

Creating a Table

cf. Tabbed columns

It can be effective to present information within a table. A **table** is a grid of rows and columns. The intersection of a row and column is called a cell. Cells can contain either text or graphics. You can insert a table using the Table button on the Insert tab. When you create a table, you specify the number of rows and columns; you can also add and delete rows and columns as you modify a table. You can use tabs to organize text into rows and columns, but working with tables is often easier. Another benefit to using tables is that Word provides a wide range of professionally designed table styles that you can apply to your table.  Karen gives you a file containing the content for the recommendation report. You begin by inserting a table on the last page to present the information about a new task-force organization.

STEPS

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. Start Word, open the file F-1.docx from where you store your Data Files, then save it as F-Going Green Report

The report opens in Print Layout view. The status bar indicates that there are four pages. You need to insert the table on page 4. You can use the Navigation Pane to help you move to any page quickly.

2. Click the Find button in the Editing group on the Home tab

The Navigation Pane opens on the left of your screen. There is a Search Document text box at the top, where you can enter keywords you want to find. Below the Search Document text box are three view tabs.

3. Click the middle tab in the Navigation Pane, scroll down in the Navigation Pane until you see the page 4 thumbnail, then click the page 4 thumbnail

The top of the fourth page is now open on your screen, as shown in Figure F-1. You want to insert the table in the blank line above the heading "Outdoor Designs Vision".

4. Click to the left of the paragraph mark ¶ in the blank line above Outdoor Designs Vision

5. Click the Navigation Pane Close button , click the Insert tab, then click the Table button  in the Tables group

The Table menu opens and displays a grid for choosing the number of rows and columns for your table.

6. Point to the third square in the third row of the grid, as shown in Figure F-2, then click

A table with three rows and three columns appears below the paragraph, and the insertion point is in the first cell. Notice that two additional tabs now appear on the Ribbon: the Table Tools Design tab and the Table Tools Layout tab. These are contextual tabs, meaning that they appear only when a particular type of object is selected and are not otherwise available.

7. Type Task Force, then press [Tab]

Pressing [Tab] moves the insertion point to the next cell. The symbol in each cell is an **end-of-cell mark**. The marks to the right of each row are **end-of-row marks**.

8. Type Leader, press [Tab], type Department, then press [Tab]

Pressing [Tab] in the last cell of a row moves the insertion point to the first cell in the next row.

9. Type the text shown below in the rest of the table, pressing [Tab] after each entry to move to the next cell, but do not press [Tab] after the last entry

Recycling	Stefanie Lin	Finance
Reducing Waste	George Fitzgerald	Operations

All the cells in the table have data in them. Compare your screen to Figure F-3.

10. Click the Save button  on the Quick Access Toolbar

Notice that when you move the mouse pointer over the table, the Table move handle  appears above the upper-left corner of the table. Clicking this icon selects the entire table.

QUICK TIP

You can also move to a different cell by clicking in the cell you want to move to, or by using the arrow keys.

QUICK TIP

If you accidentally press [Tab] after the last entry and add a new row, click the Undo button  to delete it.

Inserting and Deleting Table Columns and Rows

After you create a table, you might need to add more information or delete existing information. To accommodate the new information, you can add rows to the top, bottom, or middle of a table. You can add columns anywhere in a table, too. You can use commands on the Table Tools Layout tab to add or delete columns and rows. You need to add a new row in the middle of the table to add information about another task force. You also need to add a column to the table that indicates each leader's job title. Finally, you need to delete one of the rows.

STEPS

1. **Click Operations in the last cell of the table if necessary, then press [Tab]**
Pressing [Tab] in the last cell of a table inserts a new row at the bottom of the table. The table now has four rows, and the insertion point is in the first cell of the new row.
2. **Type Green Product Packaging, press [Tab], type Marco Lopez, press [Tab], then type Manufacturing**
3. **Click any cell in the second row of the table, then click the Table Tools Layout tab**
The Table Tools Layout tab displays tools and commands for adjusting settings in a table. Because the Table Tools Layout tab is a contextual tab, it appears only when you click in a table or select a table.
4. **Click the Insert Below button in the Rows & Columns group on the Layout tab**
A new empty row appears below the second row.
5. **Click the first cell of the new third row, type Energy Efficiency, press [Tab], type Rhonda Wyman, press [Tab], then type Office Management**
6. **Click the Insert Left button in the Rows & Columns group on the Layout tab**
A new empty column appears between the Leader and Department columns. Compare your screen to Figure F-4. Notice that Word automatically narrowed the existing columns to accommodate the new column.
7. **Click the top cell of the new column, type Position, then press [↓]**
The insertion point moves down to the second row in the third column.
8. **Type Director, press [↓], type Senior Manager, press [↓], type Director, press [↓], then type Vice President**
You have just learned that the Recycling and Reducing Waste task forces will be combined into one. You need to delete the Reducing Waste task force row.
9. **Click any cell in the row that begins with Reducing Waste, click the Delete button in the Rows & Columns group, click Delete Rows, then save your changes**
The entire row is deleted, and the other rows move up to close up the space. Compare your screen to Figure F-5.

QUICK TIP

To insert a row or column using the shortcut menu, right-click a cell in the table, point to Insert, then click an option to insert a row above or below, or a column to the left or right of the current position.

Formatting a Table

After you create a table, you can quickly format it by applying one of many built-in table styles. A **table style** is a predefined set of formatting attributes, such as shading, fonts, and border color, which specify how a table looks. You could also format your table manually by choosing your own settings, but applying a table style makes your table look professionally designed. You choose a table style using the Table Styles gallery on the Table Tools Design tab. Once you apply a table style that you like, you can further enhance and customize your table's appearance using the Shading and Borders tools in the Table Styles group. You can also improve the appearance and readability of a table by adjusting column widths. Now that the information in the task force table is complete, you decide to apply a table style to it and adjust the width of the first column so that all task-force names fit on one line.

STEPS

1. **Click anywhere in the table if necessary, then click the Table Tools Design tab**
The Design tab is now active and displays tools and buttons for formatting a table. The Table Styles group displays thumbnails of preset styles that you can apply to your table.
2. **Point to each Table Style visible in the Table Styles group, and observe the change in your document**
With Live Preview, the table in the report changes to display a preview of each style as you move the mouse from one style to the next. You can view all available table styles by clicking the More button  at the right end of the Table Styles group.
3. **Click the More button  in the Table Styles group, then click the first style in the second row (Light List), as shown in Figure F-6**
The table is now formatted with a black top row. Notice that "Green Product Packaging" in the first column wraps to two lines. You want this task-force name to fit on one line.
4. **Position the mouse pointer just above Task Force until it changes to , then click**
The first column is now selected, making it easy to see the right edge of the first column.
5. **Position the mouse pointer on the right edge of the selected column until the pointer changes to , drag the pointer to the right about 1/4", then release the mouse button**
The width of the first column increases, and now the text in each first column cell fits on one line instead of two. The second column is now narrower.
6. **Point to the upper-left corner of the table until the , then click**
The entire table is selected. Any formatting settings you choose at this point will be applied to all the cells in the table. You decide that you want to add column gridlines to the table.
7. **Click the Borders list arrow in the Table Styles group, then click the All Borders option**
Black gridlines now outline all of the cells in the table, as shown in Figure F-7.
8. **Save your changes**

QUICK TIP

Double-clicking the vertical gridline automatically adjusts the column to the width of its widest entry.

select entire table

Adding Clip Art

Graphics can help illustrate a point or enhance the overall visual appeal of a document. You can insert images from files stored on disk or downloaded from the Web, add SmartArt graphics, and draw images using tools on the Shapes menu on the Insert tab. You can also access hundreds of ready-made images, called clip art, via the **Clip Art task pane**. The Clip Art task pane lets you search for clip art, animations, videos, and photographs, all of which are called **clips**. Word searches the clip art folders on your hard drive and also searches the database of clips on the Office Online Web site if your computer is connected to the Internet. The search results appear as small pictures called **thumbnails** in the task pane. Once you select a clip and insert it into a document, you can enhance it by applying picture styles, changing the way text wraps around it, moving it, or resizing it. You decide to add a picture of the earth next to the Outdoor Designs Mission Statement heading and paragraph.

STEPS

TROUBLE

Make sure the Include Office.com content check box is selected.

TROUBLE

Your selection of clip art might differ. If the image shown in the figure does not appear in your task pane, click a different image.

QUICK TIP

You can move a selected image in small increments by using the arrow keys.

QUICK TIP

To see an image's exact measurements, right-click the image and look at the Height and Width settings.

1. Click to the left of **Outdoor Designs Mission Statement** (five lines below the table), click the **Insert** tab, then click the **Clip Art** button in the **Illustrations** group

The Clip Art task pane opens.

2. Click in the **Search for text** box in the task pane, select any existing text if necessary, type **earth**, select it, then click **Go**

The task pane displays thumbnail previews of all available images that are associated with the word "earth." These images are either fed from the Office.com Web site or stored on your computer.

3. Click the image of the earth, as shown in Figure F-8, then click the **Clip Art** task pane **Close** button 

The image is inserted in the report. Round **sizing handles** in the corners and square sizing handles on the sides of the image indicate that the image is selected. Notice that the **Picture Tools Format** tab is active. It contains many tools to enhance the appearance of graphics, including tools to change the color of the image.

4. Click the **Color** button in the **Adjust** group, then click the **fourth** option in the third row (**Olive Green, Accent color 3 Light**), as shown in Figure F-9

The image is now all green. You can change the look of the image by applying a Picture Style.

5. Click the **More** button  in the **Picture Styles** group to open the **Picture Styles** gallery, then click the **Soft Edge Oval** option

The image now has soft edges. The image looks awkward because its bottom edge is aligned with the last line of paragraph text. This is known as an **inline graphic**. To fix this so that the text flows next to the image, you need to change its wrapping style, or the settings for how text flows in relation to a graphic.

6. Click the **Wrap Text** button  in the **Arrange** group tab, then click **Square**

The image's left edge should be left-aligned with the paragraph text. Because you set the wrapping style to square, the image is now a **floating image**, which means you can drag it anywhere on the page. The anchor icon next to it indicates it is now a floating image. You need to move the image down a little.

7. Point to the image so that the pointer changes to , then drag the image down so that its bottom edge is aligned with the last line of text in the paragraph

Notice that the text automatically rewrapped itself around the image as you moved it down.

8. Drag the **upper-right** sizing handle up and to the right diagonally about $\frac{1}{4}$ ", then save your changes

Compare your screen to Figure F-10. You made the graphic larger, so its top edge is aligned with the mission statement heading and the bottom edge is aligned with the last line of text.

Adding Footnotes and Citations

If your document includes quotes or paraphrased material from another source, you need to credit that source by inserting a citation. A **citation** is a reference to a source that usually includes the author's name and page number of the referenced material. There are different styles for using citations; MLA style is often used for research papers. Citations that follow MLA guidelines appear in parentheses after a quote or paraphrase. If a document contains citations, it must also include a **bibliography**, which is a listing of detailed source information for citations in the document. The References tab in Word contains tools to manage sources, insert citations, and add a bibliography. You can also use the References tab to add footnotes. A **footnote** is a comment that appears at the bottom of a document page; it consists of two linked parts: the reference mark in the body of the document and the corresponding note text. You need to add a footnote to the report that comments on recent energy savings. You also need to add a new source and citation, and insert a bibliography.

STEPS

1. Click the Home tab, click the Find button in the Editing group, then click the first tab in the Navigation Pane

You can click a heading in the Navigation Pane to jump to that heading in the document.

2. Click the Recommended Initiatives heading in the Navigation Pane to move to page 3, then click to the right of footprint in the first line of the paragraph
3. Click the References tab, then click the Insert Footnote button in the Footnotes group
4. Type Efforts to date resulted in a 10% reduction in energy costs at our Seattle office from the prior year, as shown in Figure F-11

The insertion point moves to the footnote area. A superscript "1" appears after the word "footprint."
Now you need to add a citation to the quote at the end of the Customer Perception paragraph.

5. Click the Customer Perception heading in the Navigation Pane, then click after materials. at the end of the paragraph

6. Click the Insert Citation button in the Citations & Bibliography group, then click Add New Source

The Create Source dialog box opens, where you can specify information about the source.

7. Click the Type of Source list arrow, click Article in a Periodical, enter the information shown below, compare your screen to Figure F-12, then click OK

Author: Jake Allen

Month: October

Title: Eco-Friendly Packaging

Day: [leave blank]

Periodical Title: Build-It Monthly

Pages: 7-8

Year: 2012

The Create Source dialog box closes. A reference to the source you added is inserted as "(Allen)".

8. Press [Ctrl][End] to move to the end of the document, then press [Ctrl][Enter]
- Pressing [Ctrl][Enter] inserted a hard page break, which is a page break inserted by a user. Now the insertion point is set at the top of a new page.

9. Click the Bibliography button in the Citations & Bibliography group, click Works Cited, click the Works Cited heading in the Navigation Pane, then save your changes

See Figure F-13. Word inserts the bibliographic information for all the sources cited in the report.

QUICK TIP

You can reorganize a document by reordering the headings in the Navigation Pane. To move a heading, drag it to where you want it. All the text in that heading's section will move accordingly.

QUICK TIP

The default style for citations in new documents is APA. To choose a different style, click the Style list arrow in the Citations & Bibliography group, then click the style you want.

QUICK TIP

To insert a page break using the Ribbon, click the Insert tab, then click the Page Break button.

Inserting a Header or Footer ^{and/}

When you create a document that contains several pages, you might want to add page numbers and other information to the top or bottom of every page. You can do this easily by adding headers or footers. A **header** is text that appears in the top margin of a page, and a **footer** is text that appears in the bottom margin of a page. Headers and footers usually repeat from page to page. In addition to page numbers, headers and footers often contain such information as the date, the document author's name, or the filename. You add headers and footers using the Header and Footer buttons on the Insert tab. You can format header and footer text in the same way you format regular text, and you can even add graphics.  You decide to add a header and footer to the report.

STEPS

1. Click the Navigation Pane Close button , click the Insert tab, click the Footer button in the Header & Footer group, then click Blank

The footer area is now active. The [Type text] placeholder is selected. You want to replace the text placeholder with the current date.

2. Click the Date & Time button in the Insert group

The Date and Time dialog box opens, displaying several preset date formats. The first option in the list is selected, as shown in Figure F-14, and is the one that is most appropriate for the report.

3. Click OK, then save your changes

The current date now appears left-aligned in the footer.

4. Click the Insert tab, click the Header button, then click Blank (Three Columns)

The insertion point moves to the header area, which contains three placeholders into which you can click and type text. The Header & Footer Tools Design tab is now open and contains buttons and tools for working with headers and footers. Notice that the other text on the Works Cited page is dimmed.

5. Click the left-aligned [Type text] placeholder, press [Delete], click the center-aligned [Type text] placeholder, then press [Delete]

You deleted two of the three placeholders. You can replace the third placeholder with your name and the page number.

6. Click the right-aligned [Type text] placeholder, type your name, then press [Spacebar]

7. Click the Page Number button in the Header & Footer group, point to Current Position, then click Plain Number

The header now contains your name and the page number, as shown in Figure F-15. This header will appear at the top of every page in the report. You do not want it to appear on the first page.

8. Click the Different First Page check box in the Options group on the Header & Footer Tools Design tab to select it

This option applies the header and footer to all pages in the document except the first page.

9. Click the File tab, click Print, then click the Previous Page button  at the bottom of the Print Preview pane four times to view each page of the report

Notice that the header and footer appear on all pages except page 1. Figure F-16 shows page 3.

QUICK TIP

You can open the header or footer by double-clicking in the header or footer area in a document in Print Layout view.

QUICK TIP

When working in a header or footer, the text of the main document appears dimmed, indicating that you cannot edit it.

QUICK TIP

You can see headers and footers only in Print Layout view and in Print Preview; you cannot see headers and footers in Draft view.

Adding Borders and Shading ^{background}

You can add visual interest to an entire document or set a block of text apart from the rest of the page by adding borders and background shading to words, paragraphs, graphics, or entire pages. To add these elements to an entire page, you can use the Page Color and Page Borders buttons in the Page Background group on the Page Layout tab; to add them to selected text, it is easiest to use the Shading and Borders buttons on the Home tab. You can add borders at the top, bottom, left, or right edges of text, or around a graphic.  You decide to add a border and shading to the "Outdoor Designs Vision" paragraph at the bottom of the fourth page to set it off from the rest of the report's text.

STEPS

1. Click the Home tab, then click the Find button in the Editing group

The Navigation Pane opens. Entering keywords in the Search Document text box in the Navigation Pane is a fast way to locate specific text.

2. Click in the Search Document text box in the Navigation Pane, then type Outdoor Designs

The Find command temporarily highlights all instances of "Outdoor Designs" in yellow. You can see there are several occurrences on page 1. The Navigation Pane displays a list of links to all the occurrences in the report; you can click a link to move to that occurrence. You want to locate the text "Outdoor Designs Vision."

3. Press [Spacebar], then type Vision in the Search Document text box

The document window now shows the first and only occurrence of "Outdoor Designs Vision", which is on page 4 of the report.

4. Select Outdoor Designs Vision and the two lines of text below it

5. Click the Shading list arrow  in the Paragraph group, then click the green color in the second row of Theme colors (ScreenTip reads "Olive Green, Accent 3, Lighter 80%"), as shown in Figure F-17

The selected text now has green shading applied to it. Notice that the Shading button displays the olive green shade you applied. If you wanted to apply this shade of green somewhere else, you could simply select the text and click the Shading button.

6. Click the Navigation Pane Close button , click the Borders list arrow  in the Paragraph group, then click Borders and Shading

The Borders and Shading dialog box opens, with the Borders tab in front. The Borders tab lets you specify a border color and a style of border.

7. Click the Box setting, click the Color list arrow, then click the darkest shade of green in the Theme colors (seventh shade in the sixth row)

Compare your screen to Figure F-18.

8. Click OK, click anywhere in the document to deselect the text, then save your changes

The Outdoor Designs Vision heading and paragraph are now shaded in a green box with a green border. Compare your screen to Figure F-19.

QUICK TIP

To apply a border around specific edges of a selected text block, click the Borders list arrow in the Paragraph group, then click the border option you want.

QUICK TIP

To apply a border around the edge of an entire page, click the Page Border tab in the Borders and Shading dialog box, choose the page border settings you want, then click OK.

Working with Themes

You have learned how to format individual document elements, such as a text selection or an object, and also how to use Quick Styles to change multiple formatting attributes in a selection. An even more powerful tool for making multiple formatting changes at once is the themes feature. Changing the **theme** applies a coordinated set of colors, fonts, and effects to your entire document, updating any styles applied. Themes ensure that your document has a consistent and professional look. To apply a theme, use the Themes button in the Themes group of the Page Layout tab. You can vary a theme's fonts and colors by applying different sets of theme fonts and theme colors. All themes are available in Word, Excel, Access, PowerPoint, and Outlook, which means that a company can produce many different documents and ensure that they all have a consistent, branded look. You decide to change the overall look of the report by applying a theme to it. You want to use the Essential theme, but you want to keep the Office theme colors, to preserve the green shading you added.

STEPS

1. Click the Zoom Out button  seven times on the Zoom slider until the zoom level is set at 30%

With the zoom set at 30%, all five pages of the report are visible on-screen, so you can see at a glance how your changes will affect the whole document.

QUICK TIP

Every template has a theme applied to it by default. If you apply a theme to a document but then decide you want to go back to the original template theme, click the Themes button, then click Reset to Theme from Template.

2. Click the Page Layout tab, then click the Themes button in the Themes group

The Themes gallery opens and displays thumbnails of available themes, as well as other options, such as resetting your document to the original theme and accessing more themes from the Office Online Web site or your computer.

3. Point to each theme in the gallery and observe the change in the document window

With Live Preview, you can see how the colors and fonts in each theme would affect the document if applied. Notice the change in colors, including the background color in the image, and how the text wraps differently depending on the theme. Figure F-20 shows a preview of the Aspect theme, which is less compact and forces the report to six pages. The Essential theme keeps the report to five pages.

4. Click the Essential theme

The Themes gallery closes, and the Essential theme is applied to the report.

5. Click the Theme Colors button  in the Themes group

The Theme Colors gallery opens and displays a list of all the sets of theme colors. You want to apply the Office theme colors to the report to preserve the green shading you added.

6. Point to each set of Theme Colors to preview the effect in the report, then click Office, as shown in Figure F-21

By applying a different theme and customizing it with different theme colors, you have completely transformed the look of the report in just a few clicks.

7. Click the File tab, click Print on the navigation bar, then click the Previous Page button  to preview each page of the report in the Preview pane

Compare your report to Figure F-22.

8. Save your changes, close the document, exit Word, then submit your completed report to your instructor

QUICK TIP

You can create your own customized themes. To do this, change the formatting of any element you want (such as the font used in headings), click the Themes button, click Save Current Theme, type a name for the theme, then click Save. The new theme will appear at the top of the Themes gallery under Custom.

Formatting a Research Paper

Now that you have completed all the units on Word, you have learned skills to help you create many kinds of documents, including research papers. If you need to write research papers for a class, then you should be aware that there are guidelines that you need to follow to format them correctly. Modern Language Association (MLA) style is a popular standard for formatting academic research papers, which many schools require. This lesson provides some basic guidelines for formatting a research paper using MLA style. Use Table F-1 and Figure F-23 to learn the guidelines for formatting the first page of a research paper using MLA style. Use Table F-2 and Figure F-24 to learn the guidelines for formatting the whole paper. The guidelines provided here will just get you started; for detailed information on MLA guidelines, search online or ask your school librarian for help. (Note: You can format the research paper shown in this lesson by completing the Real Life Independent Challenge for this unit.)

TABLE F-1: Formatting guidelines for the first page of a research paper

required first page element	MLA guideline
Header	Your last name followed by the page number (on all pages including page 1), right-aligned
Your Name	Left-aligned, 1" from top of page
Professor's Name	Two lines below your name, left-aligned
Course Number	Two lines below professor's name, left-aligned
Title	Two lines below course number, center-aligned
Beginning of body text	First paragraph is double-spaced below title; first line is indented ½"

TABLE F-2: Formatting guidelines for a whole research paper

setting	MLA guideline	Word quick reference
Line spacing	Double-space all text in the document	Press [Ctrl][A] to select all the text in the document, click the Line and Paragraph Spacing list arrow on the Home tab, then click 2.0
Margins	All margins set to 1"	Click the Page Layout tab, click the Margins button, then click Normal
Paragraph formatting	Indent first line of each paragraph ½"	Press [Tab] at the start of a new paragraph or press [Ctrl][A] to select all the text in the document, then drag the First Line Indent marker to the ½" mark on the ruler
Font	Times New Roman	Click the Font list arrow on the Home tab, then click Times New Roman
Font size	12 point	Click the Font Size list arrow on the Home tab, then click 12
Header	Right-aligned; your last name followed by the page number (on all pages including page 1)	Click the Insert tab, click the Header button, click the Blank style , delete the placeholder, press [Tab] twice, type your last name, press [Spacebar], click Page Number in the Header & Footer group, point to Current Position , then click Plain Number
Citations	Insert author's name and page number in parentheses after quote or reference to work	Click the References tab, click the Insert Citation button, then click the source name or Add New Source to add source information
Bibliography	Include Works Cited page with sources that you reference in the paper	Insert a page break at the end of the document, click the References tab, click the Bibliography button, then click Works Cited

F-6

FIGURE F-23: First page of research paper formatted according to MLA style

1" [margin]

Your name, professor's name and course number appear as shown here

Your Name
Professor Chan
CIS 115

Name 1

Right-aligned header has your last name and page number

Bar Codes and Radio Frequency Identification (RFID)

In 1974, bar codes were first used to read price tags on groceries in supermarkets. Today, more than 10 billion bar codes are scanned every day for a huge variety of uses beyond purchasing products (Shih). Bar codes are used to record prices for purchases, track millions of pieces of mail at the US Postal Service, identify patients in hospitals, manufacture goods, and more. Bar codes are everywhere in our global economy, but will they be replaced with a system that uses newer technologies? Radio Frequency Identification (RFID) tags use wireless technology and offer some benefits over bar codes. "RFID uses a method of remotely storing and retrieving data using a small object attached to or incorporated into a product." (Inman) RFID tags can store more information than a bar code and do not need to be scanned. Both bar codes and RFID offer benefits and drawbacks; time will tell whether they will continue to coexist together, or whether one will win out over the other.

Any consumer knows what a bar code looks like. "A bar code is a series of parallel black bars and white spaces, both of varying widths." (Inman) A bar code can be decoded to provide a unique reference number to particular item that can then be looked up by a computer. No other information about the item is stored in the bar code; it contains only a unique reference number. Any information about the product or item is stored elsewhere; not on the bar code itself.

A bar code must be scanned by a bar code reader. For instance, at the grocery store each grocery item with a bar code must be swiped over a bar code reader until it is recognized, usually

1"

1"

Title is center aligned here below the course number

First line of each paragraph is indented to 1/2" mark

2 lines below

Word 2010

FIGURE F-24: Page 2 of research paper and Works Cited page

Newspaper name is italicized

Quotes longer than four lines are indented 1/2" and show no quotation marks

In-paragraph citation references author's last name

Text is double-spaced; font is 12-point Times New Roman

2.0

Works Cited page includes all sources referenced in the paper

Name 2

with a beep sound. Until recently bar codes were used only in business or retail settings. Japan was the first country where it was possible for consumers to use cameras on cell phones as bar code scanners. As Louise Story reported in 2007 in *The New York Times*:

In Japan, McDonald's customers can already point their cellphones at the wrapping on their hamburgers and get nutrition information on their screens. Users there can also point their phones at magazine ads to receive insurance quotes, and board airplanes using their phones rather than paper tickets. And film promoters can send their movie trailers from billboards.

In the United States, applications for cell phones that scan bar codes are now available and in use. In 2009 ShopSavvy released an application that allows iPhone users to point their iPhone cameras at a bar code, scan it, and then display product information including product reviews and where to get the best deal in your area. (Hertz) The San Francisco company GoodGuide released the first application for the iPhone that allows users to use their iPhone camera to capture bar codes to get pricing information on how eco-friendly a product is. (Moore)

One of the biggest benefits of bar codes is that they are inexpensive. Aiking a bar code to a product costs just a half a cent. (Shih) Another benefit to using bar codes is that they are in place now and used virtually everywhere. (Inman) All the infrastructure to manufacture, read, and use bar codes is in place now; switching to a new system, even one that has greater benefits, would be costly.

RFID tags provide many advantages over bar codes. An RFID tag is a tiny device that emits a signal, which is transmitted, read by an RFID reader, and then transmitted to a network for processing. RFID can store much more information than bar codes. For instance, RFID tags

Name 4

Works Cited

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Select the best answer from the list of choices.

9. Which tab do you use to create a table?
 a. Home
 b. Table Tools Design
 c. Page Layout
 d. Insert
10. Which tab is an example of a contextual tab?
 a. Picture Tools Format
 b. Home
 c. View
 d. Page Layout
11. Which tab do you use to change the margin settings?
 a. Home
 b. Page Layout
 c. View
 d. Insert
12. A predefined set of formatting attributes for a table, such as shading, borders, and colors, is called a _____.
 a. SmartArt
 b. Table Design tab
 c. Table style
 d. Table gallery
13. Which of the following actions moves the insertion point to the next cell in a table?
 a. Pressing [Tab]
 b. Pressing [Ctrl][Enter]
 c. Pressing [Ctrl][Home]
 d. Pressing [Alt] and clicking
14. The way that text flows around a graphic is called _____.
 a. text blocking
 b. text wrapping
 c. word wrapping
 d. text formatting

Skills Review

1. Create a table.

- a. Start Microsoft Word, open the file **F-2.docx** from where you store your Data Files, then save the new document as **F-Nova Scotia Report.docx**.
- b. Open the Navigation Pane and display the thumbnails of each page in the document. Use the Navigation Pane to move to page 2. Set the insertion point in the blank line above Classic Walking Adventures at the bottom of page 2. Close the Navigation Pane.
- c. Insert a table that is four columns wide and three rows high.
- d. Enter the information shown in the table below into the table you created.

<u>Tour Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Price</u>
Senior Weekender	June 14	June 16	\$1,295
Thrill Seeker	June 21	June 28	\$2,195

- e. Save your changes to the document.

2. Insert and delete table columns and rows.

- a. Insert a new row as the last row in the table.
- b. Enter the following information into the cells in the new row:
- | | | | |
|------------|--------|---------|---------|
| Family Fun | July 5 | July 12 | \$1,995 |
|------------|--------|---------|---------|
- c. Insert a new row below the row that contains the column headings, then enter the following information into the new cells:
- | | | | |
|------------|--------|--------|---------|
| Family Fun | June 7 | June 9 | \$1,095 |
|------------|--------|--------|---------|
- d. Delete the row that contains the July 5 Family Fun tour.
- e. Insert a new column to the right of the Tour Name column.

Skills Review (continued)

- f. Enter the information from the table below into the new column.

Tour Type

Walking

Walking

Hiking and Kayaking

- g. Save your changes.

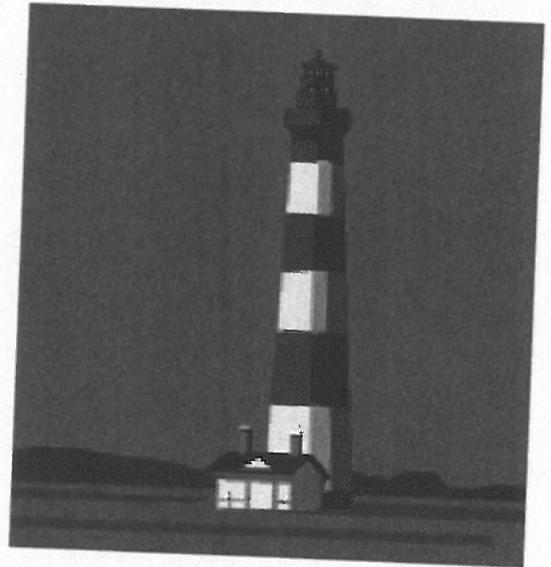
3. Format a table.

- Format the table by applying the Medium Shading 1 – Accent 6 table style.
- Increase the width of the second column so that Hiking and Kayaking fits on one line.
- Apply black borders to all the cells in the table.
- Save your changes.

4. Add clip art.

- Use the Navigation Pane to move to page 1. Close the Navigation Pane. Set the insertion point before the word Nova in the first line of paragraph text below the heading About Nova Scotia.
- Open the Clip Art task pane, then search for an image of a lighthouse. (*Hint: Make sure to click the Include Office.com content check box to select it.*)
- Insert the image shown in Figure F-26, or a similar one.
- Close the Clip Art task pane, then reduce the size of the image so that it is approximately 1½" wide. (*Hint: Use the ruler as a guide to help you size it. You can also right-click the image, then set the Shape Width to 1.5".*)
- Set the wrapping style of the image to Square.
- Drag the image as necessary so that its bottom edge is aligned with the last line of the paragraph and its left edge is aligned with the left edge of paragraph text.
- Recolor the image with the Orange, Accent color 6 Light.
- Apply the Soft Edge, Rectangle Picture Style to the image.
- Save your changes.

FIGURE F-26



5. Insert footnotes and citations.

- Use the Headings tab of the Navigation Pane to navigate to the heading Reasons to Offer Tours in Nova Scotia.
- Set the insertion point to the right of the word **survey** in the line below the Reasons to Offer Tours in Nova Scotia heading.
- Insert a footnote.
- Type the following text as footnote text: **Survey was conducted in June 2012 and completed by 124 customers.**
- Use the middle tab of the Navigation Pane to move to page 2, so that the paragraph above the heading Reasons to Offer Tours in Nova Scotia is visible.
- Set the insertion point after the closing quotation mark that follows the word **spectacular** at the end of the paragraph, then use the Insert Citation button to add a new source.
- Enter the following information in the Create Source dialog box:
Type of Source: Article in a Periodical
Author: Lindsay Sheridan
Title: Nova Scotia by Foot
Periodical Title: The Walking Stick News
Year: 2012
Month: June
Day: 26
Pages: 10-11

Skills Review (continued)

- h. Close the Create Source dialog box, use the Navigation Pane to move to the heading Recommended Tour Dates, then set the insertion point in the blank line below the table.
 - i. Insert a page break, then insert a bibliography using the Works Cited style. Use the Navigation Pane to move to the Works Cited heading.
 - j. Save your changes.
- 6. Insert a header or footer.**
- a. Insert a footer using the Blank option.
 - b. Replace the [Type text] placeholder with the current date, specifying the format that looks like January 1, 2013.
 - c. Insert a header using the Blank (Three Columns) option.
 - d. Delete the left-aligned and the center-aligned [Type text] placeholders. Replace the right-aligned [Type text] placeholder with your name. Insert a space after your name, then insert the page number after the space, choosing the Plain Number style.
 - e. Specify that the header and footer be different on the first page.
 - f. Close the header area, then save your changes.
- 7. Add borders and shading.**
- a. Use the Navigation Pane to move to the Works Cited heading. Select the last five lines of text in the document, then apply Orange, Accent 6, Lighter 80% shading to the selection.
 - b. Use the Borders tab of the Borders and Shading dialog box to apply a box border around the selection that is Orange, Accent 6, Darker 50%.
 - c. Save your changes.
- 8. Work with themes.**
- a. Set the zoom level of the document to 30% so that you can see all three pages of the report.
 - b. Apply the Composite theme to the document.
 - c. Apply the Equity theme colors to the document.
 - d. Move the clip art on page 1, if necessary, so that its bottom edge is aligned with the last line of the paragraph.
 - e. Compare your screen with Figure F-27, then close the document and exit Word.

FIGURE F-27



Walking in Nova Scotia

Recommendation Report for Classic Walking Adventures

Introduction

Since 1986, Classic Walking Adventures has conducted tours in the United States, Europe, China, New Zealand, and Australia for individuals, groups, couples, and families who seek active vacations. Canada offers a wealth of cities and locales for spectacular vacation experiences. This report examines the benefits of Nova Scotia as a walking tour destination and recommends three initial tours and tour dates.

About Nova Scotia

Nova Scotia is a Canadian province located on the east coast of Canada and surrounded by water. Its capital city, Halifax, is an international seaport and is easy to access by land, sea or air.

Nova Scotia is a small province made up of the mainland, Camp Breton Island, and more than 3,800 coastal islands. The population of Nova Scotia is slightly less than 1 million; about a third of the population lives in Halifax. To prevent ships from crashing into the rocky islands and coast line, Nova Scotia has more lighthouses than any other province in Canada. Nova Scotia has rich natural resources. It is surrounded by water and covered with scenic forests thousands of small and lakes.

(U.S.)



Tourism in Nova Scotia

The charming coastal region of Nova Scotia attracts more than 2 million tourists every year. (U.S.) Visitors come to enjoy the spectacular scenic beauty, the historic sites, the festivals, music, culture, and great food. The Bay of Fundy is renowned for having the highest tides in the world, making it a hot attraction for beachcombers and for those who love to explore marine life. Nova Scotia is home to thirteen award-winning National Historic Sites of Canada, including the Fortress of

Your Name 3

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Sheridan, Lindsay. "Nova Scotia By Foot." *The Walking Stick Blog* 26 June 2012: 10-11.

UKL. *Just in: Worldmark Encyclopedia of the Canadian Provinces*. 11th Ed., 2007. URL: 17 February 2010 <http://go.galegroup.com/pbLd01464-CALEDYCHL14v2.1/novosk4155964/aboutlookUp-CVRL&sw&cs=10HL>.

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Caledonia, ON N41 1A1
Phone (519) 535-9865
www.classicwalkingadventures.com

Reasons to Offer Tours in Nova Scotia

Results from our customer survey¹ indicate that our customers want to explore a variety of reasons. First, Canada is close to the United States and easily accessed by car or second, customer feedback indicates there is a desire to experience the rich cultures of a beautiful scenery, and its friendly citizens. The area offers a balanced variety of beautiful parks, interesting sites to see, fun activities for all ages and experience levels, and delicious food. Classic Walking Adventures can offer a variety of different tours to Nova Scotia that will appeal to a wide range of customer groups. We can create a family walking tour that includes beach and canoe trips; a thrill seeker tour that provides opportunities for extreme surfing and paddling; and senior tours that offer more relaxed activities.

Recommended Tour Dates

The table below provides a schedule and pricing for proposed tours to Nova Scotia in summer of 2013.

Tour Name	Tour Type	Start Date	End Date	Price
Family Weekender	Walking	June 2	June 3	\$120
Senior Weekender	Walking	June 14	June 15	\$125
Thrill Seeker	Walking and Hiking	June 21	June 28	\$315

February 26, 2013

¹Survey was conducted in June of 2012 and completed by 124 customers. February 26, 2013

Independent Challenge 3

Serena Dunbar in the Human Resources Department at Haskin Paper Products has asked you to create a one-page flyer for the annual company picnic. The picnic will take place at Bradley Park from 9:00 a.m. until 3:00 p.m. Attendees can swim, compete in a volleyball tournament, play basketball, and participate in a relay race. A barbecue lunch will be served.

- Open the file **F-5.docx** from where you store your Data Files, then save it as **F-Company Picnic Flyer.docx**.
- Format the text in the document so that it reflects the casual, festive nature of the event. Choose fonts, font sizes, and formatting attributes that make the key information stand out.
- Apply shading to the first line of the document (Haskin Paper Products) using a fill color and font that look good together.
- Insert a table containing the information shown in the table below.

Activity	Time	Location
Buses Depart	9:00	Lobby
Relay Race	10:00	Field A
Volleyball Tournament	10:30	Beach
Basketball Game	11:00	Basketball Courts
BBQ Lunch	12:00	Pavilion
Buses Return	3:00	Parking Lot

- Format the table using a table style of your choosing.
- Insert an appropriate piece of clip art for the occasion.
- Insert a footer that contains your name, center-aligned.
- Save your changes, preview the flyer, then close the document. Figure F-28 shows one possible solution; yours will vary depending on the formatting choices you made. Submit your flyer to your instructor.

FIGURE F-28



Haskin Paper Products

Company Picnic!



July 15
9:00-3:00
Bradley Park

Don't miss the annual Company Picnic at Bradley Park on Friday July 15! Work up a sweat playing volleyball or competing in the Relay Race. Play basketball, go for a swim or simply relax on the beach. Enjoy great food with your colleagues at the barbecue lunch! See below for the schedule. See you there!

Activity	Time	Location
Buses Depart	9:00	Lobby
Relay Race	10:00	Field A
Volleyball Tournament	10:30	Beach
Basketball Game	11:00	Basketball Courts
BBQ Lunch	12:00	Pavilion
Buses Return	3:00	Parking Lot

Your Name

Real Life Independent Challenge

Research papers are frequently assigned for history and English classes in college. Knowing how to format a research paper according to standards is extremely important. A common standard used for writing and formatting research papers is MLA. Another popular standard is APA. If your professor assigns a research paper, he or she will probably specify that you write and format your paper according to MLA or APA standards. In this Real Life Independent Challenge, you will create a research paper and format it according to MLA guidelines. So that you do not have to actually research and write the paper, you will use text from an existing file for the paper. Before completing the steps below, review the lesson Formatting a Research Paper located just before the end-of-unit exercises.

- a. Open the file **F-6.docx** from where you store your Data Files, then save it as **F-Research Paper.docx**.
- b. With the insertion point set before the first line of text in the document, type your name.
- c. Press [Enter], type **Professor Chan**, then press [Enter].
- d. Type **CIS 115**, then press [Enter].
- e. Center-align the title of the paper, Bar Codes and Radio Frequency Identification (RFID).
- f. Find "The New York Times" on pages 1 and 2 in the text. Format both of these occurrences in italic.
- g. Immediately below *The New York Times*: on page 1, select the four-line quote that begins "In Japan, McDonald's customers..." Set the left indent at the ½" mark on the ruler for this paragraph.
- h. Press [Ctrl][A] to select all the text in the document. Set the line spacing to double-spaced (2.0).
- i. Change the font for all the selected text to Times New Roman, then change the font size to 12 point.
- j. Indent the beginning of each paragraph of body text in the paper to the ½" mark on the ruler. Do not further indent the quote that you indented in Step g. (Hint: You can either press [Tab] before the first character in the paragraph or create a first line indent by dragging the First Line Indent marker  to the ½" mark on the ruler.)
- k. Create a header that contains your last name followed by the page number. Right-align the header. Change the font in the header to 12-point Times New Roman if necessary.
- l. Insert a citation to author R. Anthony Inman after the quote in the first paragraph of body text (which ends "... incorporated into a product"). (Note: To choose this source, click Insert Citation, then click Inman, R. Anthony.)
- m. Move the insertion point to the end of the document. Insert a page break. Insert a bibliography using the Works Cited option. Format all the text in the Works Cited section in 12-point Times New Roman. Center-align the Works Cited heading.
- n. Save your changes. Compare your research paper to the one shown in Figures F-23 and F-24.

Advanced Challenge Exercise

- 
- Save the document with the name **F-Research Paper ACE**.
 - Click the Insert tab, click Cover page button in the Pages group, then click the Conservative style.
 - Delete the placeholder at the top of the cover page.
 - Type **Bar Codes and Radio Frequency Identification (RFID)** in the Title placeholder.
 - Delete the document subtitle placeholder. If your name is not displayed on the title page as the author, replace the author name that is there with your name. Use the Pick the Date placeholder to enter today's date.
 - Replace the text at the bottom of the cover page with a short summary that describes what the paper is about. (You will need to read the paper to write this.)
 - Save the document, preview each page of the document, then close the file.

Visual Workshop

Open the file F-7.docx from where you store your Data Files, then save it as **F-Beach Cottage Ad.docx**. Use the skills you learned in this unit to create the flyer shown in Figure F-29. (Hints: Use TW Cen MT Condensed Extra Bold for the headings and Californian FB for the body text and table text. Select a different clip-art image if the one shown in the figure is not available to you. Set the wrapping style to tight for the top image. Insert the table and apply the style shown in the figure. Apply a Box style blue border around the whole page using the Page Border tab of the Borders and Shading dialog box.) Type your name somewhere on the flyer, save your changes, preview the flyer, then submit it to your instructor.

FIGURE F-29



Beach Cottage for Rent



Relax and enjoy spectacular views of the Pacific Ocean on Maui's south shore. The white sandy beach is just steps away! Located on five acres of landscaped grounds, with swaying palm trees and fragrant flowering plants, this cozy 2-bedroom cottage features updated appliances, and is fully stocked to ensure you have everything you need while on vacation. Enjoy breathtaking sunsets year round. Prepare meals outside on the propane grill and dine on the lanai. Enjoy swimming, snorkeling, tennis, and windsurfing. Watch humpback whales before they migrate north. World-class restaurants are minutes away!

Property Details

Feature	Description
Location	Maui, HI
Weekly rate	\$2,700
Bedrooms	2
Bathrooms	2
Outdoor grill	Yes
Lanai	Yes
Beach access	Yes
Hot tub	Yes
Air conditioning	Yes
Phone	Unlimited free local calls
Internet	Free high speed internet access

For more details, contact:

Mindy Lee
4455 Palm Drive
Kihei, HI 96753
Phone: (800) 555-2090

Your Name