Microsoft® Office 2010 Advanced

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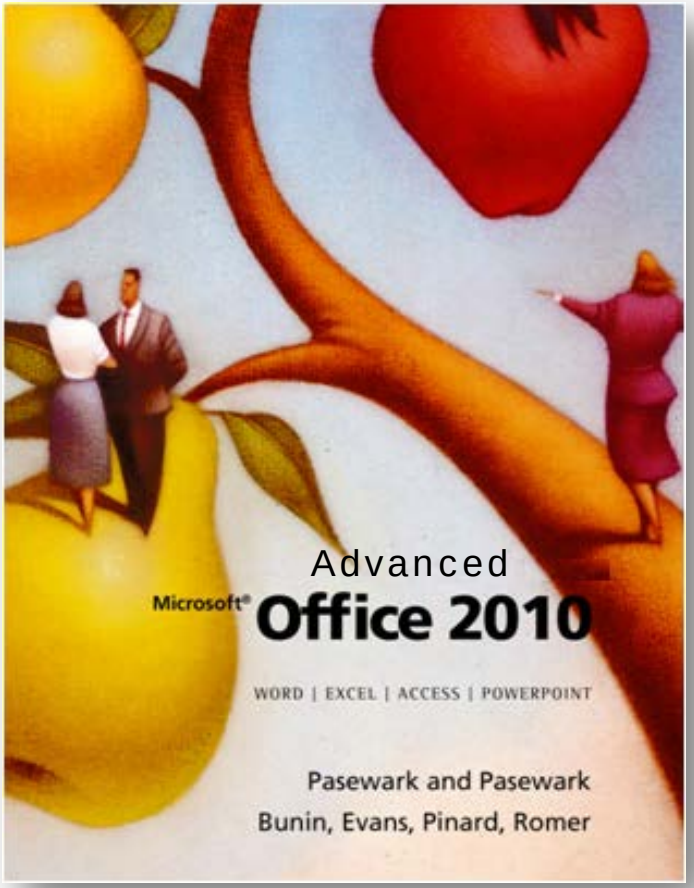

The Pedagogical Approach

- Introductory coverage of Microsoft Office 2010 application skills
- Concept behind each skill is presented before steps
- Step-by-step instruction – offers hands-on practice
- Screenshot reinforcement for steps provides visual aspect
- Marginal boxes provide extra insight on the topic at hand
- End-of-lesson review questions, projects, and critical thinking activities allow users to practice what they have learned

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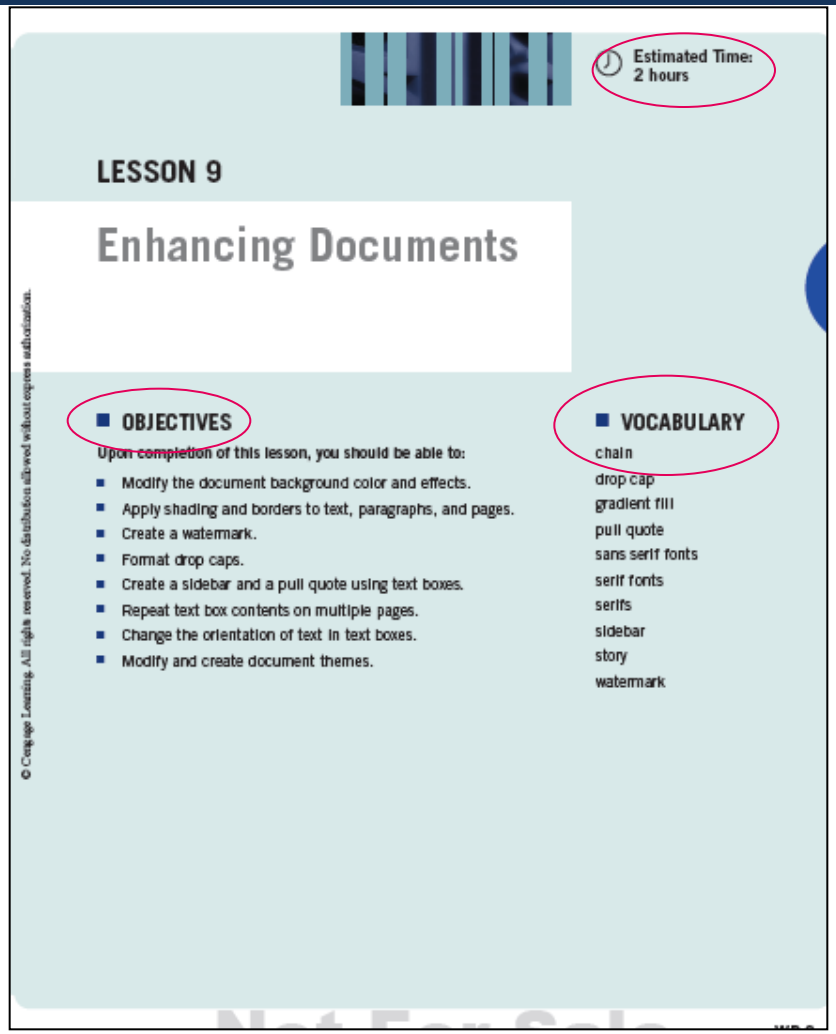
Lesson Opener

Each Lesson opens with **Objectives,** a list of **Vocabulary** words, and **Estimated Completion Time**



Estimated Time: 2 hours

LESSON 9

Enhancing Documents

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OBJECTIVES

Upon completion of this lesson, you should be able to:

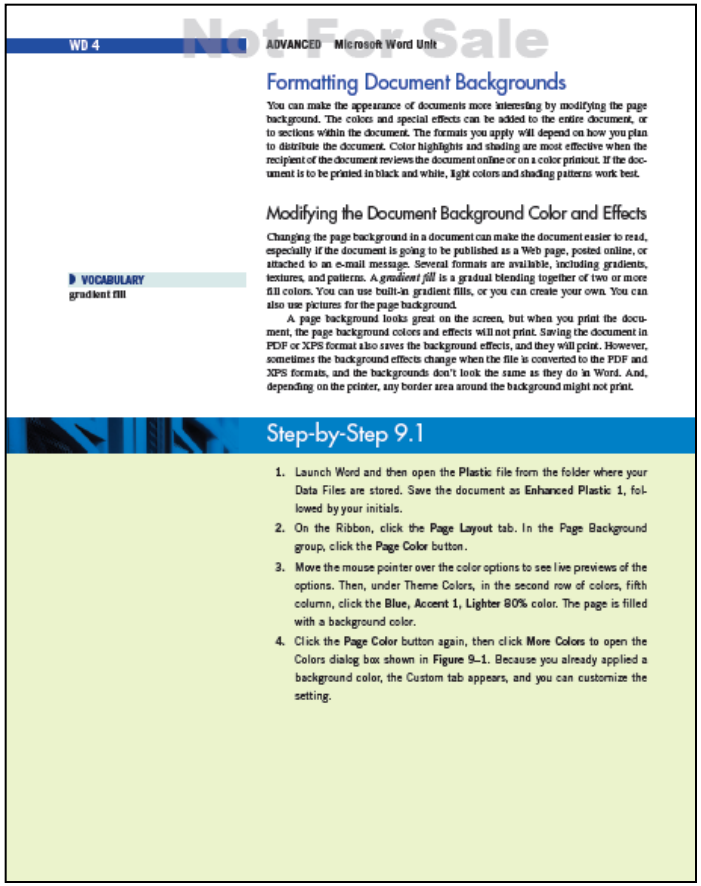
- Modify the document background color and effects.
- Apply shading and borders to text, paragraphs, and pages.
- Create a watermark.
- Format drop caps.
- Create a sidebar and a pull quote using text boxes.
- Repeat text box contents on multiple pages.
- Change the orientation of text in text boxes.
- Modify and create document themes.

VOCABULARY

chain
drop cap
gradient fill
pull quote
sans serif fonts
serif fonts
serifs
sidebar
story
watermark

Introduction of Concepts

Each concept is introduced before the step-by-step instructions.



WD 4 ADVANCED Microsoft Word Unit

Not For Sale

Formatting Document Backgrounds

You can make the appearance of documents more interesting by modifying the page background. The colors and special effects can be added to the entire document, or to sections within the document. The formats you apply will depend on how you plan to distribute the document. Color highlights and shading are most effective when the recipient of the document reviews the document online or on a color printout. If the document is to be printed in black and white, light colors and shading patterns work best.

Modifying the Document Background Color and Effects

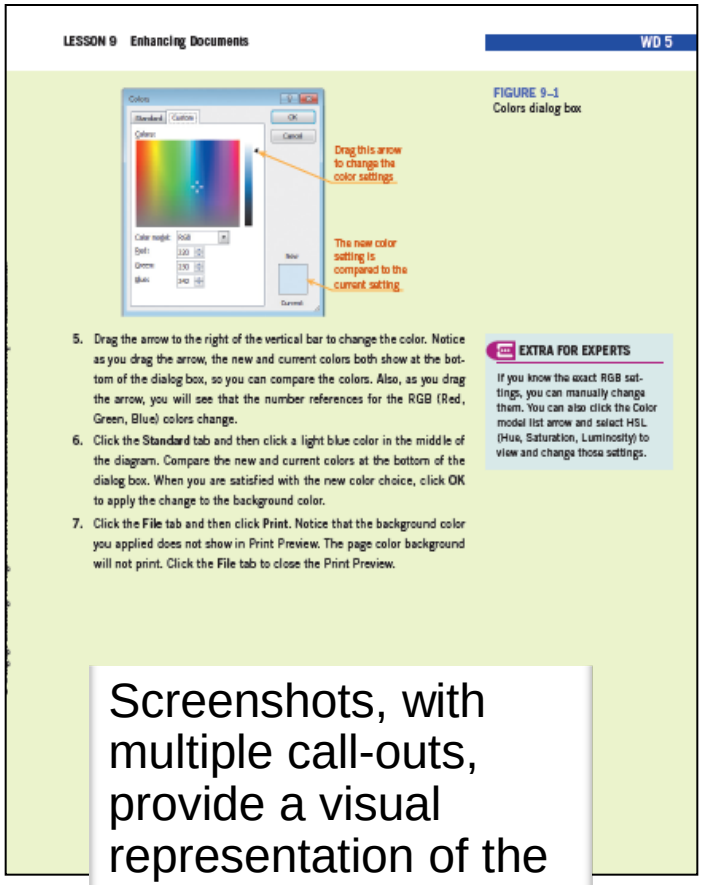
VOCABULARY
gradient fill

Changing the page background in a document can make the document easier to read, especially if the document is going to be published as a Web page, posted online, or attached to an e-mail message. Several formats are available, including gradients, textures, and patterns. A *gradient fill* is a gradual blending together of two or more fill colors. You can use built-in gradient fills, or you can create your own. You can also use pictures for the page background.

A page background looks great on the screen, but when you print the document, the page background colors and effects will not print. Saving the document in PDF or XPS format also saves the background effects, and they will print. However, sometimes the background effects change when the file is converted to the PDF and XPS formats, and the backgrounds don't look the same as they do in Word. And, depending on the printer, any border area around the background might not print.

Step-by-Step 9.1

1. Launch Word and then open the **Plastic** file from the folder where your Data Files are stored. Save the document as **Enhanced Plastic 1**, followed by your initials.
2. On the Ribbon, click the **Page Layout** tab. In the Page Background group, click the **Page Color** button.
3. Move the mouse pointer over the color options to see live previews of the options. Then, under Theme Colors, in the second row of colors, fifth column, click the **Blue, Accent 1, Lighter 80%** color. The page is filled with a background color.
4. Click the **Page Color** button again, then click **More Colors** to open the Colors dialog box shown in **Figure 9–1**. Because you already applied a background color, the Custom tab appears, and you can customize the setting.



LESSON 9 Enhancing Documents WD 5

FIGURE 9–1
Colors dialog box

5. Drag the arrow to the right of the vertical bar to change the color. Notice as you drag the arrow, the new and current colors both show at the bottom of the dialog box, so you can compare the colors. Also, as you drag the arrow, you will see that the number references for the RGB (Red, Green, Blue) colors change.
6. Click the **Standard** tab and then click a light blue color in the middle of the diagram. Compare the new and current colors at the bottom of the dialog box. When you are satisfied with the new color choice, click **OK** to apply the change to the background color.
7. Click the **File** tab and then click **Print**. Notice that the background color you applied does not show in Print Preview. The page color background will not print. Click the **File** tab to close the Print Preview.

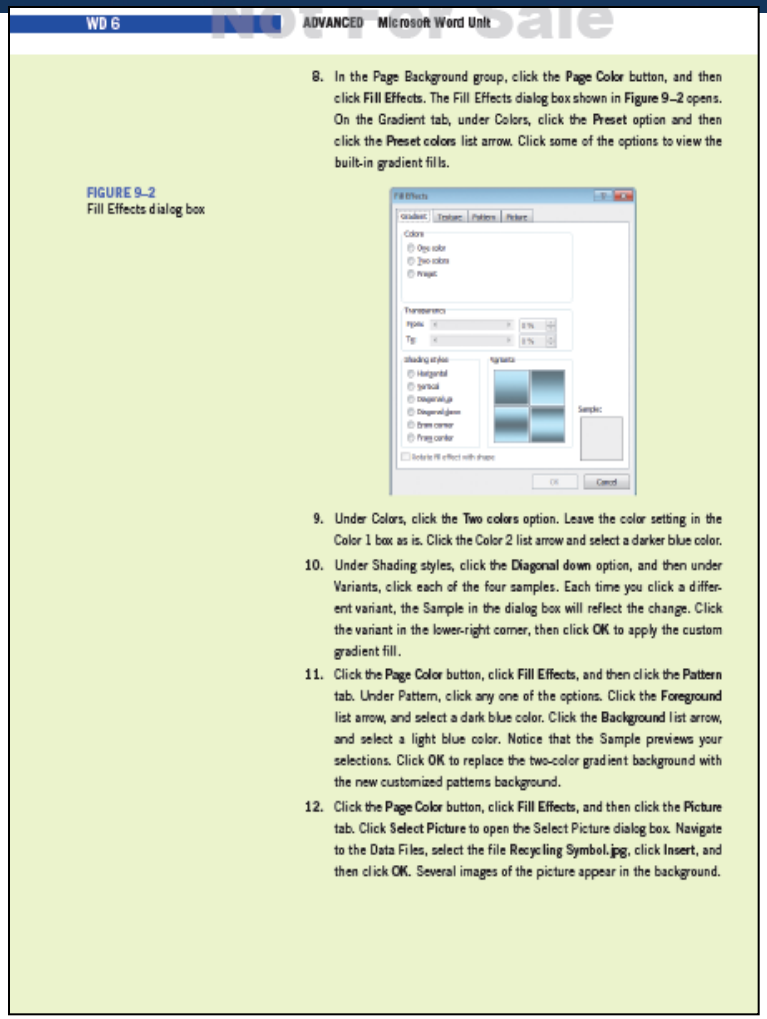
EXTRA FOR EXPERTS

If you know the exact RGB settings, you can manually change them. You can also click the Color model list arrow and select HSL (Hue, Saturation, Luminosity) to view and change those settings.

Screenshots, with multiple call-outs, provide a visual representation of the task the steps will cover.

Step-by-Step Instruction

Step-by-Step instructions walk students through the skill being introduced



WD 6 ADVANCED Microsoft Word Unit

Not for Sale

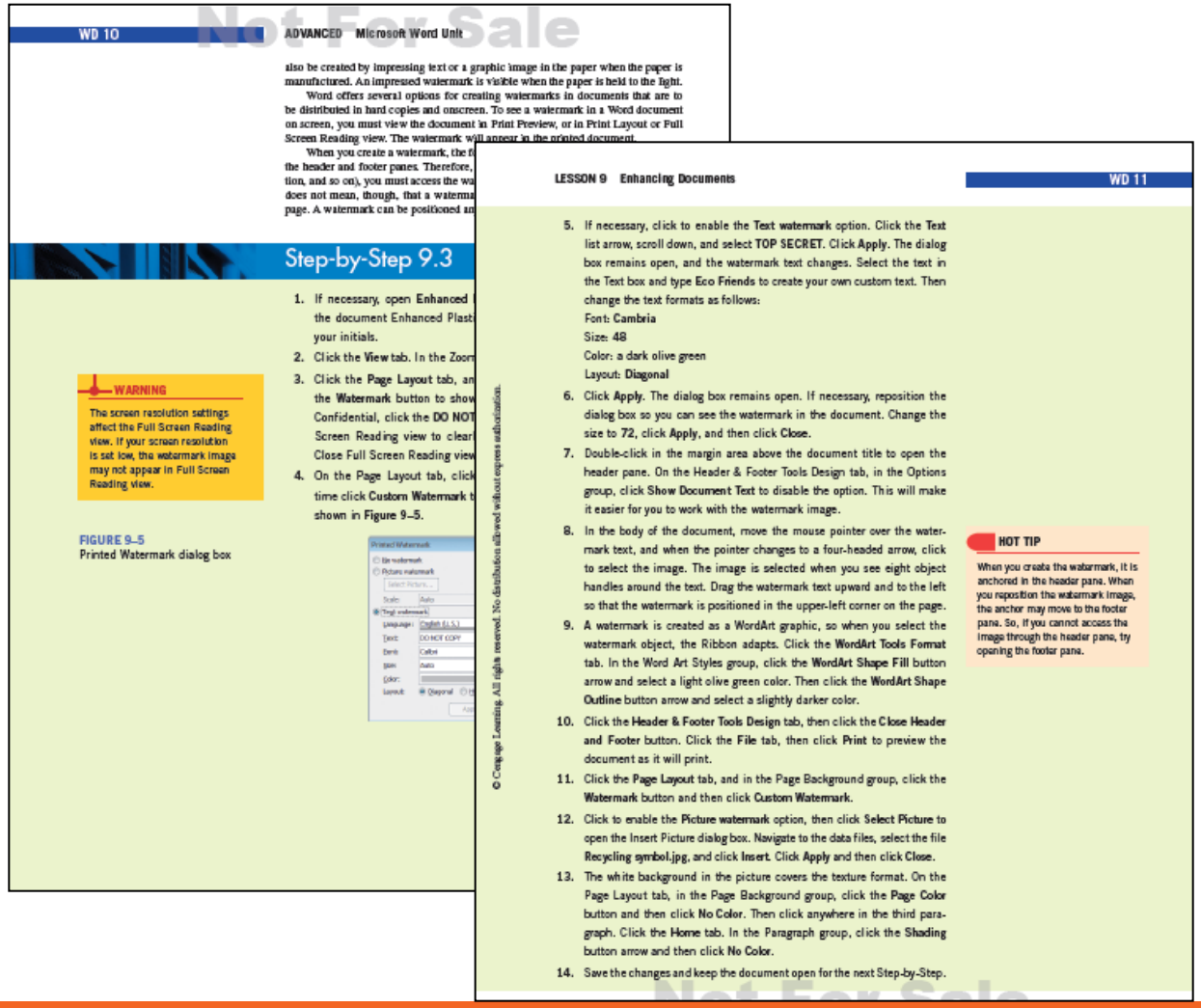
8. In the Page Background group, click the **Page Color** button, and then click **Fill Effects**. The Fill Effects dialog box shown in **Figure 9–2** opens. On the Gradient tab, under Colors, click the **Preset** option and then click the **Preset colors** list arrow. Click some of the options to view the built-in gradient fills.

FIGURE 9–2
Fill Effects dialog box

9. Under Colors, click the **Two colors** option. Leave the color setting in the Color 1 box as is. Click the Color 2 list arrow and select a darker blue color.
10. Under Shading styles, click the **Diagonal down** option, and then under Variants, click each of the four samples. Each time you click a different variant, the Sample in the dialog box will reflect the change. Click the variant in the lower-right corner, then click **OK** to apply the custom gradient fill.
11. Click the **Page Color** button, click **Fill Effects**, and then click the **Pattern** tab. Under Pattern, click any one of the options. Click the **Foreground** list arrow, and select a dark blue color. Click the **Background** list arrow, and select a light blue color. Notice that the Sample previews your selections. Click **OK** to replace the two-color gradient background with the new customized patterns background.
12. Click the **Page Color** button, click **Fill Effects**, and then click the **Picture** tab. Click **Select Picture** to open the Select Picture dialog box. Navigate to the Data Files, select the file **Recycling Symbol.jpg**, click **Insert**, and then click **OK**. Several images of the picture appear in the background.

Screenshots reinforce the step-by-step instruction, showing students what they should see on their screen

Marginal Elements



WD 10 ADVANCED Microsoft Word Unit

also be created by impressing text or a graphic image in the paper when the paper is manufactured. An impressed watermark is visible when the paper is held to the light.

Word offers several options for creating watermarks in documents that are to be distributed in hard copies and onscreen. To see a watermark in a Word document on screen, you must view the document in Print Preview, or in Print Layout or Full Screen Reading view. The watermark will appear in the printed document.

Step-by-Step 9.3

WARNING

The screen resolution settings affect the Full Screen Reading view. If your screen resolution is set low, the watermark image may not appear in Full Screen Reading view.

FIGURE 9–5
Printed Watermark dialog box

LESSON 9 Enhancing Documents WD 11

5. If necessary, click to enable the **Text watermark** option. Click the **Text** list arrow, scroll down, and select **TOP SECRET**. Click **Apply**. The dialog box remains open, and the watermark text changes. Select the text in the Text box and type **Eco Friends** to create your own custom text. Then change the text formats as follows:
   Font: **Cambria**
   Size: **48**
   Color: a dark olive green
   Layout: **Diagonal**
6. Click **Apply**. The dialog box remains open. If necessary, reposition the dialog box so you can see the watermark in the document. Change the size to **72**, click **Apply**, and then click **Close**.
7. Double-click in the margin area above the document title to open the header pane. On the Header & Footer Tools Design tab, in the Options group, click **Show Document Text** to disable the option. This will make it easier for you to work with the watermark image.
8. In the body of the document, move the mouse pointer over the watermark text, and when the pointer changes to a four-headed arrow, click to select the image. The image is selected when you see eight object handles around the text. Drag the watermark text upward and to the left so that the watermark is positioned in the upper-left corner on the page.
9. A watermark is created as a WordArt graphic, so when you select the watermark object, the Ribbon adapts. Click the **WordArt Tools Format** tab. In the Word Art Styles group, click the **WordArt Shape Fill** button arrow and select a light olive green color. Then click the **WordArt Shape Outline** button arrow and select a slightly darker color.
10. Click the **Header & Footer Tools Design** tab, then click the **Close Header and Footer** button. Click the **File** tab, then click **Print** to preview the document as it will print.
11. Click the **Page Layout** tab, and in the Page Background group, click the **Watermark** button and then click **Custom Watermark**.
12. Click to enable the **Picture watermark** option, then click **Select Picture** to open the Insert Picture dialog box. Navigate to the data files, select the file **Recycling symbol.jpg**, and click **Insert**. Click **Apply** and then click **Close**.
13. The white background in the picture covers the texture format. On the Page Layout tab, in the Page Background group, click the **Page Color** button and then click **No Color**. Then click anywhere in the third paragraph. Click the **Home** tab. In the Paragraph group, click the **Shading** button arrow and then click **No Color**.
14. Save the changes and keep the document open for the next Step-by-Step.

HOT TIP

When you create the watermark, it is anchored in the header pane. When you reposition the watermark image, the anchor may move to the footer pane. So, if you cannot access the image through the header pane, try opening the footer pane.

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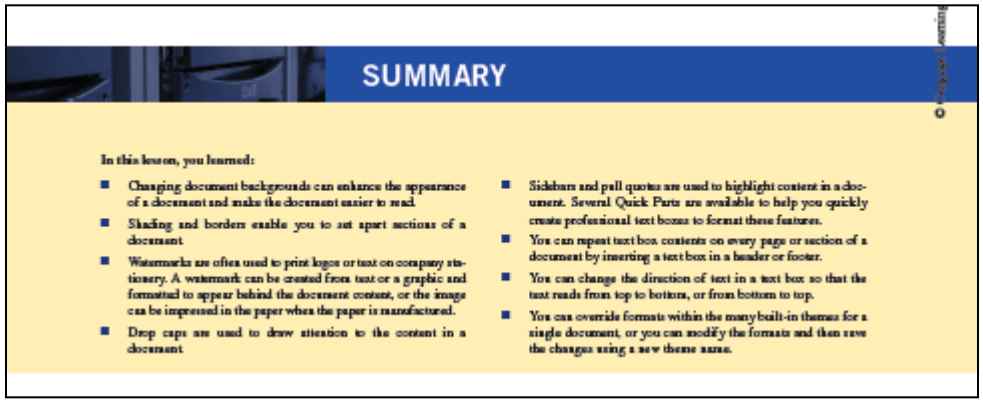
Warning boxes provide students with helpful information regarding a situation they might come across during the exercise

Hot Tip boxes give students tips on how to complete a task associated with the exercise

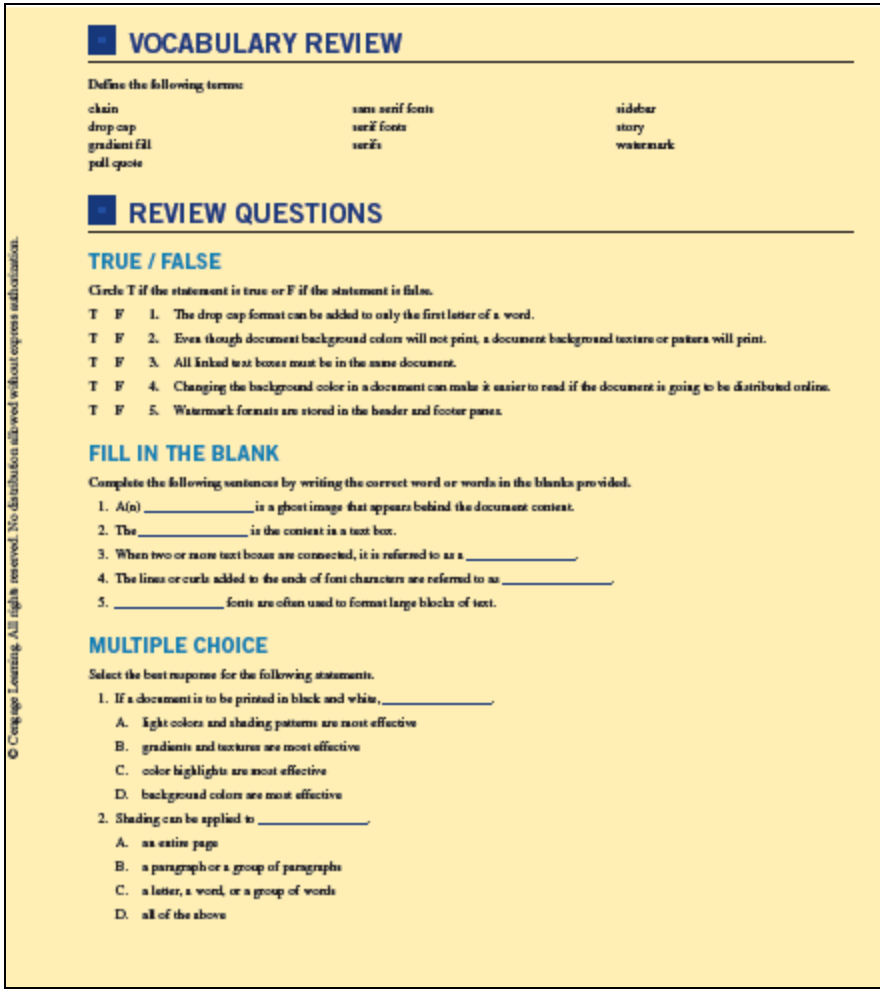
End of Lesson Exercises



SUMMARY

In this lesson, you learned:

- Changing document backgrounds can enhance the appearance of a document and make the document easier to read.
- Shading and borders enable you to set apart sections of a document.
- Watermarks are often used to print logos or text on company stationery. A watermark can be created from text or a graphic and formatted to appear behind the document content, or the image can be impressed in the paper when the paper is manufactured.
- Drop caps are used to draw attention to the content in a document.
- Sidebars and pull quotes are used to highlight content in a document. Several Quick Parts are available to help you quickly create professional text boxes to format these features.
- You can repeat text box contents on every page or section of a document by inserting a text box in a header or footer.
- You can change the direction of text in a text box so that the text reads from top to bottom, or from bottom to top.
- You can override formats within the many built-in themes for a single document, or you can modify the formats and then save the changes using a new theme name.



VOCABULARY REVIEW

Define the following terms:

chain
drop cap
gradient fill
pull quote
sans serif fonts
serif fonts
serifs
sidebar
story
watermark

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

T F 1. The drop cap format can be added to only the first letter of a word.
T F 2. Even though document background colors will not print, a document background texture or pattern will print.
T F 3. All linked text boxes must be in the same document.
T F 4. Changing the background color in a document can make it easier to read if the document is going to be distributed online.
T F 5. Watermark formats are stored in the header and footer panes.

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

1. A(n) _____ is a ghost image that appears behind the document content.
2. The _____ is the content in a text box.
3. When two or more text boxes are connected, it is referred to as a _____.
4. The lines or curls added to the ends of font characters are referred to as _____.
5. _____ fonts are often used to format large blocks of text.

MULTIPLE CHOICE

Select the best response for the following statements.

1. If a document is to be printed in black and white, _____.
   A. light colors and shading patterns are most effective
   B. gradients and textures are most effective
   C. color highlights are most effective
   D. background colors are most effective
2. Shading can be applied to _____.
   A. an entire page
   B. a paragraph or a group of paragraphs
   C. a letter, a word, or a group of words
   D. all of the above

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Each Lesson ends with a **Summary, Vocabulary Review,** and **Review Questions** (T/F, Multiple Choice, Fill in the Blank)

End of Lesson Projects

PROJECT 9–2

Your boss asked you to format content for a flyer that will be distributed in the local community. To be effective, the flyer needs to be attractive and easy to read.

1. Open the Trees file from the folder where your Data Files are stored. Save the document as Enhanced Trees, followed by your initials.
2. Center the title and change the font style and font size so that the title is much bigger, but not so big that it wraps to a second line.
3. Change the title to a serif font. (*Hint:* See Table 9–1.)
4. Format a box border around the title text, using a line style and color of your choice. Then add a shade to the paragraph, using a color that complements the border color. If necessary, change the font color of the title text so it complements the shading and border.
5. Format the first word in the first paragraph as a drop cap, using the dropped option. Adjust the number of drop lines to 2 and change the distance from the text to .2". Change the drop cap font to a font style of your choice (a serif font is recommended), and then change the font color so it complements the colors in the title.
6. Repeat the drop cap formats for the first word in each of the two remaining paragraphs.
7. Format the last paragraph with an outline border, using a border style and color of your choice.
8. This document needs approval before it is published and distributed, so you need to make sure anyone who sees it knows that it is a draft copy. Choose a text watermark from the built-in options, or create your own custom watermark.
9. Position the watermark near the bottom of the document, and apply a shape outline to make the watermark more noticeable.
10. Save the changes and close the document.

PROJECT 9–3

1. Open the Lead Out file from the folder where your Data Files are stored. Save the document as Enhanced Lead Out 1, followed by your initials.
2. Click anywhere in the second paragraph and insert the Motion Sidebar text box from the Building Blocks Organizer.
3. Format the sidebar text box so the height is 3.5" and the width is 2". Position the text box in the lower-right corner of the first page.
4. Copy the text box to the Clipboard, click anywhere in the middle of the second page of the document, and paste the text box.
5. Link the text box on the first page so the text will flow to the text box on the second page. Be sure to delete the content in the text box placeholder before you create the link.
6. Cut the entire first paragraph to the Clipboard, then paste the text in the sidebar text box. The story will flow to the second text box.
7. Deselect the text boxes, then select the text box on the second page and adjust the height so it is big enough to show the entire story. Position the text box in the upper-left corner of the second page, and if necessary, adjust the font size and font color.
8. Click in the first sentence of the second paragraph under the heading *Health Risks*. Open the Building Blocks Organizer and insert the Exposure Quote text box. Format the text box size so that it is approximately 1" high and 2" wide.
9. Position the text box where it fits best near the heading *Health Risks*, based on the text box design. Type the following excerpt in the text box. Adjust the text box size if necessary so that all the pull quote text fits. If necessary, adjust the font size and font color:

   Lead poisoning is the most common environmental illness in children.
10. At the end of the document, select the heading *Prevention of Lead Poisoning* and all of the bulleted items below the heading. Apply a paragraph shading and an outside border that complements the color theme for the sidebars and the pull quote.
11. Apply a border to the title at the top of the document using a border setting, style, and color of your choice. If desired, add a shading format to the title. If necessary, or if it makes the document attractive, adjust the font size and font color.
12. Check to make sure all the text in the sidebar text boxes and the pull quote text box are visible. If necessary, adjust the height of the text boxes. Check the flow of text from one page to the next. Make sure the headings stay with the first paragraph below them, and make line spacing adjustments as needed to keep content together so that it is easier to read.
13. Save the changes, and keep the document open for the next project.

End-of-Lesson **Projects** provide students with hands-on practice with the skills they have learned in the chapter within a variety of scenarios.

Critical Thinking Activities

PROJECT 9–4

1. If necessary, open Enhanced Lead Out 1 from your solution files. Save the document Enhanced Lead Out 1 as Enhanced Lead Out 2, followed by your initials.
2. Change the margin settings to 1" top and bottom and 1.25" left and right.
3. Format a text box in the header pane so it will appear on every page. In the text box, type HEALTH WATCH. Change the font size to 28 point and change the font color to one that fits in with the current theme colors.
4. Change the text orientation so that the text reads from bottom to top, then resize the text box to show all of the text. The width of the text box should be no more than .7".
5. Position the text box about halfway down the page in the left margin. Remove the outline from the text box shape.
6. Apply a new theme to the document.
7. Modify one or more color formats in the document, such as changing shading to a darker color. Do not make any changes to an existing theme, and do not create a new theme.
8. Check to make sure all the text in the sidebar text boxes and the pull quote text box are visible. If necessary, adjust the height of the text box. Check the flow of text from one page to the next. Make sure the headings stay with the first paragraph below them, and make line spacing adjustments as needed to keep content together so that it is easier to read. Also check that the *Health Watch* text box is visible on all pages.
9. Save the changes and close the document.

CRITICAL THINKING

ACTIVITY 9–1

Open a new blank document. Type =rand(2,2) and then press Enter to create some sample text. Select the first paragraph of text and apply a serif font. Then select the second paragraph of text and apply a sans serif font. (*Hint*: See Table 9–1.) If necessary, increase the font sizes of both paragraphs of text so you can compare the ends of the characters. Describe the differences you see in the two types of fonts. Also comment on which font type you prefer and whether you find one font type easier to read than the other.

ACTIVITY 9–2

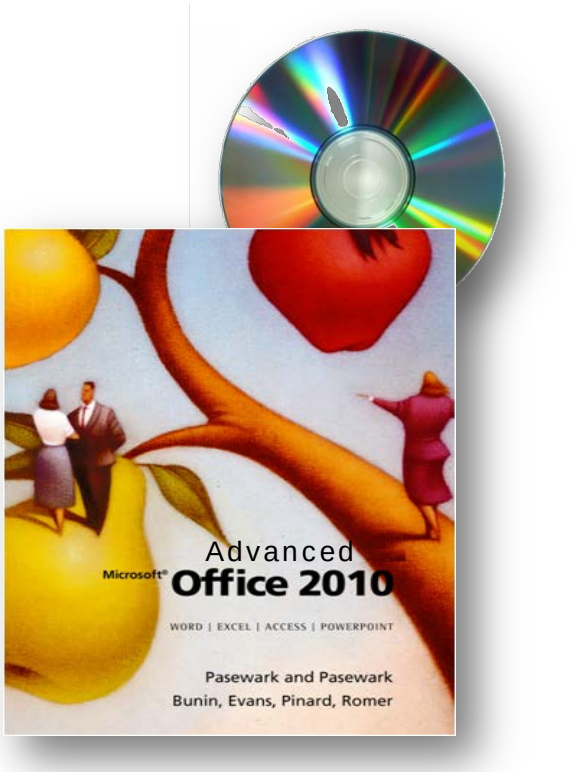
Word provides shortcuts that enable you to insert a horizontal line by typing only a few characters. The horizontal lines are automatically formatted for page width. Search the Help screens to learn about these shortcuts. When you find the information, practice the shortcuts, then make a list of the shortcuts and describe how to insert the horizontal lines with just a few taps on the keyboard. Include a few sentences about which shortcut you like most, and describe when you would find that shortcut useful.

Critical Thinking Activities allow students to think critically and more globally to complete the projects, building critical thinking skills.

Instructor Resources

An Instructor Resource CD available with this book includes:

- Instructor's Manual
  - Chapter overviews
  - Detailed lecture topics
  - Teaching tips
- PowerPoint presentations
- Solutions to exercises
- Student Data Files
- Test banks
- ExamView test generator and testbank
- eBook available



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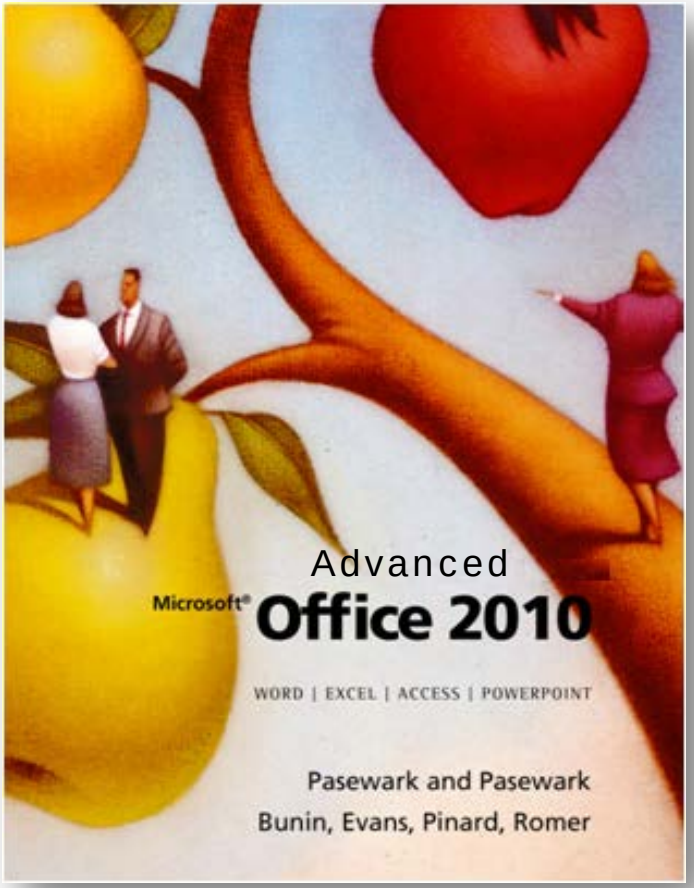
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