# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 6

## 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_1), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w06\_answerkey\_match.docx |
| Multiple Choice | w06\_answerkey\_mc.docx |
| Concepts Checks | w06\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  w06h1References \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w06m2MyMaster\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w06d1Bookmarks\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w06\_script\_instruction.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w06\_script\_data1.docx |
|  | w06\_script\_data2.docx |
| Scripted Lecture Solution | w06\_script\_data3.docx  w06\_script\_data4.docx  w06\_script\_data5.docx  w06\_script\_solution1.docx  w06\_script\_solution2.docx  w06\_script\_solution2.dotx  w06\_script\_solution3.docx  w06\_script\_solution4.docx  w06\_script\_solution5 folder:  w06\_script\_solution1.docx  w06\_script\_solution3.docx  w06\_script\_solution4.docx  w06\_script\_solution6.docx  w06\_script\_solution6.pdf  w06\_script\_solution6\_subdoc.pdf  w06\_script\_solution7 folder:  w06\_script\_solution1.docx  w06\_script\_solution3.docx  w06\_script\_solution4.docx  w06\_script\_solution6.docx  w06\_script\_solution6.pdf  w06\_script\_solution6\_subdoc.pdf  w06\_script\_solution8.docx  w06\_script\_solution8.pdf  w06\_script\_solution8\_subdoc.pdf  w06\_script\_solution9.thmx |
| **PowerPoint Presentation** | w06\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w06\_testbank.doc | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w06\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w06\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap Instruction | w06\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w06\_exam\_chap\_change\_management.docx |
|  | w06\_exam\_chap\_communication\_table.docx |
|  | w06\_exam\_chap\_logo.png |
|  | w06\_exam\_chap\_risks.docx |
|  | w06\_exam\_chap\_roles.docx |
|  | w06\_exam\_chap\_structure.docx |
| Prepared Exam-Chap Solution | w06\_exam\_chap\_Master\_solution.xlsx |
|  | w06\_exam\_chap\_Master\_solution.docx |
|  | w06\_exam\_chap\_Template\_solution.dotx |
| Prepared Exam-Chap Annotated Sol. | w06\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w06\_exam\_chap\_scorecard.xlsx |
| **File Guide** | w06\_file\_guide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w06\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | w06\_grader\_instruction.docx |
| Grader Data | w06\_grader\_data.xlsx |
| Grader Solution | w06\_grader\_solution.xlsx |
| Grader Annotated Solution | w06\_grader\_annsolution.pdf |
| Grader Scorecard | w06\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

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

* Select a Template
* Create a Word Template
* Use Building Blocks
* View Two Documents Side by Side
* Merge Documents
* Use Navigational Tools
* Apply a Document Theme and Style Set
* Customize Theme Colors and Theme Fonts, and Apply Theme Effects

## CHAPTER OVERVIEW

In this chapter, the students will learn how to use templates, work with multiple documents, and apply and modify themes.

### The major sections in this chapter are:

1. **Automate Document Creation.** In this section, students will learn how to use a template to start a document, save a Word document as a template, and use building blocks to automate repetitive tasks.
2. **Multiple Documents.** In this section, students will learn how to view multiple documents side by side, compare and combine files, create a master document with subdocuments, use the navigational tools, and create bookmarks.
3. **Document Themes.** In this section, students will learn how to apply themes and style sets to a document, and create a custom theme by modifying theme elements.

## 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 6.
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:

* Select and download a template
* Save a document as a template
* Create and insert a custom building block
* View two documents side by side
* Compare two documents
* Combine two documents
* Insert a file as an object
* Create a master document and subdocuments
* Modify the master document and subdocuments
* Use the Navigation Pane
* Create bookmarks
* Apply a theme to a document
* Apply a style set
* Customize theme colors
* Customize theme fonts
* Apply theme effects
* Save a custom theme

## KEY TERMS

AutoText**–**A type of building block to store and find text or graphics that will be reused, such as a standard contract clause or a long distribution list.

Bookmark**–**A feature that provides an electronic marker for a specific location in a document.

Building block**–**A predefined block of text for standardized content that can be placed in any document.

Building Blocks Organizer**–**A feature that displays a list of all the building blocks that are predefined in the templates stored in the current template location.

Combine**–**A feature that integrates all changes from multiple authors or documents into one single document.

Compare**–**A feature that evaluates the contents of two versions of a document side by side for a line-by-line comparison and presents a merged version with markup and tracked changes showing the differences.

Document theme**–**A set of coordinating fonts, colors, and special effects, such as shadows or glows, that are combined into a package to provide a stylish appearance.

Legal blacklining**–**A way to compare two documents and to display the changes between the two documents.

Master document**–**A document that acts like a binder for managing smaller documents.

Navigation Pane**–**A tool that is used to navigate through a document by viewing headings, viewing pages, and browsing search results.

Placeholder**–**A field or block of text used to determine the position of objects in a document.

Subdocument**–**A smaller document that is a part of a master document.

Synchronous scrolling**–**A feature that enables you to scroll through two documents at the same time using either of the two scroll bars.

Template**–**A partially completed document containing preformatted text or graphics.

Template thumbnail**–**A small picture displays below the search box that matches the search term in the Search for online templates search box.

Theme color**–**A feature that represents coordinated colors for the current text and background, accents, and hyperlinks.

Theme effect**–**A feature that includes lines or fill effects to incorporate into a document theme.

Theme font**–**Contains a coordinating heading and body text font.

View Side by Side**–**A feature that enables you to display two versions of the same document on the same screen.

## DISCUSSION QUESTIONS

* What templates could be developed for documents that students use frequently?
* What types of reports or documents would be best developed using a master document with subdocuments? What types of documents would not work well with this approach?
* What are some examples of documents for which students might want to create a custom theme? What is the disadvantage of having a custom theme saved on one computer?

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

* Select and Download a Template
* Save a Document as a Template
* Create and Insert a Custom Building Block
* View Two Documents Side by Side
* Combine Two Documents and Insert a File as an Object
* Create a Master Document and Subdocuments
* Use the Navigation Pane and Create Bookmarks
* Apply a Theme to a Document
* Apply a Style Set
* Customize Theme Colors
* Customize Theme Fonts
* Save a Custom Theme

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Have the students create a template for a cover letter to accompany a resume. The cover letter should include placeholders for the date and the employer’s name and address, and use a building block for the student’s contact information.
* Ask the students to research the difference between the styles in the Styles gallery on the Home tab, and the Style Sets on the Design tab in the Document Formatting group.
* Have the students create a custom theme for documents for a club, newsletter, small business, or other topic of their choice.

## TEACHING NOTES

**Automate Document Creation**

In this section, the student will learn how to use a template to start a document, save a Word document as a template, and use building blocks to automate repetitive tasks.

#### Selecting a Template

* Discuss the settings of the Normal template used for all Word documents created using the Blank document in Backstage view.
* Demonstrate how to search for a template for a specific use, such as a resume.
* **Teaching Tips:** Explain that any placeholder in a template should be deleted if it is not needed for a particular use.

#### Creating a Word Template

* Discuss how it can be useful to create a template for a document that is frequently used, such as a cover letter or report.
* **Teaching Tips:** Point out that students should be aware of the location where a template is saved. Show them the default location used by Word.
* **Teaching Tips:** Show the students that templates saved in locations other than the Custom Office Templates folder will not display in the Templates dialog box.

#### Using Building Blocks

* Discuss how building blocks can be used to insert reusable objects into a Word document.
* Explain that predefined objects can be selected from the Building Blocks Organizers or you can create and save your own building blocks.
* Demonstrate the steps for saving an item as a new building block.
* **Teaching Tips:** Point out that some building blocks can be inserted at the location of the insertion point, while others such as a header or footer, can be inserted anywhere.
* **Teaching Tips:** Show students how they can quickly insert a building block by typing the unique name and pressing F3 to insert the text.

**Multiple Documents**

In this section, students will learn how to view multiple documents side by side, compare and combine files, and create a master document with subdocuments.

#### Viewing Documents Side by Side

* Discuss how viewing documents side by side allows students to view two versions of the same document so they can be compared, or to view two different documents so content can be copied from one document to another.
* Explain that synchronous scrolling enables students to scroll through two documents so that they move together as they scroll.
* **Teaching Tips:** Point out that both documents must be open in Word in order for them to be viewed side by side. If more than two documents are open, a dialog box will open to ask which two documents they want to view.
* **Teaching Tips:** Explain that when View Side by Side is turned off, the document with the insertion point will display as the active document.

#### Merging Documents

* Discuss the different options for combining or merging documents:
  + Students can compare the changes in two documents using the Compare feature to mark up the differences between them. They can then choose how they want to view the changes—in the original document, the revised document, or a new document.
  + Students can combine documents using the Combine feature, which integrates all changes from several authors into one document.
  + Students can insert another file as an object into a file—they can insert the actual content of the other file or an icon that represents the content of the other file.
  + Students can create a master document with subdocuments.
* **Teaching Tips:** Explain the difference between inserting a file as an object and inserting text from a file.
* **Teaching Tips:** Review the suggestions for working with a master document and subdocuments.

#### Using Navigational Tools

* Explain that by using the Navigation Pane, you can use either headings or page thumbnails to navigate through a document.
* Discuss how students can search a document for words, phrases, or objects such as graphics or tables.
* Explain that a bookmark allows students to mark a location in a document and then create hyperlinks to that location using the bookmark.
* **Teaching Tips:** Point out that headings will display in the Navigation Pane only if they are formatted using the built-in title or heading style in the Styles gallery on the Home tab.
* **Teaching Tips:** Demonstrate how students can click an occurrence of a search result to move to the location of that result in the document.
* **Teaching Tips:** Explain that a bookmark can be added to a word, phrase, object (such as a picture), or an entire paragraph.
* **Teaching Tips:** Show students how to navigate by using the Bookmark dialog box or by pressing Ctrl+G to open the Go To tab in the Find and Replace dialog box.

**Document Themes**

In this section, students will learn how to apply themes and style sets to a document and create a custom theme by modifying theme elements.

#### Applying a Document Theme and Style Set

* Discuss how a document theme is a set of coordinating fonts, colors, and special effects that can provide a consistent look and feel to documents across all of the Office applications.
* Explain that a style set is a group of predefined settings for fonts, paragraph spacing, and colors that can be applied to text to format the title, headings, and body text of a document.
* **Teaching Tips:** Point out that the Set as Default command in the Document Formatting group on the Design tab allows a user to save a customized group of settings as default that will be applied to all new blank documents.

#### Customizing Theme Colors and Theme Fonts, and Applying Theme Effects

* Demonstrate the options on the Design tab in the Document Formatting group for customizing theme colors and theme fonts.
* Explain that theme fonts contain two font settings—one font for headings and one font for body text.
* Discuss how theme effects are applied to objects such as shapes, SmartArt, and borders, and cannot be customized like theme colors and fonts.
* **Teaching Tips:** Show students how to apply a theme, change the colors and fonts, and save the theme with a new name.
* **Teaching Tips:** Point out the location where the new theme is saved and the .thmx file extension used for theme files.

## 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. 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
2. Add a heading: <https://support.office.com/en-us/article/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2>
3. Apply Themes:  
   <https://support.office.com/en-us/article/apply-themes-55922445-1629-4a9f-ae63-1e2c1f295fdf>
4. Give your doc a makeover with just one click: <https://support.office.com/en-us/office-training-center/word-tips>
5. Differences between templates, themes, and Word styles:  
   <https://support.office.com/en-us/article/Differences-between-templates-themes-and-Word-styles-101c2774-296b-4bb7-b084-2e936f6ee390>
6. Write your best resume with help from LinkedIn and Resume Assistant: <https://support.office.com/en-us/article/write-your-best-resume-in-word-with-help-from-linkedin-in-resume-assistant-444ff6f0-ef74-4a9c-9091-ffd7a9d1917a?ui=en-US&rs=en-US&ad=US>
7. Create and use content Building Blocks in Word documents: <https://support.office.com/en-us/article/create-and-use-content-building-blocks-in-word-documents-0b5a27ae-9776-4096-bcfc-98599f16cadc#bminsert>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | Blank document | w06h1References\_LastFirst.docx w06h1ReferencesTemplate\_LastFirst.dotx w06h1ResumeRW\_LastFirst.docx |
| Hands-On Exercise 2 | w06h1References\_LastFirst.docx w06h1ResumeRW\_LastFirst.docx  w06h2Faculty.docx w06h2Proposal1.docx w06h2Proposal2.docx | w06h2Master\_LastFirst.zip consisting of the following files:  w06h1ResumeRW\_LastFirst.docx  w06h1References\_LastFirst.docx  w06h1ReferencesTemplate\_LastFirst.dotx  w06h2FinalProposal\_LastFirst.docx  w06h2Master\_LastFirst.docx |
| Hands-On Exercise 3 | w06h2Master\_LastFirst.zip consisting of the following files:  w06h1ResumeRW\_LastFirst.docx  w06h1References\_LastFirst.docx  w06h1ReferencesTemplate\_LastFirst.dotx  w06h2FinalProposal\_LastFirst.docx  w06h2Master\_LastFirst.docx | w06h3Master\_LastFirst.zip consisting of the following files:  w06h1ResumeRW\_LastFirst.docx  w06h1ReferencesTemplate\_LastFirst.dotx  w06h1References\_LastFirst.docx  w06h2FinalProposal\_LastFirst.docx  w06h3Master\_LastFirst.docx  w06m3MasterTheme\_LastFirst.thmx |
| Practice Exercise 1 | w06p1Insurance.docx | w06p1EmployeeTemplate\_LastFirst.dotx w06p1Employee\_LastFirst.docx |
| Practice Exercise 2 | w06p2Cancer1.docx w06p2Cancer2.docx | w06p2Cancer\_LastFirst.docx w06p2CancerTheme\_LastFirst.thmx |
| Mid-Level Exercise 1 | w06m1Truck.docx w06m1TruckRevision.docx | w06m1TruckCombined\_LastFirst.docx  w06m1TruckCompare\_LastFirst.docx |
| Mid-Level Exercise 2 | w06m2Employees.docx  w06m2Exceptions.docx | w06m2MyMaster\_LastFirst.zip consisting of the following files:  w06m2Employees.docx  w06m2Exceptions.docx  w06m2MyTemplate\_LastFirst.dotx  w06m2MyMaster\_LastFirst.docx  w06m2MyTheme\_LastFirst.thmx |
| Running Case | w06r1NewCastle1.docx  w06r1NewCastle2.docx | w06r1NewCastleCompare\_LastFirst.docx  w06r1NewCastleCombined\_LastFirst.docx  w06r1NewCastle\_LastFirst.thmx |
| Disaster Recovery | w06d1Bookmarks.docx | w06d1Bookmarks\_LastFirst.docx |
| Capstone | w06c1EileenAgendaTemplate.dotx  w06c1JohnAgendaTemplate.dotx  w06c1Logo.png  w06c1Minutes.docx  w06c1YearlyMinutes.docx | w06c1AgendaTemplate\_LastFirst.dotx  w06c1AgendaTheme\_LastFirst.thmx  w06c1CombinedAgenda\_LastFirst.docx  w06c1YearlyMinutes\_LastFirst.docx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A predefined block of text for standardized content that can be placed in any document.

**C. Building block**

2. A feature that enables you to display two versions of the same document on the same screen.

**S. View Side by Side**

3. A feature that enables you to scroll through two documents at the same time using either of the two scroll bars.

**M. Synchronous scrolling**

4. A feature that evaluates the contents of two versions of a document side by side for a line-by-line comparison and presents a merged version with markup and tracked changes showing the differences.

**F. Compare**

5. A feature that integrates all changes from multiple authors or documents into one single document.

**E. Combine**

6. A way to compare two documents and to display the changes between the two documents.

**H. Legal blacklining**

7. A document that acts like a binder for managing smaller documents.

**I. Master document**

8. A smaller document that is a part of a master document.

**L. Subdocument**

9. A tool that is used to navigate through a document by viewing headings, viewing pages, and browsing search results.

**J. Navigation Pane**

10. A small picture displays below the search box that matches the search term in the Search for online templates search box.

**O. Template thumbnail**

11. A feature that provides an electronic marker for a specific location in a document.

**B. Bookmark**

12. A partially completed document containing preformatted text or graphics.

**N. Template**

13. A field or block of text used to determine the position of objects in a document.

**K. Placeholder**

14. A feature that displays a list of all the building blocks that are predefined in the templates stored in the current template location.

**D. Building Blocks Organizer**

15. A set of coordinating fonts, colors, and special effects, such as shadows or glows, that are combined into a package to provide a stylish appearance.

**G. Document theme**

16. A feature that represents coordinated colors for the current text and background, accent, and hyperlinks.

**P. Theme color**

17. A feature that contains a coordinating heading and body text font.

**R. Theme font**

18. A feature that includes lines or fill effects to incorporate into a document theme.

**Q. Theme effect**

19. A type of building block to store and find text or graphics that will be reused, such as a standard contract clause or a long distribution list.

**A. AutoText**

### Multiple Choice Answer Key

1. You can obtain a document template from many ways, *except* which of the following?

**a. Select it from the Insert tab.**

2. Which feature enables you to integrate all changes from multiple authors or documents into one single document?

**c. Combine**

3. Which of the document elements listed below can you find using the Go To command?

**b. Bookmark**

4. What file extension is given to a template?

**b. dotx**

5. When you use the Navigation Pane, you can navigate through the document by viewing headings or \_\_\_\_\_\_\_\_\_\_.

**c. thumbnails**

6. What is the primary purpose of using a document theme?

**a. To coordinate elements used in the document such as colors and fonts, and to give it a more professional appearance.**

7. If you have created a customized cover page and you want to use the same cover page for all your reports, which productivity tool would best fit your need?

**d. Building blocks**

8. Which of the following theme elements cannot be customized and saved?

**c. Theme effect**

9. After you use the styles feature to format headings, which of the following features can be used to view small pictures of each page in your document?

**d. View > Navigation Pane > Pages**

10. What is the maximum number of documents that you can view side by side?

### b. Two

### Quick Concept Check Answer Key

**1. Explain the advantages of using a predefined template.**  
When you use a predefined template, certain formatting, text, and/or graphics are partially completed in the document. Using a predefined template will decrease the time it takes you to create a new document and will also provide you with a professional-looking document.

**2. Describe the benefits of using a building block.**The benefits of using a building block are that:   
 a. You can define and reuse the same block of content, object, or information again; and   
 b. You can save time by not having to retype the same information.

**3. Explain why you would use the Building Blocks Organizer.**The Building Blocks Organizer contains a comprehensive list of all the building blocks that are predefined in the templates stored in the computer’s template location. Here, you can edit entry properties, delete an entry, or insert the block into the document. The building blocks are divided into galleries for quick and easy reference.

**4. Contrast the process of comparing and combining as related to Word documents.**Comparing two documents is when you evaluate the contents of the two documents side by side and view markup balloons that show the differences between the two documents. When you combine two documents, you are integrating all the changes from the two documents into one single document.

**5. Explain why you would create a master document and several subdocuments?**You create a master document when you want to incorporate several subdocuments into one big document. A master document that includes subdocuments enables your computer to more quickly process scrolling and changes such as formatting, and it helps you to organize and edit team projects. Subdocuments allow multiple team members to edit at the same time.

**6. Explain the purpose of creating a bookmark in a document.**The purpose of creating a bookmark in a document is to allow the user to go to a specific location quickly.

**7. Describe the advantages of using document themes.**Document themes allow you to select predefined coordinating features and styles very quickly without having to create the design yourself. In addition, document themes let you focus on the content of the document instead of the design of the document.

**8. Describe the purpose for creating your own custom themes.**You want to create your own custom themes when you have specific preferences for certain fonts, colors, and/or theme effects.

**9. Explain why you want to customize theme colors or theme fonts.**You want to customize theme colors or theme fonts when you want to quickly change the look of the text and background of the document.