

## True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Word has built-in support for “parallel” (independent) multi-column layouts.
- T F 2. Align Middle refers to horizontal alignment – the middle of a left-right line through the page.
- T F 3. Inserting an object In Line with Text can push it off the printable area of a page.
- T F 4. In general, sparklines should be inserted In Line with Text.
- T F 5. Word gives no visual indication when the current document theme is modified from its original state.
- T F 6. Text emphasis refers to formatting like italics, boldface, and underline.
- T F 7. The line count in the Status Bar actually counts paragraphs.
- T F 8. The leftmost default tab stop is at the far right of the text block.
- T F 9. When pasting text into the middle of a paragraph, it makes sense to use the Merge Formatting paste option.
- T F 10. By default, when you place a simple text box in a page full of text, Word will wrap the text around the box.

## Competency Assessment

### Project 3-1: Paragraph and Character Formatting

In this exercise, edit a document at the character and paragraph levels.

1. Open the project file *glozieta*.
2. Save your document as *project\_3-1\_formatting*.
3. If you haven't already done so, enable *Show Hidden Characters*.
4. Click somewhere in the first line of the text and select *Bullet* formatting.
5. Do the same for the entire document.
6. Italicize the words *Glorieta, New Mexico*.
7. Add a heading, *Capsule History*, before the first line, with *Style Heading 1*. Modify the heading to *Right Align*.
8. Save and close your work.

### Project 3-2: Adding Floats

Here you'll add floating page elements to a Word file.

1. Open the project file *3-2-source*. Save your document as *project\_3-2\_floats*.
2. Insert a *Simple Text Box* somewhere in the first paragraph. Type *1862* in the box.
3. Open the text box's *Layout Options* popup and click *See More...*
4. Set the text box's characteristics in the dialog box: *Right aligned* relative to the *Margin*, *Top aligned* relative to the *Line*, size *1" by 1"*, *Square wrapping*, *Left wrapping only*. Click *OK*. Resize the box vertically so it's just tall enough to fit the text.
5. Select the date in the box and set *Format > Align Text to Middle*. Select *Home > Align Right*.
6. Finally, select the box, then select *Format > Shape Outline > No Outline*.
7. Save your work.

### Matching

Match the document feature to its description.

1. page break
  2. section break
  3. hidden character
  4. footnote
  5. endnote
  6. caption
  7. label
  8. field code
  9. Table of Figures
  10. subdocumenta. collects image captions/labels for quick reference by reader
- a. collects image captions or labels for quick reference by the reader
  - b. portion of a master document, in a separate file
  - c. identifying or explanatory text attached to an image
  - d. typeset at bottom of page on which cite appears
  - e. typesets subsequent content on next page
  - f. dynamically inserts content into document, doesn't appear in print itself
  - g. in-text note or cite typeset at bottom of document or section
  - h. splits document into independently-formatted subparts
  - i. for instance, a paragraph break or tab, usually invisible to reader
  - j. optional category prefix for caption (e.g., Figure or Table)

## Competency Assessment

### Project 4-1: Simple Outlining

1. Open the project file `grimm-source`.
2. Save your document as `project_4-1_outline`.
3. Switch to Outline View. Enable `Outline Tools > Show First Line Only`.
4. Double click the `plus` icon next to each section to collapse it into its heading.
5. Expand "Hans in Luck."
6. Before the "After a time he thought" line, insert a new line, Heading 2 (one indent level beyond "Hans in Luck," which has the Heading 1 style), reading `Shepherd`.
7. Similarly, insert `Heading 2 Setting Out` right beneath the title "Hans in Luck," `Goose` before the line "The next man he met was a countryman...", `Grinder` before the line "As he came to the next village," and `Stone` after the line "Then who so blythe."

8. Drag the **Stone** heading down one line, to just above “Hans took the stone.”  
Feel free to experiment with selecting, reordering, and styling the sections in Outline View.
9. Click **Close Outline View**.
10. Choose **File > Save** and then **File > Close**.

### Project 4-2: Document Properties

1. Open the project file `4-2-source`. Save your document as `project_4-2_document_properties`.
2. Open the backstage area and select **Info** if it's not already selected.
3. In the Properties > Title line, click **Add a Title** and type **Grimms' Fairy Tales**.
4. From the Properties dropdown menu, select **Show Document Panel**.
5. Change the Document Panel's Author: field to **Jacob and Wilhelm Grimm**.  
If prompted to turn AutoComplete on, dismiss the dialog.
6. Set the Keywords: value to **folktale**.
7. Close the Document Panel.
8. Add a blank line below the document's title line, and select **Insert > Quick Parts > Document Property > Author**.
9. Choose **File > Save** and then **File > Close**.

## Proficiency Assessment

### Project 4-3: Defining a Custom Field

1. Open the project file `4-3-source`. Save your document as `project_4-3_custom_field`.
2. Click **File > Info > Properties > Advanced Properties > Custom** tab.
3. In the Name: box, type **Edition**. In the Value: box, type **1812**. Click **Add**, then **OK**.
4. Return to the main document editing screen. Add a blank line below the title and place the cursor there.
5. Click **Insert > Text > Quick Parts > Field...**
6. Select **Document Information** from the Categories: dropdown, and **DocProperty** from the Field Names: list.
7. Select the **Edition** property from the Property: dropdown. Click **OK**.
8. After the newly-inserted edition date (1812), add a blank space and **edition**.  
If you wish, alter the “edition” line to have no trailing space (**Home > Line and Paragraph Spacing**).
9. Choose **File > Save** and then **File > Close**.

## True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A 4x4 table with a header row and no split cells will contain 12 data cells.
- T F 2. Nested tables automatically share Table Styles.
- T F 3. The least visually complex Table Style is a Grid style.
- T F 4. A descending alphabetical sort will place periwinkle before quiet.
- T F 5. To select an entire column, click the top of the header cell.
- T F 6. The Split Cells command creates a new nested table within the original, outer table.
- T F 7. The Insert > Table command brings up a dialog box to set the size of the new empty table.
- T F 8. "Erasing" the border between two cells creates an invisible border in its place.
- T F 9. To position text dead center in a cell, select both Center and Align Middle layout options.
- T F 10. Like images, tables are floating objects that can be absolutely positioned on the page.

## Competency Assessment

### Project 5-1: Inserting a Table into a Document

In this exercise you'll add tables to a Word document and work with the text within and around them.

1. Open the project files `table-source` and `table-text-source`.
2. Create a new blank document and save it in the working directory as `project_5-1_inserting_table`.
3. Copy the text from `table-text-source` to your project file.
4. Click the selection handle on the first table in `table-source` and copy the entire table, then paste it directly to the right of the words "Price List" in the project file.
5. Right click the handle on the pasted table and select `Table Properties...`
6. Select `Right` alignment and word wrap `Around the table`, and click `OK`.
7. Use the lower right resizing handle on the table and make it as small as you can.
8. Use similar techniques to steps 3-6 and paste the second table from `table-text-source` next to the "Contact Information" section, with `Left` alignment. You may need to drag the table downward to position it properly.
9. Close the two source files.
10. Save your work and close the file.

### Project 5-2: Merging and Splitting Cells

This exercise asks you to alter the structure of a table by merging and splitting cells.

1. Open the project file `5-2-source`. Save your document as `project_5-2_merge_split`.
2. Select the "adult size, 0 degrees" cell in the first table and click `Table Tools > Layout > Split Cells`.
3. In the dialog box, select 1 row and 2 columns. Click `OK`.
4. In the newly added cell, type `adult size, 32 degrees (summer)`.
5. Add the word `(winter)` to the cell you split in step 2.
6. Click and drag to select the `Director` and `Consiglieri` cells in the second table. Merge the two cells.