

Font group Changing Font and Font Size

Choosing an appropriate font is an important part of formatting a document. The fonts you use help communicate the tone you want to set. For instance, if you are creating a report that discusses the harmful effects of global warming, you should choose a conservative, traditional font, such as Times New Roman. On the other hand, if you are creating a formal wedding invitation, you should choose a font that conveys a sense of elegance and celebration, such as French Script. Table E-1 shows some examples of fonts available in Word. You can use either the Home tab or the Mini toolbar to change font and font size. You can change font and font size before you begin typing, or you can select existing text and apply changes to it. All the text in the canoe fact sheet is the same font (Calibri) and size (11 point). You decide to change the font and font size of the first two lines so that they stand out from the rest of the text in the document. First, you will open the document and save it with a new name to keep Karen's original document intact.

font
serif sans-serif
"doochiekeys" thick thin stroke
serif
lower serif ex
hi-res print

STEPS

1. Start Word, open the file E-1.docx from where you store your Data Files, then save it as E-Canoe Fact Sheet

The E-Canoe Fact Sheet document is now open in Print Layout view.

2. Place the pointer in the selection bar to the left of Outdoor Designs in the first line until it changes to , then click to select the entire line

To format existing text, you must first select it.

3. Click the Font Size list arrow in the Font group, then point to 20, as shown in Figure E-1

Just by pointing to 20, the font size of the selected text increases in size on the page. You might have noticed that pointing to any other font size option instantly caused the selected text to change in size to reflect that point size. This feature is called Live Preview, and makes it possible to preview how a formatting option will look on the page before actually choosing that option. Live Preview is available in many formatting lists and galleries.

4. Click 20

The Font Size list closes, and the selected text changes to 20 point. The first line of text is now much larger than the rest of the text in the document.

5. Select Build-Your-Own Canoe Kit in the second line of the document, click the Font Size list arrow, then click 22

The second line of text increases in size to 22 point and is now larger than the first line.

6. Click the Font list arrow in the Font group on the Home tab, then point to any font to preview it in the document, but do not click

Notice that anytime you point to a font in the Font list, the selected text changes to that font.

7. Scroll in the Font list until you see Cambria, click Cambria as shown in Figure E-2, then click outside the selected text to deselect it

The selected text changes to the Cambria font. "Cambria" appears in the Font list box and will be displayed as long as the insertion point remains in any text with the Cambria font applied.

8. Click the Save button  on the Quick Access toolbar to save your changes

TROUBLE

Make sure that Paragraph marks are turned on. If you do not see paragraph marks in your document, click the Show/Hide ¶ button  in the Paragraph group.

1/72
unit points
200 no change

QUICK TIP

To apply formatting to text as you type, select the formatting options you want, then start typing.

Changing Font Color, Style, and Effects

Sometimes you want to emphasize certain words, phrases, or lines of text. To do this, you can use font styles, which are font attributes such as **bold** (darker type), *italic* (slanted type), and underline. You can also make certain words stand out by changing their color, or you can apply font effects to selected text. **Font effects** are special enhancements—such as shadow (*shadow* looks like this) or strikethrough (*strikethrough* looks like this)—that you can apply to selected text. You can use the buttons in the Font group of the Home tab to apply font effects and formatting to selected text. To save time, you can use the Format Painter button to copy the formatting of selected text to other text. You continue to format the canoe kit fact sheet by applying font styles, colors, and effects to certain words.

STEPS

QUICK TIP
The Gradient option on the color palette lets you add lighter and darker tones.

QUICK TIP
To remove formatting from selected text, click the Clear Formatting button  in the Font group.

QUICK TIP
To underline text, click the Underline button  in the Font group.

QUICK TIP
Double-clicking the Format Painter button  lets you apply the selected formatting multiple times.

1. Select the second line of text, Build-Your-Own Canoe Kit, then click the Font Color list arrow
In the color palette that opens, you can choose from Theme Colors, Standard Colors, and More Colors, as shown in Figure E-3. A **theme** is a predesigned set of formatting elements, including colors, which you can use to achieve a coordinated overall look in your document. **Standard colors** are the basic hues red, orange, and so on. If you want a color you do not see in the palette, you can click More Colors to specify a particular shade.
2. Click the red color in the top row of Theme Colors (ScreenTip reads "Red, Accent 2")
The second line of the document is now red. The Font Color button now displays a dark red stripe, indicating that this is the current color. Clicking the Font Color button (not the list arrow) applies the current color to selected text.
3. Select Outdoor Designs (the first line of text), then click the Text Effects button  in the Font group on the Home tab
The Text Effects gallery opens.
4. Click the fourth option in the top row (Fill - White, Outline - Accent 1), as shown in Figure E-4
5. Scroll down until you see the line that begins Stable ride; select Stable ride; click the Bold button  in the Font group, then click the Italic button  in the Font group
"Stable ride:" is now formatted in bold and italic, and is still selected. *color*
6. Click the Format Painter button  in the Clipboard group on the Home tab
Notice that the pointer shape changes to  when you place it on the document, indicating that you can apply the formatting of the selected text to any text you click or select next.
7. Select Easy to build: three lines below Stable ride:
The bold and italic formatting is applied to Easy to build:.
8. Click outside the selected text, then save your changes
See Figure E-5.

dr look at Launcher

use the formatting

font effects
- don't go overboard
Avoid garishness

Changing Alignment and Line Spacing

The amount of space between the edge of the page and your document text is called the **margin**. You can change the **alignment**, or position of text within a document's margins, using the alignment buttons in the Paragraph group on the Home tab, or the Center button on the Mini toolbar. For example, titles are often centered, headings left-aligned, and paragraphs **justified** (aligned equally between the left and right margins). You can also adjust the spacing between lines using the **Line Spacing** button in the Paragraph group on the Home tab. All of the text in the canoe fact sheet is aligned along the left margin. You decide to center the first two lines and justify the descriptive paragraph. You also want to decrease the amount of spacing between the lines in the paragraph so that it is single spaced, and increase the amount of space both above and below the paragraph.

STEPS

1. Press [Ctrl][Home] to move the insertion point to the beginning of the document

Although you need to select text to change character formats such as font size or font style, you can change most paragraph formatting, such as alignment, just by positioning the insertion point anywhere in the paragraph. In Word, a **paragraph** is any text that ends with a hard return, so it can be as short as a one-word title or as long as you like.

2. Click the **Center** button  in the Paragraph group on the Home tab

The text is centered between the two margins.

3. Click anywhere in the second line of text (**Build-Your-Own Canoe Kit**), then click the **Center** button 

See Figure E-6.

4. Click anywhere in the paragraph text below **Build-Your-Own Canoe Kit**

The insertion point is now set in the paragraph. Any paragraph formatting you specify will affect the formatting of the entire paragraph.

5. Click the **Justify** button  in the Paragraph group

The paragraph's alignment changes to justified. When you select justified alignment, Word adds or reduces the space between each word so that the text is aligned along both the right and left margins. This is different from **center-aligning** text, which does not adjust spacing but merely places the text equally between the margins.

6. Click the **Line and Paragraph Spacing** button  in the Paragraph group on the Home tab, then click **1.0**, as shown in Figure E-7

The paragraph is now both justified and single spaced, making it more compact and set off from the other text on the page.

7. Click the **launcher**  in the Paragraph group

The Paragraph dialog box opens with the Indents and Spacing tab in front. Alignment is set to Justified and Line spacing is set to Single, reflecting your settings. This dialog box offers another way to change paragraph settings, including some that are not available in the Paragraph group, such as customizing the amount of space above and below a paragraph. The Preview section shows you what the paragraph will look like with the selected settings.

8. In the Spacing section, click the **Before up** arrow twice to set spacing above the paragraph to 12 pt, then click the **After up** arrow once to set spacing below the paragraph to 12 pt

See Figure E-8.

9. Click OK, then save your changes

Notice that the spacing above and below the paragraph text increases to 12 point.

QUICK TIP

You can also open the Paragraph dialog box by right-clicking a paragraph, then clicking Paragraph in the shortcut menu.

Changing Margin Settings

By default, Word sets page margins at ^{Normal} one inch from the top, bottom, left, and right sides of the page. Word also provides a number of additional preset margin settings that you can easily view and choose by clicking the Margins button on the Page Layout tab, or the Print tab in Backstage view. If you do not like any of the preset margin settings, you can specify custom settings by using the Margins tab of the Page Setup dialog box. When you change the margins, Word automatically adjusts line wrapping and **repaginates** (renumbers the pages of) your document. To evaluate what margin settings to use in a specific document, you should set the zoom level to One Page so you can see and work with the actual margins as they will appear on the page. ~~Figure E-9~~ The canoe fact sheet is currently formatted with the default margins. You decide to explore other margin settings to see whether a different setting would make the document look better.

STEPS

QUICK TIP

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

1. Click the View tab, then click the Ruler check box to display the rulers, if necessary

The View tab is in front, and the vertical and horizontal rulers appear along the top and left edge of the document window.

2. Click the One Page button  in the Zoom group

You can now see your whole document in the document window, making it possible to see the margin settings at the top, bottom, left, and right of the page. Using the rulers, you can see that the left and right margins are 1". To change the default margin settings, you need to use the Page Layout tab.

3. Click the Page Layout tab, then click the Margins button  in the Page Setup group

The Margins list opens and displays ready-made options for margin settings. Currently, the Normal option is selected, which specifies a one-inch margin at the top, bottom, left, and right of the page, as shown in Figure E-9.

4. Click Narrow in the Margins list

The Margins list closes, and the Narrow margins setting is applied to the document, as shown in Figure E-10. You can see that there is only a 1/2" margin at the top, bottom, left, and right. This margin setting is too narrow and makes the text placement look unbalanced; all the text is stretched out at the top of the document, and there is a large blank space at the bottom.

5. Click the Margins button, then click Wide

The Wide margins setting is applied to the document.

6. Click the Margins button, then click Custom Margins

The Page Setup dialog box opens with the Margins tab active, as shown in Figure E-11. You use this dialog box to set specific margin settings. The Margins tab contains Margins text boxes, a Preview section, and a Default button (to restore **default settings**, or the settings that are automatically set when you first install Word). The first margin text box, Top, is currently selected.

7. Press [Tab] twice

The Left text box is selected. Pressing [Tab] moves the insertion point from one text box to the next.

8. Type 1.1 in the Left text box, then press [Tab]

The Left text box shows 1.1, and the Right text box is selected. The Preview box shows the new left margin.

9. Type 1.1 in the Right text box, click OK, then save your changes

The left and right margins in the product information sheet change to 1.1".

QUICK TIP

The Margins button also appears in the Print tab in Backstage view

QUICK TIP

Most printers require at least a 1/4" margin around the page.

Setting Tabs

You can improve the appearance of a document by using tabs to align text within a line at specific positions on the page. A **tab** is a set position where text following a tab character aligns. (When you press [Tab], Word inserts a tab character—a right-facing arrow—to indicate the presence of a tab.) The ruler makes it easy to set **tab stops** (locations the insertion point moves to when you press [Tab]) and to see immediately how they affect your document. By default, Word sets left-aligned tab stops every $\frac{1}{2}$ ". The default tab stops are marked as small black slashes in the thin gray bar below the ruler. Any tab stop that you add to the ruler will appear as a tab icon on the ruler and will override the default tab stop settings to the left of it. By default, new tab stops that you set on the ruler are left-aligned tab stops and appear as a **L** on the ruler. You can use the **tab indicator** on the ruler to align text differently, such as to the right or center of a tab stop. When you set tabs, they apply only to text you selected or, if no text is selected, to the paragraph containing the insertion point. You need to enter ordering information for the canoe products at the end of the document. You will use tabs to align the information in columns.

aligned columns

STEPS

QUICK TIP

You can also move to the end of the document by pressing [Ctrl][End].

1. Click the **View tab**, click **100%** in the Zoom group, then scroll down so that the bottom of the document is visible

You need to type the heading row for the product ordering information.

2. Click to the right of **Product Name** in the last line of the document, press [Tab], type **Item Number**, press [Tab], type **Price**, then press [Enter]

You can see that the word **Item**, which follows the first tab, is left-aligned at the default 1" tab stop. The word **Price** is aligned at the 2" mark, also a default tab stop. Notice that the tab appears as a right-arrow in the text. Now you need to enter the product information below each heading.

3. Type **Canoe Kit**, press [Tab], type **OD-555**, press [Tab], type **\$795**, then press [Enter]

You typed the first row of data. Notice that **OD-555** is aligned with the word **Item** at the default 1" tab stop. Notice that **\$795** is not aligned with the **Price** heading above. Instead, it is aligned at the $1\frac{1}{2}$ " default tab stop.

4. Type **Canoe Paddles**, press [Tab], type **OD-556**, press [Tab], then type **\$99**

You entered all the product data; now you need to select the lines of text you just typed so that you can set the tab stops for all three.

5. Click to the left of **Product Name**, press and hold [Shift], then press [down arrow] three times

The three lines of text are selected, from the line beginning with **Product** through the line beginning with **Canoe Paddles**, as shown in Figure E-12. Any tab stop changes you make will now apply to all three selected lines of text.

6. Notice the tab indicator at the top of the vertical ruler

The tab indicator currently displays an image of a left tab stop **L**. This means that clicking the ruler will add a left tab stop, which is what you want.

7. Click the $2\frac{1}{2}$ " mark on the ruler

The left-aligned tab stop appears on the ruler at the $2\frac{1}{2}$ " mark, and the **Item Number** heading and the two item numbers below it are now all left-aligned at the $2\frac{1}{2}$ " mark. Notice that the default tab stops in the thin bar below the ruler no longer appear to the left of the new tab stop.

8. Click the tab indicator at the top of the vertical ruler twice so that the **Right Tab icon** **R** appears, then click the 5" mark on the ruler

The **Price** heading and the two prices below it are right-aligned. When you arrange numbers in a column, it is a good idea to right-align them.

9. Select the line of text beginning with **Product** (the column headings), click the **Bold** button **B** on the Mini toolbar, click the document to deselect the text, then save your changes

Compare your screen to Figure E-13.

select multiple paras

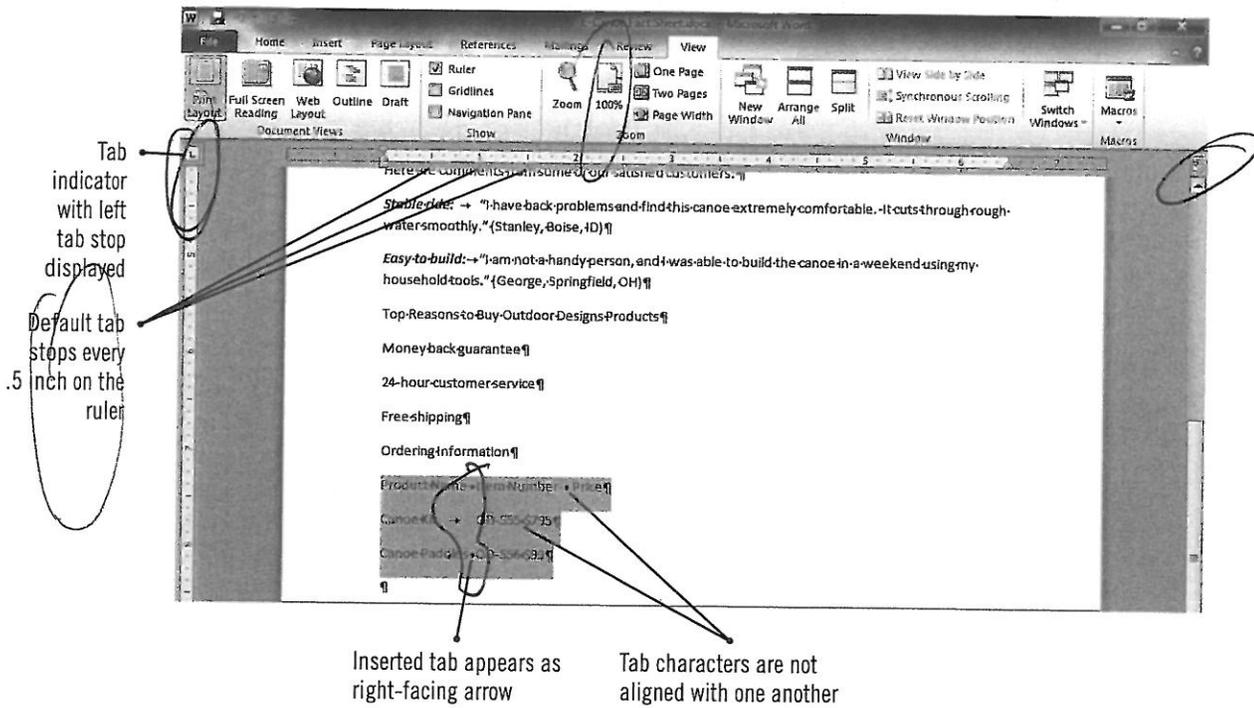
TROUBLE

If your ruler is not visible, click the **View Ruler** button  at the top of the vertical scroll bar.

TROUBLE

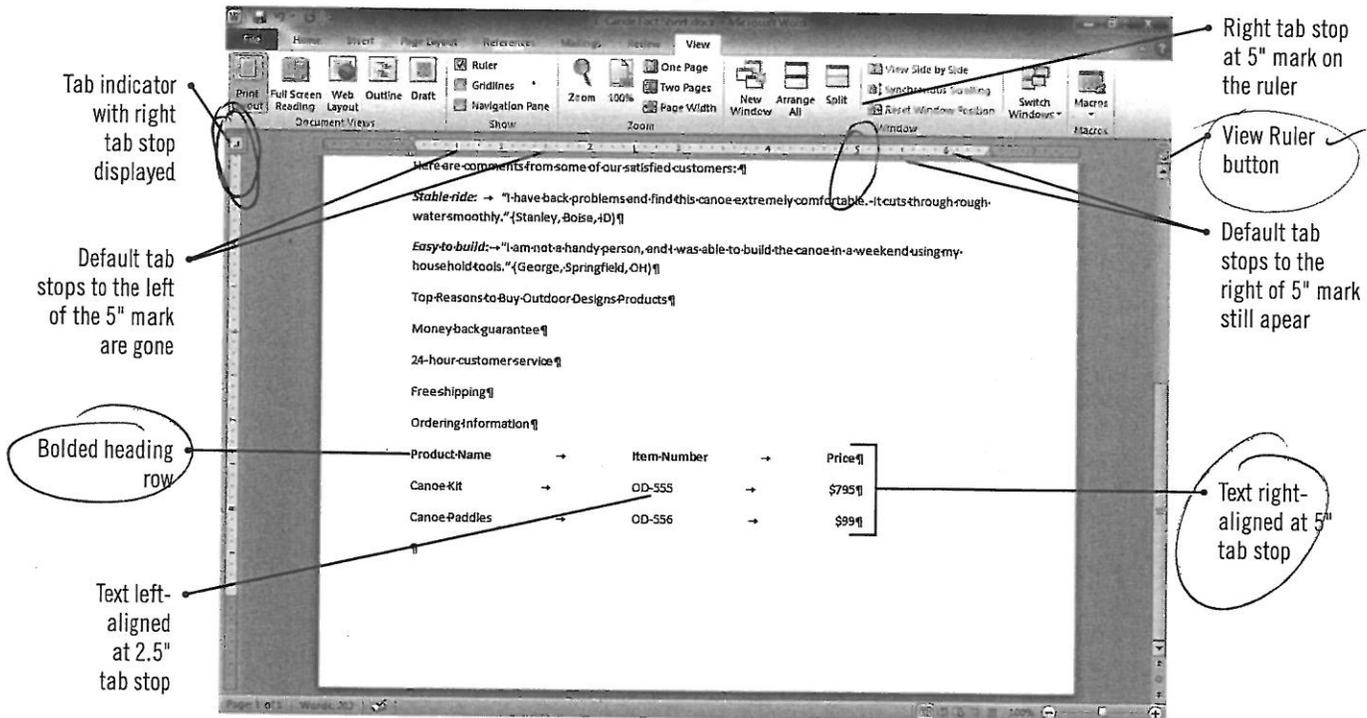
If you click the wrong place, drag the tab marker off the ruler to remove it, then try again.

FIGURE E-12: Selected text with tabs inserted



Word 2010

FIGURE E-13: Text arranged in columns with left and right tabs set



Setting Indents

You can improve the appearance of text on a page by setting indents. An **indent** is a set amount of space between the edge of a paragraph and the right or left margin. Different types of indents are appropriate for different situations. A **first line indent** indents the first line of text in a paragraph. A **left indent** indents the left edge of an entire paragraph; a **right indent** indents the right edge of an entire paragraph. A **hanging indent** aligns the text below the first line of paragraph text. You can set indents using the sliding markers on the ruler. Table E-2 describes these markers. You can set left and right indents at 1/2" increments using the Increase Indent and Decrease Indent buttons on the Mini toolbar or the Home tab. The text containing the customer quotes would look neater if it was aligned under the first word after the tab. You want to set a hanging indent to improve the appearance of this text. You also decide to set a left indent for the paragraph text that describes the product.

STEPS

Show on 1st para

QUICK TIP

Make sure the ScreenTip identifies the marker as Hanging Indent and not First Line Indent or Left Indent.

QUICK TIP

When you drag an indent marker, make sure the tip of the pointer—and not the body of the pointer—is positioned over the marker; otherwise, you might have difficulty dragging it.

1. Select the four lines of text beginning with Stable ride: and ending with George, Springfield, OH
2. Click the Home tab, then click the Increase Indent button in the Paragraph group *1"*
3. Position the pointer over the Hanging Indent marker on the ruler so that the Hanging Indent ScreenTip appears, then click and hold so that a vertical dotted line appears on the screen
4. Drag  to the 1 1/2" mark on the ruler
This dotted vertical line helps you position the marker in the desired location on the ruler.
The first line in each of the selected paragraphs remains flush left, and the text below the first line of each paragraph is now aligned at the 1 1/2" mark on the ruler, where you dragged the Hanging Indent marker, as shown in Figure E-14.
5. Drag the Right Indent marker  to the 5 1/2" mark on the ruler
The text indents on the right side of the selected paragraphs at the 5 1/2" mark. The paragraphs are narrower now, and the text in the first paragraph wraps to a third line.
6. Select the last three lines of text in the document
7. Position the pointer over the Left Indent marker  on the ruler until the Left Indent ScreenTip appears, then drag  to the 1/2" mark on the ruler
The product information columns are now indented by 1/2", as shown in Figure E-15.
8. Save your changes

use button

TABLE E-2: Ruler markers used for setting indents

ruler marker name	ruler marker	indents
First Line Indent marker		The first line of a paragraph
Hanging Indent marker		The lines below the first line of text in a paragraph
Left Indent marker		The left edge of an entire paragraph
Right Indent marker		The right edge of an entire paragraph

Adding Bulleted and Numbered Lists

Word provides many tools for organizing your text into a more orderly format. You can easily organize groups of related paragraphs into bulleted or numbered lists. You already learned how to create a bulleted list using the Bullets button on the Mini toolbar. The Bullets button is also available on the Home tab. When you apply the bullet format to a paragraph, Word sets off the paragraph with a bullet and automatically formats the text with a hanging indent. Use a numbered (ordered) list when you want to present items in a particular sequence, and use a bulleted (unordered) list when the items are of equal importance. There are many bullet and numbering styles to choose from when using the Bullets list and Numbering list on the Home tab, or you can create a custom style.  You decide to add bulleted and numbered lists to the canoe kit fact sheet to make it easier to reference.

STEPS

QUICK TIP

With Live Preview, you can point to any format in the Bullet Library to see how the format will look if you apply it to the selected text.

QUICK TIP

To create a picture bullet using your own graphic, click Import in the Picture Bullet dialog box, navigate to the location of the image file you want to use, then click Add. The picture is added to the Picture Bullet dialog box.

1. Scroll to the top of the document, then select the three lines of text under the heading Key Benefits
2. Click the Bullets list arrow  in the Paragraph group on the Home tab
The Bullets list opens and displays bullet formatting options in the Bullet Library, as shown in Figure E-16. The Define New Bullet dialog box provides you with even more bullet options.
3. Click Define New Bullet
The Define New Bullet dialog box opens. You use this dialog box to create a custom bullet.
4. Click Picture to open the Picture Bullet dialog box, scroll down until you see the blue triangle as shown in Figure E-17, click the blue triangle, click OK twice, then click outside the selected text
The text you selected now appears as a bulleted list. Word has automatically indented each bullet in the list and placed a tab after each triangle. You can see by the ruler that a hanging indent has been automatically set. If any text in the bulleted list wrapped to a second line, it would align with the first line of text, not the bullet.
5. Click to the right of the third item in the list (after expedition), then press [Enter]
A fourth triangle bullet appears automatically in the new row.
6. Type Building it yourself saves hundreds of dollars
The text you typed is now formatted as a fourth item in the bulleted list.
7. Scroll down until you can see the bottom of the page
8. Select the three lines of text under the heading Top Reasons to Buy Outdoor Designs Products, then click the Numbering list arrow in the Paragraph group
The Numbering list opens and displays the Numbering Library, containing different formatting options for a numbered list.
9. Click the option shown in Figure E-18 (the one with the parenthesis after each number), then save your changes
The selected text is now formatted as a numbered list.

1)
2)

Applying Quick Styles

You can save a lot of formatting time and ensure that your document looks professional by applying styles and Quick Styles to your document. A **style** is a set of predefined formatting attributes. For instance, the Normal Paragraph style (which is applied to any text you type in a new document) includes the Calibri 11-point font with 1.15 line spacing. Besides paragraph styles, you can also apply built-in styles for other types of text elements in your document, including headings, titles, and captions. To apply a style, you can choose from **Quick Styles**, which are available in the Quick Styles gallery in the Styles group on the Home tab, or other styles available in the Style pane, which opens when you click the launcher in the Styles group. Once you apply styles to your document, you can then change the look of the entire document in one click by applying a new Quick Style set. A **Quick Style set** is a group of professionally coordinated styles that look great together; changing a Quick Style set changes all the Quick Styles in the document to a different overall look. You decide to use styles to complete the formatting of the canoe fact sheet.

STEPS

1. **Scroll up, then click anywhere in Key Benefits in the line below the long paragraph**
To apply a Quick Style to a paragraph, you first click in the paragraph to which you want to apply the style.
2. **In the Styles group on the Home tab, click the Heading 1 style in the Quick Styles gallery**
See Figure E-19. The Key Benefits paragraph now has the Heading 1 style applied to it and is formatted in Cambria 14-point blue.
3. **Using the process you followed in Steps 1 and 2, apply the Heading 1 style to the following lines: Customer Reviews, Top Reasons to Buy Outdoor Designs Products, and Ordering Information**

All of the headings in the document now have the Heading 1 style applied.

4. **Scroll up if necessary to view the text below Customer Reviews, select the customer quote that begins with "I have back problems, then click the More button on the Quick Styles gallery**
When you want to apply a style to only part of a paragraph, you need to first select the desired text before applying the style; otherwise, the style will be applied to the entire paragraph. The Quick Styles gallery opens and displays all the Quick Styles you can apply to paragraphs or characters, as shown in Figure E-20.
5. **Click the Quote style in the Quick Styles gallery**
The selected text is now formatted in italic, the preset formatting specifications for the Quote style. Because you selected text instead of clicking in the paragraph, the style was applied only to the characters you selected rather than to the whole paragraph.
6. **Select the customer quote that begins with "I am not a handy person, click the Quote style in the Quick Styles gallery, then deselect the text**
Next, you decide to change the Style set to change the overall look of the document.
7. **Click the Change Styles button in the Styles group, point to Style Set, then click Modern**
The Modern style set is applied to the document. This style set specifies that the Heading 1 style includes white type against a blue background, all capital letters, and Calibri 10-point body text.
8. **Click the Change Styles button in the Styles group, point to Colors, then click Grid**
The color of the Heading 1 background is now red, and the title of the document is now maroon. In addition to changing the Quick Style set, you can apply a different color scheme so that the style colors change but remain coordinated for a polished final document.
9. **Press [Ctrl][End], type your name, save your changes, preview the document and compare it to Figure E-21, close the document, then exit Word**
Submit your document to your instructor.

QUICK TIP

You can add additional Quick Style sets, so you may see additional options on your Style Set list

QUICK TIP

To change the font in a Quick Style set for a document, click the Change Styles button in the Styles group, point to Fonts to open the Font Scheme list, then choose a Font Scheme.

FIGURE E-19: Heading 1 style applied to a paragraph

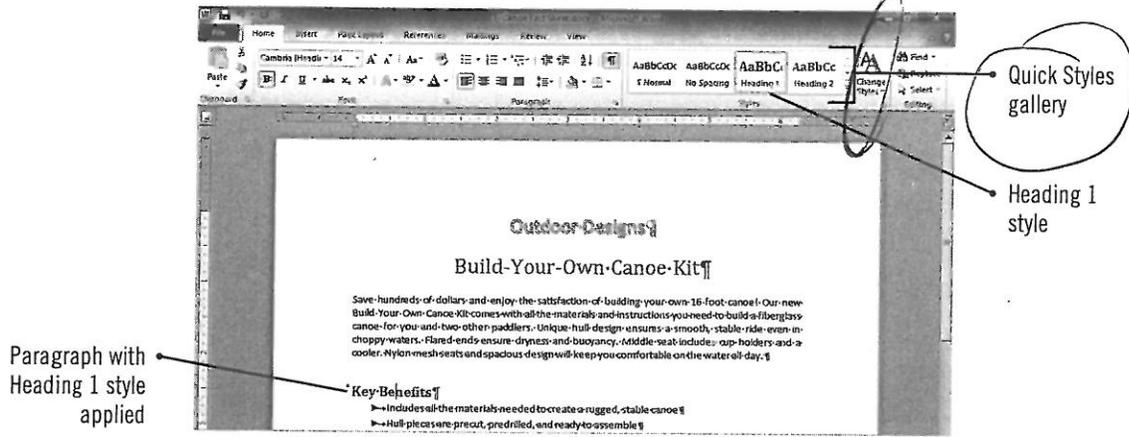


FIGURE E-20: Quick Styles gallery

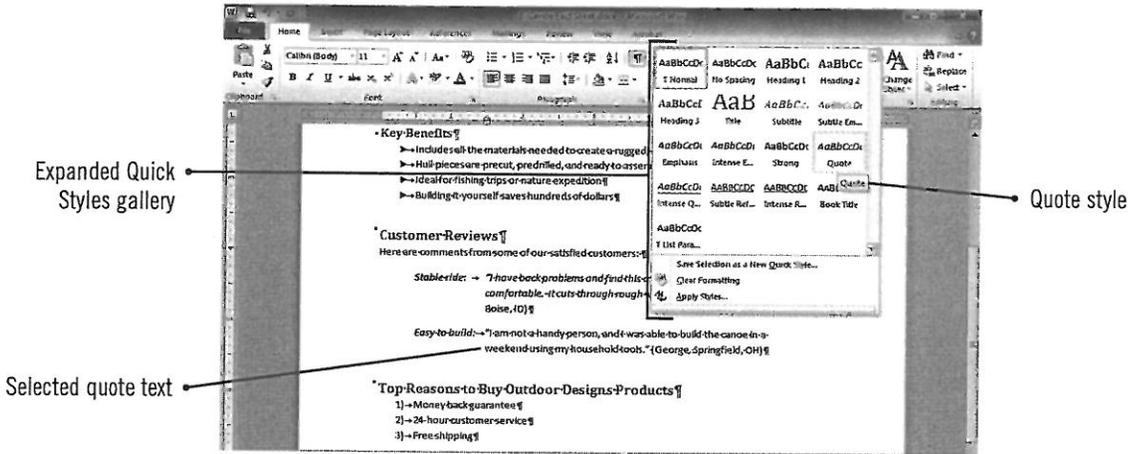
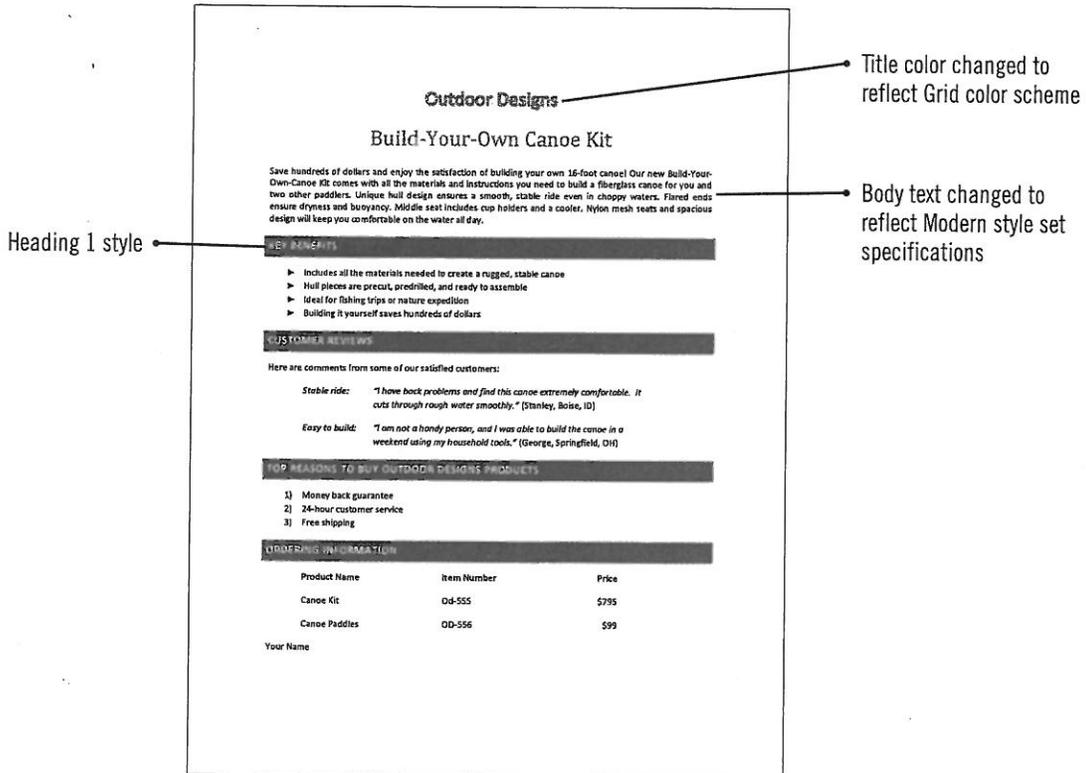


FIGURE E-21: Completed E-Canoe Fact Sheet



Select the best answer from the list of choices.

15. Which of the following tabs on the Ribbon contains tools for letting you preview a whole page of a document?
- a. View
 - b. Home
 - c. Page Layout
 - d. Review
16. Which of the following tabs on the Ribbon do you use to change margin settings?
- a. Home
 - b. Page Layout
 - c. View
 - d. Insert
17. Tabs are useful when you want to:
- a. Set line spacing for a paragraph.
 - b. Organize information into columns.
 - c. Set paragraph alignment.
 - d. Format characters.
18. A set of predefined formatting attributes is a:
- a. Font.
 - b. Font effect.
 - c. Style.
 - d. Tab stop.
19. Which of the following methods describes how to set a hanging indent 2" from the left edge of the paper?
- a. Drag  to the 2" mark on the ruler.
 - b. Use the Paragraphs dialog box to specify a 2" left margin.
 - c. Click at the 2" mark on the ruler.
 - d. Drag  to the 2" mark on the ruler.

Skills Review

1. Change font and font size.

- a. Start Word, use the Open command in Backstage view to open the file E-2.docx from where you store your Data Files, then save it as **E-Photo Exhibit Info**.
- b. Select the entire first line of the document.
- c. Change the font size to 26.
- d. Change the font to Franklin Gothic Book.
- e. Select the entire second line of the document. Change the font size to 18.
- f. Save your changes.

2. Change font color, style, and effects.

- a. Select the first line of the document, then change the font color to dark blue (the fourth color in the first row under Theme Colors).
- b. Format the selected blue text in bold.
- c. Select the second line of the document, open the Text Effects gallery, then apply the solid orange option (second option in fourth row)
- d. Select the text **Deer Park Arts Commission** in the third line of the document, then apply bold formatting to the selection. Change the font color to dark blue.
- e. Use the Format Painter to apply the formatting from Deer Park Arts Commission to the other instance of Deer Park Arts Commission in the document.
- f. Apply bold formatting to **Pete Miller** (in the thirteenth line of text) and **Rita Jones** (in the fifteenth line of text).
- g. Save your changes.

3. Change alignment and line spacing.

- a. Change the alignment of the paragraph located below New England Photography Exhibition to justified.
- b. Change the line spacing to 1.15 for the justified paragraph.
- c. Use the Paragraph dialog box to specify to add 6 point spacing before and after the paragraph.
- d. Center-align the first two lines of the document.
- e. Save your changes.

Skills Review (continued)

4. Change margin settings.

- Use a command on the View tab to adjust the view so that you can see the whole page on the screen.
- Verify that the ruler is visible in the document window. (If it is not visible, adjust your settings so that it is visible.)
- Apply the preset Narrow margins setting to the document.
- Apply the preset Wide margins setting to the document.
- Open the Page Setup dialog box with the Margins tab displayed, and set the left margin to 1.2 and the right margin to 1.2.
- Change the zoom level back to 100%.
- Save your changes.

5. Set tabs.

- Scroll down until you see the line of text that begins with **Item**.
- Select this line and the three lines below it (through the line that begins with **Exhibition**).
- Set a left tab stop at the 2 ½" mark on the ruler for the four selected lines.
- Set a right tab stop at the 4 ½" mark on the ruler for the four selected lines.
- Apply bold formatting to the line that contains **Item Description Date**.
- Save your changes.

6. Set indents.

- Select the four lines of text below Important Dates, then set the left indent to ¼".
- Locate the line of text that starts with Pete Miller (the thirteenth line of text in the document).
- Select the line of text that begins with Pete Miller and the three lines below it (ending with "photojournalist").
- Set a hanging indent at the 1" mark on the ruler for the selected lines of text.
- Save your changes.

7. Add bulleted and numbered lists.

- Format lines eight through ten (**Nature through New Englanders at Work**) as a bulleted list using the checkmark bullet.
- Format the last three lines in the document as a numbered list, choosing the style 1) 2) 3) (a number followed by a parenthesis).
- Save your changes.

8. Apply Quick Styles.

- Apply the Heading 1 Quick Style to the text **Submissions** (line 6 in the document).
- Apply the Heading 1 style to the following headings: **Judges, Submission Guidelines, Important Dates, and Awards**.
- Use the Change Styles button to apply the Thatch style set to the document.
- Use the Change Styles button to change the color scheme to Foundry.
- Type your name in the last line of the document. (*Note:* Make sure your name is not formatted as a numbered list. If you need to remove the numbered list format from any text in the document, click in the paragraph from which you want to remove it, then click the Numbering button.)
- Save your changes.
- Preview the document, compare your document with Figure E-23, then exit Word. Submit your completed document to your instructor.

FIGURE E-23

Call for Entries
New England Photography Exhibition

The Deer Park Arts Commission is seeking submissions for the first annual Exhibition of New England Photography and Photographers. The exhibition will open March 2, 2013, and will feature photographs of New England's people, places, and landscapes.

Submissions:

We are seeking photograph submissions of New England subjects in the following areas:

- ✓ Nature
- ✓ Landscapes
- ✓ New Englanders at Work

Judges:

Two renowned photographers from New England will select the winning submissions.

Pete Miller: Pete is a widely exhibited photographer and an instructor of photography at the Burlington Fine Arts Academy.

Rita Jones: Rita is a staff photographer at the Vermont Chronicle. Before settling in Vermont, Rita travelled to more than 30 countries as a photojournalist.

Submission Guidelines:

Color photographs must be your own original work. Digital images on a CD should be mailed to: Deer Park Arts Commission, P.O. Box 1023, Stowe, VT 02887

Important Dates:

Item	Description	Date
Photographs on CD		1/3/13
Notice of Acceptance:	by email	2/1/13
Exhibition:	at Stowe Arts Center	3/1/13

Awards:

The judges will choose the winners in each category for the following awards:

- 1) Best of Show
- 2) Best of Category
- 3) Runner Up

Your Name _____

Independent Challenge 1

You work in the marketing department for the Bay City Community Center. Rhonda Johnson, the marketing manager, needs to create a one-page document that describes the programs and classes offered in October. Rhonda has already created a draft with all the necessary information; however, she is not happy with its appearance. She has provided you with her unformatted draft and has asked you to format it so that all the information is presented effectively and looks attractive and professional.

- a. Start Word, open the file E-3.docx from where your Data Files are stored, then save it as **E-October Calendar**.
- b. Center-align the first four lines of the document.
- c. Change the font of **October Calendar** to Century Gothic, and increase the font size to 24.
- d. Change the font color of **October Calendar** to dark orange (ScreenTip reads "Orange Accent 6"), then apply bold formatting to it.
- e. Increase the font size of **Bay City Community Center** and the two lines below it to 14 points.
- f. In the paragraph under What's New (lines 6–9), align the paragraph so that it is justified, then set the line spacing to 1.5. Increase the space before and after this paragraph to 6 points.
- g. Apply the Heading 1 style to the following lines of text: **What's New, New Resident Orientation Classes, Cooking Classes, and Adult Fitness Class**.
- h. In the four lines of text that contain tabs below the heading New Resident Orientation Classes, set two left tab stops—the first at 2" and the second at 4".
- i. In the four lines of text that contain tabs below the heading Cooking Classes, set a left tab stop at 2", a second left tab stop at 3 ½", and one right tab stop at 5 ½".
- j. Format the last three lines in the document as a bulleted list. Choose the Picture bullet style that looks like a red X.
- k. Apply the Manuscript style set to the document, then compare the document to Figure E-24.
- l. Type your name at the end of the document, then right-align it.

FIGURE E-24

October Calendar
Bay City Community Center
4500 Beech Street
Bay City, CA 94566

What's New

Happy October! The fall is a time for new changes, with kids back at school, and the leaves starting to turn from green to yellow and red. So why not try something new at Bay City Community Center? Our fall and winter programs offer opportunities for personal enrichment and community connections. We offer classes to help you get healthy, learn new skills, and have fun.

New Resident Orientation Classes

If you are new to Bay City, we recommend signing up for our 1-hour classes on Living in Bay City. Sessions for October are as follows:

Friday	October 10	5:00 PM
Saturday	October 18	10:00 PM
Wednesday	October 15	6:00 PM
Saturday	October 25	10:00 AM

Cooking Classes

Learn how to cook from Bay City's finest chefs. All classes meet Wednesdays starting October 1 at 7pm in the Community Kitchen. Each workshop is led by a different local chef.

Date	Class	Chef	Class Fee
October 1	Soups	Charles Hanson	\$25.00
October 8	Bread Making	Dorothy Waters	\$15.00
October 15	Italian Specialties	Georgio Martelli	\$35.00

Adult Fitness Class

Drop by the Community Center every Saturday morning at 8:00 for a free fitness class led by Charlie Wong, local fitness expert. Charlie will lead the following group exercises:

- ✘ Yoga stretches
- ✘ Core strengthening exercises
- ✘ Aerobic work out

Your Name

Advanced Challenge Exercise

- a. Use the Change Styles button to change the Font scheme to the Urban scheme.
- b. Change the color of the **What's New** heading to dark orange (ScreenTip reads "Orange, Accent 6").
- c. Select the **What's New** heading, right-click, point to Styles in the shortcut menu, then click Save Selection as a New Quick Style. In the Create New Style from Formatting dialog box, type **Calendar Heading 1** in the Name text box, then click OK.
- d. Apply the Calendar Heading 1 style to the other headings in the document.
- e. Save your changes, then preview the document, close it, and exit Word. Submit the completed document to your instructor.

Visual Workshop

Open the file E-6.docx from where your Data Files are stored, then save it as E-Diner Menu. Format the document so that it appears as shown in Figure E-25. (*Hint: A different style set has been applied to the document, and the color scheme was changed, so you may need to experiment with different combinations of Quick Styles, style sets, and color schemes until you find the right mix. If you do not have or cannot find the font used in the title, apply the closest match you can find.*) Add your name at the bottom of the document, then preview the document. Close the document, then exit Word. Submit the document to your instructor.

FIGURE E-25



Pete's Deli

1514 Wood Road
Atlanta, GA 30312
404-555-0765

Sandwiches

BLT	\$5.75
<i>Three slices of bacon with lettuce, tomato, and mayo on your choice Pete's bread.</i>	
Turkey Club	\$5.25
<i>Smoked turkey, bacon, avocado lettuce, tomato, mayo on triple white toast.</i>	
Grilled Cheese	\$6.75
<i>Grilled cheese and tomato on whole wheat bread.</i>	
Pastrami	\$5.75
<i>Pastrami, lettuce and tomatoes on a bulky roll.</i>	
Roast Beef	\$6.25
<i>Roast beef, lettuce and tomatoes on a bulky roll.</i>	

Beverages

Lemonade, juices, cola	\$2.00
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Desserts

Pete's Famous Pies	\$4.25
<i>Top off your lunch with one of Pete's famous pies (pecan, apple, or peach) baked fresh daily.</i>	

Kids' Menu

Any Kids Meal (includes chips and a drink)	\$2.50	
<i>Chicken tenders</i>	<i>Cheese pizza</i>	<i>Macaroni and cheese</i>
<i>Hot dog</i>	<i>Hamburger</i>	<i>Grilled cheese sandwich</i>

Your Name