

It! Series

*Lessons authored to work with
any version, any application.*

Third Edition

Word Processing

Hands-on Word Processing Lessons for Workplace Readiness



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It! Series
3rd Edition

Word Processing

Hands-on Word Processing Lessons for Workplace Readiness

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Introduction

Welcome to It! Series, 3E: Word Processing

The **It! Series, 3E** is a comprehensive, skills-based program designed to help you use your computer applications skills to produce professional documents. With an emphasis on real-world scenarios and workplace readiness, the **It! Series, 3E** showcases a variety of practical uses for five key business computer applications: word processing, spreadsheets, presentations, desktop publishing, and databases.

It! Series, 3E: Word Processing will show you how to apply your word processing skills in your own lives. Across over 30 all-new lessons, you will explore the power of word processing as you develop professional documents like resumes and promotional flyers, and encounter relevant topics like social media and website design. From formatting paragraphs to working with graphics and visual elements, **It! Series, 3E: Word Processing** will give you the tools you need to make word processing work for you.



New Skills

These hands-on lessons are organized into a hierarchical skill-level format. With few exceptions, most of the lessons in this book build upon skills practiced in previous lessons.

Prerequisite Skills

This book is recommended for students in grades 9–12. It is expected that students have a basic working knowledge of using any version of any word processing application.

Materials Required

To use this textbook, students will need the following:

- Internet access
- Desktop or laptop computer
- Word processing application
- Printer (optional)

Software Note

The instructions for all lessons are written in a generic format so they can be applied to any version of Microsoft Word, Google Docs, or equivalent word processing application.



Using the Companion Website

This textbook is designed to be used in conjunction with the Companion Website (www.MyCompanionSite.com). You may be required to download worksheets or image files.

To download the necessary resources:

1. Go to www.MyCompanionSite.com.
2. Click on the **It! Series, 3E: Word Processing** thumbnail.
3. Download and open the appropriate files.

Instructor Login & Resources

Instructors have access to a password-accessible instructor resource section via the Companion Website.

Resources include:

- Lesson Answer Keys
- Lesson Grading Rubrics
- Lesson Source Files
- Review Worksheets, Assessments, and Answer Keys

File Management

Files can be stored within folders on hard drives, network drives, external drives (e.g. USB sticks), or in the cloud (e.g. Google Drive). Before you begin to create files for each lesson, establish and name an appropriate folder—such as “Word Processing Lessons”—for saving and storing all your files.



My
CompanionSite.com



Understanding the Format of This Textbook

The lessons in this textbook have been organized into an easy-to-read, self-guided, visual format where you practice new skills and learn by doing. This textbook is divided into an introductory section and seven additional parts, each containing a set of individual lessons that focus on working with different aspects of word processing.

Lesson 10
Using Table Basics
Lesson 10

Celebrities and Their Pets

Using Table Basics

Overview

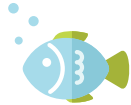
A document that contains lists of information can often be difficult to format and read. Using a table allows the writer to keep related information together so that the reader can quickly determine what is being communicated. Tables contain rows and columns that are displayed as cells similar to a spreadsheet. Rows run across and columns run vertically, and the text inside them can be formatted with different fonts or alignments. Cells can be shaded to highlight information and cell borders can be formatted in various ways to make the table more attractive.

New Skills

Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **CELEBS**.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title "Celebrities and Their Pets," then hit ENTER twice.
7. Create a table with 3 columns and 21 rows, then type the text into the table as shown in **Figure 10**.
8. Apply the following formatting changes to the table:
 - a. Add a 1.5 point border to all cells.
 - b. Center align, bold, and italicize the column titles.
 - c. Shade the rows of the celebrities that have cats using a color of your choice (be sure the shading is light enough so it does not interfere with the readability of the text in the cell).
 - d. Insert a row above row 1 that is merged and centered with the text "Celebrities and Their Pets" bold and italicized.



In this lesson, you will create and format a table that showcases 20 celebrities who have pets and their pets' names.

LESSON SYNOPSIS

Figure 10

Name of Celebrity	Type of Pet	Name of Pet
Kylie Jenner	Bunny	Bruce
Miley Cyrus	Cat	Shanti Om Bb
Justin Bieber	Dog	Esther
Kendall Jenner	Dog	Blu
Ariana Grande	Dog	Sirius Black
Demi Lovato	Dog	Buddy
Zayn Malik	Dog	Teddy
Lea Michele	Dog	Pearl
Shay Mitchell	Dog	Foxy
Hillary Duff	Dog	Dubois
Iain Somerhalder	Dog	Nietzsche
Naya Rivera	Dog	Emmy
Julianne Hough	Dog	Harley
Janel Parrish	Dog	Princess Oreo
Taylor Swift	Cat	Olivia Benson
Rita Ora	Cat	Bruno
Bella Thorne	Dog	Kingston
Lauren Conrad	Dog	Fitz
Nick Jonas	Dog	Elvis
Iggy Azalea	Dog	Jelli

NEW SKILLS

INSTRUCTIONS

FIGURE

Curriculum Guide

LESSON

NEW SKILLS

Word Processing

Part 1: Introduction to Word Processing

Part 2: Document Basics & Formatting

1	My Favorite Things	<i>Creating Your First Document</i>	Creating, Naming, and Saving a Document • Revising, Renaming, and Saving an Existing Document • Changing Font and Font Size • Printing a Document • Closing a Document
2	Super Cuts	<i>Formatting Text</i>	Applying Bold, Italics, and Underline • Increasing and Decreasing Font Size • Aligning Text • Using Cut, Copy, and Paste • Creating a Numbered List
3	State Symbols	<i>Enhancing & Formatting Text</i>	Changing Font Color • Changing Text Case • Inserting a Symbol • Applying Strikethrough • Inserting a Standard and Customized Bullet • Applying a Border
4	How to Build a Website	<i>Working with Bookmarks</i>	Inserting a Page Break • Inserting a Bookmark • Hyperlinking Text to a Bookmark
5	Fortune 500 Top 10 Companies	<i>Working with Hyperlinks</i>	Hyperlinking Text to a Website Address

Part 3: Formatting Paragraphs & Editing Text

6	The Hunger Games	<i>Using Find & Replace</i>	Using Find and Replace
7	The Voice	<i>Proofing Your Document</i>	Using Spelling and Grammar Check • Using the Thesaurus Tool
8	Movie Summary	<i>Changing Paragraph Line Spacing</i>	Changing Paragraph Line Spacing • Writing a Summary • Using Word Count
9	Taking a Vacation	<i>Creating a Bulleted List</i>	Formatting Numbered Lists • Using Bullets • Formatting Customized Bullets

Part 4: Working with Tables and Columns

10	Celebrities and Their Pets	<i>Using Table Basics</i>	Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells
11	Homework Planner	<i>Formatting Tables</i>	Changing Column Width • Changing Cell Alignment • Changing Row Height • Changing Text Direction • Inserting an Image in a Table • Centering a Table Horizontally
12	So You Think You Can Dance	<i>Formatting Text into Columns</i>	Creating Two Columns • Justifying Text

Part 5: Working with Tabs

13	Video Game Ratings	<i>Setting Custom Tabs</i>	Setting Left, Right, and Center Tabs
14	Social Media for Teens	<i>Applying Tab Leaders</i>	Using Dot Leaders

Curriculum Guide

LESSON

NEW SKILLS

Part 6: Using Headers, Footers, & Page Setup

15	From the Top to the Bottom	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Inserting Page Numbers • Inserting the Date
16	School Lunch Menu	<i>Vertically Centering Text</i>	Formatting Page Orientation • Setting Custom Margins • Adding a Page Border • Centering Text Vertically

Part 7: Working with Graphics and Visual Elements

17	Spring Scene	<i>Using Shapes</i>	Using Shapes • Using Shape Effects • Changing Shape Fill • Changing Shape Outline • Resizing Shapes • Grouping Shapes
18	Dynamic Desktop	<i>Inserting and Formatting Pictures</i>	Inserting a Picture • Resizing a Picture • Rotating a Picture • Using Layout Options • Applying a Border to a Picture
19	Right Here, Right Now	<i>Working with Text Boxes</i>	Inserting a Text Box • Resizing Text Boxes • Wrapping Text Within a Text Box • Grouping a Text Box with Other Objects
20	Days of the Week	<i>Working with Design Elements</i>	Using WordArt • Formatting a Drop Cap
21	Logo Links	<i>Applying Hyperlinks to Images</i>	Hyperlinking Images to Websites
22	SWOT Analysis Diagram	<i>Working with a Template</i>	Creating and Saving a Template • Aligning Objects

Part 8: Creating Professional Documents

23	Professional Business Documents	<i>Identifying Various Business Documents</i>	Identifying Business Documents
24	Recommendation Letter	<i>Writing a Letter of Request</i>	Writing an Effective Letter of Request • Formatting a Block Style Letter • Creating a Mail Merge for Letters
25	New Menu Announcement	<i>Creating a Press Release</i>	Formatting a Press Release
26	Spirit Week Memo	<i>Creating a Memo</i>	Formatting a Memo
27	School Newsletter	<i>Recreating a Newsletter</i>	Formatting a Newsletter
28	Knowledge College Letterhead	<i>Formatting Business Letterhead</i>	Creating Business Letterhead
29	Business Card	<i>Creating a Business Card</i>	Creating a Business Card
30	Promotional Flyer	<i>Designing a Business Flyer</i>	Creating and Designing a Flyer • Selecting a Shadow and Dash Style
31	Resume	<i>Recreating a Resume</i>	Creating and Formatting a Resume
32	Social Media Today	<i>Creating an MLA Report</i>	Formatting a Report in MLA Style
33	Knowledge College Majors	<i>Using Online Word Processing Software</i>	Creating, Editing, and Sharing an Online Word Processing Document • Collaborating Using Online Word Processing Software

Word Processing



Part 1 Introduction to Word Processing

Hands-on Lessons:

Part 2 Document Basics & Formatting Lessons 1 – 5

Part 3 Formatting Paragraphs & Editing Text Lessons 6 – 9

Part 4 Working with Tables and Columns Lessons 10 – 12

Part 5 Working with Tabs Lessons 13 – 14

Part 6 Using Headers, Footers, & Page Setup Lessons 15 – 16

Part 7 Working with Graphics and Visual Elements Lessons 17 – 22

Part 8 Creating Professional Documents Lessons 23 – 33



What is Word Processing Software?

Word processing software is used to create, edit, share, and print documents from a computer or similar device. Whether it's a resume, MLA style report, or business letter, word processing software has become a necessary document creation tool. Word processing software is used by businesses across all industries throughout the world. While there are many different word processing software applications available, they all give users the ability to perform the same basic tasks.

Word processing is essentially adding to and editing a document's content, with editing a document being the standard function word processing offers. Editing a word processing file simply means making changes to the text, graphics, or objects contained in the file. Below are some of the most common word processing editing tasks.

Basic Text Editing	Basic Graphic Editing	Basic Objects Editing
Inserting and deleting text	Drawing, resizing, and rotating shapes	Adding rows and columns to tables
Copying and pasting text	Adjusting alignment and position	Adjusting table column width and row height
Grouping, moving, and rotating text	Applying shadows and other effects	Inserting, formatting, and changing charts and graphs
Changing font style, color, and effects	Adding and changing fill and outline colors	Hyperlinking text to a website
Adjusting text size, paragraph, and character styles	Resizing and cropping pictures	

Why Learn Word Processing?

Word processing is the most commonly used computer application in business. It is a vital communication tool and is therefore one of the most critically important computer skills that you should learn. Word processing on a computer has become so popular because of the ease in which it enables composing and editing words, sentences, paragraphs, chapters, shapes, and objects.

Text color, size, and style can be changed with the click of a mouse. Images, objects, charts, and graphs can be easily inserted to enhance the appearance of the document, and page numbers can be generated automatically. Finally, the fact that word processing software can alert you of spelling errors and grammar mistakes can only help to ensure that the document you create is perfect!

Word processing software requires you to add text using an input device such as a keyboard. In this textbook, you will be completing lessons that will not only improve your word processing skills, but by practicing proper touch typing techniques, you will improve your ability to create and type documents efficiently and accurately.

Types of Word Processing Software

For the most part, all word processing applications are inherently capable of doing the same thing—creating, editing, sharing, and printing documents. However, there are some considerations to make when choosing word processing software.

For instance, if you need to create complex documents such as reports that contain graphics and charts, Microsoft Word is a good choice.

For more basic word processing tasks, Google Docs may be a better fit since it is simple to use and offers document sharing and collaboration.

Larger businesses that distribute word processing software to thousands of employees typically have unique needs that dictate their word processing software application, such as cost, application training, document security, and document version control. In this case, a business-oriented version of Microsoft Word is a popular choice.

The Most Popular Word Processing Software



Microsoft Word is a widely used word processing software designed by Microsoft. Word is a component of the Microsoft Office Suite, but can be used as a stand-alone product. It was launched in 1983, and has since set the standard for other word processing software. Word works with Windows and Macintosh operating systems. With newer versions of Word, users can also collaborate on the same document in real time.



Pages is a word processing software that was developed by Apple, Inc. It is part of the iWork productivity suite, and runs on Apple's OS X and iOS operating systems. The first version of Pages was released in 2005, and the most recent version is offered for free to anyone with an iOS device.



Google Docs is a free web-based word processing application in which documents can be created, edited, and stored online. Files can be accessed from any computer with an Internet connection and a web browser. Google Docs was released to the public in 2007, and is integrated with Google Drive.



Identifying Different Types of Business Documents

Businesses use a variety of business documents to communicate and conduct business in a professional environment. From brief email messages and memos to complex legal documents and financial reports, it is essential that all business documents be well-written and free from typographical, grammatical, and factual errors.

You will find below a variety of business documents used in businesses today.

Memorandum

A memo is a form of written communication that moves within a company or organization and is written in a direct, professional tone. Typically, a memo calls attention to a specific topic or issue and addresses it.

Memos can be sent to an individual, a small group, or an entire business or organization. A printed memo provides an easy way to ensure that all recipients have received the same message.

MEMORANDUM

TO: All Staff
FROM: Joe Meridan, Owner *jm*
DATE: April 2, 20__
SUBJECT: New Flavor Kickoff Party

As you know, I have been working on a new flavor for Creamy Creations. I experimented with dozens of combinations and think I have finally found the perfect new summertime recipe. It takes into consideration the fun of summer, the need to cool off, and the lazy attitude most people love to have in the months ahead.

The new flavor is called Melt-Away-Melon and includes the following ingredients:

- vanilla ice cream base
- swirls of cantaloupe puree
- crushed chocolate covered macadamia nuts

I have prepared the initial twenty gallons for taste testing. Please join me this Thursday, April 6, at 8:30 p.m. for a private staff party. In the meantime, as always, please keep this new flavor "under your hat" until it has passed the staff "taste test." Attached is the invitation. I look forward to seeing you all there.

jt
Attachment

Block Style Business Letter

A block style business letter is a format that is commonly used when writing a business letter. Recipients may include customers, colleagues in other businesses, service providers, and job applicants. Using a standard letter format, such as a block style, shows you understand what is commonly used in the business world.

It is important to become familiar with the various parts of a block style letter and their proper placement because as you enter the business world, you will find that concise, professional writing presented in a standard way is expected and appreciated.

68 Hillbrook Road
Columbus, OH 43215
January 10, 20__

Ms. Jennifer Crosswell
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215

Dear Ms. Crosswell:

Enclosed please find my volunteer application for your review. I am interested in working at the Jordan Perry event that will be held on February 14, 20__. I saw the advertised position in last Sunday's *Columbus Dispatch*.

As you can see, I have extensive experience in event marketing. I have volunteered at various church festivals, local carnivals, and walk-a-thons. At my last volunteer post, I assisted organizers of the Walk for Cancer by welcoming walkers at registration. My supervisor that day said I was one of the friendliest, most responsible volunteers she has ever had. Besides being a huge Jordan Perry fan, I believe my work experience and history as a hard working individual make me qualified for the job.

I look forward to speaking with you further about my qualifications. Please feel free to contact me at the above address or call me at 614-555-3219. Thank you for your consideration.

Sincerely,

Sara Birch
si
Enclosure

Resume

A resume is a professionally presented document that introduces you to a prospective employer.

A resume is often the first piece of communication an employer gets from you and is meant to encourage the opportunity for an interview that can lead to a job offer. It is important to convey how you can meet the needs of an organization by showcasing your abilities and skills.

Although there are many formats that you can use, a resume typically highlights your education and work experience, as well as any clubs, sports, or organizations you have participated in. Awards and accomplishments that are related to the job you are applying for may also be included.

Christine Jacobs
67 Oaklawn Drive
Greenville, ID 83626
Phone: 208-555-6234
cjacobs@sample.com

OBJECTIVE: To obtain a nursing position that will utilize my talents, education, and experience.

EDUCATION: B.S., Nursing, College of Southern Idaho Expected May 2012
High School Diploma, Greenville High School June 2008

WORK EXPERIENCE:

Certified Nurse Assistant 2010 – Present
Greenville Nursing Home
Greenville, ID 83626

- Vital sign monitoring
- Care for personal hygiene of patients
- Report patient observations

Child Care Nanny 2007 – Present
Greenville Nanny Services
Greenville, ID 83626

- Provide in-home child care for several families
- Travel with families in need of nanny services

Cashier 2007 – 2010
Hanover's Grocery Store
Greenville, ID 83626

- Managed cash receipts and returns from customers
- Recorded daily transactions and balanced cash drawer

Volunteer Candy Stripper 2007 – 2009
Greenville Regional Hospital
Greenville, ID 83626

- Delivered flowers to patients
- Read books and magazines to patients
- Transported discharged patients

PROFESSIONAL ORGANIZATIONS: American Nursing Association, Federal Nurses Association

SKILLS: Proficient in Microsoft Office, Bi-lingual in English and Spanish

AWARDS: Nursing Student of the Year January 2012
CNA A+ Award September 2010

REFERENCES: Provided upon request.

Business Report

Business reports often include information in a format that is more formal, and usually longer, than a business letter.

Reports can cover a variety of topics. For example, a School Committee may prepare a detailed business report about the latest research study on ways of improving students' scores on standardized tests.

Although the format and contents of business reports differ depending on the report's purpose, they typically include an introduction, summary, methodology and discussion, conclusion, and recommendation.

REPORT OF THE HAMILTON PUBLIC SCHOOLS

To the Hamilton Community:

The purpose of this report is to help citizens develop an informed perspective on the performance of the Hamilton Public School (HPS) System.

Contained within this report are the following:

- Highlights of the past 18-24 months
- Important state and school system trends
- Data and commentary on how our school system is performing, specifically:
 - Effectiveness: Are our students learning and growing?
 - Leadership: How ready/able is our school staff?
 - Innovation: How are our schools adapting?
 - Efficiency: Are we getting a good return on our investment?

This report is in a "balanced scorecard" format. It is our hope that this report will:

1. Boost the transparency of our school system for citizens and parents
2. Enable our school administration to drive accountability and change into every school and classroom
3. Provide a variety of leading and lagging indicators demonstrating student achievement and school system health
4. Inform further dialogue about the educational challenges and opportunities that lie ahead

Measurement in education isn't always easy. Learning is a people-intensive business with a great many variables that make it difficult to prove effectiveness or efficiency. Nevertheless, we think you will find more than sufficient data here demonstrating that the Hamilton Public School system is performing well.

We look forward to an ongoing discussion of the goals, strategies, and metrics for our school system in the coming years. An electronic version of this document, as well as further information is available at www.hamiltonschools.edu.

Sincerely,

The Hamilton School Committee and Administration

MLA Style Report

An MLA (Modern Language Association) style report is an academic report widely accepted in schools and universities.

When using MLA style, the author's last name and page number are included in the header at the right margin. The heading typically includes the author's name, the instructor's name, course name, and date. The title of the report is center aligned in initial caps, and the body of the report includes an introduction, body, and conclusion.

The types of sources used in the research will determine the format that should be used. However, all cited sources are always included on the last page of the report, titled Works Cited.

Ross 1

Scarlett Ross
Ms. Jones
Technology Education
21 November 20__

The History of the Potato Chip

One of the world's most recognizable snack foods is the potato chip. Who can resist this thin slice of a potato, fried to a crisp and salted? Potato chips are delicious and very popular. They satisfy the taste buds of many by hitting all the essential characteristics of a good treat. They are convenient, easily found, salty, greasy, and come in a wide variety of flavors. It is hard to believe their invention was a mistake.

When George Crum, a Native American chef in Saratoga Springs, New York, upset a customer with french fries cut too thick, he came up with an idea to irk the patron. He produced a very paper thin french fry that was impossible to be picked up by a fork. To his dismay, the customer loved the result and soon other guests were requesting the chips. That was 1853, and now over 150 years later, the snack originally known as Saratoga Chips has become a household snack food staple.

For most of the late 1800s, potato chips were cut by hand and sold primarily in restaurants. After the successful premier at the Saratoga Springs Resort, Chef Crum opened his own restaurant and began serving potato chips in small baskets at every table. Once the mechanical potato peeler was invented, production of potato chips not only became easier but also more popular. Small manufacturers from Ohio to California began producing potato chips between 1895 and 1920. Today, potato chips are available with seasonings ranging from barbeque to salt and vinegar.

Ross 3

Works Cited

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Lays Potato Chips. *Frito-Lay.com*. June 2006. Web. 19 November 2012.

Burhans, Dirk. *Crunch!: A History of the Great American Potato Chip*. Madison: University of Wisconsin Press, 2008. Print.

Press Release/News Release

A news release is a written communication directed to members of the news media. For example, a news release can announce an upcoming scheduled event, or detail an employee receiving a special award or recognition. When the media receives a news release first, they are more likely to consider digging deeper into the story or conducting an interview for further information.

Contact: Otis Whitford
GWA Jamz Records
2701 Seventh Avenue
15th floor
New York, NY 10019
718-555-4509

FOR IMMEDIATE RELEASE

RAPPER RAZOR CRUSH RELEASES TOUR DATES AND NEW ALBUM

New York, NY September 2, 20__ – After much anticipation from his fans, hip-hop rapper, Razor Crush, will release his latest album "Stolen" on Tuesday, October 16, 20__. The rapper has called this his most personal collection to date, featuring songs that give his fans a glimpse into his family and childhood.

The album drops just in time to coincide with his North American tour dates. Razor Crush will begin his tour in Boston, Massachusetts, and he will visit 15 major cities in the U.S. as well as 5 stops in Canada.

To find out if Razor Crush is performing in your town, go to www.razorcrushrap.com. Tickets go on sale next week and are expected to sell out quickly.

###

Newsletter

A newsletter is a regularly distributed business publication that is often used for building relationships and maintaining regular contact with customers and prospects.

A newsletter can serve many purposes, such as providing awareness about a business, demonstrating expertise in an area, and promoting products and services within a business. Although there is not a defined format that must be used, newsletters are typically formatted the same way from one issue to the next.

A great example of a newsletter that you may already receive is one that is published by your school. Whether it is delivered in print or electronic format (eNewsletter), this newsletter most likely serves as a communication tool for parents to learn about what is happening in the school and what events may be forthcoming.

JHS YEARBOOK... YOU CAN READ US LIKE A BOOK

Volume 1 / Issue 1

JHS YEARBOOKS ON SALE NOW

Don't miss the opportunity to buy your yearbook now. You are only a senior in high school once and there are many special once-in-a-lifetime events that are captured in your high school yearbook.

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The easiest way to order your yearbook is online. Just click on the yearbook link located on the school Web site home page and follow the steps. Online orders must be paid with credit card only. Paper orders must be paid by check. NO cash will be accepted for yearbook orders.

Frequently Asked Questions:

Q: Can I personalize my yearbook?
A: Absolutely! Just follow the instructions on the paper. The total cost is easy to calculate.

Q: When is the last day to order my yearbook?
A: January 31, 20XX. NO exceptions. But if you order by 20XX, you will get \$10 off.


"What lies behind us, and what lies before us, are small matters compared to what lies within us." – Ralph Waldo Emerson

GET THE PICTURE

SENIORS: You must select your senior yearbook picture we will select one for you.

UNDERCLASSMEN: If you missed picture day, re-take it!

CALLING ALL CANDIDS: The yearbook staff is busy snapping pictures to document the school year. If you think you would be great for the yearbook, submit them in a folder to alopez@students.jhs.ri.us for review. Include the date of the school event or theme that the picture represents.



Buy Yours Now!

YEARBOOK PRICING

Hard cover yearbook: \$75.00 (\$65.00 if received by 12/31)
Soft cover yearbook: \$60.00
Personalization: \$5.00 for name (additional options available)
Additional autograph pages: \$5.00
Clear plastic cover: \$7.00

NOT JUST FOR SENIORS

The yearbook is more than just senior photos. It is the story of the school year, featuring the graduating class. The underclassmen are part of the story as well. How nice to have the book for each of your four years in high school.

Follow the story through the sections of the yearbook:
Seniors, Superlatives, Underclassmen, Faculty and Staff, Student Life, Clubs and Organizations, Awards, Candida, Sports, Baby Pictures, Inspirational Quotes, and so much more!

Order by January 31

Contact Us

Jackson High School
125 Main Street
Providence, RI 02903
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JACKSON HIGH SCHOOL

125 Main Street
Providence, RI 02903

Allie Barton
100 First Avenue
North Kingstown, RI 02852



Hardware Requirements for Word Processing Applications

In this textbook, you will create a series of documents that require the use of word processing software. As with all software applications, there are certain hardware requirements necessary to complete this task.

Hardware refers to the physical elements of a computer, so in this case, in order for you to use word processing software, you will need some type of computer to run the software, such as a desktop computer, tablet, or mobile phone. Some input devices that you will need include a mouse and a keyboard, or audio input if you are using voice recognition software. If you are going to print any of your word processing documents, you will need a printer. If the word processing software requires access to the Internet, such as Google Docs, then a router and Internet connection are required.

SOFTWARE NOTES

If you encounter a skill or feature that is not available in the software you are using, use an equivalent feature or adjust your document accordingly.

Unless otherwise stated, use the default font of the word processing software being used. For example, the default font in Microsoft Word is Calibri, while the default font in Google Docs is Arial.

It is important to note that all of the word processing lessons are written in a generic format and in most cases, the skills required can be achieved using any type of word processing software.

Part 1 Review

1. Visit www.MyCompanionSite.com.
2. Download and complete the **Word Processing Part 1 Review** worksheet.
3. Submit your completed worksheet to your instructor.

My
CompanionSite®



My Favorite Things

Creating Your First Document

Overview

Word processing has become such a common tool that one might take its power for granted. Creating documents and making changes to existing documents is second nature to many people. Imagine having to recreate an entire document only to have a second version with slight changes. Luckily, computer applications, such as Microsoft Word and Google Docs, allow users to create new documents from existing ones without having to start from scratch.

New Skills

Creating, Naming, and Saving a Document • Revising, Renaming, and Saving an Existing Document • Changing Font and Font Size • Printing a Document • Closing a Document



In this lesson, you will see how a word processing document can be saved using one file name, revised, and saved with a new file name.

Instructions

1. If you have not done so already, create a folder on your storage drive (hard drive, network drive, web drive, etc.) where you will save all of your word processing lessons.
2. Create a new word processing document.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **LIKES**.
5. Change the font to Georgia.
6. Change the font size to 14.
7. On the first line of the document, type your first and last name, then hit ENTER.
8. Type the lesson number and title "My Favorite Things" in font size 18 point, then hit ENTER twice. (Do not type the quotation marks.)
NOTE: The rest of the document should be 14 point.
9. Type the name of your favorite outdoor activity, then hit ENTER.
10. Type the name of your favorite superhero, then hit ENTER.
11. Type the name of your favorite social media website, then hit ENTER.
12. Type the name of your favorite video game, then hit ENTER.

13. Type the name of your favorite kind of breakfast cereal, then hit ENTER.
14. Carefully proofread your work for accuracy.
15. Print the document if required by your instructor.
16. Be sure any changes have been saved, then close the document.
17. Open the document **LIKES** to be revised and renamed.
18. Save the document as **DISLIKES**.
19. Change the title to "My Least Favorite Things."
20. Change your favorite outdoor activity to your least favorite outdoor activity.
21. Change your favorite superhero to your least favorite superhero.
22. Change your favorite social media website to your least favorite social media website.
23. Change your favorite video game to your least favorite video game.
24. Change your favorite kind of breakfast cereal to your least favorite breakfast cereal.
25. Be sure any changes have been saved.
26. Print the document if required by your instructor.

Super Cuts

Formatting Text

Overview

The mark of a true touch typist is someone who seldom lets their fingers leave the keyboard. As computers and laptops become smaller, manufacturers often eliminate common function keys to save keyboard space. For instance, an 11" Chromebook does not have a Delete key. Smart users will quickly learn the keyboard shortcut keys for their system—such as Alt+Backspace for delete—and can edit documents in a fast and efficient manner.



In this lesson, you will practice using common shortcut keys found in any popular word processing software, such as Microsoft Word or Google Docs, to edit a list of information about yourself.

New Skills

Applying Bold, Italics, and Underline • Increasing and Decreasing Font Size • Aligning Text • Using Cut, Copy, and Paste • Creating a Numbered List

Instructions

1. Review **Figure 2**, which contains common shortcut keys that can be used in word processing software.
2. Create a new word processing document.
3. Unless otherwise stated, use the default font and size of the word processing software being used.
4. Change the line spacing to single with no additional spacing before or after the paragraphs.
5. Save the document as **SUPERCUTS**.
6. On the first line of the document, type your first and last name, then hit ENTER.
7. Type the lesson number and title “Super Cuts” center aligned, then hit ENTER twice.
8. Type the responses to the statements provided below left aligned. Type one answer per line, and do not type the statements or preceding letters.
 - a. Your nickname.
 - b. The name of your school.
 - c. Your cell phone number.
 - d. Your hair color.
 - e. Your eye color.
 - f. Your height.

- g. Your lucky number.
 - h. The name of the street you live on.
 - i. The number of years you have lived at your present address.
 - j. Your current career goal.
9. Carefully proofread your work for accuracy.
 10. Select the appropriate text and make the following changes using shortcut keys only:
 - a. Italicize your nickname.
 - b. Bold the name of your school.
 - c. Underline your cell phone number.
 - d. Italicize, bold, and underline your hair color.
 - e. Increase the font size of your eye color by 2 points.
 - f. Decrease the font size of your height by 2 points.
 - g. Center align your lucky number.
 - h. Right align the name of the street you live on.
 - i. Copy the number of years you have lived at your present address and paste it under your nickname.
 - j. Cut your current career goal and paste it on the line under the name of your school center aligned.
 11. Number the list using the auto numbering feature.
 12. Carefully proofread your work for accuracy.
 13. Be sure any changes have been saved.
 14. Print the document if required by your instructor.

Figure 2

Common shortcut keys			
CTRL+ARROW KEYS	move cursor 1 word	CTRL+C	copy selected text
SHIFT+ARROW KEYS	select text	CTRL+X	cut selected text
CTRL+A	select all	CTRL+V	paste selected text
CTRL+B	bold selected text	CTRL+Z	undo last action
CTRL+I	italicize selected text	CTRL+S	save a file
CTRL+U	underline selected text	CTRL+P	print a document
CTRL+[decrease font size of selected text*	CTRL+R	right align text*
CTRL+]	increase font size of selected text*	CTRL+E	center align text*

* **NOTE:** Depending on the software application being used, a different shortcut may be required. Refer to your operating system's or application's help screen to see a complete list of keyboard shortcut keys you can use.

The Hunger Games

Using Find & Replace

Overview

There are many aspects that make word processing software easy to use, but nothing compares to the automated process of finding text in a document and replacing it with new text. A first draft often needs editing, and having to find recurring text throughout the document can become cumbersome. With Find and Replace, your computer does the searching and replacing for you, making the job easier and the results more accurate.



In this lesson, you will type a summary about a popular book and movie series, *The Hunger Games*, and replace text within the document.

New Skills

Using Find and Replace

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **HUNGER**.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title “The Hunger Games,” then hit ENTER twice.
7. Type the article text exactly as shown in **Figure 6**.
8. Find and replace the words provided in the table below.

NOTE: Be careful not to replace “Jennifer Lawrence” with “Ms. Lawrence.”

Find	Replace
the hunger games	THE HUNGER GAMES
Lawrence	Ms. Lawrence
book	novel
movies	films
occupation	career

9. Carefully proofread your work for accuracy.
10. Be sure any changes have been saved.
11. Print the document if required by your instructor.

Figure 6

Book Trilogy Becomes a Phenomenon

The hunger games, by Suzanne Collins, is a series made up of three novels that have been developed into movies. Both the books and the movies have become a cultural phenomenon. They are among the top selling books and movies of all time. The popularity of the first novel inspired millions of fans to read the subsequent novels and run to theaters to watch the films. With its unique plot, strong main character, and highly praised lead actress, the hunger games have attracted a loyal fan base.

The series begins with the hunger games. Next is *Catching Fire* followed by *Mockingjay*. Author Suzanne Collins creates a unique universe where young characters are chosen to fight through a battle until only one opponent is left alive. The book's setting is unlike anything readers have seen before. A mix of science fiction and fantasy give readers a thrill. Katniss Everdeen, the story's main character, is chosen by lottery to participate in the hunger games, which is a televised fight between twelve boys and twelve girls, from the twelve different districts of the post-apocalyptic nation of Panem. Each participant is forced to eliminate the other competitors in any way they can.

As the story begins, Katniss is neither willing nor ready to fight to the death, but volunteers to take part in the battle in place of her younger sister. She knows she must survive the ordeal in order to get back home to care for her younger sister. Katniss lives in a coal mining town in District 12. This poor district affords little to its citizens, so Katniss learns to hunt for food for her family after her father dies in a mining accident. Katniss is strong-willed, determined, resourceful, responsible, and sometimes, sarcastic. The death of her father leaves her mother in a great depression, and in response, Katniss steps up to take care of both her mother and younger sister. She provides them with food, finding ways to forage, hunt, and trade. She is an especially skilled archer, and her name is derived from the official name for the Katniss plant, *Sagittaria*. *Sagittaria* comes from *Sagittarius the Archer*, and the Latin meaning is he who throws arrows.

Although Jennifer Lawrence did not begin her occupation when she was cast in the first of the hunger games movies, playing the part of Katniss Everdeen certainly launched her into worldwide stardom. Lawrence is an American actress who received an Academy Award for Best Actress nomination in 2010 for the independent drama *Winter's Bone*. Starring in the hunger games film series has established her as the highest grossing female action star. Between filming the subsequent films for the hunger games series, Lawrence went on to star in a romantic comedy alongside Bradley Cooper. In 2012, she won the Best Actress Oscar for her role in that film. Besides acting, Lawrence has become a style icon and was named the face of Dior Addict's beauty campaign.

The hunger games trilogy has had such success that many aspiring authors look to it for inspiration and motivation to keep writing. Suzanne Collins was able to create a story that had wide appeal and international attention. Young girls all over the globe look up to Katniss Everdeen and Lawrence as role models.

The Voice

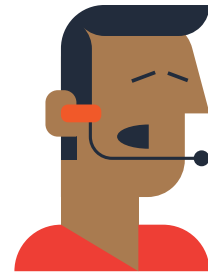
Proofing Your Document

Overview

Creating work that is both interesting to read and without spelling or grammatical errors is essential in today's world. Although it is important to always proofread your work for errors, you can give yourself a head start with your word processing software's spelling and grammar check feature. It will find unintentional mistakes in your document and offer suggestions for how the error can be rectified. A built-in thesaurus can propose words to better describe what you are writing.

New Skills

Using Spelling and Grammar Check • Using the Thesaurus Tool



In this lesson, you will use spell check to find misspelled words and the thesaurus tool to find alternative words in a properly formatted news release. Remember to proofread your work carefully; the spell check does not always pick up everything.

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **VOICE**.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title "The Voice," then hit ENTER twice.
7. Type the press release exactly as shown in **Figure 7**; however, do not bold the words appearing in bold.
8. Run the spell check to replace the misspelled words.
HINT: There are five misspelled words.
9. Use the thesaurus tool to find alternative words for the 10 words in bold.
NOTE: Be sure the words you select make sense in the context of the sentence.
10. Underline each of the new replaced words.
11. Carefully proofread your work for accuracy.
12. Be sure any changes have been saved.
13. Print the document if required by your instructor.

Figure 7

FOR IMMEDIATE RELEASE

CONTACT:

Vera Vocals

Vocals Talent Agency

Phone: 555-456-7890

Email: sing@vocalstalent.com

Website: www.vocalstalent.com

THE VOICE ANNOUNCES AN OPEN AUDITION IN THE SUNSHINE STATE

Orlando, FL, <current date>—Imagine becoming the next **winner** of The Voice. Maybe u have what it takes to get the coaches to turn their chairs around. Find out by taking part in our **upcoming** audition. The producers of The Voice are in the process of selecting the most **talented** singers in America to compete on the **show**. The show features a **unique** format that is made up of five stages of competition. A grand prize winner is chosen in the final stage of the competition and receives a recording contract.

Take a chance! You've got nothing to lose and **lots** to gain iff you are able to make it on The Voice! Auditions will be held next Saturday and Sunday at the Orlando Mall from 8 am to 5 pm. Warm up those vocal cords and get ready to **shine**!

Make your plans **soon** as spots will be filling up **very** fast. Arrive at the check-in booth and receive a wristband and an audition number. It is very **important** not to misplace your ticket number since this is the only way we know who you are. We expect there to be lots of singers on both Saturday and Sunday.

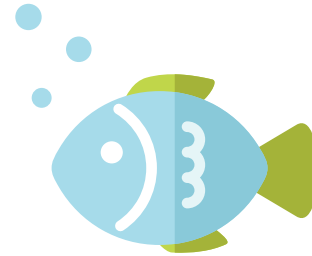
Email Vocals Talent Agency tooday to reserve your spot in the audition.

Celebrities and Their Pets

Using Table Basics

Overview

A document that contains lists of information can often be difficult to format and read. Using a table allows the writer to keep related information together so that the reader can quickly determine what is being communicated. Tables contain rows and columns that are displayed as cells similar to a spreadsheet. Rows run across and columns run vertically, and the text inside them can be formatted with different fonts or alignments. Cells can be shaded to highlight information and cell borders can be formatted in various ways to make the table more attractive.



In this lesson, you will create and format a table that showcases 20 celebrities who have pets and their pets' names.

New Skills

Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **CELEBS**.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title "Celebrities and Their Pets," then hit ENTER twice.
7. Create a table with 3 columns and 21 rows, then type the text into the table as shown in **Figure 10**.
8. Apply the following formatting changes to the table:
 - a. Add a 1.5 point border to all cells.
 - b. Center align, bold, and italicize the column titles.
 - c. Shade the rows of the celebrities that have cats using a color of your choice (be sure the shading is light enough so it does not interfere with the readability of the text in the cell).
 - d. Insert a row above row 1 that is merged and centered with the text "Celebrities and Their Pets" bold and italicized.

- e. Insert a blank row between row 1 and row 2, then merge the cells in that row.
 - f. Insert a row after the last row, then merge the cells in that row.
 - g. In the last row, type the text "My favorite dog name on this list is <insert your favorite dog name>."
9. Carefully proofread your work for accuracy.
 10. Be sure any changes have been saved.
 11. Print the document if required by your instructor.

Figure 10

Name of Celebrity	Type of Pet	Name of Pet
Kylie Jenner	Bunny	Bruce
Miley Cyrus	Cat	Shanti Om Bb
Justin Bieber	Dog	Esther
Kendall Jenner	Dog	Blu
Ariana Grande	Dog	Sirius Black
Demi Lovato	Dog	Buddy
Zayn Malik	Dog	Teddy
Lea Michele	Dog	Pearl
Shay Mitchell	Dog	Foxy
Hilary Duff	Dog	Dubois
Ian Somerhalder	Dog	Nietzsche
Naya Rivera	Dog	Emmy
Julianne Hough	Dog	Harley
Janel Parrish	Dog	Princess Oreo
Taylor Swift	Cat	Olivia Benson
Rita Ora	Cat	Bruno
Bella Thorne	Dog	Kingston
Lauren Conrad	Dog	Fitz
Nick Jonas	Dog	Elvis
Iggy Azalea	Dog	Jelli

Homework Planner

Formatting Tables

Overview

Although word processing software automatically fits text into table cells with word wrap, it is often necessary to resize rows and columns to better accommodate the text inside them. A table can take on the look of a more graphic object on your page when you change cell alignment and text direction within cells. In addition, clip art can be inserted and resized to become part of the design of your table.



In this lesson, you will gain more practice working with tables to create a page from a homework planner.

New Skills

Changing Column Width • Changing Cell Alignment • Changing Row Height • Changing Text Direction • Inserting an Image in a Table • Centering a Table Horizontally

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Change the line spacing to single with no additional spacing before or after the paragraphs.
4. Save the document as **PLANNER**.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title "Homework Planner," then hit ENTER twice.
7. Create a table with 4 columns and 11 rows, then type the text into the table as shown in **Figure 11**.
8. Apply the following formatting changes to the table:
 - a. Resize each column as indicated below:

Subject:	1.5"
Assignment:	4"
Due	0.75"
Done	0.75"
 - b. Center the table horizontally on the page.
 - c. Merge and center row 1.
 - d. Adjust the height of row 1 to 0.5".

- e. Change the text in row 1 to 18 point, and center it horizontally and vertically.
 - f. Shade row 1 to light gray.
 - g. Bold the column titles.
 - h. Adjust the height of row 2 to 0.5".
 - i. Center the text in row 2 horizontally and vertically.
 - j. Adjust the height of the last row to 1.5".
 - k. Merge the cells in the last row.
 - l. Change the text direction in the "Notes" row so that the text "Notes" is rotated 90 degrees to the right.
 - m. Change the text "Notes" to 18 point.
 - n. Insert an image of a school in the bottom right corner of the last row.
HINT: Use text wrap if necessary.
 - o. Resize the image so that it is no more than 0.5" high and 0.5" wide.
9. Carefully proofread your work for accuracy.
 10. Be sure any changes have been saved.
 11. Print the document if required by your instructor.

Figure 11

Daily Planner for November 16			
Subject	Assignment	Due	Done <input checked="" type="checkbox"/>
Biology	Ecosystems Project	11/30	
U.S. History	Colonial Development Article Response	11/17	<input checked="" type="checkbox"/>
Spanish	Study for tomorrow's vocabulary quiz	11/17	<input checked="" type="checkbox"/>
Geometry	Problems 11-25; Complete Online Assessment	11/18	
English	Read pages 35-75	11/17	<input checked="" type="checkbox"/>
Art	Sketch object from nature	11/20	
Chorus	Watch last year's performance video	11/18	<input checked="" type="checkbox"/>
Personal Finance	Update daily spending plan	11/19	
Notes:			

Video Game Ratings

Setting Custom Tabs

Overview

Tab stops can be formatted to have alignment built in. When using a tab stop with center alignment, the center of the text will be at the tab stop position. When using a tab stop with right alignment, the text will be right aligned at the tab stop position. It is difficult, not to mention time consuming, to align text by using the space bar. Jumping quickly to a formatted position in the document with the Tab key can save time and ensure precision in your document.



In this lesson, you will create a three-column list about video game ratings by setting tabs formatted with left, right, and center alignment.

New Skills

Setting Left, Right, and Center Tabs

Instructions

1. Create a new word processing document.
2. Change the line spacing to single with no additional spacing before or after the paragraphs.
3. Save the document as **RATINGS**.
4. Change the font to Georgia, 11 point.
5. On the first line of the document, type your first and last name, then hit ENTER.
6. Type the lesson number and title "Video Game Ratings," then hit ENTER twice.
7. Type the heading exactly as shown in **Figure 13**, then hit ENTER twice.
8. Set the following tabs:
 - a. Left aligned tab at 0.75"
 - b. Center aligned tab at 3.25"
 - c. Right aligned tab at 6"
9. Type the text exactly as shown in **Figure 13**. **HINT:** Use the Tab key to align text into columns.
10. Change the font of the text "Video Game Ratings by the Entertainment Software Rating Board" to 14 point, bold, and center aligned.
11. Change the line spacing of the entire document to double space.
12. Carefully proofread your work for accuracy.
13. Be sure any changes have been saved.
14. Print the document if required by your instructor.

Figure 13

Video Game Ratings by the
Entertainment Software Rating Board

<u>TAB</u> →	Symbol	<u>TAB</u> →	Rating Name	<u>TAB</u> →	Ages
	EC		Early Childhood		3 and older
	E		Everyone		6 and older
	T		Teen		13 and older
	M		Mature		17 and older
	RP		Rating Pending		Not yet assigned

From the Top to the Bottom

Using Headers and Footers

Overview

It is often necessary to format documents with the same information on the top or bottom of every page. Word processing software is also able to automatically output document information, such as the page number and total number of pages in the file. Headers and footers only need to be formatted once, and they will show on the top and bottom of every page of your document, making them very useful for long papers.



In this lesson, you will create a header and footer in a two-page document.

New Skills

Inserting a Header • Inserting a Footer • Inserting Page Numbers • Inserting the Date

Instructions

1. Create a new word processing document.
2. Unless otherwise stated, use the default font and size of the word processing software being used.
3. Save the document as **TOP**.
4. Create a header that contains the following information as shown in **Figure 15-A**.
 - a. Type your name in all caps, then hit the Tab key.
 - b. Type the lesson number and title “From the Top to the Bottom,” then hit the Tab key.
 - c. Insert the current date.
5. Create a footer that contains the following information as shown in **Figure 15-B**.
 - a. Type the word PAGE in all caps center aligned.
 - b. Insert the page number.
6. At the top of the page, type the text “This is my first page and it contains a header.” as shown in **Figure 15-C**.
7. Insert a page break so that your document has a second page.
8. At the top of page two, type the text “This is my second page and it contains a header, too.” as shown in **Figure 15-C**.
9. Carefully proofread your work for accuracy.

10. Be sure any changes have been saved.
11. Print the document if required by your instructor.

Figure 15-A

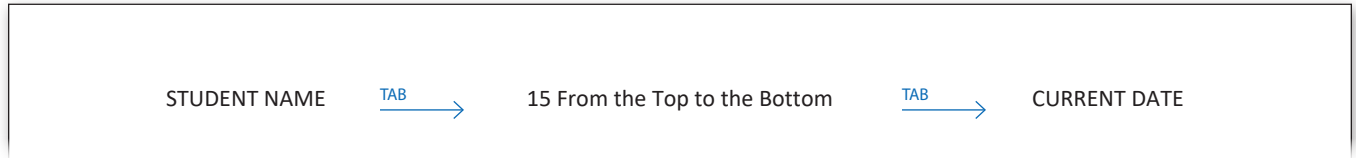
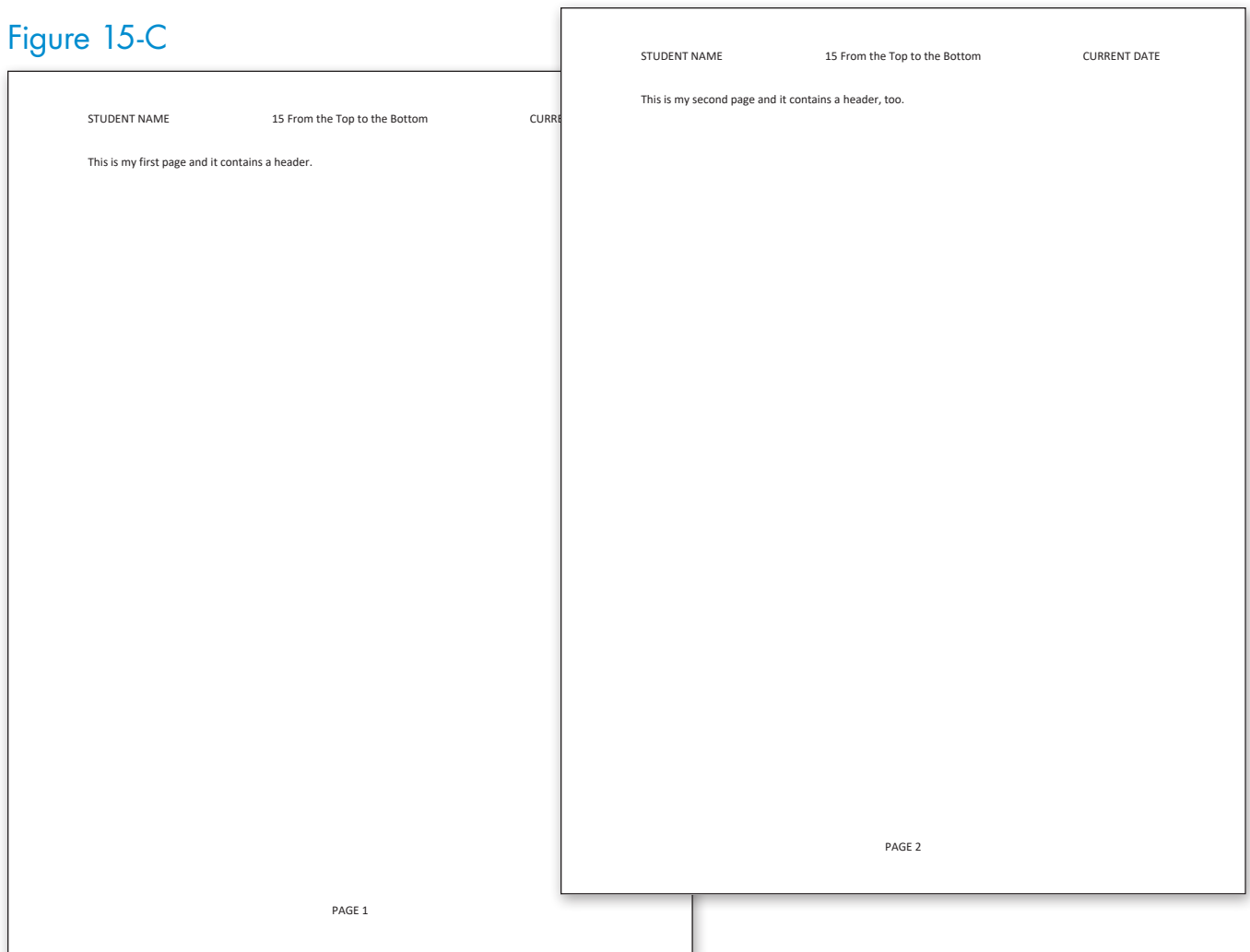


Figure 15-B



Figure 15-C

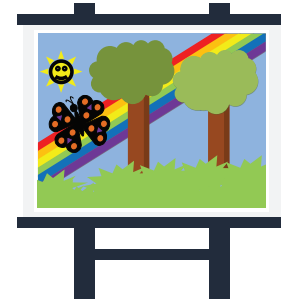


Spring Scene

Using Shapes

Overview

Using shapes in a document is a great way to practice formatting objects in any application. Shapes can be drawn and formatted in different sizes with different fill colors and outline thicknesses. Shapes can also be rotated and placed on top of other shapes, and multiple shapes can be grouped together to make working with them easier. Drawing tools can enhance the overall message of a flyer or newsletter and add interest to a presentation or webpage.



In this lesson, you will practice using a variety of drawing tools to create a spring scene.

New Skills

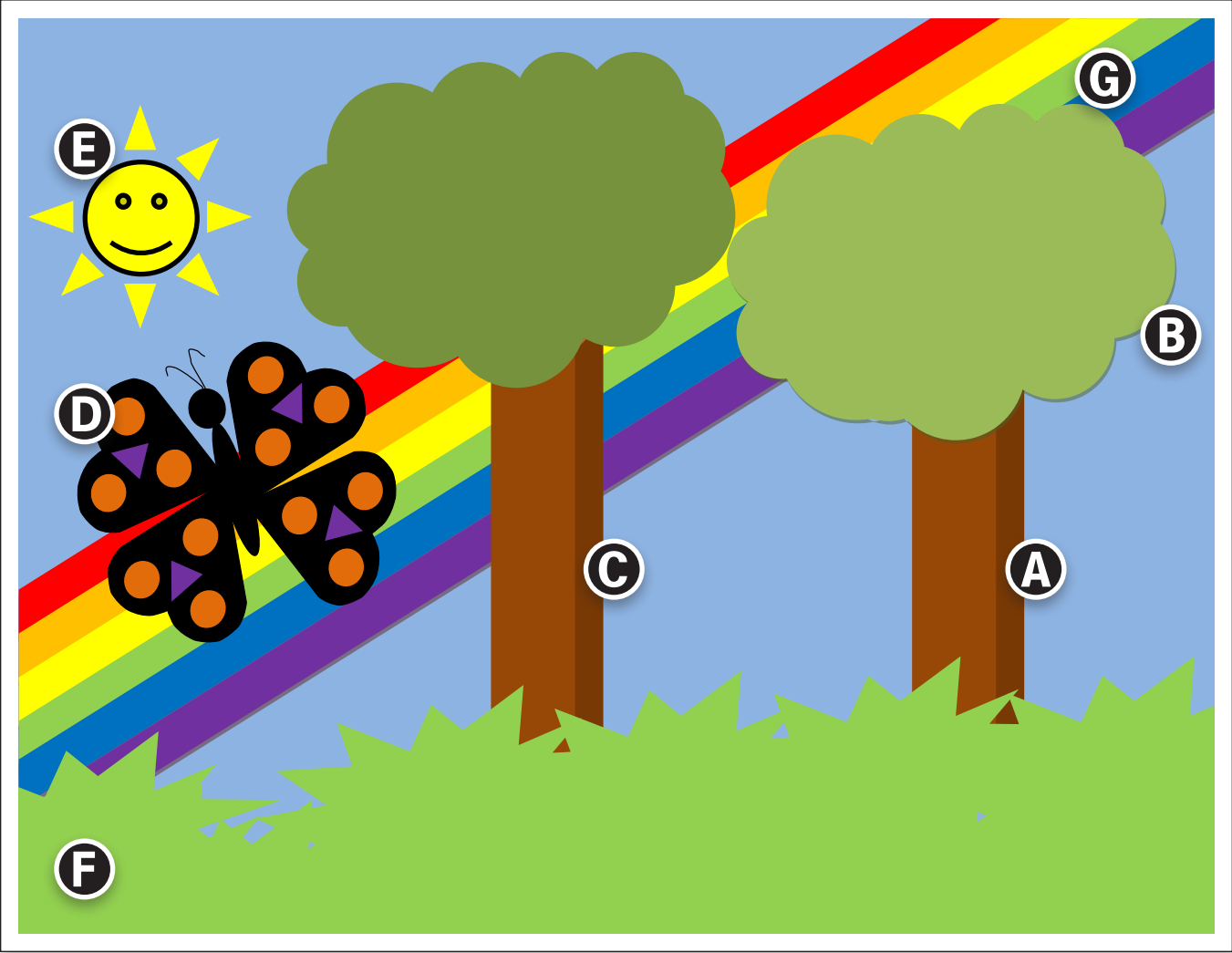
Using Shapes • Using Shape Effects • Changing Shape Fill • Changing Shape Outline • Resizing Shapes • Grouping Shapes

Instructions

1. Create a new word processing document.
2. Save the document as **SPRING**.
3. Insert a header that has your name left aligned, and hit ENTER.
4. Type the lesson number and title “Spring Scene” and close the header.
5. Change the page orientation to landscape.
6. Using Shapes, create a spring scene. Use **Figure 17** as a guide.
 - a. Tree—Using the cube shape, draw a cube for the trunk that measures 4" high and 1" wide with brown fill and no outline. See icon **A**.
 - b. Tree—Using the cloud shape, draw a cloud for the leaves that measures 3" high and 4" wide with green fill and no outline. See icon **B**.
 - c. Tree—Group the tree trunk and leaves together.
 - d. Tree—Duplicate the tree one more time so that there are two trees in the scene. Change the color of the leaves in the new tree to a different shade of green (if desired). See icon **C**.
 - e. Butterfly—Using the heart shape, draw a heart with black fill and no outline to begin making the wings. The size does not matter right now.

- f. Butterfly—Using the circle and triangle tools, draw three circles and one triangle. Fill the shapes with a color of your choice (not black) and no outline, and place them symmetrically on the heart wing. Be sure they appear in front of the heart. See icon **D**.
 - g. Butterfly—Group the heart wing with the circles and triangle and duplicate it once.
 - h. Butterfly—Using the oval tool, draw an oval for the butterfly's body and a circle for the butterfly's head. Size them in proportion to your heart with black fill and no outline. See icon **D**.
 - i. Butterfly—Stack the oval body and circle head, then using the scribble tool, draw two black antennae on top of the head. See icon **D**.
 - j. Butterfly—Rotate and position the two heart wings onto one side of the body and group the two wings. Next, duplicate the two wings and flip them horizontally, then position them on the other side of the butterfly. See icon **D**.
 - k. Butterfly—Group all elements of your butterfly (head, body, antennae, wings) and resize it to measure 2.5" high and 2.5" wide. See icon **D**.
 - l. Butterfly—Rotate the butterfly at a slight angle. See icon **D**.
 - m. Sun—Using the sun tool, draw a sun that measures 2" high and 2" wide with yellow fill and no outline. See icon **E**.
 - n. Sun—Using the smiley face tool, draw a smiley face that measures 1" high and 1" wide with yellow fill and a 3 point black outline. Place the smiley face on top of the center of the sun. See icon **E**.
 - o. Grass—Using the Explosion tool, draw a shape that measures 2" high and 3.5" wide with green fill and no outline. See icon **F**.
 - p. Grass—Duplicate the Explosion shape multiple times to fill the bottom of the page and place each explosion to cover any empty space at the bottom of the page. See icon **F**.
 - q. Background—Format the page color to blue.
 - r. Rainbow—Using the rectangle tool, draw a rectangle that measures 0.5" high and 11" wide with red fill and no outline. See icon **G**.
 - s. Rainbow—Duplicate the rectangle five more times and fill each one with a different rainbow color—orange, yellow, green, blue, and violet. See icon **G**.
 - t. Rainbow—Position the rectangles so that the colors are arranged with violet on top of blue, blue on top of green, green on top of yellow, yellow on top of orange, and red beneath them all, but each color still shows slightly. See icon **G**.
 - u. Rainbow—Group all rectangles, rotate on a diagonal, and resize it to stretch across the page. See icon **G**.
 - v. Rainbow—Order the entire rainbow to appear behind all other page elements (except the background). See icon **G**.
7. Be sure any changes have been saved. Your document should look similar to **Figure 17**.
 8. Print the document if required by your instructor.

Figure 17



Professional Business Documents

Identifying Various Business Documents

Overview

Businesses use a variety of business documents to communicate and conduct business in a professional environment. From brief email messages and memos, to complex legal documents and financial reports, it is essential that all business documents be well-written and free from typographical, grammatical, and factual errors.



In this lesson, you will use the Internet to find examples of several types of business documents and place them in a table.

New Skills

Identifying Business Documents

Instructions

1. Create a new word processing document.
2. Save the document as **BUSINESS DOCUMENTS**.
3. Unless otherwise stated, use the default font and size of the word processing software being used.
4. Change the line spacing to single with no additional spacing before or after the paragraphs.
5. Insert a header that has your name left aligned and the lesson number and title "Professional Business Documents" right aligned.
6. On the first line of the document, type the heading text "Types of Business Documents," then hit ENTER.
7. Insert a table with 3 columns and 4 rows, then type the text into the table as shown in **Figure 23**.
8. Bold and center align the text in the table.
9. Change the height of rows 1 and 3 to 3.75".
10. Using the Internet, find an image for each of the corresponding business documents and insert into the appropriate cell in the table.

HINT: Use the wrap text feature as needed to adjust the placement of your images.
11. Change the font size of the heading text "Types of Business Documents" to 24 point, bold, and center aligned.
12. Resize each image so that it fits appropriately in the cell.
13. Carefully proofread your work for accuracy.
14. Be sure any changes have been saved.
15. Print the document if required by your instructor.

Figure 23

Block Style Business Letter	News Release	Resume
MLA Style Report	Newsletter	Memorandum