

Bowie Seniors Computer Club

Meeting Minutes

Date: May 4, 2023

Location: Bowie Senior Center, Computer Classroom

Attendees: (17) Demetria Aytona, Bob Blum, Dale Grant, Dave Hackenberg, Barry Hammond, James Kozura, Steve Krulik, Mark Laster, Daniel Lee, Faye Minor, Joseph Perry, Sr., Bob Rapczynski, Dan Searing, Clara Smith, Doris Smith, Flo Strawser, Berlyn Wheeler

Announcements: Dave Hackenberg started the meeting by showing the ACER laptop that was donated to the club. It was cleaned up by Bob Rapczynski, updated with Windows 11 by Bob Blum, and Office 2021 Pro installed by James Kozura. It will be used by the club to replace the Windows 10 laptop used in the past.

Open Discussion: None

Presentations: Dave Hackenberg demonstrated and lead an exercise in developing a table of contents in Word. Each meeting attendee was given an opportunity to complete the exercise using the computers in the classroom or their own laptops. Instructions for the exercise and the practice file are located on pages 2-4.

Bob Blum presented a demonstration and instructions on the use and management of a variety of browsers and search engines. Bob offered that there are a number of You Tube videos that show ways to manage web browsers and search engines.

Future Meetings: The next meeting will be at the Center on Thursday, June 1. No special presentations are planned as yet and Dave Hackenberg requested members to offer suggestions for future programs.

Add a Table of Contents

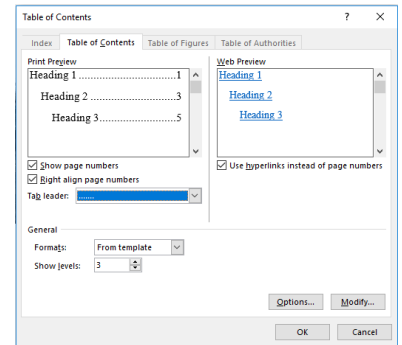
A longer document with multiple sections or chapters can often benefit from having a table of contents. To add a table of contents that can be automatically created and updated you must format section titles using the Styles group in the Home tab. For example, the title of this lesson uses Heading 1. If you want your table to include subheadings then use the headings for 2, 3, and so forth.

After a number of sections or chapters have been completed you can add a table of contents at the beginning of the document—on second page if you have a title page.

Add the Table

Place your cursor where you want the table to be inserted.

1. Click **Table of Contents** in the Table of Contents group under the Reference tab.
2. You can select from the preset formats or select **Custom Table of Contents**.
3. In this menu you can see a preview of your table and you can select levels, show page number, leader type and other customizing features.



Update the Table of Contents

As you continue to develop the document, adding section and chapters you may want to update the table of content periodically. To do this:

1. Click anywhere in the table of contents.
2. Click **Update Table** in the Table of Contents group under the Reference tab.
3. From the pop-up menu select **Update page numbers only** or **Update entire table**.

Exercise: Add a Table of Contents

1. Open **Exercise – Table of Contents** file .
2. Right-click **Heading 1** in the Styles group under the Home tab.
3. Click **Modify** and change the font to Times New Roman, size 14, and dark blue color.
4. Click OK.
5. Click into each exercise title and click **Heading 1**.
6. Place the cursor in front of the Exercise 1 title and press **Ctrl+Enter** to add a page break thus sending the exercises to the next page.
7. Place the cursor in the line below the words “Table of Contents” on the first page.
8. Click **Table of Contents** in the Table of Contents group under the Reference tab.
9. Click **Custom Table of Contents** at the bottom of the menu.
10. In the menu that appears, make sure that “Show page numbers” and “Right align page numbers” boxes are checked.
11. In the “Tab leader:” selection box, select **dots** or **dashes**.
12. In the “Show levels:” selection box, select **1**.
13. Click **OK**. The table of contents should now appear on the first page.
14. Go to Exercise 2 and change “an Existing” to “a.”
15. Click **Update Table** in the Table of Contents group under the Reference tab.
16. Click **Update entire table** and **OK**. The Table of Contents will now show the modification.

Table of Contents

Exercise 1 – Create and Save a New Document

1. Open a new Word document by clicking the **Word** icon in the taskbar.
2. Save it to your personal folder as **My First Word Document**.
3. Type “**Word Practice Document.**”
4. Press **Enter** and type your name.
5. **Center** both lines.
6. Close and save.

Exercise 2 – Open an Existing Document from the Jump List

1. Right-click on the **Word** icon in the taskbar to view the jump list.
2. Click on **My First Word Document**.
3. Close Word.

Exercise 3 – Open an Existing Document from File Explorer

1. Click on the **File Explorer** icon in the taskbar.
2. Open your personal folder and double-click **My first Word Document**.
3. Close Word.

Exercise 4 – Open a New Document Using a Template

1. Click on the **Word** icon in the taskbar.
2. Click the **File** tab.
3. Click **New**.
4. Select a resume template and open it.
5. Save it in your personal folder as **My Resume**.
6. Type in your name and address.
7. Close and save.

Exercise 5 – Open and Format a New Document

1. Click the **Word** icon in the taskbar to open a new document.
2. Save it to your personal folder as **New Document Format**.
3. Under the Page Layout tab, Page Setup group, click the **Margins** button.
4. At the bottom of the menu, click **Custom Margins**.
5. Reset the margins to **.7** inches left and right and **1**-inch top and bottom.
6. Click the **Set As Default** button at the bottom of the menu.

Exercise 6 – More Formatting

1. If not already open, right click the Word icon in the taskbar and open **New Document Format**.
2. Under the Home tab, in the **Styles** group, right-click on the **Heading 1** style.
3. Click on the **Modify** button and change the font to **Times New Roman**, size **14**, color **dark blue**, **Center**, and **Bold**. Click **OK**.
4. Click on the **Heading 1** style and type “**New Document Format Exercise.**”
5. Press **Enter** twice and click the **Left** justify command.
6. Change the **Normal** style to **Times New Roman**, size **12**, color **Automatic**. Click **OK**.

Exercise 7 – Add Page Numbers

1. If not already open, right click the Word icon in the taskbar and open **New Document Format**.

2. Under the Insert tab, Header Footer group, add page numbers by clicking the **Page Number** button.
3. Select **Bottom of the Page, Plain Number 2**.
4. This selection opens the footer to show the page number. Click **Close Header and Footer** in the ribbon.
5. Click on the **Show/Hide ¶** command to view the paragraph marks.
6. Click the **Normal** style and type “**I have now formatted my first Word document for fonts and margins and modified two styles. I have also added page numbers.**”
7. Close and save.

Exercise 8 – Text Editing Review

Open **Exercise 8** from the **Practice Documents** folder and complete the exercise. Close and save when complete.

Exercise 9 – Find and Replace Words

1. Open **Exercise 9** document from the **Exercises** folder.
2. Under the Home tab, in the Editing group, click on the **Replace** command.
3. In the Find what: text box, type “**Powell**.”
4. In the Replace with: text box, type your **last name**.
5. Under the **More>>** button click the **Match case** and **Find whole words only** check boxes.
6. Click the **Find next** button. At each instance of Powell, click **Replace**.
7. In the Quick Access Toolbar click the undo command until Powell is returned.

Exercise 10 – Find and Replace Punctuation

1. Open **Exercise 10** from the **Exercises** folder.
2. In the first paragraph, add an extra **space** after each sentence.
3. Start a new Replace. Put two **spaces** in the Find what: text box.
4. In the Replace with: text box, insert a single **space**.
5. Click **Replace all**. The two spaces after each sentence in the first paragraph will be replaced by one space.
6. Close and save.