




## Step-By-Step

**1** Choose **Start>All Programs>Microsoft Office®>Microsoft Office Word 2007**. Open the data file **Paws.docx**. Save as: **Paws-[your first initial and last name]**. (For example, *Paws-wlester*.)

**2** Choose **Home>Styles>Change Styles** . Click **Style Set** and select **Word 2007** from the list.

**3** Select the company name **Pillows 4 Paws**. Choose **Home** and click the **Styles Dialog Box Launcher** . In the **Styles Gallery**, click **New Style** .

**4** In the **Create New Style from Formatting** dialog box, under **Properties**, in the **Name** box, key: **Paws** (see Figure 1.1).

**5** In the **Style type** box, select **Paragraph**. In the **Style based on** box, select **Normal**.

**6** Change the font to **Arial**, **14 pt**. Click **Format**. Choose **Font**. Under **Effects**, select **Small caps**. Click **OK** twice.

**7** **! CHECK** Your screen should look like Figure 1.2.

 *Continue to the next exercise.*

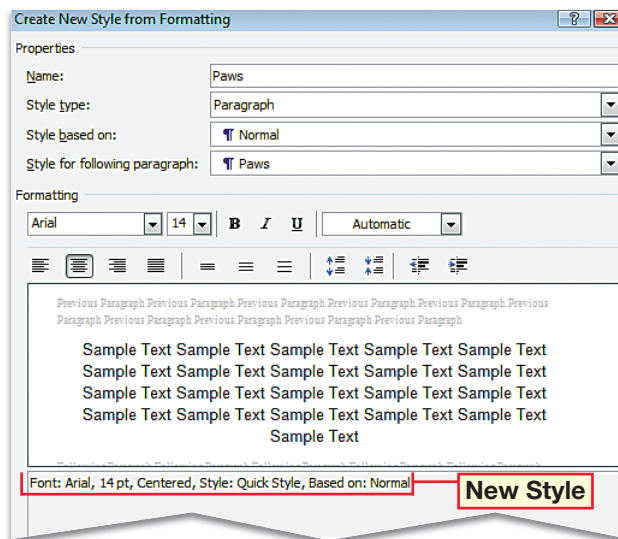
## EXERCISE 1-1

### Create and Apply Custom Styles for Texts and Lists

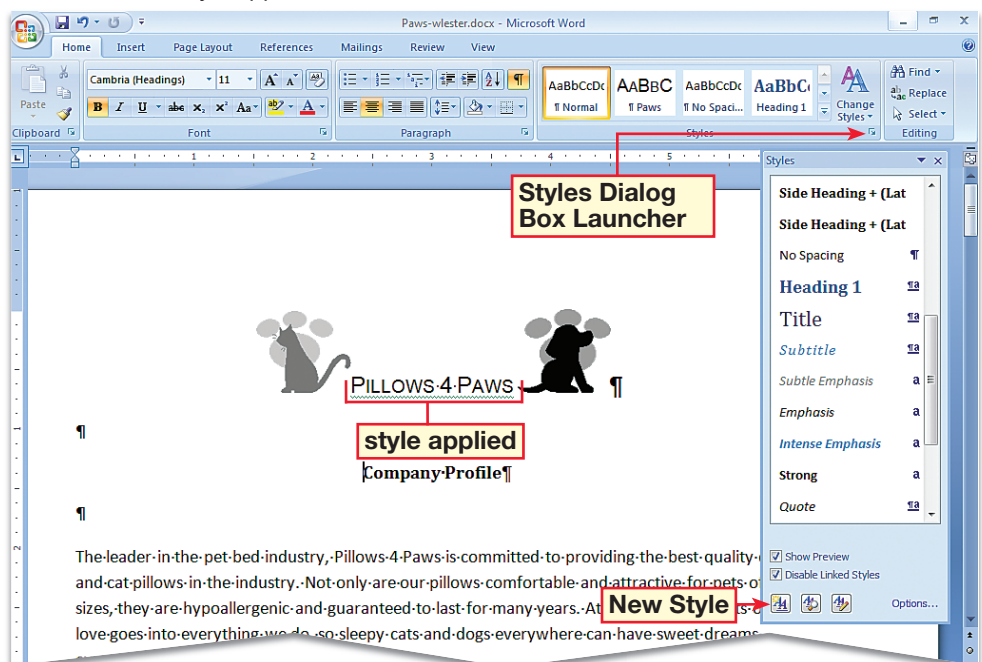


With Quick Styles, you can change the format of a **specific**, or particular, type of text, such as a heading, list, or caption. You can create and apply font, size, color, alignment, or other character and paragraph formats. Word documents have a set of predefined, or default, styles that you can edit. You can also create your own custom styles. Once a style has been defined, you can apply the format to text in your document.

**FIGURE 1.1** Create New Style from Formatting dialog box



**FIGURE 1.2** Style applied to document



## Step-By-Step

1 In your **Paws** file, locate and click the heading **Our History**. Notice that the heading style is highlighted in the **Styles Gallery**.

2 Move the mouse over the style **Side Heading**. Click the **Side Heading** drop-down arrow (see Figure 1.3).

3 Choose **Modify**. In the **Modify Style** dialog box, click the **Format** drop-down arrow. Choose **Font**.

4 In the **Font** dialog box, select **Small caps**. Click **OK** twice.

5 Go to Page 3. Select the four lines beginning with **Add to your** and ending with **Be your own boss**. Click **New Style**.

6 In the **Name** box, key: **Listing**. In the **Style type** box, choose **List**. In the **Apply formatting to** box, choose **1st level**.

7 Click **Bullets**. Click **Insert Symbol**. If necessary, choose **Wingdings**. Click the symbol shown in Figure 1.4.

8 Click **OK** twice.

Continued on the next page.

## EXERCISE 1-2

### Modify Custom Styles for Texts and Lists

You can edit the character and paragraph formatting of styles and save your custom styles in the Styles Gallery. Paragraphs that are formatted with a particular style are automatically updated when the style is modified.

FIGURE 1.3 Styles Gallery

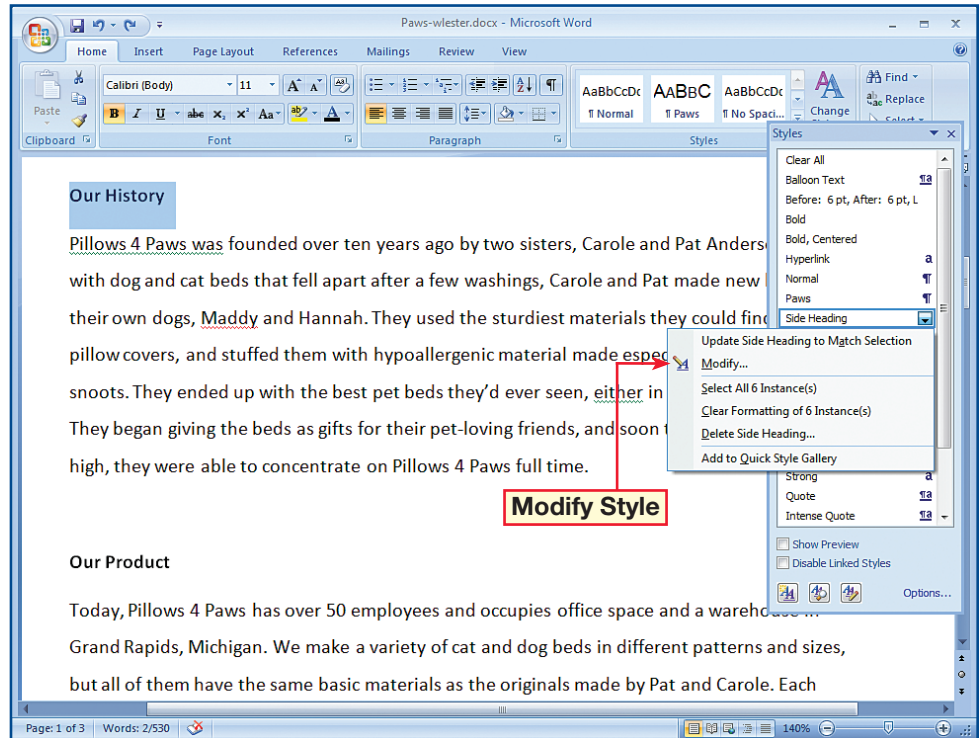
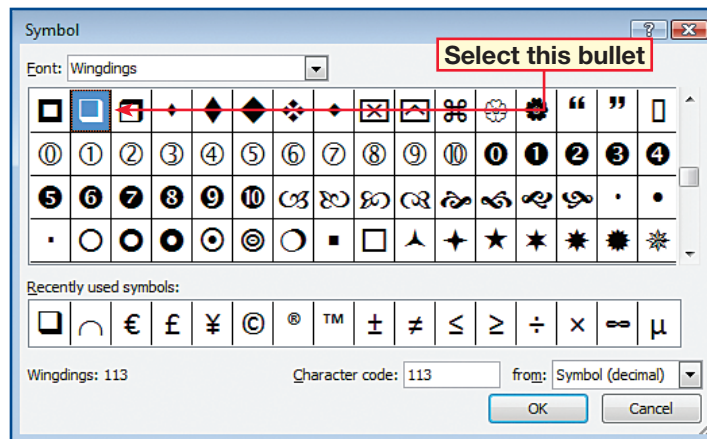






FIGURE 1.4 Symbol dialog box



## Step-By-Step

- 9 Close the **Styles Gallery**. Scroll to the top of the document. Select the **T** in **The** at the beginning of the first paragraph.
- 10 Choose **Insert>Text>Drop Cap** . Select **Dropped**. With the **T** still selected, right-click and change the font to **Cambria**.
- 11 **!CHECK** Your screen should look like Figure 1.5.
- 12 Scroll to the second paragraph on the third page. Under the heading **Join Pillows for Paws**, click before the fourth sentence in the paragraph.
- 13 Press . Click before the sentence beginning with **You'll have fun**. Press .
- 14 Select the sentence beginning with **When you become**. Choose **Home>Styles** and click the **Styles Dialog Box Launcher** .
- 15 Select **Intense Quote**. Close the **Styles Gallery**. Deselect the text.
- 16 **!CHECK** Your screen should look like Figure 1.6. Save and close your file.

 Continue to the next exercise.

## EXERCISE 1-2 (Continued)

### Modify Custom Styles for Texts and Lists



FIGURE 1.5 Drop cap applied to text

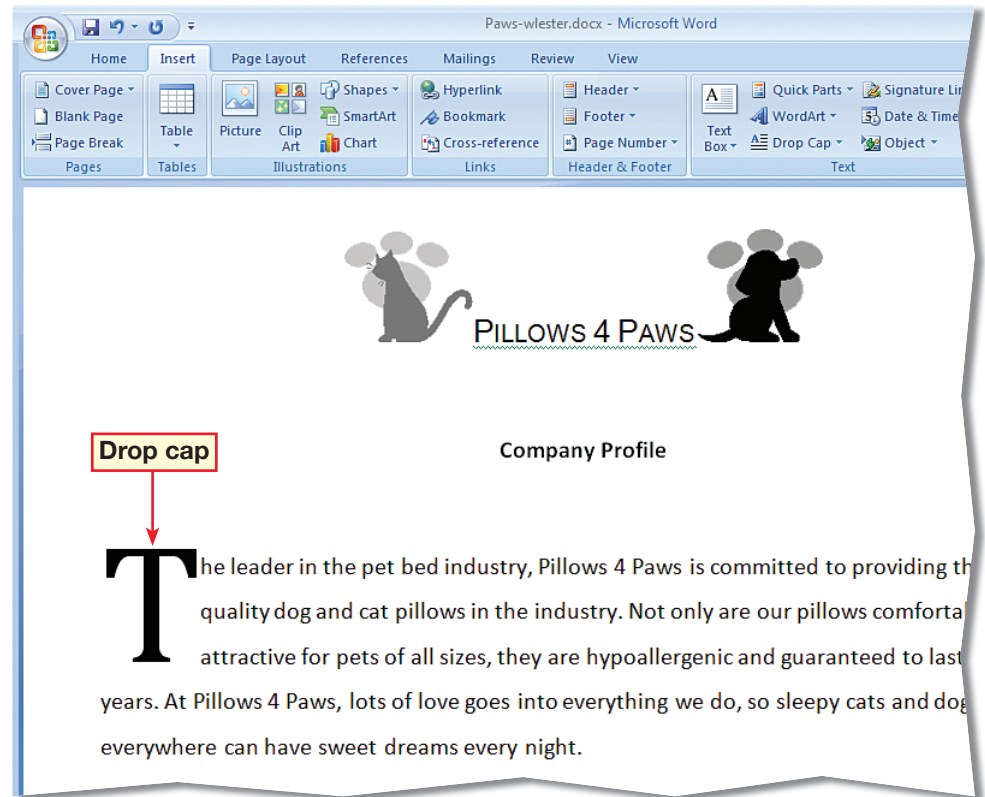
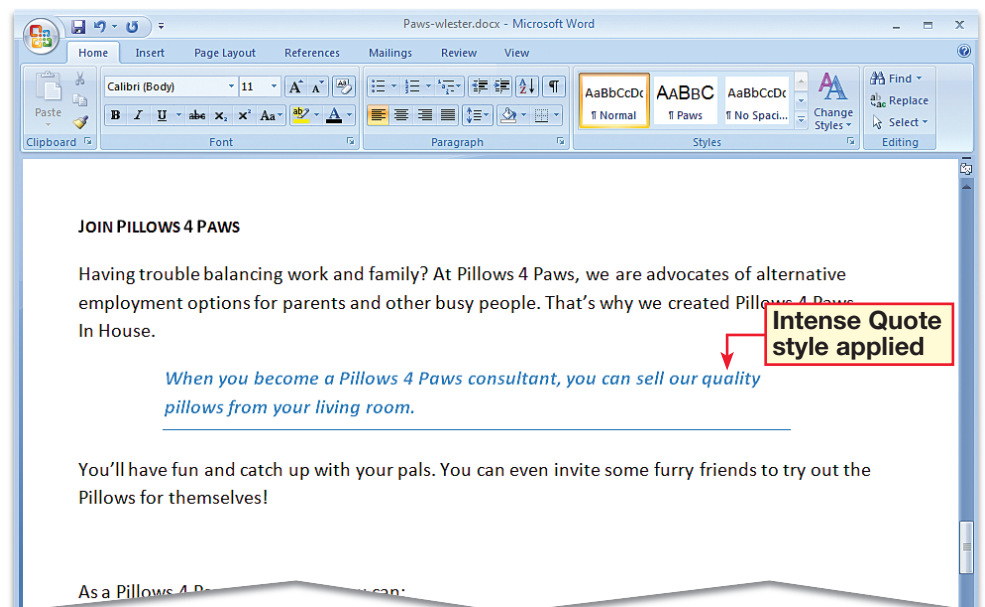


FIGURE 1.6 Custom style applied to list





## Step-By-Step

1 Open the data file **Pricing.docx**. Save as: **Pricing-[your first initial and last name]**.

2 Choose **Home>Styles** and click the **Styles Dialog Box Launcher**. In the task pane, click **New Style**.

3 In the **Name** box, key: **Price Table**. In the **Style type** box, select **Table**.

4 In the **Style based on** box, select **Table Normal**.

5 In the **Apply formatting to** box, select **Whole table**.

6 In the drop-down list of the **Formatting** section, select **Arial, 11 pt**, and the font color **Black**. Click the **Alignment** drop-down arrow. Select **Align Center Left** (see Figure 1.7).

7 In the **Apply formatting to** box, select **Header row**.

8 Click **Format**. Choose **Font**. Change the font to **Arial, 12 pt, Bold, Black**, and **Small caps**. Click **OK**.

9 **CHECK** Your dialog box should look like Figure 1.8. Click **OK**.

Continued on the next page.

## EXERCISE 1-3 Create Custom Styles for Tables



You can **utilize**, or use, the Styles Gallery to quickly change the formatting of tables in your Word documents. You can also edit the format of a table, such as making the font bigger or adding shading to a row.

FIGURE 1.7 Create New Style from Formatting dialog box for table

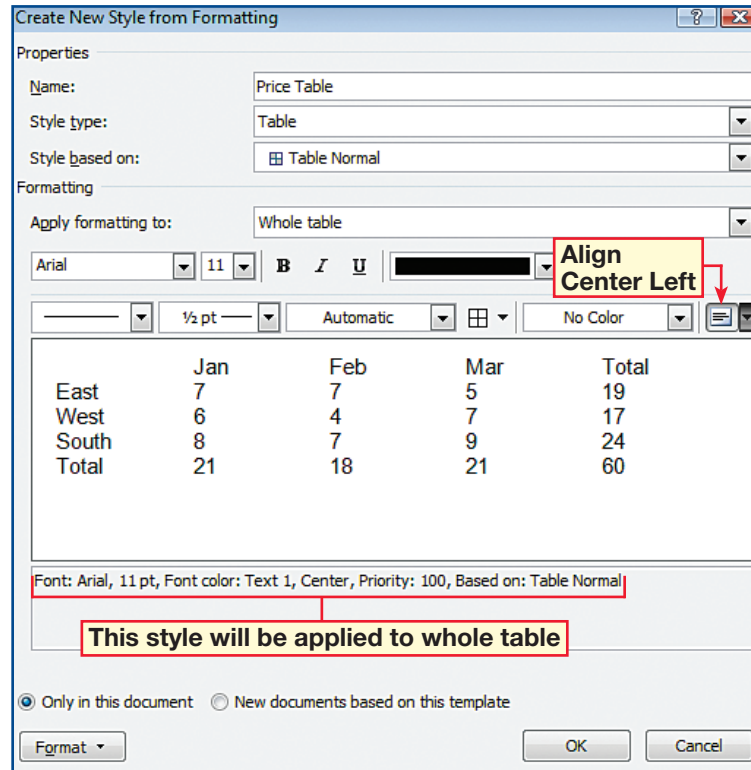
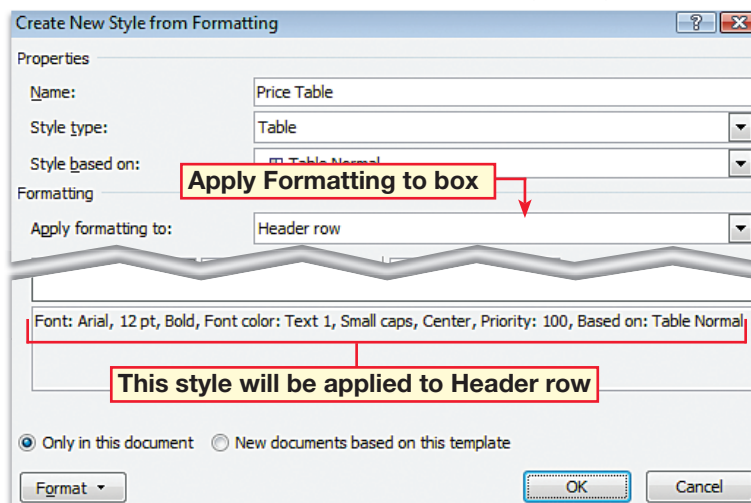



FIGURE 1.8 Create New Style from Formatting dialog box header row only





## Step-By-Step

- 10 Click in the table. Choose **Home>Styles** and click the **More**  drop-down arrow.
- 11 Select **Apply Styles**. Make sure **Price Table** is selected under **Style Name** and click **Modify**.
- 12 **iCHECK** Your dialog box should look like Figure 1.9. Check that the **Apply formatting to** box is set to **Whole table**.
- 13 Click **Format**. Choose **Paragraph**. On the **Indents and Spacing** tab, change the **Spacing After** to **3 pt**. Click **OK**.
- 14 Click **Format**. Choose **Borders and Shading**. Under **Setting**, click **All**.
- 15 In the **Width** box, choose **1 pt**. Click **OK**. Click **OK** again. Close the menu.
- 16 **iCHECK** Your screen should look like Figure 1.10. Save and close your file.

### Microsoft Office 2007

To remove a **Quick Style** from the gallery, right-click the style in the **Styles** task pane, and click **Remove from Quick Styles gallery**.

## EXERCISE 1-3 (Continued) Create Custom Styles for Tables



FIGURE 1.9 Modify Style dialog box

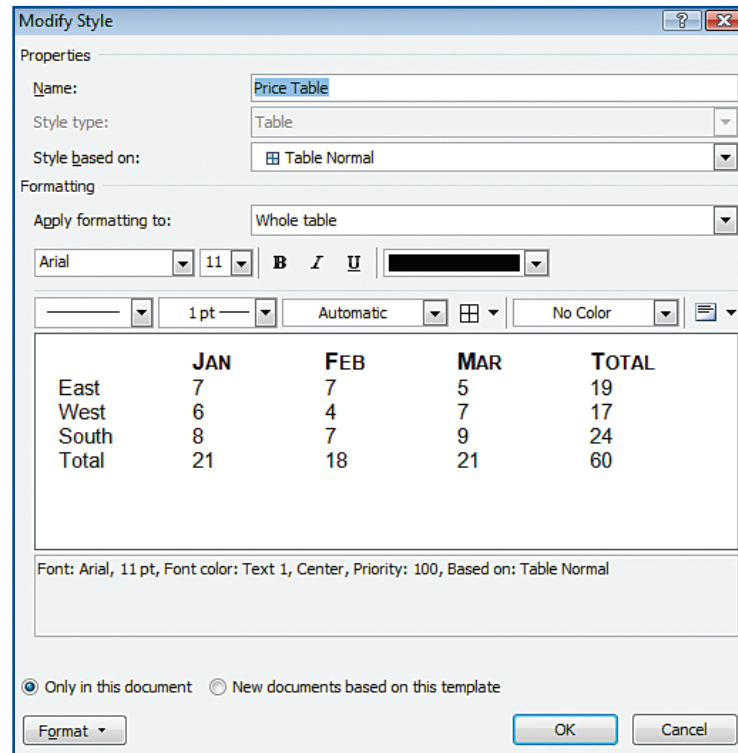
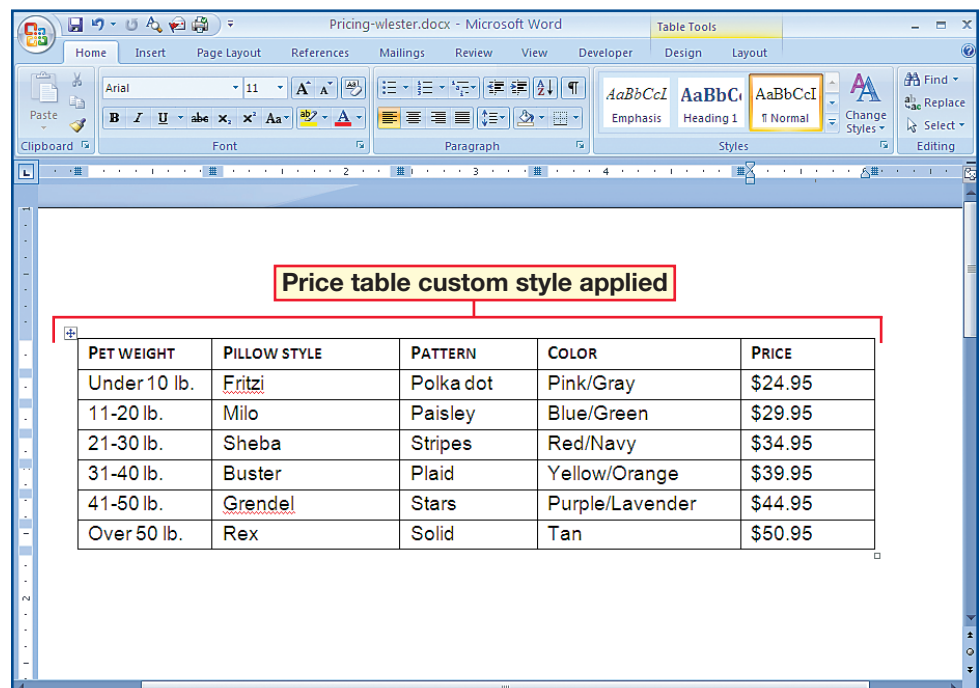




FIGURE 1.10 Custom style modified and applied to table



## Step-By-Step

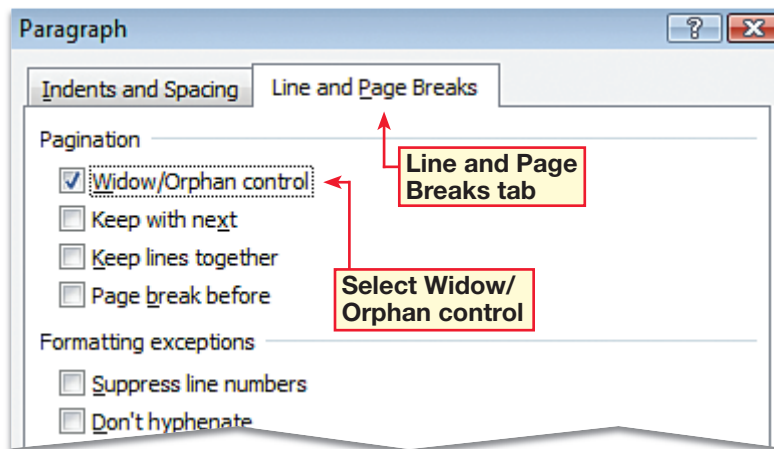
- 1 Open your **Paws** file. On Page 1, position the insertion point in the paragraph starting with **Each**.
- 2 Choose **Home>Paragraph** and click the **Paragraph Dialog Box Launcher** . In the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
- 3 Click the **Widow/Orphan control** check box.
- 4 **!CHECK** Your dialog box should look like Figure 1.11. Click **OK**.
- 5 Scroll down to the end of the paragraph.
- 6 **!CHECK** Your screen should look similar to Figure 1.12.
- 7 Position the insertion point in the **Each** paragraph. Click **Paragraph>Dialog Box Launcher** .
- 8 On the **Line and Page Breaks** tab, click the **Keep lines together** box.
- 9 Click **OK**. The entire paragraph moves to Page 2.

 *Continued on the next page.*

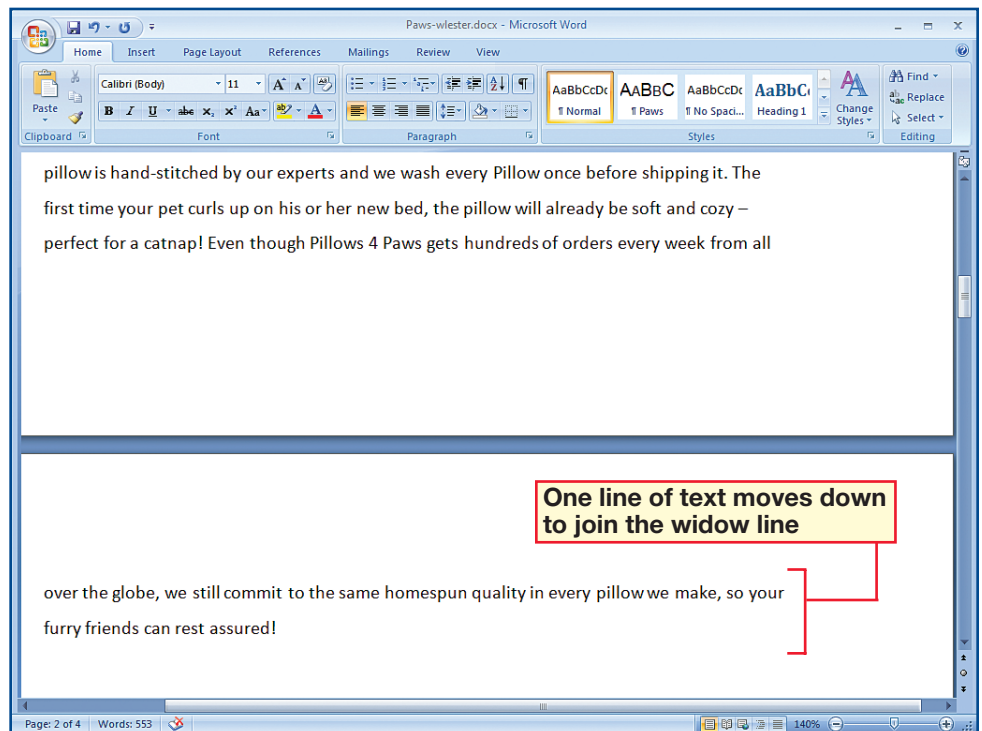
## EXERCISE 1-4 Control Line and Page Breaks

You can format your document so that single lines of text will not appear at the top or bottom of a page. An **orphan** is a line of text that appears by itself at the bottom of a page. A **widow** is a line of text that appears by itself at the top of a page. You can also apply the Keep lines together feature to avoid a page break that splits a paragraph in the middle. Keep with next prevents a page break in between two paragraphs that you want to keep on the same page.

**FIGURE 1.11** Paragraph dialog box



**FIGURE 1.12** Paragraph with widow control



## Step-By-Step

- 10 On the first page of your document, click in the heading **Our Product**.
- 11 Click the **Paragraph Dialog Box Launcher**.
- 12 On the **Line and Page Breaks** tab, select **Keep with next**. Click **OK**.
- 13 **CHECK** Your screen should look like Figure 1.13. Note that the heading moves to the next page.
- 14 Scroll down to the customer testimonials. Click after **house!** at the end of the first customer testimonial on Page 2.
- 15 Activate **Show/Hide**. Press **SHIFT** + **ENTER**. Key: Renaldo R.
- 16 Click after **cute.** at the end of the second customer testimonial. Press **SHIFT** + **ENTER**. Key: Maria V.
- 17 Click after **it!** at the end of the third customer testimonial. Press **SHIFT** + **ENTER**. Key: Choo-Hee K.
- 18 **CHECK** Your screen should look like Figure 1.14.
- 19 Click **Show/Hide** again to turn it off. Save your file.

➔ Continue to the next exercise.

## EXERCISE 1-4 (Continued) Control Line and Page Breaks

FIGURE 1.13 Heading moved to next page

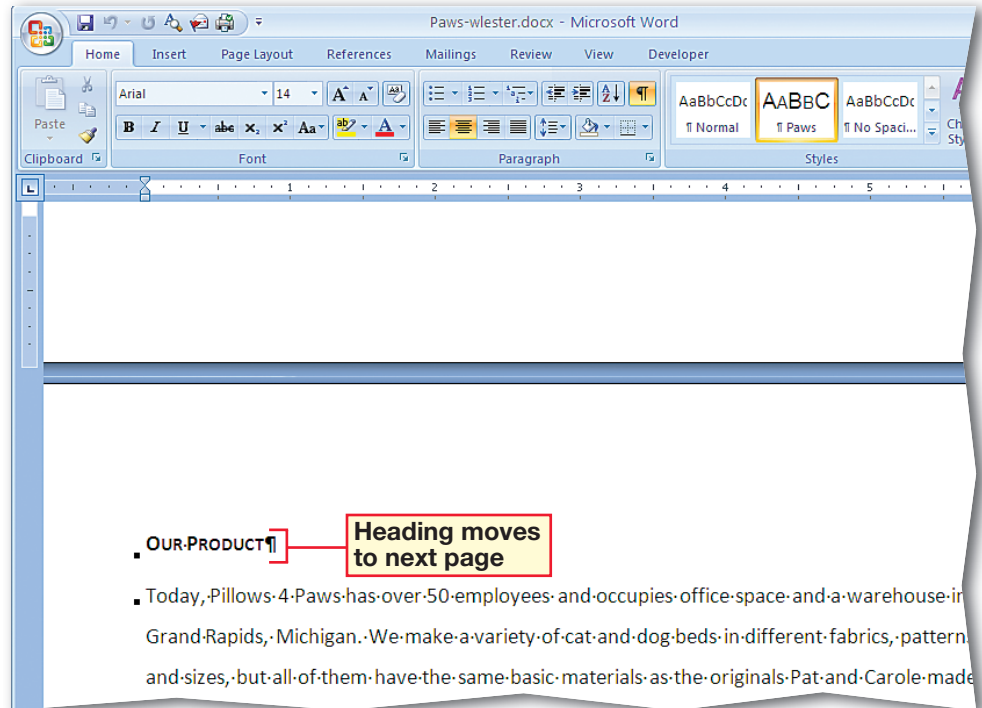
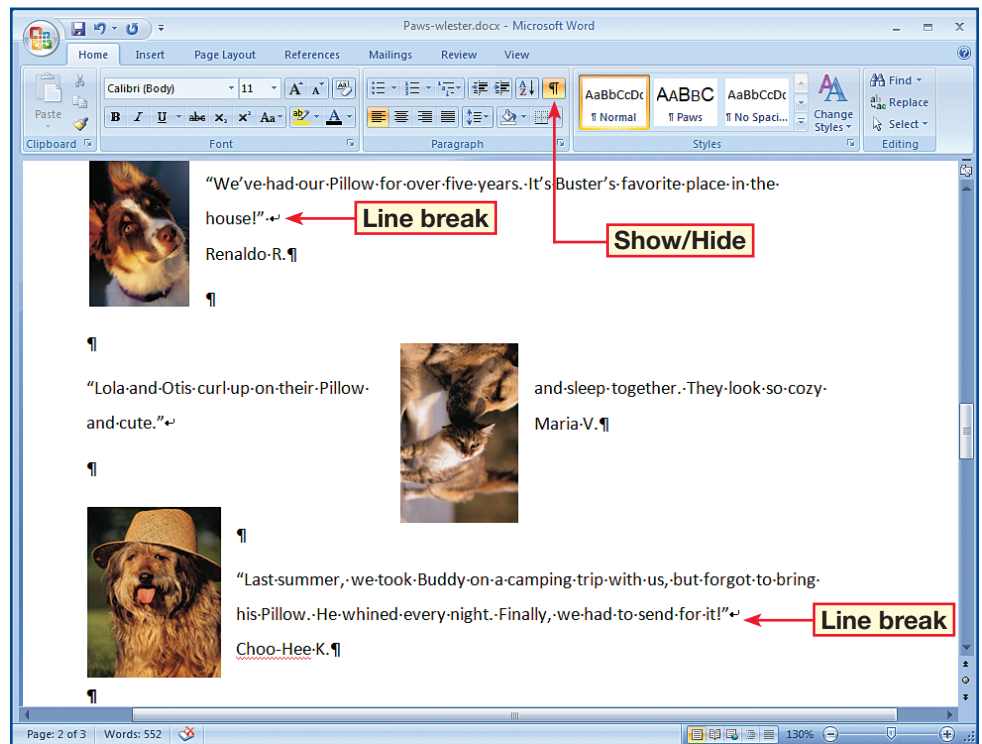



FIGURE 1.14 Displaying line breaks





## Step-By-Step

- 1 In your **Paws** file, click on the dog graphic in the first customer testimonial on Page 2.
- 2 The **Picture Tools** contextual tab appears. Choose **Format>Size**. Click the **Size Dialog Box Launcher** .
- 3 Under **Size and rotate**, change **Height** to **1.14"**.
- 4 Under **Scale**, verify that the **Lock aspect ratio** and **Relative to original picture size** boxes are checked.
- 5 **CHECK** Your dialog box should look like Figure 1.15. Click **Close**.
- 6 **CHECK** Your screen should look like Figure 1.16.

 Continued on the next page.

## Academic Skills

If a graphic is twice as wide as it is tall, it can be sized so that it still maintains its original proportions. To size a graphic proportionally, drag a corner handle. Dragging a middle handle sizes a graphic either vertically or horizontally.

## EXERCISE 1-5 Resize and Scale Graphics



A **graphic** is usually a picture file, but tables, charts, and shapes are also graphics. You can change the size of a graphic or you can scale a graphic to be a percentage of its original size. One way to change the size of or **resize** a graphic is by entering a measurement in the Size dialog box. Another way you can size a graphic is by dragging a sizing handle. To **scale** a graphic, open the Size dialog box and key a percentage for the height or width in the Scale section.

FIGURE 1.15 Size dialog box

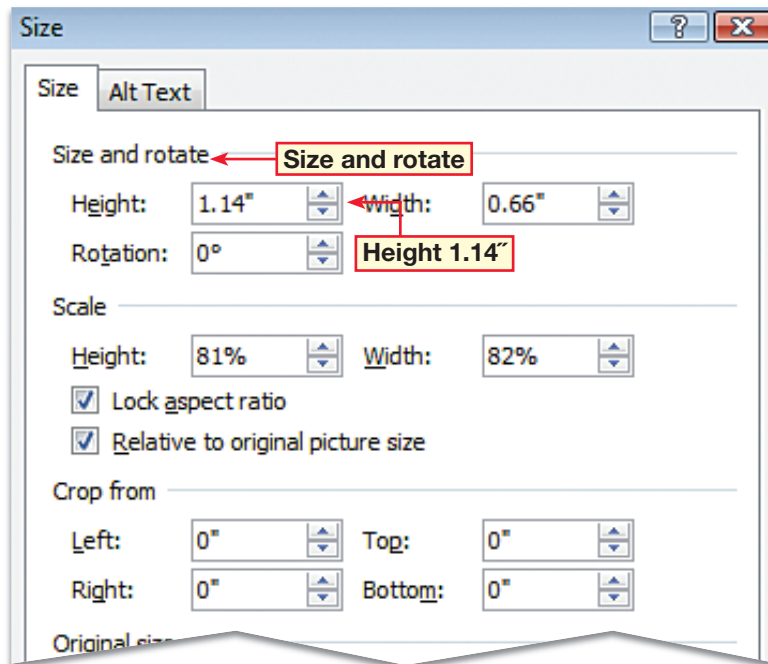
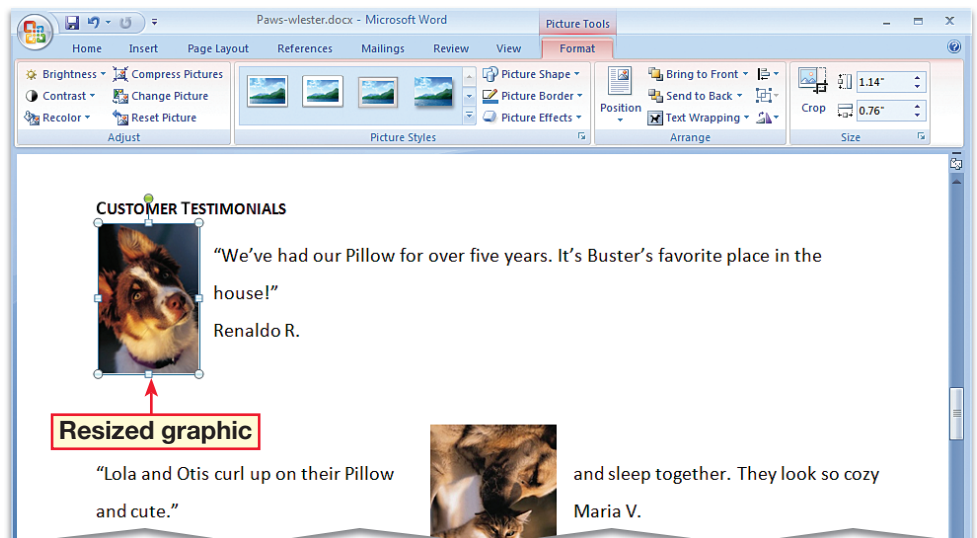




FIGURE 1.16 Resized graphic



## Step-By-Step

- Click the dog photo in the third customer testimonial.
- Click the **Size Dialog Box Launcher** . On the **Size** tab, in the **Height** box, key: **1.15"**. Press **TAB**. The width is adjusted automatically. Click **Close**.
- In the dialog box, under **Scale**, change **Height** to **50%**. Press **TAB**. The width is automatically scaled. Click **Close**.
- !CHECK** Your screen should look like Figure 1.17.
- Click **Undo**  on the **QAT**.
- !CHECK** Your screen should look like Figure 1.18.
- Save your file.

### Tech Tip

You can find the original height and width of a graphic easily by looking in the **Size** dialog box under **Original size**.

 Continue to the next exercise.

## EXERCISE 1-5 (Continued) Resize and Scale Graphics



FIGURE 1.17 Third graphic scaled and resized

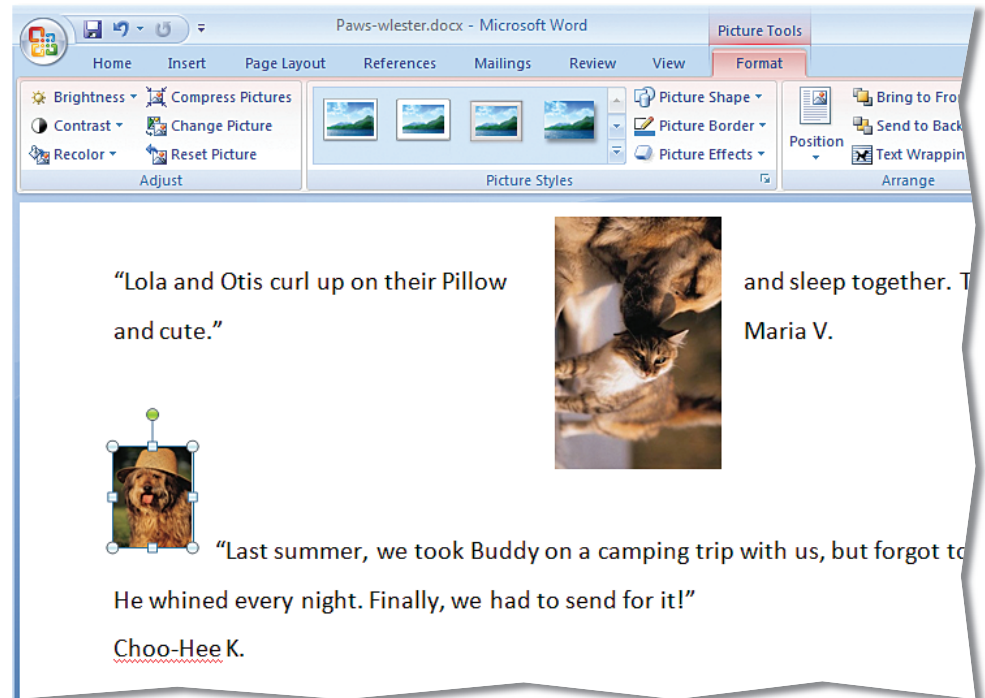
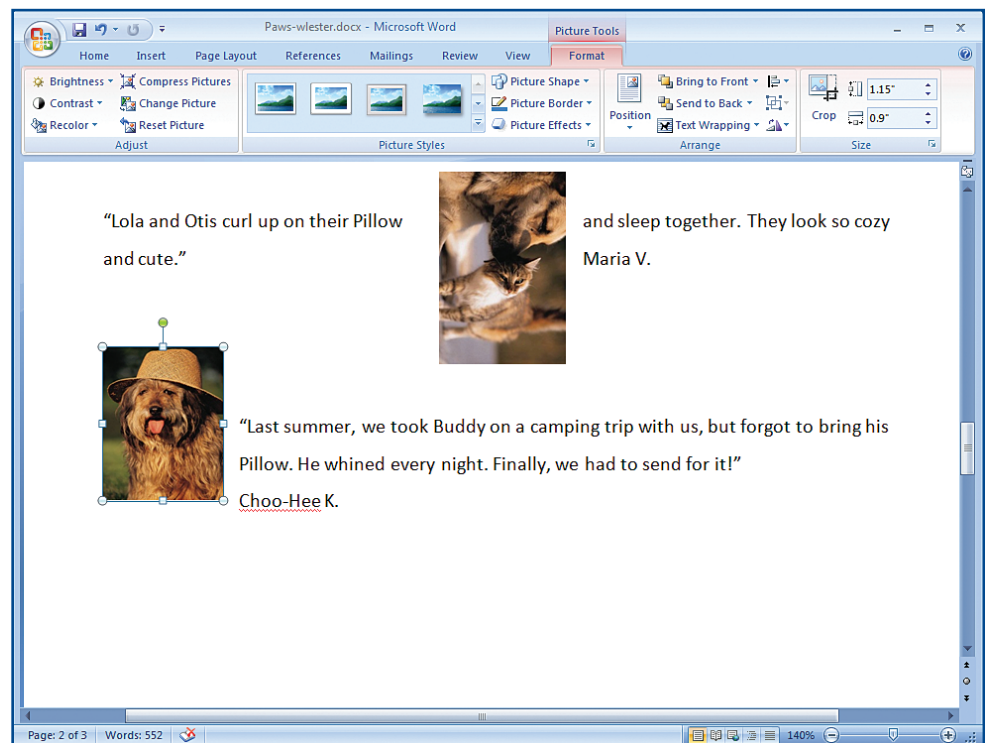


FIGURE 1.18 Third graphic returned to original size and scale



## Step-By-Step

- 1 In your **Paws** file, click once on the dog and cat graphic in the second customer testimonial.
- 2 Choose **Format>Arrange>Position**. Select **More Layout Options**.
- 3 Click the **Text Wrapping** tab. Click **Tight**.
- 4 Click the **Picture Position** tab. Under **Horizontal**, change the **Alignment** to **Right**.
- 5 **iCHECK** Your dialog box should look like Figure 1.19.
- 6 Click **OK**.
- 7 **iCHECK** Your screen should look like Figure 1.20.
- 8 Save your file.

### You Should Know

Pictures are inserted as *inline* graphics. To move a picture freely on the page, the picture must be changed to a *floating* graphic. To change an inline graphic, apply text wrapping to the selected graphic.

## EXERCISE 1-6 Wrap Text with Graphics

After you insert a graphic, you can flow, or wrap, text around it to **eliminate**, or remove, unnecessary white space. You may wrap text around a graphic to make your document more attractive or to save space.

FIGURE 1.19 Picture Position tab in Advanced Layout dialog box

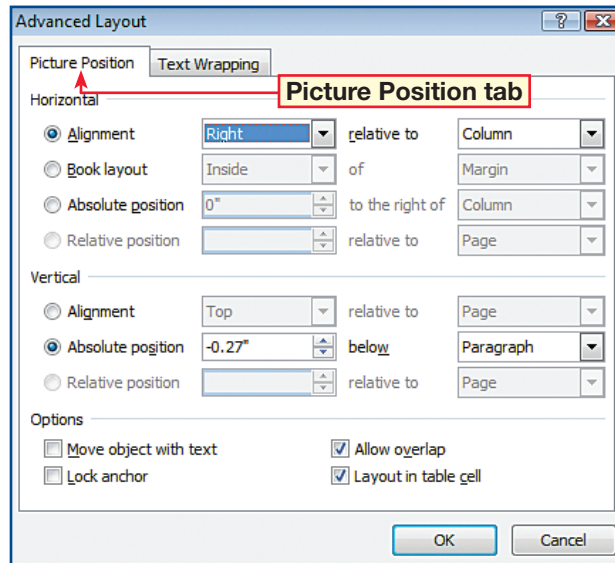
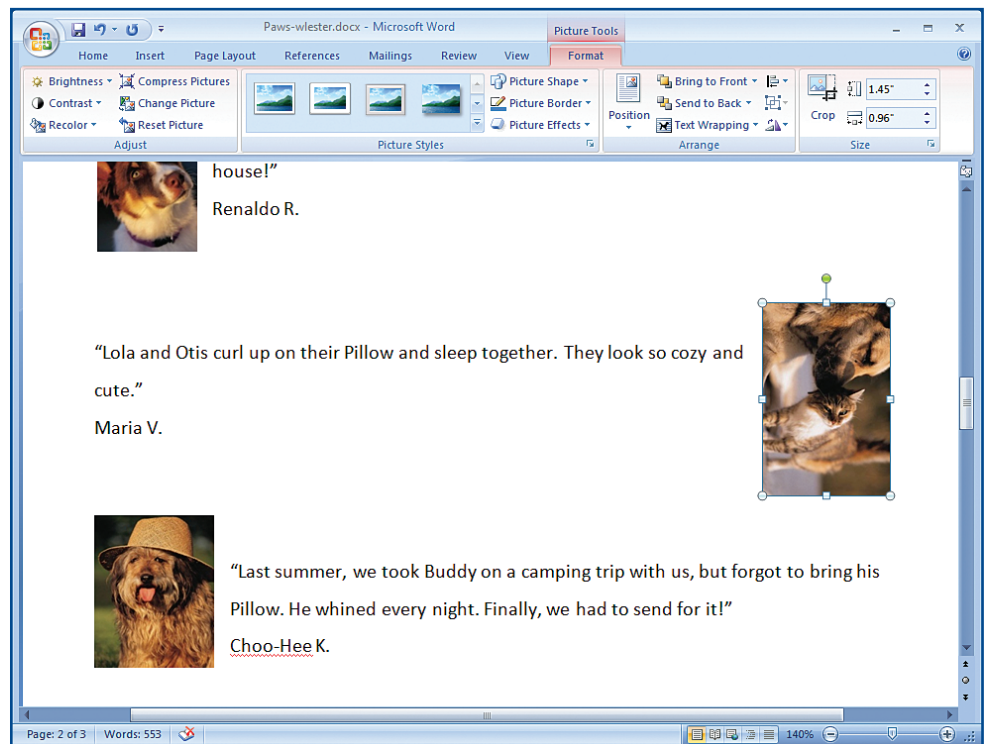



FIGURE 1.20 Text wrapping around graphic






## Step-By-Step

**1** In your **Paws** file, select the dog and cat graphic next to the second customer testimonial.


**2** Choose **Format>Arrange>Rotate** . Select **Rotate Left 90°** (see Figure 1.21).

**3** Make sure the graphic is still selected. Choose **Format>Size>Crop** .

**4** Crop the extra space next to the cat's tail by dragging the cropping handle on the middle-right toward the center of the graphic.

**5** Choose **Format>Adjust>Compress Pictures** .

**6** Click the **Apply to selected pictures only** check box. Click **Options**. Read the selections in the **Compression Options** dialog box. Click **OK** twice.

**7** Hold down **CTRL** and select all three images. Choose **Format>Picture Styles** and click the **More**  drop-down arrow. Select **Bevel Rectangle**.

**8** **!CHECK** Your screen should look similar to Figure 1.22. Save your file.

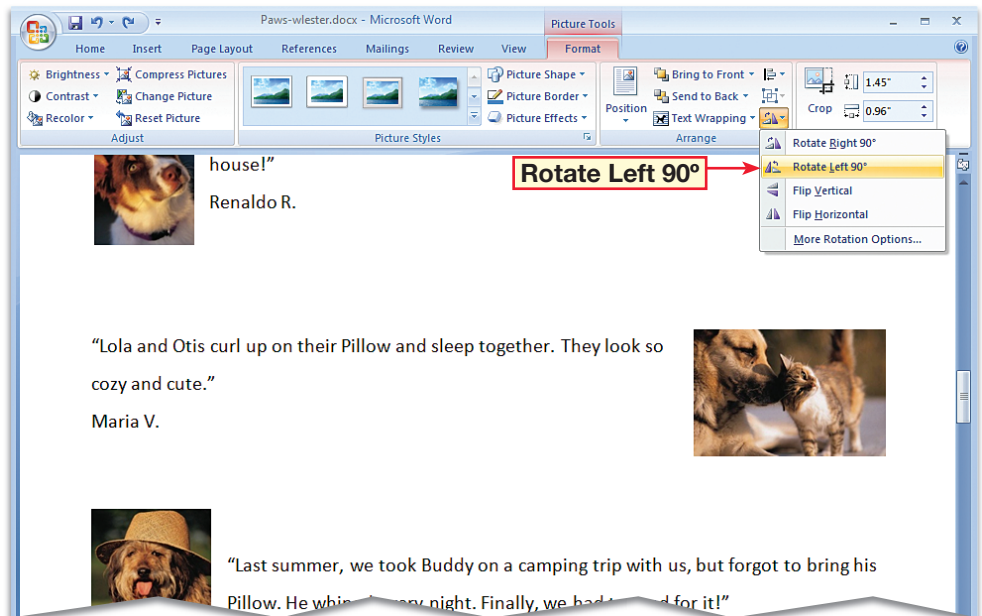
 *Continue to the next exercise.*

## EXERCISE 1-7 Rotate, Crop, and Format Graphics



You may want to modify a graphic once you have inserted it. You can also **rotate** a graphic to change its position on the page. **Crop** a graphic to trim its edges. You can use a Quick Style to add borders or bevels. After you make the changes to your picture, you may want to reduce the image resolution, or **compress** the picture to reduce the document's overall file size.

**FIGURE 1.21** Rotating a graphic



**FIGURE 1.22** Rotated and beveled graphic



## Step-By-Step

**1** In your **Paws** file, select the cat graphic next to the company name at the top of the first page. The **Picture Tools** contextual tab becomes visible.


**2** Choose **Format>Adjust>Contrast** .


**3** Select **+40%**.

**4** **i CHECK** Your screen should look like Figure 1.23.

**5** Choose **Format>Adjust>Brightness** .

**6** Select **0% (Normal)**.

**7** With the cat graphic still selected, choose **Format>Adjust>Recolor** . Under **Light Variations**, select **Accent color 1 Light**.

**8** Select the dog graphic on the other side of the company name. Choose **Format>Adjust>Recolor** . Under **Light Variations**, select **Accent color 2 Light**. Deselect the dog graphic.

**9** **i CHECK** Your screen should look like Figure 1.24.

**10** Save and close your file.

 *Continue to the next exercise.*

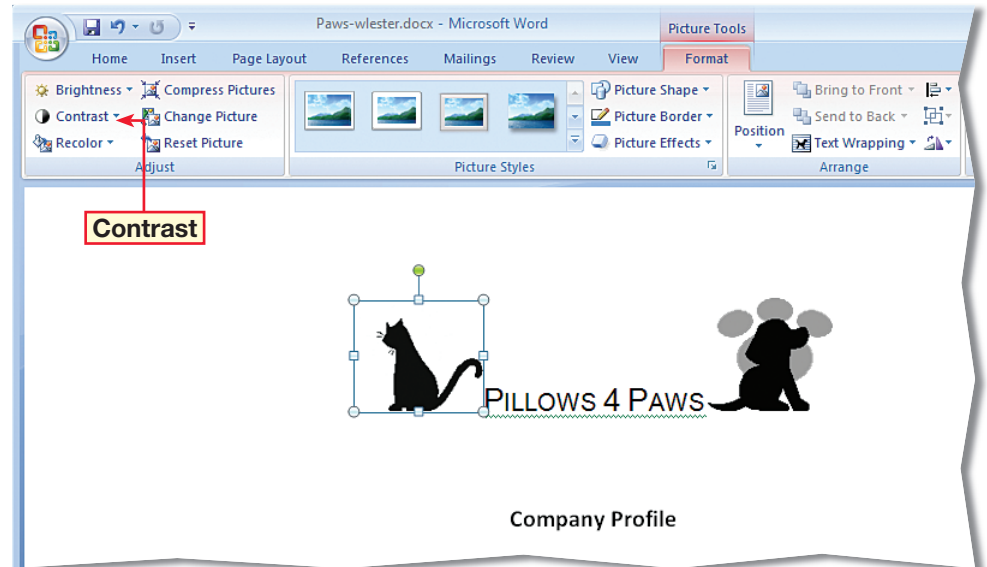
## EXERCISE 1-8

### Control Image Contrast and Brightness

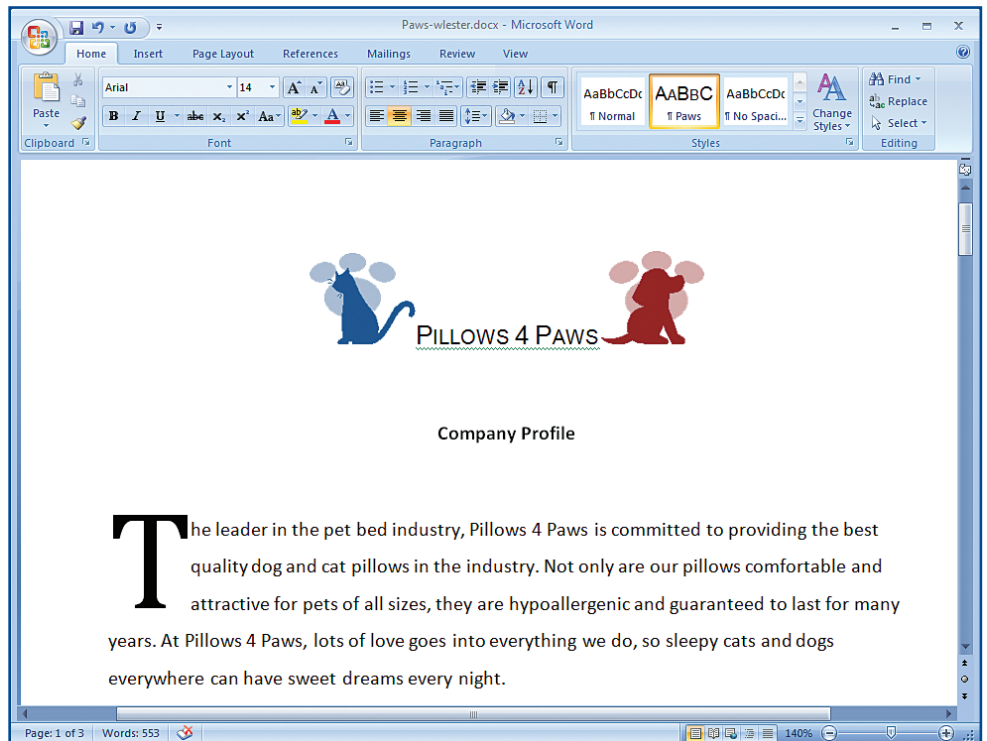


You can adjust a graphic's **contrast** to make it clearer or sharper. You can also adjust **brightness** to make the graphic lighter or darker, or recolor a graphic to give it a stylized effect, such as grayscale or sepia tone.


**FIGURE 1.23** Controlling image contrast




**FIGURE 1.24** Recoloring graphics




## Step-By-Step

1 In your **Paws** file, click after the word **too!** on Page 3. Press .



2 Choose **Insert>Text>Object** . In the **Object** dialog box, click the **Create from File** tab (see Figure 1.25).

3 Click **Browse**. Navigate to your saved **Pricing** file. Select the file. Click **Insert**. Click **OK**.

4 **! CHECK** Your screen should look like Figure 1.26.

5 Click before the sentence that begins **Check below for**. Choose **Page Layout>Page Setup>Breaks** .

6 Choose **Page Break**. The sentence is now at the top of the fourth page.

7 Click after **country**, at the end of the sentence. Press . Choose **Insert>Text>Object** .

8 Click the **Create New** tab. Click **Microsoft Graph Chart**. Click **OK**.

9 On the datasheet, in cell **A1**, under **1st Qtr**, change **20.4** to **30.4**. Click anywhere outside the datasheet.

 *Continued on the next page.*

## EXERCISE 1-9

### Insert and Modify Objects



You may need to create or revise a table or chart in Word using information from another source, such as data from a graph, chart, PowerPoint slide, Excel worksheet, or other object. An object is a table, chart, graphic, equation, or other form of information that you insert into your document. You can also open these Excel, PowerPoint, or Access files while working in Word and cut and paste data from the source into your document.

FIGURE 1.25 Object dialog box

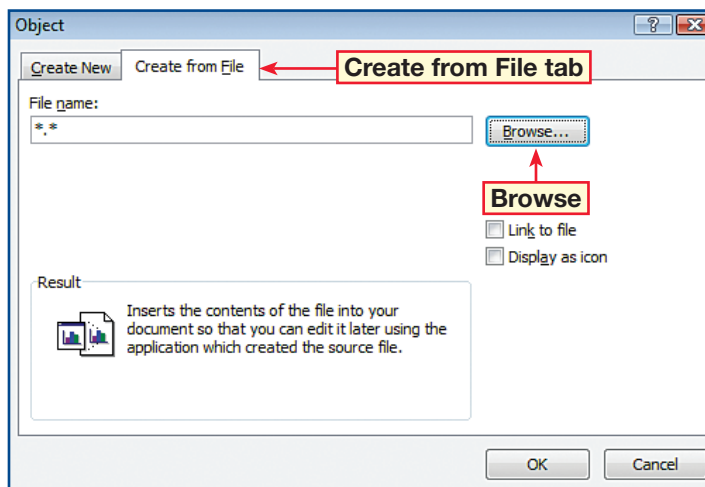
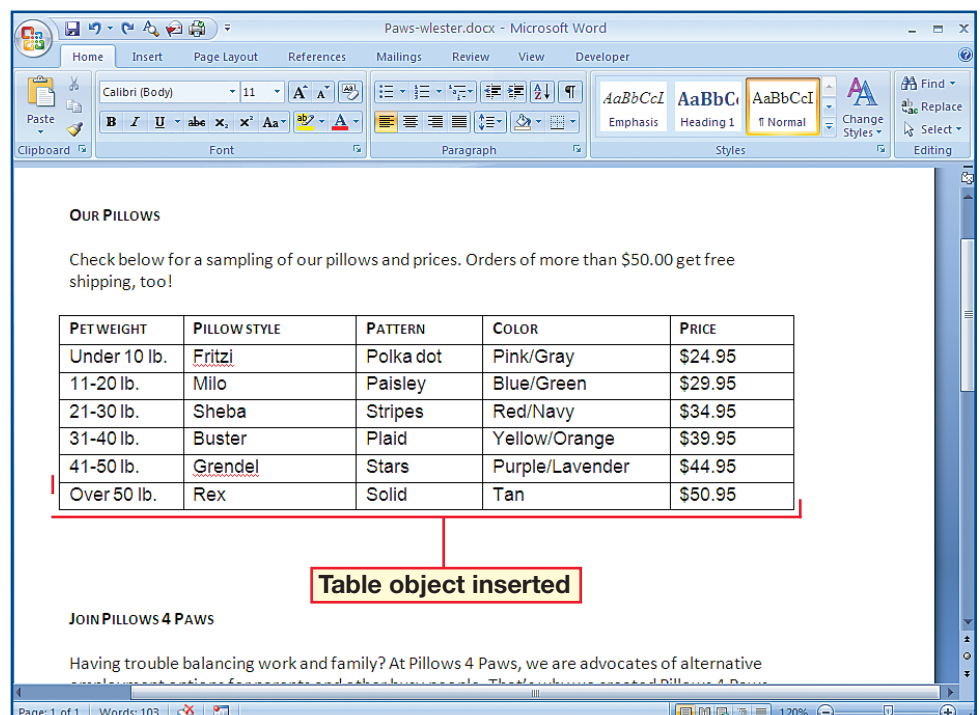


FIGURE 1.26 New object inserted in document





## Step-By-Step

- 10** The graph is now embedded in your Word document. Double-click the **Graph Chart** on Page 4 to open the datasheet.
- 11** Open the data file **Sales.xlsx**. Select **A2:D4**. Choose **Home>Clipboard>Copy** (see Figure 1.27).
- 12** Switch back to your **Paws** file. Select all the data in the datasheet. Press **DELETE**.
- 13** Select the first three rows and four columns in the datasheet. Choose **CTRL + V**.
- 14** Click cell **B1**. Delete **\$75.00**. Key: **\$100.00**. Press **ENTER**. Click outside the datasheet.
- 15** **!CHECK** Your screen should look like Figure 1.28.
- 16** Close the **Sales.xlsx** file. Exit **Excel**. Save and close your **Paws** file.

 Continue to the next exercise.

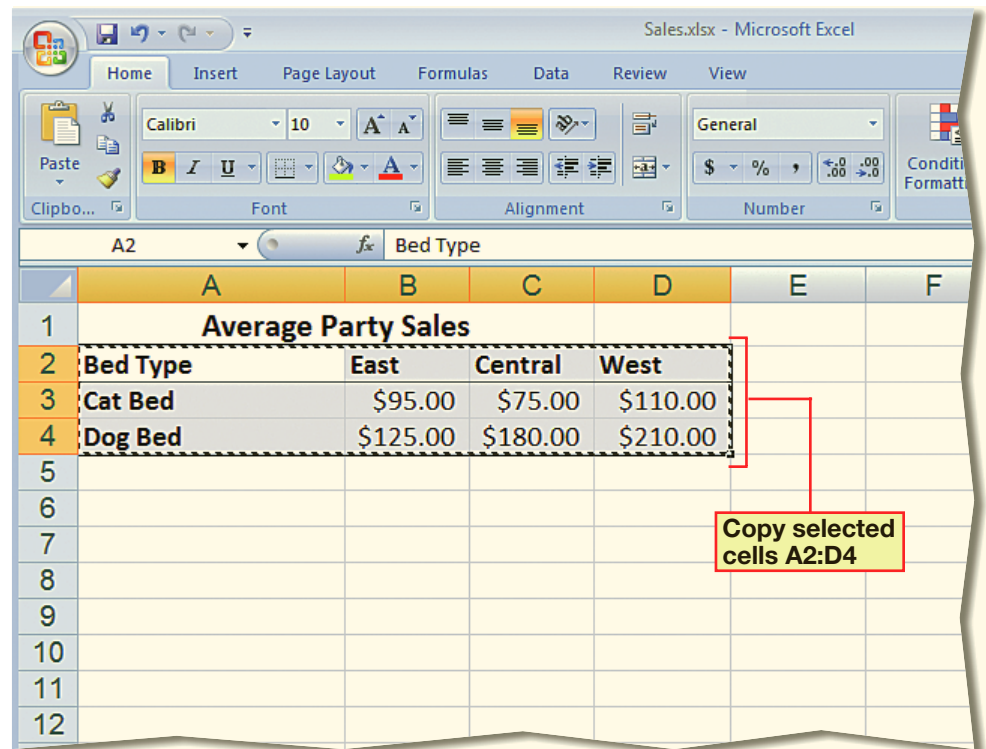
### Academic Skills

Accurate data is especially important when creating reports. Inserting objects can help you to ensure that you have the most up-to-date data in a report.

## EXERCISE 1-9 (Continued) Insert and Modify Objects

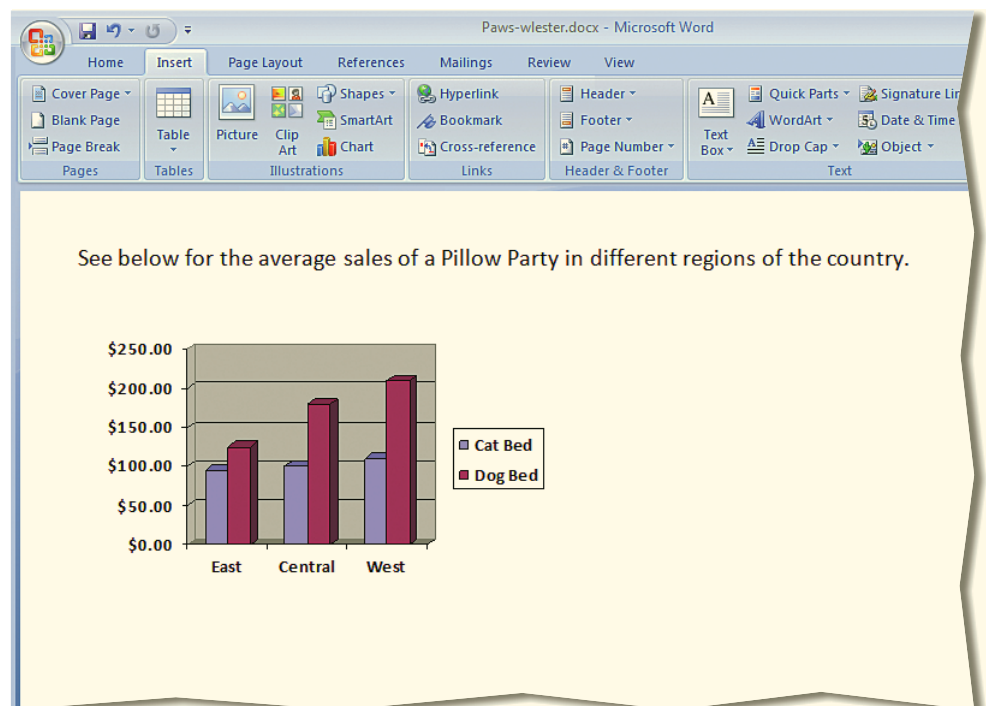


**FIGURE 1.27** Excel spreadsheet data





	A	B	C	D	E	F
1	Average Party Sales					
2	Bed Type	East	Central	West		
3	Cat Bed	\$95.00	\$75.00	\$110.00		
4	Dog Bed	\$125.00	\$180.00	\$210.00		
5						
6						
7						
8						
9						
10						
11						
12						

**FIGURE 1.28** Revised chart



## Step-By-Step

- 1 Open the data file **Northmeadow.docx**. Save as: **Northmeadow-[your first initial and last name]**.
- 2 On Page 3, under **Important Upcoming Meetings**, select the list of four meetings starting with **Sales Kick-Off Meeting**.
- 3 Choose **Home>Paragraph>Sort** . In the **Sort Text** dialog box, click **Options**. In the **Sort Options** dialog box, under **Separate fields at**, click **Other**. Clear the box and press the **spacebar** once. Click **OK**.
- 4 Under **Sort by**, select **Paragraphs** (see Figure 1.29). Under **Type**, select **Text**. Click **Ascending**. Click **OK**. The list is now sorted by meeting name in alphabetical order.
- 5 With the list still selected, click **Sort** . Under **Sort by**, select **Word 5**. Under **Type**, select **Date**. Click **Ascending**. Click **OK**. Deselect the text.
- 6 **CHECK** Your screen should look like Figure 1.30. Save your file.

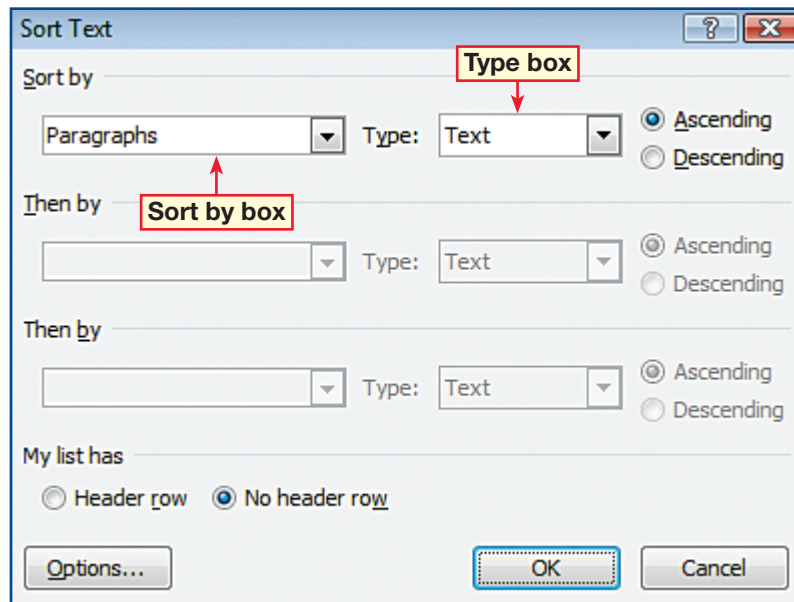
 Continue to the next exercise.

## EXERCISE 1-10 Sort Information in Lists

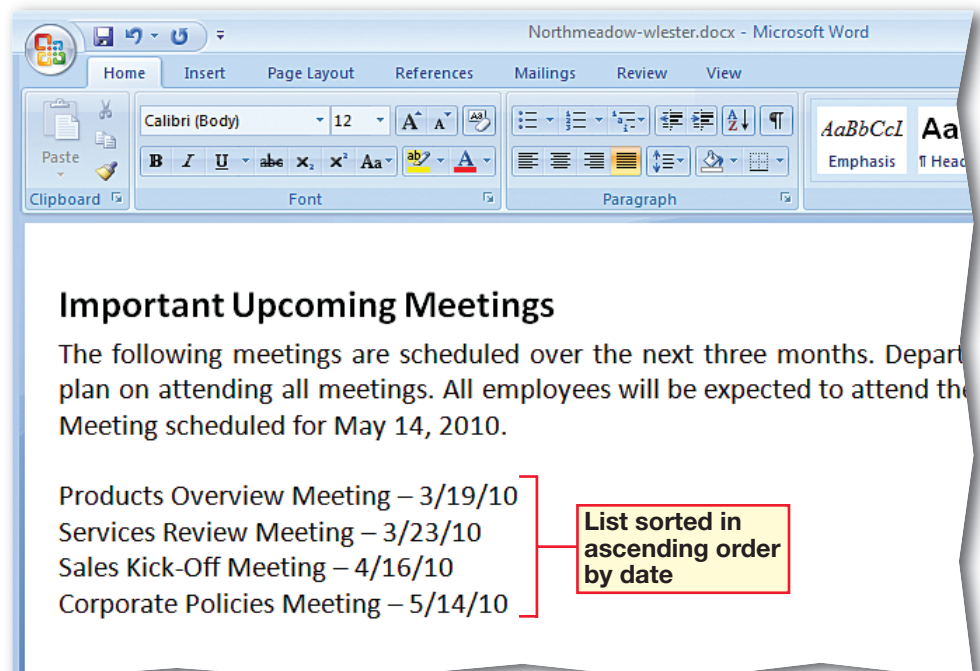


You can sort, or arrange, information by a specific category. Information that is sorted in **ascending order** is arranged from A to Z, 0 to 9, or earliest date to latest date. Information that is sorted in **descending order** goes from Z to A, 9 to 0, or latest date to earliest date.

**FIGURE 1.29** Sort Text dialog box




**FIGURE 1.30** List sorted in ascending order by date




## Step-By-Step

**1** In your **Northmeadow** file, select all of the cells in **Table 1-2** on Page 2 (see Figure 1.31).

**2** Click **Sort** . Under **Sort by**, select **Proposal Number** from the drop-down menu.

**3** Under **Type**, select **Number**. Click **Ascending**. Click **OK**. The table is now sorted by Proposal Number.

**4** With the table still selected, click **Sort** .

**5** Under **Sort by**, select **Potential Revenue** from the drop-down menu.

**6** Under **Type**, select **Number**. Click **Descending**.

**7** Click **OK**. Deselect the table.

**8** **!CHECK** Your screen should look like Figure 1.32.

**9** Save your file.

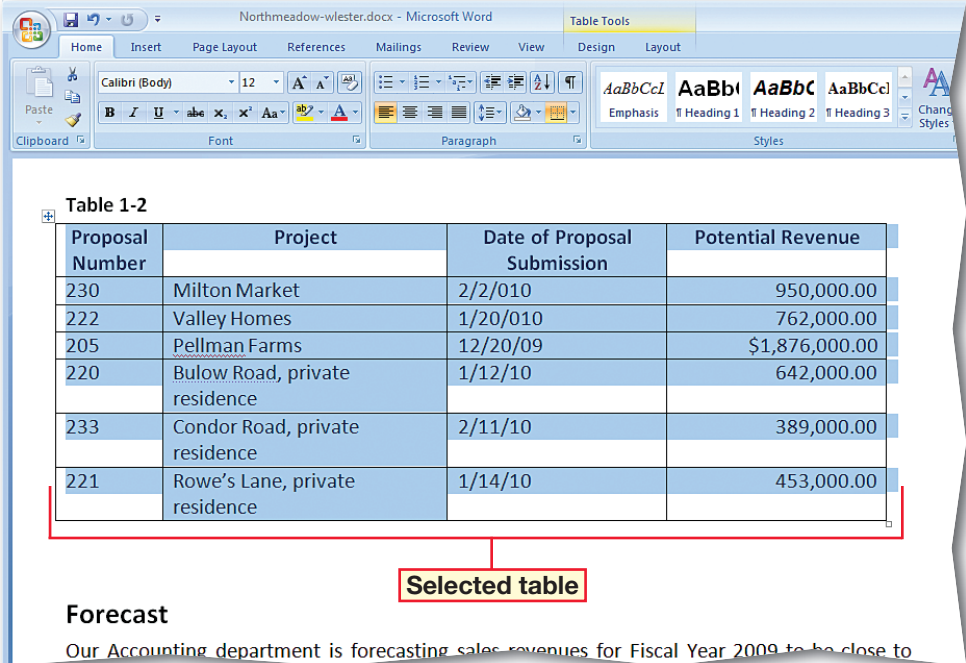
 *Continue to the next exercise.*

## EXERCISE 1-11 Sort Information in Tables



Sorting information in a table is quick and easy. You can sort by one or more columns in the table, including text, numbers, and dates. Sorting can help you see patterns and identify important information.

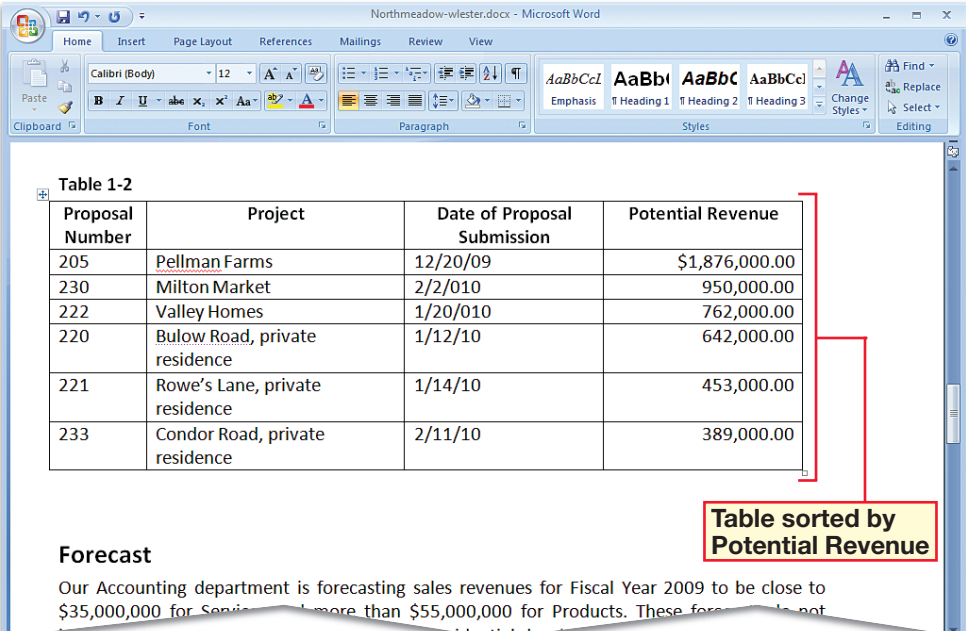
**FIGURE 1.31** All cells selected



Proposal Number	Project	Date of Proposal Submission	Potential Revenue
230	Milton Market	2/2/010	950,000.00
222	Valley Homes	1/20/010	762,000.00
205	Pellman Farms	12/20/09	\$1,876,000.00
220	Bulow Road, private residence	1/12/10	642,000.00
233	Condor Road, private residence	2/11/10	389,000.00
221	Rowe's Lane, private residence	1/14/10	453,000.00

**Forecast**  
Our Accounting department is forecasting sales revenues for Fiscal Year 2009 to be close to

**FIGURE 1.32** Table content sorted in descending order



Proposal Number	Project	Date of Proposal Submission	Potential Revenue
205	Pellman Farms	12/20/09	\$1,876,000.00
230	Milton Market	2/2/010	950,000.00
222	Valley Homes	1/20/010	762,000.00
220	Bulow Road, private residence	1/12/10	642,000.00
221	Rowe's Lane, private residence	1/14/10	453,000.00
233	Condor Road, private residence	2/11/10	389,000.00

**Forecast**  
Our Accounting department is forecasting sales revenues for Fiscal Year 2009 to be close to \$35,000,000 for Services and more than \$55,000,000 for Products. These forecasts do not include potential revenue from new products.




## Step-By-Step

1 In your **Northmeadow** file, click in the last row in **Table 1-2**. The **Table Tools** contextual tab appears.

2 Choose **Layout>Rows & Columns>Insert Below** .

3 Click in the blank cell at the bottom of the **Potential Revenue** column.

4 Choose **Layout>Data>Formula** . The formula **=SUM(ABOVE)** appears in the **Formula** box (see Figure 1.33).

5 Click the **Number format** drop-down arrow. Select **#,##0.00;(\$#,##0.00)**. Click **OK**.

6 **! CHECK** Your screen should look like Figure 1.34.

7 Save your file.

 *Continue to the next exercise.*

### Shortcuts

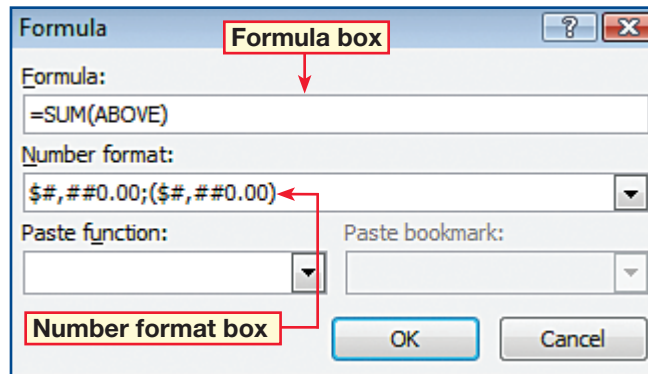
You can also click in the last cell of the last row and press **TAB** to automatically insert a row below the last row.

## EXERCISE 1-12

### Perform Calculations in Tables

You can perform a calculation in a table by creating a formula. A formula can contain numbers, values in a table, or both. You could, for example, create a formula to add the prices of books you need to buy. Another kind of formula might find the average of your test grades. More complicated formulas can be used to help determine which of two options will yield the best results.

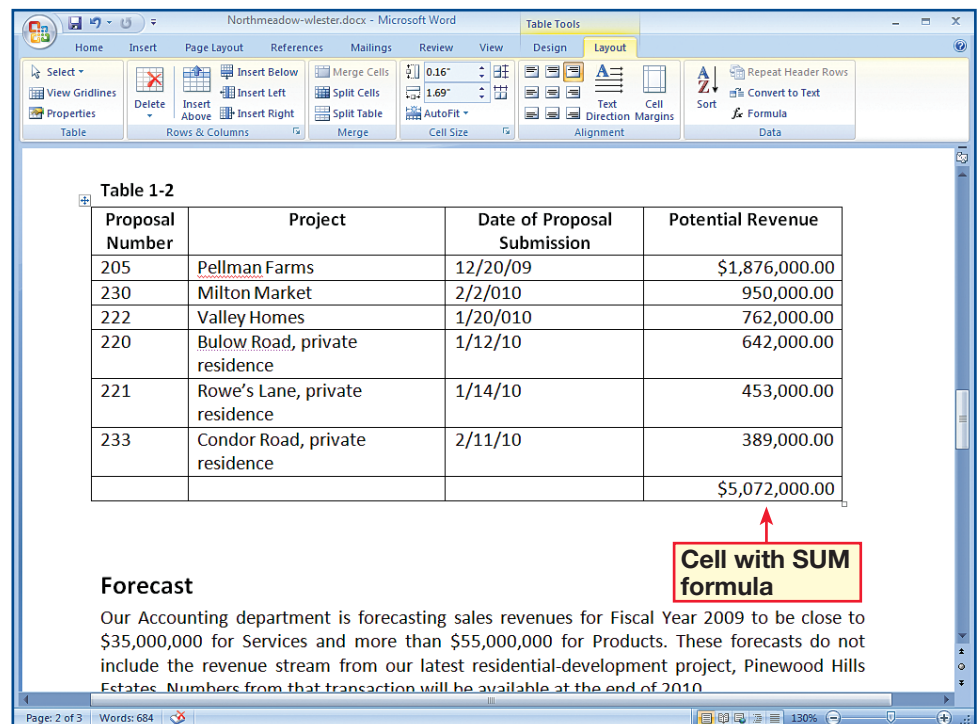
FIGURE 1.33 Formula dialog box



The screenshot shows the 'Formula' dialog box with the following details:

- Formula:** =SUM(ABOVE)
- Number format:** \$#,##0.00;(\$#,##0.00)
- Paste function:** (empty)
- Paste bookmark:** (empty)
- Buttons:** OK, Cancel

FIGURE 1.34 Table with formula



The screenshot shows the Microsoft Word interface with the following table:

Proposal Number	Project	Date of Proposal Submission	Potential Revenue
205	Pellman Farms	12/20/09	\$1,876,000.00
230	Milton Market	2/2/010	950,000.00
222	Valley Homes	1/20/010	762,000.00
220	Bulow Road, private residence	1/12/10	642,000.00
221	Rowe's Lane, private residence	1/14/10	453,000.00
233	Condor Road, private residence	2/11/10	389,000.00
			\$5,072,000.00

Below the table, there is a section titled 'Forecast' with the following text:

**Forecast**  
Our Accounting department is forecasting sales revenues for Fiscal Year 2009 to be close to \$35,000,000 for Services and more than \$55,000,000 for Products. These forecasts do not include the revenue stream from our latest residential-development project, Pinewood Hills Estates. Numbers from that transaction will be available at the end of 2010.

## Step-By-Step

**1** In your **Northmeadow** file, in **Table 1-2**, click in the cell containing the date **12/20/09**. The **Table Tools** display.

**2** Choose **Table Tools>Layout>Merge>Split Cells**. In the **Number of columns** box, key: **1**. In the **Number of rows** box, key: **3**. Click **OK**. Deselect the cells.

**3** Click after **12/20/09**. Press the **spacebar** once. Key: - **Excavation**.

**4** Click in the blank cell below **12/20/09**. Key: **1/14/10 - Framing**. In the next cell down, key: **1/19/10 - Masonry**.

**5** **!CHECK** Your screen should look like Figure 1.35.

**6** Select the first three cells in the last row. Choose **Table Tools>Layout>Merge>Merge Cells**. Deselect the cell.

**7** Click inside the cell. Key: **Total**. Select the last row. Choose **Home>Font>Bold B**. Deselect the text.

**8** **!CHECK** Your screen should look like Figure 1.36.

**9** Save your file.

 Continue to the next exercise.

## EXERCISE 1-13

### Split and Merge Cells



A table consists of columns and rows. The intersection of a column and a row is called a cell. Use the **Split Cells** command to divide a cell into two or more cells. Use the **Merge Cells** command to combine two or more cells into a single cell. You might split a cell to separate items in a cell or merge cells to create one cell for a heading centered above a group of cells or columns.

FIGURE 1.35 Split table cells

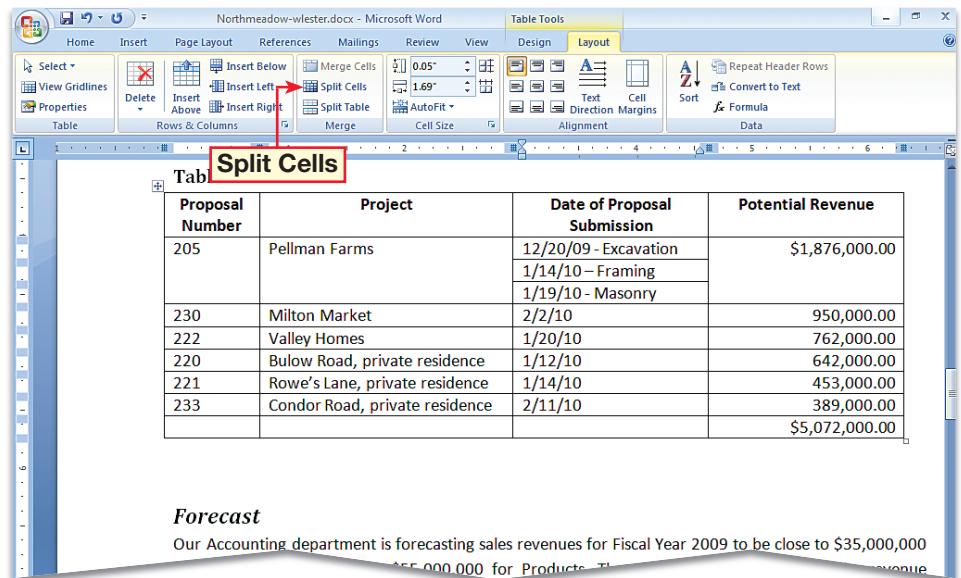
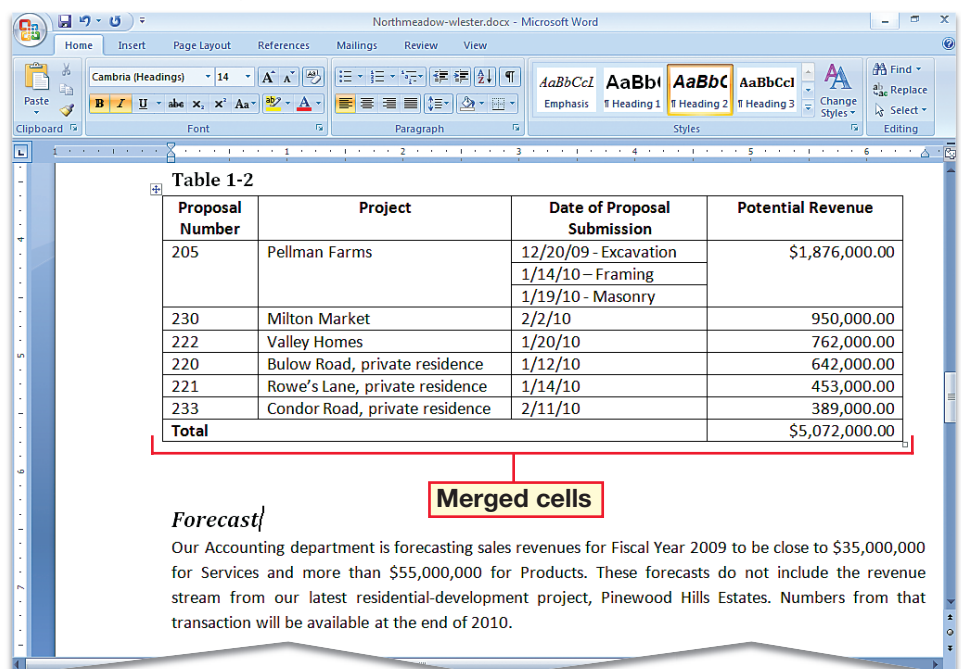


FIGURE 1.36 Merged table cells





## Step-By-Step

**1** In your **Northmeadow** file, find **Table 1-1** on Page 1. Select all of the cells in the table, except the first column and the first row. The **Table Tools** appear.

**2** Choose **Layout>Alignment>Align Center** .

**3** **iCHECK** Your screen should look like Figure 1.37.

**4** Select the first row. Choose **Layout>Alignment>Text Direction** . Click **Text Direction**  again. Deselect the text.

**5** **iCHECK** Your screen should look similar to Figure 1.38.

**6** Click in the **Services Division** cell in the second row. The **Table Tools** Contextual Tab appears.

 *Continued on the next page.*

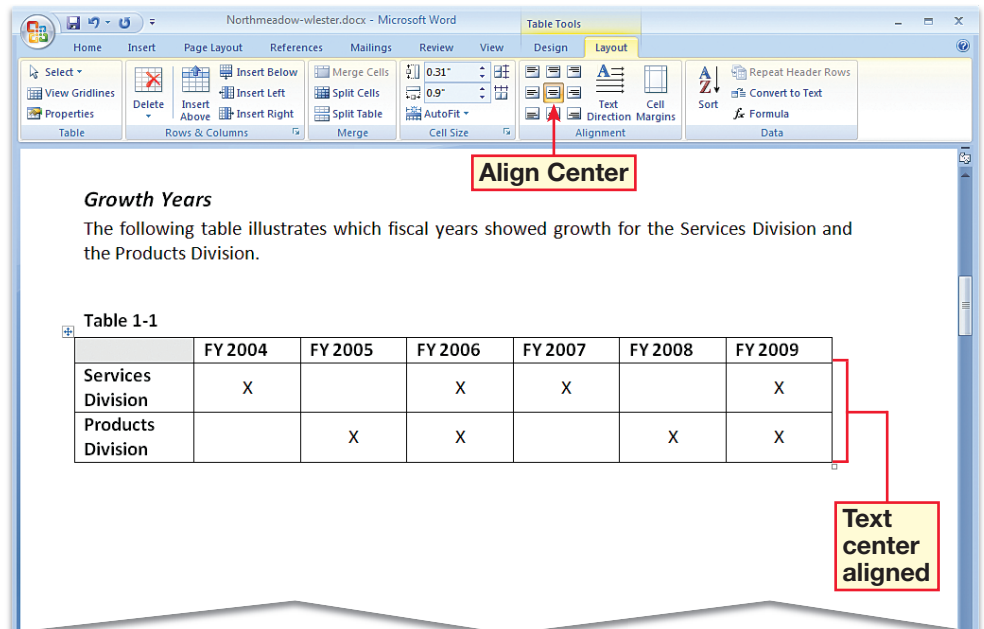
## EXERCISE 1-14

### Modify Text Position and Direction in a Cell

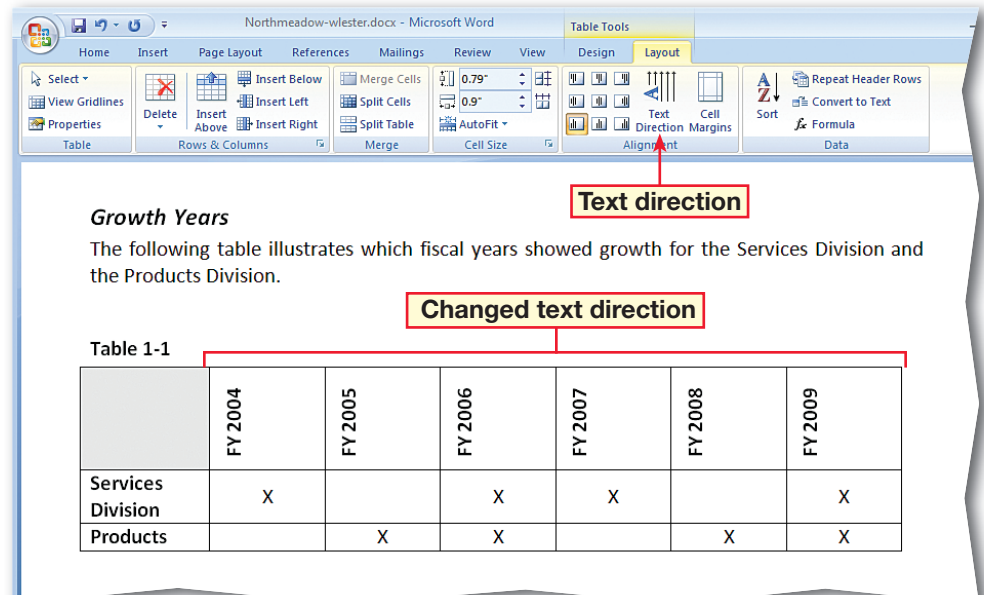


You can format a table to make it look more professional and easier to read. Change vertical alignment so that the text aligns along the top of the cell, along the bottom of the cell, or is centered in the cell. Change text direction to turn headings vertically. You can also adjust table properties, such as width, row height, alignment of the table, and alignment of each cell, to make information in the table more readable.

**FIGURE 1.37** Center-aligned text in a table





**FIGURE 1.38** Modified text direction





## Step-By-Step

- Choose **Layout>Table>Table Properties** . In the **Table Properties** dialog box, click the **Column** tab.
- Under **Size**, select the **Preferred width** check box. In the **Preferred width** box, click the **up arrow** until **1.6"** appears (see Figure 1.39). Click **OK**.
- Select all rows and columns in **Table 1-1**, except for the first column.
- Choose **Layout>Table>Table Properties** .
- On the **Column** tab, select the **Preferred width** check box.
- In the **Preferred width** box, click the **down arrow** until **0.4"** appears. Click **OK**. Deselect the text.
- CHECK** Your screen should look like Figure 1.40.
- With your teacher's permission, print and save your file.

 Continue to the next exercise.

## EXERCISE 1-14 (Continued)

### Modify Text Position and Direction in a Cell



FIGURE 1.39 Table Properties dialog box

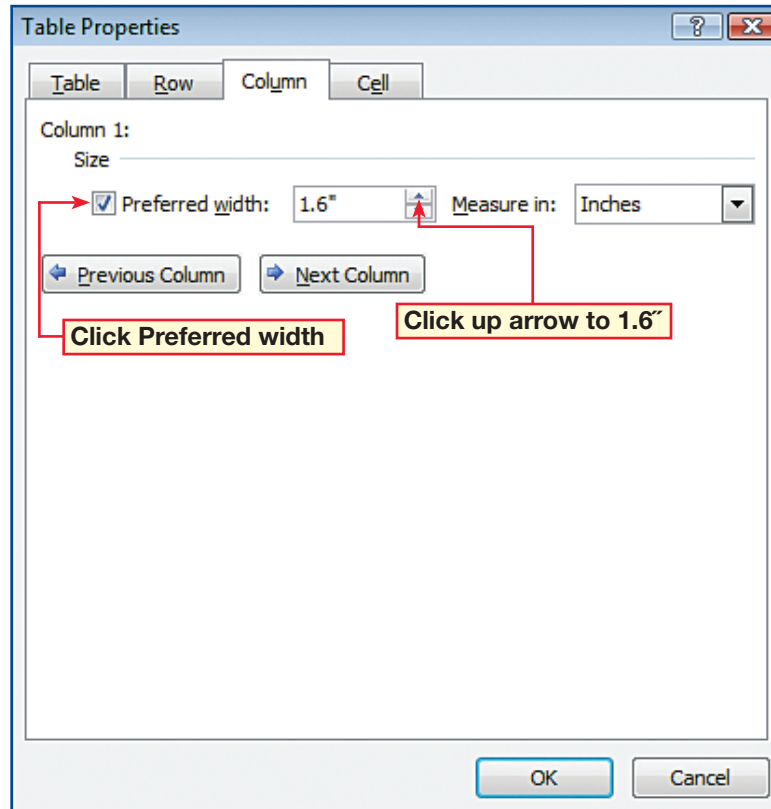
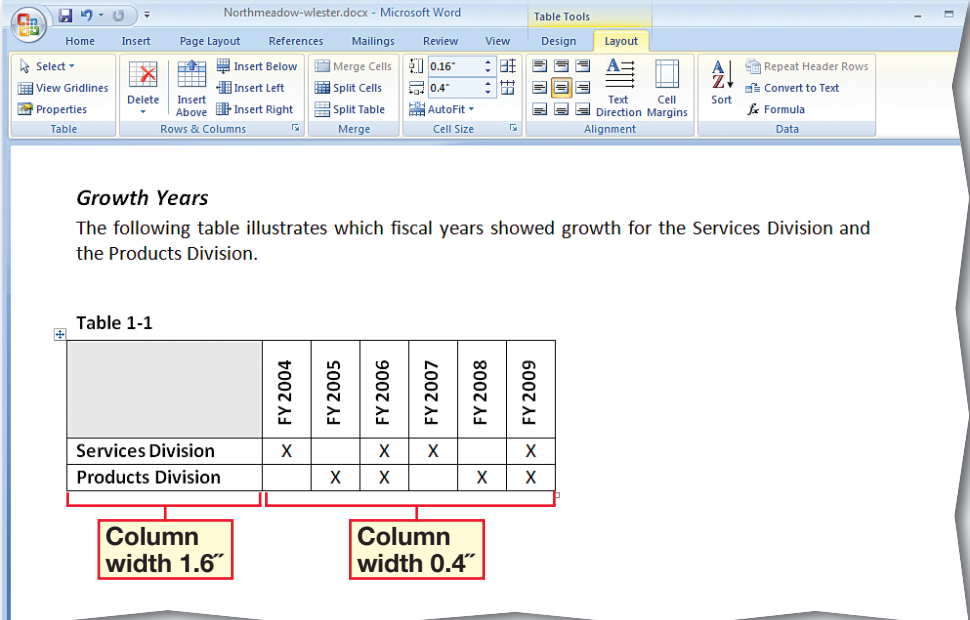


FIGURE 1.40 Table with modified properties



**Growth Years**

The following table illustrates which fiscal years showed growth for the Services Division and the Products Division.

**Table 1-1**

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Services Division	X		X	X		X
Products Division		X	X		X	X

**Column width 1.6"** (under the first column)  
**Column width 0.4"** (under the other columns)

## Step-By-Step

**1** In your **Northmeadow** file, place the insertion point after **Last printed on** at the beginning of the document.

**2** Press the **Spacebar** once. Choose **Insert>Text>Quick Parts** and click **Field**.

**3** In the **Field** dialog box, under **Field names**, scroll down and select **PrintDate**.

**4** Under **Date formats**, select the first format in the list (see Figure 1.41). Click **OK**.

**5** Select the date. Choose **Insert>Text>Quick Parts>Field**.

**6** Under **Field names**, select **PrintDate**. Under **Date formats**, select the sixth format in the list. Click **OK**.

**7** **! CHECK** Your screen should look like Figure 1.42.

**8** Save your file.

 Continue to the next exercise.

### Troubleshooter

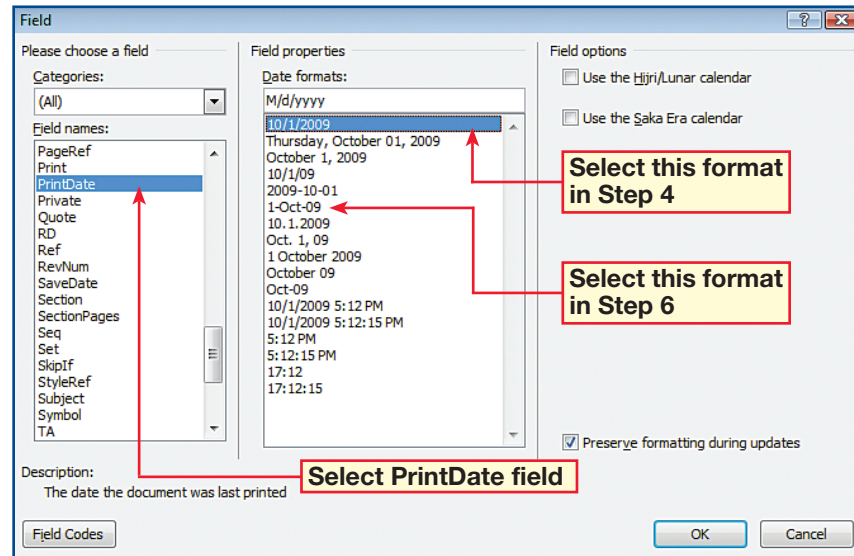
If you did not print the document in Exercise 1-14, you will see a field code in your document instead of the date.

## EXERCISE 1-15 Insert and Modify Fields

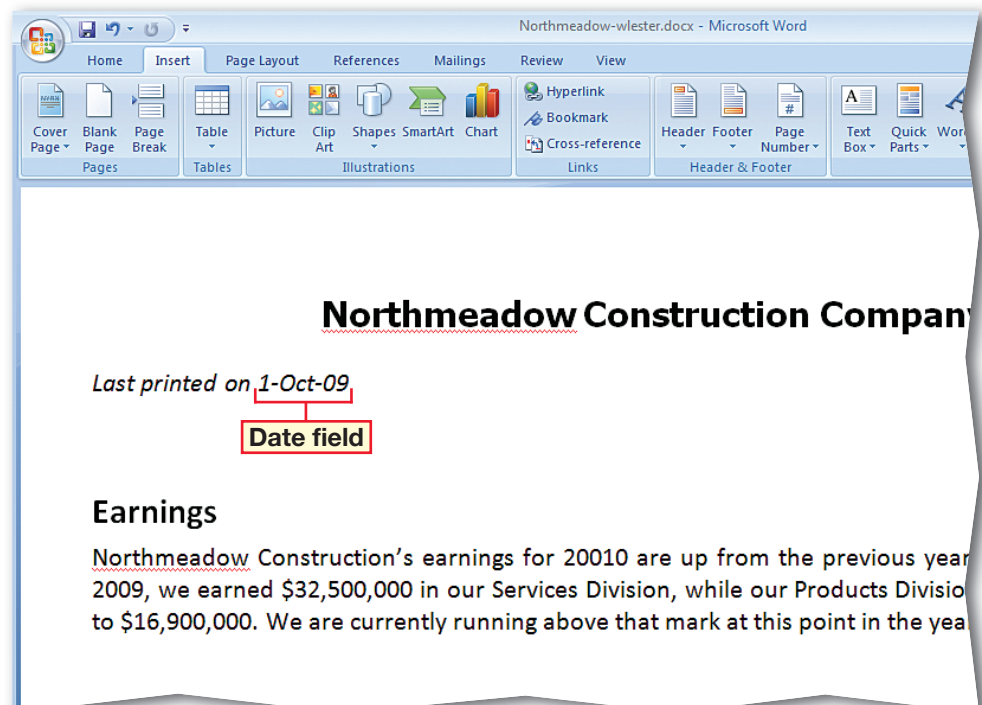


A field is a code that automatically inserts the date, page number, or other information into a document. Some fields also update automatically. For example, if you insert a page number and then delete a page in the document, the pages renumber automatically.

**FIGURE 1.41** Field dialog box



**FIGURE 1.42** Date field inserted



## Step-By-Step

1 In your **Northmeadow** file, under the **Services Division** heading, select **\$7,712,000**.

2 Choose **Insert>Links>Bookmark**. In the **Bookmark name** box, key: **Services\_Profit** (see Figure 1.43). Click **Add**.

3 On Page 2, under the **Forecast** heading, select **\$35,000,000**. Click **Bookmark**.

4 Under **Bookmark name**, key: **Services\_Forecast**. Click **Add**. Deselect the number and scroll to the top of the document.

5 Choose **Office>Word Options** and click **Advanced**. Under **Show document content**, select **Show Bookmarks**. Click **OK**.

6 Choose **Home>Editing>Find**. Click the **Go To** tab. Under **Go to what**, select **Bookmark**. Enter the bookmark name.

7 Click **Go To**. Click **Close**. Deselect the text.

8 **!CHECK** Your screen should look like Figure 1.44. Save and close your file.

➔ *Continue to the next exercise.*

## EXERCISE 1-16 Insert Bookmarks



A **bookmark** marks a place in a document. Bookmarks allow you to navigate quickly to sections of a document that you reference often. Bookmarked text is surrounded by brackets.

FIGURE 1.43 Bookmark dialog box

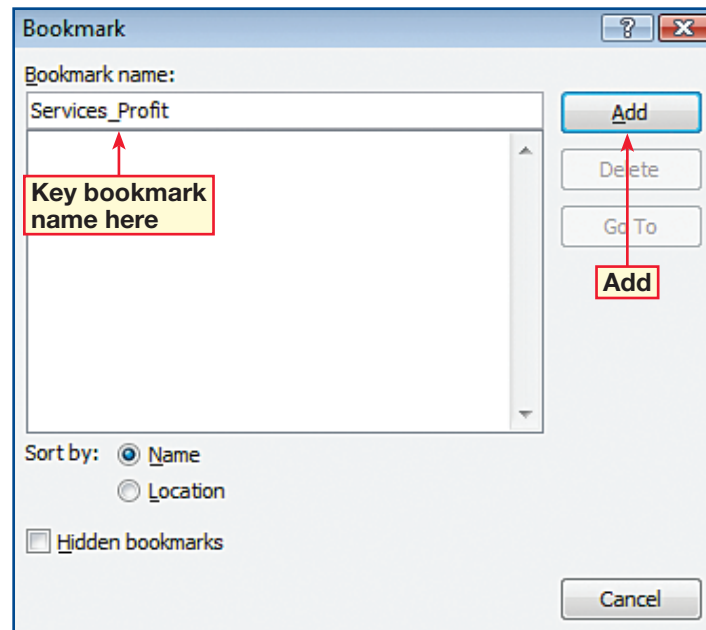
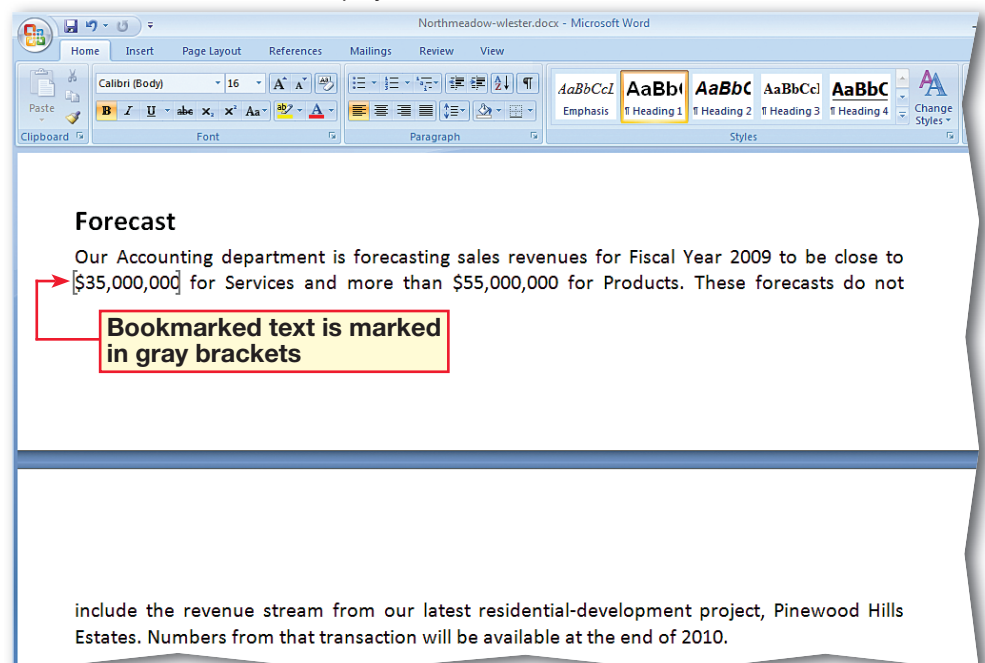



FIGURE 1.44 Bookmark displayed in document





## Step-By-Step

1 Open the **Announce** data file. Save the file as: **Announce-[your first initial and last name]**.

2 Choose **Mailings>Start Mail Merge>Start Mail Merge** . Select **Step by Step Mail Merge Wizard**.

3 In the **Mail Merge** task pane, make sure **Letters** is selected and click **Next: Starting document** at the bottom of the task pane.

4 Select **Use the current document**. Click **Next: Select recipients**. Select **Use an existing list**. Click **Next: Write your letter**.

5 Locate the data file **Office Address List**. Click **Open**.

6 **! CHECK** Your dialog box should look like Figure 1.45. Click **OK**.

7 In your **Announce** file, click after the **Date** field and press **ENTER** four times.

8 In the task pane, under **Write your letter**, click **Address block**. Click **OK**.

9 **! CHECK** Your screen should look like Figure 1.46.

 *Continued on the next page.*

## EXERCISE 1-17

### Insert Name and Address Block

You can use Word's Mail Merge Wizard to create a form letter that you can send out in an e-mail or letter to each contact in your address list. When you insert **address block** or **greeting line** fields, Word automatically replaces the fields with an inside address and salutation for each recipient. This tool saves time when a business must send several personalized letters at once.

FIGURE 1.45 Mail Merge Recipients dialog box

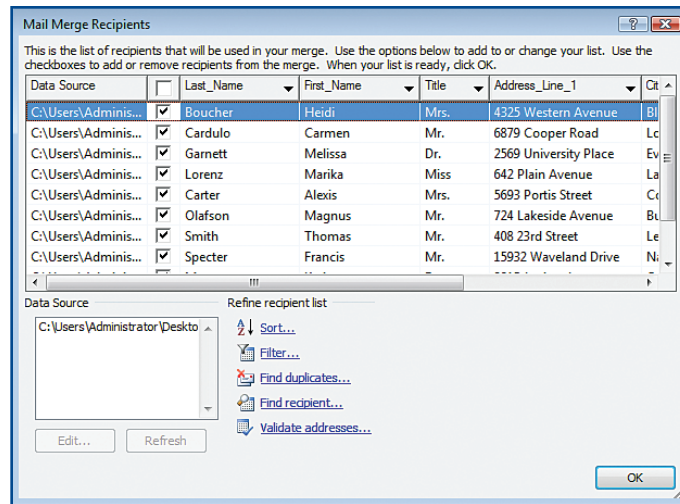
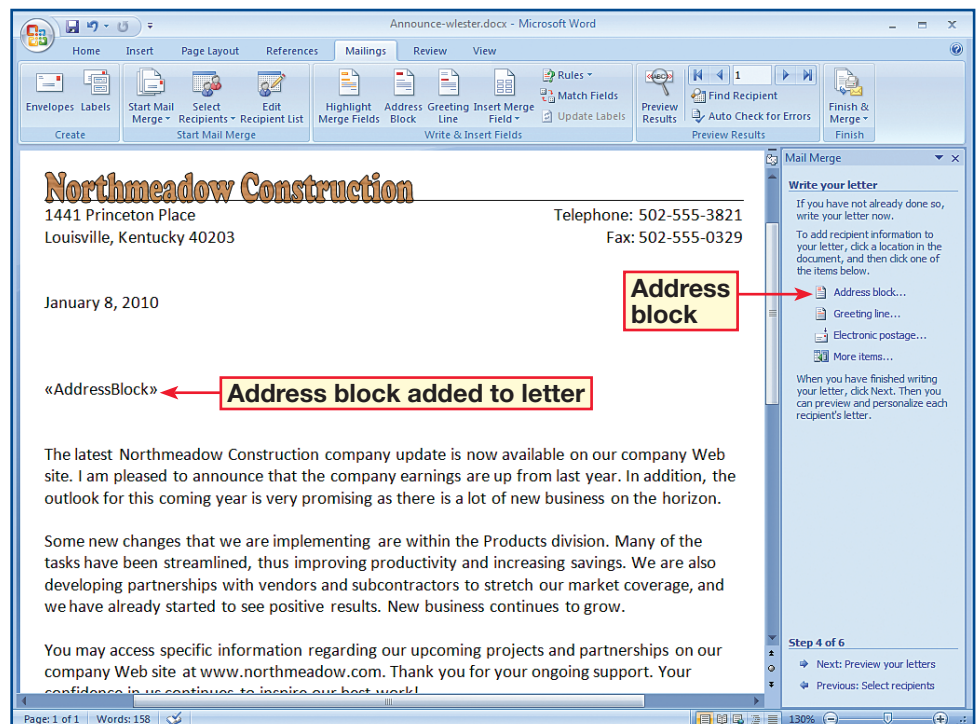


FIGURE 1.46 Mail Merge task pane



## Step-By-Step

**10** In your **Announce** file, click after the **<<AddressBlock>>** field. Press **ENTER** twice.

**11** In the **Mail Merge** task pane, under **Write Your Letter**, click **Greeting Line**. Click **OK** in the **Insert Greeting Line** dialog box.

**12** Click **Next: Preview your letters** at the bottom of the **Mail Merge** task pane.

**13** **!CHECK** Your screen should look like Figure 1.47.

**14** In the **Mail Merge** task pane, under **Make Changes**, click **Edit recipient list**.

**15** In the **Mail Merge Recipients** dialog box, click the check box next to the first name in the list. Click **OK**.

**16** Click **Next: Complete the merge** at the bottom of the **Mail Merge** task pane.

**17** **!CHECK** Your screen should look like Figure 1.48. Save your file.

 *Continue to the next exercise.*

## EXERCISE 1-17 (Continued) Insert Name and Address Block



FIGURE 1.47 Mail Merge preview

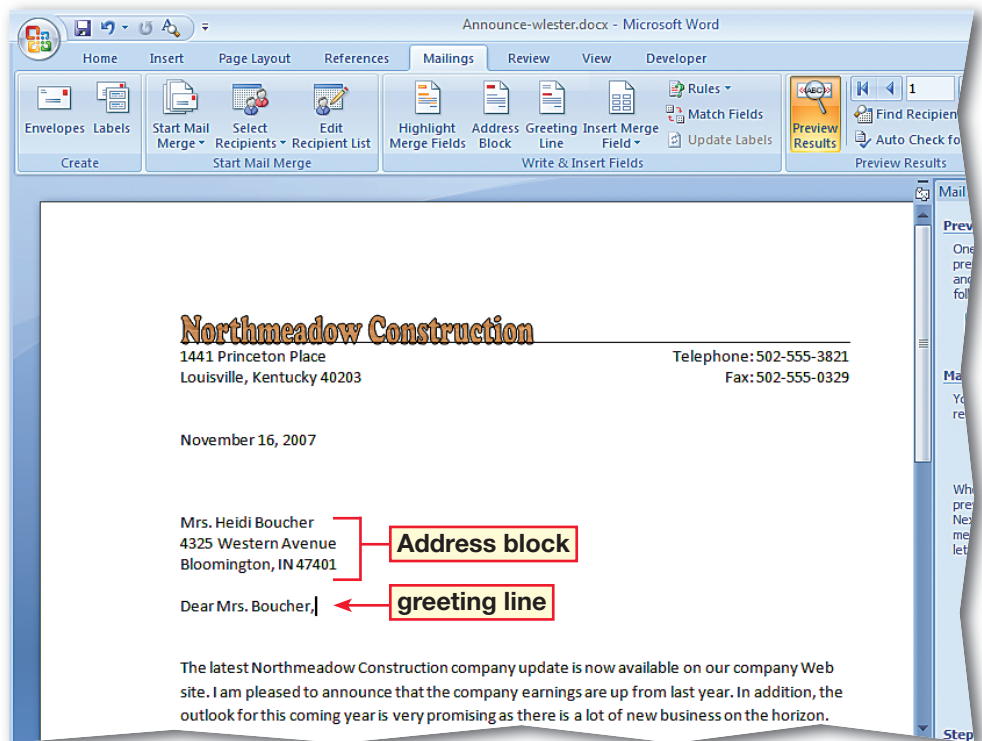
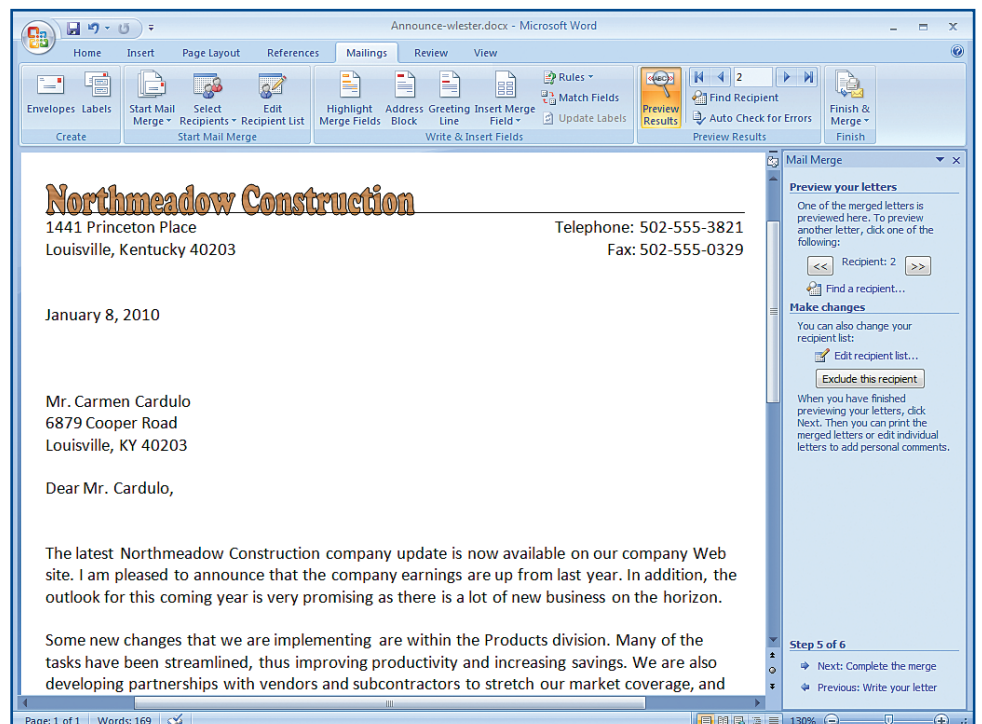


FIGURE 1.48 Address inserted in mail merge



## Step-By-Step

1 Open a new document and save the file as: **Ex1-17-[your first initial and last name]**.

2 Choose **Mailings>Start Mail Merge>Start Mail Merge**. Select **Envelopes**.

3 In the **Envelope Options** dialog box, click **OK**. Key the return address as shown in Figure 1.49.

4 In the **Start Mail Merge** group, click **Select Recipients**. Choose **Use Existing List**.

5 Locate the data file **Office Address List**. Click **Open**. Click in the lower-middle area of the envelope.

6 **!CHECK** Your screen should look like Figure 1.49.

7 Choose **Mailings>Write & Insert Fields>Address Block**.

8 In the **Insert Address Block** dialog box, under **Specify address elements**, select **Mr. Joshua Randall Jr.**

9 **!CHECK** Your dialog box should look like Figure 1.50. Click **OK**.

➔ *Continued on the next page.*

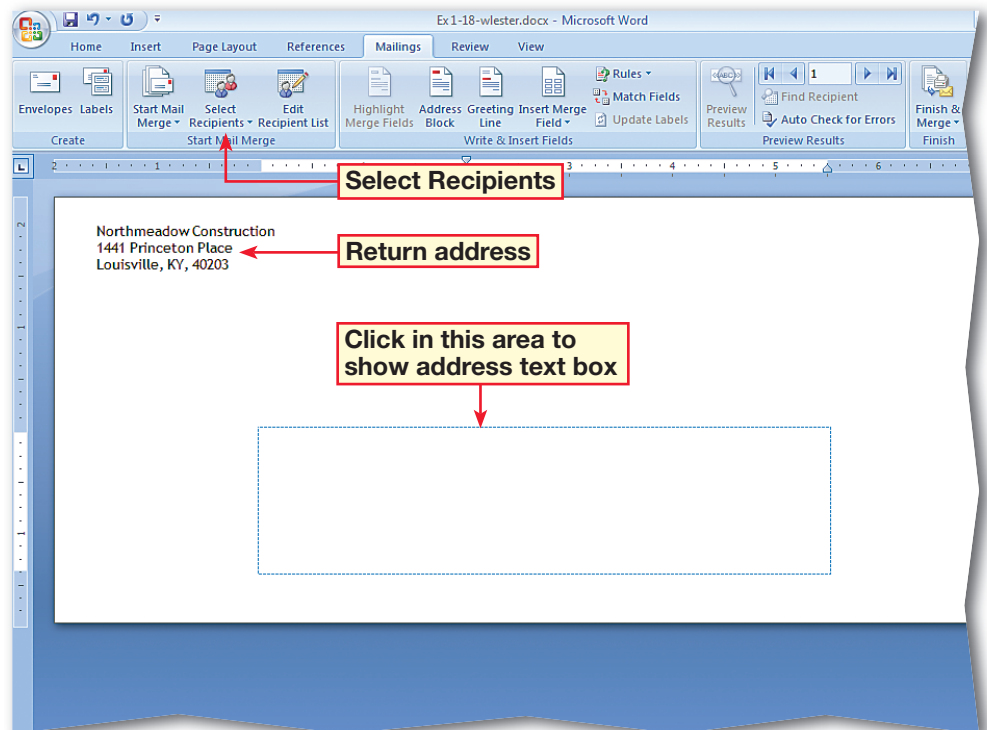
## EXERCISE 1-18

### Create Envelopes from Lists

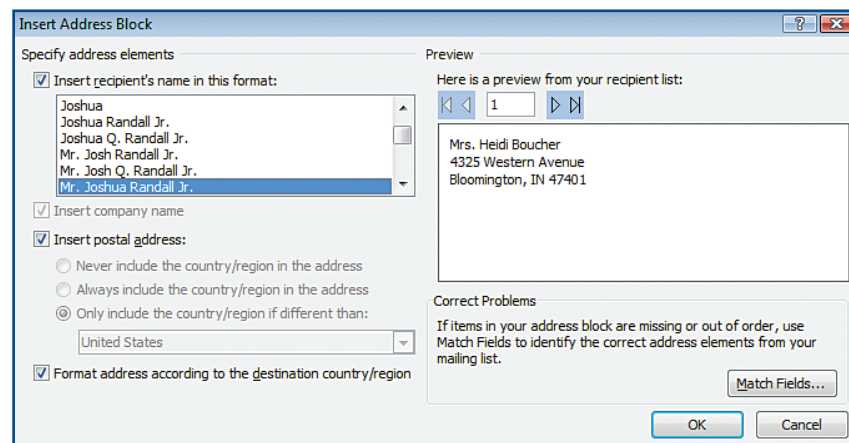


In addition to using the Mail Merge tool to send several personalized letters at once, you can also use it to print addresses on envelopes for bulk mailings. The Mail Merge tool allows you to create envelopes from saved address lists, as well.

**FIGURE 1.49** Envelope with recipient text box







**FIGURE 1.50** Insert Address Block dialog box






## Step-By-Step

- 10 Select **Mailings>Finish>Finish & Merge** . Choose **Edit Individual Documents**.
- 11 In the **Merge to New Document** dialog box, select **All**. Click **OK**.
- 12 **iCHECK** Your screen should look like Figure 1.51.
- 13 Scroll through the envelopes. Choose **Office**  **>Print>Print Preview** .
- 14 **iCHECK** Your screen should look like Figure 1.52.
- 15 With your teacher's permission, click **Print** . Click **OK**.
- 16 Click **Close Print Preview**. Save and close your file.
- 17 Exit Word.

### You Should Know

You can change the envelope size and printing options by clicking **Start Mail Merge**  and selecting **Envelopes**.

## EXERCISE 1-18 (Continued) Create Envelopes from Lists



FIGURE 1.51 Finished mail merge

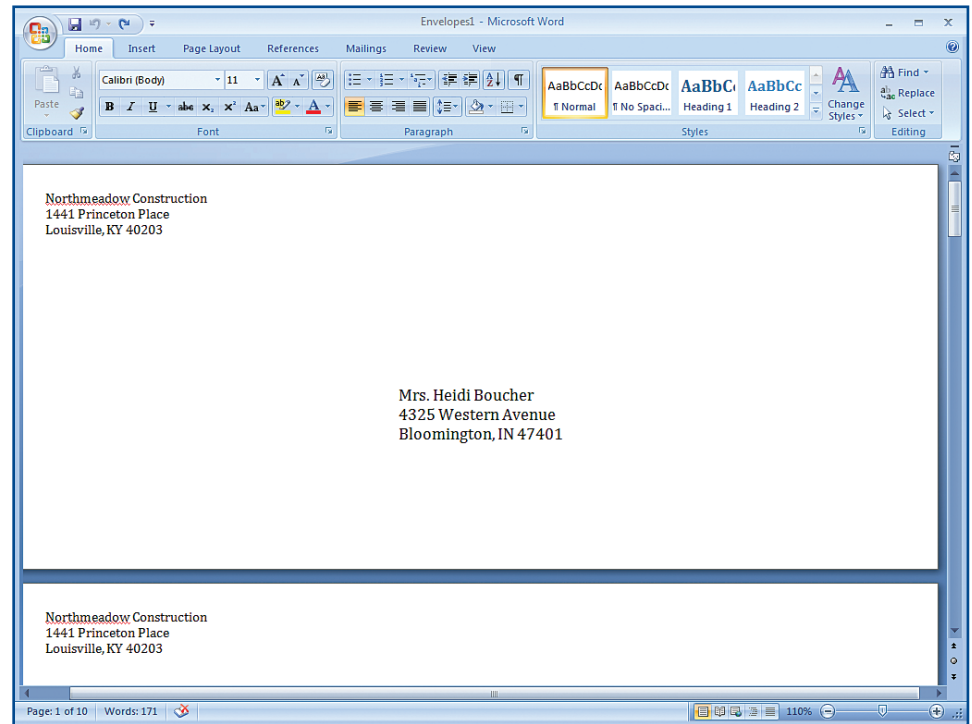
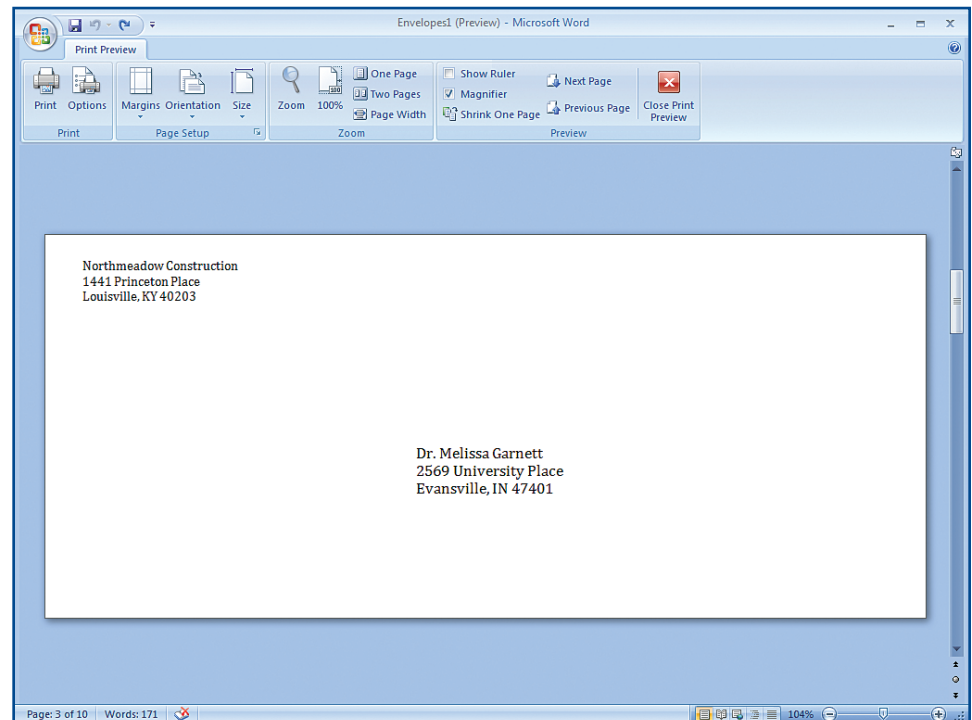


FIGURE 1.52 Address block added to envelope





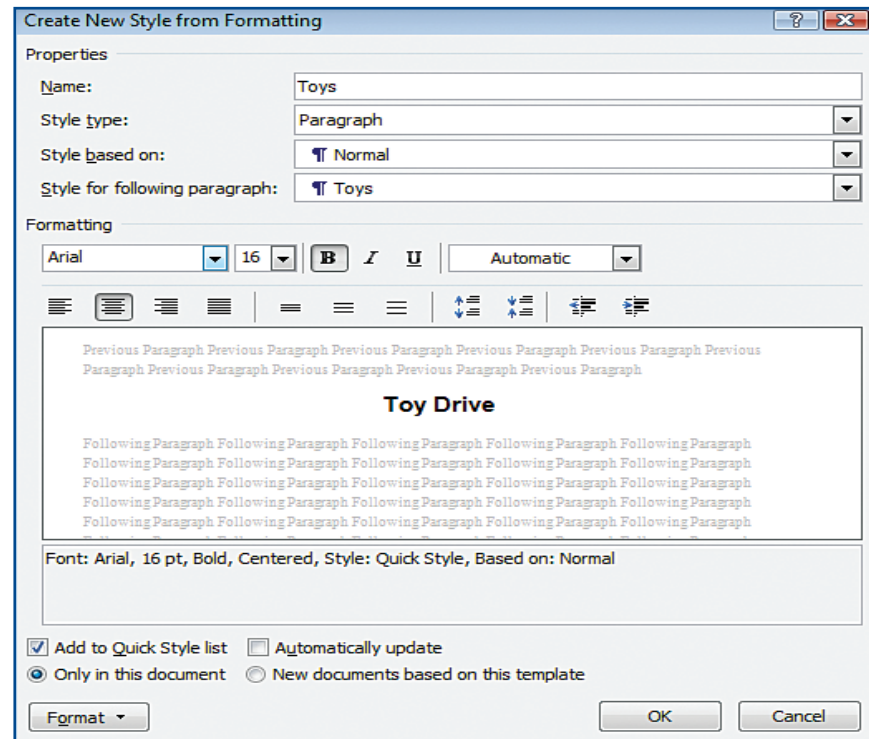
## Step-By-Step

- 1 Open the data file **Toys.docx**. Save the file as: **Toys-[your first initial and last name]1**.
- 2 Choose **Home>Styles** and click the **Styles Dialog Box Launcher** . Click **New Style** in the **Styles Gallery**.
- 3 Under **Properties**, in the **Name** box, key: **Toys**.
- 4 Under **Formatting**, select **Arial**, **16 pt**, and **Bold**. Click **Center Align**.
- 5 **!CHECK** Your dialog box should look like Figure 1.53.
- 6 Click **OK**.
- 7 Select the text **Toy Drive**. In the **Styles Gallery**, click **toys**.
- 8 Close the **Styles Gallery**.
- 9 **!CHECK** Your screen should look like Figure 1.54.
- 10 Save and close your file.

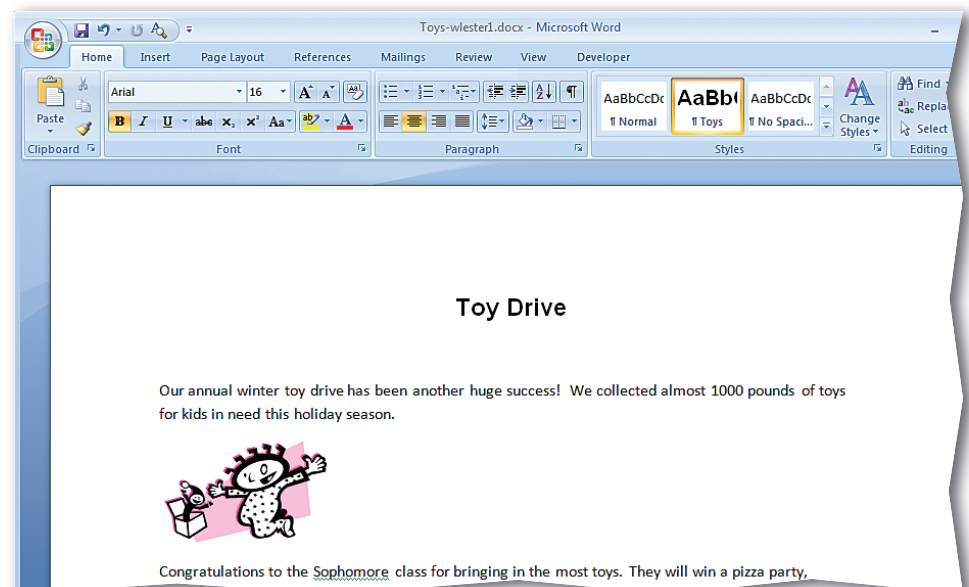
## 1. Explore Custom Styles

Follow the steps to complete the activity.

**FIGURE 1.53** Create New Style from Formatting dialog box



**FIGURE 1.54** Custom style applied



Step-By-Step

- 1 Open your **Toys-1** file. Save as: **Toys-[your first initial and last name]2**.
- 2 Click after the word **year**. Press **ENTER**. Choose **Insert>Text>Object**.
- 3 In the **Object** dialog box, click the **Create New** tab. Click **Microsoft Graph Chart**. Click **OK**.
- 4 **CHECK** Your screen should look like Figure 1.55.
- 5 Open the data file **Count.xlsx**. Select the data and choose **Home>Clipboard>Copy**.
- 6 In your **Toys-2** file, select the data in the datasheet. Press **DELETE**.
- 7 Select the first five rows and five columns. Choose **Home>Clipboard>Paste**. Close the datasheet. Click outside the chart.
- 8 **CHECK** Your screen should look like Figure 1.56.
- 9 Exit **Excel**. Save and close your **Toys-2** file.

2. Create a Chart Using Data from Another Source



Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 1.55 Graph Chart in Word

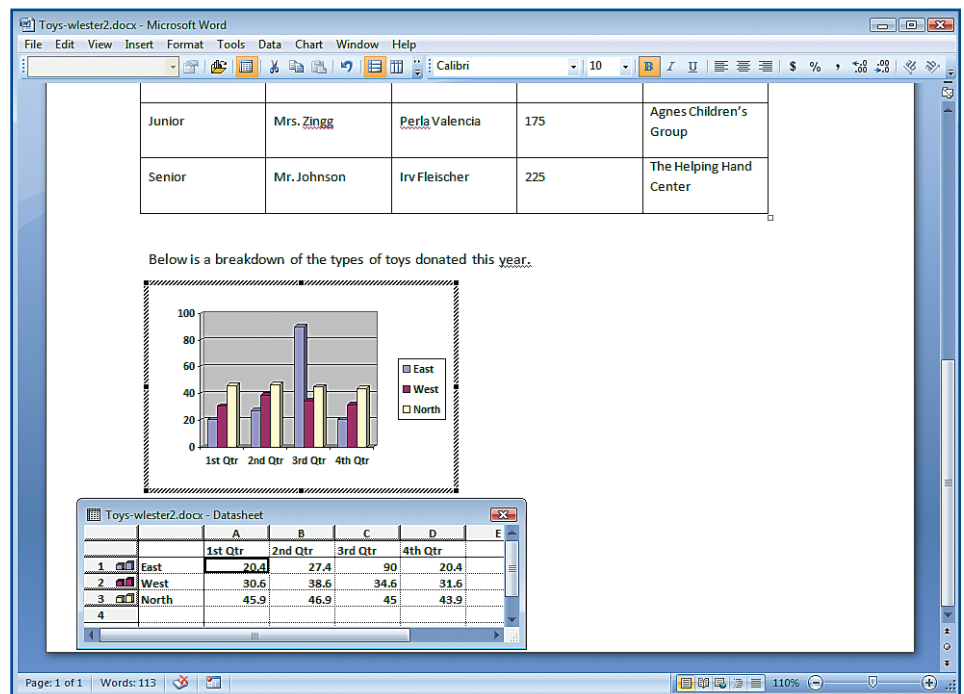
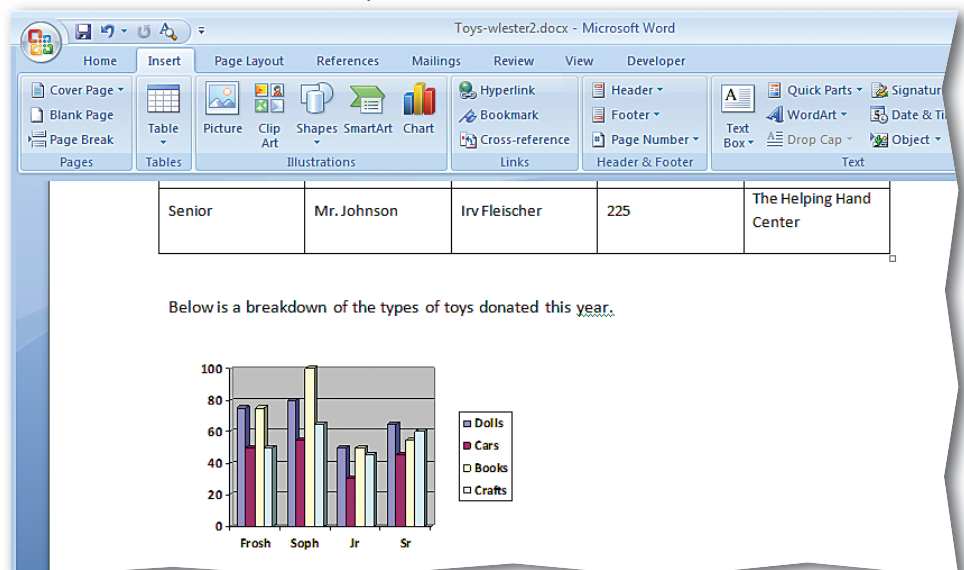





FIGURE 1.56 New data in Graph Chart





## Step-By-Step

- 1 Open your **Toys-2** file. Save as: **Toys-[your first initial and last name]3**.
- 2 Select the last sentence in the document. Launch the **Styles Gallery**. Click **New Style** .
- 3 Name the style: **Thanks**. Choose **Bold, Italic**, and **16 pt**. Make the font **Blue**.
- 4 Click **Format** and choose **Font**. Under effects, select **Shadow**. Click **OK** twice.
- 5 **iCHECK** Your screen should look like Figure 1.57. Close the **Styles Gallery**.
- 6 Double-click the graphic. Click **Text Wrapping** . Select **More Layout Options**.
- 7 Click the **Picture Position** tab. Under **Horizontal**, change the **Alignment** to **Right** relative to **Column**. Click **OK**.
- 8 Click **Text Wrapping** . Select **Tight**. Click **OK**.
- 9 **iCHECK** Your screen should look like Figure 1.58. Save and close your file.

## 3. Wrap Text and Format Text

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 1.57 Custom text style applied

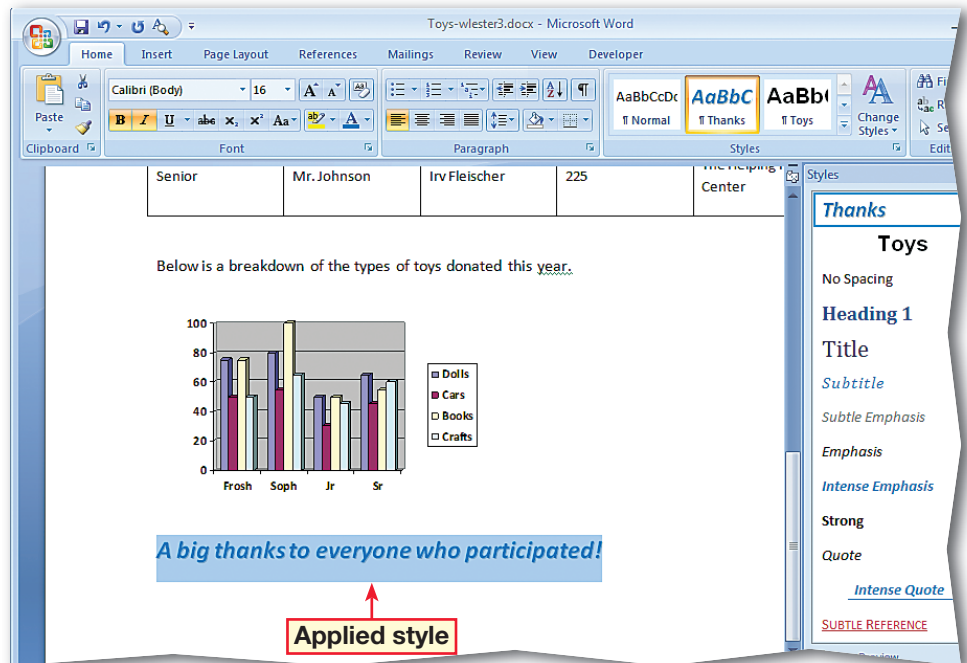
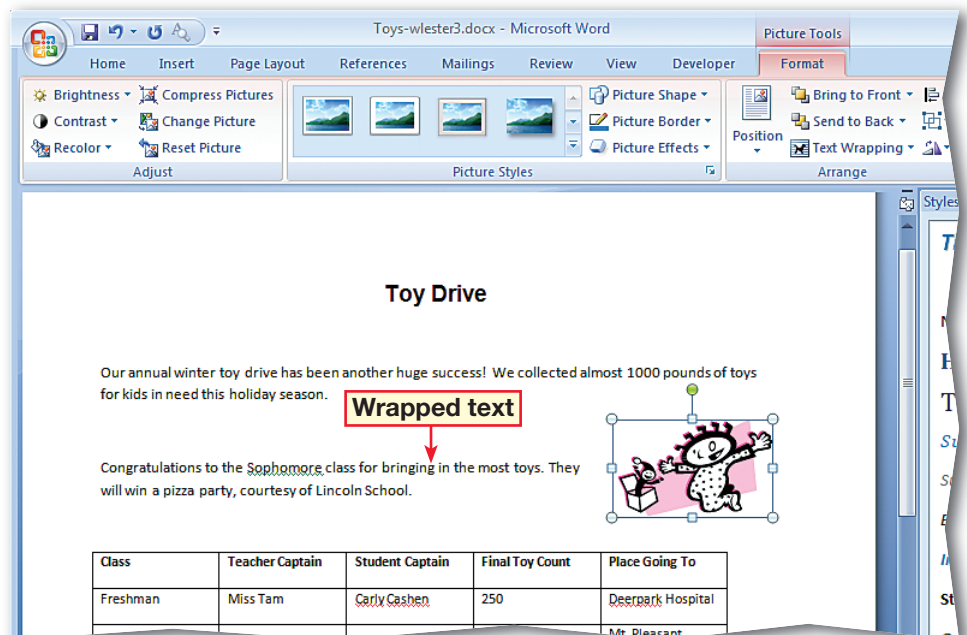


FIGURE 1.58 Wrapped text around object



## Step-By-Step

- 1 Open the data file **Friend.docx**. Save as: **Friend-[your first initial and last name]4**.
- 2 Select the paragraph between the first and second page that contains the widow.
- 3 Format the paragraph to control **Widows/Orphans**.
- 4 **iCHECK** Your screen should look like Figure 1.59.
- 5 Click before the third paragraph on the first page. Insert a theater graphic similar to the one in Figure 1.60.
- 6 Change the **Height** to **1.4"**. Wrap the text in your letter around the graphic.
- 7 **iCHECK** Your screen should look like Figure 1.60.
- 8 Save and close your file.

## 4. Control Pagination and Modify Graphics



Your teacher has assigned you a pen pal named Samira, who lives in another country. Your assignment is to write Samira a letter using the Word skills you learned in this lesson. Use your knowledge of orphans and widows to correct the formatting.

FIGURE 1.59 Page with widow removed

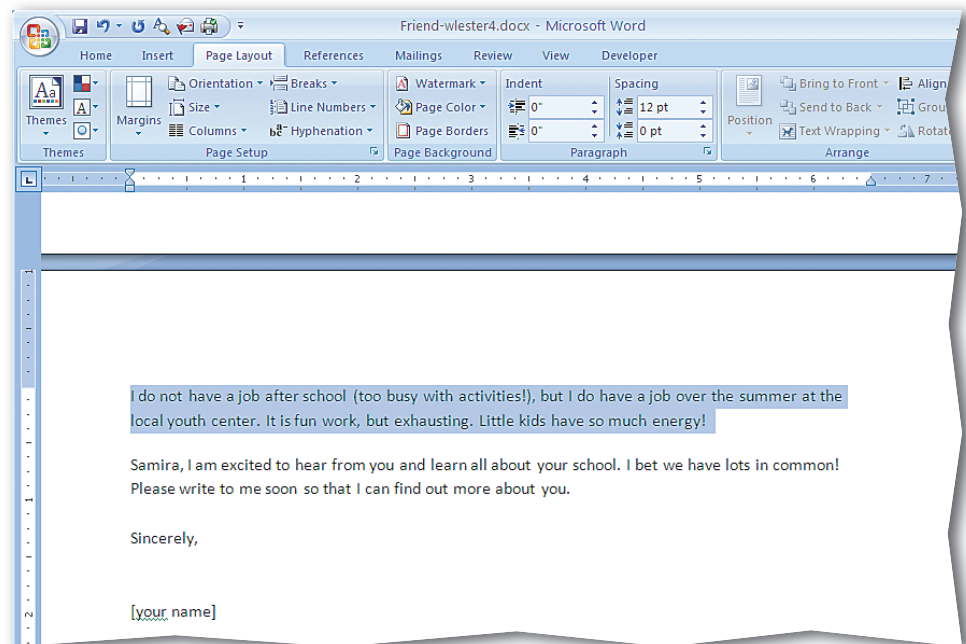
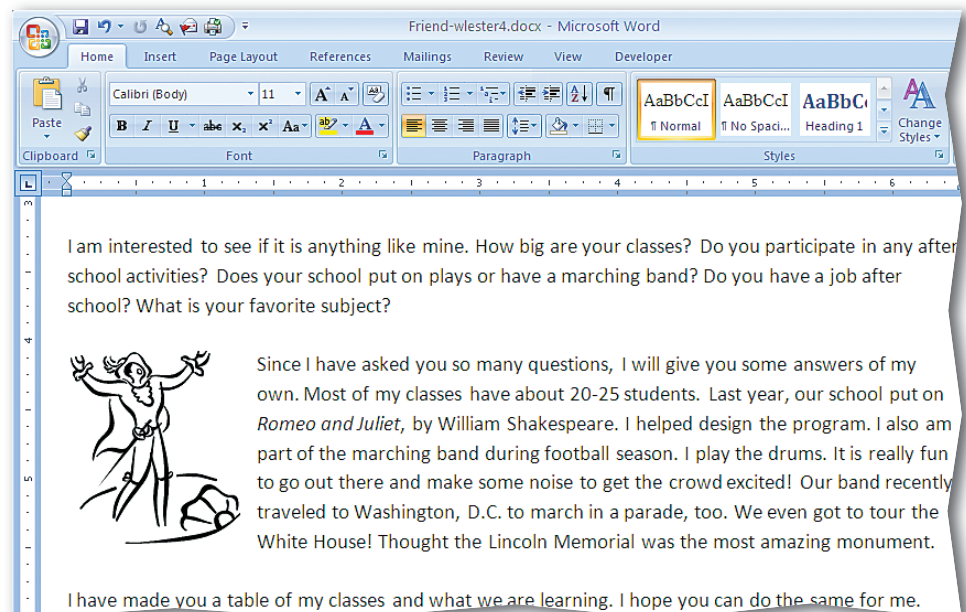


FIGURE 1.60 Modified graphic with wrapped text



5. Formatting in Word

Step-By-Step

- 1 Open your **Friend-4** file. Save as: **Friend-[your first initial and last name]5**.
- 2 Create a custom style for the table in the letter by applying **All Borders** to the **Whole Table**.
- 3 Format the **Header Row** to **Bold** and **14 pt**.
- 4 Open the **Styles** task pane. Click the down arrow to the right of the **Normal** style listed in the task pane and click **Modify**.
- 5 Change the font to **Arial Narrow, 11 pt**. Click **OK**.
- 6 Apply the **Normal** style to the whole letter. **Center** the return address.
- 7 Resize the graphic's height to **1"**. Close the **Styles** task pane.
- 8 **i CHECK** Your screen should look like Figure 1.61.
- 9 Save and close your document.

FIGURE 1.61 Revised letter

[your first and last name]  
 [your street address]  
 [your city, state, zip code]  
 [YOUR COUNTRY]  
 [your phone number]


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[date]

Dear Samira,

I would like to introduce myself as your new pen pal. My name is [your name]. I am 14 years old and in the 9<sup>th</sup> grade. When our teacher, Mr. Romasanta, told us we would be getting pen pals from a different country, I was very excited.

One thing I would love to learn about is your school. I am interested to see if it is anything like mine. How big are your classes? Do you participate in any after school activities? Does your school put on plays or have a marching band? Do you have a job after school? What is your favorite subject?



Since I have asked you so many questions, I will give you some answers of my own. Most of my classes have about 20-25 students. Last year, our school put on *Romeo and Juliet*, by William Shakespeare. I helped design the program. I also am part of the marching band during football season. I play the drums. It is really fun to go out there and make some noise to get the crowd excited! Our band recently traveled to Washington, D.C. to march in a parade, too. We even got to tour the White House! Thought the Lincoln Memorial was the most amazing monument.

I have made you a table of my classes and what we are learning. I hope you can do the same for me.

Subject	Teacher	Currently Studying	Favorite Aspect
English	Mr. Yu	Charles Dickens	Reading about another time
Algebra	Miss Garcia	Sine and Cosine	Solving for x
Language Arts	Mrs. Wiseheart	Prepositional phrases	Speaking correctly
Physics	Mr. Washington	Inertia	Studying roller coasters
Drama	Miss Patterson	Tennessee Williams	Performing in front of my class
Computers	Mrs. Grant	Word Formatting	Making tables

I do not have a job after school (too busy with activities!), but I do have a job over the summer at the local youth center. It is fun work, but exhausting. Little kids have so much energy!

Samira, I am excited to hear from you and learn all about your school. I bet we have lots in common! Please write to me soon so that I can find out more about you.

Sincerely,

[your name]