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vol.
6

COMPUTER APPS



advanced

WORD CONCEPTS™

Compatible with Office 2010 and 2013

UPDATED FOR OFFICE 2016



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Computer Applications Concepts

Volume 6

Word II – Office 2016 (and some earlier versions)

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Volume 6

Word II – Office 2016 (and some earlier versions)

Introduction

Word is an amazing tool for working with all types of printed materials. Anyone can use Word to produce a professional, easily formatted letter using basic tabs and line spacing. This part of Word is simple to learn. It is also easy to learn the basic Mail/Merge feature to send personalized letters to hundreds or thousands of people on a name and address list or perhaps just to select few who fit certain criteria.

On the other end of the spectrum, Word can be used to create an interesting book or detailed report with multiple chapters, inserted charts and graphs, clip art and photos, interspersed outlines, cover sheet, generated index, table of contents, and even hyperlinks for online viewing. Multiple people can edit and modify the document, 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.

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 as a sequel to our *Computer Applications Concepts Volume 5 – Word I* book, however, if you already have a basic knowledge of Word and are seeking to take your skills to the next level, this is the book for you. The approach uses a simple tutorial format that provides a step-by-step guide through various functions and projects. Students will be given the opportunity to put many individual skills together to gain a better understanding of how they interact.

Written for Word 2016, this volume may be used with Word 2013, 2010, and 2007 as well. The 2016 version is much closer to the 2013 and 2010 versions, but there are some changes with 2016 as well. Several shortcuts changed, some features were relocated, and many graphics/dialog boxes were updated.

NOTE TO TEACHERS: There are many files saved through the course of this book. It might be easier to track a student's progress if a student's number or initials are appended to the file name so that they may be easily identified.

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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Computer Applications Concepts
Volume 6
Advanced Word – Office 2016

I. **Starting Document**

- A. The **Concepts-6 Original** document is available on the Solutions disk. It is the same document that was used in the Concepts 5 booklet, and it was named **Concepts-5 Original** in that booklet. Start with that document and rename it to be **Concepts-6 Original**.
- B. If you do not have access to this document, you will need to create it now, using Calibri, 12-point font and the text below.
- C. Save it as **Concepts-6 Original**.
- D. Verify that the document is correct and protect it by going to the **Review Tab** and select **Restrict Editing** in the **Protect** group, and click to *Allow only this type of editing in the document* under the **Editing Restrictions** section, then scroll to select *No changes (Read only)*.
- E. Close the document.

Amethyst is a violet or purple variety of quartz used as an ornamental stone. The name is said to be derived from the Greek words for "not" and "to intoxicate," expressing the old belief that the stone protected its owner from strong drink. It was held that wine drunk out of a cup of amethyst would not intoxicate. According to the Reverend Jim Stone however, the word may probably be a corruption of an Eastern name for the crystal.

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 sulphur is said to have been detected in the mineral. On exposure to heat, amethyst generally becomes yellow, and much of the cairngorm or yellow quartz of jewelry is said to be merely "burnt amethyst." Veins of amethystine quartz are apt to lose their color on the exposed outcrop.

Amethyst is composed of an irregular superposition of alternate lamellae of right-handed and left-handed quartz. It has been shown by Professor Amy Thistle that this structure may be due to mechanical stresses. In consequence of this composite formation, amethyst is apt to break with a rippled fracture, or to show "thumb markings," and the intersection of two sets of curved ripples may produce a pattern on the fractured surface something like that of "engine turning." Some mineralogists apply the name of amethyst to all quartz which exhibits this structure, regardless of its color.

The amethyst was used as a gemstone by the Egyptians and was largely employed in antiquity for intaglios. Beads of amethyst are found in Anglo-Saxon graves in England. Amethyst is a very widely distributed mineral, but fine, clear specimens fit for cutting as ornamental stones are confined to comparatively few localities. Such crystals occur either in cavities in mineral-veins, in granitic rocks, or in the lining of agate geodes. A huge geode, or "amethyst-grotto," from near Santa Cruz in southern Brazil, was exhibited at the Dusseldorf Exhibition of 1902. Many of the hollow agates of Brazil and Uruguay contain a crop of amethyst crystals in the interior. Much fine amethyst comes from Russia, especially from near Mursinka in the Ekaterinburg district. Many localities in India yield amethyst, and it is found also in Ceylon.

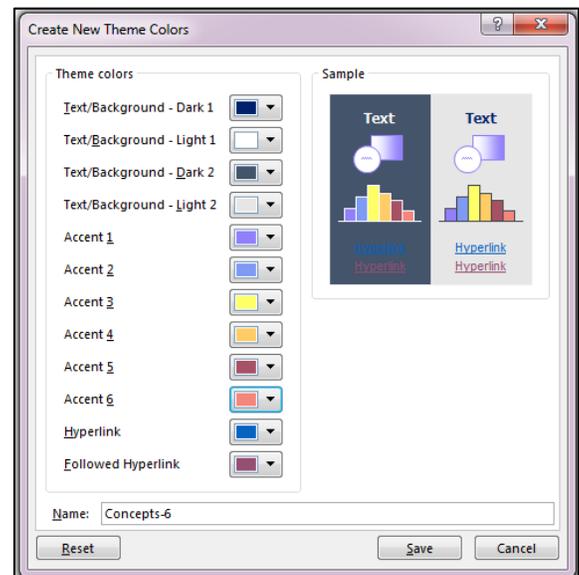
Purple corundum, or sapphire of amethystine tint, is called Oriental Amethyst, but this expression is often applied by jewelers to fine examples of the ordinary amethystine quartz, even when not derived from Eastern sources.

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

II. Styles

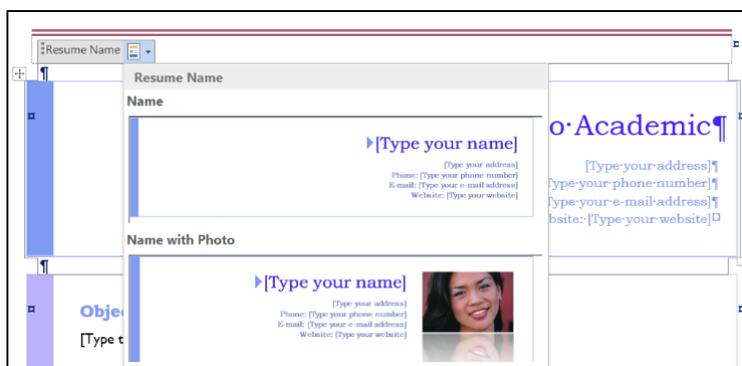
Note: For Word 2016, the following **Document Formatting** will be found under the **Design Ribbon**. For Word 2010, the following **Document Formatting** can be found in the **Change Styles** drop down menu under the **Home Ribbon** or in the **Themes** group under the **Page Layout Ribbon**. The specific instructions and images will be for Word 2016.

- A. Styles is an easy way to create consistent formatting in a large document or a document that has several parts being created or edited by many people.
- B. Open a new blank Word document.
- C. On the **Design Ribbon**, click on the down arrow on the **Themes** icon to show the options depicted on the right.
- D. Flip through the **Themes** and notice what happens in your document as you scroll. Many Headings and Styles come in colors that are associated with a preset color theme.
- E. To see some of the color themes that are available, select the Colors arrow and click customize colors.
- F. We will now create a new color theme called **Concepts-6**.
 1. In the Name box type **Concepts-6**.
 2. Click on the down arrow for the **Text/Background - Dark 1** color box.
 - a. Select more colors, click on the Custom tab.
 - b. Select Color model as RGB.
 - c. Set the RGB colors to the following values. Red: 0, Green: 32, and Blue: 107
 - d. Click OK.
 3. Click on the down arrow for the **Accent 1** color box.
 - a. Select more colors, click on Custom tab.
 - b. Set the RGB colors to Red: 145, Green: 127, and Blue: 252, and click OK.
 4. Click on the down arrow for the **Accent 2** color box.
 - a. Select more colors, and click on the Custom tab.
 - b. Set the RGB colors to Red: 126, Green: 154, and Blue: 243, and click OK.
 5. Click on the down arrow for the **Accent 3** color box.
 - a. Select more colors, and click on the Custom tab.
 - b. Set the RGB colors to Red: 255, Green: 255, and Blue: 102, and click OK.
 6. Click on the down arrow for the **Accent 4** color box.
 - a. Select more colors, and click on the Custom tab.
 - b. Set the RGB colors to Red: 255, Green: 204, and Blue: 102, and click OK.



J. Build a Resume with a template

1. For this exercise, we will use a **Template** as a base and **Quick Parts** to modify it.
2. Open a blank document.
3. From the **File Tab**, select New, and then Search for **Origin Resume** and select it.
4. Set your Style colors to **Concepts-6**.
5. Make the following adjustments to the top box that is very thin (Not the Name box.)
 - a. Highlight the dotted line (you may need to click just below and drag up to catch it), then right click and select **Border Styles**. (For Word 2010, highlight the dotted line and then select Page Borders on the Page Layout Tab.)
 - b. For the style, select a style with two lines, make the color Red, Accent 5 from the Concepts-6 palette and set the width to 1 ½ point. Use only a top border.
 - c. Repeat the steps to put a double red line at the bottom line on the box at the bottom of the page.
6. The first box of data is called the **Resume Name Box**.



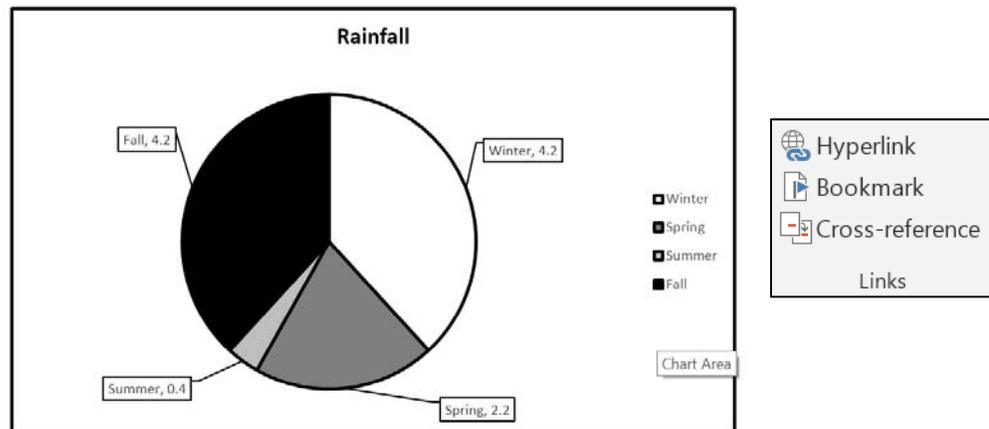
- a. Click in the block and a **Quick Parts** tab will display at the upper left of the box.
- b. Click on the down arrow and you can see different options for the box.
- c. Leave this one as it is without a picture.
- d. Notice that the name beside the arrow matches the name of the computer. It if is yours, great, if not, change it by typing over it.
- e. All of the items in the brackets [] can be edited by typing in them. These are like a fill-in-the-blank form.
- f. Insert your personal information in the brackets. Use a special character between the street address and the city.
- g. You can delete controls on this form. If you do not have a web address delete the control and the line it is on.
7. The main group does not have a specific name, but many of the items in it can be found in the **Quick Parts, Building Blocks Organizer**.

- a. Delete the **Objectives** section, just highlight and delete.
- b. Fill in the **Education** section as shown to the right. Notice as you type an accomplishment and space down the arrow appears as you go. It is part of a bulleted list.



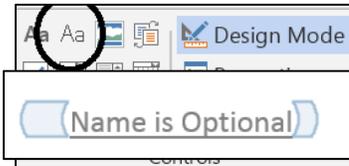
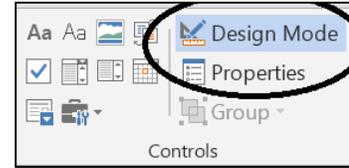
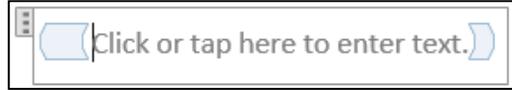
- c. Copy the **Skills** heading and list below it, and paste another copy of these two lines below the existing lines.
- d. Change the words **Skills** in the first instance to be **School Activities**, and list the following activities: Student Council, Symphonic Band – Flute, and Basketball.
- e. Delete the **Experiences** section, assuming the student has no work history.

2. Right click anywhere in the chart area to select the **Format Chart Area** to make changes to the border around the entire chart.
 - a. Select **Fill & Line** from the list.
 - (1) Under Border, click on the Solid line radio button.
 - (2) Select any color; we chose black.
 - (3) Set the width to 2 point.
 - (4) Click on the Close button to close the dialog box.
3. Right click on the pie to select all pieces of the pie, and select **Format Data Series**.
 - a. Click on **Fill & Line**, and click on the Solid line radio button under Border.
 - b. Select a color; we chose black.
 - c. Set the width to 2 point and close the dialog box.
4. Create the title as shown with bold black type.
5. Position the legend on the right and make each slice a different color.
6. The chart should have a similar appearance as shown below.

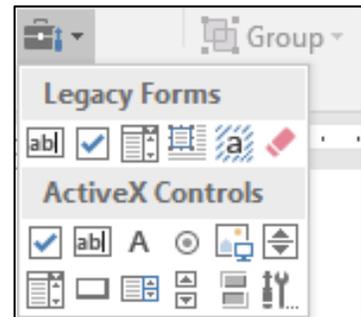


7. Save the document as **Shapes** and close it.
- K. The **Links** group has icons that enable using a **Hyperlink** to an external element, a **Bookmark**, or creating of a **Cross-reference**.
1. To insert a hyperlink in your document, open **Concepts-6 Original** and save as **Links** and follow these instructions.
 - a. Select the word **Amethyst** in the first paragraph.
 - b. Click on the **Hyperlink** icon in the **Links** group of the **Insert Ribbon**.
 - c. An **Insert Hyperlink** dialog box opens with **Amethyst** in the *Text to display* box.
 - d. Click on the **Browse the web** icon to the right of the *Look in* box.
 - (1) Search the web for **Amethyst**.
 - (2) Click on a site and go to it. We chose <http://en.wikipedia.org/eiki/Amethyst>.
 - (3) Copy the address of the website, and paste it into the *Address* box at the bottom of the **Insert Hyperlink** dialog box.
 - (4) Click OK.
 - e. The word **Amethyst** will now appear in blue with an underline indicating it has a linking address.
 - f. With your cursor, hover over the word and the web address will display in a temporary box.
 2. To insert a **Bookmark** in your document follow these instructions.
 - a. Place your cursor at the beginning of the first paragraph.

6. Click on **Design Mode** in the **Controls** group of the **Developer Ribbon**, and the **Properties** icon immediately below the **Design Mode** icon will activate.
 - a. Put the cursor to the right of **Name** and hit tab.
 - b. Click on the **Aa** that says **Plain Text Content Control** when your cursor hovers over the icon.
 - c. The box below appears with your cursor in the box.



- d. Delete the contents in the box and type the following:
Name is Optional
 - e. Highlight the text and hit CTRL-U to underline as shown to the right.
7. Place your cursor directly in front of the word **Male**, and click on the down arrow to the right of the **Legacy Tools** icon in the **Controls** group of the **Developer Ribbon** and select the **Check box** icon in the **Legacy Forms** options.



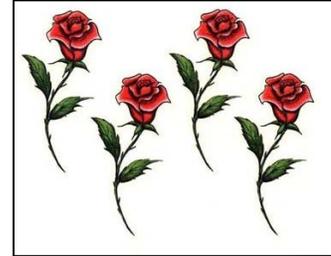
- a. Enter two spaces between the box and the word **Male**. (Note that the box may be shaded.)
 - b. In the same drop-down icon area, click on the **Form Field Shading** icon to turn shading off.
 - c. Double click on the check box to open the **Check Box Form Field Options** dialog box.
 - (1) Click on the radio button for **Not Checked**.
 - (2) Click OK.
8. Place your cursor directly in front of the word **Female**, and repeat the process to add a check box in front of **Female**.
9. Repeat this step for all of the **Age** groups.
10. The last question will use check boxes also, but first put the list in alphabetical order.
 - a. Selecting all of the items in the list, go to the **Home Ribbon** and select the **AZ** sort button from the **Paragraphs** group.
 - b. Sort by **Paragraph** in **ascending** order.
 - c. Insert check boxes in front of the name for each of the clubs. Be sure to put two spaces between the box and the club name, and be sure the radio button for **Not Checked** is selected for each.
11. Now put in drop-down list controls for **Major** and **Year**.
 - a. With your cursor to the right of **Major**, hit tab.
 - (1) Click on the **Drop-Down List Content Control** icon in the **Controls** group of the **Developer Ribbon**.
 - (2) Replace the wording in the box with the following: **Select a major subject**
 - (3) With the cursor in the box, click on the **Properties** button in the **Controls** group and a **Content Control Properties** dialog box opens.
 - (a) In the **Locking** section of the box, click the box by *Content Control cannot be deleted*. (This will allow changes to be made to the contents of the control, but deleting the control itself cannot be done.)

XII. Exercises

A. Exercise 1 – Flower Shop Report using the following specifications.

1. This report will use several elements that have already been discussed.
2. This exercise is designed to give an idea how to put the elements together and modify things to create a report that suites your needs.
3. The report will include a cover sheet with a watermark, a table of contents, a table of figures, headers and footers, and two graphs.
4. Open a new document with 1" margins and create a cover page with a watermark.

- a. Add a watermark to print on the cover page.
 - (1) Search for roses in the **Online Pictures** and select the picture to the right or one similar to it.
 - (2) Be certain that the background is white.
 - (3) Click on the picture in your document and save it as a picture in a location you can find later.
 - (4) Delete the picture in your document.
 - b. Insert a watermark using the picture saved.
 - (1) **Scale** should be **Auto**, and make sure the box for *Washout* is checked.
 - (2) Click OK.
 - c. From the **Quick Parts** drop-down list on the **Insert Ribbon**, insert the **Filigree** template from the **Building Blocks Organizer** as the cover page, and make all the text **Bookman Old Style**. (**Note:** In Word 2010, if **Filigree** is unavailable, choose a different cover page with a white background so the watermark will be visible.)
 - d. Make the text in the title box 28 point font, the subtitle box 20 point font, and the author/company name, address and date boxes 14 point font.
 - (1) For title, use **The Flower Shop Sales Report 2018**.
 - (2) For subtitle, use **Annual Sales Report for the Texas Region**.
 - (3) For author/company name, use **Macon M. Growle**.
 - (4) Add the current date and delete the extra company address boxes.
5. Add Headers and Footers.
 - a. Use **Bookman Old Style** 8 point type and right justify the following header on all pages except the cover page: **Sales Report 2018**
 - b. Add a footer with the same formatting at the header shown as: **Flower Shop**
 - c. Close Header and Footer and move your cursor back into the document.
 6. Create the body of the Report.
 - a. Select the color theme **Concepts-6**.
 - b. Center the title, **Texas Region Sales Report**, in the **Heading 1 Style**, and change to be 16 point font, and Dark Blue, Text 1 color.
 - c. Double space after the title.
 - d. Enter the following text, left justified with **Heading 2 Style** and make the font bold, underlined, and Dark Blue, Text 1 color: **2018 Sales**
 - e. Select **6 Normal Style** and type the following paragraph without indentation under the **2018 Sales** heading.



As you can see from the graph below, there is a peak in flower sales in the second quarter. This is most likely due to Mother's Day (May) and the increase in the number of weddings taking place in June.

5. Fifth merged document

Current Date

Chase Indreems
688 Timber Ln
Crockett, TX 75835

Dear Salesperson

Your annual sales total of \$1,709,511.00, has qualified you and a friend for the company's annual reward trip. This year we will be going to the Costa del Sol in Spain. Your trip is scheduled for May 25 - June 2, and you will receive your planning packet shortly.

Your sales quota for next year will be \$1,145,372, which is two-thirds of your current year's sales.

Sincerely yours

Fay Kayshions
Incentives Program Director

6. Exercise 3 – Document showing Merge Field Codes

Current Date

{ MERGEFIELD "First_Name" } { MERGEFIELD Last_Name }
{ MERGEFIELD Address }
{ MERGEFIELD City *Lower *FirstCap}, { MERGEFIELD State *Upper} { MERGEFIELD Zip }

Dear Salesperson

Your annual sales total of { MERGEFIELD Sales *#,#.00}, has qualified you and a friend for the company's annual reward trip. This year we will be going to the Costa del Sol in Spain. Your trip is scheduled for { IF { MERGEFIELD Region } = 1 "May 25 - June 2" "June 9 - June 16" }, and you will receive your planning packet shortly.

Your sales quota for next year will be { = { MERGEFIELD Sales } * 0.67 *#, }, which is two-thirds of your current year's sales. { MERGEFIELD Note *Lower *FirstCap}

Sincerely yours

Fay Kayshions
Incentives Program Director

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