

Introduction to Word Processing

Introduction to Word Processing

*FRAN WELLS, TOMPKINS CORTLAND
COMMUNITY COLLEGE*



Introduction to Word Processing Copyright © by Lumen Learning is licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted.

Contents

IMPORTANT NOTICE	ix
Part I. Faculty Resources	
1. Final Exam	3
2. I Need Help	4
Part II. General Help	
3. Printing a Document	7
4. How to Submit Your Work	14
Part III. Week 1	
5. Overview Week 1	17
6. Document Components – (Terms)	19
7. Illustrated Window Components	27
8. The Basics Information	28
9. Quiz: Word Processing Components	29
10. Simple Document Assignment	31
Part IV. Week 2	
11. Overview Week 2	37
12. Formatting a Formal Business Letter Information	39
13. Doe Business Letter Assignment	45

14. Doe Letter File	50
15. Formatting Business Memorandums Information	51
16. Sales Department Memorandum Assignment	55
17. Sales Dept Memo File	60

Part V. Week 3

18. Overview Week 3	63
19. Columns Breaks Bullets Information	65
20. Auction Assignment	66
21. Auction File	71
22. Tabulation Information	73
23. Travel for a Few Dollars a Day Assignment	80
24. Travel File	81

Part VI. Week 4

25. Overview Week 4	87
26. Table Information	89
27. Horse Breeds Table Assignment	103
28. Pie Chart Assignment	107
29. Pie Chart	113
30. WordArt Information	114
31. Inserting an Image Information	125
32. Horse Camp Brochure Assignment	127
33. Horse Camp Brochure File	128

Part VII. Week 5

34. Overview Week 5	133
35. Tips for Formatting a Research Paper	135

36. Research Paper Assignment	136
37. Research Document	142
38. Mail Merge Information	145
39. Investors Mail Merge Assignments	146

IMPORTANT NOTICE

Dear users,

We regret to inform you that the Achieving the Dream Pressbooks library will be closing permanently at the end of September 2025. We sincerely appreciate the engagement and support this resource has received from our community. To ensure continued access to materials you currently use, we strongly recommend downloading copies of any texts before the closure date.

Multiple download formats are available to accommodate your needs.

Additionally, we encourage you to seek out alternative repositories of OERs such as OpenStax, Creative Commons, and more.

Should you have any questions or concerns regarding this transition, please contact us at OER@achievingthedream.org.

Thank you for your understanding and continued support.

Achieving the Dream

PART I

FACULTY RESOURCES

I. Final Exam

Here are the 4 documents needed for the final exam:

Final Exam Instructions

Invitation Letter

Recipes

Thank you letter

2. I Need Help



Need more information about this course? Have questions about faculty resources? Can't find what you're looking for? Experiencing technical difficulties?

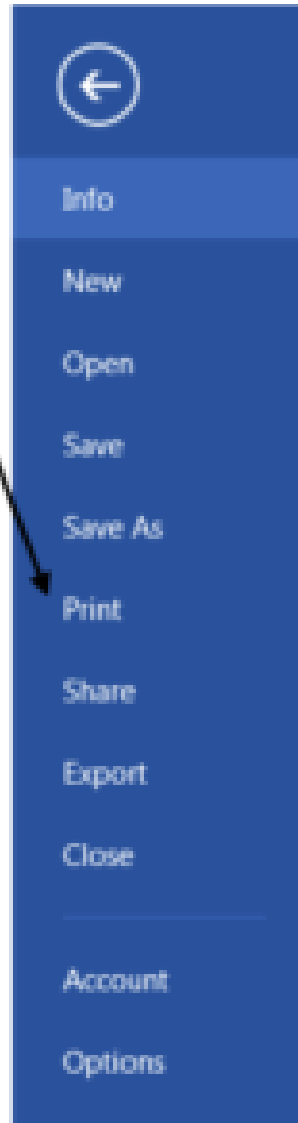
We're here to help! Contact oe@achievingthedream.org for support.

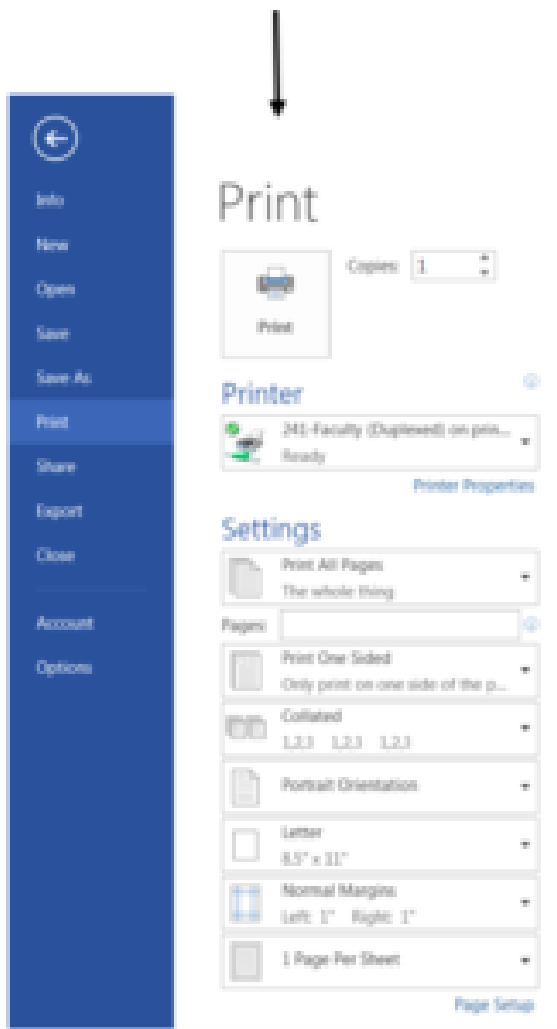
PART II

GENERAL HELP

3. Printing a Document

1. To print a document, press the FILE tab. The Backstage view appears that has a listing of Infor, New, Open, Save, Save As, Print, Share, Export, Close, Account, Options. Choose the Print option
2. The Print menu appears.

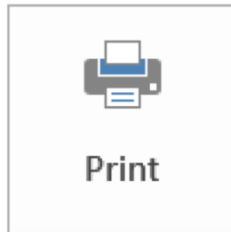




3. The Print menu has many parts.
 - a. The Print Button
 - b. The number of copies
 - c. The Printer used
 - d. Settings
 - 1) Print All Pages

- 2) Print One Side
- 3) Collated (1,2,3) not used
- 4) Portrait option
- 5) Letter (size) not used
- 6) Normal Margins not used
- 7) 1 Page Per Sheet.

All these options discussed on the next page.



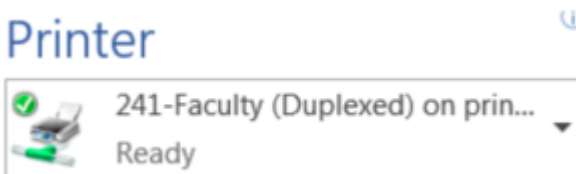
1. Print Button. Use this button after all the settings have been decided.



2. Number of copies.

The number of printed copies can be set here. When the up facing arrow is pressed, the number of copies increase. Conversely, when the down facing arrow is pressed, it reduces the number of copies. Usually only one copy is done at a time.

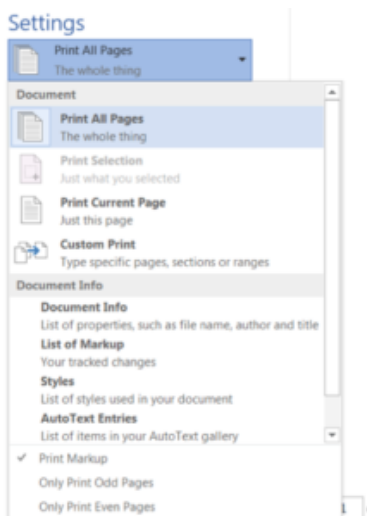
3. The Printer used. This is a setting that has already been chosen. This will not be changed. (For example:



4. Settings. This section fine tunes the result of the printing task.
5. Print all Pages. This is the normal or default setting. When the down facing arrow is depressed, this menu comes up and gives other options.

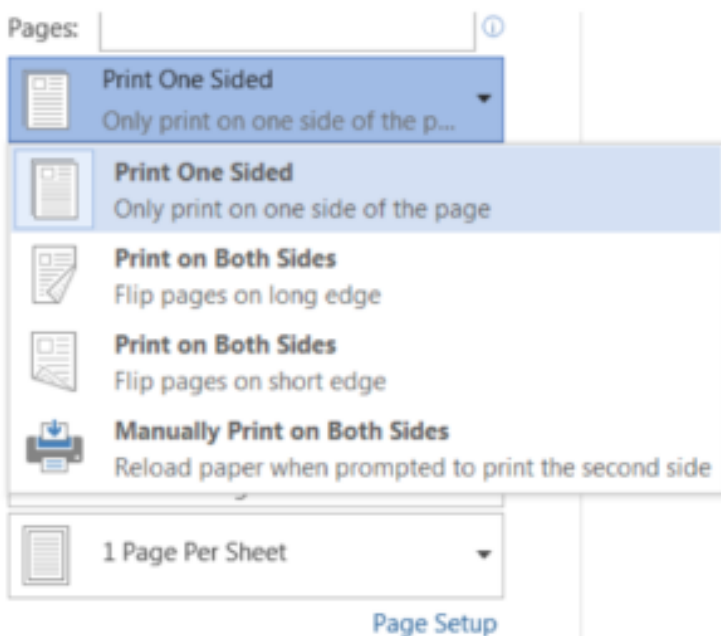
- Print all Pages can be manipulated to print just the first and last page of a document by using a comma between the page numbers (Example: 1, 4). This would print page 1 and page 4.

Or a hyphen can be used to print a certain group of pages such as 4-11. This would print pages 4-11 and not pages 1-3 or 11-20, if there were 20 pages in the document.



- Print Current Page means it would print the page you are currently on and you don't have indicate what pages to type.
- Custom Print, Document Info, List of Markup, Styles, Auto Text Entries – not used for this course. More information can be found on line if you are interested.

6.



From the Print One Side down facing arrow is pressed, there are four options.

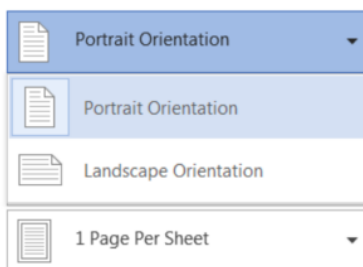
1. Print one Side – normal or default.
2. Print both sides – saves paper if a long document and it flips the pages on the long end (the 11 inch end)
3. Print both sides – saves paper also and flips on the short end (8 ½) side. [Note: a piece of regular paper is 8 1/2 inches wide and 11 inches long.]
4. Manual print means that a sheet of paper is manually inserted in a different area of the print. Have someone show you this option if you are curious. It is good for printing envelopes. It won't be used in this class.

7. Collated means how your pages print out. The default (Normal) format is to print pages in order. The other feature is Uncollated

and it would do multiple page 1s then multiple page 2s, etc. Since most of the information you will submit is less than 3 pages, this feature will not be changed when you print.

8. Portrait Orientation.

Paper can be printed in two different ways. Portrait and Landscape. This feature will be discussed in later lessons and this choice can be made through the Page Layout tab instead of using this printing



option. Landscape prints with the text going across the paper from short side to long side. Portrait prints long side to long side.



Landscape



Portrait

9. Letter size default is 8 ½ inches by 11 inches – the size of piece of paper normally used. If you click on this options you will notice several different sizes that can be programmed in including executive stationery and envelopes.

10. Margins. Margins you have set in the document can be changed here. You may notice in the picture of the document that it would be better widen the margins to get more information on a page. Again you could change it here. Otherwise go back to the document and use Page Layout, Page Setup, Margins.

11. One page per sheet is the default (normal) meaning the information you are printed will print one page at a time, not multiple pages on the same sheet. This isn't used for this course.

4. How to Submit Your Work

[Click Here for “How to Submit Your Work”](#)

PART III
WEEK I

5. Overview Week I

Welcome to word processing. Word processing software allows the user to enter, edit and format text and graphics. The user can create and enhance business letters, memorandums, brochures, newsletters, reports, and any other typed information.

A benefit of word processing is that words or phrases usually only need to be typed once. Any words or phrases can be capitalized, moved to a different position, bolded, italicized, underlined, move into shapes and forms, changed into a different font color as well as different font types and sizes.

Many of you may know how to use some word processing techniques, but my hope is to introduce you to new concepts that you do not know such as tabulations, tables and mail merges. Week 1 starts with the basics – vocabulary, understanding the document window and its components, selecting text, saving and printing documents – and ends with a short quiz. Additionally, a short assignment will enhance the learning. The possible points follow each assignment. The titles in red are informational; the titles in blue are assignments.

The student will:

- Express comprehension of word processing document and window components (terms) by taking a quiz.
- Illustrate how to open and save a file in an assignment.
- Demonstrate new terms such as select text, Save As, Print, attributes, and style found in the assignment Applying the Basics Assignment.

Tasks:

Understanding Document Components (Terms). This information lists vocabulary needed to understand word processing. The list is followed by an index to make it easier to find the information you need.

Illustrated Window Components. This information illustrates the relationship between the Tab row and the Groups on the ribbon.

Document and Window Components Quiz. Take this short quiz to show your understanding of the terms and the document window. (20 Points)

Simple Document Assignment. After learning how to open a file that is a simple document, you will select text, apply attributes, learn about style, and re-save a document. (15 Points)

Submitting your work:

1. When completing each task, make sure to save your document to the desktop or your personal storage unit (memory stick, jump or flash drive, etc.)
2. Click on the underlined word(s) at the top of each assignment. An “email-like” page will display with the number of points possible in the upper left corner.
3. Find the button, to “Browse My Computer.” Click on that and search for your saved document by searching your storage device.
4. Once the file name appears on the page, click the Submit Button.
5. For additional help, please see the EXTRA HELP folder in the CONTENT area called “How to Submit Your Work.”

6. Document Components – (Terms)

See also Illustrated Window Components (separate sheet)

1. **Document Window.** This feature takes up most of the screen. It displays the title bar, the document commands and the tabs.
2. **Title Bar.** Located at the very top of the window, this feature displays the document name and the name of the program you are in. Its temporary name may be something like Document 1.
3. **Quick Access Tool Bar.** This group of buttons, usually found in the upper left corner, contain buttons to Save a document and to Undo, Redo, and Repeat a change in the document. These commands can be tailored to those features use most frequently.
4. **Help button.** Located on the right side of the screen it appears as a question mark (?). This connections you to the HELP system.
5. **Min, Max, Exit buttons.** These buttons are located in the upper right corner next to the (?) Help button. These buttons Min (minimize the screen), Max (maximize the screen, or Exit (exit the screen.)
6. **Ribbon Display Options button.** This is used to hide or show the Ribbon and tabs. It is found in the upper right next to the minimize key. It hides or reveals the ribbon.
7. **Ribbon.** This is the area below the title bar which is about an inch high and extends from the left and right margins. A ribbon contains groups (See 8. Tabs and 9. Groups.)
8. **Tabs.** Tab names appear above the Ribbon. Tabs organize tasks into broad types. Each tab name introduces a new Ribbon. The tabs are single words that are highlighted when active. Example of some (not all) of the tab names are: File, Home,

Insert, Page Layout (or just Layout), References, Mailings, Review, View.

9. **Groups.** Groups are subsets of the tab headings. As each tab is selected, related commands appear in the ribbon and are arranged in groups. Each group has a name which is shown within the vertical line marks. Sometimes the name is at the top, other is on the bottom of a grouping. For example, if you press the Tab HOME the ribbon may display groups such as: Clipboard, Font, Paragraph, Styles, and Editing. Each group is broken down into elements that are related
10. **Dialog Box Launcher.** If there is an arrow inside a tiny square in the right bottom corner of the group name, it means that there is more information attached to this function. Click the “Launcher” and see all the possible commands within this group. The Ribbon only shows some of these commands.
11. **Mouse Pointer.** As the mouse is moved about the screen (window) the device takes on different pointer shapes and directions. (See Common Mouse Pointers Table page 3 .)
12. **Horizontal Ruler.** To view the horizontal ruler first, click the VIEW tab, and find the Show group. The little box before the word “ruler” needs to be checked in order for the ruler to appear. This is a toggle switch meaning the function is turned on or off by clicking the same button. Now that the horizontal ruler is visible, notice that it displays margins, indents, tab stops, and paragraph settings that are inserted in a document.
13. **Vertical Ruler.** The vertical ruler displays on the left side of the screen and displays the top and bottom margins.
14. **Scroll bars.** If one cannot see all the information on a screen because the font is too large or the orientation of the screen is wider than it is long, the scroll bar allows access to the rest of the screen. The vertical scroll bar is located on the far right side of the screen. The scroll bars include scroll boxes which moves the document up or down and scroll arrows which move up or down one line at a time. Click on the box and move

it up or down. The document window moves up and down to view the page. There is also a horizontal scroll bar which sometimes appears along the bottom of the screen, but is not visible all the time.

15. **Status bar.** At the bottom of the screen is a bar (sometimes blue in color) that displays the page number of the current page, the total number of pages, number of words in the document, and the status of spelling and grammar checking all on the left side. It also includes the View buttons, the Zoom slider and the Zoom level button on the right side.
16. **View buttons.** These buttons are on the status bar (on the right side) and allow you to display the document in Read Mode, Print Layout or Web Layout views. Besides being an icon at the bottom of the screen, VIEW buttons can be found by clicking the VIEW tab and finding the VIEW group.
17. **Zoom Slider.** In the lower right hand side of the status bar, there is a horizontal line with a minus on the left side and a plus on the right side. To the right of this horizontal line is a percentage notation. In the center of the horizontal line is a small rectangular box. When you put your mouse pointer on this small rectangular box and move it to the right, the print on your screen enlarges (and the percentage will increase). Moving the rectangular box to the left, reduces the size of the screen (and the percentage will lower). This operation is called Zooming In or Zooming Out. This feature allows you to better view a portion of your worksheet making the font easier to see without changing the actual font size [called Zooming Out]. Additionally, to see the entire screen if the more columns have information in them than what appears in the given window, you can reduce the size of the screen (Zooming In).
18. **Spelling and Grammar.** A red wavy line under a word indicates a possible misspelling or a repeated word; a blue wavy line under text indicates a possible grammar error. Right-click on the red or blue underline text, a shortcut menu appears with correction options. Click the option you prefer to accept it.

This will remove the wavy underline.

19. **Screen Tips.** A screen tip is a label that identifies the name of a button or feature. It also conveys keyboard short cuts for commands if the mouse isn't used. If the mouse is hovering above a function (meaning the mouse button is not pressed, but an arrow key shows the mouse position), a label appears. This label identifies the name of the button or feature, briefly describes its function, conveys any keyboard shortcut for the command, and includes a link to associated help topics if necessary. Screen tips also are used to insert dates quickly. (See page 2 of *Illustration of Window Components* document).

A quick INDEX to the terms listed above are in alphabetic order on the following page.

INDEX TO TERMS (Term is bolded, the page number that follows is not)

Dialog Box Launcher 10, 1
 Screen Tips 19, 2
Document Window 1, 1
 Scroll bars 14, 2
Groups 9, 1
 Spelling and Grammar 18, 2
Help button 4, 1
 Status bar 15, 2
Horizontal ruler 12, 1
 Tabs 7, 1
Min, Max. Exit buttons 5, 1
 Title Bar 2, 1
Mouse Pointer 11, 1
 Vertical Ruler 13, 2

Quick Access Tool Bar 3, 1
 View buttons 16, 2
Ribbon 7., 1
 Zoom Slider 17, 2
Ribbon Display Options button 6., 1

Others items described within one of the above topics:

- Ruler, Toggle Switch [See Horizontal Ruler – 12]
- Vertical and Horizontal Scroll Bar [See Scroll Bar 14]
- Scroll boxes and Scroll arrows [See Scroll Bar 14]
- Read Mode, Print Layout, Web Layout [See View Button 16]
- Zooming In and Zooming Out (See Zoom Slider 17)
- Wavy red or blue lines [See Spelling and Grammar 18]

Common Mouse Pointers

Name	Pointer	Used to
------	---------	---------

I-Beam
Pointer



Move the
insertion point
in a document
or to select
text

Selection
Pointer



Click a button
or other
element of the
word
processing
window,
appears when
you point to
elements of
the word
processing
program

Right-
Pointing
arrow
pointer



Select a line or
lines of text,
appears when
you point to
the left edge
of a line of text
in the
document
widow.

7. Illustrated Window Components

[Click Here for “Illustrated Window Components”](#)

8. The Basics Information

[Click Here for “The Basics Information”](#)

9. Quiz: Word Processing Components

Worth 20 points

Directions:

On your computer, open your word processing program to a blank page. Put your name at the top of the blank page and press ENTER.

Answer the questions for this quiz by placing the number of the question on your screen and answering the question. You do not need to copy the question before answering the question. Then save your answers and submit our document to Blackboard. (See Submit Instructions on the Overview Sheet)

For this quiz, you can use any material that I have given you or any resources on the internet to help answer the questions. Also, some of the responses you give for these questions may be duplicates of other responses you have already given. (For example, you may use the answer “Status Bar” more than once.)

1. What type of computer do you have? PC? Mac?

2. What word processing program do you have on your computer?-----
3. From the row of TABS across the top of your word processing program screen, identify one TAB and write your choice.
(Possible choices are: Home, Insert, Design, Page Layout, References, Mailings, Review or View.)

4. On your screen, list all the groups associated with your chosen TAB. Identify them as 4 a., 4 b, etc.
5. What is the name of the bar that contains buttons to save, undo and redo? _____
6. Which bar displays the current page number and the total pages in a document? _____
7. Which term is seen when the mouse hovers over a function? _____
8. Which bar is at the very top of the screen that identifies the name of the document? _____
9. What is the area at the top of the screen called that contains groups? _____
10. Which bar displays the number of words contained in a document on the screen? _____
11. What ruler displays top and bottom margins?

12. What component enlarges and reduces the document in the document window? _____
13. What is indicated when a red wavy line displays under a word? _____
14. What ruler displays tab settings and paragraph indents?

15. What feature alerts the user that there is more information about a function? _____
16. What does the “X” mean in the upper right corner of the document screen? _____
17. What happens when your mouse pointer moves around to different areas of the? _____
18. What feature allows you to view all the information in a document by moving the screen up and down?

19. What symbol is used for HELP? _____
20. What are the three VIEWS

10. Simple Document Assignment

Simple Document Assignment

The purpose of this assignment:

1. Open a data file
2. Save a file to a storage device
3. Select text
4. Apply attributes and style
5. Re-save a document
6. Print a document (or know how to print a document if you are using Blackboard)

Preparation (Review these terms and readings)

- Review Understanding Document Component (Terms)
- Review Illustrated Window Components
- Print or have access to The Basics Information (see Printing Instructions in the Extra Help Folder)

New Terms

The reference after each step references the item number on the Basics Information Sheet.) Refer to The Basics Information sheet for the following new tasks.

- Open a file (a file that already contains information) (Item 1, Page 1)
- SAVE AS a document or a file (Item 2, Pages 2-3) Backstage View discussed
- Select text. (Item 3, Pages 3)
- Apply Bold to text (Item 4, Page 3)
- Delete Bold (Item 5, Pages 4)
- Apply Underline to text (Item 6, Page 4)
- Apply Italics to text (Item 7, Page 4)
- Apply a style to text (Item 8, Page 4)
- SAVE a document (Item 9, Pages 4-5)
- PRINT a document (Item 10, Page 5)

Simple Document Assignment

1. Open a file. Open a file called “Simple Document” from the end of this assignment.

2. Save As a file. Save this document to your storage device with the same name: Simple Document.

3. Select text Select the first sentence in the first paragraph.

4. Apply Bold. Apply the Bold attribute to the first sentence.

5. Select text. Select the words in quotations.

6. Apply Underline. Underline “Amazing Vacuum Robot.”

7. Select text. Select the last sentence in the last paragraph.

8. Apply Italic. Apply italics to that sentence.

9. Apply a style. Select all the paragraphs. Click on No Space in the style gallery. The paragraphs appear to have “shrunk.”

10. Place your insertion point of your mouse after the period that follows the last two words in the last paragraph “future purchases.”

11. Press the [ENTER] key two times.

12. Type in your first and last name.

13. Re-save your document. Use the Quick Access toolbar icon for

saving or by clicking File, Save As. When the dialog screen appears, check to be sure the file name is the same and then click SAVE.

Simple Document.docx

PART IV
WEEK 2

II. Overview Week 2

Now that you understand the basics of word processing, this week you will apply those techniques and some new ones that will be introduced to produce a formal business letter and a memorandum. Knowing how to create letters and memorandums is important. Eventually, you will need to write a letter of application and create other documents to get that ideal job. Although you may be used to texting on your cell phone with family and friends, you may find a job that requires you to send memorandums or informal, internal communications once you are hired. This week you will learn about both communications forms.

The student will:

- Apply steps to format a formal business letter with an assignment.
- Practice opening a file and saving it to a storage device
- Apply and practice the use of the show/hide button, auto complete, and spelling and grammar check
- Apply steps to format a memorandum including guide words and spacing in an assignment.
- Practice applying Find/Replace feature
- Practice moving selected text.
- Apply grammar and spelling checks.

Tasks:

Formatting a Formal Business Letter Information. This

information includes the correct placement of the date, inside address, body, closing, and signature line of a formal letter.

Doe Letter Assignment. Using your knowledge after reading the Formatting a Formal Business Letter Information, you will create a business letter with appropriate spacing. A file is available for part of this assignment. (20 Points)

Memorandum Information: This information instructs you on the memorandum guide words, the spacing of these guidewords, and the formatting of the body of a memorandum.

Sales Department Memo. Using your understanding of formatting a memorandum, you will create the heading and guidewords for a memo that has already been written. Other features introduced in this assignment include: setting margins, using the replace feature, and moving text. (15 points)

Submitting your work:

1. When completing each task, make sure to save your document to the desktop or your personal storage unit (memory stick, jump or flash drive, etc.)
2. Click on the underlined word(s) at the top of each assignment. An “email-like” page will display with the number of points possible in the upper left corner.
3. Find the button, to “Browse My Computer.” Click on that and search for your saved document by searching your storage device.
4. Once the file name appears on the page, click the Submit Button.
5. For additional help, please see the EXTRA HELP folder in the CONTENT area called “How to Submit Your Work.”

12. Formatting a Formal Business Letter Information

Business Letters are a formal communication that business use outside of their business. There is a proper way to format a business letter. Appropriate spacing and positioning of the parts of a business letter are important. **Please refer to the diagram of a business letter on page 3.**

Business Letterhead: The letter head contains the following information on separate lines: **(See Illustration of Letterhead)**

Company Name

Street address of the company City, State, Zip Code

Phone number

E-mail address.

Business Letterhead: The letterhead information is centered on the page. To center a letter head, select the entire letterhead. From the HOME tab find the Paragraph Group. Locate the alignment that shows lines that are centered. Hover the mouse over the icon and it will indicate if you have chosen correctly.

The **Company Name** may be bolded and may have a larger font. After all the other information for the letterhead is inputted, there may be a solid line that goes margin to margin under that information.

Solid Line: After the last letter in an email address, enter once. Press the shift key plus the underline key (which is on the keyboard to the left of the plus sign – (SHIFT+ _)). The Shift key is used for the underline key because the symbol for the underline is at the top of the key and can only be accessed by a Shift key. With SHIFT key pressed down, strike the underline key seven or eight time. Release the SHIFT key and Underline key. Press the [Enter] key. A solid line displays from margin to margin.

Following the letterhead information and solid drawn line, press the [ENTER] key three times.

Personal letterhead. Sometimes you may send a thank you letter for a job interview, or a letter requesting information. A personal letterhead is exactly the same as the letterhead for the company except that you use your own personal information

Your own name

Own street address

Own City, State, Zip Code

Own phone number

Own email.

Your name can be in a larger font and can also be bolded. A solid line can be put after your personal email. Follow the steps on Solid Line above. Also press [ENTER] three times after your personal letterhead.

Date. The next item typed in a business letter is the date. You ALWAYS spell out the month in a business letter. You would not use “th” or “rd” after the date. We may say the **fifth** or the **third** but those letters are not typed for the date. (**See illustration for business letter dates.**)

Following the year, press the [ENTER] key five times.

Inside Address. This is the address that also appears on the envelope. It is the mailing address of the individual or company where the letter is being sent. .

- The first line of the inside address consists of the recipients title (such as Mr. Ms. Mrs., Dr., etc); recipient's first and last name on the first line. Sometimes, if there is a position title (such as Owner) a comma follows the last name and the title is

put on the same line as the individual name. Occasionally, the title is on its own line if it is lengthy.

- On the second line, indicate the company name. If there is no company name, just put the next information underneath the title and name. Don't skip a line if there is no information.
- The second or third line consists of the street number and name, suite number (if available)
- The third or fourth line includes the city, state and zip code.
- The inside address does not include a phone number nor an e-mail address. (Refer to the illustration for business letters.)

Following the inside address, press the [ENTER] key three times.

Salutation. The salutation usually includes the word “Dear” followed by the individual's title and last name (Dear Mr. Jones: for example). Occasionally the salutation may be “To Whom It May Concern.” **NEVER** use a person's first name **and** last name following the word “Dear.” Just use their title and last name. Following the salutation, use a colon. This is found on the keyboard above the semicolon and the SHIFT key is used to access it. Proper salutation: **(Refer to the illustration for business letters.)**

Dear Mr. Jones:

Following the Salutation, press the [ENTER] key two times.

Body. The body of a letter contains at least three paragraphs and each paragraph should have at least two or three lines. Between each of the paragraphs, you would enter two times, which leaves

one blank line between the paragraphs. Although there are different ways to type the body, for this class we will left justify all the paragraphs. That means that the first line of each paragraph is against the margin and has not been indented. **(Refer to the illustration for business letters.)**

Following each paragraph, press the [ENTER] key two times even after the last paragraph.

Closing. There are several steps to a closing.

CAPS 111 Formatting a Formal Business Letter Information by Fran Wells is licensed by CC-BY 4.0 Page2

1. **Closing notation.** This refers to the words used to end the letter – Sincerely, Sincerely yours, Yours truly, Very truly yours are often used. You can choose any closing phrase as you wish. **(Notice that if there are two words in a closing phrase, the second one is not capitalized.) (Refer to the illustration for business letters.)**

After the closing phrase, press the [ENTER] key five times.

2. **Name.** The name is the author of the letter –not usually the one typing the letter. If this is a personal letter, you would type your first and last name. For this class, you will use **your name** unless otherwise instructed for the closing name. **(Refer to the illustration for business letters.)**

After the name, press the [ENTER] key once

3. **Title.** The title is the position of the author of the letter. It is usually on a separate line. For a personal letter, you do not have a title and you would skip this step. However, you may be asked to make up a title for yourself in the assignment. **(Refer to the illustration for business letters.)**

After the title, press the [ENTER] key two times.

Reference Initials. The reference initials indicate who typed the letter. The reference initials consist of the initial letters of your first and last name or, if you wish, you can use the initials of your first, middle and last name. Usually the initials are lower case, however, they can also be all uppercase. (Example: FBW)**(Refer to the illustration for business letters.)**

After the reference initials, press the [ENTER] key two times.

Enclosure notation. Not all letters need to use the enclosure notation. An enclosure is a document(s) that is/are being sent along with the letter. It is not necessary to staple additional pages to the letter. Enclosures could include brochures, another document, or a box. You just have to indicate that something is coming with the letter.

For the enclosure notation you can spell the word out or use an abbreviation. For example: **Enclosure or Enc Followed by the number of enclosures if there is more than one.** (Example: ENC (3).

Of course, if there is no mention of any enclosure in the letter, you would skip this step.

Example of a well formatted business letter.

Sally's Dog Sitting Service	
Letterhead	1089 Surfside Drive
	Erie, PA 12345
	Phone: 317-345-9978 Email: gotucovered@gmail.com
September 14, 2016	
Date	Mrs. Catherine Snodgrass 20 Cat Lane
Inside Address	Erie, PA 12345
Salutation	Dear Mrs. Snodgrass:
Body	Thank you for inquiring about my dog sitting services. I have been in this business for three year. I love animals and I have several references if you would like to contact
	I have two different services I can offer you. The first is to come in and check on your pet twice a day when you are gone. I check the animal's food and water and spend at least an hour with your pet either taking it for a walk or petting it. For this I charge \$10 and hour. The second service is that I can actually come to your house and house sit as well as dog sit. For this I charge \$30 for the entire day.
	Before I take on clients, I like to visit you and your pet in your home. That way I can observe the dog in his own setting. If this is something that appeals to you, please call me between 8 and 10 weekday mornings so we can set up a time to meet. I have included by business card.
Closing Phrase	Sincerely,
Name	Sally Jean Dunkirk
Title	Owner
Reference Initials	FBW
Enclosure notation	Enc (1)

13. Doe Business Letter Assignment

The purpose of this assignment:

1. Format a business letter using correct spacing between letter parts
2. Centering text, draw lines

Preparation (Review these terms and readings)

- Terms from Windows Components
- Opening a file and save it to a storage device
- Selecting Text
- Centering Text
- Changing style to No Spacing
- Inserting letter head followed by a solid line
- Insert all parts of a formal business letter: date, inside address, salutation, closing, notations

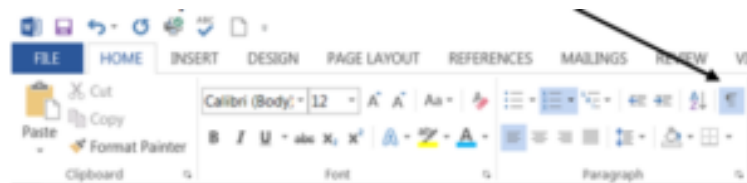
Formatting a Formal Business Letter Information

New Terms (Terms are bolded in the steps)

- Show/Hide button (Step 3, page 1-2)
- AutoComplete (Step 4, page 2)
- Spelling and Grammar Check (Step 9, page 2)

Doe Business Letter Assignment

1. Download Doe Business Letter from Blackboard and save it to your storage device as Doe Letter.
2. Select the entire letter and change the Style to No Spacing.
3. Show/Hide button. The Show/Hide button is used to see paragraph markings to make it easier to see when you entered and when you spaced. These characters are non- formatting meaning that although they appear on your screen, when you print your document, these symbols do not show on the final print out.
 - a. The Show/Hide key is located from the HOME tab. Find the Paragraph Group. In the upper right corner of that group is something that looks like a backwards letter “P.” This is a toggle switch which means that if you press it one, you can also press it off when you don’t want to use it.



- b. Press it on.
 - c. Notice the symbol after you entered after each item in your letterhead.
 - d. Referring to the Formatting a Formal Business Letter Information, the number of [ENTERS] were indicated between parts of the business letter. You can see the symbols to make sure that you have [ENTERED] properly.
4. **Spelling and Grammar Check.** As you look at the Doe Business Letter, you will notice some blue and some red lines. These are areas that the computer found.

1. **Blue lines.** Blue lines indicate grammar or spacing errors. Because the Show/Hide button is on, you will see little dots between words. This indicates a space. If there are two dots or more the dots (or spaces) need to be deleted. If you double click your mouse right on the word, the computer may give you an idea what needs to be corrected. Or you can remove the spaces yourself.
2. **Red lines.** Red lines indicate a spelling error. You can either correct the error yourself or you can right click your mouse on the error and the computer may give you an indication of what is wrong. If you like what the computer comes up with, click on the computer correction. It will automatically change in the body of the letter.
5. There is another error in this letter and that is that the second paragraph was indented. Place your cursor before the word and press the backspace key to get the paragraph back to the margin.
6. Create a business letter head (see Formal Business Letter Information sheet) using the following information: Kate Friend, 123 North Street, Omaha, NE 23560, Phone: (517) 362-09535, Email: KFrie@yahoo.com.
7. Place a solid line under your letterhead
8. Use the proper spacing after the solid line.
9. **AutoComplete.** Instead of completely typing the date in, the computer may have an AutoComplete feature. To check if your computer has this feature, position your mouse where the date should be and type the first 3 or 4 letters of the month and press your spacebar once. The actual date should appear including the date and the year.
10. If you do not have AutoComplete, insert the date correctly and space after it as indicated in Formatting a Formal Business Letter Information.
11. Type in the following inside address in the appropriate position in the letter. Fred Strong, Customer Service,

Commodities, 2635 Newal Street, Suite 5, Mexico, NY, 14327. Be sure to space correctly after the inside address.

12. Put in an appropriate salutation and the correct spacing after.
13. Check the body of the letter to be sure there are no spelling, grammar or spacing errors.
14. Following the last paragraph, [ENTER] twice and complete the closing. Use Sincerely yours.
15. Use Kate Doe's name as the author. She does not have a title.
16. Add your reference initials.
17. Count how many enclosures indicated in the letter and make an Enclosure Notation.
18. Resave the Doe Letter and submit it through Blackboard.
19. If you are in a classroom, follow your instructors directions if this document should be printed.

Rubric

Check the rubric below to be sure you have completed all the tasks.

Description	Points Possible
Bolded name in letterhead	2
Letterhead centered	2
Inserted solid line	2
Inserted appropriate date	1
Checked appropriate spacing throughout the letter.(one point for each error up to 4 points)	4
Spell and grammar checked document	2
All paragraphs left aligned	2
Inserted closing correctly	2
Inserted reference initials	1
Inserted enclosure notation	2
Total	20

14. Doe Letter File

It has come to my attention that the blanket I purchased from Commodities arrived with a rip in it. The box that contained the blanket does not show any damage, so I assume that the damage happened before shipping. I have enclosed a picture of the blanket in the condition I received it.

Please send labels so I can return this item to you at no cost to myself. Additionally, please send me a new blanket in the same color that I ordered (Item # 6542 Blue)

I would appreciate you taking care of this immediately as this was a gift for a dear friend on her birthday which is early next month.

15. Formatting Business Memorandums Information

About memorandums

Memorandums (sometimes abbreviated memos) are internal communications within a company. There are other internal communication methods such as emails, but this lesson is on memorandums. Often a company has the form already setup with the heading and guide words. Different business has different formats. However, for this class, you are to use the format described here.

Guidewords

- There are four “guidewords” used in a memorandum: To, From, Date, Subject. The order of these words can be different among companies. They can be initial caps (only first letter capitalized) or all caps (every letter is capitalized). The guide words are ALWAYS followed by a colon. (See Completed Heading for reference)
- The “To:” portion is the person receiving the memo.
- The “From:” portion, in this case will be the student.
- The “Date:” for this exercise will use the current month (spelled out), day, and year (just as you would on in a formal business letter).
- The “Subject:” (sometimes stated as “RE:” meaning “regarding”) is a brief explanation of the contents of the memorandum.

See sample below.

Setup of Memorandum Heading

- At the top of the page, type the word ‘MEMORANDUM’ in all capital letters on the left margin.
- Press the [ENTER] key four times.
- Following the guidewords and the colon, the TAB key is pressed to create space for the information that follows the guide words. (This Tab key is found on the keyboard above the CAP LOCK key on the left side of the keyboard. It moves information to the right five spaces each time it is pressed.) When used correctly, the information following the guide words is left aligned by the first letter. See example on below.

EXAMPLE:

Setup

TO: [Tab] [Tab]	Individual’s name receiving the memo
FROM: [Tab]	The one sending the memorandum
DATE: [Tab]	Month spelled out, day, and year
(Example: September 1, 2017)	
SUBJECT:[Tab]	A brief statement

On the next page, see what the heading looks like.

COMPLETED HEADING

MEMORANDUM

TO: John Doe
FROM: Fran Wells, Professor
DATE: September 1, 2017
SUBJECT: Learning about guide words for a memo

FINAL STEPS

- Following the SUBJECT line or RE line, [ENTER] four times before typing the message.
- Paragraphs are left aligned as they are in a business letter
- Press the [ENTER] key three times after completing a paragraph, even the last paragraph.
- There is no “closing” on a memorandum because the sender’s name is in the “FROM” section.
- Reference initials are used indicating who typed the memorandum. However, if the “From” person typed the memo, no reference initials are used.
- Instead of an enclosure notation as in a formal business letter when other documents are referenced, the word ATTACHMENT is used for additional documents accompanying the memorandum. Usually the attachments ARE stapled to the memorandum. The word Attachment is two [ENTERS] below the reference initials. If there are no reference initials, then the Attachment notation is two [ENTERS] below the last paragraph.
- Note: In the illustration below, the (X) notation indicates the number of enters following each line. For example, you are to

[ENTER] four times after the word MEMORANDUM. You will see three (X) even though you are to [ENTER] four times. The fourth [ENTER] is the position where you would type the next line of information.

ILLUSTRATION

MEMORANDUM (X)

(X)

(X)

TO: Mail Delivery Department. (X)

FROM: Fran Pierson, CEO(X)

DATE: September 20, 2017(X)

RE: Mail processing forms (X)

(X)

(X)

Attached is a new form that has been developed by the planning committee to be used when mail comes through your office. (X)

(X)

Please take a few minutes and review the form. Then send me a memo about any concerns you might have when using this form. (X)

(X)

Thanks for your help. (X)

(X)

fbw (the typist's initials) (X)

(X)

Attachment (1)

16. Sales Department Memorandum Assignment

The purpose of this assignment:

1. Apply memorandum with appropriate guide words and spacing
2. Use the Keyboard Tab key (different from the Tab for various files on the screen)
3. Learn Attributes: bold, italic, underline
4. Set Margins

Preparation (Review terms and readings)

- Read Formatting Business Memorandums Information
- Download a document
- Use AutoFill for a current date
- Attributes B I U (Bold, Italic, Underline)
- Highlighting text
- Use Show/Hide key
- Spelling and Grammar check
- Reference Helpful Terms for Word Processing in the Extra Help Folder

New Tasks (Terms are bolded in the steps)

- Format the MEMORANDUM heading (Step 2, Page 1)
- Insert guide words and using Tab key (Step 4, Page 2)
- Find/Replace feature (Step 6-9, Page 2)
- Move data (Step 10 Pages 2-3)

- Cut, Copy. Paste (Step 10 b-c, Page 2)
- Setting margins (Step 12 Page 3)

Sales Department Memorandum Assignment

1. Download the document 'Sales Department Memo file from Blackboard save it as Sales Dept to your storage device.
2. **Format the heading.** Type the word "Memorandum" on the first line above the paragraphs from the downloaded file. Do not use the quotation marks.
3. [ENTER] four times
4. **Insert guidewords and use TAB key.** Using the information for creating guide words and using the tab key from the Formatting Business Memorandum, create the following:
TO: Sales
Department
FROM: (Use your own name, and choose a position title for yourself like CEO) DATE: Use AutoFill

RE: Great Teamwork

5. Enter the appropriate number of times before the paragraphs.
6. **Find/Replace feature.** Please reference Helpful Terms for Word Processing in the Extra Help Folder for a more comprehensive definition of this feature. From the HOME tab, find the Editing group, usually to the far right of the ribbon.
7. **Find Feature.** Click on the FIND feature and click on it. A Navigation panel appears on the right side of your screen asking for more information. In the box below the word "Navigation," type in the word Department with or without capitalizing the first letter. The document you are in will show the word "Department" in yellow highlight. Count how many you see and just make a mental note of the number. (A task at Step 9 will use this information.)
8. **Replace Feature.** Click on REPLACE feature in the Editing

group. In the Find What box type “your company name” (without the quotation marks). (Note, you might have to replace the word “department” which may be in the box. In the Replace With box, type any name you want to give your company. Click on FIND NEXT tab at the bottom of the dialog box. Your cursor should go to the location of the phrase “your company name.” Next click REPLACE tab at the bottom of the dialog box. The name you typed in that box should replace your company name.

9. **Another Replace task.** Click on the Replace feature. In the FIND WHAT box, type the word **department**. In the REPLACE WITH box, type team. Click Replace All tab at the bottom of the dialog box. It should indicate that the number of occurrences of “department” you counted in Step 7 are the same number of the exchanges that were made.

10. **Move text.** Move the last paragraph to the second paragraph position.

- a. To move text, it first has to be selected. You learned about this in a previous lesson. Swipe the last paragraph.

- b. **Cut/Copy/Paste.** Once selected, click HOME tab and find Cut in the Clipboard Group. (An alternative method is to right click on the highlighted material and use the shortcut menu to cut.).

- c. The material will disappear from the screen. Place your cursor between the first and second paragraph. From the HOME tab find in the clipboard group the Paste feature. Click on it. (An alternative method is to right click your mouse and use the short cut menu to paste.)

- d. Turn on the Show/Hide key from the HOME tab, paragraph group. Make sure you see three paragraphs with one paragraph formatting character between each one. If there are too many formatting character marks reduce the number by deleting extras, If there are not any formatting characters, add one.

11. Near to the end of the first paragraph Bold and underline 1024.
12. Setting Margins. Click PAGE LAYOUT tab and find the Page Setup group. Click on Margins. From the choices, choose Wide. You can see your margin settings by clicking on PAGE LAYOUT tab, Page Setup group, Margins, the last item on the list – Custom margins. This displays the correct settings. The margin settings can be adjusted from this screen.
13. Both spell check and grammar check the document.
14. Save your work and submit it to the instructor through Blackboard. See Submit Instructions on the OVERVIEW sheet for this week.
15. Print the document if your instructor requires a hard copy. (Week 1 Extra Help Folder on printing a document.)

Rubric

Check the rubric below to be sure you have completed all the tasks.

Description	Points Possible
Typed in the heading MEMORANDUM	2
Set up memo heading guide words	4
Spaced correctly between guide words and typed in information.	3
Used Find to discover the number of occurrences of "department"	1
Used Replace to change company name	1
Bolded and underlined 1024	1
Move last paragraph to second paragraph position.	1
Adjusted spacing between paragraphs	
Adjusted margins	1
Spell and grammar checked document for errors.	1
Total:	15

17. Sales Dept Memo File

Congratulations! Thanks for the dedication shown by each member of your department. The innovative marketing materials your team developed and distributed at last month's convention has allowed us to surpass our goal of 512 system sales. Today, our final number of sales from all departments for this quarter reached an amazing 1024.

We will begin this week's staff meeting with a well-deserved celebration of your department's success. Without your dedication to excellence, our company would not be moving forward at such an amazing pace. Following that first agenda item, we will begin discussion of the next generation of our system.

We are all on the same team, and you set a fine example for all other departments to follow. We see nothing but a bright future for your company name.

(Reference initials)

PART V
WEEK 3

18. Overview Week 3

With formatting business letters and memos completed, new techniques will be introduced this week that will enhance the documents, make them more readable, and provide some interest. You will learn about bullets, numbers, symbols, columns and tabulations. The assignments will be getting a bit longer this week.

There is an Information sheet on Column breaks, inserting bullets and changing symbols and making numbered lists. Additionally, the Tabulation Information document will give you the necessary information to come create columns using the TAB key.

There are two assignments. The first assignment includes some new features. You will first download a document and put the text into columns. Additionally, you will be applying bullets to a list and changing the symbol.

The second assignment is rather lengthy. Not only will you be creating a tabulation, but you will be character spacing, changing the line spacing, changing font type and size, applying a shadow effect and much more.

The student will:

- Create a bulleted list and a numbered list.
- Apply columns and column breaks to a document
- Practice using the tabulation feature

Tasks:

Columns, Breaks, Bullets, Symbols, Numbers Information. Learn how to change text to columns and use multiple section breaks

in a document. Also these instructions explain how to create, manipulate and remove bullets, symbols and numbers.

Auctions Assignment. This assignment will reinforce columns, breaks, symbols. (24 Points)

Tabulation Information. Tabulations puts lists in neat columns. From this information you will be able to locate the Tab feature, understand and apply left, right, center and decimal tabs, as well as dot leaders.

Travel for a few Dollars a Day Assignment. This assignment is more comprehensive than previous assignments. Be sure to give yourself plenty of time. Many of the features you have learned from previous lessons plus the addition of tabulations are incorporated in this assignment. (30 points)

Submitting your work:

1. When completing each task, make sure to save your document to the desktop or your personal storage unit (memory stick, jump or flash drive, etc.)
2. Click on the underlined word(s) at the top of each assignment. An “email-like” page will display with the number of points possible in the upper left corner.
3. Find the button, to “Browse My Computer.” Click on that and search for your saved document by searching your storage device.
4. Once the file name appears on the page, click the Submit Button.
5. For additional help, please see the EXTRA HELP folder in the CONTENT area called “How to Submit Your Work.”

19. Columns Breaks Bullets Information

[Click here for “Columns Breaks Bullets Information”](#)

20. Auction Assignment

The purpose of this assignment:

1. Add a title to a document
2. Use the column feature to put text to columns
3. Apply bullets to lists

Preparation (Review terms and readings)

- Use Show/Hide key
- Setting Margins
- Select text
- Attributes (Bold, Italic, Underline)

New Tasks (Terms are bolded in the steps)

- Change case to all capital letters (Step 5, page 1)
- Format Painter (Step 9, pages 1-2)
- Two Columns with line between columns (Step 11, page 2)
- Delete a paragraph formatting character (Step 11e, page 2)
- Column Break (Step 12, page 2)
- Apply bullets (Step 13, pages 2-3)
- Insert Symbol (Step 16, page 3)

Auction Assignment

1. Download the Auction Form from the Blackboard Week 3 menu. Save the document as “Auction” (without the quotation marks) to your storage device.
2. Place the cursor before the “A” of Auction on the first line of the document that was downloaded.
3. Turn on the Show/Hide key.
4. [ENTER] two times.
5. Place the cursor on the first paragraph formatting character you just created and type the following: Auctions By We-Sell,You-Buy Auctioneers.
6. **Change case to all capital letters.** Select the text to capitalize. In this case, select the entire phrase just typed. From the HOME tab, Font Group, find the character that looks like Capital letter “A” beside a lower letter “a”. Click on that icon. It is called the **Change Case** icon. Choose UPPERCASE. The entire phrase should quickly change to uppercase.
7. Place the cursor before the G of the first city ‘Gouverneur, NY.’ Click “B” for bold in the Font Group.
8. Also underline Gouverneur, NY using the same technique put pressing “U.”
9. Format Painter. Most word processing programs have a format painter which copies formatting from one word or phrase to another quickly without going through all the steps it took to do the initial formatting.
 - Select Gouverneur, NY that you formatted.
 - From the HOME tab, Clipboard Group, find Format Painter.
 - Click two times (double click) on the Format Painter.
 - As you move the cursor away from the icon, a paintbrush object should appear at the end of your mouse insertion point.
 - With that paint brush, “paint” or swipe over the next city and state – Ithaca, NY. It should change to the same formatting as

Gouverneur.

- Continue to paint (swipe) all the city, states including Vermontville, NY.
- When done, click back on the Format Painter as if you were returning the brush to that location.

10. Select (highlight from Gouverneur all the way to the end of the list of Vermontville.

11. Columns. From the PAGE LAYOUT tab, find the Page Setup Group. Then find the icon called Columns.

- Click on the down-facing arrow below columns and from the list of choices of columns choose More Columns.
- In this dialog box, click two columns and click in the box to put a line between. (If you aren't sure where this is located, please see the column section in the information labeled: Columns, Breaks, Bullets, Symbols, Numbers.)
- Click OK.
- If your Show/Hide key is on, you will see a line indicating a Section break Continuous at the top of the listings of auctions, and a Section Break Continuous line indicating the end of the columns.
- **Delete a paragraph formatting character.** With the Show/Hide key on, there should be two paragraph formatting characters between each of the groups of auctions before each city/state listing. Remove one of the formatting characters from each group so that there is only one paragraph formatting character left between each city/state group groups. To do this, place the cursor insertion point before the character then press the DELETE key on the keyboard.

12. Column Break. Place your cursor in the second column on the paragraph formatting character after the word “horse.”

- Click on PAGE LAYOUT tab, and from the Page SetUp Group

find the word BREAK.

- From the list that displays, in the top section called Page Break, click on Column.
- The rest of the Renesselaer, NY list should now be at the bottom of the first column list.
- Remove one paragraph formatting characters after the Reneselaer, NY list.
- Remove the two paragraph formatting characters above the Dryden, NY list.

13. Bullets. Select the list from of items to be auctioned from the Gouverneur, NY list.

- Select from Tools to and including Pans.
- From the HOME tab, Paragraph Group, select the bullet icon. Choose a bullet of your choice and click on it.
- Continue to have that list selected and double-click on the Format Painter.
- Apply the formatting to the other four lists so that all auctions have some bulleted information.

14. After the Pull-toy – Dog in the Vermontville, NY list, [ENTER] twice.

15. Type in your name.

16. Insert symbols. From the INSERT tab, Symbols Group, click on More Symbols. Choose two symbols and insert them after your name.

17. Save this completed document to your storage device with the name Auction.

18. Submit the document through the Blackboard system.

19. If your teacher requires it, print this assignment.

Rubric

Check the rubric below to be sure you have completed all the tasks.

Description	Points Possible
Downloaded Auction document	2
Added a title that is spelled correctly	2
Changed title to upper case	2
Bolded every city/state	2
Used the Format Painter	2
Created two columns	4
Put in a column break before Dryden, NY	3
Created bullets on the items for auction	3
Inserted your name at the end of the document	2
Included two symbols following your name	2
Total	24

21. Auction File

Auctions can turn your junk into treasures. The auctioneers talk very quickly and it is sometimes difficult to know if you won the price bidding on an object. When boxes of stuff go up on the auction block, you never know what is inside until you purchase it. It could be a treasure, or just junk!

Below are a listing of local auctions as well as a partial listing of what you might find at these auctions. All auctions begin at 4:00 in the afternoon on the third Friday of the month.

Gouverneur, NY
342 Smith Road
HOUSEHOLD, ANTIQUES
Tools, Snap-on
Cameras
Pyrex dishes
Records
Books
Afghans
Pots and Pans

Ithaca, NY
1230 Hanshaw Road
ANTIQUE TOOLS
Wooden planners
Cross-cut saws
Hay hooks
3-tined pitch forks
Hammers

Renesselaer Falls, NY
102 King Street
FARM, HOUSE
3 Bedroom home
2-story
Attached garage
54 acres
Barn and outbuildings
30 cows and 1 horse

Dryden, NY
Southworth Home
ANTIQUE FURNITURE
Step-back cupboard
Porch rocking chair
Lawyer's bookcase
Wooden boxes
Clothes trees
Dining table
Caned chairs

Vermontville, NY
376 Loon Lake Road
FISHER PRICE TOYS
Complete train set (1972)
Animals for train
Pre-school shapes/box
Bus, Airplane, Camper
Little people (wooden)
Pull toy - Dog

22. Tabulation Information

What are tabulations

Tabs allow you to align specific text at a specific location in a document. Basically, you create columns of information. Each column can be set to the same or to a different tab stop.

A **Tab Stop** is a point on the horizontal ruler. Its position determines where text should be aligned. By default, tab stops are located every 1/2 inch (.5 spaces) from the left margin, but you can also set **custom tabs stops**. This information is about custom tab stops. The **Tab Key** is located on the keyboard on the left side and is labeled “Tab”

There are five types of tab stops. (see table below and the examples that follow).

Type of Tab	Use to:
Left tab	Set the start position of text so that text runs to the right of the tab stop as you type.
Center Tab	Set the center align position of text so that text stays center on the tab stop as you type
Right Tab	Set the right or end position of text so that text moves to the left of the tab stop as you type
Decimal Tab	Set the position of the decimal point so that numbers align around the decimal point as you type.
Bar Tab	Inserts a vertical bar at the tab positon.

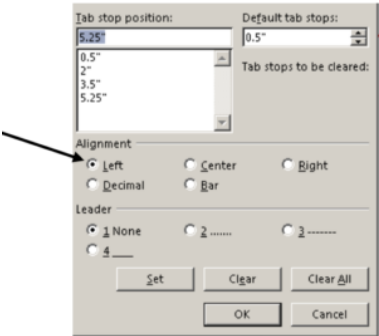
On the next pages are examples of these different tab stops except for the Bars Tab. A bar tab isn't used for this class.

Left Tab is set at four different positions below. When the Tab Key is pressed it moves to the position that the tab stop was set.. Notice that the text aligns to the left (is even on the left side). This is a Left Tab stop.

For this example, Left Tab Stop positions set at: **1/2 inch (.5), 2 inches, 3 1/2 inches, 5 1/4 inches**

Apples	Bananas	Plums	Peaches
Kiwi	Grapefruit	Avocado	Blueberries
Lemons	Oranges	Raspberries	Limes

Illustration of the setting for Left Tab Stops.



Center Tab is set at four different positions in the example below. Notice that the columns created by the center tab are centered under each other.

For this example, Center Tab Stop positions have been set at: **1/2 inch (.5), 2 inches, 4 inches, and 6 inches**

Apples	Bananas	Plums	Peaches
Kiwi	Grapefruit	Avocado	Blueberries
Lemons	Oranges	Raspberries	Limes

Illustration of the settings for Center Tab Stops.

Right Tab is set at four different positions. Notice that the columns are right aligned (text is lined up on the right side of each column).

In this example, Right Tab Stop positions have been set at: **1 inch, 2.5 inches, 4.3 inches and 6 inches**

Apples
Kiwi
Lemons

Bananas
Grapefruit
Oranges

Plums
Avocado
Raspberries

Peaches
Blueberries
Limes



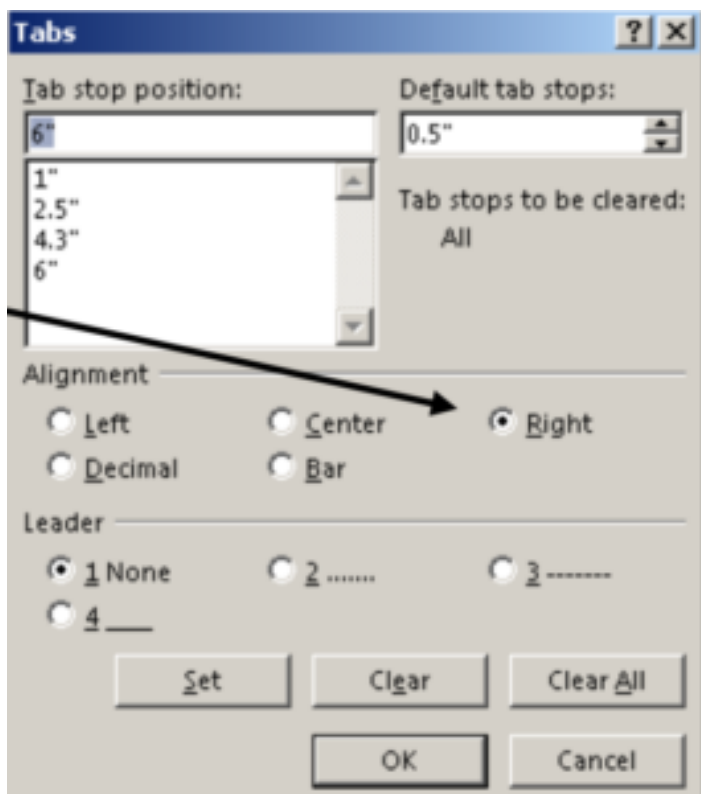


Illustration of the settings for Right Tab Stops

Decimal Tab is set at four different positions. Notice that the decimals are aligned in all the columns no matter how long the number.

For this example, Decimal Tab Stop positions have been set at **1 inch, 2.5 inches, 4 inches, and 5.5 inches**

123.45	11234567.00	.005	23.4567
5.60	1234.34	123.6	12344.56
12345.90	.010	12.45	34.67

Illustration of the settings for Decimal Tab Stops.

Another choice when setting tabs is to set a dot leader along with

one of your tab stop choices. A **Dot Leader** is a series of dots (periods) that connect one column to another. Sometimes you see this in text books. In the Table of Contents the name of a chapter may have a dot leader that extends from the end of the chapter notation to the page number for the beginning of that chapter.

In the example below, a right tab was paired up with a dot leader so that all the page numbers would be right aligned.

For this example, two tab stops and a dot leader were set. The first tab stop is a Left Tab stop without any leaders (none) for the Chapters. The second tab stop was set for a Right Tab Stop positions at 5.5 with a #2 Leader (dot leader).

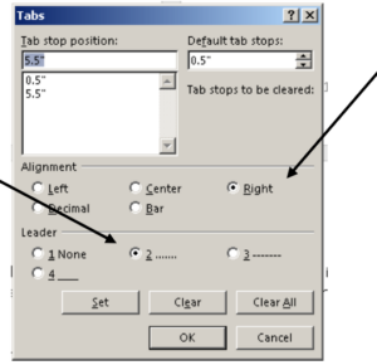
Chapter	
1.....	23
Chapter	
2.....	123

Note: It is important to know that the dot leader PRECEEDS the tab stop position. Thus fs you are setting two tabs and one is to indent the Chapter and one is to set the page on the right margin, the second tab one would have the leader attached as above. If the leader were attached to the one before the Chapter, a leader would appear to the left of the Chapter name.

Illustration of second tab stop set up.

With the dot leader example, two different tab stops were set, one a left tab stop and the other right tab stop. Below is a combination of four different tab stops.

For this example, Left.Tab Stop 05 inch; Center Tab Stop 2.25 inch with a #2 leader; Right Tab Stop 4.44 inches with #2 leader; Decimal Tab Stop 6,4 inches with #2 leader, No leader attached to the left Tab Stop.

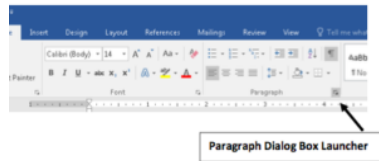


Left Tab Stop Center Tab Stop Right Tab Stop Decimal Tab Stop

Apples.....	Bananas.....	Plums.....	124.56
Kiwi.....	Grapefruit.....	Avocado.....	34
Lemons.....	Oranges.....	Raspberries.....	33.0009

Finding the Tab feature.

From the HOME Tab, find the Paragraph Group. Press the Dialog launcher to find the Tab feature.



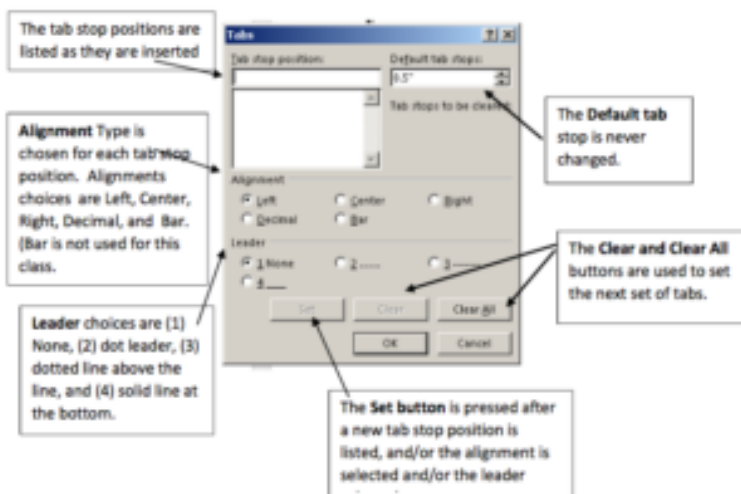
The Paragraph Dialog box opens.

At the bottom left corner find the word TAB. Click on the Tab button.

How to set tabs.

When you press the TAB button at the bottom of the Paragraph

Dialog Box, this is what the dialog box looks like.



Use this information when setting tabs in your Travel for a Few Dollars a Day Assignment.

23. Travel for a Few Dollars a Day Assignment

[Click Here for “Travel for a Few Dollars a Day Assignment”](#)

24. Travel File

Travel for a Few Dollars a Day

Bringing You Closer to Europe – England Edition

In our search for people and places to share with you, we are more interested in the goodness of the human spirit than in bathrooms. Of course, we like modern plumbing, steam heat, and elevators. But we have never made these things our gods, and we assume that you feel the same way. We value charm, the artful touch of creative people who have dared assert their individuality who scorn the ordinary and show a respect for the good things of life. We are attracted by personal gestures, such as a proudly made, deep-dish apple pie, or wood surfaces scrubbed clean with years of loving care, or the smile of a hostess who is sincerely concerned with their guests' welfare.

Would you like to live in a black-and-white timbered, 17th-century home, one hour from London; to sleep in a wooden, four-poster bed; to enjoy festive, multi-course meals while seated at a polished, black oak refectory table in front of a 15-foot wide fireplace, where cherry logs burn brightly both day and night.

We will take you to the cottage of a sea captain where you can experience genial country hospitality and hear tales of the deep—or to a hillside farm, perched on a wild moor, where you'll be served a four o'clock tea accompanied by home-churned butter and crusty bread, warm from the oven, and thick-clotted cream piled high on

a bowl of tin strawberries that you yourself have just picked in a nearby field.

Section 1: How to get to England

We offer some various modes of transportation within England. Naturally, our focus is on the least expensive means of transport on such items as excursion fares and off-season discounts.

Section 2: London – where to stay, eat, and shop

We list first the budget hotels, then the restaurants and pubs, concluding with data on low-cost transportation, the major sights (including a personal list of the Top 10), shopping bargains, inexpensive night life, and one-day trips from the capital to Windsor, Woburn Abbey, Hampton Court, and lots more.

Section 3: Visiting the South and the West of England

Moving away from the city to the South will include Kent, Surrey, then Hampshire (Bournemouth) and Dorset (Thomas Hardy country), then “The West” (Cornwall and Devon). Here you’ll find our descriptions of inexpensive thatched cottages, hillside farms, Elizabethan manor house, which you can use for exploring the

varied, historically rich English countryside. A preview of the most important tourist attracts is given with each “shire” introduction.

Section 4: Visiting other parts of England.

Less-visited, though magnificent, points for tourist exploration: East Anglia (Cambridge, of course, but also Ely, Norwich-the “fen” and the “broads” country); the cathedral cities of Lincoln and York in the great northeast, Cheshire (with its historic, half-timbered Chester and Nantwich), and finally the romantic Lake District in the Northwest.

Section 5: Scotland.

We conclude with Edinburgh, the capital of Scotland, one of the most beautiful cities of Europe. You’ll find not only budget accomodations, but tips on sightseeing, shopping, and the International Festival.

After you contact us, we will send you:

The latest editions of traveling books for England and Scotland.

A coupon book for discounts in New York City while you wait for your plane

A one-year subscription to the quarterly newsletter of “The Wonderful World of Budget Travel” which keeps members up-to-date on fast breaking developments in low-cost travel to all areas of the world.

A 20 percent discount for National Car Rental.

A voucher entitling you to a \$25 discount with your travel agency.

Your personal membership card.

Roundtrip from New York Off-Peak Season Peak Season

London \$1,297 1,357

Frankfurt \$1,412 1,572

Stockholm \$2,190 3,267

Paris \$1,345 \$2,345

This book has not been written for the North American tourist who likes only the expensive and the gaudy and who goes through Europe rudely demanding “a room, a private bath, and a good cuppa coffee.” There are those of us who have other values, and in our holiday in England we want the experience of the country’s true charm, its precious traditions, its authentic food

We hope you will travel with us. Your suggestions can be of tremendous aid to other American tourists. Therefore, if you come across a particularly appealing hotel, restaurant, shop, bargain, please don’t keep it to yourself. We’ll send free copies of the next edition of this book to readers whose suggestions are used. And this applies to any comments you may have about the exciting listings; the fact that a hotel or restaurant is recommended in the edition doesn’t mean that it will necessarily appear in future editions. If readers report that its service has slipped or that its prices have risen too drastically. Send your comments or finds to Budget Travel, 70 Fifth Avenue, New York, NY 10071

PART VI
WEEK 4

25. Overview Week 4

This week you will be introduced to formatting tables, utilizing shapes and text boxes, applying clip art and WordArt, and Smart Art. A table is a grid made up of rows and columns of cells that can be filled with text and/or graphics. The definition of these terms are presented in the Creating Tables Information.

There are three assignments this week. Two assignments will reinforce constructing tables. The third assignment is to create a three-fold brochure. This assignment is very detailed and will take more time to develop. Be sure to give yourself enough time to complete it.

The student will:

- Create a Table
- Input and manipulate data in a table
- Add, delete, move table columns and rows
- Utilize shapes, text boxes, clip art, WordArt and Smart Art
- Create tabulations in a brochure

Tasks:

Creating Tables Information. Definitions of items used in a table, guidelines on how to create a table, and adding and deleting rows and columns are contained in this information.

Horse Breeds Assignment. In this assignment you will create an entire table and you will be introduced to the AutoFit feature. (20 points)

Pie Chart Assignment. This assignment reinforces your knowledge of tables introduces color and style for tables. (15 points).

WordArt Information. This information explains how to insert WordArt and make changes to it with Shape and Text enhancements.

Insert Image Information. This information explains how to insert online pictures.

Horse Camp Assignment. (45 points) This is a length exercise that covers many features learned previously plus using WordArt, Text Boxes, Shapes and Text features. (45 points)

Submitting your work:

1. When completing each task, make sure to save your document to the desktop or your personal storage unit (memory stick, jump or flash drive, etc.)
2. Click on the underlined word(s) at the top of each assignment. An “email-like” format appears with the number of points possible in the upper left corner.
3. Find the box “Browse My Computer.” Click on that and search for your saved document.
4. Click Submit.
5. For additional help, please see the EXTRA HELP folder in the CONTENT area called “How to

Submit Your Work.”

26. Table Information

What is a Table?

You learned that tabulations allow information to be put in organized columns. Tables are similar to tabulations but allow for more creativity. With a table, forms, invoices, and lists can be manipulated with color, shape, font changes, rotated 180 degrees. Rows and columns can be added or deleted quickly. Additionally, a table can also be set up to calculate totals.

What is a Row? A Column?

If you think of boxes in a post office lobby or a desk or dresser with many drawers, the horizontal boxes or drawers are rows. Rows are always the horizontal part of a table.

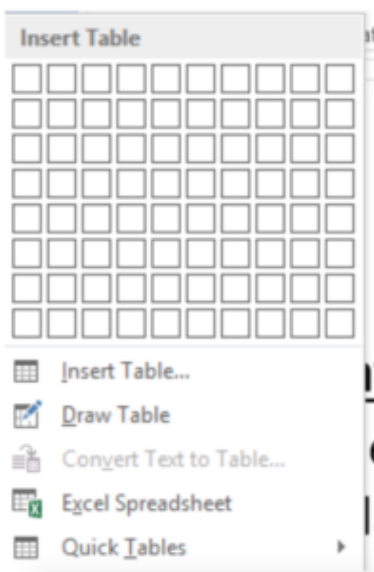
Columns would be the vertical boxes or rows. In this illustration to the right There are two rows and three columns. It is important to understand what is a row and what is a column.

How to Create a Table

From the INSERT TAB, find the Tables Group and the Table icon. Click on the Table icon. A dialog box appears called “Insert Table.” The top portion of this dialog box contains a number of squares arranged in columns and rows. There are also choices listed below the squares.

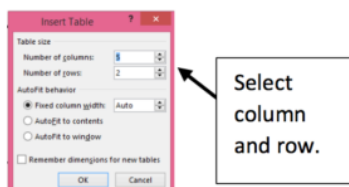
Inserting a table – Method 1 Select Size.

Using your mouse like a highlighter, select the number of rows and columns you want for your table by continuing the hold down the left mouse button until you get the number of rows and columns you want. Release your mouse. A table appears on the screen.



Inserting a table – Method 2. Use a Form.

Instead of selecting the rows and columns desired, click on “Insert Table...”, the first choice on the list underneath the column/rows diagram. An



'Insert Table' dialog box appears. (a dialog box is a way to tell the computer what you want, you have a 'dialog' with the computer!). Under the heading 'Table Size,' you can choose the number of columns and rows by either typing a number in the box or by using the arrow keys to select numbers up or down.

Inserting a table – Method 3 Draw Table. This method is a bit more difficult and is not recommended to students just learning how to create tables. You can try this feature if you want an extra challenge. How to use this feature is not covered in this document.

You have the table, now what?

Cell	

Cell. A cell is the place that the row and column converge.

It is a box shape (see the illustration above.) A cell has four sides – top, bottom, left side, right side.

How do I add a row to an existing table?

Add a row at the end of an existing table. Rows can be quickly added to the end of an existing table simply by placing the insertion point in the last row, the last cell. Press the TAB key and an entire row with the same number of columns appears.

Add a Row in the middle of an existing table. It may be necessary to add a row to a table. Rows can be added above or below a current row in your table. There are two methods to do this.

First Method to add a row.

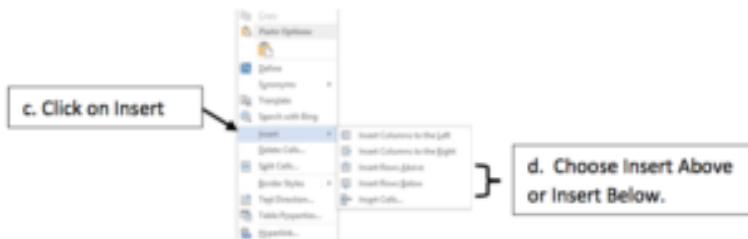
1. Click the insertion point of the mouse in the position where you want to add a new row. A row can be added either above or below the cursor position.
2. A new tool bar is open at the top of the screen called Table Tools. There are two tabs: Design and Layout. Click on Layout. (See illustration – letter b. below)

3. Find the Rows and Columns Group (See illustration letter c below).
4. Find two icons: Insert Above or Insert Below. (See illustration – letter d below) Click on either one depending if you want a row above where your cursor is positioned or below where your cursor is.
5. Click on your choice. A row is added to your table.



Second method to add a row.

1. Click the insertion point of the mouse in the position where you want to add a new row. A row can be added either above or below the cursor position.
2. A short cut menu appears. [continued on next page]
3. Click on Insert. (See illustration letter c below).
4. A second menu appears. Choose either “Insert a row above” or “Insert a row below.” (See letter d below.)



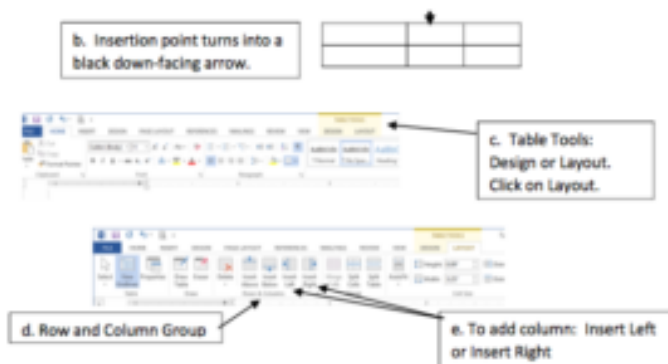
5. Click on your choice. A row is added to your table.

How do I add a column to an existing table?

Add a Column. It may be necessary to add a column to a table. Columns can be insert to the left or to the right of a current column in your table. There are two methods to do this.

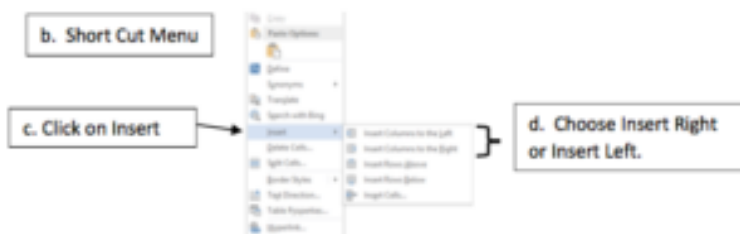
First Method to add a column.

1. Place the insertion point of the mouse in the position where you want to add a new column. Theinsertion point needs to be just above the top line of the column.
2. The insertion point will change to a black down facing arrow. (See illustration – letter b below)
3. A new tool bar is open at the top of the screen called Table Tools. There are two tabs: Design and Layout. Click on Layout. (See illustration – letter c below)
4. Find the Rows and Columns Group (See illustration letter d below).
5. Find two icons: Insert Left or Insert Right. (See illustration – letter e below) Click on either one depending if you want a column insert to the left or right of the current column.
6. Click on your choice. A column is added to your table.



Second method to add a column.

1. Place the insertion point of the mouse in the position where you want to add a new column. The insertion point needs to be just above the top line of the column. (See illustration labeled **b** above.)
2. A short cut menu appears. (See illustration letter **b** below).
3. Click on Insert. (See illustration letter **c** below).
4. A second menu appears. Choose either “Insert Column to the Left” or “Insert Columns to the Right.” (See letter **d** below.)

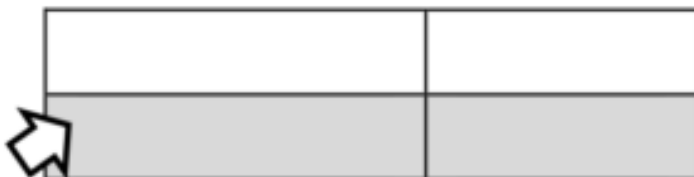


How do I delete a row?

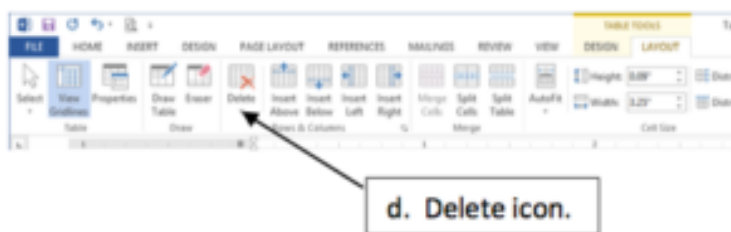
To delete a row. There are two methods to delete a row.

First Method to delete a row.

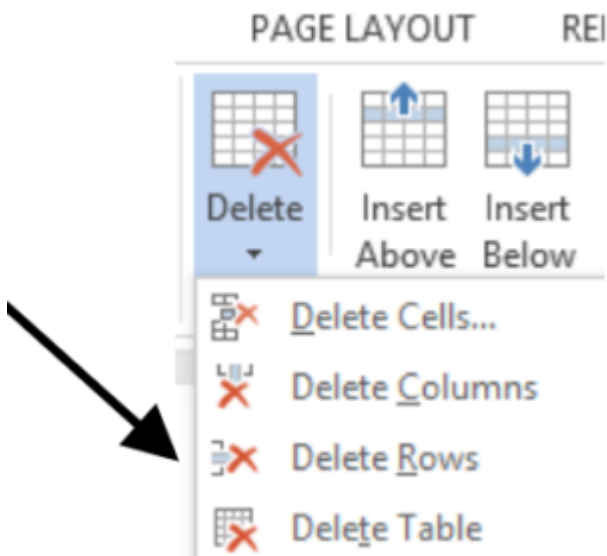
1. Place the insertion point along the side of the row you wish to delete. The insertion point will change to an open arrow. Click on a row and that row will be highlighted. (Your arrow will be a bit smaller than the illustration below.)



2. The Table Tools toolbar opens.(Same toolbar seen to add a row or a column.
3. Find the Rows and Columns Group.
4. Click on the Delete icon. See illustration labeled d below)

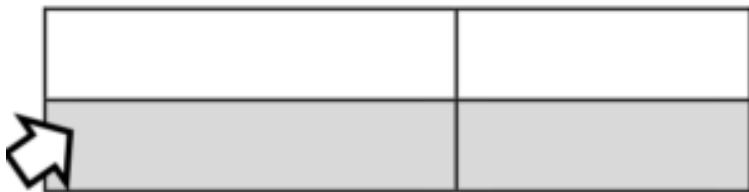


5. The Delete pull down menu appears. Click on Delete Row.
(Notice the other ways to delete – cell, column, or the entire table.

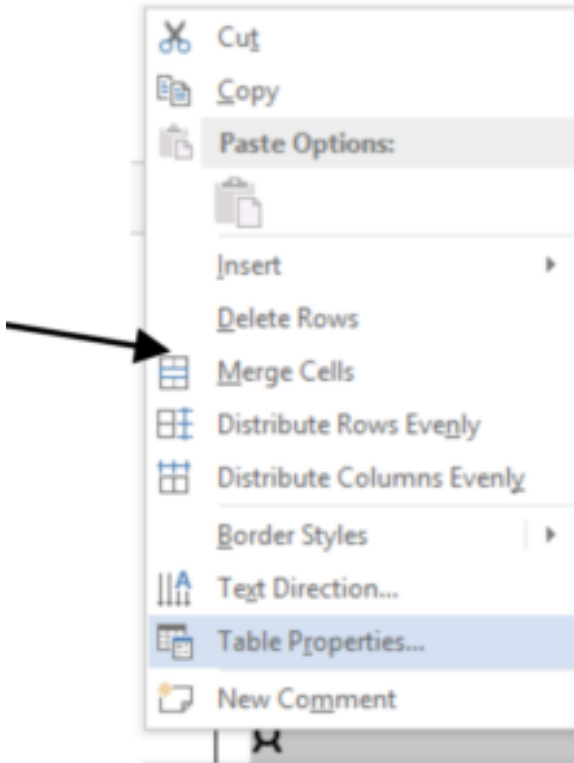


Second method to delete a row:

1. Place the insertion point along the side of the row you wish to delete. The insertion point will change to an open arrow. Click on a row and that row will be highlighted. (Your arrow will be a bit smaller than the illustration below.)



2. Right click the highlighted row to get a short cut menu.
3. Click Delete Row...option.



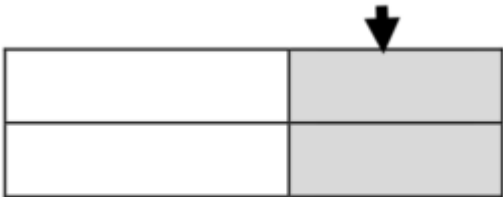
How do I delete a column?

To delete a column. There are two methods to delete a column.

First Method to delete a column.

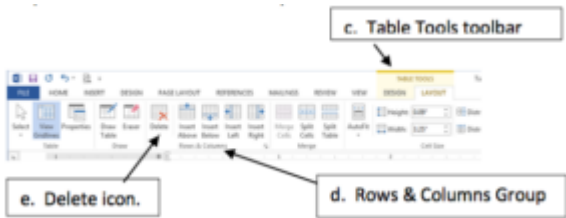
1. Place the insertion point of the mouse in the position where you want to delete a column. The insertion point needs to be just above the top line of the column.
2. The insertion point will change to a black down facing arrow.

Click the mouse to highlight the column. (See illustration – letter b below.)

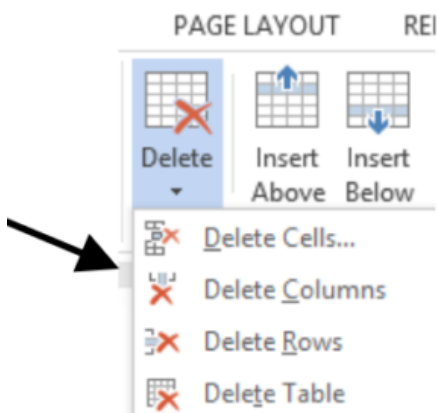


b. Insertion point turns into a black down-facing arrow. Click the mouse to highlight.

- 3. The Table Tools toolbar appears. Click on the Layout tab. (See illustration – letter c below)
- 4. Find the Rows and Columns Group (See illustration letter d below).
- 5. Click on the Delete icon. (See illustration letter e below.)



6. Delete icon.

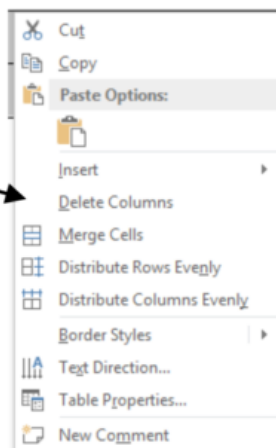


Second method to delete a column:

1. Place the insertion point above the column to delete the same way as illustrated in “First method to delete a column” steps a and b above. Click to highlight the column.
2. Right click the highlighted row to get a short cut menu
3. Click on Delete Column... option to remove the column.

How do I add a title to my table? (Merge Cells – Columns)

Occasionally, you may want to add a title to your table. A title should expand across all the columns in a table. Titles can be



added before any information is typed in the table or an extra row can be added above an existing table for the title.

The method of expanding a title across all columns in a table is called Merge Cells.

Inserting a title in a table that was just created. There are two methods.

First Method to input a title.

If you just created a table and there is no information in the table, follow these steps.

a. Select the top row by placing your insertion point to the left of the first row. Click the mouse to highlighting that row.

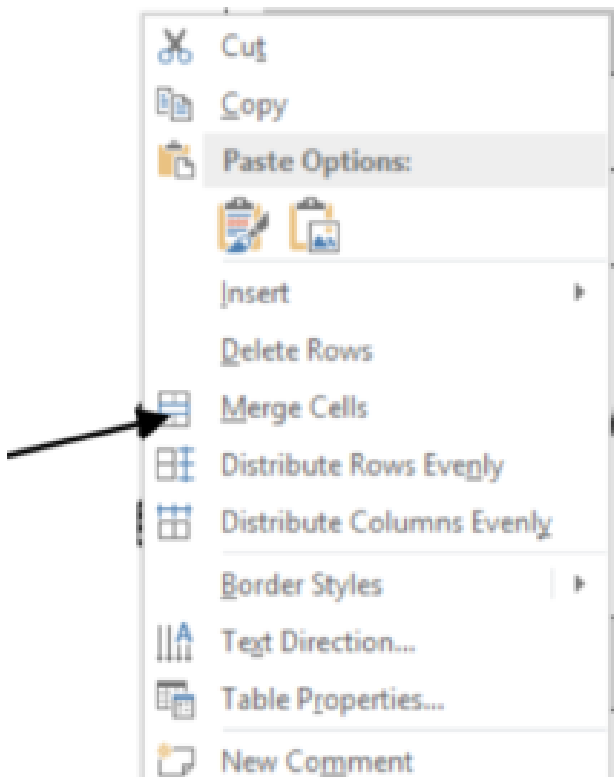
b. Once selected, the Table Tools toolbar appears. Choose the Layout Tab.



- c. Find the Merge Group.
- d. Choose “Merge Cells.
- e. The result is that the vertical lines indicating columns have been removed allowing a title to extend across the entire table.

Second Method uses a short cut menu.

1. Add a new row above the rest of the table data. Follow the steps for adding a row on pages 2-3 of this document.
2. Select the new top row as was done in First Method Step a above.
3. Merge Cells by clicking the right mouse on the highlighted row to get the short cut menu.
4. Click on Merge Cells.



27. Horse Breeds Table Assignment

The purpose of this assignment:

1. Create a table
2. Add information to a table
3. Merge cells

Preparation. (Review these terms and readings)

- Read Table Information

New terms (Terms are bolded in the steps)

- Create a table (Step 1, page 1)
- Selecting the entire table (Step 7, page 1)
- AutoFit columns (Step 8, page 1)
- Table Style (Step 10, page 2)
- Insert a Footer (Step 11, page 2)

Horse Breeds Table Assignment

1. **Create a table.** Create a 5 column 3 row table **using the steps in the Table Information.**

- Click the HOME tab, click the Show/Hide button (¶) in the paragraph group, type **Breeds** in the first cell in the first row, press [Tab], type **Country of Origin** press [Tab], Type **Height in Hands**, [Tab] **Height in Inches**. (Don't be concerned if text wraps to the next line in the column.) The first row should look like the one below.

	Column 1	Column 2	Column 3	Column 4
Row 1	Breeds	Country of Origin	Height in Hands	Height in Inches

- Click Column 1, row 2 under “Breed”. Type Thoroughbred, in the next cell down, type Clydesdale, next Mustang, Lipizzan last Fiesian.
- Click in column 2 row 2 under Country of Origin. Type England, next row Scotland, next Spain, next Austria, and last Netherlands.
- Click in column 3, row 2 under Height in Hands. Type 15.2 – 17.0, next row 16-18, next 14-15, next 14.2 -15.2, last 15.3.
- Click in column 4, row 2 under Height in Inches. Type 62 – 68, next 64 – 72, next 56 – 60, next 58 -62, last 65.
- Select the Entire table. To select move the insertion point to the upper left corner of the table until a four headed arrow appears. Click on the four-headed arrow. The entire table is selected.
- AutoFit columns. When there is more information in one column and not as much in another, the columns can be adjusted using AutoFit.
 - Click on TABLE TOOLS toolbar and select the Layout tab,
 - Find the Cell Size Group.
 - Click the AutoFit button in the Cell Size group.
 - There should be three choices: Autofit Contents, AutoFit Windows, Autofit Fix Column Width.
 - Click Autofit Contents. Click the AutoFit button again, then

click AutoFit Window. The width of the table columns is adjusted to fit the text and then the window.

9. Click the Select button in the Table group, click Select Table, click Align Center button in the Alignment group. Click Breeds in the table, click the Select button click Select Column, click the Align Center left button, then click the table to deselect the column. The text in the table is centered in each cell, and then the text in the first column is left-aligned.

10. Table Style. Click the TABLE TOOLS DESIGN tab, then click the More button in the Table Styles group. Scroll down the choices to find “List” Tables Group. On the second row, hover over the choices until you find List Table 3 – Accent 2 style. Save your changes.

11. Insert a Footer. Footer is information that can be inserted at the bottom of the page. This information will be on every page you type automatically. The name of this document is in a footer at the bottom of this page.

- Click on INSERT tab, and find the Header & Footer group.
- Click on Footer.
- From the choices, choose Blank (three columns.)
- At the bottom of the page, below a line is the footer.
- Double click on the first “Type Here” on the left margin. Type your name in this position.
- Double click on the second “Type Here” in the center. Type the word “Table” (without quotation marks).
- Double click on the third “Type Here” on the right side. Type in today’s date.
- When done exit the footer either by double clicking on the footer or click the red “X” at the top of the screen.

12. Submit your document through Blackboard.

13. If your instructor requires you to print this document, do so.

Rubric.

Check the rubric below to be sure you have completed all the tasks.

Description	Points Possible
Set up table with 4 columns	3
Typed information in correct without spelling errors	2
Applied the AutoFit Contents and Window	2
Applied the AutoFit Window	2
Using the Select buttons, centered text in each cell	3
First Column is left aligned.	2
Used the specified Table style	3
Put name in a footer along with subject and date	3
Total	20

28. Pie Chart Assignment

The purpose of this assignment:

1. Adjust columns (without using AutoFit)
2. Move the position of a table .
3. Add style and color to a table.
4. Use Cut/Copy/Paste to move information in a table.

Preparation (Review these terms and readings)

- Read the Table Information document
- Select the entire table.
- Select column headings
- Character Spacing (Travel for a Few Dollars Assignment, Week 3)
- Cut/Copy/Paste

New terms (Terms are bolded in the Steps)

- Adjust columns (without AutoFit) (Step 9, page 1-2)
- Select a portion of a table. (Step 10, page 2)
- Center the contents of a table Step 11, page 2)
- Apply color to individual rows using Shading (Step 15, page 2-3)
- Move the entire table (Step 16, page 3)

Pie Chart Assignment

1. Download the Pie Chart file from the Blackboard Week 4 menu. Save the document as “Pie Chart” (without the quotation marks) to your storage device.
2. Delete the first column.
3. Add a row above the names of the pies
4. Merge that row
5. Insert the title Maryville Old Home Days
6. Change the font of the title to Arial Black 16 pt.
7. Center the title over the table.
8. Select the four pie types and bold those titles.
9. Adjust the columns. This is an alternative method instead of using Auto Fit.

- a. Make sure the ruler is one (VIEW tab, Show Group, Ruler)
- b. Click any place in the table.

- c. Markings are shown on the ruler where the columns divide.



- d. Place your insertion point on the ruler marker so that it is between the Strawberry/Rhubarb column and the Blueberry column.

- e. Drag the marker to the right so that the whole name of the pie is on one row (not two lines in one row.

- f. Place your insertion point between Blueberry and Raspberry columns and drag them to the left to make the column narrower. Make sure all the information stays on in a single row.

- g. Adjust the Raspberry and the Pumpkins columns in the same manner.

- h. The final result should look like the partial table below:

Strawberry/Rhubarb	Blueberry	Raspberry	Pumpkin
--------------------	-----------	-----------	---------

Jean	Phyllis	Rebecca	JoAnn
------	---------	---------	-------

10. Using in the the Cut/Copy/Paste feature, move the name Rebecca from the Raspberry column to Erin Blueberry column (last name in that column). Move the name Erin to the spot that Rebecca's name was in the Raspberry column

11. **Select a portion of a table.** Select all the names of the individual people (not the name of the

pies).

a. With your insertion point, click in the first column second row cell with the name "Jean."

b. Click and hold down the left mouse button and drag it to the end of row 2 and down to the last name "Amy:" in the fourth column, fifth row.

c. Release the mouse. The names of the individual pie markers are highlighted. The column headings are not highlighted.

12. **Center contents of a table**

1. Once the portion of a table is selected (highlighted), click on the HOME tab, find the Paragraph Group, and then click on the Center Alignment icon.

2. All the names should now be centered in their columns.

13. Select the column headings. Bold them. Center them. Increase the font size to 14pt.

14. Select the title. Use character spacing to spread the letters by 4 pts. (Hint: Week 3 Travel Document)

15. **Apply color to individual rows using Shading.**

a. Select row 2 only in your table.

b. From the Table Tools toolbar, click on the Design tab.

- c. Find the Table Styles group. Here you will see many pre-made color choice. Look to the right and find the icon “Shading.”
- d. Choose any light color (so the words are still clear in the table) for this row.
- e. Select Row 4 and choose another light color.

16. Move the entire table.

1. Make sure the ruler is on (View, Show Group, Ruler)
2. Click any place in the table.
3. Move the insertion point to the upper left corner of the table until it resembles a four-headed arrow.
4. Click the mouse. Release the mouse. The table is now highlighted.
5. Click on the four-headed arrow once again and continue to hold down the left mouse button.
6. Position the table so that it has approximately equal side margins and is centered on the page. (Hint: you can see the entire table by clicking on the PRINT option. Adjust as necessary).
7. At the top of the page, type your name and today's date on two separate lines.
8. Save this completed document to your storage device with the name Pie Chart.
9. Submit the document through the Blackboard system. See the Overview 4 instructions on how to submit.
10. If your teacher requires it, print this document.

RUBRIC

Check the rubric below to be sure you have completed all tasks.

Description	Possible Points
Delete a column	1
Add a row and a title	2
Change the font of the title	1
Column headings bolded	1
Columns adjusted properly	2
Names switched	1
Table contents centered	2
Color applied to two rows	2
Table moved to the center of the page	2
Name typed in the appropriate place	1
Total	15

29. Pie Chart

Strawberry/Rhubarb	Blueberry	Raspberry	Pumpkin
Jean	Phyllis	Rebecca	JoAnn
Louise	Suje	Marilyn	Sally
Joan	Nancy	Kathy	Anne
Nita	Erin	Dianne	Amy

30. WordArt Information

WordArt. WordArt allows special effects to information typed. It can include symbols, lines of texts or single words.

1. Click on INSERT tab and find the Text Group on the far right side.
2. Find the icon for WordArt which should be labeled and usually displays a capital letter “A” tilted slightly. Click on the icon.
3. The WordArt gallery with a styles menu.
4. Choose any design that appeals to you. The style can be changed later.
5. A box appears with the words “Your Text Here.”



6. When you click in the text box above, the words highlight and you can type whatever you wish for your WordArt. To illustrate this and to give you a little practice, type: your first and last name in the box. Your name may take up two lines but you will be making changes later.

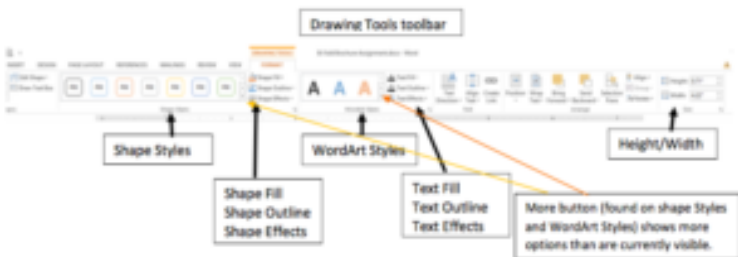
1). In the example, instead of typing my name, I typed Hello Kitty. What isn't showing in this illustration is that a text box surrounds the name that was inserted.

2.) Rotation. The text box has small circle on the four corners and in the center of each of the sides of the box. At the top center there is a vertical line that extends upward with a slightly larger circle at its top. This item is a rotation tool. When the mouse is clicked on that top circle and held by the left mouse button, it can be rotated 180 degrees.



3.) Examples:

7. The rotation tool is available any time. The rotation is just one of the applications of word art.
8. Once the information is inserted in the text box, a new tool bar called Drawing Tools appears.
9. See the illustration below.



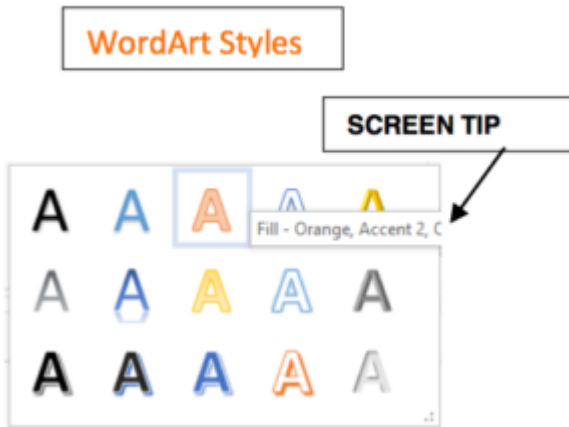
What do each of these Groups do?

(For more information other than what follows, click on the (?) in the upper right corner. This is the HELP menu. Click on help with WordArt.)

Shape Styles

1. The shape styles allow for different whole shapes such as oval, rounded, corners, dark colors, light colors and various other themes.
2. When the mouse hovers over a design, a screen tip appears that lists the Color Filled and Accent Number.
3. The WordArt shape can be changed at any time.





Word Styles:

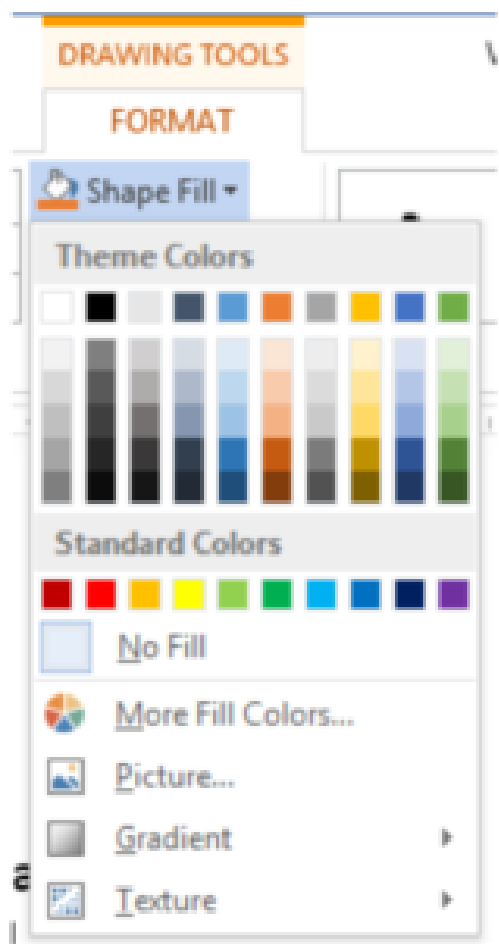
1. This is the same Word Gallery seen when WordArt was selected. When the mouse hovers over a choice, a screen tip appears with the type of color and accent.
2. If the WordArt is selected, the style can be changed at any time.
3. Notice that choices include shadowing, open letters, thin letters, and thick letters.

Height/Width

1. In the Size box, the Height/Width can be changed by selecting any textbox. This can be WordArt Boxes, Text boxes, Graphics, Pictures, etc.
2. When the object is selected, the size of that object will be indicated in this icon.
3. If a picture was to be inserted in a document and it needed to be a certain size, select the picture and change the size that is indicated.
4. If text boxes are being used in an illustration and the text boxes should all be the same size, click on each text box and make sure that the sizes are the same.
5. To adjust the size and width of any textbox, use the up and down arrows inside the size box.



Shape Fill, Shape Outline, Shape Effects



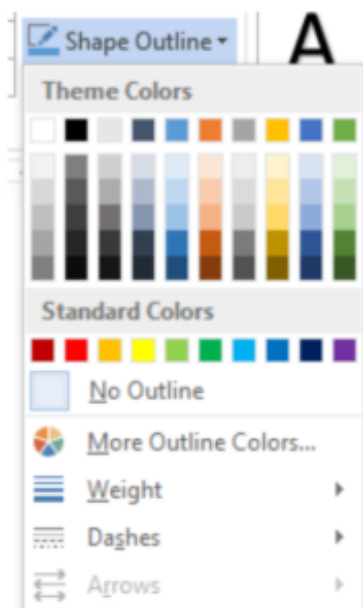
Shape Fill

1. The Shape Fill, when selected, shows this pull down menu.

2. You have choices of fill (theme) colors – each color has a screen tip
Standard Colors – more intense colors – primary colors,
No Fill – which is used to remove any color previously used,
More colors – which provides a color wheel with mixtures of colors, Picture – fill the shape with a particular picture
Gradient – another pull down menu choice displays different grades or intensities of color,
Texture – such as crumpled paper, linen-like, stones. Etc.
3. Experiment with different fill or background choices

Shape Outline

1. The Shape Outline, when selected, shows this pull down menu.
2. Much like the Shape Fill above, the choices apply just to the outline of the shape, not the interior of the shape.
3. Other choices of More Outline Colors (similar to Shape Fill), Weight – when selected, shows a pull down menu that allows for various thicknesses of the line used for outlining the shape

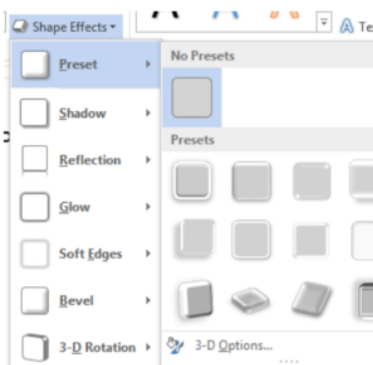


Dashes – when selected, shows a pull-down menu of various line dashes that would outline the outside edges of the text
Arrows – when selected,

shows a pull-down menu of arrows that can be used to outline shape.

Shape Effects

1. Shape Effects, when selected, lists different available shapes.
2. Each of the available shapes have arrows indicating other pull-down menus called sub-menus with more effects.
3. This example shows the sub-menu for Preset.

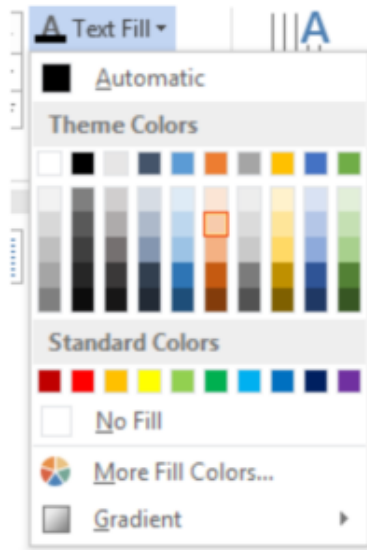


Text Fill, Text Outline, Text Effects

These choices effect the text inside the text box.

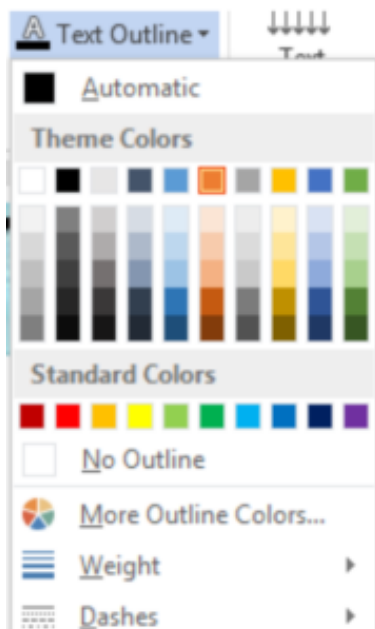
Text Fill

1. The Text Fill, when selected, shows this pull down menu.
2. The top half shows Theme colors and Standard colors.
3. The bottom half has: No Fill, used to delete any color in the text. More Fill Colors – which provides a color wheel with mixtures of colors, Gradient – another pull down menu choice displays different grades or intensities of color.



Text Outline

1. The Text Outline, when selected, outlines the outside edges of the text.
2. The top half shows Theme colors and Standard colors. The bottom half has: No Fill, used to delete any color in the text
More Fill Colors – which provides a color wheel with mixtures of colors,
Weight – when selected, shows a pull-down menu that allows for various thicknesses of the line used for outlining the edges of the text.
3. Dashes – when selected, shows a pull-down menu of various line dashes that would outline the outside edges of the text.



Text Effects

- 1. Text Effects, when selected, shows the first pull-down menu listing Shadow, Reflection Glow, Bevel, 3-D Rotation and Transformation.
- 2. Each of these display an arrow indicating another pull-down menu, or a sub-menu.
- 3. The Transformation pull-down menu is displayed here. It shows how the text in WordArt can be manipulated into these forms.

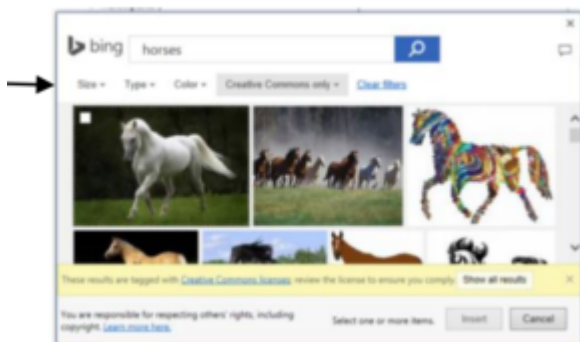


The WordArt displayed here is from Microsoft Word 2016. There are similar types on Macs and other versions of Word. WordArt and other examples of this feature are meant to be used to create a unique artwork.

31. Inserting an Image Information

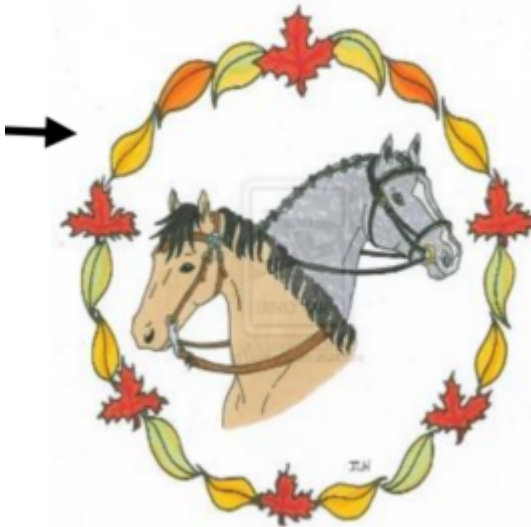
Steps to insert clip art or picture:

1. Place your insertion point where you eventually want the picture.
2. Click on the INSERT tab and find the illustrations group.
3. Click on the icon Online Pictures.
4. A dialog box that may be similar to this one appears.
5. This one says “Bing Image Search. In the little text box, type what you are looking for. In this case the word “horses” was typed in.
6. Several pictures will appear. See example:



7. Find the picture of your choice that will fit in the text box you created.
8. Notice that the tab labeled Creative Commons only is highlighted. This site allows free downloads.
9. Once a picture looks correct for the brochure, click in the upper corner where there is a small, white, square box.
10. Next press Insert at the bottom of the screen.

11. Your choice should appear in the correct text box
12. Notice that this new image has a text box around it. The image can be moved and resized as need.
13. Adjust the size of the image by clicking on any of the four corners and dragging the box out to make it bigger or “push” it in to make it smaller.
14. If you don’t find a picture you like, there is one available called Picture Horse Camp on Blackboard.



15. Follow the same steps (9-13) to resize the picture.

32. Horse Camp Brochure Assignment

[Click Here "Horse Camp Brochure Assignment"](#)

33. Horse Camp Brochure File

Rolling Winds is a stable located in Groton, New York, that boards horses. The name describes the location as it is surrounded by woods where the wind blows through the trees. There are several trails through these woods for horse and rider to leisurely enjoy nature.

The Horse Camp has been offered for the last ten years. At the camp young equestrians learn about the care of horses: how to feed a horse, how to groom a horse, and how to keep records of the growth of a foal to its adulthood. Additionally, young equestrians will learn how to approach a horse, lead a horse, lunge a horse. In the advanced camp, young riders will learn about proper safety issues including clothing and position of feet in the stirrups. They will ride our trails with a guide. Additionally they will learn about proper bedding, different saddles and bridles, and how to wash a horse.

The campers do not need to have their own horse for this camp, but there are limited spaces for those who do want to bring their own horse.

Below is a chart of the camp dates and the prices. The dates are set so students can attend multiple weeks. We except students from age 7 to seniors.

Basic Horse Camp*			
Weeks	Type	Time	Cost
June 27 – July 4	Basic	9:00 – 2:30	\$200
July 15 – July 22	Level 2	9:00 – 2:30	\$300
August 4-11	Level 3	9:00 – 2:00	\$300

*Snack and Lunch Provided

Supplies needed:

Three-ring binder

Two pens

Highlighting Marker

Advanced Horse Camp*

Week	Time	Cost
July 6 – 12	8:00 – 3:00	\$700**
July 25- July 31	8:00-3:00	\$700**
August 15 – 21	8:00 – 3:00	\$700

*Snack and Lunch Provided

**Price reduced by \$200 if you have your own horse. Please provide saddle, bridle and blanket. Also up-to-date shot records.

Supplies Needed:

Riding boots

Helmet

Three-Ring Binder

Two Pens

Highlighting marker

About our horse boarding.

Responsibilities of boarders

Visit your horse at least twice a week

Provide own wood chips/bedding, hay/grain, fly spray etc.

Sign in and out of the barns

Use only your own products

We supply
A spacious stall
A grooming trunk for sprays, hoof cleaning supplies, etc.
Blanket bar
A separate loft space for your hay
Wheel Barrows
Saddle Hanging Rack
Clean rest rooms
Shower
A birthing center
Accessible water
Sign in/out charts

Our barns are open from 6 a.m. to 7 p.m.

PART VII
WEEK 5

34. Overview Week 5

Congratulations, you are now entering your last week. Following the assignments for the week, there will be a final exam. Please make note when the exam will open. The time and date will be listed on the Blackboard content page.

This week, you will learn about Formatting a Research Paper and completing a Mail Merge.

Almost every college student has to submit some type of research document in one or more classes. This lesson explains how to use headers and footers, footnotes or endnotes, citations and bibliographies. A document is already prepared for this exercise so you won't have to do a research paper for this class!

Mail Merging is an ideal way to send hundreds of letters to various individuals without having to type each inside address on the letter. To perform a mail merge, you merge a standard word processed document which is called the MAIN document with data of individuals called a DATA SOURCE. You will add your own data file and match it up with a Main document already prepared for you.

The student will:

- Apply footnotes or endnotes, citations bibliography, page numbers, and footers
- Complete a mail merge

Tasks

Tips for Formatting a Reference Paper. This nine page document has helpful information to format any research paper.

Research Paper Assignment. Using a prepared file, you will be instructed how to add footers, citations, bibliography, page numbers, and headers to create a professional looking paper. (25 pts.)

Mail Merge Information. This is a comprehensive document explaining how to use the Mail Merge Wizard. It is necessary to have this document beside you when completing the assignment. Investors Mail Merge Assignment. This assignment follows the Step-by-step instructions from the Mail Merge Information document. Three files will be saved for submission. (20 pts.)

Submitting your work:

1. When completing each task, make sure to save your document to the desktop or your personal storage unit (memory stick, jump or flash drive, etc.)
2. Click on the underlined word(s) at the top of each assignment. An “email-like” page will display with the number of points possible in the upper left corner.
3. Find the button, to “Browse My Computer.” Click on that and search for your saved document by searching your storage device.
4. Once the file name appears on the page, click the Submit Button.
5. For additional help, please see the EXTRA HELP folder in the CONTENT area called “How to Submit Your Work.”

PLEASE NOTE: Different instructions for submitting the word for the Mail Merge Assignment are given at the end of that assignment.

35. Tips for Formatting a Research Paper

[Click Here for “Tips for Formatting a Research Paper”](#)

36. Research Paper Assignment

The purpose of this assignment:

1. Create footnotes and/or endnotes
2. Add page numbers to a document
3. Add a creative footer to a document
4. Insert citations
5. Create a Bibliography

Preparations: (Review these terms and readings.)

- Read “Tips for Formatting a Research Paper”
- Changing font and style

New Terms (Terms are bolded in the steps; also the Tips for Formatting a Research Paper is referenced)

- Insert a Footnote (Step 4, page 1)
- Change style (Step 5, page 1)
- Insert a Citation. (Step 6, page 2)
- Insert a source already used (Step 9, pages 2)
- Move sources from current list to master list. (Step 10, page 3)
- Insert Page Number in a Footer (Step 11, page 3)
- Insert Header (Step 12, page 3)

Research Paper Assignment

1. Download the document called Research Document File and save it to your storage device as “Research.”
2. Select the first sentence at the top of the page which starts “This is an excerpt....” Remove both lines.
3. Select the names J. P. Smithson and Julia Firborn. Change the font to Trebuchet 15 pt. and Bold.
4. Insert footnote. Place the insertion point at the end of the single line following the first paragraph that reads: From an excerpt in Smithson Genealogy.
 1. Using Tips for Formatting a Research Paper, page 9, insert a footnote at that position.
 2. The foot note should say: Smithson Genealogy, Vol. 5 is a valuable source of people of this generation. Not available through local markets, it can be found by emailing SmithsonGenealogy@yahoo.com.
5. Change a Style. Before typing the citation, using the Tips for Formatting a Research Paper, pages 8, step 1, change the style to MLA
6. Insert a Citation. Place the insertion point at the end of the third full paragraph after the punctuation that ends with “You’re rich now!”
 - a. Using Tips for Formatting a Research Paper, pages 6-7, add a new source for a citation.
 - b. Complete the Create Source with this information:

Category	Response
Type of Source	Journal Article
Author	Sally Rathborn
Title	Life and Times during the War Years
Journal Name	Remember When
Year	1953
Pages	1012-1013
Medium	Document

c. When completed press, OK.

7. Place your insertion point after the punctuation at the end of the very next line which states: In a newspaper article written in 1959, the newsman writes:"

a. Complete the Create Source with this information:

Category	Response
Type of Source	Article in Periodical
Author	Fred Karr
Title	War Time Greats
Periodical Title	East Coast Periodical
Year	1962
Month	June
Day	29
Page	23
Medium	Leave blank

b. When completed press, OK.

8. Add second footnote.

1. Place your insertion point at the end of the paragraph that starts The first two of the six children were born in the “lower place”and ends with “24 July 1918.”
2. The footnote should be number 2 (automatically) and should say: This information came from the great granddaughter of J.P. and Julia Smithson

9. Insert a source already used.

a. Place your insertion point the very end of the document following the date 1959.

b. Go to the Citation icon used before.

c. Click on Insert Citation.

d. Click on Add New Source. A drop-down menu should appear with the two sources you have used thus far.

e. Click on Karr reference.

10. Move sources from Current List to Master List.

1. Click on Manage Sources in the Citations and Bibliography group.
2. Reference page 8 in the Tips for Formatting a Research Paper
3. Click on each source in the current list and press, COPY to move each one to the Master List.

11. Insert Page Number in a Footer.

1. Choose INSERT tab, then choose the Headers & Footers Group.
2. The steps are also listed on page 4 of the Tips for Formatting a Research Paper.
3. Click on Footer.
4. Looking down the list choose, choose BRANDED. The page number should appear in the bottom center of the footer.

12. Insert Header.

1. Choose INSERT tab, then choose the Headers & Footers Group.
2. Click on Header.
3. Choose BLANK.
4. When the Header displays in the area that says (Type Here) – Type Smithsonian.
5. Also look under the DESIGN tab and click before the statement – Different First Page. This will take the page number and the header off the first page and start everything on the second page.

RUBRIC

Check the rubric below to be sure you have completed all the tasks.

Description	Points Possible
Removed Excerpt notification at the top	1
Inserted Footnote 1 correctly	3
Changed to MLA style	2
Inserted the first citation correctly (Rathborn)	4
Inserted the second citation correctly (Karr)	4
Inserted Footnote 2 correctly	3
Reused one of the sources correctly	2
Moved sources from the current list to the Master list.	1
Inserted the correct page number	1
Inserted header	2
Inserted different first page	2
Total	25

37. Research Document

(This is an excerpt from a story written by Fran Wells who is licensed through CC-BY 4.0 where the names have been changed for the purpose of using this document as a research file for CAPS 111 OER.)

P. Smithson and Julia Firborn – My Grandparents

From Oberlin J. P. went to teach in the Missionary American University of Beirut, Syria. Considering that his BA was in Philosophy, he had to rely on more than scholastic accomplishments to fill his appointment as athletic coach at this institution. However, his natural gift for handling boys would have assured his success even if he had not been the excellent athlete he was.

From an excerpt in Smith Genealogy:

Among the young ladies he met in the American Colony of Beirut, was Julia Firborn, daughter of Colonel Philip Firborn an engineer in the Dutch army and later Director of the Rotterdam Water Works. Miss Firborn had come to Syria to the Dutch Consulate, but her beautiful voice had quickly made her a favorite in foreign colonies and native circles alike. Within a year she had been engaged to teach French, German and Music at the American Faculty School, although her major, too, was a very different one—European history. J. P. and Julia Firborn were married 15 April 1916, during the lean world war years in the Near East, their wedding standing out in those dark days as the one joyous celebration of the entire American colony, for which badly depleted stocks of sugar, currants, white flour and other home comforts had been saved.

“Originally they were to be married in Holland at a later time. It

was safer for a couple to travel during that time than a single person. Because of the war, trains were irregular and they had trouble getting across Europe as they proceeded to Holland. They got a ride on a German Army truck and J. P. had to ride in the back with the soldiers and Julia rode up front. The German soldier asked Julia, 'Why did you marry an American?' She said it was because she loved this American. The German soldier then stated, 'Oh, well. You're rich now!'

In a newspaper article written in 1959, the news man writes:

This was in 1916 while Europe was embroiled in war. Because Mrs. Smithson spoke German, although her first language was Dutch, the couple was able to travel through Asia Minor by German military transport. They reached Rotterdam by way of Constantinople, Budapest and Berlin. From there a sixteen-day journey across the Atlantic, threaten by danger from German U-Boats, brought them to Pennsylvania.

1. P. and his new bride settled on the old Silas Farm on Silas Road in Reading called the "lower place." This was the first farm the Dutch bride had ever visited. This was J.P.'s parents home. His parents had moved to Florida by this time.

The first two of the six children were born in the "lower place." First was Edna Marie 6 February 1917 and the second was Jean Louise 24 July 1918.

When J. P. and Julia arrived in Reading, Pennsylvania, J.P. wanted to start a farm, so he bought a cow that cost \$400. The cow died of milk fever just before giving birth to her calf. After two not very successful years of farming following that incident, J.P. accepted the position of principal of the local high school in 1918 which meant

he was both the principal and an instructor, teaching algebra and Latin. There were six persons on staff including the janitor and J. P. who earned \$1000 for the year.

In 1920 with a third child on its way, J. P. bought the adjoining farm that had previously been owned by Renselear Carpenter. The purchase of Carpenter's farm gave the family 240 more acres of land. The same year daughter number three arrived, Jeorgia Firborn 6 July 1920. Three boys followed: John Philip, Jr. 16 February 1922, Peter Henry 17 April 1924 and George Caleb 19 August 1928.

The place known as the "lower place" received a new title of "tenant house." Here a family would stay and work for shares at the farm. When the brothers got older, they worked the farm. J. P. didn't physically work too much on it.

In 1921, J. P. was elected District Superintendent of schools for the Towns of Reading, Altoona, and Fremont. At that time there were forty-one school districts in the three towns. He visited them in a horse and buggy or on horseback.

The advent of the automobile created great changes in education. It was now possible to close some of the country schools and contract for instruction in nearby Union School districts. Then came centralization. Mr. Smithson played an important role in this phase of school reorganization, serving as liaison officer between the districts and the State Department of Education in State College, PA. The 41 districts under his jurisdiction through five separate centralizations were reduced to two—Reading and Fremont. He points out, however, that there were now about 30 more teachers in the two schools than there were in the 41 districts he originally served. J. P. was involved in the schools systems until his retirement in 1959.

38. Mail Merge Information

[Click Here for “Mail Merge Information”](#)

39. Investors Mail Merge Assignments

Download the instructions for this assignment [HERE](#) and then proceed with the content below.

We appreciate your choice to maintain your investments account(s) with Investors Anonymous. We are committed to providing investment guidance tailored to your unique financial goals and circumstances.

This notification confirms the establishment or change of a Periodic Exchange Plan (PEP) in your referenced account. Please note that by establishing a mutual fund PEP, you may incur commission charges, fees, contingent deferred sales charges, possible tax consequences or other costs. PEPs within Advisory accounts may not be subject to all listed additional costs.

Trade confirmations will not be generated for PEP transactions. However, the PEP activity will be reflected on your client statement or can be viewed online.

Additional information that would otherwise appear on a trade confirmation will be provided upon written request.

Sincerely,

Jamie Benson
IA Agent

fw