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| MOAC Microsoft Word 2013Lesson 14 – Advanced Options |

**Directions:** Open Chapter 14 of the MOAC Word 2013 textbook. Complete the sentences by finding the missing words in the section content.

Customizing Word

1. Word can be customized through the different options available in the \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ dialog box.

Personalizing Word

1. In previous lessons, you open the Word Options dialog box in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and change the default settings. The \_\_\_\_\_\_\_\_\_\_\_ settings contain some of the most frequently used options that can be customized in Word, including options to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Word, such as changing the user name and initials.
2. The more familiar you become with the options available, the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ you will be to customize Word to suit your needs.

Changing Display Options

1. The \_\_\_\_\_\_\_\_\_\_\_ screen of the Word Options dialog box contains options for changing how document content is displayed both on the \_\_\_\_\_\_\_\_\_ and when \_\_\_\_\_\_\_\_\_\_\_.
2. Changing these options affects \_\_\_\_\_ documents, not just the document that is currently open.

Turning AutoFormat Off or On

1. When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_ \_\_\_\_\_\_ options are turned on, Word allows you to apply formatting quickly as you type \_\_\_\_\_\_\_\_\_\_\_ and number \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, numbers, borders, \_\_\_\_\_\_\_\_\_\_\_\_, and hyphenate text.
2. Other options that you have available are \_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_ \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_ \_\_\_\_\_\_. When the automatic formatting has been applied, you can undo the changes by using the AutoCorrect Options button in the AutoCorrect dialog box.
3. You can access AutoFormat As You Type by opening the Word Options dialog box and selecting \_\_\_\_\_\_\_\_\_\_\_\_. Then open the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box.

Setting Save Options

1. The \_\_\_\_\_\_ screen of the Word Options dialog box contains options for customizing how documents are saved, including preserving information in \_\_\_\_\_\_\_\_\_ files for your documents, \_\_\_\_\_\_\_\_\_\_\_ files using a document management server, and embedding \_\_\_\_\_\_\_\_ in a file.

Using Advanced Options

1. The \_\_\_\_\_\_\_\_\_\_\_\_ screen in the Word Options dialog box contains many complex choices for working with Word documents, including options for \_\_\_\_\_\_\_\_\_\_\_, displaying, printing, and \_\_\_\_\_\_\_\_\_.

Customizing the Quick Access Toolbar and Ribbon

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ screens enable you to customize the Quick Access Toolbar, the Ribbon, and \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Adding frequently used commands to the Quick Access Toolbar ensures that those commands are always just a \_\_\_\_\_\_\_\_\_ click away.
3. Only \_\_\_\_\_\_\_\_\_\_\_\_ can be added to the Quick Access Toolbar.

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