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vol. 5

COMPUTER APPS

WORD CONCEPTS™

Compatible with Office 2010 and 2013

UPDATED FOR OFFICE 2016

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Computer Applications Concepts

Volume 5 – Word – Office 2016

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Computer Applications Concepts
Volume 5
Word – Office 2016 (and some earlier versions)

Introduction

Word is an amazingly powerful tool for working with all kinds of documents. Anyone can use Word to produce a short, easily formatted letter using tabs and simple line and paragraph spacing, and this takes very little knowledge of the workings of Word. At this level, the Mail/Merge feature may be used to send personalized letters to hundreds or thousands of people on a name and address list, or perhaps just to a select few who fit certain criteria, and all this can be done with a minimum level of knowledge.

On the other end of the spectrum, Word can be used to create an engaging book with multiple chapters, inserted charts and graphs, clip art and photos, interspersed outlines, changing headers and footers, a cover sheet, a generated index, a table of contents, and even hyperlinks for on-lining viewing to boot. Then multiple people can edit and modify the manuscript, and all the edits may be viewed at one time to update the original.

In short, Word is incredibly powerful. What Word is not, is intuitive, if one is using it to the full extent of its capabilities.

Word has been through many iterations designed to make it easier to navigate and use. Often, there are multiple ways to accomplish a task, and the trick is to know all the ways and be able to pick the best and most efficient method. However, there are a number of things that are hard to locate and negotiate if you are unfamiliar with the ribbons, tabs, task panes, dialog boxes, and toolbars.

This book has been written with the novice in mind, and it starts at the very beginning creating a document and steadily building to more and more advanced tasks, so the user can improve his or her skills to finally gain mastery of Word's vast capabilities. The approach is a simple tutorial format that provides a systematic format to guide individuals through simple steps to perform complex tasks.

Written for Microsoft Office Word 2016, this volume may be used with Word 2013 and 2010. Several minor changes include updated dialog windows, additional formatting and sharing features, and adjustments to several existing features, such as the Page Layout Ribbon to simply the Layout Ribbon.

The **Appendix** contains answer keys for the exercises in the book, and a **Solutions CD** is available for purchase with the actual documents used in presenting the elements in this book, as well as the exercises.

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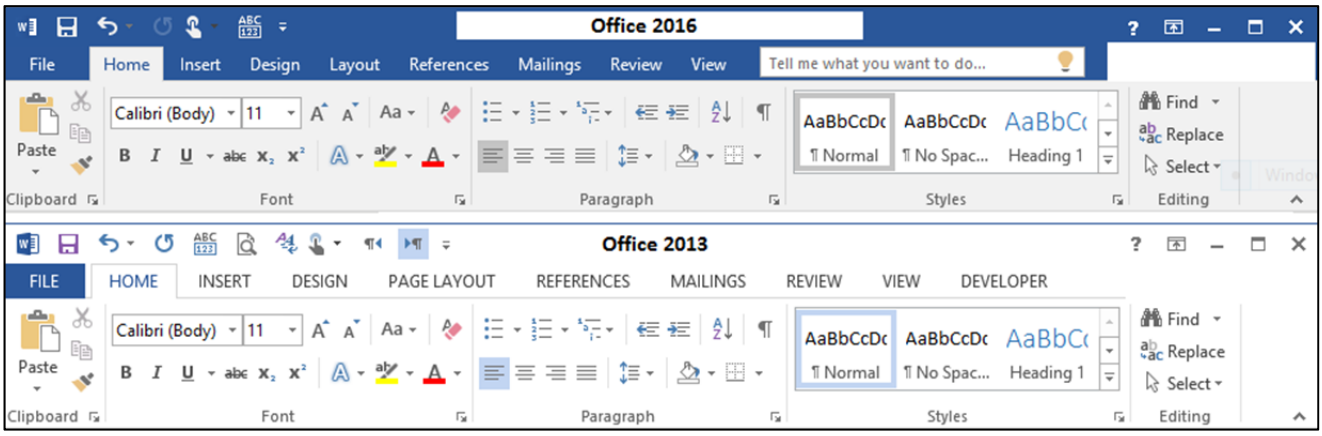
I. General Information

A. Ribbon

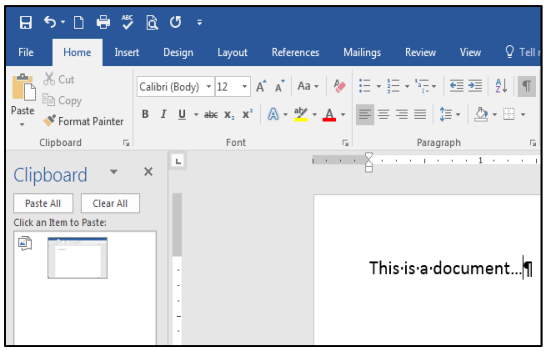
1. This is the major element at the top of the screen.
2. With the new use by Microsoft of ribbons in lieu of pull-down menus, we have a new collection of nomenclature. Below is a picture of the top of Microsoft Office 2016 window compared to the Office 2013 window.



B. **Tabs** - Microsoft opens with the Home ribbon showing as evidenced by the Home tab at the top of the screen being connected to the ribbon and visible. The other 8 tabs are unconnected to the ribbon that shows. Click on any other tab across the top, and it will show a view of the associated ribbon.

C. **Quick Access Toolbar** - Above the ribbon, is the Quick Access Toolbar. It can either be at this location or below the ribbon, but above the ruler and document. This toolbar may be modified to add or subtract elements that a user needs on a regular basis. At the end of this list is a pull-down menu that can be used to add or remove icons from this toolbar, relocate the toolbar on the screen, or allow a more extensive customization of the toolbar by clicking More Commands to open the Word Options dialog box. The icons showing are Save, Undo, New, Print, Spelling & Grammar, Print Preview and Redo.

D. **Groups** - Across the **Home Ribbon**, you can see 5 separated collections of functions and/or features. These are called Groups. The first Group shown is entitled **Clipboard** at the bottom of the group. Notice the clipboard on the larger depiction to the left, and see the small arrow in the bottom right-hand corner of the group. Click this arrow, and a task pane will appear as an integral part of the screen to the left of the document that is visible.



E. **Task Pane** - This is a side bar that has various related features that may be opened and remain open while working on a document. The task pane shown to the right is for the **Clipboard** and allows viewing whatever

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D. **Exercise 4 – Heading Styles, Table of Contents, and Citations**
   1. Format a new document as an unbound report with the following specifications. Use a 2" top margin and appropriate left and right margins.
   2. Insert the title using the **Book Title** style, modifying to make it Calibri, 20 point and type **Amethyst.** (Use the **Title** style for Word 2010.)
   3. Type in the following paragraphs using Calibri, 12 pt. font.

The color of amethyst is usually attributed to the presence of manganese, but as it is capable of being much altered and even discharged by heat, it has been referred by some authorities to an organic source. Ferric thiocyanate has been suggested, and sulfur is said to have been detected in the mineral. On exposure to heat, amethyst generally becomes yellow.

Amethyst is composed of an irregular superposition of alternate lamellae of right-handed and left-handed quartz. It has been shown by Professor J. W. Judd that this structure may be due to mechanical stresses. In consequence of this composite formation, amethyst is apt to break with a rippled fracture.

Amethyst occurs at many localities in the United States but is rarely fine enough for use in jewelry. Among these may be mentioned Amethyst Mountain, Texas; Yellowstone National Park, Wyoming; Delaware Co., Pennsylvania; Haywood Co., North Carolina; and Stow, Maine. It is found also in the Lake Superior district.

   4. Create headings for each of your paragraphs
      a. For paragraph 1 use Heading Style 1 for the following heading, modified to be Calibri, 16 pt. font, underlined, bold and black type, and use no paragraph spacing before and after the line: **Various Colors of Amethyst**
      b. For paragraph 2 modify Heading Style 2 to be Calibri 14 pt. font, underlined, bold and black type, and use no paragraph spacing before and after the following heading: **Composition of Amethyst**
      c. For paragraph 3, use the same Heading Style 2 for the following heading: **Where to Find Amethyst**
      d. Double-space everything with no spacing before or after a line.
   5. Insert a Citation at the end of the second paragraph.
   6. Create a new source with the following specifications:
      a. Type of source: Book
      b. Author: G.F. Kunz
      c. Title: Gems of North America
      d. Year: 1890
      e. Tag name: GFK90
   7. At the end of your document, create a Next Page Section break.
      a. Insert the Works Cited bibliography format.
      b. Delete the works cited title that is generated and insert the following title in Book Title Style format, centered on the page: **Bibliography**
      c. Double space below the title.
   8. Insert a table of contents.
      a. Insert the table of contents formatted as Automatic Table 1 from built-in tables.

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2. The document with merged data for the third record should have the following appearance.

99 Lilly Lane
Austin, TX 78704
Current Date

Ms. Anita Knapp
101 Main St
Grand Prairie, TX 75050

Dear Ms. Knapp:

WEBSITES FOR GEMSTONE INFORMATION

We appreciate the effort made by our collectors to obtain in-depth information about Amethyst. In order to make this process even more efficient, we would like to provide you with some additional information.

New websites have been found to be excellent sources of the information you are seeking, and a list of these is attached. We are hoping this information provides useful. Thank you for contacting us and requesting our assistance.

Sincerely,

Rita Booke

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Enclosure

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