

# Unit 6

## Working with Columns and Page Setup

### 6.1 Study Skills for Success

*Formatting Text into Columns*

- Creating Two Columns
- Changing Page Margins

### 6.2 Healthy Habits for Teens

*Using Column Breaks*

- Inserting Column Breaks
- Changing Hyphenation
- Changing Page Orientation

### 6.3 Highest Grossing Movies Worldwide

*Vertically Centering Text*

- Vertically Centering Text



### Unit 6 Assessments

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

# Study Skills for Success

## Formatting Text Into Columns

### New Skills

- Creating Two Columns
- Changing Page Margins


### Lesson Overview

How well you do in college very much depends on the study skills you use from the first day. While some subjects may have come easy to you during your high school years, you should not assume that will be the case in college. The pace and depth of topics can be much different at the college level. However, establishing strong study skills will help you succeed.

*In this lesson, you will gather some study skills and put them in column format. In order for your information to fit on one page, you will adjust your margins.*


### 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.

 **Columns:**  
Use this icon to split your text into one or more columns.

**Columns**

- One
- Two
- Three
- More Columns...

 **Page Margins:**  
Use this icon to set the margin sizes for the entire document or the current selection.

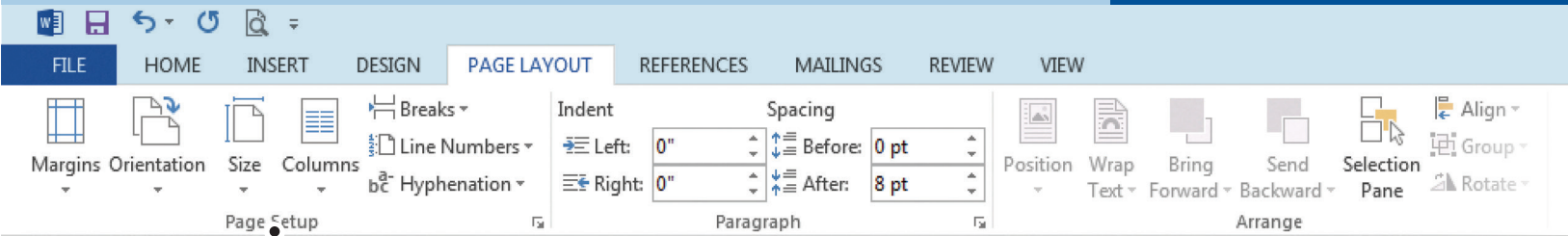
**Margins**

Last Custom Setting			
Top:	0.75"	Bottom:	0.3"
Left:	1.1"	Right:	1.25"

Normal			
Top:	1"	Bottom:	1"
Left:	1"	Right:	1"

Narrow			
Top:	0.5"	Bottom:	0.5"
Left:	0.5"	Right:	0.5"

Custom Margins...

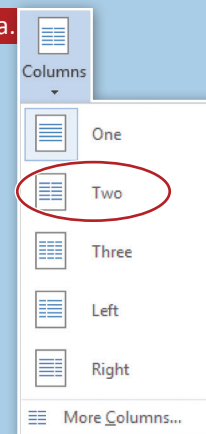


4.

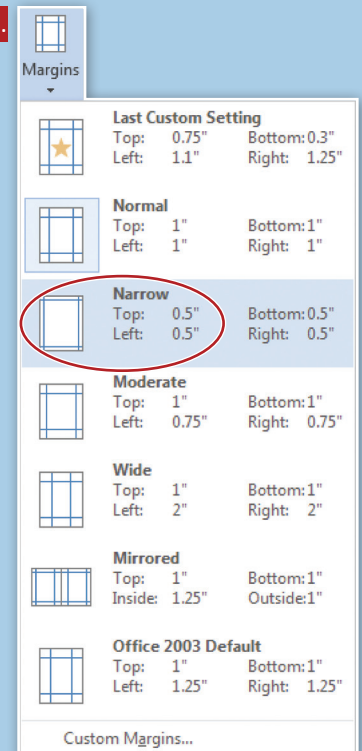
## Instructions

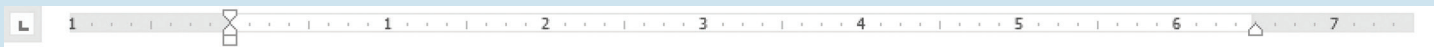
1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *6.1 Study Skills for Success* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *6.1 Source Doc. A*.
4. From the **PAGE LAYOUT** tab, **Page Setup** group, do the following:
  - a. Select all text, except for the title, and split your text into **Two Columns**
  - b. Adjust the Margins to **Narrow**
5. Make the following formatting changes:
  - a. Bold and center align the title
  - b. Change the font size of the title to 18
  - c. Change the font size of the column text to 16
  - d. Change the text of the columns to justify
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *6.1 Source Doc. B*.
8. Print a copy if required.

4a.



4b.





6.1 Source Doc. A

### Study Skills for Success

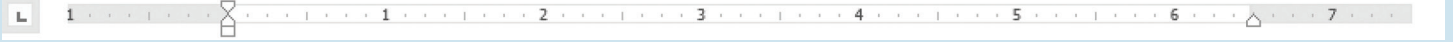
In order to be a successful student, you have to develop many different types of study skills. From studying, taking notes and tests, managing your time, or simply getting organized, it is important to develop these skills early in your academic career.

When studying, you should first find a quiet place where you can concentrate on your homework. Sit in a comfortable chair and avoid distractions like the television or telephone. If you study with a group of friends, compare notes and ask each other questions. To help you remember information easily, relate what you are studying to things you already know. Plan to spend more time on subjects that are harder for you, and get into the habit of studying every day.

To help you organize and learn new material, use outlines, charts, or flashcards. Try creating a planner to keep track of homework assignments, tests, and projects, and get into the habit of writing in your planner every day. Besides a planner, keep a "To Do" list to write down things you need to do. Then, decide what you need to get done right away and what can wait until later. One final tip to keep you organized is to use separate notebooks and folders for each different subject you are studying.

Once you determine what needs to be done now and what can wait until later, plan ahead and commit to a schedule. Do not put off things to the last minute. Decide what you want to accomplish and how long you will spend on each subject or assignment. So that you don't become overwhelmed, you may find it helpful to break your workload down into manageable chunks.

Finally, to better manage your stress, don't sweat the small stuff. Prioritize your activities and focus on the most important ones. To take your mind off things that are bothering you, go for a walk or hit the gym. Aside from all of your studies, take care of yourself. Don't forget about eating right and getting enough sleep. Neglecting this will negatively impact you both in and out of the classroom.



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# Healthy Habits for Teens

## Using Column Breaks

### New Skills

- Inserting Column Breaks
- Changing Hyphenation
- Changing Page Orientation

### Lesson Overview

In Health class, you must present some information detailing healthy habits for young people. You decide to create a three-column brochure that allows you to change the setup, hyphenation, and layout of the information you researched to make it easier to read on one page.

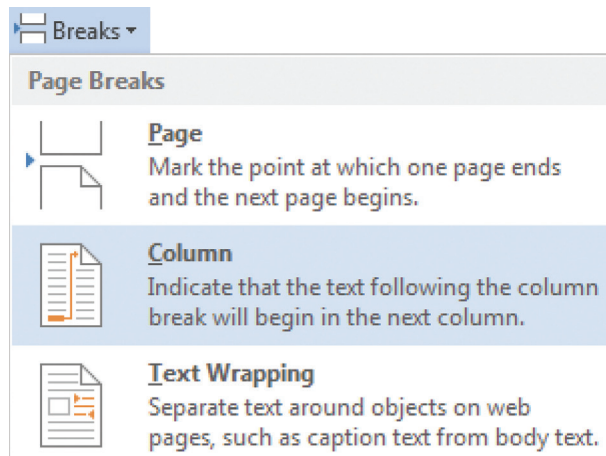
*In this lesson, you will add a column break, change the preset hyphenation mode, and change your page orientation to see if these changes improve the appearance of your document.*

### 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.

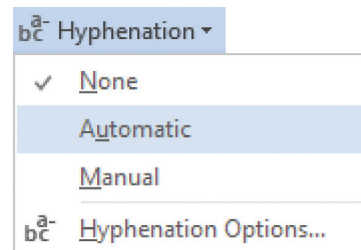
#### Column Breaks:

Use this icon to add a break at your current location and to have your text pick up again on the next page, section or column.



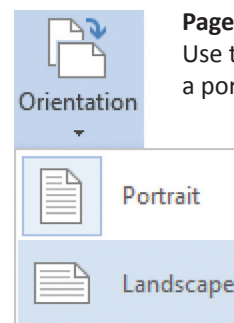
#### Hyphenation:

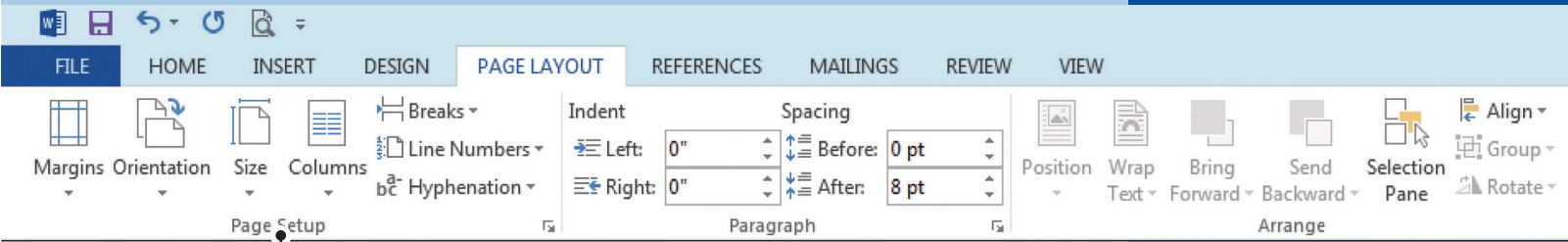
Use this icon to turn hyphenation on or off.



#### Page Orientation:

Use this icon to give your pages a portrait or landscape layout.



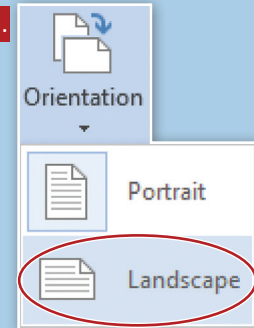


4.

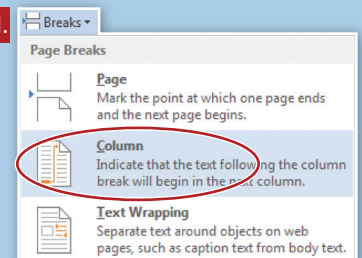
## Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *6.2 Healthy Habits for Teens* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *6.2 Source Doc. A*.
4. From the **PAGE LAYOUT** tab, **Page Setup** group, do the following:
  - a. Change the Page Orientation to **Landscape**
  - b. Adjust the margins to narrow
  - c. Select all text, except for the title, and split the text into three columns
  - d. Place the cursor to the left of [Limit Screen Time] and insert a **Column Break**
  - e. Place the cursor to the left of [Exercise] and insert a column break
  - f. Apply **Automatic Hyphenation**
5. Make the following formatting changes:
  - a. Center align the title and change the font size to 18
  - b. Select all of the text in each column, except for the titles, and apply **full justify**
  - c. Change the column headings to all caps and bold
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *6.2 Source Doc. B*.
8. Print a copy if required.

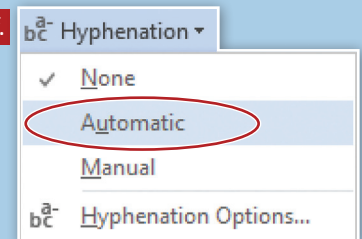
4a.



4d.



4f.



## 6.2 Source Doc. A, Page 1

### Tips for Healthy Habits for Teens

#### Eating Right

Aim for a breakfast that includes three of the five main food groups. Try eggs + whole grain toast + milk. Or how about peanut butter + apple + cereal? Orange juice + lunchmeat + cheese?

Choose whole grain bread for your toast in the morning. A bowl of warm oatmeal is another good whole grain option.

Switch to 1% or skim milk. Buy low-fat, low-sugar yogurt (light yogurt) and cheese. If your body can't handle dairy, try fortified soymilk.

If you like cold cereals, stick to brands that have little or no added sugar, have at least 3 grams of fiber per serving, and have a whole grain first on the list of ingredients. Top off your cereal with fruits.

If you're in a hurry to get to school or work, take breakfast with you. Fresh fruit, light yogurt, a whole grain bagel, a hard-boiled egg, and a piece of leftover pizza – these all fit in a backpack, purse, or cargo-pant pocket.

#### Limit Screen Time

Take the TV, computer, and game consoles out of all bedrooms.

Make it a family rule that minutes of TV watching must equal minutes of physical activity. Want to watch that sitcom? First, go for a 30-minute walk. Looking forward to that weekly drama? Play outside for an hour, then kick back on that couch.

TV can be habit-forming. To keep from overdoing it, make a few house rules. Say "Don't watch TV on weekdays," or "No more than an hour each night – after homework." Set whatever limits work for you. The important thing is to have some limits, and stick to them.

One way to help limit your screen time is to use a timer. When the timer goes off, your screen time is up, no exceptions!

Decide in advance what programs you want to watch during the week. Turn the TV on **ONLY** when the show is on, and turn it off when the show is over.

#### Exercise

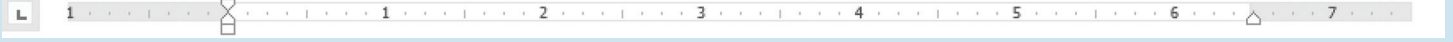
Try to make 20-30 minutes of your daily activity vigorous and aerobic. Get your heart beating faster, and work up a sweat.

Add strength training two to three times a week.

Use your own body weight – do push-ups, pull-ups, sit-ups, and knee bends.

Sign up for personal training or work with a coach to learn good technique.





6.2 Source Doc. A, Page 2

Try light weights (or even soup cans) and do lots of repetitions. Teens and kids shouldn't use heavy weights unless a coach or other trained professional can help lift them safely.

You don't need to be a sports star. Pick up a game with friends and family.

Check out options at your local parks and recreation center or at a health club or school.



6.2 Source Doc. B

## Tips for Healthy Habits for Teens

### EATING RIGHT

Aim for a breakfast that includes three of the five main food groups. Try eggs + whole grain toast + milk. Or how about peanut butter + apple + cereal? Orange juice + lunchmeat + cheese?

Choose whole grain bread for your toast in the morning. A bowl of warm oatmeal is another good whole grain option.

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## New Skills

- Vertically Centering Text

# Highest Grossing Movies Worldwide

## Vertically Centering Text

### Lesson Overview

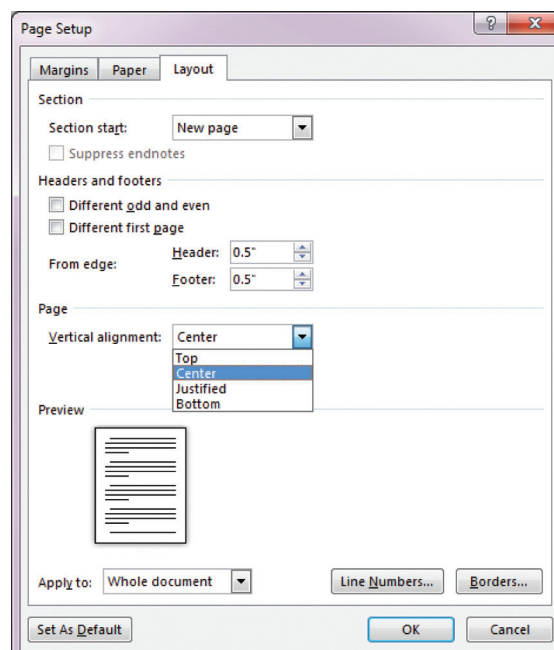
The entertainment industry is continuously studying the tastes and opinions of its audiences. Because this industry is a money making enterprise, its ongoing goal is to only produce films that make a profit over and above its budget and marketing costs. The top grossing movies worldwide have gone far beyond making a profit and brought in astronomical dollars over the years. Knowing that American teenagers spent over \$159 billion on clothing, electronics, food, and movies, the entertainment industry has studied the teen market and produced some high-profit winners over the years.

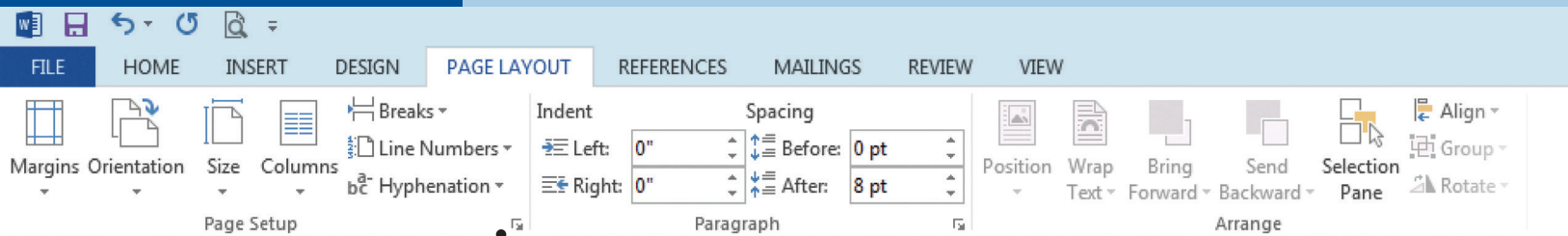
*In this lesson, you will present a list of the highest grossing movies worldwide centered vertically on the page.*

### 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.

**Vertical Alignment:** Use the Page Layout Dialog Box Launcher to change the vertical alignment of the text on your page. Centering your text vertically (between the top and bottom margins) is most often used to create a cover page for a document.

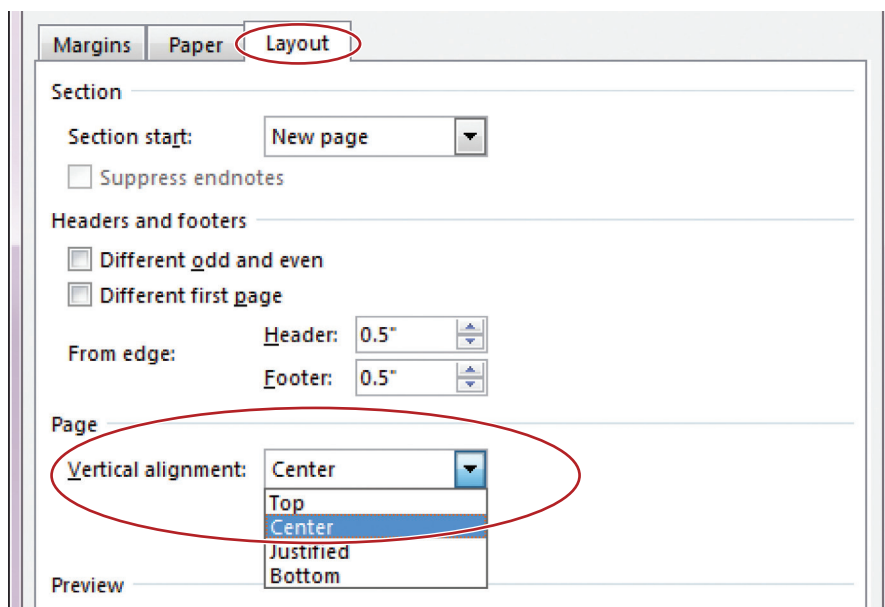




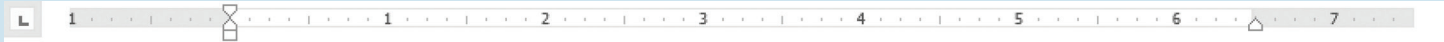
5.

## Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *6.3 Highest Grossing Movies Worldwide* in your **My Word Projects** folder.
- At the top of the document, set a left tab at 1", a center tab at 3.25", and a right tab at 6".
- Using the tab stops set in Instruction #3, key the text as shown in *6.3 Source Doc. A*.
- From the **PAGE LAYOUT** tab, **Page Setup** group **dialog box launcher**, **Layout** tab, change the **Page Vertical alignment** to **Center** (as shown below).



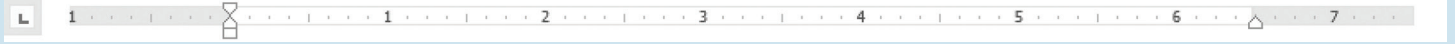
- Make the following formatting changes:
  - Bold and center align the title
- Proofread your document for accuracy and format, then resave the file.
- Print preview. Your document should look similar to *6.3 Source Doc. B*.
- Print a copy if required.



6.3 Source Doc. A

TOP 10 HIGHEST GROSSING MOVIES WORLDWIDE

1	Avatar	\$2,783,918,982
2	Titanic	\$2,185,672,302
3	Marvel's The Avengers	\$1,514,279,547
4	Harry Potter and the Deathly Hallows: Part II	\$1,328,111,219
5	Iron Man 3	\$1,212,692,272
6	Frozen	\$1,169,244,858
7	The Lord of the Rings: The Return of the King	\$1,141,408,667
8	Transformers: Dark of the Moon	\$1,123,794,076
9	Skyfall	\$1,108,694,081
10	The Dark Knight Rises	\$1,079,343,943



6.3 Source Doc. B

**TOP 10 HIGHEST GROSSING MOVIES WORLDWIDE**

1	Avatar	\$2,783,918,982
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