# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 1

## 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 | w01\_answerkey\_match.docx |
| Multiple Choice | w01\_answerkey\_mc.docx |  |
| Concepts Checks | w01\_answerkey\_concepts.docx |  |
| **Scorecards** | Various, example:  w01h2StockData\_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w01\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w01h2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w01\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w01\_script\_data.xlsx |
| Scripted Lecture Solution | w01\_script\_solution.xlsx |  |
| **PowerPoint Presentation** | w01\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w01\_testbank.docx | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w01\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w01\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | w01\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w01\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | w01\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | w01\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w01\_exam\_chap\_scorecard.xlsx |
| Prepared Exam-App instruction | w01\_cumexam\_instruction.docx |  |
| Prepared Exam-App Data | w01\_cumexam\_data.xlsx |  |
| Prepared Exam-App Solution | w01\_cumexam\_solution.xlsx |  |
| Prepared Exam-App Annotated Sol. | w01\_cumexam\_annsolution.pdf |  |
| Prepared Exam-App scorecard | w01\_cumexam\_scorecard.xlsx |  |
| **File Guide** | w01\_fileguide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w01\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  |  |
| Grader Instruction | w01\_grader\_instruction.docx | Online Instructor Resource Center |
| Grader Data | w01\_grader\_data.xlsx |
| Grader Solution | w01\_grader\_solution.xlsx |
| Grader Annotated Solution | w01\_grader\_annsolution.pdf |  |
| Grader Scorecard | w01\_grader\_scorecard.xlsx |  |

## CHAPTER OBJECTIVES

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

* Begin and edit a document
* Customize Word
* Use features that improve readability
* View a document in different ways
* Modify document properties
* Prepare a document for distribution

## CHAPTER OVERVIEW

Students will be asked to create and edit documents using Microsoft Word. Students will learn to reuse text, use a template, navigate a document, review spelling and grammar, and modify Word options. Additionally, students will learn to insert special features that improve readability, change document views, customize document properties, and get a document ready for distribution.

### The major sections in this chapter are:

1. **Introduction to Word Processing.** In this section, students will learn to create documents, use templates, insert text, navigate documents, review and correct spelling and grammar errors. Students will also learn to change Word Options.
2. **Document Organization.** In this section, students will learn to insert headers and footers, adjust margins and page orientation, insert watermarks and symbols, change document views and zoom settings, and manage page flow.
3. **Document Settings and Properties.** In this section, students will learn to customize and print document properties, ensure document accessibility and compatibility, understand document retrieval, run the document inspector, and select print options.

## 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 the new features of 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 1.
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:

* Create a Document
* Reuse Text
* Use a Template
* Add Text and Navigate a Document
* Review Spelling and Grammar
* Explore Word Options
* Insert Headers and Footers
* Adjust Margins
* Change Page Orientation
* Insert a Watermark
* Insert a Symbol
* Select a Document View
* Change the Zoom Setting
* Preview a Document
* Manage Page Flow
* Customize Document Properties
* Print Document Properties
* Ensure Document Accessibility
* Ensure Document Compatibility
* Understand Document Retrieval
* Run the Document Inspector
* Select Print Options

## KEY TERMS

**Accessibility Checker–**A feature that locates elements in a document that might cause difficulty for people with disabilities to read.

**AutoCorrect–**A feature that automatically corrects various spelling and word usage errors as they are typed.

**AutoRecover–**A feature that enables Word to recover a previous version of a document.

**AutoSave–**A feature that saves files every few seconds if those files are housed on OneDrive, OneDrive for Business, or SharePoint Online.

**Document Inspector–**A feature that checks for and removes certain hidden and personal information from a document.

**Document Properties–**Data elements that are saved with a document but do not appear in the document as it is shown onscreen or is printed.

**Draft view–**A view that shows a great deal of document space, but no margins, headers, footers, or other special features.

**Footer–**Information that displays at the bottom of a document page.

**Header–**An area with one or more lines of information at the top of each page.

**Insertion point–**Blinking bar that indicates where text that you next type will appear.

**Microsoft Word–**A word processing software application used to produce all sorts of documents, including memos, newsletters, forms, tables, and brochures.

**Outline view–**A structural view of a document that can be collapsed or expanded as necessary.

**Print Layout view–**View that closely resembles the way a document will look when printed.

**Read Mode–**View in which text reflows automatically between columns to make it easier to read.

**Symbol–**A character or graphic not normally included on a keyboard.

**Template–**A predesigned file that contains suggested content, formatting, and other elements that can be modified to conform to the user’s specific needs.

**Thesaurus–**A tool used to quickly find a synonym (a word with the same meaning as another).

**Watermark–**Text or graphics that display behind text.

**Web Layout view–**A view that displays the way a document will look when posted on the Internet.

**Word processing software–**A computer application, such as Microsoft Word, used primarily with text to create, edit, and format documents.

**Word wrap–**The feature that automatically moves words to the next line if they do not fit on the current line.

## DISCUSSION QUESTIONS

* Why should you not press Enter at the end of every line you type?
* What suggestions can you give for creating documents that are readable by everyone, including those with disabilities?
* When might you save a file as a PDF and what advantages and disadvantages are there to doing so?
* How can you recover a lost document?

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

* Create a Document
* Add Text and Navigate a Document
* Review Spelling and Grammar
* Insert Headers and Footers
* Adjust Margins
* Change Page Orientation
* Insert a Watermark
* Insert a Symbol
* Change the Zoom Setting, Preview, and Manage Page Flow
* Customize and Print Document Properties
* Ensure Document Accessibility and Compatibility
* Understand Document Retrieval
* Run the Document Inspector and Select Print Options

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Explore some of the Word templates such as Resumes and Cover Letters. Download two different documents and edit them.
* Save a document in various formats.
* Create a document, reuse text from a different document, use the thesaurus to change a word, insert a watermark, add page numbers, change margins, and force a page break.
* Check a document for accessibility and attempt to fix any identified issues.

## TEACHING NOTES

### Introduction to Word Processing

In this section, students will be introduced to using Microsoft Word to produce and carefully proofread documents.

#### Beginning and Editing a Document

* Decide whether to start with a blank document, use a predesigned template, or open a previously saved document.
* Recognize whether to use Backspace or Delete to remove an item positioned either to the left or right of the insertion point.
* Stress the importance of proofreading a document.
* **Teaching Tips:** Demonstrate choosing a blank document, searching for and selecting a template, and opening an existing document.
* **Teaching Tips:** Emphasize the difference between word wrap, a hard return, and a line break and when it is appropriate to use each.
* **Teaching Tips:** Display the nonprinting characters and point out typical symbols.
* **Teaching Tips:** Explain the difference between reusing text and copy/paste and why you would choose each.
* **Teaching Tips:** Show how to position the insertion point using the mouse, keyboard, or finger/stylus.
* **Teaching Tips:** Point out the tools on the Review tab that help catch errors and improve writing.

#### Customizing Word

* Talk about some of the Word options that might typically be changed.
* Emphasize that customizations to the ribbon and Quick Access Toolbar are saved only in Word, not other Microsoft Office programs.
* **Teaching Tips:** Point out the Proofing category and useful AutoCorrect and AutoFormat options.
* **Teaching Tips:** Demonstrate how to add and remove tabs and commands to the ribbon.
* **Teaching Tips:** Show how to add and remove commands to the Quick Access Toolbar.

### Document Organization

It is important that a document is understandable and attractively presented to its intended audience.

#### Using Features That Improve Readability

* Documents should be organized so they are easy to read.
* Headers and footers and page numbers should display beginning on page two.
* Margins help the eye move around the page and rest in white spaces.
* Special characters such as a nonbreaking hyphen and nonbreaking space allow hyphenated words and names and dates and other pertinent information to not word wrap inappropriately.
* Section breaks allow some pages of a document to be in Portrait orientation and others to be in Page orientation.
* Print previewing a document, especially if it’s not going to be printed, is crucial to make sure it is appealing.
* **Teaching Tips:** Point out features located on the Insert tab, Design tab, and Layout tab that help improve readability.
* **Teaching Tips:** Demonstrate how to insert headers and footers and page numbers and navigate between sections as well as how to break the link to a previous section.
* **Teaching Tips:** Show how to insert symbols used in foreign words as well as special characters such as an Em Dash.

#### Viewing a Document in Different Ways

* Depending on how your document will be distributed, you can view it in different ways to make sure it is structured appropriately.
* Zoom temporarily changes a document’s readability.
* Enter a manual page break rather than pressing Enter repeatedly to manage page flow.
* **Teaching Tips:** Demonstrate how to change layouts from both the View tab and the status bar.
* **Teaching Tips:** Show how to enlarge or reduce the view of text from both the View tab and the Zoom slider.
* **Teaching Tips:** Point out the various ways to insert a page break such as Ctrl+Enter or from the Insert or Layout tabs.

### Document Settings and Properties

Before distributing a document, you want to ensure it is accessible to individuals with disabilities and it does not contain personal information.

#### Modifying Document Properties

* Document properties are metadata and are helpful to organize and locate files.
* Document properties can be printed for documentation purposes.
* **Teaching Tips:** Display Backstage view and select Info and point out document properties that are automatically updated such as file size, number of pages, and total words.
* **Teaching Tips:** Demonstrate how to customize document properties such as changing the author and adding tags or comments.

#### Preparing a Document for Distribution

* A document is usually developed to be distributed to others.
* Be proactive and save often or set up automatic backups.
* Remove hidden or sensitive information for privacy or security reasons.
* **Teaching Tips:** Demonstrate how to run the Accessibility Checker and make suggested changes.
* **Teaching Tips:** Show how to save a document as a previous Word version or RTF or PDF.
* **Teaching Tips:** Point out the various ways to try to get an unsaved document back.
* **Teaching Tips:** Explain the various print settings.

## 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. What’s New in Word 2019 for Windows: <https://support.office.com/en-us/article/What-s-new-in-Word-2019-for-Windows-d3d31e5e-2bb8-4433-80bb-08279beef4b3>
2. What’s new in Word 2019 for Mac: <https://support.office.com/en-us/article/What-s-new-in-Word-2019-for-Mac-247e0cd4-a758-4b42-a157-42eb8853aef5>
3. Insert a check mark or other symbol: <https://support.office.com/en-us/article/insert-a-check-mark-or-other-symbol-09b3d8e6-cd92-423a-9f5e-7f813e7e4b9e?ui=en-US&rs=en-US&ad=US>
4. Save a Word document as a template: <https://support.office.com/en-us/article/Save-a-Word-document-as-a-template-CB17846D-ECEC-49D4-82EA-A6F5E3E8B9AE>
5. Make your Word documents accessible to people with disabilities: <https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w01h1Camps.docx | w01h1Refuge\_LastFirst.docx |
| Hands-On Exercise 2 | w01h1Refuge\_LastFirst.docx w01h2Letter.docx | w01h2Refuge\_LastFirst.docx  w01h2Flyer\_LastFirst.docx |
| Hands-On Exercise 3 | w01h2Refuge\_LastFirst.docx w01h3NewEmployee.doc | w01h3Refuge\_LastFirst.docx  w01h3NewEmployee.docx |
| Practice Exercise 1 | w01p1Media.doc | w01p1Media\_LastFirst.docx |
| Practice Exercise 2 | w01p2Lake.docx  w01p2Article.docx | w01p2Lake\_LastFirst.docx |
| Mid-Level Exercise 1 | w01m1Water.docx  w01m1Cover.docx | w01m1Water\_LastFirst.docx |
| Mid-Level Exercise 2 | w01m2Backyard.doc  w01m2Fish.docx | w01m2Backyard\_LastFirst.docx |
| Running Case | Introductory letter to new client.doc (template)  w01r1NewCastle.docx  w01r1News.docx | w01r1NewCastle\_LastFirst.docx |
| Disaster Recovery | w01d1Policy.docx | w01d1Policy\_LastFirst.docx |
| Capstone | w01c1Space.docx  w01c1Family.docx | w01c1Space\_LastFirst.docx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. Text or graphic that displays behind text.

**Q. Watermark**

1. A structural view of a document or presentation that can be collapsed or expanded as necessary.

**K. Outline view**

1. The feature that automatically moves words to the next line if they do not fit on the current line.

**T. Word wrap**

1. The feature that enables Word to recover a previous version of a document.

**C. AutoRecover**

1. The tool that checks for document readability by people with disabilities.

**A. Accessibility Checker**

1. A computer application, such as Microsoft Word, used primarily with text to create, edit, and format documents.

**S. Word processing software**

1. A view in which text reflows to screen-sized pages to make it easier to read.

**M. Read Mode**

1. The feature that saves documents automatically so they can be retrieved later.

**D. AutoSave**

1. The word processing application included in the Microsoft Office software suite.

**J. Microsoft Word**

1. A predesigned document that may include formats that can be modified.

**O. Template**

1. A view that closely resembles the way a document will look when printed.

**L. Print Layout view**

1. A character or graphic not normally included on a keyboard.

**N. Symbol**

1. A feature that checks for and removes certain hidden and personal information from a document.

**E. Document Inspector**

1. Information that displays at the top or bottom of each document page.

**H. Header or Footer**

1. A view that shows a great deal of document space, but no margins, headers, footers, or other special features.

**G. Draft view**

1. A blinking bar that indicates where text that you next type will appear.

**I. Insertion point**

1. A tool that enables you to find a synonym for a selected word.

**P. Thesaurus**

1. A feature that corrects standard misspellings and word errors as they are typed.

**B. AutoCorrect**

1. A view that displays a document as it would appear on a webpage.

**R. Web Layout view**

1. A data element that is saved with a document but does not appear in the document as it is shown onscreen or is printed.

**F. Document property**

### Multiple Choice Answer Key

1. Which of the following is a reason to use the Accessibility Checker?

**b. To comply with federal legislation related to disabilities.**

1. The Document Inspector is useful when you want to:

**d. reveal any hidden or personal data in the file so that it can be removed, if necessary.**

1. To keep a first name and last name, such as Susan Barksdale, from being separated between lines of a document, where the word Susan might display on one line, with Barksdale on the next, you could:

**d.** **insert a nonbreaking space symbol between Susan and Barksdale.**

1. To rely on AutoSave to automatically save a document, you must first:

**d. save the document using OneDrive, OneDrive for Business, or SharePoint Online.**

1. One reason to use a header or footer is because:

**b. you only have to specify the content once, after which it displays automatically on all pages.**

1. Suppose you find that a heading within a report is displayed at the end of a page, with remaining text in that section placed on the next page. To keep the heading with the text, you would position the insertion point before the heading and then:

**a.** **press Ctrl+Enter.**

1. In which of the following situations would you consider inserting a soft return instead of a hard return?

**a. At the end of a single line of an address, with more address lines to follow.**

1. One reason to display nonprinting characters is to:

**c. assist with troubleshooting a document and modifying its appearance.**

1. You want to include all text from another document, which is not currently open, in the document in which you are working. How would you do that?

**c. Use the Text from File option to reuse text from the closed document at the current location in the open document.**

1. To identify a document as a draft, and not in final form, which of the following would you mostly likely add to the document?

**b. Watermark**

### Quick Concept Check Answer Key

1. **Explain how the way you are likely to define a paragraph and the way Word defines a paragraph can differ.**

You are likely to define a paragraph as a related set of sentences, with one paragraph changing to another when a thought or topic changes. However, Word defines a paragraph as text that ends in a hard return.

1. **Describe the process of reusing text from another document and compare the process to that of copying and pasting text. Provide an example of when reusing text would be preferable to copying and pasting**.

Reusing text from a document incorporates all of that text into a document that is currently open. The document from which the text is pulled is closed. During a copy and paste procedure, however, you are allowed to copy only a portion of text from a document that is currently open and paste it into a receiving location in another open document. A document comprised of a company policy might be reused as part of a memorandum under development. Because all of the policy is required, it might be easier to simply reuse the text instead of opening the document, selecting and copying text, and then pasting it into the memo.

1. **Describe an advantage of using Word templates to begin document production.**

When beginning a document that is related to a specific scenario or that requires precise formatting, you might save time and effort by first searching for a template that can provide beginning design or sample wording. You can then modify the document to suit your needs.

1. **Explain why a document might still contain spelling or word usage errors even after Word has checked a document for errors. Provide an example of an error that Word might not identify.**Word provides an option to check for spelling and grammatical errors. Even so, that check might fail to identify all errors because some wording that is spelled correctly could be used incorrectly. For example, typing the word “house” when you intended to include the word “horse” would most likely not be identified as a concern, even though the word usage is not appropriate for the sentence context.
2. **Provide an example of a header or footer whose value changes from one page to the next.**Word provides fields that can be included in a header or footer. Some of those fields are variable, as their content changes from one page to the next. For example, a page number’s value on one page is different from every other page in the document.
3. **Describe a document that would benefit from the use of a watermark. Explain why that is the case.**

A watermark, which is text or a graphic that displays behind text on a page, is often used to indicate ownership of a document or the fact that a document is in draft form. A document with a Draft watermark is clearly identified as one that is not yet ready for distribution.

1. **Explain how, without using a hard or soft return, you might ensure that a person’s first name and last name are never separated between lines in a document.**

As you add text to a document, it is possible that a person’s first name might be shown on one line, with the last name carrying over to the next. Such an arrangement is not attractive and should be avoided. To make sure that does not happen, you can insert a nonbreaking space symbol between the first and last names.

1. **Provide an explanation of why Read Mode would be used and how it differs from Print Layout view.**

The purpose of Read Mode is to provide an attractive arrangement of pages, much like those included in a magazine or book format. As such, clutter is minimized, with pages occupying most of the screen space. It differs from Print Layout view in that it does not include a ribbon and includes a zoom feature whereby you can enlarge an object included in the document.

1. **Describe a situation in which inserting a page break would be beneficial.**

Inserting a page break might be beneficial when a heading is shown alone at the bottom of a page, with the remainder of the section beginning on the following page. By inserting a page break before the heading, you ensure that the heading is not separated from the text that it describes.

1. **Explain why document properties are useful in a document, even though they are not actually shown as part of the document onscreen**.Document properties, such as title, author, subject, and keywords, do not display in the document but are useful in categorizing a document, identifying its purpose or ownership, and helping locate the document later as the result of a search.
2. **Explain the importance of using the Accessibility Checker for a document that you plan to distribute. Provide several examples of suggestions that might occur during the check**.

A document intended for wide distribution is likely to be accessed by people who rely on some sort of assistive technology to help with that task. You should ensure that such documents are as readable as possible by most people, including those with physical or cognitive disabilities. In addition, it may be necessary to produce documents in compliance with federal legislation related to accessibility. Word’s Accessibility Checker identifies errors, warnings, and tips related to an open document. Such concerns as images with no alt text, or hyperlinks that do not provide description of what they are linking to, are examples of suggestions that might occur during a check.

1. **Provide rationale for removing identifying data in a document, such as comments or author name, that might be considered useful in other cases.**Although the inclusion of such document properties as author name or comments might provide documentation of a file and simplify later access, they could also pose a privacy or security concern. For that reason, you might consider removing certain properties prior to distribution of a document.
2. **Explain why and how you might print document properties.**

Document properties are not shown on screen when you open the associated document. Because they serve the purpose of identifying and categorizing a document, you might want to print them for later reference or to serve as file documentation. From Backstage view, select Print, click Print All Pages, and then select Document Info. At that point document properties will be printed when you begin a print procedure.