

Creating Documents with Word 2013

CASE

You have been hired to work in the Marketing Department at Quest Specialty Travel (QST), a tour company that specializes in cultural tourism and adventure travel. Shortly after reporting to your new office, Ron Dawson, the vice president of marketing, asks you to use Word to create a memo to the marketing staff and a letter to one of the tour hosts.

Unit Objectives

After completing this unit, you will be able to:

- Understand word processing software
- Explore the Word window
- Start a document
- Save a document
- Select text
- Format text using the Mini toolbar and the Ribbon
- Use a document template
- Navigate a document

Files You Will Need

WD A-1.docx

Understand Word Processing Software

Learning Outcomes

- Identify the features of Word
- State the benefits of using a word processing program

A **word processing program** is a software program that includes tools for entering, editing, and formatting text and graphics. Microsoft Word is a powerful word processing program that allows you to create and enhance a wide range of documents quickly and easily. **FIGURE A-1** shows the first page of a report created using Word and illustrates some of the Word features you can use to enhance your documents. The electronic files you create using Word are called **documents**. One of the benefits of using Word is that document files can be stored on a hard disk, flash drive, sky drive, or other storage device, making them easy to transport, exchange, and revise. **CASE** *Before beginning your memo to the marketing staff, you explore the editing and formatting features available in Word.*

DETAILS

You can use Word to accomplish the following tasks:

- **Type and edit text**

The Word editing tools make it simple to insert and delete text in a document. You can add text to the middle of an existing paragraph, replace text with other text, undo an editing change, and correct typing, spelling, and grammatical errors with ease.

- **Copy and move text from one location to another**

Using the more advanced editing features of Word, you can copy or move text from one location and insert it in a different location in a document. You also can copy and move text between documents. This means you don't have to retype text that is already entered in a document.

- **Format text and paragraphs with fonts, colors, and other elements**

The sophisticated formatting tools in Word allow you to make the text in your documents come alive. You can change the size, style, and color of text, add lines and shading to paragraphs, and enhance lists with bullets and numbers. Creatively formatting text helps to highlight important ideas in your documents.

- **Format and design pages**

The page-formatting features in Word give you power to design attractive newsletters, create powerful résumés, and produce documents such as research papers, business cards, brochures, and reports. You can change paper size, organize text in columns, and control the layout of text and graphics on each page of a document. For quick results, Word includes preformatted cover pages, pull quotes, and headers and footers, as well as galleries of coordinated text, table, and graphic styles. If you are writing a research paper, Word makes it easy to manage reference sources and create footnotes, endnotes, and bibliographies.

- **Enhance documents with tables, charts, graphics, screenshots, and videos**

Using the powerful graphics tools in Word, you can spice up your documents with pictures, videos, photographs, screenshots, lines, shapes, and diagrams. You also can illustrate your documents with tables and charts to help convey your message in a visually interesting way.

- **Use Mail Merge to create form letters and mailing labels**


The Word Mail Merge feature allows you to send personalized form letters to many different people. You can also use Mail Merge to create mailing labels, directories, e-mail messages, and other types of documents.

- **Share documents securely**

The security features in Word make it quick and easy to remove comments, tracked changes, and unwanted personal information from your files before you share them with others. You can also add a password or a digital signature to a document and convert a file to a format suitable for publishing on the Web.

FIGURE A-1: A report created using Word

Quest Specialty Travel Marketing Report
September 2016



Client Profile

A typical QST client is a 42-year-old professional with an annual household income of \$84,000. He or she works in the city, owns a home in an urban or suburban area, and has no children living at home.

- 73% graduated from college.
- 32% have a graduate level degree.
- 60% earn more than \$60,000 per year.
- 8% earn more than \$200,000 per year.
- 45% are employed as professionals.
- 29% are retired.

QST Client Survey Results

In an effort to develop an economic profile of Quest Specialty Travel clients, the marketing department hired the market research firm Takeshita Consultants, Inc. to create and administer a survey of the QST client base. A secondary goal of the survey was to identify the areas in which QST can improve its tour offerings in each region. Over 8,600 people completed the survey, which was distributed by e-mail and mailed to everyone who has purchased a QST tour in the past five years. Surveys were also completed by people who visited the QST Web site but have not purchased a QST tour. Forty-two percent of the survey recipients responded to the survey.

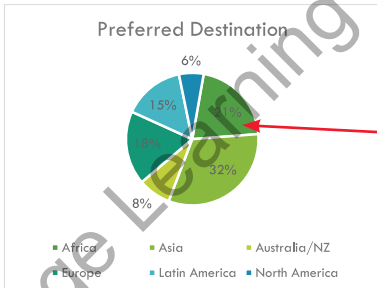
Survey Methods

The survey was distributed to purchasing clients via mail and e-mail during May and June 2016. The survey was also available on the QST Web site, and was completed by over 1,800 non-clients. The table below shows the distribution of respondents by delivery mode and by sex.

Survey Delivery Mode	Male	Female
E-mail to clients	6,657	7,801
Mail to clients	1,567	1,238
Web site clients	563	442
Web site non-clients	898	987
Other	365	122
Total	10,050	10,590
Grand Total	20,640	

Travel Preferences

Respondents report they enjoy independent domestic travel, but they prefer an organized tour when traveling abroad. Most cited guide expertise as the primary reason for selecting a QST tour.



Client Satisfaction

On the whole, QST clients gave the quality of QST tours a favorable review. Clients rated the expertise and professionalism of the guides as excellent, the range of tours as very good, and the accommodations and food served as excellent. Equally favorable ratings were given to the sales staff and the attractiveness of QST printed materials. Clients did express interest in a wider selection of tours in South East Asia, particularly Laos, Cambodia, and Vietnam, as well as more European offerings. The response time for tour information ordered from the Web site could also be improved.

1

Add headers to every page

Insert graphics

Format the size and appearance of text

Create columns of text

Create tables

Add lines

Add bullets to lists

Create charts

Align text in paragraphs evenly

Add page numbers in footers

Word 2013

Planning a document

Before you create a new document, it's a good idea to spend time planning it. Identify the message you want to convey, the audience for your document, and the elements, such as tables or charts, you want to include. You should also think about the tone and look of your document—are you writing a business letter, which should be written in a pleasant, but serious tone and have a formal appearance, or are you creating a flyer that must be colorful, eye-catching, and fun to read? The purpose and audience for your document determine the appropriate design. Planning the layout and design of a document involves deciding how to organize the text, selecting the fonts to use, identifying the graphics to include, and selecting the formatting elements that will enhance the message and appeal of the document. For longer documents, such as newsletters, it can be useful to sketch the layout and design of each page before you begin.

Explore the Word Window

Learning Outcomes

- Identify elements of the Word program window

STEPS

When you start Word, the Word start screen opens. It includes a list of recently opened documents and a gallery of templates for creating a new document. **CASE** You open a blank document and examine the elements of the Word program window.

1. Start Word, then click Blank document

A blank document opens in the **Word program window**, as shown in **FIGURE A-2**. The blinking vertical line in the document window is the **insertion point**. It indicates where text appears as you type.

2. Move the mouse pointer around the Word program window

The mouse pointer changes shape depending on where it is in the Word program window. You use pointers to move the insertion point or to select text to edit. **TABLE A-1** describes common pointers in Word.

3. Place the mouse pointer over a button on the Ribbon

When you place the mouse pointer over a button or some other elements of the Word program window, a ScreenTip appears. A **ScreenTip** is a label that identifies the name of the button or feature, briefly describes its function, conveys any keyboard shortcut for the command, and includes a link to associated help topics, if any.

TROUBLE

If the Ribbon is hidden, click the Ribbon Display Options button on the title bar, then click Show Tabs and Commands.

DETAILS

Using **FIGURE A-2** as a guide, find the elements described below in your program window:

- The **title bar** displays the name of the document and the name of the program. Until you give a new document a different name, its temporary name is Document1. The left side of the title bar contains the **Quick Access toolbar**, which includes buttons for saving a document and for undoing, redoing, and repeating a change. You can modify the Quick Access toolbar to include the commands you use frequently. The right side of the title bar contains the **Microsoft Word Help button**, which you use to access the Word Help system, the **Ribbon Display Options button**, which you use to hide or show the Ribbon and tabs, the resizing buttons, and the program Close button.
- The **FILE tab** provides access to **Backstage view** where you manage files and the information about them. Backstage view includes commands related to working with documents, such as opening, printing, and saving a document. The FILE tab also provides access to your account and to the Word Options dialog box, which is used to customize the way you use Word.
- The **Ribbon** contains the Word tabs. Each **tab** on the Ribbon includes buttons for commands related to editing and formatting documents. The commands are organized in **groups**. For example, the HOME tab includes the Clipboard, Font, Paragraph, Styles, and Editing groups.
- The **document window** displays the current document. You enter text and format your document in the document window.
- The rulers appear in the document window in Print Layout view. The **horizontal ruler** displays left and right document margins as well as the tab settings and paragraph indents, if any, for the paragraph in which the insertion point is located. The **vertical ruler** displays the top and bottom document margins.
- The **vertical** and **horizontal scroll bars** are used to display different parts of the document in the document window. The scroll bars include **scroll boxes** and **scroll arrows**, which you use to scroll.
- The **status bar** displays the page number of the current page, the total number of pages and words in the document, and the status of spelling and grammar checking. It also includes the view buttons, the Zoom slider, and the Zoom level button. You can customize the status bar to display other information.
- The **view buttons** on the status bar allow you to display the document in Read Mode, Print Layout, or Web Layout view.
- The **Zoom slider** and the **Zoom level button** provide quick ways to enlarge and decrease the size of the document in the document window, making it easy to zoom in on a detail of a document or to view the layout of the document as a whole.

QUICK TIP

To display a different tab, you simply click its name on the Ribbon.

TROUBLE

Click the VIEW tab, then click the Ruler check box in the Show group to display the rulers if they are not already displayed.

FIGURE A-2: Elements of the Word program window

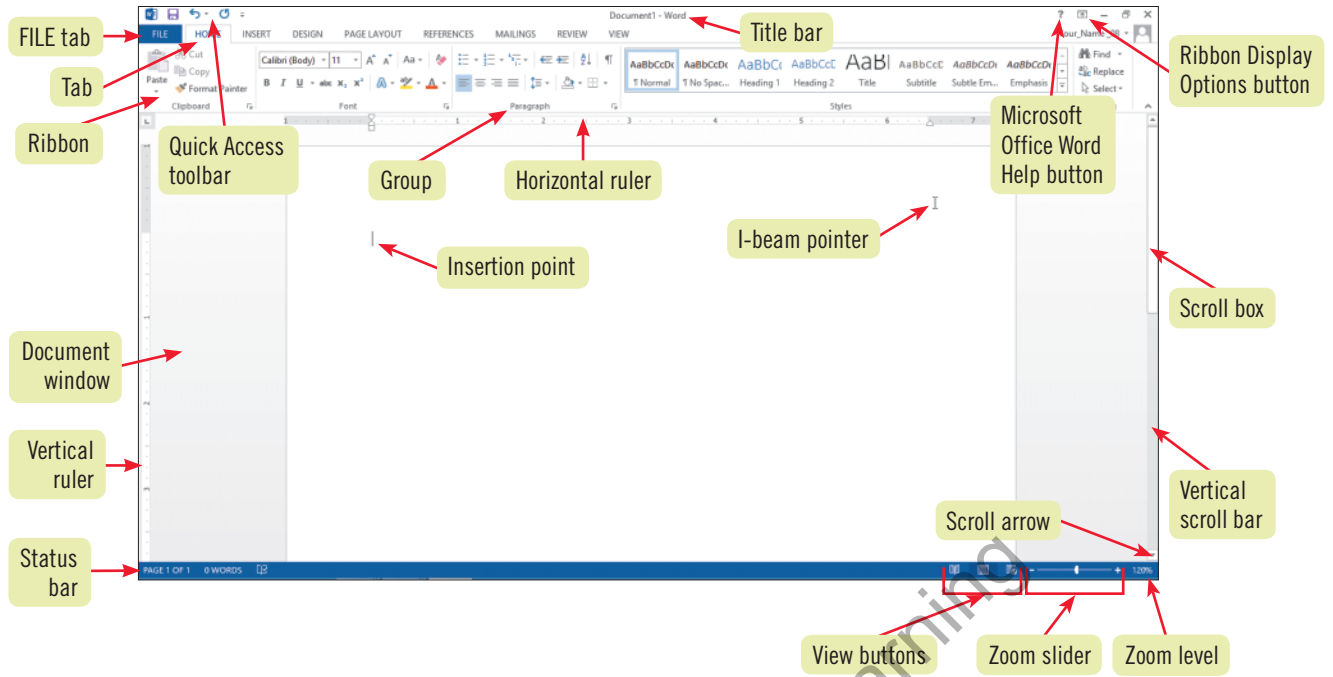


TABLE A-1: Common mouse pointers in Word

name	pointer	use to
I-beam pointer	I	Move the insertion point in a document or to select text
Click and Type pointers, including left-align and center-align	I ≡ I	Move the insertion point to a blank area of a document in Print Layout or Web Layout view; double-clicking with a Click and Type pointer automatically applies the paragraph formatting (alignment and indentation) required to position text or a graphic at that location in the document
Selection pointer	☞	Click a button or other element of the Word program window; appears when you point to elements of the Word program window
Right-pointing arrow pointer	☞	Select a line or lines of text; appears when you point to the left edge of a line of text in the document window
Hand pointer	☞	Open a hyperlink; appears when you point to a hyperlink in a task pane or when you press [Ctrl] and point to a hyperlink in a document
Hide white space pointer	⊕	Hide the white space in the top and bottom margins of a document in Print Layout view
Show white space pointer	⊖	Show the white space in the top and bottom margins of a document in Print Layout view

Start a Document

Learning Outcomes

- Type and edit text

STEPS

You begin a new document by simply typing text in a blank document in the document window. Word uses **word wrap**, a feature that automatically moves the insertion point to the next line of the document as you type. You only press [Enter] when you want to start a new paragraph or insert a blank line. **CASE** ▶ You type a quick memo to the marketing staff.


TROUBLE

If you press the wrong key, press [Backspace] to erase the mistake, then try again.

QUICK TIP

Wavy lines and other automatic feature markers appear on screen but do not print.

TROUBLE

To reverse an AutoCorrect adjustment, immediately click the Undo button  on the Quick Access toolbar.

QUICK TIP

If you want uniform spacing between lines and paragraphs, apply the No Spacing style to the document by clicking the No Spacing button in the Styles group on the HOME tab before you begin to type. Alternatively, select the text and then click the No Spacing button.

1. Type **Quest Specialty Travel**, then press [Enter] twice

Each time you press [Enter] the insertion point moves to the start of the next line.

2. Type **TO:**, then press [Tab] twice

Pressing [Tab] moves the insertion point several spaces to the right. You can use the [Tab] key to align the text in a memo header or to indent the first line of a paragraph.

3. Type **QST Managers**, then press [Enter]

The insertion point moves to the start of the next line.

4. Type: **FROM:** [Tab] [Tab] **Ron Dawson** [Enter]

DATE: [Tab] [Tab] **March 13, 2016** [Enter]

RE: [Tab] [Tab] **Marketing Meeting** [Enter] [Enter]

Red or blue wavy lines may appear under the words you typed, indicating a possible spelling or grammar error. Spelling and grammar checking is one of the many automatic features you will encounter as you type. **TABLE A-2** describes several of these automatic features. You can correct any typing errors you make later.

5. Type **The next marketing staff meeting will be held on the 17th of March at 2 p.m. in the conference room on the ground floor.**, then press [Spacebar]

As you type, notice that the insertion point moves automatically to the next line of the document. You also might notice that Word automatically changed “17th” to “17th” in the memo. This feature is called **AutoCorrect**. AutoCorrect automatically makes typographical adjustments and detects and adjusts typing errors, certain misspelled words (such as “taht” for “that”), and incorrect capitalization as you type.

6. Type **Heading the agenda will be the launch of our new Borneo Explorer Trek, a rigorous ten-day tour of the dense jungles, deep caves, and remote villages of Borneo’s northern coast, scheduled for September 2017.**

When you type the first few characters of “September,” the Word AutoComplete feature displays the complete word in a ScreenTip. **AutoComplete** suggests text to insert quickly into your documents. You can ignore AutoComplete for now. Your memo should resemble **FIGURE A-3**.

7. Press [Enter], then type **Kai Haketa is in Kuching hammering out the details. A preliminary draft of the tour brochure is attached. Bring your creative ideas for launching this exciting new tour to the meeting.**

When you press [Enter] and type the new paragraph, notice that Word adds more space between the paragraphs than it does between the lines in each paragraph. This is part of the default style for paragraphs in Word, called the **Normal style**.

8. Position the pointer after **for** (but before the space) in the last sentence of the first paragraph, then click to move the insertion point after “for”

9. Press [Backspace] three times, then type **to depart in**

Pressing [Backspace] removes the character before the insertion point.

10. Move the insertion point before **staff** in the first sentence, then press [Delete] six times to remove the word “staff” and the space after it

Pressing [Delete] removes the character after the insertion point. **FIGURE A-4** shows the revised memo.

FIGURE A-3: Memo text in the document window

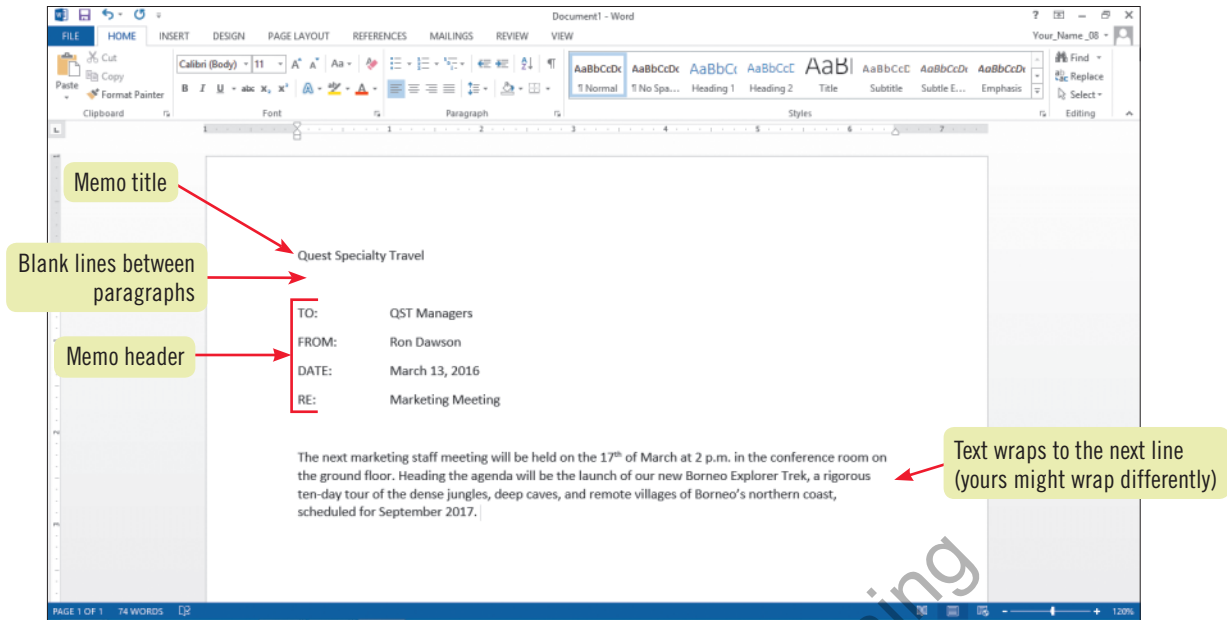


FIGURE A-4: Edited memo text

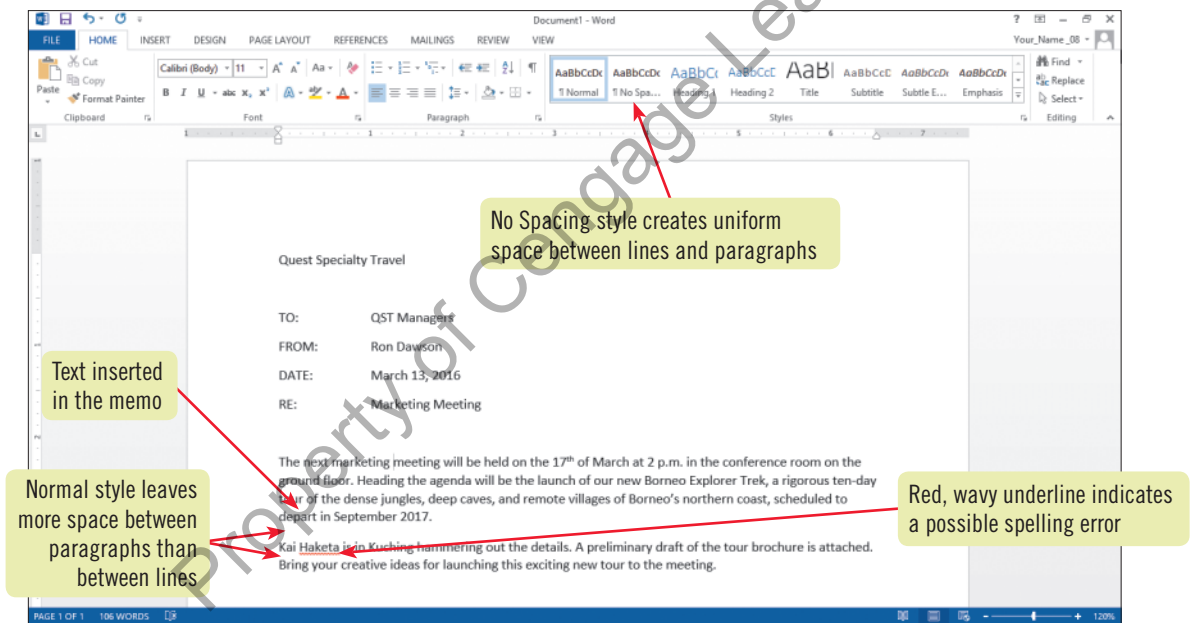


TABLE A-2: Automatic features that appear as you type in Word

feature	what appears	to use
AutoComplete	A ScreenTip suggesting text to insert appears as you type	Press [Enter] to insert the text suggested by the ScreenTip; continue typing to reject the suggestion
AutoCorrect	A small blue box appears when you place the pointer over text corrected by AutoCorrect; an AutoCorrect Options button appears when you point to the blue box	Word automatically corrects typos, minor spelling errors, and capitalization, and adds typographical symbols (such as © and ™) as you type; to reverse an AutoCorrect adjustment, click the AutoCorrect Options list arrow, then click the option that will undo the action
Spelling and Grammar	A red wavy line under a word indicates a possible misspelling or a repeated word; a blue wavy line under text indicates a possible grammar error	Right-click red- or blue-underlined text to display a shortcut menu of correction options; click a correction option to accept it and remove the wavy underline

Save a Document

Learning Outcomes

- Save a file using a descriptive filename
- Use the Save As dialog box

STEPS

To store a document permanently so you can open it and edit it at another time, you must save it as a **file**. When you **save** a document you give it a name, called a **filename**, and indicate the location where you want to store the file. Files created in Word 2013 are automatically assigned the .docx file extension to distinguish them from files created in other software programs. You can save a document using the Save button on the Quick Access toolbar or the Save command on the FILE tab. Once you have saved a document for the first time, you should save it again every few minutes and always before printing so that the saved file is updated to reflect your latest changes. **CASE** *You save your memo using a descriptive filename and the default file extension.*

TROUBLE

If you don't see the extension .docx as part of the filename, the setting in Windows to display file extensions is not active.

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

The first time you save a document, the Save As screen opens. The screen displays all the places you can save a file to, including SkyDrive, your computer, or a different location.

2. Click **Computer** in the Save As screen, then click **Browse**

The Save As dialog box opens, as shown in **FIGURE A-5**. The default filename, Quest Specialty Travel, appears in the File name text box. The default filename is based on the first few words of the document. The default file type, Word Document, appears in the Save as type list box. **TABLE A-3** describes the functions of some of the buttons in the Save As dialog box.

3. Type **WD A-Borneo Tour Memo** in the File name text box

The new filename replaces the default filename. Giving your documents brief descriptive filenames makes it easier to locate and organize them later. You do not need to type .docx when you type a new filename.

4. Navigate to the location where you store your Data Files

You can navigate to a different drive or folder in several ways. For example, you can click a drive or folder in the Address bar or the navigation pane to go directly to that location. Click the double arrow in the Address bar to display a list of drives and folders. You can also double-click a drive or folder in the folder window to change the active location. When you are finished navigating to the drive or folder where you store your Data Files, that location appears in the Address bar. Your Save As dialog box should resemble **FIGURE A-6**.

5. Click **Save**

The document is saved to the drive and folder you specified in the Save As dialog box, and the title bar displays the new filename, WD A-Borneo Tour Memo.docx.

6. Place the insertion point before **conference** in the first sentence, type **large**, then press **[Spacebar]**

You can continue to work on a document after you have saved it with a new filename.

7. Click

Your change to the memo is saved. After you save a document for the first time, you must continue to save the changes you make to the document. You also can press [Ctrl][S] to save a document.

Microsoft SkyDrive and Microsoft Office Web Apps

Microsoft SkyDrive is a free file hosting service that allows you to save and sync files to a "cloud" and then access them from any computer that is connected to the Internet. The files you save to Microsoft SkyDrive are available only to the people you grant access, and every file you store on Microsoft SkyDrive is automatically synced so that you can get the most up-to-date version of your files from any computer. When you open a file that is stored on Microsoft SkyDrive, the file opens in its corresponding Office

Web App, which is a simplified version of Word, Excel, PowerPoint, or OneNote. Office Web Apps open within the Web browser. Because these programs are online, they take up no computer disk space. Using Office Web Apps, users can upload, create, edit, and share Microsoft Office documents directly within a Web browser. You are connected to SkyDrive when you log into your computer using your Windows account. You can find more information in the "Working in the Cloud" appendix.

FIGURE A-5: Save As dialog box

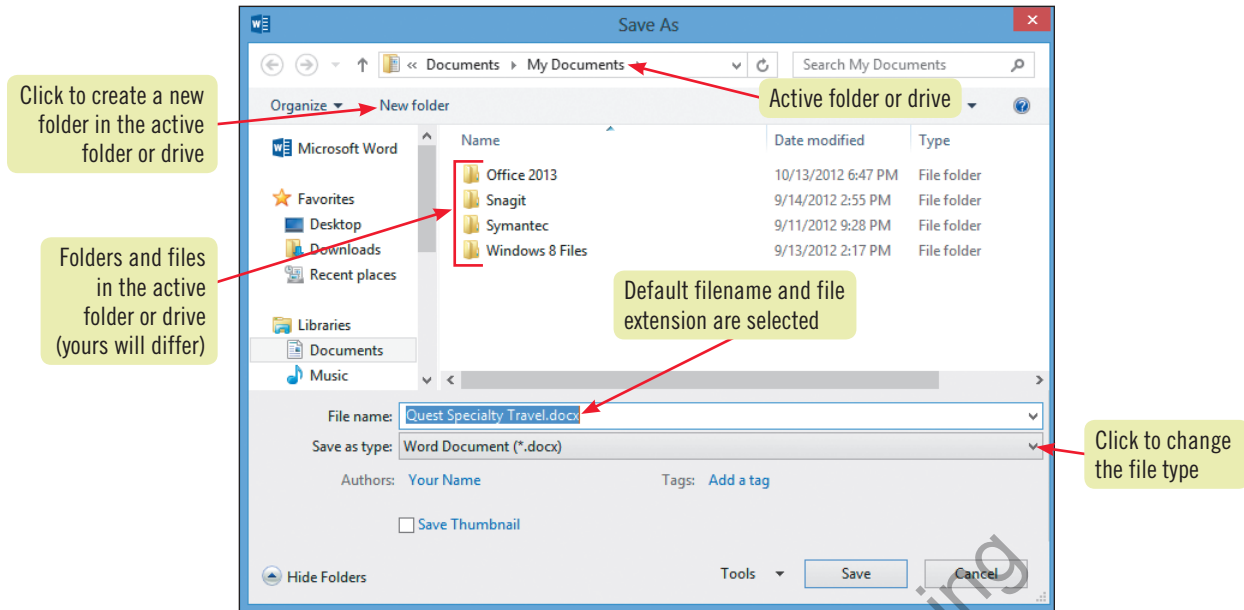


FIGURE A-6: File to be saved to the Unit A folder

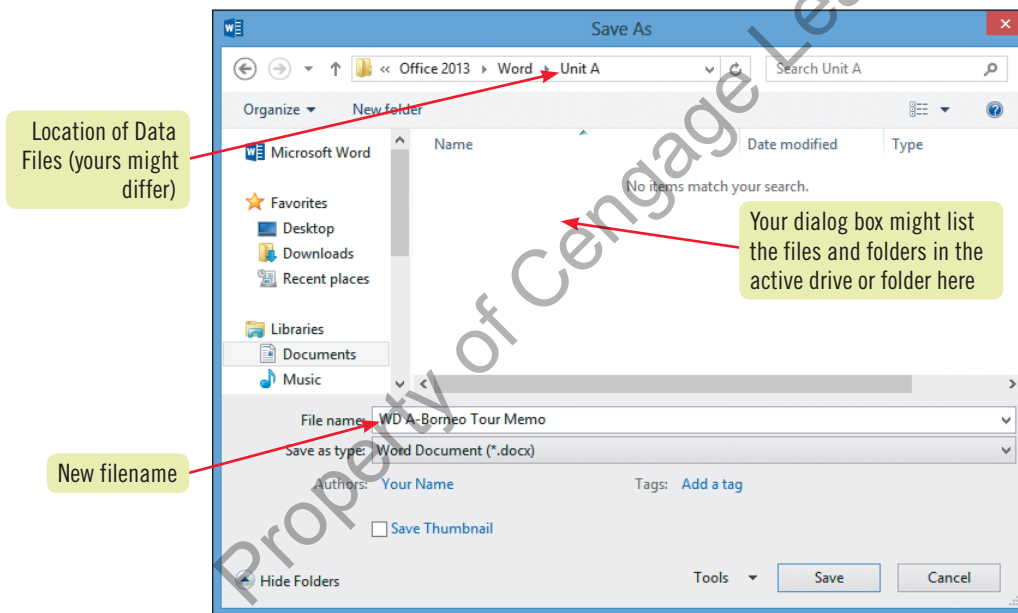




TABLE A-3: Save As dialog box buttons

button	use to
Back	Navigate back to the last location shown in the Address bar
Forward	Navigate to the location that was previously shown in the Address bar
Up to	Navigate to the location above the current location in the folder hierarchy (Windows 8 only)
Organize	Open a menu of commands related to organizing the selected file or folder, including Cut, Copy, Delete, Rename, and Properties
New folder	Create a new folder in the current folder or drive
Change your view	Change the way folder and file information is shown in the folder window in the Save As dialog box; click the Change your view button to toggle between views, or click the list arrow to open a menu of view options

Select Text

Learning Outcomes

- Select text using the mouse
- Use formatting marks

Before deleting, editing, or formatting text, you must **select** the text. Selecting text involves clicking and dragging the I-beam pointer across the text to highlight it. You also can click in the margin to the left of text with the  pointer to select whole lines or paragraphs. **TABLE A-4** describes the many ways to select text. **CASE**  *You revise the memo by selecting text and replacing it with new text.*

STEPS

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

Formatting marks appear in the document window. **Formatting marks** are special characters that appear on your screen but do not print. Common formatting marks include the paragraph symbol (¶), which shows the end of a paragraph—wherever you press [Enter]; the dot symbol (·), which represents a space—wherever you press [Spacebar]; and the arrow symbol (→), which shows the location of a tab stop—wherever you press [Tab]. Working with formatting marks turned on can help you to select, edit, and format text with precision.

QUICK TIP

You deselect text by clicking anywhere in the document window.

2. Click before **QST Managers**, then drag the pointer over the text to select it

The words are selected, as shown in **FIGURE A-7**. For now, you can ignore the faint toolbar that appears over text when you first select it.

3. Type **Marketing Staff**

The text you type replaces the selected text.

4. Double-click **Ron**, type your first name, double-click **Dawson**, then type your last name

Double-clicking a word selects the entire word.

5. Place the pointer in the margin to the left of the **RE:** line so that the pointer changes to , click to select the line, then type **RE: [Tab] [Tab] Launch of new Borneo trekking tour**

Clicking to the left of a line of text with the  pointer selects the entire line.

6. Select **deep** in the third line of the first paragraph, type **mysterious**, select **remote villages**, then type **sun-kissed beaches**

7. Select the sentence **Kai Haketa is in Kuching hammering out the details.** in the second paragraph, then press **[Delete]**

Selecting text and pressing [Delete] removes the text from the document.

8. Click , then click the **Save** button on the Quick Access toolbar

Formatting marks are turned off, and your changes to the memo are saved. The Show/Hide ¶ button is a **toggle button**, which means you can use it to turn formatting marks on and off. The edited memo is shown in **FIGURE A-8**.

TROUBLE

If you delete text by mistake, immediately click the Undo button on the Quick Access toolbar to restore the deleted text to the document.

QUICK TIP

Always save before and after editing text.

FIGURE A-7: Text selected in the memo

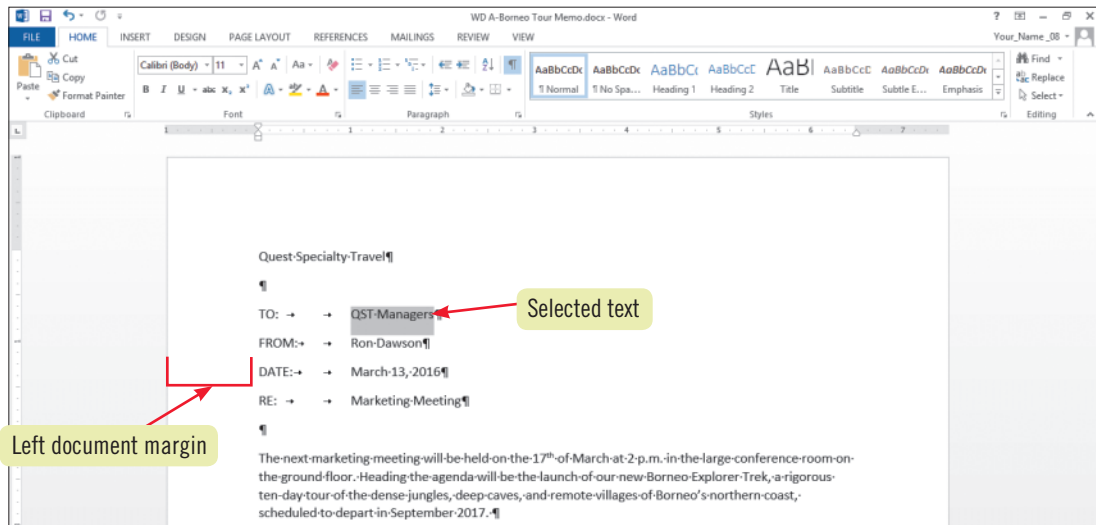


FIGURE A-8: Edited memo with replacement text

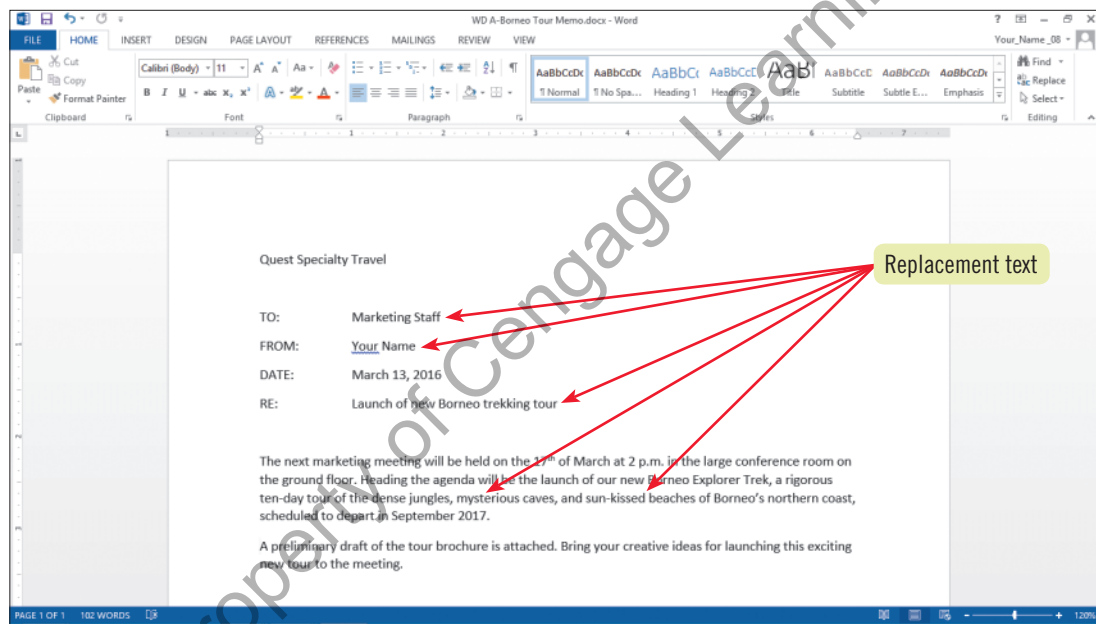



TABLE A-4: Methods for selecting text

to select	use the pointer to
Any amount of text	Drag over the text
A word	Double-click the word
A line of text	Move the pointer to the left of the line, then click
A sentence	Press and hold [Ctrl], then click the sentence
A paragraph	Triple-click the paragraph or double-click with the pointer to the left of the paragraph
A large block of text	Click at the beginning of the selection, press and hold [Shift], then click at the end of the selection
Multiple nonconsecutive selections	Select the first selection, then press and hold [Ctrl] as you select each additional selection
An entire document	Triple-click with the pointer to the left of any text; press [Ctrl][A]; or click the Select button in the Editing group on the HOME tab, and then click Select All

Format Text Using the Mini Toolbar and the Ribbon

Learning Outcomes

- Apply bold to text
- Increase the font size of text
- Print a document

Formatting text is a fast and fun way to spruce up the appearance of a document and highlight important information. You can easily change the font, color, size, style, and other attributes of text by selecting the text and clicking a command on the HOME tab. The **Mini toolbar**, which appears above text when you first select it, also includes commonly used text and paragraph formatting commands. **CASE**  You enhance the appearance of the memo by formatting the text using the Mini toolbar. When you are finished, you preview the memo for errors and then print it.

STEPS

TROUBLE

If the Mini toolbar disappears, right-click the selection to display it again.

QUICK TIP

Click the Decrease Font Size button to decrease the font size.

1. Select **Quest Specialty Travel**

The Mini toolbar appears over the selected text, as shown in **FIGURE A-9**. You click a formatting option on the Mini toolbar to apply it to the selected text. **TABLE A-5** describes the function of the buttons on the Mini toolbar. The buttons on the Mini toolbar are also available on the Ribbon.

2. Click the **Increase Font Size button** on the Mini toolbar six times, then click the **Bold button** on the Mini toolbar

Each time you click the Grow Font button the selected text is enlarged. Applying bold to the text makes it thicker.

3. Click the **Center button** in the Paragraph group on the HOME tab

The selected text is centered between the left and right margins.

4. Select **TO:**, click , select **FROM:**, click , select **DATE:**, click , select **RE:**, then click

Bold is applied to the memo header labels.

5. Click the blank line between the RE: line and the body text, then click the **Bottom Border button** in the Paragraph group

A single-line border is added between the heading and the body text in the memo.

6. Save the document, click the **FILE tab**, then click **Print**

Information related to printing the document appears on the Print screen in Backstage view. Options for printing the document appear on the left side of the Print screen and a preview of the document as it will look when printed appears on the right side, as shown in **FIGURE A-10**. Before you print a document, it's a good habit to examine it closely so you can identify and correct any problems.

7. Click the **Zoom In button** on the status bar five times, then proofread your document carefully for errors

The document is enlarged in print preview. If you notice errors in your document, you need to correct them before you print. To do this, press [Esc] or click the Back button in Backstage view, correct any mistakes, save your changes, click the FILE tab, and then click the Print command again to be ready to print the document.

8. Click the **Print button** on the Print screen

A copy of the memo prints using the default print settings. To change the current printer, change the number of copies to print, select what pages of a document to print, or modify another print setting, you simply change the appropriate setting on the Print screen before clicking the Print button.

9. Click the **FILE tab**, then click **Close**

The document closes, but the Word program window remains open.

QUICK TIP

You can customize your Quick Access toolbar to include the Quick Print button, which prints a document using the default print settings.

FIGURE A-9: Mini toolbar

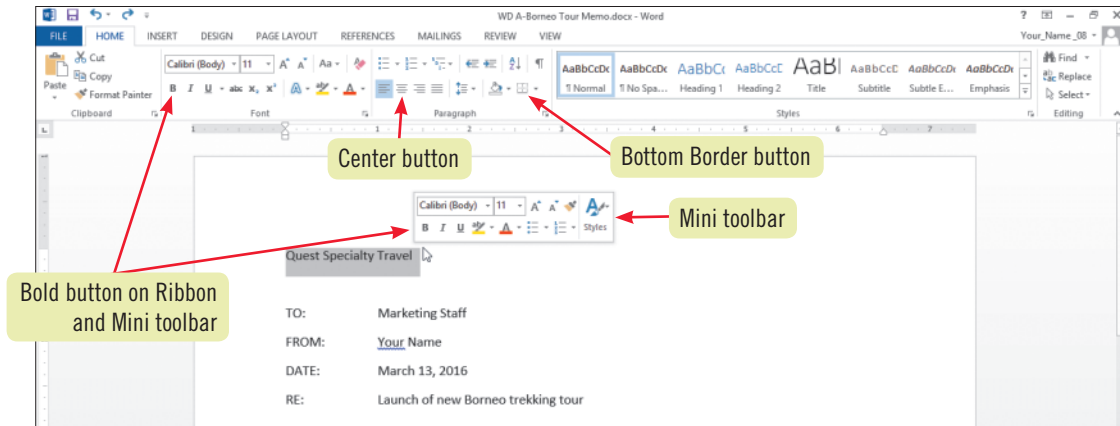


FIGURE A-10: Preview of the completed memo

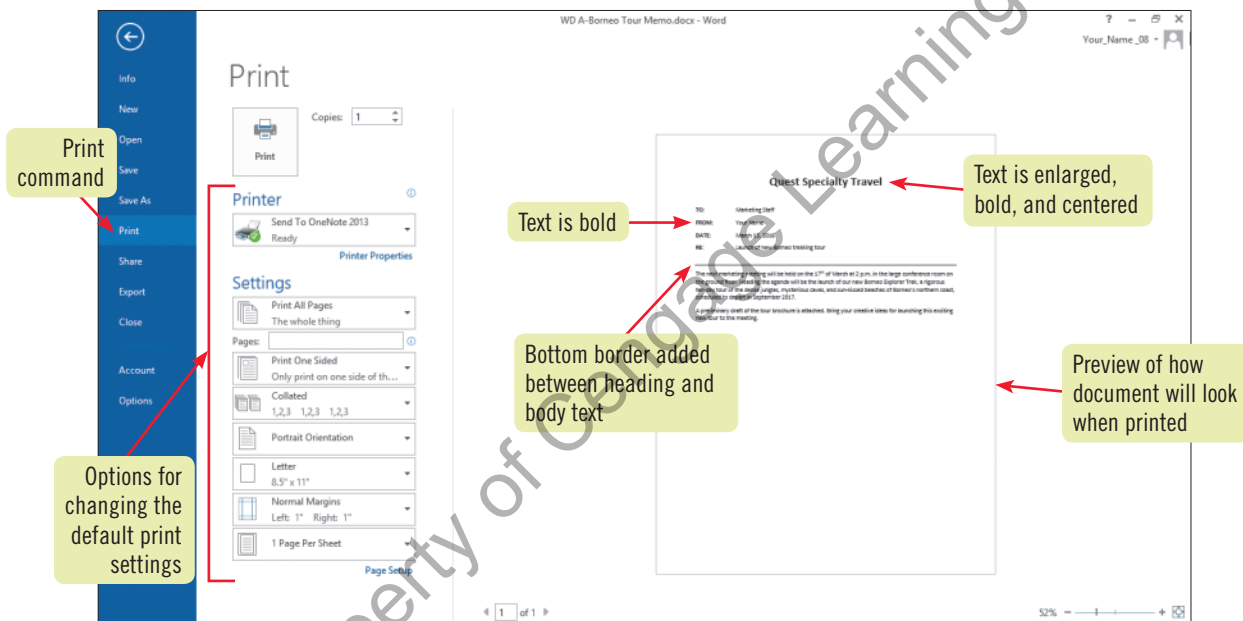


TABLE A-5: Buttons on the Mini toolbar

button	use to	button	use to
	Change the font of text		Apply bold to text
	Change the font size of text		Italicize text
	Make text larger		Underline text
	Make text smaller		Apply colored highlighting to text
	Copy the formats applied to selected text to other text		Change the color of text
	Apply a style to text		Apply bullets to paragraphs
			Apply numbering to paragraphs

Use a Document Template

Learning Outcomes

- Search for templates
- Customize a template
- Use content controls

Word includes many templates that you can use to create letters, reports, brochures, calendars, and other professionally designed documents quickly. A **template** is a formatted document that contains placeholder text and graphics, which you replace with your own text and graphics. To create a document that is based on a template, you use the New command on the FILE tab in Backstage view, and then select a template to use. You can then customize the document and save it with a new filename. **CASE** ▶ You use a template to create a cover letter for a contract you will send to the Rainforest Hotel in Kuching.

STEPS

QUICK TIP

You must have an active Internet connection to search for templates.

TROUBLE

Templates change over time. If this template is not available, select another Cover Letter template or just read the steps to understand how to work with templates.

QUICK TIP

You can delete any content control by right-clicking it, and then clicking Remove Content Control on the menu that opens.

1. **Click the FILE tab, then click New**
The New screen opens in Backstage view, as shown in **FIGURE A-11**. You can select a template from this window, or search for other templates.
2. **Click Letters in the Suggested Searches section**
A gallery of letter templates opens in the New screen.
3. **Scroll down until you find the Cover Letter (aligned) thumbnail on the New screen, click it, preview the template in the preview window that opens, then click Create**
The Cover Letter (aligned) template opens as a new document in the document window. It contains placeholder text, which you can replace with your own information.
4. **Click the Ribbon Display Options button on the title bar if the Ribbon is not displayed, click Show Tabs and Commands, then click [Click to select a date] in the document**
The placeholder text is selected and appears inside a content control. A **content control** is an interactive object that you use to customize a document with your own information. A content control might include placeholder text, a drop-down list of choices, or a calendar.
5. **Click the [Click to select a date] list arrow**
A calendar opens below the content control. You use the calendar to select the date you want to appear on your document—simply click a date on the calendar to enter that date in the document.
6. **Click the Today button on the calendar**
The current date replaces the placeholder text.
7. **Click [Recipient Name], type Ms. Yana Roy, click [Title], type Manager, click [Company Name], type Rainforest Hotel, click [Street Address], type P.O. Box 4397, click [City, ST Zip Code], then type Kuching 93100, Malaysia**
You do not need to drag to select the placeholder text in a content control, you can simply click it. The text you type replaces the placeholder text.
8. **Click [Recipient], type Ms. Roy, click the body text placeholder text, then type Enclosed please find a copy of our contract for the Borneo Explorer Trek tour. We look forward to working with you.**
The text you type replaces the placeholder text in the greeting line and in the body text of the letter.
9. **If the name in the signature block is not your name, drag to select the text, then type your name, as shown in FIGURE A-12**
When the document is created, Word automatically enters the user name identified in the Word Options dialog box in the signature block and in the content control in the upper-left corner of the page. This text is not placeholder text, so you have to drag to select it.
10. **Click the FILE tab, click Save As, then save the document as WD A-Rainforest Letter to the location where you store your Data Files**
The document is saved with the filename WD A-Rainforest Letter.

FIGURE A-11: New screen in Backstage view

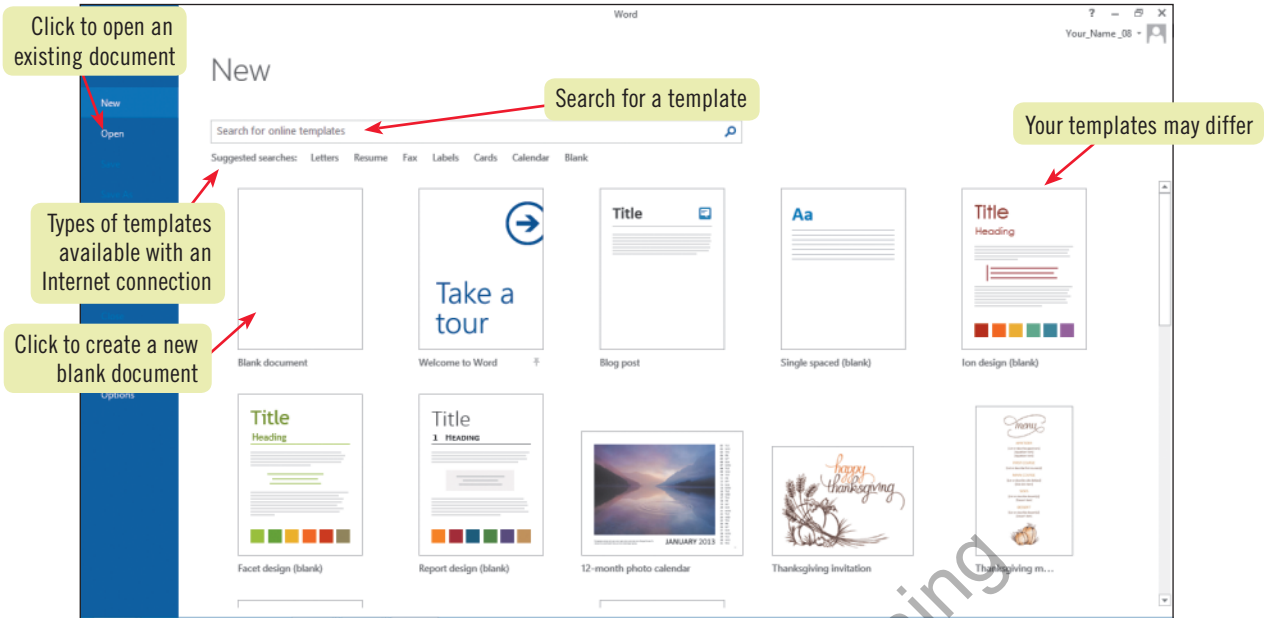
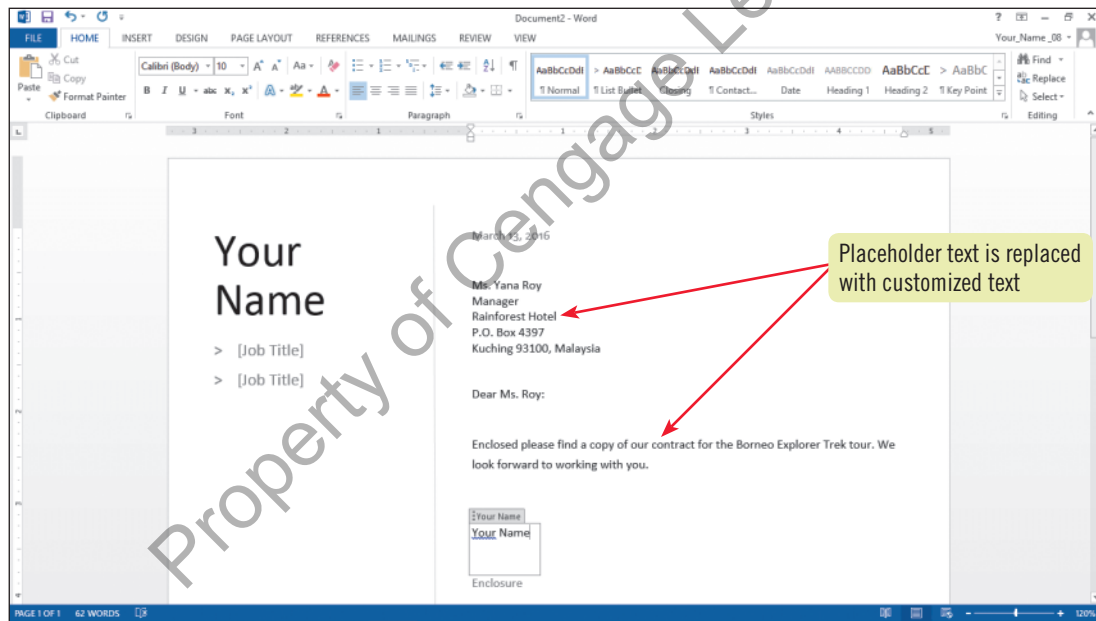








FIGURE A-12: Document created using the Cover Letter (aligned) template



Using the Undo, Redo, and Repeat commands

Word remembers the editing and formatting changes you make so that you can easily reverse or repeat them. You can reverse the last action you took by clicking the Undo button  on the Quick Access toolbar, or you can undo a series of actions by clicking the Undo list arrow  and selecting the action you want to reverse. When you undo an action using the Undo list arrow, you also undo all the actions above it in the list—that is, all actions that were performed after the action you selected. Similarly, you can keep the change you just reversed by using the Redo button  on the

Quick Access toolbar. The Redo button appears only immediately after clicking the Undo button to undo a change.

If you want to repeat an action you just completed, you can use the Repeat button  on the Quick Access toolbar. For example, if you just typed “thank you,” clicking  inserts “thank you” at the location of the insertion point. If you just applied bold, clicking  applies bold to the currently selected text. You also can repeat the last action you took by pressing [F4].


Navigate a Document

Learning Outcomes

- Remove a content control
- Zoom and scroll a document
- Use Word document views

STEPS

The Word Zoom feature lets you enlarge a document in the document window to get a close-up view of a detail or reduce the size of the document in the document window for an overview of the layout as a whole. You zoom in and out on a document using the tools in the Zoom group on the VIEW tab or you can use the Zoom level buttons and Zoom slider on the status bar. **CASE** *You find it is helpful to zoom in and out on the document as you finalize the letter.*

1. Click your name in the upper-left corner of the document, right-click the **Your Name content control**, click **Remove Content Control** on the menu that opens, select your name, click the **Decrease Font Size button**  on the Mini toolbar three times, type **Quest Specialty Travel**, click **Job Title**, press **[Backspace]** twice, click **Job Title**, then press **[Backspace]** twice

Removing the content control from your name changes the text to static text that you can replace with other text. Pressing **[Backspace]** removes the Job Title placeholders.

TROUBLE

If you do not see the vertical scroll box, move the pointer to the right side of the document window to display it.

2. Drag the **vertical scroll box down** until the bottom of the page is visible in your document window

The scroll arrows or scroll bars allow you to **scroll** through a document. You scroll through a document when you want to display different parts of the document in the document window. You can also scroll by clicking the scroll arrows above and below the scroll bar, or by clicking the scroll bar.

3. Click **[Website]** to move the insertion point to the bottom of the page, click the **VIEW tab**, then click the **Page Width button** in the Zoom group

The document is enlarged to the width of the document window. When you enlarge a document, the area where the insertion point is located appears in the document window.

4. Click **[Address 1]**, then replace the placeholder text with the text shown in **FIGURE A-13**

The text you type replaces the placeholder text. You do not always need to replace the placeholder text with the type of information suggested in the content control.

5. Click the **Zoom level button** **154%** on the status bar

The Zoom dialog box opens. You use the Zoom dialog box to select a zoom level for displaying the document in the document window.

6. Click the **Whole page option button**, then click **OK**

The entire document is displayed in the document window.

7. Click **Quest Specialty Travel** to move the insertion point to the top of the page, then move the **Zoom slider to the right** until the Zoom percentage is **100%**

Dragging the Zoom slider to the right enlarges the document in the document window. Dragging the zoom slider to the left allows you to see more of the page at a reduced size. You can also move the Zoom slider by clicking a point on the Zoom slide, or by clicking the Zoom Out and Zoom In buttons.

8. Click the **Read Mode button**  on the status bar

The document appears in the document window in Read Mode view. Read Mode view hides the tabs and ribbon to make it easier to read documents on screen. Read Mode view is useful for reading long documents.

9. Click the **Print Layout view button**  on the status bar to return to Print Layout view, click the **Zoom In button**  on the status bar twice, then save the document

The completed cover letter is shown in **FIGURE A-14**.

10. Submit the document to your instructor, close the file, then exit Word

QUICK TIP

You can also click the Zoom button in the Zoom group on the VIEW tab to open the Zoom dialog box.

QUICK TIP

You can also click VIEW on the menu bar, then click Edit Document to return to Print Layout view.

FIGURE A-13: Zoom slider

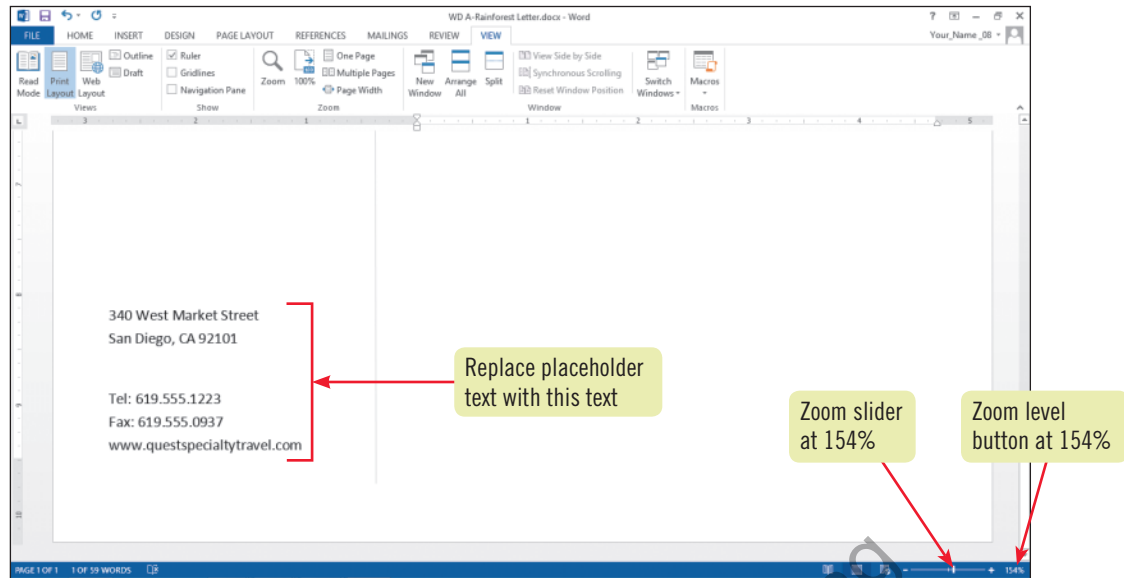
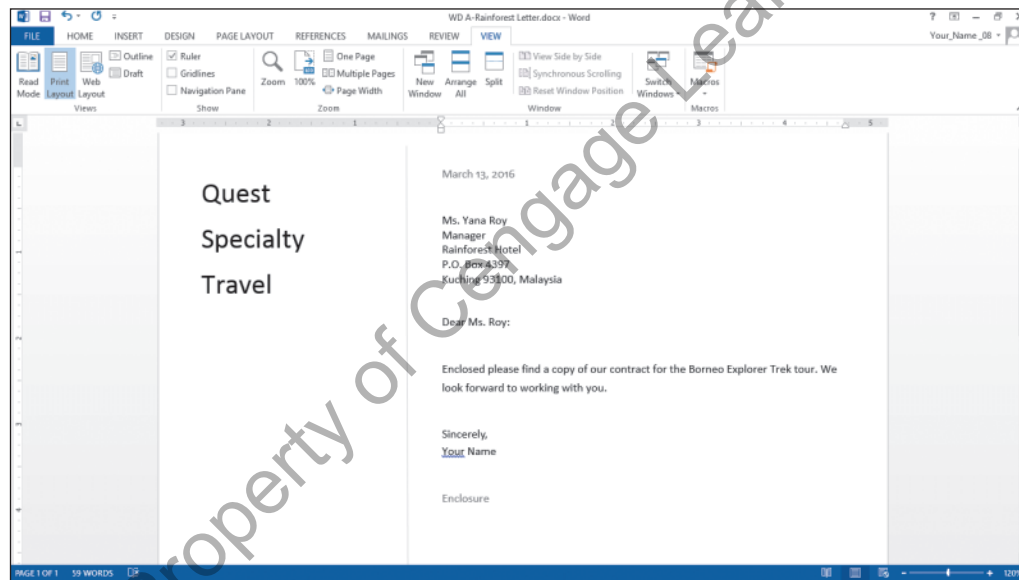


FIGURE A-14: Completed letter



Using Word document views

Document **views** are different ways of displaying a document in the document window. Each Word view provides features that are useful for working on different types of documents. The default view, **Print Layout view**, displays a document as it will look on a printed page. Print Layout view is helpful for formatting text and pages, including adjusting document margins, creating columns of text, inserting graphics, and formatting headers and footers. Also useful is **Read Mode view**, which displays document text so that it is easy to read on screen. Other Word views are helpful for performing specialized tasks. **Web Layout view** allows you to format Web pages or documents that will be viewed on a computer screen. In Web

Layout view, a document appears just as it will when viewed with a Web browser. **Outline view** is useful for editing and formatting longer documents that include multiple headings. Outline view allows you to reorganize text by moving the headings. Finally, **Draft view**, shows a simplified layout of a document, without margins, headers and footers, or graphics. When you want to quickly type and edit text, it's often easiest to work in Draft view. You switch between views by clicking the view buttons on the status bar or by using the commands on the VIEW tab. Changing views does not affect how the printed document will appear. It simply changes the way you view the document in the document window.