# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 2

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w02\_answerkey\_match.docx |
| Multiple Choice | w02\_answerkey\_mc.docx |  |
| Concepts Checks | w02\_answerkey\_concepts.docx |  |
| **Scorecards** | Various, example:  w02h2StockData\_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w02\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w02h2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w02\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w02\_script\_data.xlsx |
| Scripted Lecture Solution | w02\_script\_solution.xlsx |  |
| **PowerPoint Presentation** | w02\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w02\_testbank.docx | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w02\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w02\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | w02\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w02\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | w02\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | w02\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w02\_exam\_chap\_scorecard.xlsx |
| Prepared Exam-App instruction | w02\_cumexam\_instruction.docx |  |
| Prepared Exam-App Data | w02\_cumexam\_data.xlsx |  |
| Prepared Exam-App Solution | w02\_cumexam\_solution.xlsx |  |
| Prepared Exam-App Annotated Sol. | w02\_cumexam\_annsolution.pdf |  |
| Prepared Exam-App scorecard | w02\_cumexam\_scorecard.xlsx |  |
| **File Guide** | w02\_fileguide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w02\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  |  |
| Grader Instruction | w02\_grader\_instruction.docx | Online Instructor Resource Center |
| Grader Data | w02\_grader\_data.xlsx |
| Grader Solution | w02\_grader\_solution.xlsx |
| Grader Annotated Solution | w02\_grader\_annsolution.pdf |  |
| Grader Scorecard | w02\_grader\_scorecard.xlsx |  |

## CHAPTER OBJECTIVES

### When students have finished reading this chapter, they will be able to:

* Apply Font Attributes
* Format a Paragraph
* Format a Document
* Apply Styles
* Insert and Format Objects

## CHAPTER OVERVIEW

Students will be asked to modify a Word document with formatting, styles, and objects. Students will select font options and change text appearance, modify paragraph alignment, indent text, set tabs, and create bulleted and numbered lists. Additionally, students will work with document themes, styles, and insert and modify objects.

### The major sections in this chapter are:

1. **Text and Paragraph Formatting.** In this section, students will learn to adjust character-level and paragraph-level settings.
2. **Document Appearance.** In this section, students will learn to format documents by changing the theme, applying and modifying styles, and organizing sections.
3. **Objects.** In this section, students will learn to insert and format objects such as pictures, text boxes and WordArt.

## CLASS RUN-DOWN

1. Have students turn in homework assignments.
2. Talk about the chapter using the discussion questions listed below.
3. Use a PowerPoint presentation to help students understand the chapter content.
4. Demonstrate formatting processes in Word 2019.
5. [Run through the Scripted Lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
6. Have students complete the Capstone Exercise for Word Chapter 2.
7. Use MyITLab for in-class work or to go over homework.
8. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

### At the end of this lesson students should be able to:

* Select Font Options
* Change Text Appearance
* Select Paragraph Alignment
* Select Line and Paragraph Spacing
* Select Indents
* Set Tab Stops
* Apply Borders and Shadings
* Create Bulleted and Numbered Lists
* Select a Document Theme
* Work with Sections
* Format Text into Columns
* Select and Modify Styles
* Use a Style Set
* Create a New Style from Text
* Use Outline View
* Insert a Picture
* Move, Align, and Resize a Picture
* Modify a Picture
* Insert a Text Box
* Move, Resize, and Modify a Text Box
* Insert WordArt

## KEY TERMS

**Alignment–**The positioning of text relative to the margins.

**Alignment guide–**A horizontal or vertical green bar that displays as you move an object, assisting with aligning the object with text or with another object.

**Border–**Lines that display at the top, bottom, left, or right of a paragraph, a page, a table, or an image.

**Bulleted list–**A list of points that is not sequential; each point is typically identified by a graphic element that itemizes and separates bulleted items.

**Center alignment–**Positions text horizontally in the center of a line, with an equal distance from both the left and right margins.

**Column–**A format that separates document text into side-by-side vertical blocks, often used in newsletters.

**Crop–**The process of trimming edges that you do not want to display.

**Cropping handles–**Dark, thick lines around the four corners and on the left, right, top, and bottom sides of the selected image.

**Document theme–**A unified set of design elements, including font style, color, and special effects, that is applied to an entire document.

**First line indent–**Marks the location to indent only the first line in a paragraph.

**Font–**A combination of typeface and type style.

**Formatting–**The process of modifying text by changing font and paragraph characteristics.

**Hanging indent–**The first line of a paragraph begins at the left margin, but all other lines in the source are indented.

**Indent–**A setting associated with how part of a paragraph is distanced from the margin.

**Justified alignment–**Spreads text evenly between the left and right margins, so that text begins at the left margin and ends uniformly at the right margin.

**Leaders–**The series of dots or hyphens that leads the reader’s eye across the page to connect two columns of information.

**Left alignment–**Begins text evenly at the left margin, with a ragged right edge.

**Left indent–**A setting that positions all text in a paragraph an equal distance from the left margin.

**Line spacing–**The vertical spacing between lines in a paragraph.

**Live Layout–**Feature that enables you to watch text flow around an object as you move it, so you can position the object exactly as you want it.

**Live Preview–**An Office feature that enables you to select text and see the effects without finalizing the selection.

**Numbered list–**A list that sequences items by displaying a successive number beside each item.

**Object–**An item, such as a picture or text box, that can be individually selected and manipulated in a document.

**Paragraph spacing–**The amount of space before or after a paragraph.

**Picture–**A graphic file that is retrieved from storage media or the Internet and placed in an Office project.

**Right alignment–**Begins text evenly at the right margin, with a ragged left edge.

**Right indent–**A setting that positions all text in a paragraph an equal distance from the right margin.

**Sans serif font–**A font that does not contain a thin line or extension at the top and bottom of the primary strokes on characters.

**Section–**A part of a document that contains its own page format settings, such as those for margins, columns, and orientation.

**Section break–**An indicator that divides a document into parts, enabling different formatting for each section.

**Serif font–**A font that contains a thin line or extension at the top and bottom of the primary strokes on characters.

**Shading–**A background color that appears behind text in a paragraph, page, or table element.

**Sizing handle–**A series of dots on the outside border of a selected object; enables the user to adjust the height and width of the object.

**Style–**A named collection of formatting characteristics that can be applied to text or paragraphs.

**Style set–**Predefined combinations of font, style, color, and font size that can be applied to selected text.

**Tab selector–**The small box at the leftmost edge of the horizontal ruler.

**Tab stop–**A marker on the horizontal ruler specifying the location where the insertion point stops after Tab is pressed to align text in a document.

**Text box–**A bordered area you can use to draw attention to specific text.

**Three-part indent marker–**An icon located at the left side of the ruler that enables you to set a left indent, a hanging indent, or a first line indent.

**WordArt–**A feature that modifies text to include special effects, such as color, shadow, gradient, and 3-D appearance.

## DISCUSSION QUESTIONS

* Why are certain fonts or borders not appropriate for use in professional documents?
* What are the three different ways to apply a font style such as bold, italics, or underlining?
* When might you use the different types of section breaks?
* Is it better to create and apply a style to text rather than use Format Painter? Why or why not?
* Explain why you shouldn’t use pictures obtained through Google Images or found on just any website?

## WHEN USING SCRIPTED LECTURE IN CLASS, DEMONSTRATE HOW TO:

* Select Font Options and Change Text Appearance
* Select Paragraph Alignment, Spacing, and Indents
* Set Tab Stops and Apply Borders and Shading
* Create Bulleted and Numbered Lists
* Select a Document Theme, Work with Sections, and Format Text into Columns
* Select and Modify Styles
* Use a Style Set and Create a New Style from Text
* Use Outline View
* Insert a Picture
* Move, Align, and Resize a Picture
* Modify a Picture
* Insert, Move, Resize, and Modify a Text Box
* Insert WordArt

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Practice setting indents and tab stops using the ruler.
* Experiment with applying borders and shading to a document.
* Explore creating custom bullets or using an image as a bullet style.
* Show a document in Outline view and convert it to a PowerPoint presentation.

## TEACHING NOTES

### Text and Paragraph Formatting

In this section, students will learn to apply font attributes and format paragraphs.

#### Applying Font Attributes

* There is character-level formatting, such as the font size and italics, where the formatting is stored in the character and paragraph-level formatting, such as alignment and bullets, where formatting is stored in the paragraph mark.
* Fonts contribute to a document’s design and readability.
* **Teaching Tips**: Demonstrate Live Preview to see the different fonts and font families.
* **Teaching Tips:** Point out the commands in the Font group on the Home tab as well as the additional options in the Font dialog box.

#### Formatting a Paragraph

* Alignments, line and paragraph spacing, and indents are some of the ways to alter how paragraphs look.
* **Teaching Tips:** Point out the commands in the Paragraph group on the Home tab, the additional options in the Paragraph dialog box, as well as the settings in Paragraph group on the Layout tab.
* **Teaching Tips:** Demonstrate different alignments.
* **Teaching Tips:** Show how to change line and paragraph spacing.
* **Teaching Tips:** Explain the different ways to indent text.
* **Teaching Tips:** Describe the difference between when to use bullets or numbers.

### Document Appearance

It is important that a document is formatted with coordinated style elements.

#### Formatting a Document

* There is also page-level formatting.
* The same themes are available in the other Office applications.
* Section breaks allow varied layouts between pages of a document.
* **Teaching Tips:** Point out the Themes gallery on the Design tab.
* **Teaching Tips:** Demonstrate having one section of a document in Portrait orientation and another section in Landscape.
* **Teaching Tips:** Show how to format text into columns as well as how to balance the columns.

#### Applying Styles

* Preformatted styles can be easily modified.
* Instead of formatting document elements individually, apply a style so changes can be made quickly and uniformly.
* **Teaching Tips:** Point out the Styles gallery from the Styles group on the Home tab as well as the Style sets from the Document Formatting group on the Design tab.
* **Teaching Tips:** Demonstrate generating a table of contents before and after applying Heading 1, Heading 2, etc.
* **Teaching Tips:** Show how to create and modify a style.
* **Teaching Tips:** Explain how to make a style available to all documents.

### Objects

Objects add visual appeal to a document.

#### Inserting and Formatting Objects

* The size, shape, and placement of objects can be easily modified.
* **Teaching Tips:** Demonstrate how to insert a picture and change the text wrapping options.
* **Teaching Tips:** Show how to capture a screenshot.
* **Teaching Tips:** Point out the contextual tab that appears on the ribbon after inserting an object and the options given to modify and enhance the selected object.
* **Teaching Tips:** Review the different styles of text boxes.
* **Teaching Tips:** Create new or format existing text as WordArt.

## OBJECTIVE TESTS IN MYITLAB

To find an objective test to help your students practice for tests, have them sign in to MyITLab:   
[www.myitlab.com](http://www.myitlab.com).

## ADDITIONAL WEB RESOURCES

1. Customize or create new styles in Word: <https://support.office.com/en-us/article/Customize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563>
2. Choose a Quick Style set for a document: <https://support.office.com/en-us/article/Choose-a-Quick-Style-set-for-a-document-A1F3CD51-9CD8-400D-9082-D96B1EE6EB9C>
3. Add and remove styles from the Quick Styles gallery: <https://support.office.com/en-us/article/Add-and-remove-styles-from-the-Quick-Styles-gallery-21C5B9DE-B19E-4575-BC87-CB2B55ECE224>
4. Apply themes: <https://support.office.com/en-us/article/apply-themes-55922445-1629-4a9f-ae63-1e2c1f295fdf>
5. Insert WordArt: <https://support.office.com/en-us/article/insert-wordart-c5070583-1ebe-4dc4-a41f-5e3729adce54>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w02h1Studio.docx | w02h1Studio\_LastFirst.docx |
| Hands-On Exercise 2 | w02h1Studio\_LastFirst.docx | w02h2Studio\_LastFirst.docx |
| Hands-On Exercise 3 | w02h2Studio\_LastFirst.docx w02h3Kayak.jpg  w02h3Float.jpg | w02h3Studio\_LastFirst.docx |
| Practice Exercise 1 | w02p1Campus.docx  w02p1Campus.jpg | w02p1Campus\_LastFirst.docx |
| Practice Exercise 2 | w02p2Drug.docx | w02p2Drug\_LastFirst.docx |
| Mid-Level Exercise 1 | w02m1Festival.docx | w02m1Festival\_LastFirst.docx |
| Mid-Level Exercise 2 | w02m2Dentist.docx | w02m2Dentist\_LastFirst.docx |
| Running Case | w02r1NewCastle.docx  w02r1Digital.jpg | w02r1NewCastle\_LastFirst.docx |
| Disaster Recovery | w02d1Auction.docx | w02d1Auction\_LastFirst.docx |
| Capstone | w02c1SamGym.docx  w02c1Gym.jpg  w02c1Swimming.jpg | w02c1SamGym\_LastFirst.docx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A feature that modifies text to include special effects, such as color, shadow, gradient, and 3-D appearance.

**T. WordArt**

2. A series of faint dots on the outside border of a selected object; enables the user to adjust the height and width of the object.

**N. Sizing handle**

3. A list of points that is not sequential.

**C. Bulleted list**

4. An item, such as a picture or text box, that can be individually selected and manipulated.

**K. Object**

5. A unified set of design elements, including font style, color, and special effects, that is applied to an entire document.

**E. Document theme**

6. A typeface or complete set of characters.

**G. Font**

7. A named collection of formatting characteristics that can be applied to characters or paragraphs.

**O. Style**

8. A mark that indicates the location to indent only the first line in a paragraph.

**F. First line indent**

9. The horizontal or vertical green bar that displays as you move an object, assisting with lining up an object.

**A. Alignment guide**

10. A combination of title, heading, and paragraph styles that can be used to format all of those elements at one time.

**P. Style set**

11. A format that separates document text into side-by-side vertical blocks, often used in newsletters.

**D. Column**

12. Lines that display at the top, bottom, left, or right of a paragraph, a page, a table, or an image.

**B. Border**

13. The amount of space before or after a paragraph.

**L. Paragraph spacing**

14. An Office feature that provides a preview of the results of a selection when you point to it.

**J. Live Preview**

15. The vertical space between the lines in a paragraph.

**I. Line Spacing**

16. An indicator that divides a document into parts, enabling different formatting in each section.

**M. Section break**

17. A boxed object that can be bordered and shaded, providing space for text.

**R. Text box**

18. A marker on the horizontal ruler specifying the location where the insertion point stops after Tab is pressed to align text in a document.

**Q. Tab stop**

19. An icon located at the left side of the ruler that enables you to set a left indent, a hanging indent, or a first line indent.

**S. Three-part indent marker**

20. The first line of a paragraph begins at the left margin, but all other lines in the source are indented.

**H. Hanging indent**

### Multiple Choice Answer Key

1. How does a document theme differ from a style?

**a. A theme applies an overall design to a document, with no requirement that any text is selected. A style applies formatting characteristics to selected text or to a current paragraph.**

1. To identify a series of sequential steps to several levels, you could use:

**c. a multilevel list.**

1. The feature that is a collection of formatting characteristics that can be applied to text or paragraphs is:

**c. style.**

1. What kind of indent is often used in preparing a bibliography for a research paper?

**b. Hanging indent**

1. To draw attention to such items as contact information or store hours, you could place text in a bordered area called a:

**a. text box.**

1. To divide a document into side-by-side vertical blocks so that the text flows down one side and then continues at the top of the other side, you can use a(n):

**a. column.**

1. Which of the following features is best for drawing attention to text with special effects?

**a. WordArt**

1. Which of the following statement is *true* regarding theme effects?

**d. It gives an object in a document a unique look.**

1. Which of the following statements is *true* regarding the Outline view?

**c. It enables you to easily convert the outline to a PowerPoint presentation.**

1. When you crop a picture,

**a. you can restore the cropped portion later.**

### Quick Concept Check Answer Key

1. **Describe the difference between a serif and sans serif font. Give examples of when you might use each.**  
   A serif font includes small lines that visually connect letters, making it easier to read printed text. A sans serif font is much more blocky and distinct, with no small lines, or serifs, to connect letters. Because the serifs tend to blur or appear slightly cluttered, a serif font is not a good choice for material displayed online. In short, a serif font is best for printed material, whereas a sans serif font is a good choice for large headings, titles, or online material.
2. **Explain what could cause the larger space between lines of bullets and how you would correct it so that the bulleted items are single spaced.**  
   Line spacing affects the spacing between lines within a paragraph. Because each bullet is considered a separate paragraph, line spacing is not applied to spaces between paragraphs. Instead, any paragraph spacing would be applied. Therefore, to adjust the spacing between bulleted items, you will open the Paragraph Dialog Box and change the before and after paragraph spacing to 0 pt. At that point, bulleted items should be single spaced.
3. **If you use Word to create a restaurant menu, describe the type of tabs you would use and approximately how you would space them.**  
   For a restaurant menu, you would create at least one tab—possibly two. If using two tabs, the first would be a left tab, where you would list the food item. The second tab would be a right tab, so that prices would align on the right. You could also use a decimal tab to align prices.
4. **You are preparing a document with a list of items to bring for an upcoming camping trip. Describe the Word feature that you could use to draw attention to the list.**  
   To itemize a series of tips, you would use bullets.
5. **Describe why a document may need to be divided into two or more sections.**   
   By using sections, you can format parts of a document independently of other sections. For instance, you may want to separate sections of the same document to change the page orientation or to add columns or different layouts.
6. **Describe a situation where it would be appropriate to insert a column break into a Word document.**   
   You want to insert a column break to balance the content on the page so that one column is not more lengthy than the other column or to ensure that a column heading is not at the bottom of one column with the body text continuing at the top of the next column.
7. **Explain the benefit of using styles when formatting several different areas of text.**  
   Having selected, or created, a style for one area of text, you can very simply apply the same style to other areas. Often, applying a style is done more quickly than using Format Painter. When you modify a style to add or remove formatting, all text formatted in that style is automatically changed. It would be much more cumbersome to accomplish the same changes by using Format Painter, especially if a great deal of text is involved. If more than a few items of text are to be formatted identically, it is often quicker to use styles than Format Painter.
8. **Discuss how the concept of styles relates to the Outline view.**  
   Styles are related to the Outline view because if a document’s headings are formatted with the correct heading styles (Heading 1 for major headings, Heading 2 for subheadings, etc.), Word will display document text in a section hierarchy, such that you can collapse or expand document sections and get a quick view of the document’s structure. Also, if heading styles are applied to document headings, Word’s Outline view enables you to drag sections to reposition them.
9. **Describe how you would determine the type of text wrapping to use when positioning a picture in a document.**   
   Text wrapping relates to the way text flows around an object. Word provides several text wrapping options, including Square, Tight, and Top and Bottom. If an object is positioned as a heading, as in the case of WordArt, you would most likely select Top and Bottom text wrap, which ensures that the object remains on a line alone. In other cases, as when a picture is inserted within existing text, selecting Square or Tight text wrap results in text that wraps seamlessly around a picture.
10. **Describe two methods to modify the height and width of a picture.**   
    Change a picture height and width when the picture is selected. You can either drag a corner sizing handle to increase the height and width proportionally, or you can change the height and width in the Size group on the Format tab.
11. **Explain how a text box differs from simple shaded text.**  
    A text box is more versatile than shaded and bordered text. As an object, a text box can be selected and managed independently of surrounding text. You can drag a text box to reposition it, you can resize it, and you can add all sorts of special effects and color styles to a text box. In some cases, shaded and bordered text is all that is needed to emphasize part of a document. However, when you want to include more than simple text—possibly a combination of graphics and text—and when the text included should be more freeform, a text box is more suitable than other forms of bordered text.
12. **Explain why WordArt is most often used to format headings or titles, and not text in the body of a document.**

WordArt applies a decorative effect, including color, text style, shape, and gradient, to existing text or to text that has yet to be typed. WordArt is most often used for titles and headings to add vibrancy and excitement to only a few words. WordArt is most often not appropriate for body text because it would be difficult to read in such small print (with all of its special formatting features), and it would probably detract from a reader’s comprehension of the document. It is a tool best reserved for major headings and special document features.