 **Estimated Time:**
2 hours

LESSON 8

Editing and Formatting Documents

■ OBJECTIVES

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

- Delete and insert text using the Backspace and Delete keys and Insert and Overtyping modes.
- Undo, redo, and repeat actions.
- Edit text using drag-and-drop editing and the Cut, Copy, and Paste commands.
- Use proofing tools to check and correct spelling and grammar and use research services.
- Format characters with fonts and attributes.
- Format paragraphs with fonts, line spacing, alignment, tabs and indents, and bulleted and numbered lists.
- Format documents with margin settings, page orientation settings, and page breaks.
- Find and replace text.

■ DATA FILES

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

Step8-1.docx	Step8-12.docx
Step8-4.docx	Step8-13.docx
Step8-7.docx	Project8-1.docx
Step8-9.docx	Project8-2.docx
Step8-10.docx	

■ VOCABULARY

alignment
Clipboard
drag-and-drop editing
edit
first line indent
font
format
Format Painter
hanging indent
indent
Insert mode
landscape orientation
manual line break
manual page break
margin
Overtyping mode
points
portrait orientation
select
soft page break

MODULE 2 Key Applications

VOCABULARY

edit

select



2-1.1.7
2-1.3.2
2-1.3.3
2-1.3.5
2-2.2.1

Word provides many features that give you the ability to improve and enhance your documents. Editing and formatting features give you the ability to refine your documents and determine how they will look on the screen, on the Web, or as printed pages.

Editing Documents

When you **edit** a document, you modify or adapt the document and make revisions or corrections. Editing a document involves adding, deleting, changing, or moving text, and Word provides many features that enable you to make changes, correct errors, and check the spelling and the grammar in your document.

Selecting Text

When you **select** text, you identify a block of text you want to edit. The text can be a single character, several characters, a word, a sentence, one or more paragraphs, or even the entire document. Once you select text, you can delete it, replace it, change its appearance, move it, copy it, and so on. You can use the mouse or the keyboard to select text. The quickest way to select text using the mouse is to click and hold the mouse button, drag the mouse pointer over the desired text, and then release the mouse button.

Sometimes it is difficult to select precisely when you are dragging the mouse. **Table 8–1** lists several options for selecting text using the mouse and the keyboard. To deselect the text (remove the selection), click anywhere in the document window or press an arrow key. If you accidentally delete or replace selected text, or if you just change your mind, click the Undo button.

HEADS UP

Be cautious when working with selected text. If you press any letters, numbers, or symbols on the keyboard when text is selected, the new keystrokes will replace the selected text. Pages of text can accidentally be replaced with a single character.

TABLE 8-1 Ways to select text

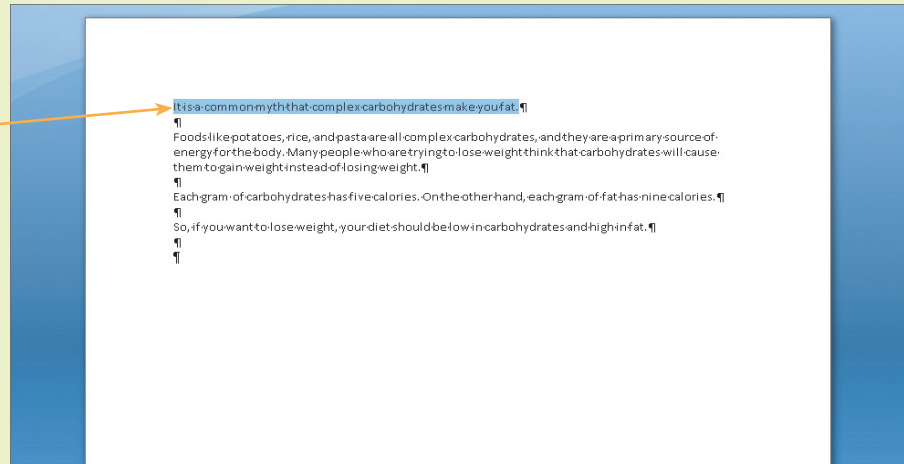
TO SELECT	DO THIS:
Any amount of text	Click and hold the mouse button, drag the pointer over the text, then release the mouse button
A word	Double-click the word
A sentence	With no other text or objects selected, press and hold Ctrl, then click anywhere in the sentence
A paragraph	Triple-click anywhere in the paragraph, or double-click in the left margin
An entire document	Press Ctrl+A; or move the pointer to the left of any text, and when the pointer changes to a right-pointing arrow, triple-click
A line	Click in the left margin
Multiple lines	Click and hold the mouse button, and drag the pointer in the left margin
One or more characters to the right	Press and hold Shift and press the right arrow
One or more characters to the left	Press and hold Shift and press the left arrow
To the beginning of a word	Press and hold Ctrl+Shift and press the left arrow
To the end of a word	Press and hold Ctrl+Shift and press the right arrow
Any amount of text	<p>Click where you want the selection to begin, press and hold Shift, and then click where you want the selection to end; everything between the two clicks is selected</p> <p>or</p> <p>Position the insertion point where you want the selection to begin, press F8 to toggle on the select mode, then use the arrow keys or the mouse to indicate where you want the selection to end (If you don't execute a command such as Delete or applying a format, press the Escape key to toggle the selected mode off)</p>

Step-by-Step 8.1

1. Start the Word application.
2. Open **Step8-1** from the data files and save the document as **Carbohydrates1**.
3. If necessary, click the **Show/Hide ¶** button to show the nonprinting characters.

FIGURE 8–1
Selected text

Selected
text



4. Move the I-beam mouse pointer until it is at the beginning of the first line of text. Click and hold the mouse button and drag the pointer through the first sentence of text. When the whole first sentence is selected, release the mouse button. The sentence is now selected, as shown in **Figure 8–1**.

5. Double-click the word **diet** in the last paragraph to select it.
6. Press **Ctrl+A** to select the entire document. Click anywhere in the document window to deselect the text.
7. Click to position the insertion point at the beginning of the second paragraph. Press and hold the **Shift** key, and then click after the word *rice*. Everything between the two clicks is selected.
8. Continue to hold the **Shift** key and press the **right arrow** key to extend the selection. Press the **left arrow** key to reverse direction of the selection. Continue to press the **left arrow** key until text in the previous paragraph is selected. Press the **down** and **up arrow** keys to reverse and extend the direction of the selection. Release the **Shift** key.
9. Position the insertion point at the end of the first paragraph. The insertion point will appear between the period and the paragraph marker. Press and hold the **Ctrl** and **Shift** keys and then press the **Home** key. All of the text from the insertion point to the beginning of the document is selected.
10. Click anywhere in the document window to deselect the text. Practice other methods of selecting text following the instructions in **Table 8–1**.
11. Leave the document open.

Deleting and Inserting Characters

Editing often involves deleting and replacing existing text. You can quickly delete characters one at a time by using either the **Backspace or Delete key**. The **Backspace key** deletes the character to the left of the insertion point. The **Delete key** removes the character to the right of the insertion point. When you hold down either of these keys, the characters will continue to be deleted until you release the key. You can also select characters, words, sentences, or paragraphs and then press the Delete or Backspace key to delete the selected text.

By default, Word enters text in a document using the Insert mode. In **Insert mode**, when you enter new text in front of existing text, the existing text shifts to the right to make room for the new text. When the Insert mode is turned off, the Overtyping mode is activated. In **Overtyping mode**, new text replaces the existing text. You can change the settings for Insert mode and Overtyping mode in the Word Options dialog box.

VOCABULARY

Insert mode

Overtyping mode

TECHNOLOGY TIMELINE

Typewriter Fonts

Before computers and word-processing programs, typewriters were used to create formal documents. The first machines typed only in capital letters. The Remington Company was the first to offer a typewriter that could print both upper- and lowercase letters with the addition of the Shift key. The action was called a *shift* because the carriage on a typewriter would actually shift the position of the typebar to print either of two letter cases. Modern electronic machines such as computers no longer use a mechanical shift to print upper- and lowercase letters, but the Shift key remains on keyboards for this process.

When using typewriters, it was also common practice to include two blank spaces between sentences. The typewriters used a monospace typeface, which means all characters were the exact same width. For example, the amount of horizontal space provided for the letter i was the same as the amount of horizontal space for the letter m. The extra blank space created more blank space and made it easier to see the break between sentences. Today's word-processing applications are more sophisticated, and the extra spaces are not necessary because the fonts generally allow for proportional spacing, which eliminates excess blank space between characters. The blank space between sentences is more obvious so you need only enter one blank space between sentences. In spite of this, monospace fonts have not vanished. They are especially useful when aligning text in columns.

Step-by-Step 8.2

1. If necessary, open **Carbohydrates1** from your solution files.
2. Position the insertion point right before the period at the end of the last sentence in the second paragraph. Press the **Backspace** key several times to erase the last four words in the sentence (*instead of losing weight*).
3. Move the insertion point to the beginning of the word *complex* in the second paragraph. Press **Delete** to remove the first letter of the word. Double-click the remaining part of the word to select it, and then press **Delete**.
4. Double-click the word **carbohydrates** in the last paragraph to select it, and enter **fat**. The selected text is replaced with the new text.
5. Double-click the second occurrence of the word **fat** in the last paragraph and enter **complex carbohydrates**.
6. Make sure the Insert mode is activated. Click the **Office Button**, click **Word Options**, and then click **Advanced**. Under Editing options, make sure there is no check mark for the option Use Overtyping mode. Also, if necessary, enable the option **Use the Insert key to control Overtyping mode**. Compare your screen to **Figure 8–2**.

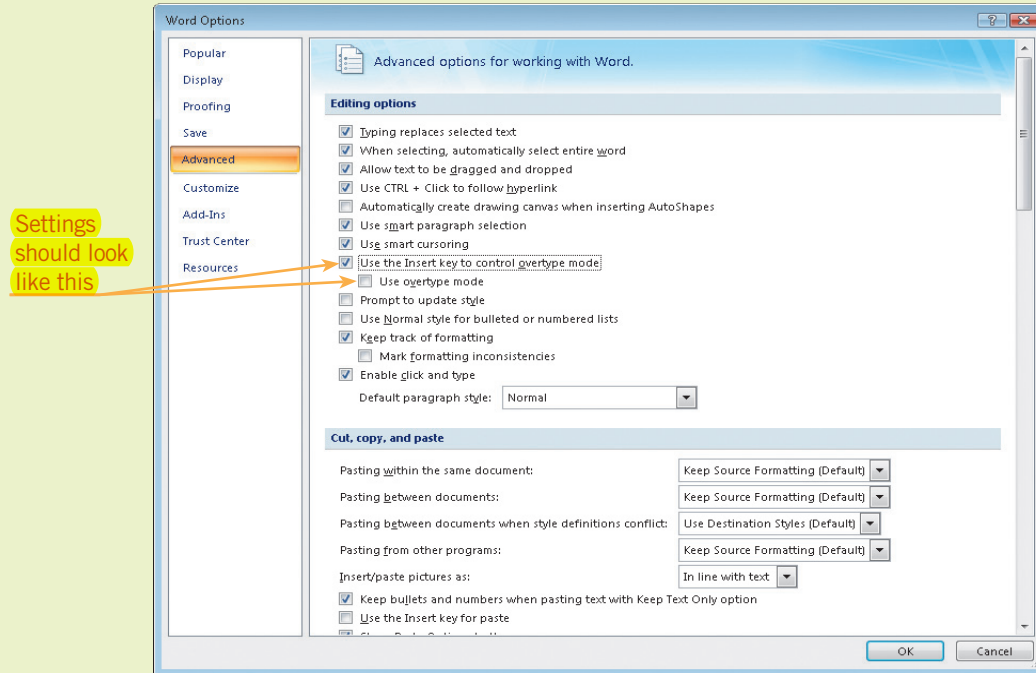


FIGURE 8–2
The Insert/Ovrertype mode options

- Click **OK** to accept any changes and close the Word Options dialog box.
- Position the insertion point right before the first occurrence of the word *and* in the first sentence of the second paragraph. Enter **bread**, and then a space. Because you are in Insert mode, Word inserts the text between the existing characters.
- Press **Insert** to toggle on Ovrertype mode.
- Position the insertion point in front of the word *five* in the first sentence of the third paragraph. Enter **four**. The new text replaces the word *five*.
- Press **Insert** to toggle to Insert mode.
- Save the changes and leave the document open. You must complete Step-by-Step 8.3 before closing the document.

Undoing, Redoing, and Repeating

Sometimes you may delete or replace text unintentionally. Whenever you perform an action that you want to reverse, you can use the Undo command. If you undo an action and then change your mind, you can reverse the undo action by using the Redo command. You can even undo and redo multiple actions at one time.

MODULE 2 Key Applications

There may be times when you want to repeat your last action. For example, you may enter new text in a document and then want to add the same text in other locations in the document. You can use the **Repeat command to repeat your last action**. The Undo, Redo, and Repeat buttons can be accessed on the Quick Access Toolbar, shown in **Figure 8–3**. The Redo button exchanges with the Repeat button on the Quick Access Toolbar when you undo an action.

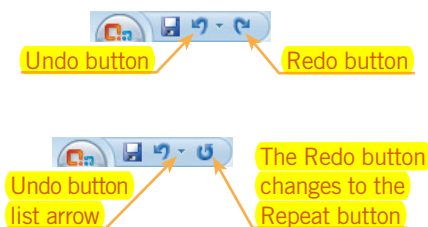




FIGURE 8–3 The Undo, Redo, and Repeat buttons on the Quick Access Toolbar

ScreenTips for these buttons are conditional and will reflect your recent action. Sometimes an action cannot be reversed, and the ScreenTip for the Undo button changes to “Can’t Undo.” If you can’t repeat the last action, the Repeat button will be dimmed and the ScreenTip for the Repeat button will show “Can’t Repeat.”

Step-by-Step 8.3

1. The document **Carbohydrates1** should already be open from the previous Step-by-Step. Save the document Carbohydrates1 as **Carbohydrates2**.
2. Position the insertion point at the end of the document. Enter your name, and then press **Enter** twice.
3. Move the insertion point to the beginning of the document.
4. Position the mouse pointer over the Repeat button  on the Quick Access Toolbar to show the ScreenTip *Repeat Typing (Ctrl + Y)*. Then, click the **Repeat** button. Your name and a blank line are inserted at the position of the insertion point.
5. You change your mind. Position the mouse pointer over the Undo button  on the Quick Access Toolbar to show the ScreenTip *Undo Typing (Ctrl + Z)*. Then, click the **Undo** button. Your name and the blank line are removed from the top of the document.
6. Click the **Undo** button arrow and position the mouse pointer over *Typing “bread,”*. All the previous actions above that action in the list will also be highlighted, as shown in **Figure 8–4**. Click **Typing “bread,”**. The last six actions are reversed.

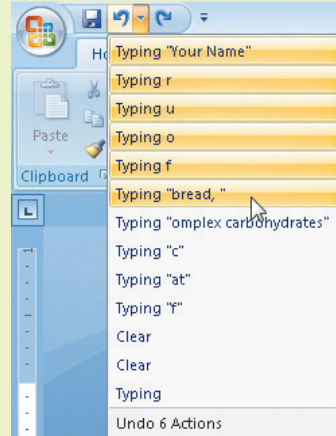



FIGURE 8-4
Select multiple actions in
the Undo list box

7. Click the **Redo** button  on the Quick Access Toolbar to reverse only the last undo. The word *bread* is reinserted in the second paragraph.
8. Click the **Redo** button four more times to replace the word *five* with *four*.
9. Click the **Undo** button arrow. The list includes *Typing "bread,"* and *Typing the letters f, o, u, and r*.
10. Click anywhere in the document window to close the Undo list. Save the changes and leave the document open.

Copying and Moving Text

Selected text can be copied or moved within a document and between documents. For example, you can copy text from an e-mail message to a Word document. There are several ways to copy and move text.

Using Drag-and-Drop Editing

When you use the mouse to drag selected text from the existing location and then drop the selected text in a new location, it is called **drag-and-drop editing**. Drag-and-drop editing makes moving text quick and easy, especially when you are moving the text short distances. **You simply drag selected text to the new location and then release the mouse button.** You can also copy text using drag-and-drop editing. Hold down Ctrl as you drag, and the selected text will be copied instead of moved.

Using the Cut, Copy, and Paste Commands

You can also use the Cut, Copy, and Paste commands to move and copy selected text. When you use the Cut, Copy, and Paste commands, Word stores the selected text on the Clipboard. **The *Clipboard* is a temporary storage place in your computer's memory, and it is shared among all the Office applications. You send selected contents of your document to the Clipboard by using the Cut or Copy commands.** The Clipboard stores up to 24 items, which you can view by showing the Clipboard task pane. If you prefer, you can work with the Clipboard task pane open.

VOCABULARY

drag-and-drop editing

Clipboard

EXTRA FOR EXPERTS

Word offers many options for using the Clipboard. Use the Help feature to find out more about the Clipboard and to determine which options best meet your needs.

MODULE 2 Key Applications

The Clipboard can store data of all Office types, and that data can be inserted into the same document, into other documents in the same application, or into files in other Office programs. You can retrieve the contents of the Clipboard by using the Paste command. You can select any one of the items on the Clipboard and paste it, or you can paste all of the items at once. Pasting the contents of the Clipboard does not delete the contents from the Clipboard. Therefore, you can paste Clipboard items as many times as you want. However, when you turn off the computer, the Clipboard contents are erased.

Step-by-Step 8.4

1. If necessary, open **Carbohydrates2** from your solution files. Save the document Carbohydrates2 as **Carbohydrates3**. Also, if necessary, click the **Show/Hide ¶** button to show the nonprinting characters.
2. Select all of the text in the third paragraph, but do not include the paragraph marker in the selection.
3. Point to the selection and hold down the left mouse button. Drag the insertion point to the end of the first paragraph, and then release. If you look closely as you drag the selected text, you will see that the insertion point changes to a dotted vertical line. Word automatically adjusts the spacing by adding a blank space between the two sentences.
4. With the sentence still selected, press and hold **Ctrl** and use the left mouse button to drag the text to the end of the document. Notice as you drag the text that the mouse pointer has changed and includes a plus sign. Release the mouse button. The text is copied to the new location.
5. Click the **Undo** button and then click anywhere in the document window to deselect the text.
6. Click the **Dialog Box Launcher** button in the Clipboard group on the Home tab to open the Clipboard task pane, as shown in **Figure 8–5**. Your Clipboard may show different items or no items at all. If items appear on the Clipboard, click the **Clear All** button to remove any items from the Clipboard.



EXTRA FOR EXPERTS

To drag text beyond the current screen of text, drag the pointer toward the top or bottom of the screen. As you hold the pointer at the edge, the document will automatically scroll in that direction.

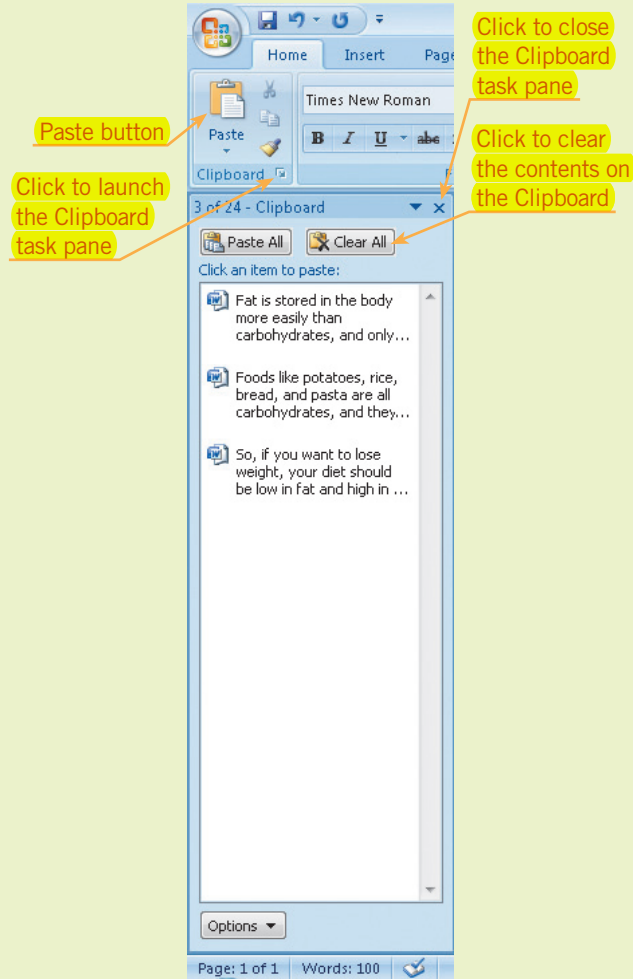




FIGURE 8-5
The Clipboard task pane with data items

7. Press and hold **Ctrl** and click anywhere within the last sentence in the document to select the whole sentence. In the Clipboard group, click the **Cut** button . The selected text appears on the Clipboard. Cutting removes text from the document and stores it on the Clipboard.
8. Triple-click anywhere in the second paragraph in the document to select the whole paragraph. In the Clipboard group, click the **Copy** button . The selected text appears on the Clipboard. Copying stores the text or data on the Clipboard, but it leaves the text in the document.
9. Open **Step8-4** from the data files. Press and hold **Ctrl** and press **A** to select the entire document, and click the **Copy** button. The text is stored on the Clipboard.
10. Switch to the **Carbohydrates3** document and position the insertion point at the beginning of the second paragraph. In the Clipboard group, click the **Paste** button. Word inserts the most recent item added to the Clipboard at the location of the insertion point. Notice that the copied text still appears on the Clipboard.

HEADS UP

You can also access the Cut, Copy, and Paste commands by right-clicking the selected text and choosing the desired command from the shortcut menu that appears. The keyboard shortcuts for Cut are **Ctrl+X**; for Copy, **Ctrl+C**; and for Paste, **Ctrl+V**.

11. Open a new blank document, and, if necessary, open the Clipboard task pane. There should be at least three items on the Clipboard. Click the **Paste All** button in the Clipboard pane. All the contents on the Clipboard are inserted at the location of the insertion point. The oldest item on the Clipboard is pasted first.
12. Save the new document as **Carbohydrates4** and then close the document. Also close the Step8-4 document. If prompted to save changes, click **No**.
13. Position the insertion point at the end of the last sentence in the last paragraph. In the Clipboard task pane, click the item that begins *So, if you want to lose weight*. The text is inserted in the document at the location of the insertion point.
14. Click the **Close** button in the upper-right corner of the Clipboard task pane to hide the pane. Save the changes to the Carbohydrates3 document and then close the document.

Using the Proofing Tools

An accurate document makes a good impression. Word provides several proofing tools that will help you prepare an error-free document. **Figure 8–6** shows the commands in the Proofing group on the Review tab.

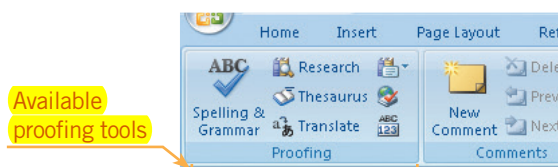


FIGURE 8–6 The Proofing group on the Review tab

Checking Spelling and Grammar

HEADS UP

The spelling and grammar checkers are helpful tools, but you still need to have a good working knowledge of English grammar and spelling. The spelling and grammar checkers can identify a possible problem, but it's up to you to decide if a change is necessary.

Checking the **spelling** in a document can significantly reduce the amount of time you spend proofreading. As you enter text, **Word automatically checks the spelling of each word against its standard dictionary. If Word cannot find the word in its dictionary, it will underline the word with a wavy red line.** This does not necessarily mean the word is misspelled. It simply means the word is not listed in Word's dictionary. You can access a shortcut menu to view suggestions for changes.

Good proofreading skills also include checking grammar. When you check for the **grammar** in a document, you read for content and make sure each sentence makes sense. Word also automatically checks for grammar errors such as incomplete sentences, the wrong use of words, and capitalization and punctuation errors. **Possible errors are identified with a wavy green line below a word, phrase, or sentence.** You can access a shortcut menu to view suggestions for changes.

LESSON 8 Editing and Formatting Documents

The red or green underlines are only visible on your screen. They will not appear when you print the document.

Using AutoCorrect and AutoComplete

It is common for us to make the same spelling error over and over. For example, you may often enter *hte* instead of *the*. The AutoCorrect feature automatically corrects errors as you enter text, which saves editing time. The AutoComplete feature suggests the spelling for frequently used words and phrases. For example, as you begin to enter the day of the week or the month, AutoComplete will provide an option for completing the word for you.

EXTRA FOR EXPERTS

If you prefer not to have Word check for spelling or grammar errors as you enter text in a document, you can turn off this feature. Open the Word Options dialog box, click **Proofing**, and uncheck the options *Check spelling as you type* and *Check grammar with spelling*.

Step-by-Step 8.5

1. Open a new blank document and enter the following text exactly as shown here: **It is beleived.** Watch the screen as you press **Spacebar**. Word will automatically correct the spelling and change the word to *believed*.
2. Complete the sentence by entering **the potawatomi indians were originally part of the ancient tribe Anishinabe.** and then press **Enter**. Notice that there are red wavy lines under the words *potawatomi* and *Anishinabe*. Word automatically corrected the capitalization of the word *indians*.
3. Save the document as **Neighbors1**.
4. Point to the word *potawatomi* and right-click. A shortcut menu appears and shows two alternative spellings at the top of the menu. Click the first option **Potawatomi** in the shortcut menu, and the word in the document is corrected.
5. Right-click the word **Anishinabe**. The spelling you entered is correct, but this word is not included in the Word standard dictionary, so that is why the word is flagged. Click **Ignore All** in the shortcut menu. The red wavy line is removed, and the word *Anishinabe* will not be flagged as misspelled if entered again in this document.
6. Position the insertion point at the end of the document and enter **In the early 1700s, lived near Green Bay, Wisconsin.** and then press **Enter**. The entire sentence is underlined with a green wavy line.
7. Point to any part of the green underlined sentence and right-click. A shortcut menu appears, and the words *Fragment (consider revising)* appear at the top of the menu. Click outside the shortcut menu to close it. Position the insertion point in front of the word *lived* and enter **they**. The green wavy line disappears.
8. Save the changes and leave the document open.

HEADS UP

If you want assistance correcting the grammar, click **About This Sentence** in the shortcut menu. A Word Help screen will open with suggestions for corrections.

MODULE 2 Key Applications

HEADS UP

When working offline, the only services accessible in the Research task pane are the thesaurus and the bilingual dictionary that is installed with Office.

Using the Research Tools

Creating a report often requires research. As you write a report, you may struggle to think of the appropriate word or phrase to make the content easier for the reader to understand. Or, you may want to use a synonym to avoid overusing a word. The commands in the Proofing group on the Review tab provide you quick access to several resources including dictionaries, a thesaurus, encyclopedia articles, translation services, and research Web sites.

Counting the Words

How many times have you counted the words in an essay to confirm it meets the minimum or maximum requirement for total words? The Word Count command provides statistics about your document that include the number of pages, sentences, lines, and characters as well as how many words are in your document. You can see the current number of words in the document in the status bar at the bottom of the window.

Step-by-Step 8.6


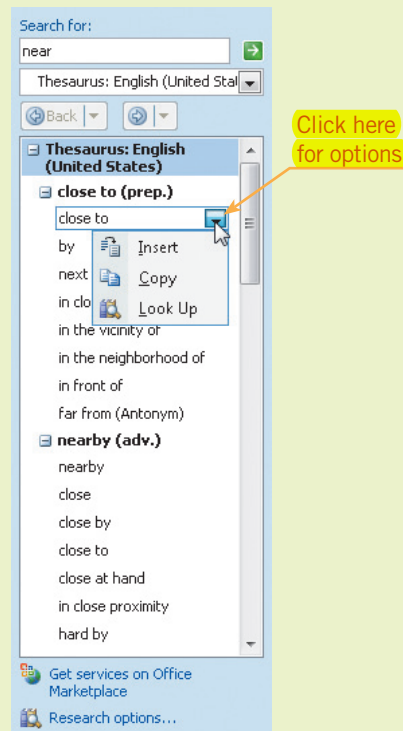
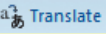

1. If necessary, open **Neighbors1** from your solution files. Save the document Neighbors1 as **Neighbors2**.
2. Position the insertion point anywhere within the word *near* in the last sentence. Click the **Review** tab, and, in the Proofing group, click the **Thesaurus** button . The Research task pane, shown in **Figure 8–7**, appears, showing a list of synonyms for the word *near*.

FIGURE 8–7

The Research task pane with results for a Thesaurus search



3. In the Thesaurus list, point to *close to*, as shown in **Figure 8-7**, and then click the list arrow. Click **Insert**. The word *near* in the document is replaced with *close to*.
4. In the Proofing group, click the **Translate** button . The Research task pane will change and show the translation options. The Search for box will most likely show *Green* because the insertion point is closest to the word *Green*. The From box should show *English (United States)*.
5. Click the list arrow in the To box and then click **French (France)**.
6. Click the green arrow below *Translate the whole document*. When prompted to translate the whole document, click **Yes**.
7. A window will open in your browser. If necessary, launch your browser from the taskbar to show the translation text.
8. Select all of the translation text, right-click anywhere within the selection, and click **Copy** in the shortcut menu. The selected text is saved on the Clipboard.
9. Switch to the **Neighbors2** document, position the insertion point at the end of the document, right-click, and click **Paste** in the shortcut menu. The translation text is inserted in the document.
10. In the Search for box at the top of the Research pane, enter **Potawatomi**. Click the list arrow in the box directly below, and then click **Encarta Encyclopedia: English (North America)**. Links for online Encarta Encyclopedia articles about Potawatomi Indians appear.
11. In the Proofing group, click the **Word Count** button . The Word Count dialog box opens, revealing the statistics for the document. Close the Word Count dialog box.
12. Save the changes, close the Research task pane, and then close the document. Also, close the browser.

HEADS UP

To find synonyms for a phrase, select all the words in the phrase.

Formatting Documents

When you **format** a document, you change the appearance of the text or of the whole document. The formats and design elements used in a document should be based on the purpose of the document and the needs of reader. Formats can be applied either before or after you enter text in your document.

Word offers a number of formats, including character formats, paragraph formats, and document formats.

- Text color and underline are examples of character formats. You can apply more than one character format at a time. For example, you can apply both color and underline formats to characters.

VOCABULARY**format**

2-1.3.4
2-1.3.6
2-1.4.1
2-1.4.2
2-2.1.1
2-2.1.2
2-2.1.3
2-2.1.4
2-2.1.5
2-2.1.7
2-2.1.16

MODULE 2 Key Applications

VOCABULARY

manual line break

font

points

- A paragraph format is applied to an entire paragraph and cannot be applied to only a portion of a paragraph. For example, you cannot single space part of a paragraph and double space the rest. Word defines a paragraph as any amount of text that ends with a paragraph marker. A paragraph marker is inserted by pressing the Enter key, which creates a *manual line break*.
- Document formats apply to an entire document. For example, margins and paper size are document formats. You can position the insertion point anywhere in a document to change the entire document format.

Applying Character Formats

Changing the character format can actually make a document easier to read. A font is the design of the typeface in your document. Fonts are available in a variety of styles and sizes, and you can use multiple fonts in one document. The size of the font is measured in *points*. The larger the point number, the larger the font size will be. You can quickly change the appearance of the font by using the command buttons in the Font group on the Home tab, as shown in **Figure 8–8**. When you open the Font dialog box, more font options are available, and you can make several font changes at one time.

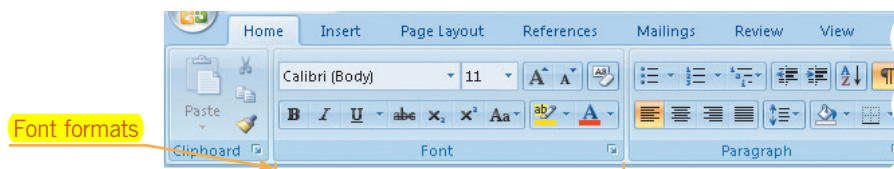
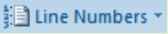


FIGURE 8–8 The Font group on the Home tab

Changing the character format can also set the tone for a document. Consider the purpose of the document when you apply these design elements. While formatting text in all caps can draw the reader's attention, it can also send the wrong message. Some readers may feel you are yelling at them. Changing font styles and font colors may make the text look pretty or cool, but some formats may make it harder to read the text.

Step-by-Step 8.7

1. Open **Step8-7** from the data files and save the document as **H201**.
2. Click the **Page Layout** tab. Click the **Line Numbers** button  and click **Continuous** from the list of options. Line numbers will appear to the left of each line, which will make it easier to identify the lines of text in the document.
3. Select all of the text in line 1. Word is intuitive, and because you selected text, a semitransparent image of the Mini toolbar with common formatting commands appears above the selection. Your screen should look similar to **Figure 8–9**. If you do not see the Mini toolbar, select the text again, and do not move the mouse pointer away from the selection.

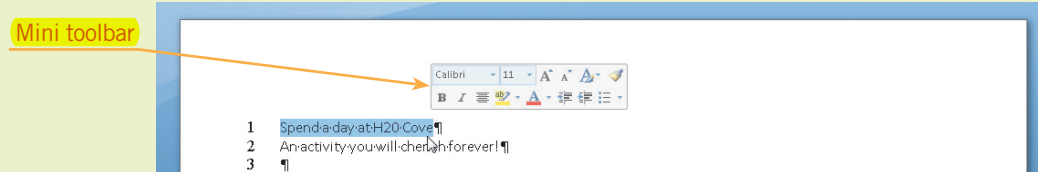


FIGURE 8-9
The semitransparent image of the Mini toolbar

4. Position the mouse pointer over the Mini toolbar, and the image will brighten. Click the **Bold** button **B** to apply the bold format. Move the mouse pointer away from the Mini toolbar, and it disappears.
5. Click the **Home** tab. Notice the Bold button is highlighted to indicate that the selected text is formatted bold. With the text still selected, click the **Change Case** button **Aa** in the Font group. Click **UPPERCASE**.
6. Select all of the text in line 2. Click the **Bold** button and the **Italic** button **I** on the Mini toolbar. Then click the **Font Color** button arrow **A** on the Mini toolbar and click a color.
7. Select all of the text in line 4. In the Font group on the Home tab, click the **Underline** button arrow **U** and then click the last option in the list (the wavy line). Click the **Underline** button to remove the format. Click the **Underline** button again. The wavy line underline option is applied because it is the last underline option used.
8. Select all of the text in lines 8 and 9. Click the **Font** button arrow **Calibri (Body)** in the Font group to show the font options. Position the mouse pointer over one of the font options in the list to show a live preview of the new font in the document window, as shown in **Figure 8-10**. Position the mouse pointer over a different font option, and the live preview reflects the change in fonts. The text does not change, however, until you choose a new font style.

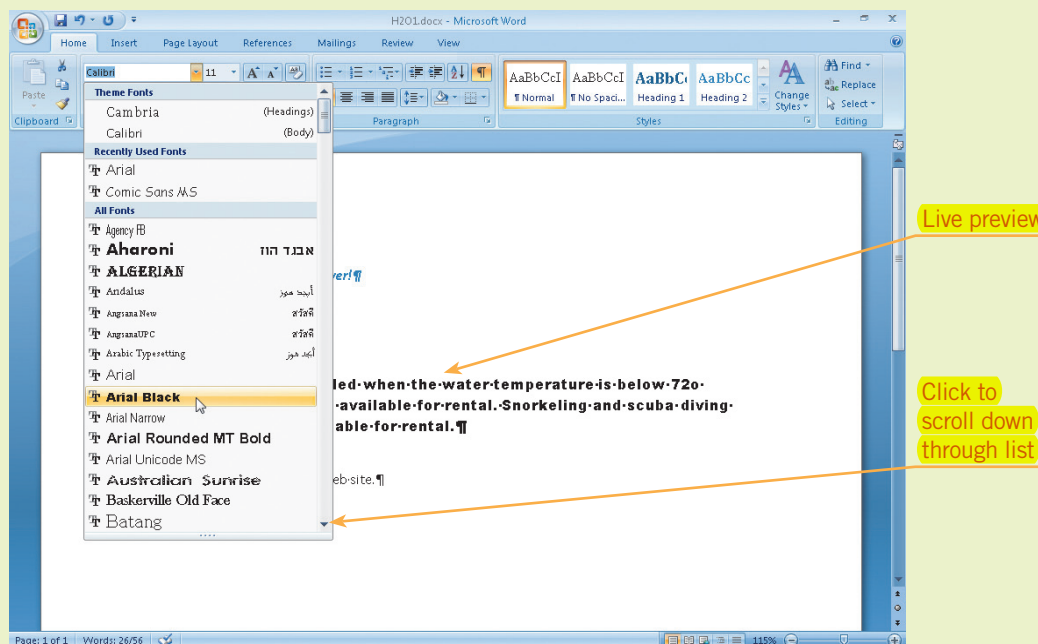







FIGURE 8-10
Live preview for a font style

HEADS UP

To highlight multiple sections of text throughout the document, select the highlight color first. The pointer will change to show a highlighter pen, and then you can drag the pointer over text to apply the highlight. To toggle the highlight option off, click the **Text Highlight Color** button or press the **Escape** key.

9. Scroll down the list of fonts and select **Comic Sans MS**. The text in the document changes, and the name of the new font appears in the Font box.
10. With the text still selected, click the **Font Size** list arrow. The point sizes are listed in increments. Click **14**. With the text still selected, click the **Shrink Font** button  in the Font group three times to decrease the size by three increments. Click the **Grow Font** button  in the Font group once. The point size increases by one increment and **11** appears in the Font Size box.
11. Select the *o* after *72* in the same paragraph. Click the **Superscript** button  in the Font group. Select the number 2 in *H2O* in line 1. Click the **Subscript** button  in the Font group.
12. Position the insertion point at the end of the document on line 14. Change the font size to **14** and enter **www.H2OCove.net**. Press **Enter**. A hyperlink format is automatically applied to the URL. Because this document will not be published on the Web, you do not need a hyperlink format. Right-click the hyperlink and click **Remove Hyperlink** in the shortcut menu.
13. Select the text in line 12 and click the **Text Highlight Color** button arrow  in the Font Group. Click a color, and the highlight is applied to the selected text.
14. Save the changes and leave the document open.

Applying Paragraph Formats

Changing the paragraph formats can also make the document more attractive and easier to read. Paragraph formats include adjusting the blank space between lines of text, aligning text, setting tabs and indents, and adding bullets and numbering. Most of the paragraph formats can be applied using the commands in the Paragraph group on the Home tab, shown in **Figure 8–11**.

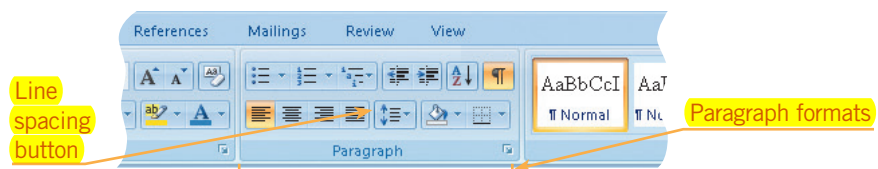


FIGURE 8–11 The Paragraph group on the Home tab

LESSON 8 Editing and Formatting Documents

Changing the Line Spacing and Alignment

The default line spacing in Word is single spacing. When text is double-spaced, there is a blank line between each line of text, which makes it easier to read. Many reports are formatted with double line spacing. You can also adjust the spacing both before and after the paragraph, which is common in newsletters to help to save space on a page and/or to make a headline stand out.

Alignment refers to how text is positioned between the left and right margins. Text can be aligned in four different ways: left, center, right, or justified. The default setting is left alignment. Center alignment is often used for titles, headings, and invitations. Right alignment is often used in tables for dollar amounts and dates. You can quickly apply any of these alignments using the buttons in the Paragraph group on the Home tab.


HEADS UP





The keyboard shortcuts for single spacing is **Ctrl+1**. For 1.5 spacing, the shortcut key combination is **Ctrl+5**; and for double spacing it is **Ctrl+2**.

VOCABULARY

alignment

Step-by-Step 8.8

1. If necessary, open **H201** from your solution files. Save the document H201 as **H202**.
2. Select all of the text in the document, and then click the **Line spacing** button . Click the **2.0** line spacing option. All of the lines are now double-spaced. There are still 15 lines in the document, but there is more blank space between the lines.
3. With all of the text still selected, click the **Line spacing** button and then click **1.5**. The spacing between lines is reduced to 1½ line spacing, and there is less blank space between each line of text.
4. Position the insertion point in line 14. Click the **Line spacing** button, and then click **Add Space Before Paragraph**. Extra blank space is added between lines 13 and 14.
5. With the insertion point positioned in line 14, click the **Line spacing** button again. The next to last option has changed. Click **Remove Space Before Paragraph**.
6. Position the insertion point in line 1. Click the **Line spacing** button, and then click **Add Space After Paragraph** at the bottom of the list of options. Extra blank space is added between lines 1 and 2.
7. Click the **Dialog Box Launcher** in the Paragraph group to open the Paragraph dialog box. Notice that under Spacing, the After box shows 12 pt. Click the down arrow once to reduce the setting to 6 pt. Click **OK** to apply the change and close the dialog box. The space between lines 1 and 2 is adjusted.

8. With the insertion point positioned in line 1, click the **Center** button  in the Paragraph group. Select all the remaining lines in the document and then click the **Center** button. All the lines are centered horizontally on the page.
9. Position the insertion point in line 8, 9, or 10. Click the **Justify** button  in the Paragraph group. The text is aligned at both the left and right margins. Because all three lines are in the same paragraph, the format is applied to all three lines of text.
10. Select all of the text in lines 12, 13, and 14. Click the **Align Text Left** button  to move the text back to the left margin. Click the **Align Text Right** button  to align the text at the right margin.
11. Select all of the text in lines 1 and 2 and increase the font size to **18**. Select all of the text in lines 4 through 14 and increase the font size to **14**.
12. Deselect the text. Save the changes and close the document.








EXTRA FOR EXPERTS

If you want to set precise measurements for tabs, click the Paragraph group **Dialog Box Launcher**, and then click **Tabs** to open the Tabs dialog box.

Setting Tabs and Indents

Tabs are useful for indenting paragraphs and lining up columns of text. Word's default tabs are set at every half inch. You can, however, set custom tabs at other locations. There are four alignment options and a vertical bar for tabs. **Table 8-2** describes each of the options.

TABLE 8-2 Options for tabs

TAB SETTING	DESCRIPTION
 Left tab	This is the default tab style; when you begin to enter text at the tab, the text is aligned on the left and extends to the right
 Center tab	Text is aligned evenly on either side of the tab position
 Right tab	Text is aligned on the right and extends to the left
 Decimal tab	Numbers with decimals are all aligned at the decimal point, and text aligns on either side of the tab; a decimal tab can be used to align numbers or text
 Bar tab	This setting does not position the text, but a vertical bar appears in the paragraph at the tab position; if the tab is formatted for multiple paragraphs, the vertical bar appears in all the paragraphs to create a vertical line along the column of text or numbers

LESSON 8 Editing and Formatting Documents

The ruler, which is available from the Show/Hide group on the View tab, can be used to quickly set tabs, indents, and margins in your document. The ruler is also a handy reference to see the “true” size of your text and document.

An **indent** is a space inserted between the margin and where the line of text appears. You can indent text from the left margin, from the right margin, or from both the left and right margins. For example, to draw attention to specific paragraphs in a document, you can indent all the lines of the paragraph from the left and right margins. If you want the first line of paragraphs to be indented, you can format a **first line indent**. A first line indent makes a long document with several paragraphs easier to read because the reader can easily tell where a new paragraph begins. When creating a bibliography for a report, you need to format a **hanging indent**, where the first line of text begins at the left margin, and all other lines of the paragraph hang, or are indented, to the right of the first line.

HEADS UP

When you press **Enter** to create a new paragraph, the new paragraph will include the same paragraph formats, such as alignment, tabs, and line spacing.



VOCABULARY

indent


first line indent

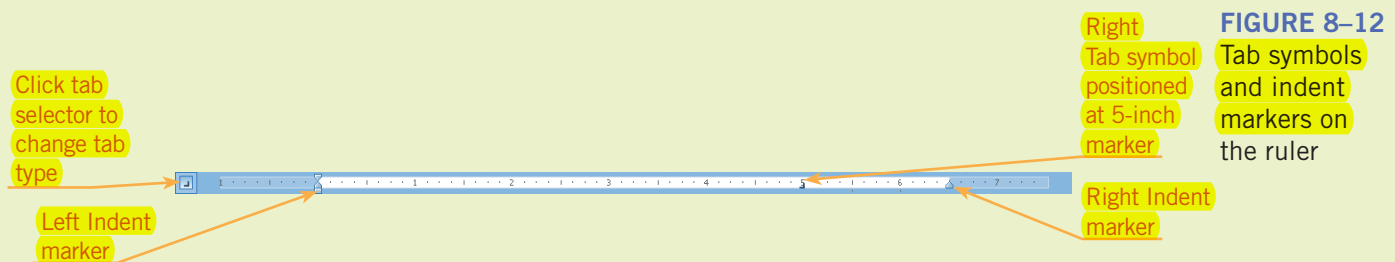
hanging indent

Step-by-Step 8.9

1. Open **Step8-9** from the data files and save the document as **Parks**. Show nonprinting characters and continuous line numbers.
2. Click the **View** tab and, if necessary, click the **View Ruler** check box  in the Show/Hide group. The ruler is visible when there is a check mark in the box.
3. Position the insertion point at the beginning of line 3. Press **Tab** three times. Although they do not appear on the ruler, default tabs are already set for every ½ inch. The three tab symbols are spaced every ½ inch.
4. Position the insertion point anywhere in line 4. Click the **tab selector** at the left end of the ruler until the Right Tab symbol  appears, as shown in **Figure 8-12**.

HEADS UP

You can also show the Ruler by clicking the **View Ruler** button  at the top of the vertical scroll bar.




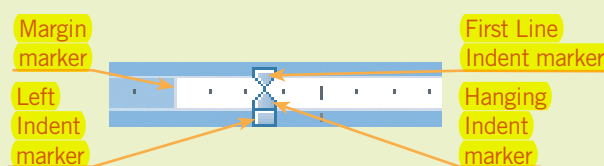
5. Click the **5-inch** mark on the ruler (just to the left of the Right Indent marker). See **Figure 8–12**. Then drag the Right Indent marker on the ruler and position it exactly on top of the Right Tab symbol. The tab symbol will appear on top of the Right Indent marker.
6. Position the insertion point in front of *April 11* and press **Tab**. The date is now aligned at the right indent, which was moved to the 5-inch mark on the ruler.
7. Position the insertion point anywhere in line 6. Notice that no tab markers show on the ruler, and the Right Indent marker is positioned at the 6.5-inch mark on the ruler. The tab and right indent you set in line 5 was applied to that paragraph only, and that paragraph has only one line of text.
8. Select all of the text in lines 5 through 24. Be sure to include the paragraph symbol at the end of line 24.
9. Click the **tab selector** until the Decimal Tab symbol shows , and then click the **3-inch** mark on the ruler. Then, remove the symbol from the ruler by dragging it off.
10. With lines 5 through 24 still selected, click the **tab selector** until the Right Tab symbol shows, and then click the **5-inch** mark on the ruler. Click and drag the **Right Indent** marker to the 5-inch mark on the ruler. Insert a tab character in front of the dates in line 9 and 16.
11. Select all of the text in lines 4 through 28. Click and drag the **Left Indent** marker to the 1/2-inch mark on the ruler. Notice that the First Line Indent and Hanging Indent markers also move. See **Figure 8–13**.

FIGURE 8–13

Left Indent Markers on the ruler

**EXTRA FOR EXPERTS**



If you drag the Left Indent marker, the First Line Indent marker also moves. When the indent markers are positioned away from the margin markers, you can point to the middle of the margin markers; a two-headed arrow appears, and you can drag to change the margin setting.

12. With lines 4 through 28 still selected, drag the **Hanging Indent** marker to the $\frac{3}{4}$ -inch mark on the ruler. All lines except the first line of each paragraph are indented from the left three-quarters of an inch.
13. Deselect the text. Save the changes and close the document.

Adding Bullets and Numbers

Bullets are used to list items when order does not matter—an unordered list. Numbered lists are used to identify steps that should be completed in a specific order, which are often referred to as an ordered list. Bulleted and numbered lists are automatically formatted with a hanging indent. Word automatically calculates the best distance for the hanging indent. You can change the bullet symbol, the number style, or the distance for the hanging indent in the Bullets and Numbering dialog box.

Step-by-Step 8.10

1. Open **Step8-10** from the data files, and save the document as **Exhibition1**.
2. Select the list of eight items under the heading that begins *Displays and Demonstrations*. Click the **Bullets** button  in the Paragraph group on the Home tab. Each paragraph in the selection is formatted with a bullet symbol. The symbol will vary depending on the symbol last used. If necessary, click the Bullet button arrow to show the bullet options and select one of the bullet symbols.
3. Select the list of four items below the next heading that begins *A Look at...* and click the **Repeat** button on the Quick Access Toolbar. The last action (formatting bullets) is repeated, and bullets are applied to the selected text.
4. Select the list of seven items below the next heading *Seminars and Films*. Click the **Numbering** button  in the Paragraph group. The number format varies depending on the format last used. If necessary, click the Numbering button arrow to show the number format options and select the number format 1., 2., 3.
5. Deselect the text and position the insertion point at the end of the last line in the numbered list, *7. Transportation*. Press **Enter**. Word automatically formats the next paragraph with the number 8 and a hanging indent. Enter **Water conservation**.
6. Press **Enter**, and the next paragraph is formatted for item number 9. Click the **Numbering** button to toggle the option off.
7. Select the numbered list and click the **Bullets** button. The numbers are converted to bullets.
8. Save the changes and close the document.

Applying Document Formats

Document formats are applied to an entire document. These formats include layout settings such as margins, page orientation, paper size, and page breaks, and you will look at adjusting these settings in this lesson. More document formats will be covered in Lesson 16. Most of the document formats can be accessed in the Page Setup group on the Page Layout tab, shown in **Figure 8–14**.

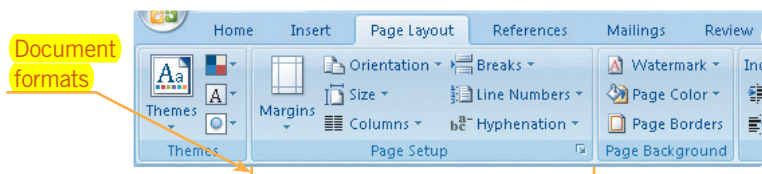


FIGURE 8–14 The Page Setup group on the Page Layout tab

Changing the Margins and the Page Orientation

The margin and page orientation formats you choose should be based on the purpose and content of the document and also on the paper size. If you want more or less content to fit on a page, you can modify the margin settings. The **margin** is the blank space around the edges of the page. The default margin settings are 1 inch for top, bottom, left, and right margins, but you can easily change those settings.

Portrait orientation formats the content of the document with the short edge of the page at the top. This is the default setting. You can change to **landscape orientation**, which formats the content of the document with the long edge of the page at the top. Your on-screen document accurately reflects the page orientation you choose.

Inserting Page Breaks

When you fill a page with text or graphics, Word begins a new page by automatically inserting a **soft page break**. You can also break pages manually by inserting a **manual page break**, which forces a page break at a specific location, regardless of how much text or graphics are on the page. The location of a soft page break will change when you add or delete text so that each page remains completely filled with text. A manual page break will remain where you insert it until it is deleted.

In Print Layout, Outline, and Draft views, the page break is indicated with a dotted line across the page. In Full Screen Reading view the dotted line does not appear, but the pages actually look like separate sheets of paper, so you will clearly see where page breaks are located. You may not see any indication of page breaks at all in Web Layout view.

VOCABULARY

margin

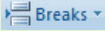
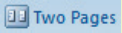
portrait orientation

landscape orientation

soft page break

manual page break

Step-by-Step 8.11

1. Open the **Exhibition1** document from your solution files and save the document Exhibition1 as **Exhibition2**.
2. Press **Ctrl+A** to select all the text in the document. In the Font group, click the **Grow Font** button three times. All the selected text increases by three increments.
3. Position the insertion point at the beginning of the third heading, *Seminars and Films*. Click the **Page Layout** tab, and click the **Insert Page and Section Breaks** button  to show a list of options. Under Page Breaks, click **Page** to add a manual page break.
4. The paragraph and all of the text below the paragraph now appear on page 2 of the document. The nonprinting characters reveal a page break, as shown in **Figure 8–15**. Click the **View** tab and then, in the Zoom group, click the **Two Pages** button .

HEADS UP

The keyboard shortcut for inserting a manual page break is **Ctrl+Enter**.

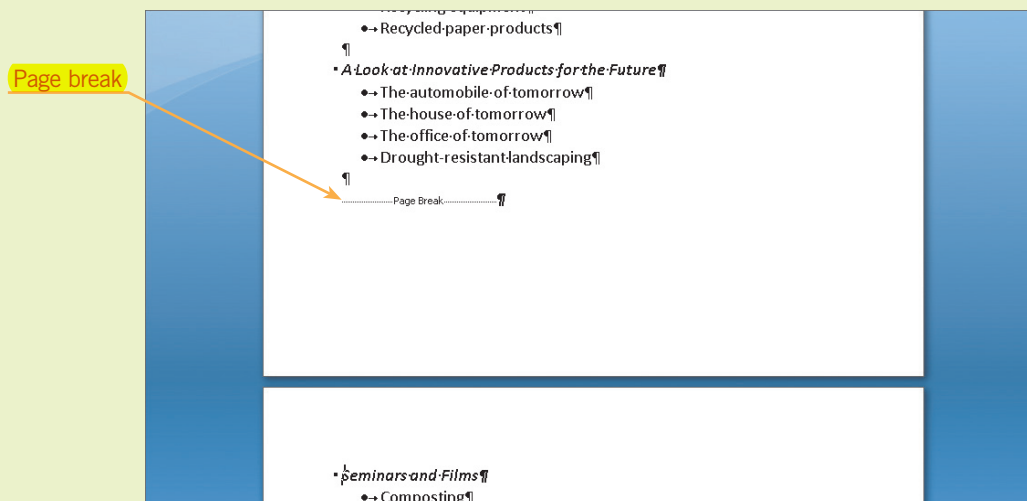




FIGURE 8–15

A manual page break in a document

5. Click the **Page Layout** tab and then, in the Page Setup group, click the **Page Size** button  to show the page size options. Click an option for a paper size smaller than 8.5"×11" and the layout will likely change in the document window. Click the **Page Size** button again, and then click **Letter 8.5"×11"** to return to the default setting.
6. Click the **Margins** button in the Page Setup group to show the options. Click **Wide**.

HEADS UP

You can also change margins by dragging the margin markers on the ruler.

7. Click the **Page Orientation** button in the Page Setup group. Click **Landscape**. The content is now spread out over three pages. Click the **Undo** button.
8. Select the paragraph containing the page break and press **Delete**.
9. Click the **Office Button**, point to **Print**, and then click **Print Preview**.
10. Uncheck the **Magnifier** option in the Preview group. When this option is unchecked, you can position the insertion point in the document in the Print Preview window. Scroll up if necessary and edit the date in the heading so it reads **September 8-10**.
11. Click the **Margins** button and change the setting to **Normal**.
12. Click the **Shrink One Page** button  **Shrink One Page** in the Preview group. The document will be resized so all the content fits on one page.
13. Click the **Close Print Preview** button on the Print Preview tab.
14. Save the changes and close the document.

HEADS UP

You can use Format Painter to copy formats from one Word document to another Word document.


VOCABULARY

Format Painter

Using Format Painter

When you apply multiple character or paragraph formats to text, and you need to repeat those formats throughout the document, you want the formats to be consistent. You can use the Format Painter button to quickly copy the formatting to other text and objects. **Format Painter will copy and apply font and paragraph formatting as well as some basic graphic formatting, such as borders, fills, and shading,** which you will learn more about in Lesson 16.

Step-by-Step 8.12

1. Open **Step8-12** from the data files and save the document as **Garden**. If necessary, show the nonprinting characters.
2. Format the first subheading *Creating an “Attractive” Garden* as follows: Arial font, 11 point, bold, and underlined with a single line.
3. With the first subheading text selected, including the paragraph marker, click the **Format Painter** button  in the Clipboard group. The mouse pointer changes to show a paintbrush when positioned over text.

4. Click the first word in the second subheading *Tips for Attracting Butterflies and Hummingbirds*. The formats are applied only to the one word. Also, the mouse pointer no longer displays a paintbrush, so you cannot continue copying the formats.
5. Select the first subheading text again, and this time double-click the **Format Painter** button. The mouse pointer changes to show a paintbrush, and because you double-clicked the Format Painter button, you now have unlimited opportunities to copy the formats.
6. Click and drag the mouse pointer to select all of the text of the second subheading. The copied formats will be applied to all of the selected text. Click and drag the mouse pointer to select all of the text of the third subheading, *Modifying an Existing Garden*. Click the **Format Painter** button to turn off Format Painter.
7. Select the first two paragraphs under the title. Justify the alignment of text. Change the line spacing to 1.5 lines, and format the font as Arial, 10 point. Add space before the paragraphs. With the paragraphs still selected, double-click the **Format Painter** button.
8. Click and drag the mouse pointer over all of the paragraphs below each of the three subheadings, but do not drag across the bulleted and numbered lists. The paragraphs should now be justified with 1.5 line spacing and extra spacing before the paragraphs, and the characters should be Arial font, 10 point. Press **Escape** to turn off the Format Painter.
9. Notice that the formatting changes have made the document more than one page, and Word automatically added a soft page break.
10. Save the changes and close the document.

HEADS UP

To turn off the Format Painter without applying the format to other text, click the **Format Painter** button again or press **Escape**.

Finding and Replacing Text

Scrolling through a long document to locate a specific section of text is time consuming. The Find command makes locating text and/or formats easier and more efficient. You can use the Find command to search a document for every occurrence of a word or phrase or for character and paragraph formats.

When you need to replace or reformat multiple occurrences of the same text, you can use the Replace command. The replacements can be made individually, or all occurrences can be replaced at once.

Step-by-Step 8.13


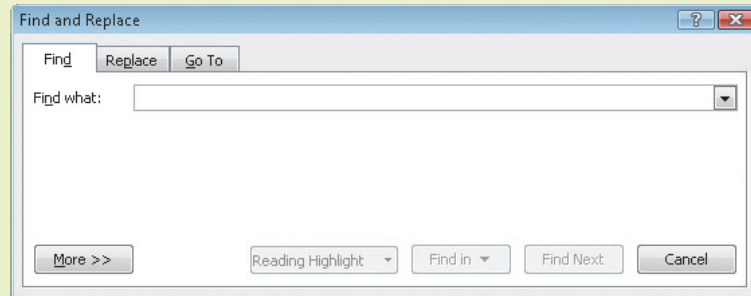

1. Open **Step8-13** from the data files and save the document as **Workout**. If necessary, position the insertion point at the beginning of the document.
2. In the Editing group, click the **Find** button  **Find**. The Find tab in the Find and Replace dialog box, shown in **Figure 13-16**, opens.

FIGURE 8-16
The Find tab in the Find and Replace dialog box



3. In the Find what text box, enter **training**, and then click **Find Next** in the dialog box. The search begins at the location of the insertion point. Word locates and selects the first occurrence of the search text *training*. The dialog box remains open.
4. Click **Find Next** again. Word finds the next occurrence of the search text in the open document. Click **Cancel** to close the dialog box.
5. Press and hold **Shift** and press **F4**. The next occurrence of *training* is selected. When you use the Shift+F4 key combination, Word repeats the last search. This shortcut is convenient because you can continue searching the same word without leaving the Find and Replace dialog box open.
6. Position the insertion point at the beginning of the document. Click the **Replace** button  **Replace** on the Home tab. The Replace tab in the Find and Replace dialog box appears. Click the **More** button for more options, as shown in **Figure 8-17**. Notice the word *training* from your last search still appears in the Find what text box.

HEADS UP

If you want to search only a specific portion of a document, you can select the desired text before beginning the search.

LESSON 8 Editing and Formatting Documents

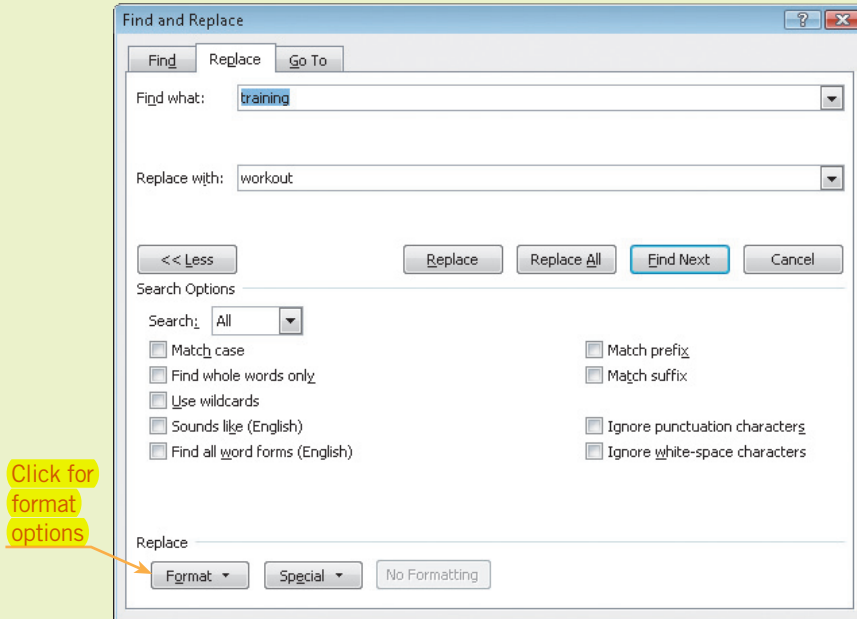


FIGURE 8-17

The Replace tab in the Find and Replace dialog box with more options

7. In the Find what text box, enter **work out** to replace *training*. With the insertion point still in the Find what box, click the **Format** button in the dialog box, and then click **Font** to show the Find Font dialog box, shown in Figure 8-18.

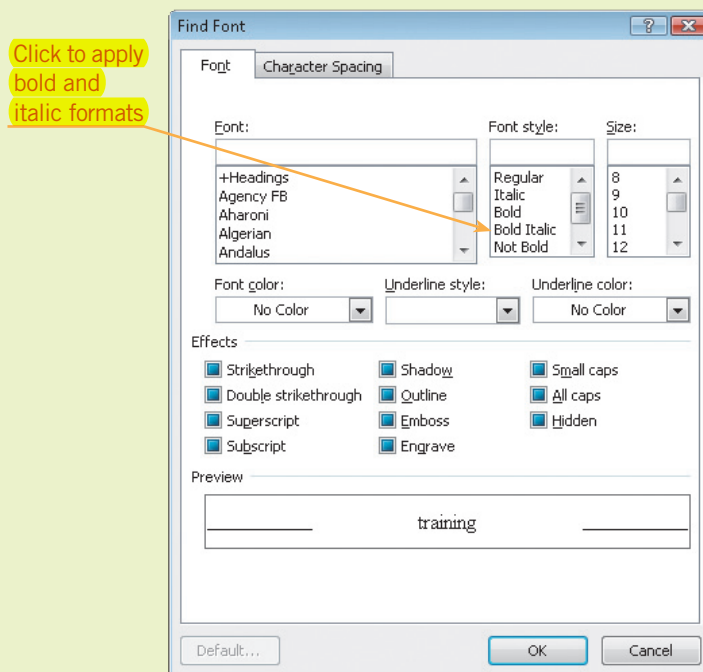


FIGURE 8-18

The Find Font dialog box

8. Under Font style, click **Bold**, and then click **OK**. Notice that *Font: Bold* appears under the Find what box on the Replace tab. Word will now search for all occurrences of *work out* with the bold format.

HEADS UP

The keyboard shortcuts to execute the Find command are **Ctrl+F**. Use **Ctrl+H** to execute the Replace command.

9. In the Replace with box, enter **workout**. With the insertion point still in the Replace with box, click the **Format** button and click **Font**. In the Replace Font dialog box, click **Bold Italic**, and then click **OK**. The search text will be replaced with the new text formatted bold and italic.
10. Click **Find Next** in the dialog box. The first occurrence of the bold text *work out* is selected. Click **Find Next** again. No replacements are made in the document, and the next occurrence of the search text is selected.
11. Click **Replace** in the dialog box. The selected text is replaced with *workout*, formatted bold and italic, and the next occurrence of *work out* is selected.
12. Click **Replace All** in the dialog box. Word replaces all occurrences of the search text with the replacement text. A message box opens indicating that three replacements were made. Click **OK** to close the message box.
13. Position the insertion point in the Find what box and click **No Formatting** at the bottom of the Find and Replace dialog box. Position the insertion point in the Replace with box and click **No Formatting** to remove the formats. Click **Find Next** once to complete a search without formats. This clears the format settings from the Find what and Replace with boxes so your next search does not include formats. Click **Yes** in the message box and then close the dialog box.
14. Click **Less** to hide the options in the dialog box, and then close the dialog box. Save the changes and then close the document.

SUMMARY

In this lesson, you learned:

- When you add new text in Insert mode, the new characters are inserted between existing text. When text is entered in Overtyping mode, the new text replaces existing text.
- The Undo, Redo, and Repeat commands make editing easy when you make mistakes, change your mind, or repeat actions.
- Selected text can be copied or moved from one location in a Word document to a new location in the same document, to a different Word document, or to another application. Drag-and-drop editing is especially helpful when you are moving or copying text short distances.
- When you use the Cut, Copy, and Paste commands, Word stores the selected text on the Clipboard, which stores up to 24 items.
- Word checks spelling and grammar as you enter text.
- Formatting a paragraph for left, center, right, or justified alignment positions the text appropriately between the left and right margins.
- You can use the ruler to format tabs and indents.
- The Bullets and Numbering feature automatically adds and formats bullets and numbers in lists.
- The page orientation determines how the document is printed on the page. Adjusting the margins affects the blank space around the edges of the page.
- The Find command makes searching for text easy and efficient. The Replace command replaces multiple occurrences of search text automatically.

VOCABULARY REVIEW

Define the following terms:

alignment	Format Painter	margin
Clipboard	hanging indent	Overtyping mode
drag-and-drop editing	indent	points
edit	Insert mode	portrait orientation
first line indent	landscape orientation	select
font	manual line break	soft page break
format	manual page break	

REVIEW QUESTIONS

TRUE / FALSE

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

- T F 1. You can make several font changes at the same time by using the Font dialog box.
- T F 2. You cannot edit a document while viewing the document in Print Preview.
- T F 3. Word defines a paragraph as any amount of text that ends with a paragraph marker.
- T F 4. If you hold down Ctrl as you drag and drop text, the selected text will be copied instead of moved.
- T F 5. Portrait orientation is the default setting for Word documents.

MULTIPLE CHOICE

Select the best response for the following statements.

1. A _____ makes a long document with several paragraphs easier to read, because the reader can easily tell where a new paragraph begins.
A. first line indent C. paragraph marker
B. hanging indent D. line number
2. _____ orientation formats the content of the document with the long edge of the page at the top.
A. Horizontal C. Portrait
B. Landscape D. Layout
3. _____ refers to how text is positioned between the left and right margins.
A. Line format C. Line adjustment
B. Alignment D. Line spacing
4. A(n) _____ is the space inserted between the margin and the line of text.
A. first line indent C. hanging indent
B. indent D. manual line break
5. Bulleted and numbered lists are automatically formatted using a _____ indent.
A. left C. first line
B. right D. hanging

FILL IN THE BLANK

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

1. When you use the Copy or Cut commands, the selected text is stored on the _____.
2. In _____ mode, new text is inserted between existing text.
3. The size of the font is measured in _____.
4. Word automatically inserts a(n) _____ when a page is full.
5. The _____ is the blank space around the edges of a page.

PROJECTS

PROJECT 8–1

1. Open **Project8-1** from the data files. Save the document as **Languages**. If necessary, show nonprinting characters.
2. Scroll down the page and notice that there is a course title separated from its description. Cut the *Japanese for Beginners* title from its current location and paste it above the course description that begins *Build a solid foundation for communicating in Japanese*.
3. Remove the extra blank line that remains above the *English as a Second Language* heading after you moved the *Japanese for Beginners* heading.
4. According to the director's notes, Spanish for Beginners and Japanese for Beginners are offered on the same day and time and for the same number of weeks. You need to add information to both class descriptions.
 - a. Copy the class dates, *September 25–November 13*, that appear below the Japanese instructor's name. Do not include the paragraph marker at the end of the dates in the selection.
 - b. Position the insertion point below the Spanish instructor's name and paste the dates. Press **Enter** to insert a blank line below the dates.

- c. Position the insertion point after the Spanish instructor's name, *Ken Grazzi*, and press **Enter** to insert a new line. Enter **Tuesday, 6-8 p.m.**.
 - d. Position the insertion point after the Japanese instructor's name, *Hiroki Sasaki*, and use the Repeat command. Word should move to a new line and insert the same day and time you entered for the Spanish class.
5. Show the Clipboard task pane, and clear all the items from the Clipboard. Copy to the clipboard the name of the German for Beginners instructor and the fee for the German for Beginners class.
 6. Paste the German instructor's name after the course number for Continuing German for Beginners.
 7. All classes have the same fee, so you can paste the class fee after the dates for each class.
 8. The director's notes indicate that Ken Grazzi may not be able to teach the Spanish class. Delete his name.
 9. You just received an e-mail from the director, and you learn that Mr. Grazzi will be able to teach the class after all. Use Undo to restore his name.
 10. Using cut and paste and/or drag-and-drop editing, reorganize the information so that the classes are listed alphabetically by class title.
 11. Hide the Clipboard task pane, save the changes, and close the document.

PROJECT 8-2

1. Open **Project8-2** from the data files. Save the document as **Oak Creek**.
2. Change the page orientation to landscape. Change the top and bottom margins to 1 inch, and the left and right margins to 2 inches.
3. Center the first eight lines of text, beginning with *Oak Creek Recreation Commission* and ending with *Mt. Washington Recreation Center*.
4. Format the centered text as follows:
 - a. Change the font style of the first line (*Oak Creek Recreation Center*) to bold and the font size to 28 points.
 - b. Change the size of the next two lines (*Community Center and Program Guide*) to 20 points.
 - c. Change the size of the next line (*Fall*) to 20 points and apply bold style.
 - d. Change the size of the last four centered lines to 20 points.
5. Position the insertion point in front of the word *Contents* and insert a page break. On the new page, format the word *Contents* as 20 point bold.
6. Select all of the text below the *Contents* heading and then set a right tab at the 6.5-inch mark on the ruler. Format the program listings as follows:
 - a. Apply bold and italic formatting to the first three lines of text below the *Contents* heading (*Registration, Memberships, and Hours*) and the last two lines of text (*Special Events and Community Meetings*). Change the size of these lines to 12 points and the font to Arial. Include the page numbers in all formatting changes.
 - b. Apply bold and underline formatting to the headings (including the page number) for each age group (*ELEMENTARY PROGRAMS, TEEN PROGRAMS, and ADULT PROGRAMS*). Change the size of these headings to 12 points and the font to Arial.
 - c. Apply a 0.25-inch left indent to the lists of programs under each age group heading and change their size to 12 points.
7. View the document in Print Preview. You decide that the first page could be spread out a little to fill up more of the page. Add blank lines as desired to improve the look of the first page. Close Print Preview.
8. If necessary, delete blank paragraphs at the end of the document, or adjust the document margins, to fit all the content on two pages.
9. Save your changes and close the document.



TEAMWORK PROJECT

The fonts you use to format a document can be divided into two types: serif and sans serif. Serif faces are often used for the main body of a document, and sans serif faces are used for headings and other display items. Learn more about the differences between these two types of typefaces with a partner.

1. With your partner, decide who will research serif typefaces and who will research sans serif typefaces.
2. Use the Web, an online encyclopedia, or other references to read about typography, the art of designing typefaces. Concentrate on your chosen typeface, either serif or sans serif.
3. You and your partner should be able to answer these questions after your research:

- a. What is a serif?
 - b. What is the main difference between a serif typeface and a sans serif typeface?
4. Select a paragraph of text and a heading from any source and enter the material using the type of typeface you have been studying (you use serif, for example, and your partner uses sans serif). Copy the text several times and apply different fonts of either serif or sans serif to each copy.
 5. With your partner, decide which of the fonts is most readable and appropriate for each type of text.



CRITICAL THINKING

ACTIVITY 8-1

You have been copying multiple items to the Clipboard. You learned in this lesson that the Clipboard holds up to 24 items. What do you think happens when you copy a 25th item? Use the Help feature to see if your answer was correct.

ACTIVITY 8-2

If you completed Project 8-2, you had to add blank lines to center the text vertically on the first page of the document. There is another way to center text vertically. Use Word's Help feature to find out how to do this. Using Word, write a brief explanation of the steps you need to take. What would happen to the second page of the Oak Creek document if you follow these steps? Describe at least two other types of documents in which you could use this feature.



ONLINE DISCOVERY

Selecting and copying text on a Web page is very similar to selecting and copying text in a Word document. Open a Web page that shows an article with several paragraphs of text. Refer to **Table 8-1**, and test all the select text options listed in the table, noting whether each option works or doesn't work in a Web page. Then, open a new

blank Word document and test copying text from the Web page and pasting the selected text into the Word document. Write a brief summary describing what is similar when selecting and copying text in Word and in Web pages.