Introduction to Word

Microsoft Word 2013 is a ***word processing application***—a program used to type and format text, insert and create graphics and tables, and create documents such as letters, reports, and newsletters.

New application introduction to provide overview of chapter

You can use Word to type and edit text. You can edit your work using Word's spelling and grammar tools. You can fix errors as you type or scan the entire document for errors. As you compose your documents, you can quickly delete, insert, and move text.

You can use Word to apply a variety of fonts, sizes, and colors to the text in your documents. You can also add lines, borders, and shading to emphasize document elements. Formatting tasks can be performed quickly using the Format Painter or by assigning predefined styles.

You can insert graphics into Word documents or create your own using tools such as Text Effects, drawing objects, or SmartArt. Data can be inserted into tables. You can then format and position these objects to create the documents you desire.

Word can be used to collaborate with others. For example, you can save documents to the Internet and invite others to view them or make changes to them. You can also track the changes each collaborator makes to your documents, and then accept or reject those changes.

Word also has tools to perform specific tasks such as printing individualized documents using mail merge. You can also create citations and bibliographies using the Source Manager.

Word's features and tools enable you to create simple documents such as letters, memos, and reports and more elegant documents such as newsletters and forms.

CHAPTER 1

Create Letters and Memos

Two page chapter introduction

- Microsoft Office Word is one of the most common productivity programs that individuals use on a computer.
- Word is used to create documents such as memos, reports, letters, and mailing labels. These documents can include tables and graphics.
- To work efficiently with Word, entering text, formatting text, and navigating within a Word document are the first basic skills you need.
- You can change the font and font size and add emphasis to text, but use caution not to apply too many different formats to your text. This can be distracting to the reader.
- It is never acceptable to have errors in spelling, grammar, or word usage in your documents; you can use Word spelling and grammar tools to prevent this.
- Business letters and memos are often structured and formatted in a formal manner as described in *The Gregg Reference Manual* by William A. Sabin.

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Aspen Falls City Hall

In this chapter, you will assist Evelyn Stone, Human Resources Director, to create a letter to Dr. George Gato of Aspen Falls Community College. The purpose of the letter is to establish an internship program between City Hall and the students in the Information Systems Department chaired by Dr. Gato.

Microsoft Word is used often to write business letters and memos. You can quickly type, edit, and format text. Because business communication documents should be free of mistakes, spelling and grammar errors are flagged as you type. Most businesses apply a standard business letter format to all letters coming from the organization.

In this project, you will write a one-page business letter using the block style as defined by *The Gregg Reference Manual* by William A. Sabin. The ***block style***, also called the ***full-block style***, typically begins all lines at the left margin except for letterheads, tables, and block quotes. You will add a second page detailing the various internship positions available with City Hall.

Introduction

Time to complete all 10 skills – 60 to 75 minutes

60-75 min.

Student data file needed for this chapter:

wrd01_InternPositions

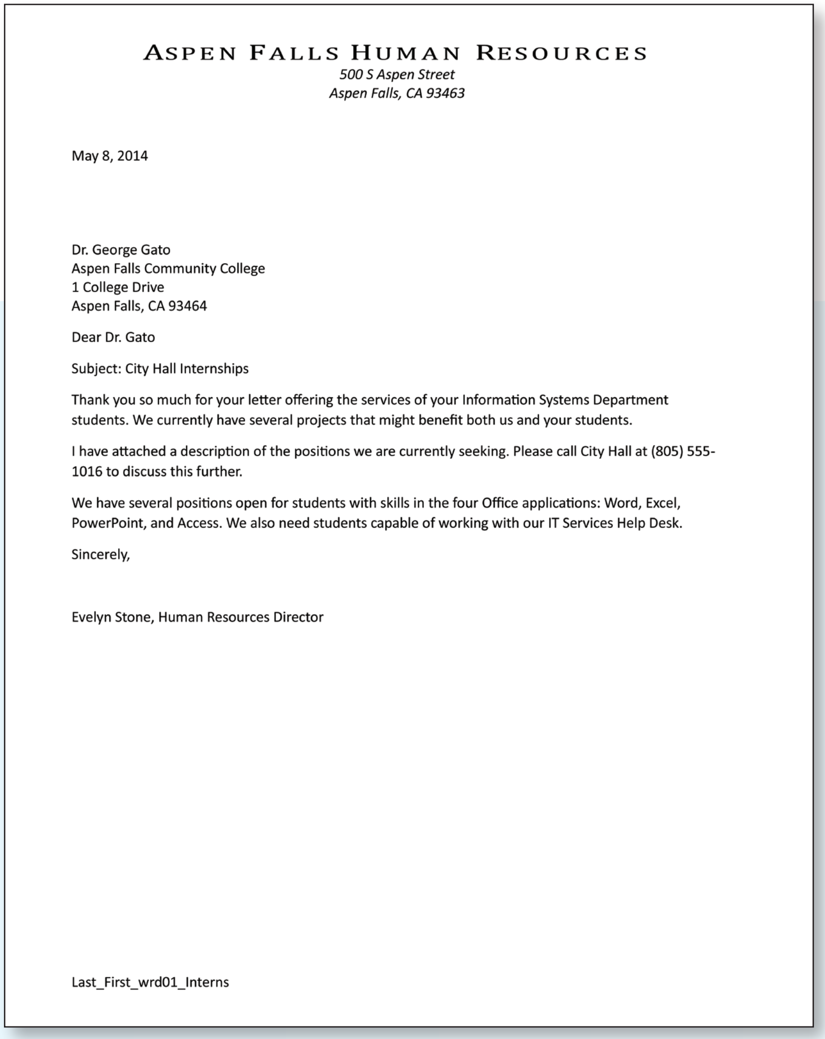
You will save your files as:

Last_First_wrd01_Interns (Word)
Last_First_wrd01_Interns (PDF)

Outcome

Outcome

Using the skills in this chapter, you will be able to work with Word documents like this:



ASPEN FALLS HUMAN RESOURCES
500 S Aspen Street
Aspen Falls, CA 93463

May 8, 2014

Dr. George Gato
Aspen Falls Community College
1 College Drive
Aspen Falls, CA 93464

Dear Dr. Gato

Subject: City Hall Internships

Thank you so much for your letter offering the services of your Information Systems Department students. We currently have several projects that might benefit both us and your students.

I have attached a description of the positions we are currently seeking. Please call City Hall at (805) 555-1016 to discuss this further.

We have several positions open for students with skills in the four Office applications: Word, Excel, PowerPoint, and Access. We also need students capable of working with our IT Services Help Desk.

Sincerely,

Evelyn Stone, Human Resources Director

Last_First_wrd01_Interns

Skills List

SKILLS

MyITLab®
Skills 1-10 Training

At the end of this chapter you will be able to:

Skill 1 Type Letter Text
Skill 2 Apply Styles and Set Grammar and Spelling Options
Skill 3 Select and Insert Text
Skill 4 Copy, Cut, and Paste Text
Skill 5 Check Spelling and Grammar
Skill 6 Check Writing Style and Insert Synonyms
Skill 7 Use Format Painter
Skill 8 Apply Advanced Font Settings
Skill 9 Create Document Footers
Skill 10 Save Documents as PDF Files

MORE SKILLS

Skill 11 Prepare Documents for Distribution
Skill 12 Insert Screen Shots into Documents
Skill 13 Split and Arrange Windows
Skill 14 Insert Symbols

SKILL 1: Type Letter Text

SKILL 1.1 VIDEO

Student training videos for each skill in the chapter: instructor led walk through

- When working with Word documents, a paragraph can be a single line containing a heading or several lines of sentences.
- To see where paragraphs begin and end, it is helpful to display ***formatting marks***—characters that display in your document to represent nonprinting characters such as paragraphs, spaces, and tabs.

1. Start **Word 2013**, and then on the start screen, click **Blank document**.
2. On the **Home tab**, in the **Paragraph group**, click the **Show/Hide** button ¶ to display the nonprinting formatting marks, as shown in **Figure 1**. If the Navigation pane is open, Close ✕ it.

   The Show/Hide button is a ***toggle button***—a button used to turn a feature both on and off. The paragraph mark (¶) indicates the end of a paragraph and will not print.

   Because many elements in the Word window adjust to your monitor size and personal settings, you may need to change your window size, exit Reading Mode, or disable Full Screen Mode to match the figures in this book.
3. With the insertion point in the blank paragraph, type Aspen Falls Human Resources and press Enter. Type 500 S Aspen Street and press Enter. Type Aspen Falls, CA 93463 and press Enter two times.
4. Type May 8, 2014 Press Enter three times, and then compare your screen with **Figure 2**.

   The letter has eight paragraphs—three for the letterhead, one for the date, and four blank paragraphs.

■ **Continue to the next page to complete the skill**

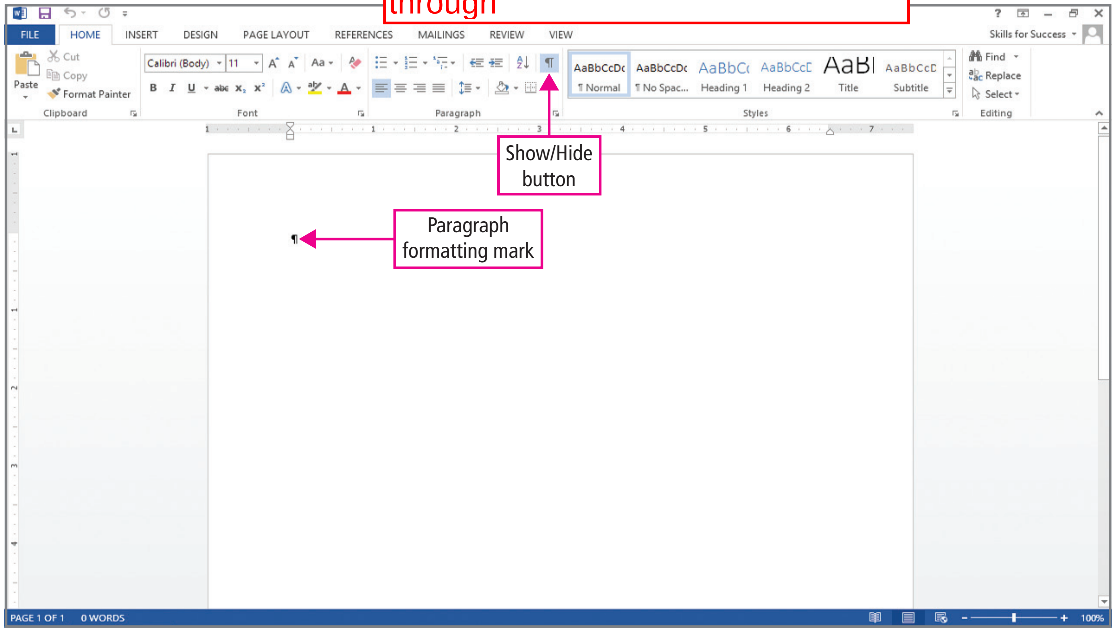
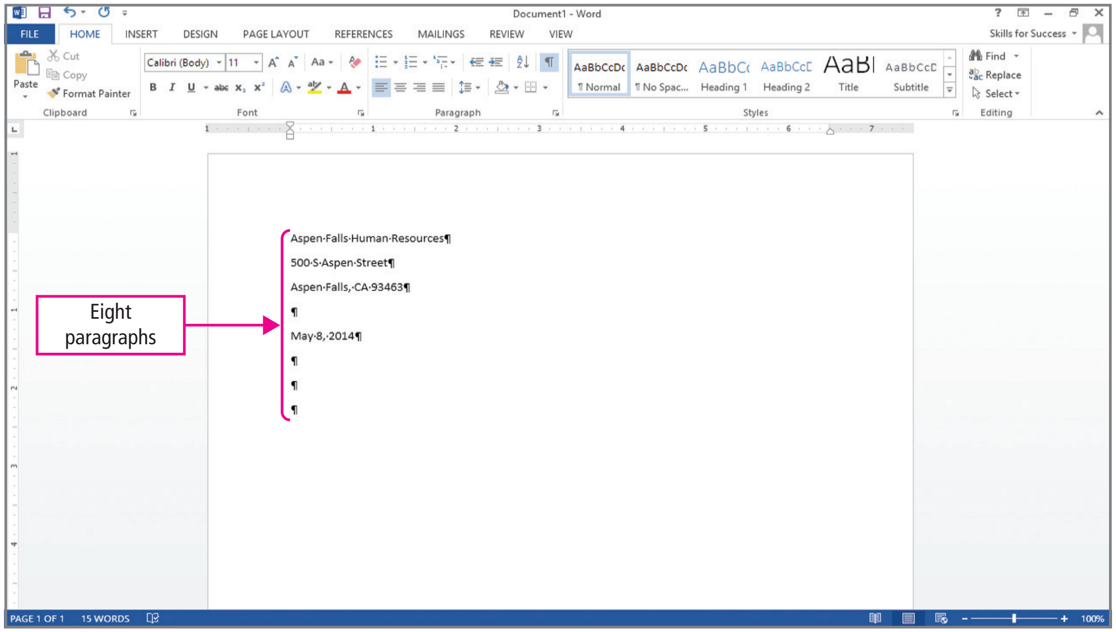

FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
Skills for Success
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbCc Heading 1
AaBbCcC Heading 2
AaBl Title
AaBbCcD Subtitle
Styles
Find
Replace
Select
Editing
Show/Hide button
Paragraph formatting mark
¶
PAGE 1 OF 1
0 WORDS
100%

Figure 1


Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
Skills for Success
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbCc Heading 1
AaBbCcC Heading 2
AaBl Title
AaBbCcD Subtitle
Styles
Find
Replace
Select
Editing
Eight paragraphs
PAGE 1 OF 1
15 WORDS
100%

Aspen·Falls·Human·Resources¶
500·S·Aspen·Street¶
Aspen·Falls,·CA·93463¶
¶
May·8,·2014¶
¶
¶
¶

Figure 2

Larger screen images

More Skills

The following More Skills are located at **www.pearsonhighered.com/skills**

More skills included online

More Skills ⑪ Prepare Documents for Distribution

Before sharing a document with colleagues, it is good practice to remove any hidden data or personal information embedded in the document. You can use Document Inspector to help you remove any information that you do not want to share.

In More Skills 11, you will open a document that has comments and other document properties, inspect the document, and then remove all personal information.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and then follow the instructions on the website.

More Skills ⑫ Insert Screen Shots into Documents

When you are working on a document, you may want to include a screen shot from your computer—such as a screen from another program or a website—as a graphic in the document.

In More Skills 12, you will use a browser to go to a government website, and then create a copy of the screen and store it in the Clipboard. You will then paste the screen into a document.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and then follow the instructions on the website.

More Skills ⑬ Split and Arrange Windows

You can split the Word screen, which lets you look at different parts of the same document at the same time. In a multiple-page document, this is convenient for viewing both the first page and the last page at the same time. You can also view two different documents side by side and make comparisons between the two.

In More Skills 13, you will open a multiple-page document, and split the screen. Then, you will open a second document and view both documents at the same time.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and then follow the instructions on the website.

More Skills ⑭ Insert Symbols

There are many symbols that are used occasionally, but not often enough to put on a standard computer keyboard. Some examples of commonly inserted symbols include copyright and trademark symbols, mathematical operators, and special dashes that are longer than hyphens. These symbols can be found and inserted from the Symbols group on the Insert tab.

In More Skills 14, you will open a document and insert several symbols from the Special Characters list in the Symbol dialog box.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and then follow the instructions on the website.

Please note that there are no additional projects to accompany the More Skills Projects, and they are not covered in the End-of-Chapter projects.

New Skills and Procedures
summary chart: reviews the skills
and tasks covered in each chapter

The following table summarizes the **SKILLS AND PROCEDURES** covered in this chapter.

Skills Number	Task	Step	Icon	Keyboard Shortcut
1	Display formatting marks	Home tab → Paragraph group → Show/Hide	¶	Ctrl + *
2	Apply styles	Home tab → Styles group → click desired style		
2	Ignore flagged words	Right-click the word, and click Ignore All		
2	Change spelling and grammar options	File tab → Word Options → Proofing page → Settings button		
3	Select paragraphs	Triple-click the paragraph, or with the ↗ pointer, double-click		
3	Undo an action	Quick Access Toolbar → Undo (repeat as needed)	↶	Ctrl + Z
3	Select all	Home tab → Editing group → Select → Select All		Ctrl + A
3	Move to beginning of document			Ctrl + Home
4	Move to end of document			Ctrl + End
4	Copy text	Select text, then Home tab → Clipboard group → Copy	📋	Ctrl + C
4	Cut text	Select text, the Home tab → Clipboard group → Cut	✂	Ctrl + X
4	Paste text	Position insertion point, then Home tab → Clipboard group → Paste		Ctrl + V
5	Check spelling and grammar	Review tab → Proofing group → Spelling & Grammar		F7
6	Check writing style	On Proofing page, set Writing Style to Spelling & Grammar		
7	Use Format Painter	Select formatted text, then Home → Clipboard group → Format Painter Click once for one time, double-click for multiple times		
8	Open the Font dialog box	Home tab → Font group → Dialog Box Launcher	⧉	Ctrl + D
8	Apply small caps	In Font dialog box, select Small caps check box		
8	Expand or stretch text	Font dialog box → Advanced tab		
9	Make footers active	Insert tab → Header & Footer group → Footer → Edit Footer		
9	Insert file names in footers	With footer active → Design tab → Insert group → Quick Parts		
10	View two pages	View tab → Zoom group → Multiple Pages		
10	Save as PDF documents	File tab → Export → Create PDF/XPS		

Matching MyITLab®

New MyITLab grader project covers all 10 skills (homework and assessment versions)

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

___ **1.** A character that indicates a paragraph, tab, or space on your screen, but that does not print when you print a Word document.

___ **2.** A pre-built collection of formatting settings that can be assigned to text.

___ **3.** A red wavy line indicates this type of error.

___ **4.** Forces a page to end, and places subsequent text at the top of the next page.

___ **5.** A command that deletes the selected text or object and places a copy in the Office Clipboard.

___ **6.** A reference that lists words that have the same or similar meaning to the word you are looking up.

___ **7.** A unit of measurement for font sizes.

___ **8.** A reserved area for text, graphics, and fields that displays at the top of each page in a document.

___ **9.** A category of data—such as a file name, the page number, or the current date—that can be inserted into a document.

___ **10.** An image of a document that can be viewed using a reader such as Adobe Acrobat Reader instead of the application that created the original document.

A Cut
B Field
C Formatting mark
D Header
E Manual page break
F PDF document
G Point
H Spelling
I Style
J Thesaurus

BizSkills Video

BizSkills Videos: cover important business skills needed to success

1. What is a professional network and how would you build one?

2. What are some of the best sources for job leads?

CAPSTONE PROJECT

New application Capstone project covering all of the skills

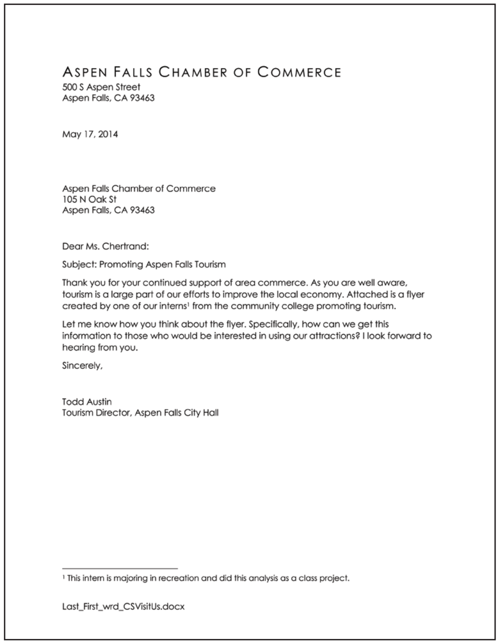
Student data files needed for this project:

wrd_CPVisitUs
wrd_CPFestival

You will save your file as:

Last_First_wrd_CPVisitUs

1. Start **Word 2013**, and then open the student data file that came with this project, **wrd_CPVisitUs**. Use the **Save As** dialog box to save the file to your drive with the name Last_First_wrd_CPVisitUs Insert the **FileName** field in the footer.
2. Use **Find and Replace** to replace all occurrences of *City of Aspen Falls* with Aspen Falls
3. Change the document's theme to **Ion Boardroom**, and then in the first line of the letterhead, change the font size to **18**, apply the **Small caps** effect, and then set the character spacing to **Expanded** by **2 pt**.
4. In the letter greeting, change the word *Mrs.* to Ms.
5. In the first letter body paragraph, insert a footnote after the word *interns*. For the footnote, type the following: This intern is majoring in recreation and did this analysis as a class project.
6. Near the bottom of Page 1, after the text *City Hall*, insert a manual page break, and then compare your screen with **Figure 1**.
7. At the top of Page 2, delete the blank paragraph, and then select the text *ASPEN FALLS*. Change the **Font** to **Verdana**, the size to 42 and then apply the **Gradient Fill - Orange, Accent 4, Outline - Accent 4** text effect.
8. For the text *Get out and join the party!*, apply **Bold** and **Italic**.
9. For the newsletter articles, starting with *Get Out!* and ending with *Borax Trail era*, apply two columns of equal width with **0.3** spacing between them.
10. For the article title, *Get Out!*, apply the **Small caps** effect, and then change the font color to the fifth theme color—**Plum**, **Accent 1**. **Center** align the paragraph, change the **Spacing Before** to **12 pt**, and then compare your screen with **Figure 2**.



ASPEN FALLS CHAMBER OF COMMERCE
500 S Aspen Street
Aspen Falls, CA 93463

May 17, 2014

Aspen Falls Chamber of Commerce
105 N Oak St
Aspen Falls, CA 93463

Dear Ms. Chertrand:

Subject: Promoting Aspen Falls Tourism

Thank you for your continued support of area commerce. As you are well aware, tourism is a large part of our efforts to improve the local economy. Attached is a flyer created by one of our interns[1] from the community college promoting tourism.

Let me know how you think about the flyer. Specifically, how can we get this information to those who would be interested in using our attractions? I look forward to hearing from you.

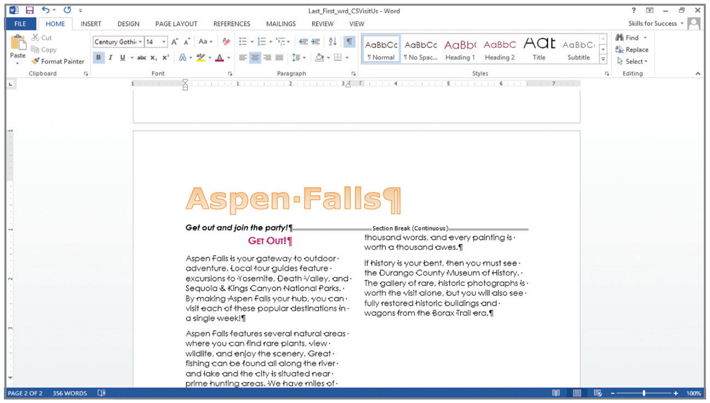
Sincerely,

Todd Austin
Tourism Director, Aspen Falls City Hall

[1] This intern is majoring in recreation and did this analysis as a class project.

Last_First_wrd_CSVisitUs.docx

Figure 1



Aspen Falls¶

Get out and join the party!¶

GET OUT!¶

Aspen Falls is your gateway to outdoor adventure. Local tour guides feature excursions to Yosemite, Death Valley, and Sequoia & Kings Canyon National Parks. By making Aspen Falls your hub, you can visit each of these popular destinations in a single week!¶

Aspen Falls features several natural areas where you can find rare plants, view wildlife, and enjoy the scenery. Great fishing can be found all along the river and lake and the city is situated near prime hunting areas. We have miles of

thousand words, and every painting is worth a thousand awes.¶

If history is your bent, then you must see the Durango County Museum of History. The gallery of rare, historic photographs is worth the visit alone, but you will also see fully restored historic buildings and wagons from the Borax Trail era.¶

Figure 2

■ Continue to the next page to complete the skill

INTEGRATED PROJECT 1

Integrated projects follow each application

Format Academic Reports and Include Information from the Web

- When writing a research paper, you will often be required to use the style guidelines provided or designated by your school or instructor.
- Many colleges require that research papers follow guidelines based on those for academic books and journals. Commonly used style guidelines for research papers include the MLA (Modern Language Association) and the APA (American Psychological Association) style manuals.
- When copying content from web pages, you need to follow certain guidelines to avoid copyright infringement.
- When paraphrasing information written by someone else, you need to add a reference to show the source of the information.
- When citing the source of content copied from a web page, you can copy the website's address and paste it into your citation.

© alisonhancock / Fotolia

Aspen Falls City Hall

In this Integrated Project, you will write an academic report for Donald Norris, Aspen Falls City Engineer. The report provides a brief overview of the benefits and costs of rooftop gardens—gardens placed on top of buildings in the city.

If someone has requested that you write a report for them, you should ask them for guidelines regarding length, style, and format. Many college instructors prefer the MLA style because of its simplicity, readability, and flexibility. If you are writing an academic research paper, your instructor or college will likely have specified which style and edition of that particular style you should follow. They will also likely provide the resources you need to research, organize, write, and format the paper.

In this project, you will format a research paper following the MLA style manual, seventh edition. You will research a topic on the Web, paraphrase the information, and then cite the source. Finally, you will add a Works Cited section to the report.

WEB APP PROJECT

Web App projects

Create Flyers Using Word Web App

- ***Word Web App*** is a cloud-based application used to complete basic document editing and formatting tasks using a web browser.
- Word Web App can be used to create or edit documents using a web browser instead of the Word program—Word 2013 does not need to be installed on your computer.
- When you create a document using Word Web App, it is saved on your SkyDrive so that you can work with it from any computer connected to the Internet.
- You can share your document with colleagues or groups, either giving them read-only access or allowing them to edit the document.
- You can use Word Web App to perform basic editing and formatting tasks including inserting tables and images.
- If you need a feature not available in Word Web App, you can edit your document in Microsoft Word and save it on your SkyDrive.

© Maridav / Fotolia

Aspen Falls City Hall

This project assumes that you are working at a computer that does not have the desktop version of Microsoft Word installed. Instead, you will create, edit, and format a flyer using Word Web App. You will create a document for Leah Kim, Parks and Recreation Supervisor. The flyer needs to outline the city's policy for photography in city parks.

The Word Web App is used to create or open Word documents from any computer or device connected to the Internet. When needed, you can edit text, format the document, or insert objects such as pictures and tables. You can save these documents on your SkyDrive and continue working with them later when you are at a computer that has Word 2013 available. In Word Web App, you edit your document in ***Editing View*** and view the document as it will print in ***Reading View***.

In this project, you will use Word Web App to create a short flyer. You will type and edit text, apply styles, and create a bulleted list. You will insert a picture from a file, size and position it, and then insert a table. Finally, you will open the document in Word 2013 to format the table.