

Fill in the Blanks

Complete the following sentences by writing the correct word or words in the blanks provided.

1. Each image comes with a _____ pop-out menu attached, which opens a pane of formatting tools.
2. The title of a newsletter can be stored for reuse in a _____.
3. The Insert Pictures dialog lets you search Microsoft's clip art library, or do an image search on _____.
4. When you use Word's built-in heading styles, you can _____ sections of your document text into the headings to clear screen space.
5. The highest-level built-in heading style is _____.
6. When you print a document containing an embedded video, only the _____ will print in its place.
7. Color correction tools for images are found in the _____ tab.
8. You can set a default Theme, Style Set, and color scheme by saving a document as a _____.
9. In place of the old File menu, clicking the File tab takes you to Office's _____.
10. You can customize a pre-formatted calendar by searching the _____ for "calendar."

Competency Assessment

Project 1-4 Creating New Documents from Templates

In this exercise you'll create a new file using the Template Gallery.

1. Launch Word and browse the template gallery. Open a variety of templates to see the range of built-in document types Word offers.
2. Search Microsoft's online template collection for calendar and select a monthly calendar template. Try editing the template and saving it as a .docx file, then as a new .dotx (template) file.
3. Select File > New (rather than pressing Ctrl+N) and find the calendar template you selected near the top of the template gallery. Click the pin icon to keep it permanently in the gallery.
4. Close any open files and leave Word open for the next exercise.

Project 1-2 Formatting Text

In this exercise you'll work with character- and paragraph-level formatting tools.

1. Open the project file `declaration_text` and save it in your working directory as `project_1-2_formatting`.
2. Click once on the word *events* in the first line and press Ctrl+I to apply italic formatting.
Word will italicize the entire word, assuming from context that you didn't mean to insert italicized characters in the middle of a non-italicized word.
3. Double-click the word *events* to select the whole word, then click the italics symbol in the formatting popup to remove italic formatting from the word.
4. Triple-click *events* to select the entire line (paragraph) and apply italic formatting again. Then repeat the action.
5. Click in the final paragraph on pages 3-4 and select the Intense Quote style.
6. Add the line *Declaration of Independence* to the top of the document, formatted with the Title style.

Competency Assessment

Project 2-1 Working with the Quick Access Toolbar

In this exercise you'll customize the Quick Access Toolbar.

1. Launch Word and create a new document.
2. Click the Save button on the Quick Access Toolbar and select **Save As**.
3. Type some text in the main edit window, and then select the Undo command from the Quick Access Toolbar.
4. Right-click the Undo command and choose **More Options**.
5. Select **Customize Quick Access Toolbar** from the dropdown. In the left hand pane, scroll down and select **Save As**.
6. Click the new **Save As** command or press **Alt+Q** to bring up the Styles task pane.

Note the difference between this task pane and Apply Style (Ctrl+Shift+S) pane.
7. Close the pane and leave Word open for the next exercise.

Project 2-2 Customizing the Status Bar

In this exercise you'll tailor the Status Bar to your preferences.

1. Right-click in the Status Bar and select **Customize Status Bar**.
2. Deselect **Page** while leaving **Page Count** selected.

You can choose to re-enable the direct-entry zoom tool later if you'd like.
3. Dismiss the menu and click the **Page Count** display on the Status Bar. Dismiss the Pane.
4. Experiment with adding other Status Bar elements and finding out what commands they enact when clicked.
5. Dismiss the Customize Status Bar menu.
6. Leave Word open for the next exercise.

Proficiency Assessment

Project 2-3 Using the Navigation Pane

In this exercise you'll put the Navigation Pane to use for browsing and editing a file.

1. Open the project file called **2-3-source** and save your document as **project_2-3_heading**.
2. Open the Navigation Pane.
3. Search for **king** in the document and click to view all results. Click on the two results in the Navigation Pane's **Results** tab.

Note that "king" is a substring – the search hits both "king" and "taking."
4. With the second search result selected, switch to the Navigation Pane's **Headings** tab.
5. Drag the **Heading 2** entry in the Headings tab to the top of the mini outline.
6. Click the **Heading 2** heading in the Pane to switch to its page.
7. Right-click the same entry in the outline list, and select **Restyle As**.

Note the changes to both the outline and the newly-restyled heading itself.
8. Save and close your document.

Project 2-4: Using Find/Replace

In this exercise you'll test out Word's Find/Replace tool.

1. Open the project file 2-4-source and save it as `project_2-4_find`.
2. Press `Ctrl+F`. Open the Results tab in the Navigation Pane.
3. Type `our` in the search box, but don't press Return yet.
Word displays search results as you type.
4. Complete the search term `ourlag` and press `Return`.
5. Click the drop-down arrow on the search entry box itself and select `Replace...`
6. Replace `ouring` with `oring`. If prompted, continue the search from the beginning of the document, and click `OK` when all results are in.
7. Experiment with case-sensitive and case-insensitive searches in the Advanced Find dialog box, e.g., by searching for `for` with and without case-sensitive searching enabled.
8. Save and close your document.

Mastery Assessment

Project 2-5: Outline Mode

In this exercise you'll add headings and notes to a file and make use of Outline View.

1. Open the project file 2-5-source and save it as `project_2-5_outline`.
2. Experiment with inserting a variety of headings – `Opening and Closing`, for instance, or a `Specific Complaints` top-level heading that includes both the `Bill of Particulars` and the `Legal Affronts`.
3. Use the Navigation Pane to quickly browse the file, using the new headings as a guide.
4. Switch to Outline View and experiment with moving and collapsing entire sections of the document.
5. Write a short note, heading not in original, and use Outline View to add it, as quickly as you can, to the beginning of every section of your reordered Declaration.
6. Save and close your document.

Project 2-6: Laying Out the Page

This exercise challenges you to create a page layout from scratch.

1. Open the project file 2-6-source and save it as `project_2-6_layout`.
2. Create a new page layout for the document according to the following specifications:
 - 6" square page, 0.2" margins on all four edges (ignore error message)
 - 40pt title text, title alone on front page (add a Page Break)
 - 18pt Normal text (note that Title is resized based on Normal...)
 - Page break after opening paragraph ("When in the course...")
3. Save your work and close Word.