# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 5

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES_1), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES_1), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w05\_answerkey\_match.docx |
| Multiple Choice | w05\_answerkey\_mc.docx |
| Concepts Checks | w05\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  w05h1Greenways \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | none | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w05b2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)**  Scripted Lecture Data  Scripted Lecture Solution | w05\_script\_instruction.docx | Online Instructor Resource Center |
| w05\_script\_data1.docx |
| w05\_script\_data2.jpg  w05\_script\_data3.xlsx  w05\_script\_data4.docx |
| w05\_script\_solution1.docx w05\_script\_solution2.docx w05\_script\_solution3.docx |
| w05\_script\_solution.pdf |
| **PowerPoint Presentation** | w05\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w05\_testbank.doc | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w05\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w05\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap Instruction | w05\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w05\_exam\_chap\_data.docx |
|  | w05\_exam\_chap\_photo.jpg |
|  | w05\_exam\_chap\_stock.xlxs |
| Prepared Exam-Chap Solution | w05\_exam\_chap\_solution.docx |
| Prepared Exam-Chap Annotated Sol. | w05\_exam\_chap\_ann\_solution.pdf |
| Prepared Exam-Chap Scorecard | w05\_exam\_chap\_scorecard.xlsx |
| **File Guide** | w05\_file\_guide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w05\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | w05\_grader\_instruction.docx |
| Grader Data | w05\_grader\_data.docx |
| Grader Solution | w05\_grader\_solution.docx |
| Grader Annotated Solution | w05\_grader\_annsolution.pdf |
| Grader Scorecard | w05\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

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

* Design a Newsletter
* Apply Design Features
* Insert Graphic Objects
* Manipulate Graphic Objects
* Use OLE to Insert an Object

## CHAPTER OVERVIEW

The students will be asked to create a one-page newsletter in an easy-to-read format, including professional design elements and graphics.

### The major sections in this chapter are:

1. **Desktop Publishing.** In this section, students will learn how to design and develop a simple newsletter with a multicolumn layout that includes a photo and other objects.
2. **Graphic Objects.** In this section, students will learn how to insert a variety of graphic objects found on the Insert tab, and to work with tools that enable them to make adjustments such as changing colors, layering, and rotation.
3. **Document Versatility.** In this section, students will learn how to access data from other applications for inclusion in a Word document, embed and link data, and update linked data.

## 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. [Run through the Scripted Lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
5. Have students complete the Capstone Exercise for Word Chapter 5.
6. Use MyITLab for in-class work or to go over homework.
7. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

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

* Develop overall document layout
* Apply and modify column layout
* Insert a section break
* Insert a column break
* Create a masthead
* Create a drop cap
* Apply borders and shading
* Insert images
* Insert SmartArt
* Insert WordArt
* Insert a text box
* Create a pull quote or sidebar
* Insert drawing shapes
* Change shape fills and borders
* Resize an object
* Group, layer, and rotate objects
* Use the copy and paste method to embed or link an object
* Use the Insert an object method to embed or link an object
* Update a link

## KEY TERMS

Desktop publishing**–**A process that uses software, such as Word, to design commercial-quality printed material.

**Drop Cap–**A framed area that keeps parts of a drawing together.

Embed**–**A process that brings an object or data from another application or file into a document, enabling the object to be edited without changing the source.

**Group–**The process of combining objects so they appear as a single object.

Layer**–**The process of placing one object on top of another.

Link**–**A process that brings an object or data from another application or file into a document, retaining a connection to the source data.

**Masthead–**The identifying information at the top of a newsletter or other periodical.

Object Linking and Embedding (OLE)**–**The feature that enables you to insert and link objects or information into different applications.

**Pull quote–**A phrase or sentence taken from an article to emphasize a key point.

**Shape–**An object, such as a circle or an arrow, that you can use as visual enhancement in a document.

Sidebar**–**Supplementary text that appears along the side of featured information.

SmartArt**–**A visual representation of information that can be created to effectively communicate a list, process, or relationship.

**Text box–**A rectangular object that contains text.

**Text pane–**A pane that displays beside a SmartArt diagram, enabling you to enter text.

Ungroup**–**Breaking a grouped object into separate objects.

WordArt**–**A feature that creates decorative text.

## DISCUSSION QUESTIONS

* What are some of the different applications for which a newsletter could be designed—technical, social events, educational?
* Why would it be considered bad design practice to use the underline font style for newsletter text?
* If an Excel chart is going to be placed in a Word document, when would it be appropriate to embed the chart object, and when would it be appropriate to link it?

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

* Apply and Modify Column Layout
* Insert a Section Break and a Column Break
* Create a Masthead
* Create a Drop Cap
* Apply Borders and Shading and Insert an Image
* Insert SmartArt
* Insert WordArt
* Create a Pull Quote
* Insert and Format Drawing Shapes
* Group Objects
* Use the Copy and Paste Method to Embed or Link an Object
* Use the Insert an Object Method to Embed or Link an Object
* Update a Link

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Have students design a masthead for a newsletter topic of their choice.
* Divide the class into groups and assign a topic for a newsletter. Have students create a layout using a grid and identify the elements that would be included. Students should also identify the fonts and color scheme they would use. Have a discussion about the resulting design from each group. Have students share their designs with each other online.
* Have students research different standalone desktop publishing applications and compare the features to those available in Word.

## TEACHING NOTES

### Desktop Publishing

In this section, the student will develop a simple newsletter with a multicolumn layout that includes a photo and other objects.

#### Designing a Newsletter

* Discuss the types of objects and formatting features that are often used in newsletters.
* Explain that the design of a newsletter and its features depend on its intended audience and purpose.
* **Teaching Tips:** Point out that the objective is to create an easy-to-read document and therefore, not all features should be included in a newsletter.
* **Teaching Tips:** Demonstrate how to create a columnar layout by inserting columns, a section break, and a column break.
* **Teaching Tips:** Explain the purpose of a masthead and the use of a reverse masthead in a design.

#### Applying Design Features

* Explain that the first step in creating a newsletter is developing the design, which should consider the overall layout as well as specific formatting features, such as fonts, that will be used.
* **Teaching Tips:** Show how a masthead can be used to communicate important information to the reader.
* Discuss the different objects and formatting features that are often used in newsletters.
* **Teaching Tips:** Show how different font sizes and styles can be used to emphasize important elements, but that excessive use of font formatting or color can result in a poor design.
* **Teaching Tips:** Demonstrate the use of different objects in various designs and business documents.

### Graphic Objects

In this section, the student will insert graphic objects such as SmartArt and WordArt and make adjustments to color, layering, and rotation.

#### Inserting Graphic Objects

* Explain that SmartArt allows the student to visually represent ideas using one of many layout options such as a list, diagram, or chart.
* Discuss how WordArt allows the student to add decorative text to headings or banners.
* Discuss how text boxes allow the student to place text at any position in the document, and to layer or combine the text boxes with other objects. Text boxes can also be linked to allow text to flow from one column to the next.
* Discuss the differences between a pull quote and a sidebar and how the student can use either object to draw attention to important topics.
* Explain that shapes are objects that can be used to enhance a document in addition to the other predefined objects, and shapes can be combined to create a more complex image.
* **Teaching Tips:** Explain that any of the objects discussed in this section—SmartArt, WordArt, text boxes, and shapes—can be moved, resized, duplicated, and formatted.
* **Teaching Tips:** Demonstrate how the Drawing Canvas tool can be used for more complex drawings that include multiple shapes, and how the canvas area can be formatted with borders and fills.

#### Manipulating Graphic Objects

* Explain that shapes and text boxes have two main components—the border and the fill—to which color can be applied.
* Demonstrate the Style galleries for the different types of graphic objects and the options for changing the formatting of the objects.
* Discuss how objects can be resized, grouped, ungrouped, arranged in layers, and flipped and rotated.
* **Teaching Tips:** Point out that objects can be resized by using the sizing handles or by using precise settings on the Format tab.
* **Teaching Tips:** Explain that cropping is not the same as resizing—cropping removes unwanted portions of the graphic object or image.
* **Teaching Tips:** Demonstrate how grouping allows you to treat several objects as if they were a single object.
* **Teaching Tips:** Demonstrate how layering allows you to change the order of objects that may be placed on top of each other. Explain that grouping and layering can be used together to manipulate the objects in a document.
* **Teaching Tips:** Discuss how the Layout Options can be used to further control the appearance of a document by specifying how text wraps around an object.

### Document Versatility

In this section, the student will include data from other applications by embedding or linking the data, and update linked data.

#### Using OLE to Insert an Object

* Explain that Object Linking and Embedding (OLE) is a technology that allows you to insert and link objects into different applications.
* Discuss how embedding imports the object into the document and does not maintain a connection to the original source. Linking allows you to import an object from another application while retaining a connection to the original data source.
* **Teaching Tips:** Explain the Copy and Paste method for embedding and linking objects. Point out that linking the data requires choosing the Paste link in the Paste Special dialog box.
* **Teaching Tips:** Discuss how, when a linked object is inserted using the Insert tab and clicking Object in the Text group, you can choose to display the actual data in the object *or* an icon that represents the linked data. Explain why and when the second option would be chosen.
* **Teaching Tips:** Be sure students understand that the source data for a linked object can be modified in the source application, and then updated in the Word document by right-clicking and selecting Update Link.

## 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. Add clip art to your file: <https://support.office.com/en-us/article/add-clip-art-to-your-file-0a01ae25-973c-4c2c-8eaf-8c8e1f9ab530?wt.mc_id=otc_tips>
2. Insert Pictures:  
   <https://support.office.com/en-us/article/insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344?ui=en-US&rs=en-US&ad=US>
3. Add Pictures: <https://support.office.com/en-us/article/video-add-pictures-a0622cb4-4cb1-49a3-8070-fa52739519fa>
4. Insert WordArt:  
   <https://support.office.com/en-us/article/insert-wordart-1c2ddb98-a711-487e-b4e0-c30f1d002b26?ui=en-US&rs=en-US&ad=US>
5. Get creative with 3D models: <https://support.office.com/en-us/article/get-creative-with-3d-models-ec5feb79-b0af-47f6-a885-151fcc88ac0a>
6. Create a SmartArt graphic: <https://support.office.com/en-us/article/Create-a-SmartArt-graphic-FAC94C93-500B-4A0A-97AF-124040594842>
7. Insert a drop cap: <https://support.office.com/en-us/article/Insert-a-drop-cap-817fd19f-40fe-4b73-95e8-f3c0f5e01278>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w05h1Greenways.docx  w05h1Bike.jpg | w05h1Greenways\_LastFirst.docx |
| Hands-On Exercise 2 | w05h1Greenways\_LastFirst.docx | w05h2Greenways\_LastFirst.docx |
| Hands-On Exercise 3 | w05h2Greenways\_LastFirst.docx w05h3Budget.xlsx  w05h3Funding.docx | w05h3Greenways\_LastFirst.docx |
| Practice Exercise 1 | w05p1Build.docx  w05p1Kitchen.jpg  w05p1Plans.xlsx | w05p1Build\_LastFirst.docx |
| Practice Exercise 2 | w05p2Lake.docx  w05p2Pier.jpg  w05p2Text.docx | w05p2Lake\_LastFirst.docx |
| Mid-Level Exercise 1 | w05m1Books.docx w05m1BestSellers.xlsx w05m1Newsletter.docx  w05m1Books.jpg | w05m1Books\_LastFirst.docx |
| Mid-Level Exercise 2 | w05m2Response.docx  w05m2Crisis.jpg | w05m2Response\_LastFirst.docx |
| Running Case | w05r1NewCastle.docx | w05r1NewCastle.docx |
| Disaster Recovery | w05d1Car.docx  w05d1Cooper.xlsx | w05d1Car\_LastFirst.docx |
| Capstone | w05c1Funding.docx  w05c1Comparison.xlsx | w05c1Funding\_LastFirst.docx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A phrase or sentence taken from an article to emphasize a key point.

**I. Pull quote**

2. A process that brings an object or data from another application or file into a document, enabling the object to be edited without changing the source.

**C. Embed**

3. The process of placing one shape on top of another.

**E. Layer**

4. The identifying information at the top of a newsletter.

**G. Masthead**

5. A feature that creates a decorative text object that is especially useful for designing banners or headings.

**P. WordArt**

6. Supplementary text that appears in a box on the side of a document.

**K. Sidebar**

7. The process of combining objects so they appear as a single object.

**D. Group**

8. A process that brings an object or data from another application or file into a document, retaining a connection to the source data.

**F. Link**

9. A rectangular object that contains text and that can display in any location within a document; if text changes, the box dimensions automatically adjust to accommodate.

**M. Text box**

10. A large capital letter at the beginning of a paragraph.

**B. Drop cap**

11. A process that divides a combined single object into individual objects that constitute it.

**O. Ungroup**

12. The feature that enables you to insert and link objects or information into different applications.

**H. Object Linking and Embedding**

13. A pane that displays beside a SmartArt diagram, enabling you to enter text.

**N. Text pane**

14. A process that uses software, such as Word, to design commercial-quality printed material.

**A. Desktop Publishing**

15. An object, such as a circle or an arrow, that you can use as visual enhancement in a document.

**J. Shape**

16. A visual representation of information that can be created to effectively communicate a list, process, or relationship.

**L. SmartArt**

### Multiple Choice Answer Key

1. Wrapping text is relevant when:

**b. indicating how text can be positioned around an object.**

2. What color combination comprises a reverse effect on a masthead?

**d. Light text on a dark background.**

3. You just inserted two shape objects, a triangle and circle, into the document; the circle is larger and was inserted on top of the triangle, so the triangle cannot be seen. What can you do to display the triangle on top of the circle?

**c. Click the circle and click Send to Back.**

4. One method of balancing columns so that each column contains approximately the same amount of text is to:

**a. Insert a continuous section break at the end of the last column.**

5. When you update a link in Word, you:

**d. Apply changes to an item in Word when the source data changes.**

6. An advantage to grouping several objects together is that the objects can then be:

**a. Managed as a single object.**

7. A pull quote is a:

**b. a phrase or sentence taken from an article to emphasize a key point.**

8. Which feature enables you to quickly insert an organizational chart that can be modified or enhanced as needed?

**b. SmartArt**

9. Which of the following processes inserts content from a PowerPoint presentation in a way that enables you to edit the inserted content in the document without changing the source data?

**a. Embedding**

10. For which of the following would WordArt be a good choice?

**b. Banner or heading**

### Quick Concept Check Answer Key

**1. Describe the difference between a continuous section break and a column break.**A continuous section break is automatically inserted when columnar layout changes, or you can manually insert a continuous section break from the Breaks command on the Layout tab. You would insert a continuous section break when formatting of any kind should vary between sections. A column break is placed when you want to force a column to end—perhaps so that a heading is not awkwardly placed alone at the end of a column.

**2. Provide rationale for using a reverse effect when designing a masthead instead of a simple text heading as related to the overall appeal and effectiveness of the masthead.**A reverse effect is a formatting method in which lighter text is placed against a dark background. A reverse is often used to add style, interest, and readability to a newsletter title, whereas simple text might not draw the same amount of attention to a title.

**3. Explain how envisioning a grid structure as you design a newsletter could be beneficial.**A grid arrangement provides a strong visual foundation upon which you can plan elements related to the document, such as columns of text and graphic objects. Envisioning a grid, you can plan for the appropriate placement of elements and can get a feel for how they will relate to one another in the overall document design.

**4. Describe the purpose of a pull quote and why it might be useful in a document.**A pull quote is a phrase or sentence taken from a document and displayed in larger type, often including borders, to emphasize a key point. A pull quote enables you to draw attention to an important topic that you want your readers to understand or appreciate.

**5. Describe similarities and differences between grouping and layering.**Grouping combines separate objects into a single unit that can be managed as such. Layering combines objects into a hierarchy, with the most recently added object added on a higher layer than those included earlier. Although both grouping and layering share the purpose of working with multiple objects, they differ in that grouping is concerned with the combination of objects into a single unit whereas layering is related to the way in which objects are positioned in front of or behind other objects.

**6. Provide an example of when you might choose to insert a SmartArt diagram in a document instead of creating the illustration using shapes or other graphic elements.**When a diagram representing a process, list, or relationship is needed in a document, you would consider working with SmartArt, which is typically a combination of shapes, lines, and color that effectively describes what you intend. Although you could also design such a diagram by manually inserting and manipulating shapes from Word’s Shapes gallery, the process would be time-consuming and laborious. Word’s gallery of SmartArt diagrams is sufficient for most tasks that require a visual representation of information and is much more quickly done than a manual design incorporating shapes from a gallery.

**7. Contrast the processes of embedding and linking, describing when one method be preferable over another.**A Word document can be designed to include data from other applications, such as PowerPoint or Excel. In that case, you determine whether you want the source data to be linked to the document (so that changes made to the original data are also reflected in the Word document) or embedded in the document (where changes made to the original data do not affect the Word document). The choice depends upon the application of information; for example, time-sensitive data related to such items as stock prices or employee hours might require a linked arrangement so that the document remains current at all times. On the other hand, historical data might be better suited as an embedded object.

**8. Explain why linked content in a Word document might not show updates that are made to the source file. Describe steps that must be followed to ensure that linked content is updated.**The fact that data from an external source, such as PowerPoint or Excel, is linked in a document does not mean that the document is automatically updated when the source data changes. To ensure that linked content in a document remains current, you would right-click the object in the document and select Update Link.