Creating a New Document from an Existing File

Sometimes it is useful to create a new document that uses content from an existing document. For instance, suppose you need to write a memo that will use content from a memo you already wrote. You use the Open dialog box to open the existing memo. Then, before making any changes to the opened memo, you can use the Save As command to save a copy of it with a new name. This keeps the original file intact in case you want to use it again, while saving you the trouble of creating the new memo from scratch. You need to complete Karen's letter to the winner of the birdhouse competition. You need to open Karen's document and save it with a different name, to keep Karen's original letter intact.

STEPS

1. **Click the Start button 🔘 on the taskbar, click All Programs, click Microsoft Office, then click Microsoft Word 2010**
   The Word program window opens with a new untitled document in the document window.

2. **Click the File tab, then click Open**
   The Open dialog box opens and displays the folders and files in the current folder.

> **QUICK TIP**
> To create a new, blank document, click the File tab, click New to open the New tab of Backstage view, then click Create.

3. **Navigate to where you store your Data Files**
   See Figure D-1.

4. **Click D-1.docx, then click Open**
   Karen's partially completed document opens in the document window.

5. **Click the File tab, then click Save As**
   The Save As dialog box opens, as shown in Figure D-2. You use the Save As dialog box to create a copy of the document with a new name. Notice that the name in the File name text box is **selected**, or highlighted because the text is selected, any words you type replace the selected text in the File name text box.

> **QUICK TIP**
> If your computer is not set up for displaying file extensions, then the filenames in the Save As dialog box will not contain the extension .docx.

6. **Type D-Birdhouse Winner Letter**
   The File name text box now contains the new title you typed. Because the filename begins with "D-", you will be able to identify it as a file you created for Unit D of this book.

7. **Navigate to where you store your Data Files, then click Save**
   Word saves the D-Birdhouse Winner Letter file in the drive and folder you specified. The title bar changes to reflect the new name, as shown in Figure D-3. The file D-1 closes and remains intact.

Creating a new document from a template

If you need to create a certain type of document, you might want to start from a template. A template is a file that contains predesigned formatting and text for common business documents such as letters, business cards, or reports. To create a document from a template, click the File tab, then click New to open the New page in Backstage view. To use a template that is available on your computer, click Sample templates in the Available Templates section, click the template you want, then click Create. A new document based on the template opens on your screen, ready for you to customize and save. To download a template from the Office.com site, click a template category under Office.com Templates on the New tab, click a template you like, then click download.

Entering Text in a Document

To add text to a document, you first need to click to position the insertion point where you want to insert text, and then start typing. Typing text is also called **entering** text. Before you start typing, you should check that you are viewing the document in a way that is suitable for entering and editing text. **Draft** view is best for entering and editing text. In Draft view, several of the page elements are hidden so that you can focus on writing and editing. It is also a good idea to turn on formatting marks when you enter text in a document so that you can see blank spaces and paragraph marks. ▇▇▇▇ Karen's letter contains some text. You need to add a paragraph informing the recipient that he won the contest.

STEPS

QUICK TIP

The Show/Hide ¶ button is a _toggle_ button: clicking it once turns it on to show formatting marks; clicking it again turns it off to hide formatting marks.

1. **Click the Show/Hide ¶ button ¶ in the Paragraph group on the Home tab**

   Your screen now displays formatting marks. Dots between words represent spaces, and a ¶ (paragraph mark) represents a paragraph return that Word inserts when you press [Enter]. Showing formatting marks when you write and edit makes it easier to see extra spaces, paragraph returns, and other punctuation errors.

2. **Click the Draft button ▤ on the right end of the status bar**

   The document now appears in Draft view, which is a better view for focusing on entering and editing text. Notice that you can see more of the document text in Draft view.

3. **Click to the right of the word Congratulations! in the sixth line of text**

   Clicking in this location sets the **insertion point**, the blinking vertical line on the screen that controls where text will be inserted when you type.

4. **Press ▾ (the down arrow key) two times**

   The insertion point is now next to the second paragraph mark below "Congratulations!"

5. **Type I am pleased to inform you that you won the Outdoor Designs annual birdhouse competition!**

   The insertion point moved to the right as you typed each word.

QUICK TIP

As you type, the word count indicator on the status bar displays the number of words your document contains. For more specific word-count information, click the indicator.

6. **Press [Spacebar], then type the following text, but do not press [Enter] when you reach the right edge of your screen: Your Chickadee Cottage birdhouse received the highest scores from our judges.**

   At some point, the words you typed moved down, or **wrapped**, to the next line. This is known as **word wrap**, a feature that automatically pushes text to the next line when the insertion point meets the right margin.

7. **Press [Spacebar], type teh, then press [Spacebar]**

   Notice that even though you typed "teh", Word assumed that you meant to type "The" and automatically corrected it. This feature is called **AutoCorrect**.

8. **Type the following text exactly as shown (including errors): follong prizes will be shipped shipped to you separately:**

   You should see red wavy lines under the word "follong" and the second instance of "shipped." These red lines indicate that the spelling checker automatically identified these as either misspelled or duplicate words. Green wavy lines indicate possible grammatical errors.

9. **Press [Enter], then click the Save button ▤ on the Quick Access toolbar**

   Compare your screen to Figure D-4. Pressing [Enter] inserted a blank line and moved the insertion point down two lines to the left margin. Although you pressed [Enter] only once, an extra blank line was inserted because the default style in this document specifies to insert a blank line after you press [Enter] to start a new paragraph. **Styles** are settings that control how text and paragraphs are formatted. Each document has its own set of styles, which you can easily change. You will work with styles in a future unit.

Creating a Document

Selecting and Editing Text

You can **edit**, or modify, the text in a Word document in several ways. To delete individual letters, first click to the right of the unwanted letters to set the insertion point and then press [Backspace], or click to the left of the letters and then press [Delete]. To delete several words or paragraphs, you must first **select**, or highlight, the unwanted text, then press [Delete]. To select text, drag the I-beam mouse pointer across the text, then release the mouse button. To edit text, you need to move the insertion point around the document. You can do this by pointing and clicking or by using the keyboard. Table D-1 describes other useful methods for selecting text. Table D-2 describes keys you can use to move the insertion point around the document. You need to make some changes to the letter to correct errors and improve wording. You also decide to change the spacing of the document to single spaced, so it is properly formatted for a letter.

STEPS

1. **Click to the right of $500 in the line of text below the paragraph you typed**
   The insertion point is just after the second 0 in 500.

2. **Press [Backspace] three times**
   You deleted "500". Each time you pressed [Backspace], you deleted the character to the left of the insertion point.

3. **Type 250**
   The amount of the prize money now reads $250, the correct amount.

4. **Double-click the second instance of shipped in the third line of the new paragraph you typed**
   The word "shipped" is now selected. Double-clicking a word selects the entire word.

> **QUICK TIP**
> If you accidentally delete text that you want to keep, click the Undo button on the Quick Access toolbar.

5. **Press [Delete]**
   The second instance of the word "shipped" is removed from the document. You could have deleted either instance of the duplicated word to remove the red wavy line and correct the error. The text after the deleted word wraps back to fill the empty space.

6. **Scroll to the end of the document, place the mouse pointer to the left of Karen Rivera (the last line of the document) until the pointer changes to ⌐, then click**
   See Figure D-6. The entire line of text (Karen Rivera) is selected, including the ¶ at the end of the line. The area to the left of the left margin is the **selection bar**, which you use to select entire lines. When you place the mouse pointer in the selection bar, it changes to ⌐.

> **QUICK TIP**
> If text you type deletes characters to the right of the insertion point, you are working in Overtype mode. To turn Overtype mode on or off, press [Insert].

7. **Type your name**
   Your name replaces Karen's name in the letter. Notice that the line spacing of the letter is double-spaced after each paragraph mark (¶). So that the letter is properly formatted, you want to change the line spacing to be single-spaced. To do this, you first need to select all the text in the document.

8. **Press [Ctrl][A] to select the entire document, then click the No Spacing button in the Styles group**
   The document is now single-spaced.

9. **Press [Ctrl][Home] to move the insertion point to the top of the document and deselect the text, then click 🖫**
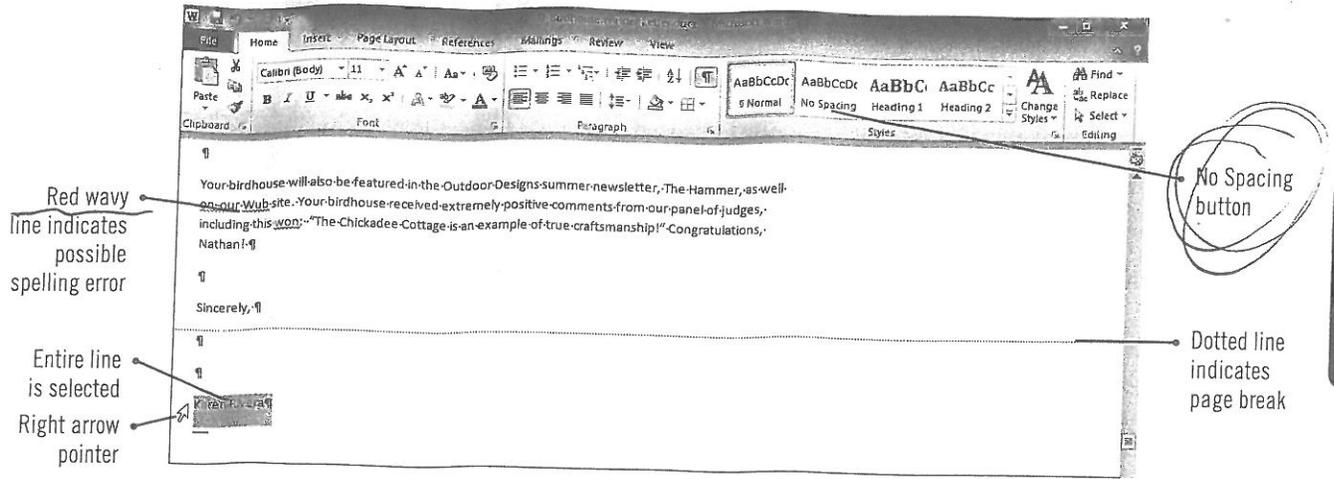   Compare your screen to Figure D-7.

Creating a Document

FIGURE D-6: Selecting an entire line of text

Red wavy line indicates possible spelling error

Entire line is selected

Right arrow pointer

No Spacing button

Dotted line indicates page break

FIGURE D-7: Document after applying No Spacing style

Line spacing between paragraphs is now single-spaced

No Spacing button

Paragraph marks
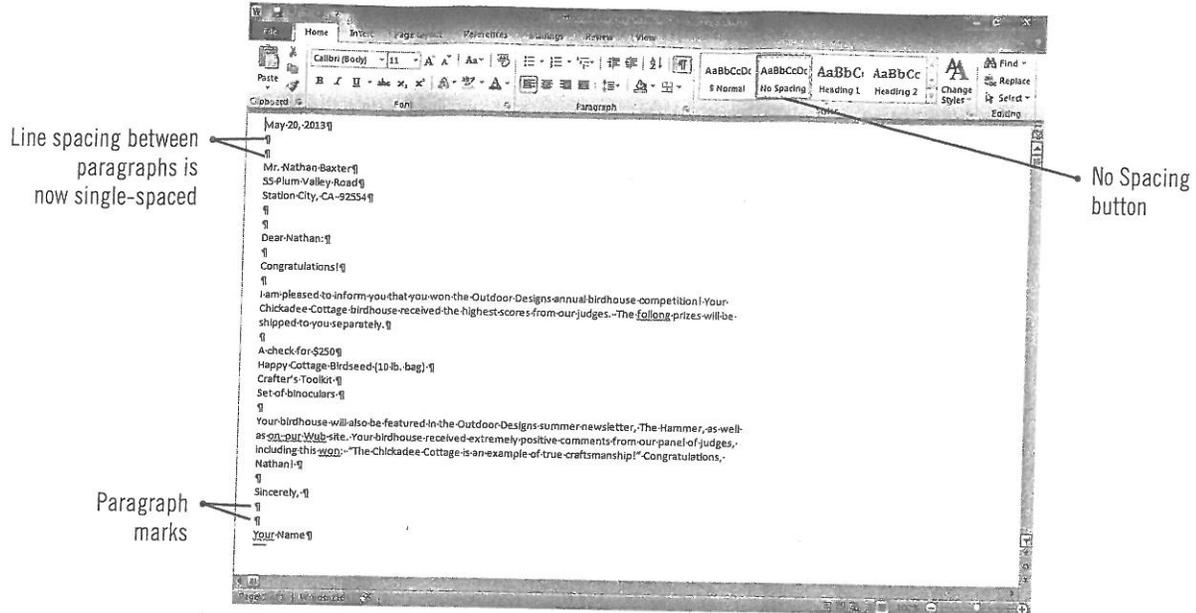
TABLE D-1: Methods for selecting text

text to select	selection method
One word	Double-click the word
A paragraph	Triple-click in the paragraph
An entire document	Press [Ctrl][A]
A line of text	Position 𝒜 to the left of the line, then click

TABLE D-2: Useful keyboard shortcuts for moving the insertion point

keyboard method	moves insertion point
[up arrow][down arrow]	Up or down one line
[left arrow][right arrow]	To the left or right
[Ctrl][right arrow] or [Ctrl][left arrow]	One word to the left or right
[Home] or [End]	To the beginning or end of the line
[Ctrl][Home] or [Ctrl][End]	To the beginning or end of the document

Creating a Document

Copying Text

(handwritten: 1. select 2. copy 3. Paste)

(handwritten margin: Mac scrapbook)

When editing a document, you often need to copy text from one place to another. **Copying** leaves the text in its original location, and **pasting** moves a duplicate of it to the location you specify. To copy and paste text, you first need to select the text you want to copy. Next, you use the Copy command to place a copy of the selected text on the **Windows Clipboard**, a temporary storage area in your computer's memory for copied or cut items. Finally, you use the Paste command to insert the copied text to a new location. If you need to copy multiple items, you can use the **Office Clipboard**, which works like the Windows Clipboard but stores up to 24 items at a time and is available only in Office programs. To use the Office Clipboard, you need to open the Clipboard task pane. You can also duplicate text using a technique called **drag and drop**, in which you select the text you want to copy, press and hold [Ctrl], and then use the mouse to drag a copy of the selected text to a new location. Items you copy using drag and drop do not get placed on the Windows or Office Clipboard. You decide to make further edits to the letter by copying and pasting text.

STEPS

(handwritten margin: ^C   ^V)

1. **Click the launcher in the Clipboard group on the Home tab**
   The Clipboard task pane opens to the left of the document window. You use the Clipboard task pane to gather multiple cut and copied items. The task pane is empty because you have not copied or cut any text.

2. **Click to the left of the first C in Chickadee in the second line of the second paragraph to set the insertion point, press and hold the left mouse button, drag the mouse pointer to the end of the word Cottage and the space after it, then release the mouse button**
   The words "Chickadee Cottage" and the space after it are now selected.

3. **Click the Copy button in the Clipboard group**
   The selected text is copied to the Office Clipboard and appears in the Clipboard task pane, as shown in Figure D-8.

4. **Click to the left of birdhouse in the first line of the last paragraph, then click the Paste button in the Clipboard group**
   The copied text is pasted into the document and also remains on the Office Clipboard, from which you can paste it as many more times as you like, as shown in Figure D-9. The Paste Options button appears under the pasted text.

5. **Click the Paste Options button (Ctrl) ▾**
   The Paste Options menu opens and displays buttons for applying formatting to the pasted text. By default, the pasted text maintains its original formatting, which in this situation is fine, since it matches the text.

6. **Press [Esc] to close the Paste Options menu**

7. **Select Outdoor Designs in the first line of the second paragraph**

8. **Press and hold [Ctrl], drag the selected text to the left of Crafter's Toolkit three lines below the paragraph, release the mouse button, and then release [Ctrl]**
   As you drag, the pointer changes to and an indicator line shows where the text will be inserted. This instance of "Outdoor Designs" does not get copied to the Clipboard, as shown in Figure D-10.

9. **Click the Save button on the Quick Access toolbar**

*(handwritten:
1. Select
2. ~~electrong~~ (Ctrl) & drag
3. release)*

Moving Text

1. Select
2. Cut
3. Paste

While editing a document, you may decide that certain text works better in a different location. Perhaps you want to switch the order of two paragraphs, or two words in a sentence. Instead of deleting and retyping the text, you can move it. **Moving** text removes it from its original location and places it in a new location that you specify. You can move text to a new location using the Cut and Paste commands. Using the **Cut** command removes selected text from your document and places it on the Windows Clipboard as well as the Office Clipboard if activated. To place the cut text in another location, you can either click the Paste button on the Home tab of the Ribbon or click the item in the Clipboard task pane. You can also move text by selecting it and then dragging it to a new location. Items that you move using the drag-and-drop method do not get copied to the Windows or Office Clipboard. While checking your letter, you decide that you want to rearrange the list of prizes so that they appear in a more logical order.

STEPS

1. Position the mouse pointer to the left of <u>Outdoor Designs Crafter's Toolkit</u> until it changes to ⭾, then click

   The entire line, including the paragraph mark, is selected, as shown in Figure D-11.

   move it up
   one line

QUICK TIP

To cut selected text using the keyboard, press [Ctrl][X].

^X

---

2. Click the <u>Cut button</u> ✂ in the Clipboard group on the Home tab

   The text is cut from the document and is now the first item in the Clipboard task pane. The last item you cut or copy becomes the first item in the task pane. If you cut or copy more than 24 items without clearing the task pane, the oldest item is deleted to make room for the new one.

3. Click to the left of the **H** in Happy Cottage Birdseed (10 lb. bag), then click the <u>Paste</u> button in the Clipboard group on the Ribbon

   The text from the Clipboard is pasted to the new location, on the line below "A check for $250".

QUICK TIP

You can copy and move text with the Clipboard task pane closed, but only the last item you cut or copied is available for pasting.

---

4. Place the mouse pointer in the selection bar to the left of <u>Set of binoculars</u> until it changes to ⭾, then click to select the entire line

   up

5. Move the pointer over the selected text, <u>drag it up to the left of Happy, then release the</u> mouse button

   As you drag, the pointer changes to ⭾, and an indicator line shows you where the text will be placed. Notice that the dragged text does not appear as an item on the Clipboard. Now the prizes are listed in a more logical order, with the best prizes listed first, as shown in Figure D-12.

QUICK TIP

You can also copy or move text from one document to another using the Office Clipboard.

---

6. Click the Clipboard task pane Close button ✖

   The task pane closes.

7. Click the Save button 💾 on the Quick Access toolbar

Activating the Office Clipboard

The Office Clipboard stores multiple items only if it is active. Opening the Clipboard task pane automatically makes it active. If you want to activate the Office Clipboard without showing the task pane, click Options on the Clipboard task pane, then click Collect Without Showing Office Clipboard. If the Office Clipboard is not active, you can only copy one item at a time using the Windows Clipboard.

Finding and Replacing Text

Once in a while you might need to make a global change in a document. For instance, let us say you are writing a novel about a character named Bob. After writing fifty pages, you decide to change the character's name to George. You could manually edit the document to change each occurrence of "Bob" to "George", but there is an easier, more automated method. The **Replace** command helps you quickly and easily substitute a new word or phrase for one or more occurrences of a particular word or phrase in a document. Choosing the Replace command opens the Find and Replace dialog box, which you use to specify the text you want to find and the text with which you want to replace it. You can replace every occurrence of the text in one action, or you can review each occurrence and choose to replace or keep the text. ~~━━━~~ Karen just told you that the winning birdhouse name in the letter is incorrect. You need to replace all instances of the incorrect name with the correct name. You decide to use the Replace command to make these changes.

STEPS

1. **Press [Ctrl][Home]**

   Pressing [Ctrl][Home] moves the insertion point to the beginning of the document and deselects any text. This ensures that Word starts searching for occurrences of your specified text at the beginning of the document and checks the entire document, not just within a selection of text.

2. **Click Replace in the Editing group on the Home tab**

   The Find and Replace dialog box opens, with the Replace tab in front.

3. **Type Cottage in the Find what text box, press [Tab], then type Cabana in the Replace with text box**

   Compare your screen to Figure D-13.

4. **Click Find Next**

   Word searches the document from the insertion point and highlights the first instance of "Cottage", as shown in Figure D-14.

5. **Click Replace**

   Word replaces the first instance of "Cottage" with "Cabana", then moves to the next instance of "Cottage", which is the brand name of the birdseed prize. You do not want to replace this instance.

6. **Click Find Next**

   Word locates the next instance of "Cottage".

7. **Click Replace two more times**

   An alert box opens, indicating that Word has finished searching the document.

8. **Click OK**

   The alert box closes.

9. **Click Close in the Find and Replace dialog box, then click the Save button 🔲 on the Quick Access toolbar**

   Your changes are saved.

Using the Navigation pane to find text

You can use the Navigation pane to quickly locate and highlight all instances of specified text. Click Find in the Editing group on the Home tab to open the Navigation pane. Type the text you want to find in the Search box. All instances of the text are highlighted in yellow in the document, and the Navigation pane displays excerpts containing the text. Click an excerpt in the Navigation pane to jump to the location of that instance of the text in the document.

Formatting Text Using the Mini Toolbar

As you work in Word 2010, you will discover many tools for enhancing a document's appearance and readability by applying formatting. Perhaps the simplest of these is the Mini toolbar, which appears near your mouse pointer whenever you select text. The Mini toolbar contains only the most common formatting commands, so it is perfect for making quick, basic changes to text. For instance, you can use the Mini toolbar to change the font of selected text. A **font** is the design of a set of characters, such as **Arial** or **Times New Roman**. You can also use it to change the **font style** by applying bold, underline, or italic formatting, or to change the **font size** of selected text so that it is larger or smaller. You can also format selected paragraphs as a bulleted list using the shortcut menu, which opens just above or below the Mini toolbar when you right-click selected text. All of the Mini toolbar buttons are also available on the Home tab of the Ribbon, in the Font and Paragraph groups. You will format text using the Ribbon in a future unit. █████ You decide to enhance the appearance of the letter by formatting the word "Congratulations!" in a larger font size, formatting the prizes as a bulleted list, and applying italic font style to the newsletter title.

STEPS

1. **Click the Print Layout button 🗏 on the status bar**

    Now that you are going to make formatting changes to your document, it is a good idea to change the view to Print Layout so that you can see a more accurate picture of how the changes will look on the page.

2. **Position the mouse pointer ⬧ to the left of Congratulations! in the first paragraph, then click**

    The Word "Congratulations" and the exclamation point and ¶ that follow it are selected. The Mini toolbar appears as a ghosted image near the selected text.

3. **Move the mouse pointer toward the Mini toolbar until it appears in a solid form, then click the Bold button 𝐁 on the Mini toolbar**

    The selected text "Congratulations!" now appears in a darker and thicker font, to set it apart from the other text in the letter.

4. **Click the Grow Font button 𝐀ˆ on the Mini toolbar three times**

    The selected text grows in size from 11 to 16, as shown in Figure D-15. The new font size appears in the Font Size box on the Mini toolbar. You measure font size using points. A **point** is 1/72", so a font size of 12 is 1/6".

5. **Select the four lines of text containing the prizes, starting with A check for $250 and ending with Happy Cottage Birdseed (10 lb. bag)**

    The four prizes are now selected. You can now apply formatting to the selected text. You decide to make the prizes look more ordered by formatting them as a bulleted list.

6. **Right-click the selected text**

    The Mini toolbar opens, and a shortcut menu opens above or below the Mini toolbar. The shortcut menu contains a list of commands and tools that can be used to work with selected text, as shown in Figure D-16.

7. **Click the Bullets button ▤ on the shortcut menu, then click outside the selected text**

    Each prize is indented and preceded by a small round dot, or **bullet**. The listed prizes now stand out much better from the body of the letter and help create a more organized appearance.

8. **Select the text The Hammer in the paragraph below the bulleted list, then click the Italic button 𝐼 on the Mini toolbar**

    The title of the Outdoor Designs newsletter, *The Hammer*, now appears in italic. Compare your screen to Figure D-17.

Creating a Document

Checking Spelling —red
and Grammar —green

Word provides tools to help you make sure that your documents are free of spelling and grammatical errors. Word's AutoCorrect feature corrects your errors as you type them, but Word cannot correct all mistakes in this way. The program identifies possible misspelled words by comparing each word to its built-in dictionary, then underlines any words that are not in its dictionary with red wavy lines. Word identifies possible grammatical errors such as passive voice by underlining them with green wavy lines. If you right-click the flagged misspelled words or grammatical errors, a shortcut menu opens, displaying a list of correctly spelled or phrased alternatives. You can also open the Spelling and Grammar dialog box to check a document for misspelled words and grammatical errors. You decide to use Word's spelling and grammar checking tools to ensure that your letter is free of errors.

STEPS

1. **Right-click the word Wub in the second line of the last paragraph in the letter**
   A shortcut menu opens, displaying a list of alternatives to the misspelled word, as shown in Figure D-18. Other options you can choose in this menu include Ignore All (if you want Word to stop alerting you to the possible misspelling of this word in the document), Add to Dictionary (if you want Word to add this word as spelled to its built-in dictionary), and AutoCorrect (if you want Word to automatically correct this spelling in the future).

2. **Click Web from the list at the top of the shortcut menu**
   The shortcut menu closes, and the word "Web" replaces the misspelled word.

3. **Click the Review tab on the Ribbon**

4. **Press [Ctrl][Home] to move the insertion point to the top of the letter, then click the Spelling & Grammar button ◼ in the Proofing group**
   The Spelling and Grammar dialog box opens, as shown in Figure D-19. The top text box displays text in red that is flagged as a problem, and the bottom text box displays suggestions for fixing it. The dialog box also contains an Ignore Once button, which you can click if you do not want Word to make a change. Word identifies the word "follong" as a possible misspelled word. It suggests changing the spelling to "following," which is correct

5. **Verify that the Check grammar check box is selected, then click Change**
   Word changes "follong" to "following" and moves to the next possible error, an extra space between "on" and "our" in the last paragraph.

6. **Click Change**
   The next error that is identified is a grammatical error. Even though "won" is not an incorrectly spelled word, Word is able to tell that it is used incorrectly in this context. The correct word should be "one".

7. **Click Change**
   An alert box opens, indicating that the spelling and grammar check is complete.

8. **Click OK, then click ◼ to save your changes**

Previewing and Printing a Document

When you finish creating and editing a document, you can print it using the Print tab in Backstage view. The tools on the Print tab let you specify various print settings, including the printer you want to use, how many copies to print, and the specific pages of the document you want to print. The Print tab also displays a preview of your document so that you can see exactly how it will look when printed. Seeing the preview of the document before printing it is useful and can save paper. There are many other ways to view a document in Word. See Table D-3 for a description of these views. ▰▰▰▰ You are ready to preview and print the letter now. (*Note:* Many schools limit printing in order to conserve paper. If your school restricts printing, skip Step 7.)

STEPS

> **QUICK TIP**
> You can also close Backstage view by pressing [Esc].

Always Print preview

1. **Click the File tab, then click Print**

   The Print tab opens in Backstage view, as shown in Figure D-20. The Preview pane on the right shows how the document will look when printed. Notice that the text of the letter is positioned at the top of the paper. You need to move it down to make room for the company letterhead, which is preprinted on your company paper. To move the text down, return to the document by clicking any tab on the Ribbon except the File tab.

2. **Click the Home tab on the Ribbon**

   The Home tab opens, and the document window displays the letter.

3. **Press [Ctrl][Home] to move the insertion point to the beginning of the document, then press [Enter] seven times**

   You inserted seven blank lines at the top of the document. The text is now positioned further down the page. You can preview how this looks using the Print tab.

> **QUICK TIP**
> If you want to change any of the print settings, click the print setting button you want to change, then click a different option.

4. **Click the File tab, then click Print**

   The Print tab opens again, and you can see that the document text looks more centered in the Preview area, as shown in Figure D-21.

5. **Notice the buttons to the left of the Preview section**

   These buttons let you specify your print settings. The button below Printer shows the default printer. The buttons below Settings let you specify which pages you want to print (if you do not want to print the entire document), the number of copies you want to print, the orientation of the document, the size of the paper on which the document will print, and more. The default settings are appropriate for the letter.

> **TROUBLE**
> If the correct printer name is not showing on the button below Printer, click the button, then click the printer you want to use.

6. **Verify that the button below Printer displays the name of the printer you want to use**

7. **If your school allows printing, click the Print button; otherwise, skip to Step 8**

   The document prints, the Print tab closes, and your screen displays your document with the Home tab open.

> **QUICK TIP**
> If you do not print your document, submit it in the format specified by your instructor.

8. **Save your changes, click the File tab, then click Exit**

   The letter is saved, and the document and Word both close.

Select the best answer from the list of choices.

16. **Which of the following tasks can you perform in Backstage view?**
    a. Printing a document
    b. Copying text to the Clipboard
    c. Formatting paragraphs as a bulleted list
    d. Checking the spelling of your document

17. **Which of the following tasks should you perform before moving text from one location to another?**
    a. Opening the Mini toolbar
    b. Clicking the View tab
    c. Selecting the text
    d. Clicking the File tab

18. **Which of the following tasks can you complete using the Mini toolbar?**
    a. Changing the document view
    b. Saving a document
    c. Formatting text
    d. Editing text

19. **Which of the following keyboard shortcuts moves the insertion point to the beginning of the document?**
    a. [Ctrl][A]
    b. [Ctrl][End]
    c. [Ctrl][Home]
    d. [Ctrl][right arrow]

20. **Which tab should you click to locate the Spelling & Grammar button?**
    a. Home
    b. Review
    c. View
    d. File

Skills Review

1. **Create a new document from an existing file.**
   a. Start Word, then open the Open dialog box.
   b. Use the Browse button to navigate to where you store your Data Files, then open the file D-2.docx.
   c. Save the file as **D-Restaurant Info Sheet** where you save your Data Files.

2. **Enter text in a document.**
   a. Make sure formatting marks are displayed in the document.
   b. Switch to Draft view.
   c. Move the insertion point to the right of -2100 (the end of the fax number at the end of line four), then press [Enter] twice.
   d. Type the following text: **About the Company**. Press [Enter].
   e. Type the following text: **The company was created to serve working parents who want to feed their families nutritious meals with the freshest ingredients.**
   f. Move the insertion point to the end of the paragraph below the heading About Our Chef, press [Spacebar], then type **Chef Nancy is also the author of the best-selling cookbook Dinner in a Flash.**
   g. Save your changes.

3. **Select and edit text.**
   a. In the paragraph under the heading About Our Kitchen, replace the text 2500 with **3500**.
   b. In the paragraph above, delete **New York's** in the second line and replace it with **Boston's**.
   c. Scroll down if necessary so that you can see the paragraph under the heading Our Menus, then use the [Backspace] key to delete the words **Monday through Friday** at the end of that paragraph.
   d. Type **five days a week** so that the last sentence of that paragraph reads "Here are just a few of our best-selling meals, available five days a week:"
   e. Select the entire document, then click the No Spacing button.
   f. Save your changes.

4. **Copy text.**
   a. Open the Clipboard task pane. If there are entries on it, clear them.
   b. Select the text **The Last Minute Chef** in the first line of the document, then copy this text to the Clipboard. (*Note*: Be careful not to select the paragraph mark after the word Chef.)
   c. Delete the words **the Company** in the heading About the Company. (*Note*: Be careful not to delete the paragraph mark at the end of the line.)

Skills Review (continued)

d. Paste the copied text where the deleted text used to be. (*Note:* If a blank line was inserted between the heading and paragraph, delete it before proceeding to Step e.)

e. Select the text **Last Minute Chef** in the heading About The Last Minute Chef.

f. Drag a copy of the selected text to the line just below it and to the left of the word company while holding [Ctrl].

g. Edit the **c** in company that follows the dragged text so that it is capitalized.

h. Save your changes.

5. **Move text.**

a. In the paragraph below the heading Our Hours, select the text **Stop by or call tonight!** and the space following it, then use the Cut command to move this text to the Clipboard.

b. Paste the text you cut after the sentence **Or go straight home and call us: we deliver!** at the end of the paragraph.

c. Scroll down if necessary so that the bottom of the document is visible on your screen.

d. Select the heading **Our Hours**, the paragraph below it, and the paragraph mark below the paragraph, then drag the entire selection down to the end of the document.

e. Close the Clipboard task pane, then save your changes.

6. **Find and replace text.**

a. Move the insertion point to the beginning of the document.

b. Use the Replace command to replace all instances of **Green Beans** with **Asparagus**.

c. Close the Find and Replace dialog box.

d. Save your changes.

7. **Format text using the Mini toolbar.**

a. Change the view to Print Layout view.

b. Select **The Last Minute Chef** in the first line of the document, then use the Mini toolbar to apply bold formatting to this text.

c. With the first line of text still selected, use a button on the Mini toolbar to increase the font size of **The Last Minute Chef** to 20.

d. Use the Mini toolbar to apply bold formatting to each of the following headings in the document: **About The Last Minute Chef**, **About Our Chef**, **About Our Kitchen**, **Our Menus**, and **Our Hours**.

e. At the end of the paragraph below the heading About Our Chef, use the Mini toolbar to apply italic formatting to the book title **Dinner in a Flash**.

f. Scroll down if necessary so that all the text under the heading Our Menus is visible, then select the list of meals starting with **Pot Roast with Garlic Mashed Potatoes and Peas** and ending with **Beef Teriyaki with Fried Rice**.

g. Use the shortcut menu to format the selected text as a bulleted list.

h. Save your changes.

8. **Check spelling and grammar.**

a. In the paragraph below About Our Kitchen, correct the spelling of the misspelled word **kitchn** by right-clicking and choosing the correct spelling from the shortcut menu.

b. Move the insertion point to the beginning of the document.

c. Click the tab on the Ribbon that contains the Spelling & Grammar button.

d. Open the Spelling and Grammar dialog box.

e. Review each spelling and grammatical error that Word identifies, and correct or ignore it depending on what seems appropriate for this document.

f. Save your changes.

9. **Preview and print a document.**

a. Preview the document using the Print tab.

b. Return to the Home tab and insert two line spaces above the first line of the document.

c. Move the insertion point to the end of the document, then type your name.

d. Preview the document again using the Print tab.

Creating a Document

e. Save your changes, then submit your finished document to your instructor. Your final document should look like Figure D-23.

f. Close the document, then exit Word.

FIGURE D-23

The Last Minute Chef
25 Lake Street
Rochester, NY 12201
Phone: (518)555-2222 Fax: (518)555-2100

About The Last Minute Chef
The Last Minute Chef Company was created to serve working parents who want to feed their families nutritious meals with the freshest ingredients.

About Our Chef
Our chef and owner Nancy Jones founded The Last Minute Chef in 2009 after ten years as a master chef at three of Boston's finest restaurants. Chef Nancy moved to Albany to return to her roots to serve the families of this community where she grew up. Chef Nancy is also the author of the best-selling cookbook *Dinner in a Flash*.

About Our Kitchen
We operate in a facility with a kitchen space of 3500 square feet. Our team includes five full-time, year-round staff and two chefs plus part-time seasonal staff of fifteen. We own all cooking appliances and equipment as well as two vans.

Our Menus
We offer a wide variety of main dishes, side dishes, salads, and desserts guaranteed to satisfy any appetite. We purchase all our vegetables locally to ensure their quality and to support our local farmers. Here are just a few of our best-selling meals, available seven days a week:

- Pot roast with Garlic Mashed Potatoes and Peas
- Baked Chicken with Sweet Potatoes and Asparagus
- Pork Medallions with Rice and Asparagus
- Swedish Meatballs with Noodles
- Honey Mustard Grilled Salmon with Rice
- Lemon Chicken with Pasta and Asparagus
- Turkey Tetrazzini
- Beef Teriyaki with Fried Rice

Our Hours
We are open Monday through Friday from 3:00 to 7:30. Drop by our kitchen and pick up a steaming hot meal tonight! Or go straight home and call us; we deliver! Stop by or call tonight!

Your Name

Independent Challenge 1

As the human resources director for Recycling Enterprises, Inc., you are in charge of organizing the company's summer executive retreat. You need to prepare a memo inviting the executive team to the retreat. You have already created a partially completed version of this memo, so now you need to make final edits to finish it.

a. Start Word, open the file D-3.docx from where you store your Data Files, then save it as **D-Executive Retreat Memo**.

b. Select the entire document, then apply the No Spacing style to the whole document.

c. In the fourth line of text, replace the text **Your Name** with your name.

d. In the sixth line of text (which begins "Our Summer Sales Offsite Meeting"), change the words **Offsite Meeting** to **Retreat**.

e. In the first line below the heading Dates and Location, delete **meeting**, then replace it with **Executive Retreat**.

f. At the end of the paragraph under Dates and Location, type the following text: **Please book your flight home anytime after 5:00 on June 17**.

Independent Challenge 3

You are the director of marketing for a sports and fitness equipment company. You have contracted with A Plus Recruiters, an executive search firm in Chicago, to find candidates to fill the position of marketing manager, reporting to you. The recruiter you hired to locate candidates for the job has requested that you create the document shown in Figure D-24 that describes the position and the qualifications that candidates must have.

a. Start Word, open the file D-5.docx from where you store your Data Files, then save it as **D-Marketing Manager Job Description**.

b. Place the insertion point at the end of the document, type **Reporting Structure**, press [Enter], type **This position reports to the Vice President of Marketing**, then press [Enter].

c. Delete the words **Vice President** in the line that you typed in Step b, then type **Director** in its place.

d. In the second line of the document, delete **Essential Duties and** as well as the space after it, so that only the word **Responsibilities** remains in this line.

e. In the third line of the document, move the first sentence that begins **Requires travel to key customer accounts** so that it is the last sentence in that paragraph.

f. Use the Mini toolbar to apply bold formatting to the first line of text in the document, then increase the font size of this text to 24.

g. Use the Mini toolbar to apply bold formatting to each of the following headings in the document: **Responsibilities**, **Required Skills**, **Work Environment**, **Education and Work Experience**, and **Reporting Structure**.

h. Move the heading **Education and Work Experience** and the paragraph below it so that it is located below the Reporting Structure paragraph.

i. Check the spelling and grammar in the document, and make all appropriate changes. Ignore any occurrences of sentence fragments that Word identifies. Type your name below the last line of the document.

j. Preview the document, compare your screen to Figure D-24, then save and close the document.

k. Submit the document to your instructor, then exit Word.

FIGURE D-24

Marketing Manager Job Description

Responsibilities

Responsible for directing marketing campaigns at a leading fitness equipment company. Must use advertising and purchase incentives to drive growth of all product lines. Must be familiar with and have experience in direct mail, telemarketing, trade show exhibits, inserts in newspapers and Internet advertisements. Must supervise a department of four marketing specialists. Requires travel to key customer accounts in the Northeast on a monthly basis.

Required Skills

Applicants must have excellent interpersonal and communication skills. Applicants must also be able to manage a team of professionals and get results

Work Environment

Positive office environment with many perks and benefits.

Reporting Structure

This position reports to the Director of Marketing.

Education and Work Experience

Bachelor's degree required, preferably in advertising or related field. Ideal applicant will have a minimum of seven years promotions experience; preferably as a manager with a proven track record of results.

Your Name

Creating a Document