

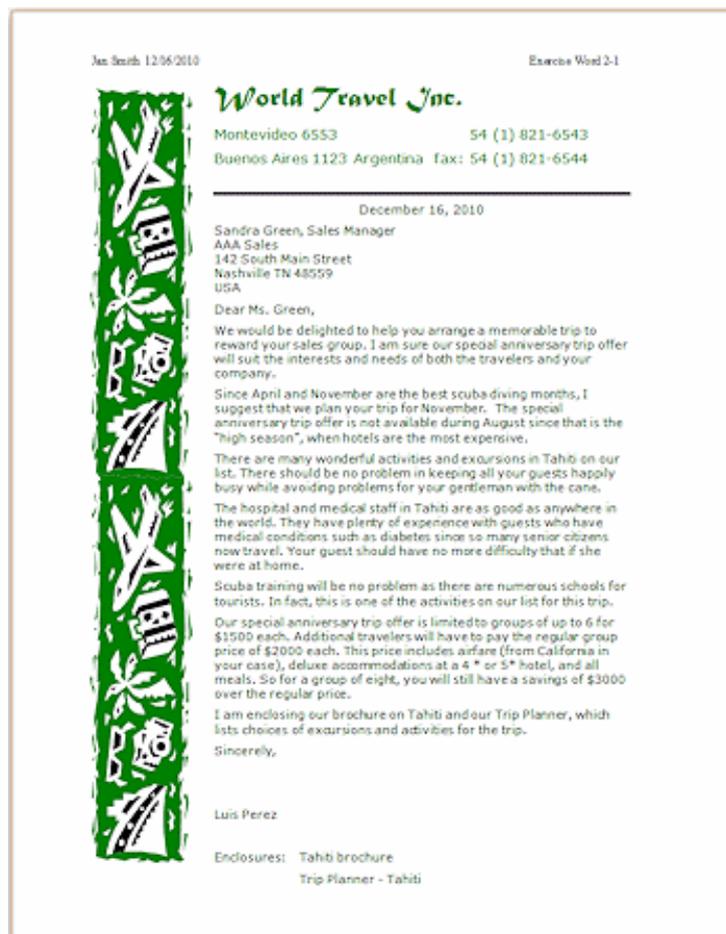
Exercise Word 2-1: Correct & AutoFormat

What you will do: correct typing errors
 modify the text
 use Find & Replace
 apply a theme

Start with: Show Marks is on.

- a. From the [resource files](#), open the document **response_letter.doc** in the **words resources** folder. You can't save changes back to this file. Read the letter!
- b. **Save** the document in the **word project2** folder of your Personal Share **as letter-World Travel-Firstname-Lastname.docx**. Be sure to change the file type to the current version of Word instead of Word 6.0/95.
 Now you can make changes.
- c. **Date:** Change the date to today's date, using the same format - month day, year.
- d. **Correct spelling & grammar:** Correct the spelling errors that are underlined. There are at least 2. (The correct name is Luis). Grammar errors may not be actual errors. Make Word ignore all possible grammar errors.
- e. **Correct wrong words:** In the first paragraph there is a **not** missing in the last sentence of the paragraph and the word **in** is used for **is**. These are the hardest kinds of errors to spot.
- f. **Replace phrase:** Open Find & Replace from the menu or from Browse Objects. In the **Find What** box, type *special offer* and in the **Replace with** box, type *special anniversary trip offer*. Type carefully! There are 3 replacements to do.
- g. **Modify and Move:**
 - o **Break** the first paragraph into two paragraphs at *Since April and November...* by placing the cursor in front of **Since** and pressing the ENTER key twice.
 - o **Move** the paragraph that starts *The hospital* to be above the paragraph that starts *Scuba training...*
 - o In the last paragraph, **delete** the words *that are included in our anniversary special* and then **modify** the sentence to read *which lists choices of excursions and activities for the trip*.
 - o **Change** the words *trip planning guide* to *Trip Planner*.
- h. **Apply theme:** Select the theme **Aspect** from the gallery of themes. Whoops. The Fax number in the letterhead is wrapping to the next line.
- i. **Fix text wrapping:** Delete some of the blank spaces and the tab to the left of "Fax" until the fax phone number lines up with the other phone number.
- j. **Modify Style:** Modify the Normal style to include 12 pt Space After.
- k. **Make one page:**
 - o **Remove blank lines: Delete** the ¶ paragraph marks for blank lines, except the line below the green letterhead text, two blank lines between the Closing and the signature, and one blank line between the signature and Enclosures. Be sure to delete the final blank line.

- o **Space After for address:** Select the line with "Sandra Green" and the lines of her address, except the line "USA". Reduce the Space After to 6 pts for the selection.
 - o **View:** Change the view to show the whole page. The letter does not fit on one page yet. The last line showing is "Luis Perez".
 - o **Top Margin:** With the cursor on page 1, on the vertical ruler, **drag** the boundary between the white and gray parts at the top of the ruler upward just barely enough for the next blank line to show at the bottom of page 1.
 - o **Bottom margin:** Drag the margin at the bottom of the ruler down until both Enclosure lines show back up on page 1 and page 2 vanishes.
- l. **Header:** View the **header** and type your name on the left, two spaces, and insert the current date. Tab twice. *Type Exercise Word2-1*. The right tab is too far right. Part of the text is off the page.
 - m. **Add tab:** Add a right aligned tab stop on the far right of the header in the white part of the ruler.
 - n. **Move indentation:** On the ruler's left **drag** the box below the pointer left to line up with the left edge of the graphic in the letter.
 - o. Go through the Pre-printing Checklist, discussed in Word Project 1. Make changes if necessary. (The letter must fit on one page.)
 - p. Then **save**.
 - q. **Close** the document.



Exercise Word 2-2: Template - World Travel

What you will do: create a template from an existing document

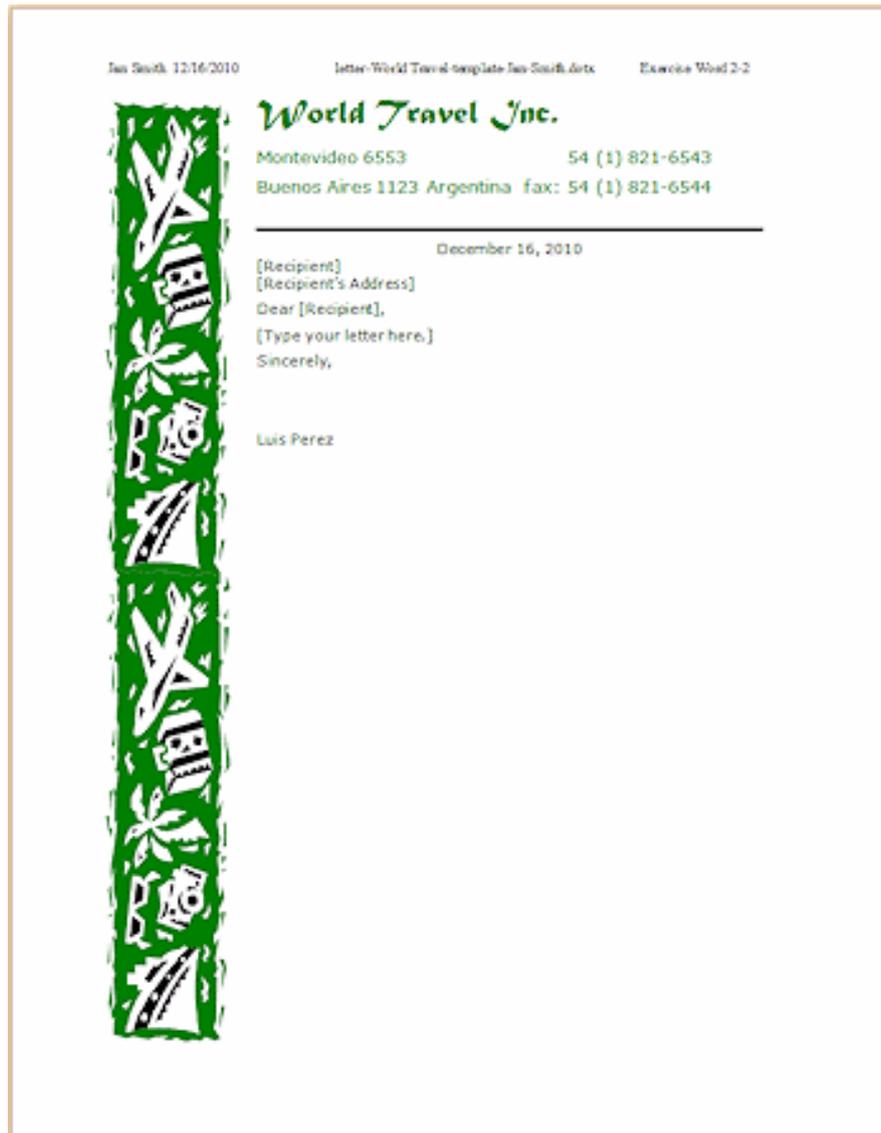
Start with: Show Marks is on, letter-World Travel - Firstname-Lastname.docx

Save often!

- a. **Open** the letter you created in the previous exercise, *letter-World Travel-Firstname-Lastname.docx*
- b. **Save As a template** to your **Personal Share** in the `word project2` folder with the name *letter-World Travel-template-Jan-Smith.dotx*
- c. **Replace Date with Date Field:**
Select the **date**. From Insert tab select Quick Parts > Field > Date and choose the style like December 16, 2010. Center, *if necessary*.

Your letter template now has a field that will automatically use today's date when you create a new letter. The date may or may not show a gray background before you hover over it. That's a choice in the Word Options dialog.

- d. **Replace Recipient name:** Select the name Sandra Green and **replace** with [Recipient]
- e. **Replace the address:** Select the address and lines and replace with [Recipient's address]
(If you select the name and address lines all at once, and replace with 2 lines, you will lose the 0 pt Space After settings.)
- f. **Replace Salutation:** Select the Greeting and **replace** it with: Dear [Recipient],
- g. **Replace Body:** Select the **body** of the letter and **replace** it with: [Type your letter here.]
- h. **Delete** the **Enclosure** lines at the bottom.
- i. **Edit Header:** Change "Exercise Word 2-1" to *Exercise Word 2-2*.
(Of course this header is used only for classroom purposes!)
- j. **Insert Filename:** With marks showing, click to the left of the Tab arrow at 3.25" on the ruler for the header. **Insert** the file's name using Quick Parts > Field > Filename. **Drag** the center tab to 2.0".
- k. **Pre-Print:** Correct the spelling. Check for errors with Print Preview.
- l. **Preview; Save**



Exercise Word 2-3: Using Letter Template - Soccer Info

What you will do: use a letter template
create a new letter template

Show Marks is on.

- Start** a new document with the **Median Letter template** from the Installed Templates/Sample Templates.
Observe the placeholders that are included. This letter is laid out as a table.
- Save** to your Personal Share in the word project2 folder as *letter-soccer-Firstname-Lastname.docx*
- Delete** the **placeholder** under the coloured bar for Company Address.
There is another such placeholder above the bar. You don't need both!
- Use the following information in the appropriate places:

Date: **Today's date**

Company: City Soccer League

Company Address: Belgrano 2185

Cordoba 800 Argentina

Recipient: Manuel Sanchez

Recipient's address: Las Heras 2139

Cordoba 800 Argentina

Greeting: Dear Sr. Sanchez:

Subject: Soccer Teams and Practice

Closing: Sincerely yours,

Sender: Juan Yomal

Title: President

- e. **Type** the lines below as the body of the letter. You will be making a tabbed column table out of most of this.
 [If you want to print out a copy of this text, open this [copy to print](#) and from the menu select File | Print.]

We finally have gotten the teams and practice areas arranged. The table below shows who is to be where. If you have any problems with these assignments, call me as soon as possible at 051-6548.

¶

Team	Level	Team Colors	Coach	Practice at
Fireballs	1	yellow and red	Garcia	Kennedy Elementary
Lightning	1	orange and white	Wagner	Griffin Park, Field 1
Tornadoes	1	blue and yellow	Yamoto	Griffin Park, Field 2
Wolves	1	gold and black	Vega	Garrison Ball Park, Field A
Sharks	2	green and orange	Black	Valley Creek Community Center
Piranha	2	blue and red	Simmons	Red River Park, Field 4
Bulls	2	yellow and green	Sanchez	Red River Park, Field 3
Mustangs	2	white and blue	Miller	Red River Park, Field 1

- f. **Create tabbed table:**
- Select** the lines of text from the line starting with *Team* through the line starting with *Mustangs* . On the ruler **set manual tabs** at **2.5", 3", 4", 5"**.
 - Click to the left of Level in line 13.

- c. Use the key combo CTRL + TAB key to move the text over to the tab stop. (Because the text is in a table, the TAB key moves the cursor to the next table cell or out of the table!)
 - d. Continue using the key combo to create tabbed columns for Team, Level, Team Colors, Coach, and Practice at.
 - g. **Format tabbed table:**
 - a. Put an outside **border** around the lines of the tabbed text.
 - b. For the line starting with *Team* , set Shading = **Black**; Font Color = **White**; **Bold**.
 - c. Set **shading** for alternating lines of the team information to **15% gray**. You just need to have the cursor in the line.
 - d. Use a **line break** to make the last line of the table space as tall as the previous lines.
 - h. **WordArt logo:** Select **City Soccer League**, and apply the WordArt **scheme** Gradient Fill, Blue, Accent 1 (on **row 3 column 4** of the Gallery). Change the font size to **28**. Now the address flows around the WordArt at the right.
 - i. **Add Clipart:** Click in the cell above the date.
 - a. Search for a picture of a soccer player kicking the ball over his head wearing a yellow and blue uniform.
 - b. Insert this image.
 - c. Change the Wrap Text setting to **In front of text**.
 - d. Resize the image to be about as wide as the bar with the date. Drag the image to the left of the WordArt logo, overlapping the colored bar for the date a bit.
 - e. Change the alignment of the date to Left so that the player's hands are not overlapping the date.
- ✘ Problem: Cannot find the same image as in the illustration**
Solution: Pick an appropriate image of a soccer player. Use a color theme in the next step that coordinates with your image.
- j. **Change** the Colors theme to **Flow**.
 - k. **Create** a header with your name at the left, TAB once, insert the date in the center, TAB once, type *Exercise Word 2-3* at the right.

You may have to move the Indent box on the ruler to the left to get your name from underneath the image.

- l. **Spell check; preview.**

Jan Smith 12/16/2010 Exercise Word 2-3



12/16/2010

City Soccer League Belgrano 2185
Cordoba 800
Argentina

Manuel Sanchez
La Heras 2139
Cordoba 800 Argentina

Dear Sr. Sanchez:

We finally have gotten the teams and practice areas arranged. The table below shows who is to be where. If you have any problems with these assignments, call me as soon as possible at 051-6548.

Team	Level	Team Colors	Coach	Practice at
Fireballs	1	yellow/red	Garcia	Kennedy Elementary
Lightning	1	orange/white	Wagner	Griffin Park, field 1
Tomatoes	1	blue/yellow	Yamato	Griffin Park, field 2]
Wolves	1	gold/black	Vega	Garrison Park, field A
Sharks	2	green/orange	Black	Valley Community Center
Piranha	2	blue/red	Simmons	Red River Park field 4
Bulls	2	yellow/green	Sanchez	Red River Park, field 2
Mustangs	2	white/blue	Miller	Red River Park, field 1

Sincerely yours,

Juan Yamal
President