



**Estimated Time:**  
1.5 hours

## LESSON 7

# Getting Started with Word Essentials

### ■ OBJECTIVES

**Upon completion of this lesson, you should be able to:**

- Create a new document.
- Change Word settings.
- Enter text in a document.
- Change views and magnification in the document window.
- Show nonprinting characters in a document.
- Use the click and type feature.
- Navigate through a document.

### ■ DATA FILES

**To complete this lesson, you will need these data files:**

Step7-4.docx

Project7-2.docx

Project7-3.docx

### ■ VOCABULARY

default settings

Normal.dotm template

toggle

word wrap

## MODULE 2 Key Applications

Word is a powerful, full-featured word-processing application. You can use Word to create reports, tables, letters, memos, Web pages, and much more. The Word lessons in this course will introduce you to features that enable you to prepare documents efficiently. You will also learn how to change the way the document looks on the screen and how to navigate through a document.



### VOCABULARY

default settings

Normal.dotm template

## Creating a New Document

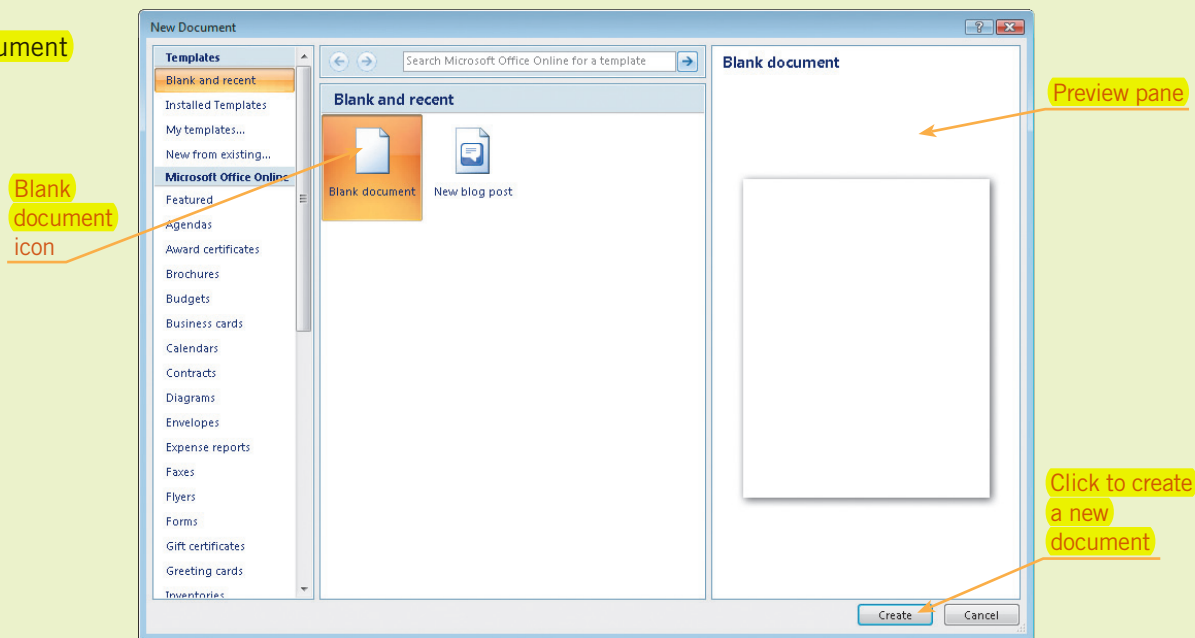
When you first start the Word application, a new blank document appears and is automatically titled Document1. The blank document is formatted with **default settings**, which are the preset options or variables automatically in effect when the document is created. The default settings for Word are stored in the **Normal.dotm template**, a file containing default styles and customizations that determine the structure and page layout of a document. Using the Normal.dotm template greatly increases the speed and efficiency of your work since you do not need to spend time setting up the details of the page. Information about overriding the default settings and changing document formats is provided in Lesson 13.

As you already know, you can open additional documents on top of Document1. All new blank document filenames will be numbered sequentially during the session that Word is open. The filenames for each open document stay the same until you assign a new filename. When the Word application is closed and then reopened, the new blank document filenames begin again with Document1.

## Step-by-Step 7.1

1. Start the Word application.
2. Click the **Office Button** and then click **New** to display the New Document dialog box shown in **Figure 7-1**. The options in the dialog box will vary, but you should see the Blank document icon, and it should be highlighted. Because it's a blank document, there's nothing to show in the preview pane.

**FIGURE 7-1**  
The New Document dialog box



3. Double-click the **Blank document** icon, or click **Create**. A new document based on the Normal.dotm template opens. Notice that the document title bar shows Document2. (If Word was already started when you began this exercise, the document number might be higher than the number 2.)
4. Leave the document open.

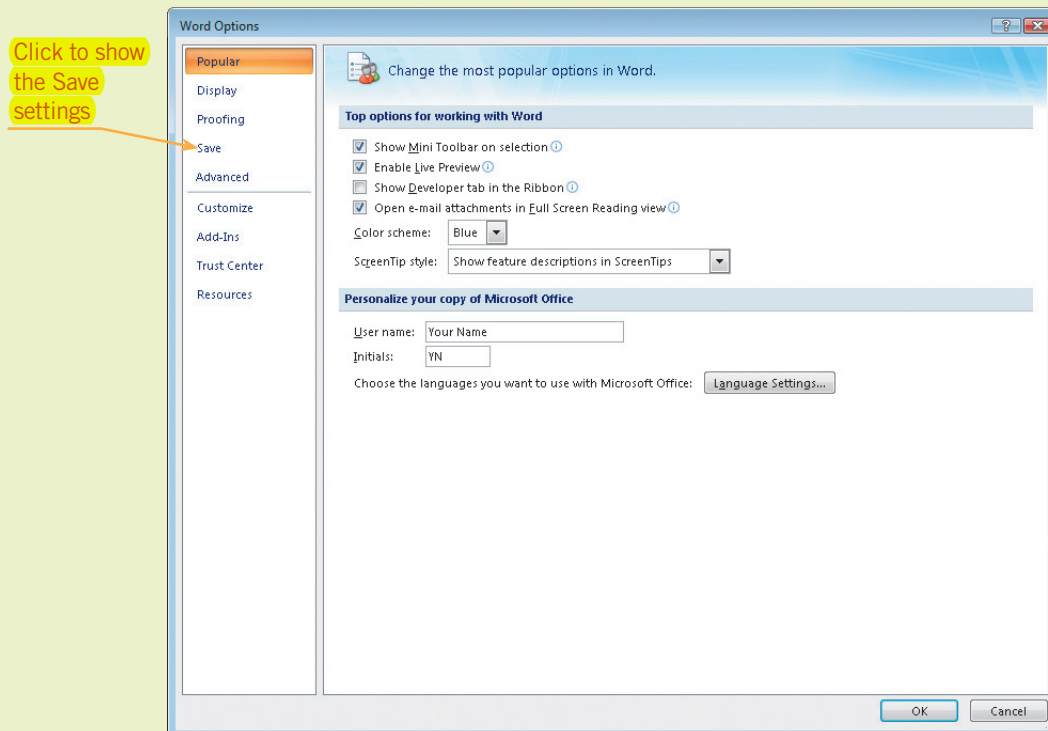
## Changing Word Settings

As you work with Word, you will begin to recognize “behind the scenes” application settings that are designed to protect your work and improve your efficiency. If you’ve ever experienced your computer locking up or shutting down while you are working with a document, you know that when you restart an application, one or more of your documents may be recovered. This is because there is a setting to schedule an automatic save of the document information as you work with the document. You can easily customize a setting like this to fit your preferences and meet your needs.



## Step-by-Step 7.2

1. Click the **Office Button**.
2. Click **Word Options**. The Word Options dialog box shown in **Figure 7-2** will open.



**FIGURE 7-2**  
The Word Options dialog box

- Click the **Save** option in the list on the left side of the dialog box to review the Save settings, as shown in **Figure 7–3**.

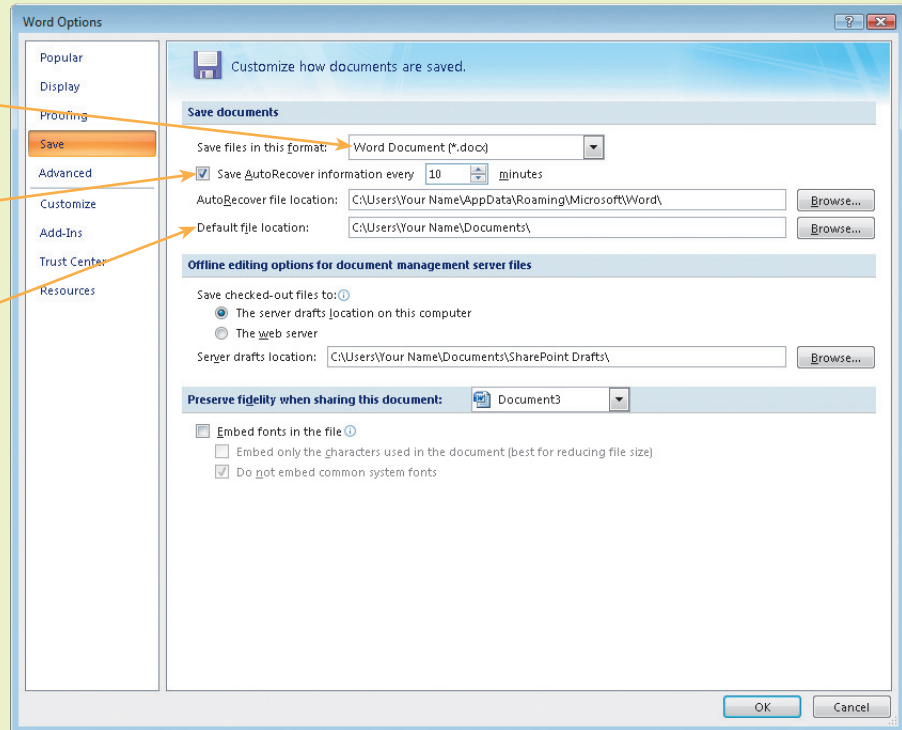
**FIGURE 7–3**

Save settings in the Word Options dialog box

File format

AutoRecover schedule

Default file location



#### EXTRA FOR EXPERTS

Users of previous versions of Word are unable to open files saved in the new format, unless they have installed compatibility software. If you often share your documents with users working with previous versions of Word, you should consider changing the file format setting so that all files are saved in the Word 97-2003 (\*.doc) format. The drawback to this is that some of the new Word 2007 features that you used and applied in the document can no longer be accessed.

- Make a note of the file format that is currently selected under Save documents. The default settings in Word 2007 provide that the document is saved in the new XML format (.docx). Click the **Save files in this format** list arrow to view the available settings, but do not make any changes.
- Notice that there is a setting for saving AutoRecover information. The default setting is every ten minutes, but your setting may be different. Do not make any changes to this setting.
- Make note of the Default file location box. To change this setting, you would click Browse and identify a new path. Do not make any changes to this setting.
- Click **Cancel** so that no changes are made to any of the settings.
- Leave the document open.



2-1.3.1

## Entering Text in a Document

As you enter text in a Word document, the insertion point moves to the right and the page number in the status bar at the bottom of the document window changes to reflect the current position of the insertion point. The information in the status bar also continually changes to show the current total number of words in the document. As you add text to the document, you may see a red or green wavy line

## LESSON 7 Getting Started with Word Essentials

under some of the words. Word automatically checks the spelling and grammar in a document as you are entering the text, and the wavy lines suggest there may be spelling or grammar errors. If you see any wavy lines while entering text in this lesson, just ignore them. You will learn more about the spelling and grammar features in Lesson 13.

If the text you are entering extends beyond the right margin, Word will automatically wrap the text to the next line. This feature is called *word wrap*. When you press Enter to start a new line in the document, you create a new paragraph. In a document based on the Normal.dotm template, Word automatically adds extra space after each paragraph, so you need to press the Enter key only once.

### VOCABULARY

word wrap

## Step-by-Step 7.3

1. If necessary, click the Word button on the taskbar to make Document2 the active document.
2. Press **Tab**, and then enter the sentence below. Notice as you enter the text that the insertion point moves and the status bar reflects the number of words in the document. Remember: Do not press Enter when the text expands to the right side of the screen.

Today, the majority of the American population lives in cities and suburbs. The people who live in metropolitan areas depend on parks and recreational paths close to their homes for both recreation and contact with nature.

3. Press **Enter** to start a new paragraph.
4. Press **Tab** and then enter the sentence below.

To preserve acres of green open space, parks surrounding and running through metropolitan areas are interconnected to create greenways. Sometimes these greenways even link cities together.

5. Click the **Office Button** and then click **Save As**. The Save As dialog box will open. Compare the folder structure at the top of the dialog box to the default file location setting. They may not be the same because the path will show the last folder into which a Word file was saved.
6. Locate the folder where you are to save your documents. (Your instructor will provide this information.)
7. In the File name box, enter **Greenways1**, and then click **Save**.
8. Check the word count in the status bar at the bottom-left corner of the window. The word count should be 62.
9. Leave the document open.



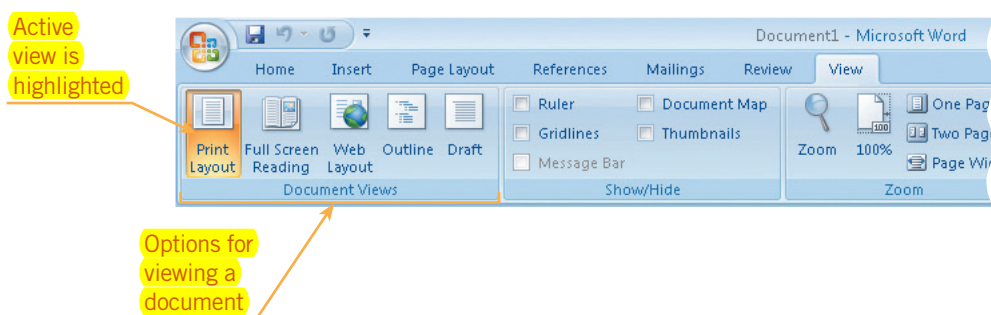
2-1.1.5  
2-1.1.6

## Changing Views and Magnification

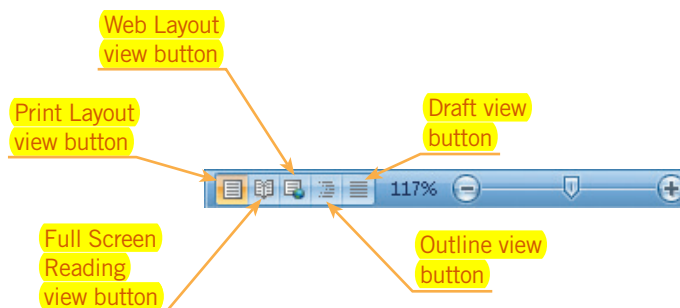
Changing the way the document looks on your screen can make working with the document much easier. You can change the way you view your document, and you can also control how much of the document shows on the screen. The appearance of the document on the screen should be appropriate for the current task.

### Viewing a Document

Word offers different options for viewing a document, and you can change the view by selecting options from the Document Views group on the View tab, shown in **Figure 7-4**. You can also change the view by clicking one of the view buttons in the status bar at the lower-right corner of the document window, shown in **Figure 7-5**.








**FIGURE 7-4** The Document Views group on the View tab



**FIGURE 7-5** View buttons in the status bar

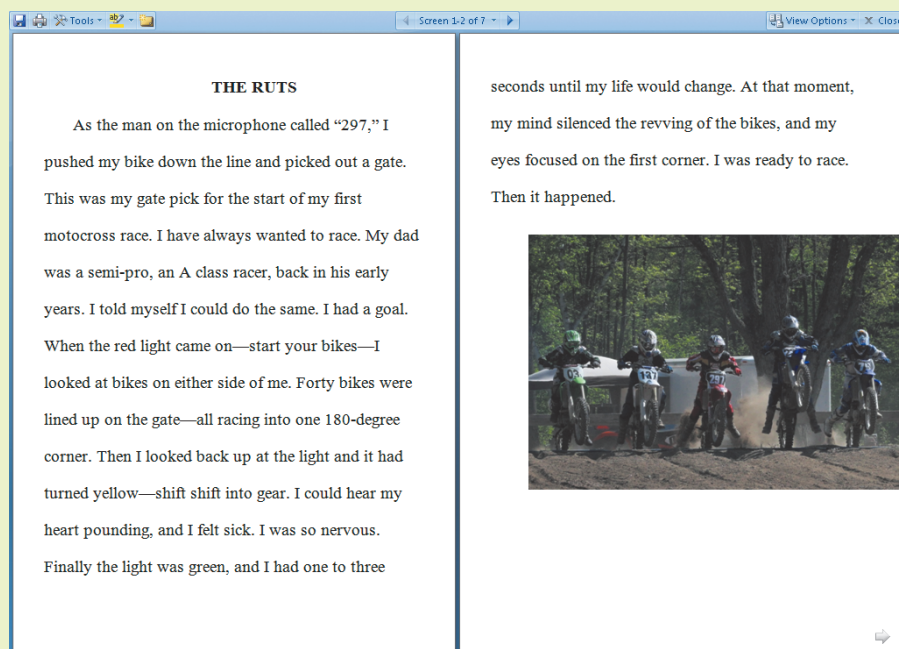
Each view provides a different way to look at and work with a document. **Table 7-1** describes each of the views. As you work with documents in the different views, you may find that you prefer one view for certain tasks and another view for other tasks.

TABLE 7-1 View options for Word

VIEW	DESCRIPTION
 <b>Print Layout</b>	The document shows on the screen as it will appear when printed; this is the default view in Word
 <b>Full Screen Reading</b>	The screen space is maximized for reading the document; when two pages are shown side by side in Full Screen Reading view, it appears as though you are reading a book
 <b>Web Layout</b>	The document shows on the screen as it will appear in a Web browser
 <b>Outline</b>	The document content shows on the screen in an outline format, which makes it easy to see the structure of the document and to quickly and easily reorganize the content
 <b>Draft</b>	Only the basic document, without elements such as headers and footers, shows on the screen; the purpose of Draft view is to make the editing process quicker



## Step-by-Step 7.4

1. Open **Step7-4.docx** from the data files, and save the document as **Ruts**.
2. Click the **View** tab on the Ribbon. Notice that the document opened in Print Layout view.
3. Click the **Full Screen Reading** button in the Document Views group on the View tab. Your screen should look similar to **Figure 7-6**. Notice that the Ribbon, the scroll bars, and the status bar are hidden.



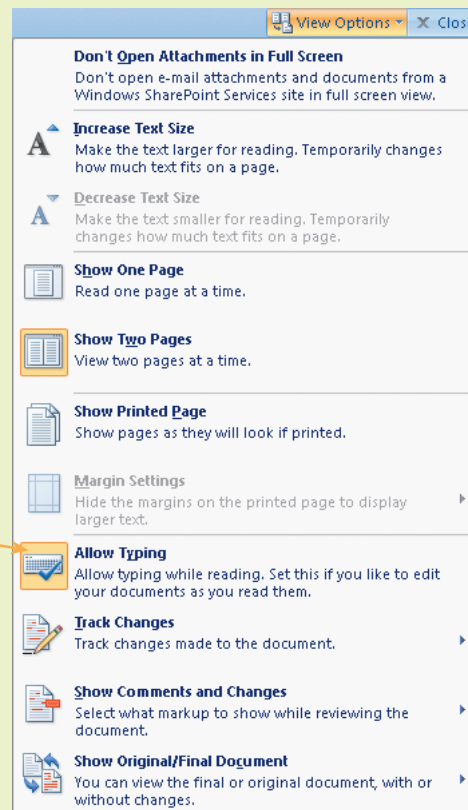
**FIGURE 7-6**  
The document in Full Screen Reading view





4. If your screen does not show two pages side by side, click **View Options** in the upper-right corner of the screen and then click **Show Two Pages**.  Your screen should now show two pages side by side.
5. Click **View Options**. If the Allow Typing button  is already highlighted, as shown in **Figure 7-7**, the option is already selected, and you can click **View Options** again to close the menu. If the **Allow Typing** button is not highlighted, click the button to select it. Selecting this option will enable you to edit the document in Full Screen Reading view.

**FIGURE 7-7**  
The View Options menu in Full Screen Reading view

Orange highlight indicates the option is selected



6. To scroll through the pages in the document, do one of the following:
  - a. Press the **up** and **down arrow** keys   or the **PageUp** and **PageDown** keys.
  - b. Click the arrows that appear at the lower corners of the pages.
  - c. Move the wheel on the mouse.
7. Show the first page of the document, and position the insertion point in front of the letter T in the document title. Enter the words **GETTING THROUGH** so the revised title reads *GETTING THROUGH THE RUTS*.
8. Click the **Save** button in the upper-left corner to quickly save the changes.
9. Click **Close** in the upper-right corner of the screen to close Full Screen Reading view. Your document now appears again in Print Layout view, the view that was used before Full Screen Reading view. Notice that the words you added to the title are still there.

### HEADS UP

If the Research task pane appears when you change views, close the task pane.



10. Click the **Web Layout** button. You will most likely notice a difference in the width of the document and changes to the text wrapping.
11. Click the **Outline** button. Notice the Ribbon changes and provides many new tools for navigating and editing the outline. You will have an opportunity to work in Outline view in Lesson 16.
12. In the Close group, click the **Close Outline View** button. The document returns to Print Layout view, with the Home tab active.
13. Click the **View** tab and then click the **Draft** button in the Document Views group. You will probably notice a change in the magnification. Change back to Print Layout view.
14. Leave the document open.

## Changing the Zoom and Magnification Settings

Word also provides zoom options to increase and decrease the size of text and graphics on the screen, and you can also show an entire page or multiple pages at the same time. The zoom options are in the Zoom group on the View tab shown in Figure 7-8. You will also find zoom controls in the status bar at the lower-right corner of the screen, as shown in Figure 7-9.

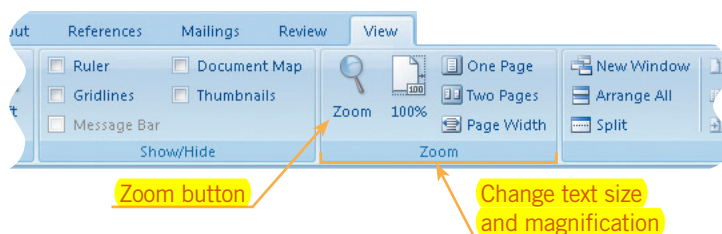


FIGURE 7-8 The Zoom group on the View tab



FIGURE 7-9 Zoom controls in the status bar

### EXTRA FOR EXPERTS

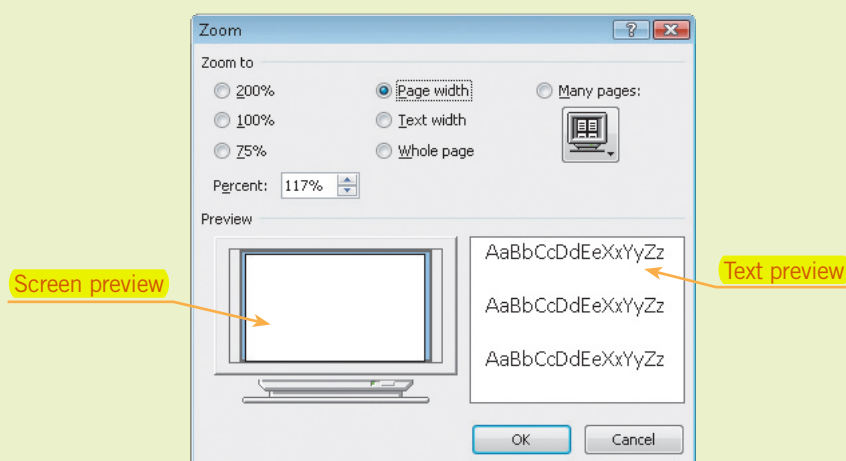
If your mouse has a wheel, you can press and hold **Ctrl** and move the wheel away from you to increase the magnification and move the wheel toward you to decrease the magnification.


## Step-by-Step 7.5

1. If necessary, open the **Ruts** document from your solution files.

**FIGURE 7-10**  
The Zoom dialog box

- On the View tab, in the Zoom group, click the **Zoom** button to open the Zoom dialog box shown in **Figure 7-10**. The Zoom dialog box provides a Preview screen and a text preview panel in the Zoom dialog box so you can preview how the changes you select will show on the screen.



- Notice that the current setting is **Page width**. Make a note of the percent. Click to select the **75%** option and preview that setting.
- Click to select the **Whole page** option. Notice that the percentage changes again.
- Click to select the **Many pages** option. The percentage will change to 10% and you will be able to view all the pages in the document at the same time.
- Click **OK** to accept the change. All four pages of the document will appear on your screen.
- Click the **Page Width** button  in the Zoom group on the View tab. The first page of the document should appear on your screen.
- Leave the document open.



## Showing Characters

As you have learned, changing the way a document looks on the screen can make tasks easier. To make editing a document easier, you can also show some special characters. These characters are known as nonprinting characters because, although you can show these symbols on the screen, they do not print.

The Show/Hide ¶ button, in the Paragraph group on the Home tab, enables you to toggle the option to show these nonprinting characters. When you **toggle** an option, you alternate between the off and on states by repeating a procedure, such as clicking a button. Nonprinting characters include paragraph markers, blank spaces, page or section breaks, and tab markers, as shown in **Figure 7-11**. Initially, you may not like showing nonprinting characters while you work with a document, but give it a try. Once you get used to seeing the nonprinting characters on the screen, you will find them very useful as you create and edit the document.

### VOCABULARY

**toggle**

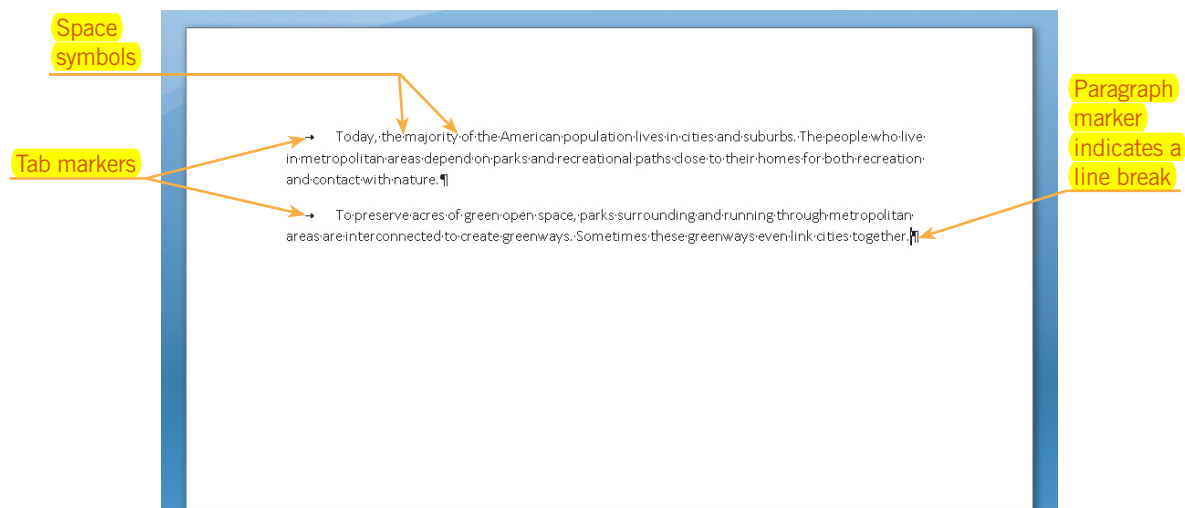



FIGURE 7-11 A document with nonprinting characters showing

## Step-by-Step 7.6

1. If necessary, open the **Greenways1** document from your solution files. Save the document Greenways1 as **Greenways2**.
2. Click the **Home** tab. In the Paragraph group, click the **Show/Hide¶** button  to toggle the feature on. The button will have an orange background when it is activated.
3. Compare your document to **Figure 7-11**. The nonprinting symbols are identified in the figure. If necessary, scroll up in the document to see the symbols. If you do not see the nonprinting characters on your screen, click the Home tab and then click the Show/Hide ¶ button again.
4. Leave the document open.

## Using Click and Type

Click and type is a Word setting that enables you to quickly position the insertion point within a blank area of a document. When you double-click in a blank space in the document, Word automatically adds blank paragraphs or tabs to position the insertion point where you click. Showing the nonprinting characters can be very helpful when using click and type. If the nonprinting characters are visible when you reposition the insertion point in a blank area of the document, new nonprinting paragraph markers and tab markers will appear so you will know how many blank paragraphs or tabs were created to move the insertion point to the new location.



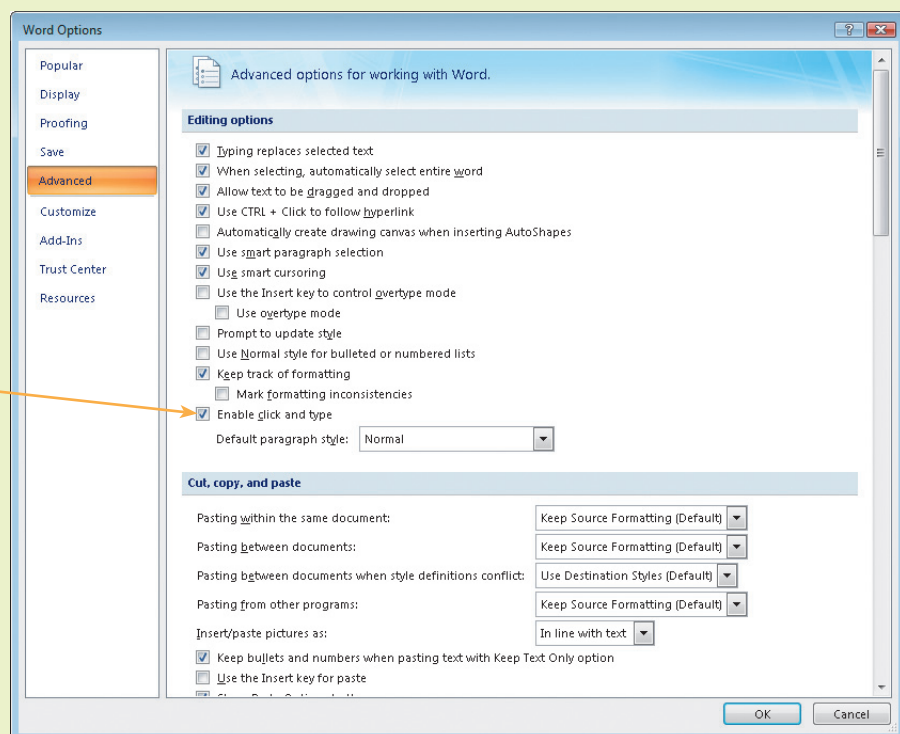
2-1.3.1  
2-2.1.6

## Step-by-Step 7.7

1. If necessary, open the **Greenways2** document from your solution files.
2. Make sure that the click and type setting is enabled. Click the **Office** Button, click **Word Options**, and then click **Advanced**. At the bottom of the list below Editing options, make sure there is a check mark in the box for **Enable click and type**. The option is turned on when there is a check mark in the check box, as shown in **Figure 7-12**.

**FIGURE 7-12**  
Advanced settings in the  
Word Options dialog box

Enable click  
and type



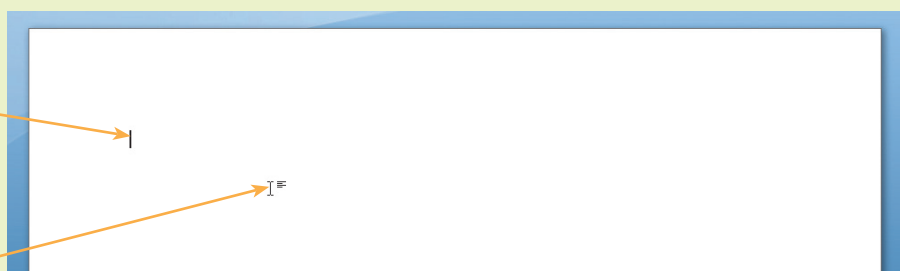
### EXTRA FOR EXPERTS


If a graphic is visible next to the I-beam, it indicates the format for the text. For example, the I-beam shown in **Figure 7-13** indicates that the text will be aligned at the left, beginning where you position the insertion point.

**FIGURE 7-13**  
The I-beam in a blank  
area of the document

Insertion  
point

I-beam  
pointer



3. Click **OK** to apply the option and close the dialog box.
4. If necessary, click the **Print Layout** button  in the status bar to switch to Print Layout view.
5. Use the scroll bar to move to the bottom of the document. All or most of the document window will be white. Point to the middle of the document window. The mouse pointer will change to an I-beam, indicating text can be entered in that area of the document. The I-beam is shown in **Figure 7-13**.

6. With the mouse pointer positioned in the white area, double-click. The insertion point is now positioned where you clicked. Several new paragraph markers and a tab marker will appear above and before the new location of the insertion point.
7. Enter your first and last names.
8. Click the **Save** button on the Quick Access Toolbar and close the document.

## Navigating Through the Document

It's easy to move around in a one-page document, but if the document is several pages in length, it takes much longer to navigate. There are several ways to move around in Word, including changing the view, using the mouse, and using the keyboard. For both short and long documents, there are many ways to save time moving through a document.



## Using Thumbnails

You've already learned about several ways to view a document, but there's another option on the View tab that you have not yet explored. When the Thumbnails check box in the Show/Hide group on the View tab is checked as shown in Figure 7-14, thumbnails for each page in the document will show in a pane on the left side of the document. Figure 7-14 shows thumbnails for the first three pages of a four-page document. Each thumbnail is identified with a page number, and the current page is also identified in the status bar. Although most words may be too small to read on a thumbnail, usually graphics or headings will help you identify the page. To go directly to a specific page, click on the thumbnail for that page.

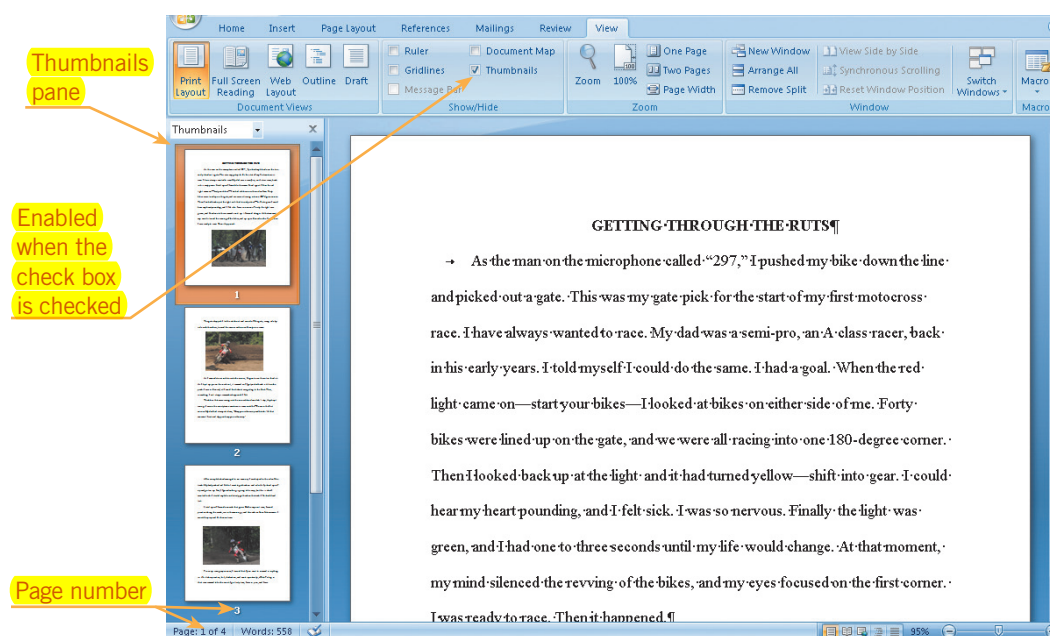



FIGURE 7-14 The Thumbnails pane

## Step-by-Step 7.8

1. If necessary, open the **Ruts** document from your solution files.
2. On the View tab, click to select the **Thumbnails** check box  **Thumbnails** in the Show/Hide group. Four thumbnails will appear in a task pane at the left side of the document.
3. Click the thumbnail for page 3 in the task pane.
4. Click the **Thumbnails** check box on the View tab to deselect the option and hide the Thumbnails task pane.
5. Leave the document open.

### Using the Mouse

#### EXTRA FOR EXPERTS

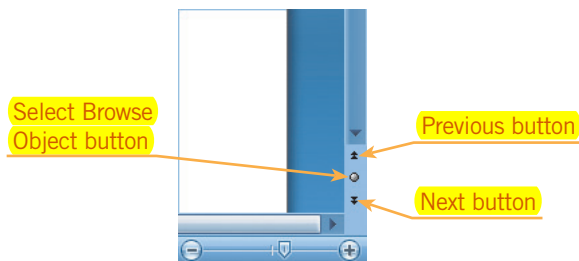
The Windows Control Panel provides options for changing mouse settings to fit your preferences. For example, you can change the appearance and size of the mouse pointer, or you can change how fast the mouse pointer moves around the screen. If your left hand is your dominant hand, you can change the settings so the right button is the primary button.

If the location you want to navigate to is currently on the screen, you can simply position the mouse pointer and click. If the part of the document you want to view is currently not visible, you can use the scroll bars to navigate to that part of the document. The scroll bars enable you to quickly move to other areas of the document. If the zoom settings are set for page width (the default setting) or an even smaller percentage, the horizontal scroll bar will not appear because the entire width of the document is already visible.

If your mouse has a scroll wheel, you can use it to scroll vertically through a Word document. To scroll down, roll the wheel toward you, and to scroll up, roll the wheel away from you.

The position of the scroll box on the scroll bar helps you identify what part of the document you are viewing. As you drag the scroll box, a ScreenTip tells you what page you are viewing. As you learned in Lesson 11, when you scroll through a document, the insertion point does not move. If you scroll to a new part of the document and then want to reposition the insertion point on that page, simply click where you want to position the insertion point.

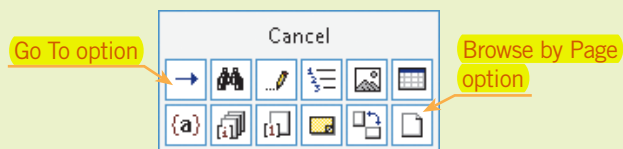
Browsing is another option for navigating through the document. When you browse, you focus on an object such as a page or a footnote. To browse, you use the three Browse buttons at the bottom of the vertical scroll bar shown in **Figure 7-15**.



**FIGURE 7-15** The Browse buttons on the vertical scroll bar

## Step-by-Step 7.9

1. If necessary, open the **Ruts** document from your solution files.
2. Click the **Zoom** button on the View tab to open the Zoom dialog box, and click to change the percentage setting to **200%**. Click **OK**. The horizontal scroll bar will appear. Drag the scroll box in the horizontal scroll bar at the bottom of the screen to the right side of the scroll bar.
3. Click the **Page Width** button in the Zoom group to reduce the magnification of the document.
4. Use the vertical scroll bar to move to the top of the document. Position the insertion point in front of the document title.
5. Click the **Select Browse Object** button at the bottom of the vertical scroll bar. The options shown in **Figure 7-16** will appear.



**FIGURE 7-16**  
Browse options

6. Move the mouse pointer over the options, and the name of the object will appear in the box. Notice that you can also access the Go To command in these options.
7. Click the **Browse by Page** option. The insertion point will move to the top of the second page.
8. Click the **Previous Page** button on the vertical scroll bar to move the insertion point back to page 1.
9. Click the **Next Page** button on the vertical scroll bar twice to move the insertion point to page 3.
10. Leave the document open.

### Using the Keyboard

If you have good keyboarding skills, learning keyboard shortcuts to move the insertion point can speed up your work. **Using the keyboard shortcuts eliminates the need to move your hands away from the keyboard.** You can use the arrow keys on the keyboard to move the insertion point one character at a time or one line at a time. If you need to move across several characters or lines, however, the keyboard shortcuts shown in **Table 7-2** will make the task easier and quicker.



#### EXTRA FOR EXPERTS

You can find a comprehensive list of keyboard shortcuts by searching for the keywords *keyboard shortcuts* in the Word Help dialog box.



## MODULE 2 Key Applications

**TABLE 7-2** Keyboard shortcuts for moving the insertion point

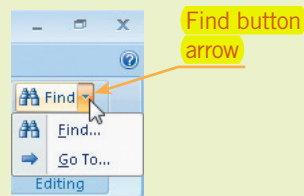
TO MOVE THE INSERTION POINT	PRESS
Right one character	right arrow
Left one character	left arrow
Down one line	down arrow
Up one line	up arrow
To the end of a line	End
To the beginning of a line	Home
To the next screen	Page Down
To the previous screen	Page Up
To the next word	Ctrl+right arrow
To the previous word	Ctrl+left arrow
To the end of the document	Ctrl+End
To the beginning of the document	Ctrl+Home
Up one paragraph	Ctrl+up arrow
Down one paragraph	Ctrl+down arrow

When navigating a multi-page document, the Go To command can also be very useful, because you can go directly to a specific page, line, or footnote in the document.

### Step-by-Step 7.10

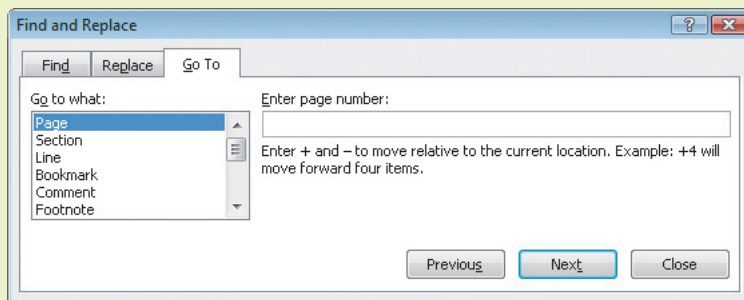
1. If necessary, open the **Ruts** document from your solution files.
2. Press **Ctrl+Home** to move the insertion point to the beginning of the document.
3. Press the **down arrow** twice to move the insertion point down two lines. Press the **right arrow** three times to move the insertion point three characters to the right.
4. Press **End** to move the insertion point to the end of the line.
5. Press and hold **Ctrl** and then press the **left arrow** to move the insertion point to the previous word.
6. Press **Home** to move the insertion point to the beginning of the line.
7. Press and hold **Ctrl** and then press the **down arrow** to move down one paragraph. Press and hold **Ctrl** and then press **End** to move the insertion point to the end of the document.

8. Press **Page Down** once to move down one screen.
9. Click the **Find** button arrow in the Editing group on the Home tab, as shown in **Figure 7-17**.



**FIGURE 7-17**  
The Find button in the Editing group

10. Click **Go To**. The Go To tab in the Find and Replace dialog box shown in **Figure 7-18** will appear. Under Go to what, select **Page**. In the Enter page number box, enter **2** and then click **Go To**. The insertion point is repositioned at the top of page 2. The information in the dialog box will adapt to the option you select.



**FIGURE 7-18**  
The Go To tab in the Find and Replace dialog box

11. Enter **1** in the Enter page number box and click **Go To** to go to the first page. The dialog box will remain open, and you can drag the title bar to reposition it if you want to keep it open for future searches.
12. Close the Find and Replace dialog box. The last option you chose in the Go to what box will appear when you open the dialog box again.
13. Press and hold **Ctrl** and then press **Page Down**. The insertion point moves to the top of page 2.
14. Close the document and the application. If prompted to save changes, click **No**.

## ETHICS IN TECHNOLOGY

## Watermarks

A watermark was originally an image embedded in a sheet of paper when the paper was produced to show the name or logo of the paper company. The term is also used to describe a very light image or text printed in the background of a document. Watermarks are no longer limited to paper; they are also added to digital files. The digital watermark identifies the owner of files and provides copyright protection. For example, corporations add their logo to the bottom corner of a video or slide show presentation. When used for photos, the watermark is often translucent and superimposed on the image. Although these types of watermarks don't prevent unlawful copying of images, video, and audio files, they show ownership and discourage illegal copying. Also, not all digital watermarks are visible to the human eye or audible to the human ear. Invisible watermarks are often embedded in the file and can be used to provide legal evidence of copyright infringement if digital media is copied illegally.

Another new technology, digital fingerprinting, provides information in the file about the originator or the purchaser. The fingerprint can be either visible or invisible. If the media is copied, the fingerprint is copied in the file, and the fingerprint can be traced back to the originator or purchaser. Software programs are designed to read digital watermarks and fingerprints. More new tools are on the horizon to protect the ownership of files and prevent people from stealing content.

## SUMMARY

### In this lesson, you learned:

- New blank documents are created based on a template with default settings.
- There are many “behind the scenes” settings in Word which can be changed to meet your preferences.
- Word automatically wraps text to the next line when the line of text extends beyond the right margin.
- Word provides several options for viewing a document.
- You can use zoom options to increase or decrease the size of the text and graphics on the screen.
- To make editing easier, you can show the nonprinting characters, such as tab markers, blank spaces, page breaks, and paragraph markers.
- The click and type setting lets you position the insertion point in a blank area of a document.
- You can view thumbnails of the document pages to make it easier and faster to move through the document.
- You can also use the mouse, keyboard shortcuts, or the Go To command to move through a document quickly.

## VOCABULARY REVIEW

### Define the following terms:

default settings

Normal.dotm template

toggle

word wrap

## REVIEW QUESTIONS

### TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. All Word settings appear on the Ribbon or in dialog boxes.
- T F 2. As you enter a paragraph of text, you should press Enter to end each line at the right margin.
- T F 3. Word offers five different views for the document window.
- T F 4. The scroll bar includes buttons for browsing objects in the document.
- T F 5. The vertical and horizontal scroll bars are always visible for open documents.

### MULTIPLE CHOICE

Select the best response for the following statements.

- The \_\_\_\_\_ view allows you to quickly and easily reorganize the content.
  - Outline
  - Draft
  - Full Screen Reading
  - Print Layout
- Nonprinting characters include \_\_\_\_\_.
  - paragraph markers, blank spaces, and page markers
  - paragraph markers, tab markers, and page markers
  - paragraph markers, blank spaces, tab markers, and page or section breaks
  - paragraph markers and page markers
- When you \_\_\_\_\_ a document, you focus on an object such as a page or a footnote.
  - browse
  - navigate
  - magnify
  - scroll
- You use the \_\_\_\_\_ options to increase and decrease the size of text and graphics on the screen.
  - document view
  - scroll bar
  - zoom
  - Go To
- To move the insertion point to the top of the document, press \_\_\_\_\_.
  - Ctrl+up arrow
  - Shift+up arrow
  - Ctrl+Home
  - Ctrl+up arrow

### FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

- Preset options already in place in a new document are called \_\_\_\_\_.
- The \_\_\_\_\_ feature automatically moves text to the next line when you reach the right margin.
- The \_\_\_\_\_ feature enables you to position the insertion point in a blank area of the document.
- The \_\_\_\_\_ is a file containing default styles and customizations that determine the structure and page layout of a document.
- When you \_\_\_\_\_ a setting, you are alternating between the off and on states by repeating a procedure, such as clicking a button.

## PROJECTS

### PROJECT 7–1

1. If necessary, start Word. If Word is already open, create a new blank document.
2. Enter the following two paragraphs.

Almost everyone knows about the San Andreas Fault in California. Shifting along this fault line resulted in numerous damaging earthquakes throughout the twentieth century.

Relatively unknown by comparison, the New Madrid Fault in the central United States caused three of the most powerful earthquakes in U.S. history in the nineteenth century. One earthquake along this fault line was so powerful that it caused the Mississippi River to change course. Damage from the earthquake was reported as far away as Charleston, South Carolina, and Washington, DC.

3. Save the document as **Fault**.
4. Switch to Full Screen Reading view.
5. Position the insertion point at the beginning of the document and enter **Someone Else's Fault**.
6. Press **Enter** twice to create extra space after the new line of text.
7. Save the changes and close Full Screen Reading view.
8. Change the zoom to **150%** by changing the setting in the Percent box.
9. Close the document.

### PROJECT 7–3

1. Open **Project7–3** from the data files.
2. Scroll to the middle of the document until you see the heading *Similarities*.
3. Use keyboard shortcuts to do the following:
  - a. move the insertion point to the end of the document
  - b. move the insertion point up one paragraph
  - c. move the insertion point to the beginning of the document
4. Use the Go To command to locate line 64, and then go to line 51. The insertion point should first be positioned near the heading *Differences* and then near the heading *Similarities*.

### PROJECT 7–2

1. Open **Project7–2** from the data files.
2. Save the document as **Interview Preparation**.
3. Show the nonprinting characters in the document.
4. Scroll down to the middle of the document. Position the insertion point in the white space about two inches below the last question.
5. Choose one of the questions and enter your response to that question.
6. There should be at least four blank paragraphs between the last question and the response that you entered. If necessary, position the insertion point between the last question and your response and press **Enter** to add more blank lines.
7. Save your changes and close the document.

5. Show the Thumbnails pane and use the thumbnails to go to page 1. The first page in the document is a cover page, so it is numbered 0.
6. Browse the document by page until page 4 is the active page.
7. Close the document. If prompted to save changes, click **No**.



### TEAMWORK PROJECT

Microsoft released the first version of Word for an IBM PC in 1983. The early versions of the Word software were created for MS-DOS, not Windows. Word made full use of the mouse, but few people used the mouse at this time. They usually accessed the commands by keystrokes, and users often memorized the necessary keystrokes. So, keyboard shortcuts have been around for a long time. You learned several keyboard shortcuts in this lesson, but there are many more.

1. Choose a partner to find keyboard shortcuts for commands related to one of the following Word topics:
  - Display and use windows
  - Switch to another view/Full Screen Reading view
  - Use dialog boxes
  - Use the Open and Save As dialog boxes
  - Create, view, and save documents

2. Explore the ScreenTips in Word and use the Word Help system to create a list of the commands and keyboard shortcuts for commands related to the topic.
3. Try each of the shortcuts described in your list to see if the shortcuts work on your computer.
4. Share your list with the class.



### CRITICAL THINKING

#### ACTIVITY 7-1

In this lesson you viewed documents in several different views. Which of these views do you prefer? Describe your preference and explain why.

#### ACTIVITY 7-2

When you open a Word document attached to an e-mail, the document will most likely open in Full Screen Reading view as a result of default settings. Explore the Word Options and describe how you can change this setting so Word documents will open in Print Layout View when launched from an e-mail attachment.



### ONLINE DISCOVERY

Open your Web browser and experiment changing the text size and zoom settings when you view Web pages. Compare changing

the view of a Web page to changing the view of a Word document. Write a brief summary of the similarities you find.

