

UNIT

1

Word 2007: Business and Personal Communication

Unit Objectives:

After completing this Unit, you will be able to:

LESSON 1

Create a Document

LESSON 2

Format Content

LESSON 3

Use Word Tools

LESSON 4

Manage Lengthy Documents

LESSON 5

Columns, Tables, and Graphics

LESSON 6

Collaborate with Others



Why It Matters

You probably use cell phones, e-mail, instant messaging, and other technology to stay in touch with friends and family. Word processing applications such as Microsoft Word 2007 allow business employees to communicate quickly and easily through memos, letters, and business reports. *Why is good communication important to individuals and organizations?*



Go Online

REAL WORLD CONNECTION

glencoe.com

Go to the **Online Learning Center** and select your book. Choose **Unit 1** to learn how organizations use word processing applications in the real world.

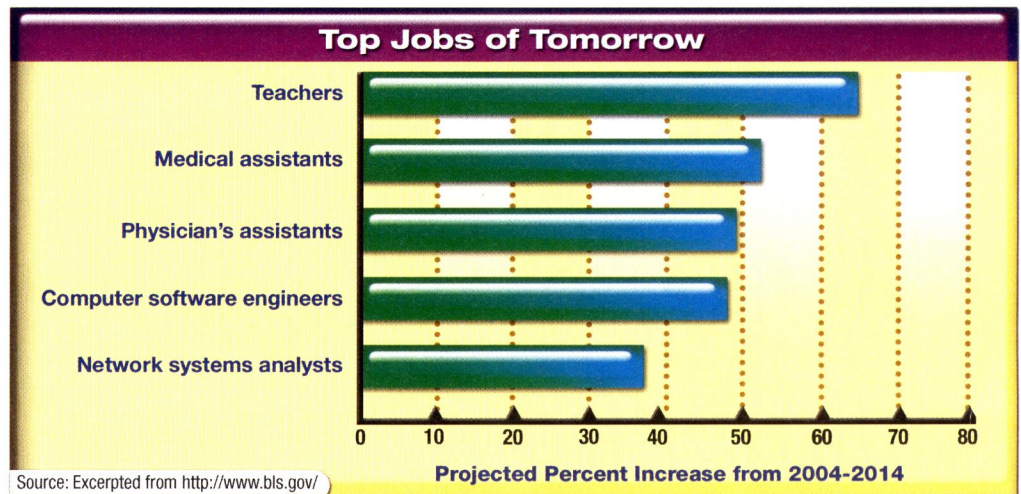
Career Checklist

To use word processing as an effective communication tool in the workplace, remember to:

- ✓ Define your goals.
- ✓ Stay brief, focused, and to-the-point.
- ✓ Use proper formatting.
- ✓ Apply Spell-Check.
- ✓ Re-read your document.
- ✓ Revise your document.
- ✓ Get feedback.

How Can Word Processing Advance Your Career?

Word processing is an important skill for most jobs today. Students and professionals use word processors to create and edit documents and to communicate effectively. But do you know how word processing skills can help you get a high-demand job?



Health Care

You can see in the chart above that health care workers are in high demand. Why do health care professionals need word processing skills? Good communication and record keeping is essential to good health care. Like most office jobs, health care requires some word processing, from filling out forms and reports to submitting invoices and payments.

Computers and Networks

A network systems analyst or computer software engineer needs to manage information using the word processing skills you will learn in this Unit. Being able to create and edit text and images is vital to professionals who build, analyze, edit, and maintain computer systems, explain technical information in writing, develop user documentation and manuals, and communicate with other employees and clients.



READING CHECK

- 1 **Evaluate** How can excellent word processing skills improve your ability to find and keep a job in the health field?
- 2 **Math** According to the chart, what is the approximate percent increase of network systems analysts from 2004–2014?



Before You Read

Survey Before starting the lesson, survey the content by reading exercise titles, bolded terms, and figures. Do they help you predict the information in the lesson?

Read To Learn

- Consider how the Word screen allows you to enter commands easily into the application.
- Explore file management as a vital skill.
- Discover how creating and editing documents is part of good business communication.

Main Idea

Microsoft Word is a word processing application that you can use to create and organize documents.

Vocabulary

Key Terms

button	insertion point	status bar
command	pointer	tab
cursor	Quick Access	title bar
dialog box	Toolbar	
document	(QAT)	
edit	Ribbon	
folder	ScreenTip	
group	scroll bar	

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

consider
determine

Quick Write Activity



Describe On a separate sheet of paper, describe why it is important to edit and proofread a document before you consider it to be final. What steps do you take when you proofread a document?

Study Skills

Stay on Task If you are easily distracted in class, try sitting at the front of the room or near the teacher's desk. This will make it easier to focus on what the teacher is saying.

Academic Standards

English Language Arts

- NCTE 1** Read texts to acquire new information.
- NCTE 4** Use written language to communicate effectively.
- NCTE 5** Use different writing process elements to communicate effectively.
- NCTE 6** Apply knowledge of language structure and conventions to discuss texts.
- NCTE 7** Conduct research and gather, evaluate, and synthesize data to communicate discoveries.
- NCTE 8** Use information resources to gather information and create and communicate knowledge.



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Step-By-Step

- 1 To start Word, click the **Start** button (see Figure 1.1). Choose **Programs**>
Microsoft Office>
Microsoft Office Word 2007. A new document opens.
- 2 **CHECK** Your screen should look like Figure 1.1.
- 3 Locate the **title bar**. The name of your document should be **Document 1**.
- 4 Locate the **Office** button  at the top of the screen.
- 5 Click **Office**. The first option in the drop-down menu is **New**.
- 6 Locate the **Quick Access Toolbar**. The first option on the toolbar is **Save** .
- 7 Locate the **scroll bar** on the right side of the screen (see Figure 1.1). Practice scrolling up and down in your document.
- 8 Locate the **status bar**. You should be on **Page 1 of 1**.

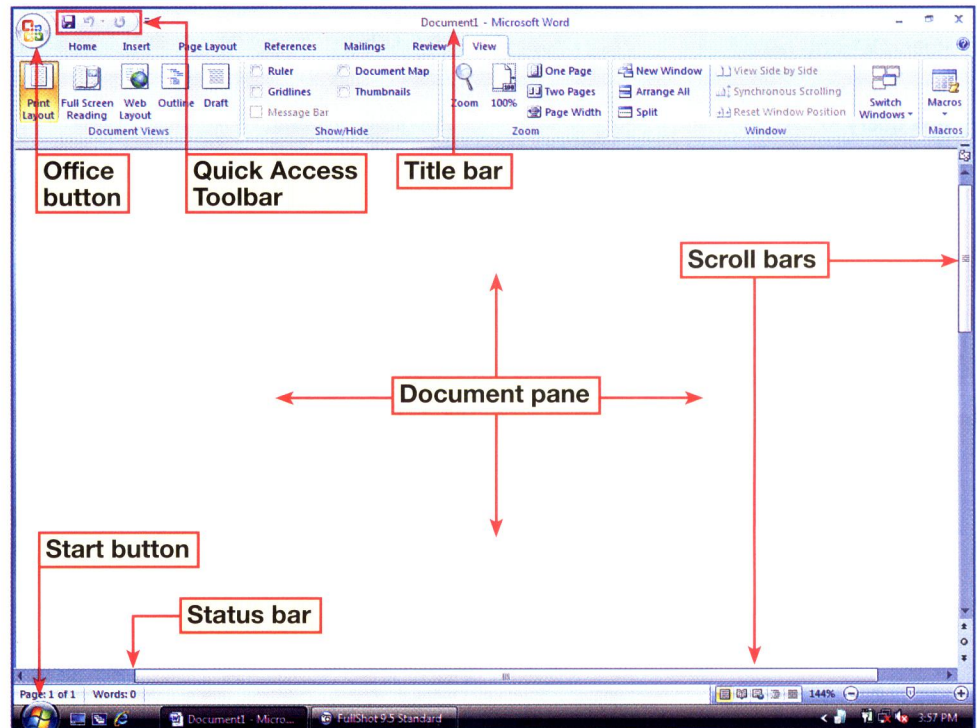
➔ Continue to the next exercise.

EXERCISE 1-1

Identify Parts of the Word Screen

Word 2007's Microsoft Office Button provides access to basic commands such as open, save, and print. The **title bar** displays the name of the current **document** or file. The **status bar** tells you the page you are on and the total page count. **Scroll bars** move a document up and down or left and right on the screen. The **pointer** arrow lets you select commands on screen.

FIGURE 1.1 The Word screen




You Should Know

Microsoft Office 2007 elements will display differently on your screen depending on the resolution of your screen and the size of your monitor and document window.

Microsoft Office 2007

The Office button is a new Office 2007 feature. You can use this button to perform important tasks such as creating, saving, and printing a document.

Step-By-Step

- 1 In Word, on the **Ribbon**, click the **Home** tab (see Figure 1.2).
- 2 Roll your pointer arrow over the five different groups in the **Home** tab (see Figure 1.3).
- 3 Click the seven different tabs across the Ribbon. Identify the groups displayed in each tab.
- 4 Click the **Home** tab. In the **Styles** group, click **Change Styles** .
- 5 Move the pointer to **Style Set**. The submenu automatically opens.
- 6 **CHECK** Your screen should look like Figure 1.2.
- 7 Click in a blank area on the screen to close the **Change Styles** menu.

➔ Continue to the next exercise.

EXERCISE 1-2

Use the Ribbon, Tabs, and Groups

The **Ribbon** is designed to help you quickly find a **button** (or **command**), which is a small image that can be clicked to perform various tasks. The buttons are organized under tabs and groups. Each **tab** contains several related groups, and each **group** contains closely related buttons. **Consider**, or think about, the common text commands grouped under the Home tab.

FIGURE 1.2 Style and Set submenu

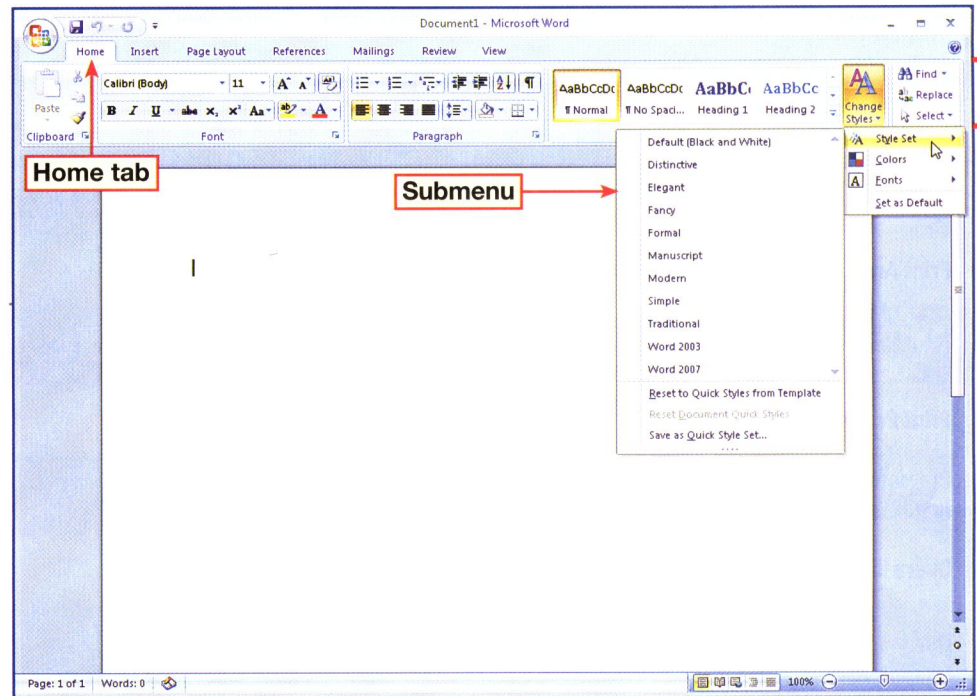
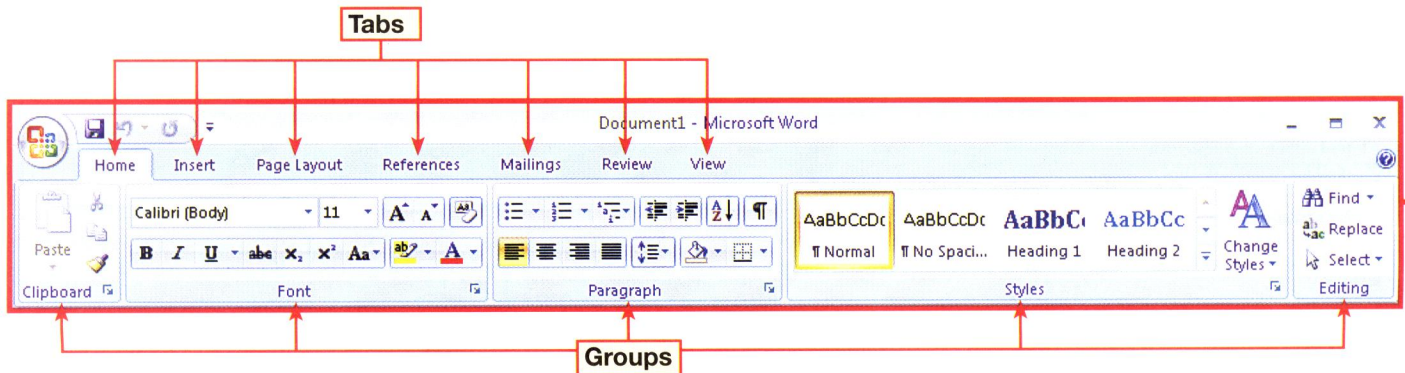








FIGURE 1.3 Ribbon and Home tab menu



Step-By-Step

- 1 On the **Home** tab, in the **Clipboard** group, move the pointer over the **Format Painter** button . A **ScreenTip** appears.
- 2 Read the **ScreenTip** for each button in the **Font** group.
- 3 In the **Font** group, click the arrow next to the **Font Color**  button. The drop-down menu is displayed.
- 4 In the **Font** group, click the **Dialog Box Launcher**  (see Figure 1.4).
- 5 **CHECK** Your screen should look like Figure 1.4. Click the **Close** button  on the dialog box.
- 6 At the bottom-right of the screen, click **Full Screen Reading** .
- 7 Click the **Close** button  at the top right corner to return to the default **Print Layout** view.

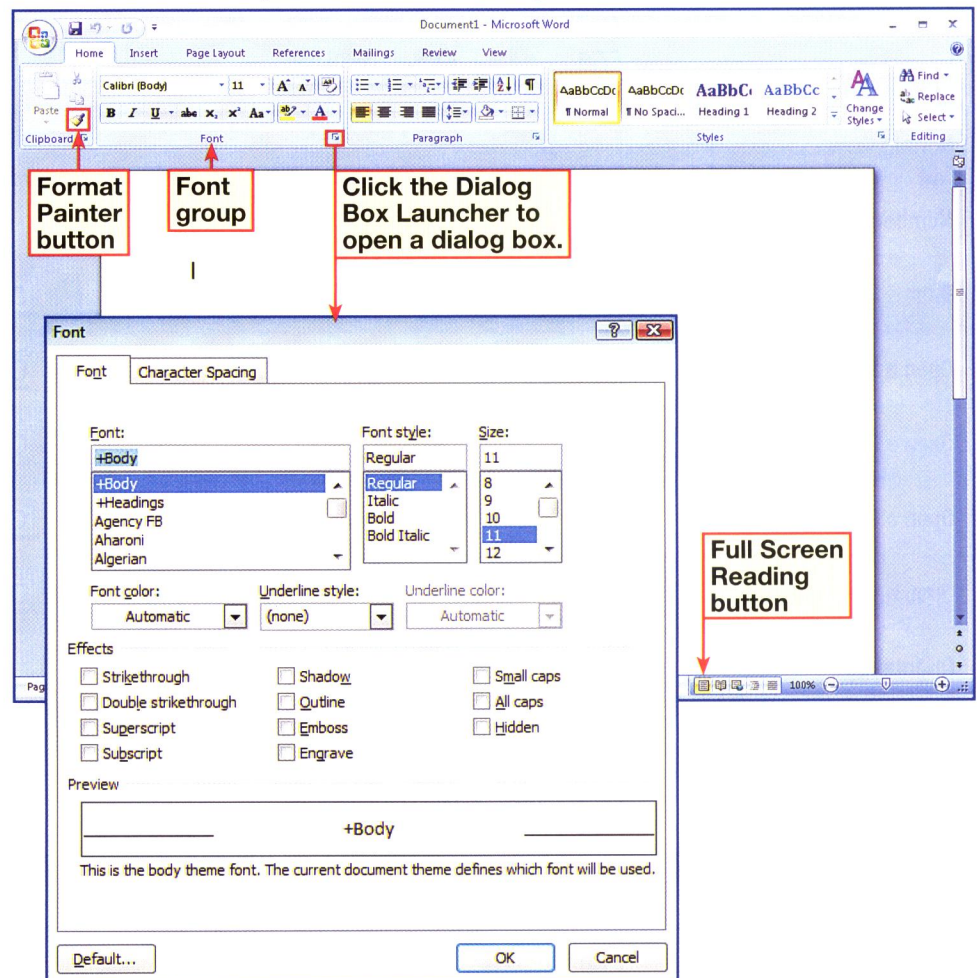
 Continue to the next exercise.

EXERCISE 1-3 Use ScreenTips and Different Views

When you point to a button, a **ScreenTip** appears to show you the name of the command. If the picture on a button is dimmed, the button is not available. For example, Undo would not be available if you have not performed any actions to undo.

At the bottom of the screen there are buttons which allow you to change the screen display. Print Layout View lets you see how the document will look when it is printed. Full Screen View displays the entire page on the screen. To see how your document will appear on the World Wide Web, choose Web View.

FIGURE 1.4 Print Layout View with Font dialog box



Step-By-Step

- 1 At the top of your screen, locate the **Quick Access Toolbar (QAT)**.
- 2 To the right of the **QAT**, click **Customize Quick Access Toolbar** (see Figure 1.5).
- 3 In the drop-down **Customize** menu, click **Open**. Notice that **Open** is added to the toolbar.
- 4 In the **Customize** menu, click **Open** again. Notice that **Open** has been removed.
- 5 In the **Customize** menu, click **Show Below the Ribbon**. Notice that the **QAT** has moved below the Ribbon.
- 6 **CHECK** Your screen should look like Figure 1.6.
- 7 Click **Show Above the Ribbon**. The **QAT** returns to its default location.
- 8 In the **Customize** menu, click **Minimize the Ribbon**.
- 9 Click **Minimize the Ribbon** again to restore the Ribbon.

➔ Continue to the next exercise.

EXERCISE 1-4 Customize the Quick Access Toolbar



The **Quick Access Toolbar (QAT)** is a customizable toolbar for easy access to your most commonly used command buttons (default buttons include Save, Undo, and Redo). **Determine**, or decide, which commands you want to have easy access to as you work. Other commands that can be added to the QAT include Spelling & Grammar, Open, and Print Preview.

FIGURE 1.5 Customize Quick Access Toolbar drop-down menu

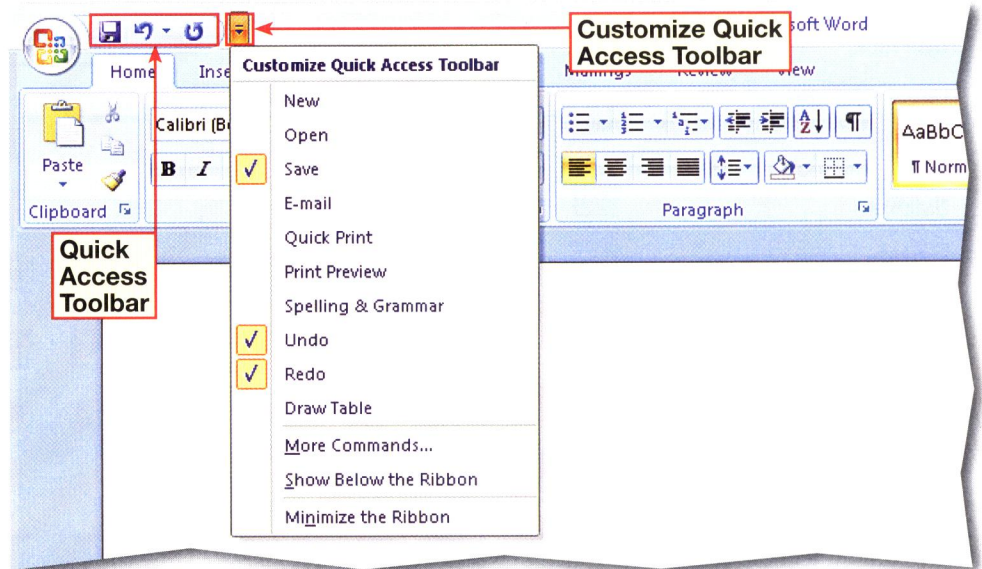
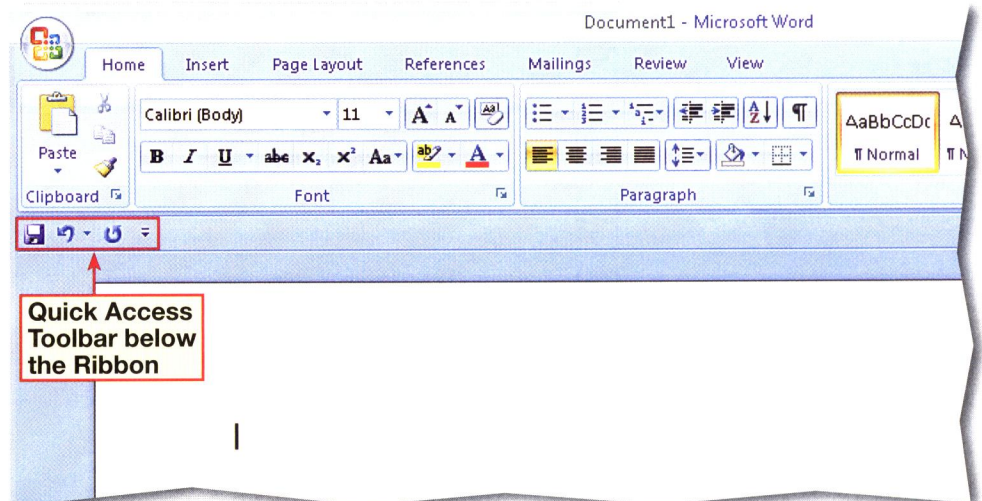






FIGURE 1.6 The QAT placed beneath the Ribbon



Step-By-Step

- 1 Click **Office** .
- 2 In the **Office** drop-down menu, click **Save As**. The **Save As** dialog box opens.
- 3 With your teacher's permission, click the **New Folder** button  (see Figure 1.7).
- 4 In the **New Folder** text box that appears, key your first initial and last name (for example, *sbryant*).
- 5 Click outside the text box. The new folder opens automatically.
- 6 In the upper left, click the **Back to** button .
- 7 **!CHECK** Your screen should look like Figure 1.8.
- 8 Click **Close**  to close the dialog box.

➔ Continue to the next exercise.

Troubleshooter

If you are using Windows XP, go to page li to learn how to complete the steps in this exercise and in Exercise 1-6.

EXERCISE 1-5 Create a New Folder

You can organize your documents in a **folder**. Using the Save As command, you can create a new folder for yourself. Use the Save As **dialog box** to enter specific information to perform a particular task, such as naming and saving a document.

FIGURE 1.7 Create and name a new folder

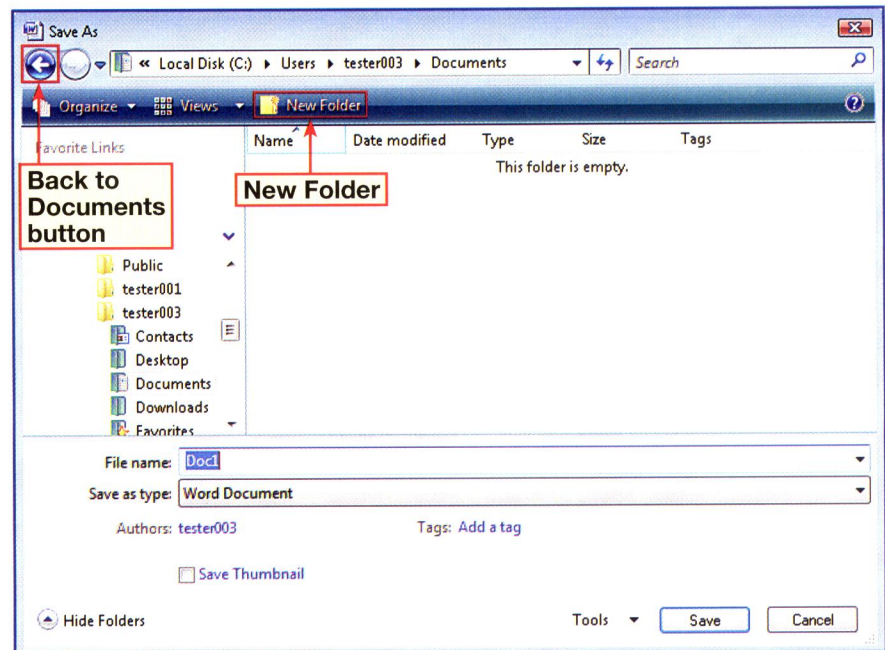
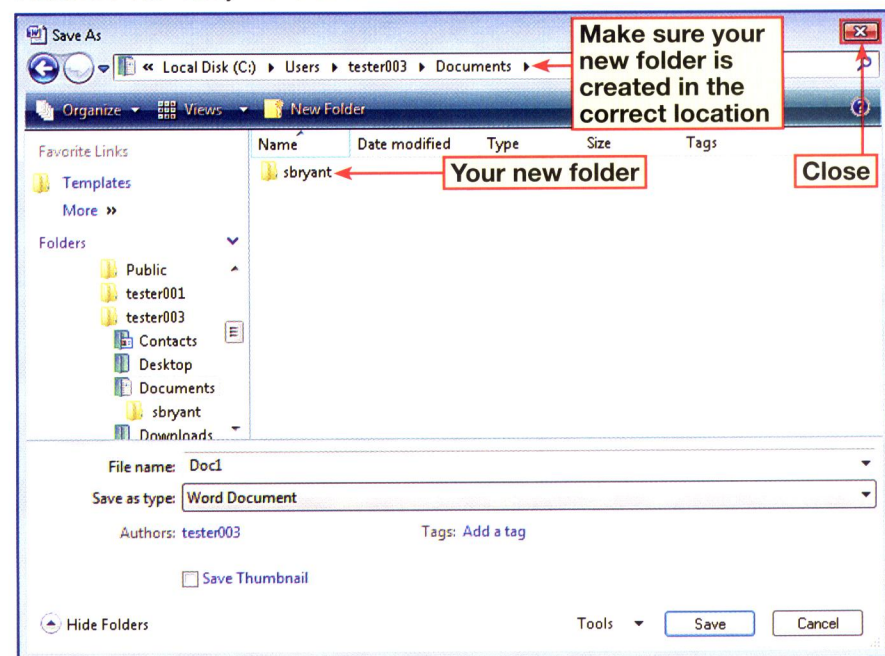


FIGURE 1.8 Verify the folder location



Step-By-Step

- 1 Click **Office** and choose **Save As**. The **Save As** dialog box opens.
- 2 In the **File name** box, key: **w1-6-**. Then key your first initial and your last name (for example, **w1-6-sbryant**).
- 3 In the **Save in** box, click the drop-down arrow. Locate the folder you created in Exercise 1-5 or ask your teacher for the location you should choose (see Figure 1.9).
- 4 Click **Save** in the **Save As** dialog box.
- 5 **CHECK** Your screen should look like Figure 1.10. The document's name appears on the title bar.

➔ Continue to the next exercise.

EXERCISE 1-6 Name and Save a Document

You can use the Save command to save a document with its current name. Use the Save As command if you want to rename a document, or create a second document that is based on the original. The Save As dialog box allows you to name and save a document so that you can find it and work on it again. You should save every 5 to 10 minutes to protect your work from being lost.

FIGURE 1.9 Save As dialog box

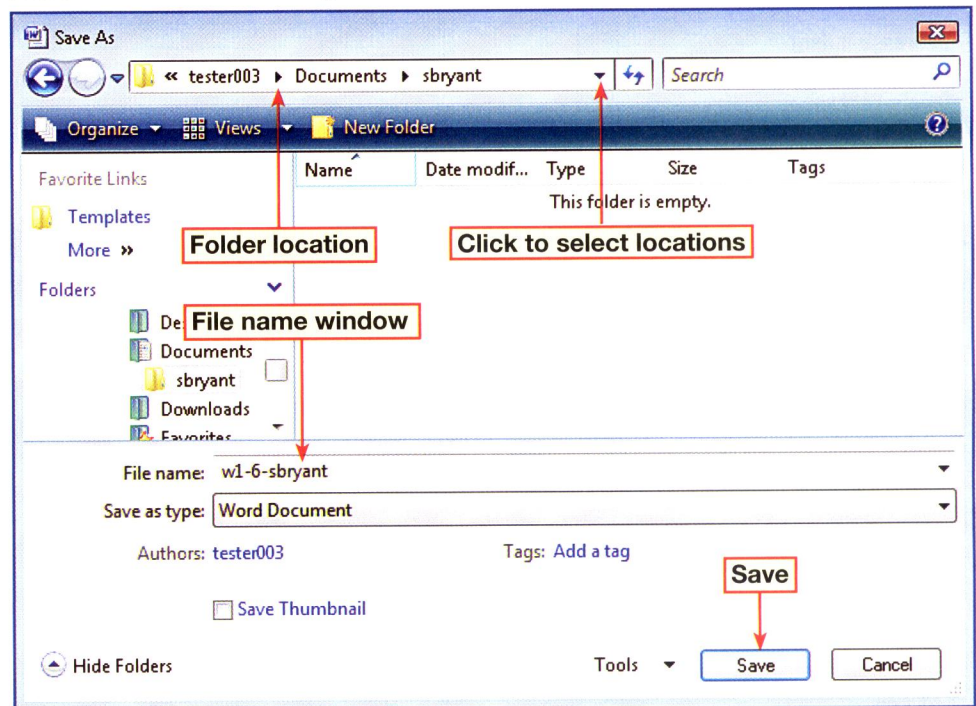
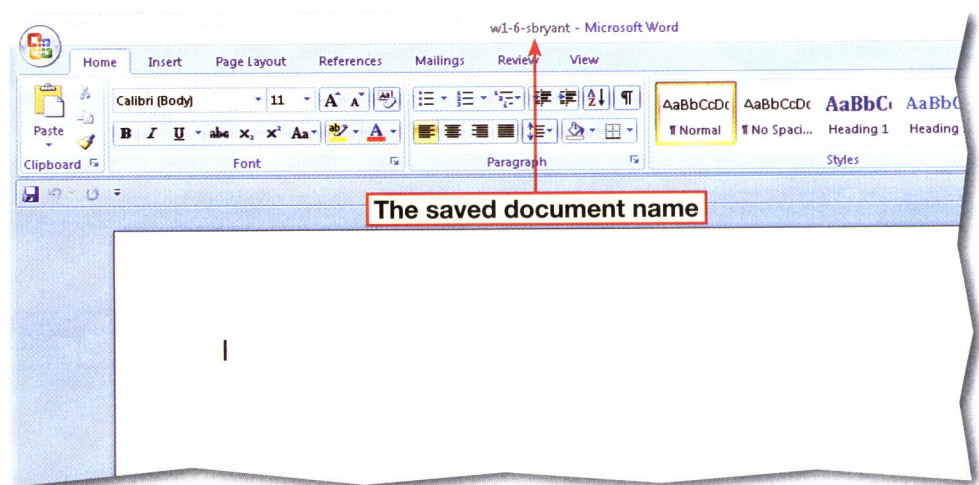


FIGURE 1.10 Saved document



Step-By-Step

- 1 In your **w1-6** file, click in the document pane and key: **Setting goals**.
- 2 Choose the **Home tab** > **Paragraph group** > **Show/Hide ¶** button.
- 3 **iCHECK** Your screen should look like Figure 1.11.
- 4 Click just before the word **goals**. The insertion point appears where you clicked.
- 5 Click at the end of the word **goals**.
- 6 Press the **spacebar** once. Key: **is an important part of achieving success**.
- 7 **iCHECK** Your screen should look like Figure 1.12. The insertion point is at the end of the sentence.
- 8 Click **Save** on the **QAT** to save your work.

Continue to the next exercise

Microsoft Office 2007

When the > symbol appears in a step, it means that you need to follow a path to complete a task. For example, **Home>Font>Bold** means go to the **Home** tab, then go to the **Font** group, then click the **Bold** button.

EXERCISE 1-7 Insert Text into a Document

To insert, or add, text to a document, click in the document where you want the new text to begin. The blinking I-pointer (also called a **cursor**) shows where the **insertion point** is located. The insertion point shows where new text will begin. Then type, or key, text into the document pane. The Show/Hide ¶ button allows you to see hard returns (paragraph marks), spaces, and other characters that will not appear in the document when it is printed.

FIGURE 1.11 Keyed text and non-printing characters

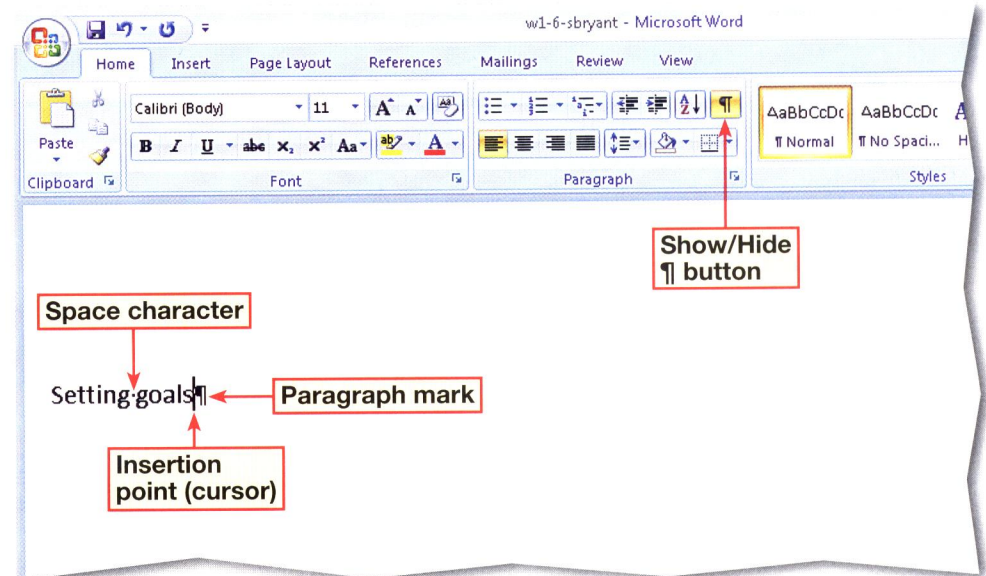
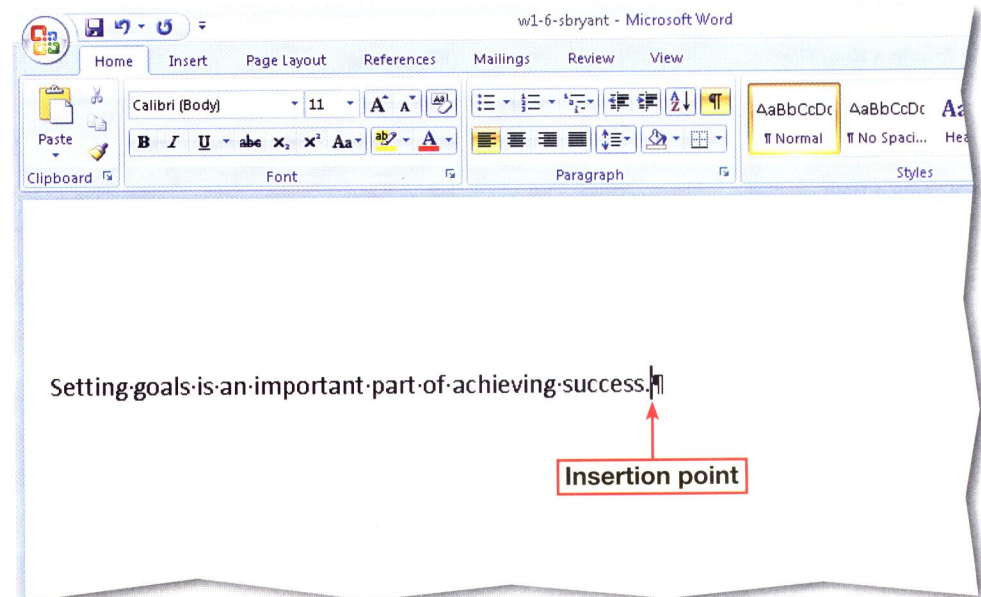


FIGURE 1.12 Insertion point at the end of the sentence



Step-By-Step

- 1 In your **w1-6** file, double-click anywhere in the word **Setting**. The word is selected and the **Mini Toolbar** appears (see Figure 1.13).
- 2 Click anywhere in the document pane. The text is no longer selected.
- 3 Move the pointer to the left of the sentence until it changes to an arrow. Click. The entire line is selected.
- 4 Click anywhere in the document pane to deselect the text.
- 5 Click at the end of the sentence. Press the **spacebar** once.
- 6 Key: *It is really difficult to plan how to reach a final desination if you do not know exactly where you want to go.* (Note misspelling of *desination*.)
- 7 Hold down **CTRL**. Click anywhere in the first sentence. The entire sentence is selected.
- 8 **iCHECK** Your screen should look like Figure 1.14.
- 9 Save your file.

➔ Continue to the next exercise.

EXERCISE 1-8 Wrap and Select Text

When you get to the end of a line of text, Word will automatically wrap your text, or move it to the next line. You do not have to press Enter to move down to the next line. To edit specific text, you need to select it. Selected text has a colored background. When text is selected, a Mini Toolbar appears on screen with formatting commands.

FIGURE 1.13 Select a line

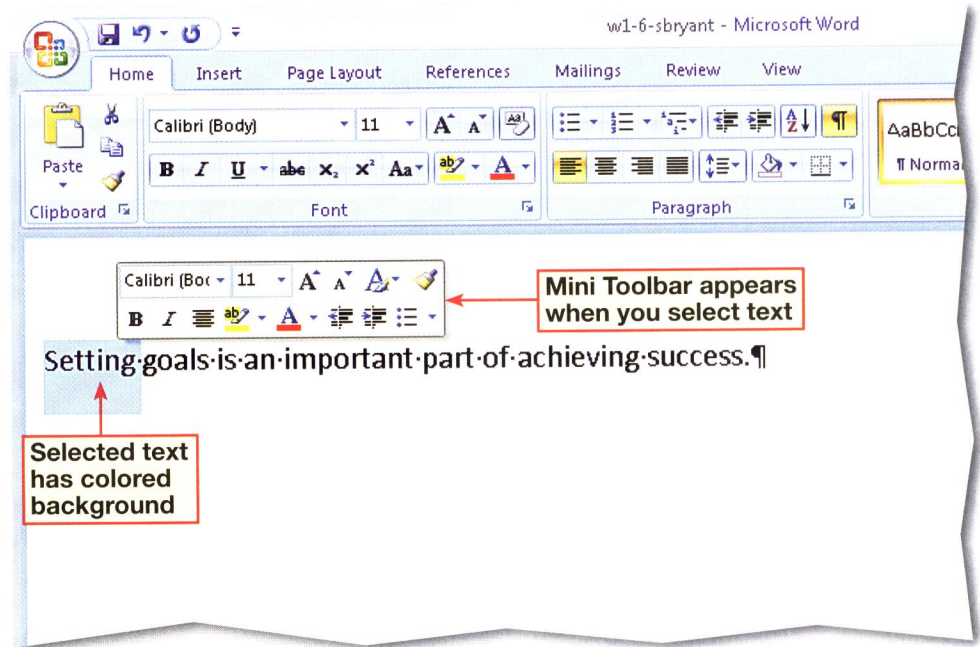


FIGURE 1.14 Select a sentence

