1 Creating, Formatting, and Editing a Word Document with Pictures

Objectives

You will have mastered the material in this chapter when you can:

- Enter text in a Word document
- Check spelling as you type
- Format paragraphs
- Format text
- Undo and redo commands or actions
- Change theme colors

- Insert digital pictures in a Word document
- Format pictures
- Add a page border
- Correct errors and revise a document
- Change document properties
- Print a document

1 | Creating, Formatting, and Editing a Word Document with Pictures

Introduction

To advertise a sale, promote a business, publicize an event, or convey a message to the community, you may want to create a flyer and hand it out in person or post it in a public location. Libraries, schools, religious organizations, grocery stores, coffee shops, and other places often provide bulletin boards or windows for flyers. These flyers announce personal items for sale or rent (car, boat, apartment); garage or block sales; services being offered (animal care, housecleaning, lessons); membership, sponsorship, or donation requests (club, religious organization, charity); and other messages such as a lost or found pet.

Project Planning Guidelines

> The process of developing a document that communicates specific information requires careful analysis and planning. As a starting point, establish why the document is needed. Once the purpose is determined, analyze the intended readers of the document and their unique needs. Then, gather information about the topic and decide what to include in the document. Finally, determine the document design and style that will be most successful at delivering the message. Details of these guidelines are provided in Appendix A. In addition, each project in this book provides practical applications of these planning considerations.

Project — Flyer with Pictures

Individuals and businesses create flyers to gain public attention. Flyers, which usually are a single page in length, are an inexpensive means of reaching the community. Many flyers, however, go unnoticed because they are designed poorly.

The project in this chapter follows general guidelines and uses Word to create the flyer shown in Figure 1–1. This colorful, eye-catching flyer announces that a dog has been found. The pictures of the dog, taken with a camera phone, entice passersby to stop and look at the flyer. The headline on the flyer is large and colorful to draw attention into the text. The body copy below the pictures briefly describes where and when the dog was found, along with a bulleted list that concisely highlights important identifying information. The signature line of the flyer calls attention to the contact phone number. The dog's name, Bailey, and signature line are in a different color so that they stand apart from the rest of the text on the flyer. Finally, the graphical page border nicely frames and complements the contents of the flyer.

Figure 1–1

Overview

As you read this chapter, you will learn how to create the flyer shown in Figure 1–1 on the previous page by performing these general tasks:

- Enter text in the document.
- Format the text in the document.
- Insert the pictures in the document.
- Format the pictures in the document.
- Enhance the page with a border and additional spacing.
- Correct errors and revise the document.
- Print the document.

Plan Ahead

General Project Guidelines

When creating a Word document, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a flyer, such as the project shown in Figure 1–1, you should follow these general guidelines:

1. **Choose the words for the text.** Follow the *less is more* principle. The less text, the more likely the flyer will be read. Use as few words as possible to make a point.

2. **Identify how to format various elements of the text.** The overall appearance of a document significantly affects its ability to communicate clearly. Examples of how you can modify the appearance, or **format**, of text include changing its shape, size, color, and position on the page.

3. **Find the appropriate graphical image(s).** An eye-catching graphical image should convey the flyer's overall message. It could show a product, service, result, or benefit, or visually convey a message that is not expressed easily with words.

4. **Establish where to position and how to format the graphical image(s).** The position and format of the graphical image(s) should grab the attention of passersby and draw them into reading the flyer.

5. **Determine whether the page needs enhancements such as a border or spacing adjustments.** A graphical, color-coordinated page border can further draw attention to a flyer and nicely frame its contents. Increasing or decreasing spacing between elements on a flyer can improve its readability and overall appearance.

6. **Correct errors and revise the document as necessary.** Post the flyer on a wall and make sure all text and images are legible from a distance. Ask someone else to read the flyer and give you suggestions for improvements.

7. **Determine the best method for distributing the document.** Documents can be distributed on paper or electronically. A flyer should be printed on paper so that it can be posted.

When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions performed and decisions made regarding these guidelines during the creation of the flyer shown in Figure 1–1.

For an introduction to Windows 7 and instruction about how to perform basic Windows 7 tasks, read the Office 2010 and Windows 7 chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

To Start Word

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen's resolution to 1024 × 768. For information about how to change a computer's resolution, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

Property of Cengage Learning

The following steps, which assume Windows 7 is running, start Word based on a typical installation. You may need to ask your instructor how to start Word for your computer. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter.

1 Click the Start button on the Windows 7 taskbar to display the Start menu.

2 Type `Microsoft Word` as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.

3 Click Microsoft Word 2010 in the search results on the Start menu to start Word and display a new blank document in the Word window.

4 If the Word window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.

5 If the Print Layout button on the status bar is not selected (shown in Figure 1–2 on the next page), click it so that your screen is in Print Layout view.

Q&A What is Print Layout view?

The default (preset) view in Word is **Print Layout view**, which shows the document on a mock sheet of paper in the document window.

6 If Normal (Home tab | Styles group) is not selected in the Quick Style gallery (shown in Figure 1–2), click it so that your document uses the Normal style.

Q&A What is the Normal style?

When you create a document, Word formats the text using a particular style. The default style in Word is called the **Normal style**, which is discussed later in this book.

Q&A What if rulers appear on my screen?

Click the View Ruler button above the vertical scroll bar to hide the rulers, or click View on the Ribbon to display the View tab and then place a check mark in the Ruler check box.

For an introduction to Office 2010 and instruction about how to perform basic tasks in Office 2010 programs, read the Office 2010 and Windows 7 chapter at the beginning of this book, where you can learn how to start a program, use the Ribbon, save a file, open a file, quit a program, use Help, and much more.

BTW
The Word Window
The chapters in this book begin with the Word window appearing as it did at the initial installation of the software. Your Word window may look different depending on your screen resolution and other Word settings.

Entering Text

The first step in creating a document is to enter its text. With the projects in this book, you enter text by typing on the keyboard. By default, Word positions text you type at the left margin. In a later section of this chapter, you will learn how to format, or change the appearance of, the entered text.

Choose the words for the text.
The text in a flyer is organized into three areas: headline, body copy, and signature line.

- The **headline** is the first line of text on the flyer. It conveys the product or service being offered, such as a car for sale or personal lessons, or the benefit that will be gained, such as a convenience, better performance, greater security, higher earnings, or more comfort; or it can contain a message such as a lost or found pet.

- The **body copy** consists of all text between the headline and the signature line. This text highlights the key points of the message in as few words as possible. It should be easy to read and follow. While emphasizing the positive, the body copy must be realistic, truthful, and believable.

- The **signature line**, which is the last line of text on the flyer, contains contact information or identifies a call to action.

Plan Ahead

BTW
Zooming
If text is too small for you to read on the screen, you can zoom the document by dragging the Zoom slider on the status bar or clicking the Zoom Out or Zoom In buttons on the status bar. Changing the zoom has no effect on the printed document.

To Type Text

To begin creating the flyer in this chapter, type the headline in the document window. The following steps type this first line of text in the document.

1

- Type **Found Dog** as the headline (Figure 1–2).

Q&A What if I make an error while typing?

You can press the BACKSPACE key until you have deleted the text in error and then retype the text correctly.

Q&A Why did the Spelling and Grammar Check icon appear on the status bar?

When you begin typing text, the **Spelling and Grammar Check icon** appears on the status bar with an animated pencil writing on paper to indicate that Word is checking for spelling and grammar errors. When you stop typing, the pencil changes to a blue check mark (no errors) or a red X (potential errors found). Word flags potential errors in the document with a red, green, or blue wavy underline. Later in this chapter, you will learn how to fix flagged errors.
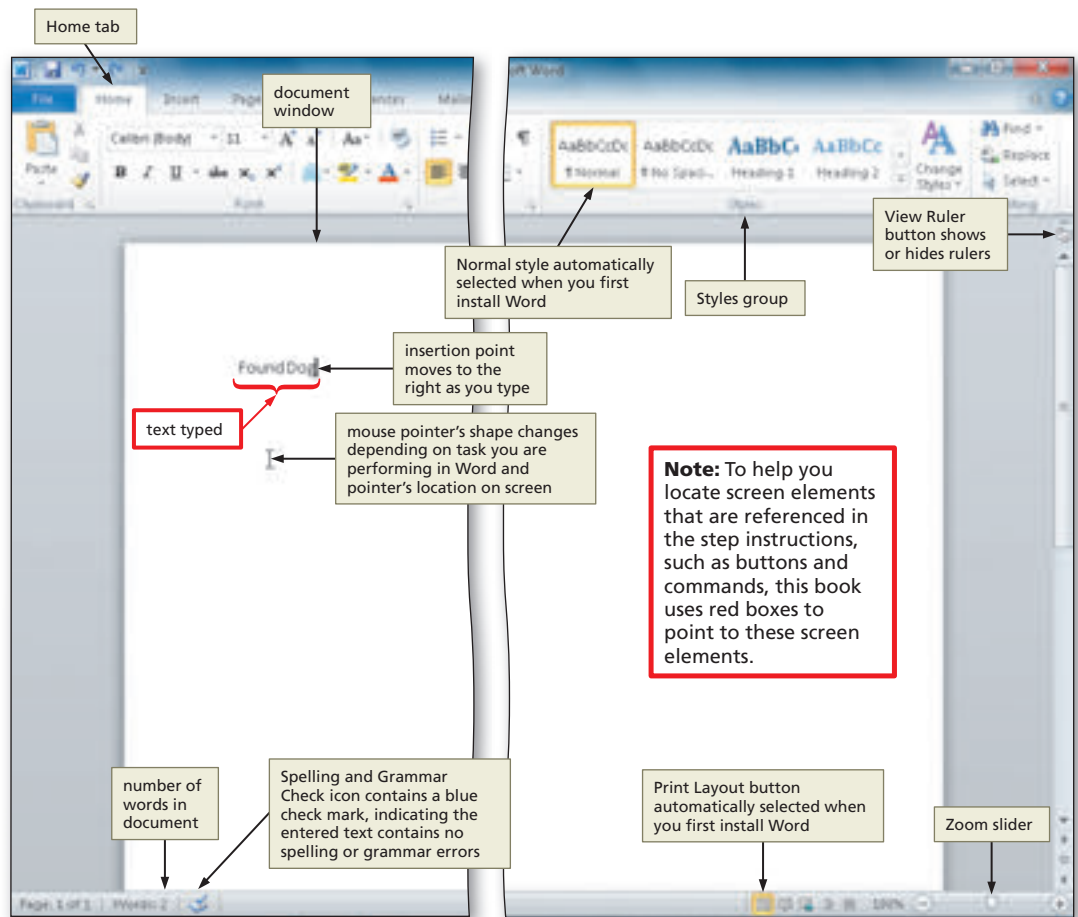
Home tab

document window

Normal style automatically selected when you first install Word

Styles group

View Ruler button shows or hides rulers

insertion point moves to the right as you type

text typed

mouse pointer's shape changes depending on task you are performing in Word and pointer's location on screen

Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements.

number of words in document

Spelling and Grammar Check icon contains a blue check mark, indicating the entered text contains no spelling or grammar errors

Print Layout button automatically selected when you first install Word

Zoom slider

Figure 1–2

2

- Press the ENTER key to move the insertion point to the beginning of the next line (Figure 1–3).

Q&A Why did blank space appear between the headline and the insertion point?

Each time you press the ENTER key, Word creates a new paragraph and inserts blank space between the two paragraphs. Later in this chapter, you will learn how to adjust the spacing between paragraphs.
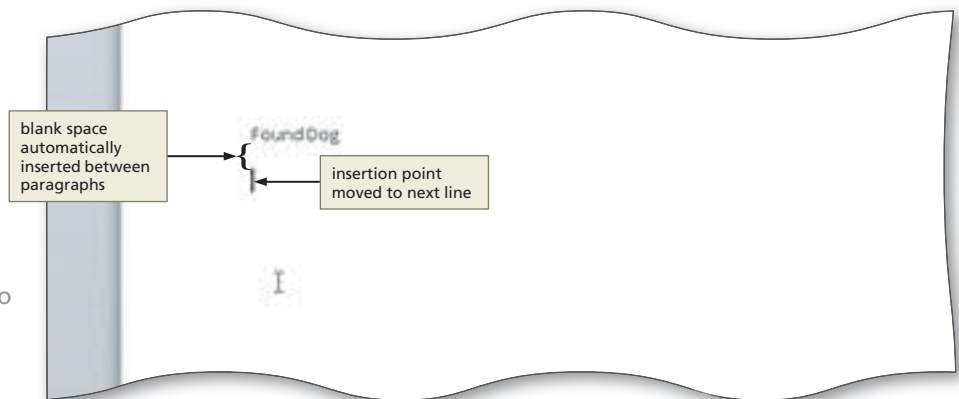
blank space automatically inserted between paragraphs

Found Dog

insertion point moved to next line

Figure 1–3

To Display Formatting Marks

To indicate where in a document you press the ENTER key or SPACEBAR, you may find it helpful to display formatting marks. A **formatting mark**, sometimes called a **nonprinting character**, is a character that Word displays on the screen but is not visible on a printed document. For example, the paragraph mark (¶) is a formatting mark that indicates where you press the ENTER key. A raised dot (·) shows where you press the SPACEBAR. Other formatting marks are discussed as they appear on the screen.

Depending on settings made during previous Word sessions, your Word screen already may display formatting marks (Figure 1–4). The following step displays formatting marks, if they do not show already on the screen.

1

- If the Home tab is not the active tab, click Home on the Ribbon to display the Home tab.

- If it is not selected already, click the Show/Hide ¶ button (Home tab | Paragraph group) to display formatting marks on the screen (Figure 1–4).
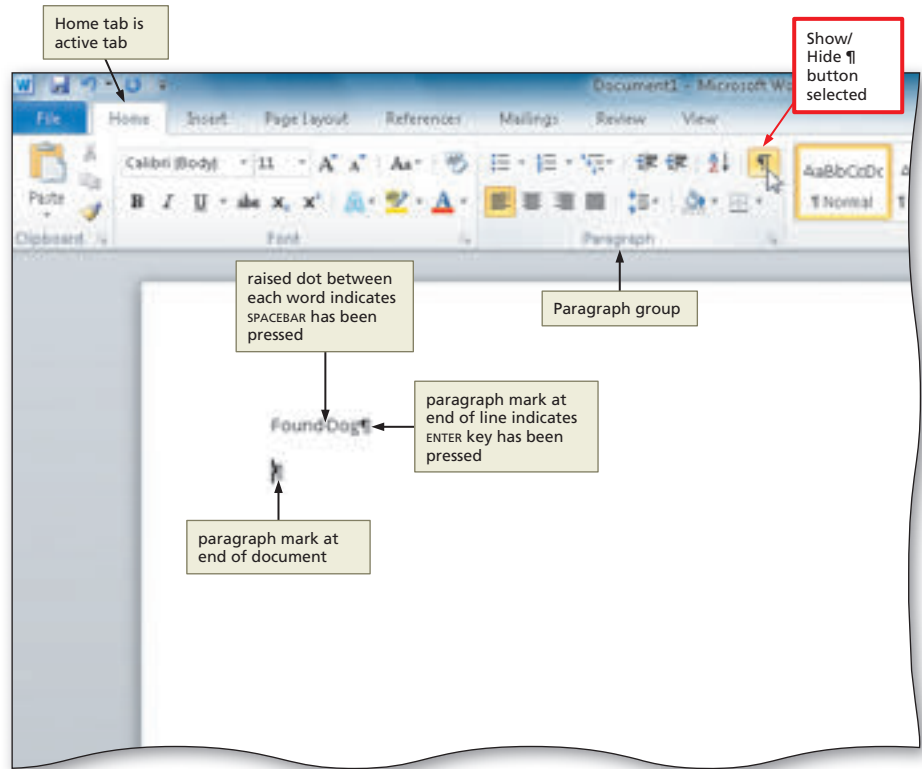
Q&A

What if I do not want formatting marks to show on the screen?

You can hide them by clicking the Show/Hide ¶ button (Home tab | Paragraph group) again. It is recommended that you display formatting marks so that you visually can identify when you press the ENTER key, SPACEBAR, and other keys associated with nonprinting characters; therefore, most of the document windows presented in this book show formatting marks.

Home tab is active tab

Show/Hide ¶ button selected

raised dot between each word indicates SPACEBAR has been pressed

Paragraph group

paragraph mark at end of line indicates ENTER key has been pressed

paragraph mark at end of document

Found Dog

Figure 1–4

Other Ways

1. Press CTRL+SHIFT+*

To Insert a Blank Line

In the flyer, the digital pictures of the dog appear between the headline and body copy. You will not insert these pictures, however, until after you enter and format all text. Thus, you leave a blank line in the document as a placeholder for the pictures. To enter a blank line in a document, press the ENTER key without typing any text on the line. The following step inserts one blank line below the headline.

1

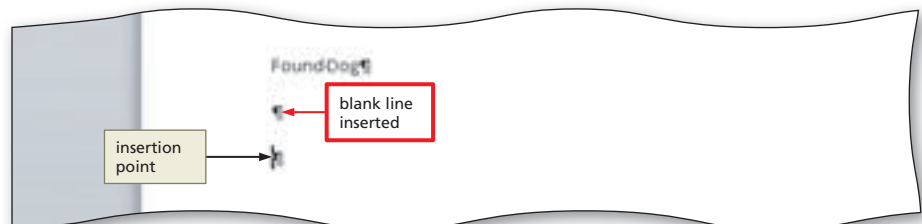- Press the ENTER key to insert a blank line in the document (Figure 1–5).

Found Dog

blank line inserted

insertion point

Figure 1–5

Wordwrap

Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line. As you type, if a word extends beyond the right margin, Word also automatically positions that word on the next line along with the insertion point.

Word creates a new paragraph each time you press the ENTER key. Thus, as you type text in the document window, do not press the ENTER key when the insertion point reaches the right margin. Instead, press the ENTER key only in these circumstances:

1. To insert a blank line(s) in a document (as shown in the steps on the previous page)
2. To begin a new paragraph
3. To terminate a short line of text and advance to the next line
4. To respond to questions or prompts in Word dialog boxes, task panes, and other on-screen objects

To Wordwrap Text as You Type

The next step in creating the flyer is to type the body copy. The following step illustrates how the body copy text wordwraps as you enter it in the document.

1

- Type the first sentence of the body copy: `Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.`

Q&A

Why does my document wrap on different words?

The printer connected to a computer is one factor that can control where wordwrap occurs for each line in a document. Thus, it is possible that the same document could wordwrap differently if printed on different printers.

- Press the ENTER key to position the insertion point on the next line in the document (Figure 1–6).

first sentence of body copy entered

the word, trail, could not fit at end of previous line, so it wrapped to beginning of this line

insertion point and paragraph mark moved to next line because ENTER key was pressed
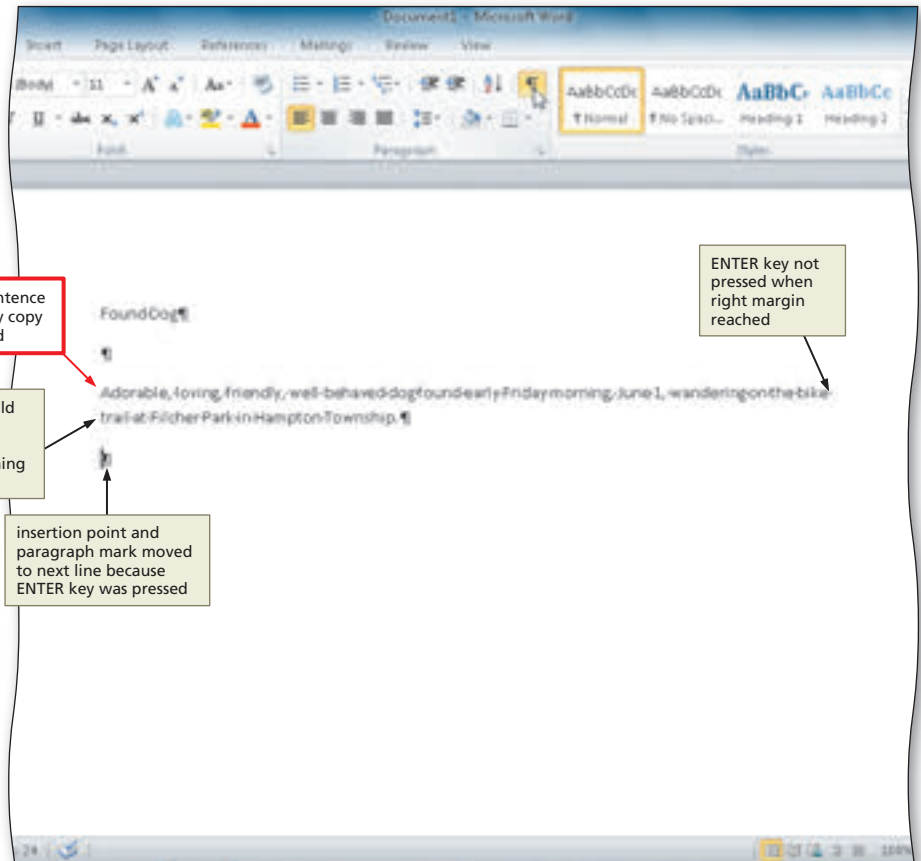
ENTER key not pressed when right margin reached

Figure 1–6

Spelling and Grammar Check

As you type text in a document, Word checks your typing for possible spelling and grammar errors. If all of the words you have typed are in Word's dictionary and your grammar is correct, as mentioned earlier, the Spelling and Grammar Check icon on the status bar displays a blue check mark. Otherwise, the icon shows a red X. In this case, Word flags the potential error in the document window with a red, green, or blue wavy underline. A red wavy underline means the flagged text is not in Word's dictionary (because it is a proper name or misspelled). A green wavy underline indicates the text may be incorrect grammatically. A blue wavy underline indicates the text may contain a contextual spelling error such as the misuse of homophones (words that are pronounced the same but that have different spellings or meanings, such as one and won). Although you can check the entire document for spelling and grammar errors at once, you also can check flagged errors as they appear on the screen.

A flagged word is not necessarily misspelled. For example, many names, abbreviations, and specialized terms are not in Word's main dictionary. In these cases, you can instruct Word to ignore the flagged word. As you type, Word also detects duplicate words while checking for spelling errors. For example, if your document contains the phrase, to the the store, Word places a red wavy underline below the second occurrence of the word, the.

BTW

Automatic Spelling Correction
As you type, Word automatically corrects some misspelled words. For example, if you type recieve, Word automatically corrects the misspelling and displays the word, receive, when you press the SPACEBAR or type a punctuation mark. To see a complete list of automatically corrected words, click File on the Ribbon to open the Backstage view, click Options in the Backstage view, click Proofing in the left pane (Word Options dialog box), click the AutoCorrect Options button, and then scroll through the list near the bottom of the dialog box.

To Check Spelling and Grammar as You Type

In the following steps, the word, patches, has been misspelled intentionally as paches to illustrate Word's check spelling as you type feature. If you are doing this project on a computer, your flyer may contain different misspelled words, depending on the accuracy of your typing.

1
- Type **Tan color with paches** and then press the SPACEBAR so that a red wavy line appears below the misspelled word (Figure 1–7).

Q&A
What if Word does not flag my spelling and grammar errors with wavy underlines?

To verify that the check spelling and grammar as you type features are enabled, click File on the Ribbon to open the Backstage view and then click Options in the Backstage view. When the Word Options dialog box is displayed, click Proofing in the left pane, and then ensure the 'Check spelling as you type' and 'Mark grammar errors as you type' check boxes contain check marks. Also ensure the 'Hide spelling errors in this document only' and 'Hide grammar errors in this document only' check boxes do not have check marks. Click the OK button.
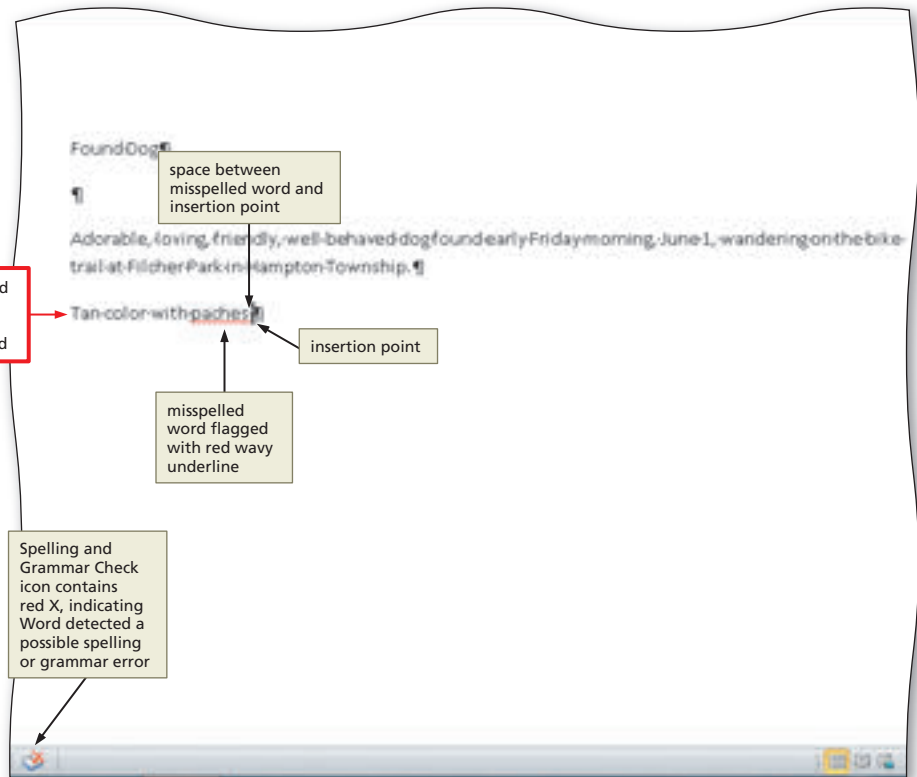
FoundDog¶

¶

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.¶

Tan color with paches¶

- space between misspelled word and insertion point
- text entered with misspelled word at end
- insertion point
- misspelled word flagged with red wavy underline
- Spelling and Grammar Check icon contains red X, indicating Word detected a possible spelling or grammar error

Figure 1–7

2

- Right-click the flagged word (paches, in this case) to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word (Figure 1–8).

Q&A

What if, when I right-click the misspelled word, my desired correction is not in the list on the shortcut menu?

You can click outside the shortcut menu to close the shortcut menu and then retype the correct word, or you can click Spelling on the shortcut menu to display the Spelling dialog box. Chapter 2 discusses the Spelling dialog box.

Q&A

What if a flagged word actually is, for example, a proper name and spelled correctly?

Right-click it and then click Ignore All on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document.
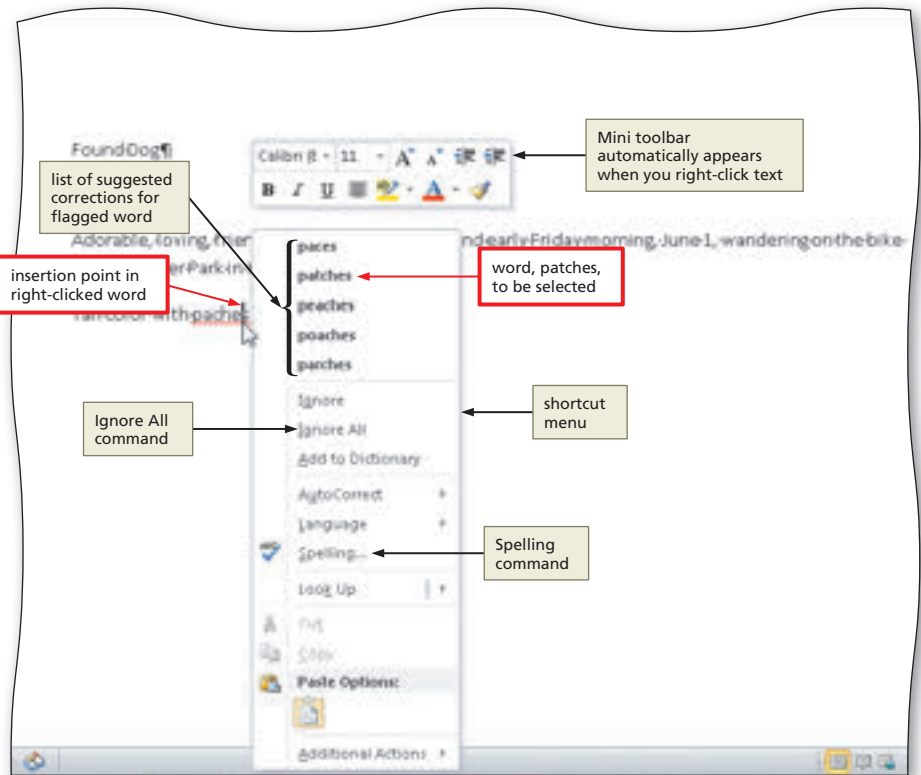

Figure 1–8

3

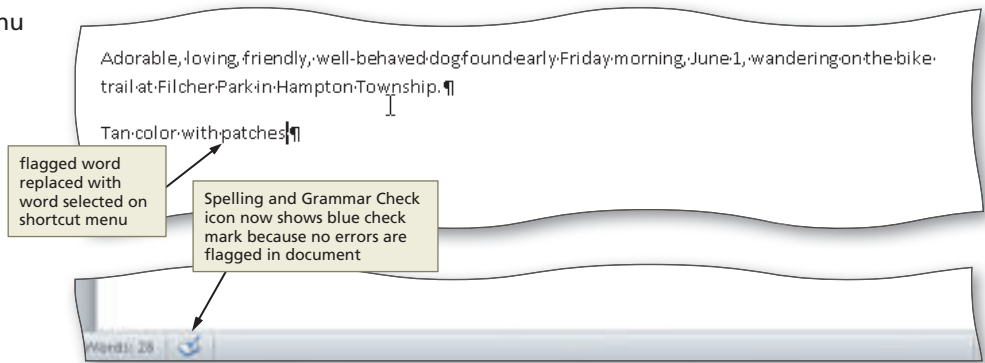- Click patches on the shortcut menu to replace the misspelled word in the document with a correctly spelled word (Figure 1–9).

Figure 1–9

Other Ways

1. Click Spelling and Grammar Check icon on status bar, click desired word on shortcut menu

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BTW

Character Widths
Many word processing documents use variable character fonts, where some characters are wider than others; for example, the letter w is wider than the letter i.

To Enter More Text

In the flyer, the text yet to be entered includes the remainder of the body copy, which will be formatted as a bulleted list, and the signature line. The next steps enter the remainder of text in the flyer.

1 Press the END key to move the insertion point to the end of the current line.

2 Type `of white on his chest` and then press the ENTER key.

3 Type `Male, adult cocker spaniel` and then press the ENTER key.

4 Type `Green and silver collar with the name, Bailey, on the tag` and then press the ENTER key.

5 Type the signature line in the flyer (Figure 1–10):
`If this is your lost dog, call 555-1029.`

three paragraphs of body copy entered, which will be formatted as a bulleted list

Tan·color·with·patches·of·white·on·his·chest¶

Male,·adult·cocker·spaniel¶

Green·and·silver·collar·with·the·name,·Bailey,·on·the·tag¶

signature line entered

If·this·is·your·lost·dog,·call·555-1029.¶

Figure 1–10

Navigating a Document

You view only a portion of a document on the screen through the document window. At some point when you type text or insert graphics, Word probably will **scroll** the top or bottom portion of the document off the screen. Although you cannot see the text and graphics once they scroll off the screen, they remain in the document.

You can use either the keyboard or the mouse to scroll to a different location in a document and/or move the insertion point around a document. When you use the keyboard, the insertion point automatically moves when you press the desired keys. For example, the previous steps used the END key to move the insertion point to the end of the current line. Table 1–1 outlines various techniques to navigate a document using the keyboard.

With the mouse, you can use the scroll arrows or the scroll box on the scroll bar to display a different portion of the document in the document window and then click the mouse to move the insertion point to that location. Table 1–2 explains various techniques for using the scroll bar to scroll vertically with the mouse.

BTW

Minimize Wrist Injury
Computer users frequently switch between the keyboard and the mouse during a word processing session; such switching strains the wrist. To help prevent wrist injury, minimize switching. For instance, if your fingers already are on the keyboard, use keyboard keys to scroll. If your hand already is on the mouse, use the mouse to scroll.

Table 1–1 Moving the Insertion Point with the Keyboard			
Insertion Point Direction	**Key(s) to Press**	**Insertion Point Direction**	**Key(s) to Press**
Left one character	LEFT ARROW	Up one paragraph	CTRL+UP ARROW
Right one character	RIGHT ARROW	Down one paragraph	CTRL+DOWN ARROW
Left one word	CTRL+LEFT ARROW	Up one screen	PAGE UP
Right one word	CTRL+RIGHT ARROW	Down one screen	PAGE DOWN
Up one line	UP ARROW	To top of document window	ALT+CTRL+PAGE UP
Down one line	DOWN ARROW	To bottom of document window	ALT+CTRL+PAGE DOWN
To end of line	END	To beginning of document	CTRL+HOME
To beginning of line	HOME	To end of document	CTRL+END

Table 1–2 Using the Scroll Bar to Scroll Vertically with the Mouse			
Scroll Direction	**Mouse Action**	**Scroll Direction**	**Mouse Action**
Up	Drag the scroll box upward.	Down one screen	Click anywhere below the scroll box on the vertical scroll bar.
Down	Drag the scroll box downward.	Up one line	Click the scroll arrow at the top of the vertical scroll bar.
Up one screen	Click anywhere above the scroll box on the vertical scroll bar.	Down one line	Click the scroll arrow at the bottom of the vertical scroll bar.

Property of Cengage Learning

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all Word files in a Word folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

To Save a Document

You have performed many tasks while creating this flyer and do not want to risk losing work completed thus far. Accordingly, you should save the document.

The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a Word folder (for your assignments). Thus, these steps save the document in the Word folder in the CIS 101 folder on a USB flash drive using the file name, Found Dog Flyer. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.

2 Type `Found Dog Flyer` in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.

3 Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive).

4 Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name.
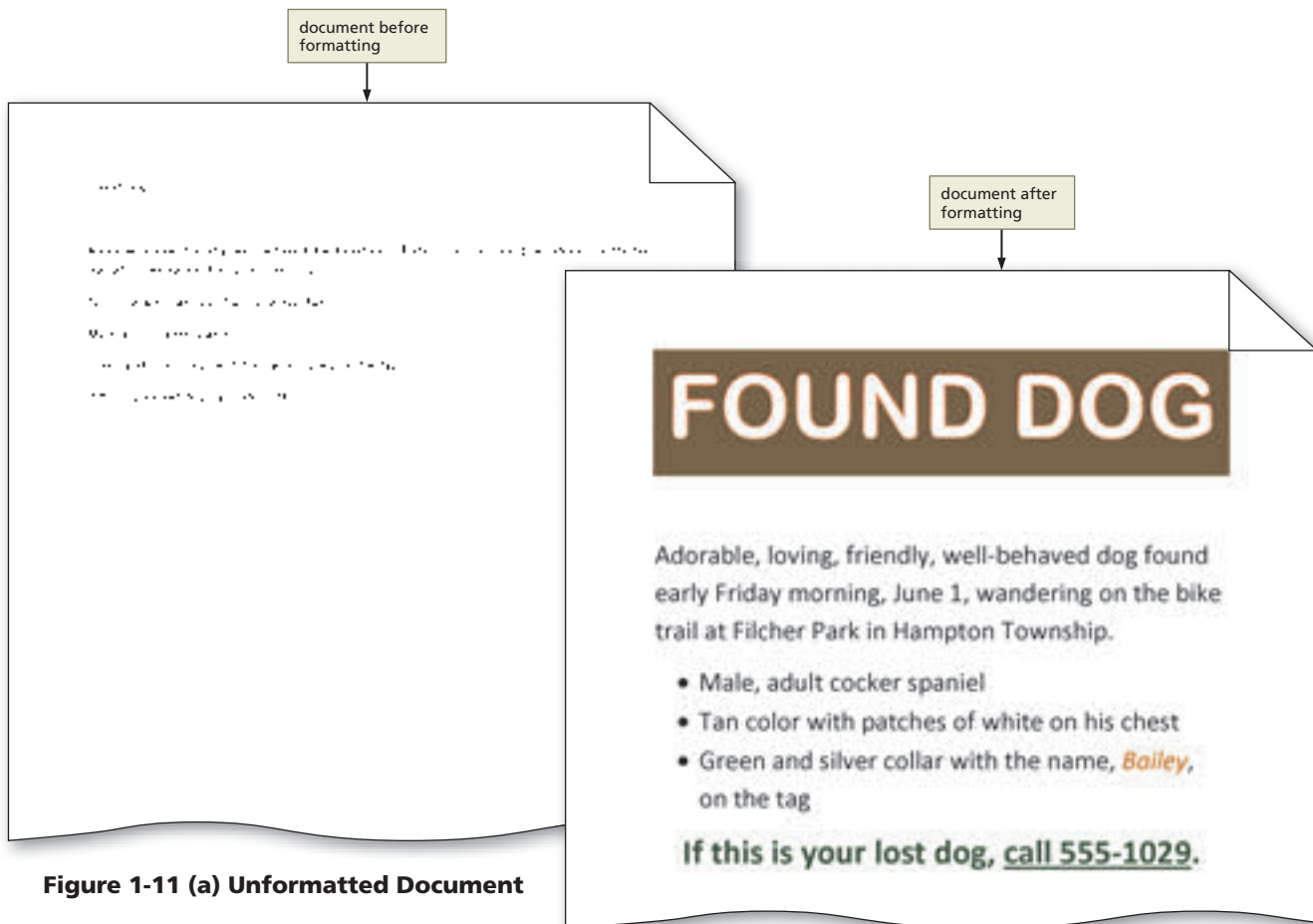
Formatting Paragraphs and Characters

With the text for the flyer entered, the next step is to **format**, or change the appearance of, its text. A paragraph encompasses the text from the first character in the paragraph up to and including its paragraph mark (¶). **Paragraph formatting** is the process of changing the appearance of a paragraph. For example, you can center or add bullets to a paragraph. Characters include letters, numbers, punctuation marks, and symbols. **Character formatting** is the process of changing the way characters appear on the screen and in print. You use character formatting to emphasize certain words and improve readability of a document. For example, you can color or underline characters. Often, you apply both paragraph and character formatting to the same text. For example, you may center a paragraph (paragraph formatting) and underline some of the characters in the same paragraph (character formatting).

Although you can format paragraphs and characters before you type, many Word users enter text first and then format the existing text. Figure 1–11a shows the flyer in this chapter before formatting its paragraphs and characters. Figure 1–11b shows the flyer after formatting. As you can see from the two figures, a document that is formatted is easier to read and looks more professional. The following pages discuss how to format the flyer so that it looks like Figure 1–11b.

Characters that appear on the screen are a specific shape and size. The **font**, or typeface, defines the appearance and shape of the letters, numbers, and special characters. In Word, the default font usually is Calibri (shown in Figure 1–12 on page WD 14). You can leave characters in the default font or change them to a different font. **Font size** specifies the size of the characters and is determined by a measurement system called points. A single **point** is about 1/72 of one inch in height. The default font size in Word typically is 11 (Figure 1–12). Thus, a character with a font size of 11 is about 11/72 or a little less than 1/6 of one inch in height. You can increase or decrease the font size of characters in a document.

A document **theme** is a set of unified formats for fonts, colors, and graphics. Word includes a variety of document themes to assist you with coordinating these visual elements in a document. The default theme fonts are Cambria for headings and Calibri for body text. By changing the document theme, you quickly can give your document a new look. You also can define your own document themes.

document before formatting

Figure 1-11 (a) Unformatted Document

document after formatting

FOUND DOG

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.

- Male, adult cocker spaniel
- Tan color with patches of white on his chest
- Green and silver collar with the name, *Bailey*, on the tag

If this is your lost dog, <u>call 555-1029</u>.

Figure 1-11 (b) Formatted Document

Identify how to format various elements of the text.

By formatting the characters and paragraphs in a document, you can improve its overall appearance. In a flyer, consider the following formatting suggestions.

- **Increase the font size of characters.** Flyers usually are posted on a bulletin board or in a window. Thus, the font size should be as large as possible so that passersby easily can read the flyer. To give the headline more impact, its font size should be larger than the font size of the text in the body copy. If possible, make the font size of the signature line larger than the body copy but smaller than the headline.

- **Change the font of characters.** Use fonts that are easy to read. Try to use only two different fonts in a flyer, for example, one for the headline and the other for all other text. Too many fonts can make the flyer visually confusing.

- **Change paragraph alignment.** The default alignment for paragraphs in a document is **left-aligned,** that is, flush at the left margin of the document with uneven right edges. Consider changing the alignment of some of the paragraphs to add interest and variety to the flyer.

- **Highlight key paragraphs with bullets.** A bulleted paragraph is a paragraph that begins with a dot or other symbol. Use bulleted paragraphs to highlight important points in a flyer.

- **Emphasize important words.** To call attention to certain words or lines, you can underline them, italicize them, or bold them. Use these formats sparingly, however, because overuse will minimize their effect and make the flyer look too busy.

- **Use color.** Use colors that complement each other and convey the meaning of the flyer. Vary colors in terms of hue and brightness. Headline colors, for example, can be bold and bright. Signature lines should stand out more than body copy but less than headlines. Keep in mind that too many colors can detract from the flyer and make it difficult to read.

Plan Ahead

To Center a Paragraph

The headline in the flyer currently is left-aligned (Figure 1–12). You want the headline to be **centered**, that is, positioned horizontally between the left and right margins on the page. Recall that Word considers a single short line of text, such as the two-word headline, a paragraph. Thus, you will center the paragraph containing the headline. The following steps center a paragraph.

1
• Click somewhere in the paragraph to be centered (in this case, the headline) to position the insertion point in the paragraph to be formatted (Figure 1–12).

project name changed from Document1 to new file name, Found Dog Flyer

default font size is 11 point

default font for body text is Calibri

Align Text Left button currently selected

insertion point in paragraph to be centered

headline currently left-aligned
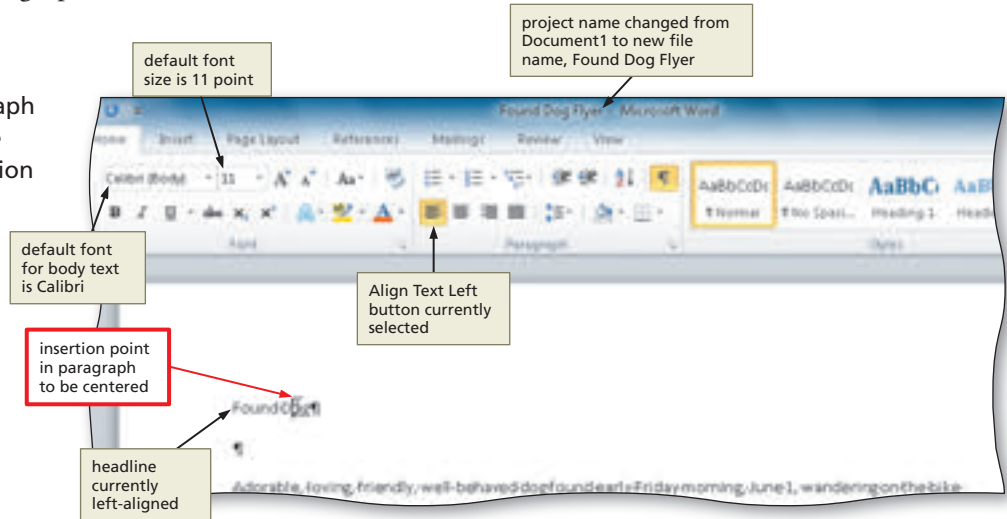
Figure 1–12

2
• Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point (Figure 1–13).

Home tab

Center button selected

Paragraph group

insertion point

paragraph containing headline centered horizontally on page
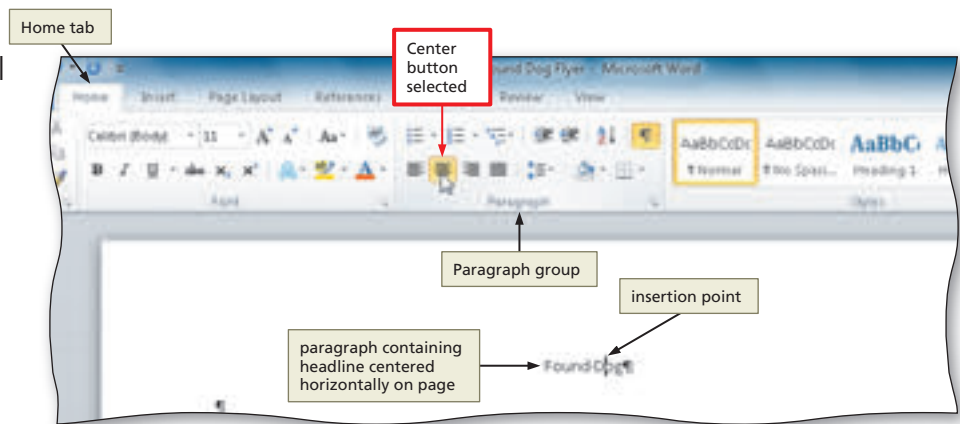
Figure 1–13

What if I want to return the paragraph to left-aligned?

You would click the Center button again or click the Align Text Left button (Home tab | Paragraph group).

Other Ways
1. Right-click paragraph, click Center button on Mini toolbar
2. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab
3. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph (Paragraph dialog box), click Alignment box arrow, click Centered, click OK button
group), click Indents and Spacing tab (Paragraph dialog box), click Alignment box arrow, click Centered, click OK button
4. Press CTRL+E

To Center Another Paragraph

In the flyer, the signature line is to be centered to match the paragraph alignment of the headline. The following steps center the signature line.

1 Click somewhere in the paragraph to be centered (in this case, the signature line) to position the insertion point in the paragraph to be formatted.

2 Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point (shown in Figure 1–14).

Formatting Single versus Multiple Paragraphs and Characters

As shown on the previous pages, to format a single paragraph, simply move the insertion point in the paragraph, to make it the current paragraph, and then format the paragraph. Similarly, to format a single word, position the insertion point in the word, to make it the current word, and then format the word.

To format multiple paragraphs or words, however, you first must select the paragraphs or words you want to format and then format the selection. If your screen normally displays dark letters on a light background, which is the default setting in Word, then selected text displays light letters on a dark background.

Selecting Nonadjacent Items
In Word, you can select nonadjacent items, that is, items not next to each other. This is helpful when you are applying the same formatting to multiple items. To select nonadjacent items (text or graphics), select the first item, such as a word or paragraph, as usual; then, press and hold down the CTRL key. While holding down the CTRL key, select additional items.

To Select a Line

The default font size of 11 point is too small for a headline in a flyer. To increase the font size of the characters in the headline, you first must select the line of text containing the headline. The following steps select a line.

1
• Move the mouse pointer to the left of the line to be selected (in this case, the headline) until the mouse pointer changes to a right-pointing block arrow (Figure 1–14).
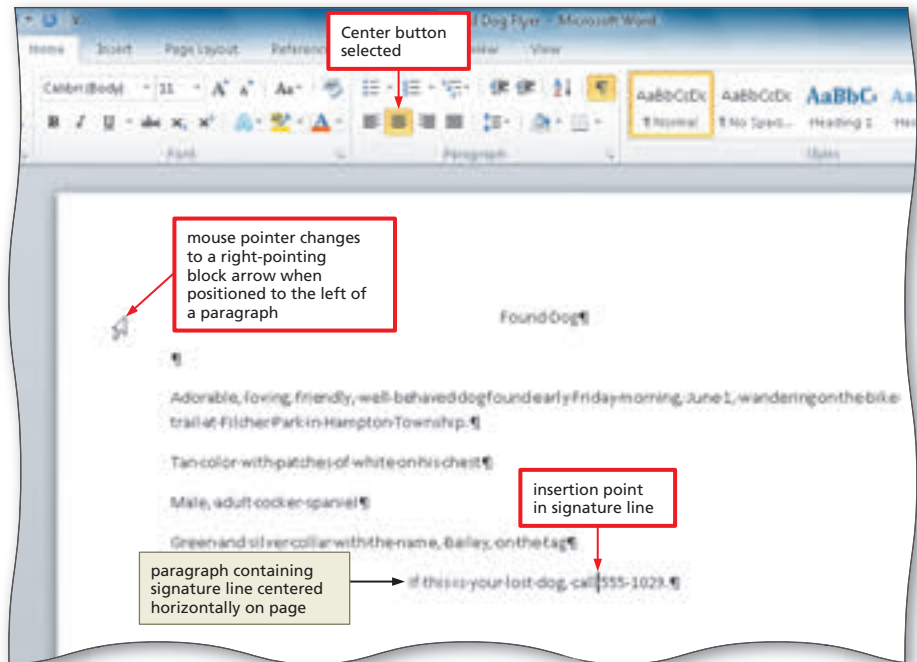

Figure 1–14

2
• While the mouse pointer is a right-pointing block arrow, click the mouse to select the entire line to the right of the mouse pointer (Figure 1–15).
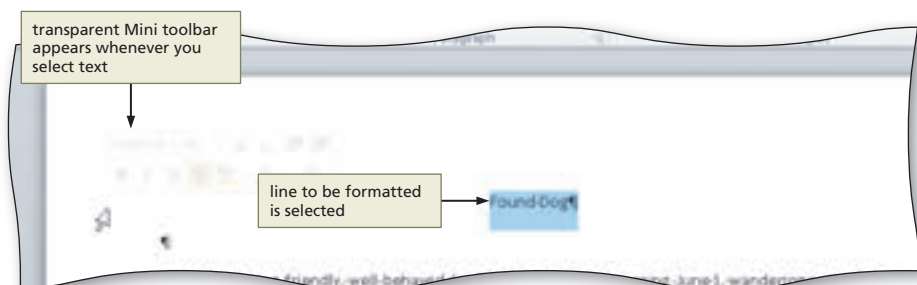

Figure 1–15

Other Ways	
1. Drag mouse through line	2. With insertion point at beginning of desired line, press SHIFT+DOWN ARROW

To Change the Font Size of Selected Text

The next step is to increase the font size of the characters in the selected headline. You would like the headline to be as large as possible and still fit on a single line, which in this case is 72 point. The following steps increase the font size of the headline from 11 to 72 point.

1

• With the text selected, click the Font Size box arrow (Home tab | Font group) to display the Font Size gallery (Figure 1–16).

Q&A
Why are the font sizes in my Font Size gallery different from those in Figure 1–16?

Font sizes may vary depending on the current font and your printer driver.

Q&A
What happened to the Mini toolbar?

The Mini toolbar disappears if you do not use it. These steps use the Font Size box arrow on the Home tab instead of the Font Size box arrow on the Mini toolbar.
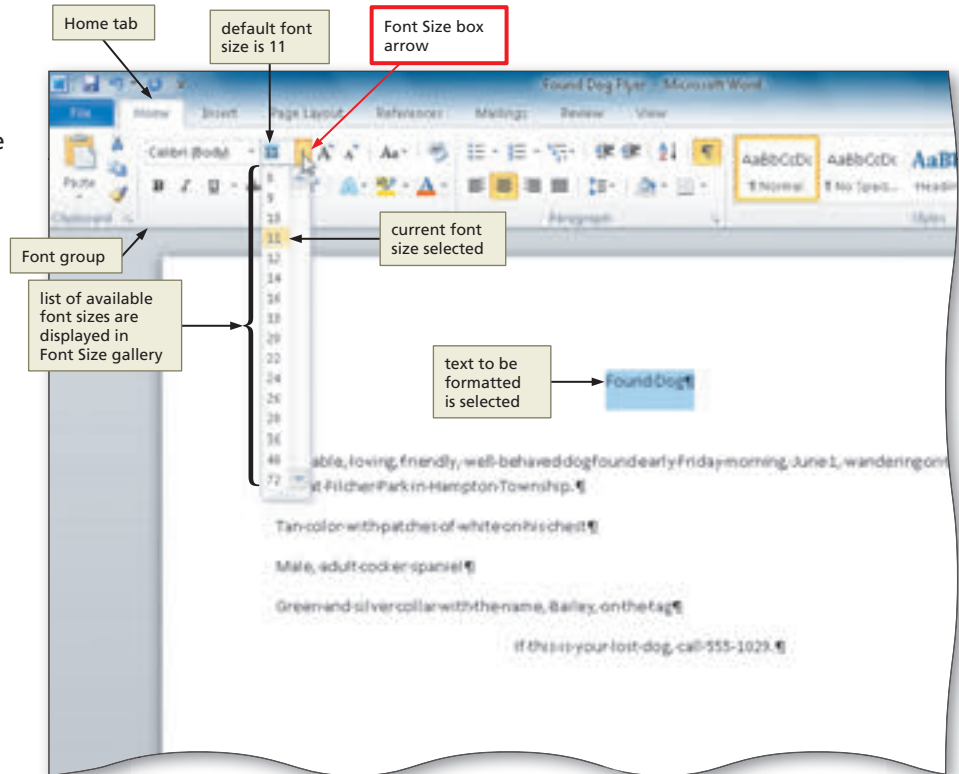

Figure 1–16

2

• Point to 72 in the Font Size gallery to display a live preview of the selected text at the selected point size (Figure 1–17).

Experiment

• Point to various font sizes in the Font Size gallery and watch the font size of the selected text change in the document window.

3

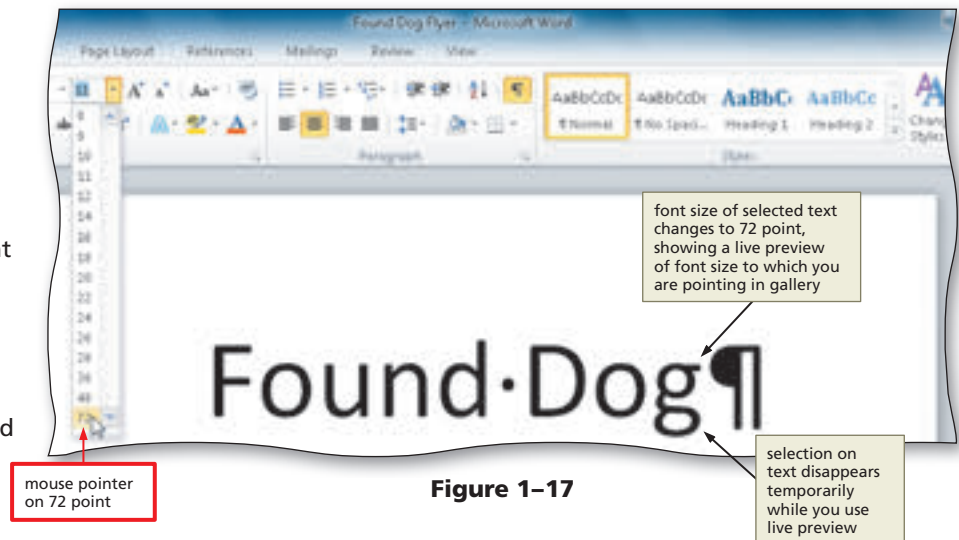• Click 72 in the Font Size gallery to increase the font size of the selected text.

Figure 1–17

Other Ways

1. Click Font Size box arrow on Mini toolbar, click desired font size in Font Size gallery
2. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), select desired font size in Size list, click OK button
3. Click Font Dialog Box Launcher, click Font tab (Font dialog box), select desired font size in Size list, click OK button
4. Press CTRL+D, click Font tab (Font dialog box), select desired font size in Size list, click OK button

To Change the Font of Selected Text

The default theme font for headings is Cambria and for all other text, called body text in Word, is Calibri. Many other fonts are available, however, so that you can add variety to documents.

To draw more attention to the headline, you change its font so that it differs from the font of other text in the flyer. The following steps change the font of the headline from Calibri to Arial Rounded MT Bold.

1

- With the text selected, click the Font box arrow (Home tab | Font group) to display the Font gallery (Figure 1–18).

Q&A Will the fonts in my Font gallery be the same as those in Figure 1–18?

Your list of available fonts may differ, depending on the type of printer you are using and other settings.

Q&A What if the text is no longer selected?
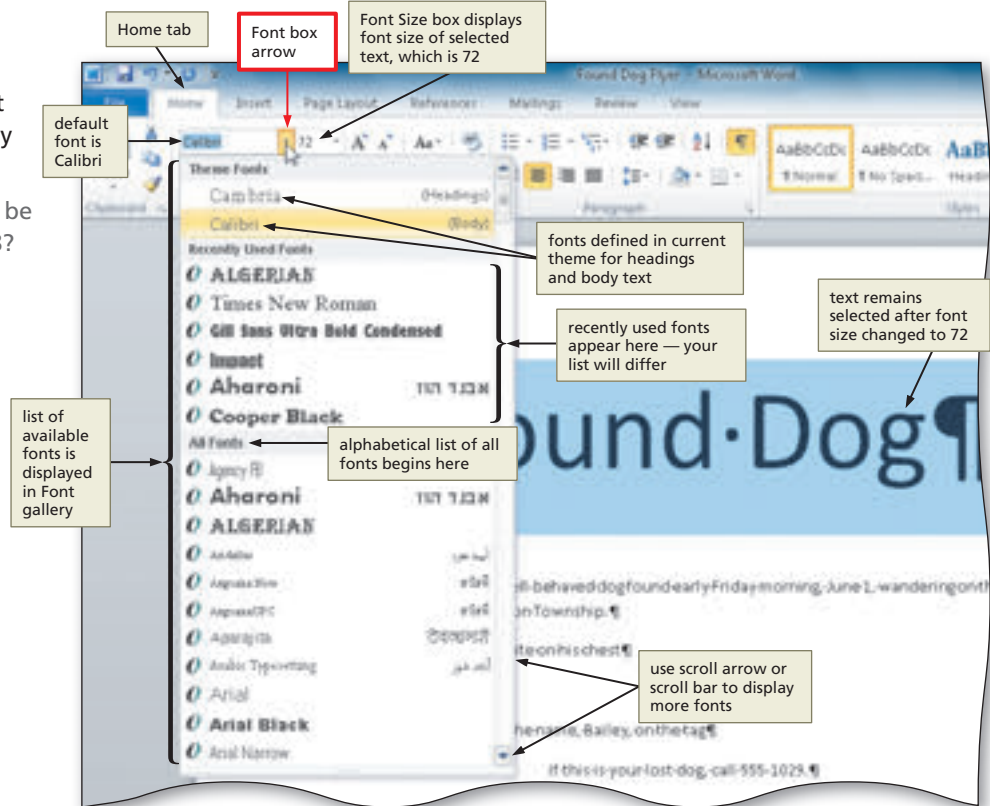
Follow the steps on page WD 15 to select a line.

Home tab

Font box arrow

Font Size box displays font size of selected text, which is 72

default font is Calibri

fonts defined in current theme for headings and body text

text remains selected after font size changed to 72

recently used fonts appear here — your list will differ

list of available fonts is displayed in Font gallery

alphabetical list of all fonts begins here

use scroll arrow or scroll bar to display more fonts

Figure 1–18

2

- Scroll through the Font gallery, if necessary, and then point to Arial Rounded MT Bold (or a similar font) to display a live preview of the selected text in the selected font (Figure 1–19).

Experiment

- Point to various fonts in the Font gallery and watch the font of the selected text change in the document window.

3

- Click Arial Rounded MT Bold (or a similar font) to change the font of the selected text.
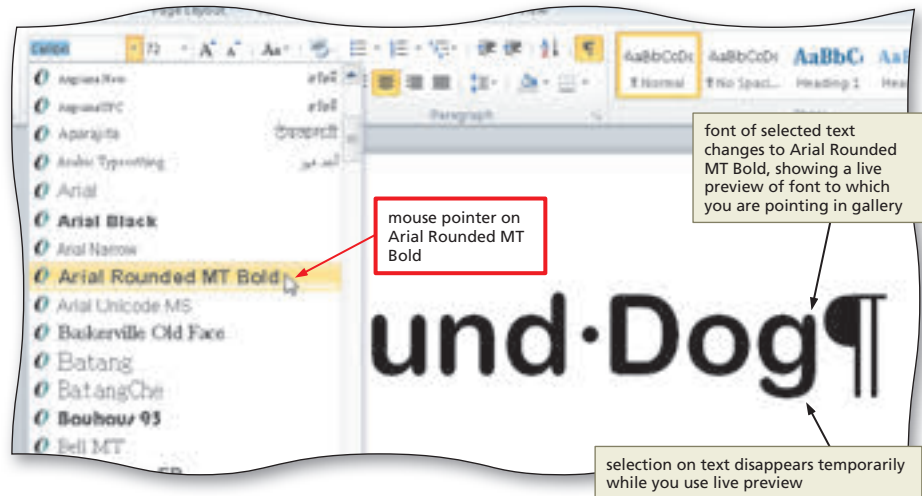
font of selected text changes to Arial Rounded MT Bold, showing a live preview of font to which you are pointing in gallery

mouse pointer on Arial Rounded MT Bold

selection on text disappears temporarily while you use live preview

Figure 1–19

Other Ways

1. Click Font box arrow on Mini toolbar, click desired font in Font gallery
2. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), select desired font in Font list, click OK button
3. Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), select desired font in Font list, click OK button
4. Press CTRL+D, click Font tab (Font dialog box), select desired font in the Font list, click OK button

To Change the Case of Selected Text

The headline currently shows the first letter in each word capitalized, which sometimes is referred to as initial cap. To draw more attention to the headline, you would like the entire line of text to be capitalized, or in uppercase letters. The following steps change the headline to uppercase.

1

- With the text selected, click the Change Case button (Home tab | Font group) to display the Change Case gallery (Figure 1–20).
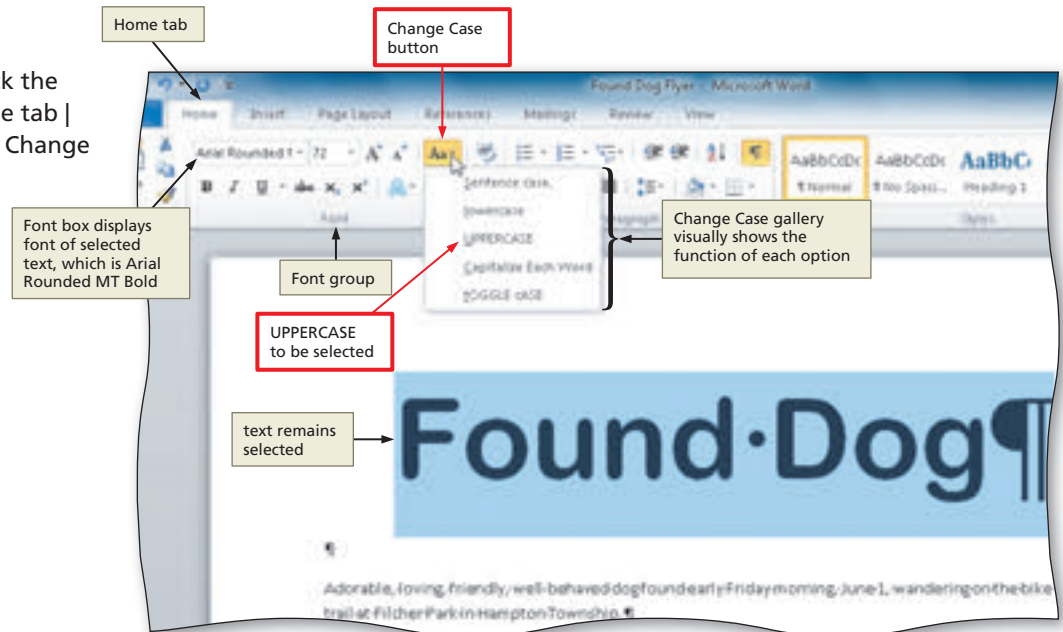

Figure 1–20

2

- Click UPPERCASE in the Change Case gallery to change the case of the selected text (Figure 1–21).

Q&A

What if a ruler appears on the screen or the mouse pointer shape changes?

Depending on the position of your mouse pointer and locations you click on the screen, a ruler may automatically appear or the mouse pointer shape may change. Simply move the mouse and the ruler should disappear and/or the mouse pointer shape will change.
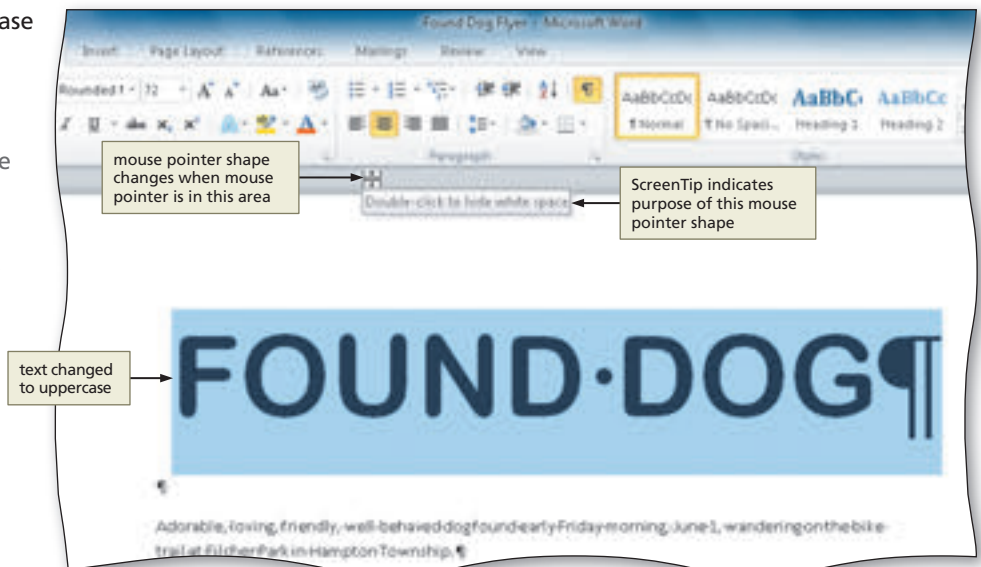

Figure 1–21

Other Ways

1. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), select All caps in Effects area, click OK button

2. Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), select All caps in Effects area, click OK button

3. Press SHIFT+F3 repeatedly until text is desired case

To Apply a Text Effect to Selected Text

You would like the text in the headline to be even more noticeable. Word provides many text effects to add interest and variety to text. The following steps apply a text effect to the headline.

1
- With the text selected, click the Text Effects button (Home tab | Font group) to display the Text Effects gallery (Figure 1–22).
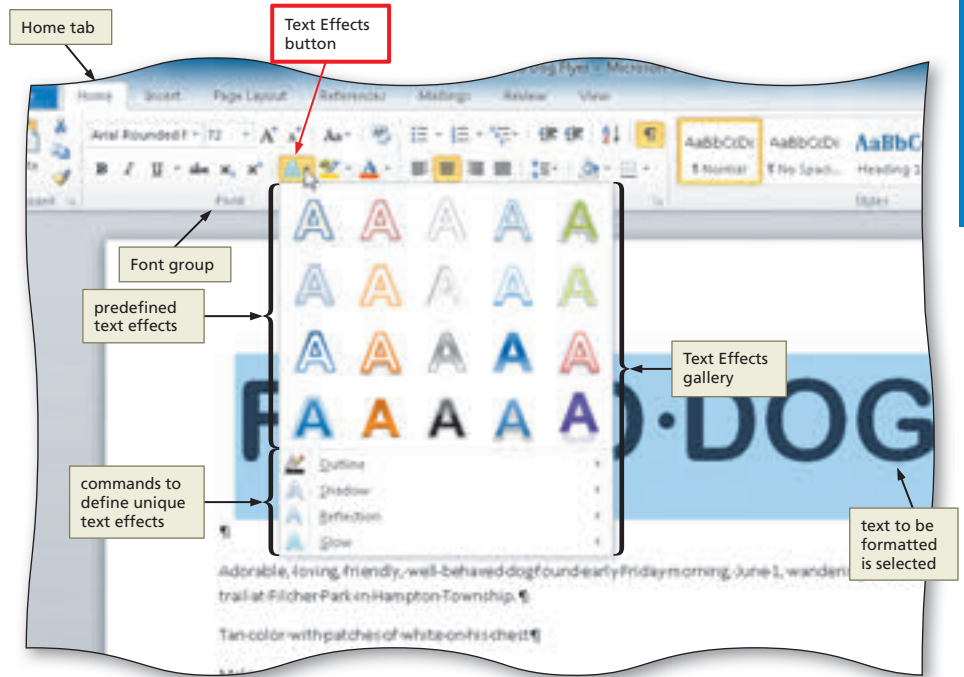
Figure 1–22

2
- Point to Fill – White, Gradient Outline – Accent 1 (first text effect in third row) to display a live preview of the selected text in the selected text effect (Figure 1–23).

  Experiment
- Point to various text effects in the Text Effects gallery and watch the text effects of the selected text change in the document window.

3
- Click Fill – White, Gradient Outline – Accent 1 to change the text effect of the selected text.

4
- Click anywhere in the document window to remove the selection from the selected text.
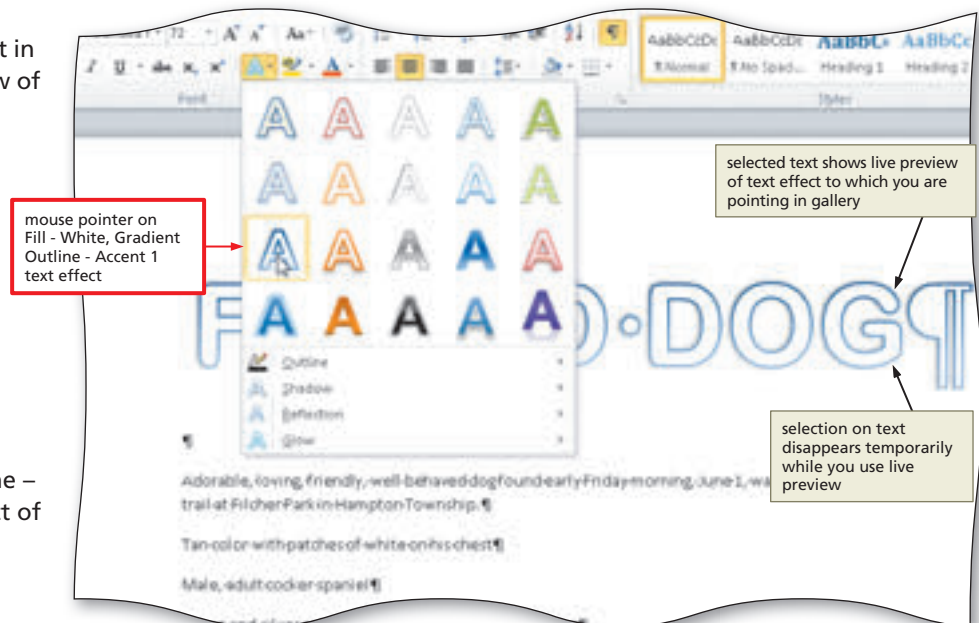
Figure 1–23

**Other Ways**

1. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), click Text Effects button, select desired text effects (Format Text Effects dialog box), click Close button, click OK button

2. Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Text Effects button, select desired text effects (Format Text Effects dialog box), click Close button, click OK button

To Shade a Paragraph

To make the headline of the flyer more eye-catching, you would like to shade it. When you **shade** text, Word colors the rectangular area behind any text or graphics. If the text to shade is a paragraph, Word shades the area from the left margin to the right margin of the current paragraph. To shade a paragraph, place the insertion point in the paragraph. To shade any other text, you must first select the text to be shaded. This flyer uses brown as the shading color for the headline. The following steps shade a paragraph.

1
- Click somewhere in the paragraph to be shaded (in this case, the headline) to position the insertion point in the paragraph to be formatted.

- Click the Shading button arrow (Home tab | Paragraph group) to display the Shading gallery (Figure 1–24).

Q&A
What if I click the Shading button by mistake?

Click the Shading button arrow and proceed with Step 2.
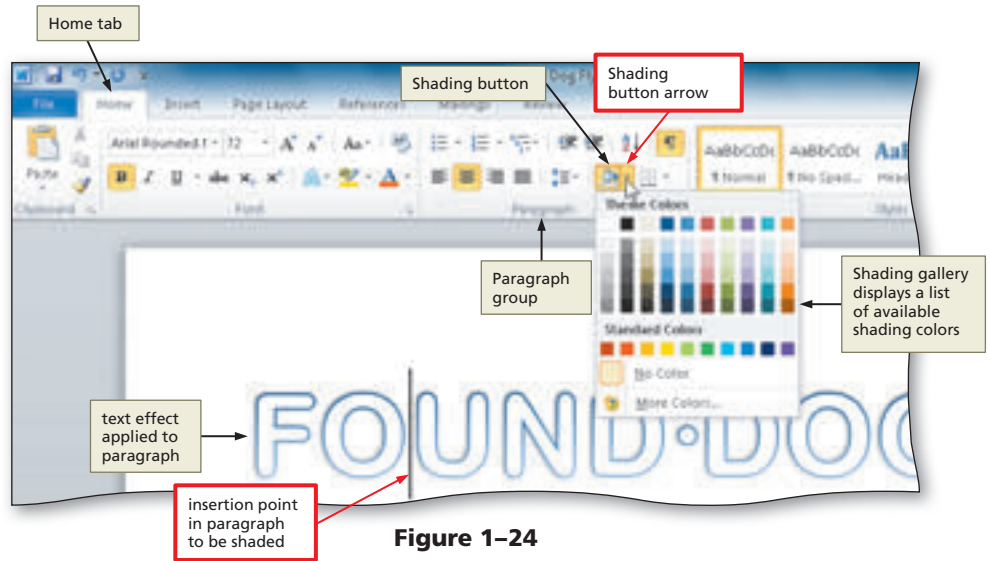
Figure 1–24

2
- Point to Orange, Accent 6, Darker 50% (rightmost color in the sixth row) to display a live preview of the selected shading color (Figure 1–25).

  Experiment
- Point to various colors in the Shading gallery and watch the shading color of the current paragraph change.

Figure 1–25
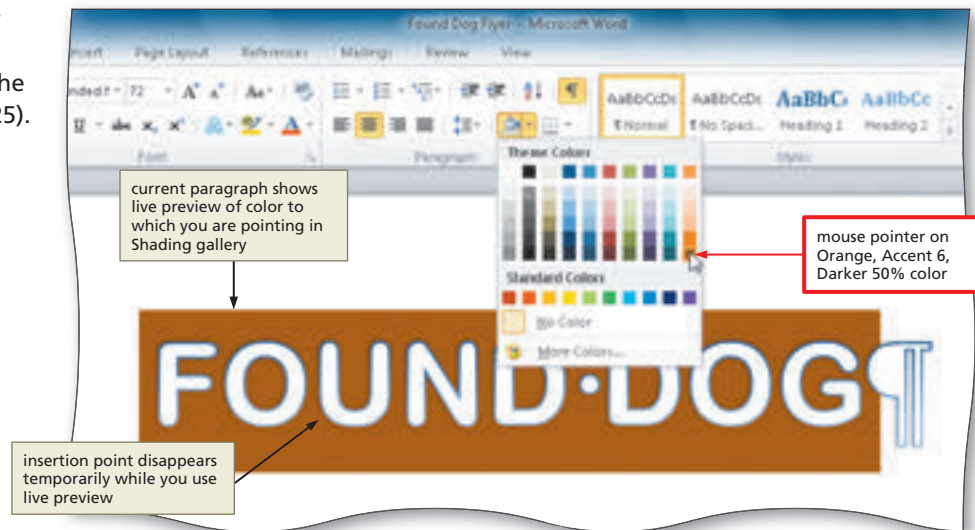
3
- Click Orange, Accent 6, Darker 50% to shade the current paragraph.

Q&A
What if I apply a dark shading color to dark text?

When the font color of text is Automatic, it usually is black. If you select a dark shading color, Word automatically may change the text color to white so that the shaded text is easier to read.

Other Ways
1. Click Border button arrow (Home tab | Paragraph group), click Borders and Shading, click Shading tab (Borders and Shading dialog box), click Fill box arrow, select desired color, click OK button

To Select Multiple Lines

The next formatting step for the flyer is to increase the font size of the characters between the headline and the signature line so that they are easier to read from a distance. To change the font size of the characters in multiple lines, you first must select all the lines to be formatted. The following steps select multiple lines.

1

• Move the mouse pointer to the left of the first paragraph to be selected until the mouse pointer changes to a right-pointing block arrow (Figure 1–26).
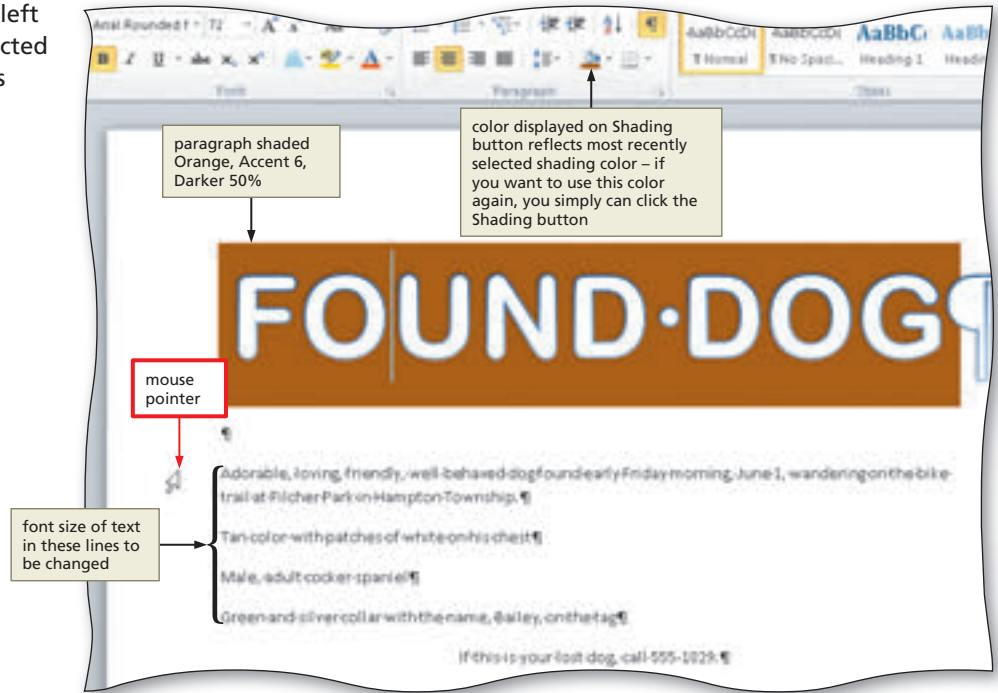
Figure 1–26

2

• Drag downward to select all lines that will be formatted (Figure 1–27).
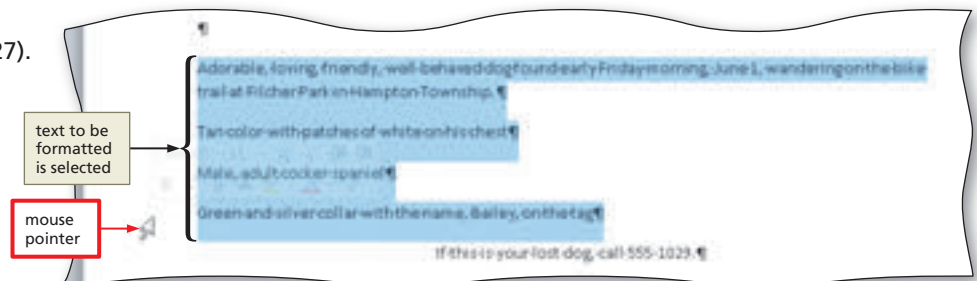
Figure 1–27

Other Ways

1. With insertion point at beginning of desired line, press SHIFT+DOWN ARROW repeatedly until all lines are selected

To Change the Font Size of Selected Text

The characters between the headline and the signature line in the flyer currently are 11 point. To make them easier to read from a distance, this flyer uses 22 point for these characters. The steps on the next page change the font size of the selected text.

1 With the text selected, click the Font Size box arrow (Home tab | Font group) to display the Font Size gallery.

2 Click 22 in the Font Size gallery to increase the font size of the selected text.

3 Click anywhere in the document window to remove the selection from the text.

4 If necessary, scroll so that you can see all the text on the screen (Figure 1–28).

Figure 1–28

Formatting Marks
With some fonts, formatting marks do not display properly on the screen. For example, the raised dot that signifies a blank space between words may be displayed behind a character instead of in the blank space, causing the characters to look incorrect.
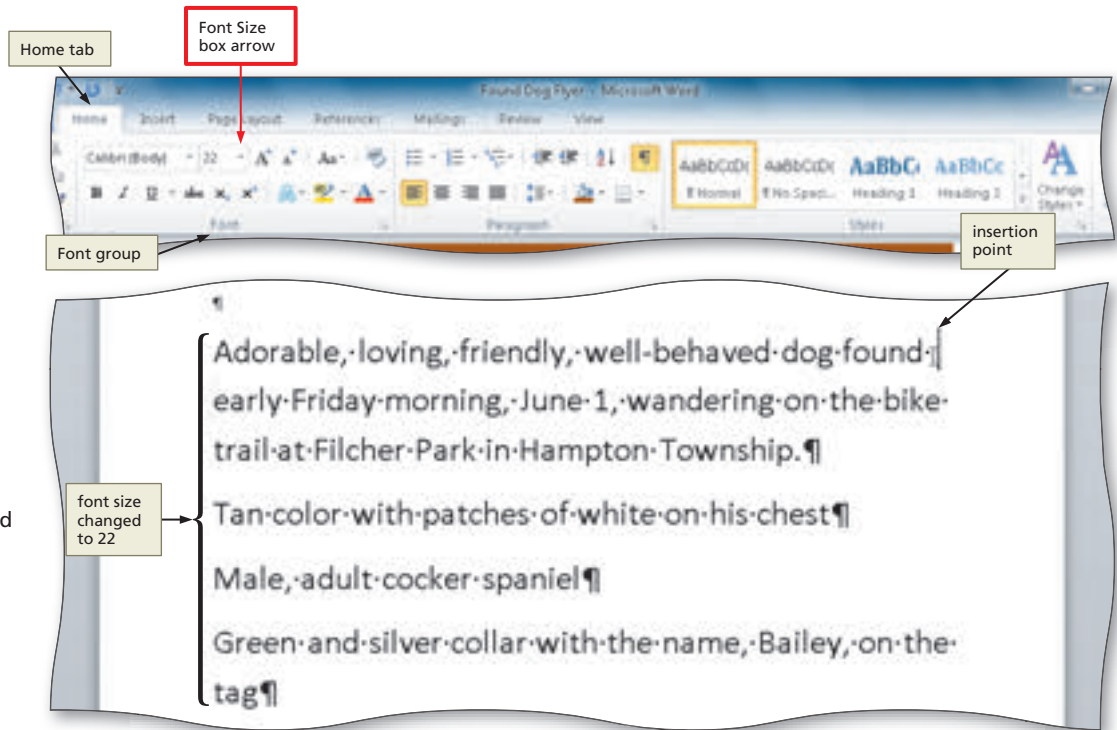
To Bullet a List of Paragraphs

The next step is to format as a bulleted list the three paragraphs of identifying information that are above the signature line in the flyer. A **bulleted list** is a series of paragraphs, each beginning with a bullet character.

To format a list of paragraphs with bullets, you first must select all the lines in the paragraphs. The following steps bullet a list of paragraphs.

1
- Move the mouse pointer to the left of the first paragraph to be selected until the mouse pointer changes to a right-pointing block arrow.

- Drag downward until all paragraphs that will be formatted with a bullet character are selected (Figure 1–29).
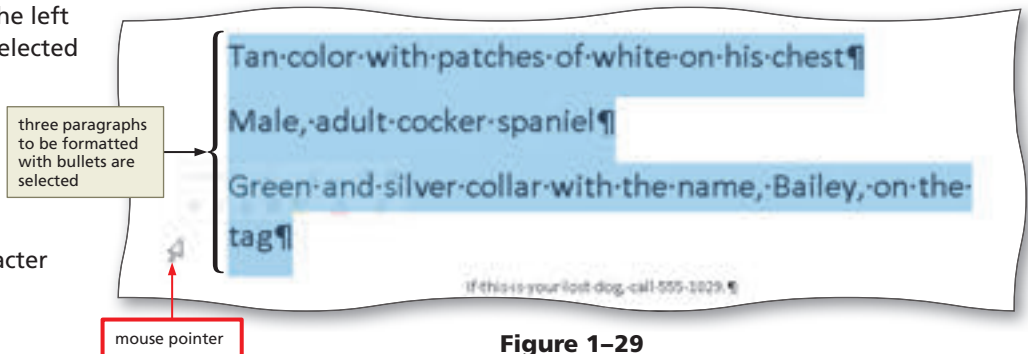

Figure 1–29

2

● Click the Bullets button (Home tab | Paragraph group) to place a bullet character at the beginning of each selected paragraph (Figure 1–30).

Q&A How do I remove bullets from a list or paragraph?

Select the list or paragraph and then click the Bullets button again.

Q&A What if I accidentally click the Bullets button arrow?

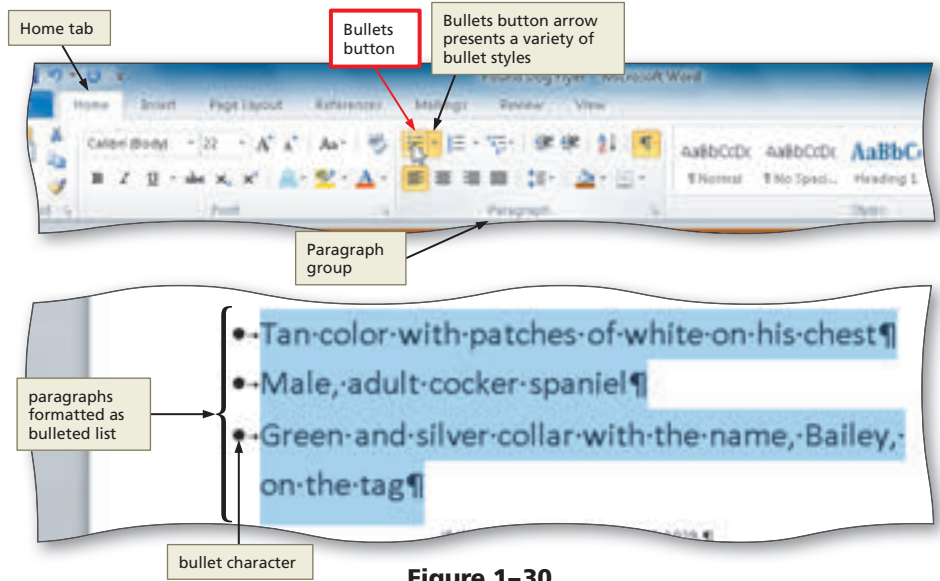Press the ESCAPE key to remove the Bullets gallery from the screen and then repeat Step 2.

Home tab

Bullets button

Bullets button arrow presents a variety of bullet styles

Paragraph group

paragraphs formatted as bulleted list

• Tan·color·with·patches·of·white·on·his·chest¶
• Male,·adult·cocker·spaniel¶
• Green·and·silver·collar·with·the·name,·Bailey,· on·the·tag¶

bullet character

Figure 1–30

Other Ways

1. Right-click selected paragraphs, point to Bullets on shortcut menu, click desired bullet style

To Undo and Redo an Action

Word provides a means of canceling your recent command(s) or action(s). For example, if you format text incorrectly, you can undo the format and try it again. When you point to the Undo button, Word displays the action you can undo as part of a ScreenTip.

If, after you undo an action, you decide you did not want to perform the undo, you can redo the undone action. Word does not allow you to undo or redo some actions, such as saving or printing a document. The next steps undo the bullet format just applied and then redo the bullet format.

Undo button

Redo button

1

● Click the Undo button on the Quick Access Toolbar to reverse your most recent action (in this case, remove the bullets from the paragraphs) (Figure 1–31).

clicking the Undo button arrow displays a series of prior actions you can drag through to undo

2

● Click the Redo button on the Quick Access Toolbar to reverse your most recent undo (in this case, place a bullet character on the paragraphs again) (shown in Figure 1–30).
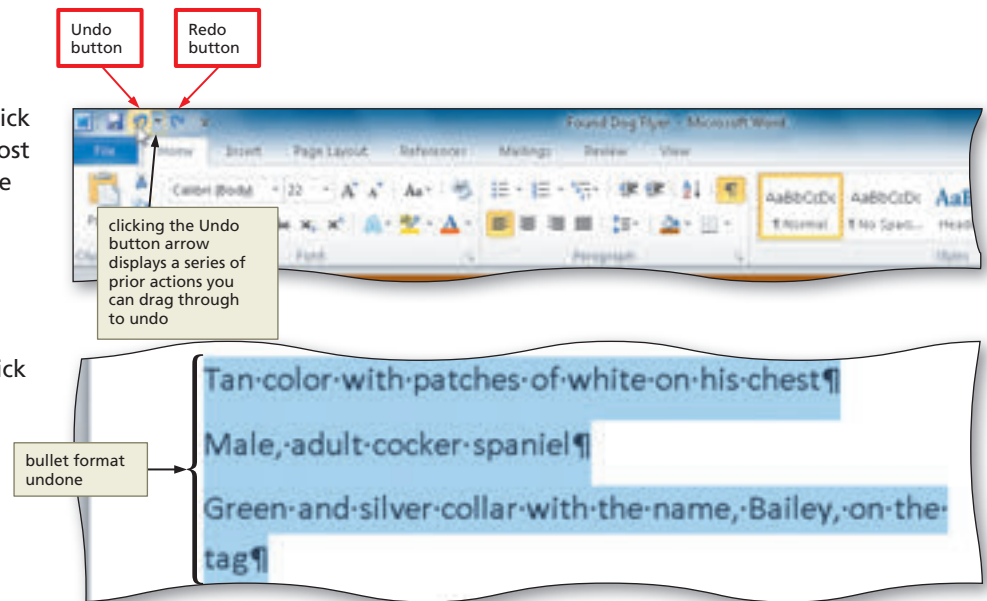
bullet format undone

Tan·color·with·patches·of·white·on·his·chest¶

Male,·adult·cocker·spaniel¶

Green·and·silver·collar·with·the·name,·Bailey,·on·the· tag¶

Figure 1–31

Other Ways

1. Press CTRL+Z to undo; press CTRL+Y to redo

To Italicize Text

The next step is to italicize the dog's name, Bailey, in the flyer to further emphasize it. **Italicized** text has a slanted appearance. As with a single paragraph, if you want to format a single word, you do not need to select it. Simply position the insertion point somewhere in the word and apply the desired format. The following step formats a word in italics.

1

- Click somewhere in the word to be italicized (Bailey, in this case) to position the insertion point in the word to be formatted.

- Click the Italic button (Home tab | Font group) to italicize the word containing the insertion point (Figure 1–32).
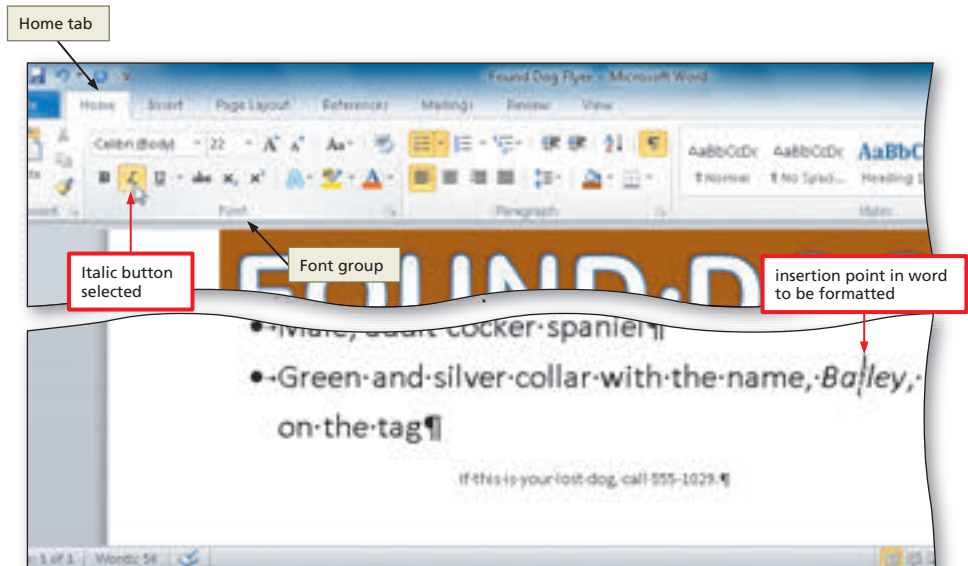
Q&A How would I remove an italic format?

You would click the Italic button a second time, or you immediately could click the Undo button on the Quick Access Toolbar or press CTRL+Z.

Q&A How can I tell what formatting has been applied to text?

The selected buttons and boxes on the Home tab show formatting characteristics of the location of the insertion point. With the insertion point in the word, Bailey, the Home tab shows these formats: 22-point Calibri italic font, bulleted paragraph.

Home tab

Italic button selected

Font group

insertion point in word to be formatted

Figure 1–32

Other Ways		
1. Click Italic button on Mini toolbar	(Font dialog box), click Italic in Font style list, click OK button	Font group), click Font tab (Font dialog box), click Italic in Font style list, click OK button
2. Right-click selected text, click Font on shortcut menu, click Font tab	3. Click Font Dialog Box Launcher (Home tab		4. Press CTRL+I

Plan Ahead

Use color.
When choosing color, associate the meaning of color to your message:

- Red expresses danger, power, or energy, and often is associated with sports or physical exertion.
- Brown represents simplicity, honesty, and dependability.
- Orange denotes success, victory, creativity, and enthusiasm.
- Yellow suggests sunshine, happiness, hope, liveliness, and intelligence.
- Green symbolizes growth, healthiness, harmony, blooming, and healing, and often is associated with safety or money.
- Blue indicates integrity, trust, importance, confidence, and stability.
- Purple represents wealth, power, comfort, extravagance, magic, mystery, and spirituality.
- White stands for purity, goodness, cleanliness, precision, and perfection.
- Black suggests authority, strength, elegance, power, and prestige.
- Gray conveys neutrality and thus often is found in backgrounds and other effects.

BTW

Q&As
For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Word 2010 Q&A Web page (scsite.com/wd2010/qa).

To Color Text

To emphasize the dog's name even more, its color is changed to a shade of blue. The following steps change the color of the word, Bailey.

1
- With the insertion point in the word to format, click the Font Color button arrow (Home tab | Font group) to display the Font Color gallery (Figure 1–33).

Q&A What if I click the Font Color button by mistake?

Click the Font Color button arrow and then proceed with Step 2.

2
- Point to Blue, Accent 1, Darker 25% (fifth color in the fifth row) to display a live preview of the selected font color.

Experiment
- Point to various colors in the Font Color gallery and watch the color of the current word change.
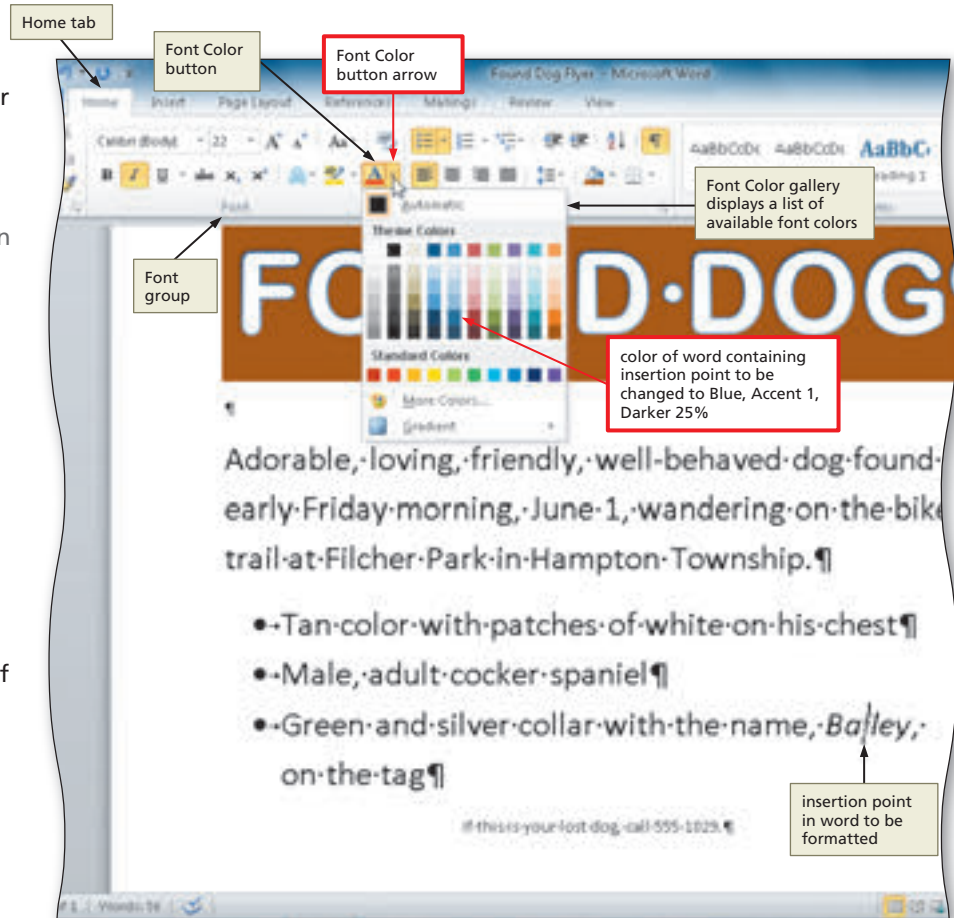

Figure 1–33

3
- Click Blue, Accent 1, Darker 25% to change the color of the text (Figure 1–34).

Q&A How would I change the text color back to black?

You would position the insertion point in the word or select the text, click the Font Color button arrow (Home tab | Font group) again, and then click Automatic in the Font Color gallery.
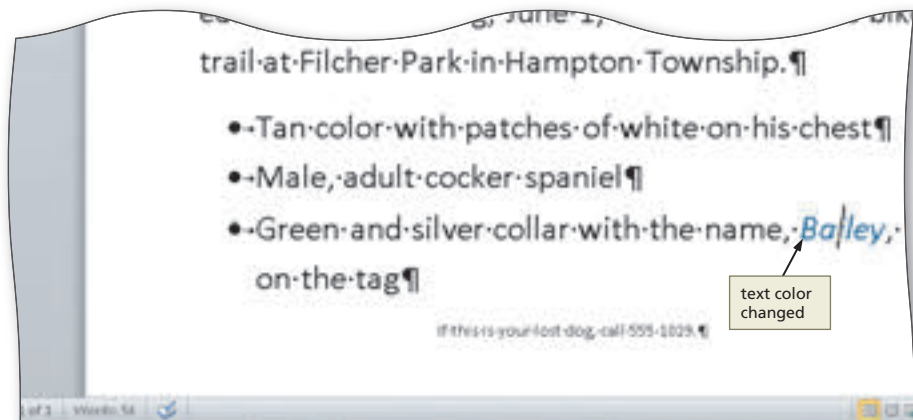

Figure 1–34

Other Ways
1. Click Font Color button arrow on Mini toolbar, click desired color 2. Right-click selected text, click Font on shortcut menu, click Font tab	(Font dialog box), click Font color box arrow, click desired color, click OK button 3. Click Font Dialog Box Launcher (Home tab | | Font group), click Font tab (Font dialog box), click Font color box arrow, click desired color, click OK button

To Use the Mini Toolbar to Format Text

Recall from the Office 2010 and Windows 7 chapter at the beginning of this book that the Mini toolbar, which automatically appears based on certain tasks you perform, contains commands related to changing the appearance of text in a document. All commands on the Mini toolbar also exist on the Ribbon.

When the Mini toolbar appears, it initially is transparent. If you do not use the transparent Mini toolbar, it disappears from the screen. The following steps use the Mini toolbar to change the color and font size of text in the signature line of the flyer.

1
- Move the mouse pointer to the left of the line to be selected (in this case, the signature line) until the mouse pointer changes to a right-pointing block arrow and then click the mouse to select the line (Figure 1–35).
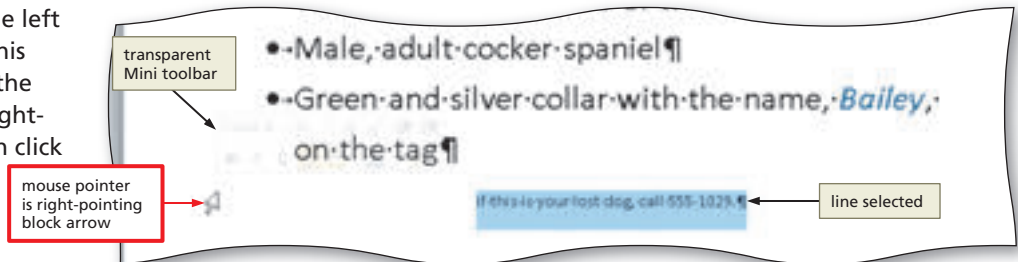
transparent Mini toolbar

mouse pointer is right-pointing block arrow

line selected

Figure 1–35

2
- Move the mouse pointer into the transparent Mini toolbar, so that it changes to a bright toolbar.

- Click the Font Size box arrow on the Mini toolbar to display the Font Size gallery and then point to 28 in the Font Size gallery to display a live preview of the selected font size (Figure 1–36).
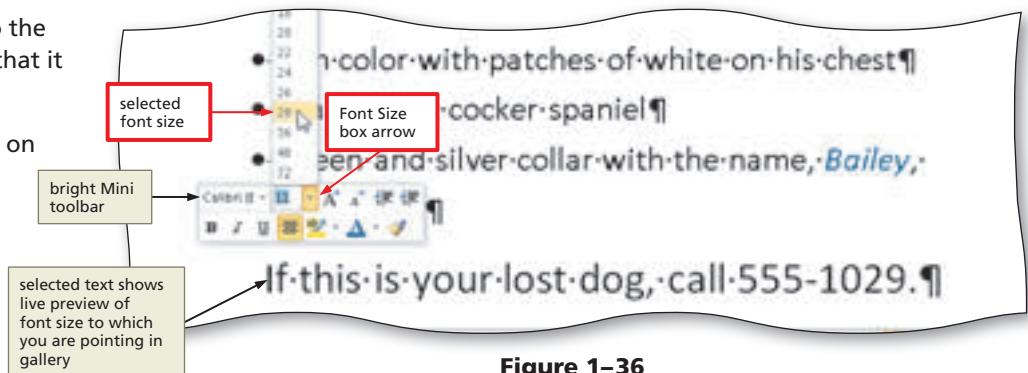
selected font size

Font Size box arrow

bright Mini toolbar

selected text shows live preview of font size to which you are pointing in gallery

Figure 1–36

3
- Click 28 in the Font Size gallery to increase the font size of the selected text.

4
- With the text still selected and the Mini toolbar still displayed, click the Font Color button arrow on the Mini toolbar to display the Font Color gallery and then point to Purple, Accent 4, Darker 50% (eighth color in the sixth row) to display a live preview of the selected font color (Figure 1–37).

bright Mini toolbar

selected color

selected text shows live preview of font color to which you are pointing in gallery
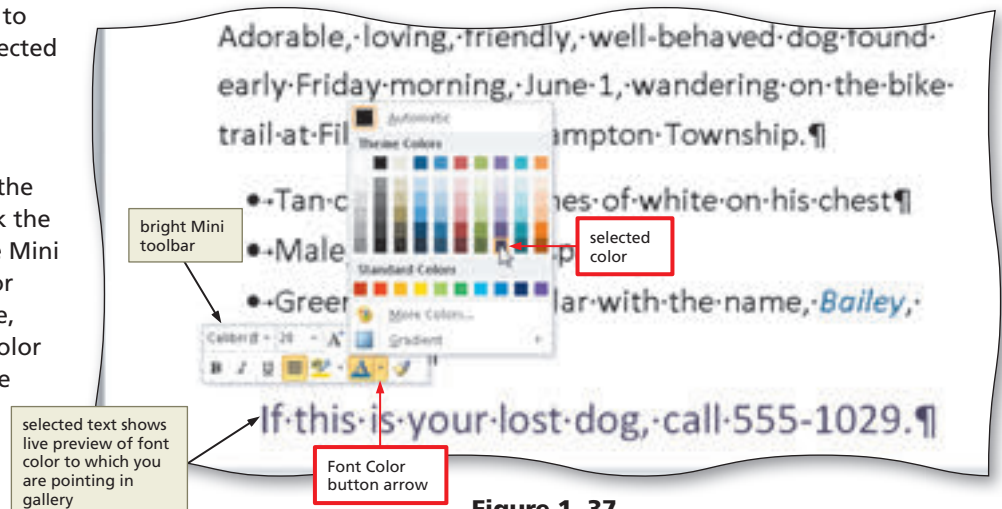
Font Color button arrow

Figure 1–37

5
- Click Purple, Accent 4, Darker 50% to change the color of the text.

- Click anywhere in the document window to remove the selection from the text.

To Select a Group of Words

To emphasize the contact information (call 555-1029), these words are underlined in the flyer. To format a group of words, you first must select them. The following steps select a group of words.

1

• Position the mouse pointer immediately to the left of the first character of the text to be selected, in this case, the c in call (Figure 1–38).
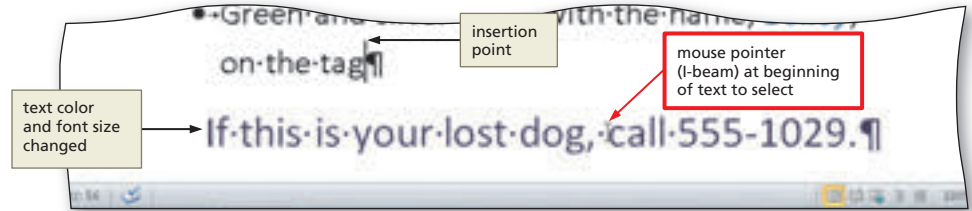
Q&A Why did the shape of the mouse pointer change?

The mouse pointer's shape is an I-beam when positioned in unselected text in the document window.

Figure 1–38

2

• Drag the mouse pointer through the last character of the text to be selected, in this case, the 9 in the phone number (Figure 1–39).
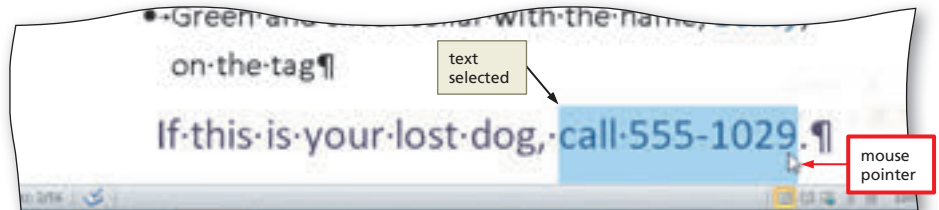
Q&A Why did the mouse pointer shape change again?

When the mouse pointer is positioned in selected text, its shape is a left-pointing block arrow.

Figure 1–39

Other Ways	
1. With insertion point at beginning of first word in group, press	CTRL+SHIFT+RIGHT ARROW repeatedly until all words are selected

To Underline Text

Underlines are used to emphasize or draw attention to specific text. **Underlined** text prints with an underscore (_) below each character. In the flyer, the contact information, call 555-1029, in the signature line is emphasized with an underline. The following step formats selected text with an underline.

1

• With the text selected, click the Underline button (Home tab | Font group) to underline the selected text (Figure 1–40).

Q&A How would I remove an underline?

You would click the Underline button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.

Figure 1–40

Other Ways		
1. Right-click text, click Font on shortcut menu, click Font tab (Font dialog box), click Underline style box arrow, click desired	underline style, click OK button	(Font dialog box), click Underline style box arrow, click desired underline style, click OK button
	2. Click Font Dialog Box Launcher (Home tab | Font group), click Font tab	3. Press CTRL+U

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To Bold Text

Bold characters appear somewhat thicker and darker than those that are not bold. To further emphasize the signature line, it is bold in the flyer. To format the line, as you have learned previously, you select the line first. The following steps format the signature line bold.

1

- Move the mouse pointer to the left of the line to be selected (in this case, the signature line) until the mouse pointer changes to a right-pointing block arrow and then click the mouse to select the text to be formatted.

- With the text selected, click the Bold button (Home tab | Font group) to bold the selected text (Figure 1–41).
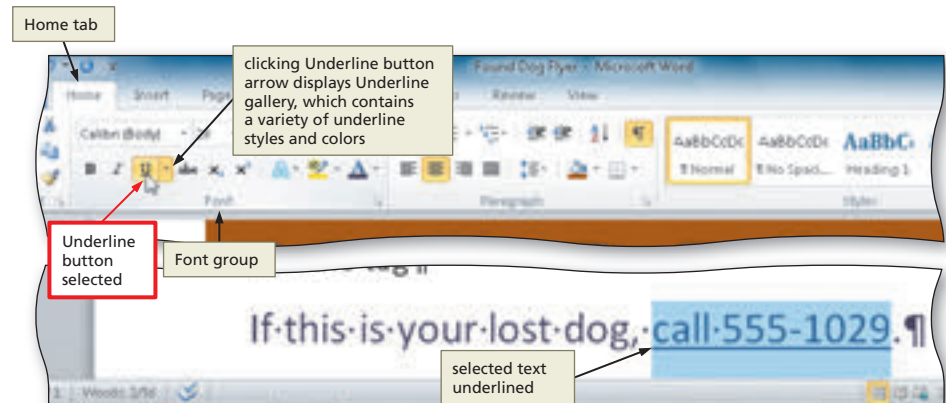
Q&A

How would I remove a bold format?

You would click the Bold button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.

2

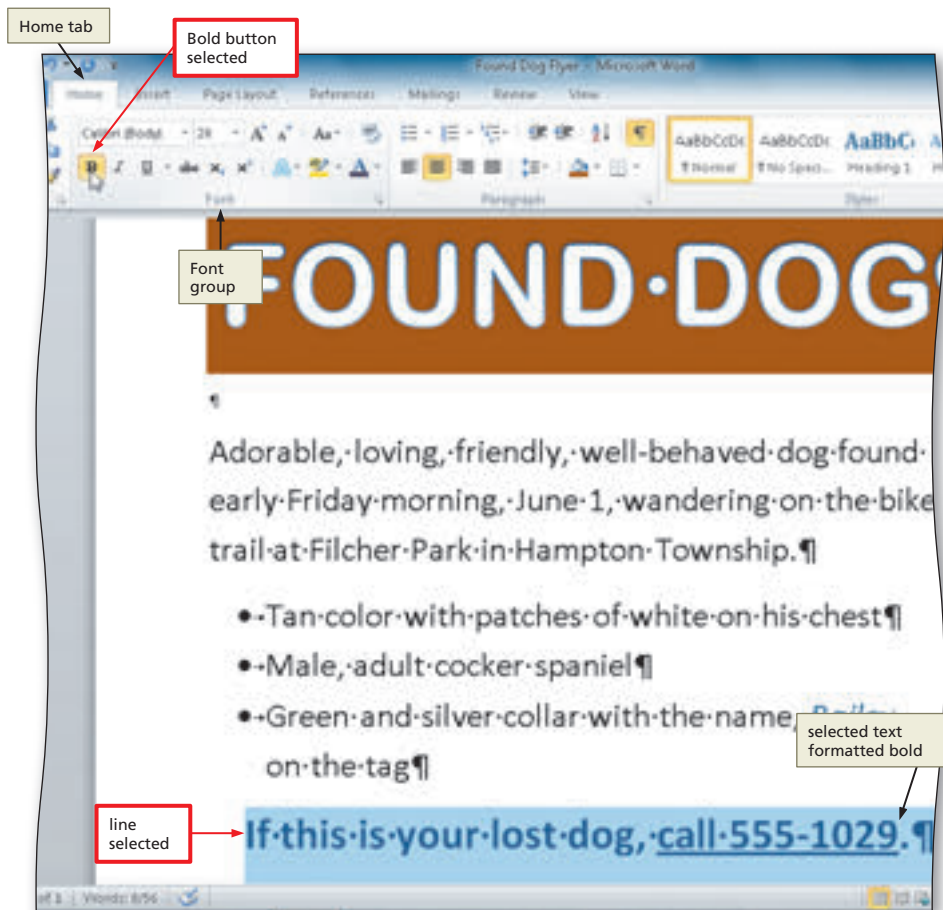- Click anywhere in the document window to remove the selection from the screen.

Figure 1–41

Other Ways

1. Click Bold button on Mini toolbar

2. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), click Bold in Font style list, click OK button

3. Click Font Dialog Box Launcher (Home tab | Font group), click Font tab (Font dialog box), click Bold in Font style list, click OK button

4. Press CTRL+B

To Change Theme Colors

A **color scheme** in Word is a document theme that identifies 12 complementary colors for text, background, accents, and links in a document. With more than 20 predefined color schemes, Word provides a simple way to select colors that work well together.

In the flyer, you want all the colors to convey honesty, dependability, and healing, that is, shades of browns and greens. In Word, the Aspect color scheme uses these colors. Thus, you will change the color scheme from the default, Office, to Aspect. The next steps change theme colors.

1

- Click the Change Styles button (Home tab | Styles group) to display the Change Styles menu.

- Point to Colors on the Change Styles menu to display the Colors gallery (Figure 1–42).

🔎 **Experiment**

- Point to various color schemes in the Colors gallery and watch the colors change in the document window.
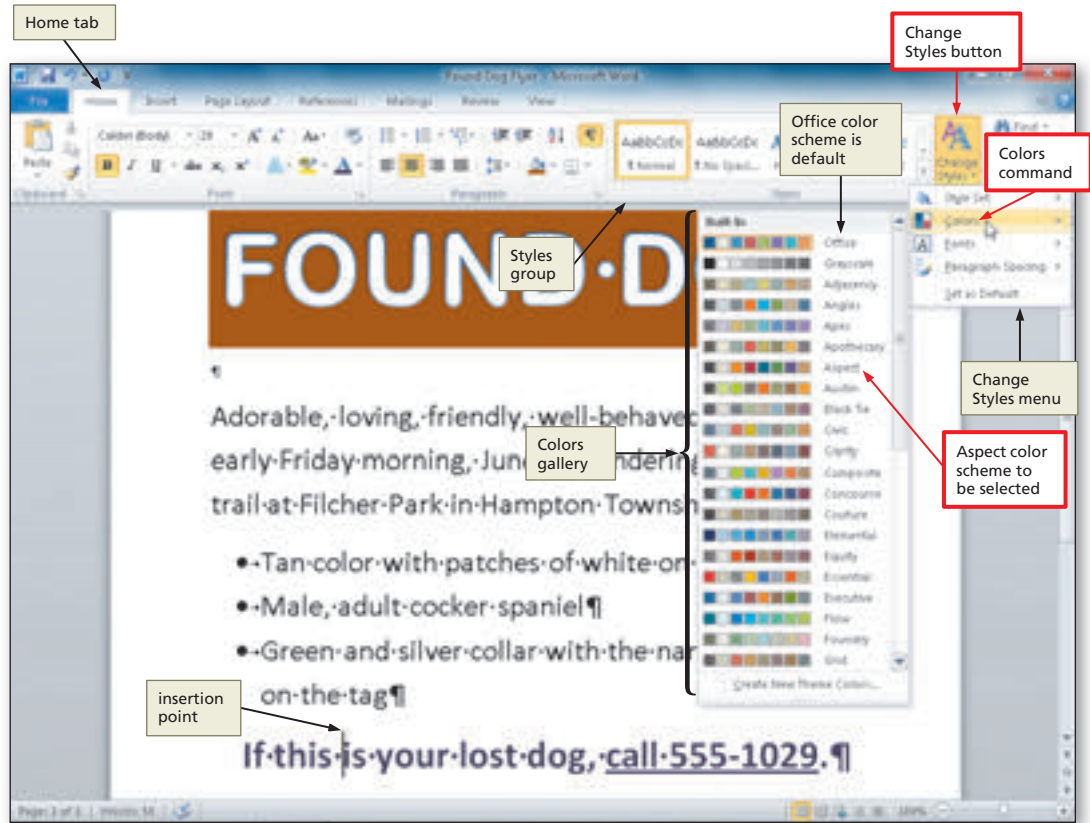
Figure 1–42

2

- Click Aspect in the Colors gallery to change the document theme colors (Figure 1–43).

Q&A

What if I want to return to the original color scheme?

You would click the Change Styles button again, click Colors on the Change Styles menu, and then click Office in the Colors gallery.

Figure 1–43

Other Ways
1. Click Theme Colors button (Page Layout tab | Themes group), select desired color scheme

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Selecting Text

In many of the previous steps, you have selected text. Table 1–3 summarizes the techniques used to select various items.

Table 1–3 Techniques for Selecting Text		
Item to Select	**Mouse**	**Keyboard (where applicable)**
Block of text	Click at beginning of selection, scroll to end of selection, position mouse pointer at end of selection, hold down SHIFT key and then click; or drag through the text.	
Character(s)	Drag through character(s).	SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Document	Move mouse to left of text until mouse pointer changes to a right-pointing block arrow and then triple-click.	CTRL+A
Graphic	Click the graphic.	
Line	Move mouse to left of line until mouse pointer changes to a right-pointing block arrow and then click.	HOME, then SHIFT+END or END, then SHIFT+HOME
Lines	Move mouse to left of first line until mouse pointer changes to a right-pointing block arrow and then drag up or down.	HOME, then SHIFT+DOWN ARROW or END, then SHIFT+UP AROW
Paragraph	Triple-click paragraph; or move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow and then double-click.	CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
Paragraphs	Move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow, double-click, and then drag up or down.	CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW repeatedly
Sentence	Press and hold down CTRL key and then click sentence.	
Word	Double-click the word.	CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Words	Drag through words.	CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW repeatedly

To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Break Point: If you wish to take a break, this is a good place to do so. You can quit Word now (refer to page WD 44 for instructions). To resume at a later time, start Word (refer to pages WD 4 and WD 5 for instructions), open the file called Found Dog Flyer (refer to page WD 45 for instructions), and continue following the steps from this location forward.

Inserting and Formatting Pictures in a Word Document

With the text formatted in the flyer, the next step is to insert digital pictures in the flyer and format the pictures. Flyers usually contain graphical images, such as a picture, to attract the attention of passersby. In the following pages, you will perform these tasks:

1. Insert the first digital picture into the flyer and then reduce its size.
2. Insert the second digital picture into the flyer and then reduce its size.
3. Change the look of the first picture and then the second picture.

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Find the appropriate graphical image.

To use a graphical image, also called a graphic, in a Word document, the image must be stored digitally in a file. Files containing graphical images are available from a variety of sources:

- Word includes a collection of predefined graphical images that you can insert in a document.
- Microsoft has free digital images on the Web for use in a document. Other Web sites also have images available, some of which are free, while others require a fee.
- You can take a picture with a digital camera or camera phone and **download** it, which is the process of copying the digital picture from the camera or phone to your computer.
- With a scanner, you can convert a printed picture, drawing, or diagram to a digital file.

If you receive a picture from a source other than yourself, do not use the file until you are certain it does not contain a virus. A **virus** is a computer program that can damage files and programs on your computer. Use an antivirus program to verify that any files you use are virus free.

Plan Ahead

Establish where to position and how to format the graphical image.

The content, size, shape, position, and format of a graphic should capture the interest of passersby, enticing them to stop and read the flyer. Often, the graphic is the center of attraction and visually the largest element on a flyer. If you use colors in the graphical image, be sure they are part of the document's color scheme.

Plan Ahead

To Insert a Picture

The next step in creating the flyer is to insert one of the digital pictures of the dog so that it is centered on the blank line below the headline. The picture, which was taken with a camera phone, is available on 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.

The following steps insert a centered picture, which, in this example, is located in the Chapter 01 folder in the Word folder in the Data Files for Students folder on a USB flash drive.

1

- Position the insertion point on the blank line below the headline, which is the location where you want to insert the picture.
- Click the Center button (Home tab | Paragraph group) to center the paragraph that will contain the picture.
- Click Insert on the Ribbon to display the Insert tab (Figure 1–44).
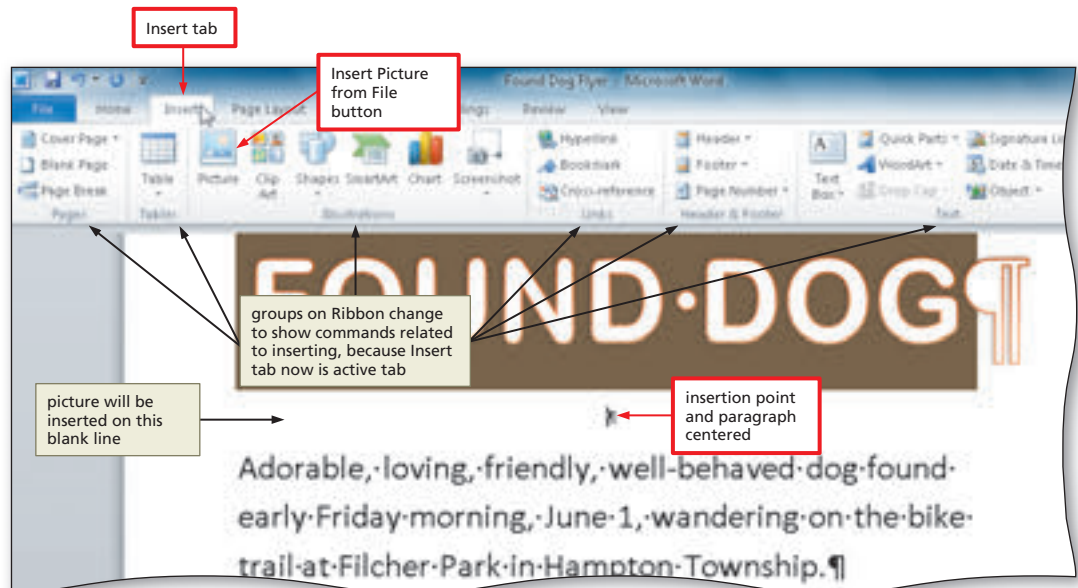

Figure 1–44

2

- With your USB flash drive connected to one of the computer's USB ports, click the Insert Picture from File button (Insert tab | Illustrations group) (shown in Figure 1-44) to display the Insert Picture dialog box (shown in Figure 1-45 on the next page).

3

- Navigate to the picture location (in this case, the Chapter 01 folder in the Word folder in the Data Files for Students folder on a USB flash drive). For a detailed example of this procedure, refer to Steps 3a – 3c in the To Save a File in a Folder section in the Office 2010 and Windows 7 chapter at the beginning of this book.

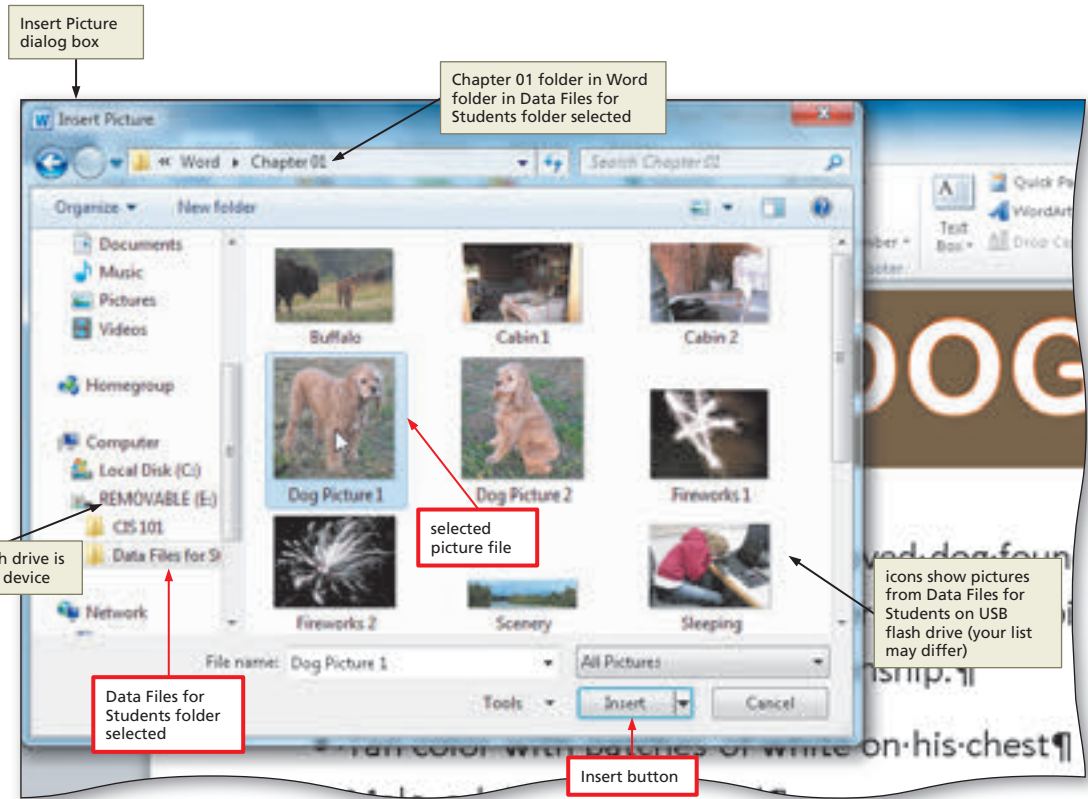- Click Dog Picture 1 to select the file (Figure 1–45).

Q&A

What if the picture is not on a USB flash drive?

Use the same process, but select the storage location containing the picture.

Insert Picture dialog box

Chapter 01 folder in Word folder in Data Files for Students folder selected

selected picture file

icons show pictures from Data Files for Students on USB flash drive (your list may differ)

USB flash drive is selected device

Data Files for Students folder selected

Insert button

Figure 1–45

4

- Click the Insert button (Insert Picture dialog box) to insert the picture at the location of the insertion point in the document (Figure 1–46).
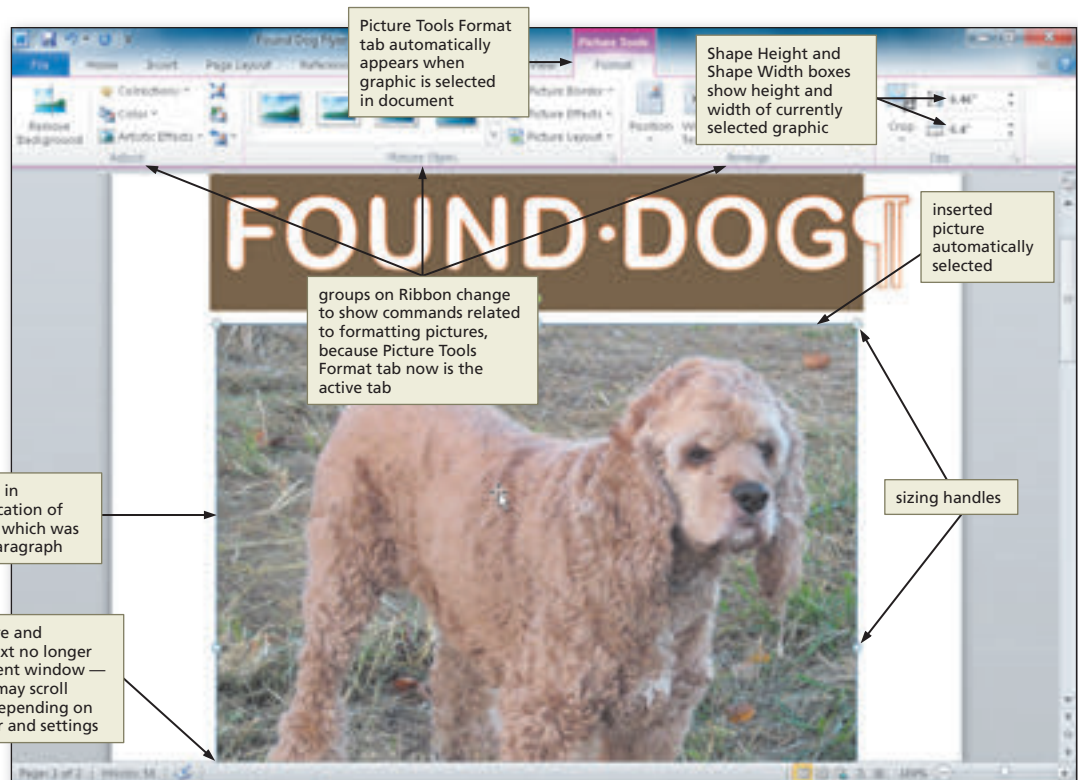
Q&A

What are the symbols around the picture?

A selected graphic appears surrounded by a **selection rectangle**, which has small squares and circles, called **sizing handles**, at each corner and middle location.

Picture Tools Format tab automatically appears when graphic is selected in document

Shape Height and Shape Width boxes show height and width of currently selected graphic

inserted picture automatically selected

groups on Ribbon change to show commands related to formatting pictures, because Picture Tools Format tab now is the active tab

picture inserted in document at location of insertion point, which was in a centered paragraph

sizing handles

rest of picture and remaining text no longer fit in document window — your screen may scroll differently depending on your monitor and settings

Figure 1–46

To Zoom the Document

The next step is to reduce the size of the picture so that both pictures will fit side-by-side on the same line. With the current picture size, the flyer now has expanded to two pages. The final flyer, however, should fit on a single page. In Word, you can change the zoom so that you can see the entire document (that is, both pages) on the screen at once. Seeing the entire document at once helps you determine the appropriate size for the picture. The following step zooms the document.

1

🔍 **Experiment**

- Repeatedly click the Zoom Out and Zoom In buttons on the status bar and watch the size of the document change in the document window.

- Click the Zoom Out or Zoom In button as many times as necessary until the Zoom button on the status bar displays 50% on its face (Figure 1–47).
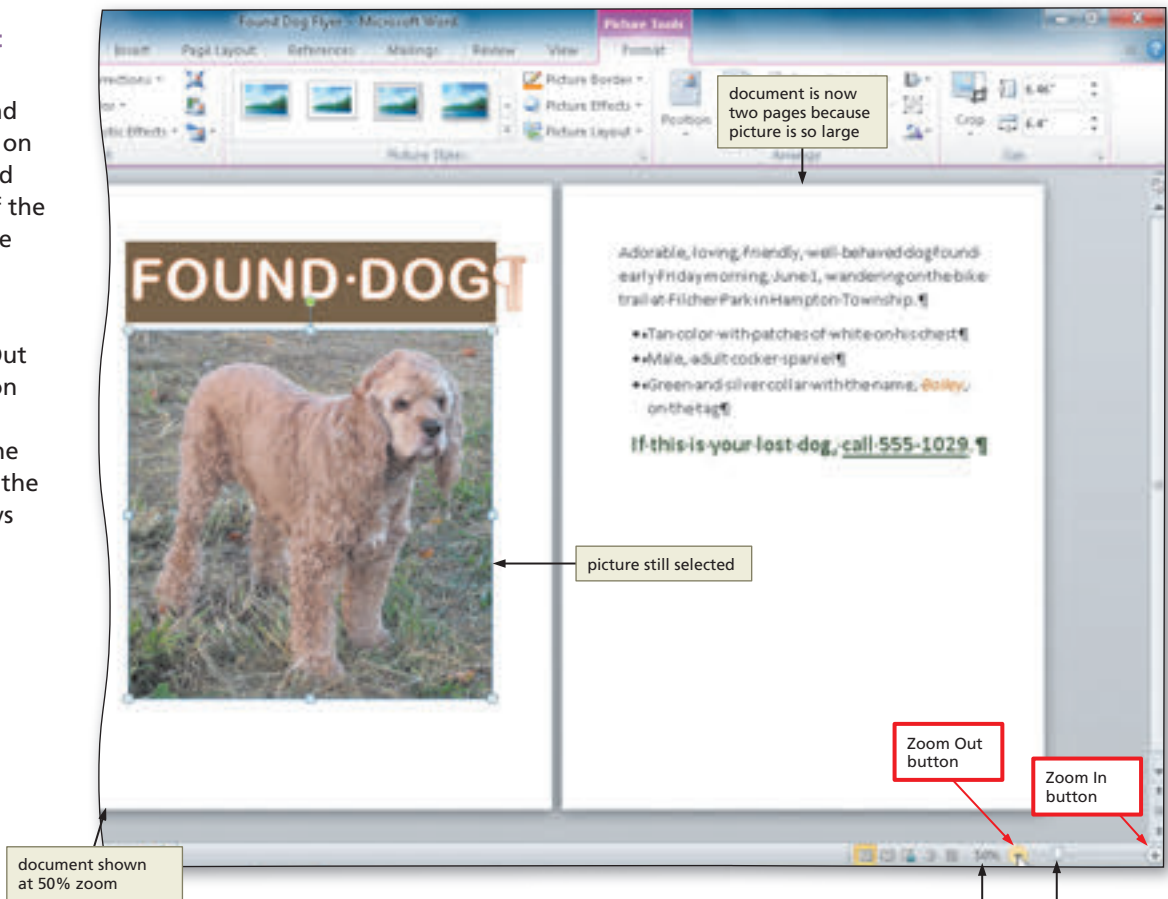

Figure 1–47

Q&A ◄ If I change the zoom percentage, will the document print differently?

Changing the zoom has no effect on the printed document.

Q&A ◄ Are there predefined zoom options?

Yes. Through the View tab | Zoom group or the Zoom dialog box, you can zoom to one page, two pages, many pages, page width, text width, and a variety of set percentages. Page width zoom places the edges of the page at the edges of the Word window, whereas Text width zoom places the contents of the page at the edges of the Word window.

Other Ways	
1. Drag Zoom slider on status bar	3. Click Zoom button (View tab | Zoom group), select desired zoom percent or type (Zoom dialog box), click OK button
2. Click Zoom button on status bar, select desired zoom percent or type (Zoom dialog box), click OK button	

To Resize a Graphic

The next step is to resize the picture so that both pictures will fit side-by-side on the same line below the headline. **Resizing** includes both enlarging and reducing the size of a graphic. In this flyer, you will reduce the size of the picture. With the entire document displayed in the document window, you will be able to see how the resized graphic will look on the entire page. The following steps resize a selected graphic.

1
- With the graphic still selected, point to the upper-right corner sizing handle on the picture so that the mouse pointer shape changes to a two-headed arrow (Figure 1–48).

Q&A What if my graphic (picture) is not selected?

To select a graphic, click it.

Figure 1–48

2
- Drag the sizing handle diagonally inward until the crosshair mouse pointer is positioned approximately as shown in Figure 1–49.

3
- Release the mouse button to resize the graphic, which in this case should have a height of about 2.74" and a width of about 2.73".

Q&A How can I see the height and width measurements?

Look in the Size group on the Picture Tools Format tab to see the height and width measurements of the currently selected graphic (shown in Figure 1–46 on page WD 32).

Q&A What if the graphic is the wrong size?

Repeat Steps 1, 2, and 3; or enter the desired height and width values in the Shape Height and Shape Width boxes (Picture Tools Format tab | Size group).
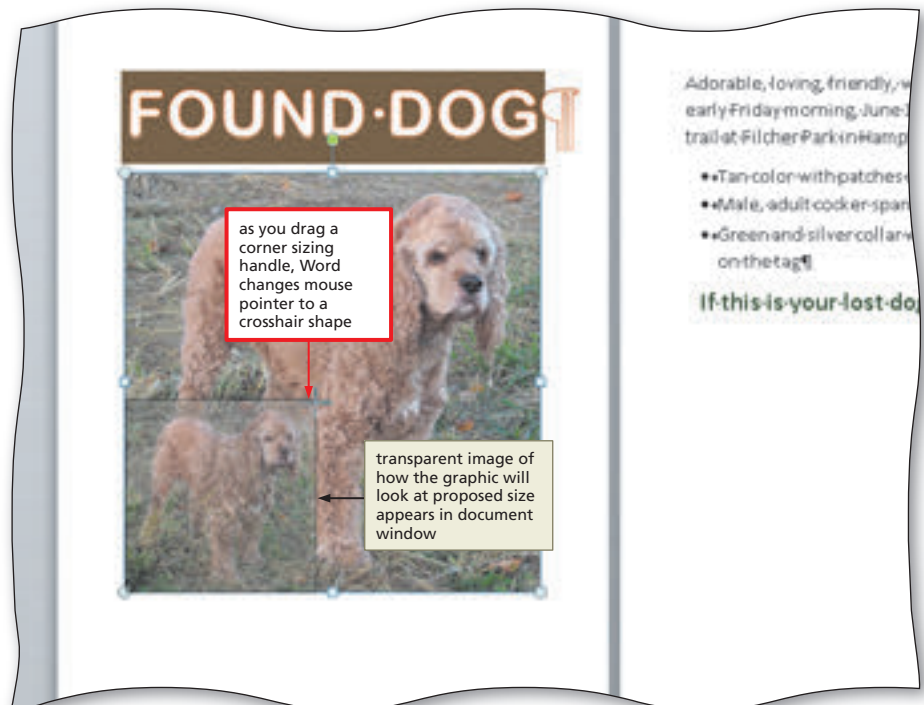

Figure 1–49

4

• Click to the right of the graphic to deselect it (Figure 1–50).

Q&A What happened to the Picture Tools Format tab?

When you click outside of a graphic or press a key to scroll through a document, Word deselects the graphic and removes the Picture Tools Format tab from the screen.

Q&A What if I want to return a graphic to its original size and start again?

With the graphic selected, click the Size Dialog Box Launcher (Picture Tools Format tab | Size group), click the Size tab (Layout dialog box), click the Reset button, and then click the OK button.
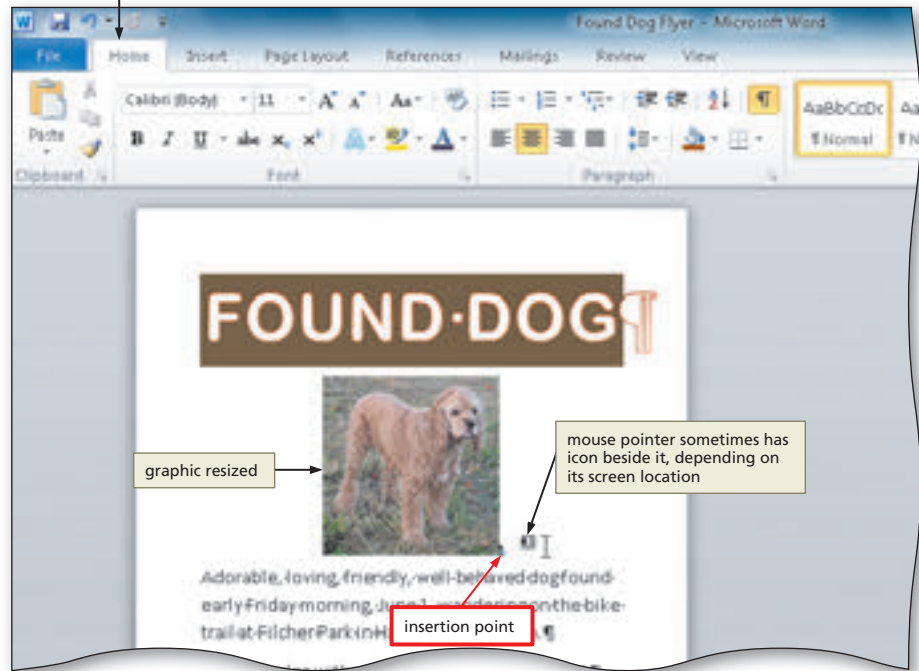

Home tab is active tab — Picture Tools Format tab disappears when graphic is not selected

graphic resized

mouse pointer sometimes has icon beside it, depending on its screen location

insertion point

Figure 1–50

Other Ways		
1. Enter height and width of graphic in Shape Height and Shape Width boxes (Picture Tools Format tab | Size group)	2. Click Size Dialog Box Launcher (Picture Tools Format tab | Size group), click Size tab (Layout dialog box), enter desired	height and width values in boxes, click OK button

To Insert Another Picture

The next step is to insert the other digital picture of the dog immediately to the right of the current picture. This second picture also is available on 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.

The following steps insert another picture immediately to the right of the current picture.

1 With the insertion point positioned as shown in Figure 1–50, click Insert on the Ribbon to display the Insert tab.

2 With your USB flash drive connected to one of the computer's USB ports, click the Insert Picture from File button (Insert tab | Illustrations group) to display the Insert Picture dialog box.

3 If necessary, navigate to the picture location (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive). For a detailed example of this procedure, refer to Steps 3a – 3c in the To Save a File in a Folder section in the Office 2010 and Windows 7 chapter at the beginning of this book.

4 Click Dog Picture 2 to select the file.

5 Click the Insert button (Insert Picture dialog box) to insert the picture at the location of the insertion point in the document.

BTW

Word Help
At any time while using Word, you can find answers to questions and display information about various topics through Word Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use Word. For instruction about Word Help and exercises that will help you gain confidence in using it, read the Office 2010 and Windows 7 chapter at the beginning of this book.

To Resize a Graphic by Entering Exact Measurements

The next step is to resize the second picture so that it is the exact same size as the first picture. The height and width measurements of the first graphic are approximately 2.74" and 2.73", respectively. When a graphic is selected, its height and width measurements show in the Size group of the Picture Tools Format tab. The following steps resize a selected graphic by entering its desired exact measurements.

1

- With the second graphic still selected, click the Shape Height box (Picture Tools Format tab | Size group) to select the contents in the box and then type **2.74** as the height.

Q&A What if the Picture Tools Format tab no longer is displayed on my Ribbon?

Double-click the picture to display the Picture Tools Format tab.

Q&A What if the contents of the Shape Height box are not selected?

Triple-click the Shape Height box.

2

- Click the Shape Width box to select the contents in the box, type **2.73** as the width, and then click the picture to apply the settings.

- If necessary, scroll up to display the entire document in the window (Figure 1–51).

Q&A Why did my measurements change slightly?

Depending on relative measurements, the height and width values entered may change slightly.
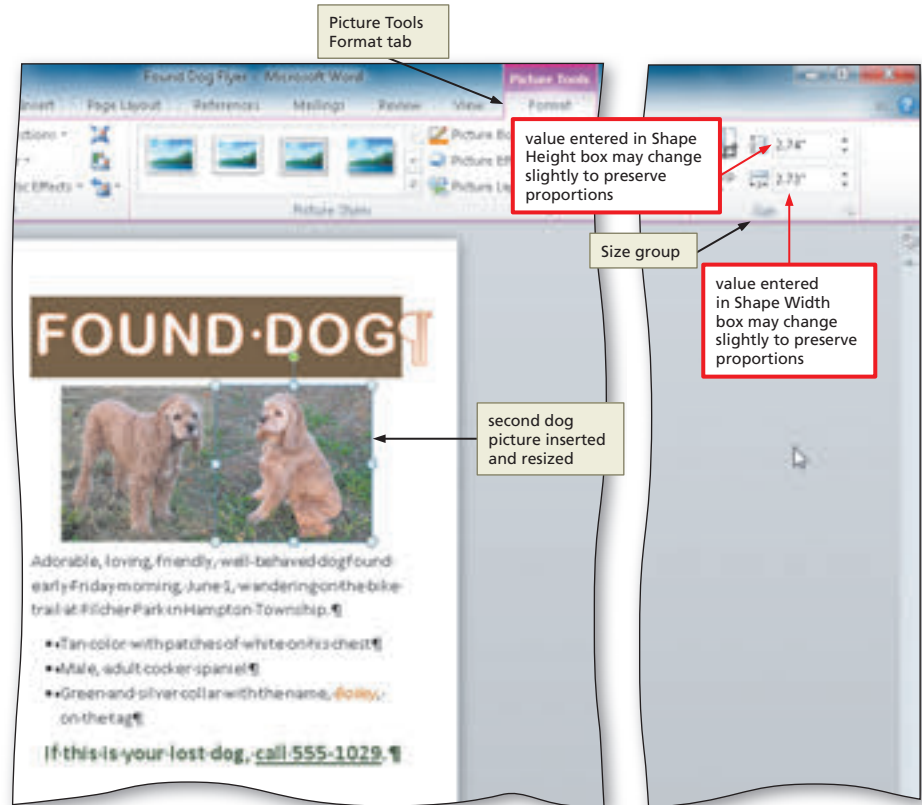

Figure 1–51

Labels in figure:
- Picture Tools Format tab
- value entered in Shape Height box may change slightly to preserve proportions
- Size group
- value entered in Shape Width box may change slightly to preserve proportions
- second dog picture inserted and resized

Other Ways

1. Right-click picture, enter shape height and width values in boxes on shortcut menu
2. Right-click picture, click Size and Position on shortcut menu, click Size tab (Layout dialog box), enter shape height and width values in boxes, click OK button

---

To Zoom the Document

You are finished resizing the graphics and no longer need to view the entire page in the document window. Thus, the following step changes the zoom back to 100 percent.

1 Click the Zoom In button on the status bar as many times as necessary until the Zoom button displays 100% on its face (shown in Figure 1–52).

To Apply a Picture Style

A **style** is a named group of formatting characteristics. Word provides more than 25 picture styles that enable you easily to change a picture's look to a more visually appealing style, including a variety of shapes, angles, borders, and reflections. The flyer in this chapter uses a style that applies soft edges to the picture. The following steps apply a picture style to a picture.

1
- Click the leftmost dog picture to select it (Figure 1–52).

Q&A
What is the green circle attached to the selected graphic?

It is called a rotate handle. When you drag a graphic's rotate handle, the graphic moves in either a clockwise or counterclockwise direction.
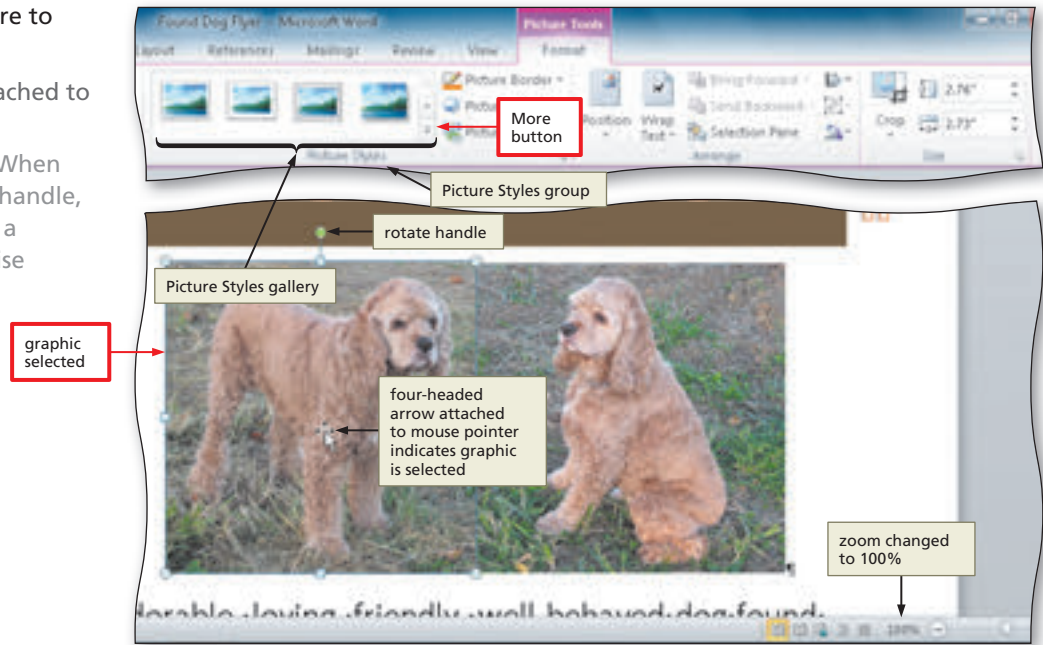

Figure 1–52

2
- Click the More button in the Picture Styles gallery (Picture Tools Format tab | Picture Styles group) (shown in Figure 1–52) to expand the gallery.

- Point to Soft Edge Rectangle in the Picture Styles gallery to display a live preview of that style applied to the picture in the document (Figure 1–53).

Experiment
- Point to various picture styles in the Picture Styles gallery and watch the style of the picture change in the document window.

3
- Click Soft Edge Rectangle in the Picture Styles gallery to apply the style to the selected picture.
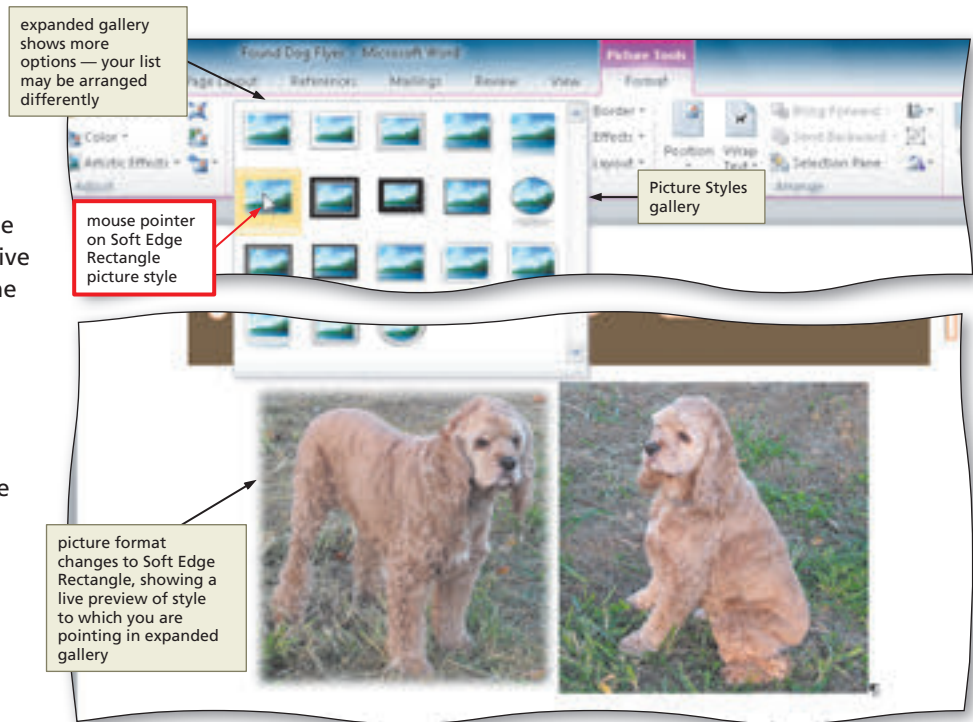

Figure 1–53

To Apply Picture Effects

Word provides a variety of picture effects so that you can further customize a picture. Effects include shadows, reflections, glow, soft edges, bevel, and 3-D rotation. The difference between the effects and the styles is that each effect has several options, providing you with more control over the exact look of the image.

In this flyer, the leftmost dog picture has a slight tan glow effect and is turned inward toward the center of the page. The following steps apply picture effects to the selected picture.

1

- Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu.

- Point to Glow on the Picture Effects menu to display the Glow gallery.

- Point to Tan, 5 pt glow, Accent color 6 in the Glow Variations area (rightmost glow in first row) to display a live preview of the selected glow effect applied to the picture in the document window (Figure 1–54).
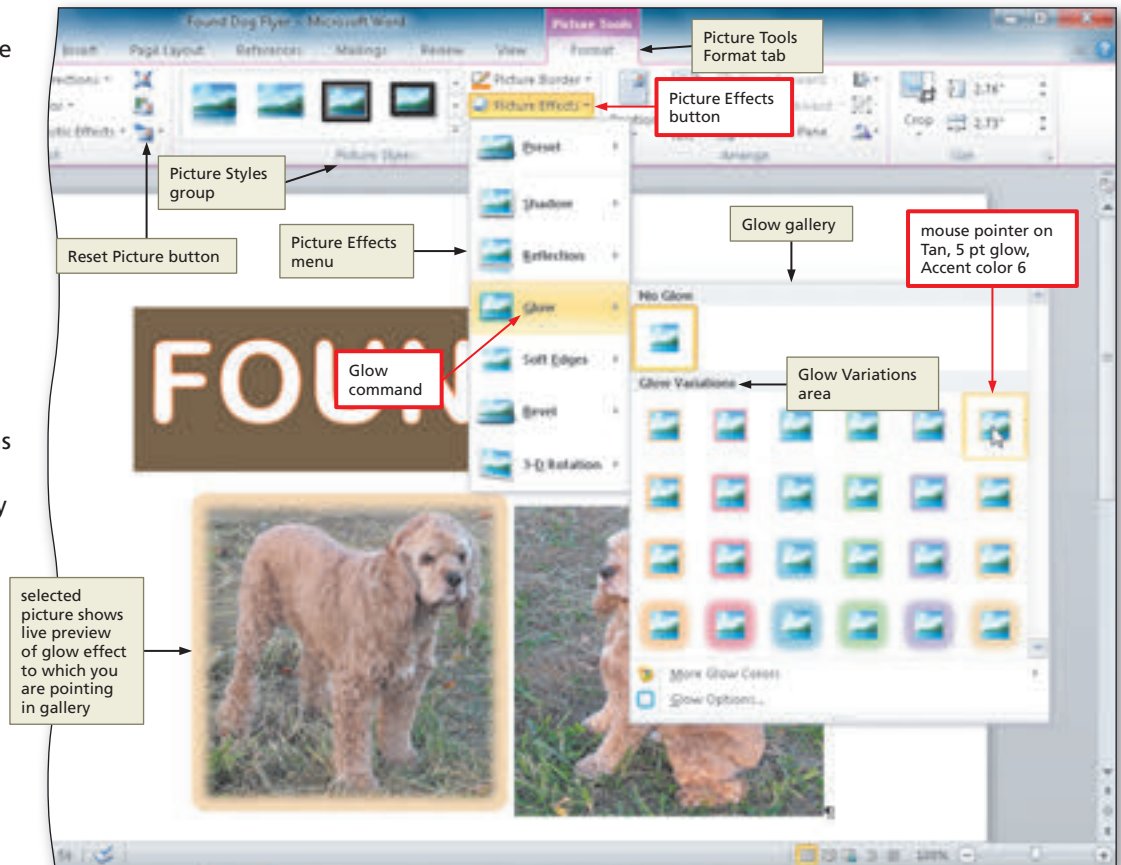

Figure 1–54

Experiment

- Point to various glow effects in the Glow gallery and watch the picture change in the document window.

2

- Click Tan, 5 pt glow, Accent color 6 in the Glow gallery to apply the selected picture effect.

Q&A

What if I wanted to discard formatting applied to a picture?

You would click the Reset Picture button (Picture Tools Format tab | Adjust group). To reset formatting and size, you would click the Reset Picture button arrow (Picture Tools Format tab | Adjust group) and then click Reset Picture & Size on the Reset Picture menu.

3

- Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu again.

- Point to 3-D Rotation on the Picture Effects menu to display the 3-D Rotation gallery.

- Point to Off Axis 1 Right in the Parallel area (second rotation in second row) to display a live preview of the selected 3-D effect applied to the picture in the document window (Figure 1–55).

Experiment

- Point to various 3-D rotation effects in the 3-D Rotation gallery and watch the picture change in the document window.

4

- Click Off Axis 1 Right in the 3-D Rotation gallery to apply the selected picture effect.
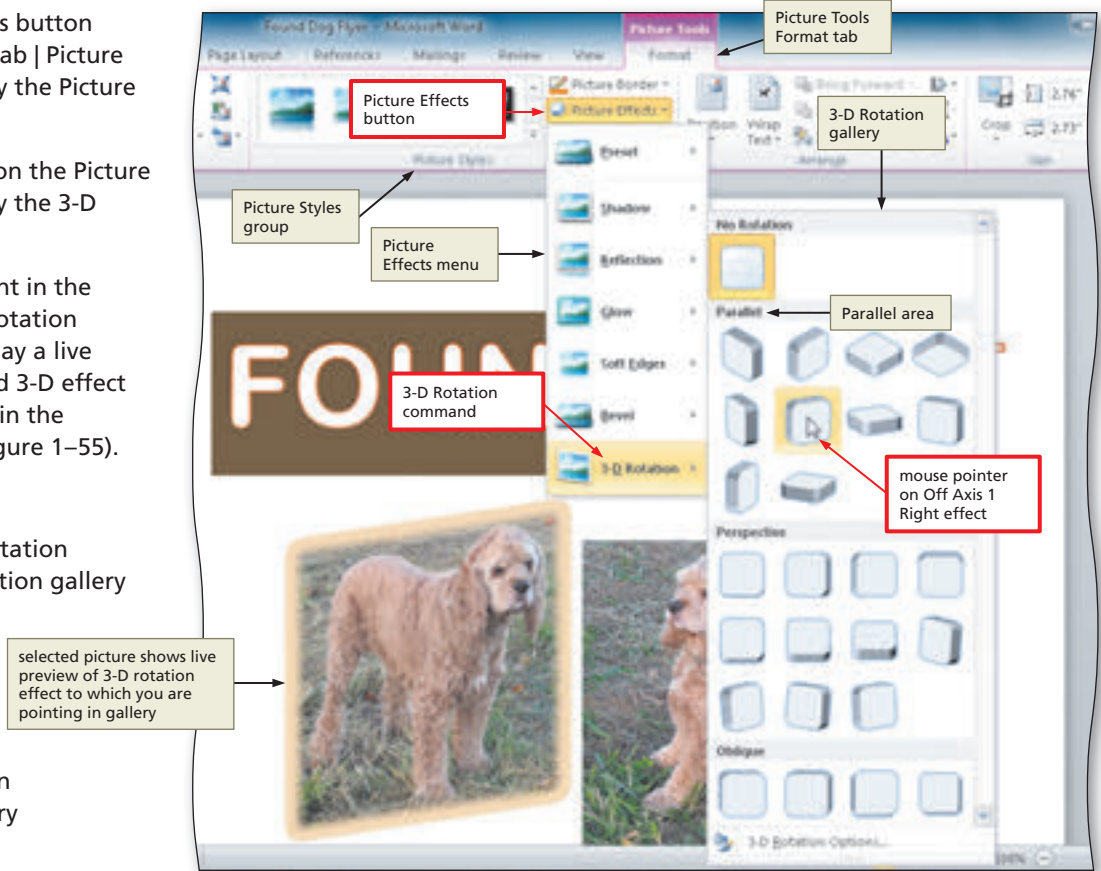

Figure 1–55

Other Ways

1. Right-click picture, click Format Picture on shortcut menu, select desired options (Format Picture dialog box), click Close button
2. Click Format Shape Dialog Box Launcher (Picture Tools Format tab | Picture Styles group), select desired options (Format Picture dialog box), click Close button

To Apply a Picture Style and Effects to Another Picture

In this flyer, the rightmost dog picture also uses the soft edge picture style, has a slight tan glow effect, and is turned inward toward the center of the page. The following steps apply the picture style and picture effects to the picture.

1 Click the rightmost dog picture to select it.

2 Click the More button in the Picture Styles gallery (Picture Tools Format tab | Picture Styles group) to expand the gallery and then click Soft Edge Rectangle in the Picture Styles gallery to apply the selected style to the picture.

3 Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu and then point to Glow on the Picture Effects menu to display the Glow gallery.

4 Click Tan, 5 pt glow, Accent color 6 (rightmost glow in first row) in the Glow gallery to apply the picture effect to the picture.

5 Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu again and then point to 3-D Rotation on the Picture Effects menu to display the 3-D Rotation gallery.

6 Click Off Axis 2 Left (rightmost rotation in second row) in the Parallel area in the 3-D Rotation gallery to apply the picture effect to the selected picture.

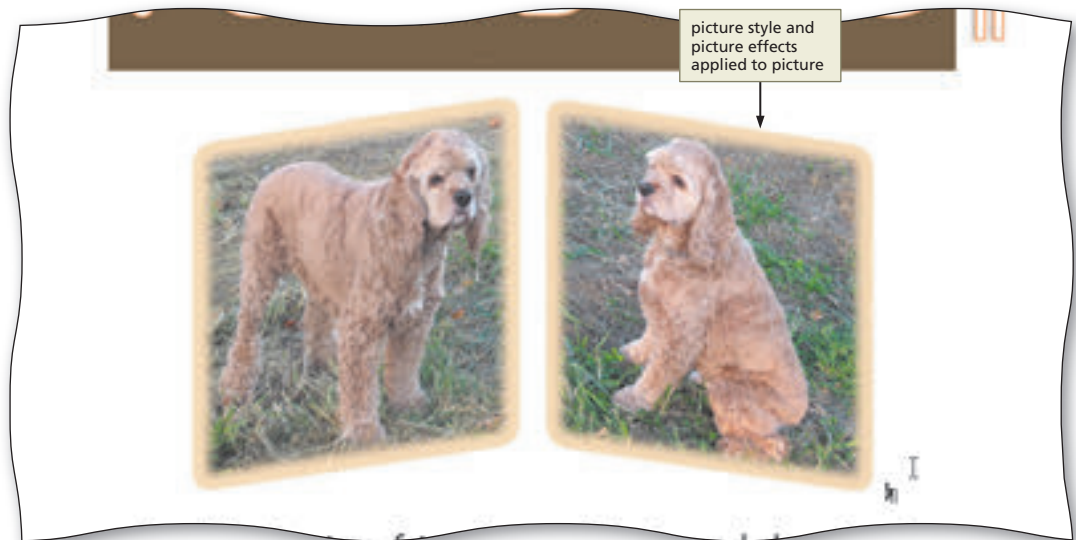**7** Click to the right of the picture to deselect it (Figure 1–56).

picture style and picture effects applied to picture

Figure 1–56

Enhancing the Page

With the text and graphics entered and formatted, the next step is to look at the page as a whole and determine if it looks finished in its current state. As you review the page, answer these questions:

- Does it need a page border to frame its contents, or would a page border make it look too busy?
- Is the spacing between paragraphs and graphics on the page adequate? Do any sections of text or graphics look as if they are positioned too closely to the items above or below them?

You determine that a graphical, color-coordinated border would enhance the flyer. You also notice that the flyer would look more proportionate if it had a little more space above and below the pictures. The following pages make these enhancements to the flyer.

To View One Page

Earlier in this chapter, you changed the zoom using the Zoom Out and Zoom In buttons on the status bar. If you want to display an entire page as large as possible in the document window, Word can compute the correct zoom percentage for you. The next steps display a single page in its entirety in the document window as large as possible.

1

- Click View on the Ribbon to display the View tab.

2

- Click the One Page button (View tab | Zoom group) to display the entire page in the document window as large as possible (Figure 1–57).

View tab

One Page button selected

Zoom group

entire page is displayed in document window

FOUND·DOG

and if her collar with the name

on the tag

If this is your lost dog, call 555-1029

zoom percentage automatically calculated by Word
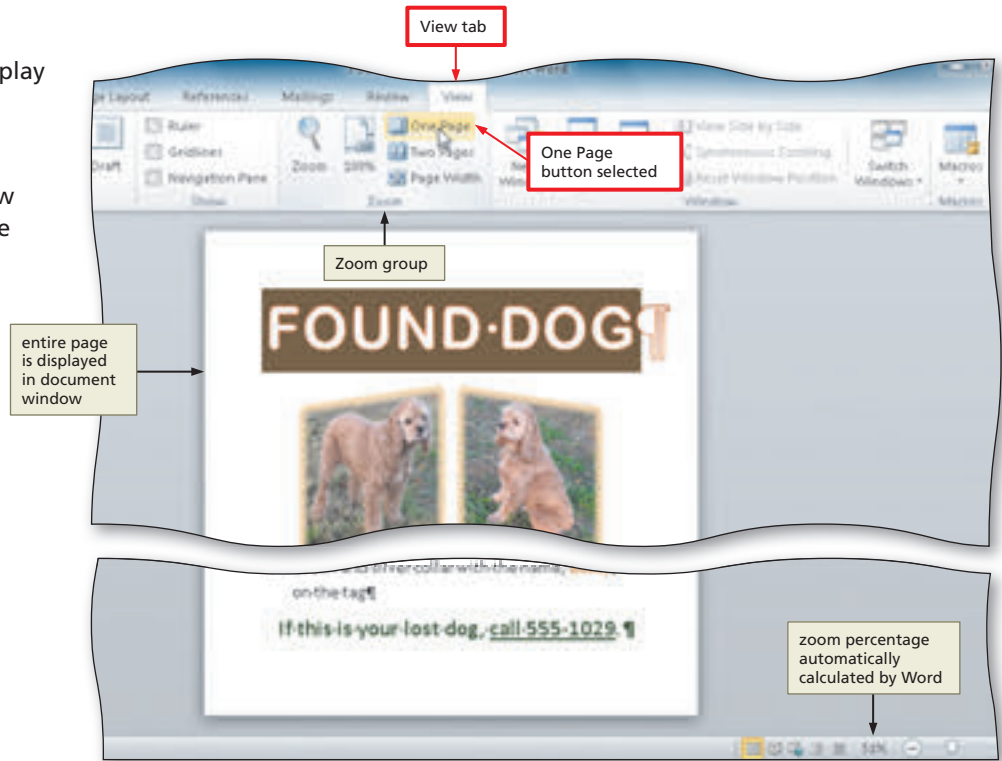
Figure 1–57

To Add a Page Border

In Word, you can add a border around the perimeter of an entire page. The flyer in this chapter has a light green dashed border. The following steps add a page border.

1

- Click Page Layout on the Ribbon to display the Page Layout tab.

- Click the Page Borders button (Page Layout tab | Page Background group) to display the Borders and Shading dialog box (Figure 1–58).

Page Layout tab

Page Borders button

Borders and Shading dialog box

Page Background group

Figure 1–58

Property of Cengage Learning

2
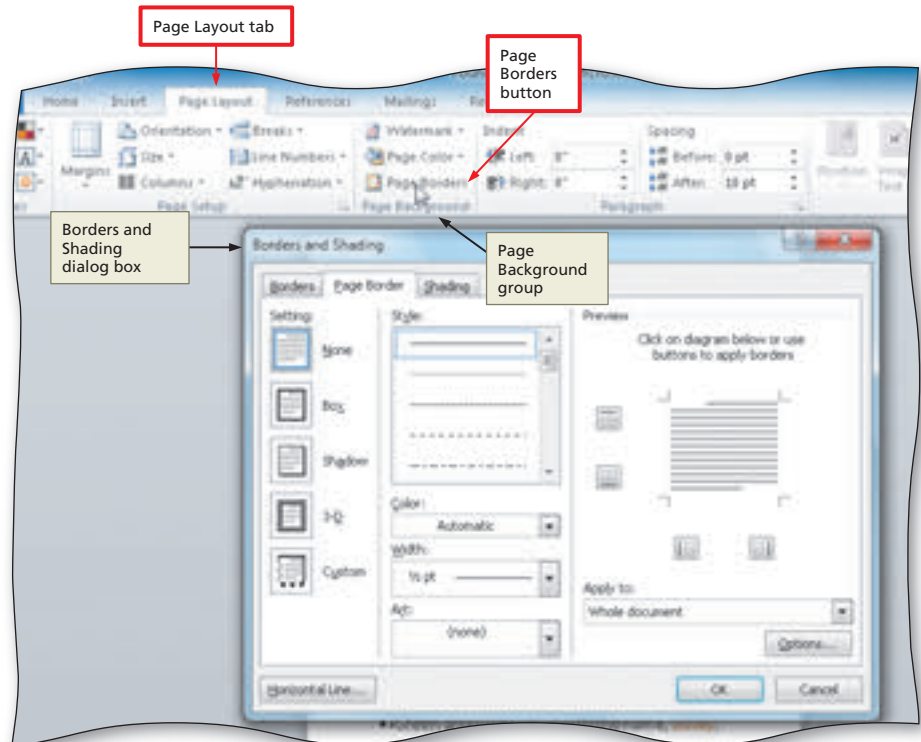
- Scroll through the Style list (Borders and Shading dialog box) and select the style shown in Figure 1–59.

- Click the Color box arrow to display a Color palette (Figure 1–59).

Figure 1–59

3

- Click Dark Green, Accent 4, Lighter 60% (eighth color in third row) in the Color palette to select the color for the page border.

- Click the Width box arrow and then click 3 pt to select the thickness of the page border (Figure 1–60).

Figure 1–60

4

- Click the OK button to add the border to the page (Figure 1–61).

Q&A

What if I wanted to remove the border?

You would click None in the Setting list in the Borders and Shading dialog box.

default spacing above (before) and below (after) paragraph containing pictures

not enough space above pictures

border added to flyer

not enough space below pictures
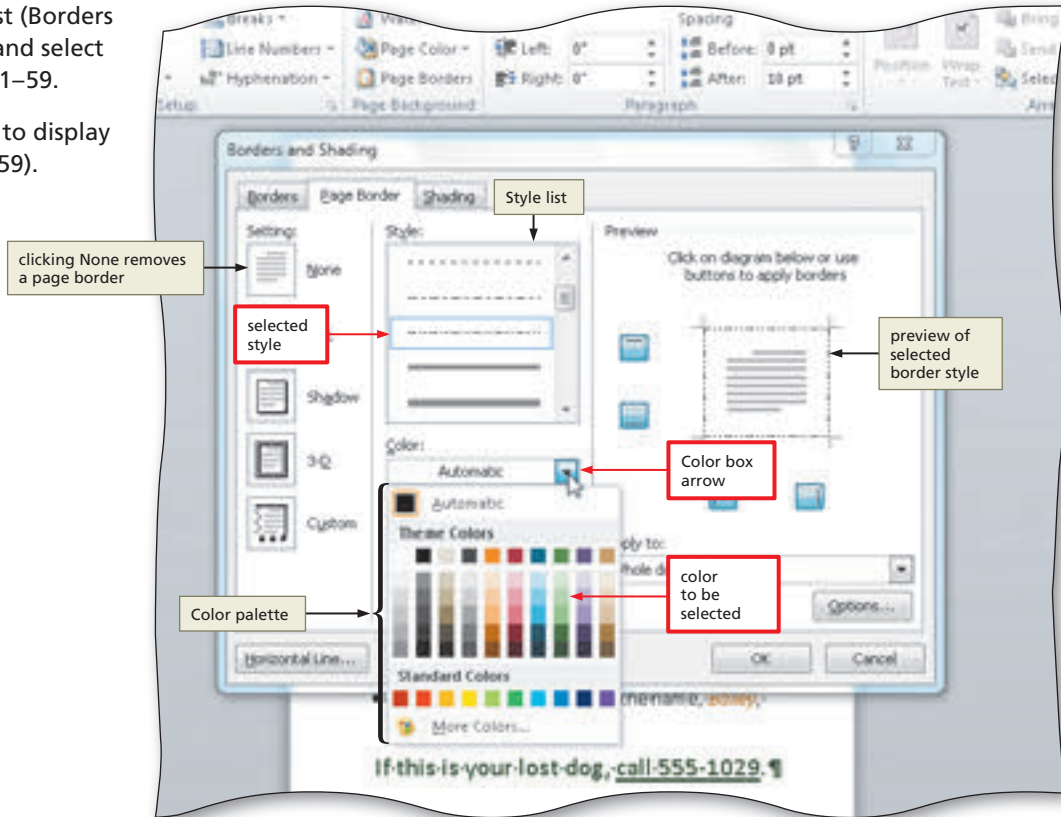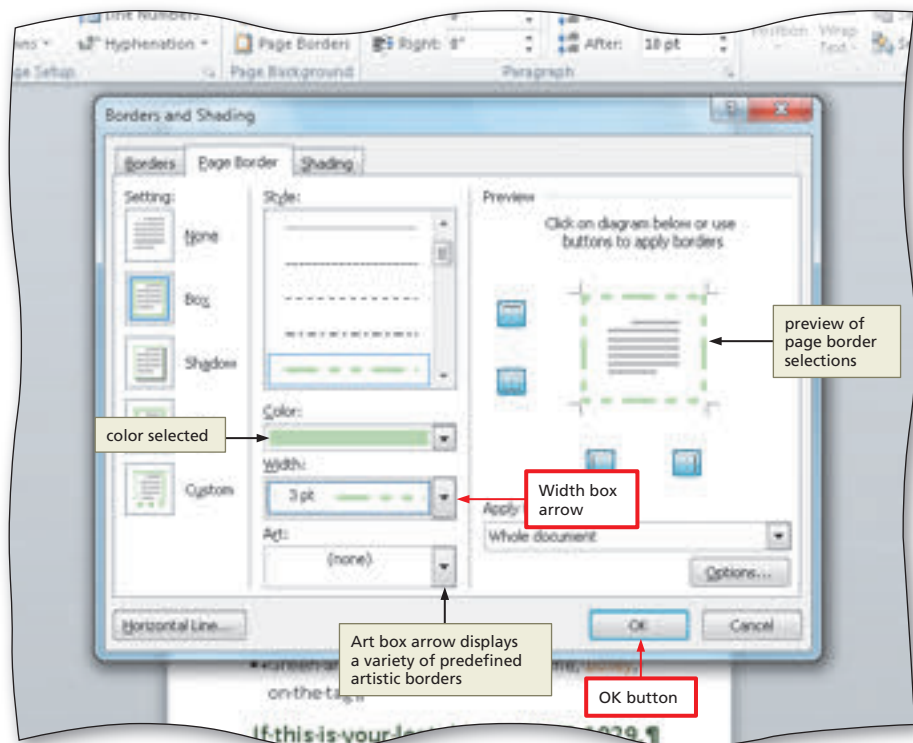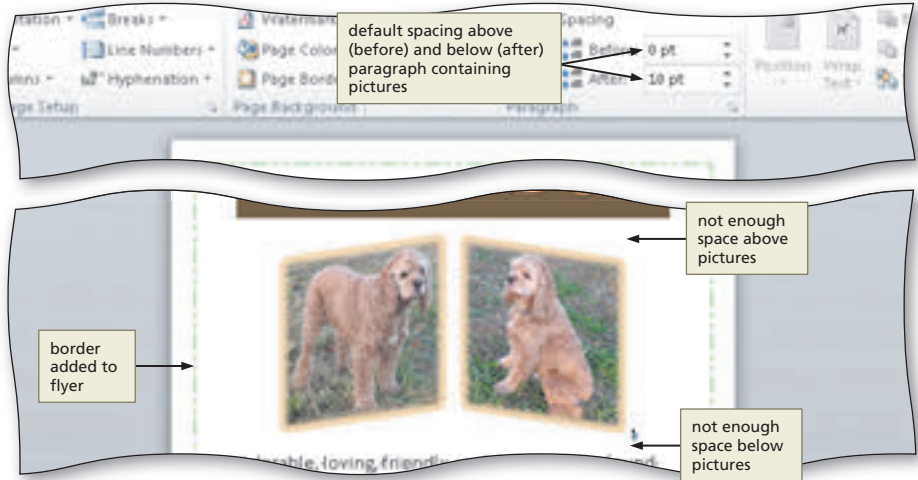
Figure 1–61

To Change Spacing before and after a Paragraph

The default spacing above (before) a paragraph in Word is 0 points and below (after) is 10 points. In the flyer, you want to increase the spacing above and below the paragraph containing the pictures. The following steps change the spacing above and below a paragraph.

1

- Position the insertion point in the paragraph to be adjusted, in this case, the paragraph containing the pictures.

- Click the Spacing Before box up arrow (Page Layout tab | Paragraph group) as many times as necessary until 24 pt is displayed in the Spacing Before box to increase the space above the current paragraph.

2

- Click the Spacing After box up arrow (Page Layout tab | Paragraph group) so that 12 pt is displayed in the Spacing After box to increase the space below the current paragraph (Figure 1–62).

- If the text flows to two pages, reduce the spacing above and below paragraphs as necessary.

Page Layout tab

changed to 24 pt

Spacing Before box up arrow

Spacing After box up arrow

Paragraph group

changed to 12 pt

space increased

FOUND·DOG

space increased

insertion point

Adorable, loving, friendly, well-behaved dog found

Figure 1–62
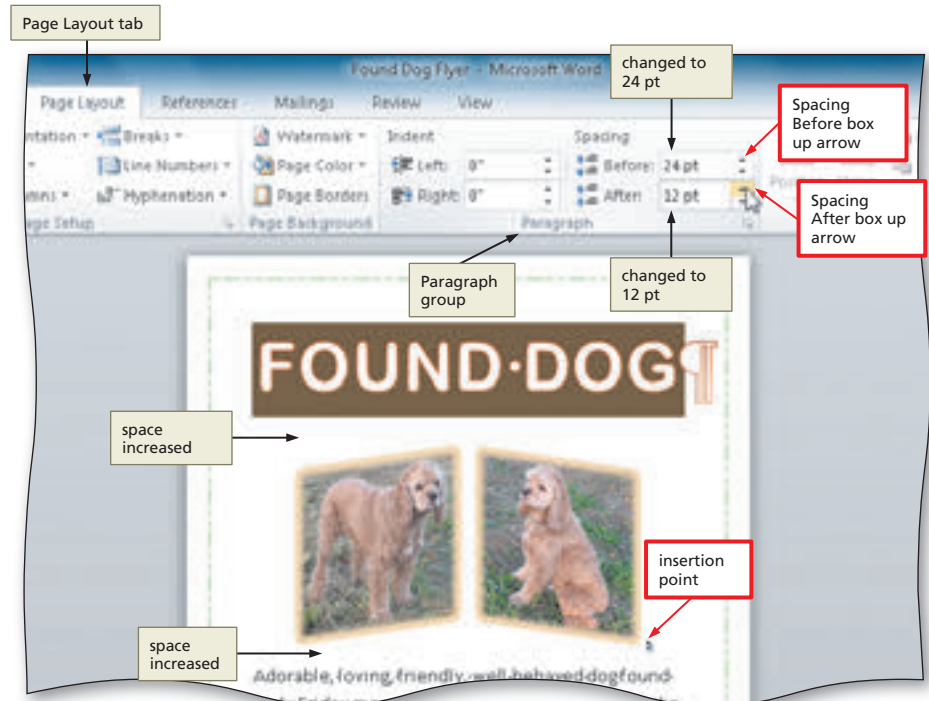
Other Ways
1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), enter spacing before and after values, click OK button 2. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), enter spacing before and after values, click OK button

To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

To Quit Word

Although you still need to make some edits to this document, you want to quit Word and resume working on the project at a later time. Thus, the following steps quit Word. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 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.

2 If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

Break Point: If you wish to take a break, this is a good place to do so. To resume at a later time, continue following the steps from this location forward.

Correcting Errors and Revising a Document

After creating a document, you may need to change it. For example, the document may contain an error, or new circumstances may require you to add text to the document.

Types of Changes Made to Documents

The types of changes made to documents normally fall into one of the three following categories: additions, deletions, or modifications.

Additions   Additional words, sentences, or paragraphs may be required in a document. Additions occur when you omit text from a document and want to insert it later. For example, you may want to add your e-mail address to the flyer.

Deletions   Sometimes, text in a document is incorrect or is no longer needed. For example, you may discover the dog's collar is just green. In this case, you would delete the words, and silver, from the flyer.

Modifications   If an error is made in a document or changes take place that affect the document, you might have to revise a word(s) in the text. For example, the dog may have been found in Hampton Village instead of Hampton Township.

To Start Word

Once you have created and saved a document, you may need to retrieve it from your storage medium. For example, you might want to revise the document or print it. The following steps, which assume Windows 7 is running, start Word so that you can open and modify the flyer. You may need to ask your instructor how to start Word for your computer. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Start button on the Windows 7 taskbar to display the Start menu.

2 Type `Microsoft Word` as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.

3 Click Microsoft Word 2010 in the search results on the Start menu to start Word and display a new blank document in the Word window.

4 If the Word window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.

To Open a Document from Word

Earlier in this chapter, you saved your project on a USB flash drive using the file name, Found Dog Flyer. The following steps open the Found Dog Flyer file from the Word folder in the CIS 101 folder on the USB flash drive. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 With your USB flash drive connected to one of the computer's USB ports, click File on the Ribbon to open the Backstage view.

2 Click Open in the Backstage view to display the Open dialog box.

3 Navigate to the location of the file to be opened (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive). For a detailed example of this procedure, refer to Steps 3a – 3c in the To Save a File in a Folder section in the Office 2010 and Windows 7 chapter at the beginning of this book.

4 Click Found Dog Flyer to select the file to be opened.

5 Click the Open button (Open dialog box) to open the selected file and display the opened document in the Word window.

Q&A Could I have clicked the Recent tab to open the file?

Yes. Because the file was recently closed, it should appear in the Recent Documents list.

To Zoom the Document

While modifying the document, you prefer the document at 100 percent so that it is easier to read. Thus, the following step changes the zoom back to 100 percent.

1 If necessary, click the Zoom In button on the status bar as many times as necessary until the Zoom button displays 100% on its face (shown in Figure 1–63 on the next page).

To Insert Text in an Existing Document

Word inserts text to the left of the insertion point. The text to the right of the insertion point moves to the right and downward to fit the new text. The following steps insert the word, very, to the left of the word, early, in the flyer.

1

- Scroll through the document and then click to the left of the location of text to be inserted (in this case, the e in early) to position the insertion point where text should be inserted (Figure 1–63).

Figure 1–63

2
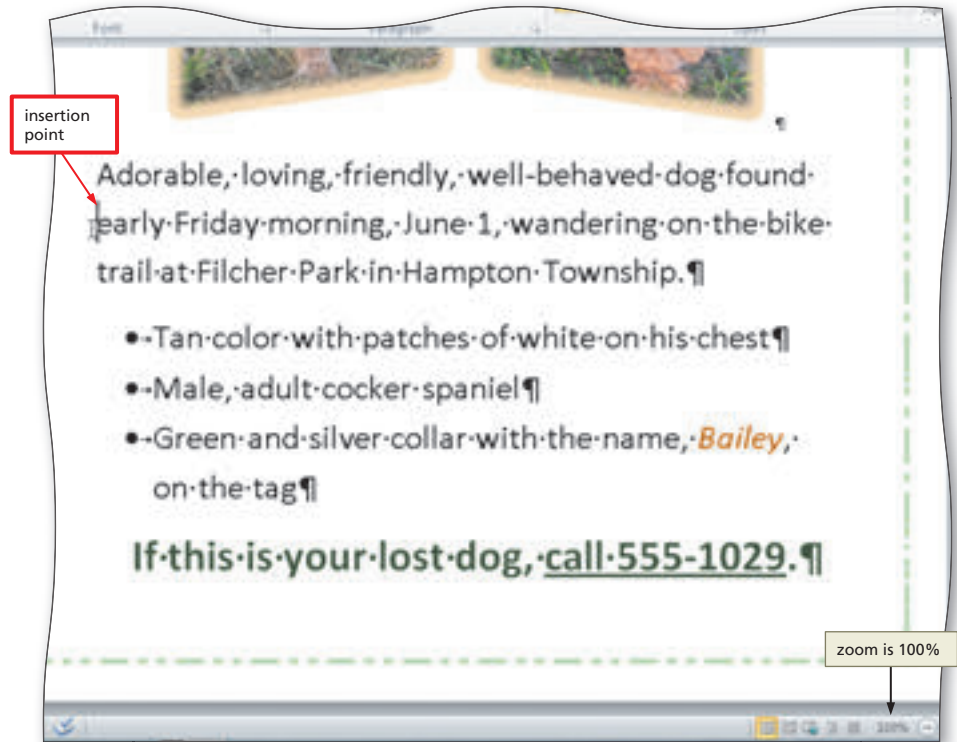
- Type **very** and then press the SPACEBAR to insert the word to the left of the insertion point (Figure 1–64).

Q&A

Why did the text move to the right as I typed?

In Word, the default typing mode is **insert mode**, which means as you type a character, Word moves all the characters to the right of the typed character one position to the right.

Figure 1–64

Deleting Text from a Document

It is not unusual to type incorrect characters or words in a document. As discussed earlier in this chapter, you can click the Undo button on the Quick Access Toolbar to undo a command or action immediately — this includes typing. Word also provides other methods of correcting typing errors.

To delete an incorrect character in a document, simply click next to the incorrect character and then press the BACKSPACE key to erase to the left of the insertion point, or press the DELETE key to erase to the right of the insertion point.

To Delete Text

To delete a word or phrase, you first must select the word or phrase. The following steps select the word, very, that was just added in the previous steps and then delete the selection.

1

● Position the mouse pointer somewhere in the word to be selected (in this case, very) and then double-click to select the word (Figure 1–65).
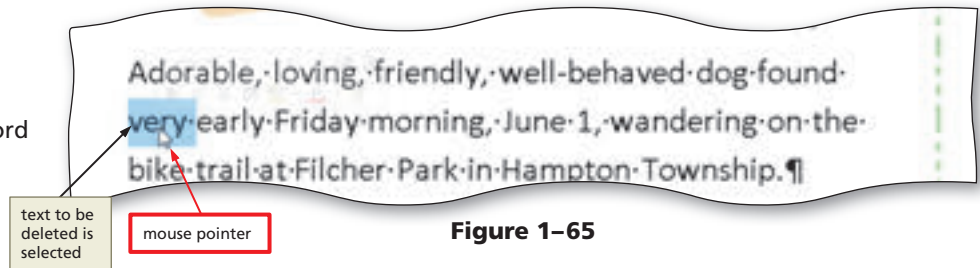
Adorable,·loving,·friendly,·well-behaved·dog·found·
very·early·Friday·morning,·June·1,·wandering·on·the·
bike·trail·at·Filcher·Park·in·Hampton·Township.¶

text to be deleted is selected

mouse pointer

Figure 1–65

2

● With the text selected, press the DELETE key to delete the selected text (shown in Figure 1–63).

To Move Text

While proofreading the flyer, you realize that the body copy would read better if the first two bulleted paragraphs were reversed. An efficient way to move text a short distance, such as reversing two paragraphs, is drag-and-drop editing. With **drag-and-drop editing**, you select the text to be moved and then drag the selected item to the new location and then *drop*, or insert, it there. Another technique for moving text is the cut-and-paste technique, which is discussed in the next chapter. The following steps use drag-and-drop editing to move text.

1

● Position the mouse pointer in the paragraph to be moved (in this case, the second bulleted item) and then triple-click to select the paragraph.

● With the mouse pointer in the selected text, press and hold down the mouse button, which displays a dotted insertion point and a small dotted box with the mouse pointer (Figure 1–66).

●·Tan·color·with·patches·of·white·on·his·chest¶
●·Male,·adult·cocker·spaniel¶
●·Green·and·silver·collar·with·the·name,·*Bailey*,·

text to be moved is selected

mouse pointer has small box below it when you begin to drag selected text
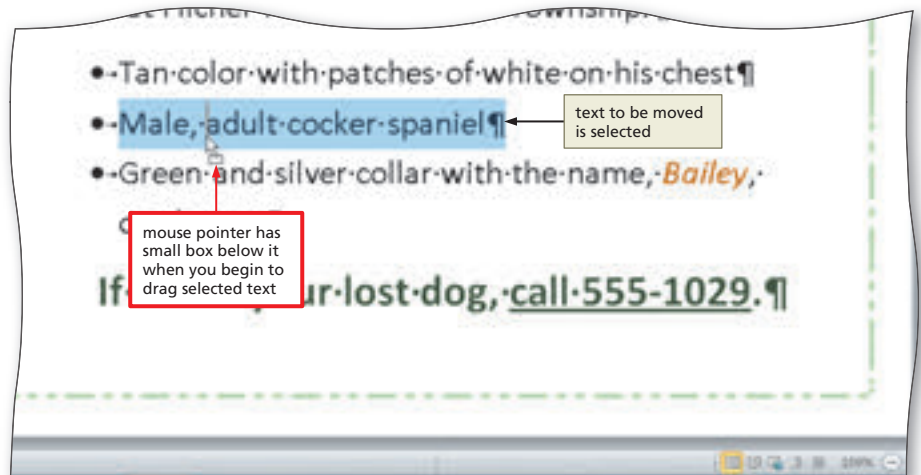
If··ur·lost·dog,·call·555-1029.¶

Figure 1–66

2

● Drag the dotted insertion point to the location where the selected text is to be moved, as shown in Figure 1–67.

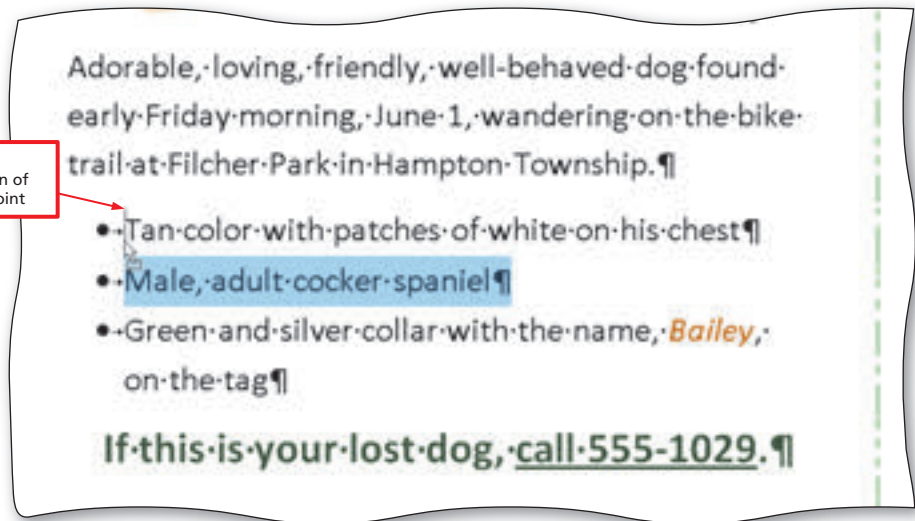selected text to be dropped at location of dotted insertion point

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.¶

● Tan color with patches of white on his chest¶
● Male, adult cocker spaniel¶
● Green and silver collar with the name, *Bailey,* on the tag¶

If this is your lost dog, call 555-1029.¶

Figure 1–67

3

● Release the mouse button to move the selected text to the location of the dotted insertion point (Figure 1–68).

Q&A What if I accidentally drag text to the wrong location?

Click the Undo button on the Quick Access Toolbar and try again.

Q&A Can I use drag-and-drop editing to move any selected item?

Yes, you can select words, sentences, phrases, and graphics and then use drag-and-drop editing to move them.

Q&A What is the purpose of the Paste Options button?

If you click the Paste Options button, a menu appears that allows you to change the format of the item that was moved. The next chapter discusses the Paste Options menu.

● Click anywhere in the document window to remove the selection from the bulleted item.

selected text moved

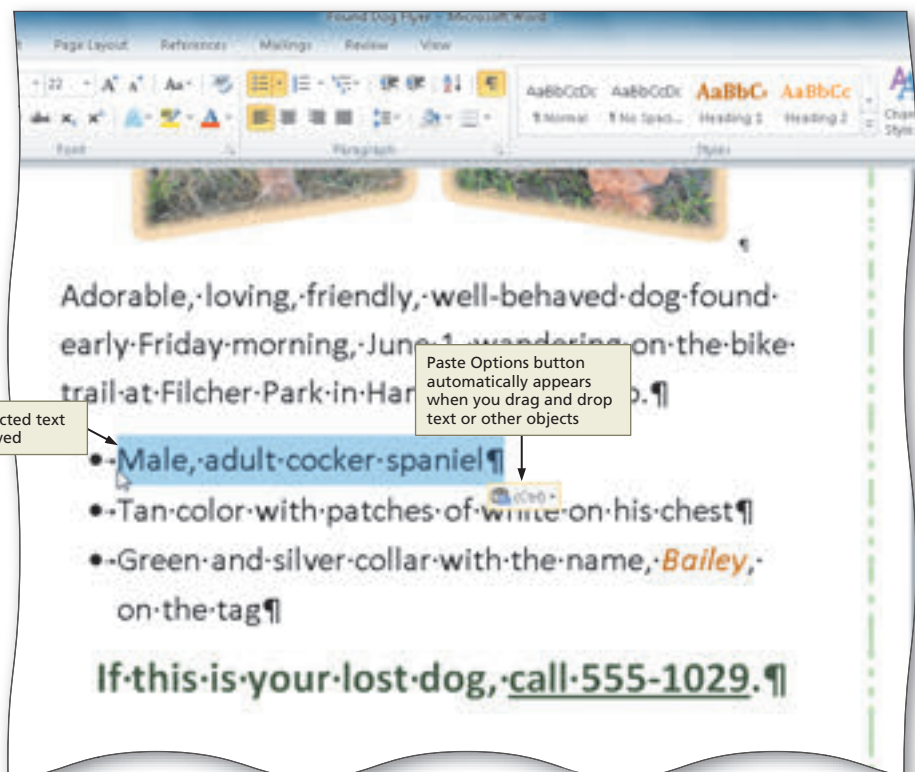Paste Options button automatically appears when you drag and drop text or other objects

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Ham   ).¶

● Male, adult cocker spaniel¶
● Tan color with patches of white on his chest¶
● Green and silver collar with the name, *Bailey,* on the tag¶

If this is your lost dog, call 555-1029.¶

Figure 1–68

Other Ways

1. Click Cut button (Home tab | Clipboard group), click where text or object is to be pasted, click Paste button (Home tab | Clipboard group)

2. Right-click selected text, click Cut on shortcut menu, right-click where text or object is to be pasted, click Keep Source Formatting on shortcut menu

3. Press CTRL+X, position insertion point where text or object is to be pasted, press CTRL+V

Changing Document Properties

Word helps you organize and identify your files by using **document properties**, which are the details about a file. Document properties, also known as **metadata**, can include information such as the project author, title, subject, and keywords. A **keyword** is a word or phrase that further describes the document. For example, a class name or document topic can describe the file's purpose or content.

Document properties are valuable for a variety of reasons:

- Users can save time locating a particular file because they can view a document's properties without opening the document.
- By creating consistent properties for files having similar content, users can better organize their documents.
- Some organizations require Word users to add document properties so that other employees can view details about these files.

Five different types of document properties exist, but the more common ones used in this book are standard and automatically updated properties. **Standard properties** are associated with all Microsoft Office documents and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

To Change Document Properties

The **Document Information Panel** contains areas where you can view and enter document properties. You can view and change information in this panel at any time while you are creating a document. Before saving the flyer again, you want to add your name and course information as document properties. The following steps use the Document Information Panel to change document properties.

1

- Click File on the Ribbon to open the Backstage view.

- If necessary, click the Info tab to display the Info gallery (Figure 1–69).

Q&A

How do I close the Backstage view?

Click File on the Ribbon or click the preview of the document in the Info gallery to return to the Word document window.
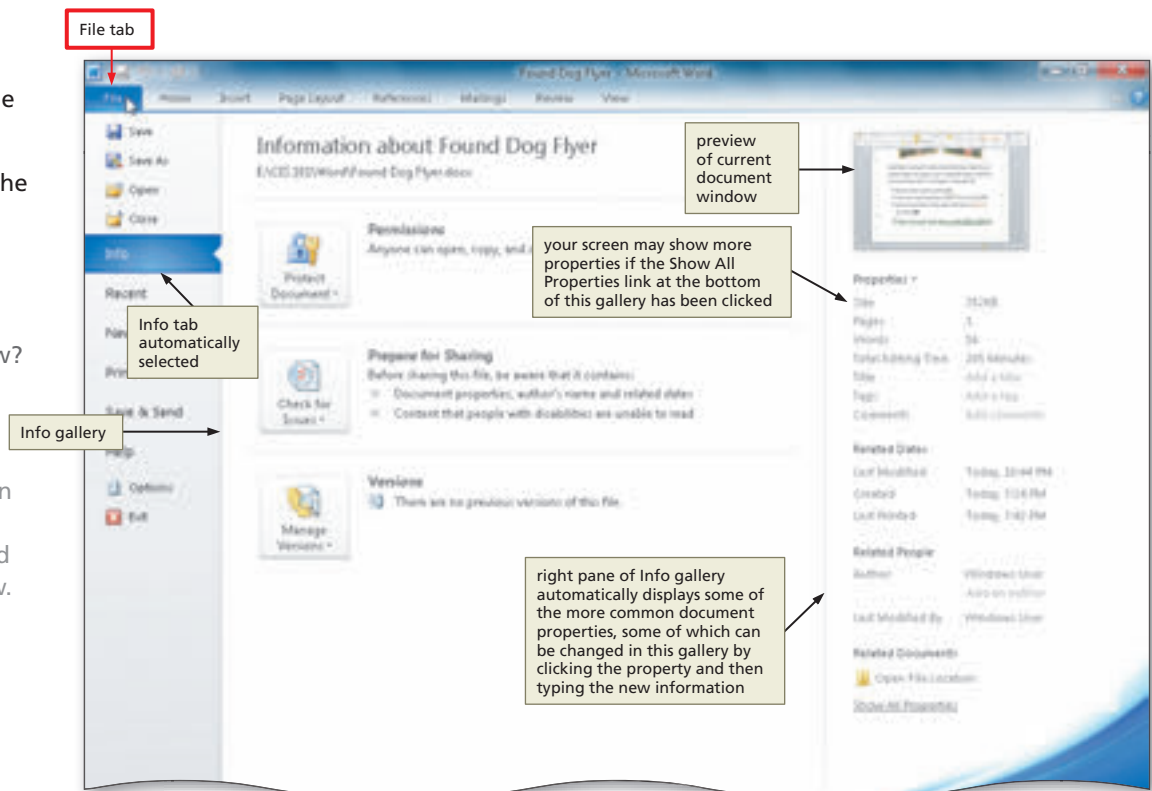

Figure 1–69

2

- Click the Properties button in the right pane of the Info gallery to display the Properties menu (Figure 1–70).
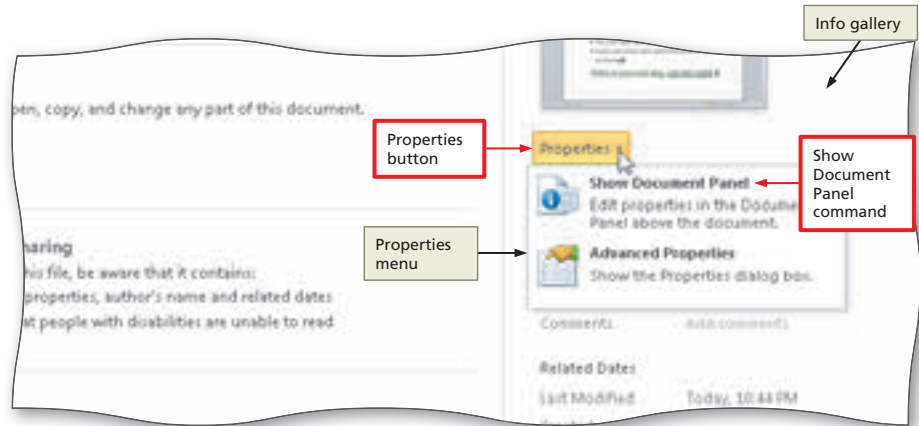

Figure 1–70

3

- Click Show Document Panel on the Properties menu to close the Backstage view and display the Document Information Panel in the Word document window (Figure 1–71).

Q&A

Why are some of the document properties in my Document Information Panel already filled in?

The person who installed Microsoft Office 2010 on your computer or network may have set or customized the properties.
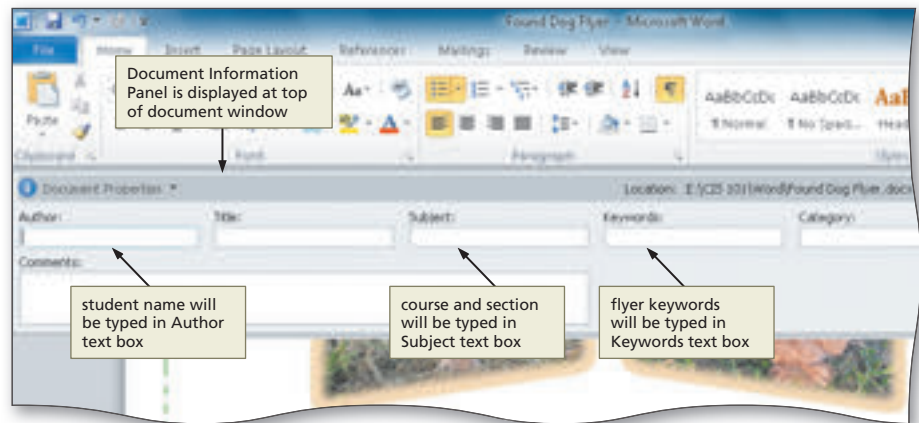
Figure 1–71

4

- Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.

- Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.

- If an AutoComplete dialog box appears, click its Yes button.

Figure 1–72

- Click the Keywords text box, if necessary delete any existing text, and then type **cocker spaniel** as the Keywords property (Figure 1–72).

Q&A

What types of document properties does Word collect automatically?

Word records details such as time spent editing a document, the number of times a document has been revised, and the fonts and themes used in a document.

Other Ways

1. Click File on Ribbon, click Info in Backstage view, if necessary click Show All Properties link in Info gallery, click property to change and then type new information, close Backstage view

5

- Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Save an Existing Document with the Same File Name

You are finished editing the flyer. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Printing a Document

After creating a document, you may want to print it. Printing a document enables you to distribute the document to others in a form that can be read or viewed but typically not edited. It is a good practice to save a document before printing it, in the event you experience difficulties printing.

Determine the best method for distributing the document.
The traditional method of distributing a document uses a printer to produce a hard copy. A **hardcopy** or **printout** is information that exists on a physical medium such as paper. For users that can receive fax documents, you can elect to print a hard copy on a remote fax machine. Hard copies can be useful for the following reasons:

- Many people prefer proofreading a hard copy of a document rather than viewing it on the screen to check for errors and readability.

- Hard copies can serve as reference material if your storage medium is lost or becomes corrupted and you need to recreate the document.

Instead of distributing a hard copy of a document, users can choose to distribute the document as an electronic image that mirrors the original document's appearance. The electronic image of the document can be e-mailed, posted on a Web site, or copied to a portable storage medium such as a USB flash drive. Two popular electronic image formats, sometimes called fixed formats, are PDF by Adobe Systems and XPS by Microsoft. In Word, you can create electronic image files through the Print tab in the Backstage view, the Send & Save tab in the Backstage view, and the Save As dialog box. Electronic images of documents, such as PDF and XPS, can be useful for the following reasons:

- Users can view electronic images of documents without the software that created the original document (e.g., Word). Specifically, to view a PDF file, you use a program called Acrobat Reader, which can be downloaded free from Adobe's Web site. Similarly, to view an XPS file, you use a program called an XPS Viewer, which is included in the latest versions of Windows and Internet Explorer.

- Sending electronic documents saves paper and printer supplies. Society encourages users to contribute to **green computing**, which involves reducing the environmental waste generated when using a computer.

Plan Ahead

BTW

Conserving Ink and Toner
If you want to conserve ink or toner, you can instruct Word to print draft quality documents by clicking File on the Ribbon to open the Backstage view, clicking Options in the Backstage view to display the Word Options dialog box, clicking Advanced in the left pane (Word Options dialog box), scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then clicking the OK button. Then, use the Backstage view to print the document as usual.

To Print a Document

With the completed document saved, you may want to print it. Because this flyer is being posted, you will print a hard copy on a printer. The steps on the next page print a hard copy of the contents of the saved Found Dog Flyer document.

1

- Click File on the Ribbon to open the Backstage view.

- Click the Print tab in the Backstage view to display the Print gallery (Figure 1–73).

Q&A How can I print multiple copies of my document?

Increase the number in the Copies box in the Print gallery.

Q&A What if I decide not to print the document at this time?

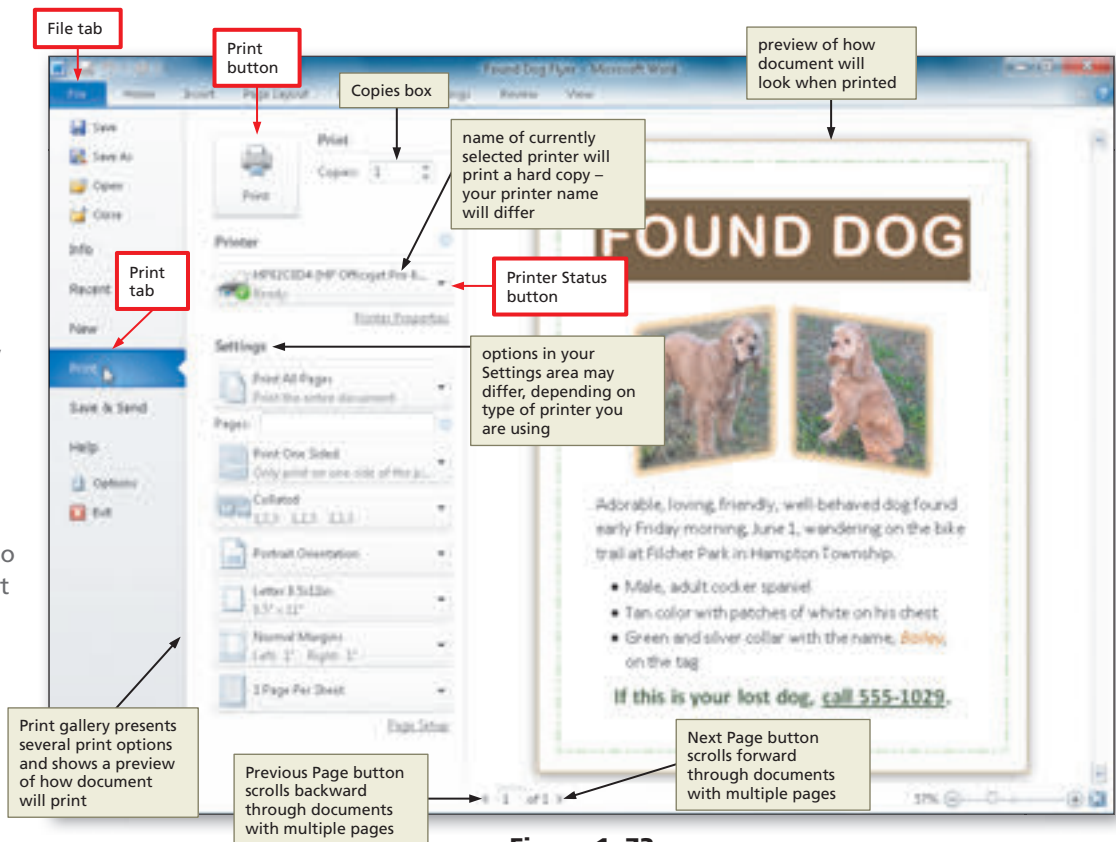Click File on the Ribbon to close the Backstage view and return to the Word document window.

File tab

Print button

Copies box

Print tab

name of currently selected printer will print a hard copy – your printer name will differ

Printer Status button

preview of how document will look when printed

options in your Settings area may differ, depending on type of printer you are using

Print gallery presents several print options and shows a preview of how document will print

Previous Page button scrolls backward through documents with multiple pages

Next Page button scrolls forward through documents with multiple pages

Figure 1–73

2

- Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.

3

- Click the Print button in the Print gallery to print the document on the currently selected printer.

- When the printer stops, retrieve the hard copy (Figure 1–74).

Q&A Do I have to wait until my document is complete to print it?

No, you can follow these steps to print a document at any time while you are creating it.

Q&A What if I want to print an electronic image of a document instead of a hard copy?

You would click the Printer Status button in the Print gallery and then select the desired electronic image option such as a Microsoft XPS Document Writer, which would create an XPS file.

Other Ways

1. Press CTRL+P, press ENTER

Figure 1–74

To 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.

1 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.

2 If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

BTW

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)

SAM 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.

BTW

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. Italicize 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.

Figure 1–75

Property of Cengage Learning

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 instructor.
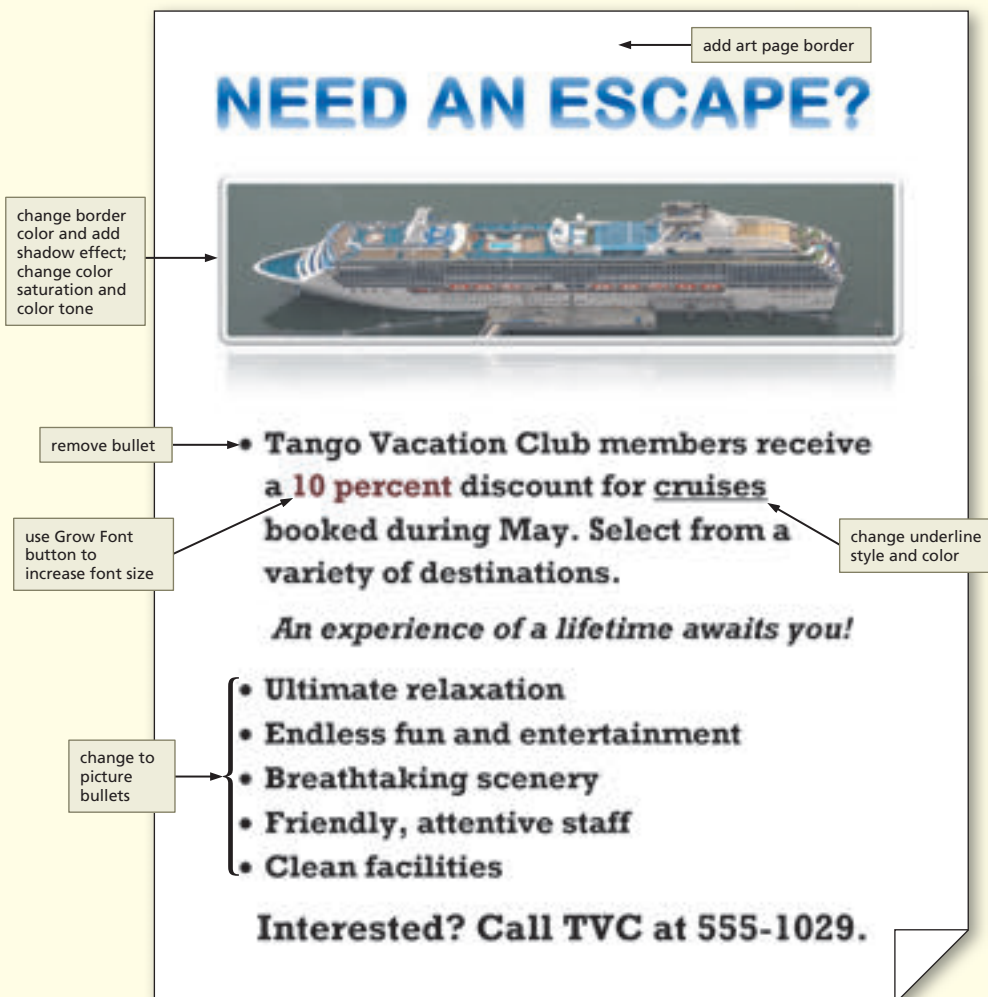

Figure 1–76

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' check boxes do not contain check marks, and then click the OK button. If your screen still does not display the wavy underlines, redisplay the Word Options dialog box, click Proofing, and then click the Recheck Document button.

Change the document properties, including keywords, as specified by your instructor. Save the revised document with the name, Make It Right 1-1 Karate Academy Flyer, and then submit it in the format specified by your instructor.
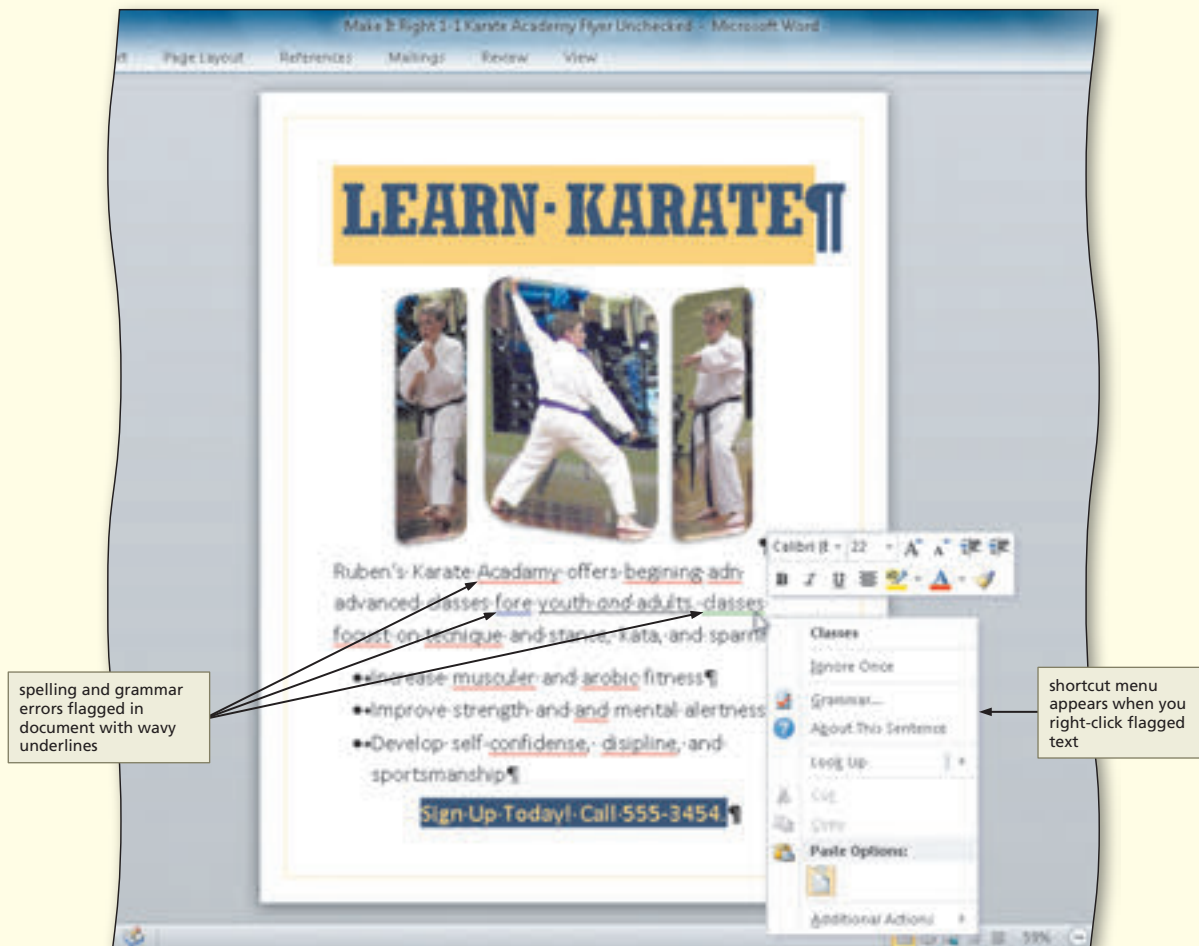

Figure 1–77

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.

Studying All Night?

blank line

Let us help you! Our expert instructors teach effective study habits, time management skills, and energy building techniques.

Classes are $15.00 per session

Sessions last four weeks

Classes meet in the Student Services Center twice a week

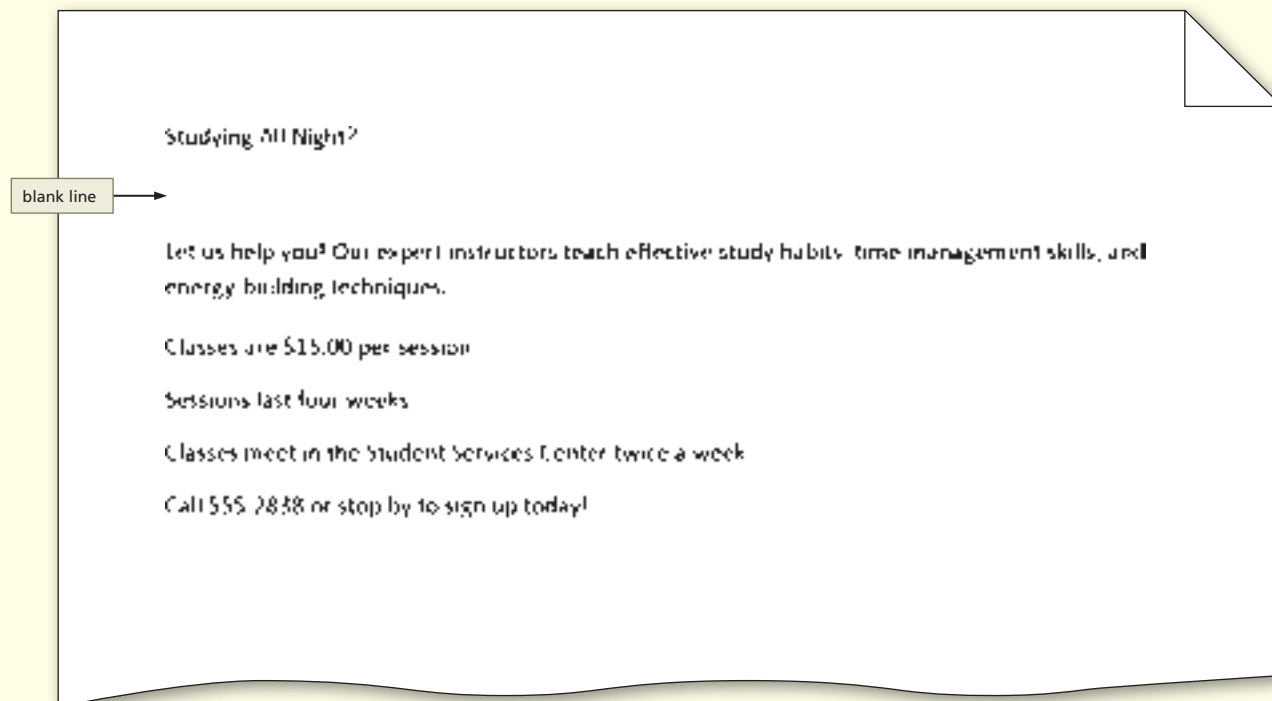Call 555-2838 or stop by to sign up today!

Figure 1–78 (a) Unformatted Flyer

9. 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.

10. Bullet the three lines (paragraphs) of text above the signature line.

11. Bold and capitalize the text, Let us help you!, and change its color to Dark Red, Accent 6.

12. Italicize the word, or, in the signature line.

13. Underline the text, Student Services Center, in the third bulleted paragraph.

14. Change the zoom so that the entire page is visible in the document window.

Figure 1–78 (b) Formatted Flyer

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.

Property of Cengage Learning

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.
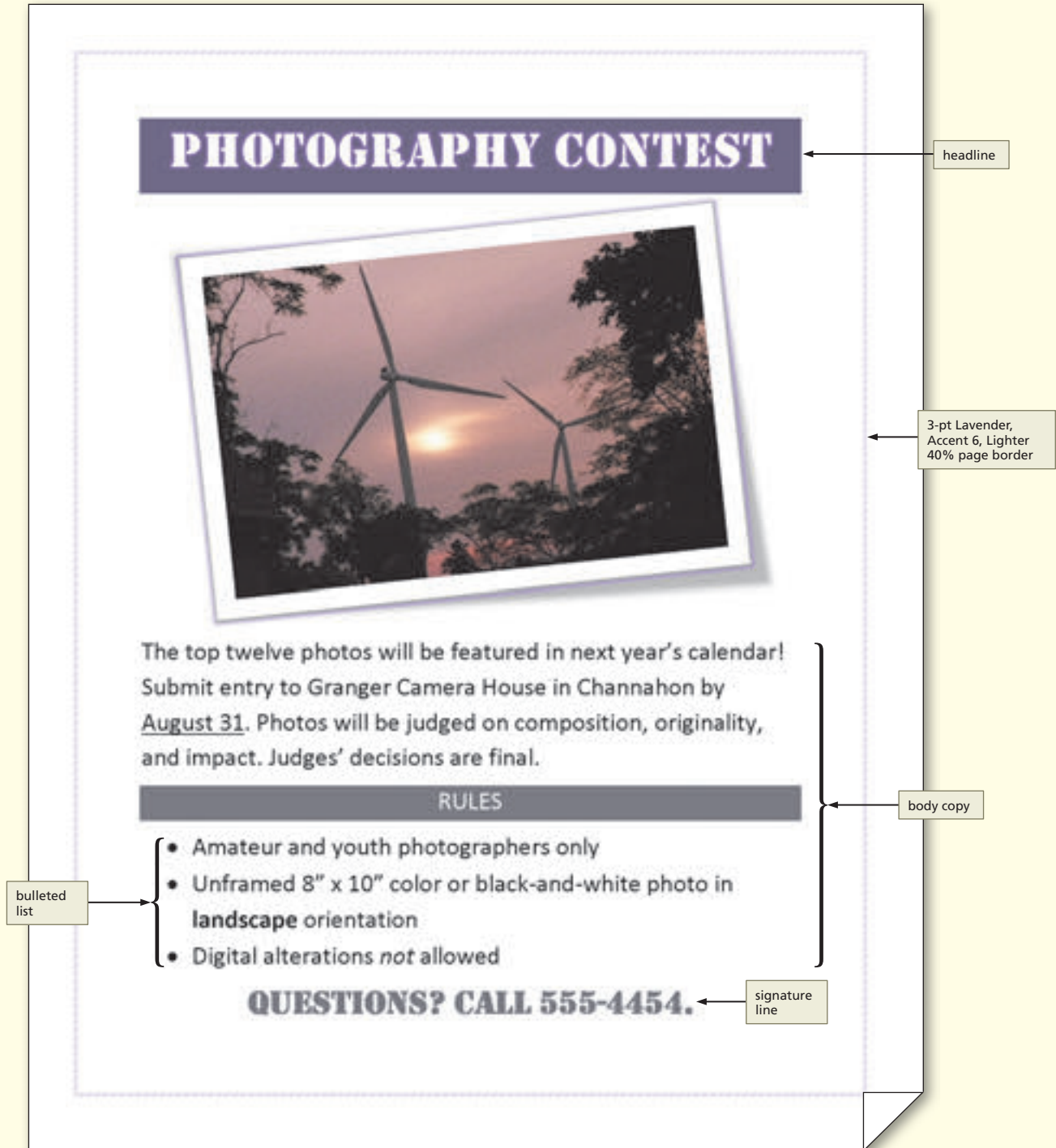
PHOTOGRAPHY CONTEST ← headline

← 3-pt Lavender, Accent 6, Lighter 40% page border

The top twelve photos will be featured in next year's calendar! Submit entry to Granger Camera House in Channahon by August 31. Photos will be judged on composition, originality, and impact. Judges' decisions are final. ← body copy

RULES

bulleted list →

- Amateur and youth photographers only
- Unframed 8" x 10" color or black-and-white photo in **landscape** orientation
- Digital alterations *not* allowed

QUESTIONS? CALL 555-4454. ← signature line

Figure 1–79

Property of Cengage Learning

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.
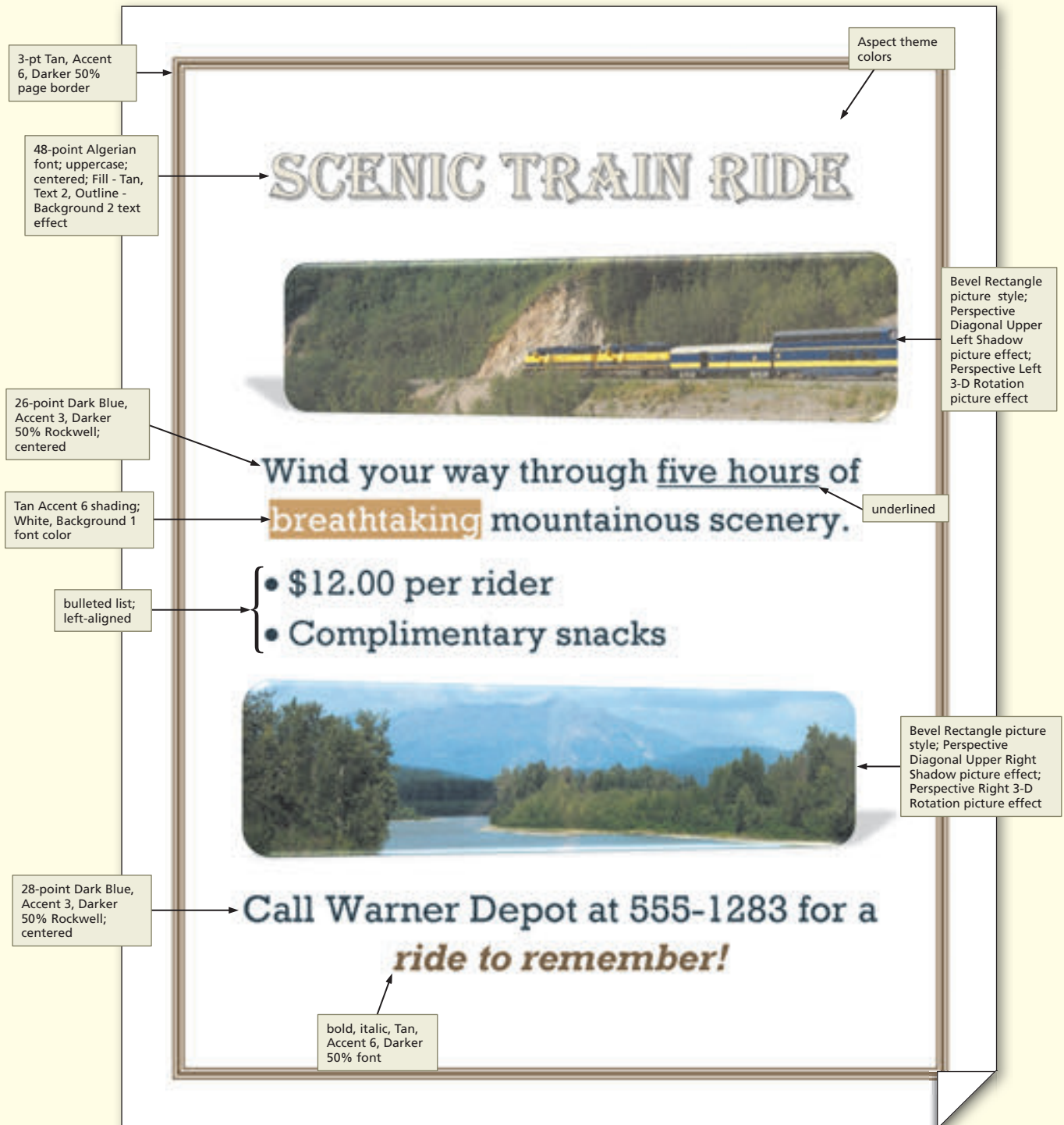

Figure 1–80

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.

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.