

# Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes 7

## LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Formatting, Creating, and Customizing a Theme	Change document themes.	1.3.2
Formatting a Document Using Style Sets	Change document Style Sets.	1.3.3
Formatting a Document's Background	Insert watermarks.	1.3.5
Using Quick Parts in a Document	Insert Quick Parts. Append text to a document. Insert Built-in Fields.	5.1.1 2.1.1 2.1.6
Applying and Manipulating Text Boxes	Insert text boxes.	5.1.2
Making Text Graphically Appealing and Inserting a Special Character	Insert special characters (©, ™, £).	2.1.7



## KEY TERMS

- AutoText
- building blocks
- document theme
- drop cap
- field
- pull quote
- Style Set
- text box
- Unicode
- watermarks



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You are a content manager for Flatland Hosting Company, a position in which you are responsible for writing and editing all client material, such as hosting guidelines and agreements. When creating and revising documents, several Word commands can help you work more efficiently. In this lesson, you learn to apply a theme to a document, and add content to a document using Quick Parts, and insert page numbers, headers, and footers.

## SOFTWARE ORIENTATION

### The Design Tab

The Design tab is *new* in Word 2013 and it offers several different ways to format a document using Themes or selecting from the Document Formatting gallery. Changing the appearance of the document can capture the attention of your audience. After opening a document, you can access the commands on the Design tab, shown in Figure 7-1. Use this figure as a reference throughout this lesson as well as the rest of the book.



**Figure 7-1**  
Design tab

Word provides options to change the appearance of a document with preset, built-in formatting Style Sets using themes or selecting from the Document Formatting gallery. Once a theme or document formatting is applied, the colors, fonts, and effects can be changed or customized. You also have the option to set the formatting as your default without having to reset each time you work on a new document. Another new feature in Word 2013 is Paragraph Spacing—the line and paragraph spacing is quickly changed to predefined values. Changing the appearance of a document's background will definitely grab someone's attention.

## FORMATTING, CREATING, AND CUSTOMIZING A THEME

### The Bottom Line

Word provides features such as Themes to produce creative and professional documents. In this lesson, you learn to change the appearance of a document using an existing theme, and then create and customize the theme.

### Formatting a Document with a Theme

Predefined formatting preferences allow you to change the overall appearance of the document by selecting and applying a theme. A **document theme** is a set of predefined formatting options

that includes theme colors, fonts, and effects. In this exercise, you learn how to apply a document theme in Word.

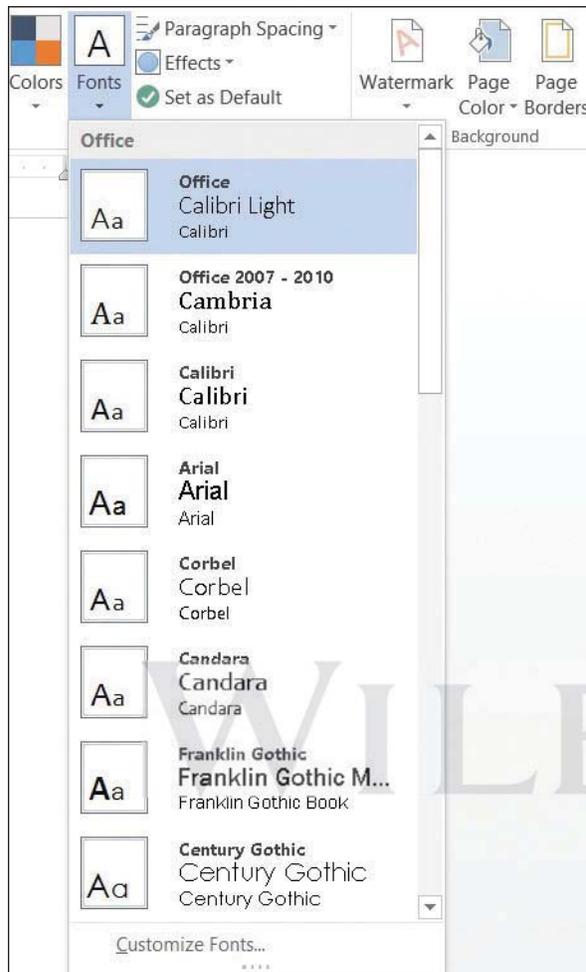
Theme colors contain four text and background colors, six accent colors, and two hyperlink colors. Click the *Colors* button to change the colors for the current theme as shown in Figure 7-2.

**Figure 7-2**  
Colors menu



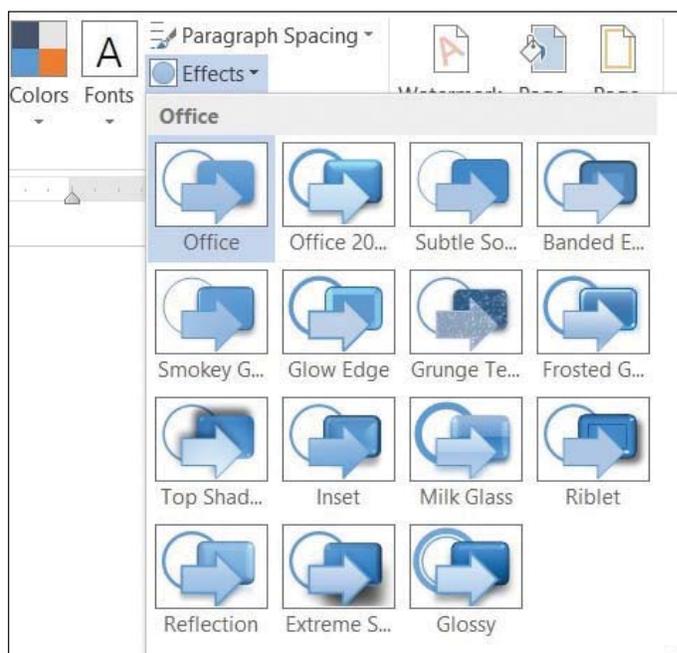
Theme fonts contain a heading font and a body text font. Click the *Fonts* button to change the fonts for the current theme, as shown in Figure 7-3.

**Figure 7-3**  
Fonts menu



Theme effects are sets of lines and fill effects. Click the *Effects* button to change the effects for the current theme, as shown in Figure 7-4.

**Figure 7-4**  
Effects menu



## STEP BY STEP

## Format a Document with a Theme



**OPEN** the *Hosting* document from the data files for this lesson.

1. On the Design tab, in the Document Formatting group, click **Themes**; the Themes menu opens, as shown in Figure 7-5.

This document has already been preformatted with styles.



Cross  
Ref

In Lesson 3, you learn to format text using styles.

Figure 7-5

Document Themes



2. Place your mouse pointer over any built-in theme and notice that the document changes to display a live preview of the theme.

**Take Note** Applying a theme changes the overall design of the entire document.

3. Click the **View theme** and the elements are applied to the document. Scroll down and view the changes in the document.

4. **SAVE** the document as *Hosting Term* in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

CERTIFICATION  
READY? 1.3.2

How do you change a  
document's theme?

## Creating and Customizing a Document Theme

In a business environment, the company might want to show consistency by customizing a theme to be used for reports throughout the organization. In this exercise, you create, customize, and apply a new theme to a document.

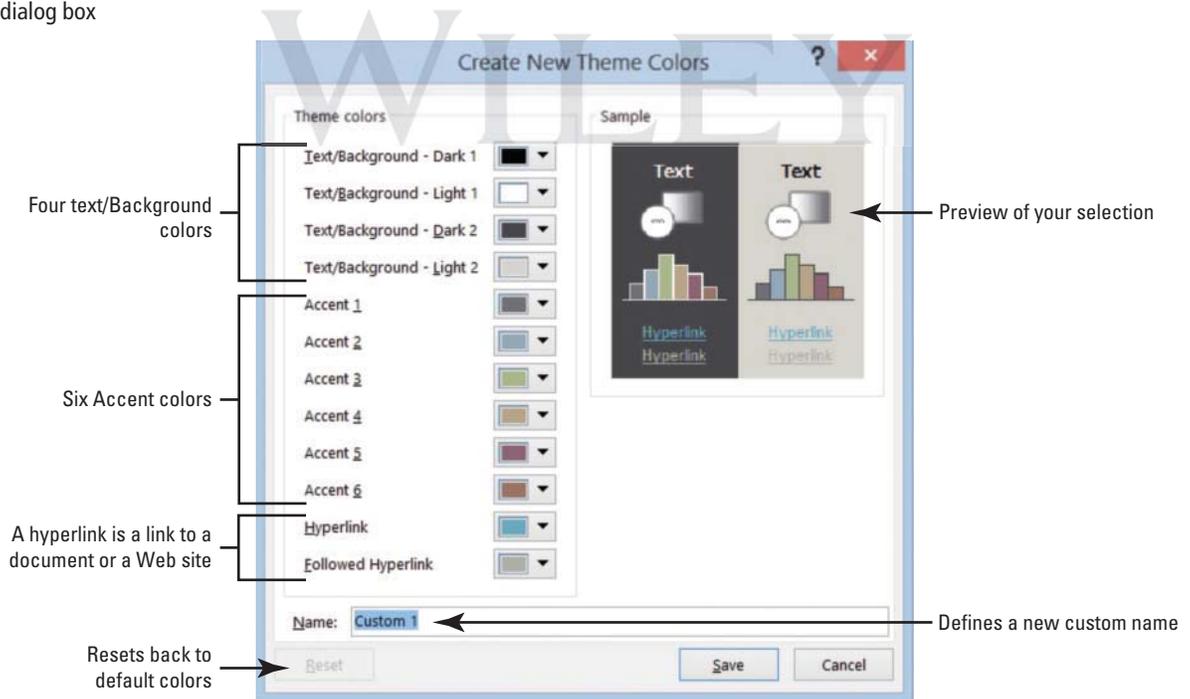
### STEP BY STEP Create and Customize a Document Color

USE the document that is open from the previous exercise.

1. In the Document Formatting group, click the **Colors** button to open the Colors menu (refer to Figure 7-2). The Colors menu contains predefined formatting colors with four text and background colors, six accent colors, and two hyperlink colors. These colors can be customized and saved with a new name.
2. At the bottom of the Colors menu, click **Customize Colors**; the *Create New Theme Colors* dialog box opens (see Figure 7-6).

**Figure 7-6**

Create New Theme Colors dialog box



**Take Note** Throughout this chapter, you see information that appears within brackets, such as [your e-mail address]. The information contained in the brackets is intended to be directions for you rather than something you actually type word for word. It instructs you to perform an action or substitute text. Do *not* type the actual text that appears within brackets.



#### Another Way

You can edit the Colors and Fonts in the Styles group, under Styles or use the shortcut keys, **ALT+CTRL+SHIFT+S**.

3. In the Name box, replace *Custom 1* by typing **Corporate [your initials]**.
4. Click **Save**; the dialog box closes and you have defined a new custom theme color name based on default colors.
5. Click **Colors** and under the Custom section, place your insertion point over **Corporate [your initials]**. **Right-click** the theme name, and then click **Edit** from the shortcut menu that appears. The *Edit Theme Colors* dialog box appears.
6. In the list of theme colors, click the **Accent 2 drop-down arrow** to produce a menu of colors for this element.

**CERTIFICATION  
READY? 1.3.2**

How would you create a customized color and apply it to a document?

7. Select **Tan, Text 2, Darker 50%**.
8. Click **Save**. You changed the default color to a specific color and created your own custom theme colors for your document.
9. **SAVE** the document in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

**STEP BY STEP****Create and Customize a Document Font**

**USE** the document that is open from the previous exercise.

1. Click the **Fonts button** to produce the Fonts menu (refer to Figure 7-3). In the menu, click **Customize Fonts**; the *Create New Theme Fonts* dialog box opens.
2. In the Name box, replace *Custom 1* by typing **Corporate Fonts [your initials]**.
3. Change the Heading Font and Body Font to **Arial**.  
Notice the preview of your font choices that appears in the Sample pane of the dialog box.
4. Click **Save** to close the dialog box and apply your font choices to the document.
5. **SAVE** the document in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

**CERTIFICATION  
READY? 1.3.2**

How would you create a customized font and apply it to a document?

**Take Note**

A quick way to change fonts is by typing the font name in the Font box.

**STEP BY STEP****Create and Customize Document Effects**

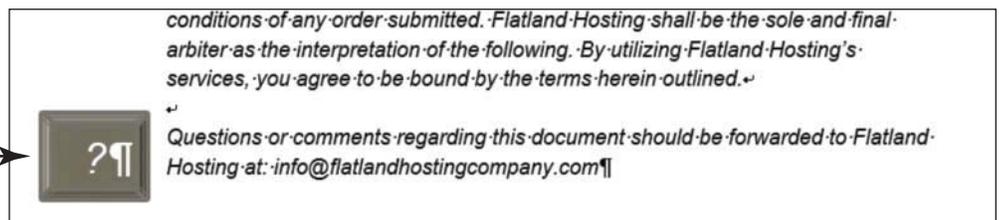
**USE** the document that is open from the previous exercise.

1. Position the insertion point anywhere in the document.
2. Click the **Effects button** and select **Glossy** from the menu that appears (refer to Figure 7-4).  
When applying shapes to your document, such as a bevel shape, the shape displays based on the effect you selected. Notice the change in the bevel shape on page 1 next to the second paragraph under the heading *Introduction* (see Figure 7-7).

**Figure 7-7**

Sample bevel shape with effects

Applying one of the Effects produces a different effect on the bevel shape



3. **SAVE** the document as **Hosting Term1** in your flash drive in the lesson folder.

**PAUSE. LEAVE** the document open to use in the next exercise.

**CERTIFICATION  
READY? 1.3.2**

How would you create a customized effect and apply it to a document?

**Take Note** Document formatting is the same throughout all Office programs, and documents can share the same appearance.

## Applying Paragraph Spacing

Applying the paragraph spacing changes the line and paragraph spacing for the entire document. You can apply one of the predefined options or customize your own. When you customize paragraph spacing, the Manage Styles dialog box opens and you have the option to create a new style, edit styles, and restrict styles. Note that the Manage Styles feature will not be covered in this lesson because it is an advanced command. You also have an option to return the document back to the default settings.

### STEP BY STEP

#### Apply Paragraph Spacing

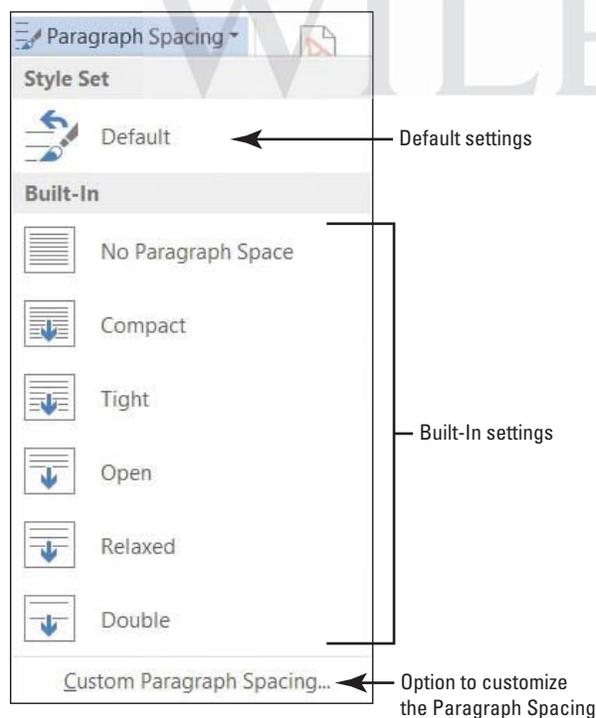
**USE** the document that is open from the previous exercise.

1. Position the insertion point anywhere in the first paragraph. In the Document Formatting group, click the **Paragraph Spacing** button.

The built-in menu appears (see Figure 7-8).

**Figure 7-8**

Paragraph Spacing Style Set



2. Hover over each of the built-in settings and notice the changes on the whole document. Also, a ScreenTip appears displaying the line and paragraph setting for that option. Select **Open**.
3. **SAVE** the document as **Hosting Term2** in your flash drive in the lesson folder.

**PAUSE. LEAVE** the document open to use in the next exercise.

## FORMATTING A DOCUMENT USING STYLE SETS

### The Bottom Line

Word 2013 has a *new* group called *Document Formatting* on the Design tab. The Document Formatting group contains many different Style Sets that change the appearance of the whole document.

## Applying a Style Set to a Document

In Lesson 3, you learn to apply styles to text using the gallery of styles, and in this section you apply Style Sets that will affect the whole document. These **Style Sets** are predefined styles with fonts and paragraph spacing defined. You have an option to reset the document back to its default or save a new Style Set. In this exercise, you learn to apply a Style Set.

### STEP BY STEP

#### Apply a Style Set to a Document

**USE** the document that is open from the previous exercise.

1. Hover the mouse over a few of the built-in Style Sets in the Document Formatting group and watch how the appearance of the document changes. Note, before applying Style Sets, the document must contain styles.



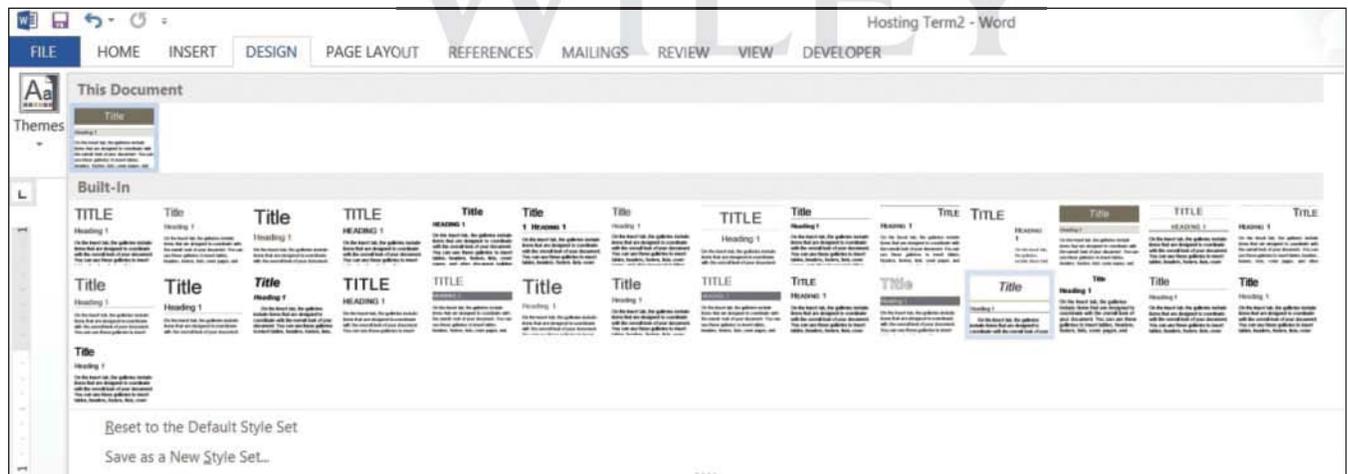
**Cross Ref**

In Lesson 3, you learn to apply styles to text and modify styles.

2. Click the **More** button and select **Lines (Distinctive)** as shown in Figure 7-9.

**Figure 7-9**

Document Formatting  
Style Sets



**CERTIFICATION  
READY?** **1.3.3**

How would you change a document's style?

3. **SAVE** the document as **Hosting Term3** in your flash drive in the lesson folder, and then **CLOSE** the file.

**PAUSE. LEAVE** the document open to use in the next exercise.

## FORMATTING A DOCUMENT'S BACKGROUND

**The Bottom Line**

Word's enhanced features allow the user to produce a creatively formatted document by changing the background color, inserting a watermark, and adding a border to the document.

### Inserting a Page Color

Adding a background color to the title page of a report conveys originality. For example, you might want to distinguish your research paper from others by adding a background color to the first page. It is important to use background colors in moderation and to choose a page color that will not interfere with the text. If text is dark, for example, the background color should be light. If text is light, a dark background would improve the document's readability. Word also lets you

add interesting Fill Effects for the Page Background, such as gradients, textures, patterns, and pictures. In this exercise, you learn to insert a page color in a document.

## STEP BY STEP Insert a Page Color

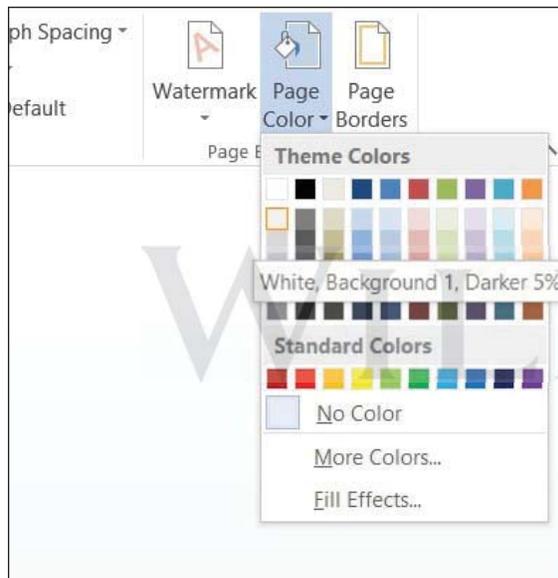


**OPEN** the *Hosting* document from the data files for this lesson.

1. Click the **Design** tab.
2. In the Page Background group, click the **Page Color** button to open the color menu and gallery, as shown in Figure 7-10.

**Figure 7-10**

Page Color menu



3. Click to select **White, Background 1, Darker 5%**; the page color is applied.
4. **SAVE** the document as *Hosting Term4* in your flash drive in the lesson folder.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Formatting the Page Color Background

You can apply formatting to a page color background with one color or with a fill effect, such as gradient, texture, pattern, or a picture. A gradient fill is a shape fill that changes from one color to another based on the shading style selected or applied with one of the preset colors. The layout of the page colors provides emphasis to the document. In this exercise, you learn to format the page background using two colors and changing the shading style.

## STEP BY STEP Format the Page Color Background

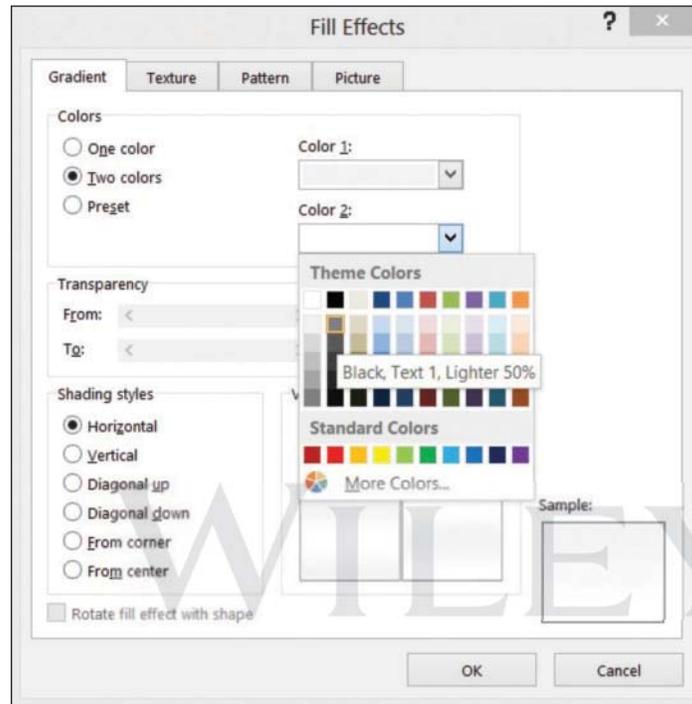
**USE** the document that is open from the previous exercise.

1. With the Design tab active, click the **Page Color** button, to display the menu.
2. Click **Fill Effects**. The *Fill Effects* dialog box opens with the Gradient tab active.
3. Under the Colors section, select **Preset**.
4. Click the Preset colors **drop-down arrow** to view available background colors in the Sample area.

5. In the Gradient tab under the Colors section, change your selection to **Two colors**. Two options appear, Color 1 and Color 2.
6. Under Color 2, click the **drop-down arrow** to produce the color palette. Select **Black, Text 1, Lighter 50%**. The selected color appears in the box under Color 2 (see Figure 7-11).

Figure 7-11

Fill Effects dialog box



7. Under the Variants section, samples of the two colors are displayed. Under the Shading Styles section, you have choices on how the style should appear in the document. Select **From Center**. Notice the lower-right corner produces the Color 1 in the Center and Color 2 outside. Click **OK**.
8. **SAVE** the document as **Hosting Term5** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Inserting a Watermark

In business, some documents might contain sensitive information, and the nature of a document's status should be clearly conveyed on its pages. Word provides built-in text called **watermarks** that display lightly behind text as words, such as *confidential*, *draft*, or *urgent*. Watermarks can be customized to include text or images, including company logos. In this exercise, you learn to insert a watermark using text, an image, and a custom watermark.

### STEP BY STEP

#### Insert a Watermark

**USE** the document that is open from the previous exercise.

1. In the Page Background group of the Design tab, click the **Watermark menu** and select **Confidential 1**.  
The watermark is placed behind the text and is semitransparent.
2. **SAVE** the document with the same filename in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

CERTIFICATION  
READY? 1.3.5

How do you insert a watermark?

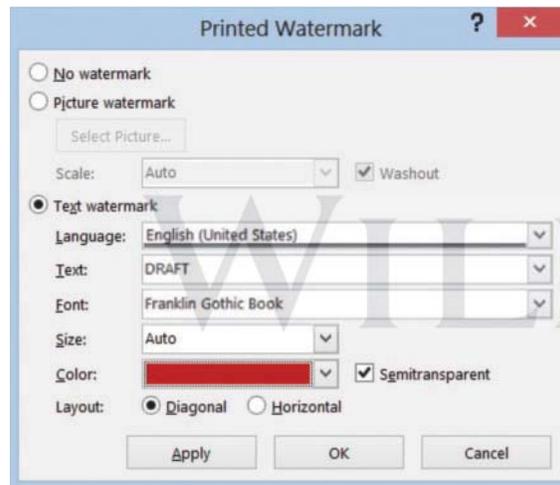
**STEP BY STEP** Insert a Custom Watermark

USE the document that is open from the previous exercise.

1. Click the **Watermark menu** and select **Custom Watermark**. The *Printed Watermark* dialog box opens.
2. Select the **Text watermark option button** and then click the **drop-down arrow** next to *Text* and select **Draft**. You can customize text watermarks by typing content in the text box or you can select from the drop-down menu.
3. Click the **drop-down arrow** by *Font* and select **Franklin Gothic Book**. This changes the text watermark font.
4. In the Color box, click the **drop-down arrow** and select **Dark Red** in the Standard Colors box (see Figure 7-12).

**Figure 7-12**

Printed Watermark dialog box



**CERTIFICATION  
READY?** 1.3.5

How do you insert a custom watermark?

5. Click **OK**. The watermark is inserted on all pages. If you click **Apply**, the dialog box remains open and you can view your watermark in the document. When you click **OK**, the dialog box closes and you're back in the document screen.
6. **SAVE** the document as **Hosting Draft** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

**STEP BY STEP** Insert an Image Watermark

USE the document that is open from the previous exercise.

1. Remove the Page Color background, by clicking the **Page Color button**, and then selecting **No Color**. The background is removed.
2. Click the **Watermark menu** and select **Custom Watermark**. The *Printed Watermark* dialog box opens.
3. Select the **Picture watermark option button** and then click the **Select Picture button**.
4. Click the **Browse button** next to From a file, and then locate your lesson folder and select **Internet Search**.
5. Click **Insert** to insert the image in the document, and then click **OK** to close the *Printed Watermark* dialog box.
6. **SAVE** the document as **Hosting with Image** in the lesson folder on your flash drive.



**CERTIFICATION  
READY?** 1.3.5

How do you insert a picture watermark?

**PAUSE. LEAVE** the document open to use in the next exercise.

**STEP BY STEP****Remove a Watermark**

USE the document that is open from the previous exercise.

1. Open the **Watermark menu** and select **Remove Watermark**. The watermark is removed from the document.
2. Click the **Undo**  button.
3. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.



**Cross Ref**

Later in this lesson, you learn to insert a watermark using the Building Blocks Organizer.

**Adding a Page Border**

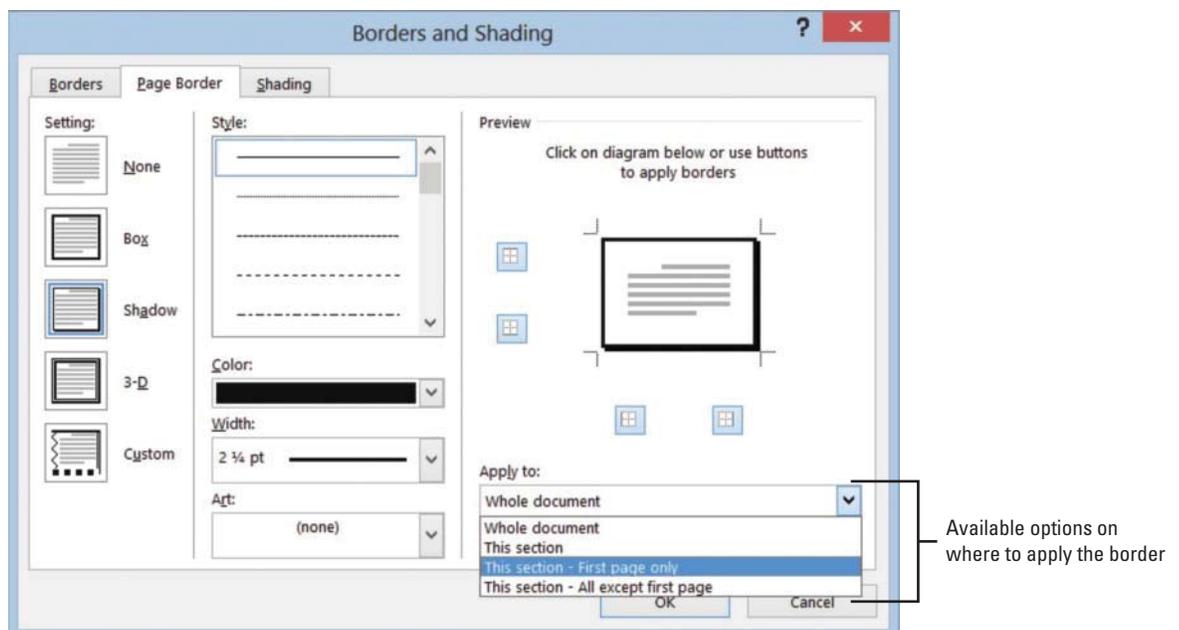
The Page Borders command allows you to insert a border around a document's page. Adding a border improves the appearance of the document. Applying elements by changing the color, width, and style adds emphasis to the page. In this lesson, you learn to add elements to a page border and insert them into a document.

**STEP BY STEP****Add a Page Border**

1. **OPEN** the *Hosting Term5* document you created earlier.
2. In the Page Background group of the Design tab, click the **Page Borders button**. The *Borders and Shading* dialog box appears with Page Border as the active tab.
3. In the Setting section, click the **Shadow option**. Notice the Preview area displays a shadow effect on the bottom and right border.
4. Click the **drop-down arrow** on the Color menu and choose **Black, Text 1, Lighter 5%**. You apply a specific color to the border.
5. Click the **drop-down arrow** on the Width menu and choose **2 1/4 pt**. The width of the border is increased to provide emphasis.
6. Click the **drop-down arrow** on the **Apply to menu** and click **This section—First page only** as shown in Figure 7-13. The page border is applied only to the first page of this section.

**Figure 7-13**

Borders and Shading dialog box



7. Click **OK**.

Scroll and review your document, and notice that the border does not appear on other pages.

8. Select the bevel shape on page 1 and press **Delete**. Hint: you need to see a solid border to delete the shape.9. **SAVE** the document as *Hosting Term6* in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.



In Lesson 4, you learn to place a border around text and paragraphs using the Borders and Shading dialog box.

## USING QUICK PARTS IN A DOCUMENT

### The Bottom Line

**Building blocks** contain built-in reusable content such as text, graphics, and objects. Building blocks are easily managed and inserted in a document for a quick format. Building blocks are organized in galleries and sorted by category. In the Building Blocks gallery, you can insert cover pages, headers, footers, page numbers, text boxes, and watermarks. In this exercise, you learn to use built-in building blocks and insert fields in a document.

### Using Built-In Building Blocks

Another term for *building blocks* is *AutoText*, and both features are used the same way. Word provides a number of predefined building blocks or you can create or customize your own building blocks to be used in other documents. The Building Blocks Organizer provides a way to manage building blocks by editing, deleting, and/or inserting them. In the left pane of the dialog box, the built-in building blocks are listed by name; the Gallery column indicates the gallery that contains each building block, and the Category column indicates each element's general type, whereas the Template column indicates within which template the element is stored. You can use the buttons at the bottom of the dialog box to delete and edit selected building blocks. The right pane previews your selections (see Figure 7-15).

In this exercise, you learn to use built-in building blocks and insert fields in a document.

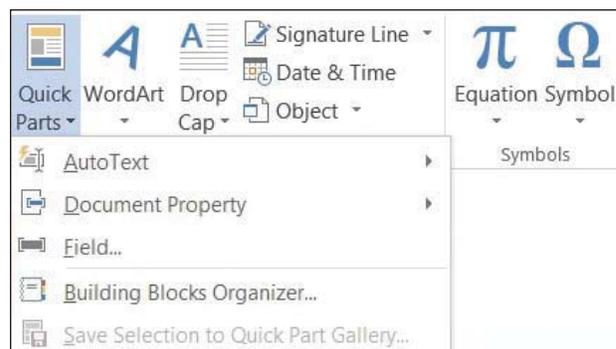
## STEP BY STEP

### Use Built-In Building Blocks

**USE** the document that is open from the previous exercise.

1. On the Insert tab, in the Text group, click the **Quick Parts** button to display the Quick Parts menu, as shown in Figure 7-14.

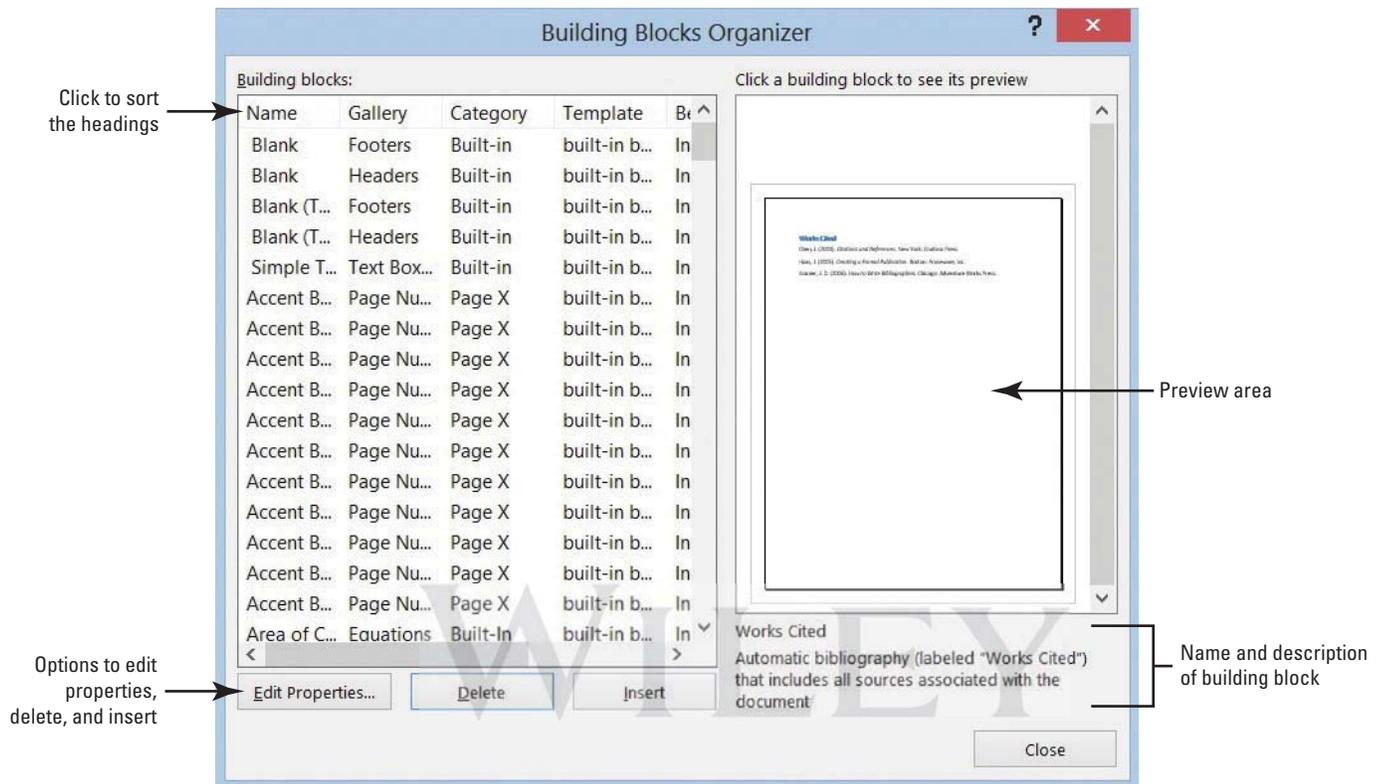
**Figure 7-14**  
Quick Parts menu



2. Click the **Building Blocks Organizer** menu option to display the *Building Blocks Organizer* dialog box, as shown in Figure 7-15.

Figure 7-15

## Building Blocks Organizer



3. Click the **Name** heading to sort the building blocks by name.
4. Scroll down the list and select **Confidential 1 Watermark**.

**Troubleshooting**

You can adjust the Name column by dragging the resize bar to the right to change the width.

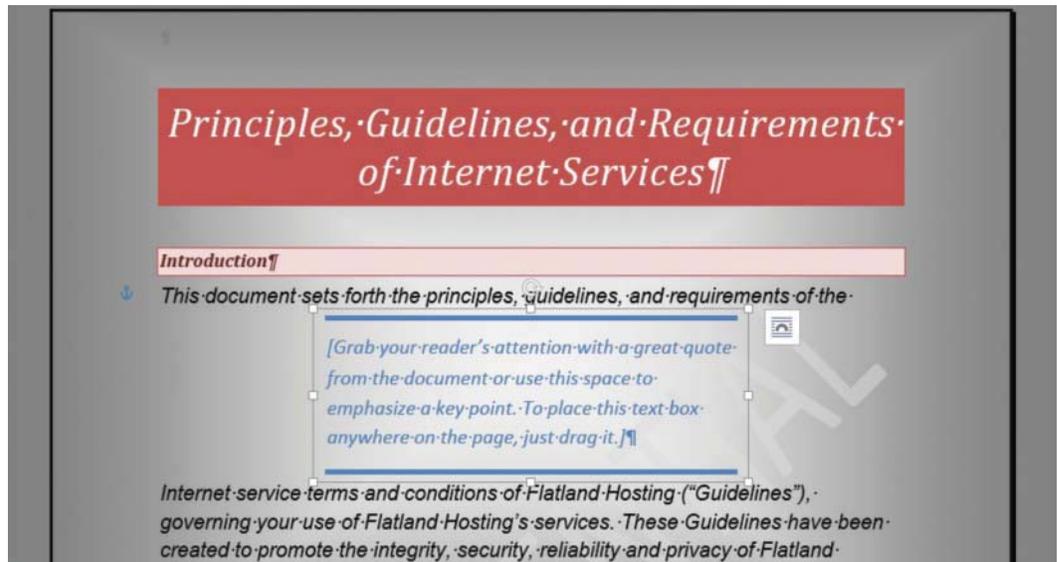
**CERTIFICATION  
READY? 5.1.1**

How would you insert a watermark using a Quick Part?

5. Click the **Insert** button. The Confidential watermark appears behind the text on every page.
6. Position the insertion point at the beginning of the first paragraph under *Introduction*.
7. Display the **Building Blocks Organizer** dialog box.
8. Click the **Gallery** heading to sort the building blocks by gallery.
9. Scroll down and select **Austin Quote** from the Text Box gallery. Click **Insert** and a pull quote is inserted in the document as shown in Figure 7-16. You can type text in the placeholders or drag and drop text in the area.

Figure 7-16

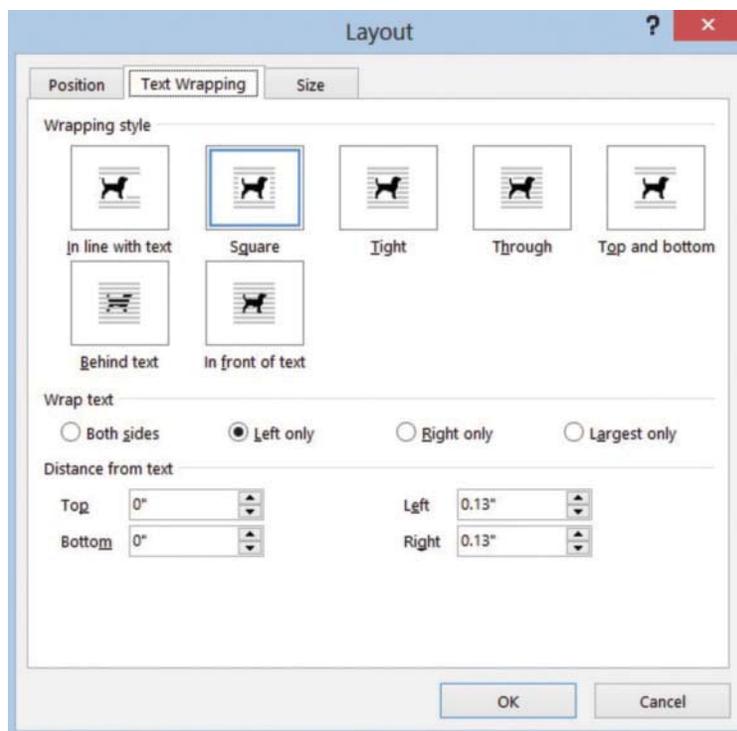
Document with Text Box  
Pull Quote



10. Under the heading, *Introduction*, select the second paragraph beginning with *Questions or comments . . .*
11. Move the selected text inside the quote area by dragging and dropping.
12. Use the [Show/Hide Editing Marks button](#) to delete both line breaks after the first paragraph under *Introduction*.
13. Select the text box, and the [Layout Options button](#) appears on the right side of the text box.
14. Click the [Layout Options button](#) to open the menu. Options are available on laying out the text box in the document.
15. Click the [See more ... link](#) to open the *Layout* dialog box.
16. Click the [Text Wrapping tab](#) and select [Square](#).
17. Click the [Left only option button](#) under the *Wrap text* section (see Figure 7-17). Click [OK](#).

Figure 7-17

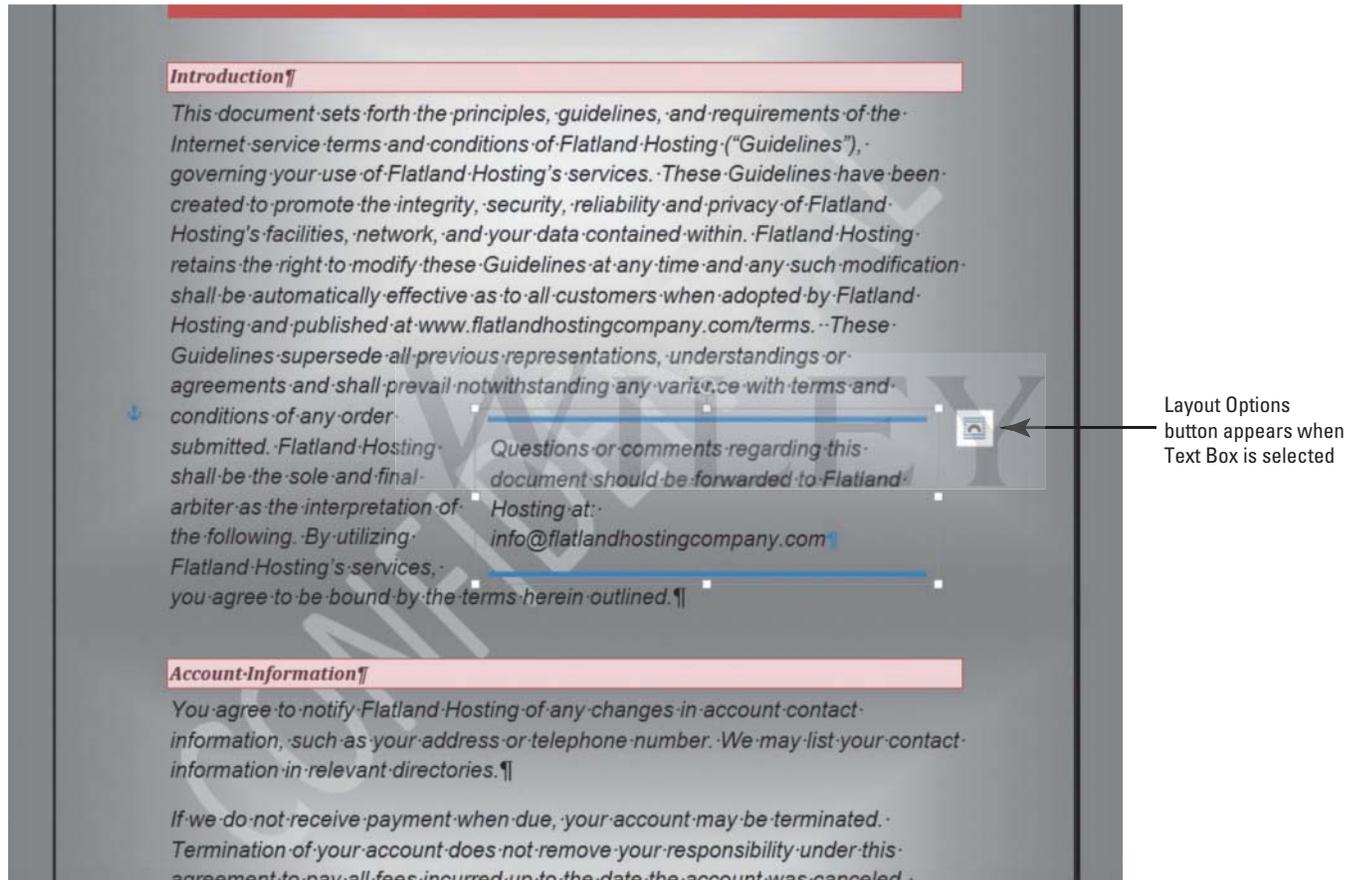
Layout dialog box



18. Place your pointer on the text box border—the pointer changes to four arrows to allow you to drag and drop. Drag the quote to the end of the first paragraph until the last seven lines of the paragraph wrap around it (see Figure 7-18).

Figure 7-18

Document with Text Box  
Pull Quote wrapped  
around paragraph



### Troubleshooting

Deselect the text box and select again to see the border around the text box.

19. Press **Ctrl+End** to move the insertion point to the end of the document.
20. Display the **Building Blocks Organizer dialog box**.
21. Scroll down and select **Motion Sidebar** from the Text Box gallery.
22. Click **Insert**. The text box is inserted at the end of the document and positioned on the left side of the document. Your next step is to insert text into the text box.
23. Select the paragraph above *Refusal of Service* beginning with *You and Flatland Hosting further agree . . .* When selecting the paragraph, do not select the paragraph mark, because this will avoid displaying the horizontal line in the Text Box twice.
24. Change the font color to white so that the text will be visible on the sidebar.
25. Drag and drop the selection in the text box.
26. At the top of the text box, delete the **[Sidebar Title]** placeholder and blank line to move the text up one line.
27. **SAVE** the document as **Hosting Term7** in the lesson folder on your flash drive.

**PAUSE. LEAVE** Word open to use in the next exercise.

**STEP BY STEP****Insert a Cover Page Using the Built-In Building Blocks****CERTIFICATION READY? 2.1.1**

How do you append a cover page to an existing document?

**Another Way**

On the Insert tab, in the Pages group, click the *Cover Page* button to insert a cover page.

**USE** the document that is open from the previous exercise.

1. Click the **Building Blocks Organizer** to display the dialog box and select **Whisp** in the Cover Pages gallery.
2. Click **Insert**. The cover page is inserted as page 1.
3. Type the following information in the placeholders:  
*Year:* **20XX** (The current date can be selected or you can type the year.)  
*Document Title:* **Flatland Hosting Company**  
*Document Subtitle:* **Guidelines & Agreements**  
*Author Name:* **A. Becker**
4. Remove the placeholders for the Company Name.
5. **SAVE** the document as **Hosting Term8** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open to use in the next exercise.

**Troubleshooting**

If you experience problems in saving the author's name, complete one of the following actions: (1) Right-click next to the placeholder and click *Remove Content Control*; (2) Change the author's name in Properties—located in Backstage; (3) Click the *File* tab, and then click *Options*. In the General category, under the Personalize your copy of Microsoft Office section, type the author's name next to the User name box and initials. Changing the user name is discussed in Lesson 9.

**Inserting an Equation**

Microsoft Word 2013 has built-in equations, which can be inserted from the Quick Parts gallery or by using the Equation command. When you create a table that contains values, you can calculate your answer by inserting an equation. The same rules that you learned in Math apply when inserting equations. You can use the Equation Tools Design tab, which displays when an equation is inserted in a document, to edit or construct your own equation. In this exercise, you learn to insert equations in a document.

**STEP BY STEP****Insert an Equation****CERTIFICATION READY? 2.1.1**

How do you append an equation to an existing document?

**Another Way**

In the Insert tab, in the Symbols group, click the *Equation* button, and select an equation from the built-in menu.

**OPEN** a new blank Word document.

1. Open the **Quick Parts menu**, and then click **Building Blocks Organizer**.
2. In the *Building Blocks Organizer* dialog box, in the Equations gallery, locate and click the **Expansion of a Sum equation**.
3. Click **Insert**. The Expansion of a Sum equation is inserted in the document.
4. Position the insertion point after the equation placeholder, and then press the **Enter key** twice to place a blank line below the placeholder.
5. Open the *Building Blocks Organizer* dialog box, locate and click the **Area of Circle equation**, and then click **Insert**.
6. Position the insertion point after the equation placeholder, and then press the **Enter key** twice to place a blank line below the placeholder.
7. Open the *Building Blocks Organizer* dialog box, then locate and click the **Binomial Theorem equation**.
8. Click **Insert**.
9. Click after the equation placeholder, and press the **Enter key** twice.
10. **SAVE** the document as **Equations** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open to use in the next exercise.

## Inserting a Field from Quick Parts

A **field** is a placeholder where Word inserts content in a document. Word automatically uses fields when specific commands are activated, such as those for inserting dates, formulas, page numbers, and a table of contents. When you insert a date field in a document, the date is updated automatically each time the document is opened. In this exercise, you learn to insert a field in a document.

Fields, also called *field codes*, appear between curly brackets ( { } ) when displayed. Field codes are turned off by default. To display field codes in a document, press *Alt+F9*. You can toggle back and forth to display text and field codes by pressing *Alt+F9*. To edit a field, place the insertion point within the field, right-click, and then click *Edit Field*.

### STEP BY STEP

### Insert the Date and Time

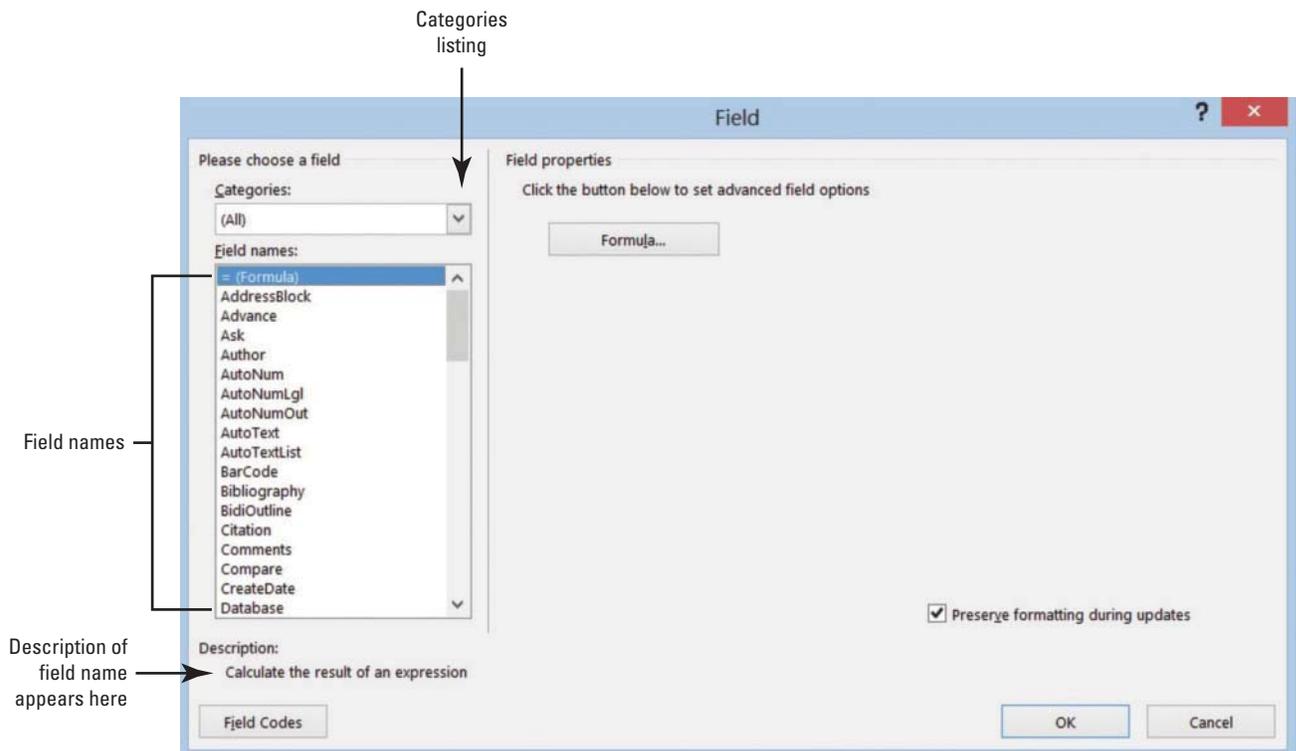


**OPEN** the *Billing Table* document from the lesson folder.

1. Position the insertion point on the last cell of the table in the second column.
2. Press **Tab** to insert a new row. Pressing the **Tab** key advances the insertion point to the next cell. If you are in the last cell of the table, it inserts a row quickly without having to access the Ribbon.
3. Position the insertion point in the first column, fifth row. Type **Total** and align center right.
4. Press **Tab**. This time, the next cell is selected.
5. On the Insert tab, in the Text group, click the **Quick Parts button** to open the menu.
6. Click **Field** on the menu. The *Field* dialog box appears (see Figure 7-19).

**Figure 7-19**

Field dialog box



7. The default = (Formula) is selected in the Field names box. Click the **Formula** button. The *Formula* dialog box opens. This is the same dialog box that is opened from the Table Tools Layout tab. Word automatically reads the values listed above the formula, and =SUM(ABOVE) appears in the formula box.
8. Change the Number Format by selecting the third option. Click **OK**.



**Cross Ref**

In Lesson 6, you learn to turn the field codes on and display them in the document.

9. Place the insertion point on the blank line below the table and press **Enter** three times.
10. Type **Last Updated:** in bold and press the **spacebar** once after the colon.
11. On the Insert tab, in the Text group, click the **Quick Parts** button and click **Field** on the menu.
12. From the Categories drop-down list, click **Date and Time**.



### Troubleshooting

If the Field is shaded in gray, double-click the text in the cell.

13. In the Field Names list, click **Date**.
14. In the Date Formats list, select the ninth option with the **Day Month Year** format. *d MMMM yyyy* appears in the Date Formats box. These symbols represent how the date will look in your document.
15. Click **OK** to close the dialog box and insert the date and time field in your document. The document should look similar to the one shown in Figure 7-20, with the exception that the current date will appear.

**Figure 7-20**

Document with Formula and Date field inserted

Description	Amount
Monthly billing	69.50
Security	84.00
Software	55.00
<b>Total</b>	<b>\$208.50</b>

**Last-Updated: 2-April-2013**



### Another Way

On the Insert tab, in the Text group, click Date & Time to open the Date and Time dialog box.

**CERTIFICATION READY? 2.1.6**

How would you insert a field in a document?

16. Disable the **Show/Hide Editing Marks** button.
17. **SAVE** the document as **Billing Update** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Creating, Saving, and Inserting AutoText

**AutoText** adds text automatically when you type the first few characters as you learn in Lesson 1 when you typed the month. There are times when you type the same text many times, and creating AutoText entries saves your time. The entries are stored as building blocks in the Building Blocks Organizer and can be edited once they are created. After an AutoText is created and saved, you can insert the AutoText in the document. In this exercise, you learn to create, save, and insert an AutoText in a document.

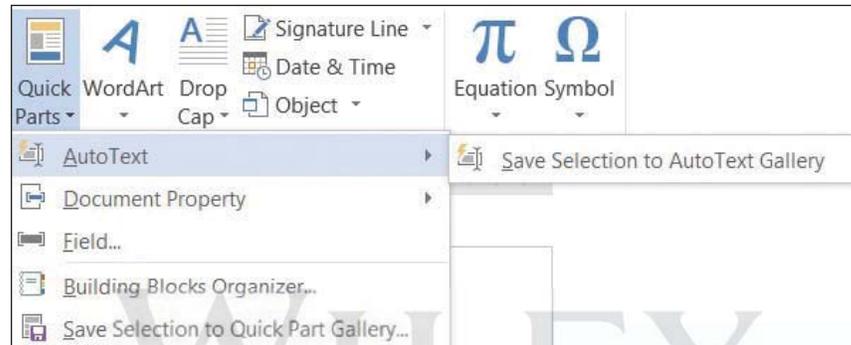
**STEP BY STEP****Create an AutoText**

USE the document that is open from the previous exercise.

1. Position the insertion point on the blank line above the date and type **Reviewed by Hazel Loera**.
2. Select **Reviewed by Hazel Loera**. To add text to the AutoText, you must first select text. Be careful not to select the paragraph mark.
3. On the Insert tab, in the Text group, click the **Quick Parts button** and click **AutoText** on the menu. As shown in Figure 7-21, the Save Selection to AutoText Gallery is active.

**Figure 7-21**

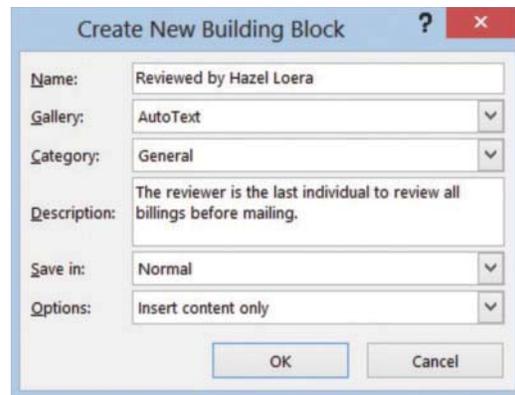
Save Selection to AutoText Gallery



4. Click **Save Selection to AutoText Gallery**. The *Create New Building Block* dialog box opens (see Figure 7-22).

**Figure 7-22**

Create New Building Block dialog box



5. Type the following information into the dialog box:

*Name:* **Reviewed by Hazel Loera**

*Gallery:* Select **AutoText**.

*Category:* Select **General category** or you can create a new category.

6. Type the following text into the dialog box:

*Description:* **The reviewer is the last individual to review all billings before mailing.**

A description of the building block—this description—appears in the Building Blocks Organizer.

7. Under *Save In:* Select **Normal**.

This is the template listing of where you would select to save the AutoText. If the extension *.dotm* appears after Normal, then the extension for known types is enabled allowing you to see the extension in the document title or dialog boxes. The default to save the AutoText is in the Normal format, which is a Macro-Enabled Template. In Lesson 12, you learn more about macros.

8. Under *Options*: Select **Insert content only**.

There are three options to choose from: *Insert content in its own page*—building block will be placed on separate page with page breaks inserted, *Insert content in its own paragraph*—the content will be placed in its own paragraph, even if the user's insertion point is in the middle of a paragraph, and *Insert content only*—the content will be inserted inline.

9. Click **OK**.

10. Delete the selected text, *Reviewed by Hazel Loera*.

11. Type the first four characters, and a ScreenTip appears displaying the AutoText. Press **Enter**. The AutoText is inserted into your document.

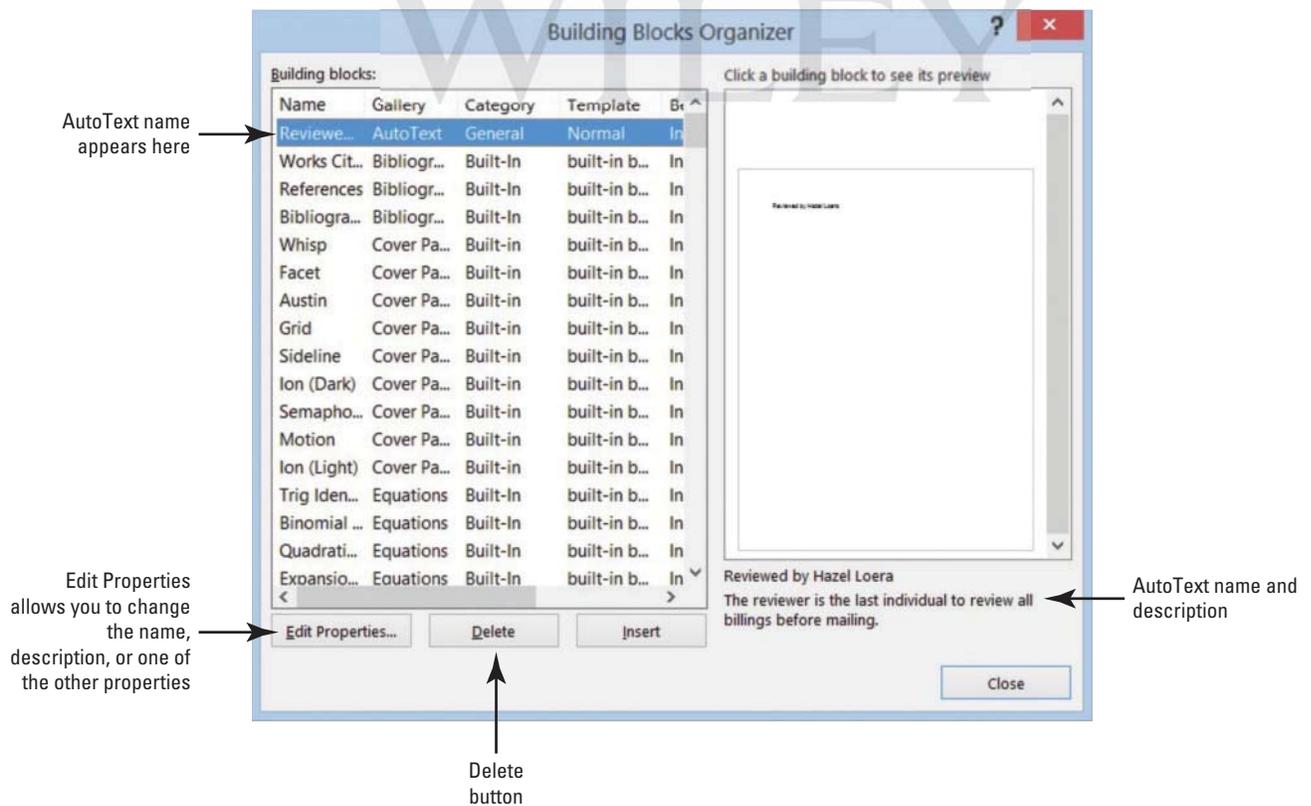
12. Another way to insert the AutoText is to click the **Quick Parts button** and hover the mouse over AutoText. You should see your text.

13. Click the **Quick Parts button**, and then click **Building Blocks Organizer**.

The Building Blocks Organizer Gallery should be sorted, and the new AutoText should appear as the first entry as shown in Figure 7-23. Close the Building Blocks Organizer.

**Figure 7-23**

Building Blocks Organizer dialog box with AutoText



14. **SAVE** the document as **Billing Final** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.



In Lesson 1, you learn to show file extensions.

**STEP BY STEP****Delete a Building Block**

**OPEN** a blank document.

1. Open the **Building Blocks Organizer**.
2. Highlight **Reviewed by Hazel Loera**.

At the bottom of the *Building Blocks Organizer* dialog box is the Delete button.

3. Click the **Delete button**.

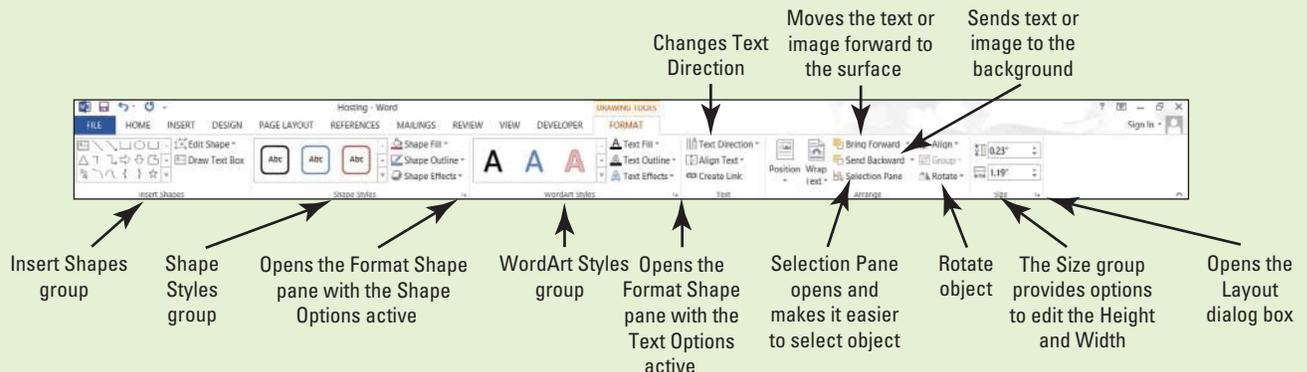
A prompt appears asking “Are you sure you want to delete the selected building block?”

4. Click **Yes** to close the Building Blocks Organizer.
5. **CLOSE** the document and do not save.

**PAUSE. LEAVE** Word open for the next exercise.

**SOFTWARE ORIENTATION****Text Box Tools in the Ribbon**

Before you begin working with text boxes, it is a good idea to become familiar with the new tools available in the Ribbon. When you insert a text box, the Drawing Tools **FORMAT** tab appears in the Ribbon, as shown in Figure 7-24.



**Figure 7-24**

The Drawing Tools **FORMAT** tab

The Drawing Tools **FORMAT** tab provides commands for editing text boxes. Use this figure as a reference throughout this lesson as well as the rest of this book.

**APPLYING AND MANIPULATING TEXT BOXES****The Bottom Line**

A **text box** is a formatted box in which you can insert and position text and/or graphic objects. Text boxes can be used for a variety of purposes. Most often, they are used to insert text within other document text or to lay out text for specific emphasis or visual interest. After you insert a text box, you can format the box using the Drawing Tools. You can also format the text in the box using the Font formats. A **pull quote** is a small selection of text that is pulled out or quoted from a larger selection of text. It is displayed within a box on the page that is formatted for emphasis, and it is often used along with drop caps in newsletters, advertisements, and magazines.

## Inserting a Text Box

Word provides a gallery of built-in text boxes with pull quotes and sidebars that you can insert in a document. When you need a different kind of text box, you can draw and insert your own empty, unformatted text box. When drawing a text box, the Layout Options provide an option to wrap text around the object. In this exercise, you insert a preformatted text box and draw a text box.

### STEP BY STEP

#### Insert a Text Box

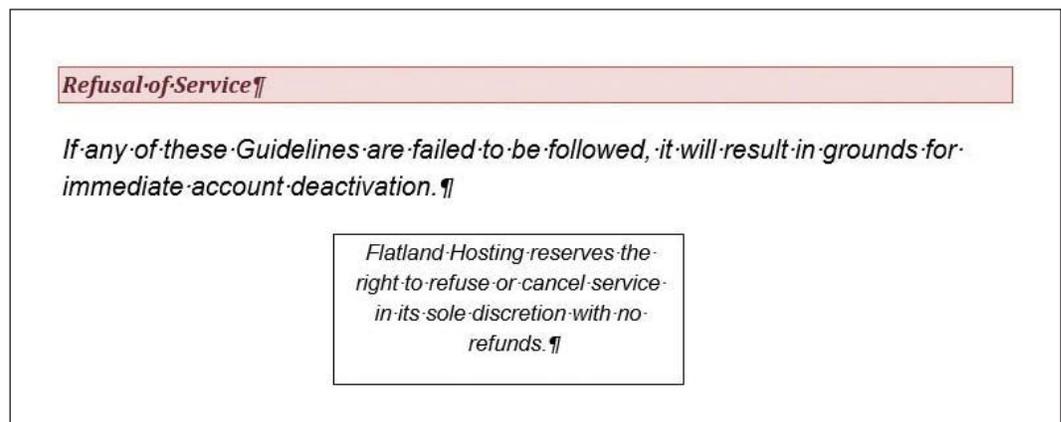


**OPEN** the *Hosting* document from the data files for this lesson.

1. Position the insertion point after the first paragraph after the *Introduction* heading.
2. On the Insert tab, in the Text group, click the **Text Box button**. A menu of built-in quote and sidebar text box styles appears.
3. Click the **Simple Text Box option**. The text box, containing placeholder text, is inserted in the first paragraph.
4. Select the second paragraph beginning with *Questions or comments....com* and drag and drop in the text box.  
The Layout Options button appears to the right of the text box.
5. Click the **Layout Options button** to open the Layout Options menu.
6. In the With Text Wrapping section, select **Tight**.  
The text box wraps tightly around the paragraph. You also have the option to type text in the text box.
7. Delete one of the line breaks after the first paragraph.
8. Press **Ctrl+End** to go to the end of the document.
9. Click the **Insert tab**.
10. In the Text group, click the **Text Box button**, and then select **Draw Text Box**. A crosshair (+) appears.
11. Press and hold the **left mouse button** to draw a text box in the blank line below the last paragraph under the *Refusal of Service* heading.
12. Use the Size group in the Format tab to change the width and height to **2.22"** wide and **.95"** in height.
13. Select the first sentence under the *Refusal of Service* heading beginning with *Flatland Hosting . . . no refunds* and drag and drop it into the text box.
14. Press **Ctrl+E** to center the text in the text box.
15. Select the text box until you see the move arrow to move the text box and then drag the text box to the right to horizontally center—use the ruler as your guide. Your document should resemble Figure 7-25.

**Figure 7-25**

Document with text box horizontally centered



**CERTIFICATION  
READY?** 5.1.2

How do you insert text in a text box?

16. **SAVE** the document as *Hosting Term9* in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### Formatting a Text Box

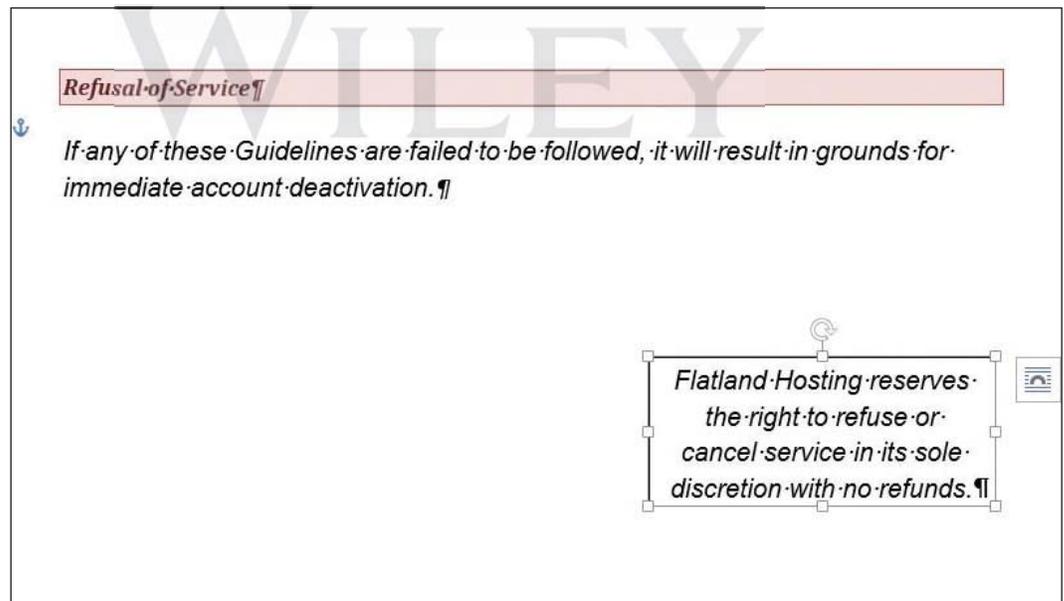
When a text box is selected, the Drawing Tools Format tab appears. In this exercise, you practice using these tools to format a text box.

## STEP BY STEP

### Format a Text Box

**USE** the document that is open from the previous exercise.

1. Select the text box on page 7.
2. Click the **Format tab**.
3. In the Arrange group, click the **Position button** to open the menu, and select **Position in Middle Right with Square Text Wrapping** from the drop-down menu that appears. The text box is moved slightly down to the right of the document as shown in Figure 7-26.



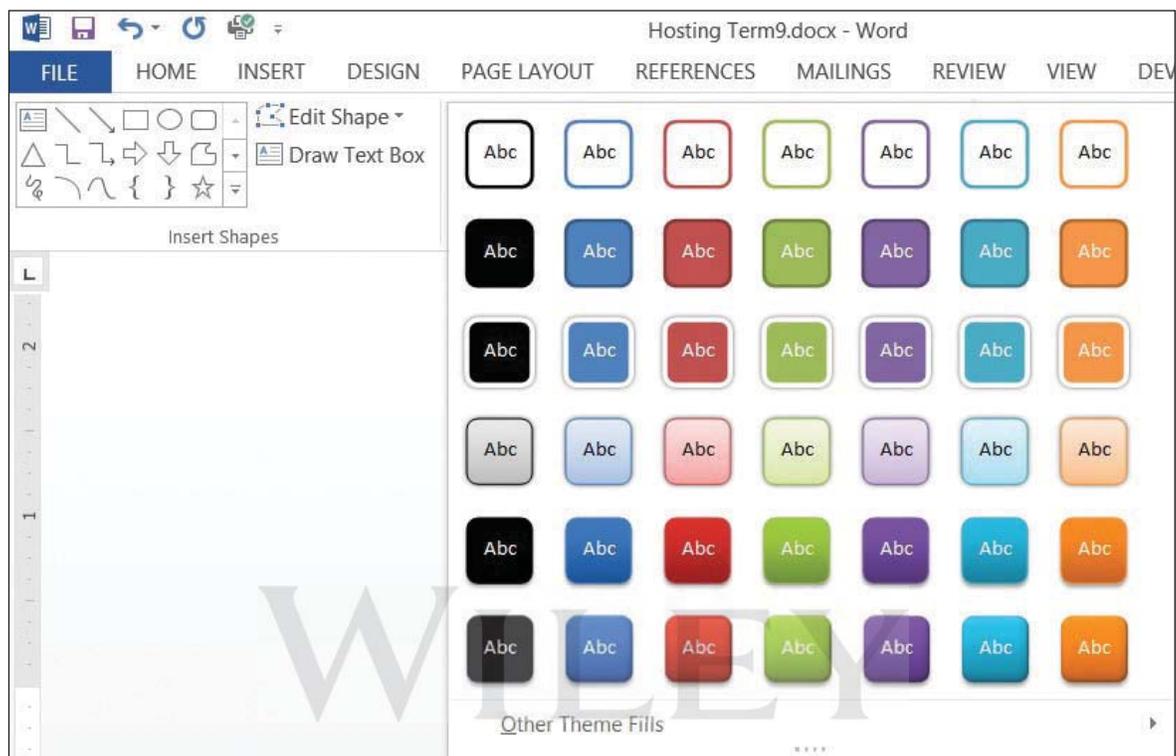
**Figure 7-26**

Text box Position in Middle Right with Square Text Wrapping

4. The text box should still be selected. On the Format tab, in the Shape Styles group, click the **More button** to display the gallery of styles (see Figure 7-27).

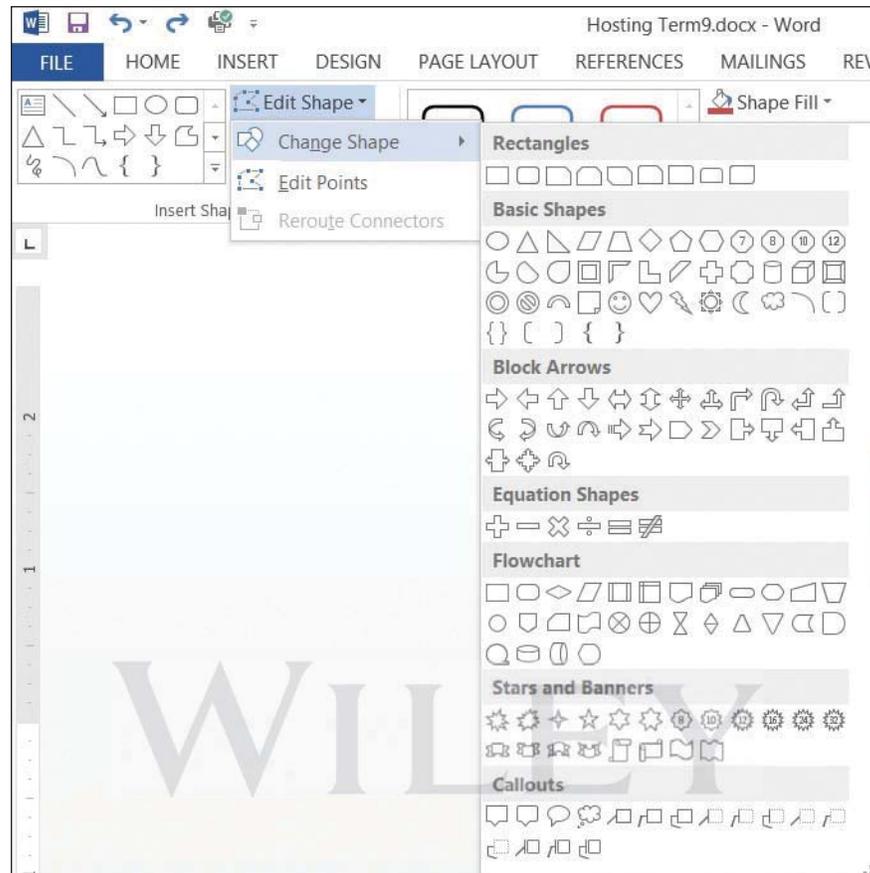
Figure 7-27

Shape Styles gallery



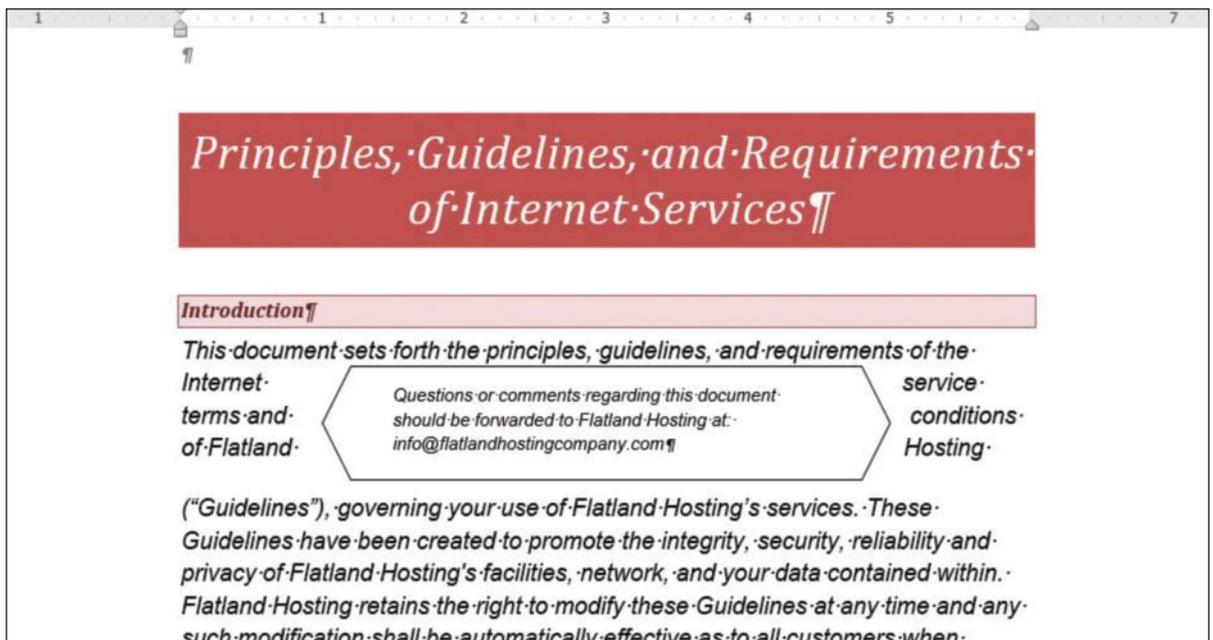
5. Click the **Intense Effect – Red Accent 2 style** from the Shape Styles gallery. The text box is formatted with the preformatted style.
6. Select the text and use the Mini toolbar to change the font color to white.
7. Press **Ctrl+Home** to return to the beginning of the document.
8. Select the text box.
9. Click the **Edit Shape button** in the Insert Shapes group on the Format tab to display the menu.
10. Click **Change Shape** to display the Shapes menu as shown in Figure 7-28.

**Figure 7-28**  
Change Shape menu



11. Under the Basic Shapes section, select the **Hexagon shape** in the first row, eighth option. The text box shape takes on a hexagon shape.
12. With the text box still selected, in the Size group, change the height to **.8"** and width to **4"**.
13. Change the font size to **9 pt**. Your document should match Figure 7-29. You might need to reposition the text box back toward the middle.

**Figure 7-29**  
Text box with new shape



14. Select the **Hexagon shape**, and click the **Format tab**.
15. In the Shapes Styles group, click the **Shapes Effects button** to display the menu.
16. Click the **Bevel** to display the additional options in the menu.
17. Under the Bevel section in the first row, click **Cool Slant**. The shape object acquires more depth and a shadow effect.
18. In the Arrange group, click the **Position button** and select **Position in Middle Left with Square Text Wrapping** to reposition the text box.
19. **SAVE** the document as **Hosting Term10** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open for the next exercise.

### Saving a Selection to the Text Box Gallery

After you customize a text box style by changing the color, weight, and so on, you can save the customized style to the Text Box gallery for reuse. In this exercise, you learn to save the hexagon text box in the gallery.

#### STEP BY STEP

#### Save a Selection to the Text Box Gallery

**USE** the document that is open from the previous exercise.

1. Select the **Hexagon text box**.
2. From the **Insert tab**, click the **Text Box button** in the Text group. From the menu that appears, choose **Save Selection to Text Box Gallery**. The *Create New Building Block* dialog box opens as shown in Figure 7-30.

**Figure 7-30**

Create New Building Block dialog box

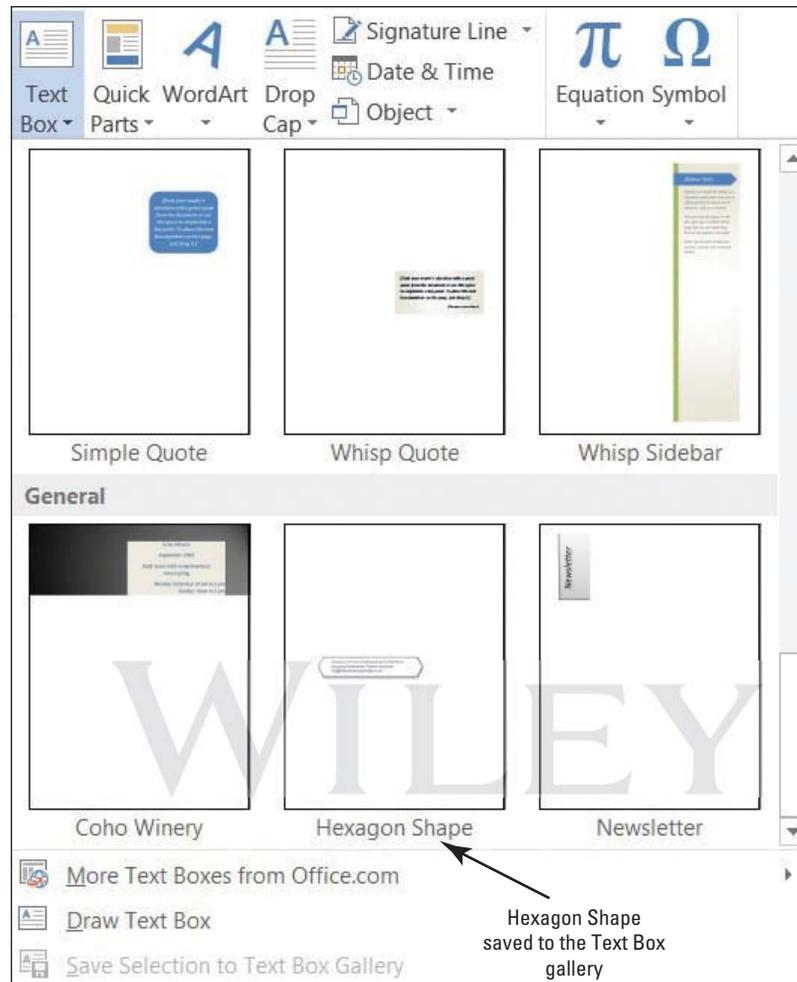
The screenshot shows the 'Create New Building Block' dialog box. The fields are filled with the following information:

- Name:** Hexagon Shape
- Gallery:** Text Boxes
- Category:** General
- Description:** Use this shape for questions or comments.
- Save in:** Building Blocks
- Options:** Insert content only

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box.

3. In the Name box, type **Hexagon Shape**.
4. In the Description box, type **Use this shape for questions or comments**. Keep the remaining defaults as listed.
5. Click **OK**. The saved selection for the Hexagon text box is saved in the gallery under the General category.
6. To view, click in a blank area of the document to deselect the text box. In the Text group, click the **Text Box button**. In the Built-in section, scroll down to the end of the list as shown in Figure 7-31.

**Figure 7-31**  
Text Box gallery



**7. SAVE** the document as **Hosting Final** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## MAKING TEXT GRAPHICALLY APPEALING AND INSERTING A SPECIAL CHARACTER

### The Bottom Line

The Text group in Word lets you insert professionally formatted text elements such as pull quotes and drop caps quickly. A **drop cap** is a large initial letter that drops down two or more lines at the beginning of a paragraph to indicate that a new block of information is beginning and to give interest to newsletters, magazine articles, and other documents.

### Creating a Drop Cap

Drop caps are used to add visual interest to newsletters or magazine articles. In this exercise, you learn to add a drop cap to a Word document.

## STEP BY STEP

### Create a Drop Cap

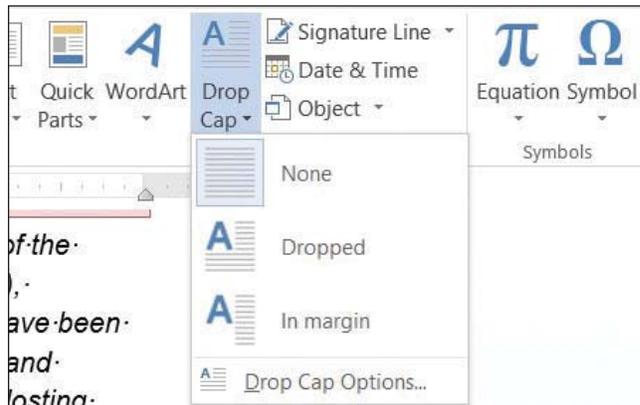
**USE** the document that is open from the previous exercise.

1. Click the **View tab** and click the **Navigation Pane** check box to open the Navigation Pane.
2. Under the **Headings tab**, click **Account Information**, and then select the **Y** that begins the sentence *You agree to notify...*

- Click the **Insert tab**, and click the **Drop Cap button** in the Text group. The Drop Cap menu appears, as shown in Figure 7-32.

**Figure 7-32**

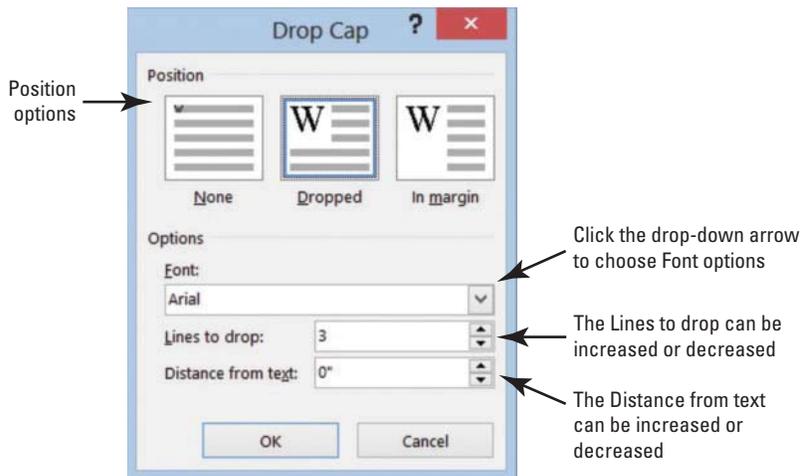
Drop Cap menu



- Select **Dropped** from the menu. A drop cap is inserted and extends down three lines in the paragraph, which is the default line drop length.
- With the text box still selected, click the **Drop Cap button** in the Text group to display the Drop Cap menu. Select **Drop Cap Options** to produce the *Drop Cap* dialog box. You can use the options in this dialog box to change the position, font, and size of the drop cap. The default settings for Font, number of Lines to drop, and Distance from text are shown in Figure 7-33.

**Figure 7-33**

Drop Cap dialog box



- Click the **Font drop-down arrow** and change the font to **Bookman Old Style**.
- Click **OK** to apply your changes and close the dialog box.
- Click outside the drop cap to deselect it. The drop cap font is set to Bookman Old Style, whereas the remaining text is unaffected.
- To provide more emphasis to the Drop Cap, select the **Y** and change the font color to dark red.
- SAVE** your document in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Inserting Special Characters

Special characters include recognizable symbols used by individuals or businesses to differentiate their product or service to a specific target population. Copyright © symbols are used to protect books, songs, and other original work from authors or artists. Trademark™ is an unregistered

trademark and is used to promote the company's goods. Other symbols used are fractions  $\frac{1}{2}$ , em dash (—), and much more. Depending on the font that you select, you can insert international monetary symbols such as the pound sign, £, or yen sign, ¥. These symbols are represented by **Unicode**, which is a character code. Unicode enables most of the languages in the world to be symbolized with a special character identification. These special characters can be inserted using the Symbol command on the Ribbon, the Symbol dialog box, or keyboard shortcuts. In this exercise, you insert a special character in a document.

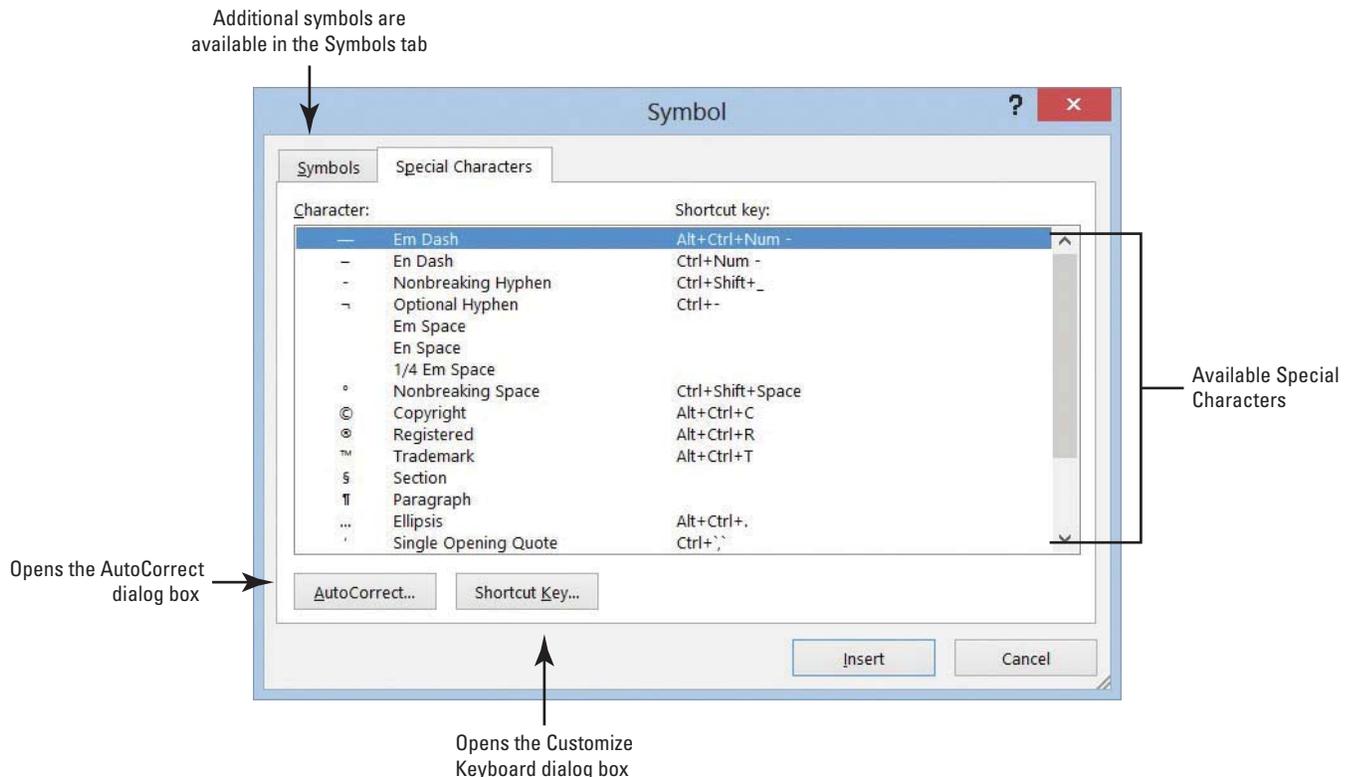
**STEP BY STEP****Insert Special Characters**

**USE** the document that is open from the previous exercise.

1. Press **Ctrl+End** to move to the end of the document.
2. Press **Enter** once after the last paragraph under the heading, *Refusal of Service*.
3. Type **Copyright Flatland Hosting 2013. All Rights Reserved**.
4. Place the insertion point after the *t* in *Copyright* and press the **Spacebar** once.
5. On the Insert tab in the Symbols group, click the **Symbol** button, and then click **More Symbols**.
6. Click the **Special Characters** tab to make it available. The *Symbol* dialog box is shown in Figure 7-34.

**Figure 7-34**

Symbol dialog box

**CERTIFICATION READY? 2.1.7**

How would you insert a special character in a document?

7. Select Copyright from the list and click **Insert**.
8. Click **Close**. The copyright symbol is inserted in front of the company name followed by the year this document was created.
9. **SAVE** your document in the lesson folder on your flash drive, and then **CLOSE** the file. As you close Word, a prompt appears stating, *You have modified styles, building blocks (such as cover pages or headers), or other content that is stored in "Building Blocks."* Do you want to save changes to "Building Blocks"?



### Another Way

A quick way to insert the copyright symbol is using the assigned keyboard shortcut *Alt+Ctrl+C*.

10. Click **SAVE**. This allows you to continue using the customized text box that you saved.

**CLOSE** Microsoft Word.

## SKILL SUMMARY

In this lesson, you learned to:	Exam Objective	Objective Number
Format, Create, and Customize a Theme	Change document themes.	1.3.2
Format a Document Using Style Sets	Change document Style Sets.	1.3.3
Format a Document's Background	Insert watermarks.	1.3.5
Use Quick Parts in a Document	Insert Quick Parts. Append text to a document. Insert Built-in Fields.	5.1.1 2.1.1 2.1.6
Apply and Manipulate Text Boxes	Insert text boxes.	5.1.2
Make Text Graphically Appealing and Insert Special Characters	Insert special characters (©, ™, £).	2.1.7

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

- Building blocks can be sorted by all EXCEPT which of the following?
  - Name
  - Creator
  - Gallery
  - Category
- \_\_\_\_\_ can be found within the Quick Parts menu.
  - AutoComplete
  - Auto Organizer
  - AutoText Insert
  - AutoText
- Identify the feature that includes a label for instructing you on the type of text to include and a placeholder that reserves a place for your new text.
  - Placeholder
  - Fields
  - Content Control
  - All of the above
- A document theme includes sets of which of the following?
  - Colors
  - Fonts
  - Effects
  - All of the above
- A line inserted around the document page is called a:
  - Document page border.
  - Page layout border.
  - Page border.
  - None of the above.
- To preview a style or a theme, you must do which of the following?
  - Place your mouse pointer over the choice
  - Print the document

- c. Set up the document properties
  - d. It is not possible to preview a style or theme
7. The \_\_\_\_\_ provides a way to manage building blocks by editing, deleting, and/or inserting them.
- a. Quick Organizer
  - b. Cover Page
  - c. Text box
  - d. Building Blocks Organizer
8. A \_\_\_\_\_ is a placeholder that tells Word to insert changeable data into a document.
- a. field name
  - b. field
  - c. data field
  - d. data source
9. A customized company logo applied to a page background behind a document's text is called a(n):
- a. MarkArt.
  - b. Insert Picture refer to.
  - c. watermark.
  - d. SmartArt.
10. In the \_\_\_\_\_ dialog box, you can specify to insert a page border on only the first page of a document.
- a. Page Border
  - b. Borders and Shading
  - c. Page Border tab dialog box
  - d. Line Border

### True/False

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

- T F** 1. A watermark is text or a graphic printed behind text.
- T F** 2. When a Style Set has been inserted in a document, the spacing of the Style Set can be easily changed.
- T F** 3. Inserting special characters in a document can be completed using the Ribbon or a keyboard shortcut.
- T F** 4. AutoText can be inserted using the Building Blocks Organizer.
- T F** 5. If you make any changes to the colors, fonts, or effects of the current theme, you can save it as a custom theme and apply it to future documents.
- T F** 6. A picture can be inserted as a page background.
- T F** 7. You can customize a building block.
- T F** 8. Formulas can be inserted using only the Equation button.
- T F** 9. Page colors refer to the background color of a page.
- T F** 10. After a text box has been inserted, the text box can be moved to another location in the document.

## Competency Assessment

### Project 7-1: Creating Elevator Communications

Montgomery, Slade & Parker uses elevator communications for in-house announcements, invitations, and other employee-relations documents. In each elevator, a durable 8½" × 14" clear plastic frame has been installed in which announcements can be inserted and changed on a regular basis. Create a draft document for approval that recognizes employee award winners and invites employees to a reception to honor these award winners.



**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** *Congratulations* from the data files for this lesson.
2. **SAVE** the document as *7-1 Congratulations Reception* in the lesson folder on your flash drive.
3. On the Design tab, in the Page Background group, click the **Page Color menu**. In the Theme Colors section, select **Olive Green, Accent 3, Lighter 80%**.
4. Click the **Page Borders button**. In the *Borders and Shading* dialog box, click **Shadow** in the Setting section. Click the **Width menu** and choose **3 pt**. In the Color section, select **Olive Green, Accent 3, Darker 50%**. Click **OK** to apply the changes to the whole document.
5. On the Page Layout tab, in the Page Setup group, click the **Size menu** and select **Legal**. The legal option may not be included in the menu if you don't have a printer that uses legal sized paper; if not, just skip this step.
6. Launch the **Page Setup dialog box** and click the **Layout tab** to change the Vertical Alignment to **Center**.
7. Select **Congratulations!** Change the font color to **Olive Green, Accent 3, Darker 50%** to match the page border.
8. Click the **Watermark button** in the Page Background group on the Insert tab and select **Custom Watermark**. The *Printed Watermark* dialog box opens.
9. Select the **Text watermark option** and then click the **drop-down arrow** next to *Text*. Select **Draft**.
10. Customize the watermark by changing the color to dark red.
11. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

### Project 7-2: Creating a Reference Letter

A former employee at Flatland Hosting Company has asked for a reference letter.



**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** *Reference Letter* from the data files for this lesson.
2. **SAVE** the document as *7-2 Jasmine Reference* in the lesson folder on your flash drive.
3. On the Design tab, in the Document Formatting group, select **Basic (Simple)** from the Style Set gallery.
4. Click the **Fonts button** to produce the Fonts menu. In the menu, click **Customize Fonts**. The *Create New Theme Fonts* dialog box opens.
5. In the Name box, replace *Custom 1* by typing **Reference Letter Fonts [your initials]**.
6. Change the Heading and Body Font to **Times New Roman**.
7. Click **Save** to close the dialog box and apply your font choices to the document.
8. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

## Proficiency Assessment

### Project 7-3: Creating Letterhead

Create a new letterhead for the Flatland Hosting Company.

**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** a new blank document.
2. **SAVE** the document as *7-3 FHC Letterhead* in the lesson folder on your flash drive.

3. On the Insert tab, in the Text group, open the **Building Blocks Organizer dialog box** and insert the **Sideline built-in header**.
4. In the [Document title] placeholder, type the document title as **Flatland Hosting Company**. Bold the text and change the size to **22 pt**.
5. The Header & Footer Tools Design tab is active. From the Insert group, click the **Quick Parts button**, and then open the **Building Blocks Organizer dialog box**.
6. Insert the **Sideline built-in footer** and select the page number and press **Delete**. Hint: Do *not* select the ¶ mark.
7. Type the company address along with inserting the solid diamond symbol as **1234 Grand Street ♦ Forest Grove, OR 97116** and center. In the Insert tab, in the Symbols group, click the **Symbol button** and select **More Symbols**. In the *Symbol* dialog box, change the font to **Wingdings** and select symbol **116**.
8. Click close Header and Footer in the Ribbon.
9. Change the view to one page.
10. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

### Project 7-4: Formatting a Two-Page Resume

Your friend Mike has revised and added some information to his resume, and it is now two pages long. Update the formatting to include a header and footer.



**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** **MZ Resume2** from the data files for this lesson.
2. **SAVE** the document as **7-4 MZ Resume2 Update** in the lesson folder on your flash drive.
3. Open the **Page Setup dialog box**, and change the top, bottom, left, and right margins to **1.25"**. Click **OK**.
4. Click the **Insert tab**, in the Text group, open the **Building Blocks Organizer**, and insert the **Austin header**.
5. In the header document title, type **Resume of Michael J. Zuberi** and right-align.
6. In the Options group, click the **Different First Page box**. Notice the text is no longer on the first page.
7. Close the Header and Footer.
8. On the Design tab, in the Document Formatting group, select **Black & White (Classic)**.
9. If necessary, enable the **Show/Hide Editing Marks button** and remove all blank lines.
10. Select **LONNCO, LTD—PLANO, TEXAS 1998 TO 2002 and STAFF ACCOUNTANT** and apply the **Keep with Next command**.
11. Change the view to **100%**.
12. **SAVE** the document in your flash drive in the lesson folder, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

## Mastery Assessment

### Project 7-5: Customizing a Postcard

It's soccer season again, and the YMCA is sending out postcards to all participants who played last season.



**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** *Soccer* from the data files for this lesson.
2. **SAVE** the document as *7-5 Soccer Post Card* in the lesson folder on your flash drive.
3. Customize the page size to **4" x 6"**, the orientation to **Landscape**, and the margins to **Narrow**.
4. Insert a page border and add a **Dark Blue, Text 2** double-line page border with a box setting and set the width to **3/4 pt**.
5. In the *Page Color, Fill Effects* dialog box, select **Two Colors**. In the Color 2 section, and select **Blue, Accent 1, Lighter 80%**. In the Shading styles section, select **Diagonal down**. Under Variants, click the sample pattern in the lower-right corner.
6. Insert the soccer ball image from the data files as a picture watermark.
7. **SAVE** the document in your flash drive in the lesson folder, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

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### Project 7-6: Creating a Thank-You Card

Create thank-you note cards that match the style of Mike's new two-page resume.

**GET READY. LAUNCH** Word if it is not already running.



1. Create a new blank document.
2. **SAVE** the document as *7-6 Thank You* in the lesson folder on your flash drive.
3. Customize the page size to **3.9" x 3.5"**, leave the orientation at the default, and change the margins to **Narrow**.
4. Refer to the built-in header used in the *MZ Resume2 Updated* document and insert the same format to be used as a footer in your current document.
5. In the footer, replace *pg 1* with **Michael J. Juberi** and right-align.
6. Insert the *Thank You* image as a picture watermark.
7. **SAVE** the document in your flash drive in the lesson folder, and then **CLOSE** the file.

**CLOSE** Word.

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