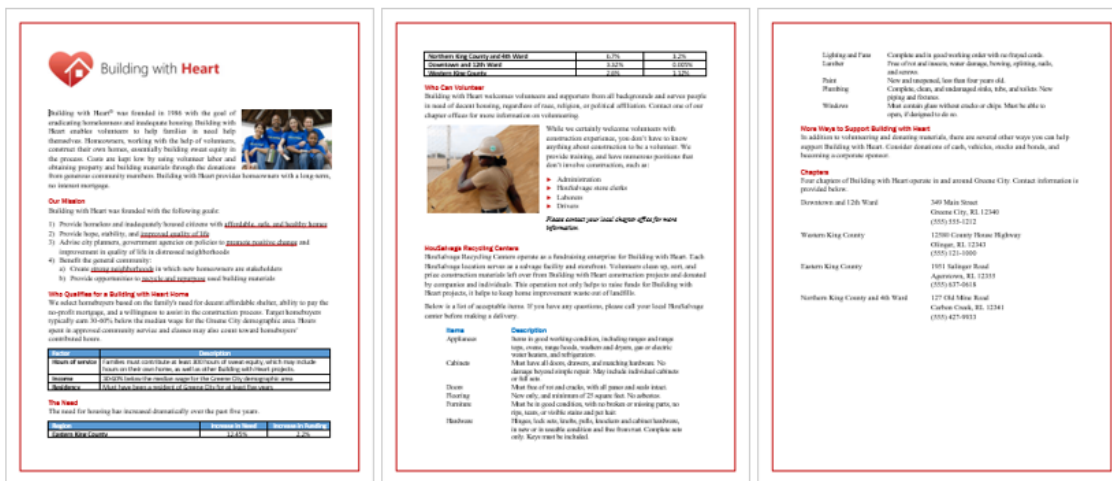
1. Open the document.

   a) Open **Desktop\Brochure Project\Controlling Page Appearance\Fact Sheet Page Appearance.docx** in Word 2019.

2. Add a page border to the document.

   a) On the **Design** tab, in the **Page Background** group, select **Page Borders** to open the **Borders and Shading** dialog box.

   b) On the **Page Border** tab, under **Setting**, select **Box**.

   c) In the **Style** list, make sure the solid line style is selected.

   d) In the **Color** list, select **Dark Red**.

   e) In the **Width** list, select **1 pt**.

   f) Make sure **Apply to** is set to **Whole document**.

   g) Select **OK**.

3. Examine the formatted document.

   a) Scroll to verify that the red line border has been applied to every page.

   b) Scroll back to the top of the first page.

4. Save the document in the current folder as *My Fact Sheet Page Appearance.docx*

TOPIC B

Add Headers and Footers

You may need to provide page numbers, section titles, or other information in headers and footers that appear on every page. Word provides features that enable you to enter this information in one place, and have it repeat automatically on each page.

Headers and Footers

Headers and *footers* are defined areas at the top and the bottom margins of a page where you can add textual or graphical information that is common to all or to some of the pages in a document. Common information such as titles, dates, and page numbers can be entered in the left, center, or right sections of a header and footer. You can specify whether headers and footers should appear on the first page of the document. You can also apply different header and footer content to odd and even numbered pages.

Fields

When you add content to a header or footer, Word inserts a *field* for each item of information. A field is a placeholder for a certain type of data. If you've ever filled out a tax or employment form, you know that your name goes into a name field, the date goes into a date field, and so on. You can configure certain fields to update automatically, which can be especially useful when, for example, you want to show the current date and time in a document.

The Header & Footer Tools Design Contextual Tab

The **Header & Footer Tools Design** contextual tab opens when you insert a header or footer. Use the groups on the tab to help you work with headers and footers.

Group	Description
Header & Footer	Contains built-in styles for headers, footers, and page numbers, as well as options to edit or remove these elements.
Insert	Contains options that enable you to insert objects, such as pictures and clip art images, in headers and footers. You can also insert a date and time field.
Navigation	Contains options to navigate to a header, footer, and previous or next sections in a document.
Options	Contains options to apply different formatting to the header or footer on the first page, on odd and even pages, or to the entire document.
Position	Contains options to modify the size, or margins, of the header and footer area. This group also enables you to align the content of the header and footer.
Close	Enables you to close the header or footer section and return to the normal view of the document.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Create Headers and Footers.**

ACTIVITY 7-2
Creating Headers and Footers

Before You Begin
My Fact Sheet Page Appearance.docx is open in Word. You have added a red, single line border to every page.

Scenario
You will add a header and footer that will appear on every page except the first one.

Organization name	Locale	Document title

Building with Heart   Greene City, Richland   Fact Sheet

Northern King County and 4th Ward	6.7%	3.2%
Downtown and 12th Ward	3.32%	0.005%

Hardware   Hinges, lock sets, knobs, pulls, knockers and cabinet hardware, in new or in useable condition and free from rust. Complete sets only. Keys must be included.

Page 2

Page number

---

1. Compose a footer.
   a) On the **Insert** tab, from the **Header & Footer** group, select **Footer**.

      Various predefined footer styles are shown.
   b) Select **Edit Footer**.

      The footer area is selected. You will define your own footer format.
   c) Examine the ruler.

      Tab stops for the page center and right margin are preset for you.
   d) Press **Tab** to move to the center of the page.
   e) Type *Page* and press the **Spacebar**.

      If you were to type a page number here, the same page number would appear on every page. You need a way to insert a page number that shows the right number for every page.
   f) On the **Header & Footer Tools Design** contextual tab, in the **Header & Footer** group, select **Page Number→Current Position→Plain Number**.
   g) Press **Esc** or double-click in the document body to exit the footer editing area.

h) Scroll through the document to examine the footers.

The footers appear "dimmed" to show that you're not in the footer editing mode, but this is not how they'll print.

2. Compose a header.

a) On the **Insert** tab, from the **Header & Footer** group, select **Header**.

Various predefined header styles are shown.

b) Scroll to view the various header formats.

c) Select **Blank (Three Columns)**, located near the top of the list.

The header area is selected. Three information placeholders are provided.

d) Select the left **[Type here]** placeholder, and type *Building with Heart*

e) Select the center **[Type here]** placeholder, and type *Greene City, Richland*

f) Select the right **[Type here]** placeholder, and type *Fact Sheet*

g) Press **Ctrl+A** to select all text in the header.

h) On the **Home** tab, in the **Font** group, change the following formats:

• Font: **Franklin Gothic Medium**
• Font Size: **9**

i) Press **Esc** or double-click in the document body to exit the header editing area.

j) Scroll to examine the header on each page.

3. Remove the header and footer from page 1.

a) Double-click any header or footer to return to the header and footer editing mode.

b) On the **Header & Footer Tools Design** contextual tab, in the **Options** group, select **Different First Page**.

c) Press **Esc**, and scroll to compare the page 1 headers and footers with those on other pages.

The header and footer have been removed from page 1. Pages 2 and 3 still have those you added. You could now edit the page 1 header and footer to give them their own special content, but in this case, having no header or footer on page 1 is what you want.

4. Save the document.

TOPIC C

Control Page Layout

After you select a template for your document, you may realize you need to fine-tune the overall layout. For example, you may plan to print the document to a different paper size, or you may want to orient the paper horizontally instead of vertically. You may need to reduce or increase the margins. If you're going to put the printed pages in a binder, you might want wide margins where you'll punch the holes, and narrow margins on the far edge of the page. Word provides numerous page layout options that enable you to deal with requirements such as these.

Margin Options

A margin refers to the area between the edge of a page and the place where text begins. Generally, you insert text between page margins, although some page elements, like headers and footers, occupy the margin area. You have many options for defining page margins in Word. You can apply a predefined margin type, or you can create custom margins. You apply margin options via the **Margins** gallery, accessible from the **Page Setup** group of the **Page Layout** tab. You can also apply custom margins from the **Page Setup** dialog box.

Predefined margin types in Word make it easy to set the correct margin for your document.

Margin Type	Description
Normal	Top, bottom, left, and right margins are at a distance of 1 inch from the page border.
Narrow	Top, bottom, left, and right margins are at a distance of 0.5 inches from the page border.
Moderate	Top and bottom margins are at a distance of 1 inch, and left and right margins are at a distance of 0.75 inches from the page border.
Wide	Top and bottom margins are at a distance of 1 inch, and left and right margins are at a distance of 2 inches from the page border.
Mirrored	Top and bottom margins are at a distance of 1 inch, inside margins are at a distance of 1.25 inches, and outside margins are at a distance of 1 inch from the page border.
Office 2003 Default	Top and bottom margins are at a distance of 1 inch, and left and right margins are at a distance of 1.25 inches from the page border.

> **Note:** Many printers cannot print right up to the edge of a sheet of paper. It's possible to set a margin so narrow that your printer can't print the document correctly. Typically, a warning will be displayed when you attempt to print in a situation like this.

Gutter Margins and Mirrored Margins

Gutter margins add extra space to the left and top margins to accommodate binding or stapling. Mirrored margins are generally used for facing pages, such as those found in a bound document. When you use mirrored margins, the gutter margin is automatically defined.

Page Orientation

Page orientation refers to the way a page is positioned. The two most common page orientations are portrait and landscape. In portrait orientation, the height of the page is greater than its width. In

landscape orientation, the width of the page is greater than its height. Portrait orientation is normally used for books, reports, academic papers, and other formal documents. Landscape orientation is often used for certificates, or for documents containing large tables or graphs. The orientation setting affects the overall layout of text on a page.

Vertical Alignment Options

Just as you can align text horizontally in a document, you can also align it vertically between the top and bottom margins. Vertical alignment options work the same way for both the portrait and landscape page orientations. You can set a vertical alignment option via the **Layout** tab in the **Page Setup** dialog box. This dialog box is accessed from the **Page Setup** Dialog Box Launcher on the **Layout** tab.

The alignment options help you simplify vertical page layout.

Alignment Option	Description
Top	Positions the text along the top margin of a page. This is the default Word setting.
Center	Positions the text in the center of a page, providing equal amounts of white space above and below the text.
Justified	Distributes the text equally between the top and bottom margins.
Bottom	Aligns the text along the bottom margin of a page.

The Paper Size Option

Word enables you to adjust your document based on the size of the paper it will be printed on. Although the most common paper size in the United States is 8.5" x 11" (the "Letter" size), other paper size options are also available. Changing the paper size also changes the layout of your document, so be sure that whatever size paper you use, you preview the document and adjust your layout before printing. To select the paper size, on the **Layout** tab, in the **Page Setup** group, click the **Size** button and select the desired size from the gallery. You can also select a paper size in the **Page Setup** dialog box, on the **Paper** tab.

Page Breaks

A *page break* marks the end of a page of text. You may find, though, that the automatic page breaks that Word inserts don't quite suit how you want your text to flow. Perhaps your document contains a table that would look quite awkward if most of the rows appeared on one page, and one or two appeared on the next. Or, you might want to keep certain paragraphs together on one page, or prevent Word from inserting a break in the middle of a paragraph. In Word, you can insert manual page breaks to keep sections of your document on one page, or to start a new page.

White Space Between Pages

There is extra white space at the bottom of the page where a break is inserted. This white space can be hidden with the **Show/Hide White Space** feature. It also hides the top and bottom margins of the pages to enable easier scrolling when you are in the **Print Layout** view. When you position the mouse pointer between two pages, the mouse pointer changes to a **Hide White Space** or **Show White Space** pointer. You can toggle between these two modes by double-clicking, or by pressing **Ctrl** while clicking between the pages.

The Page Setup Dialog Box

Many of the page layout options you'll frequently use appear on the **Layout** tab of the ribbon. But you can also set layout options in the **Page Setup** dialog box. There are three tabs in the dialog box: **Margins**, **Paper**, and **Layout**.

Tab	Description
Margins	Use this tab to set margins and page orientation. Here, you can also specify whether the settings should be applied to the whole document or to specific pages.
Paper	Use this tab to modify the paper size and paper source for printing. From this tab, you can also access the **Display** tab in the **Word Options** dialog box to customize the display settings of the document.
Layout	Use this tab to modify sections, headers, and footers; set the vertical alignment of text; and set different styles for the page borders.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Control Page Layout.**

ACTIVITY 7–3
Controlling Page Layout

Before You Begin

My Fact Sheet Page Appearance.docx is open in Word. You have added a page border, headers, and footers.

Scenario

You'll decrease the white space on the page margins. After you do this, you'll have to make some adjustments to the formatting throughout your document.

1. Set narrow margins.
   a) On the **Layout** tab, in the **Page Setup** group, select **Margins**.

      Preset margin layouts are shown.
   b) Select **Narrow** to provide a half-inch margin all around.

      The margins adjust on the page.
   c) Scroll to examine how the layout has been affected.
      - The document now uses more of the page width.
      - Because there is now more column width, the tab stop for page numbers in the page 2 and 3 footers is no longer centered.
      - The last section, Chapters, is the only thing on the last page.

2. Re-center the page number.
   a) Enter footer editing mode.

      If you're viewing the page 2 or 3 footer, just double-click it to enter footer editing mode.
   b) Adjust the centering tab stop so the page number is centered on the page.
   c) Press **Esc** to return to normal document editing mode.

3. Force a page break.
   a) On the bottom of page 2, position the insertion point at the beginning of the heading **More Ways to Support Building with Heart**.
   b) On the **Insert** tab, in the **Pages** group, select **Page Break**.

      You can force a paragraph to the next page by inserting a page break before it. The **More Ways to Support Building with Heart** heading has been moved to page 3.

4. Add space between the header and the page body.
   a) Examine the space between the header and the heading **More Ways to Support Building with Heart**.

      The heading is squashed beneath the header.

b) Examine the vertical ruler to the left of the page header.
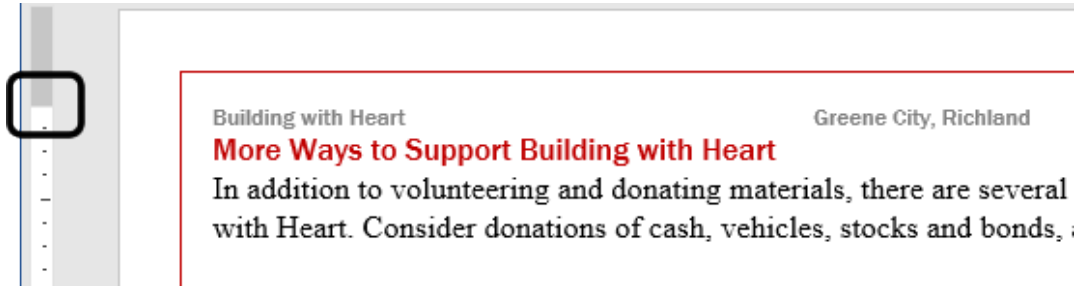
The top of the ruler begins where the page body begins. By dragging the top edge of the vertical ruler downward, you can increase the amount of space allotted to the header.

c) Drag the top edge of the vertical ruler down about 1/4" to create a gap beneath the header, as shown.
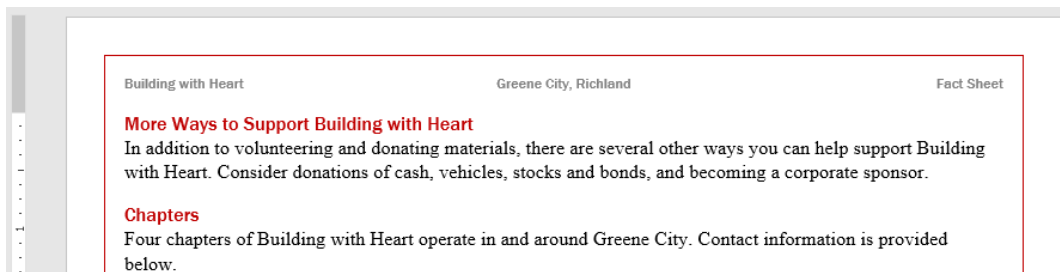
5. Save the document.

TOPIC D

Add a Watermark

You may need to designate a particular document as a work in progress, or as containing confidential information that isn't to be shared publicly. You could add such information in the content of the document, but it might be overlooked. Word enables you to insert a watermark in large letters in the background of a document, to clearly identify the uses to which the document can be put.

Watermarks

A *watermark* is transparent text or a graphic that appears in the background of a document. It is generally used to designate the purpose or content of a document, or to prove authenticity in an unmistakable way. Watermarks are often applied to prevent copyright infringement or intellectual property theft. Once you add a watermark, it is automatically applied to the whole document. You can apply a watermark quickly by using the built-in watermarks from the **Watermark** gallery, accessible on the **Design** tab, in the **Page Background** group, by selecting the **Watermark** button. Or, you can customize a watermark by using the **Printed Watermark** dialog box.

The Printed Watermark Dialog Box

In Word, when you want a custom watermark, you can use the **Printed Watermark** dialog box. To access this dialog box, go to the **Design** tab, and in the **Page Background** group, select the **Watermark** button and then select **Custom Watermark** from the list. You can select a picture to use as a watermark, scale the picture, and adjust its transparency. Or, you can select a text watermark, and configure font, size, color, and layout of the text. You can also use the **Printed Watermark** dialog box to remove a watermark.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Add a Watermark.**

ACTIVITY 7–4
Adding a Watermark to a Document

Before You Begin
My Fact Sheet Page Appearance.docx is open in Word. You have added a page border, headers, and footers, and you have adjusted the margins.

Scenario
As you near completion of the fact sheet, you want to pass it around the organization for review. To ensure that nobody tries to use it as a completed document, you'll embed a "draft" watermark in the document background.

1. Add a "Draft" watermark.
   a) Press **Ctrl+Home** to move the insertion point to page 1.
   b) On the **Design** tab, in the **Page Background** group, select **Watermark** to open the **Watermark** gallery.
   c) Select **Custom Watermark**.
   d) Select **Text watermark**.
   e) Select the **Text** drop-down list and examine the options it provides.
      Various predefined phrases are provided, but they are all in "All Caps" text.
   f) Press **Esc** to dismiss the drop-down list without making a selection.
   g) In the **Text** box, type *BWH Draft*
   h) Select **OK**.

2. Scroll through the document to examine the watermark on each page.

3. Save the document, and exit Word.

Summary

In this lesson, you performed a variety of tasks that applied to multiple pages, such as adding page borders, headers and footers; changing page size, orientation, and margins; and adding a watermark.

How might you decide when to use page elements such as borders, headers, footers, margins, and watermarks?

After learning about page layout options, and thinking about the way you work, are you more likely to set page layout options before entering content into your document or wait until you're ready to print? Why?

	Note: To learn more about the features (such as page layout options) that are available in the various versions of Word, check out the LearnTO **Identify Differences Between the Desktop and Mobile Versions of Word** presentation from the **LearnTO** tile on the CHOICE Course screen.
	Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

8 | Preparing to Publish a Document

Lesson Time: 50 minutes

Lesson Introduction

You've applied design and layout options to pages. Before you print or publish your document, you should perform various proofing tasks to ensure the document doesn't contain misspelled words, grammar errors, or punctuation mistakes. Microsoft® Word provides several useful tools to support you in this task. You may also need to share your document with other users who don't have Word 2019. Fortunately, you can export Word documents to a variety of other file formats.

Lesson Objectives

In this lesson, you will:

- Use Word features to identify and correct problems with spelling, grammar, and readability.

- Use the thesaurus, translation, and Research task pane features in Word.

- Determine how well a document has been constructed to support accessible access of content.

- Save a document to a file format other than Word 2019.

TOPIC A

Check Spelling, Grammar, and Readability

Before finalizing your document, you will want to ensure that it has no spelling or other writing errors. While there is no substitute for carefully reading through documents yourself, you can use Word's proofing features to help you quickly find potential problems.

Spelling and Grammar Check Options
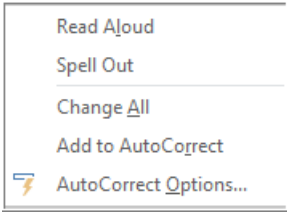
Word provides you with the capability to check the spelling and grammar usage in a document against a built-in dictionary and set of grammar rules. To check the text, on the **Review** tab, in the **Proofing** group, select the **Spelling & Grammar** button. If no spelling or grammar errors are detected, a message indicates this.

When a spelling or grammar error is found, the **Proofing** pane opens for you to fix the problem, including adding the word to the dictionary. At the top of the pane, the type of error is identified along with a **Suggestions** list that includes a list of possible corrections and their definitions.

> **Note:** You can also right-click individual suspected errors, and select the desired correction from the shortcut menu. The correction pane can also be accessed from the status bar.

The following table describes the options for fixing any spelling or grammatical errors:

Option	Description
Select the word in the Suggestions list	Replaces the found text with the selected correction from the **Suggestions** list box, and continues searching for the next error.
Select the drop-down arrow for a suggestion	Displays a menu of options for handling the spelling error, including **Change All** to replace all occurrences of the found text with the selected correction.

Option	Description
Ignore Once	Instructs Word to skip the occurrence of the error this time, but find the next occurrence. In this way, you can correct errors on a case-by-case basis.
Ignore All	Instructs Word to ignore all instances of the highlighted error, and continue searching for the next error.
Add to Dictionary	Instructs Word to add the occurrence of the word or phrase to the dictionary. This will enable Word to recognize the occurrence as correct when you check spelling in the future.
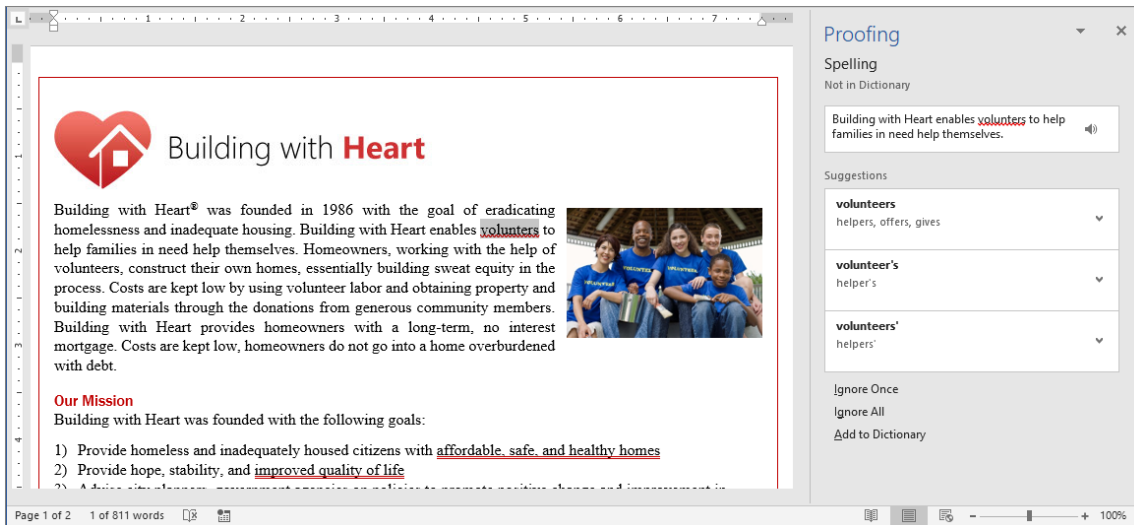
Figure 8–1: Spelling errors in the Proofing pane.

What the Grammar Check Looks For

The grammar check looks for certain patterns that might indicate a grammar problem. While it is not a substitute for a good human proofreader, it can help you spot possible errors or problems. Word identifies mechanical problems such as capitalization of proper nouns, run-on sentences and fragments, misused words, use of double negatives, and so forth. You can control which grammar rules are checked by changing settings in the **Word Options** dialog box, in the **Proofing** section. You should review the current settings to make sure that the settings meet your needs. For example, your organization might require two spaces between sentences or might require only one space.

The Dictionary

When you type, or when you run the **Spelling & Grammar** command, Word compares the words in your document to its internal dictionary. If you have misspelled a word, or if you have used a specialized word that is not in the dictionary, the spelling checker will give you a list of possible suggestions. The main dictionary is the primary dictionary used to check for errors. The main dictionary can be neither edited nor viewed. Word also has a default custom dictionary to which you can add words or names.

Custom Dictionaries

You can also create or import custom dictionaries and remove custom dictionaries when you no longer need them. To manage custom dictionaries, open the **Word Options** dialog box, select the **Proofing** tab, and then select **Custom Dictionaries**.

The Readability Statistics Dialog Box

Readability statistics are ratings that provide numeric data on the readability of your text. If you have enabled readability statistics in Word, the **Readability Statistics** dialog box is displayed after you check the grammar usage. This dialog box provides detailed information on the total number of characters, words, sentences, and paragraphs in a document; and also the average number of words per sentence, sentences per paragraph, and characters per word in the document. It also reports the readability scores for the content in the document. This option is not enabled by default. If you want to use it, you have to turn it on through the **Word Options** dialog box.

Readability Scores

Word's readability scores are based on the Flesch Reading Ease and the Flesch-Kincaid Grade Level scales. These scales evaluate the readability and complexity of the document based on the average number of syllables per word and words per sentence. A low Flesch Reading Ease score correlates to a high grade level, while a low Flesch-Kincaid Grade Level score correlates to a high reading ease level. You can lower the grade level by using simple sentences. Readability scores should match your target audience. For business users, this can be a helpful tool to help you determine whether your documents can be read by your audience.

The Word Count Dialog Box

The **Readability Statistics** dialog box also displays the word count after a spelling and grammar check. However, you can also track the word count as you work on your document. This is important if your document must conform to certain length limits. When you select the word count on the status bar, or when you select the **Review→Proofing→Word Count** command, the **Word Count** dialog box opens. This dialog box helps you keep track of the number of pages, words, characters, paragraphs, and lines in a document. As you enter text in a document, Word displays a live word count on the status bar.

Note: If you have text selected when you perform a word count, the word count is only for the selected text.

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Check for Errors and Readability Issues.

ACTIVITY 8-1
Checking Spelling, Grammar, and Readability

Data File

Desktop\Brochure Project\Preparing to Publish a Document\Fact Sheet Proofing.docx

Scenario

Before you distribute the Building with Heart fact sheet, you'll check it for spelling and grammar mistakes. You'll also check its readability.

1. Open the document.
   a) Open **Desktop\Brochure Project\Preparing to Publish a Document\Fact Sheet Proofing.docx** in Word 2019.
   b) Scroll to examine the document.

      Minor additional changes have been made to the document to complete it, but there are still a few things that need to be corrected.

2. Configure the spelling options.
   a) Select **File→Options**.
   b) Select the **Proofing** tab.
   c) Select **Custom Dictionaries**.
   d) Make sure the **CUSTOM.DIC** dictionary is selected, and select **Edit Word List**.
   e) If the **Delete all** button is enabled, select **Delete all** to clear all words from your custom dictionary.
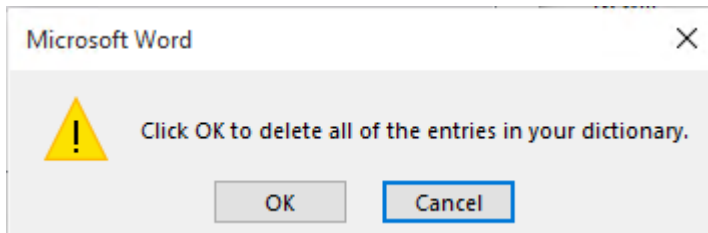
   f) Select **OK** to return to the **CUSTOM.DIC** dialog box.
   g) Select **OK** to return to the **Custom Dictionaries** dialog box.
   h) Verify that all of the dictionaries are checked.

      These are dictionaries that will be used to check for acceptable words. If a word isn't found in one of these dictionaries, it will be considered misspelled.
   i) Select **OK**.

3. Configure how spelling and grammar should be checked.
   a) In the **When correcting spelling and grammar in Word** group, check **Show readability statistics**.

      With this option checked, readability statistics will be shown at the end of a spelling and grammar checking session.
   b) Select **OK** to close the **Word Options** dialog box.

4. Begin the spelling and grammar check of the entire document.
   a) If the insertion point is not at the top of the document, place it on the first line of the document.

b) On the **Review** tab, in the **Proofing** group, select **Spelling & Grammar** to start the check.

c) When **volunters** is detected as an error, in the **Proofing** pane, in the **Suggestions** list, select **volunteers** to change the misspelled word and move to the next error.
To replace the misspelled word with this suggested correction.

d) When **intrest** is detected as a spelling error, select **interest**.

e) Examine and fix any grammar error that Word finds.

f) In the **Proofing** pane, select **Resume** to continue checking.
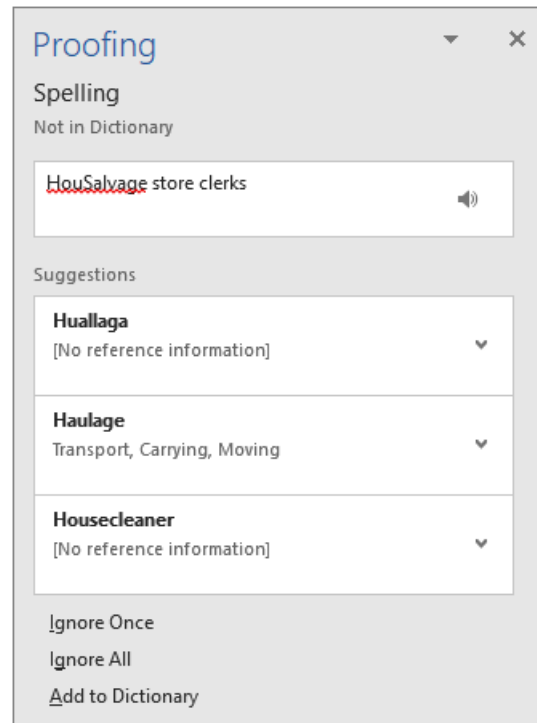
"HouSalvage" is selected. It's the name of a store that sells salvaged house construction materials. You will use it frequently in documents you create for the Building with Heart organization, so you should add it to your custom dictionary to prevent it from being falsely identified as a misspelled word in the future.

g) Select **Add to Dictionary** to add the word to the dictionary.

h) When **Olinger** and **Agerstown** are suggested as errors, add them to the dictionary.

After you add Agerstown to the dictionary, a message informs you that the check is complete.
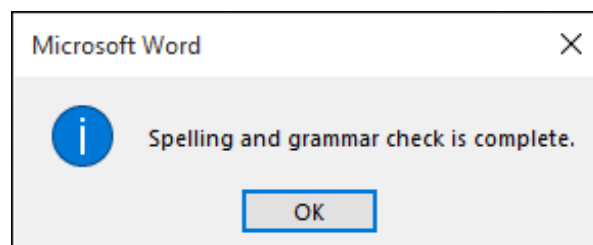
i) Select **OK**.

j) Examine the readability statistics.

Readability Statistics	?	×
Counts		
Words		801
Characters		4,459
Paragraphs		66
Sentences		47
Averages		
Sentences per Paragraph		1.8
Words per Sentence		12.2
Characters per Word		5.2
Readability		
Flesch Reading Ease		50.2
Flesch-Kincaid Grade Level		9.2
Passive Sentences		0.0%
	OK	

In addition to counts and averages of various content elements, readability measures are shown. Readers with a ninth grade reading ability (based on the Flesch-Kincaid formula) should be able to understand the document.

k) Select **OK**.

5. **Identify errors not found by the spelling and grammar check.**

a) Identify and correct the spelling error in the first sentence at the top of page 2.

Although the proofing tools in Word can be helpful, they won't find all errors. For example, a word might be misspelled in a way that makes it a different (correctly spelled) word. In addition to using Word's proofing tools, you should always proofread your documents if you want to leave a good impression with your readers.

6. Save the document in the current folder (**Desktop\Brochure Project\Preparing to Publish a Document**) as *My Fact Sheet Proofing.docx*

TOPIC B

Use Research Tools

In addition to checking spelling and grammar, Word provides other useful tools to help improve the content of your document. The built-in thesaurus provides synonyms for specific words, and Word is closely integrated with various web-based tools that can help you translate, define, or research a selected passage of text.

The Thesaurus

A *thesaurus* is a reference tool containing a collection of synonyms and antonyms. Unlike a dictionary, a thesaurus does not provide the definition of a word. An electronic thesaurus can suggest and replace words automatically in a document. You can access the Word thesaurus on the **Review** tab, in the **Proofing** group. The thesaurus is also available in **French (France)** and **Spanish (International Sort)**.

> Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Use the Thesaurus.

ACTIVITY 8-2
Using the Thesaurus

Before You Begin
My Fact Sheet Proofing.docx is open in Word.

Scenario
You're looking for a better word than "eradicating" to use in the first paragraph of the document. You'll use Word's Thesaurus feature to find a replacement.

1. Show a list of synonyms.

    a) Select the word **eradicating** in the first paragraph of page 1.

    b) On the **Review** tab, in the **Proofing** group, select **Thesaurus**.

        A list of suggested words is shown in the **Thesaurus** pane.

2. Replace the selected word with a word from the thesaurus.

    a) In the **Thesaurus** pane, position the mouse pointer over the word **eliminating**.
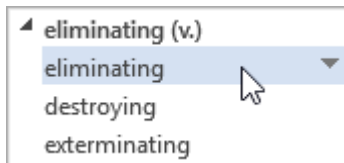
    b) When the arrow appears to the right of "eliminating," select the arrow, and select **Insert**.

        The word "eliminating" is inserted into the document, replacing "eradicating."

    c) Close the **Thesaurus** pane.

3. Save the document.

The Translation Feature

Using the Translation feature in Word, you can select text in the document and have it translated into any of several foreign languages. Word uses built-in bilingual dictionaries, as well as online bilingual dictionaries and online machine translation services. You can look up a translation directly in the **Translator** task pane, or use a shortcut menu to open the task pane and translate the text.

You can translate single words, phrases, or entire documents. For entire documents, the file is uploaded to a service where it is translated and sent back to you in the foreign language.

Use Other Languages

In addition to being able to translate the content of your documents to other languages, you can change the language that you use to edit, display ScreenTips, and find Help. The languages you can use depend on whether you have installed language packs on your computer. If the language you want is not available on your computer, you need to acquire and install the appropriate language pack or language interface pack.

Intelligent Services

The Office Intelligent services provides a direct lookup of information you've selected in your document, using web sources such as Bing® Snapshot, Wikipedia®, Bing® image search, and the Oxford Dictionary. You could, for example, use this feature to quickly find the definition of a word or to view a Wikipedia article providing you with additional background information. The search uses not only your selected text, but also some surrounding content to get results that are contextually relevant.

The first time you use the Smart Lookup command, you will need to enable Intelligent Services if it's not already enabled.

> **Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Use Smart Lookup.**

ACTIVITY 8–3
Translating Text

Before You Begin
My Fact Sheet Proofing.docx is open in Microsoft Word.

Scenario
As you perform a final proofread of the document, you're not sure that the phrase "sweat equity" is used correctly in the document, so you'll use Word's Smart Lookup feature to get a definition.

Also, one of the reviewers of your document liked the introduction in your fact sheet, and wanted to use it in a similar brochure she's writing, which is intended for a Spanish-speaking audience. She asked if you'd send her a copy of the section. You'd like to send her the text in English, as well as a copy in roughly translated Spanish, to give her a head start on translation.

1. Look up the phrase "sweat equity" on the web.
   a) In the **Tell me** text box, type the words *sweat equity*.
   b) In the **Smart Lookup** pane, select **Turn on**.
   c) Scroll through the list to examine previews of various websites that refer to sweat equity.
   d) Select the **Define** tab.
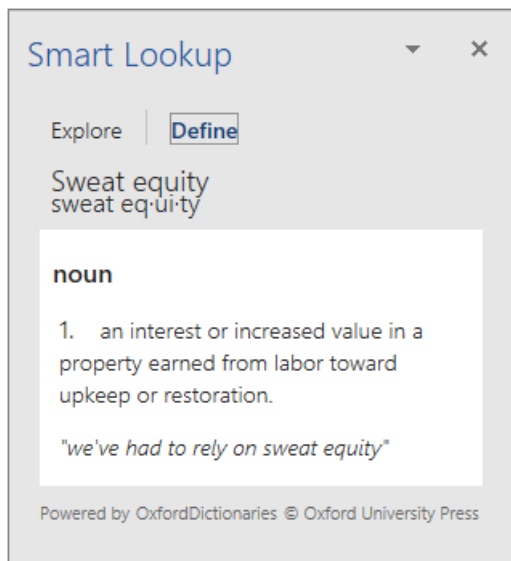
   The definition of sweat equity is shown. The term seems to be used correctly in the document.
   e) Close the **Smart Lookup** pane.
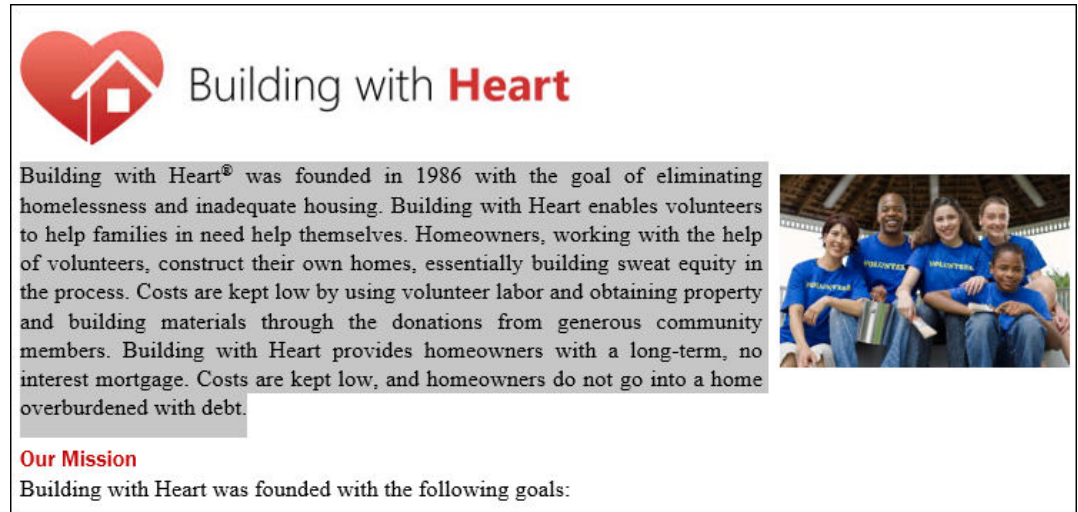
2. Create a new document to hold the Spanish text.
   a) Create a new, blank Word document.
   b) Save the document in the **Desktop\Brochure Project\Preparing to Publish a Document** folder as *Spanish Intro.docx*

3. Copy the text to translate from **My Fact Sheet Proofing.docx** and paste it into the new document.

    a) In **My Fact Sheet Proofing.docx**, select the entire first paragraph.

    b) Switch to the **Spanish Intro.docx** window.

    c) Paste the copied paragraph.

4. Translate the text.

    a) In **Spanish Intro.docx**, select the paragraph.

    b) Select **Review→Language→Translate→Translate Selection**.

    c) If prompted to turn on intelligent services, select **Turn on**.

    d) Observe the **Translator** pane.

e) From the **To** drop-down list, select **Spanish** . (You might need to scroll down in the **Translator** pane.)
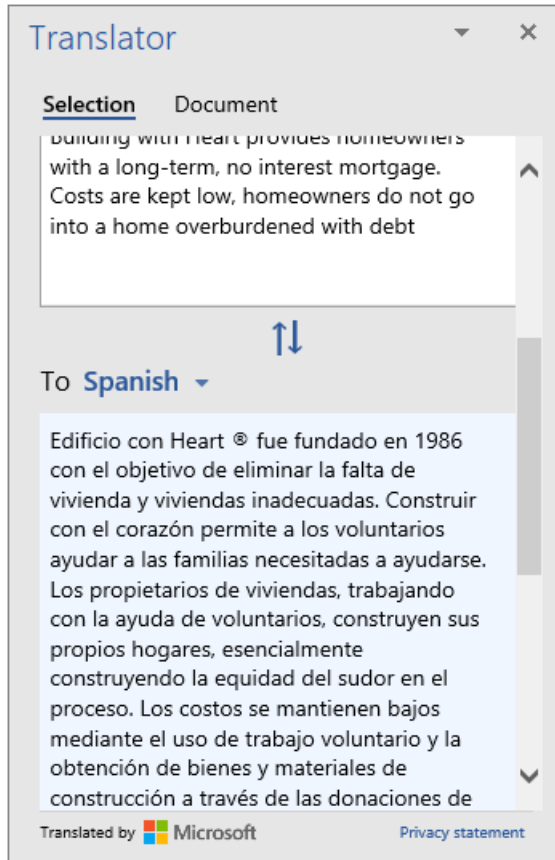
The Spanish translation appears in the **Translator** pane.

f) Select **Insert** to replace the English text with the Spanish text.

g) Close the **Translator** pane.

5. Set the language of the document for spelling and grammar checks.

a) Examine the text of **Spanish Intro.docx**.

If numerous spelling errors are shown, it is likely that the English dictionary is being used. (If you do not see numerous spelling errors, proceed to Step 6.)

b) Select all text in the document.

c) On the **Review** tab, in the **Language** group, select **Language→Set Proofing Language**.

d) Select **Spanish (United States)**.

If **Spanish (United States)** is not available, select **Spanish (Spain)**.

e) Verify that **Detect language automatically** is selected.

f) Select **OK**.

The spelling errors are no longer shown because the document's language setting matches the language of the text within the document.

g) Save the document.

6. Close the **Spanish Intro.docx** document.

The **My Fact Sheet Proofing.docx** document is still open.

TOPIC C

Check Accessibility

Another quality check you should perform before publishing a Word document, particularly if you will be releasing the document in digital form, is to check its accessibility.

Accessibility

People with visual and cognitive disabilities can use supplemental applications to read content that is usually displayed on a computer screen. Documents can be confusing to the reader application if the layout doesn't meet the standard layout the reader expects. Also, readers don't know how to handle images, charts, and some tables. Using attributes on those document components, you can add alternative text the reader reads to the user to give them a sense of what the image or chart shows. This information can be particularly helpful to many users, particularly if you plan to publish your information on the web.

Alternative Text

Alternative text is displayed when the user positions the mouse pointer over an image or other object in a Word document. For individuals using screen readers, the alternative text is read so that the user hears a description for the image or object. Alternative text is also known as alt text. It can be defined as a property of any of these objects in a document:

- Images, including pictures and clip art.
- Charts.
- Tables.
- Shapes that are not included in a group and that do not contain text.
- SmartArt graphics.
- Embedded objects.
- Links.
- Video and audio files.
- Grouped objects.

Table Accessibility

There are several things you can do to make tables more accessible to individuals using screen readers:

- Make sure that tables have column headings that clearly indicate what is contained in the table.
- Avoid nesting tables.
- Avoid merging and splitting cells in tables.
- Avoid unnecessary blank cells, which the screen reader might interpret as the end of the table.
- Structure tables so that they are read from left to right and top to bottom.

Styles

Using paragraph and heading styles can help individuals using screen readers to understand how your document flows. The heading styles can also be used to create a Table of Contents, which is also helpful. Content in heading style paragraphs should be short. Try to keep headings to a single line, usually under 20 words.

When you apply heading styles, be sure that they are applied in descending order. Start with a Heading 1 style. If you have content that should fall at a lower level within that section of the document, apply Heading 2 (not 3 or 4). If you then have content that should fall at a lower level

within Heading 2, apply Heading 3 and so on. This will help users when they are navigating through the document.

Hyperlink ScreenTips

If you include a hyperlink to content on a web page or other location, be sure to add a ScreenTip so that when the user points to the link text, the ScreenTip is displayed. Be sure that the text provides a good description of the link destination and not just the URL of the link.

Blank Characters

Avoid using multiple spaces, tabs, or empty paragraphs to format your document. Screen readers interpret these as blank and users might think they are at the end of the document. Use appropriate formatting to create the desired white space.

Floating Objects

If you have images in your document, they should use the text wrapping option **In line with text** or **Top and Bottom**. Other text wrapping styles make it difficult for screen readers to correctly navigate through the document.

Watermarks

Watermark images might be difficult for screen readers to interpret properly. Also, individuals with visual and cognitive disabilities often have a hard time understanding the watermark. If watermarks are used, you should also include the information somewhere else in your document, such as in a footer.

Closed Captions

If your document includes audio, be sure that the audio is included in another format. Typically you will use closed captioning, but you can also use transcripts or alt text.

Section 508

Section 508 is part of the United States Rehabilitation Act of 1973. It requires all federal agencies to provide access to information so that any person can access it whether they are disabled or not. Section 508 includes technical standards for digital documents that must be adhered to so that 508 compliance can be achieved.

> **Note:** If you need more information about Section 508 compliance, refer to **http://www.section508.gov**.

Accessibility Checker

The Accessibility Checker tool checks for anything in your document that would be a challenge for a disabled user to access.

The Accessibility Checker flags issues as either an error, a warning, or a tip. Errors indicate that the content in the file would be difficult or impossible for a disabled person to understand. Items flagged as warnings would be difficult for most disabled persons to understand. Items flagged as tips can most likely be understood by a disabled person, but you might be able to present it in a better way or organize the information in a different way to make it more understandable by disabled persons.

Errors

Items in the following table will be flagged as errors by the Accessibility Checker.

Rule	Items Checked
All objects have alternate text	Checks that objects in the document have alternate text defined and that the alternate text does not contain any images or file extensions.
Tables specify column header information	Checks that tables use the Table Normal style or have a header row defined.
Long documents use styles to provide structure	Checks that heading styles are used to organize the content. It also checks whether a Table of Contents has been included. One or the other, or both, are required to meet accessibility standards.

Warnings

Items in the following table will be flagged as warnings by the Accessibility Checker.

Rule	Items Checked
Hyperlink text is meaningful	Checks that link text in a hyperlink has a ScreenTip and that it matches the link target.
Table has simple structure	Checks that tables do not contain split cells, merged cells, or nested tables. Any table that is not rectangular will cause the table to be flagged with a warning.
Tables don't use blank cells for formatting	Checks that there are no blank columns or rows in tables.
Avoid the use of repeated 'blank' characters	Checks that multiple blank spaces, tabs, or paragraphs are included in the document.
Headings don't contain too much information	Checks that headings are not too long.
The use of floating objects is avoided	Checks that objects with text wrapping are configured as inline with text.

Tips

Items in the following table will be flagged as tips by the Accessibility Checker.

Rule	Items Checked
Closed captions are included for inserted audio and video	Checks that audio objects and video objects have been configured to use closed captioning.
Layout Tables are structured for easy navigation	Checks that the order of cells is logical for the language being used and that the tab order is not circular. This means that languages that are read left to right should have tables that read from left to right.
No image watermarks are used	Checks that watermarks are not used in the document.
All headings are in the correct order	Checks that the Heading styles have been applied in order, starting with Heading 1, followed by Heading 2, Heading 3, and so forth.

 Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Create Accessible Word Documents.

ACTIVITY 8-4
Checking Accessibility

Before You Begin

My Fact Sheet Proofing.docx is open in Microsoft Word.

Scenario

The document will be published on the web, so you need to check to see if you've properly prepared it for access through assistive technologies, such as a screen reader.

1. Check the document's accessibility.

    a) Select **File→Info**.

    b) Select **Check for Issues→Check Accessibility**.
    The **Accessibility Checker** pane is displayed and the Inspection Results are divided into Errors and Warnings.

2. Identify why an error needs to be fixed and how to fix it.

    a) In the **Errors** list, under **Missing alternative text**, select **Picture 1**.
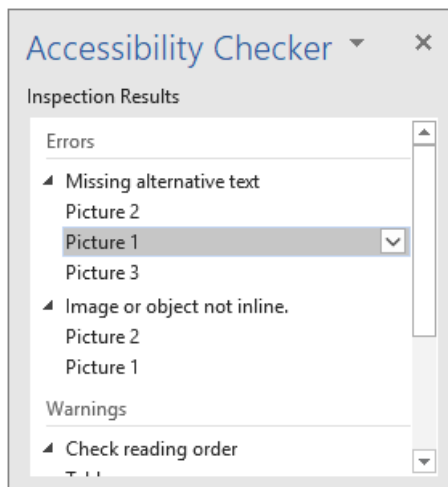
    b) In the **Accessibility Checker** pane, examine the **Why Fix** explanation.
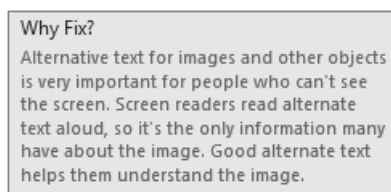
c) In the **Accessibility Checker** pane, scroll down to examine **How To Fix**.

Steps To Fix:
1. Right-click the object, then select Edit Alt Text.
2. If the object is meaningful, type a description of it in the text box on the Alt Text pane; otherwise, if the object is purely decorative, select the Decorative check box.
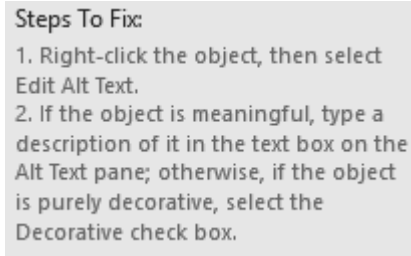
3. Correct the "Missing alternative text" error.

   a) With the logo image still selected, right-click the image and select **Edit Alt Text**.

   Alt Text

   How would you describe this object and its context to someone who is blind?

   (1-2 sentences recommended)

   Generate a description for me
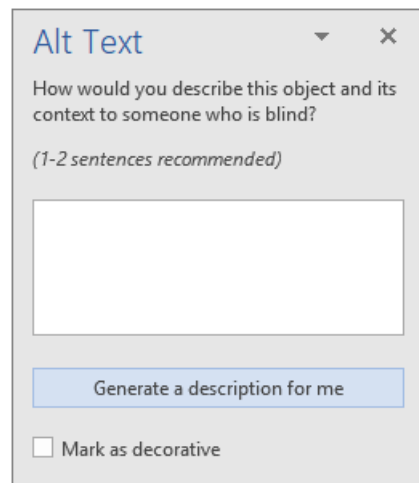
   ☐ Mark as decorative

   b) In the **Alt Text** pane, select **Generate a description for me** button.

   A close up of a logo

   Description generated with very high confidence
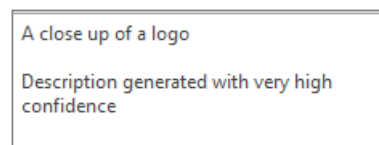
   c) Observe that Picture 1 no longer appears as an error.
   Additionally, if you mark an image as decorative, its description will not be exposed to screen readers and the error will be "fixed."

   d) Correct the accessibility problems with the other missing alternative text.

4. Close the **Alt Text** and **Accessibility Checker** panes.

5. Save the document.

TOPIC D

Save a Document to Other Formats

To pass your Word documents to others for review, you may need to provide a file format other than Word 2019 if they do not have Office 2019 on their computers. Or you might want to publish the document in a digital format, such as PDF. Fortunately, Word enables you to save documents to a variety of formats other than Word 2019.

Other Document Formats

Word 2019 files are based on a *file format* known as Open XML, which is compatible with Word 2016, Word 2013, and Word 2010. But if you need to share a document with someone who doesn't have Word 2010 or a more recent version of Word, you'll need to save a copy of your document to a format their application can read. Through the **Save As** dialog box, Word enables you to save a document to a wide variety of other file formats. When you save a document to another format, the **Word Compatibility Checker** dialog box will display a list of features that will be lost when saving in that format.

> **Note:** Saving Word documents in other formats may result in the loss of editability, formatting, graphics, or other document content. For this reason, it is generally best to save your documents in the default Word Document (*.docx) format, and save a copy to an alternative format only when you need to share or publish the document. If you need to make any revisions after sharing or publishing, you would do so in your original Word document file.

File Format Options

The following table describes available file format options.

File Format	Description
Word Document (*.docx)	The default file format in which Word 2019 documents are saved. Normally, this is the option you should use for your Word documents, to ensure that all document elements and formatting are saved.
Word Macro-Enabled Document (*.docm)	The basic XML file format that can store Visual Basic® for Applications (VBA) macro code. Macros are sets of Word commands and instructions grouped as a single command. VBA helps in modifying these macros.
Word 97–2003 Document (*.doc)	The file format that is used to save documents in the 97–2003 versions of Word. It is also used to save documents in the Word 6.0/95 format.
Word Template (*.dotx)	The default format for a Word template. It is used for saving document styles and formatting.
Word Macro-Enabled Template (*.dotm)	The default format for a Word macro-enabled template. Word stores macro code for use with other Word documents. By default, documents are saved as .docx files even when created from a Word XML macro-enabled template.
Word 97–2003 Template (*.dot)	Enables you to save a Word template in the 97–2003 version.

File Format	Description
PDF (*.pdf)	Enables you to save a Word document in the Adobe® Portable Document Format (PDF), like an electronic sheet of paper. It's useful for reading and distribution on the web, but it can't be edited directly in Word once it's created.
XPS Document (*.xps)	An XML Paper Specification (XPS) document is a Microsoft document-sharing format, similar to a PDF file (but not as widely supported on other operating systems).
Single File Web Page (*.mht;*.mhtml)	A type of Hypertext Markup Language (HTML) file in which all content, including graphics, is embedded within a single file, similar to an HTML-formatted document sent in email.
Web Page (.htm; *.html)	Enables you to save the document as a web page, using the HTML file format. Graphics and supporting files are saved in a separate folder. This format includes special markup from Word that may be superfluous if the destination is a web server.
Web Page, Filtered (*.htm; *.html)	Similar to **Web Page (.htm; *.html)**, except that much of the superfluous markup is removed.
Rich Text Format (*.rtf)	A prevalent Word processing file format that preserves most formatting while being readable by a wide variety of applications.
Plain Text (*.txt)	Strips all formatting information, retaining only the textual content, which is readable in text editors such as Windows Notepad.
Word XML Document (*.xml)	All formatting, text, and graphics are stored within a single XML file that is compatible with Word 2007.
Word 2003 XML Document (*.xml)	All formatting, text, and graphics are stored within a single XML file that is compatible with Word 2003.
Strict Open XML Document (*.docx)	While Word's default file format is essentially Open XML, it may not be completely compatible with other word-processing applications that use the Open XML format. Select this option to ensure that the file is fully compatible with other Open XML–based word processors.
OpenDocument Text (*.odt)	Compatible with open source applications such as OpenOffice® and LibreOffice.

Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Save a Document to a Different File Format.

ACTIVITY 8-5
Saving in a Different File Format

Before You Begin
My Fact Sheet Proofing.docx is open in Word.

Scenario
You are going to save the document as a PDF, which you'll use to publish the document on the web. Before you save it as a PDF, you will first save your revisions in a standard Word document, which you will use as your master document in the event that you want to make additional changes to it later.

---

1. **Prepare to save in a different format.**

   a) Save the document.

      Before you export the document to a different file format, you'll make sure your DOCX file contains all of the latest revisions.

2. **Save the document as a PDF file.**

   a) Select **File→Save As**.
   b) Select the current folder.
   c) Change **Save as type** to **PDF (*.pdf)**.
   d) Make sure the file name is **My Fact Sheet Proofing.pdf**.
   e) Make sure **Open file after publishing** is checked.
   f) Select **Save**.

      The PDF file is saved. Depending on your computer's configuration, the document is opened in a web browser or PDF reader.

   g) If prompted, select **Microsoft Edge** as your web browser and select **OK**.

3. **Examine the PDF document.**

   a) Scroll through the PDF document, and examine how closely it matches the appearance of the original Word document.
   b) Exit the browser or PDF reader.

4. **Close the Word document.**

5. **Exit Word.**

Summary

In this lesson, you learned how to use various Word features to prepare a document for printing or publishing, including Word's proofing tools, research tools, and accessibility checking. You also learned how to share a document with other users who require a document file format other than Word 2019.

What processes do you follow when preparing a document for public release?

Do you think you'll encounter any scenarios in which you'll need to save a document in a file format other than Word 2019?

	Note: To learn where and how you can get guidance and information about Word from more experienced users, check out the LearnTO **Connect with the Community of Word Users** presentation from the **LearnTO** tile on the CHOICE Course screen.
	Note: Check your CHOICE Course screen for opportunities to interact with your classmates, peers, and the larger CHOICE online community about the topics covered in this course or other topics you are interested in. From the Course screen you can also access available resources for a more continuous learning experience.

Course Follow–Up

Congratulations on completing the *Microsoft® Office Word 2019: Part 1* course! This course has equipped you with the fundamental skills needed to create, edit, and enhance simple Word 2019 documents. You've learned to navigate the Word interface, create and edit documents, and use **Tell Me** for any questions you might have. You've also learned how to format text, paragraphs, pages, and images; how to improve your efficiency when working in Word; and how to prepare a document for publishing. These skills will help you put a professional polish on all of your Word 2019 work.

What's Next?

Now that you have acquired the basic skills needed to create Word documents, you may want to take your exploration of Word 2019 to the next level with *Microsoft® Office Word 2019: Part 2*. In this Logical Operations course, you'll learn about advanced techniques for formatting, layout, and templates, how to use Word features such as Mail Merge and Quick Parts, and how to integrate Excel® content into your Word documents.

You are also encouraged to explore Word further by actively participating in any of the social media forums set up by your instructor or training administrator through the **Social Media** tile on the CHOICE Course screen.

A | Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100

Obtaining Microsoft Certified Word Associate Certification requires candidates to pass the Word Associate (Office 365 and Office 2019): Exam MO-100 certification exam.

To assist you in your preparation for the exam, Logical Operations has provided a reference document that indicates where the exam objectives are covered in the Logical Operations *Microsoft® Office Word 2019: Part 1* courseware.

The exam-mapping document is available from the Course page on CHOICE. Log on to your CHOICE account, select the tile for this course, select the **Files** tile, and download and unzip the course files. The mapping reference will be in a subfolder named **Mappings**.

Best of luck in your exam preparation!

B Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO–101

Obtaining Microsoft Certified Word Expert Certification requires candidates to pass the Word Expert (Office 365 and Office 2019): Exam MO-101 certification exam.

To assist you in your preparation for the exam, Logical Operations has provided a reference document that indicates where the exam objectives are covered in the Logical Operations *Microsoft® Office Word 2019: Part 1* courseware.

The exam-mapping document is available from the Course page on CHOICE. Log on to your CHOICE account, select the tile for this course, select the **Files** tile, and download and unzip the course files. The mapping reference will be in a subfolder named **Mappings**.

Best of luck in your exam preparation!

C | Microsoft® Office Word 2019 Common Keyboard Shortcuts

The following table lists common keyboard shortcuts you can use in Word 2019.

Function	Shortcut
Open a document	**Ctrl+O**
Create a new document	**Ctrl+N**
Save a document	**Ctrl+S**
Undo an action	**Ctrl+Z**
Redo or repeat an action	**Ctrl+Y**
Bold the selected text	**Ctrl+B**
Italicize the selected text	**Ctrl+I**
Underline the selected text	**Ctrl+U**
Cut the selected text	**Ctrl+X**
Copy the selected text	**Ctrl+C**
Paste the copied text	**Ctrl+V**
Open the **Navigation** pane to search a document	**Ctrl+F**
Open the **Find and Replace** dialog box with the **Replace** tab activated	**Ctrl+H**
Open the **Find and Replace** dialog box with the **Go To** tab activated	**Ctrl+G**
Switch to print preview	**Alt+Ctrl+I**
Print a document	**Ctrl+P**
Open the **Help** pane	**F1**
Go to the beginning of a document	**Ctrl+Home**
Go to the end of a document	**Ctrl+End**
Select All	**Ctrl+A**
Run the Spelling and Grammar check	**F7**
Insert the registered trademark symbol	**Alt+Ctrl+R**

Function	Shortcut
Insert a hyperlink	**Ctrl+K**
Insert a line break	**Shift+Enter**
Insert a page break	**Ctrl+Enter**
Insert a column break	**Ctrl+Shift+Enter**
Change the case of the selected letters	**Shift+F3**
Capitalize all selected letters	**Ctrl+Shift+A**
Left-align selected paragraph	**Ctrl+L**
Center selected paragraph	**Ctrl+E**
Right-align selected paragraph	**Ctrl+R**
Justify selected paragraph	**Ctrl+J**

Mastery Builders

Mastery Builders are provided for certain lessons as additional learning resources for this course. Mastery Builders are developed for selected lessons within a course in cases when they seem most instructionally useful as well as technically feasible. In general, Mastery Builders are supplemental, optional unguided practice and may or may not be performed as part of the classroom activities. Your instructor will consider setup requirements, classroom timing, and instructional needs to determine which Mastery Builders are appropriate for you to perform, and at what point during the class. If you do not perform the Mastery Builders in class, your instructor can tell you if you can perform them independently as self-study, and if there are any special setup requirements.

Mastery Builder 1–1
Copying Web Data to a Word Document

Activity Time: 15 minutes

Scenario

You are planning to write a report on the need for economical housing in your city. You will start by obtaining housing, demographics, and other statistics from a website, and pasting it into a Word document.

---

1. Create and save a new blank Word document.
   a) Create a new blank Word document.
   b) At the top of the document, type *Housing Statistics*, and press **Enter**.
   c) Type the name of your nearest large city, and press **Enter**.
   d) Save the document to the **Desktop/Brochure Project/Getting Started with Word 2019** folder as *My Housing Stats.docx*

2. Obtain statistics on housing and demographics from the web.
   a) Using your web browser, locate housing statistics and demographic information for your nearest large city.

      Sites you might use for this purpose include:

      • **http://www.city-data.com**
      • **http://www.census.gov/programs-surveys/ahs/visualizations/metrobriefs-2013.html**

      Look for textual data that you can copy.
   b) Copy any useful information you find from the web page.
   c) In Word, paste the text without any formatting it may have carried over from the web page.

      (Use the **Paste Special** command to paste as unformatted text.)
   d) Write a note above the data you pasted to indicate the website where you found the information.
   e) Save the document.

Mastery Builder 2–1
Formatting Text and Paragraphs

Activity Time: 15 minutes

Data File
Desktop\Brochure Project\Formatting Text and Paragraphs\Directory.docx

Scenario
You will format a contacts list, which is currently written as paragraphs of tabbed text. You will change the font, reduce the line spacing, and format it to appear in columns.

---

1. From the **Desktop\Brochure Project\Formatting Text and Paragraphs** folder, open **Directory.docx**.

2. Save the document in the current folder as *My Directory.docx*

3. Select the entire document, and change the type face to **Garamond**.

4. Change the font size to **10**.

5. For all paragraphs in the document, add **left** tab stops at these locations:
   - 3/4"
   - 1-1/2"
   - 2"
   - 3-1/2"
   - 4-1/2"
   - 5"
   - 5-1/2"

6. Set the line spacing to **Single**, with **0 pt** before and **0 pt** after.

7. Save the document and exit Word.

Mastery Builder 3-1
Repeating Formats

Activity Time: 10 minutes

Data File

Desktop\Brochure Project\Working More Efficiently\Directory Dup Format.docx

Scenario

The contacts directory requires additional formatting. You will use various techniques to copy formatting from one paragraph to others.

1. From the **Desktop\Brochure Project\Working More Efficiently** folder, open **Directory Dup Format.docx**, and save the document in the current folder as *My Directory.docx*

2. Copy the format from the **Building with Heart** title to the **Contacts List** title beneath it.

3. Decrease the size of the **Contacts List** title slightly.

4. Create a **Linked (paragraph and character)** style named **Contact**, based on the paragraph that begins with "Brenda Adams." Store the new style in the document (not the template).

5. Clear the formatting in every paragraph of the contacts list, but leave the heading row's formatting intact.

6. Apply the **Contact** style to every paragraph in the contacts list, but leave the heading row's formatting intact.

7. Save and close the document.

Mastery Builder 4–1
Formatting a Multilevel List

Activity Time: 5 minutes

Data File

Desktop\Brochure Project\Managing Lists\Check List.docx

Scenario

You have started to develop an on-boarding checklist for the Building with Heart homebuyer's program. The list is not yet formatted. You will format it to appear as a multilevel list, with numbers at the top level and lowercase letters as the second level.

1. From the **Desktop\Brochure Project\Managing Lists** folder, open **Check List.docx**.

2. Format the paragraphs as a multilevel list.

   a) Format the list to appear as shown.

   > On-boarding Checklist
   >
   > 1. Verify program eligibility
   >   a. Obtain last five years' income statements in Form IE-1
   >   b. Obtain completed Application Form BWH-4
   >   c. Complete background check, as documented in Procedure 32B
   > 2. Schedule applicants for training classes
   >   a. Program Overview and Expectations Class
   >   b. Construction Safety Class
   >   c. Home Maintenance and Upkeep Strategies Class

3. Save the document in the current folder as *My Check List.docx*

4. Close the document.

Mastery Builder 5-1
Converting Text to a Table

Activity Time: 10 minutes

Data File

Desktop\Brochure Project\Adding Tables\Directory Table.docx

Scenario

You will convert the tabbed list to a table.

1. From the **Desktop\Brochure Project\Adding Tables** folder, open **Directory Table.docx**.

2. Clear the formatting from all of the directory paragraphs (including the headings).

3. Convert the directory paragraphs into a table, autofitting the table to its content. (**Hint**: The page headings do not need to be included in the table, but the column headings do.)

4. Apply a table style that you like, and adjust the table options until you're satisfied with them.

5. Save the document in the current folder as *My Directory Table.docx* and close the document.

Mastery Builder 6-1
Adding an Image to a Document

Activity Time: 15 minutes

Data File

Desktop\Brochure Project\Inserting Graphic Objects\MB Graphics.docx

Scenario

You will add another image to the document, pulling an image from a Bing web search.

---

1. From the **Desktop\Brochure Project\Inserting Graphic Objects** folder, open **MB Graphics.docx**.

2. Insert an Online Picture into the document at the end of the first paragraph in the **HouSalvage Recycling Centers** section. Use Bing Image Search to find an image of a **nail puller** tool, or something else that illustrates the concept of salvaging used building materials.

3. Scale the image and format its **Layout Options** so it fits well within the document layout.

4. Save the document in the current folder as *My MB Graphics.docx*

5. Close the document.

Mastery Builder 7–1
Changing Page Layout

Activity Time: 10 minutes

Data File

Desktop\Brochure Project\Controlling Page Appearance\MB Layout.docx

Scenario

You will change the layout of the document from portrait to landscape.

1. From the **Desktop\Brochure Project\Controlling Page Appearance** folder, open **MB Layout.docx**.

2. Change the orientation of the document to **Landscape**.

3. Adjust the size and position of graphics as necessary so they look acceptable to you.

4. Save the document in the current folder as *My MB Layout.docx*.

5. Close the document.

Glossary

account button
A button provided in the Office ribbon that enables you to log in and out of your Microsoft account, which holds application settings and provides access to shared documents and other cloud-based resources.

Backstage view
The "behind the scenes" view of commands you can use to do file-related tasks, such as saving, opening, or printing a document.

border
A plain or decorative line or pattern that surrounds an object. Borders can be applied to paragraphs, pages, and pictures to draw attention to them.

clipboard
A temporary storage area for content that has been cut or copied from a document.

contextual tabs
Additional tabs that appear on the ribbon when you work with objects such as tables, pictures, or shapes.

delimited text
Text that is structured in columns and rows with values separated by characters such as tabs and returns.

Design tab
The ribbon element that contains commands that enable you to make design changes to your document, including setting document themes, colors and fonts, paragraph spacing, watermarks, page color, and page borders.

dialog box launcher
A small button with a downward-pointing arrow, located in the bottom-right corner of some groups on the ribbon.

document view
A particular layout in which to view your document.

Draft view
A document view that shows the document without certain elements, such as graphics, or headers and footers.

field
A defined area to be used for a specific type of information.

file format
The way the information in a file is encoded.

File tab
The ribbon element that displays the Backstage view, where you can access commands that perform file-related tasks, such as saving and printing.

font
A set of characters with a specific style and size.

footer
A defined area at the bottom margin of a page where you can add textual or

graphical information that is common to all or to some of the pages in a document.

Format Painter
A handy Word tool that helps you copy the formatting in selected text and apply it to one or more additional selections.

formatting marks
Nonprinting characters that display within the text to designate formatting elements such as spaces, tabs, and paragraph and line breaks.

gallery
A collection of elements that belong to the same category, such as styles or effects.

header
A defined area at the top margin of a page where you can add textual or graphical information that is common to all or to some of the pages in a document.

Help tab
The ribbon element that contains commands to access help documents and videos, contact Microsoft support, and provide feedback.

Hide/Pin Ribbon
A button used to either hide or always display the ribbon.

Home tab
The ribbon element that contains the frequently used commands you'll use to start working with a Word document.

hyphenation
The use of the hyphen, a punctuation mark that joins separate words, or splits words by their syllables.

indent
The amount of space between a margin and a line or paragraph.

Insert tab
The ribbon element that contains commands that insert different objects into your document, such as charts, tables, and pictures.

insertion point
The blinking bar that shows where text will be inserted.

landing page
The page to which Word 2019 opens. It contains a navigation pane and a list of templates you can use to create a new document. If it is the first time Word 2019 was run on your computer, you would see account and product information instead of the Navigation pane and templates.

Layout tab
The ribbon element that contains commands used to customize document pages, including controlling the placement of text and graphics.

line break
A way to end a line before it wraps to the following line, but without starting a new paragraph.

Mailings tab
The ribbon element that contains commands to create mailing documents, such as faxes, letters, and emails.

margin
The empty area along the top, bottom, left, and right edges of a page.

Mini toolbar
The floating toolbar that appears when you select text in a document.

multilevel list
A list with a hierarchical structure, wherein the number or bullet format is configured separately for each level of the list. Also known as a sublist.

OneDrive
A Microsoft cloud service that enables you to access the files stored there from any device such as your office computer, home computer, smartphone, or tablet.

Outline view
A document view that shows the document data in a hierarchical mode,

enabling you to insert and arrange topics and subtopics.

page break
The marker for the end of a page of text. Manual page breaks can be used to improve the flow of material.

paragraph alignment
The horizontal position of a paragraph relative to the left and right margins in a document.

Print Layout view
A document view that shows the document as it will appear when printed.

Quick Style set
A package of styles that work well together when applied as a group to text.

Quick Tables
Preformatted tables that contain sample data.

Read Mode
Shows a document in read-only, full-screen mode in which the document is scrolled side to side rather than up and down.

References tab
The ribbon element that contains commands to create references to the document content, such as footnotes and indexes.

Review tab
The ribbon element that contains commands to review and edit the content in a document.

ScreenTip
Text that appears when you hover the mouse pointer over commands on the ribbon and certain other elements of the application window.

selection bar
A region on the left margin of a document that is used to select text.

shading
A percentage of color that can be added to the background of objects. Shading can be used to highlight information or to apply a shadow effect.

Share button
A button on the ribbon that enables you to collaborate in real time with other Word users by saving the document to a cloud storage location.

sort field
A list item that can be used as the criteria for sorting a list.

sort field separator
A character used to separate sort fields.

special characters
Punctuation, spacing, or typographical characters that typically are not available on a standard keyboard. Ellipses (…) or em dashes (—) are examples of special characters.

symbols
Characters that can be used to represent an idea or a word, such as copyright, trademark, or registered trademark.

table
A container that is used to organize text, numerical data, or graphics.

task pane
An interface element that provides quick access to feature-specific options and commands.

Tell Me
A text box where you can enter search terms and the results will help you quickly find specific commands on the ribbon and/or provide access to Word Help topics related to that term.

thesaurus
A reference tool containing a collection of synonyms and antonyms.

universal app
A Windows mobile app, which can run on any Windows device, including desktop computers, notebooks, tablets, and smartphones.

View tab
The ribbon element that contains various commands to switch between different document views.

watermark

Transparent text or graphics that appear in the background of a document. It is generally used to designate the purpose or content of a document, or to prove authenticity in an unmistakable way.

Web Layout view

A document view that shows the document as it would appear in a web browser.

window views

Document display options that enable you to perform such tasks as moving between open documents, viewing documents side by side, or arranging multiple documents in a single window.

Word document

An electronic document created by the Word application.

Word Help

A repository of information about the various tools and features of Word.

Word style

A collection of appearance settings that can be applied to text with a single click.

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