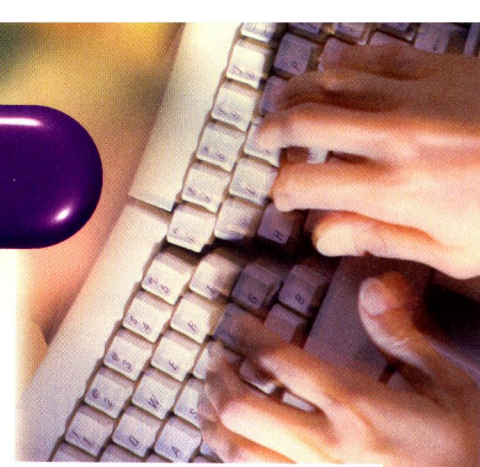


Writing MATTERS



Writing a Memo

As treasurer of your school's soccer club, you need to remind club members to pay their dues by a particular date. You decide to send a memo to all of the club's members.

How Memos Are Used

A memo (or memorandum) is an informal communication. Memos share information quickly within an organization. Memos usually provide information, make a request, or suggest a change.

Identify Memo Content

A memo's heading usually contains the following guide words:

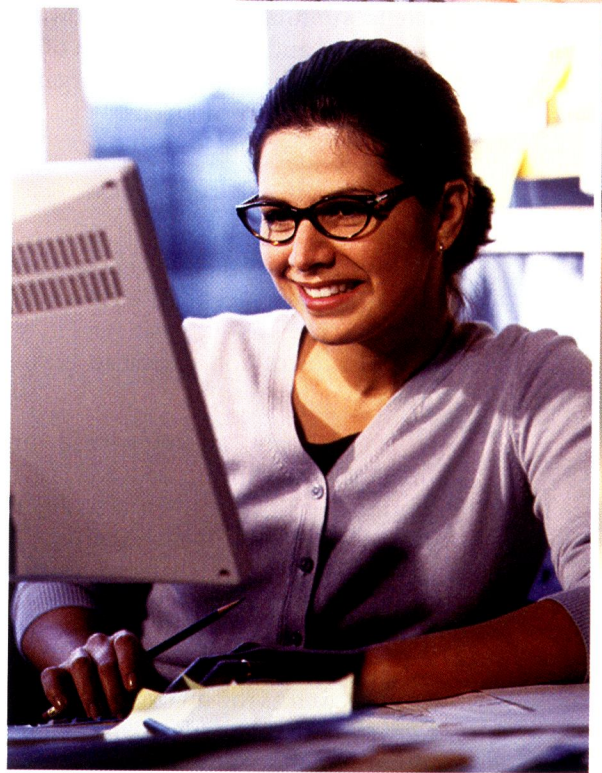
- TO: (the main person or people receiving the memo)
- FROM: (the person sending the memo)
- CC: (the other people receiving a copy of the memo)
- DATE: (the date the memo was sent)
- SUBJECT: (the memo's subject or topic)

The body of the memo contains the information being distributed. Unlike a business letter, a memo does not have a salutation or a close. The writer's initials and an enclosure notation are sometimes included after the body of the memo.

Create Memo Content

Memos are usually short and to the point. In a memo, identify:

- 1 Who should receive the memo.
- 2 What the reader needs to know, and why.
- 3 Any important time or date requirements.



Key a memo when you need to provide information to others quickly.

SKILLBUILDER

1. **Identify** What is a memo?
2. **Summarize** What five guide words do most memos contain, and what does each guide word indicate?
3. **Evaluate** Why are memos a useful communication tool for most businesses?

Writing MATTERS

Formatting a Memo

Although a memo is an informal communication, it still uses a specific format. You can format your own document or use a memo template, which is a preformatted document available in Word. Even when using a template, be sure to format the memo correctly.

Parts of a Memo

A memo has three main parts:

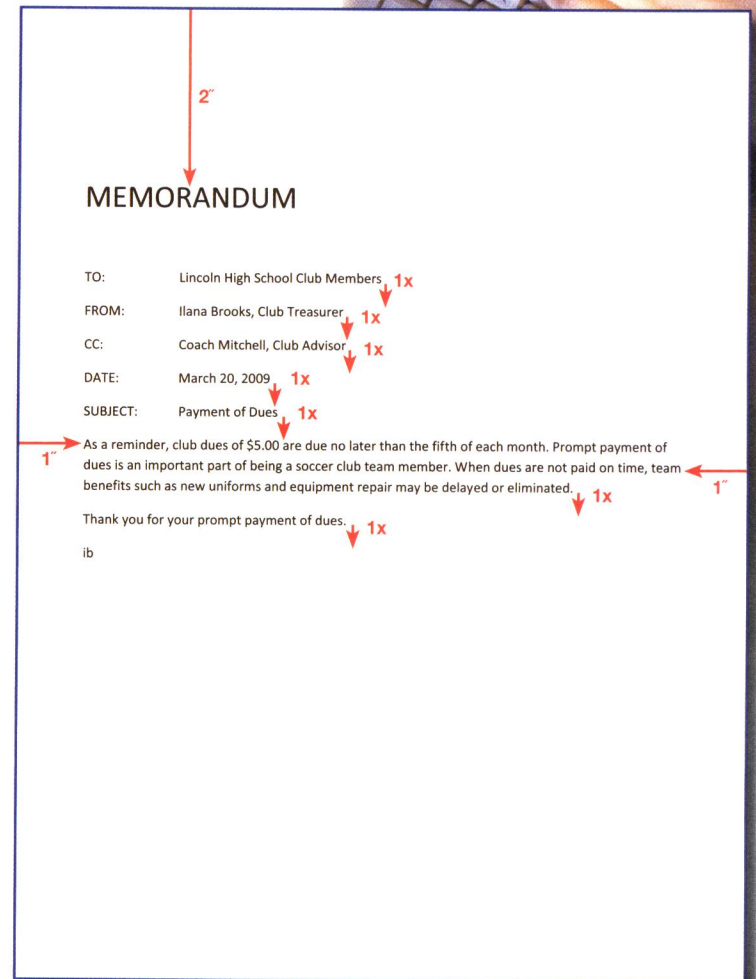
- A heading that contains the memo's guide words.
- A body that contains the information being shared.
- A closing that can contain the writer's initials and enclosure information.

The figure to the right indicates how many spaces should be included between each part.

Formatting Guidelines

Word 2007 makes it easy to format a memo:

- 1 Use a 2" top margin and 1" margins for left and right margins. If the memo is very short, you might reset the margins to 1.25".
- 2 Press ENTER between each line in the heading.
- 3 Press ENTER after the last guide word to begin writing the content.
- 4 Press ENTER after every paragraph.
- 5 Insert the initials of the writer or person who keyed it.
- 6 Press ENTER after the initials if there are any other notations (such as an enclosure or distribution list).



Be careful about spacing when formatting a memo.

SKILLBUILDER

1. **Summarize** What are the three main parts of a memo?
2. **Evaluate** Why is it important to follow a consistent format for a memo?
3. **Write** You are part of a group of students working on a report for your history class. Key a memo to the other members of your group informing them of the deadlines for completing their portion of the report.

Step-By-Step

- 1 Start **Word**. Turn on **Show/Hide** ¶ ¶.
- 2 Locate and open the data file **Schedule_Memo**. Save as: **Schedule_Memo-[your first initial and last name]** (for example, *Schedule_Memo-sbryant*).
- 3 In the **View** tab, **Show/Hide** group, check **Ruler**. The ruler appears.
- 4 Choose **Page Layout>Page Setup>Dialog Box Launcher** ¶ (see Figure 2.1).
- 5 In the **Page Setup** dialog box, under **Margins**, use the arrows to change the **Top** to **2"**.
- 6 Confirm the **Left** and **Right** margins are set to the default **1"**.
- 7 **CHECK** Your dialog box should look like Figure 2.2. Click **OK**. Save your file.

➔ Continue to the next exercise.

Academic Skills

Take out a sheet of paper and a ruler. Measure and draw 1" margins on all sides. This margin will match your computer screens.

EXERCISE 2-1 Set Margins



In this exercise, you will set the margins for a **memo** (an informal note sent to a group of people, usually within an office or organization). A **margin** measures the distance from the edge of the page to the text. Word contains automatic, or default, margin settings of 1" at the top and bottom of the page, and 1" for the left and right margins. You can change these margins if a document such as a memo must have different settings.

FIGURE 2.1 Existing document

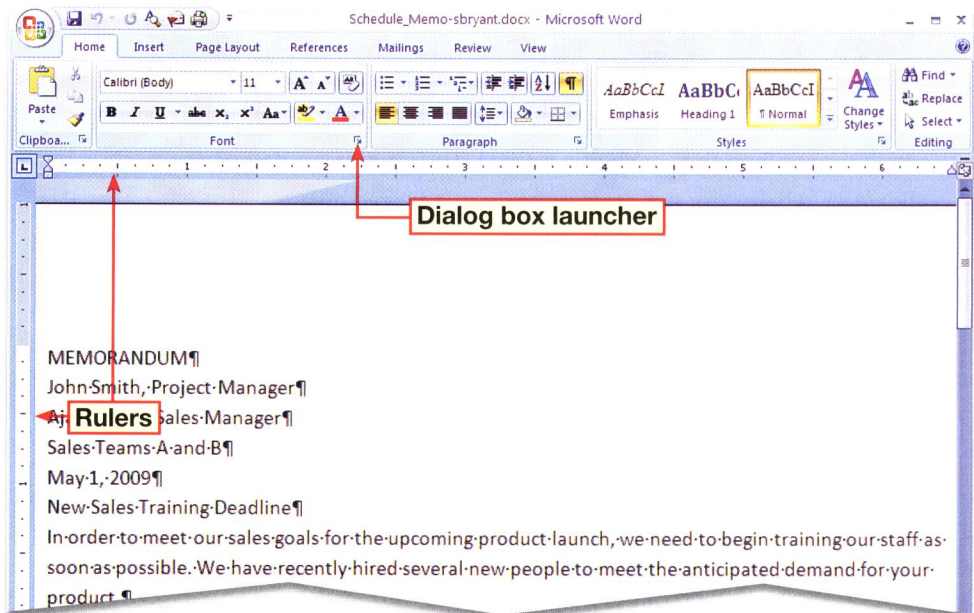
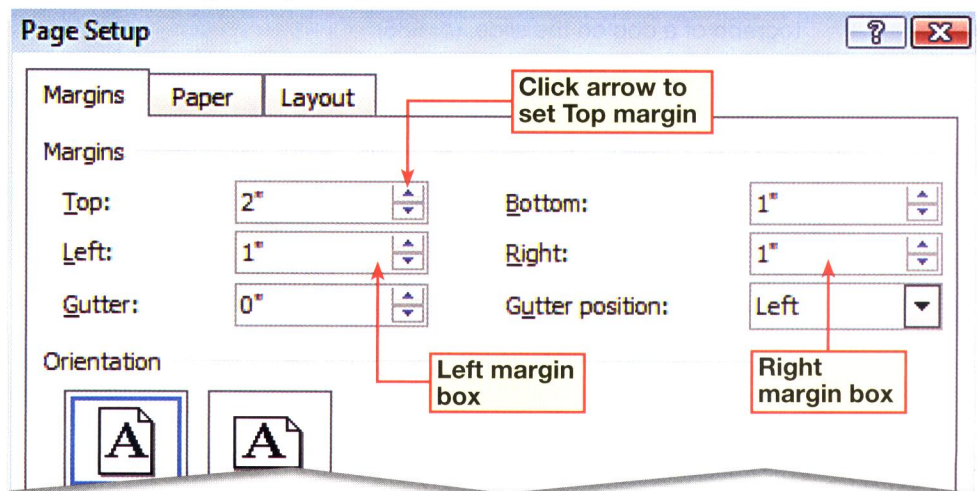






FIGURE 2.2 Page Setup dialog box



Step-By-Step

- 1 In your **Schedule_Memo** file, select the first five lines of text under **MEMORANDUM**.
- 2 In the **Home** tab, click the **Paragraph** group **Dialog Box Launcher** .
- 3 At the bottom of the **Paragraph** dialog box, click the **Tabs** button.
- 4 In the **Tabs** dialog box, under **Tab stop position**, key: **1"** (see Figure 2.3).
- 5 Under **Alignment**, make sure **Left** is selected. Under **Leader**, make sure **1 None** is selected. Click **Set**. Click **OK**.
- 6 Click anywhere in the document to deselect the text. Press .
- 7 Click before the text **John Smith**. Key: **MEMO TO:**. Press .
- 8 Repeat Step 7 to key and position the guide words **FROM:**, **CC:**, **DATE:**, and **SUBJECT:**. Press  to deselect it.
- 9 **CHECK** Your screen should look like Figure 2.4. Select **View>Show/Hide** and click **Ruler** to deactivate the ruler.

 *Continued on the next page.*

EXERCISE 2-2 Set Tab Stops

A **tab stop** is a marker on the **horizontal**, or left-to-right, ruler that shows where the insertion point will jump to when you press the Tab key. Word has default tab stops every half inch along the ruler. Tab stops can help you to correctly format the heading of a memo.

FIGURE 2.3 Tabs dialog box

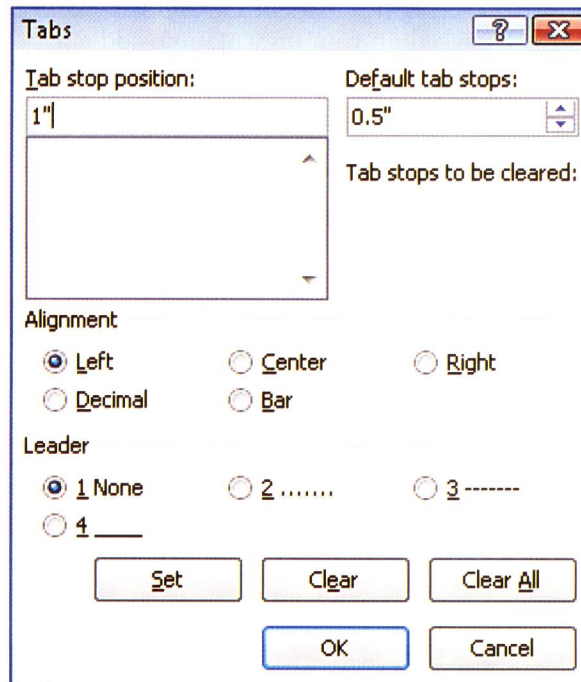
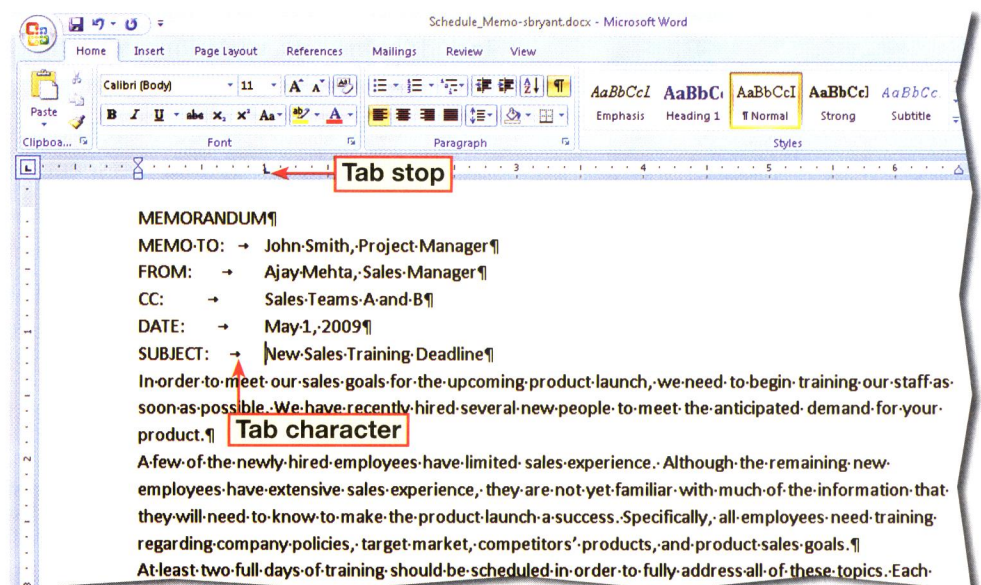


FIGURE 2.4 Memo heading with new tab stop



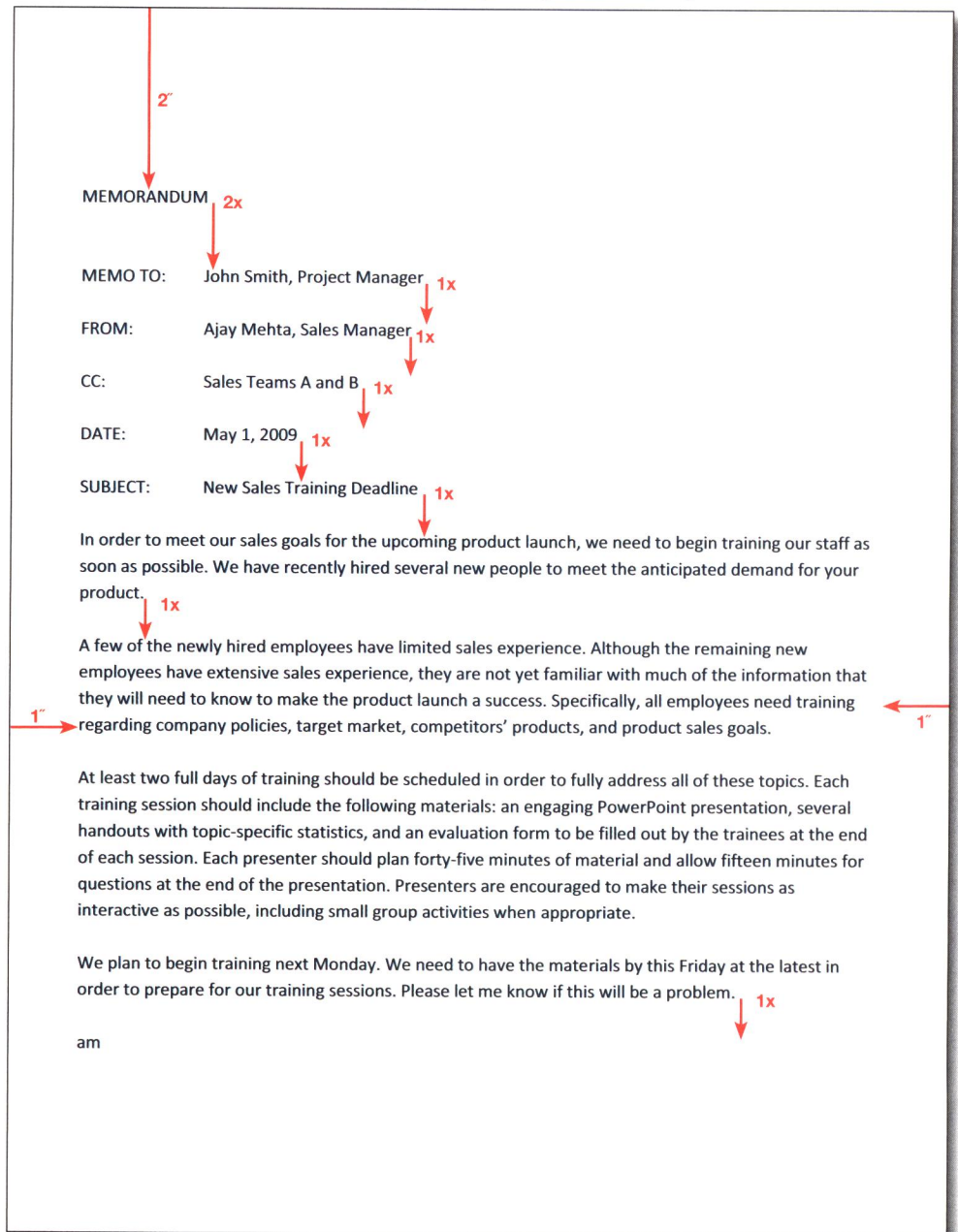
Step-By-Step

- 10 Click after the title **MEMORANDUM**. Press **ENTER** twice.
- 11 At the end of the first line, click after the words **John Smith, Project Manager**. Press **ENTER**.
- 12 Click at the end of the second line. Press **ENTER**. Repeat this step for the third and fourth lines.
- 13 Click at the end of the fifth line. Press **ENTER** once.
- 14 At the end of the first paragraph, click after the word **product**. Press **ENTER**.
- 15 At the end of the second paragraph, click after the word **goals**. Press **ENTER**.
- 16 At the end of the third paragraph, click after the word **appropriate**. Press **ENTER**. Click after the word **problem** in the last paragraph. Press **ENTER**.
- 17 **CHECK** Your memo should look similar to Figure 2.5. Save your file.

➔ Continue to the next exercise.

EXERCISE 2-2 (Continued) Set Tab Stops

FIGURE 2.5 Memo with correct margins, spacing, and heading



Step-By-Step

- 1 Open the data file **Memo**. Save as: **Memo-[your first initial and last name]** (for example, *Memo-sbryant*).
- 2 Choose **Home>Editing>Select**. Click **Select All**.
- 3 In the **Home** tab, click the **Font** group **Dialog Box Launcher**. In the **Font** dialog box, click the **Font** tab.
- 4 In the **Font** box, scroll down and click **Calibri**. In the **Size** box, click **11**.
- 5 **iCHECK** Your dialog box should look like Figure 2.6. Click **OK**. Deselect the text.
- 6 Select the text **Memorandum**. In the **Font** group, click the **Font Size** drop-down arrow. Click **24**. Deselect the text.
- 7 **iCHECK** Your screen should look like Figure 2.7. Save your file.

Continue to the next exercise.

Tech Tip

In standard fonts, one point equals 1/72 of an inch.

EXERCISE 2-3 Modify Font and Size



A **character** is an individual letter, number, symbol, or punctuation mark. A **font** (also called a **typeface**) is the unique design of a set of characters. For example, the default font in Word 2007 is Calibri. Font size refers to how large or small characters are. Font size is measured in **points**. Many teachers require students to use specific fonts and font sizes in their work.

FIGURE 2.6 Font dialog box

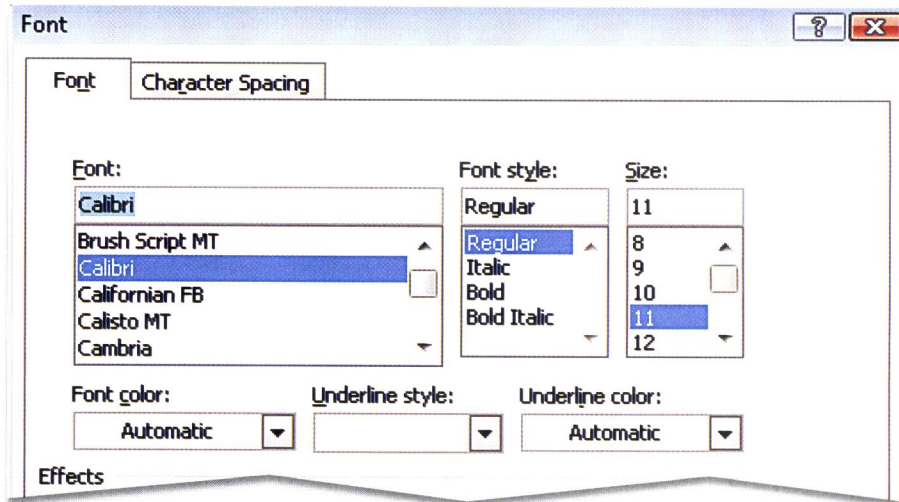
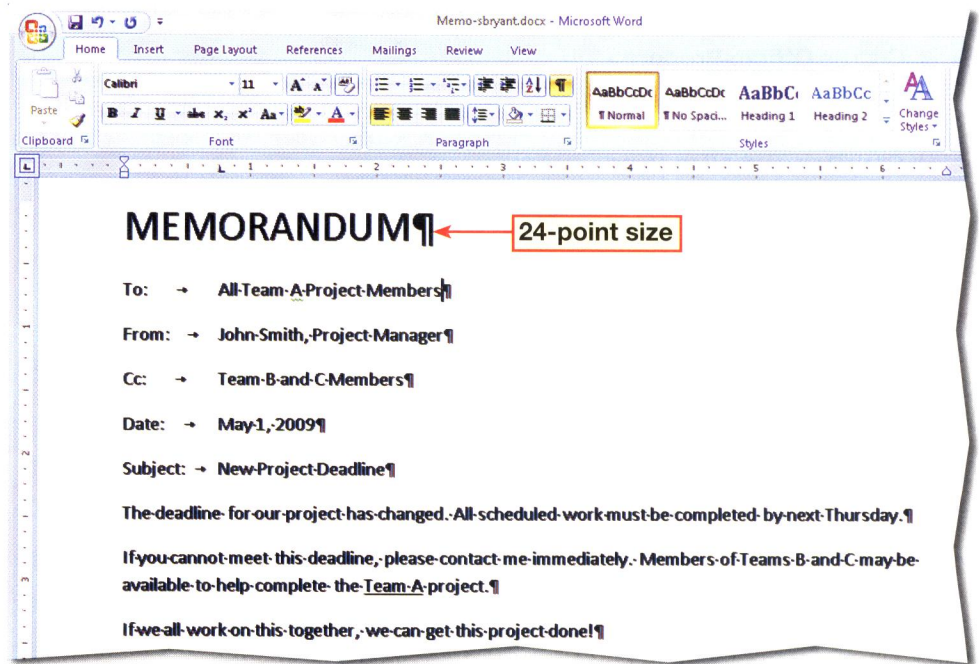






FIGURE 2.7 Memo with new font and font sizes



Step-By-Step

- 1 In the first line of your **Memo** file, click before the word **To:**. Press **ENTER**. Double-click the word **must**.
- 2 In the **Mini toolbar** that appears, click **Italic**  (see Figure 2.8).
- 3 Choose **Home>Font>Underline** . Select the word **Thursday**.
- 4 Click the **Font** group **Dialog Box Launcher**. In the **Font** dialog box, under **Font style**, click **Bold** . Click the **Font Color**  drop-down arrow. Click **Red**. Click **OK**.
- 5 Select the word **completed**. In the **Font** group, click the **Font Color** drop-down arrow. Click **Red**. Deselect the text.
- 6 **CHECK** Your screen should look like Figure 2.9. Save your file.

Academic Skills

Do not format your document heavily. Having too much formatting can be a distraction to readers and take away from your intended goal.

Continue to the next exercise

EXERCISE 2-4 Modify Font Style and Color

The **font style** refers to effects such as **bold**, *italic*, and underline. You can apply these effects to words and phrases to add emphasis. A change of color can help make text stand out and can **enhance** a document, or make it better.

FIGURE 2.8 Use the Mini Toolbar to change font styles

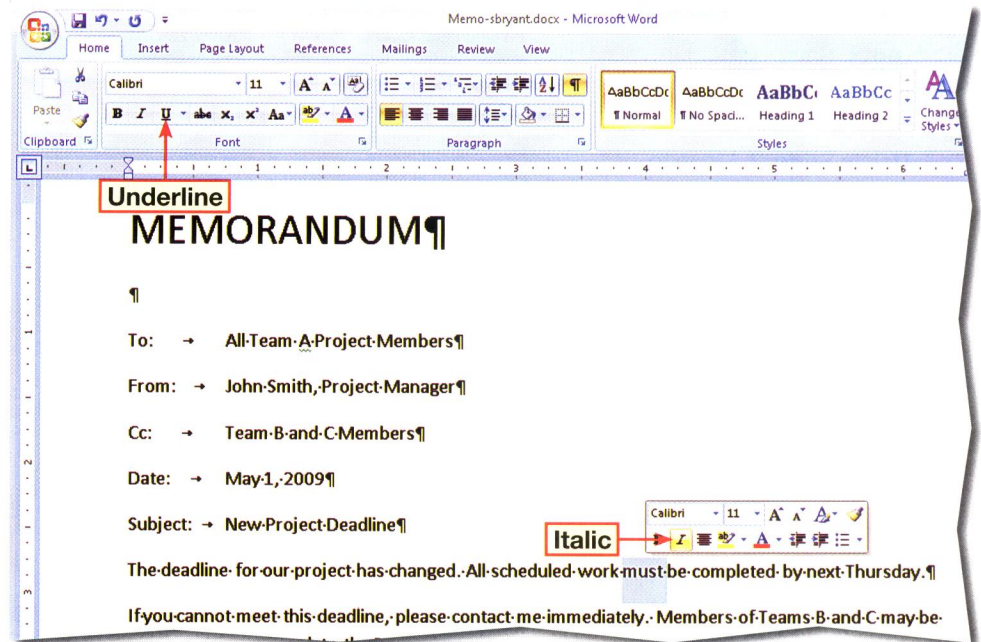
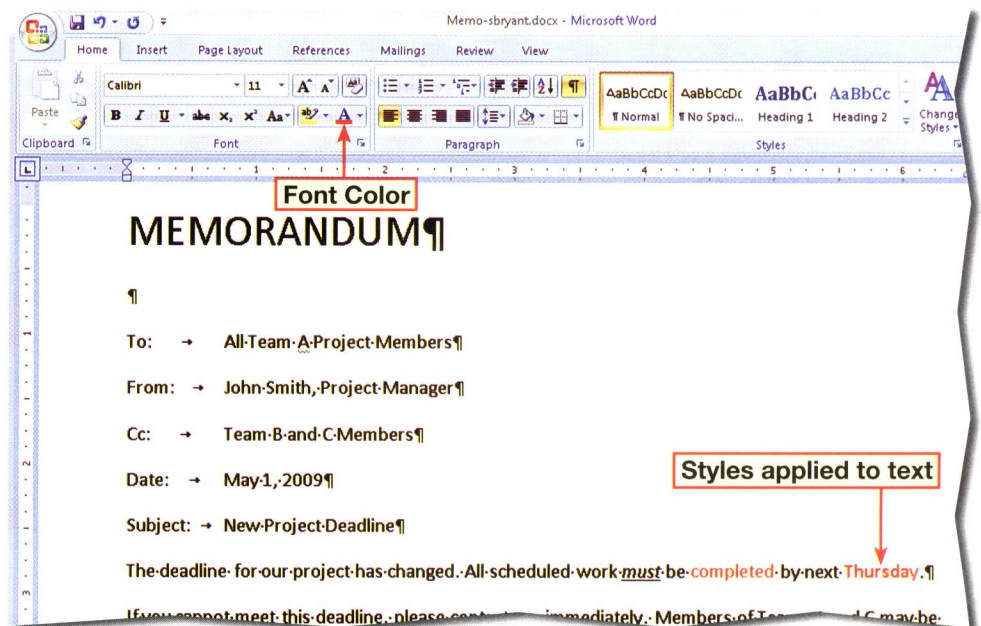




FIGURE 2.9 Memo with styles applied to fonts



Step-By-Step

- 1 In your **Memo** file, in the first paragraph, select the word **completed**. Click **Bold** **B**.
- 2 In the second paragraph, select the word **immediately**.
- 3 Choose **Home>Styles>Dialog Box Launcher** .
- 4 In the **Styles** pane, click **Calibri, Bold, Red** (see Figure 2.10). Close the **Styles** pane. Deselect the text.
- 5 In the first paragraph, select the word **completed** again. Choose **Home>Styles>Dialog Box Launcher** .
- 6 In the **Styles** pane, click **Clear All**. Close the **Styles** pane. Deselect the text.
- 7 **iCHECK** Your screen should look like Figure 2.11. Save your file.

 Continue to the next exercise.

Shortcuts

To apply bold, italic, and underline, you can use the keyboard shortcuts

CTRL + **B**, **CTRL** + **I**,
and **CTRL** + **U**.

EXERCISE 2-5

Apply and Clear Styles from Text

Formatting is the overall look of a document, including the individual characters, paragraphs, and pages. You can use the Styles pane to apply, create, or delete a **style**, which is a defined formatting characteristic.

FIGURE 2.10 Apply the style listed in the Styles pane

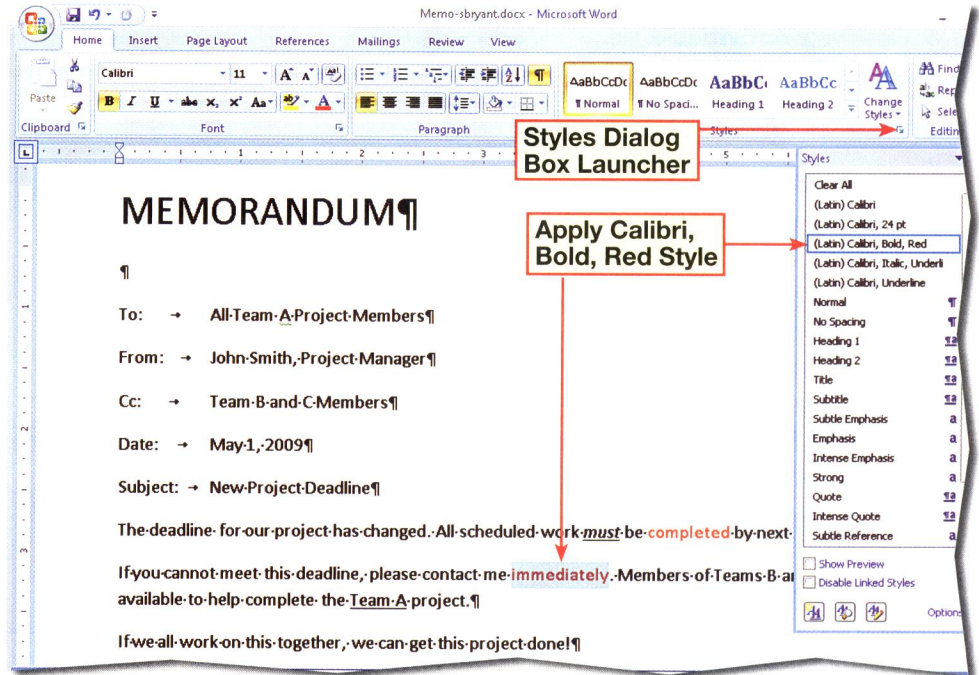
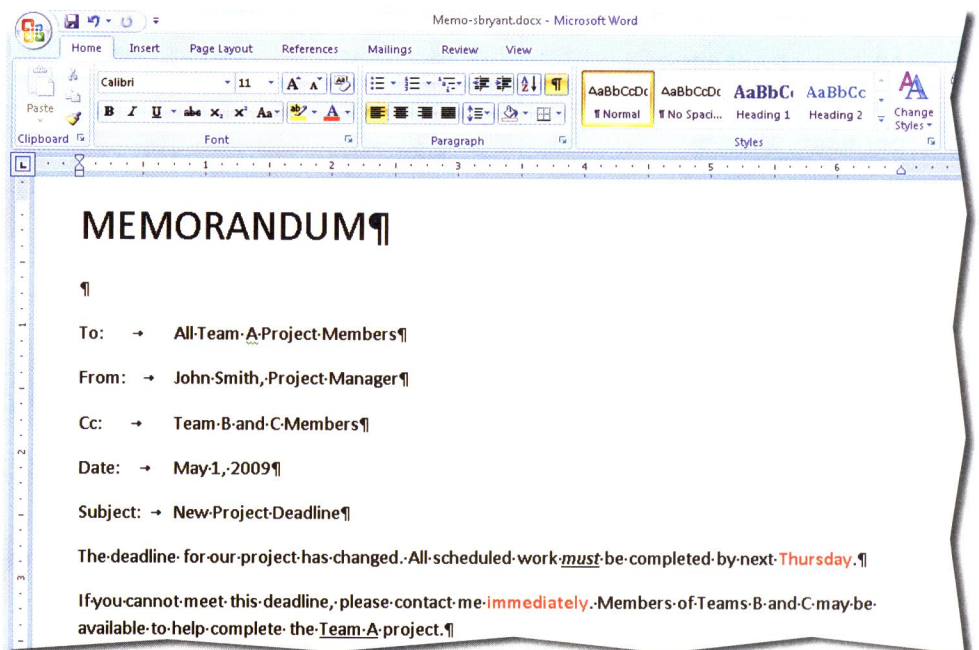


FIGURE 2.11 Styles applied to and cleared from text



Step-By-Step

- 1 In your **Memo** file, select **TO:** in the memo heading. Select **Home>Font>Change Case Aa**.
- 2 In the **Change Case** drop-down menu, click **UPPERCASE**. With **TO:** still selected, click **Bold B**. Deselect the text.
- 3 **CHECK** Your screen should look like Figure 2.12. Select **TO:** again. On the **Home** tab, in the **Clipboard** group, click **Format Painter**.
- 4 In the memo heading, with **TO:** still selected, select **From:**. The formatting is applied.
- 5 With **FROM:** still selected, double-click **Format Painter**. Select the following: **Cc:**, **Date:**, and **Subject:**. Click **Format Painter** to turn it off. Deselect the text.
- 6 **CHECK** Your screen should look like Figure 2.13. Save your file.

➔ Continue to the next exercise.

EXERCISE 2-6

Change Font Case and Use Format Painter

The **Format Painter** is a tool that allows you to copy multiple formats from one part of a document to another. For example, you can copy a character that is bold, red, and italic and apply all three formats to another set of characters. Clicking **Format Painter** changes the pointer to a small paintbrush. Click **Format Painter** once to copy formatting once. Double-click **Format Painter** to copy formatting multiple times.

FIGURE 2.12 Text with font case changed

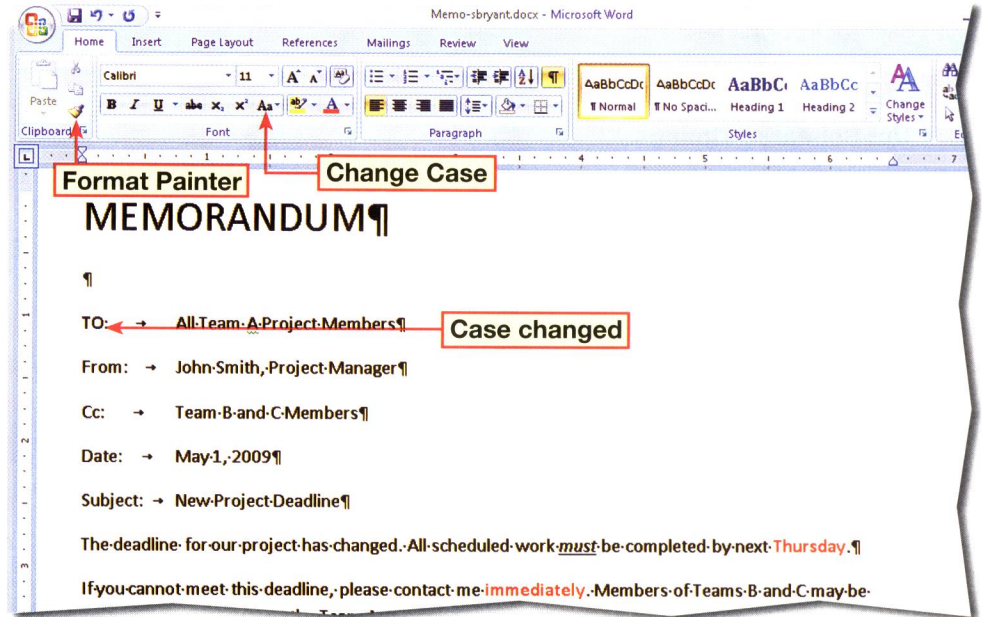
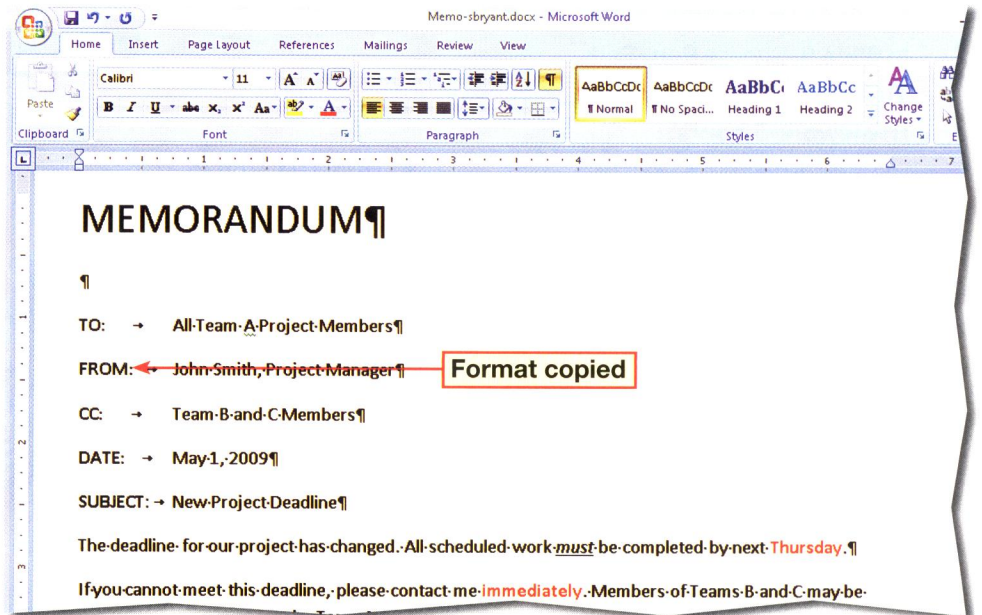




FIGURE 2.13 Format copied to more than one location



Step-By-Step

- 1 In your **Memo** file, in the first paragraph, delete the word **Next**. Click after **Thursday** and key: **, May 28th**. Select **th** in 28th.
- 2 Choose **Home>Font>Dialog Box Launcher** .
- 3 In the **Font** dialog box, under **Effects**, select **Superscript**. Click **OK**.
- 4 Select the text **Thursday, May 28th**.
- 5 In the **Font** group, click the **Text Highlight Color**  drop-down arrow. Make sure **Yellow** is selected. Deselect the text.
- 6 **CHECK** Your screen should look like Figure 2.14.
- 7 With your teacher's permission, print the memo. Save and close your file.

Academic Skills

When taking study notes, you only highlight important points. You should also be careful not to overuse Word's highlighting feature. If a whole memo is highlighted, recipients will not know where to focus.

EXERCISE 2-7

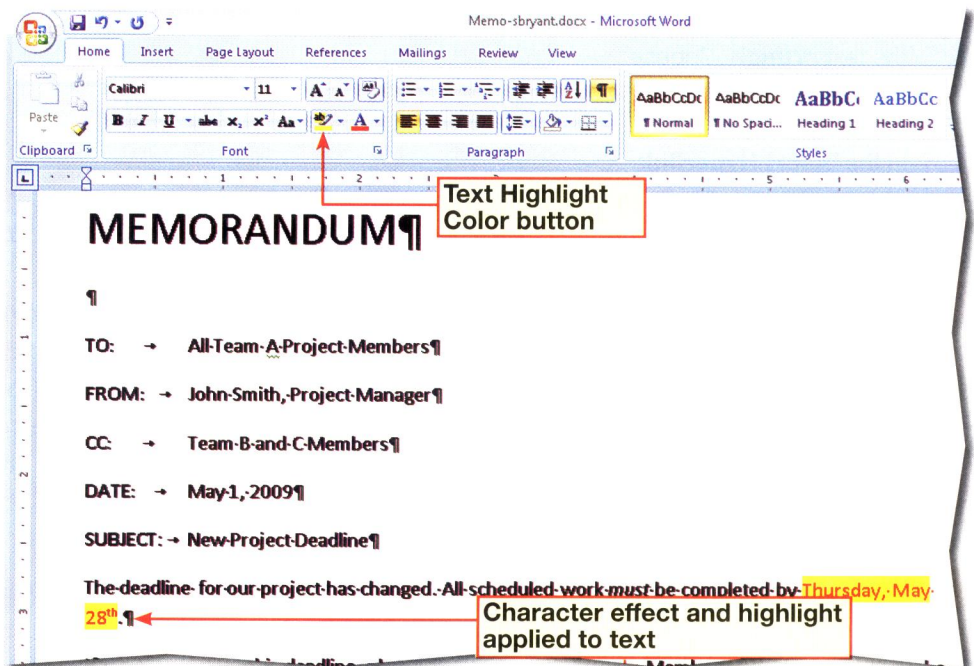
Apply Character Effects and Highlighting

The Font dialog box has an Effects section that lets you apply special formatting to your characters. Some effects are also on the Ribbon. Available effects are shown in Table 2.1. Highlighting applies color behind the text to draw attention to it.


TABLE 2.1 Character Effects

Effect	Purpose
Strikethrough	Applies a horizontal line through text that indicates text to be deleted.
Double Strikethrough	Applies a double horizontal line through text that indicates text to be deleted.
Superscript	Raises text ^{above} other characters; often used to indicate footnotes and exponents.
Subscript	Places text _{below} other characters; often used in scientific formulas.
Shadow	Applies a decorative shadow behind text.
Outline	Decorative element that shows the outline of selected text.
Emboss	Decorative element that makes selected text look like it is raised off the page.
Engrave	Decorative element that makes selected text look like it is imprinted on the page.
Small Caps	Makes all lowercase text small caps; often used for abbreviations such as B.C.
All Caps	Makes all text UPPERCASE; often used in report titles.
Hidden	Allows you to hide text that you do not want to appear on screen or in a printed document.

FIGURE 2.14 Character effect and highlighting applied to text



Step-By-Step

- 1 Open the data file **Meeting_Notes.docx**.
- 2 Save as: **Meeting_Notes-[your first initial and last name]**.
- 3 In the document, select the text from **Project Meeting** through **Training of sales team**.
- 4 Choose **Home>Paragraph>Dialog Box Launcher** .
- 5 In the **Paragraph** dialog box, click the **Indents and Spacing** tab.
- 6 Under **Line spacing**, click the drop-down arrow and select **Single**. Click **OK**. Deselect the text.
- 7 **iCHECK** Your screen should look like Figure 2.15. Click **OK**.
- 8 Select the remaining body text (from **Conclusions:** to the end of the page).
- 9 On the **Home** tab, in the **Paragraph** group, click the **Line spacing**  drop-down arrow. Click **1.0**. Deselect the text.
- 10 **iCHECK** Your screen should look like Figure 2.16. Save your file.

 Continue to the next exercise.

EXERCISE 2-8 Change Line Spacing



Word lets you change the spacing between lines and paragraphs. The default for Word 2007 is 1.15 pt between lines and 10 pt between paragraphs. While these are generally very readable settings, you may need to change them for certain documents. For example, you may need to decrease the space between lines to help fit a document on one page.

FIGURE 2.15 First paragraph with new line spacing applied

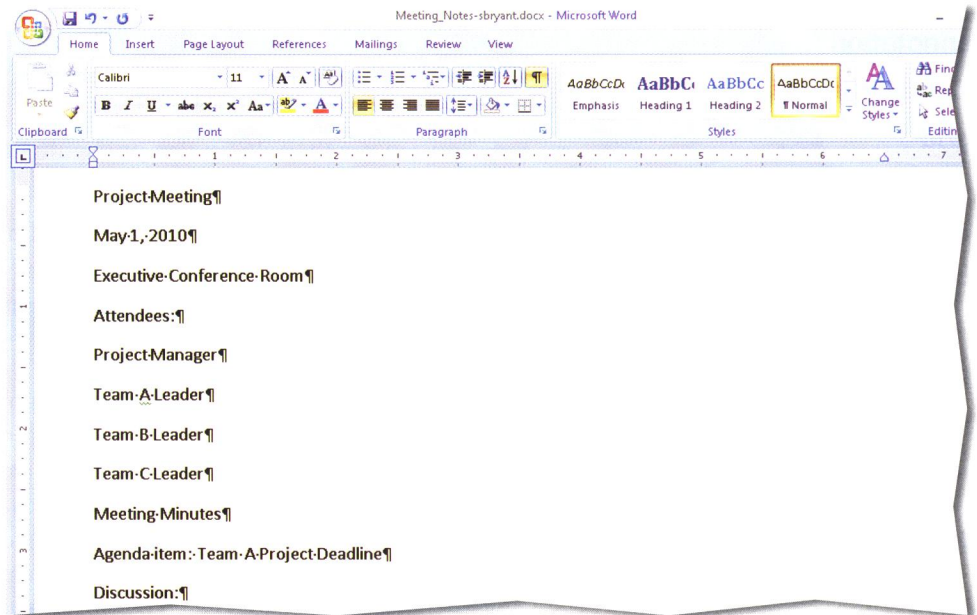
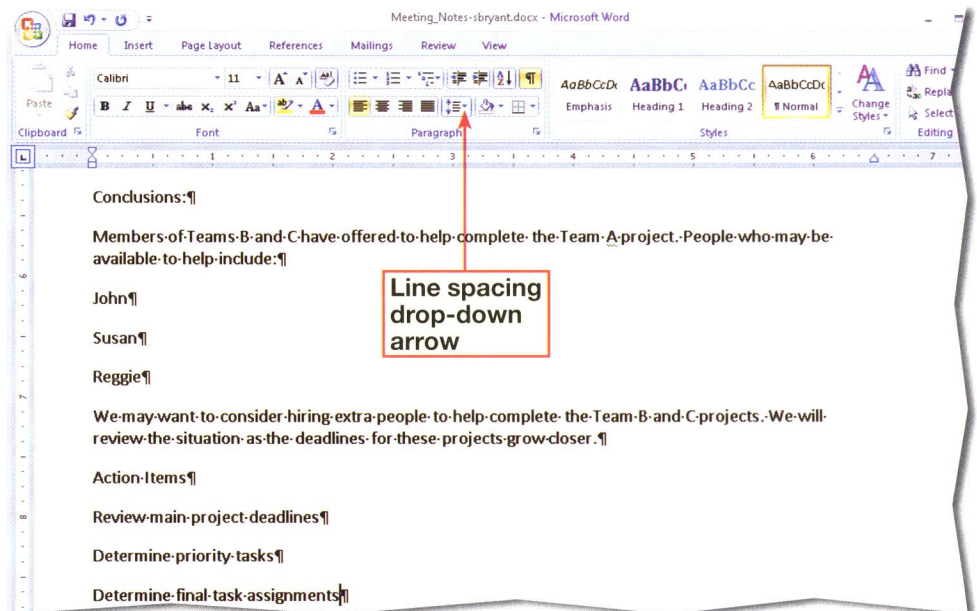





FIGURE 2.16 Body text with new line spacing applied




Step-By-Step

1 In your **Meeting Notes** file, select the text **Project Meeting**. Select **Home>Paragraph>Dialog Box Launcher** .

2 In the **Paragraph** dialog box, under **General**, click the **Alignment** drop-down arrow. Select **Centered**. Click **OK**. With the text still selected, click **Bold** . In the **Font Size** box, select **20**. Deselect the text.

3 **CHECK** Your screen should look like Figure 2.17. Select the text **Meeting Minutes**. Choose **Home>Paragraph>Center** . Make the text **Bold, 14pt**.

4 Select the text **May 1, 2010** and **Executive Conference Room**. Click **Align Text Right** .

5 Select **Attendees:** Format the text **Bold**. With the text still selected, double-click **Format Painter** . Select the following text: **Agenda item:, Discussion:, Conclusions:, and Action Items**. Click **Format Painter**. Deselect the text.

6 **CHECK** Your screen should look like Figure 2.18. Save your file.

 *Continue to the next exercise.*

EXERCISE 2-9

Change Paragraph Alignment



Paragraph **alignment** is when paragraphs are lined up along a document's left or right margins.

- **Align Left** lines up text along the left margin. This is the default setting.
- **Align Right** lines up text along the right margin. Page numbers are often right aligned.
- **Center** aligns text between the left and right margins. Titles are often centered.
- **Justify** lines up text so that it starts at the left margin and ends at the right margin. Newspapers, magazines, and other professional publications often use justified text.

FIGURE 2.17 Document title centered and bold

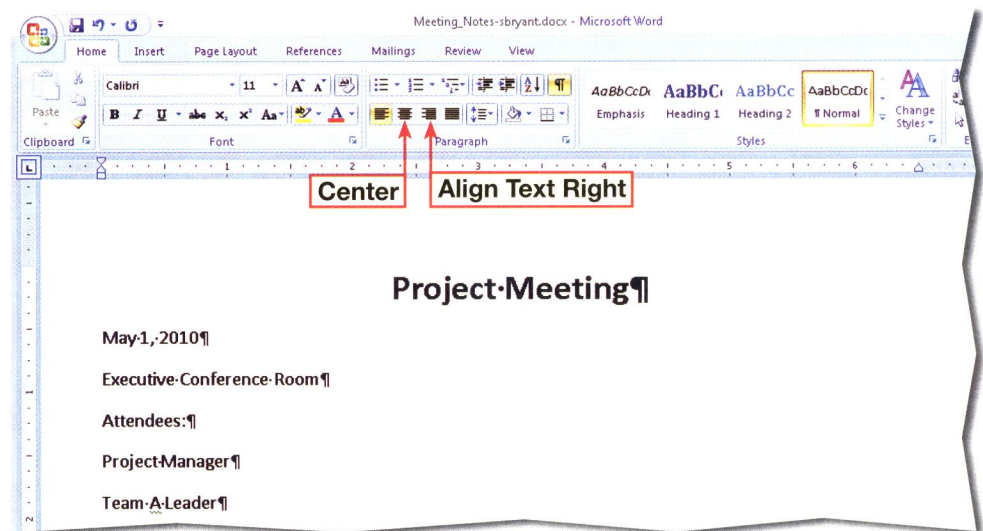
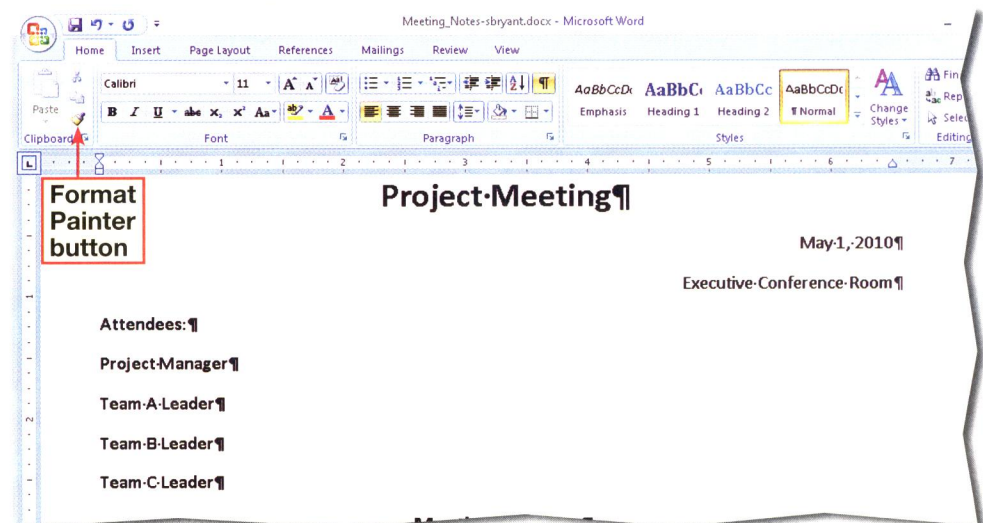


FIGURE 2.18 Text aligned right



Step-By-Step

1 In your **Meeting Notes** file, select the tasks **Final review of product**, **Creation of training manual**, and **Training of sales team**.

2 Choose **Home> Paragraph> Numbering** drop-down arrow.

3 In the **Numbering Library** menu, click the option shown in Figure 2.19.

4 Keep the text selected. Right click. In the menu, select **Adjust List Indents**.

5 In the **Adjust List Indents** dialog box, under **Number position**, key: **.5"**. Under **Text indent**, key: **.1"**. Click the **Follow number with** drop-down arrow and select **Space**.

6 **CHECK** The **Adjust List Indents** dialog box should look like Figure 2.20. Click **OK**. Save your file.

Continue to the next exercise.

Microsoft Office 2007

Microsoft Office 2007 contains many new list styles to enhance your documents.

EXERCISE 2-10 Create and Customize a Numbered List

In a **numbered list**, a sequential number or letter comes before each new line of text. A numbered list can be used when you want to indicate that items in a list should be performed or viewed in a particular order. They are also helpful when you need to refer to a particular item in a list.

FIGURE 2.19 Numbering Library

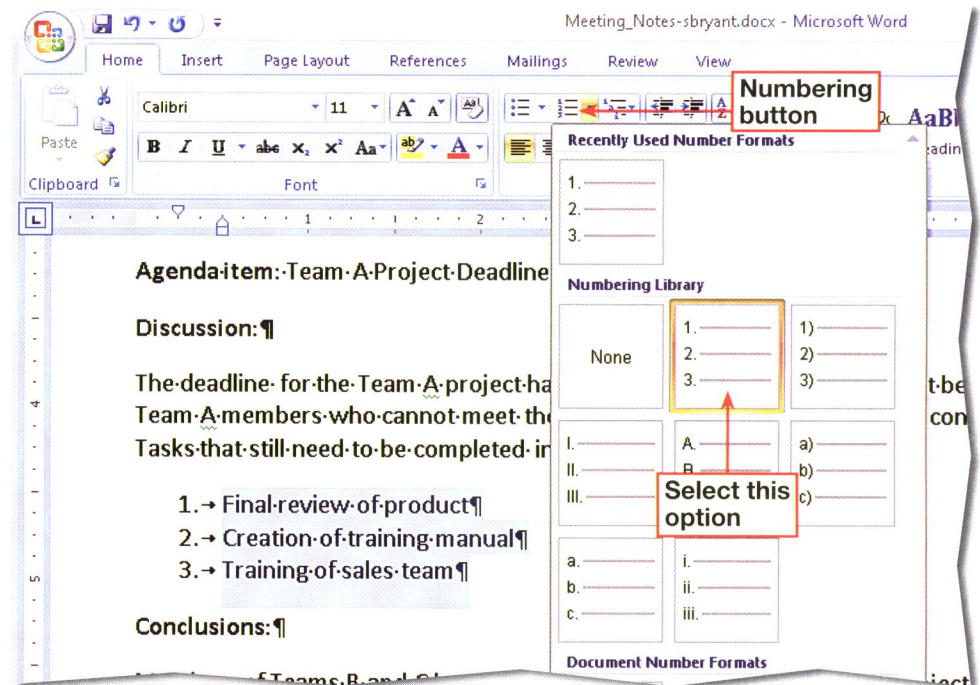
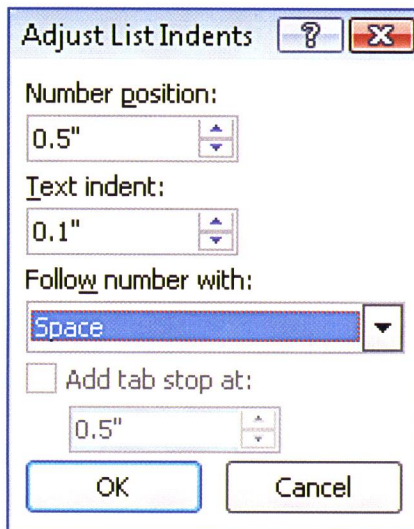


FIGURE 2.20 Customized numbered list format



Step-By-Step

- 1 In your **Meeting Notes** file, select the three tasks at the bottom of the document (starts with **Review main project deadlines**).
- 2 Choose **Home>Paragraph>Bullets** drop-down arrow.
- 3 In the **Bullet Library** menu, click the option shown in Figure 2.21.
- 4 With the text still selected, right click. In the menu, select **Adjust List Indents**.
- 5 In the **Adjust List Indents** dialog box, under **Bullet position**, key: **0"**. Under **Text indent**, key: **.1"**. Click the **Follow number with** drop-down arrow and select **Space**. Click **OK**.
- 6 **CHECK** Your screen should look like Figure 2.22. Save your file.

➔ Continue to the next exercise.

EXERCISE 2-11

Create and Customize a Bulleted List

In a **bulleted list**, each item begins with a **bullet**. Bullets are symbols, shapes, or images such as dots, diamonds, or arrows. A bullet is placed in front of each item in a list to call attention to that item. You might use a bulleted list if it does not matter in which order the items in the list are displayed. You might list the members of your team in a bulleted list.

FIGURE 2.21 Bullet Library

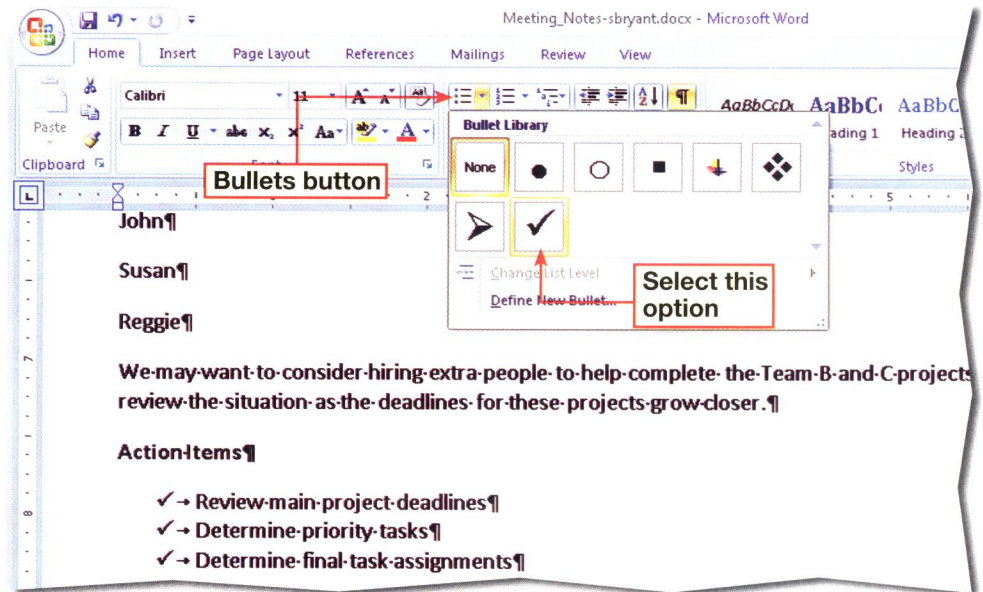
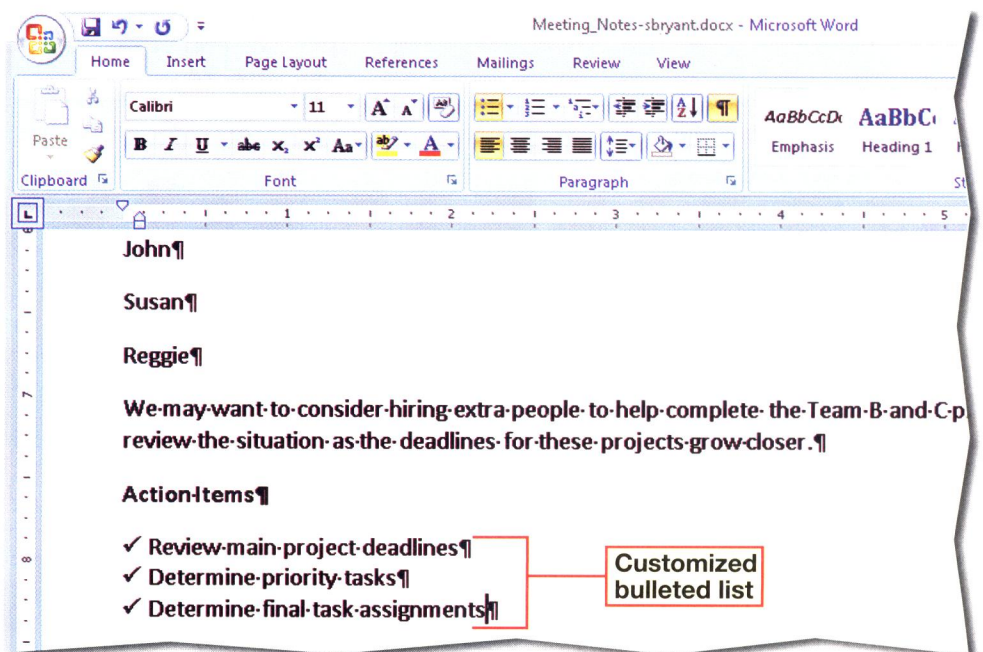


FIGURE 2.22 Customized bulleted list



Step-By-Step

- 1** In your **Meeting Notes** file, select the four titles under **Attendees** (starts with **Project Manager**).
- 2** Choose **Home>Styles>Dialog Box Launcher**. In the **Styles** pane, click **List Paragraph**.
- 3** With the text still selected, in the **Styles** pane, click **Clear All**. With the text still selected, in the **Styles** pane, click **No Spacing**. Deselect the text.
- 4** **CHECK** Your screen should look like Figure 2.23.
- 5** Select the names **John, Susan, Reggie**. In the **Styles** pane, select **List Paragraph**. With the text still selected, click **Bullets**. Close the **Styles** pane.
- 6** **CHECK** Your screen should look like Figure 2.24. Save your file.

➔ Continue to the next exercise.

Academic Skills

Different fonts can be used to convey different moods. Some fonts might be appropriate in a letter to friends but not in a letter to a boss. What fonts might be appropriate for business documents?

EXERCISE 2-12

Apply and Clear Styles from Lists

You might want to clear formatting from a list you have created. Use the Styles panel to apply and clear styles from lists quickly and easily.

FIGURE 2.23 Formatting cleared and applied using Styles pane

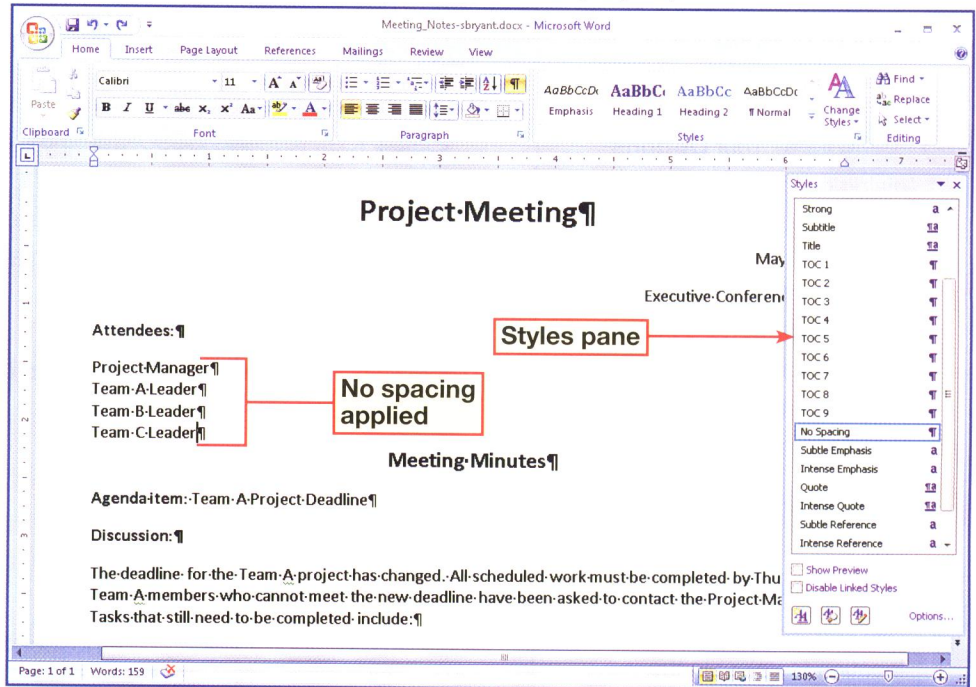
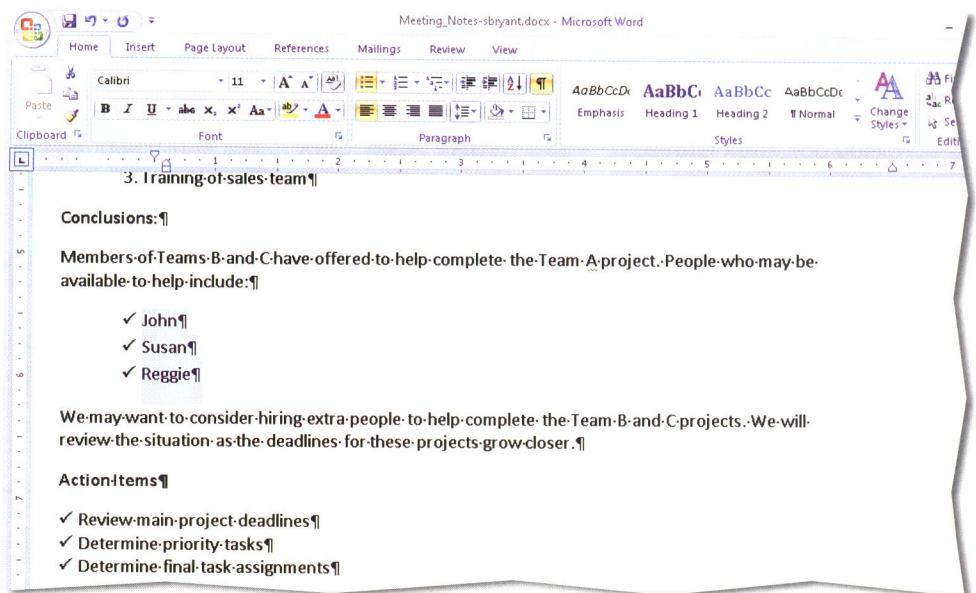






FIGURE 2.24 Formatting added to list



Step-By-Step

- 1 If your horizontal ruler is not visible, choose **View>Show/Hide>Ruler**.
- 2 In your **Meeting Notes** file, select the text **Action Items** and the three checked items at the end of the document.
- 3 Choose **Home>Paragraph>Dialog Box Launcher** . At the bottom of the **Paragraph** dialog box, click **Tabs**.
- 4 In the **Tabs** dialog box, under **Tab stop position**, key: **3.5"**. Under **Alignment**, select **Left**. Under **Leader**, click **1 None**. Click **Set**. Click **OK**.
- 5 On the far left side of the horizontal ruler, click the **Left Tab** button  (see Figure 2.25). Click **5"** on the ruler. Deselect the text.
- 6 Click after **Action Items**. Press . Key: **Team Responsible**. Press . Key: **Deadline**.
- 7 **CHECK** Your screen should look like Figure 2.26. Select the line of text from **Action Items** to **Deadline**. Use **Home>Paragraph>Dialog Box Launcher** to open the **Tabs** dialog box.

 *Continued on the next page.*

EXERCISE 2-13

Modify and Remove Tabs

You can modify tab stops to align text anywhere within a document. The Tab key automatically moves the insertion point to the next tab stop in the document. Word has default tab stops every half inch along the ruler. If you no longer need a particular tab stop, you can easily remove it.

FIGURE 2.25 Tab button on ruler

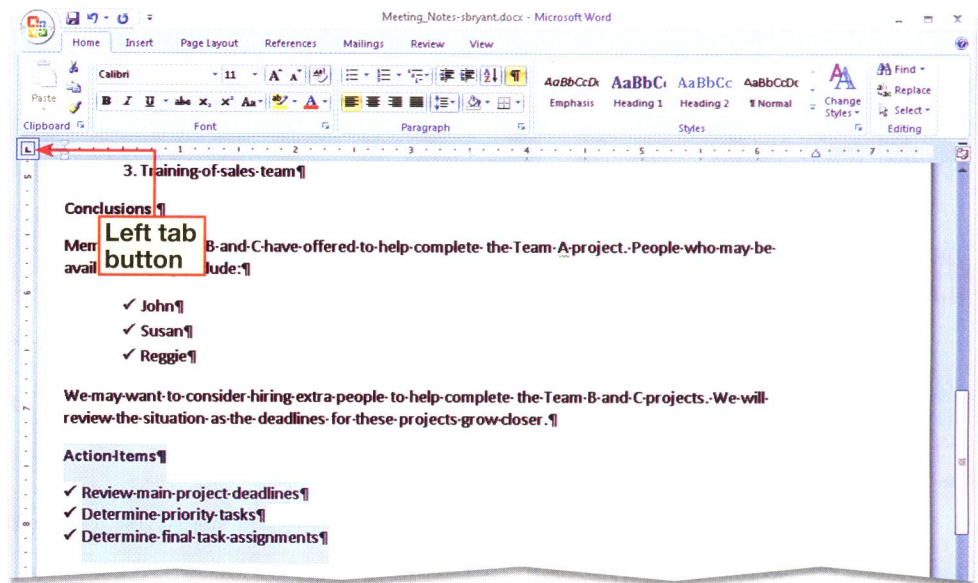
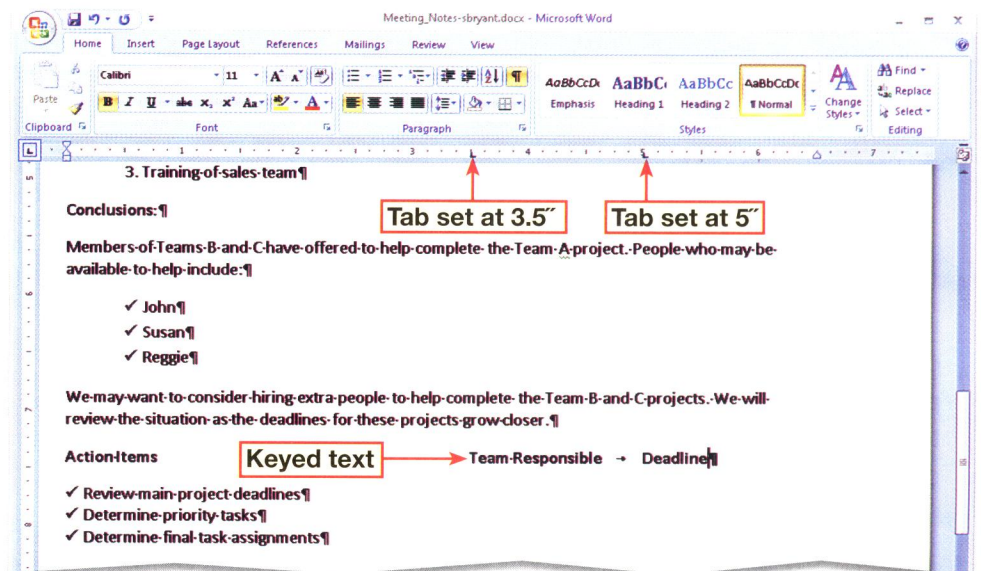


FIGURE 2.26 Left tab set



Step-By-Step

- 8** In the **Tabs** dialog box, under **Tab stop position**, select **3.5"**. Click **Clear** to clear the tab. Under **Tab stop position**, key: **2.5"**. Click **Set**. Click **OK**. Click after the first checked item under **Action Items**. Press

TAB. Key: **Team A**. Press

TAB. Key: **5/5**.

- 9** Click after the second checked item. Press **TAB**. Key: **Team A**. Press **TAB**. Key: **5/10**. Click after the third checked item. Press **TAB**. Key: **Teams A, B, C**. Press **TAB**. Key: **5/15**.

- 10** **iCHECK** Your screen should look like Figure 2.27. Select all header text (from **Action Items** to **Deadline**) and all text under the headers. Choose **Home>Paragraph>Dialog Box Launcher>Tabs**.

- 11** In the **Tabs** dialog box, under **Tab stop position**, select **2.5"** and **5"**. Click **Clear All**. Under **Tab stop position**, key: **3"**. Click **Set**. Under **Tab stop position**, click **5.5"**. Click **Set**. Click **OK**.

- 12** **iCHECK** Your screen should look like Figure 2.28. Hide the ruler. Save and close your file.

➔ Continue to the next exercise.

EXERCISE 2-13 (Continued) Modify and Remove Tabs



FIGURE 2.27 Right tab set to 5"

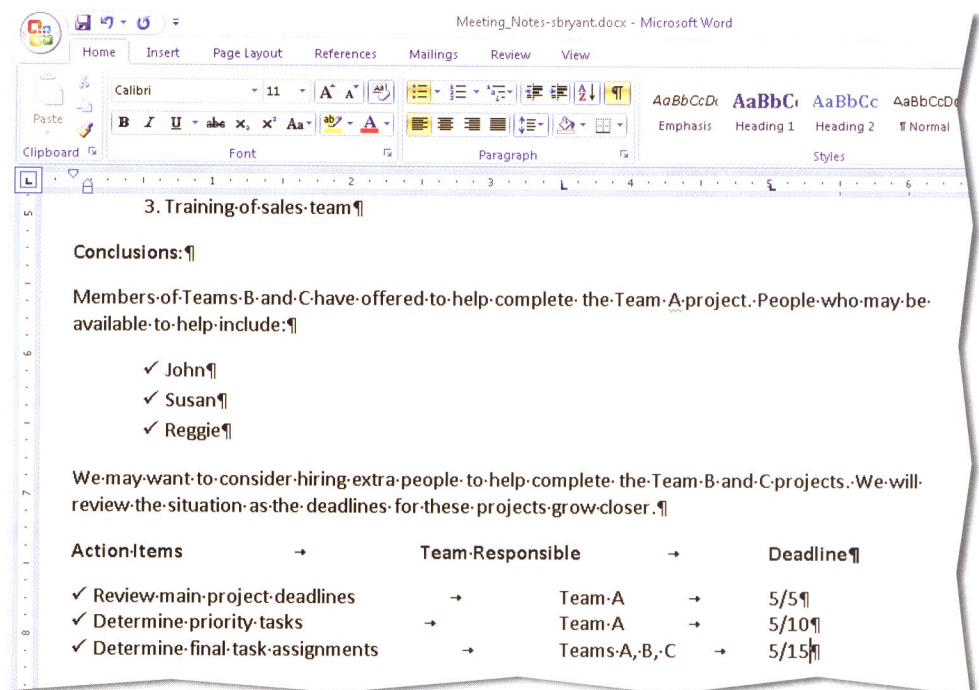
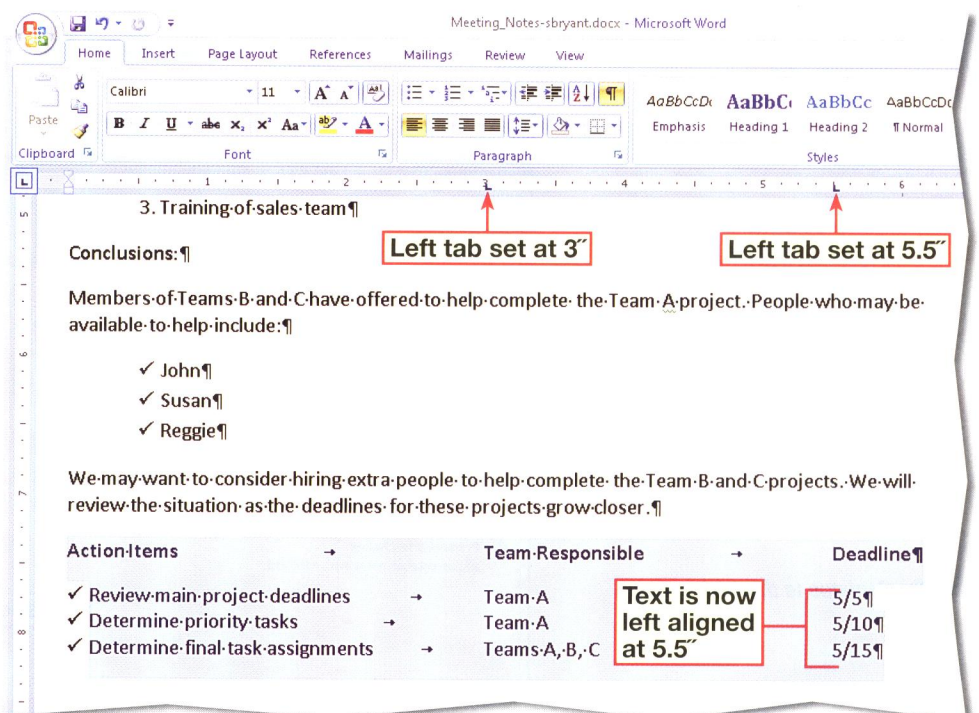


FIGURE 2.28 Left tabs set at 3" and 5.5"



1 Open the data file **Meeting_Outline.docx**. Save as: **Meeting_Outline-[your first initial and last name]**.

2 Select all three paragraphs. Choose **Home>Paragraph>Multilevel List** . Click the box to the right of the **None** box (see Figure 2.29). The document automatically formats.

3 Select the last three lines of the first paragraph. Choose **Home>Paragraph>Increase Indent** .

4 With the last three lines of the first paragraph still selected, choose **Home>Paragraph>Decrease Indent** . Reselect the three lines and click **Increase Indent** .

5 Select the last three lines of the second paragraph. Click **Increase Indent** . Select the last four lines of the third paragraph. Click **Increase Indent** .

6 **!CHECK** Your screen should look like Figure 2.30. With your teacher's permission, print the document. Save and close the file.

Continue to the next exercise.

EXERCISE 2-14 Create an Outline Numbered List

An outline numbered list looks just like an outline that you might create on paper to take notes or to study from. You can subdivide the list into a maximum of nine levels.

FIGURE 2.29 Multilevel List drop-down menu

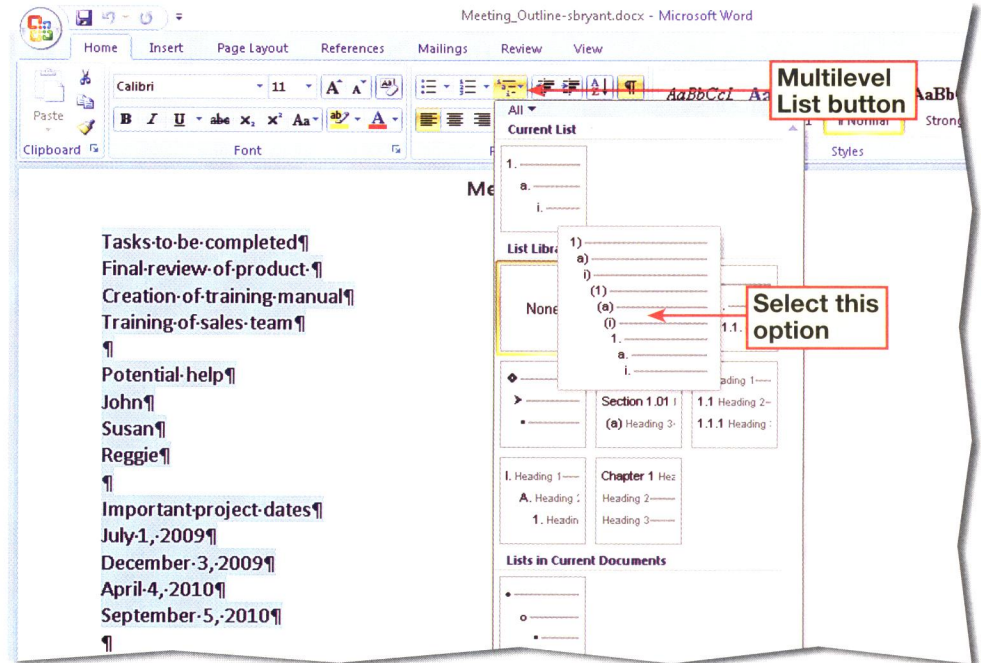
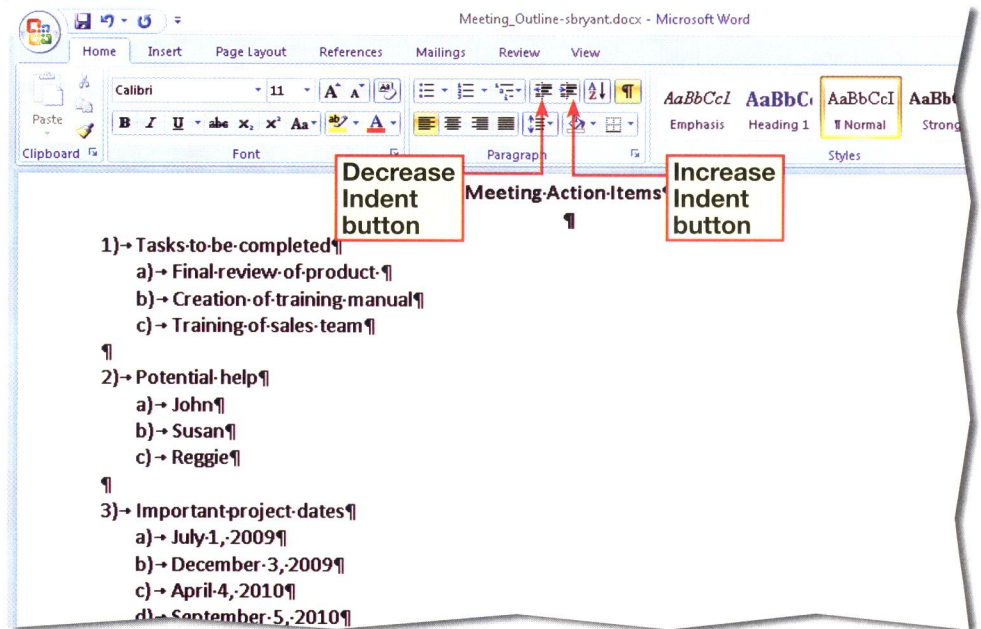


FIGURE 2.30 An outline numbered list



Step-By-Step

- 1 Open the data file **Flyer.docx**. Save as: **Flyer-[your first initial and last name]**.
- 2 Choose **View>Show/Hide>Ruler** to display the ruler. Return to the **Home** tab.
- 3 Select the last line of text in the document. On the ruler, click and drag the **First Line Indent** marker to the **0.5"** mark. Deselect the text.
- 4 **CHECK** Your screen should look like Figure 2.31. Notice that the line of text is now indented. Reselect the line of text.
- 5 Click and drag the **First Line Indent, Left Indent, and Hanging Indent** markers to the **1"** mark.
- 6 Drag the **Right Indent** marker to the **5"** mark. Deselect the text.
- 7 **CHECK** Your screen should look like Figure 2.32.
- 8 Save your file.

➔ Continue to the next exercise.

EXERCISE 2-15 Set Indents Using the Ruler



An **indent** is the space between the margin and the text. A first line indent moves the first line of a paragraph in and is often used to set off a new paragraph. A left indent moves the left edge of an entire paragraph in. A right indent moves the right edge of a paragraph. A hanging indent moves the second line in a paragraph and then aligns the next lines below it.

FIGURE 2.31 Indent markers on the ruler

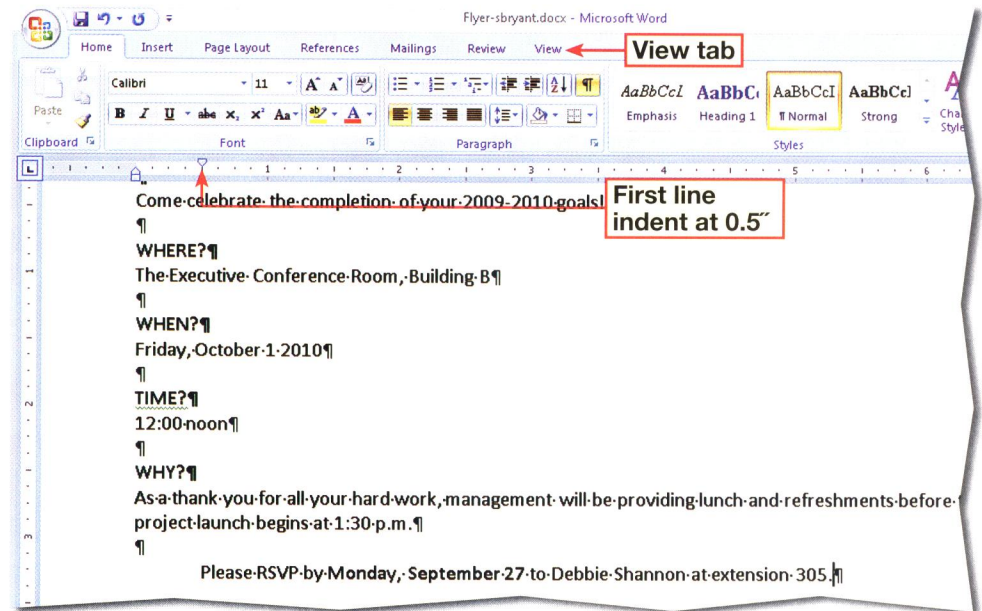
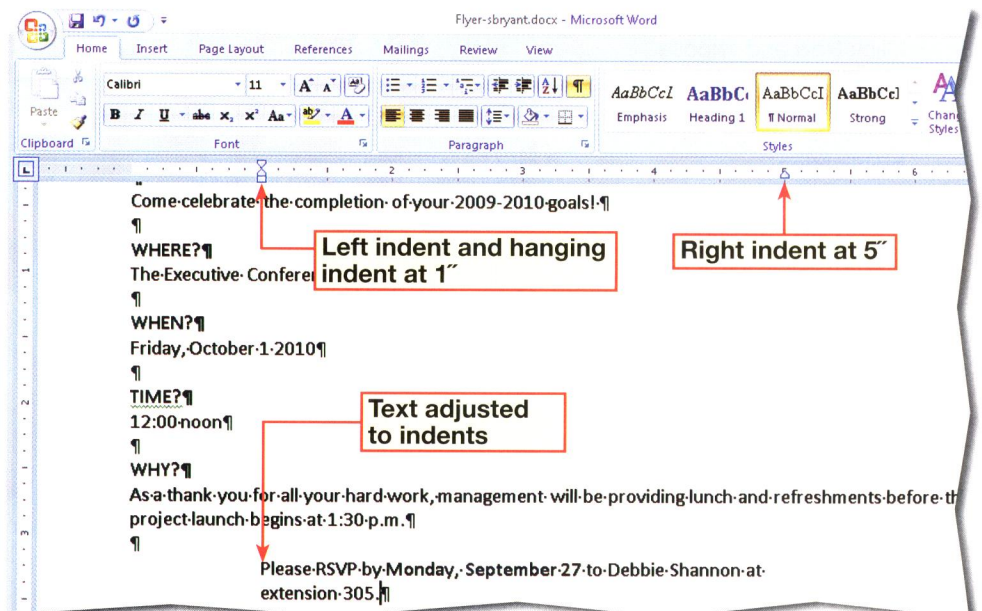


FIGURE 2.32 Set margins and indents using the ruler



Step-By-Step

- 1 In your **Flyer** file, select the last line of text.
 - 2 Choose **Page Layout>Page Background>Page Borders**. The **Borders and Shading** dialog box opens.
 - 3 Click the **Borders** tab. Under **Setting**, click **Box**. Under **Style**, click the solid line.
 - 4 Under **Color**, select **Red**. Under **Width**, click **3 pt**.
 - 5 In the **Preview** box, click **Bottom Border** (see Figure 2.33).
 - 6 Click the **Shading** tab. Under **Fill**, select **Yellow**. Click **OK**.
 - 7 Click the **Home>Paragraph>Border** drop-down arrow. Click **Outside Border**.
 - 8 Choose **Home>Paragraph>Justify**. Deselect the text.
 - 9 **CHECK** Your screen should look like Figure 2.34.
 - 10 Save your file.
- Continue to the next exercise.

EXERCISE 2-16

Add Borders and Shading to Text

To make text stand out, you can add a border or shading. A border can be a single line or a box that frames text. Shading adds color or a pattern to the background of text.

FIGURE 2.33 Borders and Shading dialog box

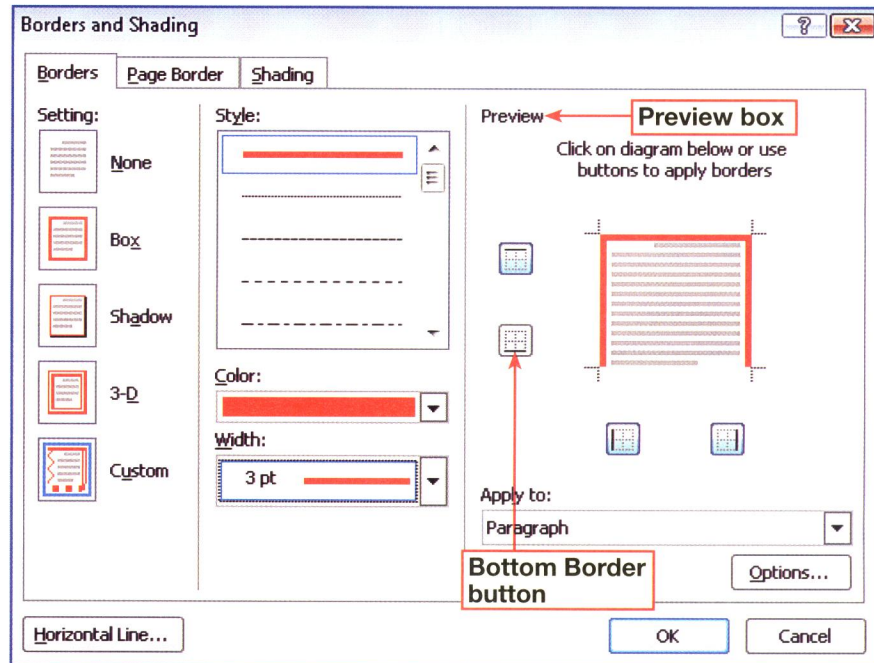
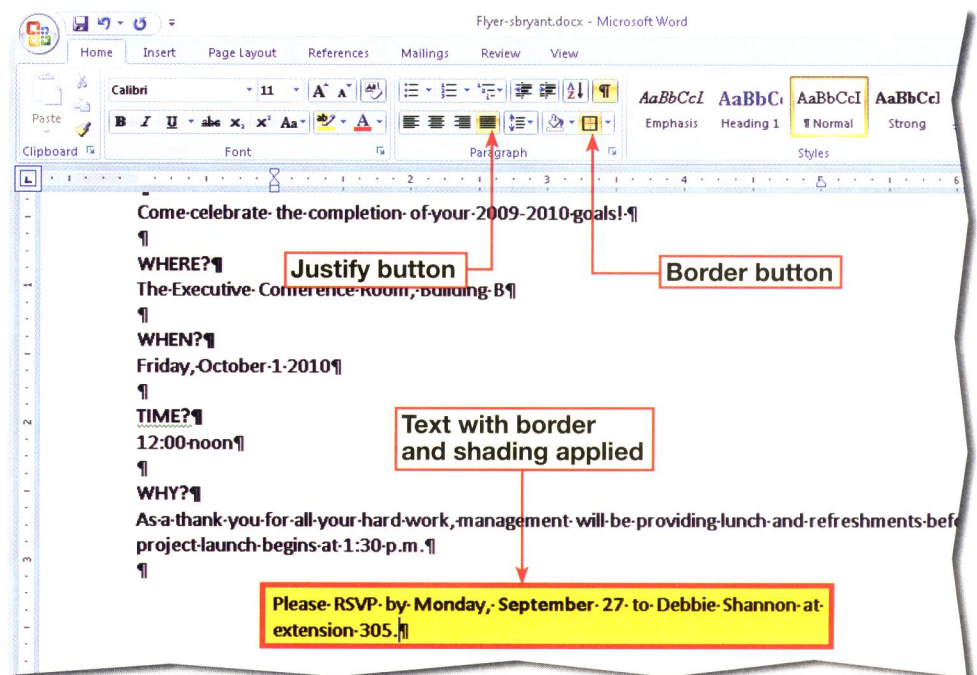




FIGURE 2.34 Text with border and shading applied



Step-By-Step

- 1 In your **Flyer** file, click the **View Ruler** button  on the vertical scrollbar to close the rulers.
- 2 Select **We Did It!**. Change the **Font** to **Calibri**. Change the **Font Size** to **20 pt.**
- 3 Choose **Home>Font Dialog Box Launcher**. Select the **Character Spacing** tab.
- 4 In the **Scale** window, delete the setting that is displayed. Key: **125%**.
- 5 In the **Spacing** window, select **Expanded**. In the **By** box, key: **3 pt.**
- 6 **CHECK** Your dialog box should look like Figure 2.35. Click **OK**.
- 7 Select the text **We Did It!**. Choose **Home>Paragraph>Center** .
- 8 **CHECK** Your screen should look like Figure 2.36. Save your file.

 Continue to the next exercise.

EXERCISE 2-17

Modify Character Spacing and Scale

Changing the spacing between characters in your document makes text more attractive and easier to read. **Scale** changes the size of a character. Scaling text more than 100 percent will stretch the text. Scaling text less than 100 percent will compress it.

FIGURE 2.35 Character Spacing in the Font dialog box

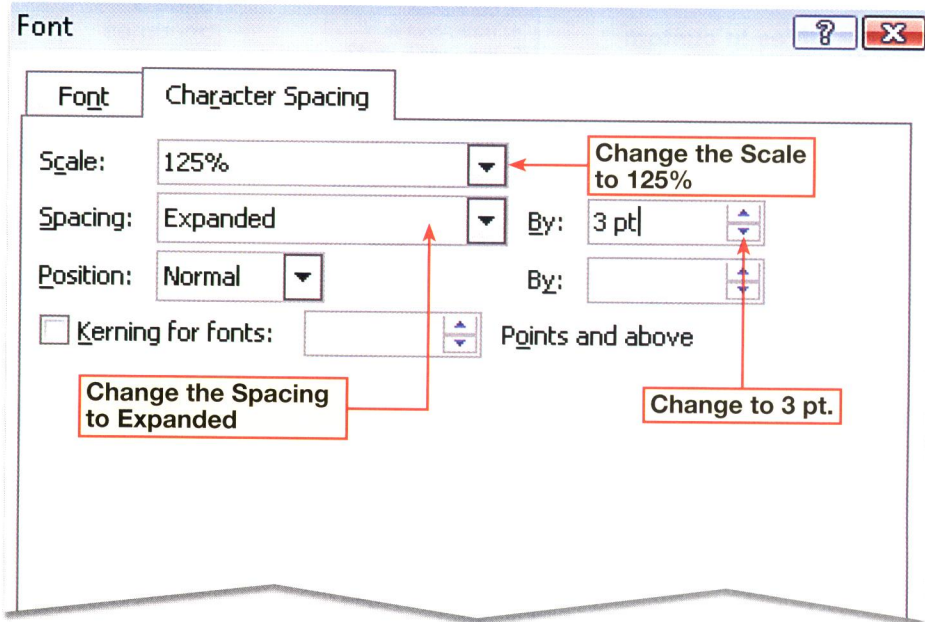
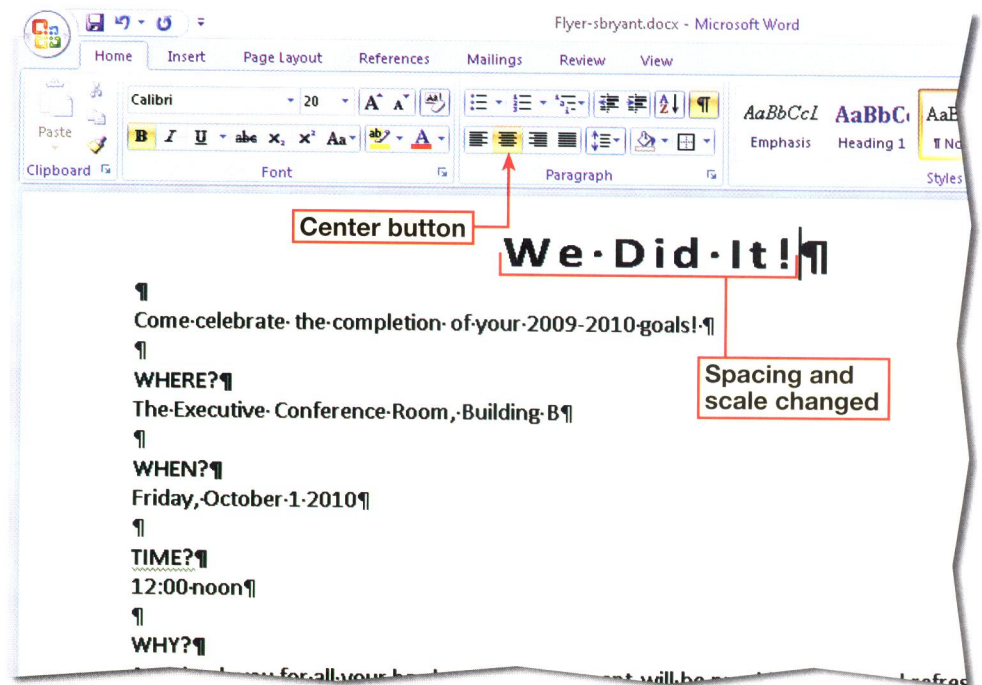



FIGURE 2.36 Modified character spacing and scale



Step-By-Step

- 1 In your **Flyer** file, select the heading **WHERE?**.
- 2 In **Home>Styles**, click the **More** arrow  to open the **Quick Styles** gallery.
- 3 Move your pointer over the style options. **Live Preview** allows you to see how the title in your document would change (see Figure 2.37).
- 4 Click the **Emphasis** style to apply it to your heading.
- 5 Select the heading **WHEN?**. Repeat Step 4.
- 6 Repeat Step 4 for the remaining two headings, **TIME?** and **WHY?**.
- 7 Select the headings **WHERE?**, **WHEN?**, **TIME?**, and **WHY?** and format them **Bold**.
- 8 **CHECK** Your screen should look like Figure 2.38. Save your file.

Troubleshooter

The Style Set shown here is the program default. The styles displayed on your screen may look different than the figure.

EXERCISE 2-18

Apply Quick Styles to a Document

Word 2007 has a feature called **Quick Styles**, which lets you easily apply new styles to text. The styles are grouped in sets so that colors and formats create a design with a unified look. Creating a uniform, professional appearance in your documents with Quick Styles can help make the document easier to **analyze**, or study.

FIGURE 2.37 Preview the style options in the Quick Styles gallery

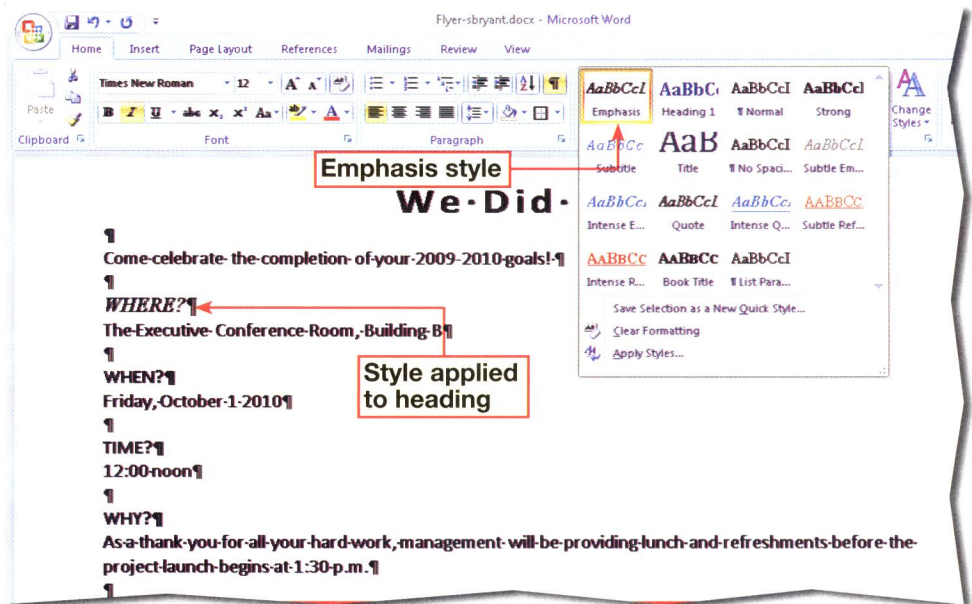
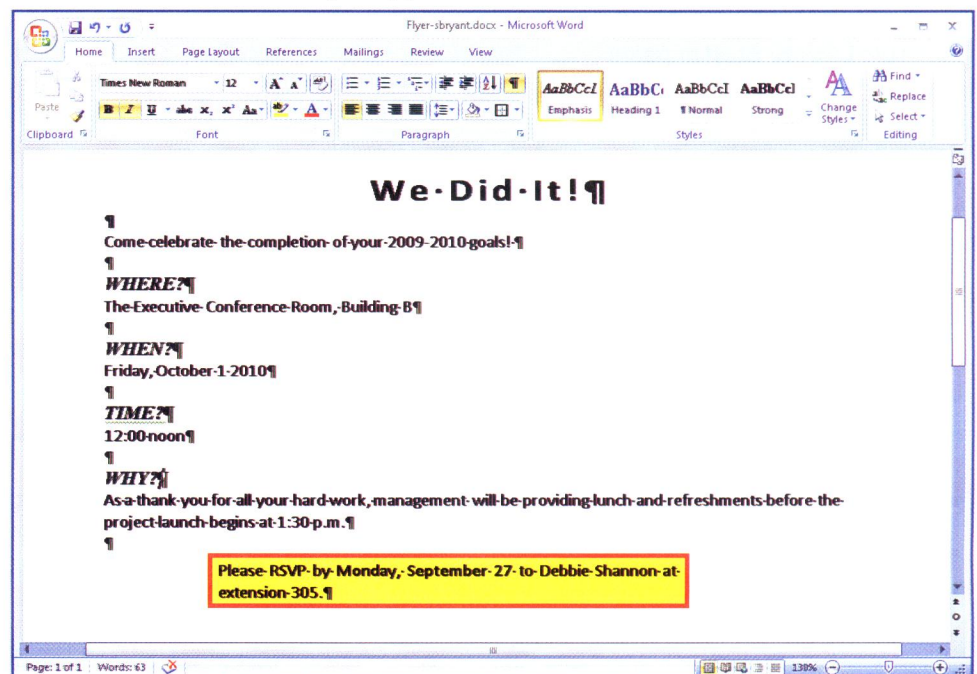



FIGURE 2.38 The Quick Styles applied to the text



Step-By-Step

- 1 In your **Flyer** file, choose **Home>Styles>Change Styles>Style Set**. A drop-down menu appears.
- 2 Move your pointer over the different style set options to see how they look in your document. Choose **Modern** (see Figure 2.39).
- 3 Click **Change Styles**. Choose **Colors**.
- 4 Choose **Aspect**.
- 5 Select the document title. Click the **Font Color**  drop-down arrow.
- 6 Use the **Color** menu ScreenTips to choose **dark green, accent 4**.
- 7 **iCHECK** Your screen should look like Figure 2.40. Save and close your file.

You Should Know

Quick Styles can help format various assignments. For example, if you are writing a term paper, use Quick Styles to format the headings in the document and allow the reader to see each section clearly.

EXERCISE 2-19

Change the Style Set and Color Themes

The Quick Styles options displayed on your ribbon and the Quick Styles gallery can change depending on the style set that you are using. Each style set offers a different combination of fonts, formats, and colors that are designed to be used together to give your document a distinct look. You can further modify the styles by changing the color theme.

FIGURE 2.39 Preview the Style Set options

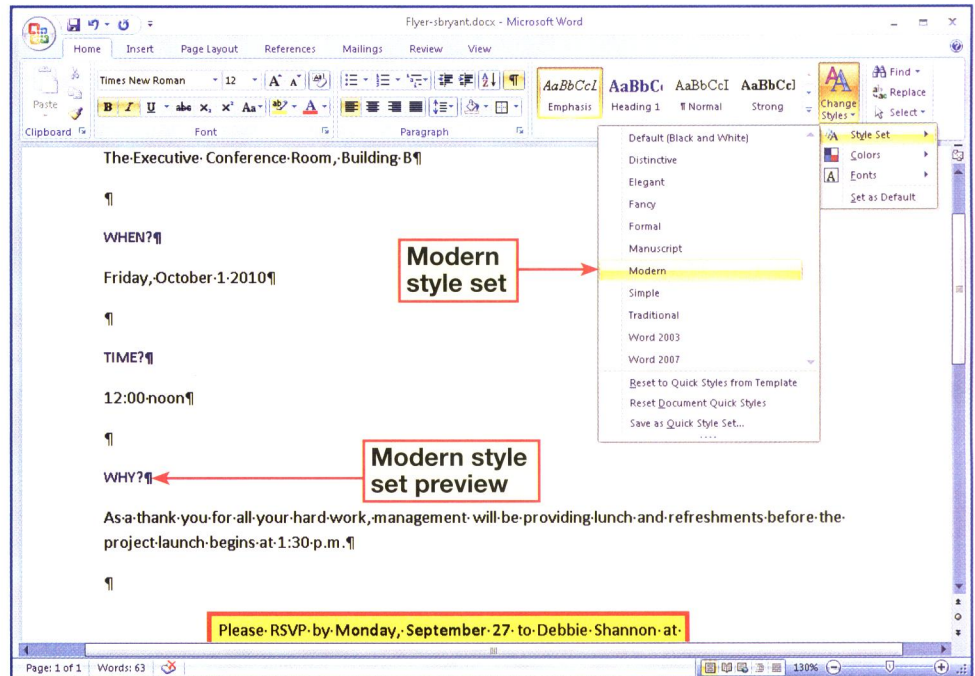


FIGURE 2.40 The Style Set applied to the text

