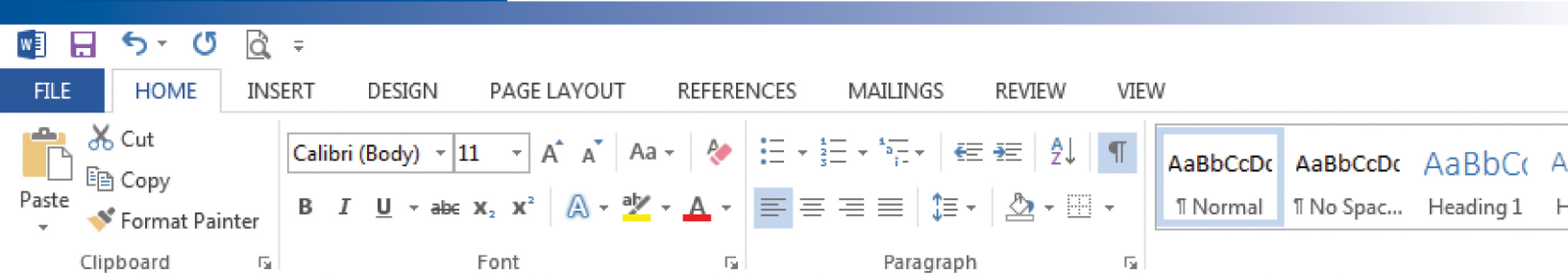


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# Microsoft Word 2013

Hands-on Lessons and Assessments



The Development Team at B.E. Publishing and Martha McGuinness



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Microsoft

Word 2013

Hands-on Lessons and Assessments

# Student Textbook

eBook • Level 1

The Development Team at B.E. Publishing  
and Martha McGuinness



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Microsoft

# Word 2013

Hands-on Lessons and Assessments

## Student Textbook

eBook • Level 1

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### Learn-by-Doing: Microsoft Word 2013 Student Textbook (eBook - School License)

ISBN: 978-1-934422-75-5

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# Table of Contents

<b>Curriculum Guide</b> .....	ii	<b>4.2 Student Schedule 2</b>	
<b>Introduction</b> .....	v	Working with Rows, Columns, and Cells.....	77
<b>Standards</b> .....	v	<b>4.3 Best Small Towns</b>	
<b>How to Use This Book</b> .....	vi	Formatting Tables .....	81
<b>Assessments</b> .....	vii	<b>4.4 Best Small Towns 2</b>	
<b>Unit 1: Document Basics</b> .....	1	Enhancing Tables with Styles.....	84
<b>1.1 Getting Started</b>		<b>4.5 2013 Boston Red Sox Roster</b>	
Navigating Word .....	2	Working with Data in a Table .....	87
<b>1.2 Back-to-School Message</b>		<b>4.6 Top Retailers</b>	
Creating Your First Document .....	6	Reinforcement Lesson.....	92
<b>1.3 Back-to-School Message 2</b>		<b>Unit 5: Working with Tabs</b> .....	97
Retrieving a Document.....	9	<b>5.1 Freshmen Homeroom Assignments</b>	
<b>1.4 Back-to-School Message 3</b>		Using Tab Basics .....	98
Editing Basics.....	12	<b>5.2 Fastest Growing Occupations</b>	
<b>1.5 Daylight Saving Time</b>		Working with Left Tabs .....	102
Customizing the Quick Access Toolbar .....	15	<b>5.3 School Store Inventory</b>	
<b>Unit 2: Formatting Text</b> .....	19	Setting Custom Tabs .....	106
<b>2.1 Texting 101</b>		<b>5.4 Graduation Program</b>	
Formatting Text .....	20	Changing Tab Alignment .....	110
<b>2.2 Algebra Homework</b>		<b>Unit 6: Working with Columns and Page Setup</b> .....	115
Enhancing and Formatting Text .....	25	<b>6.1 Study Skills for Success</b>	
<b>2.3 School Rules</b>		Formatting Text Into Columns.....	116
Formatting Text with Effects .....	30	<b>6.2 Healthy Habits for Teens</b>	
<b>2.4 Top Baby Names</b>		Using Column Breaks.....	120
Reinforcement Lesson.....	33	<b>6.3 Highest Grossing Movies Worldwide</b>	
<b>Unit 3: Formatting Paragraphs &amp; Editing Text</b> .....	37	Vertically Centering Text.....	125
<b>3.1 Powderpuff Football</b>		<b>Unit 7: Using Headers and Footers</b> .....	129
Changing Paragraph Line Spacing .....	38	<b>7.1 Business Letterhead</b>	
<b>3.2 Senior Prom Invitation</b>		Using Headers and Footers .....	130
Applying Text Alignment .....	42	<b>7.2 Prom DJ Contract</b>	
<b>3.3 25 Best iPhone Apps of 2013</b>		Formatting Headers and Footers .....	134
Using Indents and Lists.....	46	<b>Unit 8: Working with Graphic and Visual Elements</b> .....	141
<b>3.4 Letter of Recommendation</b>		<b>8.1 Soccer Tournament Flyer</b>	
Creating a Bulleted List .....	50	Inserting and Working with Pictures.....	142
<b>3.5 College To Do List</b>		<b>8.2 Letterhead with Picture</b>	
Applying Background Shading.....	54	Formatting Picture Styles.....	145
<b>3.6 Company Memo</b>		<b>8.3 Buying A Car</b>	
Using Find & Replace .....	58	Combining Pictures with Text.....	148
<b>3.7 Homonyms</b>		<b>8.4 Yearbook Quotes</b>	
Proofing Your Document.....	62	Working with Graphic Elements.....	152
<b>3.8 Preschool Posters</b>		<b>8.5 Office Sign</b>	
Applying Text Styles.....	65	Using Shapes .....	156
<b>3.9 Ultimate Chocolate Chip Cookies</b>		<b>Unit 9: Using Templates</b> .....	161
Reinforcement Lesson.....	69	<b>9.1 FBLA Certificate</b>	
<b>Unit 4: Working with Tables</b> .....	73	Creating an Award Certificate .....	162
<b>4.1 Student Schedule</b>		<b>9.2 Yearbook Newsletter</b>	
Using Table Basics .....	74	Creating a Newsletter .....	166

# Curriculum Guide

Lesson		New Skills	
<b>Unit 1: Document Basics</b>			
1.1	<b>Getting Started</b>	<i>Navigating Word</i>	Opening a Blank Document ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Using the Zoom Adjustment Tool ■ Closing Word
1.2	<b>Back-to-School Message</b>	<i>Creating Your First Document</i>	Creating a Blank Document ■ Saving a Document ■ Closing a Document
1.3	<b>Back-to-School Message 2</b>	<i>Retrieving a Document</i>	Opening an Existing Document ■ Revising an Existing Document ■ Using Save As ■ Previewing and Printing a Document
1.4	<b>Back-to-School Message 3</b>	<i>Editing Basics</i>	Using Cut ■ Using Copy ■ Using Paste
1.5	<b>Daylight Saving Time</b>	<i>Customizing the Quick Access Toolbar</i>	Customizing the Quick Access Toolbar ■ Using Undo ■ Using Redo ■ Using the Tab Key to Indent Paragraphs
<b>Unit 1 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 2: Formatting Text</b>			
2.1	<b>Texting 101</b>	<i>Formatting Text</i>	Changing Font and Font Size ■ Changing Font Color ■ Applying Bold, Italic, Underline, Strikethrough ■ Clearing All Formatting
2.2	<b>Algebra Homework</b>	<i>Enhancing and Formatting Text</i>	Increasing and Decreasing Font Size ■ Applying Superscript ■ Applying Subscript ■ Changing Case ■ Creating a Numbered List
2.3	<b>School Rules</b>	<i>Formatting Text with Effects</i>	Changing Text Effects ■ Applying Text Highlight Color ■ Applying Format Painter
2.4	<b>Top Baby Names</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
<b>Unit 2 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 3: Formatting Paragraphs &amp; Editing Text</b>			
3.1	<b>Powderpuff Football</b>	<i>Changing Paragraph Line Spacing</i>	Changing Paragraph Line Spacing ■ Using Show/Hide
3.2	<b>Senior Prom Invitation</b>	<i>Applying Text Alignment</i>	Changing Text Alignment ■ Adding Borders ■ Using a Hard Return
3.3	<b>25 Best iPhone Apps of 2013</b>	<i>Using Indents and Lists</i>	Changing Paragraph Indents ■ Changing Spacing Between Paragraphs
3.4	<b>Letter of Recommendation</b>	<i>Creating a Bulleted List</i>	Using Bullets
3.5	<b>College To Do List</b>	<i>Applying Background Shading</i>	Shading Background of Text
3.6	<b>Company Memo</b>	<i>Using Find &amp; Replace</i>	Using Find & Replace
3.7	<b>Homonyms</b>	<i>Proofing Your Document</i>	Using Spelling & Grammar Check ■ Using the Thesaurus ■ Using Word Count

# Curriculum Guide

Lesson		New Skills	
<b>3.8</b>	<b>Preschool Posters</b>	<i>Applying Text Styles</i>	Applying Text Styles
<b>3.9</b>	<b>Ultimate Chocolate Chip Cookies</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
<b>Unit 3 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 4: Working with Tables</b>			
<b>4.1</b>	<b>Student Schedule</b>	<i>Using Table Basics</i>	Inserting Tables ■ Changing Cell Alignment ■ Adjusting Column Width and Row Height
<b>4.2</b>	<b>Student Schedule 2</b>	<i>Working with Rows, Columns, and Cells</i>	Using the Select Tool ■ Inserting and Deleting Rows, Columns, and Cells ■ Merging and Splitting Cells
<b>4.3</b>	<b>Best Small Towns</b>	<i>Formatting Tables</i>	Shading Cells, Rows, and Columns ■ Applying Borders ■ Using the Eraser Tool
<b>4.4</b>	<b>Best Small Towns 2</b>	<i>Enhancing Tables with Styles</i>	Applying a Table Style
<b>4.5</b>	<b>2013 Boston Red Sox Roster</b>	<i>Working with Data in a Table</i>	Changing Text Direction ■ Sorting Within a Table
<b>4.6</b>	<b>Top Retailers</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
<b>Unit 4 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 5: Working with Tabs</b>			
<b>5.1</b>	<b>Freshmen Homeroom Assignments</b>	<i>Using Tab Basics</i>	Viewing the Ruler ■ Using the Default Tab
<b>5.2</b>	<b>Fastest Growing Occupations</b>	<i>Working with Left Tabs</i>	Setting Left Tabs
<b>5.3</b>	<b>School Store Inventory</b>	<i>Setting Custom Tabs</i>	Setting Left and Right Tabs ■ Using Dot Leaders
<b>5.4</b>	<b>Graduation Program</b>	<i>Changing Tab Alignment</i>	Clearing Tabs
<b>Unit 5 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 6: Working with Columns and Page Setup</b>			
<b>6.1</b>	<b>Study Skills for Success</b>	<i>Formatting Text into Columns</i>	Creating Two Columns ■ Changing Page Margins
<b>6.2</b>	<b>Healthy Habits for Teens</b>	<i>Using Column Breaks</i>	Inserting Column Breaks ■ Changing Hyphenation ■ Changing Page Orientation
<b>6.3</b>	<b>Highest Grossing Movies Worldwide</b>	<i>Vertically Centering Text</i>	Vertically Centering Text
<b>Unit 6 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 7: Using Headers and Footers</b>			
<b>7.1</b>	<b>Business Letterhead</b>	<i>Using Headers and Footers</i>	Inserting a Header ■ Inserting a Footer
<b>7.2</b>	<b>Prom DJ Contract</b>	<i>Formatting Headers and Footers</i>	Inserting a Date ■ Inserting Page Numbers ■ Inserting a Page Break ■ Inserting a Signature Line
<b>Unit 7 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	

# Curriculum Guide

Lesson		New Skills
<b>Unit 8: Working with Graphic and Visual Elements</b>		
<b>8.1 Soccer Tournament Flyer</b>	<i>Inserting and Working with Pictures</i>	Inserting a Picture ■ Resizing a Picture ■ Rotating a Picture ■ Using Layout Options
<b>8.2 Letterhead with Picture</b>	<i>Formatting Picture Styles</i>	Applying a Picture Style ■ Changing a Picture Border
<b>8.3 Buying a Car</b>	<i>Combining Pictures with Text</i>	Using Text Wrap
<b>8.4 Yearbook Quotes</b>	<i>Working with Graphic Elements</i>	Using WordArt ■ Using a Text Box ■ Aligning Objects
<b>8.5 Office Sign</b>	<i>Using Shapes</i>	Using Shapes ■ Using Shape Effects ■ Changing Shape Fill ■ Changing Shape Outline
<b>Unit 8 Assessments</b>	Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 9: Using Templates</b>		
<b>9.1 FBLA Certificate</b>	<i>Creating an Award Certificate</i>	Using a Certificate Template
<b>9.2 Yearbook Newsletter</b>	<i>Creating a Newsletter</i>	Using a Newsletter Template
<b>Unit 9 Assessments</b>	Performance and Written Assessments are located on the Instructor's Resource CD.	



# Introduction

## Learn-by-Doing Series for Microsoft Office 2013 (Level 1)

As the name implies, the **Learn-by-Doing Series** gets students learning Microsoft Office 2013 by using its applications to do what is needed to communicate and share information in the real world of work and life. Designed for today's interactive, visual learner, this series consists of graphical hands-on lessons that get students instantly engaged in applying Microsoft Office 2013 skills.

## Learn-by-Doing: Microsoft Word 2013

This book uses school and workplace themes to introduce students to the basics of Microsoft Word 2013. The powerful features and interface of Microsoft Word 2013 are clearly explained in step-by-step, illustrated instructions.

## Who should use this book?

**Learn-by-Doing: Microsoft Word 2013** is designed to be used by students enrolled in a computer applications course that includes word processing in its curriculum. Students should have a basic familiarity with working on a computer.

The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate. Therefore, lessons should be completed in the order presented.

## Requirements

- Microsoft Word 2013 for Windows
- Learn-by-Doing: Microsoft Word 2013 Student Textbook
- Learn-by-Doing: Microsoft Word 2013 Instructor's Resource CD, which includes:
  - *Lesson Source and Solution Files*
  - *Unit Performance Assessments (PDF Format); Source and Solution Files*
  - *Unit Written Assessments and Solutions (PDF Format)*

## Standards

Since National Educational Standards are updated over time, the latest standards with which this text is aligned can be accessed on our website at [www.bepublishing.com](http://www.bepublishing.com)

At press time, the standards aligned with this book are:

- *Common Core Standards for Reading & Literacy*
- *Common Career Technical Standards*
- *International Society for Technology in Education (ISTE)*

Visit [www.bepublishing.com](http://www.bepublishing.com) for details.

## Organizing and Saving Your Lesson Files

It is important that lesson files are named properly and saved in the correct folder on your hard drive or network.

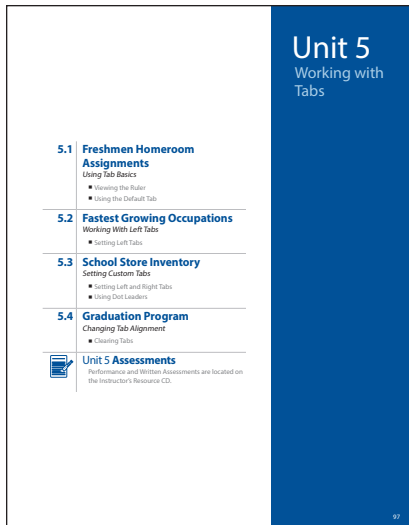


You will create a folder named **My Word Projects** in which to save your files.

You will be instructed in each lesson on what to name the lesson files.

## Using Microsoft Word 2013 for Windows

**Learn-by-Doing: Microsoft Word 2013** is intended for use with Windows-based systems since Microsoft Office 2013 applications are not designed for Macintosh-based systems.



Unit Cover Page

## How to Use This Book

This book is divided into nine units, each containing individual lessons pertaining to the different ribbons in **Microsoft Word 2013**. Lessons in this book have been organized into an easy-to-read, self-guided, visual format where you will practice new skills and learn by doing.

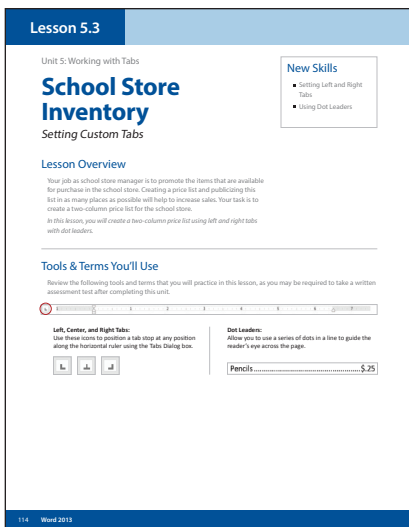
Review this section carefully to become familiar with all of the parts of the lessons and the steps necessary to complete each lesson.

## Step 1: Review the Lesson Introduction

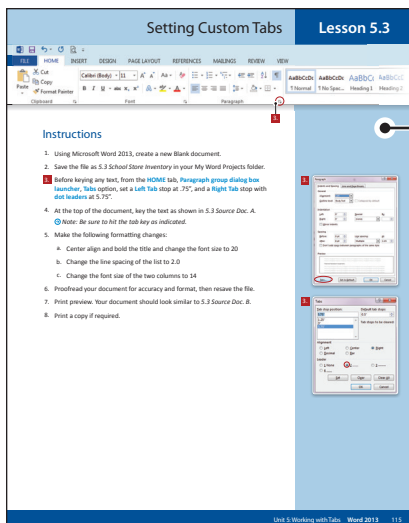
- Read the **Lesson Overview** and note the **New Skills** that you will practice in the lesson.
- Review the **Tools & Terms** needed to complete the lesson successfully. Familiarize yourself with these terms, icons, and descriptions, as you may be required to take a written assessment test upon completion of each unit.

## Step 2: Follow Step-by-Step Instructions

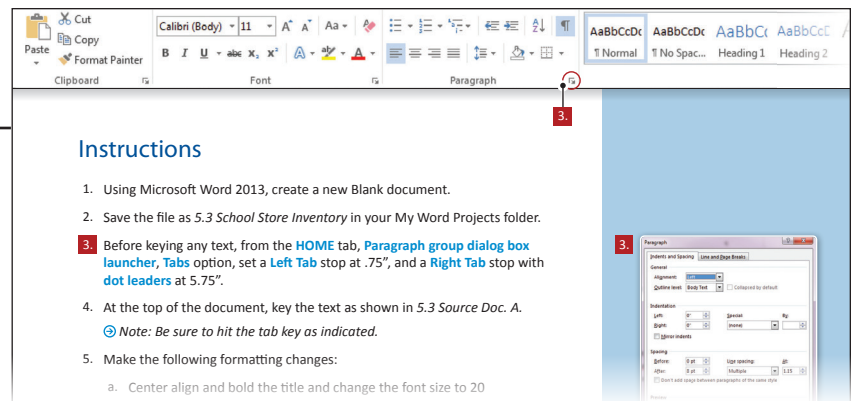
- Follow the numbered instructions to complete each step in the lesson.
- References in the instructions that correlate to the tools on the Ribbon are indicated by a red # icon. It is important that you refer to this icon as you follow the instructions.
- The primary **Microsoft Word Ribbon** being presented in each lesson is displayed at the top of the **Instructions** page.



Lesson Introduction Page



Instructions Page



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

## Step 3: Create Word Document as Instructed

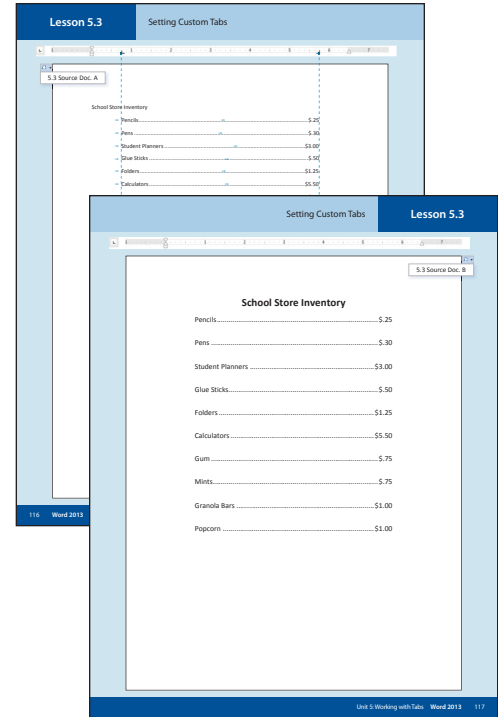
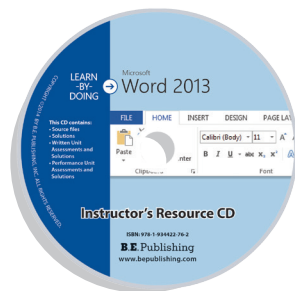
- Follow the instructions and enter the content in each lesson.
- When provided, use the finished formatted **Source Document** as a visual reference to check your work.

## Step 4: Complete Unit Performance & Written Assessments

Your instructor may require you to:

- Complete a hands-on **Unit Performance Assessment** which will measure your ability to demonstrate the skills in each unit.
- Complete a **Unit Written Assessment** which will measure your comprehension of the tools, terms, and features presented in each unit.

*Note: Performance and Written Assessments are provided on the Instructor's Resource CD.*



Source Documents

Rank	Artist	Gross
1	U2	\$78,426,546
2	The Rolling Stones	\$58,225,524
3	Bob Dylan	\$48,479,796
	Paul Simon	\$42,122,000
	Stevie Nicks	\$40,713,246
	U2	\$40,000,000
	Paul McCartney	\$38,425,405
	Neil Young	\$30,000,000
	Gregory Isaacs	\$14,000,000
	The Stones	\$11,000,000

**Unit 5: Performance Assessment**  
Covers Lessons 5.1 - 5.4

**Read the Overview**

While many musical artists just enjoy the music-making process, artists make quite a bit of money through touring. Although it can be exhausting, going out on tour is usually a wise financial move for most artists. A quick search of the top-grossing tours of all time reveals just how much money can be earned by hitting the road.

In this assessment, you will use some of the skills you learned in Unit 5 to create a list of the top-grossing concert tours of all time.

**Instructions**

1. Using a Blank Microsoft Word 2013 document, set a left tab at 5", a center tab at 4".
2. Copy the text as shown in on-page 3 using the tab stops set in instruction #1.
3. Save the document as Unit 5 Assessment in your My Word Projects folder.
4. Center align the title.
5. Change the font size of the title to 18.
6. Change the font size of the column headings to 14.
7. Italicize the column headings.
8. Proofread your document for accuracy and format, then resave the file.
9. Print preview.
10. Print a copy if required.

Performance Assessment

**Unit 5: Written Assessment**  
Covers Lessons 5.1 - 5.4

**Student Name** \_\_\_\_\_

**Matching:** Write the letter of the correct match in the space below.

1. Use this icon to set a right tab.
2. Use this icon to set a center tab.
3. Use this icon to set a decimal tab.
4. Use this icon to set a left tab.

**Multiple Choice:** Choose the answer that best fits each statement below.

5. Which of the following is used with tabs to help guide the reader's eye across the page?
  - A. Ruler
  - B. Dot Leaders
  - C. Lines
  - D. Right Tab
6. Which of the following is not an option in the Tabs dialog box?
  - A. View Ruler
  - B. Clear
  - C. Clear All
  - D. Set
7. To set a tab stop, you should:
  - A. manually insert the tab in your ruler.
  - B. insert the tab using the tab dialog box.
  - C. double click in the ruler.
  - D. All of the above.

**True/False:** Answer True or False for each statement below.

8. The default tab stop setting is 5".
9. Tabs cannot be changed once they have been used in a document.
10. The Tab key is used to indent entire paragraphs or lists.

Written Assessment



# Unit 1

## Document Basics

### 1.1 Getting Started

#### *Navigating Word*

- Opening a Blank Document
- Identifying Ribbons, Tabs, & Groups
- Understanding Backstage View
- Using the Zoom Adjustment Tool
- Closing Word

### 1.2 Back-to-School Message

#### *Creating Your First Document*

- Creating a Blank Document
- Saving a Document
- Closing a Document

### 1.3 Back-to-School Message 2

#### *Retrieving a Document*

- Opening an Existing Document
- Revising an Existing Document
- Using Save As
- Previewing and Printing a Document

### 1.4 Back-to-School Message 3

#### *Editing Basics*

- Using Cut
- Using Copy
- Using Paste

### 1.5 Daylight Saving Time

#### *Customizing the Quick Access Toolbar*

- Customizing the Quick Access Toolbar
- Using Undo
- Using Redo
- Using the Tab Key to Indent Paragraphs



### Unit 1 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

## Unit 1: Document Basics

# Getting Started

## Navigating Word

### Lesson Overview

Microsoft Word is one of the most commonly used word processing applications. It enables you to create many different types of documents, such as letters, memos, reports, flyers, and more. Word has tools that allow you to format text, add and edit graphics, insert tables, check spelling, and merge data into a document.

*In this lesson, you will become familiar with the Word application interface. This is the only lesson that you will not be required to save. However, you may be responsible for the material presented in this lesson on the Unit 1 Written Assessment.*

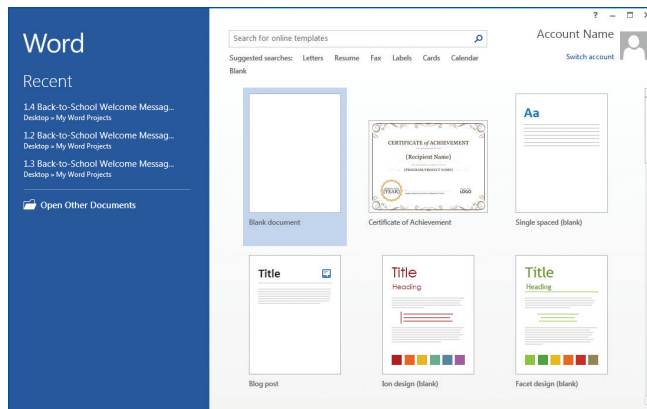
### New Skills

- Opening a Blank Document
- Identifying Ribbons, Tabs, & Groups
- Understanding Backstage View
- Using the Zoom Adjustment Tool
- Closing Word

## Launching Word & Working with Files

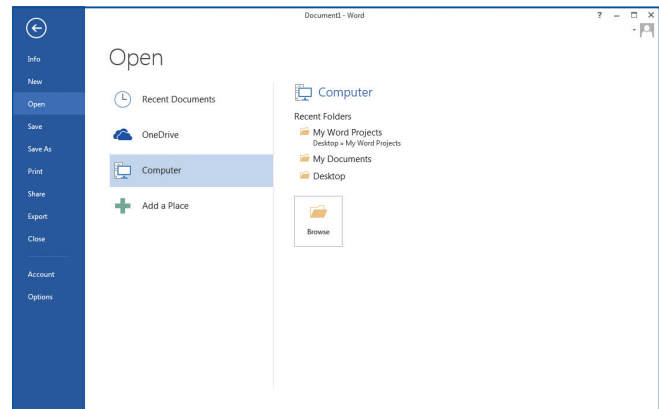


The Word program icon launches **Microsoft Word 2013** from the **Windows Start Menu** or **Start Screen**.



### 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 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

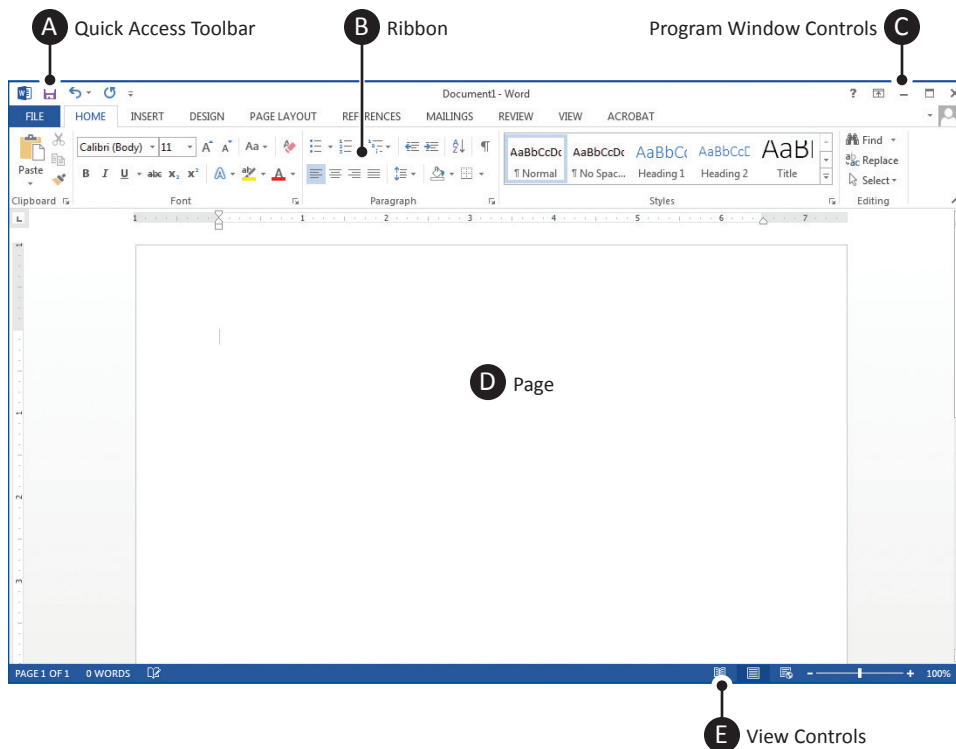
Located by clicking the File tab, the **Backstage View** is the central place for managing your documents. Actions such as saving, printing, or opening a previously saved file can also be done here. Different options appear depending on your selection. For example, when you select Open file, your computer's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



Clicking on the back arrow returns you to the open file.

## 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.

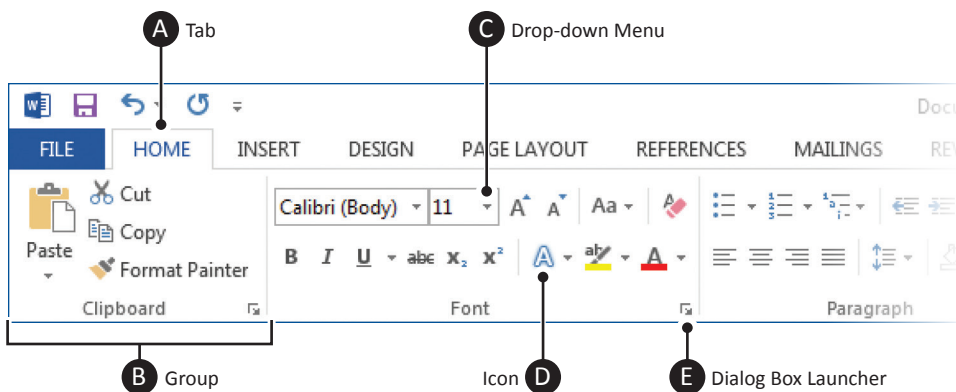


### Application Window Key

- A Quick Access Toolbar**  
Commonly used commands at the top of the application window
- B Ribbon**  
Groups of related tools organized within a set of tabs
- C Program Window Controls**  
Allow you to move, resize, and close the application window
- D Page**  
The area on which your content appears as it is entered and formatted
- E View Controls**  
Adjust zooming in and out of a document, as well as selecting page view options

## Ribbon Parts

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



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**  
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 choose a command from a list of options
- D Icon**  
An interactive tool that activates its feature when clicked
- E Dialog Box Launcher**  
Opens a small window with information and options about a particular tool or group

### Page Key

#### A Tab Stop

Allows you to set places on a page where text can be positioned and aligned by using the tab key

#### 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

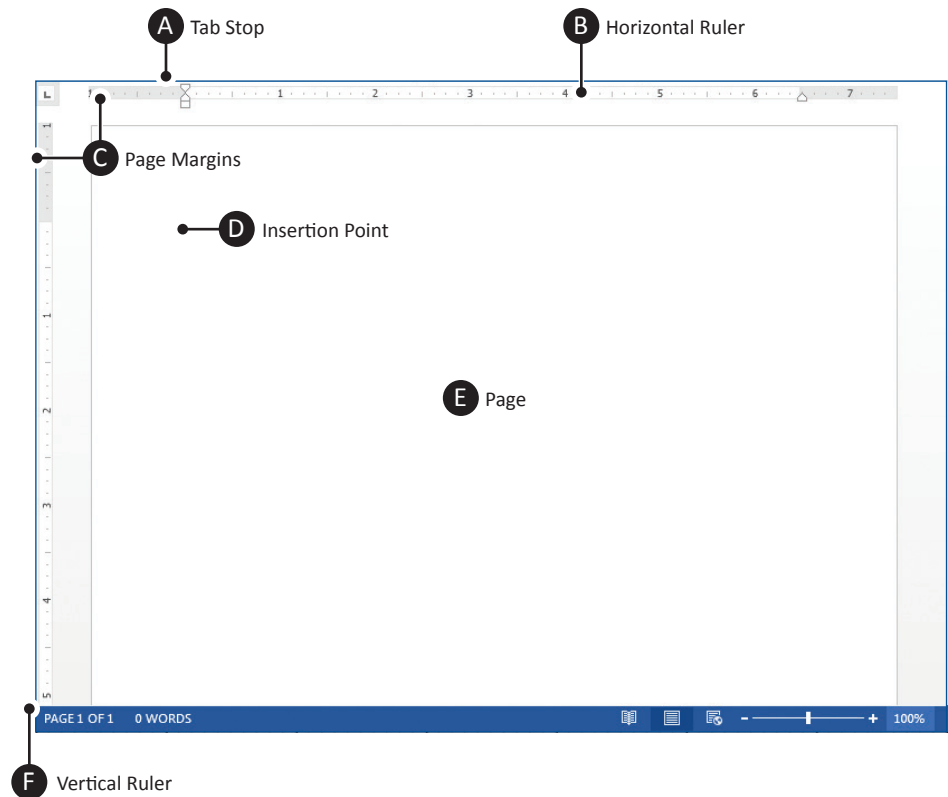
The space where text and content is entered and positioned for on-screen reading or printing

#### 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.



### View Controls Key

#### A Page View Options

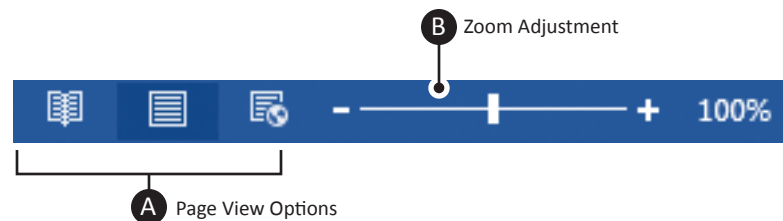
Allow you to select page view options

#### 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.





## Instructions

Now that you have reviewed the Word application interface, let's continue with a brief exercise to familiarize you with its working parts.

ⓘ *Note: This is the only lesson that you will not be required to save. However, you may be responsible for the material presented in this lesson on the Unit 1 Written Assessment.*

1. Locate the Word program icon and **launch** Microsoft Word 2013. 


2. From the **Start** screen, select **Blank Document**.

3. At the top of the document where the **Insertion Point (Cursor)** is flashing, key your first name.

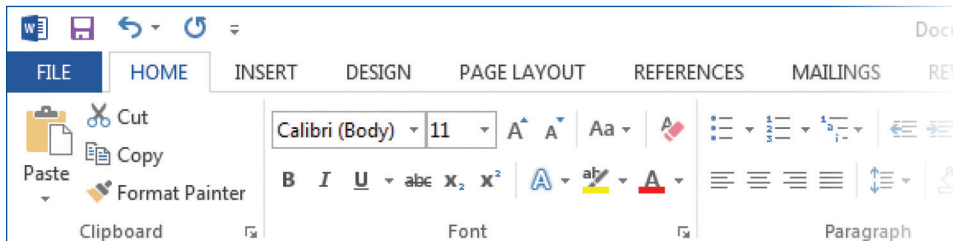
4. Hit the **Enter** key and notice how your cursor moves to the next line.

5. Key the text [This is my first lesson in learning Microsoft Word 2013.].

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

7. Now, click on the **Arrow** 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, PAGE LAYOUT, etc. (as shown below).




9. While exploring the ribbons, notice the different tool options by clicking on a few of the **Dialog Box Launchers**.

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

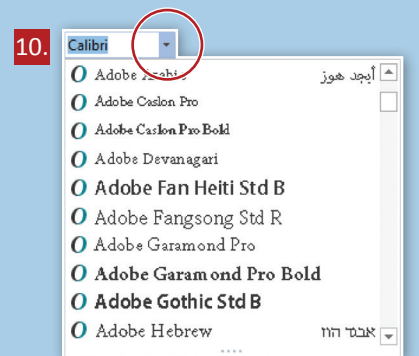
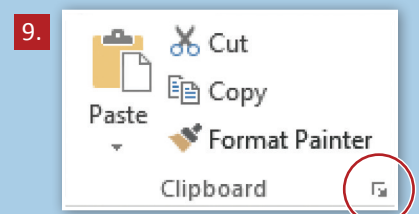
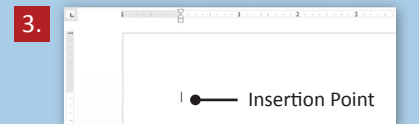
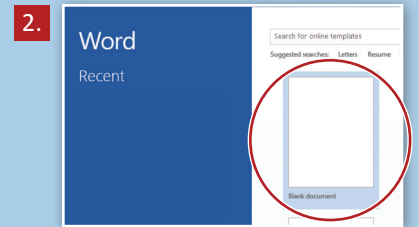
11. Using the **View Controls** at the bottom-right of the document, use the slider to increase and decrease the zoom setting (as shown below).



12. Close Microsoft Word by clicking on the **X** icon in the top right corner of the window. 

ⓘ *Note: Do not save your worksheet.*

13. You are now ready to move on to Lesson 1.2 where you will begin learning the many powerful features of Microsoft Word.



## Unit 1: Document Basics

# Back-to-School Message

## Creating Your First Document

### New Skills

- Creating a Blank Document
- Saving a Document
- Closing a Document

### Lesson Overview

At the start of each school day at Jackson High School, selected students are responsible to read the morning announcements over the school's PA system, but on the first day of the school year, the Principal, Mr. John Davey, performs that task. He has asked you to type a paragraph for him to personally welcome students back for their first day of school.

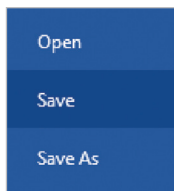
*In this lesson, you will create a new document and key a paragraph for the Principal to read.*

### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



**Blank Document:**  
Allows you to begin using a new blank document.

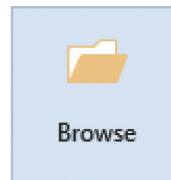


**Save:**  
Use the Backstage View to Save your document for the first time.

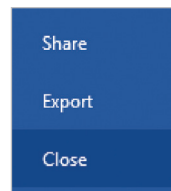
➔ **Note:** You will be prompted to give the document a file name the first time you are saving.



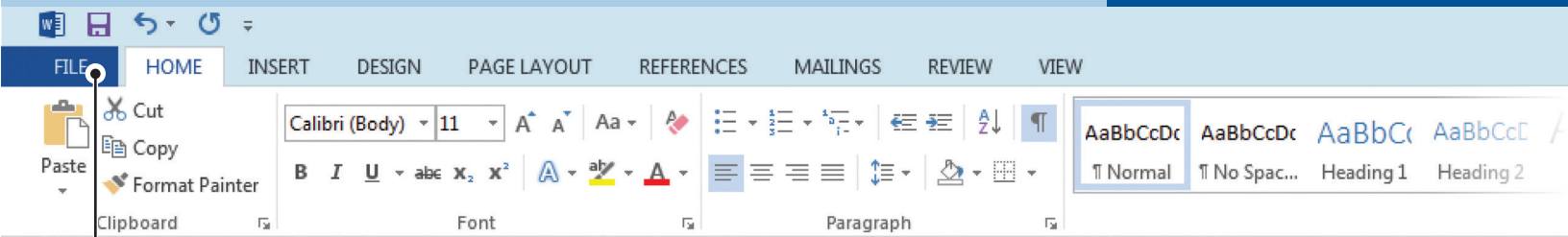
Alternatively, a quick way to Save is to use the Save icon located on the Quick Access Toolbar.



**Browse:**  
In the Backstage View, you can browse the different places where your document can be saved.




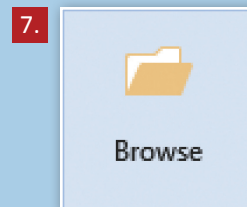
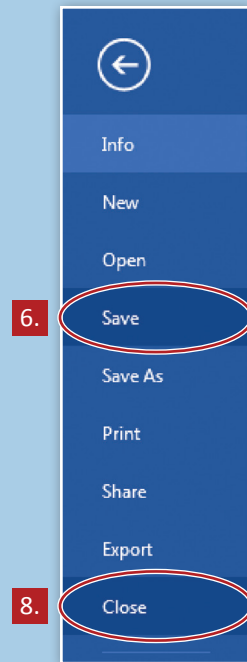
**Close the Document:**  
Use the Backstage View to Close the document you are working in.



6.

## Instructions

1. Before you begin working in Word, **create a folder** on your hard drive or network and name it **My Word Projects**.  
 ☞ *Note: All of the files that you create will be saved to this folder.*
2. Launch Microsoft Word 2013.
3. From the **Start** screen, select **Blank document**.
4. At the top of the document where the insertion point (cursor) is flashing, key the text as shown in *1.2 Source Doc*.
5. Proofread your document for accuracy and format.  
 ☞ *Note: You will be learning how to use Word's Spelling & Grammar features a bit later. However, you are always responsible for proofreading your document.*
6. From the **FILE** tab, click **Save**.
7. Click the **Browse** button and locate the folder named **My Word Projects** on your hard drive or network. Name the file *1.2 Back to School Message* and click **Save**.
8. From the **FILE** tab, click **Close**.
9. Close Word by clicking on the **X** in the top right corner of the screen. 





1.2 Source Doc.

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today. We all hope you have a great first day.

## Unit 1: Document Basics

# Back-to-School Message 2

## Retrieving a Document

### Lesson Overview

At the last minute, the Principal realized he needed to add something to the announcement he was about to read. He has asked you to recall the previously saved announcement and key an additional paragraph.

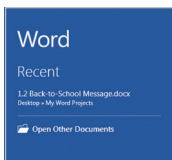
*In this lesson, you will open an existing document, select and delete text, key an additional paragraph, and save the document with a different name.*

### New Skills

- Opening an Existing Document
- Revising an Existing Document
- Using Save As
- Previewing and Printing a Document

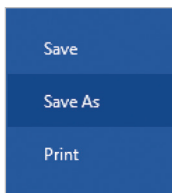
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



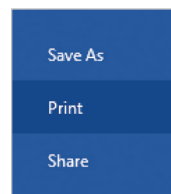
#### Open a Recent Document:

From the File tab, use the Backstage View to open a previously saved recent document. If the document you are looking for is not there, click Open Other Documents.



#### Save As:

From the File tab, use the Backstage View to save an existing document with a new name.

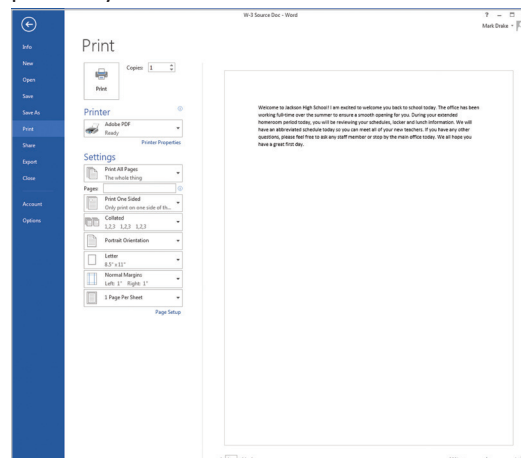


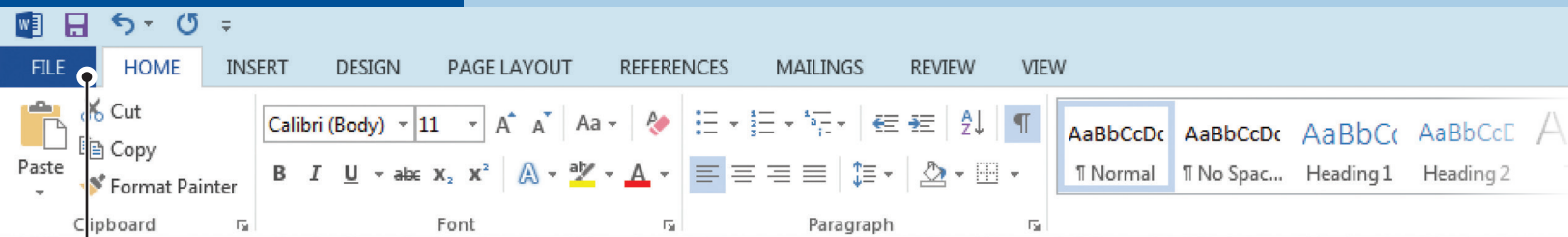
#### Print a Document:

From the File tab, use the Backstage View to print your document. The printer options and page setup can also be determined at this point. Alternatively, you can use the Print icon located on the Quick Access Toolbar.

#### Preview a Document:

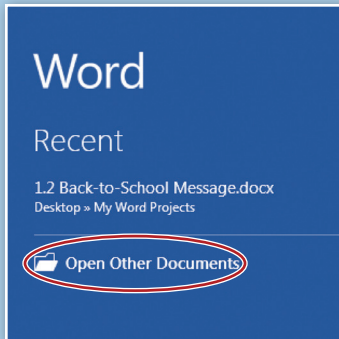
Before printing, click Print in the Backstage View to preview your document.





8.

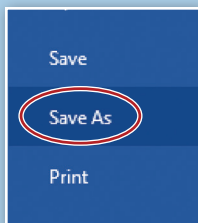
2a.



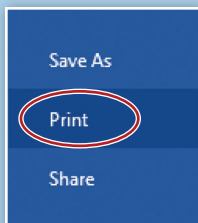
2b.



8.



9.



## Instructions

1. To open an existing document, launch Word 2013.
2. From the Start screen, do the following:
  - a. Click **Open Other Documents**
  - b. Click **Computer**
    - c. Click Browse and choose the file named *1.2 Back to School Message* located in your **My Word Projects** folder.
 

⌚ Note: You can also open the document from the list of Recent files.
3. Place the cursor at the end of the last sentence in the document and hit **Enter**.
4. Key the text as shown in *1.3 Source Doc. A*.
 

⌚ Note: In this lesson, you will be required to select text. There are several ways to select text in your document:

  - a. Position the cursor at the beginning of the word, left click the mouse, and drag to the right to the end point of the text you want to select
  - b. To select a single word, double-click on the word
  - c. To select an entire sentence, press the CTRL key on your keyboard and click anywhere within the sentence
  - d. To select an entire paragraph, triple-click within the paragraph or hold down the Shift key and then press the Up or Down arrow key
5. Select the text [first day] at the end of the first paragraph. Delete this text. Replace it with the text [school year].
6. Proofread your document for accuracy and format.
7. When complete, your document should look similar to *1.3 Source Doc. B*.
8. From the **FILE** tab, click **Save As**. Name the file *1.3 Back to School Message 2* and save in your **My Word Projects** folder.
 

⌚ Note: Your original file, *1.2 Back to School Message*, remains unchanged.
9. From the **FILE** tab, click **Print**.
 

⌚ Note: Word lets you preview the document on screen before printing.

## 1.3 Source Doc. A

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience.

## 1.3 Source Doc. B

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today. We all hope you have a great school year.

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience.

# Back-to-School Message 3

## Editing Basics

### New Skills

- Using Cut
- Using Copy
- Using Paste

## Lesson Overview

Before reading his announcement, Principal Davey wants to make a few more edits to the document you revised for him in Lesson 1.3. He has asked you to recall the previously saved announcement and make some minor changes.

*In this lesson, you will open an existing document, use cut, copy, and paste, and save the document with a different name.*

## Tools & Terms You'll Use

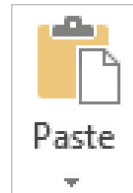
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Cut:**

Use this icon to remove the selected text and put it on the Clipboard so you can paste it somewhere else in the document.

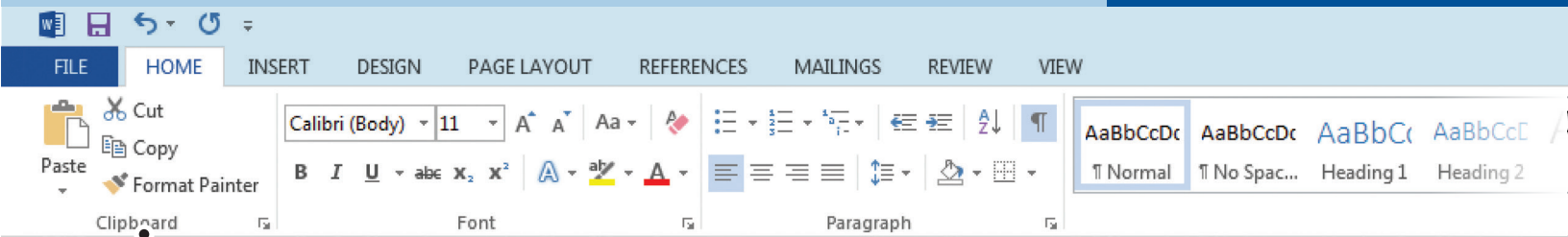
**Copy:**

Use this icon to copy the selected text on the Clipboard so you can paste it somewhere else in the document.

**Paste:**

Use this icon to paste the cut or copied text to another place in the document. You can also select a Paste Option, such as Keep Source Formatting, Merge Formatting, or Keep Text Only.

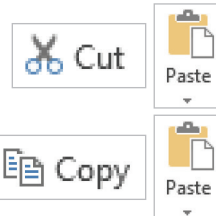




2.

## Instructions

1. Launch Word 2013 and open the file named *1.3 Back to School Message 2*.
2. From the **HOME** tab, **Clipboard** group, do the following:
  - a. **Cut** the text in the last sentence of paragraph one and **Paste** it at the end of paragraph two
  - b. **Copy** the text in the first sentence of paragraph one and **Paste** it at the end of paragraph two
3. Proofread your document for accuracy and format.
4. When complete, your document should look similar to *1.4 Source Doc. A*.
5. From the FILE tab, click Save As. Name the file *1.4 Back to School Message 3* and save in your **My Word Projects** folder.
6. Print a copy if required.



## 1.4 Source Doc A.

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today.

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience. We all hope you have a great school year. Welcome to Jackson High School!

## Unit 1: Document Basics

# Daylight Saving Time

## Customizing the Quick Access Toolbar

### New Skills

- Customizing the Quick Access Toolbar
- Using Undo
- Using Redo
- Using the Tab Key to Indent Paragraphs

### Lesson Overview

Every time the clock changes, your body gets confused. In an effort to understand the logic behind Daylight Saving Time, you decide to research its origins.

*In this lesson, you will type a short essay describing the details of Daylight Saving Time, and use your previously learned skills to revise a document. In addition, you will add an icon to the Quick Access Toolbar, and use undo and redo.*

### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

#### Quick Access Toolbar:

Allows you to add shortcuts for commonly used commands to the top of your screen.



#### Undo Typing:

Use this icon to undo (or reverse) an action.



Typing  
Paste Text Only  
Cut  
Undo 3 Actions

To undo several actions at the same time, use the drop-down menu and select the actions in the list that you want to undo, then click the list.



#### Repeat:

Use this icon to repeat the last action you did in the document.



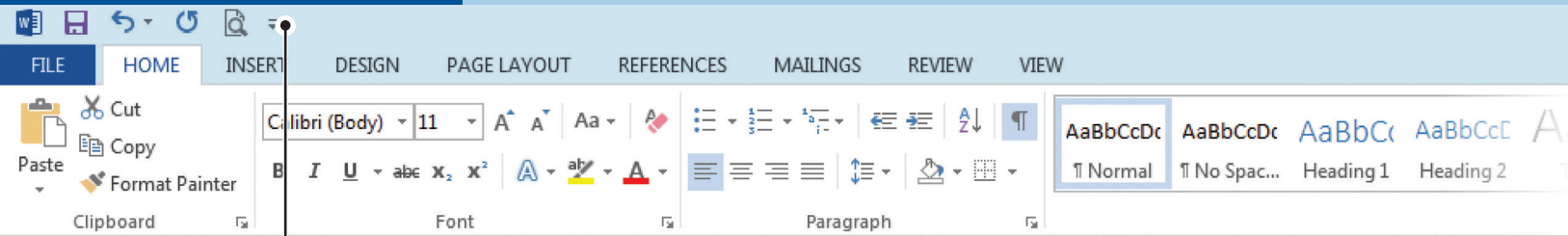
#### Redo:

Use this icon to redo an action that you have just undone.



#### Tab Key:

Use the Tab key to indent paragraphs and move your paragraph farther away from the margin.



5.

## Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *1.5 Daylight Saving Time* in your **My Word Projects** folder.
- At the top of the document, key the text as shown in *1.5 Source Doc. A*.
- Select the fourth paragraph, then cut and paste it to follow the last paragraph.

5. From the **Quick Access Toolbar**, do the following:

- Select **Undo Typing** to undo your last command
- Select **Redo Typing** to redo your last command



6. From the Quick Access Toolbar, do the following:

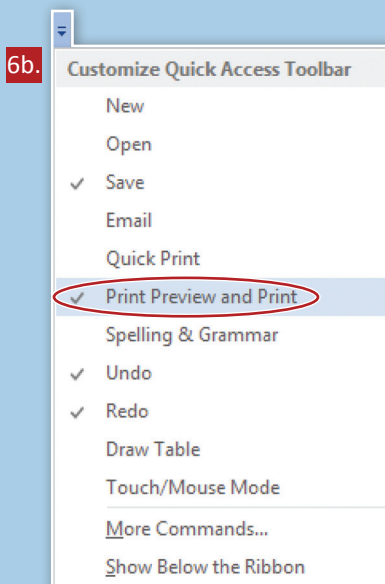
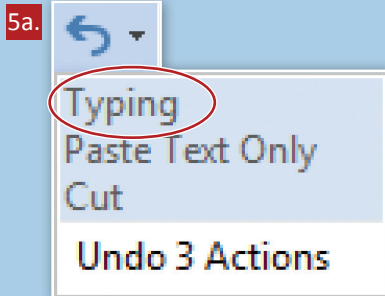
- Select the **Customize Quick Access Toolbar** drop-down menu
- Choose **Print Preview and Print**



Note: You should now see the **Print Preview and Print** icon on your Quick Access Toolbar at the top of the screen (as shown below).



- Place the cursor to the left of the first word in the first paragraph and hit the **Tab** key to indent the paragraph.
- Use the tab key to indent the remaining paragraphs.
- Proofread your document for accuracy and format, then resave the file.
- Print preview. Your document should look similar to *1.5 Source Doc. B*.
- Print a copy if required.



### All About Daylight Saving Time

What is Daylight Saving Time, and where did the concept originate? Daylight Saving Time (DST) is the practice of "shifting" one hour of daylight from the sleepy morning hours to the active evening hours in an effort to conserve energy and to provide an additional hour of daylight for outdoor activities in the evening.

Ben Franklin originally conceived the practice in 1784 in an effort to conserve candles. Over the decades, the concept was adopted by many different countries for various reasons, not the least of which was to conserve fuel needed to produce electric power during war time. In the United States, Daylight Saving Time was adopted in 1918, but underwent numerous changes in policy for many decades.

The most recent change was instituted by President George W. Bush (for the same reason as Ben Franklin - to conserve energy) when he signed the Energy Policy Act of 2005 that added a few more weeks to Daylight Saving Time. In 2011, DST began at 1:59 a.m. on the second Sunday in March (March 13) and reverted to standard time on the first Sunday in November (November 6).

The time change occurs at 1:59 a.m. to minimize disruption of schedules. At that hour, most people are home sleeping, most bars and restaurants are closed, and public transportation has ceased operating for the day.

"Spring forward" and "fall back" are phrases coined to help us remember to turn the clock forward one hour in the spring and back one hour in the fall.

## 1.5 Source Doc. B

### All About Daylight Saving Time

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