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Microsoft Office Specialist
Word 2019

Compatible with

◻ **Office 365**

A Visual, Hands-on Approach to Learning Microsoft Word

W

The Development Team
at B.E. Publishing and
Joy Tavano

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Introduction

Learn-by-Doing: Microsoft Office Specialist Word 2019

As the name implies, the **Learn-by-Doing Series** gets students learning Microsoft Office 2019 by using its applications to communicate and share information in the real world of work and life. This book uses step-by-step instructions and illustrative screenshots to introduce and reinforce essential skills needed to produce a variety of documents in Word 2019. In addition, students will practice all the skills assessed on the Microsoft Office Specialist Word Associate 2019 Certification Exam.

Designed for today's interactive, visual learner, this text consists of graphical hands-on lessons that get students instantly engaged in applying Microsoft Word 2019 skills. Students will learn how to format text and paragraphs, work with tables, and design sophisticated multi-page documents as they explore the powerful features and interface of Word 2019.

Microsoft Office Specialist (MOS) Certification

Microsoft Office Specialist (MOS) is an industry-leading certification designed to assess mastery of Microsoft Office applications. Candidates are evaluated on their ability to apply their knowledge of important Microsoft Office features in a project-based environment. Certified Microsoft Office Specialists demonstrate internationally-recognized skills that can be leveraged for future success in both the classroom and the workplace. To support students seeking MOS certification, this text provides detailed instruction in all of the skills assessed on the MOS Word Associate 2019 Certification Exam.

Benefits of Using This Textbook

Learn-by-Doing: Microsoft Office Specialist Word 2019 is designed to be used by students enrolled in a word processing computer applications course, as well as by learners looking to expand their knowledge of Microsoft Word 2019 for MOS certification. Students should have a basic familiarity with working on a computer. Microsoft Word skills and features are presented in order, ranging from basic to intermediate. The lessons in this book reinforce and build upon knowledge as it is acquired; therefore, lessons should be completed in the order presented.

Throughout these lessons, you will also gain hands-on experience with all the skills needed to pass the MOS Word Associate 2019 Certification Exam. MOS certification can help boost confidence in your ability to use the key features of Word 2019 you may encounter in the workplace and beyond. MOS certification can also be a valuable asset when applying for jobs, helping you demonstrate experience and proficiency in essential workplace productivity principles, including communication and collaboration.

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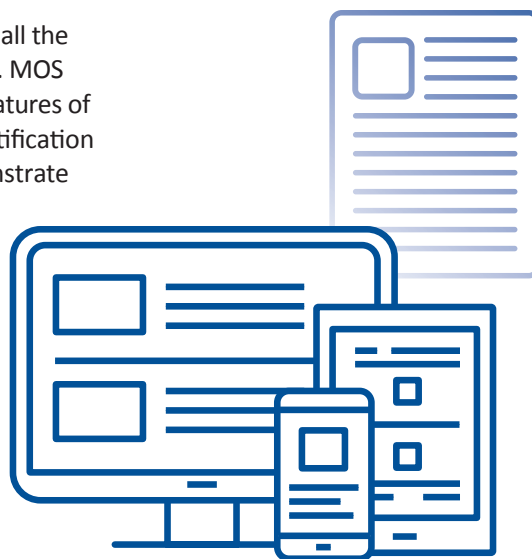
Understanding the Format of This Book

This book is divided into nine parts, each containing individual lessons pertaining to the principal tools in each tab of Microsoft Word 2019. Lessons in this book have been organized into an easy-to-read, self-guided, visual format where you encounter and practice new skills and learn by doing. Some lessons require access to source files to complete the instructions and should be provided by your instructor.

Review the following features and components to become familiar with the structure of the lessons in *Learn-by-Doing: Microsoft Office Specialist Word 2019*.

Skills

Lists the new skills introduced in the lesson. Skills assessed in the MOS Word 2019 Certification Exam are identified with a red bullet. To provide comprehensive instruction, foundational and supporting skills are also identified.

Lesson Title

Lesson Overview
Explains the skills and concepts that will be learned in the lesson and provides context for their use in a particular document.

Tools & Terms
Illustrates the icons and menu descriptions used to complete the lesson.

Lesson 3.10 — Applying Hyperlinks to Text

Part 3: Formatting Paragraphs & Editing Text

Kids Who Code Meeting Minutes 2
Applying Hyperlinks to Text

Skills
- Use the Style Inspector
- Insert hyperlinks
- Apply style sets

Lesson Overview

Working with another person's documents has its challenges. One of the biggest challenges is making formatting changes to a document that has been previously formatted. Upon first glance, it is not always easy to see what style someone used for text formats and, if you are trying to keep things consistent, this information is necessary. The Style Inspector is a feature that allows you to see the font style, size, color, and other formats to a selection of text, and it can help you seamlessly work with documents created by other users. The Style Inspector will confirm the changes that were made to text as you recall the styles you applied. Style sets allow you to change the look of a selection of text with preset font and paragraph formats that coordinate well with one another.

In this lesson, you will retrieve the previously created meeting minutes document, review the formatting styles that were applied, and hyperlink text to a computer science website.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery lessons for this part.

Styles Pane:
Use this pane to reveal the Style names and a preview of recommended Styles for your document.

Style Inspector:
Use this icon to view the text's formatting based on the Style, plus any additional formatting applied to that Style.

Style Sets :
Use this drop-down menu to apply a new set of fonts and paragraph formats to a selection of text.

Link:
Use this option to link text to another place within a document or to a website.

Instructions

1. Launch Word 2019 and open the file named *3.9 Kids Who Code Meeting Minutes* from your **My Word Projects** folder on your hard drive or network drive.
2. Save the file as *3.10 Kids Who Code Meeting Minutes 2* in your **My Word Projects** folder on your hard drive or network drive.
3. Select the title text of the document [Kids Who Code Meeting Minutes].
4. From the **Home** tab, **Styles** group, do the following:
   a. Launch the **Styles** pane.
   b. Click the **Style Inspector** icon to view the formatting styles for the selected text.
   c. Close the **Style Inspector** and **Styles** panes.
5. Select the text [computer science website] in the second paragraph of the [New business] section and do the following:
   a. Right click and select **Link**.
   b. In the **Address** field of the **Insert Hyperlink** dialog box, enter the website address [www.computersciencezone.org], then click **OK** (as shown below):

Hint: Use CTRL + Click to test the link to the website, then close your browser.

Part 3: Formatting Paragraphs & Editing Text

Learn-by-Doing: Microsoft Office Specialist Word 2019

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Instructions & Screenshots

Instructions that are illustrated with corresponding drop-down menus and dialog boxes are indicated by a red **#** icon. Match each instruction with its corresponding screenshot as you complete the step.

→ *Note: Once a new skill has been presented, visual step-by-step instructions for that skill are no longer provided in subsequent lessons.*

→ *Note: Office 365 is a suite of web-based applications; updates and changes happen regularly. At the time of going to press with this textbook, every attempt was made to reflect accurate screenshots and include tasks and skills that can be accomplished, with minor modifications, despite any updates that may occur.*

Ribbon

The primary Microsoft Word 2019 tab being used in the lesson is displayed at the top of the Instructions page. Red # icons illustrate the group being used to complete a particular skill.
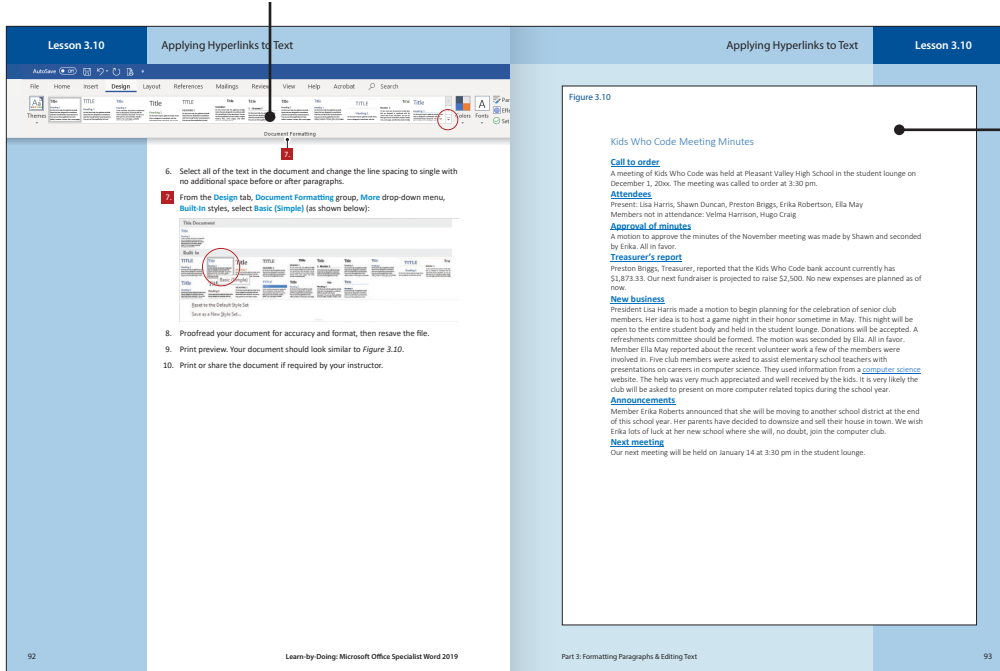
Figure

Provides the content to be used in the lesson. Figures can also be used as visual guidance to assist in producing the finished formatted document.

Skills Mastery

Upon completion of all the lessons in each part, your instructor may require you to complete a series of Skills Mastery Quizzes. These quizzes offer you the opportunity to demonstrate mastery of new skills and assess your knowledge of the essential features of Microsoft Word 2019.

Skills Mastery Quizzes for each part are located with the Instructor Resources.

Part 5
Skills Mastery Quiz 5.1

Skills

- View the Ruler
- Use the default tab
- Set tabs using the ruler
- Convert text to tables

- Set tabs using the dialog box
- Use dot leaders
- Convert tables to text
- Clear tabs

Instructions

1. Using Word 2016, open the file named Skills Mastery 5.1 SOURCE.
2. Save the document as Skills Mastery 5.1 Your Name to your local or network hard drive.
3. Display the ruler.
4. Indent the title [2010 MOVIES BY WORLDWIDE GROSS] .5".
5. Convert the text under the title [2010 MOVIES BY WORLDWIDE GROSS] to a table with 3 columns and 11 rows.
6. Convert the table under the title [ALL-TIME HIGHEST GROSSING ANIMATED FILMS (in Billions)] to text separated with tabs.
7. Key 2 blank lines after the last row of text, then clear the tabs.
8. Key the text [2016 ANIMATED FILMS] bold and center aligned.
9. On the next line, set the following tabs:
   a. Left tab at 2"
   b. Decimal Tab at 4.5"
10. Key the following text, with a tab between the movie title and dollar amount:
    Finding Dory $1.03
    Zootopia $1.02
11. Carefully proofread the document, then resave the file.
12. Print or share the document with your instructor.

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Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)
Part 1: Document Basics			
1.1	**Oh, the Places You'll Save!**	*Exploring Places to Save Work*	■ Use File Manager ■ Create a folder ■ Log in to OneDrive ■ Sync to OneDrive	.5
1.2	**Getting Started**	*Navigating Word*	■ Create a blank document ■ Understand Backstage View ■ Identify tabs and groups ■ Change document views ■ Customize views by using zoom settings ■ Close Word	.75
1.3	**Start of the Year Goals**	*Creating Your First Document*	■ Create a blank document ■ Customize views by using zoom settings ■ Save a document to a local hard drive or network drive ■ Close a document	.75
1.4	**Start of the Year Goals 2**	*Retrieving a Document*	■ Open an existing document from your hard drive or network drive ■ Revise an existing document ■ Print a document ■ Modify print settings ■ Use Save As ■ Save documents in alternative file formats	.5 - .75
1.5	**Believe Me Ideas**	*Emailing a Document*	■ Share documents electronically - email	.75
1.6	**How to Get There**	*Editing Basics*	■ Cut, copy, and paste text	.5
1.7	**What Kind of Learner Am I?**	*Customizing the Quick Access Toolbar*	■ Use Undo and Redo ■ Customize the Quick Access toolbar ■ Use the Tab key to indent paragraphs	.75 - 1
1.8	**You Are So Smart**	*Getting Help and Information*	■ Use Search ■ Insert a cover page ■ Use Smart Lookup ■ Locate and remove hidden properties and personal information ■ Modify basic document properties	.75
1.9	**My Action Plan**	*Working with PDF File Types*	■ Open a PDF in Word for Editing	.5
Part 1 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.	
Part 2: Formatting Text			
2.1	**Decades of Slang**	*Formatting Text*	■ Apply font formatting ■ Clear formatting	.75
2.2	**Top 10 Formulas**	*Enhancing and Formatting Text*	■ Format paragraphs as numbered lists ■ Apply font formatting ■ Insert symbols and special characters	.75
2.3	**Back to School BBQ**	*Formatting Text with Effects*	■ Apply text effects ■ Apply a text highlight color ■ Apply formatting by using Format Painter	.5 - .75
2.4	**What's Cooking**	*Enhancing Proofreading Skills*	■ Replace text by using AutoCorrect ■ Remove a word from AutoCorrect ■ Show and hide formatting symbols and hidden text	.75
Part 2 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.	

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Lesson		Skills		Approximate Completion Time (in hours)
Part 3: Formatting Paragraphs & Editing Text				
3.1	**Spirit Team Promo**	*Changing Paragraph Line Spacing*	▪ Set line and paragraph spacing and indentation ▪ Show and hide formatting symbols	.75
3.2	**Homecoming Weekend Invitation**	*Applying Text Alignment*	▪ Use a soft return ▪ Use a hard return ▪ Change text alignment ▪ Add borders	.5 - .75
3.3	**There's an App for That**	*Using Indents and Paragraph Spacing*	▪ Set line and paragraph spacing and indentation	.5
3.4	**I'm So Bored!**	*Creating Lists*	▪ Format paragraphs as numbered or bulleted lists ▪ Increase and decrease list levels ▪ Set starting number values ▪ Restart list numbering ▪ Change bullet characters and number formats ▪ Define custom bullet characters	1
3.5	**Top Vacation Spots**	*Working with Numbered Lists*	▪ Define custom number formats ▪ Increase and decrease list levels ▪ Restart and continue list numbering	.75
3.6	**A-Z Guide for School Success**	*Applying Background Shading and Sorting Text*	▪ Sort paragraph text ▪ Shade background of text	.75
3.7	**Letter to an Incoming Freshman**	*Using Find and Replace*	▪ Find and replace text ▪ Find and replace text formatting	.75
3.8	**Something Like That**	*Proofing Your Document*	▪ Use the Editor ▪ Use the Thesaurus ▪ Use Word Count ▪ Use Character Count	.5 - .75
3.9	**Kids Who Code Meeting Minutes**	*Applying Text Styles*	▪ Apply built-in styles to text ▪ Create and save a style	.75
3.10	**Kids Who Code Meeting Minutes 2**	*Applying Hyperlinks to Text*	▪ Use the Style Inspector ▪ Insert hyperlinks ▪ Apply style sets	.5
3.11	**Travel Help**	*Translating Text*	▪ Translate a selection ▪ Translate an entire document ▪ Insert translation results into a document	.75
Part 3 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 4: Working with Tables				
4.1	**Midterm Exam Schedule**	*Using Table Basics*	▪ Create a table by specifying rows and columns ▪ Change cell alignment ▪ Resize rows and columns	.5
4.2	**Midterm Exam Schedule 2**	*Working with Rows, Columns, and Cells*	▪ Vertically center a table on a page ▪ Insert and delete rows, columns, and cells ▪ Merge and split cells	.5
4.3	**City Life**	*Formatting Tables*	▪ Shade cells, rows, and columns ▪ Apply borders ▪ Configure cell margins and spacing ▪ Resize tables	.5
4.4	**City Life 2**	*Enhancing Tables with Styles*	▪ Apply table styles ▪ Modify table styles	.5

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Lesson		Skills	Approximate Completion Time (in hours)
4.5	**MLB All-Time Leaders**	*Working with Data in a Table*	■ Sort table data ■ Change text direction in a table	.75
4.6	**Let's Make a Date**	*Using Quick Tables*	■ Use Quick Tables ■ Use AutoFit to resize tables	.75
4.7	**Career and Technical Education**	*Modifying a Table*	■ Configure a repeating row header ■ Split tables	.75
4.8	**Shopping List**	*Performing Calculations in a Table*	■ Calculate the sum of a column or row ■ Find the average of a column or row ■ Determine the product of a row ■ Format the results of a formula ■ Toggle field codes ■ Update a formula	.75
4.9	**School Fundraiser**	*Working with Excel in Your Document*	■ Insert a table as an Excel spreadsheet ■ Use SUM, AVERAGE, MIN, and MAX functions ■ Change number format in a spreadsheet ■ Use Fill options	.75
4.10	**Career Exploration**	*Inserting Objects*	■ Insert text from a file or external source	.75
Part 4 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		

Part 5: Working with Tabs

Lesson		Skills	Approximate Completion Time (in hours)
5.1	**Guidance Counselor Caseloads**	*Using Tab Basics*	■ View the Ruler ■ Use the default tab	.5
5.2	**Hot Jobs**	*Converting Text to Tables*	■ Set tabs using the ruler ■ Convert text to tables	.75
5.3	**Kid Millionaires**	*Setting Custom Tabs*	■ Set tabs using the dialog box ■ Use dot leaders	.5
5.4	**Shopping List 2**	*Converting Tables to Text*	■ Convert tables to text	.5
5.5	**Honors Night Program**	*Changing Tab Alignment*	■ Clear tabs	.5
Part 5 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		

Part 6: Working with Columns and Page Setup

Lesson		Skills	Approximate Completion Time (in hours)
6.1	**ID Theft**	*Formatting Text into Columns*	■ Format text in multiple columns ■ Set up document pages	.75
6.2	**Password Power**	*Using Column Breaks*	■ Set up document pages ■ Insert column breaks	.75
6.3	**Top Performers**	*Enhancing the Appearance of the Page*	■ Set up document pages ■ Configure page background elements ■ Insert section breaks ■ Change page setup options for a section	.75
6.4	**ID Theft 2**	*Adding a Cover Page to a Document*	■ Insert a cover page ■ Configure page background elements	.75
6.5	**Password Power 2**	*Enhancing Document Columns*	■ Apply hyphenation ■ Adjust column width	.5
Part 6 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		

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Lesson		Skills	Approximate Completion Time (in hours)
Part 7: Using Headers, Footers & References			
7.1	**Student Council Letterhead**	*Using Headers and Footers*	■ Insert and modify headers and footers	.75
7.2	**Classroom Rules**	*Formatting Headers and Footers*	■ Insert and modify headers and footers ■ Insert page breaks ■ Insert a signature line	.75 - 1
7.3	**ID Theft 3**	*Advanced Headers and Footers*	■ Insert and modify headers and footers ■ Change page setup options for a section	.5 - .75
7.4	**Job Descriptions**	*Working with Bookmarks*	■ Link to locations within documents ■ Move to specific locations and objects in documents	.75
7.5	**Protect Yourself**	*Working with a Table of Contents*	■ Insert tables of contents ■ Update a table of contents	.75 - 1
7.6	**Protect Yourself 2**	*Working with Citations*	■ Create and modify bibliography citation sources ■ Insert citations for bibliographies ■ Insert bibliographies ■ Customize tables of contents	.75 - 1
7.7	**Risks and Rewards of Social Media**	*Working with a Table of Figures*	■ Insert figure and table captions ■ Modify caption properties ■ Modify styles ■ Insert and update a table of figures	.75
7.8	**Waiver and Release Form**	*Working with Footnotes and Endnotes*	■ Insert footnotes and endnotes ■ Modify footnote and endnote properties	.75 - 1
7.9	**Needs vs. Wants**	*Navigating a Document Efficiently*	■ Split the window ■ Search for text ■ Move to specific locations or objects in documents	.75 - 1
Part 7 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.	
Part 8: Working with Graphics and Visual Elements			
8.1	**High School Musical Auditions Flyer**	*Inserting and Working with Pictures*	■ Insert pictures ■ Wrap text around objects ■ Format graphic elements ■ Position objects	.75
8.2	**Letterhead with Picture**	*Formatting Picture Styles*	■ Apply picture styles ■ Format graphic elements	.5
8.3	**Start Saving**	*Combining Pictures with Text*	■ Wrap text around objects ■ Position objects ■ Apply document themes	.75
8.4	**Life Cycle of a Butterfly**	*Using Shapes*	■ Insert SmartArt graphics ■ Add and modify SmartArt graphic content ■ Format SmartArt graphics ■ Insert shapes ■ Add and modify text in shapes ■ Format graphic elements ■ Align objects ■ Group objects	1
8.5	**Visual Resume**	*Working with Graphic Elements*	■ Use WordArt ■ Insert text boxes ■ Use alignment guides ■ Distribute objects ■ Format graphic elements	1
8.6	**YouTube Superstars**	*Inserting an Online Video*	■ Insert an online video ■ Crop a picture ■ Format graphic elements	.75

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Lesson		Skills	Approximate Completion Time (in hours)
8.7	**YouTube Stats and Facts** *Inserting a Screenshot*	■ Insert screenshots and screen clippings	.75
8.8	**Slater Farms** *Enhancing Pictures*	■ Insert pictures ■ Apply artistic effects ■ Apply picture effects ■ Remove picture backgrounds	.75
8.9	**Slater Farms 2** *Working with Accessibility and Compatibility Issues*	■ Change text to WordArt ■ Locate and correct accessibility issues ■ Add alternative text to objects ■ Locate and correct compatibility issues	.75
8.10	**Your New Best Friend** *Inspecting Documents for Issues*	■ Show and hide formatting symbols and hidden text ■ Locate and remove hidden properties and personal information ■ Locate and correct compatibility issues	.75
8.11	**Home Office Design** *Working with 3D Models*	■ Insert 3D models ■ Format 3D models ■ Format graphic elements	.75
8.12	**Customer Loyalty Card** *Formatting SmartArt Graphics*	■ Add and modify text in text boxes ■ Add and modify text in shapes ■ Add and modify SmartArt graphic content ■ Format graphic elements	.75
8.13	**Thank You Card** *Using Digital Ink*	■ Set up document pages ■ Draw using digital ink ■ Use Ink to Shape	.75
8.14	**Cupcake Wars** *Using Templates*	■ Create a blank document using a template	.5
Part 8 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.	
Part 9: Sharing and Working Collaboratively			
9.1	**The Importance of Unplugging** *Managing Track Changes*	■ Track changes ■ Review tracked changes ■ Accept and reject tracked changes ■ Lock and unlock change tracking	.75
9.2	**Finding a Career** *Using Comments to Communicate Changes*	■ Add comments ■ Review and reply to comments ■ Resolve comments ■ Delete comments	.75
9.3	**Step By Step** *Sharing Files*	■ Save a document to OneDrive ■ Share documents electronically ■ Assign collaboration permission ■ Move OneDrive files	.75
9.4	**Feedback 101** *Managing Revisions*	■ Create a new document with Word Online ■ Edit documents with Word Online ■ Review version history	.5
9.5	**Who Am I** *Using Comments While Collaborating*	■ Collaborate simultaneously ■ Add and manage comments in Word Online	.75
9.6	**Top 10 Customers** *Working with AutoSave*	■ Using AutoSave ■ Using Version History	.75 - 1
Part 9 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.	

Total Completion Time: 50 - 53 hrs.

Part 1

Document Basics

Part 1: Document Basics

Oh, the Places You'll Save!

Exploring Places to Save Work

Lesson Overview

When using a computer, saving an electronic document is much like saving hard copies of documents—they need to be put somewhere. Imagine your computer is a file cabinet with many drawers. In each drawer there are folders and in each folder there are subfolders and files. Just as you would never just toss a document into a random drawer, you would never save work without first deciding on which drawer, or in this case which drive, to save it. Once the drive has been chosen, you can be even more specific about your organization and save the file to a particular folder within that drive.

In this lesson, you will identify and explore the places that work can be saved. You will not be required to save any work.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Local Drive:
A computer's local drive is the hard drive located inside your computer. It is the place that programs are typically installed and where files can be saved. If files are saved to a computer's local drive, they can only be opened from that particular computer.

Network Drive:
Many organizations such as schools and companies give users access to a shared computer drive called a network drive. This large hard drive contains files from all users in the organization and would require a login provided by the network manager. Saving work to a network drive allows you to retrieve that work once you have logged in to the network.

Removable Drive:
There are many types of removable storage devices which a computer can accept. Examples include external hard drives, USB drives (also referred to as thumb drives or flash drives), and memory cards. Often these drives are used to back up files, but they are also used to transport your work from one computer to another.

File Manager:
The interface you use to view your computer's folder structure is called a file manager. Windows 10 utilizes File Explorer. When launched, it allows the user to see folders and files located on the computer's hard drive, network drive, and any connected removable drives. Some cloud storage drives may also be visible if your computer has been configured to connect automatically to a cloud storage account.

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Tools & Terms (cont.)

Cloud Drive:
Cloud storage allows a user to work with files that are physically unattached to your computer. Files are saved to a place that is accessed via the web, which makes working from various places easy and convenient. As long as you have an Internet connection, you have access to your cloud drive. Examples of cloud storage include OneDrive, Google Drive, and Dropbox. Many cloud storage platforms provide an application to work on the file. For example, when opening a Word document from OneDrive, the user has the option to edit the document directly in their web browser without having to open their Microsoft Word 2019 program.

Office 365:
A subscription to Office 365 provides users with periodic updates to Microsoft Office's desktop and online applications. While users of Word 2019 will be able to create, format, save, and share documents, using Office 365 means that Word will be automatically updated with any updates that Microsoft makes available. Office 365 subscribers also have an added feature allowing them to AutoSave documents to the user's OneDrive account.

Since Office 365 is regularly updated, what appears on your screen may differ from the instructions and screenshots presented in this text. However, with minor modifications, most lessons can be completed successfully.
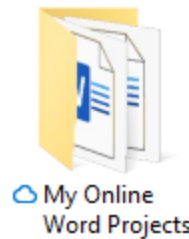
Syncing:
It is possible to sync your OneDrive account to your computer. Syncing provides access to the folders and files on your OneDrive cloud storage account when you are working offline. It also allows your OneDrive cloud storage folders to appear in your computer's file management interface. Otherwise, you must open OneDrive.com from your computer's web browser to upload and download saved documents.

AutoSave:
Many online applications, such as Word Online, provide automatic saving of your files to your cloud storage. As you work, the application will periodically save your changes without you having to initiate the save. Office 365 subscribers can take advantage of AutoSave to have documents that are saved to OneDrive automatically updated as they work. Since files are overwritten periodically, you may want to preserve an original copy of a file before making changes. Utilize Save a Copy before making changes to a document or use Version History to bring back previous versions of the file.

Instructions

Important Note: In this lesson, you will set up folders on your hard drive or network drive and your OneDrive. This process will vary depending on your workstation settings.

1. Create a folder on your hard drive or network drive and name it **My Word Projects**.

2. Unless you are already set up to connect with your OneDrive account automatically, log in to your OneDrive account from OneDrive.com.

3. Create a new folder on your OneDrive and name it **My Online Word Projects**.

4. Sync your OneDrive account to your computer.

   ⊙ *Note: You will be instructed in each lesson on what to name the lesson file and on which drive to save it.*

Part 1: Document Basics

Getting Started
Navigating Word

Lesson Overview

Microsoft Word 2019 is a powerful word processing tool used by millions of people worldwide. Developing skills in this application will make you more productive and efficient when completing schoolwork and projects. Word allows a user to create, edit, print, and share many different types of documents. These documents can include text, graphics, hyperlinks, and video elements to make your work an effective form of communication with various audiences.

In this lesson, you will become familiar with the Word application interface. You will not be required to save any work.

Skills

- Create a blank document
- Understand Backstage View
- Identify tabs and groups
- Change document views
- Customize views by using zoom settings
- Close Word

Launching Word & Working with Files

The Word program icon launches **Microsoft Word 2019** from the **Windows Start Menu** or **Start Screen**.
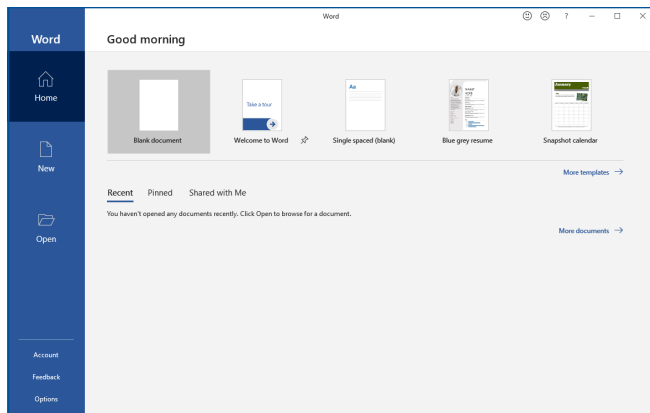
Start Screen

When Microsoft Word opens, the first thing you see is the **Start Screen**. From the Start Screen you can open existing documents from a list of recent, pinned, or shared files, or create a new file using a blank document or new document template. You also can look for more templates online using the Start Screen search tool.
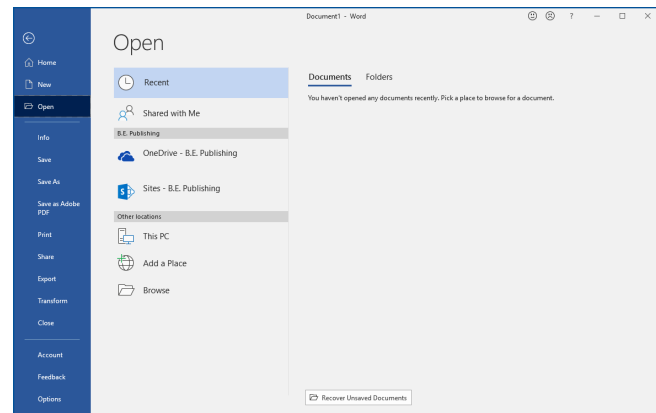
Backstage View

Located by clicking the File tab, the **Backstage View** is the central place for managing your documents. Actions such as saving, printing, sharing, exporting, or opening previously saved files can also be done here. Different options appear depending on your selection. For example, when you select Open, your computer's file folders and cloud folders appear on screen.

Clicking on the back arrow, or the Esc Key, returns you to the open file.

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Application Window

The Word application window displays the working area of your document and provides access to the tools needed to enter, edit, and format text and other content.

(A) AutoSave (B) Quick Access Toolbar (C) Ribbon Program Window Controls (D)

Share Control (E)

Comments (F)

(G) Page

(H) View Controls
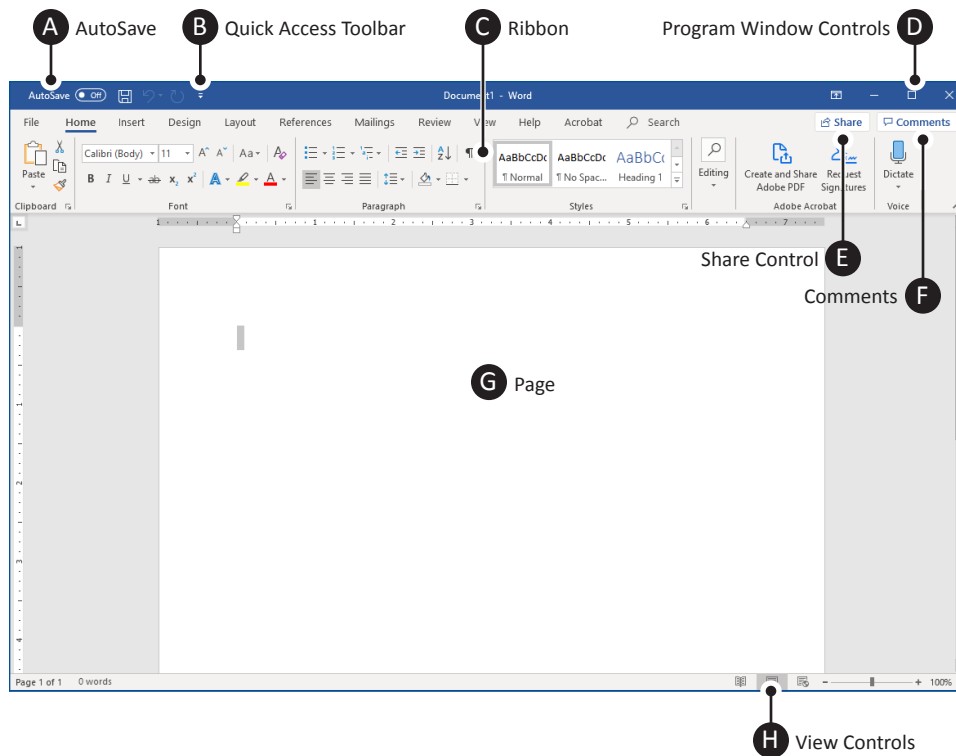
Application Window Key

(A) AutoSave
Allows Office 365 users to automatically save their document to OneDrive or SharePoint every few seconds

(B) Quick Access Toolbar
Commonly used commands at the top of the application window, which can be customized to stay visible

(C) Ribbon
Groups of related tools organized within a set of tabs, which can be collapsed or expanded

(D) Program Window Controls
Allow you to move, resize, and close the application window, and customize ribbon display options

(E) Share Control
Allows you to share a document with another user and see who a document is currently shared with

(F) Comments
Allows you to review and respond to comments in a document

(G) Page
The area on which your content appears as it is entered and formatted

(H) View Controls
Adjust zooming in and out of a document, as well as select document view options

Ribbon Parts

The Word ribbon user interface keeps related tools organized and easily accessible.

(A) Tab (C) Drop-down Menu

(B) Group Icon (D) (E) Dialog Box Launcher

Tools are organized within **tabs**, which contain **groups** of related features and commands. Graphical **icons** or menu items control the editing and formatting of a Word document. Some tools or groups have additional options accessible from a **drop-down menu** or **dialog box launcher**.
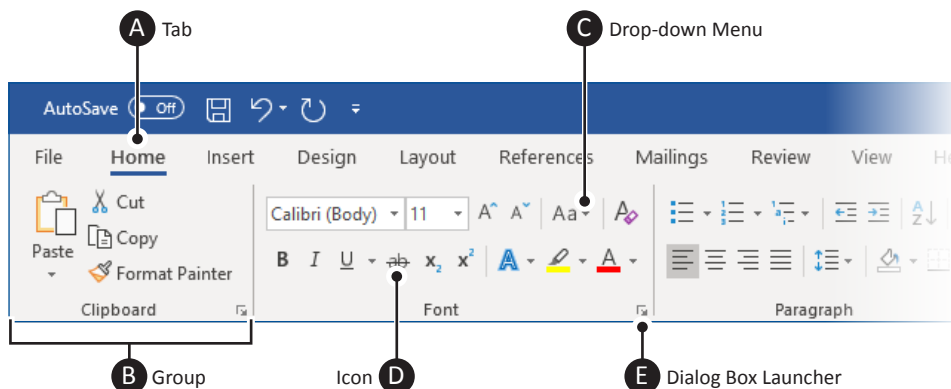
Ribbon Parts Key

(A) Tab
Displays the ribbon's name and contains related groups of different tools and commands to perform the most common tasks

(B) Group
Contains related features and tools organized within a ribbon's tab

(C) Drop-down Menu
Allows you to select a command from a list of options

(D) Icon
An interactive tool that activates its feature when clicked

(E) Dialog Box Launcher
Opens a window with information and options about a particular tool or group

For Evaluation Purposes Only

Page Key

A Indent Marker
Allows you to indent paragraphs to a desired location

B Horizontal Ruler
Helps determine the position of content and margins going left to right on a page

C Page Margins
Blank space that is set around the edges of the page

D Insertion Point
Indicates the position on the page where text and content is placed

E Page
The space where text and content is entered and positioned for on-screen reading or printing

F Vertical Ruler
Helps determine the position of content and margins going top to bottom on a page

Page

The Word page is where text and other content is entered, edited, and formatted. Pages have margins within which content is aligned.

A Indent Marker   B Horizontal Ruler

C Page Margins

D Insertion Point

E Page

F Vertical Ruler

Page 1 of 1   0 words   100%
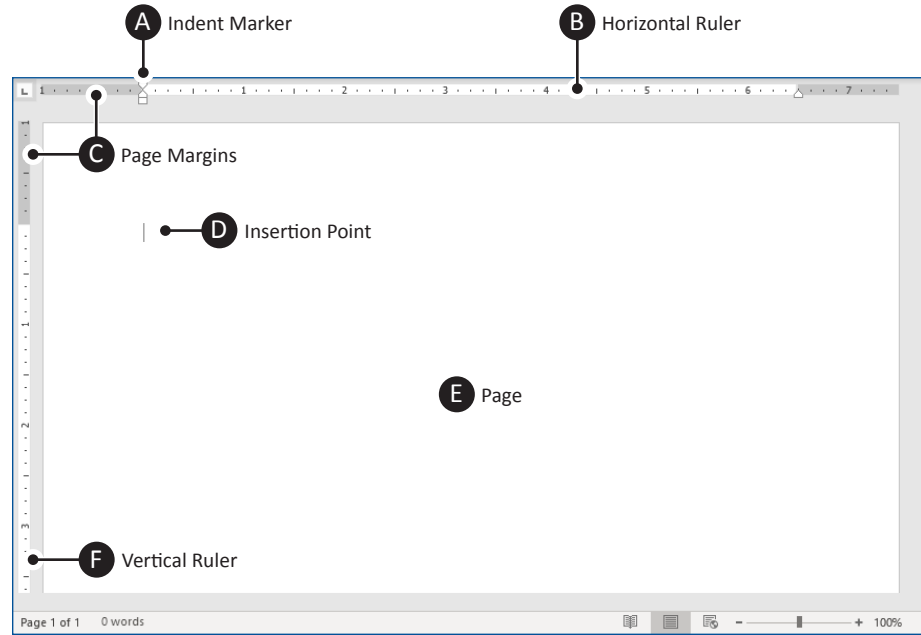
View Controls Key

A Document View Options
Allow you to select document view options that include Read Mode, Print Layout (default), and Web Layout. These options, along with Outline and Draft View, can also be found in the View tab, Views group.

B Zoom Adjustment
Adjusts zooming in and out of a document

View Controls

The controls at the bottom right of the document adjust zoom and present different page view options.

B Zoom Adjustment

A Document View Options
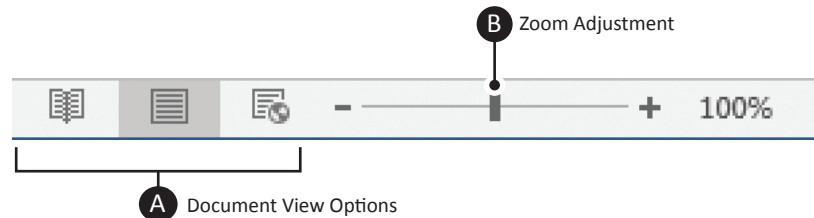
Status Bar Key

A Page Number
Displays current page number and opens the Navigation pane to allow the user to navigate to a specific page in the document

B Word Count
Opens a dialog box that displays the current word and character count of the file

C Editor
Provides corrections to spelling, grammar, and stylistic issues

Status Bar

The Status Bar can be easily customized to give you information about the document you are working on by right clicking on the bar.

A Page Number

Page 1 of 1   0 words   C Editor

B Word Count

Learn-by-Doing: Microsoft Office Specialist Word 2019
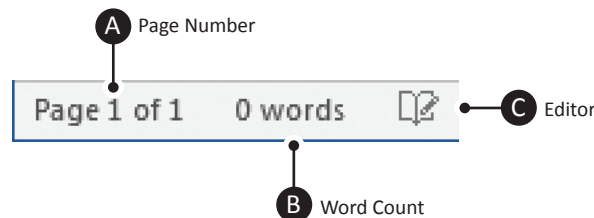
Instructions

1. Locate the Word program icon and launch Word 2019.

2. From the Start screen, **Home** section, select **Blank document**.

3. At the top of the document where the **insertion point (cursor)** is flashing, key your last name.

4. Hit the **Enter** key and notice how your cursor moves to the next line.

5. Key the text [It is fun getting to know how to use Microsoft Word 2019].

6. Go to the **Backstage View** of Word by clicking on the **File** tab. Notice the saving and printing options available.

7. Click on the **Arrow** (or hit the Esc key) to return to your open document.

8. Practice getting to know the **Ribbons** and their parts by clicking some of the **Tabs** such as Insert, Design, Layout, View, etc. (as shown below):
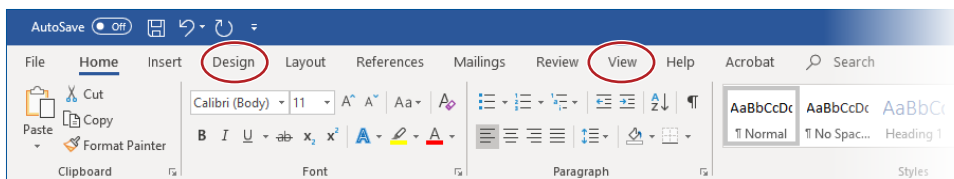
9. While exploring the various tabs, notice the groups of related features and commands, such as the **Font** and **Paragraph** groups within the **Home** tab.

10. Within some of the groups, notice the diagonal arrow in the bottom right corner. This is the **Dialog Box Launcher** for that group. Click on one to see the dialog box it opens.

11. Click on a few of the **Drop-down Menus** and notice the different tool options.

12. Become familiar with the different document view options by clicking on the icons within the **View** tab, **Views** group (as shown below):
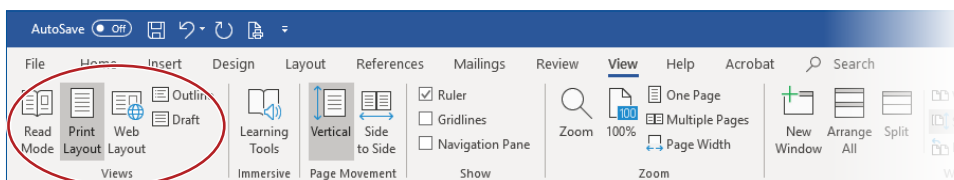
13. Close Word by clicking on the **X** icon in the top right corner of the window.

   ➔ *Note: Do not save your document.*

2.

3.
Insertion Point

9.
Font

10.

11.
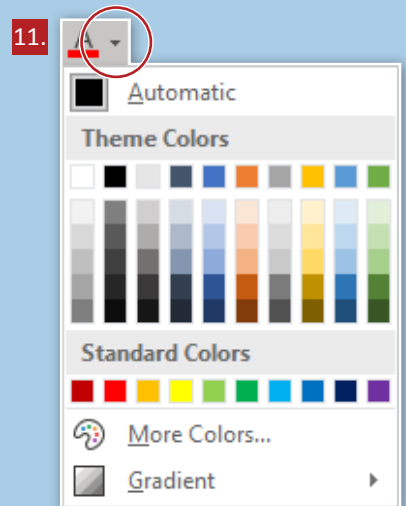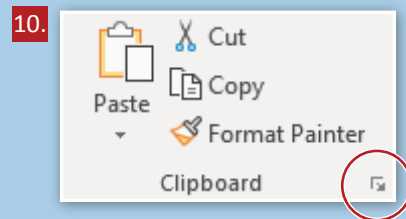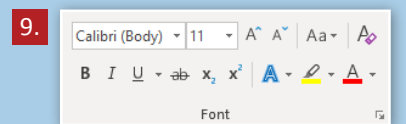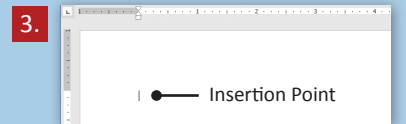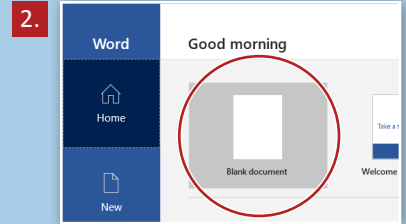
Part 2: Formatting Text

Back to School BBQ

Formatting Text with Effects

Lesson Overview

When choosing font styles and text format, it is important to consider the tone your typeset conveys. For instance, if your work is considered a light and fun topic, choose a font such as Comic Sans or Harrington to show the reader that you are not being too serious. Good visual communication design also takes into account consistent styles for similar items. A good example of this is when a document contains the same text style for all headings on a page. Once you have chosen a desired style for your headings, the Format Painter function can help you to easily apply the same format to other text. Uniformity in the look of your document can help with the overall neatness of the page.

In this lesson, you will create an invitation for the annual back to school picnic. The invitation will be enhanced with text effects and font styles to make it easier for students to read.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Text Highlight Color:
Use the drop-down menu to make your text pop by highlighting it in a bright color.

Text Effects and Typography:
Use the drop-down menu to add some flair to your text by applying a text effect, such as a shadow or a glow.

Format Painter:
Use this icon to apply similar formatting from one particular selection to another.

For Evaluation Purposes Only
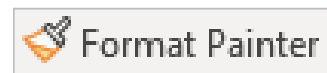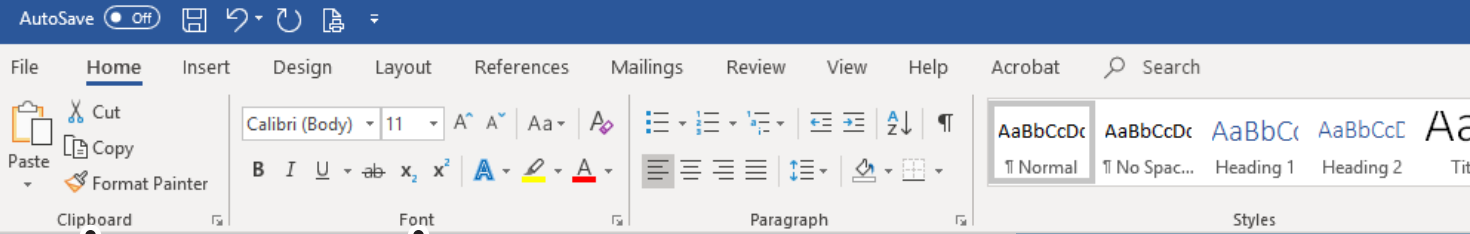
Instructions

1. Using Word 2019, create a new Blank document.

2. Save the file as *2.3 Back to School BBQ* in your **My Word Projects** folder on your hard drive or network drive.

3. At the top of the document, key the text as shown in *Figure 2.3 A*.

4. From the **Home** tab, **Font** group, do the following:

   a. Select the entire document and change the font to Footlight MT Light.

   b. Change the font size of the title [Back to School BBQ] to 26, and apply a **Text Effect** of **Blue** outline.

   c. Apply the **Text Highlight Color** of **Yellow** to the subtitle [Food choices will include:].

5. From the **Home** tab, **Clipboard** group, do the following:

   a. Using the **Format Painter** tool, apply the same format that was used on the text [Food choices will include] to the text [The night will feature:].

6. Proofread your document for accuracy and format, then resave the file.

7. Print preview. Your document should look similar to *Figure 2.3 B*.

8. Print or share the document if required by your instructor.
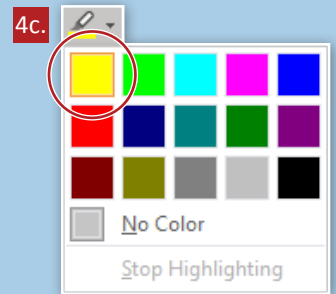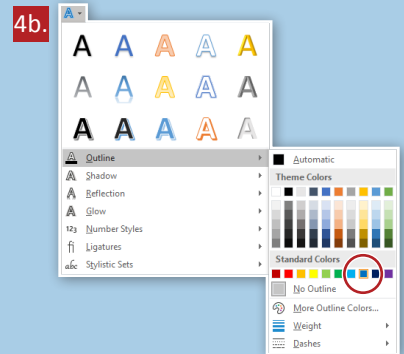
Figure 2.3 A

Back to School BBQ

Join us for a back to school picnic! Everyone is welcome, including family members, to come and enjoy the good food and games. Reconnect with friends you have not seen all summer! Meet someone new!

Food choices will include:

Hamburgers

Hot dogs

Pulled pork

Pizza

Corn on the cob

Watermelon

The night will feature:

Obstacle courses

Games for all ages

Raffles

Live music

Pie eating contest

Festivities start at 6 pm and end with a fantastic fireworks display in the back field. Bring a blanket or a chair.

Figure 2.3 B

Back to School BBQ

Join us for a back to school picnic! Everyone is welcome, including family members, to come and enjoy the good food and games. Reconnect with friends you have not seen all summer! Meet someone new!

==Food choices will include:==

Hamburgers

Hot dogs

Pulled pork

Pizza

Corn on the cob

Watermelon

==The night will feature:==

Obstacle courses

Games for all ages

Raffles

Live music

Pie eating contest

Festivities start at 6 pm and end with a fantastic fireworks display in the back field. Bring a blanket or a chair.

Part 3: Formatting Paragraphs & Editing Text

I'm So Bored!

Creating Lists

Lesson Overview

One way to present information in an organized way is by creating a list. Microsoft Word 2019 can recognize the creation of a bulleted or numbered list when you begin to type one, and will automatically continue the sequence each time you start a new line. Text that has already been typed can also be formatted as a list with standard or custom bullets as well as with numeric or alphabetic sequential numbers.

In this lesson, you will create a list of fun activities to do when you and your friends are bored. The document will contain a bulleted list of group activities. A multilevel list will break down three group event activities and detail them in an outline style.

Skills

- Format paragraphs as numbered or bulleted lists
- Increase and decrease list levels
- Set starting number values
- Restart list numbering
- Change bullet characters and number formats
- Define custom bullet characters

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Bullets and Numbering:
Use these icons to create standard bulleted and numbered lists.

Using the drop-down menus allows for selection of different bullet or number options, or defining new bullet characters or number formats.
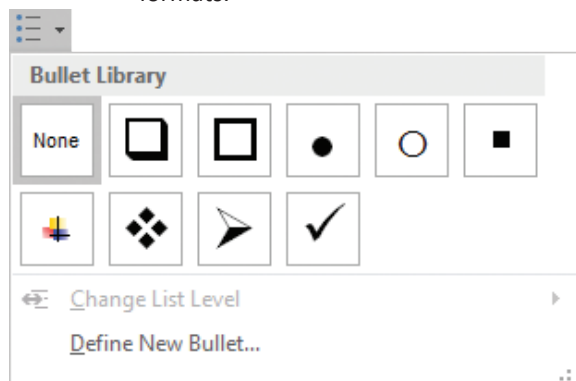
Multilevel List:
Use this icon to create a multilevel list to organize items like you would see in an outline.

Using the drop-down menu allows for selection of different numbering options from the List Library such as increasing or decreasing a list level.
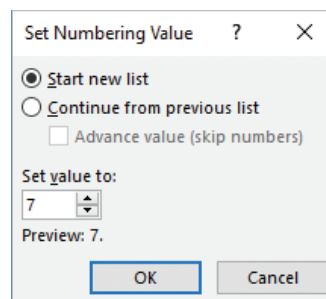
Set Numbering Value:
Use this dialog box to redefine the value of a numbered item. You can restart numbering or continue from a previous list item, or input a new value for the list item. Subsequent numbers in the list will adjust to maintain a correct sequence.
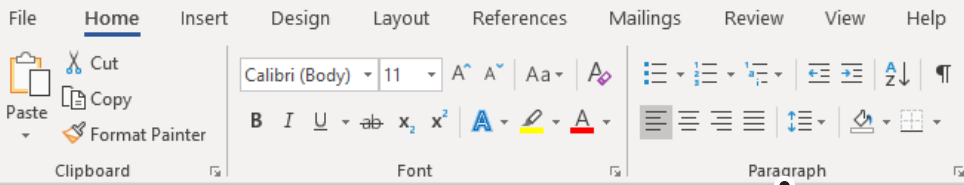
Instructions

1. Using Word 2019, create a new Blank document.

2. Change the line spacing to single, with no additional space before or after paragraphs.

   ➲ *Hint: You can select the Single spaced (blank) document option from the Start screen.*

3. Save the file as *3.4 I'm So Bored* in your **My Word Projects** folder on your hard drive or network drive.

4. At the top of the document, key the text as shown in *Figure 3.4 A*.

   ➲ *Note: Leave one blank line after the title and between the types of activities.*

5. Make the following formatting changes:

   a. Change the font of the entire document to Garamond.

   b. Center and bold the title [Things to Do When I Am Bored], then change the font size to 20.

   c. Bold the following activity titles: [Solo Activities], [Group Activities], and [Group Events].

6. From the **Home** tab, **Paragraph** group, do the following:

   a. Select the list of [Solo Activities] and create a **Bulleted List**.

   b. Select the list of [Group Activities] and create a **Numbered List**.

   c. Select the list of [Group Events] and create a **Multilevel List** using the option under **Current List**.

7. From the **Home** tab, **Paragraph** group, **Multilevel List** drop-down menu, do the following:

   a. Select the ten items below [Host a Make Your Own Pizza Party], select **Change List Level** and then select **Level 2**.

   b. Select the 6 items below [Chop and prepare the toppings] and change to Level 3.

   c. Change the list level of the four items below [Host a Campfire] to Level 2.

8. From the **Home** tab, **Paragraph** group, **Numbering** drop-down menu, do the following:

   a. Select the first list item in [Group Events] and select **Set Numbering Value...**.

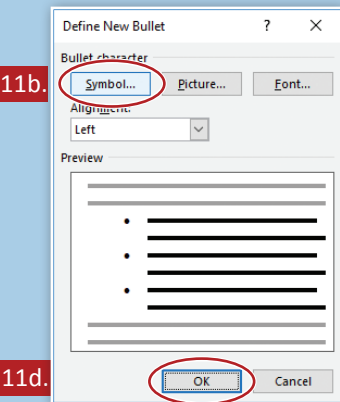   b. In the **Set Numbering Value** dialog box, set value to **7** and click **OK**.

For Evaluation Purposes Only
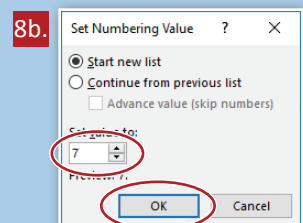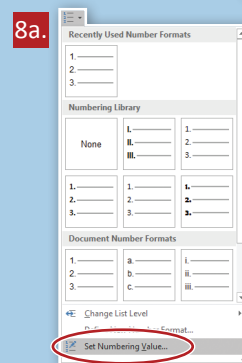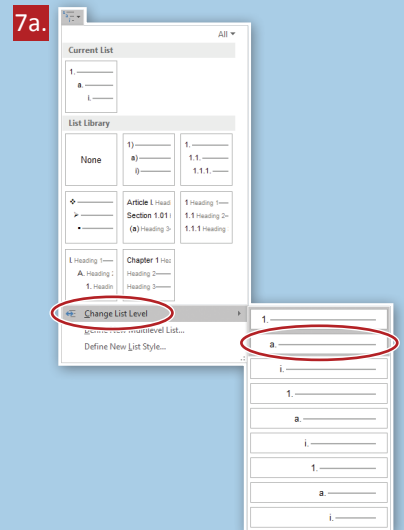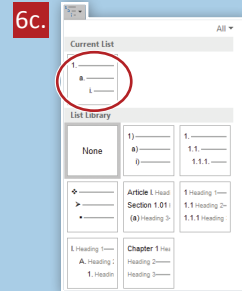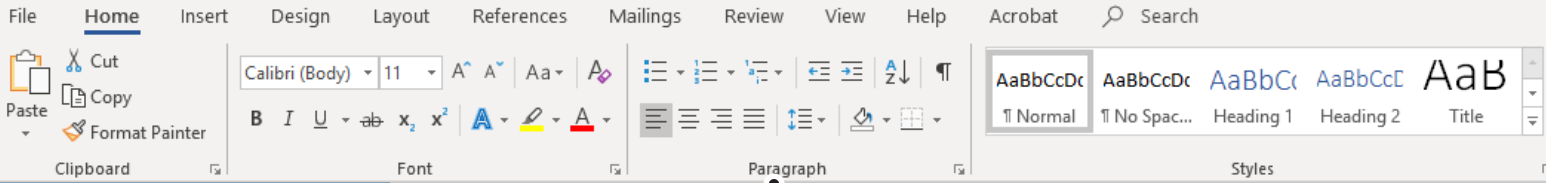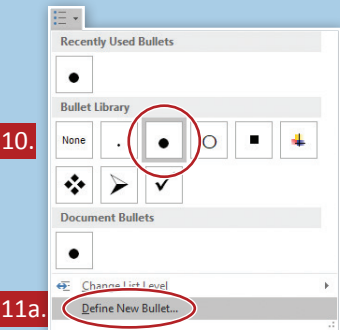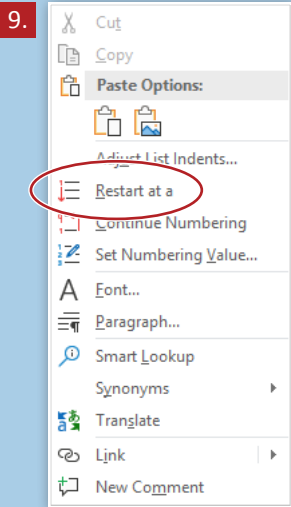
9. Select the four items below [Host a Campfire], right click, and select **Restart at a**.

10. Select the 6 items below [Chop and prepare the toppings], and select the **black circle bullet** from the **Bullet Library** from the **Bullets** drop-down menu.

11. Select [Write a book] in the bulleted list of [Solo Activities] and from the **Home** tab, **Paragraph** group, **Bullets** drop-down menu, do the following:

     a. Select **Define New Bullet...**.

     b. From the **Define New Bullet** dialog box, click **Symbol...**.

     c. In the **Symbol** dialog box (shown below), change the font to **Wingdings**, in the **Character code:** field, key [38], then click **OK**.
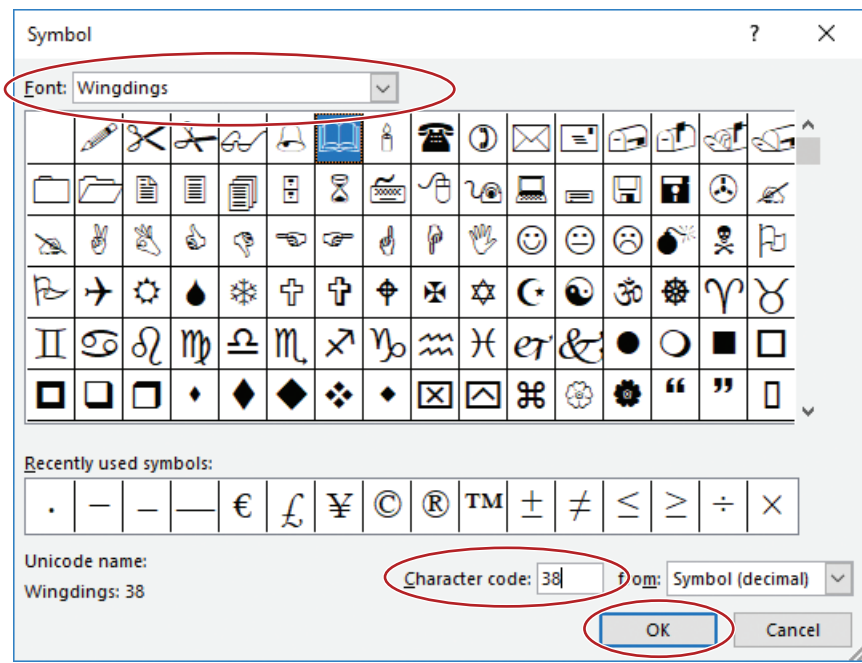
     d. In the **Define New Bullet** dialog box, click **OK**.

12. Proofread your document for accuracy and format, then resave the file.

13. Print preview. Your document should look similar to *Figure 3.4 B*.

14. Print or share the document if required by your instructor.

Figure 3.4 A

Things to Do When I Am Bored

Solo Activities
Volunteer
Draw
Write a book
Cook
Yoga
Make a movie
Rearrange your bedroom

Group Activities
Bowling
Roller skating
Ice skating
Sports of any kind
Snow tubing
Movie

Group Events
School Sporting Event
Host a Make Your Own Pizza Party
Make invitations
Decorate the space
Prepare the dough
Chop and prepare the toppings
Sauce
Cheese
Pepperoni
Mushrooms
Olives
Onions
Host a Campfire
Make invitations
Arrange the space
Prepare the fire
Gather sticks for roasting marshmallows
Music Concert

For Evaluation Purposes Only

Figure 3.4 B

Things to Do When I Am Bored

Solo Activities
- Volunteer
- Draw
- 📖 Write a book
- Cook
- Yoga
- Make a movie
- Rearrange your bedroom

Group Activities
1. Bowling
2. Roller skating
3. Ice skating
4. Sports of any kind
5. Snow tubing
6. Movie

Group Events
7. School Sporting Event
8. Host a Make Your Own Pizza Party
   a. Make invitations
   b. Decorate the space
   c. Prepare the dough
   d. Chop and prepare the toppings
      - Sauce
      - Cheese
      - Pepperoni
      - Mushrooms
      - Olives
      - Onions
9. Host a Campfire
   a. Make invitations
   b. Arrange the space
   c. Prepare the fire
   d. Gather sticks for roasting marshmallows
10. Music Concert

Part 3: Formatting Paragraphs & Editing Text

Travel Help
Translating Text

Skills

- Translate a selection
- Translate an entire document
- Insert translation results into a document

Lesson Overview

Technology has come a long way in the area of language translation. With the Translate feature of Microsoft Word 2019, converting digital text from one language to another has never been easier. When translating an entire document, Word will create a copy of the document in one of over 60 different languages. You can also select specific lines of text to translate and insert into your document. Remember, though, that while translating text can make it easier for you to understand something written in another language, the translation may not be completely accurate.

In this lesson, you will translate a document of common travel phrases from Spanish to English. Then you will translate selected phrases into Italian and French.

In order to complete this lesson, access to a lesson resource file is required and should be provided by your instructor.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Translate Document
Create a translated copy of your document with Microsoft Translator

Translate Selection
Translate the selection with Microsoft Translator

Translate Document:
Use this icon to create a translated copy of the document by selecting the languages to translate from and to.

Translate Selection:
Use this icon to translate a selection of text by selecting the languages to translate from and to. The translated selection can then be inserted back into the document. The Translator can also provide information about each word, including alternative translations.
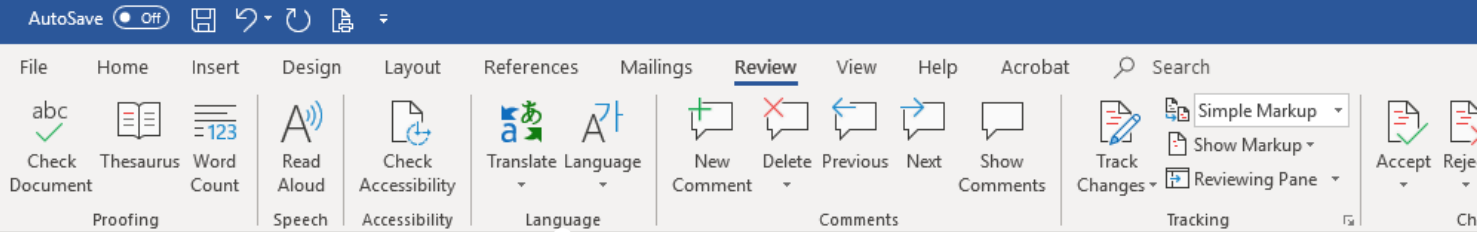
Instructions

1. Launch Word 2019 and open the file named *Lesson 3.11 SOURCE*.

2. Save the file as *3.11 Travel Help-Spanish* in your **My Word Projects** folder on your hard drive or network drive.

3. From the **Review** tab, **Language** group, do the following:

   a. From the **Translate** drop-down menu, select **Translate Document**.

   b. In the **Translator** task pane, select **Spanish** from the **From** drop-down menu.

   c. Select **English** from the **To** drop-down menu.

   d. Click **Translate**.

4. Change [You speak english?] to [Do you speak English?].

   ➔ *Note: As with any machine translation, Word's Translate feature may produce grammatical or formatting errors.*

5. Save the translated file as *3.11 Travel Help-English* in your **My Word Projects** folder on your hard drive or network drive.

6. From the **Review** tab, **Language** group, do the following:

   a. Select the text [Do you speak English?].

   b. From the **Translate** drop-down menu, select **Translate Selection**.

   c. In the **Translator** task pane, select **English** from the **From** drop-down menu.

   d. Select **Italian** from the **To** drop-down menu.

   e. Move your cursor to the right of the text [Italian -] below the text [Do you speak English?], add a space, then click **Insert** in the task pane.

   f. Change the **To** language to French.

   g. Move your cursor to the right of the text [French -] below the text [Do you speak English?], add a space, then click **Insert** in the task pane.

   h. Close the Translator task pane.

7. Repeat step 6 for the remaining phrases.

   ➔ *Hint: Remove any extra spaces added before the question marks.*
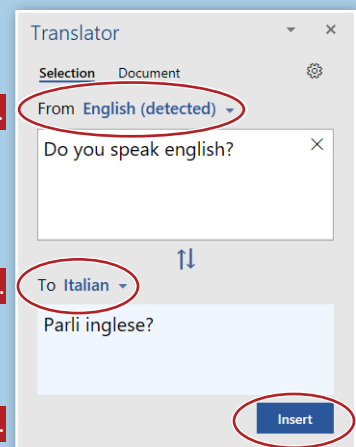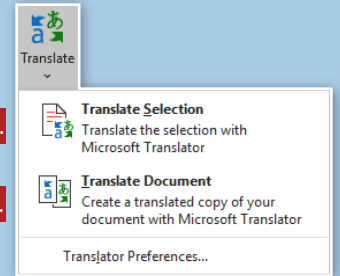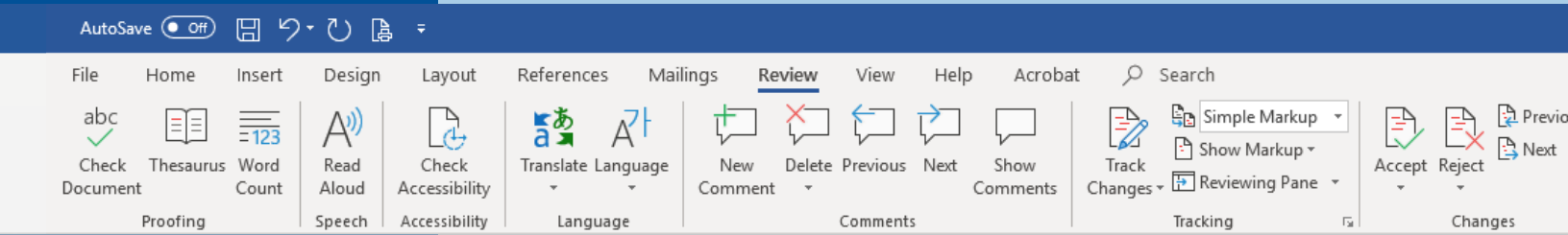
8. Bold the English phrases in the document.

9. Add and remove blank lines as shown in *Figure 3.11*.

10. Proofread your document for accuracy and format, then resave the file.

11. Print Preview. Your document should look similar to *Figure 3.11*.

   ➲ *Note: Some translations may vary.*

12. Print or share the documents if required by your instructor.

Learn-by-Doing: Microsoft Office Specialist Word 2019

Figure 3.11

Do you speak English?
Italian - Parli inglese?
French - Parles-tu Anglais?

Can you talk slower?
Italian - Puoi parlare più lentamente?
French - Tu peux parler plus lentement?

Can you take me to the airport, please?
Italian - Puoi portarmi all'aeroporto, per favore?
French - Pouvez-vous m'emmener à l'aéroport, s'il vous plaît?

How much does this cost?
Italian - Quanto costa?
French - Combien cela coûte-t-il?

Do you take credit cards?
Italian - Prendi le carte di credito?
French - Prenez-vous des cartes de crédit?

Where's the nearest bathroom?
Italian - Dov'è il bagno più vicino?
French - Où est la salle de bain la plus proche?

Where can I get something to eat?
Italian - Dove posso prendere qualcosa da mangiare?
French - Où puis-je trouver quelque chose à manger?

Can you show me on a map how to get there?
Italian - Puoi mostrarmi su una mappa come arrivarci?
French - Pouvez-vous me montrer sur une carte comment y arriver?

Can you write that for me?
Italian - Puoi scriverlo per me?
French - Tu peux m'écrire ça?

I'm lost.
Italian - Mi sono perso.
French - Je me suis perdu.

I'm an American citizen.
Italian - Sono un cittadino americano.
French - Je suis un citoyen américain.

Part 4: Working with Tables

City Life
Formatting Tables

Lesson Overview

Tables help your audience understand the content of a document by organizing information into rows and columns. Adding shading or an attractive border to the table can enhance the overall appearance of the document. Borders are shown by default in Microsoft Word 2019, but you can customize their appearance for the entire table or a particular side of a cell. Column headings and rows can be shaded to help the reader understand the table. In addition, the contents of a cell can become more legible with the addition of cell margins and spacing. Cell margins and spacing can be adjusted after text has been entered, giving you the opportunity to see just how much room you would like around the content within the cell as well as how much space falls between cells.

In this lesson, you will learn how to shade and add borders, as well as change cell margins to add to the professional look of the table.

Skills

- Shade cells, rows, and columns
- Apply borders
- Configure cell margins and spacing
- Resize tables

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.
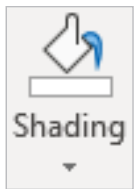
Shading:
Use the drop-down menu to change the color behind the selected text, paragraph, or table cell.

Borders:
Use the drop-down menu to add or remove borders from your selection.
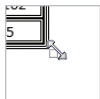
Resize Table:
Use the resizing handle to change the size of the table.
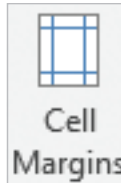
Cell Margins:
Use this icon to customize the margins within a cell and the space between cells.

Learn-by-Doing: Microsoft Office Specialist Word 2019
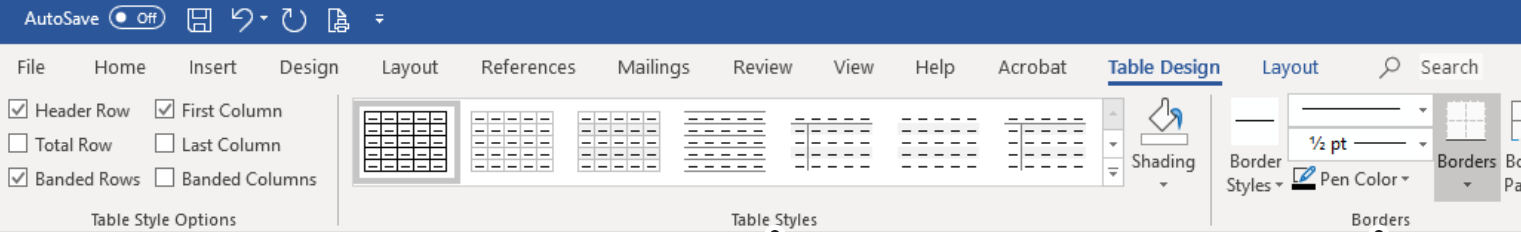
Instructions

1. Using Word 2019, create a new Blank document.

2. Save the file as *4.3 City Life* in your **My Word Projects** folder on your hard drive or network drive.

3. At the top of the document, create a table with 4 columns and 12 rows, and key the text as shown in *Figure 4.3 A*.

4. From the **Table Tools, Table Design** tab, **Table Styles** group, do the following:

   a. Select row 2 and from the **Shading** drop-down menu, select **Green, Accent 6, Lighter 40%**.

5. Select the entire table and from the **Table Tools, Table Design** tab, **Borders** group, do the following:

   a. From the **Line Style** drop-down menu, select a **Triple Line** Line Style.

   b. From the **Borders** drop-down menu, select **All Borders**.

6. Select the entire table and change all of the column widths to 1.5", then center it horizontally on the page.

7. Select row 1 and do the following:

   a. Merge the cells and center the text.

   b. Bold the text and change the font size to 18.

8. Select the entire table and from the **Table Tools, Layout** tab, **Alignment** group (shown below), do the following:

   a. Click **Cell Margins**.

   b. From the **Table Options** dialog box, change the **left margin** to **.2"**.

   c. Check **Allow spacing between cells** and enter **.04"**, then click **OK**.

   d. Drag the **resizing handle** in the bottom right corner of the table to the left to resize the table to its smallest width.

9. Proofread your document for accuracy and format, then resave the file.

10. Print preview. Your document should look similar to *Figure 4.3 B*.

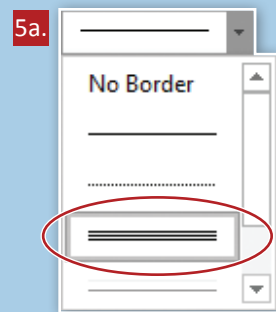11. Print or share the document if required by your instructor.
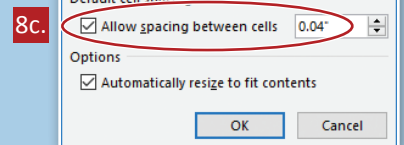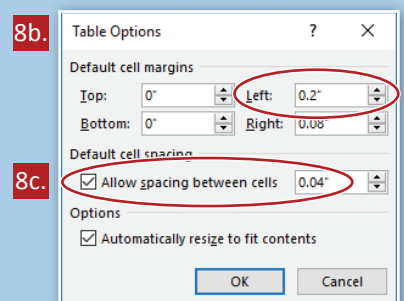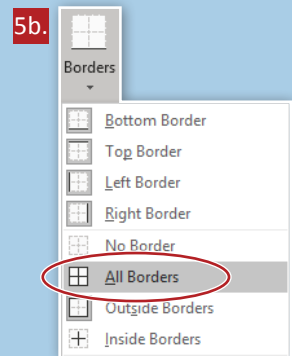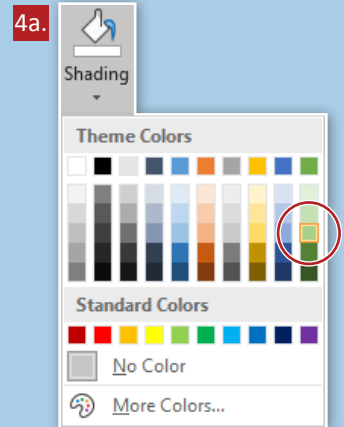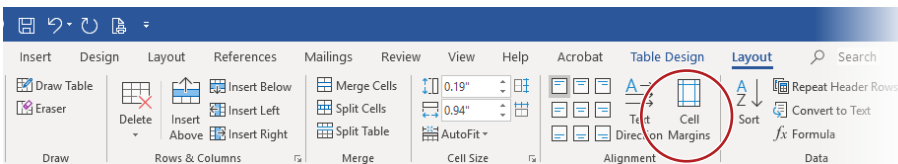
Figure 4.3 A

America's Biggest Cities			
Rank	City	State	Population
1	New York	NY	8,336,697
2	Los Angeles	CA	3,857,799
3	Chicago	IL	2,714,856
4	Houston	TX	2,160,821
5	Philadelphia	PA	1,547,607
6	Phoenix	AZ	1,488,750
7	San Antonio	TX	1,382,951
8	San Diego	CA	1,338,348
9	Dallas	TX	1,241,162
10	San Jose	CA	982,765

Figure 4.3 B

America's Biggest Cities			
Rank	City	State	Population
1	New York	NY	8,336,697
2	Los Angeles	CA	3,857,799
3	Chicago	IL	2,714,856
4	Houston	TX	2,160,821
5	Philadelphia	PA	1,547,607
6	Phoenix	AZ	1,488,750
7	San Antonio	TX	1,382,951
8	San Diego	CA	1,338,348
9	Dallas	TX	1,241,162
10	San Jose	CA	982,765

Part 4: Working with Tables

City Life 2

Enhancing Tables with Styles

Lesson Overview

Although customizing a table with borders, shading, alignment, and fonts is quite simple, it is just as easy to take advantage of the built-in table styles Microsoft Word 2019 has to offer. The Table Styles gallery contains table designs with unique formatting elements. Applying a style from the gallery allows you to perform multiple format changes at once. Hovering your mouse over a style transforms your table with the defined formats for a quick preview before you actually select it. If you like most, but not all, of the elements of one style, you can make minor changes to it and save it for future use.

In this lesson, you will apply a table style to an existing table and make a minor change to it.

Tools & Terms

Review the following tool that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of this tool by completing the Skills Mastery Quizzes for this part.

Table Styles:
Use these icons to quickly apply or change the visual style of your table.
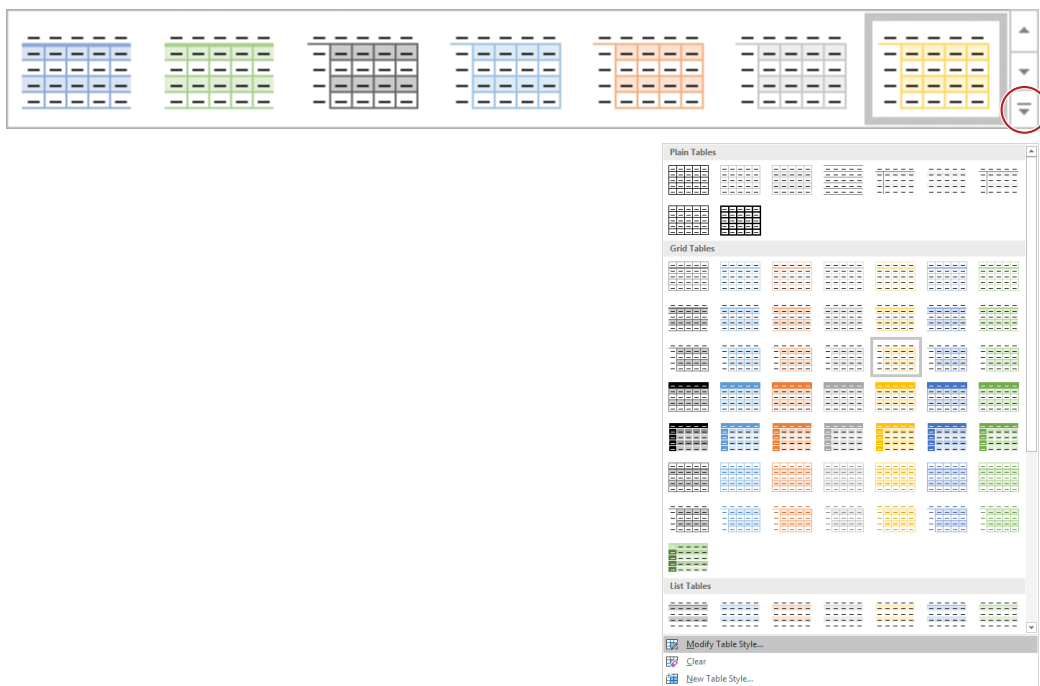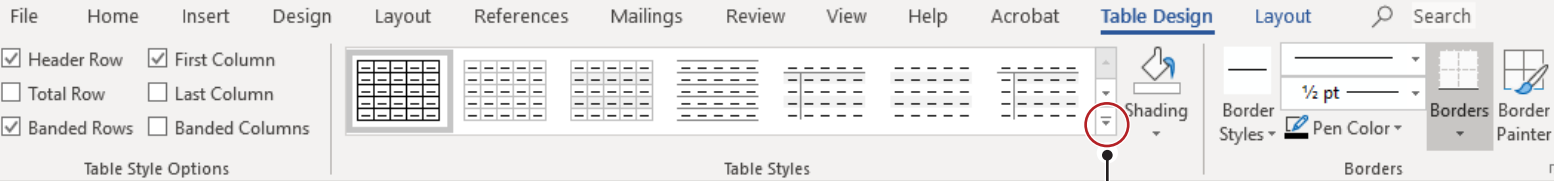
Instructions

1. Launch Word 2019 and open the file named *4.3 City Life* from your **My Word Projects** folder on your hard drive or network drive.

2. Save the file as *4.4 City Life 2* in your **My Word Projects** folder on your hard drive or network drive.

3. From the **Table Tools, Table Design** tab, **Table Styles** group, **More** drop-down menu, do the following:

   a. Apply the **Grid Table 4 – Accent 3** table style.

   ⤷ *Hint: Hovering your mouse over each style will show you its style name.*

4. From the **Table Tools, Table Design** tab, **Table Styles** group, **More** drop-down menu, select **Modify Table Style...** and do the following (as shown below):

   a. Change the font of the **Whole table** to **Cambria**.

   b. Change the **Line Style** to **Single Line** and the **Border Color** to **Gray, Accent 3, Lighter 40%**.

   c. Click **OK** to apply the changes.
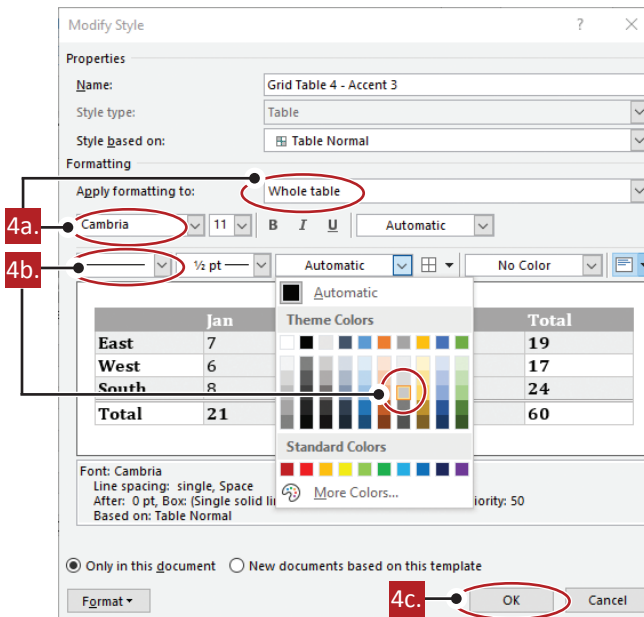
5. Center the table on the page.

6. Proofread your document for accuracy and format, then resave the file.

7. Print preview. Your document should look similar to *Figure 4.4*.

8. Print or share the document if required by your instructor.

Learn-by-Doing: Microsoft Office Specialist Word 2019
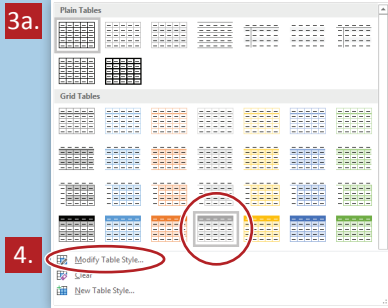
Figure 4.4

America's Biggest Cities			
Rank	City	State	Population
1	New York	NY	8,336,697
2	Los Angeles	CA	3,857,799
3	Chicago	IL	2,714,856
4	Houston	TX	2,160,821
5	Philadelphia	PA	1,547,607
6	Phoenix	AZ	1,488,750
7	San Antonio	TX	1,382,951
8	San Diego	CA	1,338,348
9	Dallas	TX	1,241,162
10	San Jose	CA	982,765

Part 6: Working with Columns and Page Setup

Top Performers

Enhancing the Appearance of the Page

Skills

- Set up document pages
- Configure page background elements
- Insert section breaks
- Change page setup options for a section

Lesson Overview

Page setup is most commonly used to set margins, page size, and layout orientation. However, a document's appearance can improve if it is centered vertically and a page border is added. When a page is centered vertically, Microsoft Word 2019 will precisely center all paragraphs, tables, and objects without the need to insert blank lines before paragraphs or increase the top margin. You can also finish the document with a page border, which can be simple solid lines with various weights, or have a more creative design.

In this lesson, you will create a table listing popular musicians, center it vertically on the page, and then add a page border to enhance its appearance.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Vertical Alignment:
Use the Page Setup dialog box to change the vertical alignment of the text on your page. Centering text vertically (between the top and bottom margins) is most commonly used to create a cover page for a document. Alignment can be applied to the whole document or a section of it.
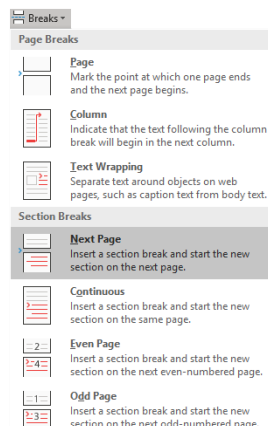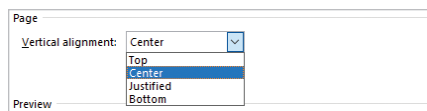
Section Breaks:
Use this drop-down menu to add a section break at your current location and start a new section of your document on the same page, next page, or the next even- or odd-numbered page.

Page Border:
Use the Borders and Shading dialog box to add or change the border around the page to add a stylish element to the document.

Learn-by-Doing: Microsoft Office Specialist Word 2019
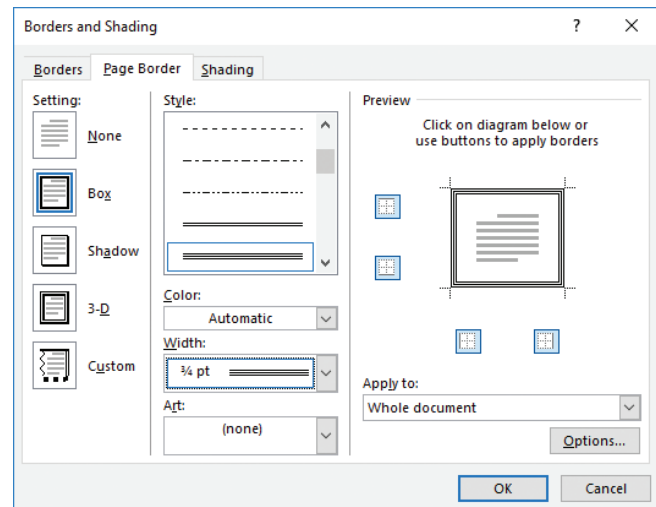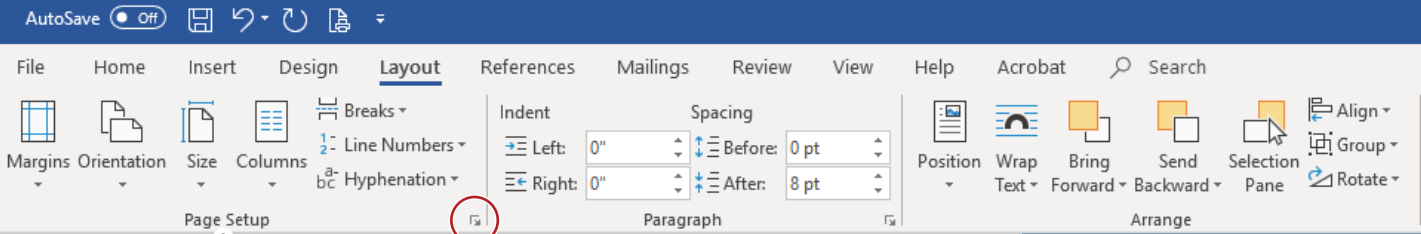
5.

Instructions

1. Using Word 2019, create a new Blank document.

2. Save the file as *6.3 Top Performers* in your **My Word Projects** folder on your hard drive or network drive.

3. At the top of the document, insert a table with 3 columns and 11 rows, and key the text as shown in *Figure 6.3 A*.

4. Center the table horizontally on the page.

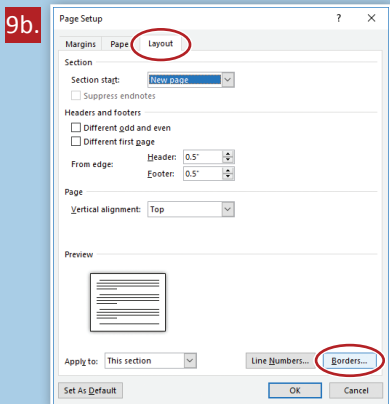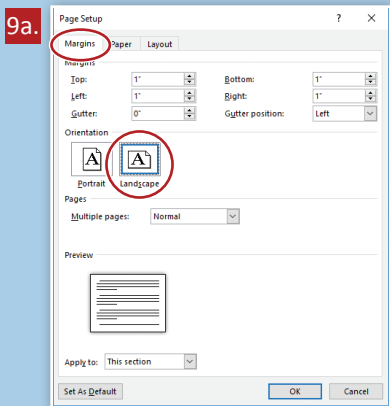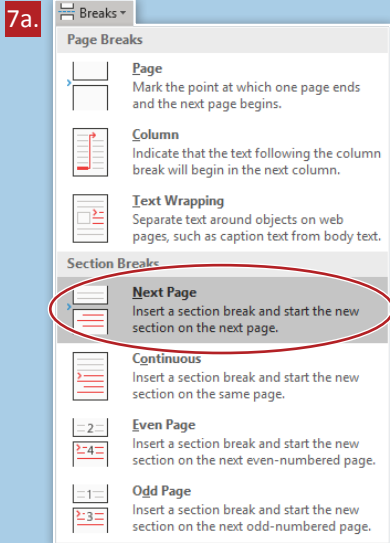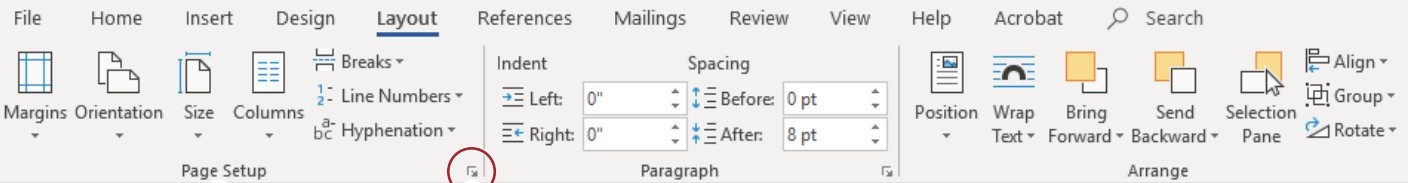5. From the **Layout** tab, **Page Setup** group dialog box, **Layout** tab, do the following:

   a. Change the **Page, Vertical alignment** to **Center**, then click **Borders…**.

   b. In the **Borders and Shading** dialog box, **Page Border** tab, click **Box**, then select **Triple Line** Style, select **¾ pt Width**, then click **OK** to accept the changes (as shown below):

5a.
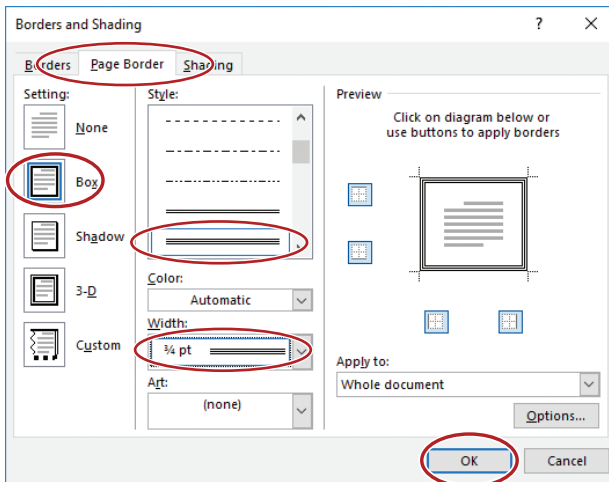
6. Make the following formatting changes:

   a. In row 1, shade the cells Light Green and bold the text.

   b. Align Center the text in the table.

   c. Change the width of column 1 to .75".

   d. Change the height of all rows to .3".

   e. Change the font of the entire table to Georgia and the font size to 16.

**For Evaluation Purposes Only**

7.
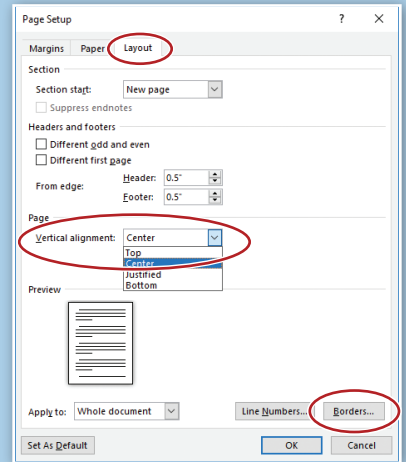
9.

7. From the **Layout** tab, **Page Setup** group, do the following:

　　a. From the **Breaks** drop-down menu, select **Next Page**.

　　　➔ *Hint: Click to place your cursor under the table first.*

8. Copy and paste the existing table onto the new page.

9. While still on page 2, from the **Layout** tab, **Page Setup** group dialog box, do the following:

　　a. Click the **Margins** tab, then change the **Orientation** to **Landscape**.

　　b. Click the **Layout** tab, then click **Borders...**.

　　c. In the **Borders and Shading** dialog box, **Page Border** tab, click **Box**, then select **Double Wavy Line Style**, select **¾ pt Width**, **Apply to This Section**, then click **OK** to accept the changes (as shown below):
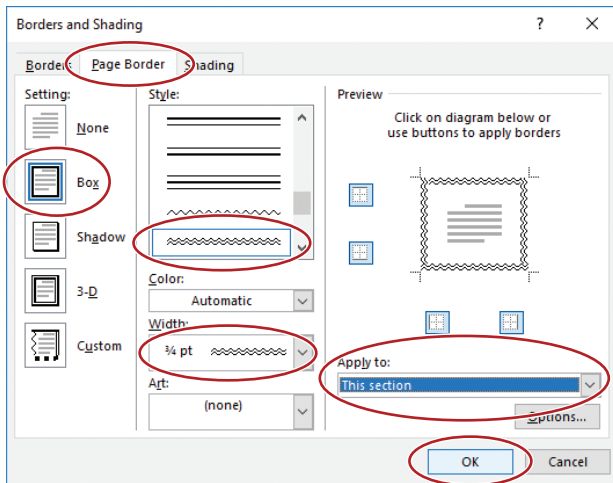
10. On page 2, make the following changes to the table:

　　a. Delete columns 1 and 3.

　　b. Insert three additional columns to the right of the table and key the text as shown in *Figure 6.3 B*.

　　　➔ *Hint: Change the first letter of each cell to lower case.*

11. Proofread your document for accuracy and format, then resave the file.

12. Print preview. Your document should look similar to *Figure 6.3 B*.

13. Print or share the document if required by your instructor.

7a.

9a.

9b.

Learn-by-Doing: Microsoft Office Specialist Word 2019

Figure 6.3 A

Rank	Celebrity	Earnings
1	Katy Perry	$135 million
2	One Direction	$130 million
3	Garth Brooks	$90 million
4	Taylor Swift	$80 million
5	The Eagles	$73.5 million
6	Calvin Harris	$66 million
7	Justin Timberlake	$63.5 million
8	Sean Combs	$60 million
9	Fleetwood Mac	$59.5 million
10	Lady Gaga	$59 million

Figure 6.3 B

Rank	Celebrity	Earnings
1	Katy Perry	$135 million
2	One Direction	$130 million
3	Garth Brooks	$90 million
4	Taylor Swift	$80 million
5	The Eagles	$73.5 million
6	Calvin Harris	$66 million
7	Justin Timberlake	$63.5 million
8	Sean Combs	$60 million
9	Fleetwood Mac	$59.5 million
10	Lady Gaga	$59 million

Celebrity	Genre	Debut Album	Website
Katy Perry	Pop	One of the Boys	katyperry.com
One Direction	Pop	Up All Night	onedirectionmusic.com
Garth Brooks	Country	Garth Brooks	garthbrooks.com
Taylor Swift	Pop	Taylor Swift	taylorswift.com
The Eagles	Rock	Eagles	eagles.com
Calvin Harris	Electronic	I Created Disco	calvinharris.com
Justin Timberlake	Pop	Justified	justintimberlake.com
Sean Combs	Hip Hop	No Way Out	puffdaddyandthefamily.com
Fleetwood Mac	Rock	Fleetwood Mac	fleetwoodmac.com
Lady Gaga	Pop	The Fame	ladygaga.com

Protect Yourself

Working with a Table of Contents

Lesson Overview
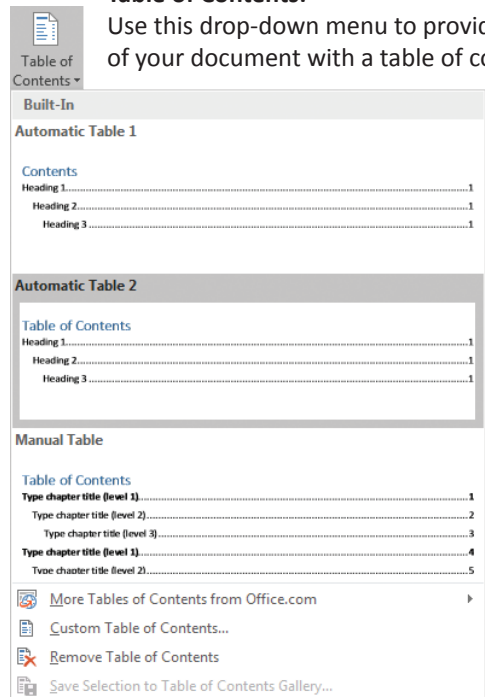
A table of contents is a list of document headings along with their page numbers typically found at the start of a document. Microsoft Word 2019 can provide a table of contents with hyperlinks to sections of text with just a few commands, making it easy to apply navigation to a file. Once the table of contents is complete, the user can simply click the hyperlinked table of contents entry and be brought directly to that section of the document.

In this lesson, you will combine text from two previous activities into a new document and create an automatic table of contents.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Table of Contents:
Use this drop-down menu to provide an overview of your document with a table of contents.

Update Table:
Use this icon to refresh the table of contents so that all entries reference the correct page number.

For Evaluation Purposes Only

AutoSave ⬤ Off

File   Home   Insert   Design   Layout   **References**   Mailings   Review   View   Help   Acrobat   🔍 Search

Add Text ▾   Update Table | ab¹ Insert Footnote   Insert Endnote   Next Footnote ▾   Show Notes | Smart Lookup   Researcher | Insert Citation ▾   Manage Sources   Style: MLA   Bibliography ▾ | Insert Caption   Insert Table of Figures   Update Table   Cross-reference | Mark Entry   Insert Index   Update Index

Table of Contents   Footnotes   Research   Citations & Bibliography   Captions   Index

6.

6a.

8. Update Table

Update Table of Contents ? ✕

Word is updating the table of contents. Select one of the following options:
○ Update page numbers only
● Update entire table

OK   Cancel

Instructions

1. Using Word 2019, create a new Blank document.

2. Save the file as *7.5 Protect Yourself* in your **My Word Projects** folder on your hard drive or network drive.

3. Copy and paste (without formatting) only the body text of the following files: *6.5 Password Power 2* and *7.3 ID Theft 3*.

   ➲ *Note: Do not copy cover pages, titles, or subtitles.*

4. Delete the column break before [Eight Tips] and the page break before the last two paragraphs.

   ➲ *Note: Your file should look similar to Figure 7.5 A, Pages 1 and 2.*

5. Make the following formatting changes:

   a. Key the text [Password Power] above the first paragraph and apply Heading 1 Style to the text.

   b. Select the text [Eight Tips] and apply Heading 2 Style.

   c. Select the text [Tip #1], [Tip #2], [Tip #3], [Tip #4], [Tip #5], [Tip #6], [Tip #7], and [Tip #8], and apply Heading 3 Style.

   d. Key the text [Identity Theft] above the tenth paragraph and apply Heading 1 Style to the text.

   e. Key the text [Phone Calls] above the eleventh paragraph and apply Heading 2 Style to the text.

   f. Key the text [Phishing] above the twelfth paragraph and apply Heading 2 Style to the text.

   g. Justify all of the body text.

6. Place your cursor at the top of the document and from the **References** tab, **Table of Contents** group, do the following:

   a. From the **Table of Contents** drop-down menu, select **Automatic Table 2** from the **Built-In** section.

7. Key the text [Public Computers] above the thirteenth paragraph and apply Heading 2 Style to the text.

8. From the **References** tab, **Table of Contents** group, click the **Update Table** icon, select **Update entire table**, then click **OK**.

9. Proofread your document for accuracy and format, then resave the file.

10. Print preview. Your document should look similar to *Figure 7.5 B, Pages 1 and 2*.

11. Print or share the document if required by your instructor.

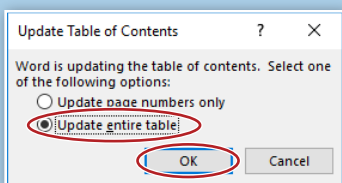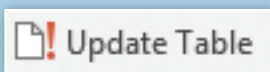Learn-by-Doing: Microsoft Office Specialist Word 2019
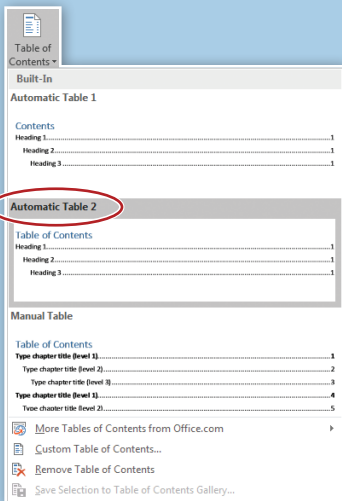
Figure 7.5 A, Page 1

Paragraph 1   Passwords are like locks that keep our private information safe. Email, social networks, and some gaming websites all use passwords to help protect our private data. Without a strong password, private information can be easy for thieves to steal. There are websites to help you generate strong passwords, such as strongpasswordgenerator.com. You should also follow some tips for creating stronger passwords.

Eight Tips

2   Tip #1 - Do not use any self-identifying facts. Never use your full name, birth date, or address.

3   Tip #2 - Avoid using obvious facts about yourself. Never use information that would be easy to guess, such as your nickname or your pet's name.

4   Tip #3 - Make passwords of at least eight characters. However, follow the instructions on a website for password length. Some websites may require passwords longer than eight characters.

5   Tip #4 - Include a combination of numbers, symbols, and letters. This will make your passwords as unique as possible. Some websites require this combination of characters. Websites may also tell you whether a password is weak or strong. If a website indicates that your password is weak, add characters until it is strong. Be sure to read the recommendations on a website for creating a strong password whenever setting up a new online account.

6   Tip #5 - Change your password every few months. Put yourself on a schedule for updating and recreating your passwords.

7   Tip #6 - Create passwords that you will remember. If you think you will have trouble remembering them, write them down and keep them in a safe place.

8   Tip #7 - Do not enter your passwords into your phone. Someone might steal your phone, or you might lose it.

9   Tip #8 - Do not type your passwords in a public place. People might look over your shoulder as you type in your passwords. Additionally, if you are in a public place that offers free Internet access, such as a coffee shop, people using the same wireless connection might be able to see your passwords as you type them into a website.

10   Identity theft is when private information, such as your name or Social Security number, is stolen and used without permission, usually to commit financial fraud. Identity thieves often use cyberspace to find and steal identities, because a great deal of information is available on the Web. Identity thieves gather available information from social media accounts and other public sites, and they find ways to trick people into revealing even more information. Identity thieves can be very clever. Three ways thieves use the Internet to steal private information include phone calls, phishing, and public computers.

11   Thieves may contact us by phone, pretending to work for legitimate companies or institutions that we trust. Since our trust in them has already been established, it does not seem suspicious that they are asking for private information, such as account passwords, Social Security numbers, or home addresses. Identity thieves may also pretend to be a friend or acquaintance in order to obtain private data.

12   When thieves send out emails that ask for private information, it is known as phishing. The emails may state that you have won a prize and that in order to claim your winnings, you must provide specific

Figure 7.5 A, Page 2

private information. Other email phishing scams include thieves posing as a service provider or a credible company. The emails say there is a problem with your account and that in order to resolve it, you must give them some private data or click on a link contained in the body of the email. Once you do, malicious viruses can be downloaded to your computer which can steal information stored on your computer. They may also record keystrokes you make while typing in banking or credit card logins and passwords.

13 If a person uses a public computer and leaves without signing out of private accounts, anyone using the computer next will have full access to that person's private information. This is why it is important that you always log out of your private accounts when you are finished using them.

14 There are many tools in place to help consumers deal with identity theft, but the first step is to tell your parents or guardians. If you are worried that private information about yourself may be available publicly, it's important to report it right away so that your identity can be protected. If identity theft goes undetected, thieves can use stolen information for a long time, creating long-lasting problems.

Learn-by-Doing: Microsoft Office Specialist Word 2019

Figure 7.5 B, Page 1

Table of Contents

Password Power

Passwords are like locks that keep our private information safe. Email, social networks, and some gaming websites all use passwords to help protect our private data. Without a strong password, private information can be easy for thieves to steal. There are websites to help you generate strong passwords, such as strongpasswordgenerator.com. You should also follow some tips for creating stronger passwords.

Eight Tips

Tip #1 - Do not use any self-identifying facts. Never use your full name, birth date, or address.

Tip #2 - Avoid using obvious facts about yourself. Never use information that would be easy to guess, such as your nickname or your pet's name.

Tip #3 - Make passwords of at least eight characters. However, follow the instructions on a website for password length. Some websites may require passwords longer than eight characters.

Tip #4 - Include a combination of numbers, symbols, and letters. This will make your passwords as unique as possible. Some websites require this combination of characters. Websites may also tell you whether a password is weak or strong. If a website indicates that your password is weak, add characters until it is strong. Be sure to read the recommendations on a website for creating a strong password whenever setting up a new online account.

For Evaluation Purposes Only

Figure 7.5 B, Page 2

Tip #5 - Change your password every few months. Put yourself on a schedule for updating and recreating your passwords.

Tip #6 - Create passwords that you will remember. If you think you will have trouble remembering them, write them down and keep them in a safe place.

Tip #7 - Do not enter your passwords into your phone. Someone might steal your phone, or you might lose it.

Tip #8 - Do not type your passwords in a public place. People might look over your shoulder as you type in your passwords. Additionally, if you are in a public place that offers free Internet access, such as a coffee shop, people using the same wireless connection might be able to see your passwords as you type them into a website.

Identity Theft

Identity theft is when private information, such as your name or Social Security number, is stolen and used without permission, usually to commit financial fraud. Identity thieves often use cyberspace to find and steal identities, because a great deal of information is available on the Web. Identity thieves gather available information from social media accounts and other public sites, and they find ways to trick people into revealing even more information. Identity thieves can be very clever. Three ways thieves use the Internet to steal private information include phone calls, phishing, and public computers.

Phone Calls

Thieves may contact us by phone, pretending to work for legitimate companies or institutions that we trust. Since our trust in them has already been established, it does not seem suspicious that they are asking for private information, such as account passwords, Social Security numbers, or home addresses. Identity thieves may also pretend to be a friend or acquaintance in order to obtain private data.

Phishing

When thieves send out emails that ask for private information, it is known as phishing. The emails may state that you have won a prize and that in order to claim your winnings, you must provide specific private information. Other email phishing scams include thieves posing as a service provider or a credible company. The emails say there is a problem with your account and that in order to resolve it, you must give them some private data or click on a link contained in the body of the email. Once you do, malicious viruses can be downloaded to your computer which can steal information stored on your computer. They may also record keystrokes you make while typing in banking or credit card logins and passwords.

Public Computers

If a person uses a public computer and leaves without signing out of private accounts, anyone using the computer next will have full access to that person's private information. This is why it is important that you always log out of your private accounts when you are finished using them.

There are many tools in place to help consumers deal with identity theft, but the first step is to tell your parents or guardians. If you are worried that private information about yourself may be available publicly, it's important to report it right away so that your identity can be protected. If identity theft goes undetected, thieves can use stolen information for a long time, creating long-lasting problems.

Protect Yourself 2

Working with Citations

Lesson Overview

When writing a research paper, it is important to properly credit the sources you use. Using Microsoft Word 2019, you can automatically credit a source in your document by citing the book, article, website, or other form of material you used. Once a source is added, if the same source needs to be cited later in the document, it can easily be inserted from a drop-down list. Word can also build the bibliography page in the correct format for you. Although there are several formatting styles for citing sources, one of the most common is MLA style. An MLA style report includes in-text citations after quoted or paraphrased passages, as well as a Works Cited page.
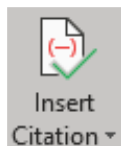
In this lesson, you will edit a research paper about passwords and identity theft with in-text citations and create a Works Cited page of books used for research.

Skills
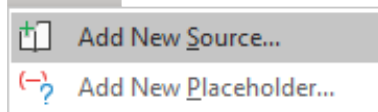
■ Create and modify bibliography citation sources

■ Insert citations for bibliographies

■ Insert bibliographies

■ Customize tables of contents
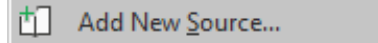
Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

Insert Citation:
Use this drop-down menu to credit a source of information by citing the book, article, or other source it comes from.
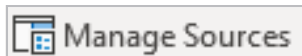
Style:
Use the drop-down menu to choose the citation style of your document, such as MLA Style.
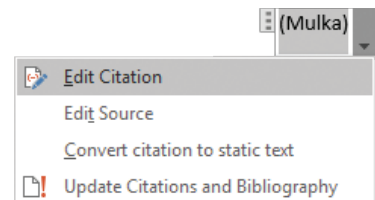
Manage Sources:
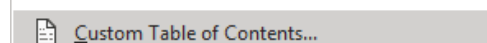Use this icon to edit sources and placeholders being used in your document.

Bibliography:
Use this icon to insert a list of all your sources in a bibliography or Works Cited section.

Edit Citation:
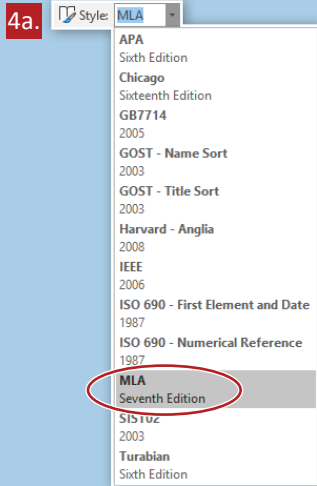Use this drop-down menu option to update in-text citations with page numbers.

Custom Table of Contents:
Use this option to customize the format of a table of contents, including the font and style used for each section, as well as how page numbers appear.

For Evaluation Purposes Only

4a.

4b.

6.

6a.
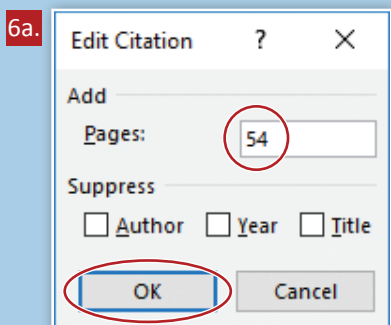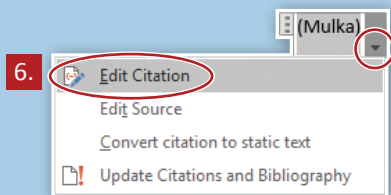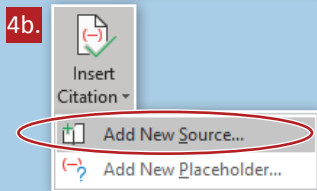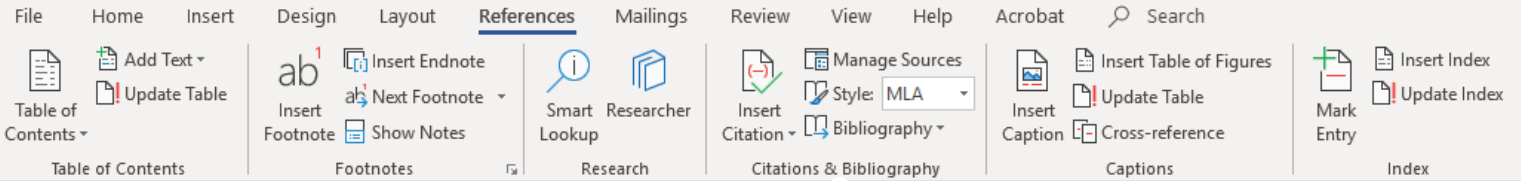
Instructions

1. Launch Word 2019 and open the file named *7.5 Protect Yourself* from your **My Word Projects** folder on your hard drive or network drive.

2. Save the file as *7.6 Protect Yourself 2* in your **My Word Projects** folder on your hard drive or network drive.

3. Move your cursor to the end of the paragraph titled [Password Power].

4. From the **References** tab, **Citations & Bibliography** group, do the following:

   a. From the **Style** drop-down menu, select **MLA**.

   b. From the **Insert Citation** drop-down menu, select **Add New Source...**.

   c. In the **Create Source** dialog box, select **Type of Source** as **Book**, then enter the following information in the appropriate fields, leaving all other fields blank (as shown below):

      i. Author: Lisa Mulka

      ii. Title: Cyber Literacy for the Digital Age

      iii. Year: 2014

      iv. City: Warwick

      v. Publisher: B.E. Publishing

   4c.

   d. Click **OK**.

5. Click the citation (Mulka) that has just been inserted to select it.

6. From the **Citation Options** shortcut, select **Edit Citation** and do the following:

   a. In the **Add Pages** field, enter [54], then click **OK**.

7. Move your cursor to the end of the paragraph titled [Tip #8].

Learn-by-Doing: Microsoft Office Specialist Word 2019

8.
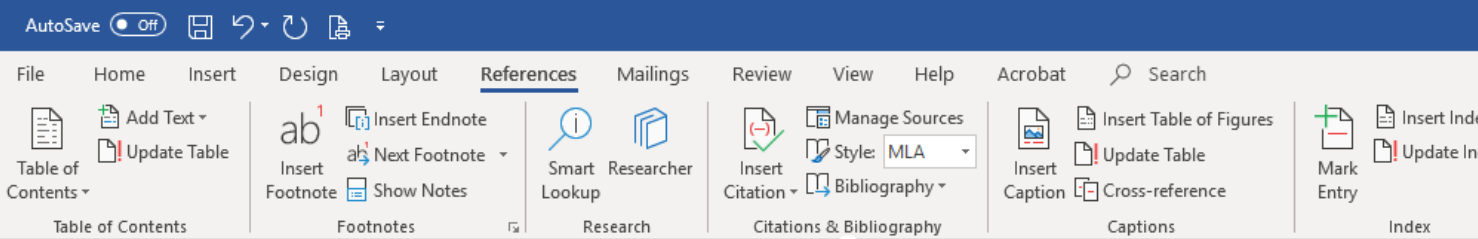
8. From the **References** tab, **Citations & Bibliography** group, do the following:

    a. From the **Insert Citation** drop-down menu, select **Add New Placeholder...**.

    b. Key the text [googleappsbook] as your placeholder name, then click **OK**.

9. Move your cursor to the end of the paragraph titled [Identity Theft].

10. From the **References** tab, **Citations & Bibliography** group, **Insert Citation** drop-down menu, do the following:

    a. Click the **Mulka, Lisa** source shown in the drop-down menu.

11. Click the citation (Mulka) that has just been inserted to select it.

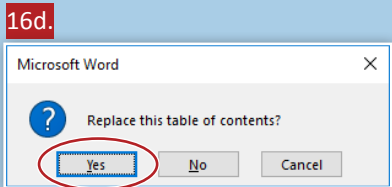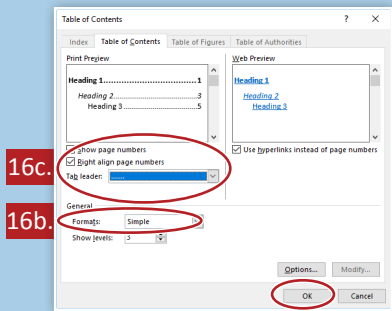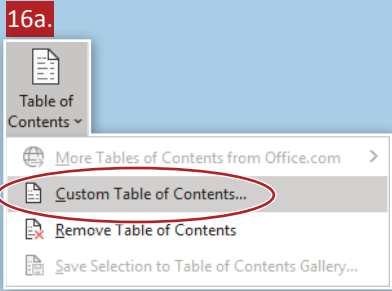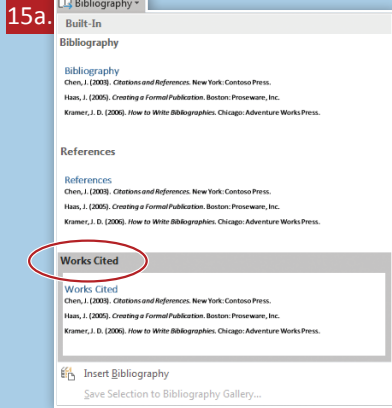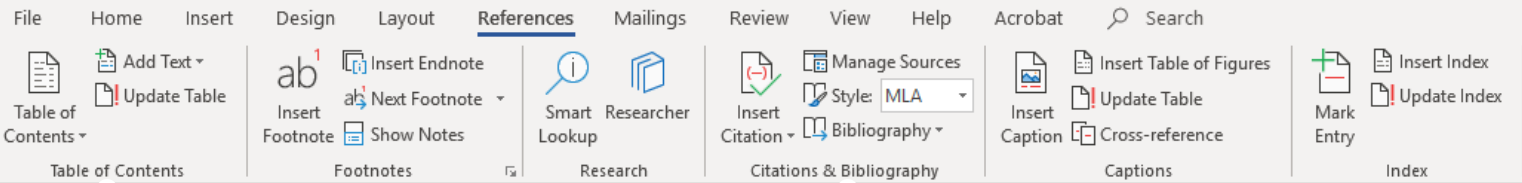12. From the **Citation** shortcut, select **Edit Citation** and do the following:

    a. In the Add Pages field, enter [50], then click **OK**.

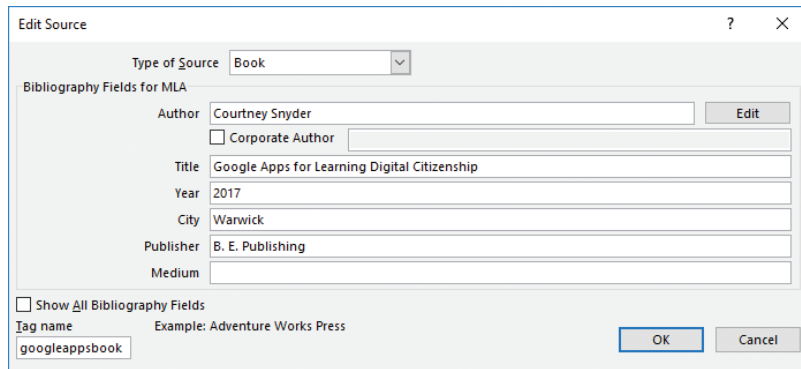13. From the **References** tab, **Citations & Bibliography** group, do the following:

    a. Click **Manage Sources**.

    b. In the **Source Manager** dialog box, select [googleappsbook] from the **Current List**, then click **Edit** (as shown below):

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16.

15.
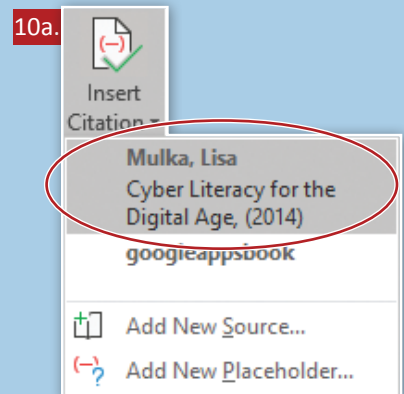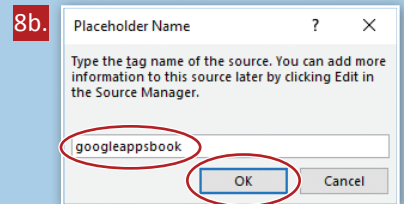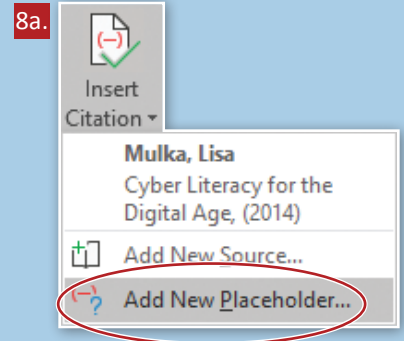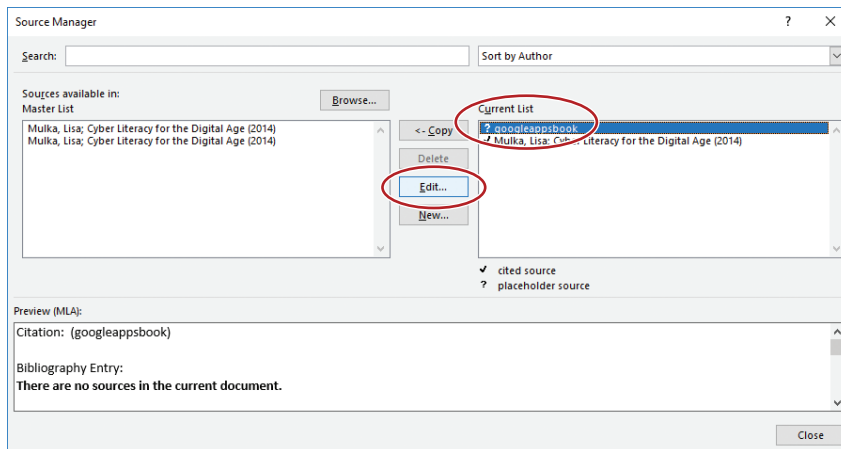
c.   In the **Edit Source** dialog box, select **Type of Source** as **Book**, then enter the following information in the appropriate fields, leaving all other fields blank (as shown below):

   i.   Author: Courtney Snyder

   ii.   Title: Google Apps for Learning Digital Citizenship

   iii.   Year: 2017

   iv.   City: Warwick

   v.   Publisher: B.E. Publishing

d.   Click **OK**.

e.   Click **Close**.

14.   Move your cursor to the end of the document and hit the Enter key.

15.   On the first line of page 3, from the **References** tab, **Citations & Bibliography** group, do the following:

   a.   From the **Bibliography** drop-down menu, select **Works Cited**.

16.   From the **References** tab, **Table of Contents** group, do the following:

   a.   From the **Table of Contents** drop-down menu, select **Custom Table of Contents…**.

   b.   In the **Table of Contents** dialog box, choose **Simple** from the **Formats** drop-down menu.

   c.   Click **Right align page numbers** and select the **dotted** Tab leader, then click **OK**.

   d.   Click **Yes** to **Replace this table of contents?**.

17.   Proofread your document for accuracy and format, then resave the file.

18.   Print preview. Your document should look similar to Figure *7.6, Pages 1-3*.

19.   Print or share the document if required by your instructor.

15a.

16a.

16c.
16b.

16d.

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Figure 7.6, Page 1

Table of Contents

Password Power

Passwords are like locks that keep our private information safe. Email, social networks, and some gaming websites all use passwords to help protect our private data. Without a strong password, private information can be easy for thieves to steal. There are websites to help you generate strong passwords, such as strongpasswordgenerator.com. You should also follow some tips for creating stronger passwords. (Mulka 54)

Eight Tips

Tip #1 - Do not use any self-identifying facts. Never use your full name, birth date, or address.

Tip #2 - Avoid using obvious facts about yourself. Never use information that would be easy to guess, such as your nickname or your pet's name.

Tip #3 - Make passwords of at least eight characters. However, follow the instructions on a website for password length. Some websites may require passwords longer than eight characters.

Tip #4 - Include a combination of numbers, symbols, and letters. This will make your passwords as unique as possible. Some websites require this combination of characters. Websites may also tell you whether a password is weak or strong. If a website indicates that your password is weak, add characters until it is strong. Be sure to read the recommendations on a website for creating a strong password whenever setting up a new online account.

Figure 7.6, Page 2

Tip #5 - Change your password every few months. Put yourself on a schedule for updating and recreating your passwords.

Tip #6 - Create passwords that you will remember. If you think you will have trouble remembering them, write them down and keep them in a safe place.

Tip #7 - Do not enter your passwords into your phone. Someone might steal your phone, or you might lose it.

Tip #8 - Do not type your passwords in a public place. People might look over your shoulder as you type in your passwords. Additionally, if you are in a public place that offers free Internet access, such as a coffee shop, people using the same wireless connection might be able to see your passwords as you type them into a website. (Snyder)

Identity Theft

Identity theft is when private information, such as your name or Social Security number, is stolen and used without permission, usually to commit financial fraud. Identity thieves often use cyberspace to find and steal identities, because a great deal of information is available on the Web. Identity thieves gather available information from social media accounts and other public sites, and they find ways to trick people into revealing even more information. Identity thieves can be very clever. Three ways thieves use the Internet to steal private information include phone calls, phishing, and public computers. (Mulka 50)

Phone Calls

Thieves may contact us by phone, pretending to work for legitimate companies or institutions that we trust. Since our trust in them has already been established, it does not seem suspicious that they are asking for private information, such as account passwords, Social Security numbers, or home addresses. Identity thieves may also pretend to be a friend or acquaintance in order to obtain private data.

Phishing

When thieves send out emails that ask for private information, it is known as phishing. The emails may state that you have won a prize and that in order to claim your winnings, you must provide specific private information. Other email phishing scams include thieves posing as a service provider or a credible company. The emails say there is a problem with your account and that in order to resolve it, you must give them some private data or click on a link contained in the body of the email. Once you do, malicious viruses can be downloaded to your computer which can steal information stored on your computer. They may also record keystrokes you make while typing in banking or credit card logins and passwords.

Public Computers

If a person uses a public computer and leaves without signing out of private accounts, anyone using the computer next will have full access to that person's private information. This is why it is important that you always log out of your private accounts when you are finished using them.

There are many tools in place to help consumers deal with identity theft, but the first step is to tell your parents or guardians. If you are worried that private information about yourself may be available publicly, it's important to report it right away so that your identity can be protected. If identity theft goes undetected, thieves can use stolen information for a long time, creating long-lasting problems.

Figure 7.6, Page 3

Works Cited

Mulka, Lisa. *Cyber Literacy for the Digital Age*. Warwick: B.E. Publishing, 2014.

Snyder, Courtney. *Google Apps for Learning Digital Citizenship*. Warwick: B.E. Publishing, 2017.

Part 8: Working with Graphics and Visual Elements

Thank You Card
Using Digital Ink

Skills

- Set up document pages
- Draw using digital ink
- Use Ink to Shape

Lesson Overview

Using shapes and pictures can be a creative way to enhance a document, but drawing something by hand can be an even more personal way to express yourself. Users with touch devices need only their finger or digital pens to create drawings in Microsoft Word 2019. Once you've created your drawing using any of the built-in pen effects, you can resize and modify your creation like any other object in Word. With Ink to Shape, gestures can even be turned into simple shapes like squares or circles. If a touch screen is not available, you can use your mouse and click and drag to write or draw on a document using digital ink.

In this lesson, you will create a hand-drawn thank you note using digital ink.

Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.
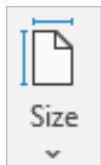
Page Size:
Use this drop-down menu to choose a paper size for the document.
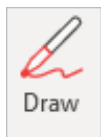
Draw/Draw with Touch:
Use this icon to select a tool that allows you to draw with your finger, mouse, or stylus pen, depending on the device you are using. Click the icon again when you are done using it to deactivate the tool.
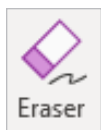
Eraser:
Use this icon to erase ink that has been drawn on the page. Click the icon again when you are done using it to deactivate the tool.

Pens:
Use this group to select the type of pen to use for drawing ink on the page. Choose the thickness, color, and effect from the pen's drop-down menu.

Ink to Shape:
Use this icon to quickly convert ink drawings into shapes. Click the icon again when you are done using it to deactivate the tool.
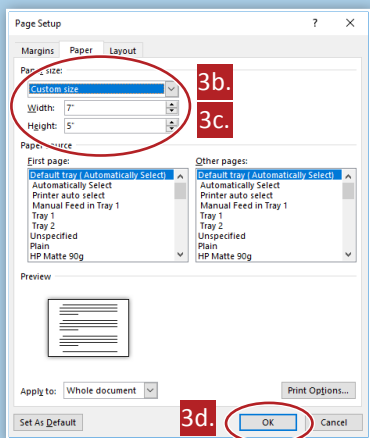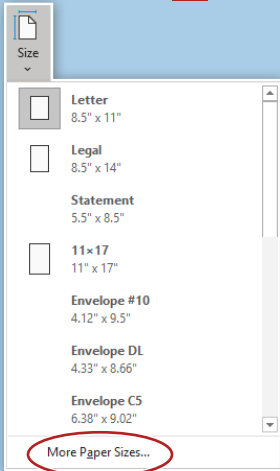
Ink Replay:
Use this icon to replay the sequence of ink strokes it took to create a drawing.

For Evaluation Purposes Only

3a.

3.
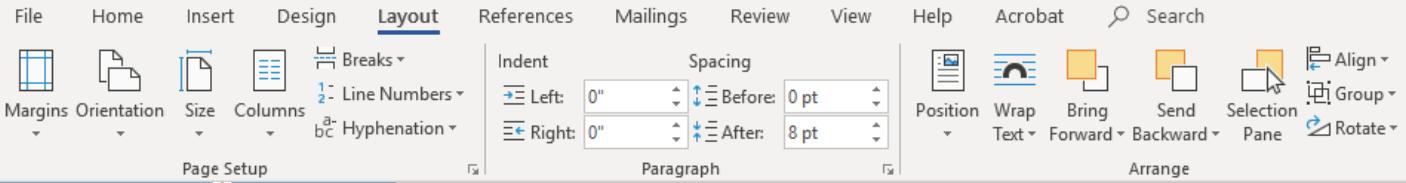
Instructions

1. Using Word 2019, create a new Blank document.

2. Save the file as *8.13 Thank You Card* in your **My Word Projects** folder on your hard drive or network drive.

3. From the **Layout** tab, **Page Setup** group, do the following:

   a. From the **Size** drop-down menu, click **More Paper Sizes…**.

   b. In the **Page Setup** dialog box, **Paper** tab, **Paper size:** drop-down menu, select **Custom size**.

   c. Enter a width of **7"** and a height of **5"**.

   d. Click **OK**.

4. Adjust the margins to Narrow.

5. Insert a Fill: Blue, Accent color 1; Shadow WordArt with the text [To the BEST Teacher in the Galaxy…].

6. Change the font size of the WordArt to 28, apply the Transform, Inflate: Top text effect, and Align Center the WordArt.

7. From the **Draw** tab (shown below), do the following to draw a message:

3b.
3c.
3d.

7b.
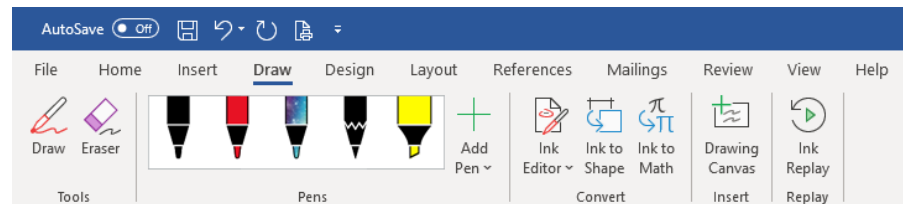
   a. From the **Tools** group, select **Draw** or **Draw with Touch**.

   ⊕ *Note: The option available depends on the device being used. If necessary, turn on the Draw tab by right clicking on the ribbon and selecting **Customize the Ribbon…**.*

   b. From the **Pens** group, **Pen: Galaxy 1 mm** drop-down menu, click the plus sign (**+**) to increase the thickness two times.

   c. Use your finger, digital pen, or mouse to draw the message [Thanks!] in the middle of the page.

   d. From the **Tools** group, select **Eraser**.

   e. Click on each stroke of the drawing you created to erase it.

   f. Use the same pen to draw the message [Thank You!], then click **Draw** or **Draw with Touch** again to deactivate the tool.

   ⊕ *Hint: Draw the message without pausing to create a single object.*
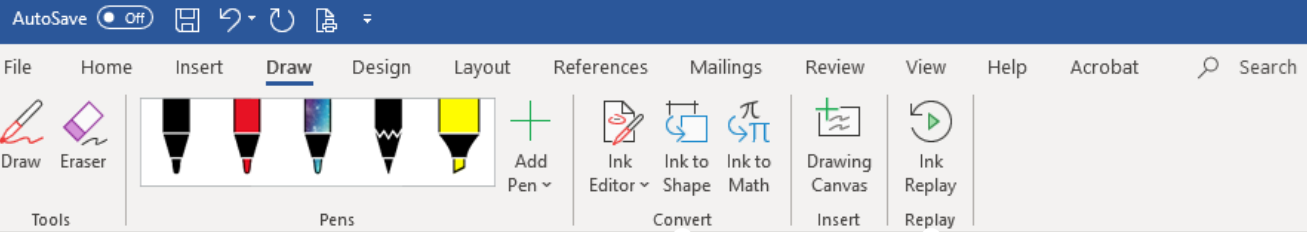
8. From the **Draw** tab, **Convert** group, do the following:

   a. Click **Ink to Shape**.

   b. Draw a rectangle and notice that Word converts your drawing to a shape, then click **Ink to Shape** again to deselect the tool.

9. Change the shape fill to none.

10. Change the size of the rectangle to 4 inches high by 6 inches wide.

11. Align Middle and Align Center the rectangle so that it creates a border on the page.

12. Resize and Align Center your drawing so that it fits below the WordArt and within the rectangle.

    ↪ *Note: If necessary, group the individual elements of your message to create one object.*

    ↪ *Note: If necessary, adjust the placement of the WordArt similar to Figure 8.13.*

13. From the **Draw** tab, **Replay** group, click **Ink Replay** to see a video of the message being created.

14. Proofread your document for accuracy and format, then resave the file.

15. Print Preview. Your document should look similar to *Figure 8.13*.

16. Print or share the document if required by your instructor.

Figure 8.13

Learn-by-Doing: Microsoft Office Specialist Word 2019

Part 9: Sharing and Working Collaboratively

Top 10 Customers
Working with AutoSave

Lesson Overview

Users of cloud applications have become accustomed to files saving automatically. Subscribers to Office 365 can now enable AutoSave so that any documents saved to OneDrive are updated as changes are made. While AutoSave can be very convenient, it is important to be thoughtful about how this might impact your file management. If you want to preserve an original copy of a file before making changes, be sure to use Save a Copy. If you ever do need to view an older version of the file, Version History can be used to review how the file has evolved, identify text that was lost, or restore a previous version of the file. As a default, new versions are generated every 10 minutes, however AutoSave will continuously save the file as you make changes. And remember, AutoSave is only available for documents saved to OneDrive.

In this lesson, you will AutoSave a letter to a colleague, then use Version History to recover information that was deleted.

In order to complete this lesson, access to a lesson resource file is required and should be provided by your instructor.
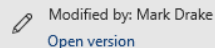
Tools & Terms

Review the following tools that you will learn and practice using in this lesson. In addition, you may be required to demonstrate your knowledge of these tools by completing the Skills Mastery Quizzes for this part.

AutoSave:
Use this feature to save your file automatically as you work.

Version History:
Use this feature to review previous versions of the document that have been generated.

Open version:
Use this feature to open a previous version of an AutoSaved document with the option to restore it.

Learn-by-Doing: Microsoft Office Specialist Word 2019
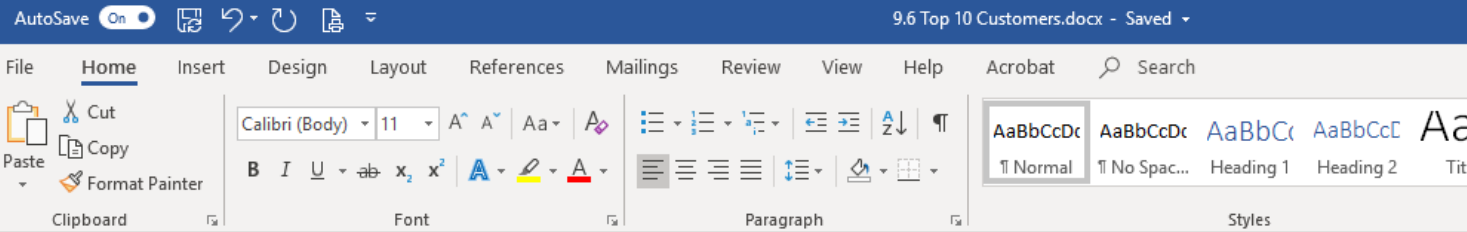
Instructions

1. Launch Word 2019 and open the file named *Lesson 9.6 SOURCE*.

2. Save the file to the folder named **My Online Word Projects** on your OneDrive. Name the file *9.6 Top 10 Customers*.

3. Notice that **AutoSave** is automatically turned on at the top of the ribbon.

4. To change how often AutoSave creates a new version of the file, do the following:

   a. From the **File** tab, select **Options**.

   b. In the **Word Options** dialog box, **Save** section, change the **AutoSave recovery time** to 1 minute (as shown below):


   c. Click **OK**.

For Evaluation Purposes Only
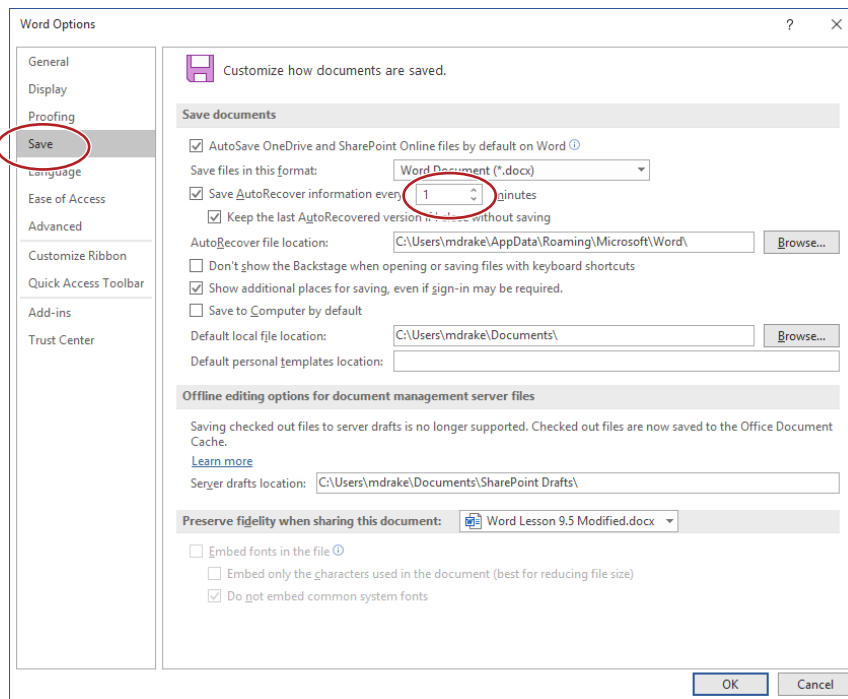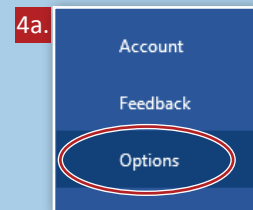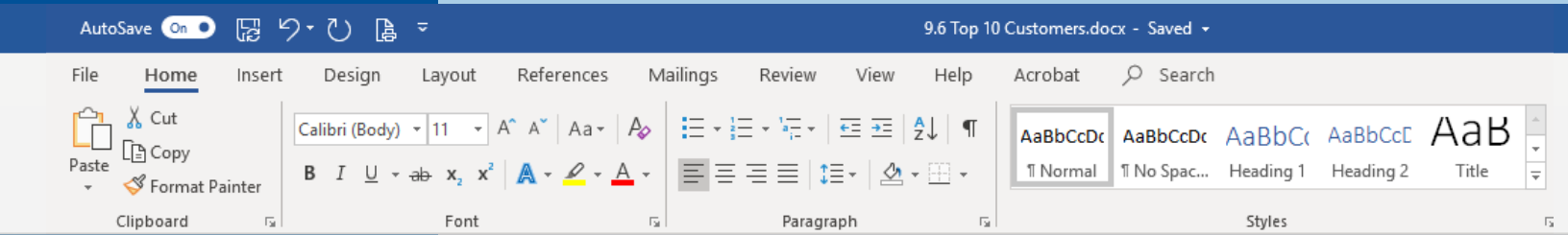
5. Make the following changes to the document:

   a. Change the font of the document, not including the table, to Times New Roman and the font size to 12.

   b. Change the spacing of the document, not including the table, to single with no spacing before or after paragraphs.

   c. Set the top margin to 2".

   d. Delete the phone number column.

   e. Insert a column to the left of the table labeled [Rank:], then fill in the ranks 1 through 10.

   f. Apply the Grid Table 4 - Accent 1 table style.

   g. Bold the text [Winter Wonderland Thank You Card].

6. Click the **Saved** drop-down menu next to the name of the document at the top of the ribbon and select **Version History**.

7. In the **Version History** task pane, review the various versions of the file that have been **AutoSaved**.

8. Click **Open version** to open the first saved version of the document.

9. Copy the phone number column, then close the window.

10. Paste the copied column to the right of the table.

11. AutoFit the table by contents, then horizontally center the table.

12. Close the **Version History** task Pane.

13. Proofread your document for accuracy and format, then resave the file.

14. Print preview. Your document should look similar to *Figure 9.6*.

15. Print or share the document if required by your instructor.

For Evaluation Purposes Only
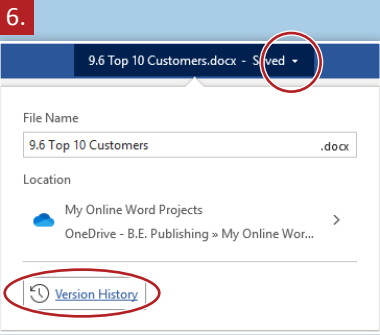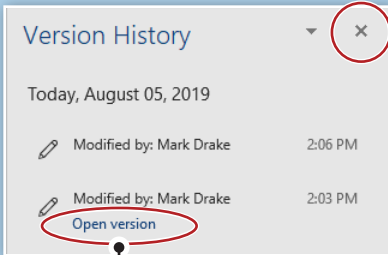
Figure 9.6

Dear Caroline,

With the end of the year approaching, I thought it would be a good idea to send thank you notes to our best customers. The notes could be a good way to increase our brand awareness and the loyalty of our customers. Our Etsy reviewers say they love our company's personal touch!

Here is a list of the contact information of our top 10 customers of the year:

Rank:	Name:	Address:	Email Address:	Phone:
1	Silas Harrison	4201 Ritter St. Athens, AL 35611	sharrison@email.com	256-233-9211
2	Evan Frazier	2463 Smith St. Mansfield, MA 02048	frazev@email.com	508-851-7328
3	Riley Wolfe	4041 Big Elm Strasburg, MO 64090	riley2008@email.com	816-865-2818
4	Shayna Guerra	4715 Peck Ct. Santa Ana, CA 92705	guerrafam@email.com	949-579-8085
5	Rebecca Camacho	714 Neville St. Terre Haute, IN 47807	r.camacho@email.com	812-638-3788
6	Ava Tucker	2582 Duck Creek Rd. Danforth, ME 04424	ava@email.com	650-903-9824
7	Evie Barton	3484 Summit Ave. Southfield, MI 48075	ebarton@email.com	248-927-0289
8	Susanna McGee	1281 Honeysuckle Rd. Redmond, WA 98052	suzymcgee@email.com	360-500-2876
9	Chance Welch	677 Washington St. Houston, TX 77032	welch.ch@email.com	832-814-8562
10	Lucy Mann	2022 Yorkshire Rd. Kinston, NC 28501	admin@email.com	252-268-0080

Please use our **Winter Wonderland Thank You Card** (item #TH-13) to send personalized notes to these customers.

Thanks,

Tara