

Quit Word

The project now is complete. Thus, the following steps quit Word. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

- ➊ If you have one Word document open, click the Close button on the right side of the title bar to close the document and quit Word; or if you have multiple Word documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit Word.
- ➋ If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

**Printed Borders**

If one or more of your borders do not print, click the Page Borders button (Page Layout tab | Page Background group), click the Options button (Borders and Shading dialog box), click the Measure from box arrow and click Text, change the four text boxes to 15 pt, and then click the OK button in each dialog box. Try printing the document again. If the borders still do not print, adjust the text boxes in the dialog box to a number smaller than 15 point.

Chapter Summary

In this chapter, you have learned how to enter text in a document, format text, insert a picture, format a picture, add a page border, and print a document. The items listed below include all the new Word skills you have learned in this chapter.

- 1 Start Word (WD 4)
- 2 Type Text (WD 6)
- 3 Display Formatting Marks (WD 7)
- 4 Insert a Blank Line (WD 7)
- 5 Wordwrap Text as You Type (WD 8)
- 6 Check Spelling and Grammar as You Type (WD 9)
- 7 Save a Document (WD 12)
- 8 Center a Paragraph (WD 14)
- 9 Select a Line (WD 15)
- 10 Change the Font Size of Selected Text (WD 16)
- 11 Change the Font of Selected Text (WD 17)
- 12 Change the Case of Selected Text (WD 18)
- 13 Apply a Text Effect to Selected Text (WD 19)
- 14 Shade a Paragraph (WD 20)
- 15 Select Multiple Lines (WD 21)
- 16 Bullet a List of Paragraphs (WD 22)
- 17 Undo and Redo an Action (WD 23)
- 18 Italicize Text (WD 24)
- 19 Color Text (WD 25)
- 20 Use the Mini Toolbar to Format Text (WD 26)
- 21 Select a Group of Words (WD 27)
- 22 Underline Text (WD 27)
- 23 Bold Text (WD 28)
- 24 Change Theme Colors (WD 28)
- 25 Save an Existing Document with the Same File Name (WD 30)
- 26 Insert a Picture (WD 31)
- 27 Zoom the Document (WD 33)
- 28 Resize a Graphic (WD 34)
- 29 Resize a Graphic by Entering Exact Measurements (WD 36)
- 30 Apply a Picture Style (WD 37)
- 31 Apply Picture Effects (WD 38)
- 32 View One Page (WD 40)
- 33 Add a Page Border (WD 41)
- 34 Change Spacing before and after a Paragraph (WD 44)
- 35 Quit Word (WD 44)
- 36 Open a Document from Word (WD 45)
- 37 Insert Text in an Existing Document (WD 46)
- 38 Delete Text (WD 47)
- 39 Move Text (WD 47)
- 40 Change Document Properties (WD 49)
- 41 Print a Document (WD 51)



If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

**Quick Reference**

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Word 2010 Quick Reference Web page (scsite.com/wd2010/qr).

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scsite.com/wd2010/learn. When the Word 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Modifying Text and Formatting a Document

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Apply 1-1 Buffalo Photo Shoot Flyer Unformatted, from the Data Files for Students. The document you open is an unformatted flyer. You are to modify text, format paragraphs and characters, and insert a picture in the flyer.

Perform the following tasks:

1. Delete the word, single, in the sentence of body copy below the headline.
2. Insert the word, Creeks, between the words, Twin Buffalo, in the sentence of body copy below the headline.
3. At the end of the signature line, change the period to an exclamation point.
4. Center the headline and the signature line.
5. Change the theme colors to the Aspect color scheme.
6. Change the font and font size of the headline to 48-point Impact, or a similar font. Change the case of the headline text to all capital letters. Apply the text effect called Gradient Fill – Orange, Accent 1, Outline – White to the headline.
7. Change the font size of body copy between the headline and the signature line to 20 point.
8. Use the Mini toolbar to change the font size of the signature line to 26 point.
9. Select the words, hundreds of buffalo, in the paragraph below the headline and underline them.

10. Initialize the word, every, in the paragraph below the headline. Undo this change and then redo the change.
11. Select the three lines (paragraphs) of text above the signature line and add bullets to the selected paragraphs.
12. Switch the last two bulleted paragraphs. That is, select the Questions bullet and move it so that it is the last bulleted paragraph.
13. Bold the first word of each bulleted paragraph. Change the font color of these same three words to Dark Green, Accent 4, Darker 50%.
14. Bold the text in the signature line. Shade the signature line Dark Green, Accent 4, Darker 50%. If the font color does not automatically change to a lighter color, change it to a shade of white.
15. Change the zoom so that the entire page is visible in the document window.
16. Insert the picture of the buffalo centered on the blank line below the headline. The picture is called Buffalo and is available on the Data Files for Students. Apply the Snip Diagonal Corner, White picture style to the inserted picture. Apply the glow called Dark Green, 5 pt glow, Accent color 4 to the picture.
17. Change the spacing after the headline paragraph to 6 point.
18. The entire flyer now should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
19. Change the zoom to text width, then page width, then 100% and notice the differences.
20. Enter the text, Twin Creeks, as the keywords in the document properties. Change the other document properties, as specified by your instructor.
21. Click File on the Ribbon and then click Save As. Save the document using the file name, Apply 1-1 Buffalo Photo Shoot Flyer Formatted.
22. Print the document. Submit the revised document, shown in Figure 1–75, in the format specified by your instructor.
23. Quit Word.

BUFFALO PHOTO SHOOT



Join us for nonstop hayrides through the natural habitat of hundreds of buffalo at Twin Creeks Buffalo Farm *every weekend in May*.

bulletted list

- **Cost:** \$5 for adults and \$2 for children
- **Hours:** 9:00 a.m. to 6:00 p.m. Saturdays and Sundays
- **Questions:** 555-2838

signature line

body copy

Don't Forget to Bring Your Camera!

Figure 1–75

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Modifying Text and Picture Formats and Adding Page Borders

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Extend 1-1 TVC Cruises Flyer, from the Data Files for Students. You will enhance the look of the flyer shown in Figure 1–76. *Hint:* Remember, if you make a mistake while formatting the picture, you can reset it by clicking the Reset Picture button or Reset Picture button arrow (Picture Tools Format tab | Adjust group).

Perform the following tasks:

1. Use Help to learn about the following formats: remove bullets, grow font, shrink font, art page borders, decorative underline(s), picture bullets, picture border shading, shadow picture effects, and color saturation and tone.
2. Remove the bullet from the paragraph below the picture.
3. Select the text, 10 percent, and use the Grow Font button to increase its font size.
4. Add an art page border to the flyer. If the border is not in color, add color to it.
5. Change the solid underline below the word, cruises, to a decorative underline. Change the color of the underline.
6. Change the style of the bullets to picture bullet(s).
7. Change the color of the picture border. Add a shadow picture effect to the picture.
8. Change the color saturation and color tone of the picture.
9. Change the document properties, including keywords, as specified by your instructor. Save the revised document with a new file name and then submit it in the format specified by your instruc

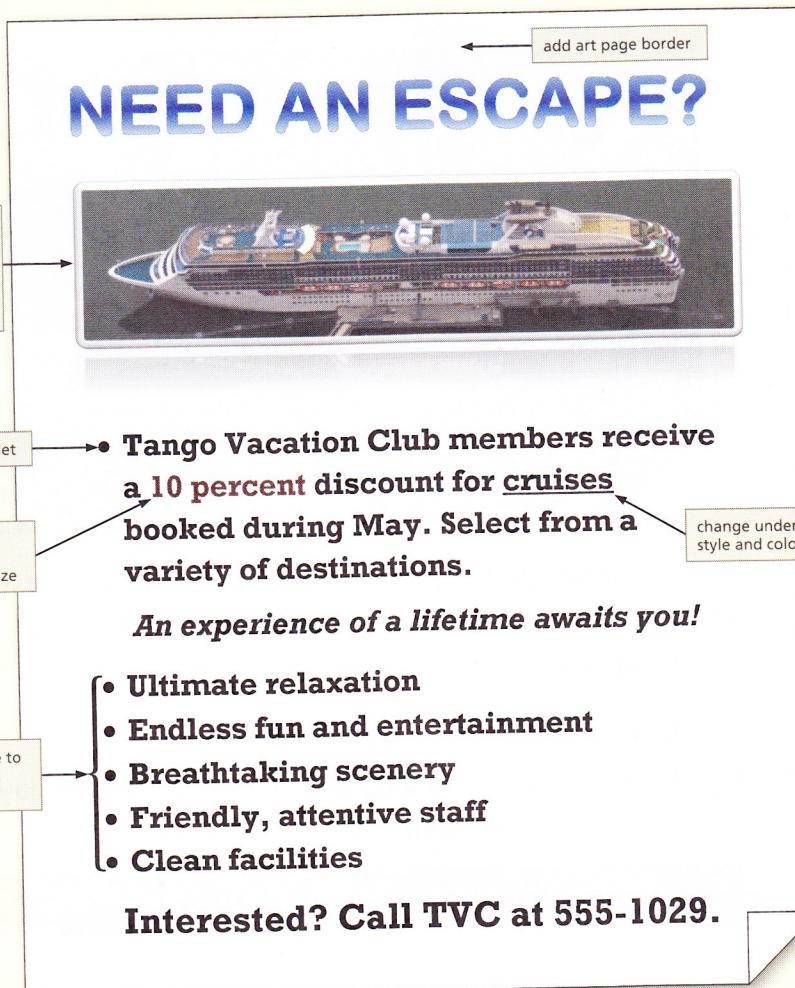


Figure 1-76

Make It Right

Analyze a document and correct all errors and/or improve the design.

Correcting Spelling and Grammar Errors

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Open the document, Make It Right 1-1 Karate Academy Flyer Unchecked, from the Data Files for Students. The document is a flyer that contains spelling and grammar errors, as shown in Figure 1-77. You are to correct each spelling (red wavy underline) and grammar error (green and blue wavy underlines) by right-clicking the flagged text and then clicking the appropriate correction on the shortcut menu.

If your screen does not display the wavy underlines, click File on the Ribbon and then click Options in the Backstage view. When the Word Options dialog box is displayed, click Proofing in the left pane, be sure the 'Hide spelling errors in this document only' and 'Hide grammar errors in this document only' checkboxes are selected, and then click the OK button. If your screen

In the Lab

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Creating a Flyer with a Picture

Problem: As a part-time employee in the Student Services Center at school, you have been asked to prepare a flyer that advertises study habits classes. First, you prepare the unformatted flyer shown in Figure 1–78a, and then you format it so that it looks like Figure 1–78b. *Hint:* Remember, if you make a mistake while formatting the flyer, you can click the Undo button on the Quick Access Toolbar to undo your last action.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in Figure 1–78a, inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, Lab 1-1 Study Habits Flyer.
4. Center the headline and the signature line.
5. Change the theme colors to Concourse.
6. Change the font size of the headline to 36 point and the font to Ravie, or a similar font. Apply the text effect called Gradient Fill – Dark Red, Accent 6, Inner Shadow.
7. Change the font size of body copy between the headline and the signature line to 20 point.
8. Change the font size of the signature line to 22 point. Bold the text in the signature line.

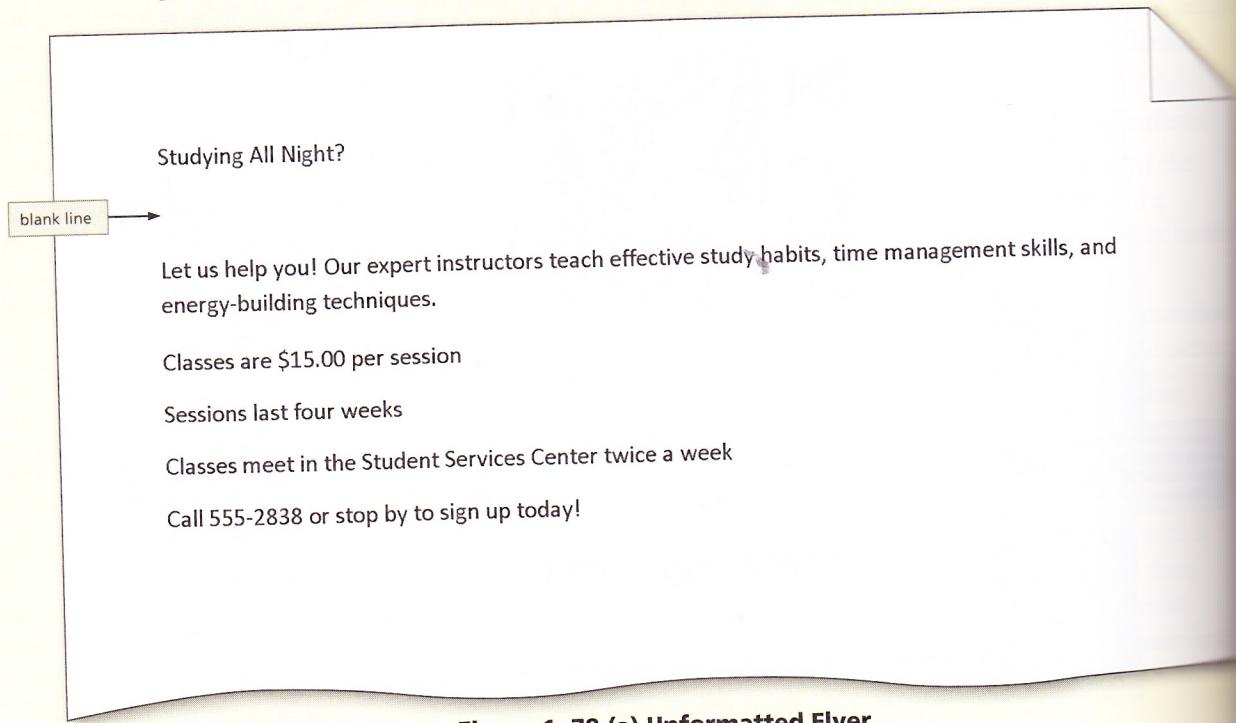


Figure 1–78 (a) Unformatted Flyer

- 1 Change the font of the body copy and signature line to Rockwell, and change the color of the signature line to Dark Red, Accent 6.
- 2 Bullet the three lines (paragraphs) of text above the signature line.
- 3 Bold and capitalize the text, Let us help you!, and change its color to Dark Red, Accent 6.
- 4 Italicize the word, or, in the signature line.
- 5 Underline the text, Student Services Center, in the third bulleted paragraph.
- 6 Change the zoom so that the entire page is visible in the document window.

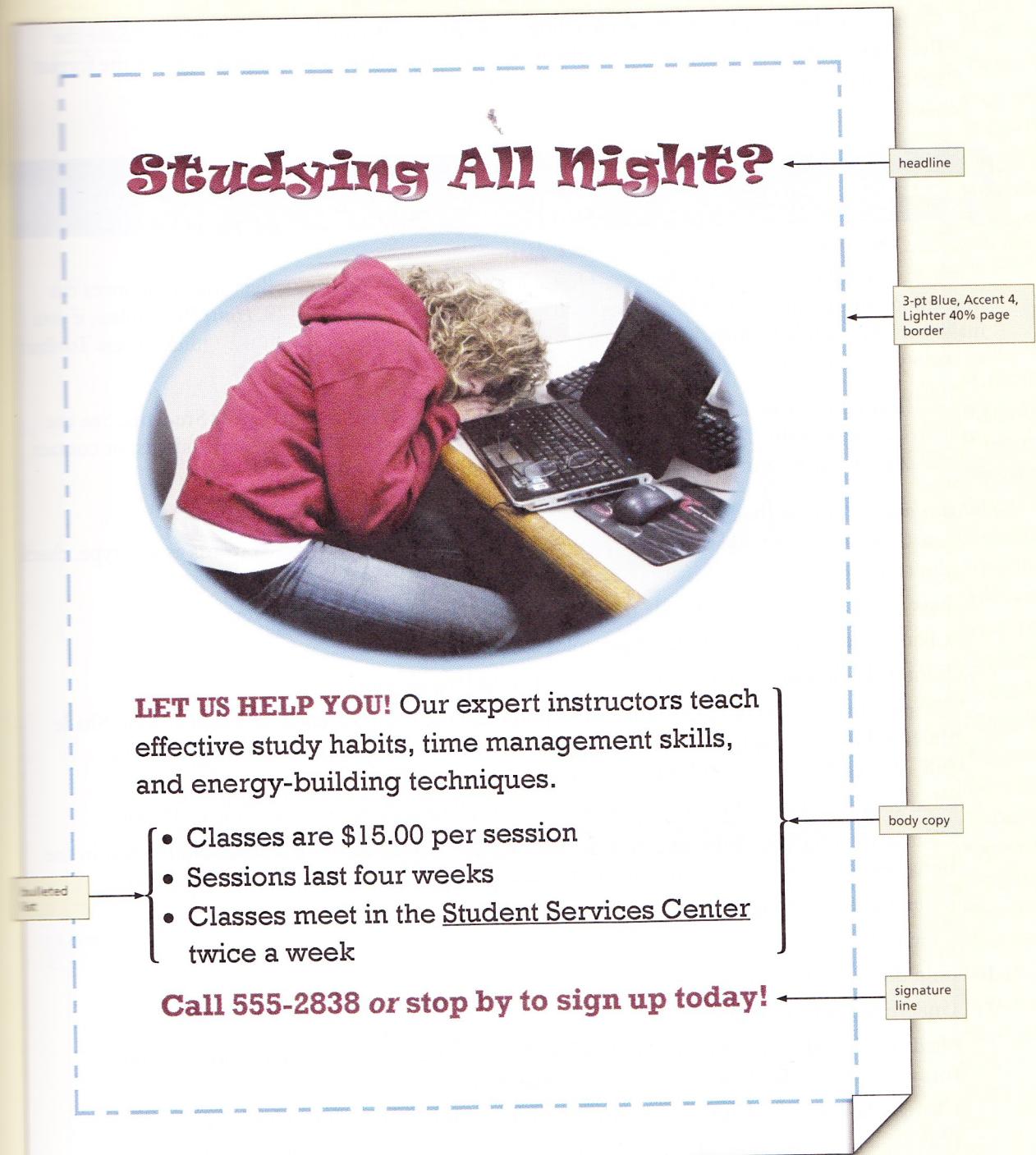


Figure 1–78 (b) Formatted Flyer

Continued >

In the Lab *continued*

15. Insert the picture centered on a blank line below the headline. The picture is called Sleeping and is available on the Data Files for Students.
16. Apply the Soft Edge Oval picture style to the inserted picture. Apply the glow effect called Blue, 5 pt glow, Accent color 4 to the picture.
17. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
18. Add the page border shown in Figure 1–78b on the previous page.
19. Change the document properties, including keywords, as specified by your instructor. Save the flyer again with the same file name. *Submit the document, shown in Figure 1–78b, in the format specified by your instructor.*

In the Lab**Lab 2: Creating a Flyer with a Resized Picture**

Problem: Your boss at Granger Camera House has asked you to prepare a flyer that announces the upcoming photography contest. You prepare the flyer shown in Figure 1–79. *Hint:* Remember, if you make a mistake while formatting the flyer, you can click the Undo button on the Quick Access Toolbar to undo your last action.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Word. Type the flyer text, unformatted. If Word flags any misspelled words as you type, check their spelling and correct them.
2. Save the document using the file name, Lab 1-2 Photography Contest Flyer.
3. Change the theme colors to the Apex color scheme.
4. Center the headline, the line that says RULES, and the signature line.
5. Change the font size of the headline to 36 point and the font to Stencil, or a similar font. Shade the headline paragraph Lavender, Background 2, Darker 50%. Apply the text effect called Fill – Lavender, Accent 6, Outline – Accent 6, Glow – Accent 6.
6. Change the font size of body copy between the headline and the signature line to 18 point.
7. Change the font size of the signature line to 24 point and the font to Stencil. Bold the text in the signature line. Change the font color of the text in the signature line to Gray-50%, Text 2.
8. Bullet the three paragraphs of text above the signature line.
9. Italicize the word, not.
10. Bold the word, landscape.
11. Underline the text, August 31.
12. Shade the line that says RULES to the Gray-50%, Text 2 color. If the font color does not automatically change to a lighter color, change it to White, Background 1.
13. Change the zoom so that the entire page is visible in the document window.
14. Insert the picture on a blank line below the headline. The picture is called Wind Power and is available on the Data Files for Students.

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15. Resize the picture so that it is approximately 3.5" × 5.25". Apply the Rotated, White picture style to the inserted picture. Apply the glow effect called Lavender, 5 pt glow, Accent color 6 to the picture.
16. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
17. Add the page border shown in Figure 1–79.
18. Change the document properties, including keywords, as specified by your instructor. Save the flyer again with the same file name. Submit the document, shown in Figure 1–79, in the format specified by your instructor.

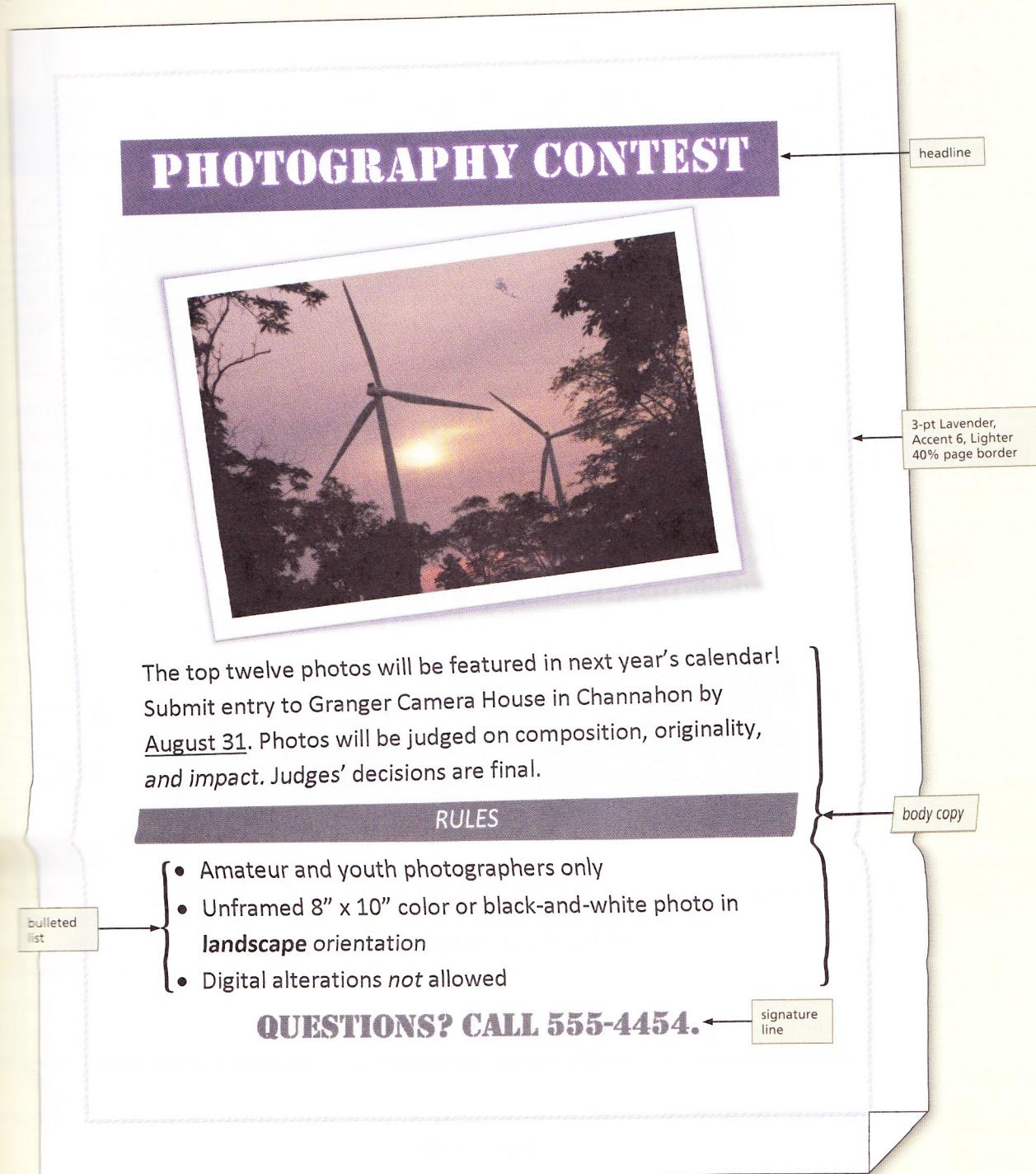


Figure 1–79

In the Lab

Lab 3: Creating a Flyer with Pictures

Problem: Your boss at Warner Depot has asked you to prepare a flyer that advertises its scenic train ride. You prepare the flyer shown in Figure 1–80.

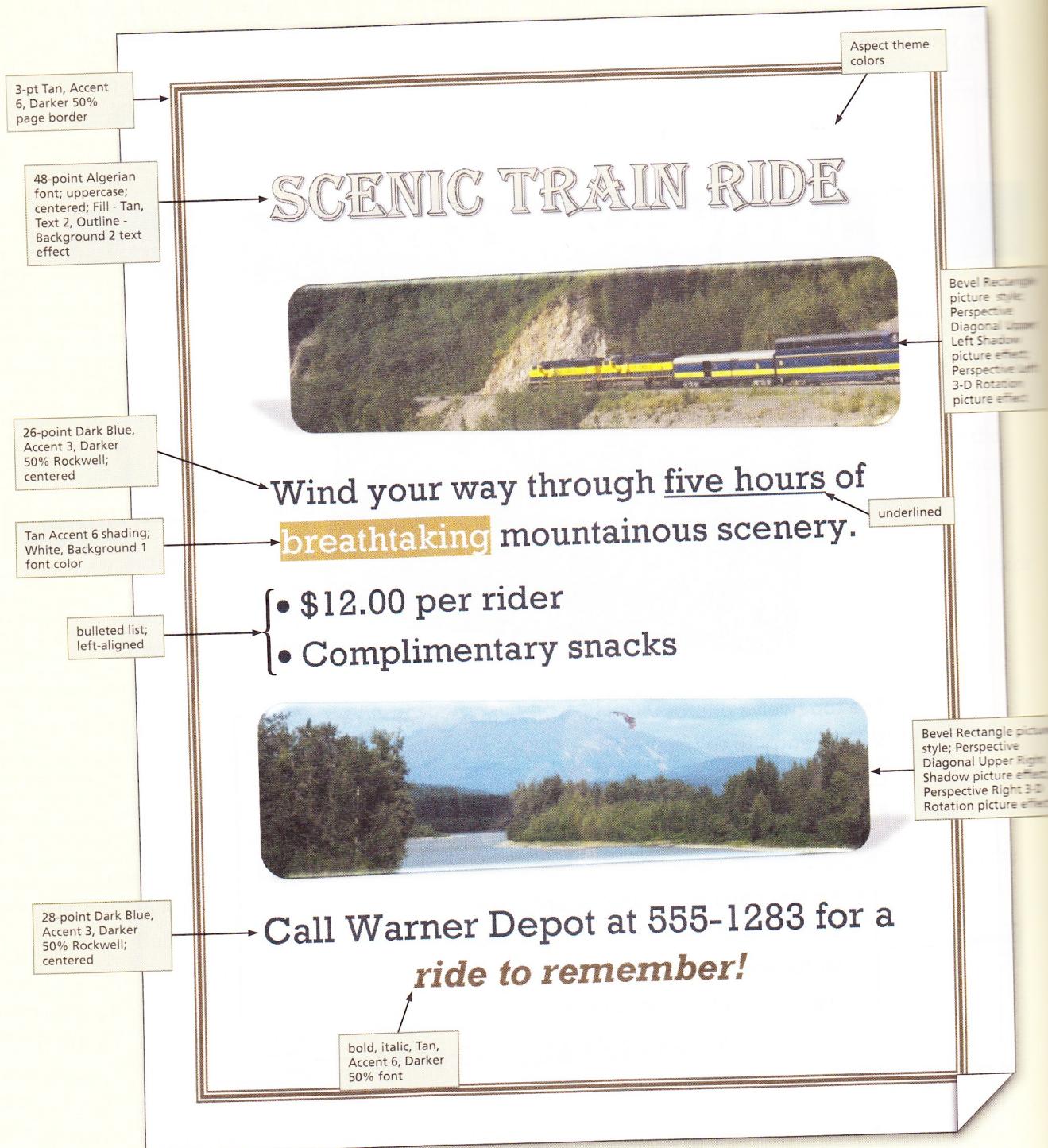


Figure 1–80

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start Word. Enter the text in the flyer, checking spelling as you type, and then format it as shown in Figure 1–80. The pictures to be inserted are called Train and Scenery and are available on the Data Files for Students. Adjust spacing before and after paragraphs and resize pictures as necessary so that the flyer fits on a single page.

Change the document properties, including keywords, as specified by your instructor. Save the document using the file name, Lab 1-3 Train Ride Flyer. Submit the document, shown in Figure 1–80, in the format specified by your instructor.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

1 Design and Create a Spring Break Flyer

Academic

As secretary of your school's Student Government Association, you are responsible for creating and distributing flyers for spring break group outings. This year, you have planned a trip to Settlers Resort. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Cabin 1 and Cabin 2, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Feeling Adventurous?, and this signature line: Call Lyn at 555-9901 to sign up. The body copy consists of the following, in any order: Spring Break – Blast to the Past. Settlers Resort is like a page right out of a history textbook! Spend five days living in the 1800s. The bulleted list in the body copy is as follows: One-room cabins with potbelly stoves, Campfire dining with authentic meals, and Horseback riding and much more.

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment in the format specified by your instructor.

2 Design and Create a Yard Sale Flyer

Personal

You are planning a yard sale and would like to create and post flyers around town advertising the upcoming sale. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Yard Sale 1 and Yard Sale 2, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Yard Sale!, and this signature line: Questions? Call 555-9820. The body copy consists of the following, in any order: Hundreds of items for sale. After 20 years, we are moving to a smaller house and are selling anything that won't fit. Everything for sale must go! The bulleted list in the body copy is as follows: When: August 7, 8, 9 from 9:00 a.m. to 7:00 p.m.; Where: 139 Ravel Boulevard; and What: something for everyone – from clothing to collectibles.

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment in the format specified by your instructor.

Continued >

Cases and Places *continued***3: Design and Create a Village Fireworks Flyer****Professional**

As a part-time employee at the Village of Crestwood, your boss has asked you to create and distribute flyers for the upcoming fireworks extravaganza. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Fireworks 1 and Fireworks 2, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Light Up The Sky, and this signature line: Call 555-2983 with questions. The body copy consists of the following, in any order: Join Us! The Village of Crestwood will present its tenth annual Light Up The Sky fireworks extravaganza on August 8 at 9:00 p.m. during the end of summer celebration in Douglas Park. The bulleted list in the body copy is as follows: Pork chop dinners will be sold for \$3.00 beginning at 6:00 p.m., Bring chairs and blankets, and Admission is free.

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment in the format specified by your instructor.