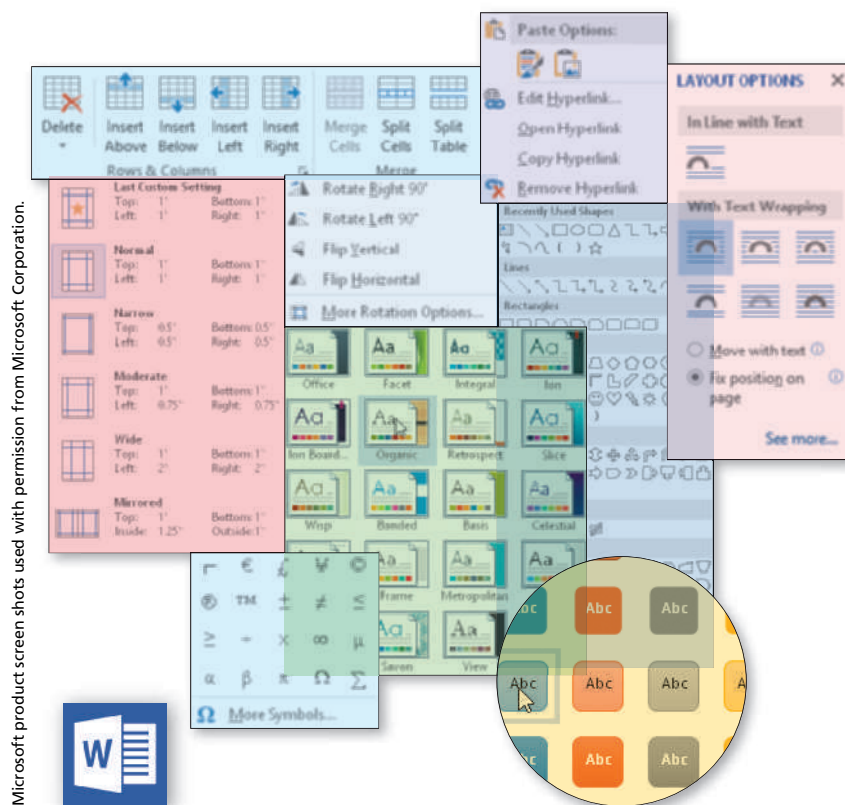


3 Creating a Business Letter with a Letterhead and Table



Objectives

You will have mastered the material in this chapter when you can:

- Change margins
- Insert and format a shape
- Change text wrapping
- Insert and format a clip art image
- Insert a symbol
- Add a border to a paragraph
- Clear formatting
- Convert a hyperlink to regular text
- Apply a style
- Set and use tab stops
- Insert the current date
- Create, modify, and insert a building block
- Insert a Word table, enter data in the table, and format the table
- Address and print an envelope

3 Creating a Business Letter with a Letterhead and Table

Introduction

In a business environment, people use documents to communicate with others. Business documents can include letters, memos, newsletters, proposals, and resumes. An effective business document clearly and concisely conveys its message and has a professional, organized appearance. You can use your own creative skills to design and compose business documents. Using Word, for example, you can develop the content and decide on the location of each item in a business document.

Project — Business Letter with a Letterhead and Table

At some time, you more than likely will prepare a business letter. Contents of business letters include requests, inquiries, confirmations, acknowledgements, recommendations, notifications, responses, thank you letters, invitations, offers, referrals, complaints, and more.

The project in this chapter follows generally accepted guidelines for writing letters and uses Word to create the business letter shown in Figure 3–1. This business letter is a thank you letter from a volunteer applicant to a volunteer organization (Washington Volunteer Foundation). The letter includes a custom letterhead, as well as all essential business letter components: date line, inside address, salutation, body, complimentary close, and signature block. To easily present his volunteer service background, the candidate presents this information in a table. His availability appears in a bulleted list.

For an introduction to Office and instruction about how to perform basic tasks in Office apps, read the Office and Windows chapter at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, exit an application, use Help, and much more.

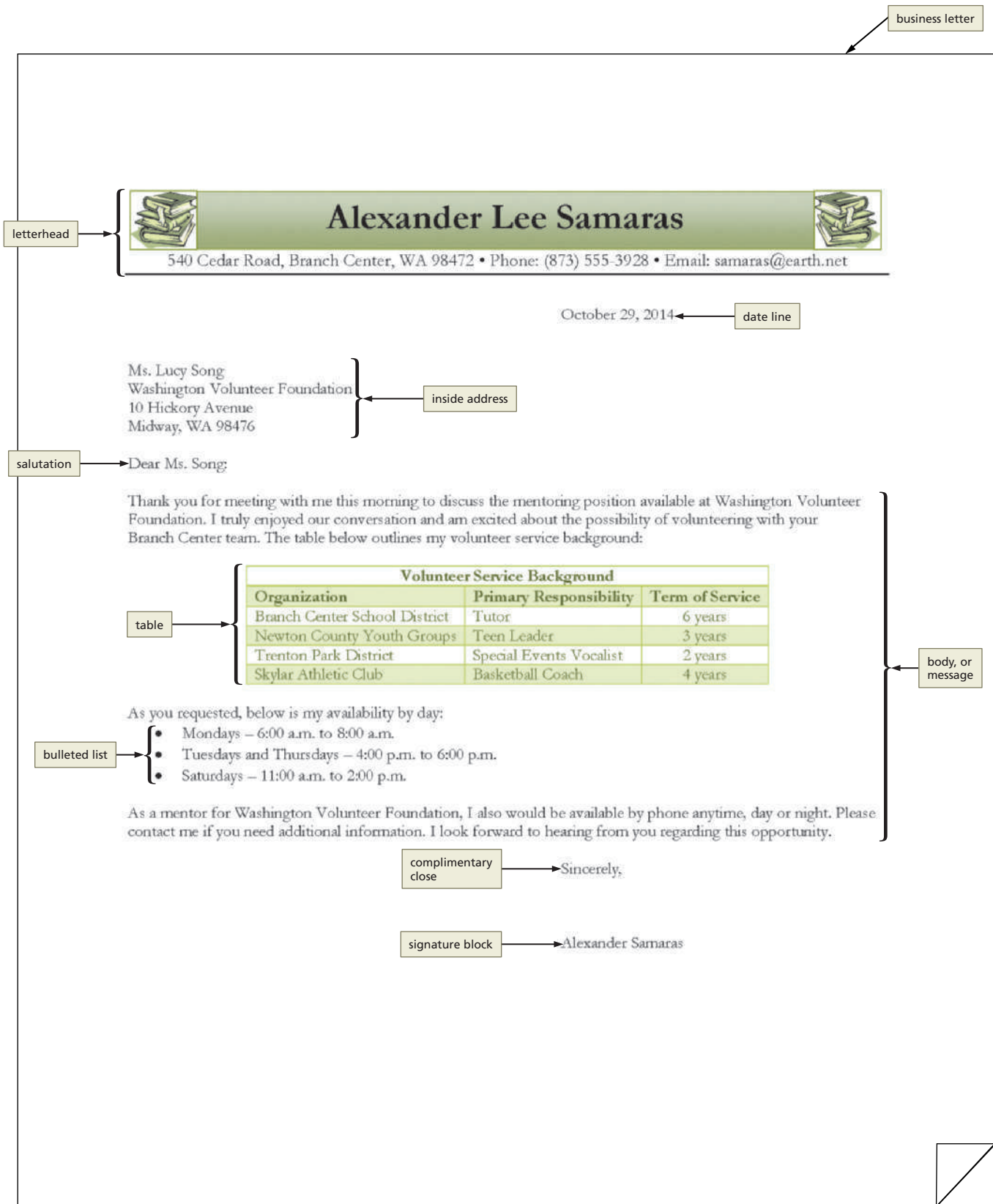


Figure 3-1

For an introduction to Windows and instruction about how to perform basic Windows tasks, read the Office and Windows chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

Roadmap

In this chapter, you will learn how to create the letter shown in Figure 3–1 on the previous page. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **CREATE AND FORMAT** a **LETTERHEAD WITH GRAPHICS**.
2. **SPECIFY** the **LETTER FORMATS** according to business letter guidelines.
3. **INSERT** a **TABLE** in the letter.
4. **FORMAT** the **TABLE** in the letter.
5. **INSERT** a **BULLETED LIST** in the letter.
6. **ADDRESS** an **ENVELOPE** for the letter.

At the beginning of step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity, blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 2 SPECIFY LETTER FORMATS activity.

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

Use the abbreviated roadmap as a progress guide while you read or step through the instructions in this chapter.

One of the few differences between Windows 7 and Windows 8 occurs in the steps to run Word. If you are using Windows 7, click the Start button, type **Word** in the ‘Search programs and files’ box, click Word 2013, and then, if necessary, maximize the Word window. For detailed steps to run Word in Windows 7, refer to the Office and Windows chapter at the beginning of this book. For a summary of the steps, refer to the Quick Reference located at the back of this book.

To Run Word and Change Word Settings

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen’s resolution to 1366 × 768. For information about how to change a computer’s resolution, refer to the Office and Windows chapter at the beginning of this book.

The following steps run Word, display formatting marks, and change the zoom to page width.

- 1 Run Word and create a blank document in the Word window. If necessary, maximize the Word window.
- 2 If the Print Layout button on the status bar is not selected (shown in Figure 3–2), tap or click it so that your screen is in Print Layout view.
- 3 If the ‘Show/Hide ¶’ button (HOME tab | Paragraph group) is not selected already, tap or click it to display formatting marks on the screen.
- 4 To display the page the same width as the document window, if necessary, tap or click the Page Width button (VIEW tab | Zoom group).

To Change Margin Settings

Word is preset to use standard 8.5-by-11-inch paper, with 1-inch top, bottom, left, and right margins. The business letter in this chapter uses .75-inch left and right margins and 1-inch top and bottom margins. *Why? You would like more text to fit from left to right on the page.*

When you change the default (preset) margin settings, the new margin settings affect every page in the document. If you wanted the margins to affect just a portion of the document, you would divide the document into sections (discussed in a later chapter), which enables you to specify different margin settings for each section. The next steps change margin settings.

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

- 1**
 - Display the PAGE LAYOUT tab.
 - Tap or click the Adjust Margins button (PAGE LAYOUT tab | Page Setup group) to display the Adjust Margins gallery (Figure 3–2).

- 2**
 - Tap or click Moderate in the Adjust Margins gallery to change the margins to the specified settings.

Q&A What if the margin settings I want are not in the Adjust Margins gallery?
 You can tap or click Custom Margins in the Adjust Margins gallery and then enter your desired margin values in the top, bottom, left, and right boxes in the Page Setup dialog box.

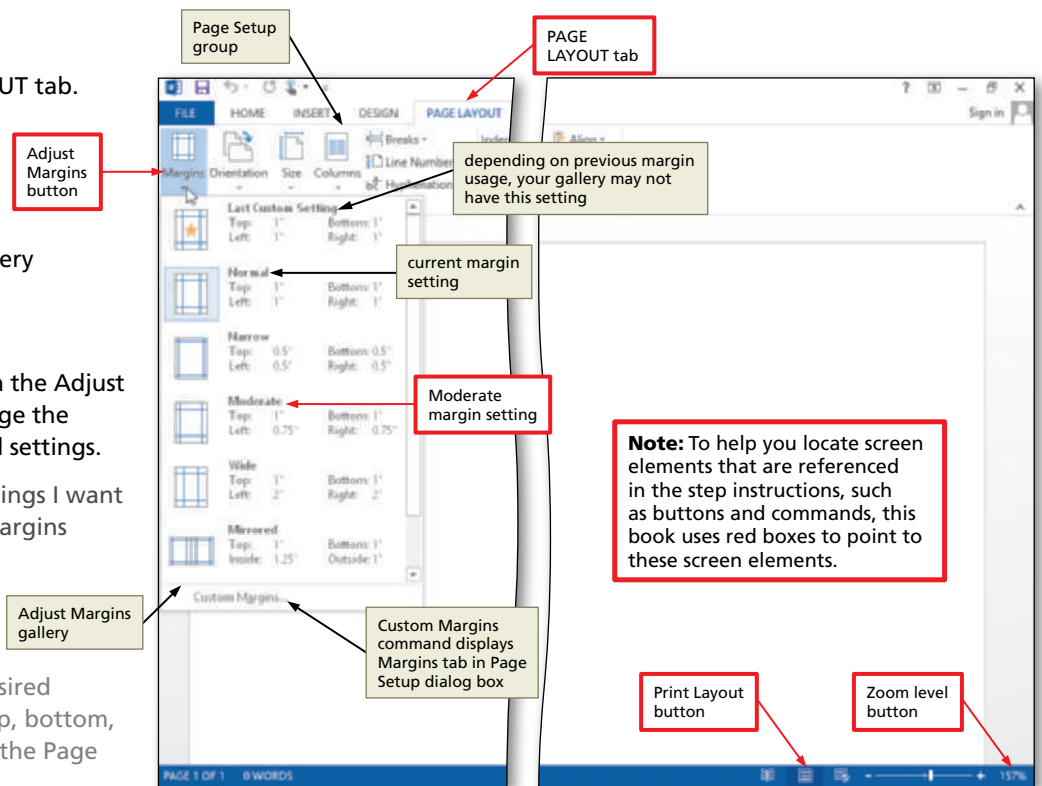


Figure 3–2

Other Ways

1. If you are using a mouse, position pointer on margin boundary on ruler; when pointer changes to two-headed arrow, drag margin boundary on ruler

Creating a Letterhead

The cost of preprinted letterhead can be high. An alternative is to create your own letterhead and save it in a file. When you want to create a letter at a later time, you can start by using the letterhead file. The following pages create a letterhead and then save it in a file for future use.

What is a letterhead?

A **letterhead** is the section of a letter that identifies an organization or individual. Often, the letterhead appears at the top of a letter. Although you can design and print a letterhead yourself, many businesses pay an outside firm to design and print their letterhead, usually on higher-quality paper. They then use the professionally preprinted paper for external business communications.

If you do not have preprinted letterhead paper, you can design a creative letterhead. It is important the letterhead appropriately reflect the essence of the organization or individual (i.e., formal, technical, creative, etc.). That is, it should use text, graphics, formats, and colors that reflect the organization or individual. The letterhead should leave ample room for the contents of the letter.

When designing a letterhead, consider its contents, placement, and appearance.

- **Contents of letterhead.** A letterhead should contain these elements:
 - Complete legal name of the individual, group, or company
 - Complete mailing address: street address including building, room, suite number, or post office box, along with city, state, and postal code
 - Phone number(s) and fax number, if applicable
 - Email address
 - Web address, if applicable
 - Many letterheads also include a logo or other image; if an image is used, it should express the organization or individual's personality or goals

CONSIDER THIS

Continued

Continued

- **Placement of elements in the letterhead.** Many letterheads center their elements across the top of the page. Others align some or all of the elements with the left or right margins. Sometimes, the elements are split between the top and bottom of the page. For example, a name and logo may be at the top of the page with the address at the bottom of the page.
- **Appearance of letterhead elements.** Use fonts that are easy to read. Give the organization or individual name impact by making its font size larger than the rest of the text in the letterhead. For additional emphasis, consider formatting the name in bold, italic, or a different color. Choose colors that complement each other and convey the goals of the organization or individual.

When finished designing the letterhead, determine if a divider line would help to visually separate the letterhead from the remainder of the letter.

BTW

The Ribbon and Screen Resolution

Word may change how the groups and buttons within the groups appear on the ribbon, depending on the computer's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

The letterhead for the letter in this chapter consists of the individual's name, appropriate graphics, postal address, phone number, and email address. The name and graphics are enclosed in a rectangular shape (Figure 3–1 on page WD 139), and the contact information is below the shape. You will follow these general steps to create the letterhead in this chapter:

1. Insert and format a shape.
2. Enter and format the individual's name in the shape.
3. Insert, format, and position the images in the shape.
4. Enter the contact information below the shape.
5. Add a border below the contact information.

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

To Insert a Shape

Word has a variety of predefined shapes, which are a type of drawing object, that you can insert in documents. A **drawing object** is a graphic that you create using Word. Examples of shape drawing objects include rectangles, circles, triangles, arrows, flowcharting symbols, stars, banners, and callouts. The following steps insert a rectangle shape in the letterhead. *Why? The individual's name is placed in a rectangle for emphasis and visual appeal.*

- 1
 - Display the INSERT tab.
 - Tap or click the 'Draw a Shape' button (INSERT tab | Illustrations group) to display the Draw a Shape gallery (Figure 3–3).

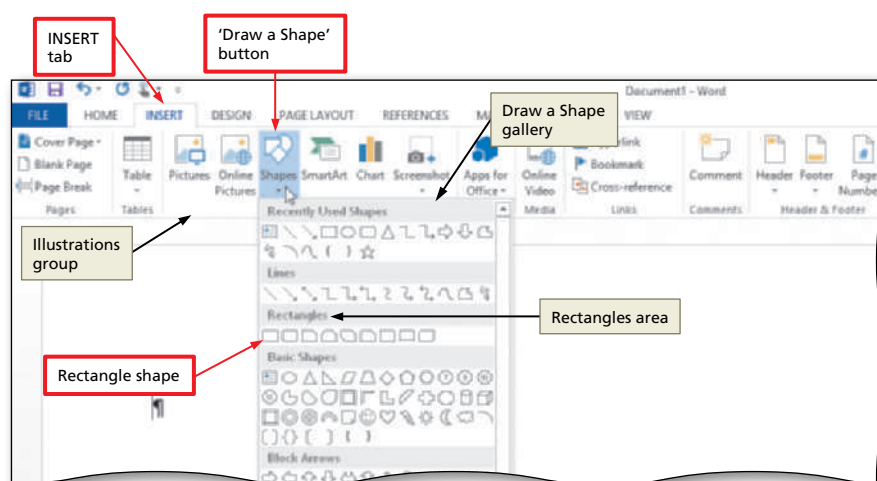


Figure 3–3

2

- Tap or click the Rectangle shape in the Rectangles area of the Draw a Shape gallery, which removes the gallery. If you are using a touch screen, the shape is inserted in the document window; if you are using a mouse, the pointer changes to the shape of a crosshair in the document window.
- If you are using a mouse, position the pointer (a crosshair) in the approximate location for the upper-left corner of the desired shape (Figure 3–4).

Q&A What is the purpose of the crosshair pointer? With a mouse, you drag the crosshair pointer from the upper-left corner to the lower-right corner to form the desired location and size of the shape.

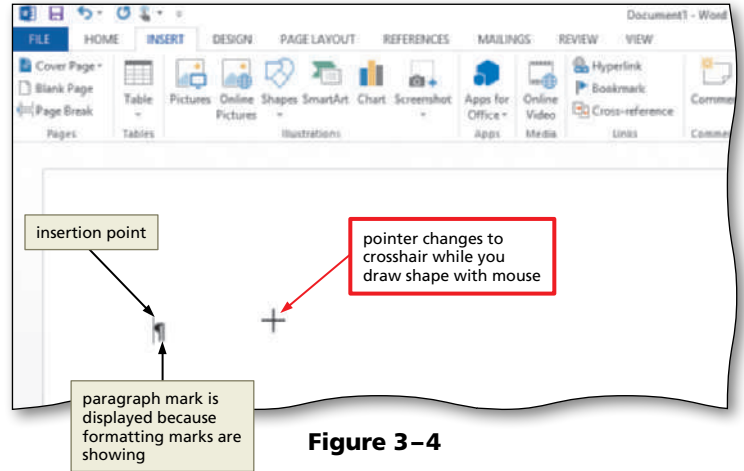


Figure 3–4

3

- Drag the mouse to the right and downward to form the boundaries of the shape, as shown in Figure 3–5. Do not release the mouse button.

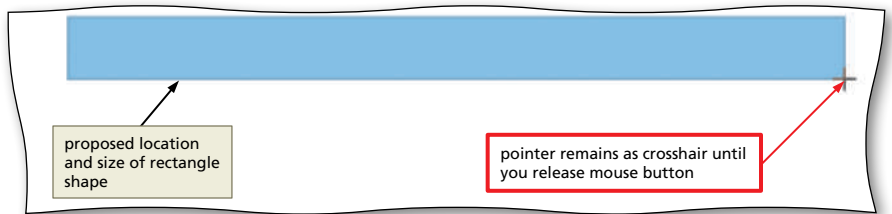


Figure 3–5

4

- Release the mouse button so that Word draws the shape according to your drawing in the document window.

5

- If you are using a touch screen, change the values in the Shape Height and Shape Width boxes (DRAWING TOOLS FORMAT tab | Size group) to 0.53" and 5.7" by typing each value in the respective box and then pressing the ENTER key; if you are using a mouse, verify your shape is the same approximate height and width as the one in this project by reviewing, and if necessary changing, the values in the Shape Height box and Shape Width boxes to 0.53" and 5.7" by typing each value in the respective box and then pressing the ENTER key (Figure 3–6).

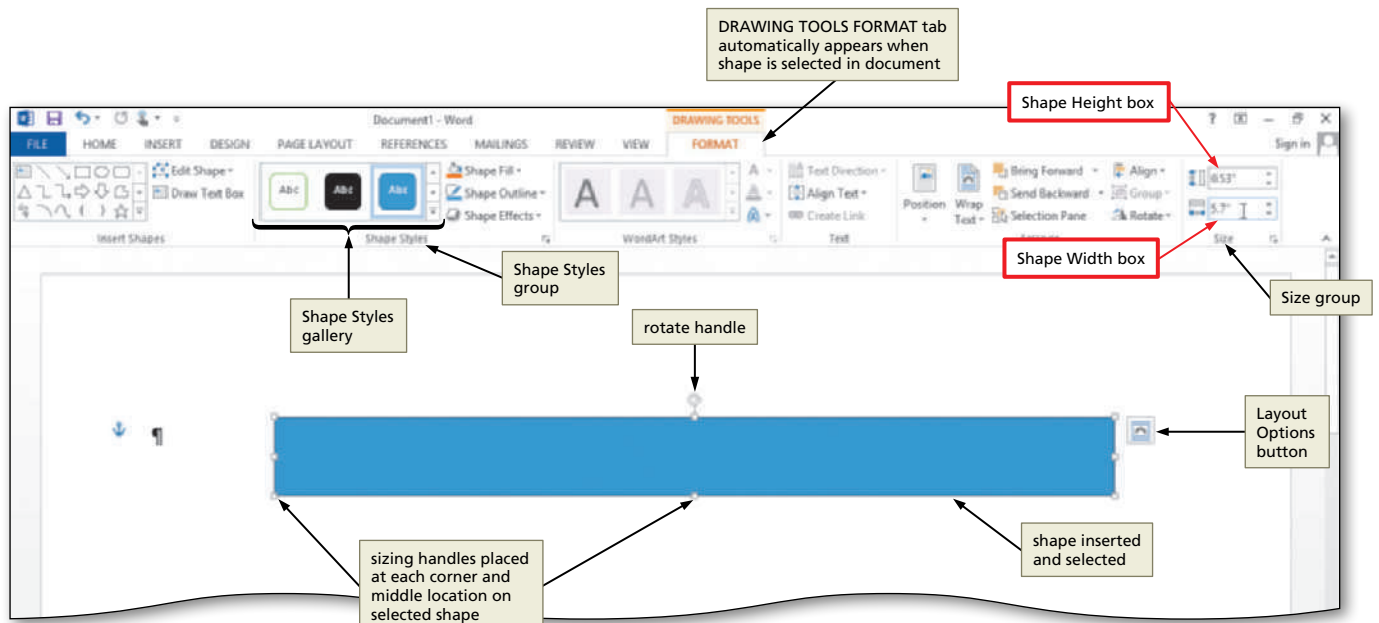


Figure 3–6

Q&A What is the purpose of the rotate handle?
 When you drag an object's rotate handle, which is the white circle on the top of the object, Word rotates the object in the direction you drag the mouse.

What if I wanted to delete a shape and start over?
 With the shape selected, you would press the DELETE key.

Floating versus Inline Objects

When you insert an object in a document, Word inserts it as either an inline object or a floating object. An **inline object** is an object that is part of a paragraph. With inline objects, you change the location of the object by setting paragraph options, such as centered, right-aligned, and so on. For example, when you inserted the picture in Chapter 1, Word inserted it as an inline object. A **floating object**, by contrast, is an object that can be positioned at a specific location in a document or in a layer over or behind text in a document. The shape you just inserted is a floating object. You have more flexibility with floating objects because you can position a floating object anywhere on the page.

In addition to changing an object from inline to floating and vice versa, Word provides several floating options, which along with inline, are called text wrapping options because they affect how text wraps with or around the object. Table 3–1 presents the various text wrapping options.

Table 3–1 Text Wrapping Options		
Text Wrapping Option	Object Type	How It Works
In Line with Text	Inline	Object positioned according to paragraph formatting; for example, if paragraph is centered, object will be centered with any text in the paragraph.
Square	Floating	Text wraps around object, with text forming a box around the object.
Tight	Floating	Text wraps around object, with text forming to shape of the object.
Through	Floating	Object appears at beginning, middle, or end of text. Moving object changes location of text.
Top and Bottom	Floating	Object appears above or below text. Moving object changes location of text.
Behind Text	Floating	Object appears behind text.
In Front of Text	Floating	Object appears in front of text and may cover the text.

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To Change an Object's Position

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

You can specify that an object's vertical position on a page (top, middle, bottom) and its horizontal position (left, center, right). The following steps change the position of an object, specifically, the rectangle shape. *Why? You want the shape to be centered at the top of the page in the letterhead.*

- With the shape still selected, tap or click the Position Object button (DRAWING TOOLS FORMAT tab | Arrange group) to display the Position Object gallery (Figure 3–7).

Q&A What if the shape is not still selected?
 Tap or click the shape to select it.

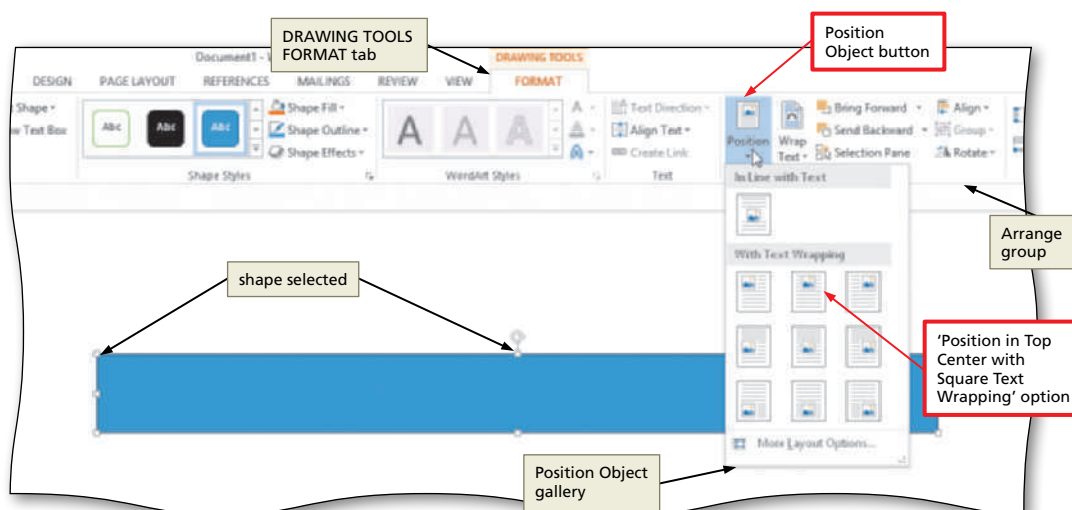


Figure 3–7

 **Experiment**

- If you are using a mouse, point to various text options in the Position Object gallery and watch the shape move to the selected position option.

2

- Tap or click 'Position in Top Center with Square Text Wrapping' in the Position Object gallery so that the object does not cover the document and is centered at the top of the document.

Other Ways

1. Tap or click Layout Options button attached to graphic, tap or click See more link in Layout Options gallery, tap or click Horizontal Alignment arrow and select alignment (Layout dialog box), tap or click Vertical Alignment arrow and select alignment, tap or click OK button
2. Tap or click Advanced Layout: Size Dialog Box Launcher (DRAWING TOOLS FORMAT tab | Size group), tap or click Position tab (Layout dialog box), tap or click Horizontal Alignment arrow and select alignment, tap or click Vertical Alignment arrow and select alignment, tap or click OK button

To Change an Object's Text Wrapping

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When you insert a shape in a Word document, the default text wrapping is In Front of Text, which means the object will cover any text behind it. The previous steps, which changed the shape's position, changed the text wrapping to Square. In the letterhead, you want the shape's text wrapping to be Top and Bottom. *Why? You want the letterhead above the contents of the letter when you type it, instead of covering the contents of the letter.* The following steps change an object's text wrapping.

1

- With the shape still selected, tap or click the Layout Options button attached to the graphic to display the Layout Options gallery (Figure 3–8).

2

- Tap or click 'Top and Bottom' in the Layout Options gallery so that the object does not cover the document text (shown in Figure 3–9 on the next page).

Q&A

How can I tell that the text wrapping has changed? Because the letter has no text, you need to look at the paragraph mark, which now is positioned below the shape instead of to its left.

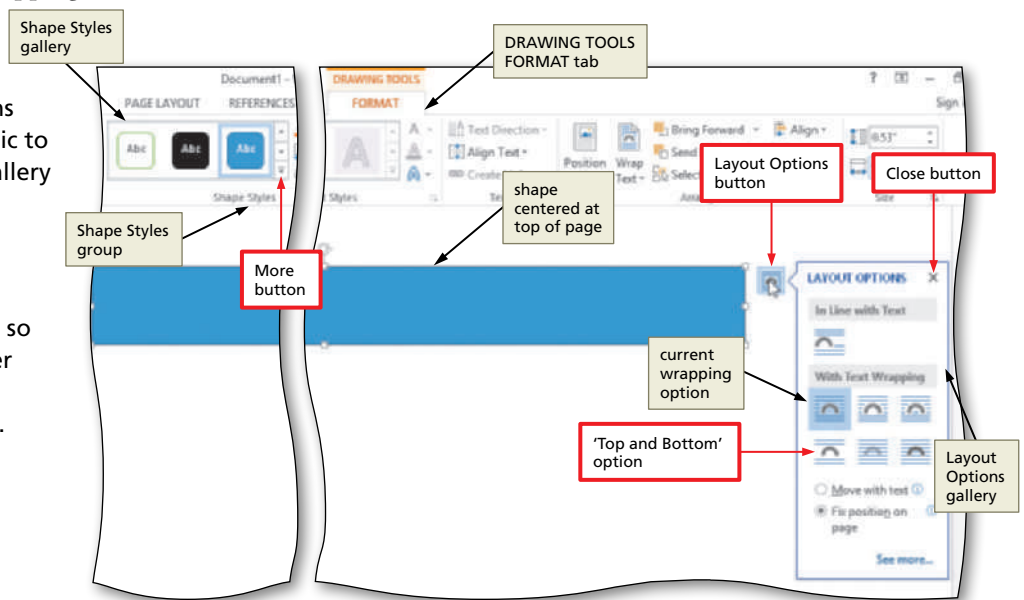


Figure 3–8

- Tap or click the Close button in the Layout Options gallery to close the gallery.

Other Ways

1. Tap 'Show Context Menu' button on mini toolbar or right-click object, tap or point to Wrap Text on shortcut menu, tap or click desired wrapping option
2. Tap or click Wrap Text button (DRAWING TOOLS FORMAT tab | Arrange group), select desired wrapping option

To Apply a Shape Style

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

Why apply a shape style? Word provides a Shape Styles gallery so that you easily can change the appearance of the shape. The steps on the next page apply a shape style to the rectangle shape.

1

- With the shape still selected, tap or click the More button (shown in Figure 3–8 on the previous page) in the Shape Styles gallery (DRAWING TOOLS FORMAT tab | Shape Styles group) to expand the gallery.

Q&A What if the shape is no longer selected?
Tap or click the shape to select it.

- If you are using a mouse, point to 'Subtle Effect - Blue, Accent 1' (second effect in fourth row) in the Shape Styles gallery to display a live preview of that style applied to the shape in the document (Figure 3–9).

Experiment

- If you are using a mouse, point to various styles in the Shape Styles gallery and watch the style of the shape change in the document.

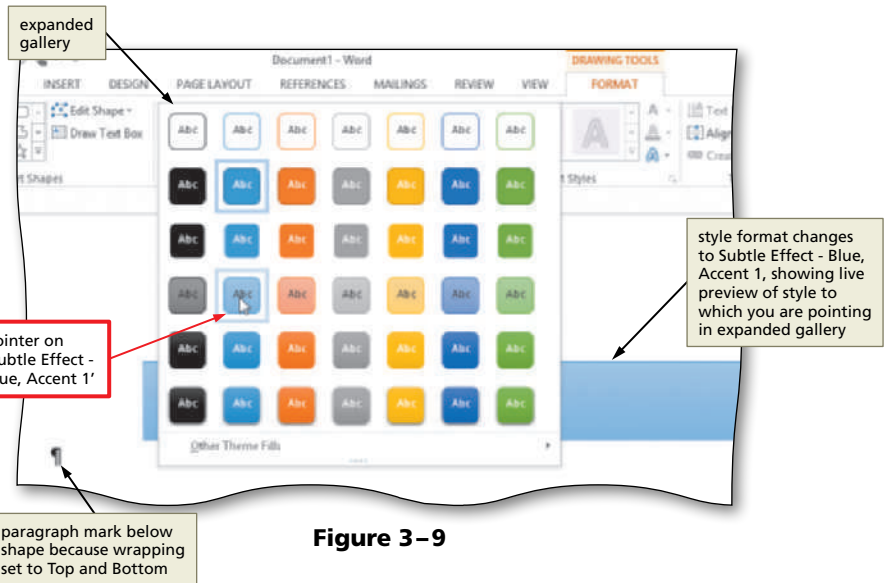


Figure 3–9

2

- Tap or click 'Subtle Effect - Blue, Accent 1' in the Shape Styles gallery to apply the selected style to the shape.

Other Ways

1. Press and hold or right-click shape, tap or click 'Shape Quick Styles' button on mini toolbar, select desired style
2. Tap or click Format Shape Dialog Box Launcher (DRAWING TOOLS FORMAT tab | Shape Styles group), tap or click 'Fill & Line' button (Format Shape task pane), expand FILL section, select desired colors, tap or click Close button

To Add Text to a Shape

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The following steps add text (the individual's name) to a shape. *Why? In the letterhead for this chapter, the name is in the shape. Similarly, an organization could put its name in a shape on a letterhead.*

1

- Press and hold or right-click the shape to display a mini toolbar and/or shortcut menu (Figure 3–10).

2

- If you are using a touch screen, tap the Edit Text button on the mini toolbar; if you are using a mouse, click Add Text on the shortcut menu to place an insertion point in the shape.

Q&A I do not see an Edit Text button on the mini toolbar. Why not?

If you are using a mouse in Mouse mode, the buttons on your mini toolbar will differ from those that appear when you use a touch screen in Touch mode.

- If the insertion point and paragraph mark are not centered in the shape, tap or click the Center button (HOME tab | Paragraph group) to center them.
- Type **Alexander Lee Samaras** as the name in the shape (Figure 3–11).

If requested by your instructor, enter your name instead of the name shown in Figure 3–11.

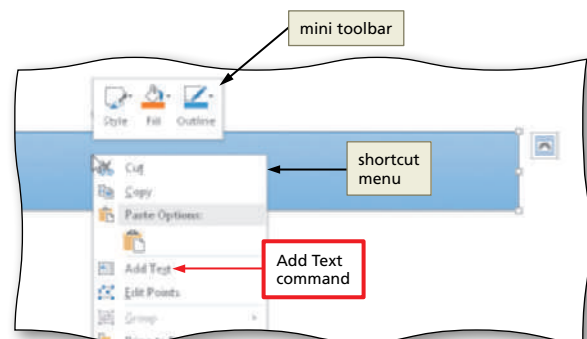


Figure 3–10

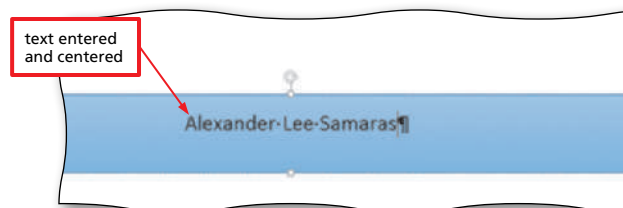


Figure 3–11

To Use the 'Increase Font Size' Button

In previous chapters, you used the Font Size arrow (HOME tab | Font group) to change the font size of text. Word also provides an 'Increase Font Size' button (HOME tab | Font group), which increases the font size of selected text each time you tap or click the button. The following steps use the 'Increase Font Size' button to increase the font size of the name in the shape to 24 point. *Why? You want the name to be as large as possible in the shape.*

- 1 • Drag through the text to be formatted (in this case, the name in the shape).
- 2 • If necessary, display the HOME tab.
• Repeatedly tap or click the 'Increase Font Size' button (HOME tab | Font group) until the Font Size box displays 24 to increase the font size of the selected text (Figure 3–12).

Q&A What if I tap or click the 'Increase Font Size' button (HOME tab | Font group) too many times, causing the font size to be too big? Tap or click the 'Decrease Font Size' button (HOME tab | Font group) until the desired font size is displayed.

Experiment

- Repeatedly tap or click the 'Increase Font Size' and 'Decrease Font Size' buttons (HOME tab | Font group) and watch the font size of the selected name change in the document window. When you are finished experimenting with these two buttons, set the font size to 24.

Other Ways

1. Press CTRL+SHIFT+>

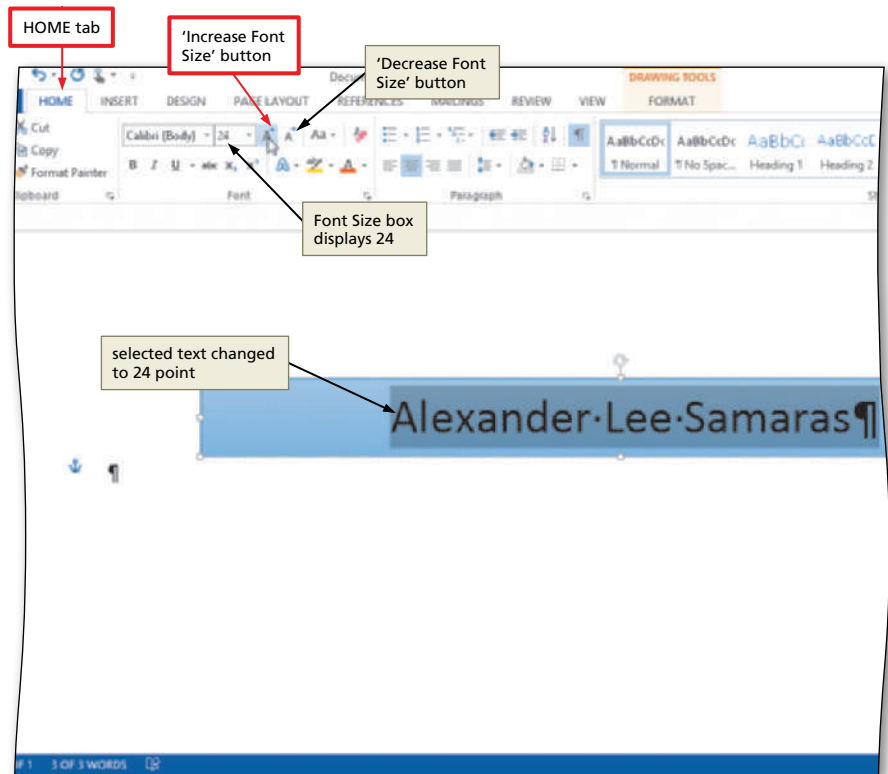


Figure 3–12

To Bold Selected Text

To make the name stand out even more, bold it. The following steps bold the selected text.

- 1 With the text selected, tap or click the Bold button (HOME tab | Font group) to bold the selected text.
- 2 Tap or click anywhere in the text in the shape to remove the selection and place the insertion point in the shape.

BTW Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this chapter's presentation.

To Change the Document Theme

A **document theme** is a coordinated combination of colors, fonts, and effects. The current default document theme is Office, which uses Calibri and Calibri Light as its font and shades of grays and blues primarily. The following steps change the document theme to Organic for the letter in this chapter. *Why? You want to use shades of greens, browns, and blues in the letterhead because those colors are associated with growth, honesty, dependability, and integrity. You also want to use a serif font, which is a font that has short decorative lines on some characters. The Organic theme meets both of these requirements.*

- 1
 - Display the DESIGN tab.
 - Tap or click the Themes button (DESIGN tab | Document Formatting group) to display the Themes gallery.
 - If you are using a mouse, point to Organic in the Themes gallery to display a live preview of that theme applied to the document (Figure 3–13).

Experiment

- If you are using a mouse, point to various themes in the Themes gallery and watch the color scheme and font set change in the document window.

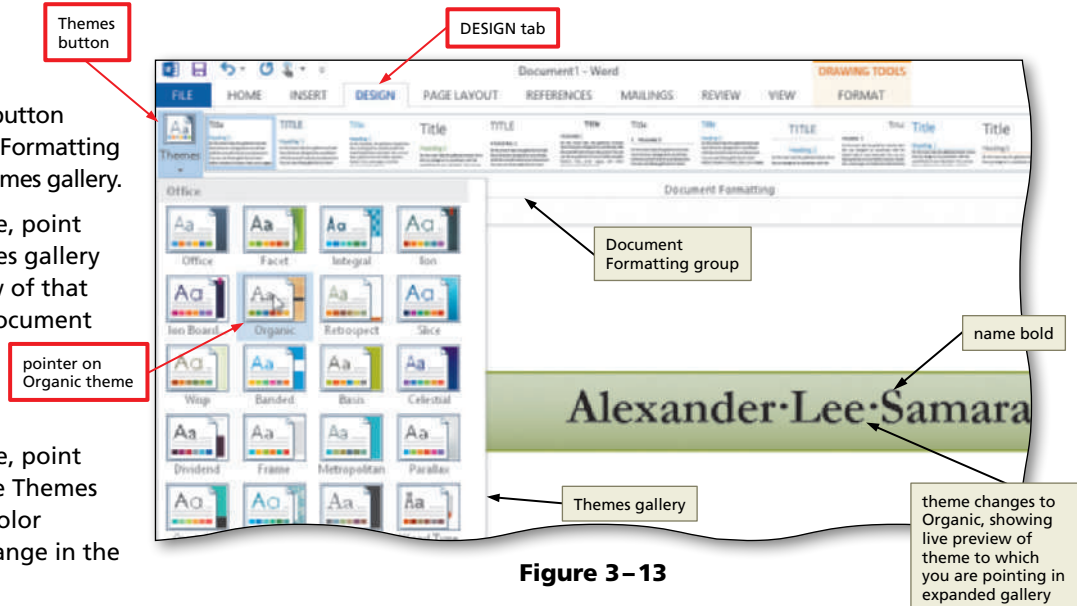


Figure 3–13

- 2
 - Tap or click Organic in the Themes gallery to change the document theme.

To Insert Clip Art

Files containing graphics are available from a variety of sources. In the Chapter 1 flyer, you inserted a digital picture taken with a camera phone. In this project, you insert **clip art**, which is a predefined graphic. Microsoft Office applications can access a collection of royalty-free clip art, photos, and animations.

The letterhead in this project contains clip art of books (Figure 3–1 on page WD 139). *Why? Because the writer of the letter enjoys reading and teaching, he selects an image of books for his letterhead.* The following steps insert clip art in the document.

- 1
 - If necessary, tap or click the paragraph mark below the shape to position the insertion point where you want to insert the clip art.
 - Display the INSERT tab.
 - Tap or click the Online Pictures button (INSERT tab | Illustrations group) to display the Insert Pictures dialog box.
 - Type **books** in the Search box (Insert Pictures dialog box) to specify the search text, which indicates the type of image you want to locate (Figure 3–14).

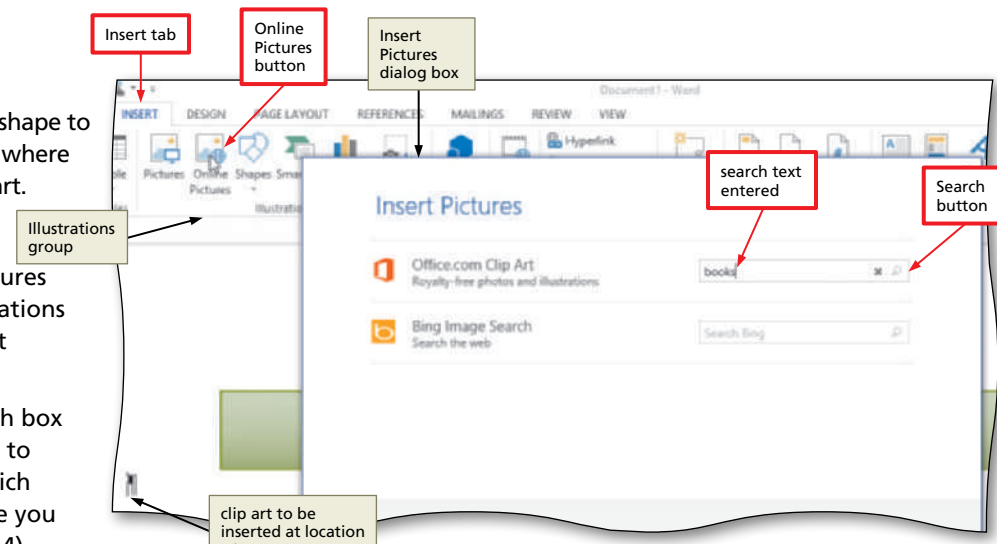


Figure 3–14

2

- Tap or click the Search button to display a list of clip art that matches the entered search text.
- Scroll through the list of clip art to locate the one shown in Figure 3–15 (or a similar image) and then tap or click the clip art to select it.

Q&A Why is my list of clip art different from Figure 3–15?
 Microsoft continually updates the online images.

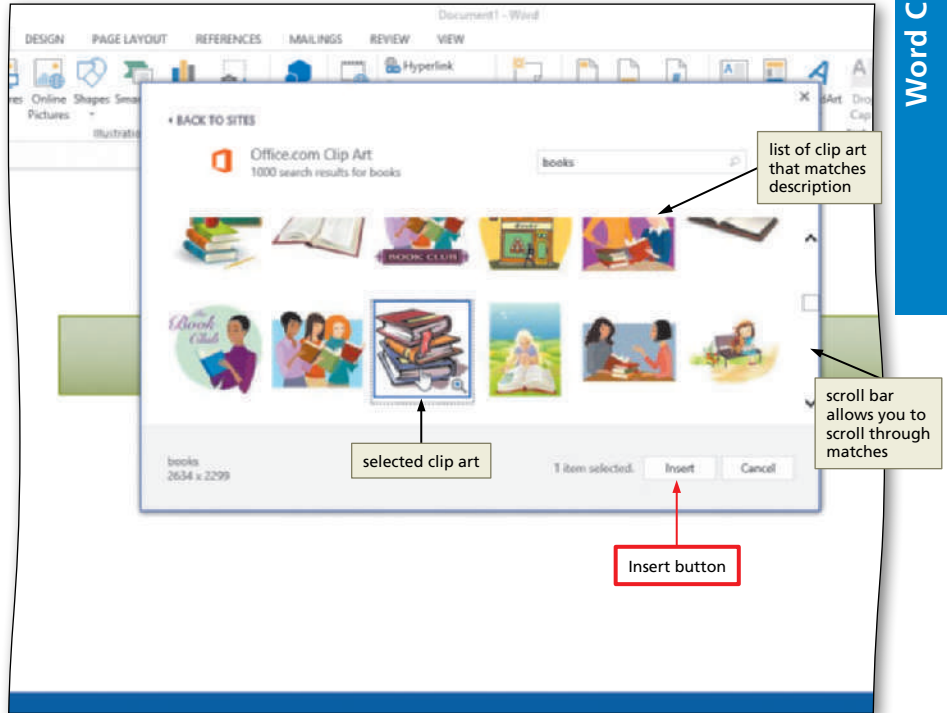


Figure 3–15

3

- Tap or click the Insert button to insert the selected clip art in the document at the location of the insertion point (Figure 3–16).

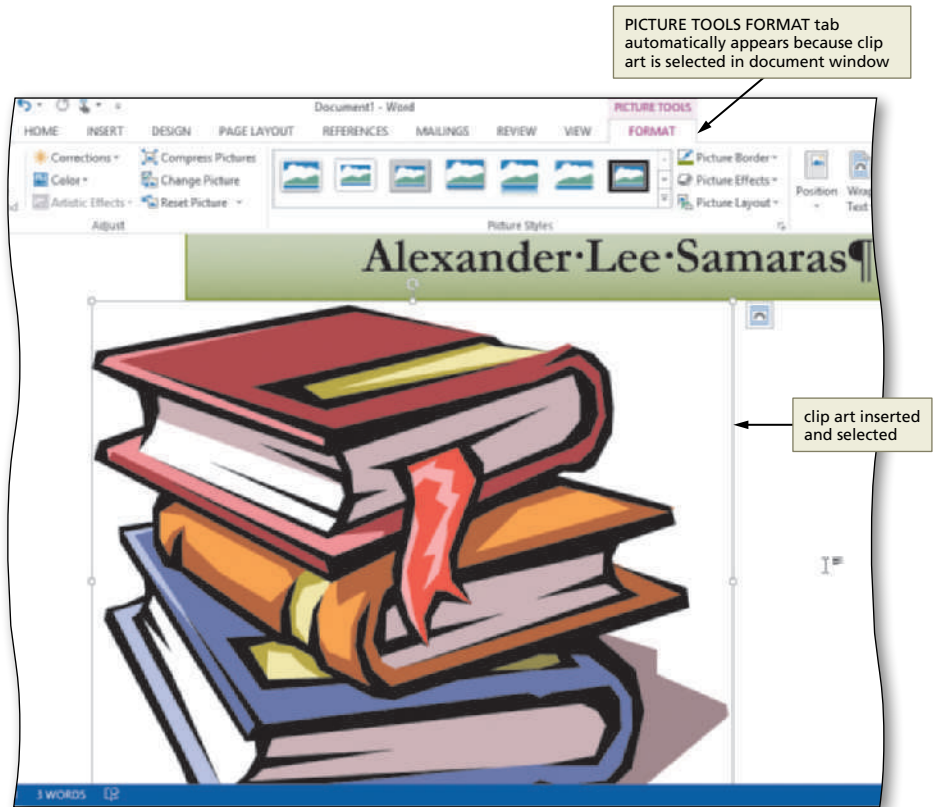


Figure 3–16

To Resize a Graphic to a Percent of the Original

Instead of dragging a sizing handle to change the graphic's size, as you learned in Chapter 1, you can specify that the graphic be resized to a percent of its original size. In this project, the graphic is resized to 14 percent of its original size. *Why? The original size of the clip art is too large for the letterhead.* The following steps resize a graphic to a percent of the original.

- 1
 - With the graphic still selected, tap or click the Advanced Layout: Size Dialog Box Launcher (PICTURE TOOLS FORMAT tab | Size group) to display the Size sheet in the Layout dialog box.

Q&A What if the graphic is not selected or the PICTURE TOOLS FORMAT tab is not on the ribbon?
 Tap or click the graphic to select it or double-tap or double-click the graphic to make the PICTURE TOOLS FORMAT tab the active tab.

- 2
 - In the Scale area (Layout dialog box), double-tap or double-click the current value in the Height box to select it.
 - Type 14 in the Height box and then press the TAB key to display the same percent value in the Width box (Figure 3–17).

Q&A Why did Word automatically fill in the value in the Width box?
 When the 'Lock aspect ratio' check box (Layout dialog box) is selected, Word automatically maintains the size proportions of the graphic.

How do I know to use 14 percent for the resized graphic?
 The larger graphic consumed too much room on the page. Try various percentages to determine the size that works best in the letterhead design.

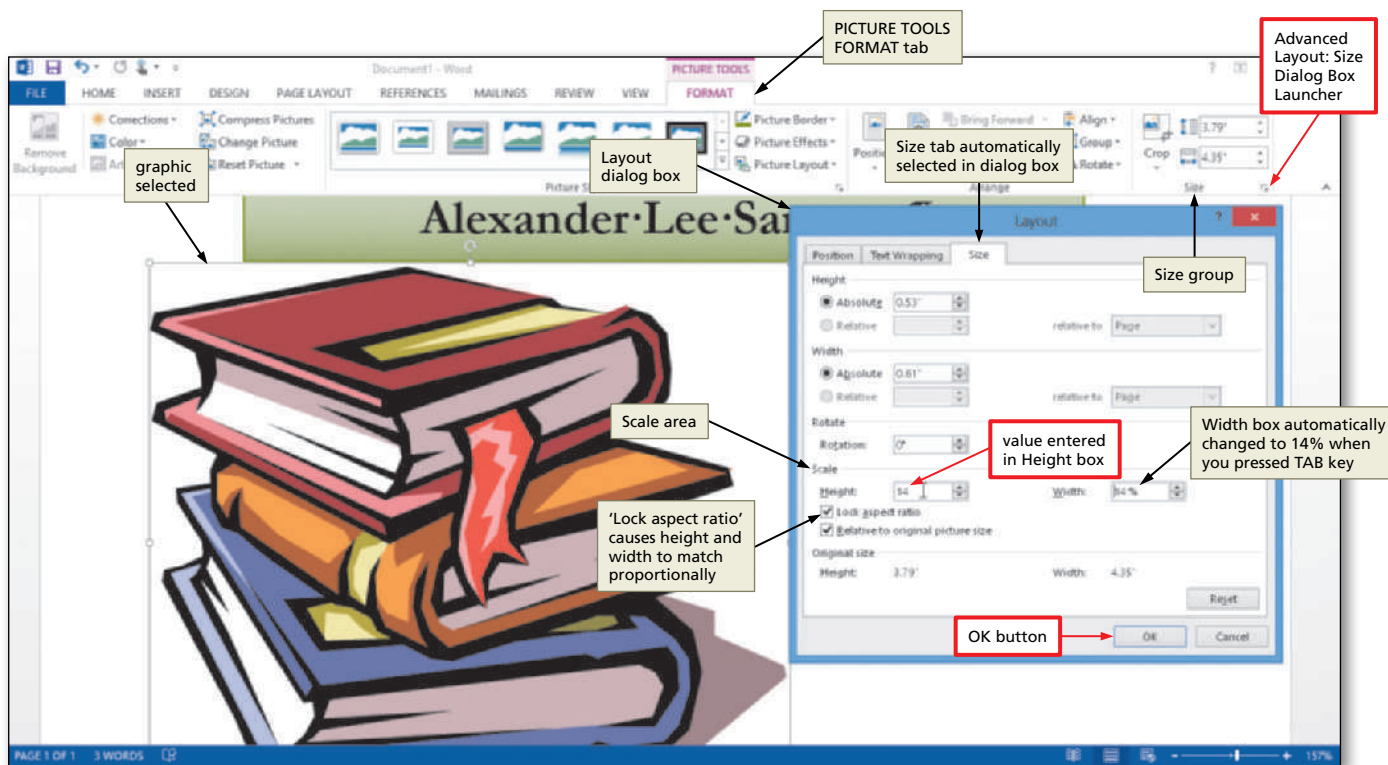


Figure 3–17

3

- Tap or click the OK button to close the dialog box and resize the selected graphic.
- If necessary, scroll to display the top of the document (Figure 3–18).



Figure 3–18

Other Ways

1. Tap or click Layout Options button attached to graphic, tap or click See more link in the Layout Options gallery, tap or click Size tab (Layout dialog box), enter height and width values, tap or click OK button
2. If you are using a mouse, right-click graphic, click 'Size and Position' on shortcut menu, enter height and width values (Layout dialog box), click OK button

To Change the Color of a Graphic

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

In Word, you can change the color of a graphic. The clip art currently uses a variety of colors including red, orange, and blue. The following steps change the color of the clip art (graphic). *Why? Because the clip art in this project will be placed beside the rectangle shape, you prefer to use colors that blend better with the current color scheme.*

1

- With the graphic still selected (shown in Figure 3–18), tap or click the Color button (PICTURE TOOLS FORMAT tab | Adjust group) to display the Color gallery.
- If you are using a mouse, point to 'Green, Accent color 1 Dark' in the Color gallery (second color in second row) to display a live preview of that color applied to the selected graphic in the document (Figure 3–19).

Experiment

- If you are using a mouse, point to various colors in the Color gallery and watch the color of the graphic change in the document.



Figure 3–19

2

- Tap or click 'Green, Accent color 1 Dark' in the Color gallery to change the color of the selected graphic.

Q&A How would I change a graphic back to its original colors?
With the graphic selected, you would tap or click No Recolor, which is the upper-left color in the Color gallery.

Other Ways

1. Tap or click Format Shape Dialog Box Launcher (PICTURE TOOLS FORMAT tab | Picture Styles group), tap or click Picture button (Format Picture task pane), expand PICTURE COLOR section, select desired options
2. Tap 'Show Context Menu' button on mini toolbar or right-click graphic, tap Format Object or click Format Picture on shortcut menu, tap or click Picture button (Format Picture task pane), expand PICTURE COLOR section, select desired options

To Set a Transparent Color in a Graphic

In Word, you can make one color in a graphic transparent, that is, remove the color. You would make a color transparent if you wanted to remove part of a graphic or see text or colors behind a graphic. The following steps set part of the bookmark in the books graphic in a transparent color. *Why? Instead of its current dark green color, the bookmark will be easier to see if it is transparent.*

- 1
 - Increase the zoom percent enough so that you easily can see the bookmark in the graphic.
 - With the graphic still selected, tap or click the Color button (PICTURE TOOLS FORMAT tab | Adjust group) to display the Color gallery (Figure 3–20).

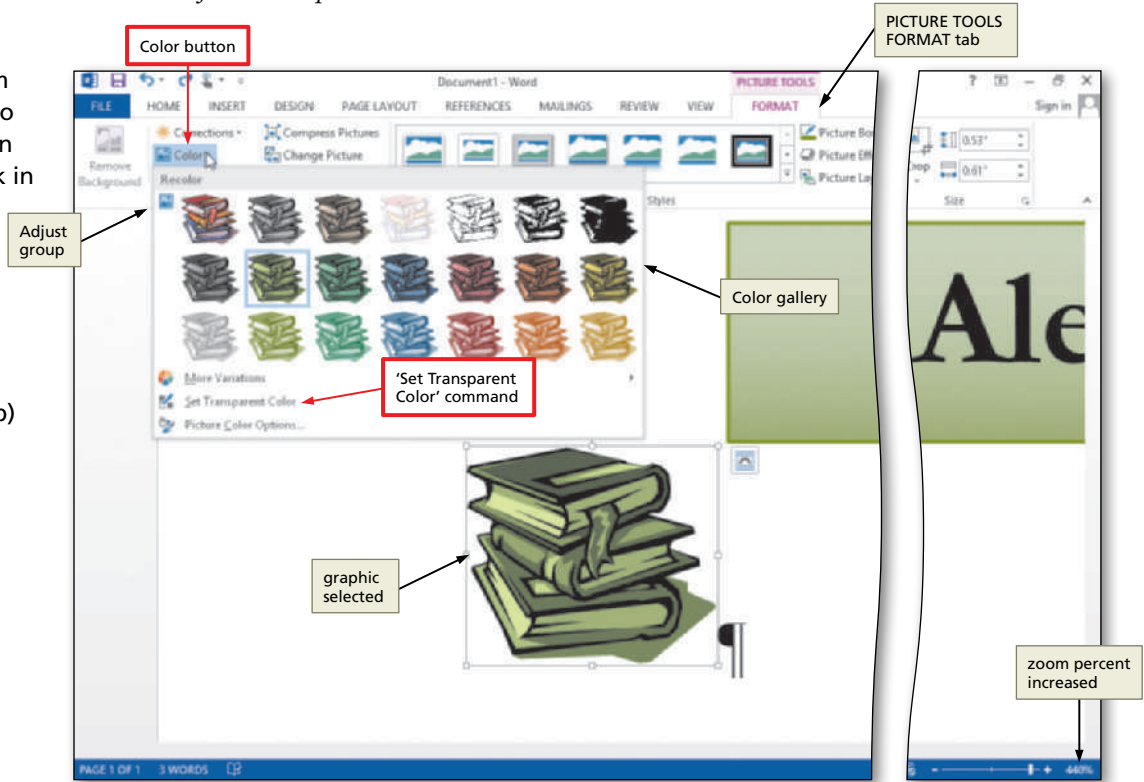


Figure 3–20

- 2
 - Tap or click 'Set Transparent Color' in the Color gallery to display a pen pointer in the document window.
 - If you are using a mouse, position the pen pointer in the graphic where you want to make the color transparent (Figure 3–21).

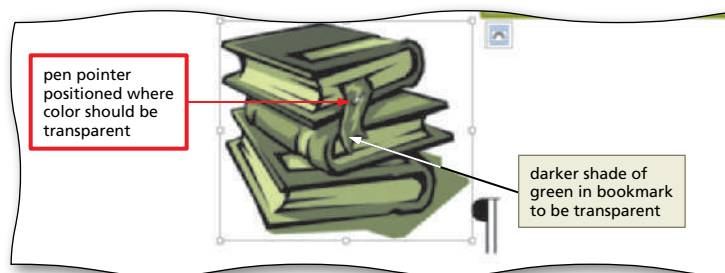


Figure 3–21

Q&A Can I make multiple colors in a graphic transparent?
 No, you can make only one color transparent.

- 3
 - Tap or click the location in the graphic where you want the color to be transparent (Figure 3–22).

Q&A What if this step does not work on a touch screen?
 You may need to use a stylus or mouse to perform these steps.

What if I make the wrong color transparent?
 Tap or click the Undo button on the Quick Access Toolbar, or press CTRL+Z, and then repeat these steps.

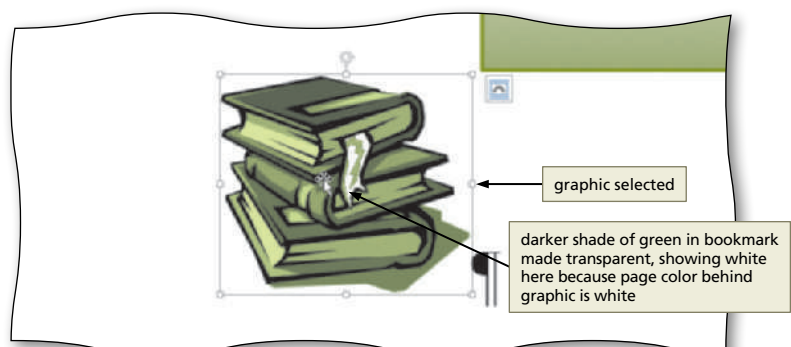


Figure 3–22

- Change the zoom back to page width.

To Adjust the Brightness and Contrast of a Graphic

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

In Word, you can adjust the brightness, or lightness, of a graphic and also the contrast, or the difference between the lightest and darkest areas of the graphic. The following steps increase the brightness and contrast of the books graphic, each by 20%. *Why? You want to lighten the graphic slightly to decrease its emphasis on the page and, at the same time, increase the difference between the light and dark areas of the graphic.*

1

- Display the PICTURE TOOLS FORMAT tab.
- With the graphic still selected (shown in Figure 3–22), tap or click the Corrections button (PICTURE TOOLS FORMAT tab | Adjust group) to display the Corrections gallery.
- If you are using a mouse, point to 'Brightness: +20% Contrast: +20%' (fourth image in fourth row) in the Corrections gallery to display a live preview of that correction applied to the graphic in the document (Figure 3–23).

 **Experiment**

- If you are using a mouse, point to various corrections in the Corrections gallery and watch the brightness and contrast of the graphic change in the document.

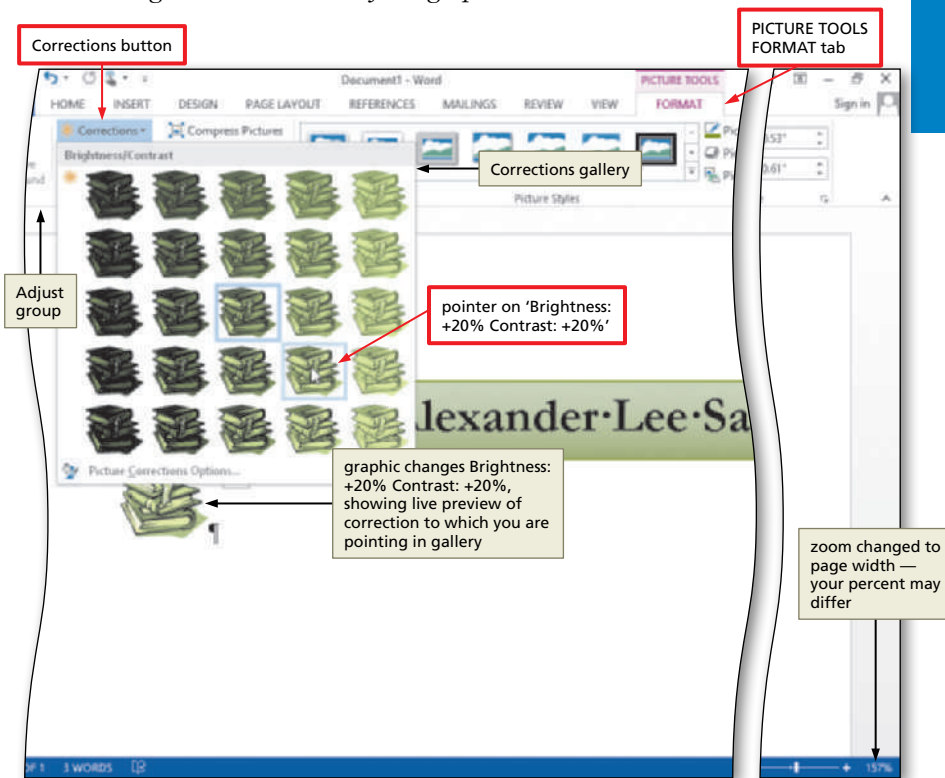


Figure 3–23

2

- Tap or click 'Brightness: +20% Contrast: +20%' in the Corrections gallery (fourth image in fourth row) to change the brightness and contrast of the selected graphic.

Other Ways

1. Tap or click Format Shape Dialog Box Launcher (PICTURE TOOLS FORMAT tab | Picture Styles group), tap or click Picture button (Format Picture task pane), expand PICTURE CORRECTIONS section, select desired options
2. Tap 'Show Context Menu' button on mini toolbar or right-click graphic, tap Format Object or click Format Picture on shortcut menu, tap or click Picture button (Format Picture task pane), expand PICTURE CORRECTIONS section, select desired options

If you are using your finger on a touch screen and are having difficulty completing the steps in this chapter, consider using a stylus. Many people find it easier to be precise with a stylus than with a finger. In addition, with a stylus you see the pointer. If you still are having trouble completing the steps with a stylus, try using a mouse.

To Change the Border Color on a Graphic

The books graphic currently has no border (outline). The following steps change the border color on the graphic. *Why?* You would like the graphic to have a green border so that it matches the border on the shape.

- 1 Tap or click the Picture Border arrow (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Border gallery.
- 2 If you are using a mouse, point to 'Green, Accent 1' (fifth theme color from left in the first row) in the Picture Border gallery to display a live preview of that border color around the picture (Figure 3–24).

Q&A If I am using a mouse, what if I click the Picture Border button by mistake?
Click the Picture Border arrow and proceed with Step 2. If you are using a touch screen, you may not have a separate Picture Border button.

Experiment

- If you are using a mouse, point to various colors in the Picture Border gallery and watch the border color on the graphic change in the document window.

- 2 Tap or click 'Green, Accent 1' in the Picture Border gallery to change the picture border color.

Q&A How would I remove a border from a graphic?
With the graphic selected, you would tap or click the No Outline in the Picture Border gallery.

Can I remove all formatting applied to a graphic and start over?
Yes. With the graphic selected, you would tap or click the Reset Picture button (PICTURE TOOLS FORMAT tab | Adjust group).

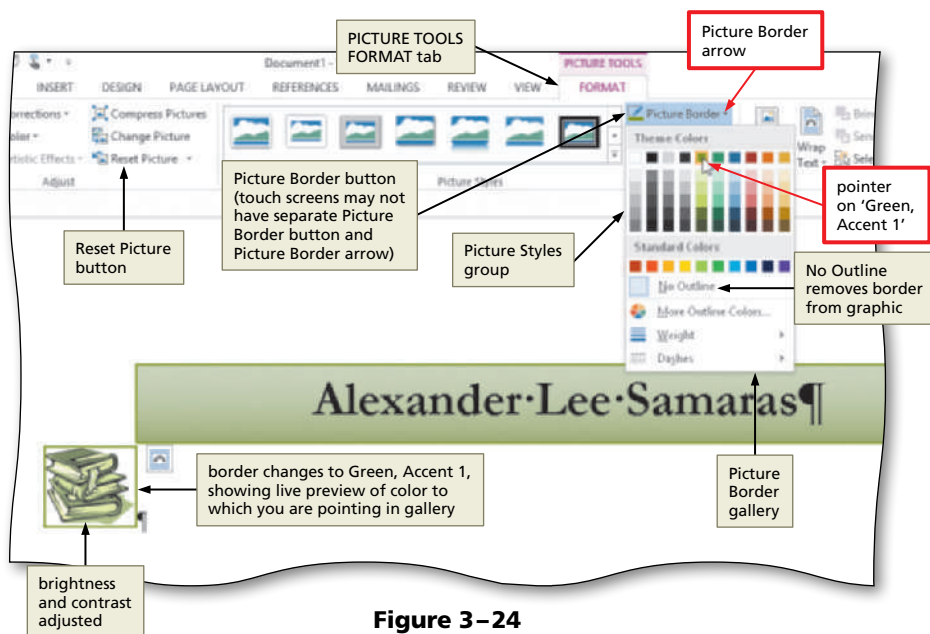


Figure 3–24

To Change an Object's Text Wrapping

The books graphic is to be positioned to the right of the shape. Clip art, by default, is formatted as an inline graphic, which cannot be moved to a precise location on a page. Recall that inline graphics are part of a paragraph and, thus, can be positioned according to paragraph formatting, such as centered or left-aligned. To move the graphic to the right of a shape, you format it as a floating object with 'In Front of Text' wrapping. The following steps change a graphic's text wrapping.

- 1 If necessary, tap or click the graphic to select it.
- 2 Tap or click the Layout Options button attached to the graphic to display the Layout Options gallery.
- 3 Tap or click 'In Front of Text' in the Layout Options gallery so that you can position the object on top of any item in the document, in this case, on top of the rectangular shape.
- 4 Tap or click the Close button to close the gallery.

BTW

Q&As

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Q&A resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

To Move a Graphic

The following steps move a graphic. *Why? In this letterhead, the books graphic is positioned to the right of the shape.*

1

- If you are using a mouse, position the pointer in the graphic so that the pointer has a four-headed arrow attached to it (Figure 3–25).

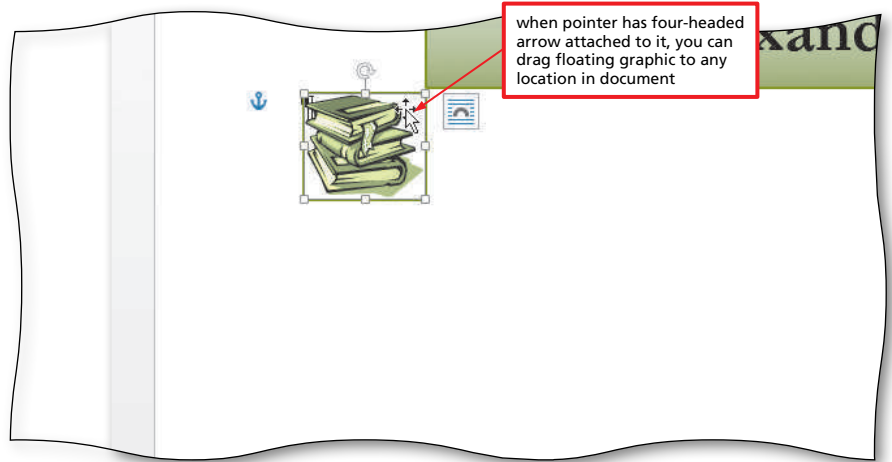


Figure 3–25

2

- Drag the graphic to the right of the shape, as shown in Figure 3–26.

Q&A

What if I moved the graphic to the wrong location?

Repeat these steps. You can drag a floating graphic to any location in a document.

Why do green lines appear on my screen as I drag a graphic?

You have alignment guides set, which help you line up graphics. To set alignment guides, tap or click the Align Objects button (PICTURE TOOLS FORMAT tab | Arrange group) and then tap or click 'Use Alignment Guides'.

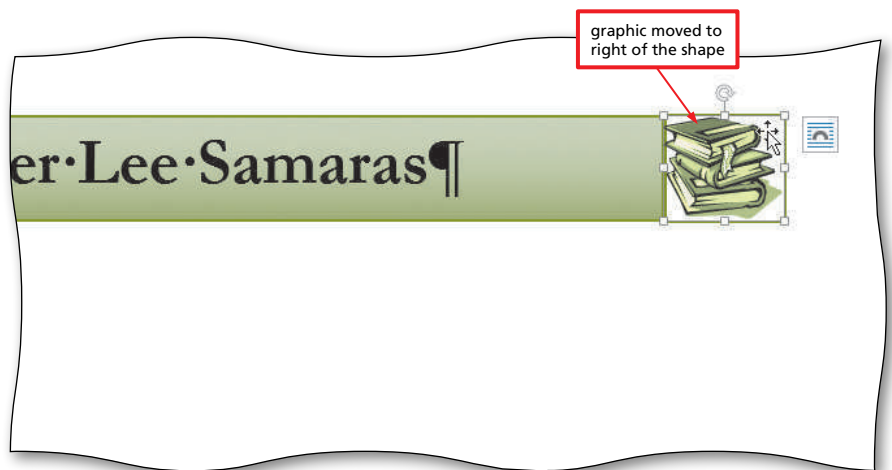


Figure 3–26

To Copy a Graphic

In this project, the same books graphic is to be placed to the left of the shape. Instead of performing the same steps to insert and format another books graphic, you can copy the graphic to the Office Clipboard, paste the graphic from the Office Clipboard, and then move the graphic to the desired location.

You use the same steps to copy a graphic as you used in Chapter 2 to copy text. The following steps copy a graphic.

- 1** If necessary, tap or click the graphic to select it.
- 2** Display the HOME tab.
- 3** Tap or click the Copy button, shown in Figure 3–27 on the next page (HOME tab | Clipboard group), to copy the selected item to the Office Clipboard.

BTW

BTWs

For a complete list of the BTWs found in the margins of this book, visit the BTW resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

To Use Paste Options

The following steps paste a graphic using the Paste Options gallery. *Why? Recall from Chapter 2 that you can specify the format of a pasted item using Paste Options.*

- 1**
- Tap or click the Paste arrow (HOME tab | Clipboard group) to display the Paste gallery.

Q&A If I am using a mouse, what if I accidentally click the Paste button? Click the Paste Options button below the graphic pasted in the document to display a Paste Options gallery. If you are using a touch screen, you may not have a separate Paste button.

- If you are using a mouse, point to the 'Keep Source Formatting' button in the Paste gallery to display a live preview of that paste option (Figure 3–27).

Experiment

- Point to the two buttons in the Paste gallery and watch the appearance of the pasted graphic change.

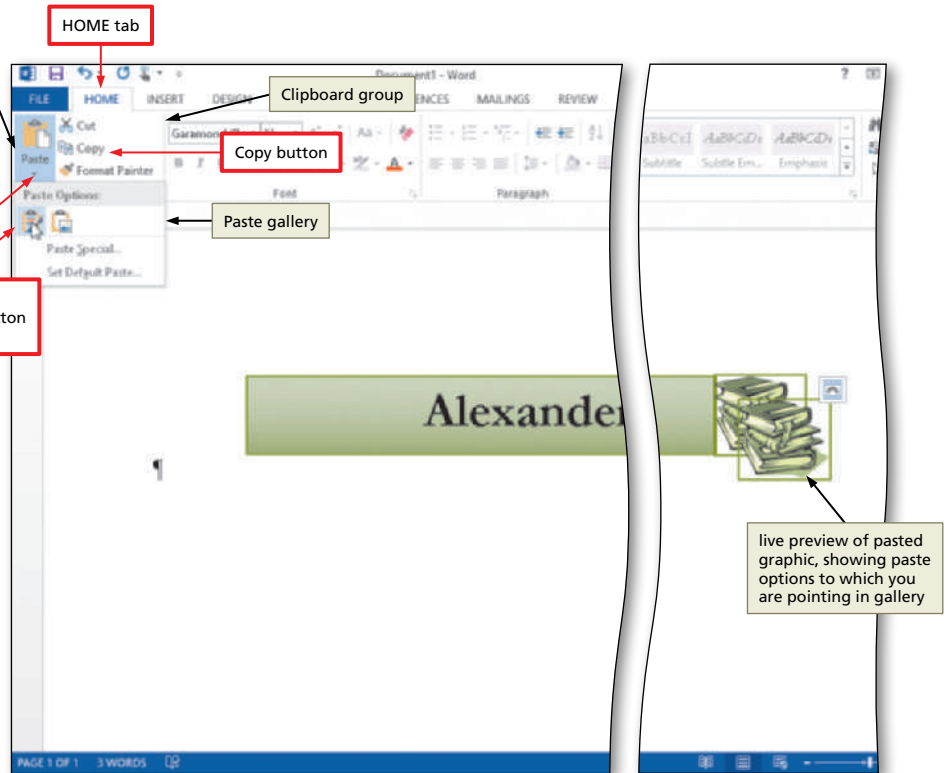


Figure 3–27

Q&A What do the buttons in the Paste gallery mean? The 'Keep Source Formatting' button indicates the pasted graphic should have the same formats as it did in its original location. The Picture button removes some formatting from the graphic.

Why are these paste buttons different from the ones in Chapter 2?

The buttons that appear in the Paste gallery differ depending on the item you are pasting. Use live preview to see how the pasted object will look in the document.

- 2**
- Tap or click the 'Keep Source Formatting' button in the Paste gallery to paste the object using the same formatting as the original.

To Move a Graphic

The next step is to move the second books graphic so that it is positioned to the left of the rectangle shape. The following steps move a graphic.

- 1** If you are using a mouse, position the pointer in the graphic so that the pointer has a four-headed arrow attached to it.
- 2** Drag the graphic to the location shown in Figure 3–28.

To Flip a Graphic

The following steps flip a graphic horizontally. *Why? In this letterhead, you want the books graphics to face each other.*

- 1 If necessary, display the PICTURE TOOLS FORMAT tab.
- 2 With the graphic still selected, tap or click the Rotate Objects button (PICTURE TOOLS FORMAT tab | Arrange group) to display the Rotate Objects gallery (Figure 3–28).

Experiment

- If you are using a mouse, point to the various rotate options in the Rotate Options gallery and watch the picture rotate in the document window.

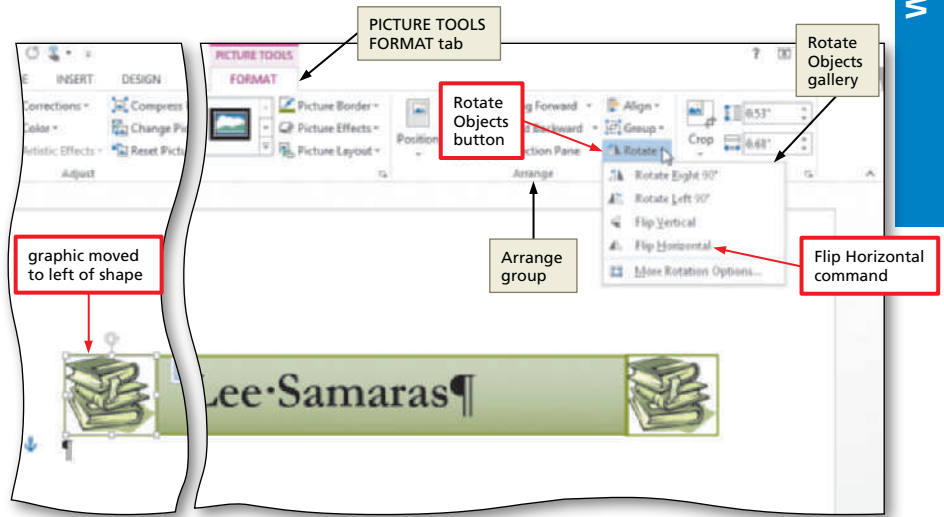


Figure 3–28

- 3 Tap or click Flip Horizontal in the Rotate Options gallery, so that Word flips the graphic to display its mirror image.

Q&A Can I flip a graphic vertically?

Yes, you would tap or click Flip Vertical in the Rotate Options gallery. You also can rotate a graphic clockwise or counterclockwise by tapping or clicking the 'Rotate Right 90°' and 'Rotate Left 90°' commands, respectively, in the Rotate Options gallery.

To Save a Document

You have performed many tasks while creating this letterhead and do not want to risk losing work completed thus far. Accordingly, you should save the document. The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a Word folder (for your assignments). Thus, these steps save the document in the Word folder in the CIS 101 folder using the file name, Samaras Letterhead.

- 1 Tap or click the Save button on the Quick Access Toolbar, which depending on settings, will display either the Save As gallery in the Backstage view or the Save As dialog box.
- 2 To save on a hard disk or other storage media on your computer, proceed to Step 2a. To save on SkyDrive, proceed to Step 2b.
- 2a If your screen opens the Backstage view and you want to save on storage media on your computer, tap or click Computer in the left pane, if necessary, to display options in the right pane related to saving on your computer. If your screen already displays the Save As dialog box, proceed to Step 4.
- 2b If your screen opens the Backstage view and you want to save on SkyDrive, tap or click SkyDrive in the left pane to display SkyDrive saving options or a Sign In button. If your screen displays a Sign In button, tap or click it and then sign in to SkyDrive.
- 3 Tap or click the Browse button in the right pane to display the Save As dialog box associated with the selected save location (i.e., Computer or SkyDrive).
- 4 Type **Samaras Letterhead** in the File name box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all Word files in a Word folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows chapter at the beginning of this book.

BTW

Word Help

At any time while using Word, you can find answers to questions and display information about various topics through Word Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use Word. For instruction about Word Help and exercises that will help you gain confidence in using it, read the Office and Windows chapter at the beginning of this book.

- 5 Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on your computer or SkyDrive).
- 6 Tap or click the Save button (Save As dialog box) to save the letterhead in the selected folder on the selected save location with the entered file name.

To Format and Enter Text

The contact information for the letterhead in this project is located on the line below the shape containing the name. The following steps format and then enter the postal address in the letterhead.

- 1 Position the insertion point on the line below the shape containing the name.
- 2 If necessary, display the HOME tab. Tap or click the Center button (HOME tab | Paragraph group) to center the paragraph.
- 3 Tap or click the 'Increase Font Size' button (HOME tab | Font group) to increase the font size to 12 point.
- 4 Type **540 Cedar Road, Branch Center, WA 98472** and then press the SPACEBAR (shown in Figure 3–29).

To Insert a Symbol from the Symbol Dialog Box

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

Word provides a method of inserting dots and other symbols, such as letters in the Greek alphabet and mathematical characters, that are not on the keyboard. The following steps insert a dot symbol, sometimes called a bullet symbol, in the letterhead. *Why? You want a visual separator between the postal address and phone number in the letterhead, and also between the phone number and email address.*

- 1
 - If necessary, position the insertion point as shown in Figure 3–29.
 - Display the INSERT tab.
 - Tap or click the 'Insert a Symbol' button (INSERT tab | Symbols group) to display the Insert a Symbol gallery (Figure 3–29).

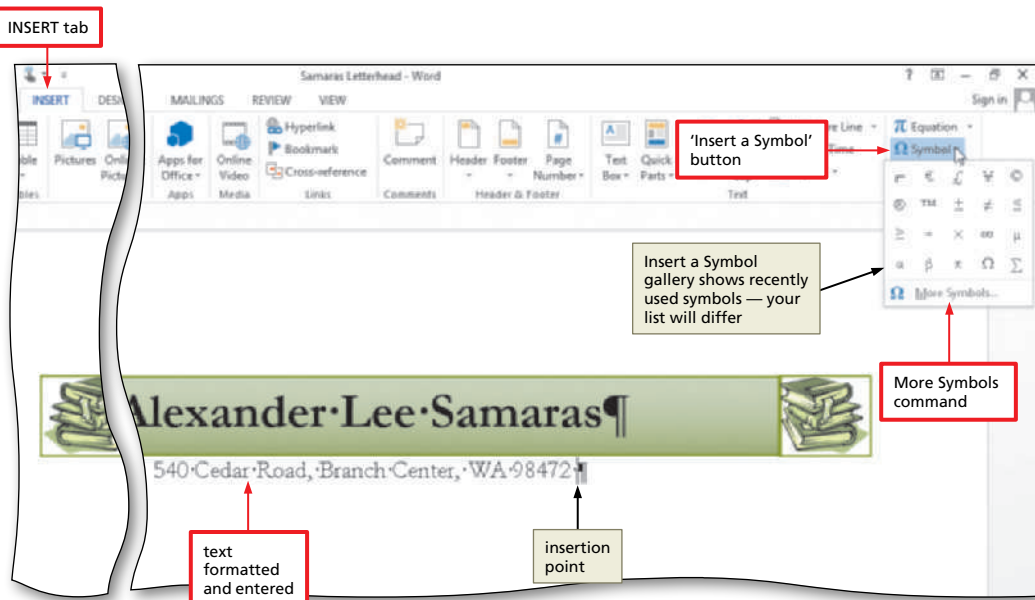


Figure 3–29

Q&A What if the symbol I want to insert already appears in the Insert a Symbol gallery?

You can tap or click any symbol shown in the Insert a Symbol gallery to insert it in the document.

2

- Tap or click More Symbols in the Insert a Symbol gallery to display the Symbol dialog box.
- If the font in the Font box is not (normal text), tap or click the Font arrow (Symbol dialog box) and then scroll to and tap or click (normal text) to select this font.
- If the subset in the Subset box is not General Punctuation, tap or click the Subset arrow and then scroll and tap or click General Punctuation to select this subset.
- In the list of symbols, if necessary, scroll to the dot symbol shown in Figure 3–30 and then tap or click the symbol to select it.

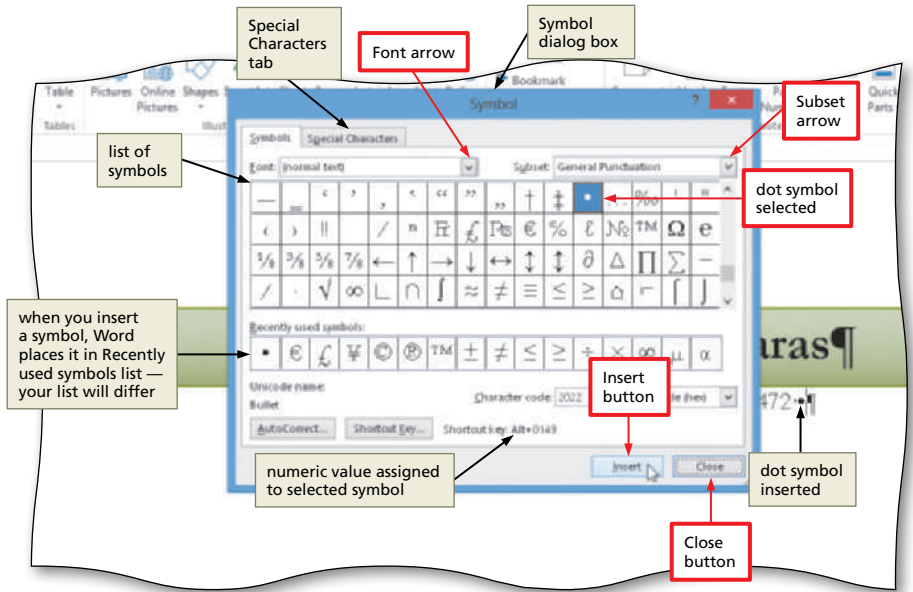


Figure 3–30

- Tap or click the Insert button (Symbol dialog box) to place the selected symbol in the document to the left of the insertion point (Figure 3–30).

Q&A

Why is the Symbol dialog box still open?
The Symbol dialog box remains open, allowing you to insert additional symbols.

3

- Tap or click the Close button (Symbol dialog box) to close the dialog box.

To Insert a Symbol from the Insert a Symbol Gallery

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

In the letterhead, another dot symbol separates the phone number from the email address. The following steps use the Insert a Symbol gallery to insert a dot symbol between the phone number and email address. *Why? Once you insert a symbol using the Symbol dialog box, Word adds that symbol to the Insert a Symbol gallery so that it is more readily available.*

1

- Press the SPACEBAR, type **Phone:** (873) 555-3928 and then press the SPACEBAR.

2

- Tap or click the 'Insert a Symbol' button (INSERT tab | Symbols group) to display the Insert a Symbol gallery (Figure 3–31).

Q&A

Why is the dot symbol now in the Insert a Symbol gallery?
When you insert a symbol from the Symbol dialog box, Word automatically adds the symbol to the Insert a Symbol gallery.

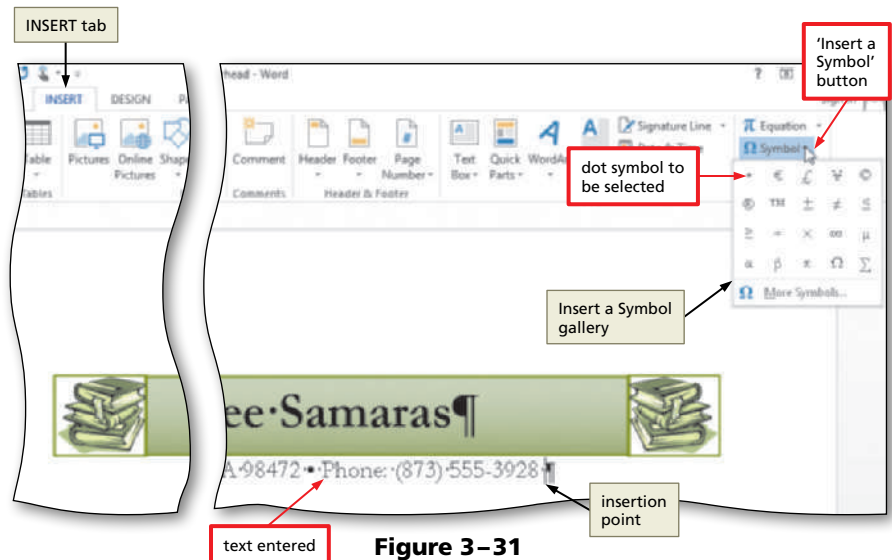


Figure 3–31

3

- Tap or click the dot symbol in the Insert a Symbol gallery to insert the symbol at the location of the insertion point (shown in Figure 3–32 on the next page).

BTW

Inserting Special Characters

In addition to symbols, you can insert a variety of special characters, including dashes, hyphens, spaces, apostrophes, and quotation marks. Tap or click the Special Characters tab in the Symbols dialog box (Figure 3–30 on the previous page), tap or click the desired character in the Character list, tap or click the Insert button, and then tap or click the Close button.

To Enter Text

The following steps enter the email address in the letterhead.

- 1 Press the SPACEBAR.
- 2 Type **Email: samaras@earth.net** to finish the text in the letterhead (Figure 3–32).



Figure 3–32

To Bottom Border a Paragraph

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

In Word, you can draw a solid line, called a **border**, at any edge of a paragraph. That is, borders may be added above or below a paragraph, to the left or right of a paragraph, or in any combination of these sides.

The letterhead in this project has a border that extends from the left margin to the right margin immediately below the address, phone, and email address information. *Why? The horizontal line separates the letterhead from the rest of the letter.* The following steps add a bottom border to a paragraph.

- 1
 - Display the HOME tab.
 - With the insertion point in the paragraph to border, tap or click the Borders arrow (HOME tab | Paragraph group) to display the Borders gallery (Figure 3–33).

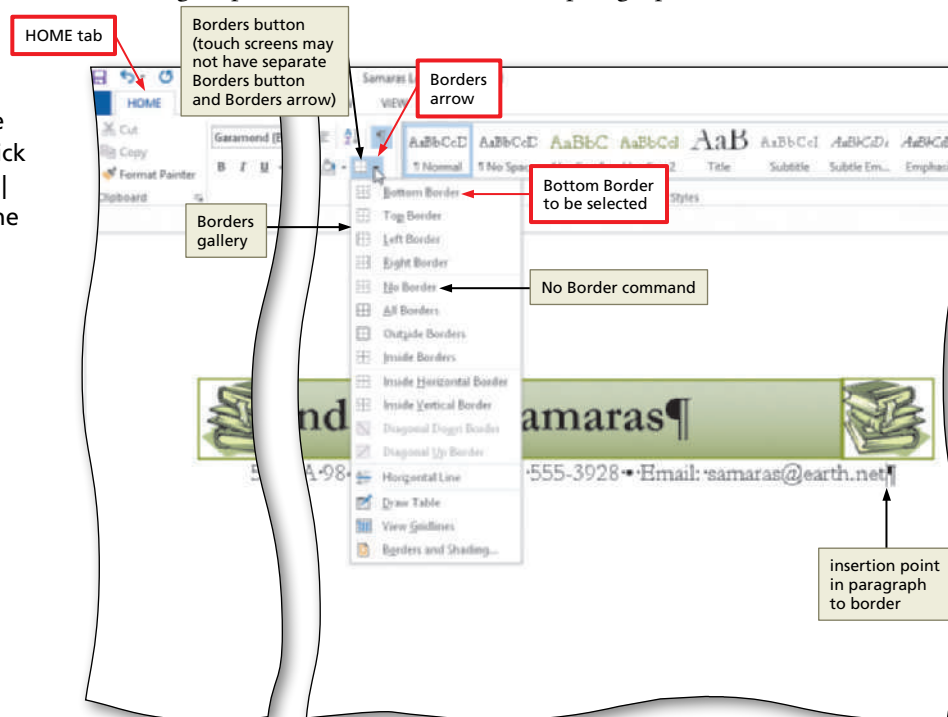


Figure 3–33

2

- Tap or click Bottom Border in the Borders gallery to place a border below the paragraph containing the insertion point (Figure 3–34).

Q&A

If the face of the Borders button displays the border icon I want to use and if I am using a mouse, can I click the Borders button instead of using the Borders arrow?
Yes.

How would I remove an existing border from a paragraph?
If, for some reason, you wanted to remove a border from a paragraph, you would position the insertion point in the paragraph, tap or click the Borders arrow (HOME tab | Paragraph group), and then tap or click No Border in the Borders gallery.

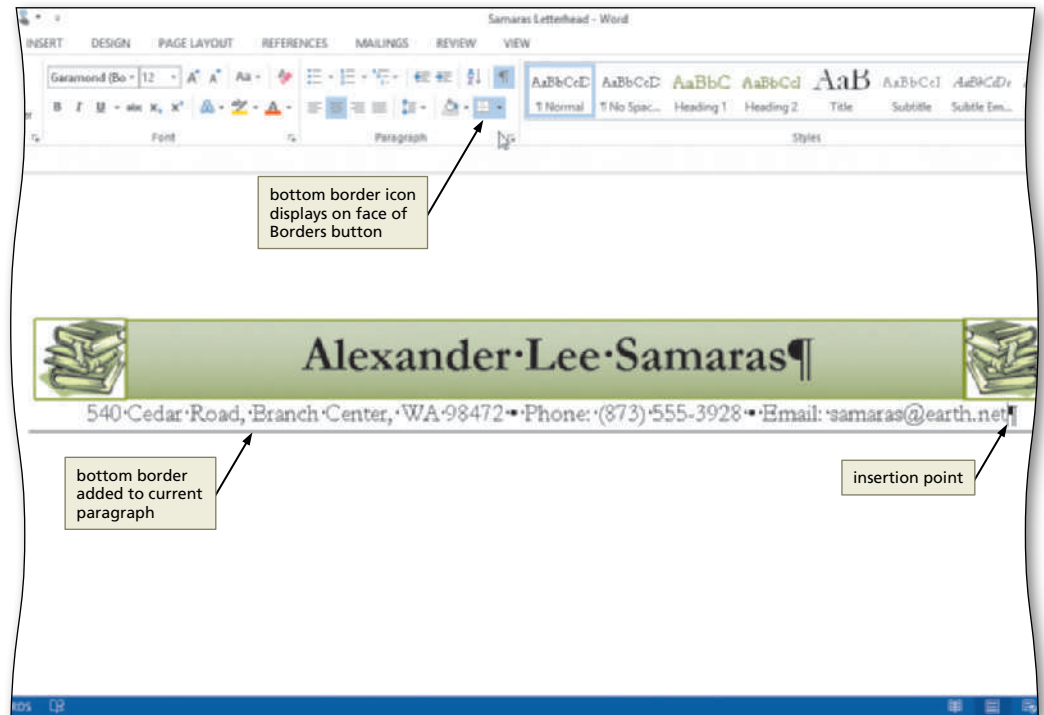


Figure 3–34

Other Ways

1. Tap or click 'Borders and Shading' button (DESIGN tab | Page Background group), tap or click Borders tab (Borders and Shading dialog box), select desired border options, tap or click OK button

To Clear Formatting

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The next step is to position the insertion point below the letterhead, so that you can type the contents of the letter. When you press the ENTER key at the end of a paragraph containing a border, Word moves the border forward to the next paragraph. The paragraph also retains all current settings, such as the center format. Instead, you want the paragraph and characters on the new line to use the Normal style: black font with no border.

Word uses the term, **clear formatting**, to refer to returning the formats to the Normal style. The following steps clear formatting at the location of the insertion point. *Why? You do not want to retain the current formatting in the new paragraph.*

- 1
 - With the insertion point between the email address and paragraph mark at the end of the contact information line (as shown in Figure 3–34 on the previous page), press the ENTER key to move the insertion point and paragraph to the next line (Figure 3–35).

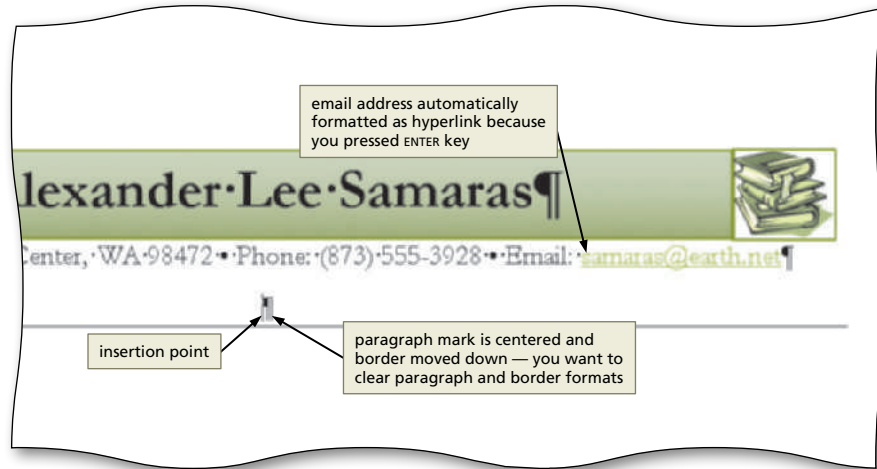


Figure 3–35

- 2
 - Tap or click the 'Clear All Formatting' button (HOME tab | Font group) to apply the Normal style to the location of the insertion point (Figure 3–36).

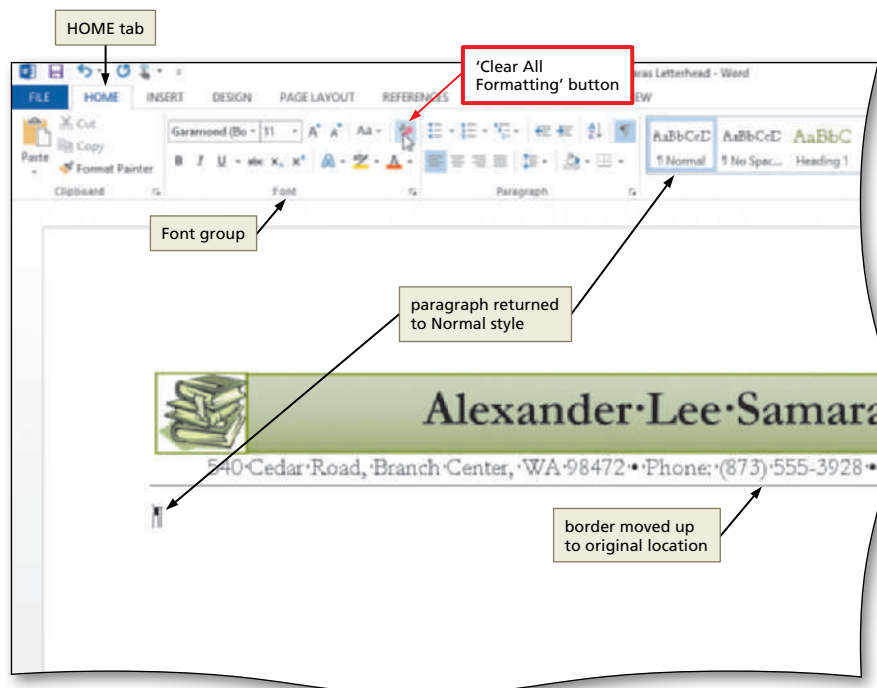


Figure 3–36

Other Ways

1. Tap or click More button in Styles gallery (HOME tab | Styles group), tap or click Clear Formatting
2. Tap or click Styles Dialog Box Launcher (HOME tab | Styles group), tap or click Clear All in Styles task pane
3. Select text, press CTRL+SPACEBAR, press CTRL+Q

AutoFormat as You Type

As you type text in a document, Word automatically formats some of it for you. For example, when you press the ENTER key or SPACEBAR after typing an email address or web address, Word automatically formats the address as a hyperlink, that is, in a different color and underlined. In Figure 3–35, for example, Word formatted the email address as a hyperlink because you pressed the ENTER key at the end of the line. Table 3–2 outlines commonly used AutoFormat As You Type options and their results.

Table 3–2 Commonly Used AutoFormat As You Type Options

Typed Text	AutoFormat Feature	Example
Quotation marks or apostrophes	Changes straight quotation marks or apostrophes to curly ones	"the" becomes "the"
Text, a space, one hyphen, one or no spaces, text, space	Changes the hyphen to an en dash	ages 20-45 becomes ages 20–45
Text, two hyphens, text, space	Changes the two hyphens to an em dash	Two types--yellow and red becomes Two types—yellow and red
Web or email address followed by SPACEBAR or ENTER key	Formats web or email address as a hyperlink	www.cengagebrain.com becomes www.cengagebrain.com
Number followed by a period, hyphen, right parenthesis, or greater than sign and then a space or tab followed by text	Creates a numbered list	1. Word 2. PowerPoint becomes 1. Word 2. PowerPoint
Asterisk, hyphen, or greater than sign and then a space or tab followed by text	Creates a bulleted list	* HOME tab * INSERT tab becomes • HOME tab • INSERT tab
Fraction and then a space or hyphen	Condenses the fraction entry so that it consumes one space instead of three	1/2 becomes ½
Ordinal and then a space or hyphen	Makes part of the ordinal a superscript	3rd becomes 3 rd

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To Convert a Hyperlink to Regular Text

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The email address in the letterhead should be formatted as regular text; that is, it should not be a different color or underlined. *Why? Hyperlinks are useful only in online documents, and this letter will be printed instead of distributed electronically.* The following steps remove a hyperlink format.

1

- If you are using a touch screen, press and hold the hyperlink and then tap the 'Show Context Menu' button on the mini toolbar; if you are using a mouse, right-click the hyperlink (in this case, the email address) to display a shortcut menu (Figure 3–37).

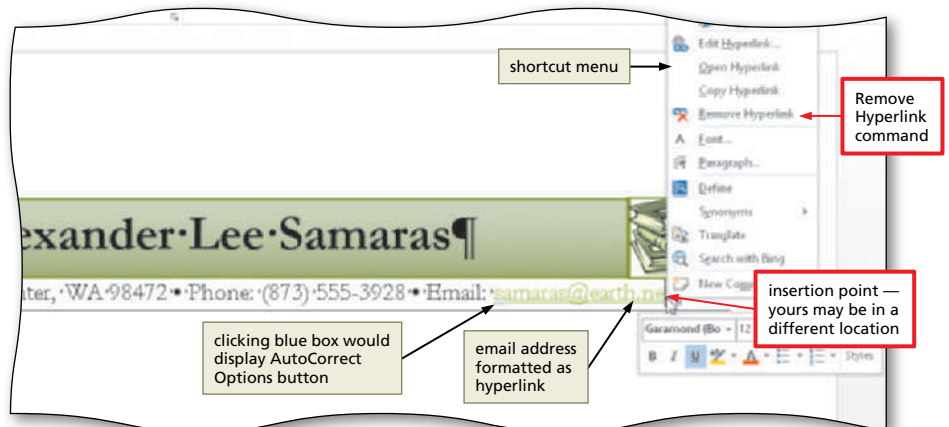


Figure 3–37

2

- Tap or click Remove Hyperlink on the shortcut menu to remove the hyperlink format from the text.
- Position the insertion point on the paragraph mark below the border because you are finished with the letterhead (Figure 3–38).

Q&A Could I have used the AutoCorrect Options button instead of the Remove Hyperlink command? Yes. Alternatively, if you are using a mouse, you could have pointed to the small blue box at the beginning of the hyperlink, clicked the AutoCorrect Options button, and then clicked Undo Hyperlink on the AutoCorrect Options menu.

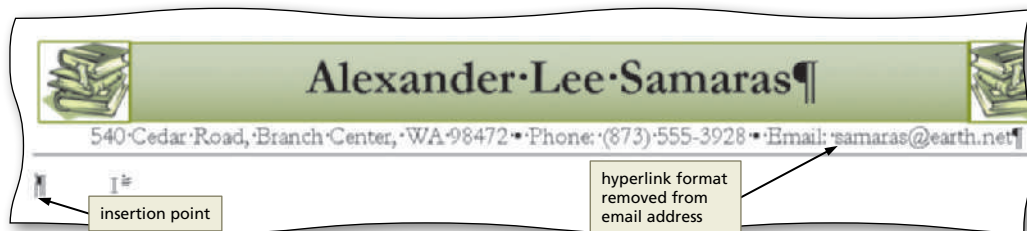


Figure 3–38

Other Ways

1. With insertion point in hyperlink, tap or click 'Add a Hyperlink' button (INSERT tab | Links group), tap or click Remove Link button

To Save an Existing Document with the Same File Name

You have made several modifications to the letterhead since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office and Windows chapter at the beginning of this book.

- 1 Tap or click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Break Point: If you wish to take a break, this is a good place to do so. You can exit Word now. To resume at a later time, run Word, open the file called Samaras Letterhead, and continue following the steps from this location forward.

Creating a Business Letter

With the letterhead for the business letter complete, the next task is to create the remainder of the content in the letter. The following pages use Word to create a business letter that contains a table and a bulleted list.



CONSIDER THIS

What should you consider when writing a business letter?

A finished business letter should look like a symmetrically framed picture with evenly spaced margins, all balanced below an attractive letterhead. The letter should be well written, properly formatted, logically organized, and use visuals where appropriate. The content of a letter should contain proper grammar, correct spelling, logically constructed sentences, flowing paragraphs, and sound ideas.

Be sure to include all essential elements, use proper spacing and formats, and determine which letter style to use.

- **Include all essential letter elements.** All business letters contain the same basic elements, including the date line, inside address, message, and signature block (shown in Figure 3–1 on page WD 139). If a business letter does not use a letterhead, then the top of the letter should include return address information in a heading.
- **Use proper spacing and formats for the contents of the letter below the letterhead.** Use a font that is easy to read, in a size between 8 and 12 point. Add emphasis with bold, italic, and bullets where appropriate, and use tables to present numeric information. Paragraphs should be single-spaced, with double-spacing between paragraphs.
- **Determine which letter style to use.** You can follow many different styles when creating business letters. A letter style specifies guidelines for the alignment and spacing of elements in the business letter.

If possible, keep the length of a business letter to one page. Be sure to proofread the finished letter carefully.

To Save a Document with a New File Name

The current open file has the name Samaras Letterhead, which is the name of the personal letterhead. Because you want the letterhead file to remain intact so that you can reuse it, you save the document with a new name. The following steps save a document with a new name.

- 1 Tap or click FILE on the ribbon to open the Backstage view and then tap or click the Save As tab in the Backstage view, which depending on settings, will display either the Save As gallery in the Backstage view or the Save As dialog box.
- 2 To save on a hard disk or other storage media on your computer, proceed to Step 2a. To save on SkyDrive, proceed to Step 2b.
- 2a If your screen opens the Backstage view and you want to save on storage media on your computer, tap or click Computer in the left pane, if necessary, to display options in the right pane related to saving on your computer. If your screen already displays the Save As dialog box, proceed to Step 4.
- 2b If your screen opens the Backstage view and you want to save on SkyDrive, tap or click SkyDrive in the left pane to display SkyDrive saving options or a Sign In button. If your screen displays a Sign In button, tap or click it and then sign in to SkyDrive.
- 3 Tap or click the Browse button in the right pane to display the Save As dialog box associated with the selected save location (i.e., Computer or SkyDrive).
- 4 Type **Samaras Thank You Letter** in the File name box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
- 5 Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on your computer or SkyDrive).
- 6 Tap or click the Save button (Save As dialog box) to save the letter in the selected folder on the selected save location with the entered file name.

BTW

Saving a Template

As an alternative to saving the letterhead as a Word document, you could save it as a template. To do so, tap or click FILE on the ribbon to open the Backstage view, tap or click the Export tab to display the Export gallery, tap or click 'Change File Type', tap or click Template in the right pane, tap or click the Save As button, enter the template name (Save As dialog box), if necessary select the Templates folder, and then tap or click the Save button in the dialog box. To use the template, tap or click FILE on the ribbon to open the Backstage view, tap or click the New tab to display the New gallery, tap or click the Personal tab in the New gallery, and then tap or click the template icon or name.

To Apply a Style

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

Recall that the Normal style in Word places 8 points of blank space after each paragraph and inserts a vertical space equal to 1.08 lines between each line of text. You will need to modify the spacing used for the paragraphs in the business letter. *Why? Business letters should use single spacing for paragraphs and double spacing between paragraphs.*

Word has many built-in, or predefined, styles that you can use to format text. The No Spacing style, for example, defines line spacing as single and does not insert any additional blank space between lines when you press the ENTER key. To apply a style to a paragraph, you first position the insertion point in the paragraph. The following step applies the No Spacing style to a paragraph.

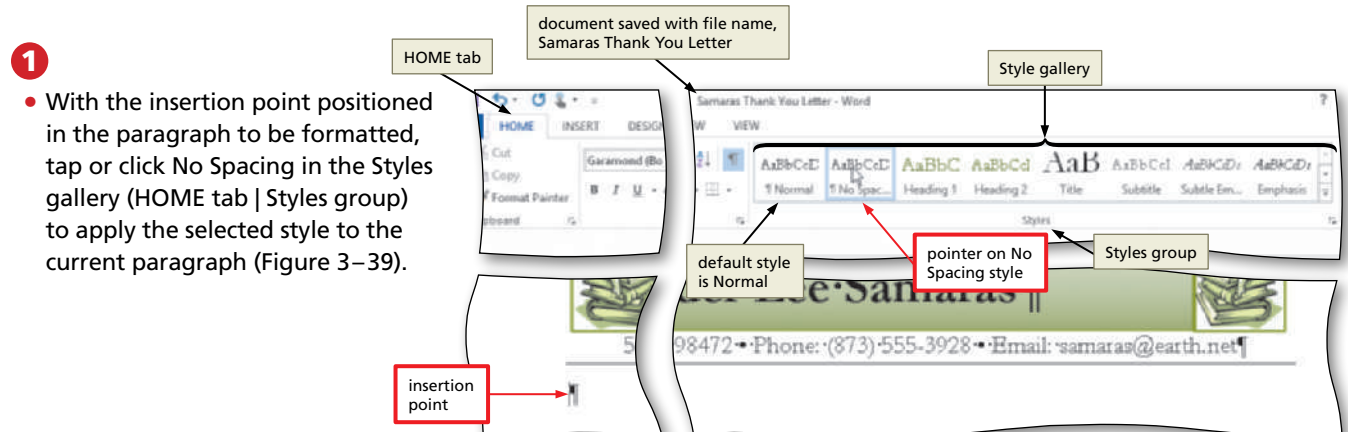


Figure 3–39

Q&A Will this style be used in the rest of the document?

Yes. The paragraph formatting, which includes the style, will carry forward to subsequent paragraphs each time you press the ENTER key.

Other Ways

1. Tap or click Styles Dialog Box Launcher (HOME tab | Styles group), tap or click desired style in Styles task pane
2. Press CTRL+SHIFT+S, tap or click Style Name arrow in Apply Styles task pane, tap or click desired style in list



CONSIDER THIS

What elements should a business letter contain?

Be sure to include all essential business letter elements, properly spaced, in your letter:

- The **date line**, which consists of the month, day, and year, is positioned two to six lines below the letterhead.
- The **inside address**, placed three to eight lines below the date line, usually contains the addressee's courtesy title plus full name, job title, business affiliation, and full geographical address.
- The **salutation**, if present, begins two lines below the last line of the inside address. If you do not know the recipient's name, avoid using the salutation "To whom it may concern" — it is impersonal. Instead, use the recipient's title in the salutation, e.g., Dear Personnel Director. In a business letter, use a colon (:) at the end of the salutation; in a personal letter, use a comma.
- The body of the letter, the **message**, begins two lines below the salutation. Within the message, paragraphs are single-spaced with one blank line between paragraphs.
- Two lines below the last line of the message, the **complimentary close** is displayed. Capitalize only the first word in a complimentary close.
- Type the **signature block** at least four blank lines below the complimentary close, allowing room for the author to sign his or her name.



CONSIDER THIS

What are the common styles of business letters?

Three common business letter styles are the block, the modified block, and the modified semi-block. Each style specifies different alignments and indentations.

- In the block letter style, all components of the letter begin flush with the left margin.
- In the modified block letter style, the date, complimentary close, and signature block are positioned approximately one-half inch to the right of center or at the right margin. All other components of the letter begin flush with the left margin.
- In the modified semi-block letter style, the date, complimentary close, and signature block are centered, positioned approximately one-half inch to the right of center or at the right margin. The first line of each paragraph in the body of the letter is indented one-half to one inch from the left margin. All other components of the letter begin flush with the left margin.

The business letter in this project follows the modified block style.

Using Tab Stops to Align Text

A **tab stop** is a location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard. Word, by default, places a tab stop at every one-half inch mark on the ruler. You also can set your own custom tab stops. Tab settings are a paragraph format. Thus, each time you press the ENTER key, any custom tab stops are carried forward to the next paragraph.

To move the insertion point from one tab stop to another, press the TAB key on the keyboard. When you press the TAB key, a **tab character** formatting mark appears in the empty space between the tab stops.

When you set a custom tab stop, you specify how the text will align at a tab stop. The tab marker on the ruler reflects the alignment of the characters at the location of the tab stop. Table 3–3 shows types of tab stop alignments in Word and their corresponding tab markers.

Table 3–3 Types of Tab Stop Alignments

Tab Stop Alignment	Tab Marker	Result of Pressing TAB Key	Example
Left Tab		Left-aligns text at the location of the tab stop	toolbar ruler
Center Tab		Centers text at the location of the tab stop	toolbar ruler
Right Tab		Right-aligns text at the location of the tab stop	toolbar ruler
Decimal Tab		Aligns text on decimal point at the location of the tab stop	45.72 223.75
Bar Tab		Aligns text at a bar character at the location of the tab stop	toolbar ruler

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To Display the Ruler

If you are using a mouse, one way to set custom tab stops is by using the horizontal ruler. Thus, the following steps display the ruler in the document window.

- 1 If the rulers are not showing, display the VIEW tab.
- 2 Tap or click the View Ruler check box (VIEW tab | Show group) to place a check mark in the check box and display the horizontal and vertical rulers on the screen (shown in Figure 3–40).

To Set Custom Tab Stops

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The first required element of the business letter is the date line, which in this letter is positioned two lines below the letterhead. The date line contains the month, day, and year, and begins four inches from the left margin. *Why?* Business letter guidelines specify to begin the date line approximately one-half inch to the right of center. Thus, you should set a custom tab stop at the 4" mark on the ruler. The following steps set a left-aligned tab stop.

- 1
 - With the insertion point on the paragraph mark below the border (shown in Figure 3–39 on page WD 165), press the ENTER key so that a blank line appears above the insertion point.
 - If you are using a touch screen, proceed to Step 3 on the next page because you have to use a different method to set custom tabs.
 - If you are using a mouse, if necessary, click the left tab selector at the left edge of the horizontal ruler until it displays the type of tab you wish to use, which is the Left Tab icon in this case.
 - If you are using a mouse, position the pointer on the 4" mark on the ruler, which is the location of the desired custom tab stop (Figure 3–40).

Q&A What is the purpose of the tab selector?
Before using the ruler to set a tab stop, ensure the correct tab stop icon appears in the tab selector. Each time you click the tab selector, its icon changes. The Left Tab icon is the default. For a list of the types of tab stops, see Table 3–3.

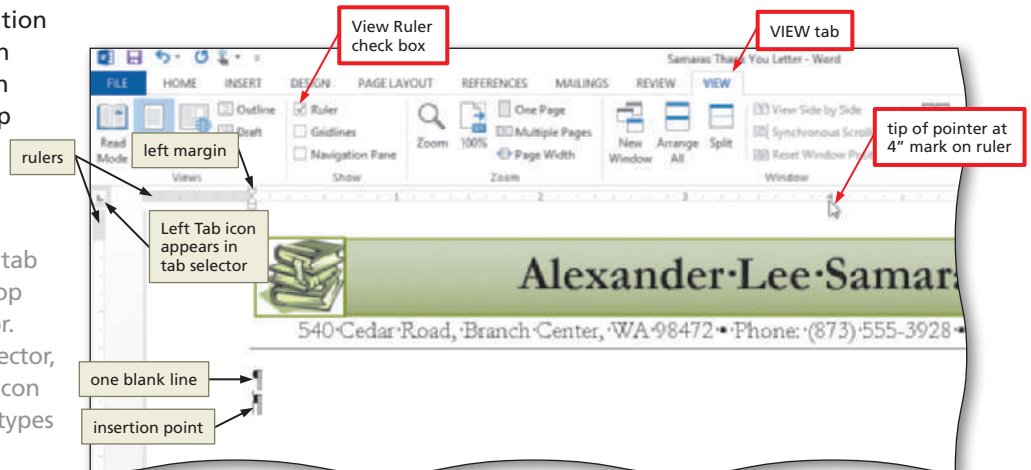


Figure 3–40

2

- If you are using a mouse, click the 4" mark on the ruler to place a tab marker at that location (Figure 3–41).

Q&A

What if I click the wrong location on the ruler?
 You can move a custom tab stop by dragging the tab marker to the desired location on the ruler. Or, you can remove an existing custom tab stop by pointing to the tab marker on the ruler and then dragging the tab marker down and out of the ruler.

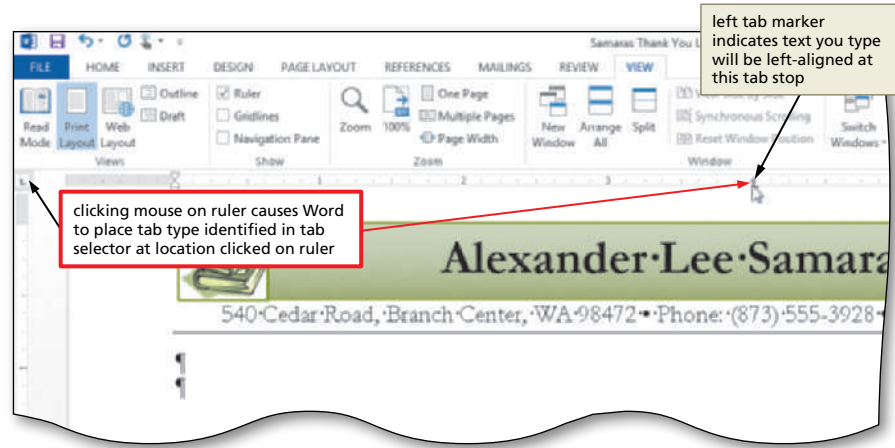


Figure 3–41

3

- If you are using a touch screen, display the HOME tab, tap the Paragraph Settings Dialog Box Launcher (HOME tab | Paragraph group), tap the Tabs button (Paragraph dialog box), type 4 in the Tab stop position box (Tabs dialog box), tap the Set button, and then tap the OK button to set a custom tab stop and place a corresponding tab marker on the ruler.

Other Ways

1. Tap or click Paragraph Dialog Box Launcher (HOME tab or PAGE LAYOUT tab | Paragraph group), tap or click Tabs button (Paragraph dialog box), type tab stop position (Tabs dialog box), tap or click Set button, tap or click OK button

To Insert the Current Date in a Document

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The next step is to enter the current date at the 4" tab stop in the document. *Why? The date in this letter will be positioned according to the guidelines for a modified block style letter.* In Word, you can insert a computer's system date in a document. The following steps insert the current date in the letter.

1

- Press the TAB key to position the insertion point at the location of the tab stop in the current paragraph.
- Display the INSERT tab.
- Tap or click the 'Insert Date and Time' button (INSERT tab | Text group) to display the Date and Time dialog box.
- Select the desired format (Date and Time dialog box), in this case October 29, 2014.
- If the Update automatically check box is selected, tap or click the check box to remove the check mark (Figure 3–42).

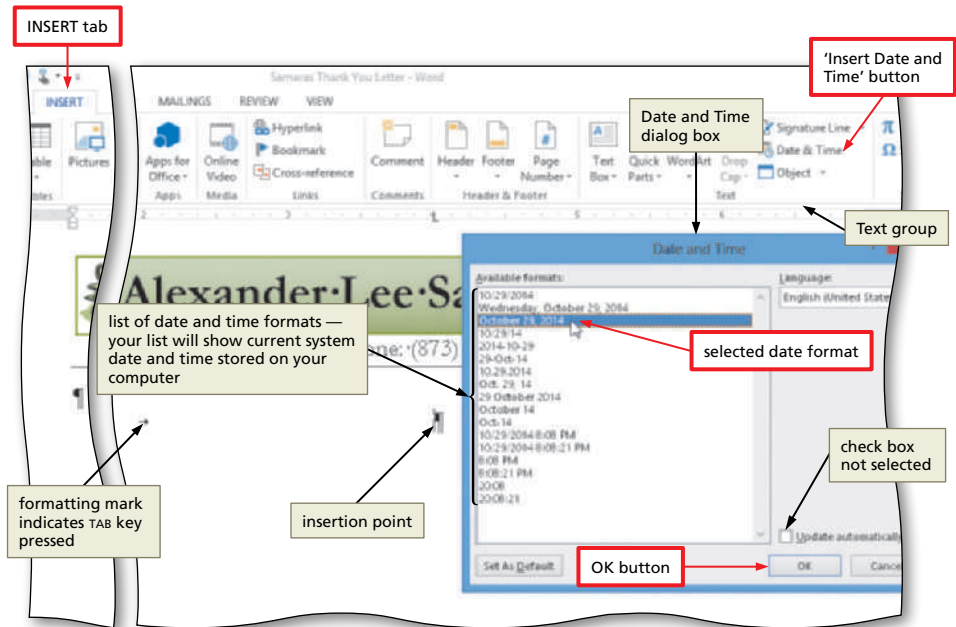


Figure 3–42

Q&A

Why should the Update automatically check box not be selected?

In this project, the date at the top of the letter always show today's date (for example, October 29, 2014). If, however, you wanted the date always to change to reflect the current computer date (for example, showing the date you open or print the letter), then you would place a check mark in this check box.

2

- Tap or click the OK button to insert the current date at the location of the insertion point (Figure 3–43).

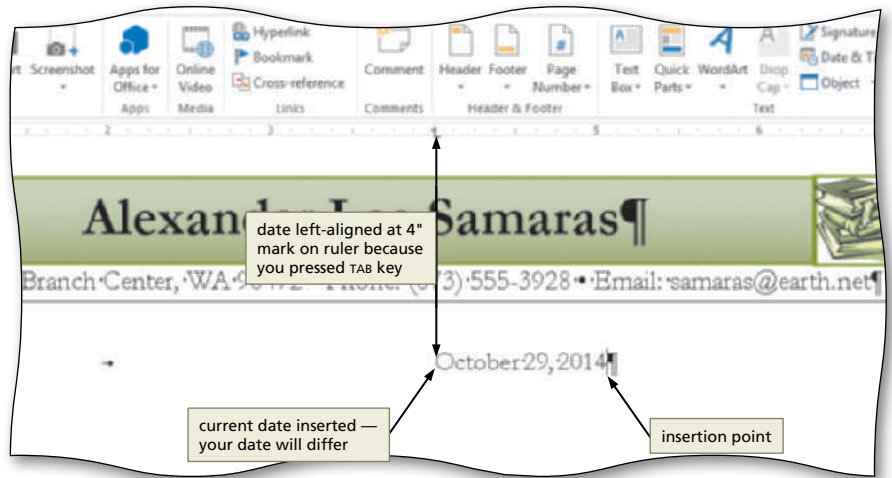


Figure 3–43

To Enter the Inside Address and Salutation

The next step in composing the business letter is to type the inside address and salutation. The following steps enter this text.

- 1 With the insertion point at the end of the date (shown in Figure 3–43), press the ENTER key three times.
- 2 Type **Ms. Lucy Song** and then press the ENTER key.
- 3 Type **Washington Volunteer Foundation** and then press the ENTER key.
- 4 Type **10 Hickory Avenue** and then press the ENTER key.
- 5 Type **Midway, WA 98476** and then press the ENTER key twice.
- 6 Type **Dear Ms. Song:** to complete the inside address and salutation entries (Figure 3–44).

BTW

Tabs Dialog Box

You can use the Tabs dialog box to set, change the alignment of, and remove custom tab stops. To display the Tabs dialog box, tap or click the Paragraph Settings Dialog Box Launcher (HOME tab or PAGE LAYOUT tab | Paragraph group) and then tap or click the Tabs button (Paragraph dialog box). To set a custom tab stop, enter the desired tab position (Tabs dialog box) and then tap or click the Set button. To change the alignment of a custom tab stop, tap or click the tab stop position to be changed, tap or click the new alignment, and then tap or click the Set button. To remove an existing tab stop, tap or click the tab stop position to be removed and then tap or click the Clear button. To remove all tab stops, tap or click the Clear All button in the Tabs dialog box.

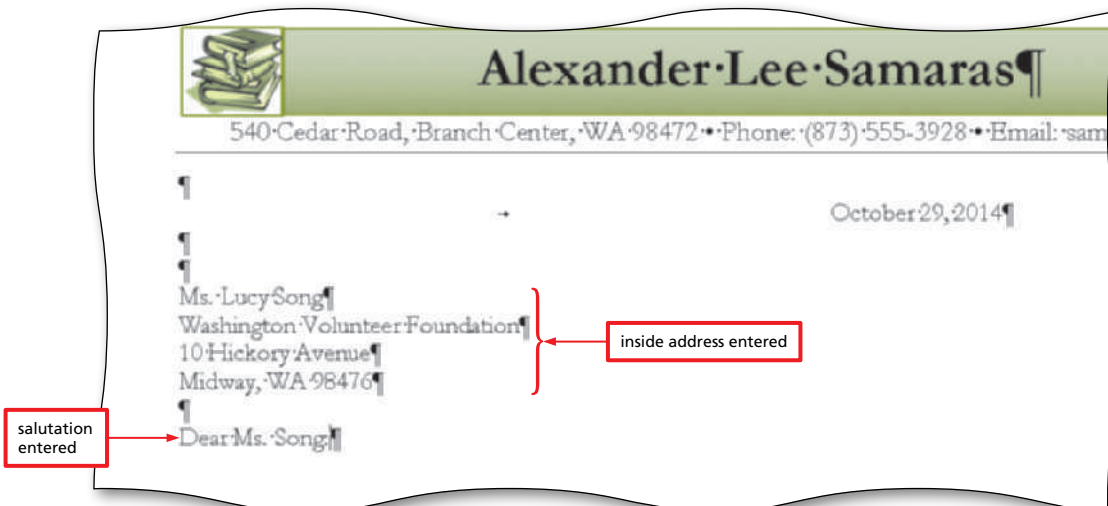


Figure 3–44

To Create a Building Block

If you use the same text or graphic frequently, you can store the text or graphic as a **building block** and then insert the stored building block entry in the open document, as well as in future documents. That is, you can create the entry once as a building block and then insert the building block when you need it. In this way, you avoid entering text or graphics inconsistently or incorrectly in different locations throughout the same or multiple documents.

The following steps create a building block for the volunteer organization name, Washington Volunteer Foundation. *Why? Later, you will insert the building block in the document instead of typing the volunteer organization name.*

- 1**
- Select the text to be a building block, in this case Washington Volunteer Foundation. Do not select the paragraph mark at the end of the text because you do not want the paragraph to be part of the building block.

Q&A Why is the paragraph mark not part of the building block?
 Select the paragraph mark only if you want to store paragraph formatting, such as indentation and line spacing, as part of the building block.

- Tap or click the 'Explore Quick Parts' button (INSERT tab | Text group) to display the Explore Quick Parts gallery (Figure 3–45).

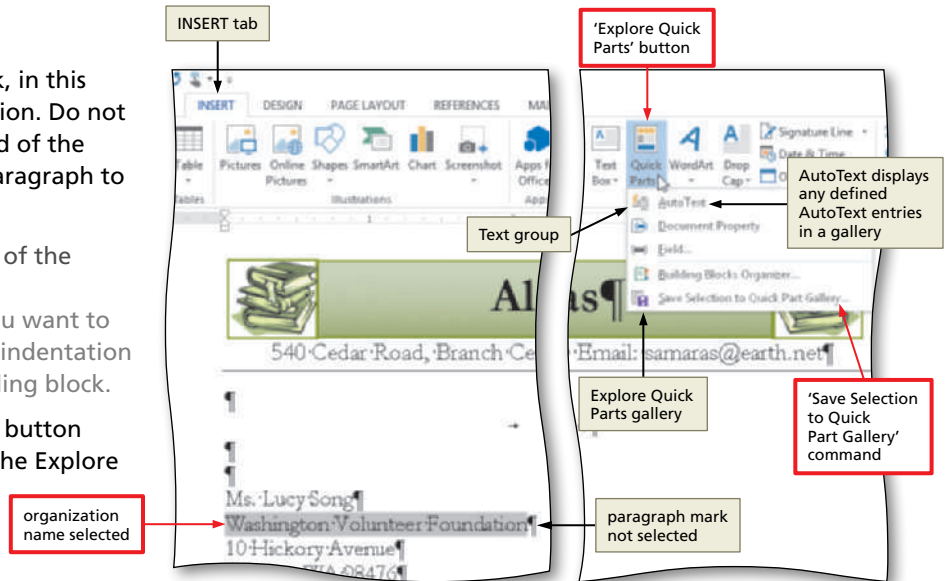


Figure 3–45

- 2**
- Tap or click 'Save Selection to Quick Part Gallery' in the Explore Quick Parts gallery to display the Create New Building Block dialog box.
 - Type **wvf** in the Name text box (Create New Building Block dialog box) to replace the proposed building block name (Washington, in this case) with a shorter building block name (Figure 3–46).

- 3**
- Tap or click the OK button to store the building block entry and close the dialog box.
 - If Word displays another dialog box, tap or click the Yes button to save changes to the building blocks.

Q&A Will this building block be available in future documents?
 When you exit Word, a dialog box may appear asking if you want to save changes to the building blocks. Tap or click the Save button if you want to use the new building block in future documents.

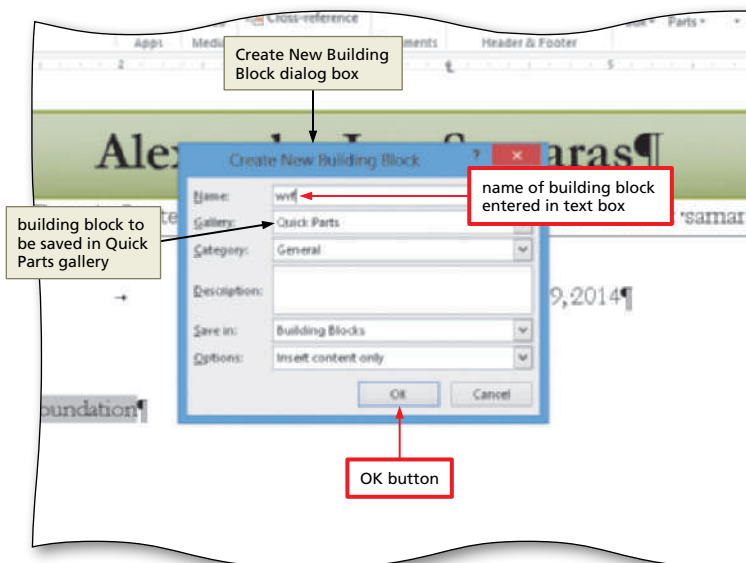


Figure 3–46

Other Ways

1. Select text, press ALT+F3

To Modify a Building Block

When you save a building block in the Explore Quick Parts gallery, the building block is displayed at the top of the Explore Quick Parts gallery. When you point to the building block in the Explore Quick Parts gallery, a ScreenTip displays the building block name. If you want to display more information when the user points to the building block, you can include a description in the ScreenTip.

The following steps modify a building block to include a description and change its category to AutoText. *Why? Because you want to reuse this text, you place it in the AutoText gallery, which also is accessible through the Explore Quick Parts gallery.*

- 1**
 - Tap or click the 'Explore Quick Parts' button (INSERT tab | Text group) to display the Explore Quick Parts gallery.
 - Press and hold or right-click the Washington Volunteer Foundation building block to display a shortcut menu (Figure 3–47).

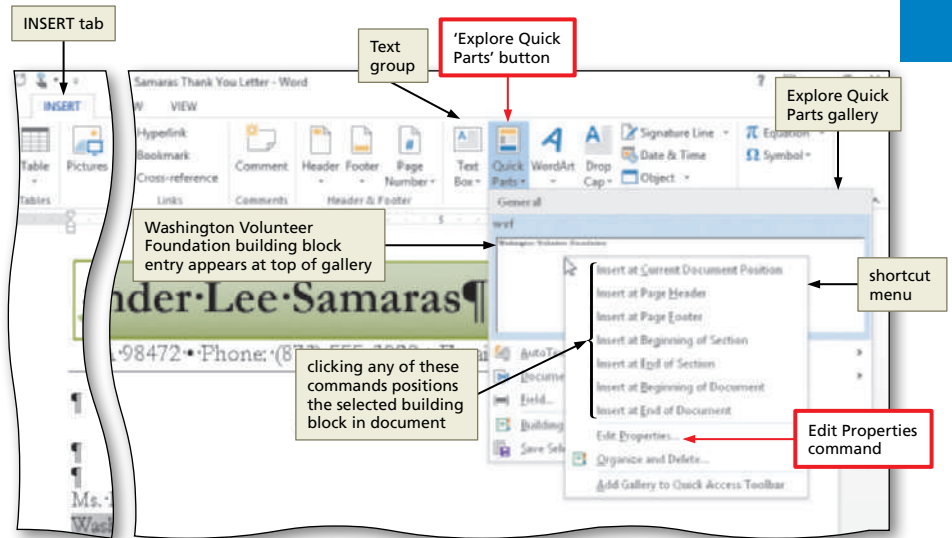


Figure 3–47

- 2**
 - Tap or click Edit Properties on the shortcut menu to display the Modify Building Block dialog box, filled in with information related to the selected building block.
 - Tap or click the Gallery arrow (Modify Building Block dialog box) and then tap or click AutoText to change the gallery in which the building block will be placed.
 - Type **Potential Volunteer Opportunity** in the Description text box (Figure 3–48).

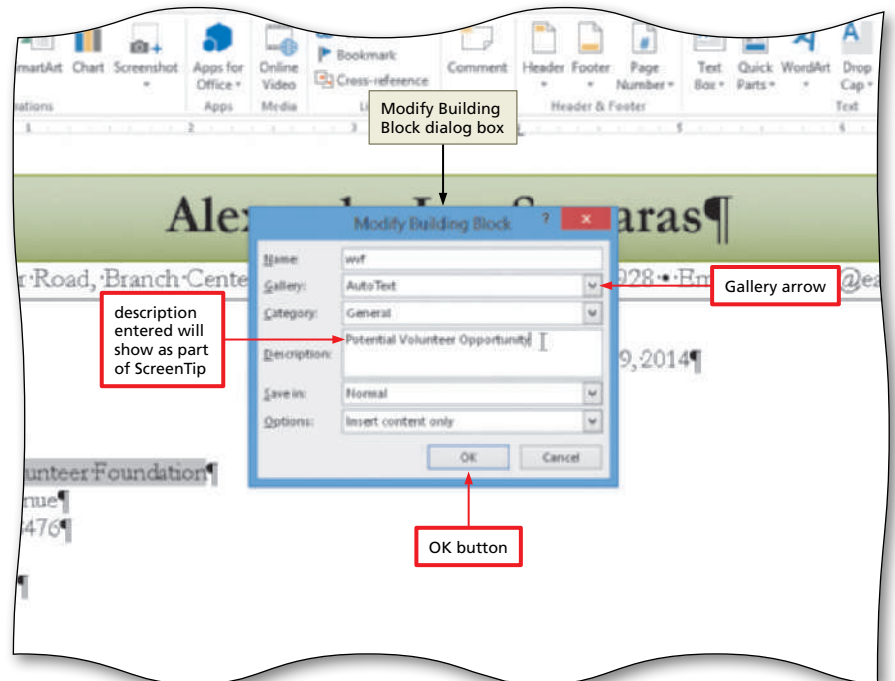


Figure 3–48

- 3**
 - Tap or click the OK button to store the building block entry and close the dialog box.
 - Tap or click the Yes button when asked if you want to redefine the building block entry.

To Insert a Building Block

The prospective volunteer organization, Washington Volunteer Foundation, appears in the first sentence in the body of the letter. You will type the building block name, wvf, and then instruct Word to replace this building block name with the stored building block entry, Washington Volunteer Foundation. The following steps insert a building block. *Why? Instead of typing the name, you will insert the stored building block.*

1

- Tap or click to the right of the colon in the salutation and then press the ENTER key twice to position the insertion point one blank line below the salutation.
- Type the beginning of the first sentence as follows, entering the building block name as shown: **Thank you for meeting with me this morning to discuss the mentoring position available at wvf** (Figure 3–49).

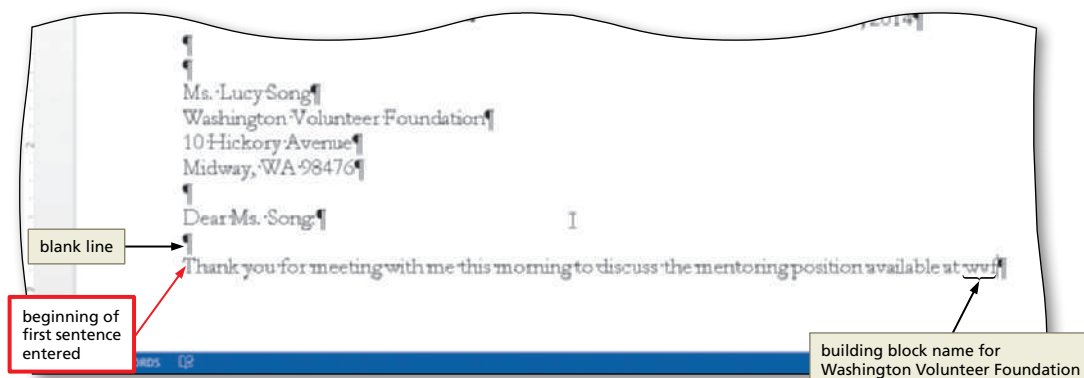


Figure 3–49

2

- Press the F3 key to instruct Word to replace the building block name (wvf) with the stored building block entry (Washington Volunteer Foundation).
- Press the PERIOD key (Figure 3–50).

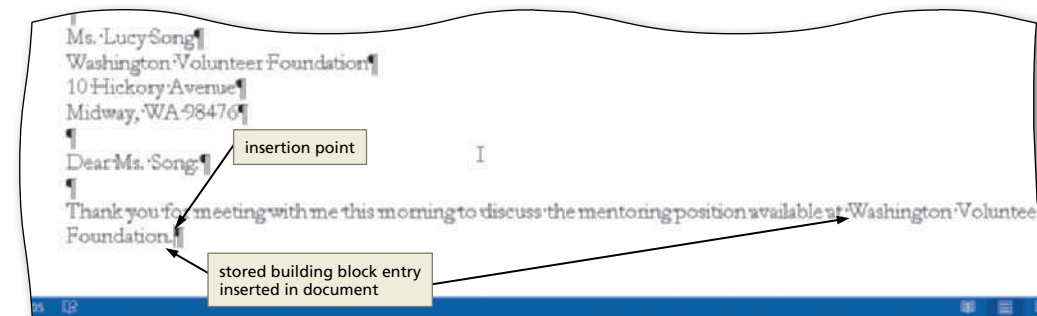


Figure 3–50

Other Ways

1. Tap or click 'Explore Quick Parts' button (INSERT tab | Text group), if necessary point to AutoText, select desired building block
2. Tap or click 'Explore Quick Parts' button (INSERT tab | Text group), tap or click Building Blocks Organizer, select desired building block, tap or click Insert button

BTW

Certification

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the Word 2013 skills required by employers. For more information, visit the Certification resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

Building Blocks versus AutoCorrect

In Chapter 2, you learned how to use the AutoCorrect feature, which enables you to insert and create AutoCorrect entries, similarly to how you created and inserted building blocks in this chapter. The difference between an AutoCorrect entry and a building block entry is that the AutoCorrect feature makes corrections for you automatically as soon as you press the SPACEBAR or type a punctuation mark, whereas you must instruct Word to insert a building block. That is, you enter the building block name and then press the F3 key, or tap or click the Explore Quick Parts button and select the building block from one of the galleries or the Building Blocks Organizer.

To Insert a Nonbreaking Space

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

Some compound words, such as proper nouns, dates, units of time and measure, abbreviations, and geographic destinations, should not be divided at the end of a line. These words either should fit as a unit at the end of a line or be wrapped together to the next line.

Word provides two special characters to assist with this task: the nonbreaking space and the nonbreaking hyphen. A **nonbreaking space** is a special space character that prevents two words from splitting if the first word falls at the end of a line. Similarly, a **nonbreaking hyphen** is a special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.

The following steps insert a nonbreaking space between the two words in the city name, Branch Center. *Why? You want these two words in the city name to appear on the same physical line.*

1

- With the insertion point at the end of the first sentence in the body of the letter (as shown in Figure 3–50), press the SPACEBAR.
- Type **I truly enjoyed our conversation and am excited about the possibility of volunteering with your Branch** and then press CTRL+SHIFT+SPACEBAR to insert a nonbreaking space after the entered word (Figure 3–51).



Figure 3–51

2

- Type **Center team** and then press PERIOD key (Figure 3–52).

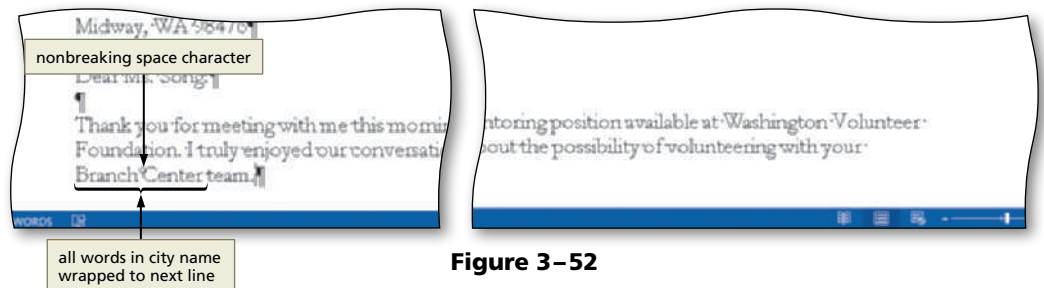


Figure 3–52

Other Ways

1. Tap or click 'Insert a Symbol' button (INSERT tab | Symbols group), tap or click More Symbols, tap or click Special Characters tab (Symbol dialog box), tap or click Nonbreaking Space in Character list, tap or click Insert button, tap or click Close button

To Enter Text

The next step in creating the letter is to enter the rest of the text in the first paragraph. The following steps enter this text.

- 1 Press the SPACEBAR.
- 2 Type this sentence: **The table below outlines my volunteer service background:**
- 3 Press the ENTER key twice to place a blank line between paragraphs (shown in Figure 3–53 on the next page).

Q&A

Why does my document wrap on different words?

Differences in wordwrap may relate to the printer connected to your computer. Thus, it is possible that the same document could wordwrap differently if associated with a different printer.

BTW

Nonbreaking Hyphen

If you wanted to insert a nonbreaking hyphen, you would press CTRL+SHIFT+HYPHEN.

To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again.

- 1 Tap or click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Break Point: If you wish to take a break, this is a good place to do so. You can exit Word now. To resume at a later time, run Word, open the file called Samaras Thank You Letter, and continue following the steps from this location forward.

Tables

The next step in composing the business letter is to place a table listing the volunteer service background (shown in Figure 3–1 on page WD 139). A Word **table** is a collection of rows and columns. The intersection of a row and a column is called a **cell**, and cells are filled with data.

The first step in creating a table is to insert an empty table in the document. When inserting a table, you must specify the total number of rows and columns required, which is called the **dimension** of the table. The table in this project has three columns. You often do not know the total number of rows in a table. Thus, many Word users create one row initially and then add more rows as needed. In Word, the first number in a dimension is the number of columns, and the second is the number of rows. For example, in Word, a 3×1 (pronounced “three by one”) table consists of three columns and one row.

To Insert an Empty Table

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The next step is to insert an empty table in the letter. The following steps insert a table with three columns and one row at the location of the insertion point. *Why? The first column will identify the organization, the second will identify the primary responsibility, and the third will identify the term of service in years. You will start with one row and add them as needed.*

- 1
 - Scroll the document so that you will be able to see the table in the document window.
 - Display the INSERT tab.
 - With the insertion point positioned as shown in Figure 3–53, tap or click the ‘Add a Table’ button (INSERT tab | Tables group) to display the Add a Table gallery (Figure 3–53).

Experiment

- If you are using a mouse, point to various cells on the grid to see a preview of various table dimensions in the document window.

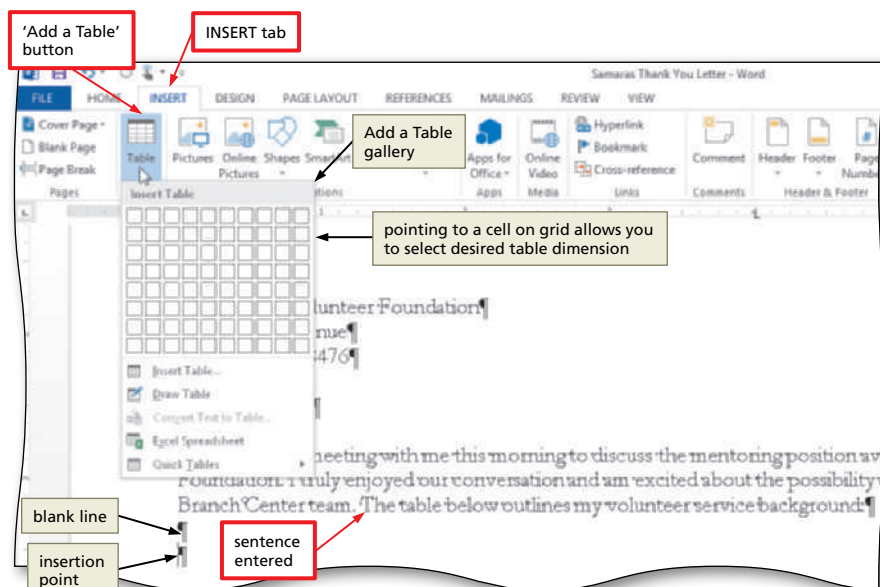


Figure 3–53

2

- If you are using a mouse, position the pointer on the cell in the first row and third column of the grid to preview the desired table dimension in the document (Figure 3–54).

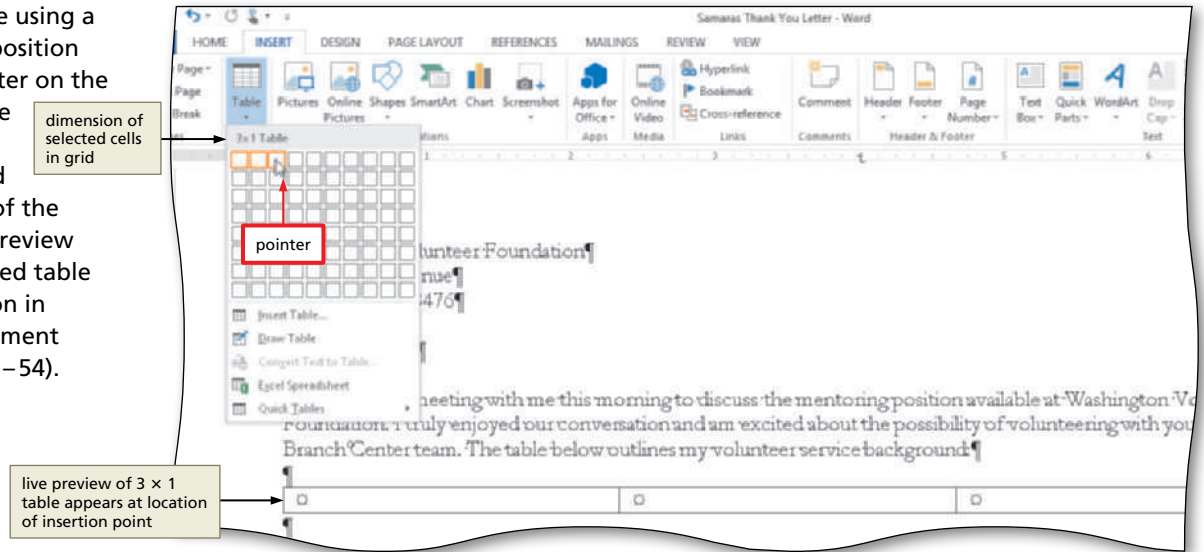


Figure 3–54

3

- Tap or click the cell in the first row and third column of the grid to insert an empty table with one row and three columns in the document.
- If necessary, scroll the document so that the table is visible (Figure 3–55).

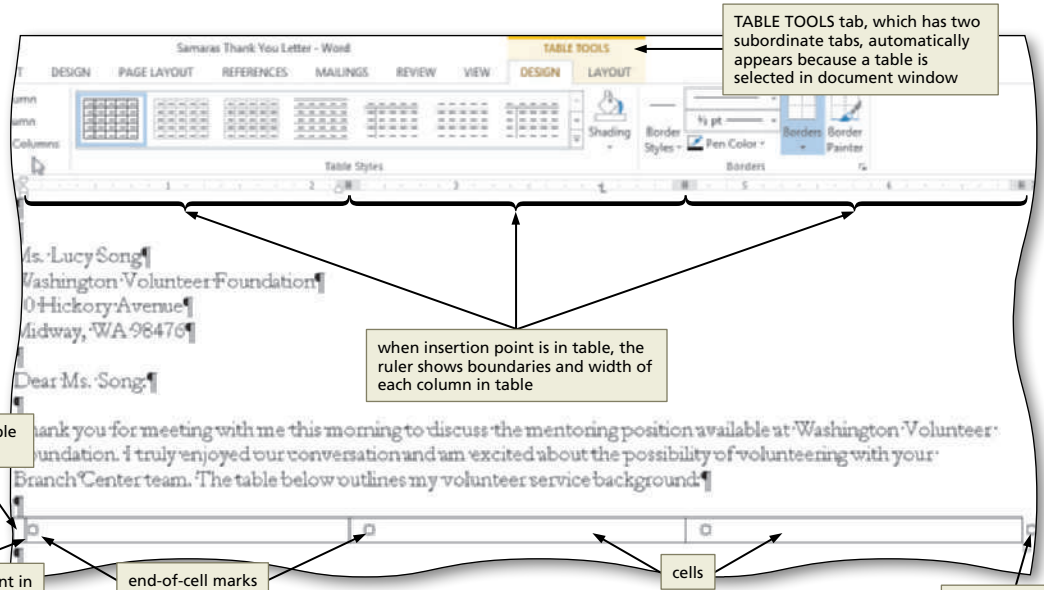


Figure 3–55

Q&A

What are the small circles in the table cells?

Each table cell has an **end-of-cell mark**, which is a formatting

mark that assists you with selecting and formatting cells. Similarly, each row has an **end-of-row mark**, which you can use to add columns to the right of a table. Recall that formatting marks do not print on a hard copy. The end-of-cell marks currently are left-aligned, that is, positioned at the left edge of each cell.

Other Ways

1. Tap or click 'Add a Table' button (INSERT tab | Tables group), tap or click Insert Table in Add a Table gallery, enter number of columns and rows (Insert Table dialog box), tap or click OK button

To Enter Data in a Table

The next step is to enter data in the cells of the empty table. The data you enter in a cell wordwraps just as text wordwraps between the margins of a document. To place data in a cell, you tap or click the cell and then type.

To advance rightward from one cell to the next, press the **TAB** key. When you are at the rightmost cell in a row, press the **TAB** key to move to the first cell in the next row; do not press the **ENTER** key. *Why? The ENTER key is used to begin a new paragraph within a cell.* One way to add new rows to a table is to press the **TAB** key when the insertion point is positioned in the bottom-right corner cell of the table. The step on the next page enters data in the first row of the table and then inserts a blank second row.

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- 1 With the insertion point in the left cell of the table, type **Organization** and then press the TAB key to advance the insertion point to the next cell.
- Type **Primary Responsibility** and then press the TAB key to advance the insertion point to the next cell.
- Type **Term of Service** and then press the TAB key to add a second row at the end of the table and position the insertion point in the first column of the new row (Figure 3–56).

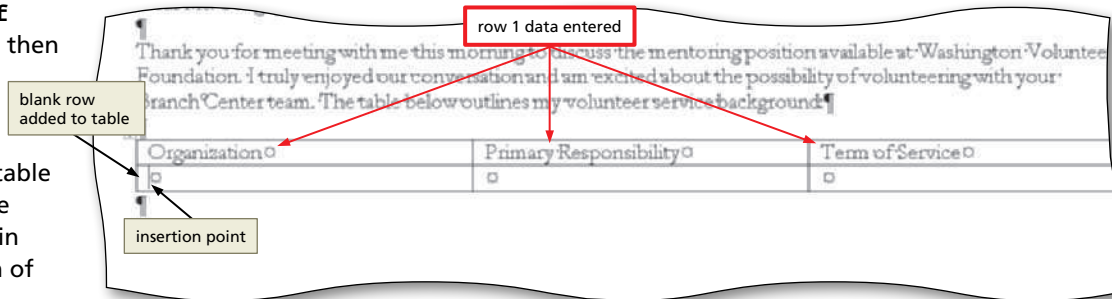


Figure 3–56

Q&A How do I edit cell contents if I make a mistake?
Tap or click in the cell and then correct the entry.

BTW
Tables

For simple tables, such as the one just created, Word users often select the table dimension in the Add a Table gallery to create the table. For a more complex table, such as one with a varying number of columns per row, Word has a Draw Table feature that allows users to draw a table in the document using a pencil pointer. To use this feature, click the 'Add a Table' button (INSERT tab | Tables group) and then click Draw Table on the Add a Table menu.

To Enter More Data in a Table

The following steps enter the remaining data in the table.

- 1 Type **Branch Center School District** and then press the TAB key to advance the insertion point to the next cell. Type **Tutor** and then press the TAB key to advance the insertion point to the next cell. Type **6 years** and then press the TAB key to add a row at the end of the table and position the insertion point in the first column of the new row.
- 2 In the third row, type **Newton County Youth Groups** in the first column, **Teen Leader** in the second column, and **3 years** in the third column. Press the TAB key to position the insertion point in the first column of a new row.
- 3 In the fourth row, type **Trenton Park District** in the first column, **Special Events Vocalist** in the second column, and **2 years** in the third column. Press the TAB key.
- 4 In the fifth row, type **Skylar Athletic Club** in the first column, **Basketball Coach** in the second column, and **4 years** in the third column (Figure 3–57).

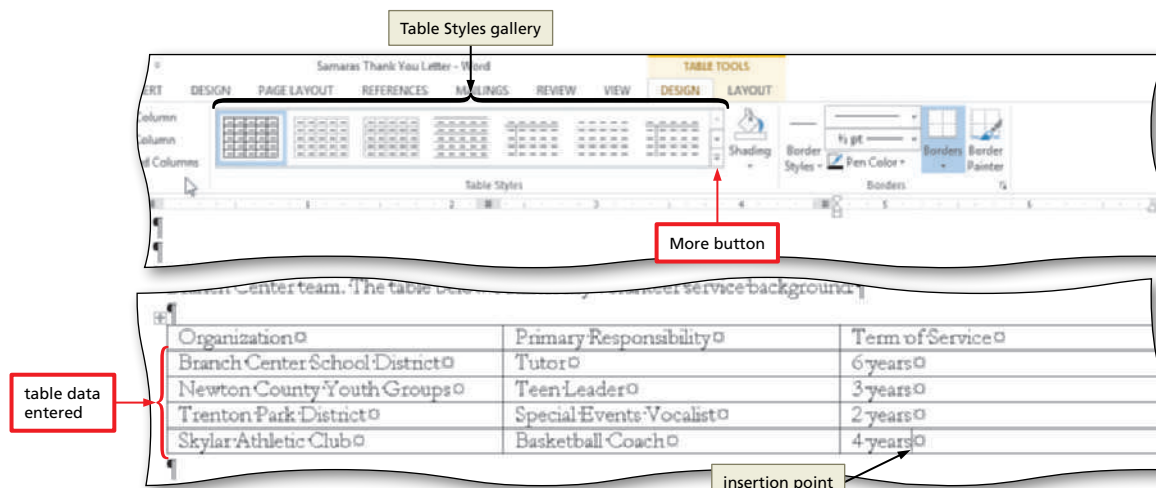


Figure 3–57

To Apply a Table Style

Word provides a gallery of more than 90 table styles, which include a variety of colors and shading. *Why? Table styles allow you to change the basic table format to a more visually appealing style.* The following steps apply a table style to the table in the letter.

1

- If the First Column check box in the Table Style Options group (TABLE TOOLS DESIGN tab) contains a check mark, tap or click the check box to remove the check mark. Be sure the remaining check marks match those in the Table Style Options group (TABLE TOOLS DESIGN tab) as shown in Figure 3–58.

Q&A

What if the TABLE TOOLS DESIGN tab no longer is the active tab?
Tap or click in the table and then display the TABLE TOOLS DESIGN tab.

What do the options in the Table Style Options group mean?
When you apply table styles, if you want the top row of the table (header row), a row containing totals (total row), first column, or last column to be formatted differently, select those check boxes. If you want the rows or columns to alternate with colors, select Banded Rows or Banded Columns, respectively.

2

- With the insertion point in the table, tap or click the More button in the Table Styles gallery (TABLE TOOLS DESIGN tab | Table Styles group), shown in Figure 3–57, to expand the gallery.
- If you are using a mouse, scroll and then point to 'Grid Table 6 Colorful - Accent 1' in the Table Styles gallery to display a live preview of that style applied to the table in the document (Figure 3–58).

Experiment

- If you are using a mouse, point to various styles in the Table Styles gallery and watch the format of the table change in the document window.

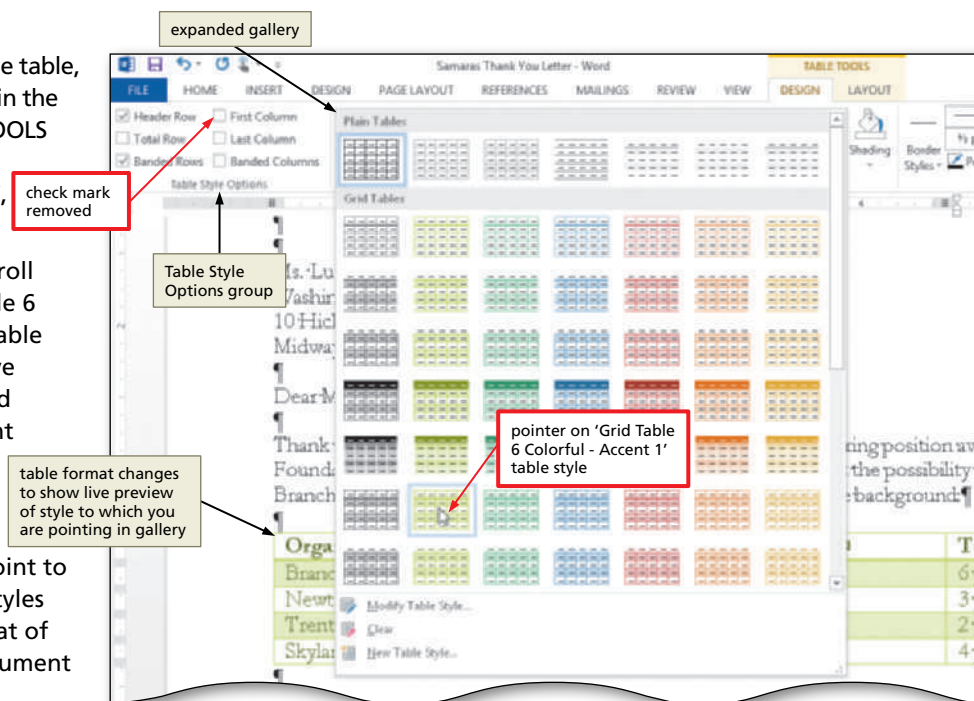


Figure 3–58

3

- Tap or click 'Grid Table 6 Colorful - Accent 1' in the Table Styles gallery to apply the selected style to the table (Figure 3–59).

Experiment

- Select and remove check marks from various check boxes in the Table Style Options group and watch the format of the table change in the document window. When finished experimenting, be sure the check marks match those shown in Figure 3–58.

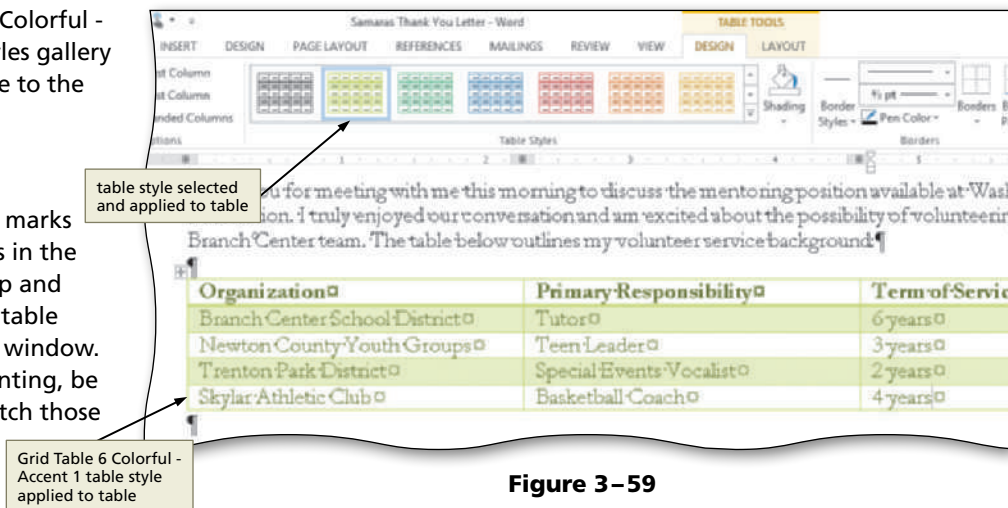


Figure 3–59

To Resize Table Columns to Fit Table Contents

The table in this project currently extends from the left margin to the right margin of the document. The following steps instruct Word to fit the width of the columns to the contents of the table automatically. *Why?* You want each column to be only as wide as the longest entry in the table. That is, the first column must be wide enough to accommodate the words, *Newton County Youth Groups*, and the second column should be only as wide as the title, *Special Events Vocalist*, and so on.

- With the insertion point in the table, display the TABLE TOOLS LAYOUT tab.
 - Tap or click the AutoFit button (TABLE TOOLS LAYOUT tab | Cell Size group) to display the AutoFit menu (Figure 3–60).

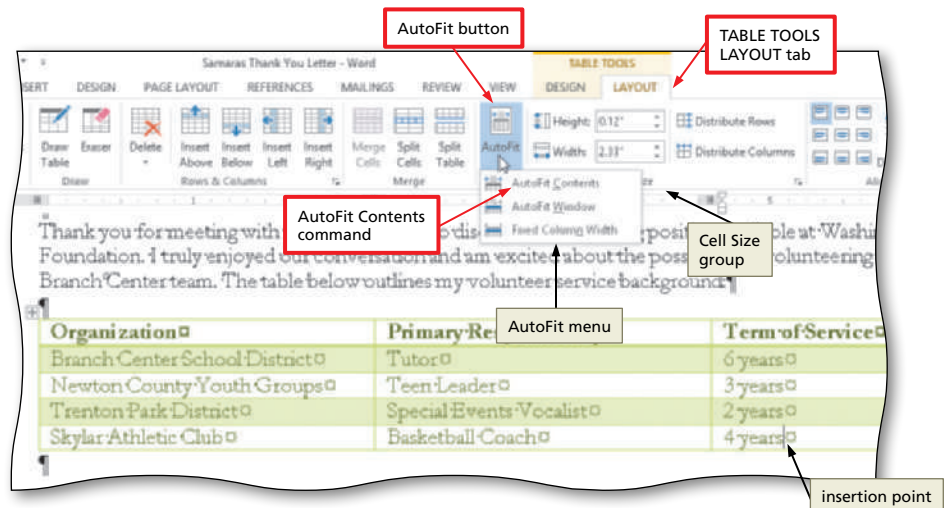


Figure 3–60

- Tap or click AutoFit Contents on the AutoFit menu, so that Word automatically adjusts the widths of the columns based on the text in the table (Figure 3–61).

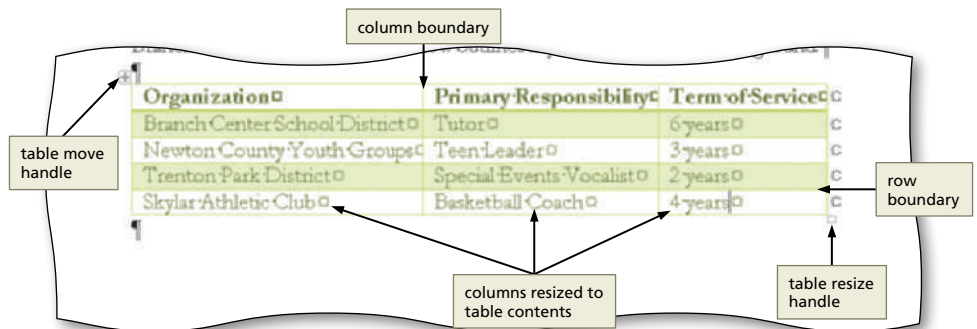


Figure 3–61

Q&A Can I resize columns manually? Yes, you can drag a **column boundary**, the border to the right of a column, until the column is the desired width. Similarly, you can resize a row by dragging the **row boundary**, the border at the bottom of a row, until the row is the desired height. You also can resize the entire table by dragging the **table resize handle**, which is a small square that appears when you point to a corner of the table.

What causes the table move handle and table resize handle to appear and disappear from the table?

They appear whenever you position the pointer in the table.

Other Ways

- If you are using a mouse, double-click column boundary

To Select a Column

The next task is to change the alignment of the data in cells in the third column of the table. To do this, you first must select the column. *Why?* If you want to format the contents of a single cell, simply position the insertion point in the cell. To format a series of cells, you first must select them. The next step selects a column.

- 1
 - If you are using a mouse, position the pointer at the boundary above the column to be selected, the third column in this case, so that the pointer changes to a downward pointing arrow and then click to select the column (Figure 3–62).
 - If you are using a touch screen, position the insertion point in the third column, tap the Select Table button (TABLE TOOLS LAYOUT tab | Table group), and then tap Select Column on the Select Table menu.

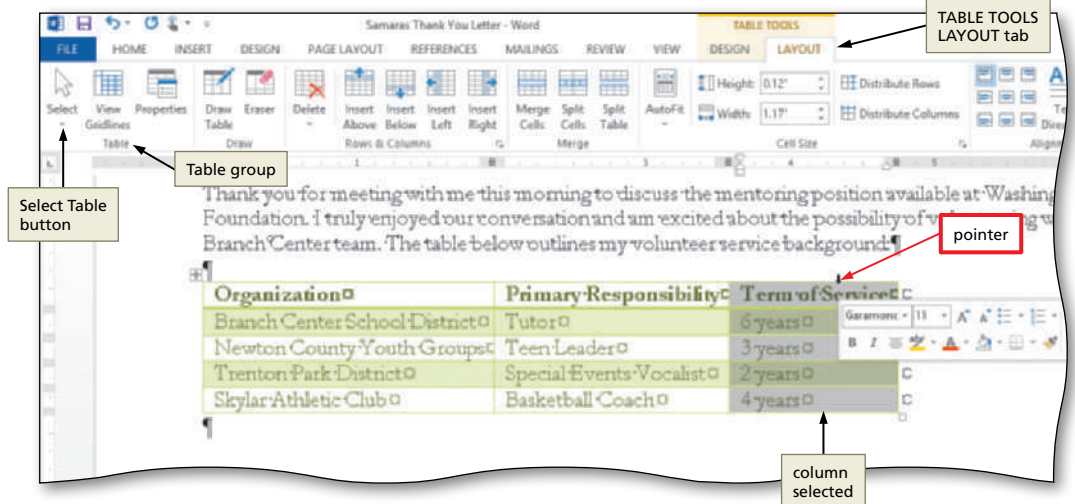


Figure 3–62

Other Ways

1. Tap or click Select Table button (TABLE TOOLS LAYOUT tab | Table group), tap or click Select Column in Select Table gallery

Selecting Table Contents

When working with tables, you may need to select the contents of cells, rows, columns, or the entire table. Table 3–4 identifies ways to select various items in a table.

Table 3–4 Selecting Items in a Table	
Item to Select	Action
Cell	If you are using a mouse, point to left edge of cell and then click when the pointer changes to a small solid upward angled pointing arrow. Or, position insertion point in cell, click Select Table button (TABLE TOOLS LAYOUT tab Table group), and then click Select Cell on the Select Table menu.
Column	If you are using a mouse, point to border at top of column and then click when the pointer changes to a small solid downward-pointing arrow. Or, position insertion point in column, click Select Table button (TABLE TOOLS LAYOUT tab Table group), and then click Select Column on the Select Table menu.
Row	If you are using a mouse, point to the left of the row and then click when pointer changes to a right-pointing block arrow. Or, position insertion point in row, click Select Table button (TABLE TOOLS LAYOUT tab Table group), and then click Select Row on the Select Table menu.
Multiple cells, rows, or columns adjacent to one another	Drag through cells, rows, or columns.
Multiple cells, rows, or columns not adjacent to one another	Select first cell, row, or column (as described above) and then hold down CTRL key while selecting next cell, row, or column.
Next cell	Press TAB key.
Previous cell	Press SHIFT+TAB.
Table	If you are using a mouse, point somewhere in table and then click table move handle that appears in upper-left corner of table. Or, position insertion point in table, click Select Table button (TABLE TOOLS LAYOUT tab Table group), and then click Select Table on the Select Table menu.

To Align Data in Cells

The next step is to change the alignment of the data in cells in the third column of the table. In addition to aligning text horizontally in a cell (left, center, or right), you can align it vertically within a cell (top, center, bottom). When the height of the cell is close to the same height as the text, however, differences in vertical alignment are not readily apparent, which is the case for this table. The following step centers data in cells.

Why? The column containing the term of service would look better if its contents are centered.

- 1 With the cells selected, as shown in Figure 3–62 on the previous page, tap or click the desired alignment, in this case the 'Align Top Center' button (TABLE TOOLS LAYOUT tab | Alignment group) to center the contents of the selected cells (Figure 3–63).

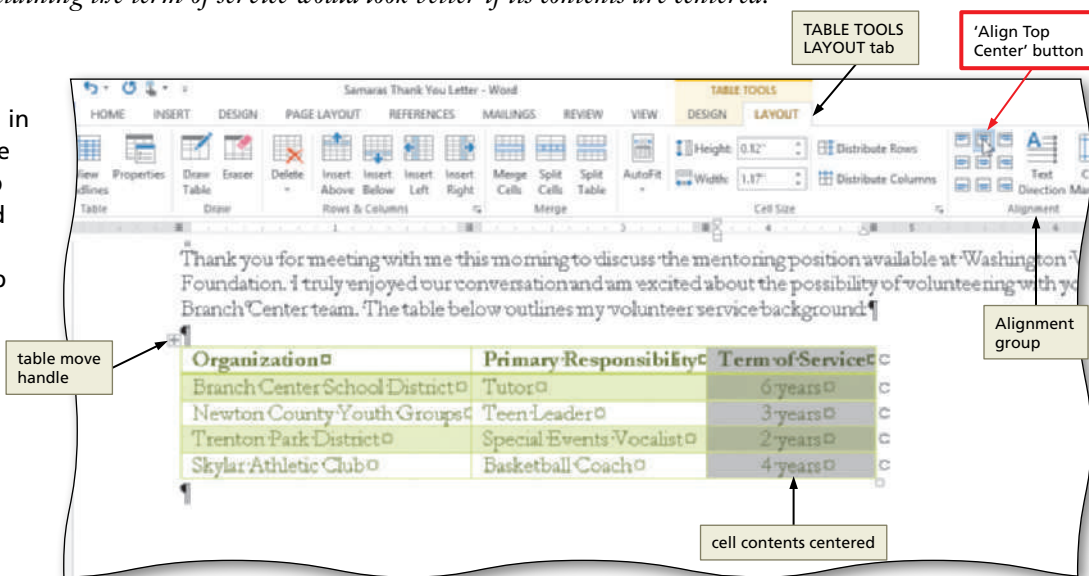


Figure 3–63

To Center a Table

When you first create a table, it is left-aligned; that is, it is flush with the left margin. In this letter, the table should be centered between the margins. To center a table, you first select the entire table. The following steps select and center a table using the mini toolbar. *Why?* Recall that you can use buttons and boxes on the mini toolbar instead of those on the ribbon.

- 1 If you are using a mouse, position the pointer in the table so that the table move handle appears (shown in Figure 3–63).

Q&A What if the table move handle does not appear?
 You also can select a table by clicking the Select Table button (TABLE TOOLS LAYOUT tab | Table group) and then clicking Select Table on the menu.

- 2 If you are using a mouse, click the table move handle to select the entire table (Figure 3–64).
 If you are using a touch screen, tap the Select Table button (TABLE TOOLS LAYOUT tab | Table group) and then tap Select Table on the Select Table menu to select the table.

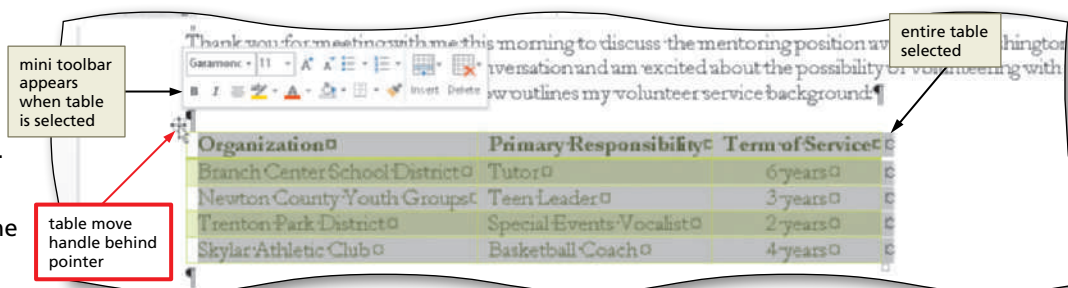


Figure 3–64

- 3 If you are using a mouse, click the Center button on the mini toolbar to center the selected table between the left and right margins (Figure 3–65).

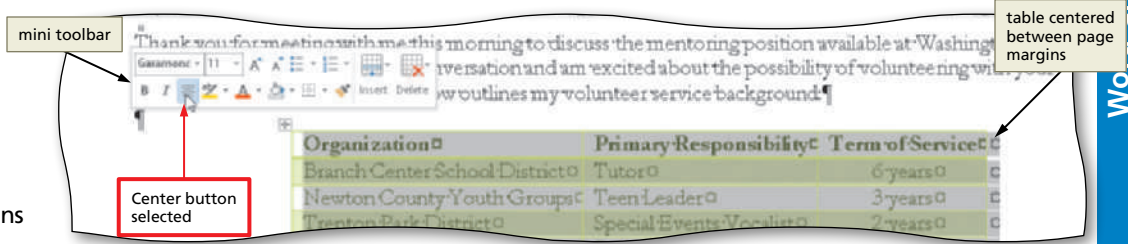


Figure 3–65

Q&A Could I have clicked the Center button on the HOME tab?
 Yes. If the command you want to use is not on the currently displayed tab on the ribbon and it is available on the mini toolbar, use the mini toolbar instead of switching to a different tab. This technique minimizes mouse movement.

- If you are using a touch screen, display the HOME tab and then tap the Center button (HOME tab | Paragraph group) to center the table.

To Insert a Row in a Table

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
 3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

The next step is to insert a row at the top of the table. *Why? You want to place a title on the table.* As discussed earlier, you can insert a row at the end of a table by positioning the insertion point in the bottom-right corner cell and then pressing the TAB key. You cannot use the TAB key to insert a row at the beginning or middle of a table. Instead, you use the ‘Insert Rows Above’ or ‘Insert Rows Below’ command or the Insert Control (shown in Figure 3–70 on page WD 183). The following steps insert a row to the top of a table.

- 1 Position the insertion point somewhere in the first row of the table because you want to insert a row above this row (Figure 3–66).

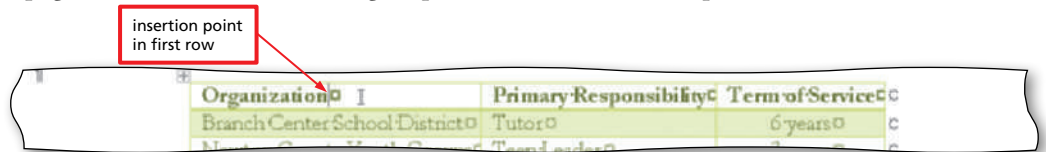


Figure 3–66

- 2 Tap or click the ‘Insert Rows Above’ button (TABLE TOOLS LAYOUT tab | Rows & Columns group) to insert a row above the row containing the insertion point and then select the newly inserted row (Figure 3–67).

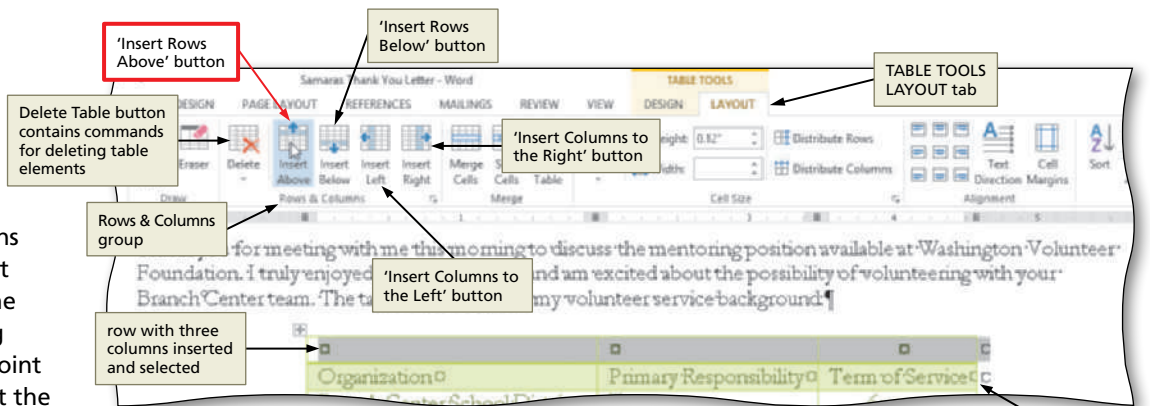


Figure 3–67

Q&A Do I have to insert rows above the row containing the insertion point?
 No. You can insert below the row containing the insertion point by tapping or clicking the ‘Insert Rows Below’ button (TABLE TOOLS LAYOUT tab | Rows & Columns group).

Why did the colors in the second row change?
 The table style specifies to format the Header row differently, which is the first row.

Other Ways

1. If you are using a mouse, point to the left of the table and click the desired Insert Control
2. Press and hold or right-click row, tap Insert Table button on mini toolbar or point to Insert on shortcut menu, tap or click desired command on Insert submenu

BTW

Resizing Table Columns and Rows

To change the width of a column or height of a row to an exact measurement, hold down the ALT key while dragging markers on the ruler. Or, enter values in the 'Table Column Width' or 'Table Row Height' boxes (TABLE TOOLS LAYOUT tab | Cell Size group).

TO INSERT A COLUMN IN A TABLE

If you wanted to insert a column in a table, instead of inserting rows, you would perform the following steps.

1. If you are using a mouse, point above the table and then click the desired Insert Control.

or

1. Position the insertion point in the column to the left or right of where you want to insert the column.
2. Tap or click the 'Insert Columns to the Left' button (TABLE TOOLS LAYOUT tab | Rows & Columns group) to insert a column to the left of the current column, or tap or click the 'Insert Columns to the Right' button (TABLE TOOLS LAYOUT tab | Rows & Columns group) to insert a column to the right of the current column.

or

1. Press and hold or right-click the table, tap Insert Table button on mini toolbar or point to Insert on the shortcut menu, and then tap Insert Left or Insert Right or click 'Insert Columns to the Left' or 'Insert Columns to the Right' on the Insert submenu.

To Merge Cells

The row just inserted has one cell for each column, in this case, three cells (shown in Figure 3–67). The top row of the table, however, is to be a single cell that spans all rows. *Why? The top row contains the table title, which should be centered above the columns of the table.* Thus, the following steps merge the three cells into a single cell.

- 1
 - With the cells to merge selected (as shown in Figure 3–67 on the previous page), tap or click the Merge Cells button (TABLE TOOLS LAYOUT tab | Merge group) to merge the selected cells into a single cell (Figure 3–68).

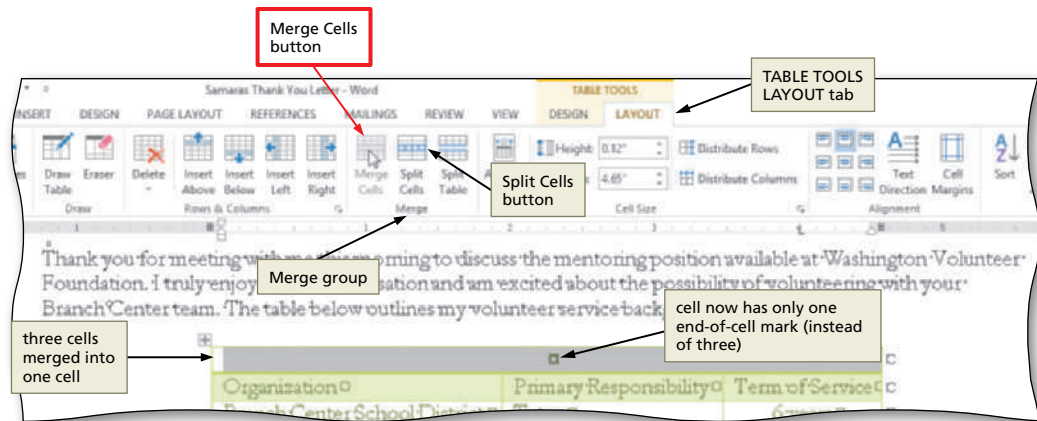


Figure 3–68

- 2
 - Position the insertion point in the first row and then type **Volunteer Service Background** as the table title (Figure 3–69).

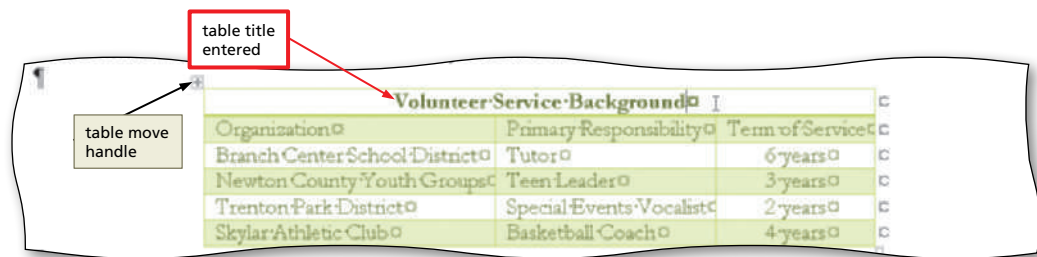


Figure 3–69

Other Ways

1. Tap 'Show Context Menu' button on mini toolbar or right-click selected cells, tap or click Merge Cells on shortcut menu

To SPLIT TABLE CELLS

Instead of merging multiple cells into a single cell, sometimes you want to split a single cell into multiple cells. If you wanted to split cells, you would perform the following steps.

1. Position the insertion point in the cell to split.
2. Tap or click the Split Cells button (TABLE TOOLS LAYOUT tab | Merge group); or tap 'Show Context Menu' button on mini toolbar or right-click the cell and then tap or click Split Cells on the shortcut menu to display the Split Cells dialog box.
3. Enter the number of columns and rows into which you want the cell split (Split Cells dialog box).
4. Tap or click the OK button.

To SPLIT A TABLE

Instead of splitting table cells into multiple cells, sometimes you want to split a single table into multiple cells. If you wanted to split a table, you would perform the following steps.

1. Position the insertion point in the cell where you want the table to be split.
2. Tap or click the Split Table button (TABLE TOOLS LAYOUT tab | Merge group) to split the table into two tables at the location of the insertion point.

BTW

Moving Tables

If you wanted to move a table to a new location, you would point to the upper-left corner of the table until the table move handle appears (shown in Figure 3–69), point to the table move handle, and then drag it to move the entire table to a new location.

To Change the Font of Text in a Table Row

When you added a row to the top of the table for the title, Word moved the bold format from the column headings (which originally were in the first row of the table) to the title row (which now is the first row). Because you would like the columns headings bold also, the following steps select a table row and bold its contents.

- 1 Select the row containing the column headings (Figure 3–70).
- 2 With the text selected, tap or click the Bold button (HOME tab | Font group) to bold the selected text.

Q&A

What is the symbol that appeared to the left of the table?

When you use a mouse to select a row or column in a table, Word displays an Insert Control. You can click the Insert Control to add a row or column to the table at that location.

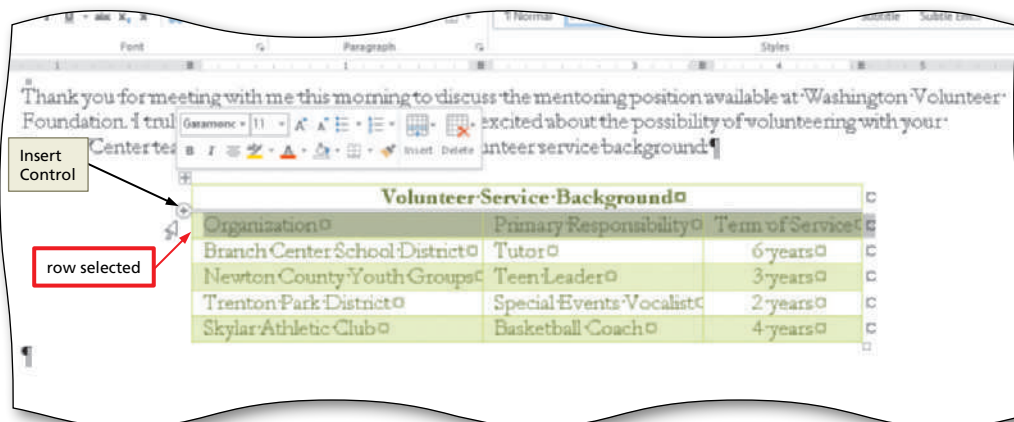


Figure 3–70

BTW

Tab Character in Tables

In a table, the TAB key advances the insertion point from one cell to the next. To insert a tab character in a cell, you must press CTRL+TAB.

Deleting Table Data

If you want to delete row(s) or delete column(s) from a table, position the insertion point in the row(s) or column(s) to delete, tap or click the Delete Table button (TABLE TOOLS LAYOUT tab | Rows & Columns group), and then tap or click Delete Rows or Delete Columns on the Delete Table menu. Or, select the row or column to delete, press and hold or right-click the selection, and then tap or click Delete Rows or Delete Columns on the mini toolbar or shortcut menu.

To delete the contents of a cell, select the cell contents and then press the DELETE or BACKSPACE key. You also can drag and drop or cut and paste the contents of cells. To delete an entire table, select the table, tap or click the Delete Table button (TABLE TOOLS LAYOUT tab | Rows & Columns group), and then tap or click Delete Table on the Delete menu. To delete the contents of a table and leave an empty table, you would select the table and then press the DELETE key.

BTW

AutoFormat Settings

Before you can use them, AutoFormat options must be enabled. To check if an AutoFormat option is enabled, tap or click FILE on the ribbon to open the Backstage view, tap or click Options in the Backstage view, tap or click Proofing in the left pane (Word Options dialog box), tap or click the AutoCorrect Options button, tap or click the AutoFormat As You Type tab, select the appropriate check boxes, and then tap or click the OK button in each open dialog box.

To Add More Text

The table now is complete. The next step is to enter text below the table. The following steps enter text.

- 1 Position the insertion point on the paragraph mark below the table and then press the ENTER key.
- 2 Type **As you requested, below is my availability by day:** and then press the ENTER key (shown in Figure 3–71).

To Bullet a List As You Type

1 CREATE & FORMAT LETTERHEAD WITH GRAPHICS | 2 SPECIFY LETTER FORMATS
3 INSERT TABLE | 4 FORMAT TABLE | 5 INSERT BULLETED LIST | 6 ADDRESS ENVELOPE

In Chapter 1, you learned how to apply bullets to existing paragraphs. If you know before you type that a list should be bulleted, you can use Word's AutoFormat As You Type feature to bullet the paragraphs as you type them (see Table 3–2 on page WD 163). *Why? The AutoFormat As You Type feature saves you time because it applies formats automatically.* The following steps add bullets to a list as you type.

- 1
 - Press the ASTERISK key (*) as the first character on the line (Figure 3–71).
- 2
 - Press the SPACEBAR to convert the asterisk to a bullet character.

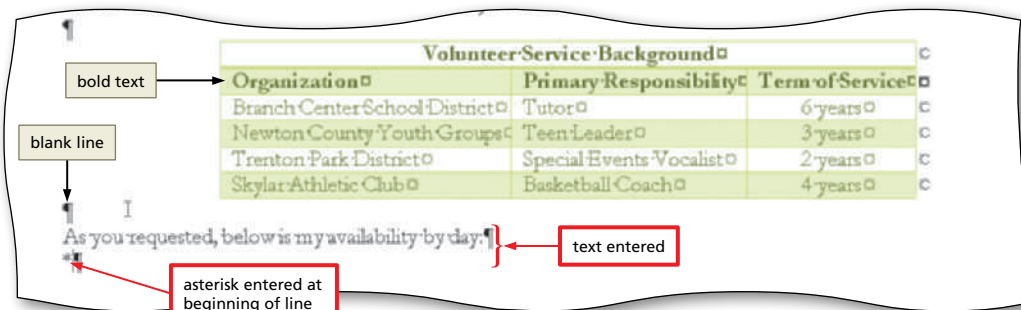


Figure 3–71

Q&A What if I did not want the asterisk converted to a bullet character?

You could undo the AutoFormat by tapping or clicking the Undo button; pressing CTRL+Z; tapping or clicking the AutoCorrect Options button that appears to the left of the bullet character as soon as you press the SPACEBAR and then tapping or clicking Undo Automatic Bullets on the AutoCorrect Options menu; or tapping or clicking the Bullets button (HOME tab | Paragraph group).

3

- Type **Mondays - 6:00 a.m. to 8:00 a.m.** as the first bulleted item.
- Press the ENTER key to place another bullet character at the beginning of the next line (Figure 3-72).

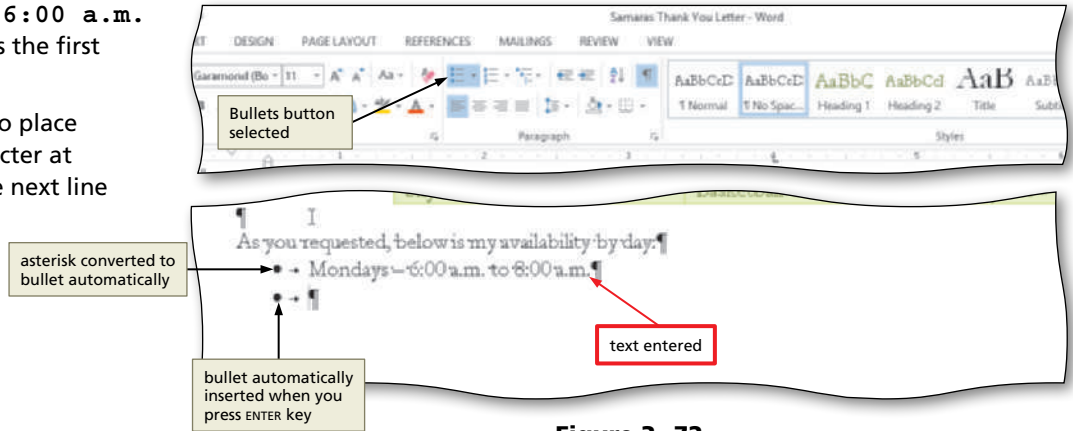


Figure 3-72

4

- Type **Tuesdays and Thursdays - 4:00 p.m. to 6:00 p.m.** and then press the ENTER key.
- Type **Saturdays - 11:00 a.m. to 2:00 p.m.** and then press the ENTER key.
- Press the ENTER key to turn off automatic bullets as you type (Figure 3-73).

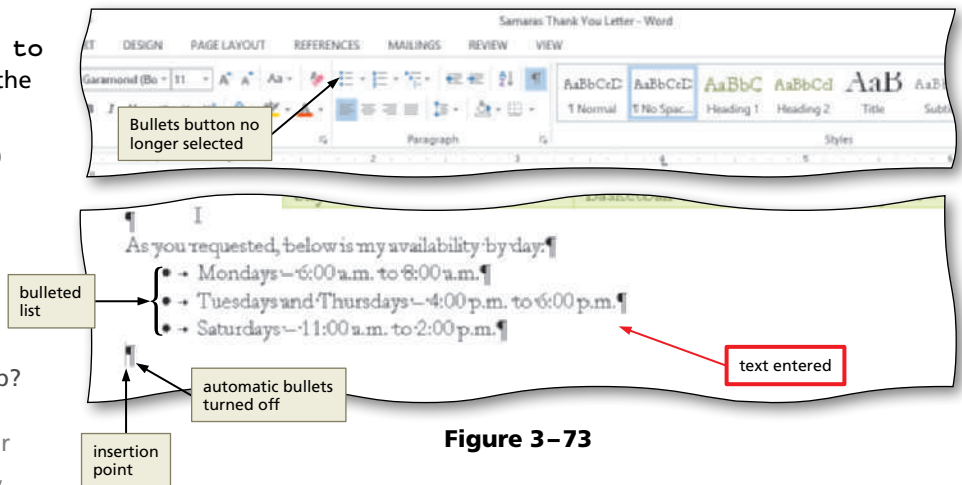


Figure 3-73

Q&A

Why did automatic bullets stop? When you press the ENTER key without entering any text after the automatic bullet character, Word turns off the automatic bullets feature.

Other Ways

1. Tap or click Bullets button (HOME tab | Paragraph group)
2. Press and hold or right-click paragraph to be bulleted, tap or click Bullets button on mini toolbar, tap or click desired bullet style, if necessary

To Enter More Text

The following steps enter the remainder of text in the letter.

- 1 With the insertion point positioned on the paragraph below the bulleted list, press the ENTER key and then type the paragraph shown in Figure 3-74 on the next page, making certain you use the building block name, wvf, to insert the organization name.
- 2 Press the ENTER key twice. Press the TAB key to position the insertion point at the tab stop set at the 4" mark on the ruler. Type **Sincerely,** and then press the ENTER key four times.
- 3 Press the TAB key to position the insertion point at the tab stop set at the 4" mark on the ruler. Type **Alexander Samaras** and then press the ENTER key (Figure 3-74). If requested by your instructor, enter your name instead of the name shown above.

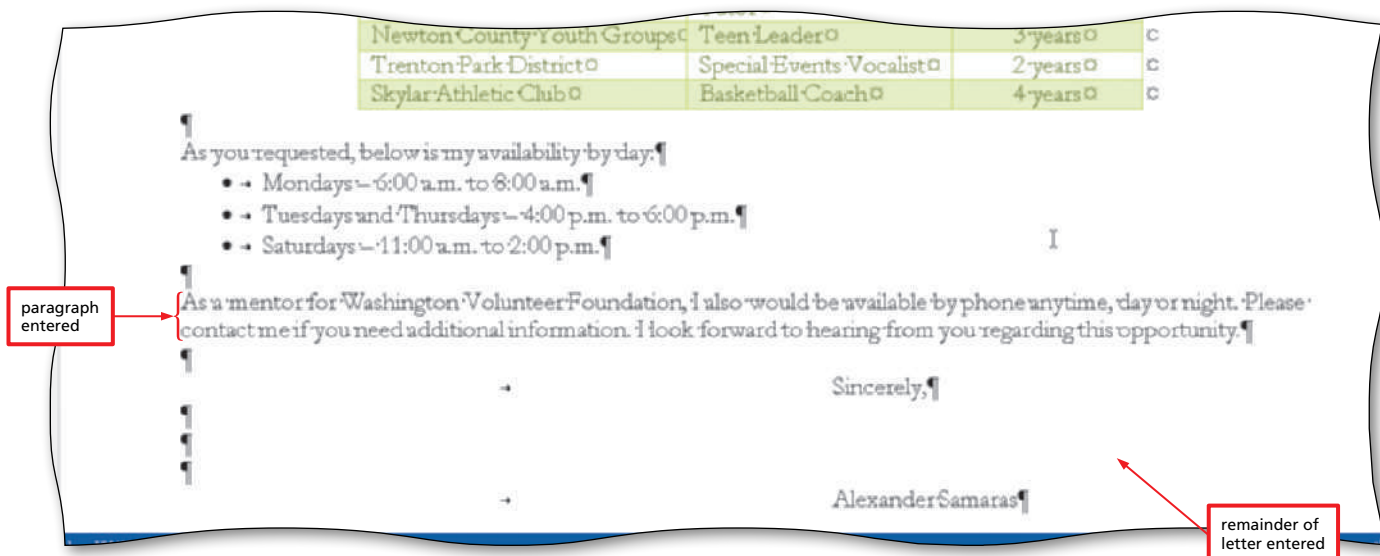


Figure 3-74

To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office and Windows chapter at the beginning of this book.

- 1 Tap or click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

BTW

Conserving Ink and Toner

If you want to conserve ink or toner, you can instruct Word to print draft quality documents by tapping or clicking FILE on the ribbon to open the Backstage view, tapping or clicking Options in the Backstage view to display the Word Options dialog box, tapping or clicking Advanced in the left pane (Word Options dialog box), sliding or scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then tapping or clicking the OK button. Then, use the Backstage view to print the document as usual.

To Print a Document

If you want a hard copy of the letter, perform the following steps.

- 1 Tap or click FILE on the ribbon to open the Backstage view.
- 2 Tap or click the Print tab in the Backstage view to display the Print gallery.
- 3 Verify that the printer listed on the Printer Status button will print a hard copy of the document. If necessary, tap or click the Printer Status button to display a list of available printer options and then tap or click the desired printer to change the currently selected printer.
- 4 Tap or click the Print button in the Print gallery to print the document on the currently selected printer.
- 5 When the printer stops, retrieve the hard copy (shown in Figure 3-1 on page WD 139).

Addressing and Printing Envelopes and Mailing Labels

With Word, you can print address information on an envelope or on a mailing label. Computer-printed addresses look more professional than handwritten ones.

To Address and Print an Envelope

The following steps address and print an envelope. If you are in a lab environment, check with your instructor before performing these steps. *Why? Some printers may not accommodate printing envelopes; others may stop printing until an envelope is inserted.*

1

- Scroll through the letter to display the inside address in the document window.
- Drag through the inside address to select it (Figure 3–75).

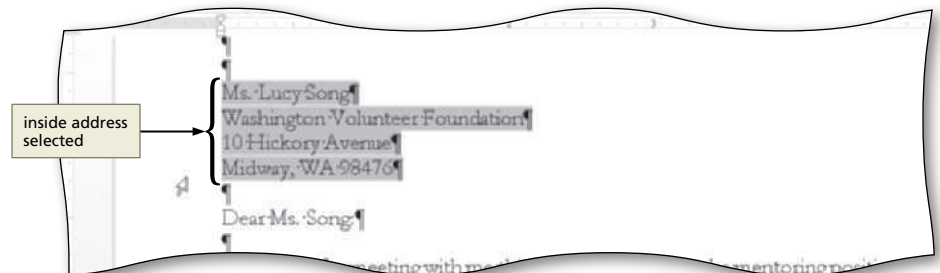


Figure 3–75

2

- Display the MAILINGS tab.
- Tap or click the Create Envelopes button (MAILINGS tab | Create group) to display the Envelopes and Labels dialog box.
- If necessary, tap or click the Envelopes tab (Envelopes and Labels dialog box), which automatically displays the selected delivery address in the dialog box.
- Type the return address as shown in Figure 3–76.

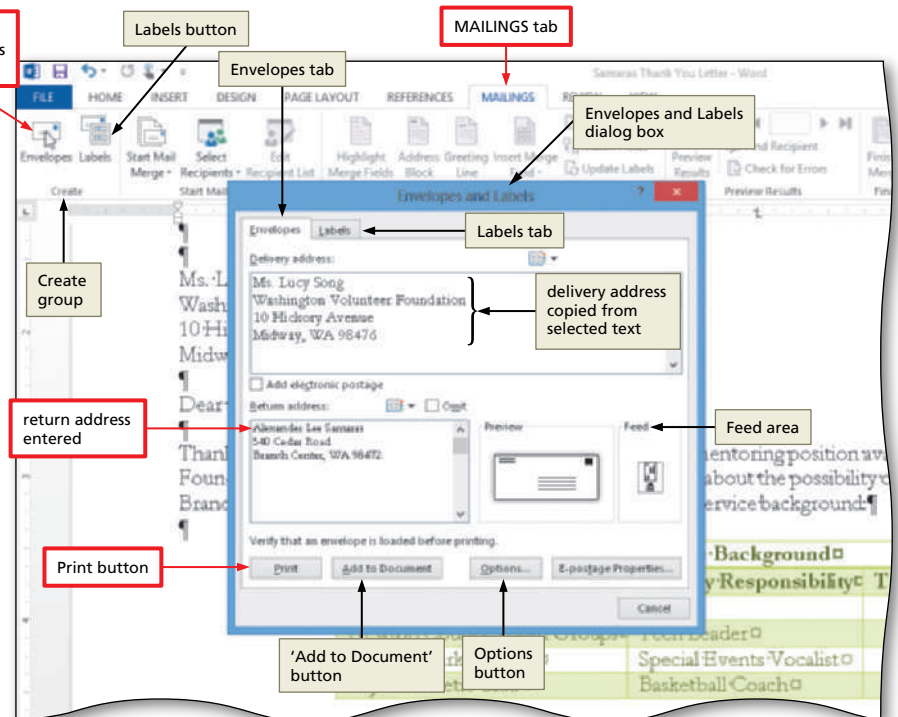


Figure 3–76

3

- Insert an envelope in your printer, as shown in the Feed area of the dialog box (your Feed area may be different depending on your printer).
- If your printer can print envelopes, tap or click the Print button (Envelopes and Labels dialog box) to print the envelope.

Envelopes and Labels

Instead of printing the envelope immediately, you can add it to the document by tapping or clicking the ‘Add to Document’ button (Envelopes and Labels dialog box). To specify a different envelope or label type (identified by a number on the box of envelopes or labels), tap or click the Options button (Envelopes and Labels dialog box).

Instead of printing an envelope, you can print a mailing label. To do this, tap or click the Labels button (MAILINGS tab | Create group) (shown in Figure 3–76) and then type the delivery address in the Delivery address box. To print the same address on all labels on the page, tap or click ‘Full page of the same label’ in the Print area. Tap or click the Print button (Envelopes and Labels dialog box) to print the label(s).

BTW

Distributing a Document

Instead of printing and distributing a hard copy of a document, you can distribute the document electronically. Options include sending the document via email; posting it on cloud storage (such as SkyDrive) and sharing the file with others; posting it on a social networking site, blog, or other website; and sharing a link associated with an online location of the document. You also can create and share a PDF or XPS image of the document, so that users can view the file in Acrobat Reader or XPS Viewer instead of in Word.

To Sign Out of a Microsoft Account

If you are signed in to a Microsoft account and are using a public computer or otherwise wish to sign out of your Microsoft account, you should sign out of the account from the Account gallery in the Backstage view before exiting Word. Signing out of the account is the safest way to make sure that nobody else can access SkyDrive files or settings stored in your Microsoft account. The following steps sign out of a Microsoft account from Word. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter at the beginning of this book.

- 1** If you wish to sign out of your Microsoft account, tap or click FILE on the ribbon to open the Backstage view and then tap or click the Account tab to display the Account gallery.
- 2** Tap or click the Sign out link, which displays the Remove Account dialog box. If a Can't remove Windows accounts dialog box appears instead of the Remove Account dialog box, tap or click the OK button and skip the remaining steps.

Q&A

Why does a Can't remove Windows accounts dialog box appear?

If you signed in to Windows using your Microsoft account, then you also must sign out from Windows, rather than signing out from within Word. When you are finished using Windows, be sure to sign out at that time.

- 3** Tap or click the Yes button (Remove Account dialog box) to sign out of your Microsoft account on this computer.

Q&A

Should I sign out of Windows after signing out of my Microsoft account?

When you are finished using the computer, you should sign out of your account for maximum security.

- 4** Tap or click the Back button in the upper-left corner of the Backstage view to return to the document.

To Exit Word

This project now is complete. The following steps exit Word. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter at the beginning of this book.

- 1a** If you have one Word document open, tap or click the Close button on the right side of the title bar to close the open document and exit Word.
- 1b** If you have multiple Word documents open, press and hold or right-click the Word app button on the taskbar and then tap or click 'Close all windows' on the shortcut menu to close all open documents and exit Word.
- 2** If a Microsoft Word dialog box appears, tap or click the Save button to save any changes made to the document since the last save.

BTW

Quick Reference

For a table that lists how to complete the tasks covered in this book using touch gestures, the mouse, ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Quick Reference resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

Chapter Summary

In this chapter, you have learned how to use Word to change margins, insert and format a shape, change text wrapping, insert and format clip art, move and copy graphics, insert symbols, add a border, clear formatting, convert a hyperlink to regular text, set and use tab stops, insert the current date, create and insert building blocks, insert and format tables, and address and print envelopes and mailing labels. The items listed below include all the new Word skills you have learned in this chapter, with the tasks grouped by activity.

Enter and Edit Text

- Insert a Symbol from the Symbol Dialog Box (WD 158)
- Insert a Symbol from the Insert a Symbol Gallery (WD 159)
- Set Custom Tab Stops (WD 167)
- Insert the Current Date in a Document (WD 168)
- Create a Building Block (WD 170)
- Modify a Building Block (WD 171)
- Insert a Building Block (WD 172)
- Insert a Nonbreaking Space (WD 173)
- Bullet a List as You Type (WD 184)
- Address and Print an Envelope (WD 187)

Format a Page

- Change Margin Settings (WD 140)
- Change the Document Theme (WD 148)

Format Text

- Use the 'Increase Font Size' Button (WD 147)
- Bottom Border a Paragraph (WD 160)
- Clear Formatting (WD 161)
- Convert a Hyperlink to Regular Text (WD 163)
- Apply a Style (WD 165)

Work with Graphics

- Insert a Shape (WD 142)
- Change an Object's Position (WD 144)
- Change an Object's Text Wrapping (WD 145)

- Apply a Shape Style (WD 145)
- Add Text to a Shape (WD 146)
- Insert Clip Art (WD 148)
- Resize a Graphic to a Percent of the Original (WD 150)
- Change the Color of a Graphic (WD 151)
- Set a Transparent Color in a Graphic (WD 152)
- Adjust the Brightness and Contrast of a Graphic (WD 153)
- Change the Border Color on a Graphic (WD 154)
- Move a Graphic (WD 155)
- Copy a Graphic (WD 155)
- Use Paste Options (WD 156)
- Flip a Graphic (WD 157)

Work with Tables

- Insert an Empty Table (WD 174)
- Enter Data in a Table (WD 175)
- Apply a Table Style (WD 177)
- Resize Table Columns to Fit Table Contents (WD 178)
- Select a Column (WD 178)
- Align Data in Cells (WD 180)
- Center a Table (WD 180)
- Insert a Row in a Table (WD 181)
- Insert a Column in a Table (WD 182)
- Merge Cells (WD 182)
- Split Table Cells (WD 183)
- Split a Table (WD 183)

What decisions will you need to make when creating your next business letter?

Use these guidelines as you complete the assignments in this chapter and create your own business letters outside of this class.

1. Create a letterhead.
 - a) Ensure that the letterhead contains a complete legal name, mailing address, phone number, and if applicable, fax number, email address, web address, logo, or other image.
 - b) Place elements in the letterhead in a visually appealing location.
 - c) Format the letterhead with appropriate fonts, font sizes, font styles, and color.
2. Compose an effective business letter.
 - a) Include date line, inside address, message, and signature block.
 - b) Use proper spacing and formats for letter contents.
 - c) Follow the alignment and spacing guidelines based on the letter style used (i.e., block, modified block, or modified semi-block).
 - d) Ensure the message is well written, properly formatted, and logically organized.




CONSIDER THIS: PLAN AHEAD



CONSIDER THIS

How should you submit solutions to questions in the assignments identified with a symbol?

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned document. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Working with Tabs and a Table

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document called Apply 3-1 October Work Schedule Draft located on the Data Files for Students. The document is a Word table that you are to edit and format. The revised table is shown in Figure 3–77.


Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 a.m. to 9:00 a.m.	R. Punjab S. Dent	A. Garcia S. Dent	R. Punjab D. Owens	A. Garcia S. Dent	R. Punjab P. Carter	A. Garcia D. Owens	B. Knott P. Carter
9:00 a.m. to Noon	C. Odell H. Ottawa	T. Amra J. Long	C. Odell H. Ottawa	B. Knott D. Owens	C. Odell H. Ottawa	T. Amra J. Long	A. Kim H. Chai
Noon to 3:00 p.m.	W. Starr T. Amra	L. Simon B. Knott	W. Starr G. Vicario	L. Simon T. Hopp	W. Starr G. Vicario	L. Marvin T. Hopp	L. Simon T. Hopp
3:00 p.m. to 6:00 p.m.	J. Long T. Malley	P. Carter J. Reese	L. Marvin Y. Tanya	J. Long J. Reese	L. Marvin Y. Tanya	J. Long J. Reese	H. Fox Y. Tanya
6:00 p.m. to 9:00 p.m.	V. Sade G. Vicario	V. Sade T. Malley	V. Sade T. Malley	R. Dean O. Wayne	R. Dean O. Wayne	A. Kim H. Chai	R. Dean O. Wayne

Figure 3–77

Perform the following tasks:

1. Change the document theme to Metropolitan.
2. In the line containing the table title, October Work Schedule, remove the tab stop at the 1" mark on the ruler.
3. Set a centered tab at the 3" mark on the ruler. Move the centered tab stop to the 3.5" mark on the ruler.
4. Bold the characters in the title. Use the 'Increase Font Size' button to increase their font size to 14. Change their color to Blue-Gray, Accent 4.
5. In the table, delete the row containing the 1:00 p.m. to 4:00 p.m. shift.
6. Insert a column between the Monday and Wednesday columns. Fill in the column as follows, pressing the ENTER key between each name so that each name appears on a separate line:
 Column Title – Tuesday
 6:00 a.m. to 9:00 a.m. – R. Punjab D. Owens
 9:00 a.m. to Noon – C. Odell H. Ottawa
 Noon to 3:00 p.m. – W. Starr G. Vicario
 3:00 p.m. to 6:00 p.m. – L. Marvin Y. Tanya

If the column heading, Tuesday, is not bold, apply the bold format to the text in this cell.

7. Insert a new row at the bottom of the table. In the first cell of the new row, enter 6:00 p.m. to 9:00 p.m. in the cell, pressing the ENTER key before the word, to, so that the text appears on two separate lines. (*Hint: You can use the AutoCorrect Options button to turn off the automatic capitalization of the first letter of the sentence, which will stop capitalizing the T in to each time you type it.*) If this cell's contents are bold, remove the bold format. Fill in the cells in the remainder of the row as follows, pressing the ENTER key between each name so that each name appears on a separate line:
 Sunday – V. Sade G. Vicario
 Monday – V. Sade T. Malley
 Tuesday – V. Sade T. Malley
 Wednesday – R. Dean O. Wayne
 Thursday – R. Dean O. Wayne
 Friday – A. Kim H. Chai
 Saturday – R. Dean O. Wayne
8. In the Table Style Options group (TABLE TOOLS DESIGN tab), ensure that these check boxes have check marks: Header Row, Banded Rows, and First Column. The Total Row, Last Column, and Banded Columns check boxes should not be selected.
9. Apply the Grid Table 5 Dark - Accent 4 style to the table.
10. Make all columns as wide as their contents (AutoFit Contents).
11. Align center left all cells in the first column.
12. Align center the column headings containing the weekday names and also all cells containing employee names in the table.
13. Center the table between the left and right margins of the page.
14. If requested by your instructor, change O. Wayne in the bottom-right cell of the table to your first initial and last name.
15. Save the document using the file name, Apply 3-1 October Work Schedule Modified, and submit it (shown in Figure 3–77) in the format specified by your instructor.
16.  If you wanted the employee names to appear on the same line in each cell with a comma between each name, how would you modify the data in the table?

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Working with Formulas, Graphics, Sorting, Picture Bullets, and Mailing Labels

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document called Extend 3-1 Sponsor Letter Draft located on the Data Files for Students. You will enter formulas in the table, use the Format Picture task pane, group objects, change the table style, sort paragraphs, use picture bullets, move tabs, and print mailing labels.

Perform the following tasks:

1. Use Help to learn about entering formulas, grouping objects, sorting, picture bullets, and printing mailing labels.

Continued >

Extend Your Knowledge *continued*

2. Add a row to the bottom of the table. Insert the word, Total, in the first column of the new row. In the last cell of the new row, use the Formula dialog box to insert a formula that adds the cells in the column so that the total approximate cost is displayed; in the dialog box, select a number format and then modify it in the dialog box so that the total displays with dollar signs and no cents. Which formula did you use? What number format?
3. Select the graphic of the tiger head and then click the Format Shape Dialog Box Launcher (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Format Picture task pane (Figure 3–78). Experiment with all the buttons in the task pane and modify the look of the graphic to your preferences.

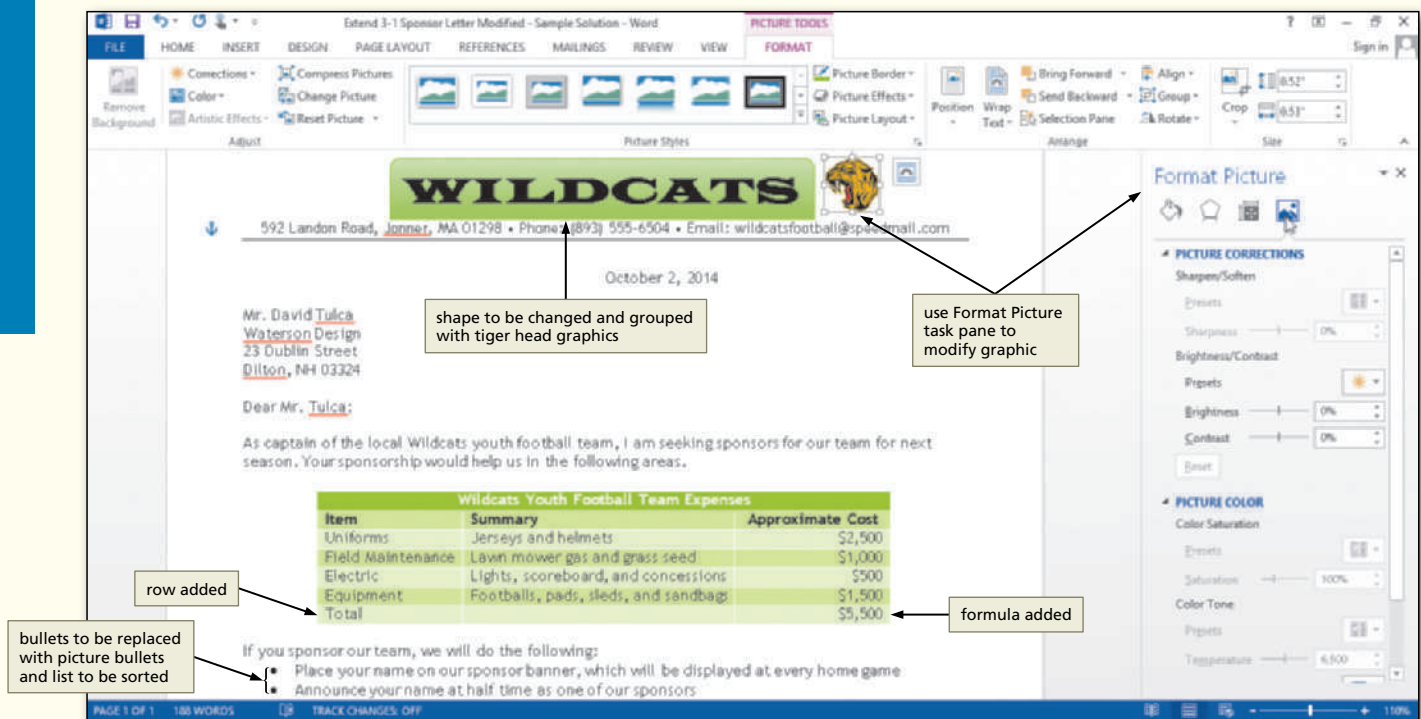


Figure 3–78

4. Select the shape around the WILDCATS title and then use the Edit Shape button (DRAWING TOOLS FORMAT tab | Insert Shapes group) to change the shape to your preference. Position the tiger head graphic in the desired location to the right of the shape.
5. Copy and paste the modified tiger head graphic, flip it horizontally, and then position it on the opposite site of the shape. Group the two tiger head graphics with the shape at the top of the letterhead. Change the text wrapping of the grouped shape to Top and Bottom.
6. Position the insertion point in the table and one at a time, select and deselect each check box in the Table Style Options group. What are the functions of each check box: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns? Select the check boxes you prefer for the table.
7. Sort the paragraphs in the bulleted list.
8. Change the bullets in the bulleted list to picture bullets.
9. Move the tab stops in the date line, complimentary close, and signature block from the 3.5" mark to the 4" mark on the ruler.
10. If requested by your instructor, change the name in the signature block to your name.
11. Save the revised document using the file name, Extend 3-1 Sponsor Letter Modified, and then submit it in the format specified by your instructor.

12. If requested by your instructor, print a single mailing label for the letter and then a full page of mailing labels, each containing the address shown in Figure 3–78.
13. 🌟 Answer the questions posed in #2 and #6. Why would you group objects? Which picture bullet did you use and why?

Analyze, Correct, Improve

Analyze a document, correct all errors, and improve it.

Formatting a Business Letter

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document, Analyze 3-1 Recommendation Letter Draft, located on the Data Files for Students. The document is a business letter that is missing elements and is formatted poorly or incorrectly (Figure 3–79). You are to change the color of the text, insert symbols, remove a hyperlink, change the letter style from block to modified block, insert and format text clip art, and format the table.

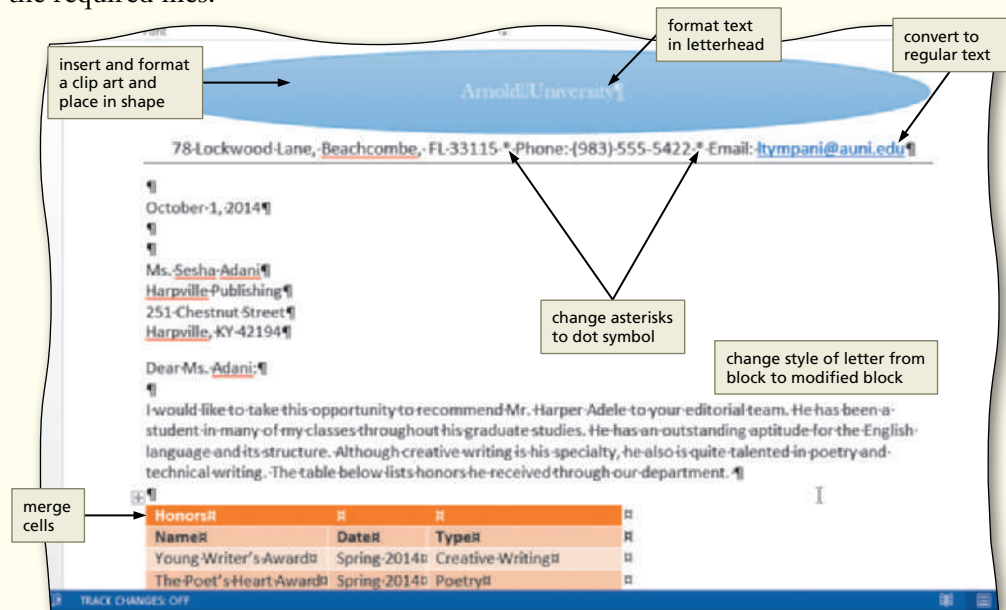


Figure 3–79

1. **Correct** In the letter, correct the following items:
 - a. Increase the font size of the text in the letterhead. Change the color of the text in the letterhead so that the text is readable.
 - b. Change the asterisks in the contact information to the dot symbol.
 - c. Convert the email address hyperlink to regular text.
 - d. The letter currently is the block letter style. It should be the modified block letter style. Format the appropriate paragraphs by setting custom tab stops and then positioning those paragraphs at the tab stops. Be sure to position the insertion point in the paragraph before setting the tab stop.
 - e. Merge the three cells in the first row of the table into one cell and then center the title in the cell. Center the entire table between the page margins.
2. **Improve** Enhance the letterhead by changing the theme to one you prefer. Then, locate and insert at least one appropriate clip art image in the letterhead. If necessary, resize the graphic(s). Change the text wrapping of the clip art to In Front of Text and move the graphic(s) into the shape. Change the color of the graphic to match the color of the text or shape. Adjust the brightness and contrast of the graphic. Format one color in the graphic as transparent. Change the picture border color. If requested by your instructor, change the name in the signature block to your name. Save the modified document with the file name, Analyze 3-1 Recommendation Letter Modified, and then submit it in the format specified by your instructor.
3. 🌟 In this assignment, you located and inserted clip art. What image did you select and why?

In the Labs

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating a Letter with a Letterhead

Problem: As office manager for a fitness club, you send membership renewal letters to members. One letter you prepare is shown in Figure 3–80.

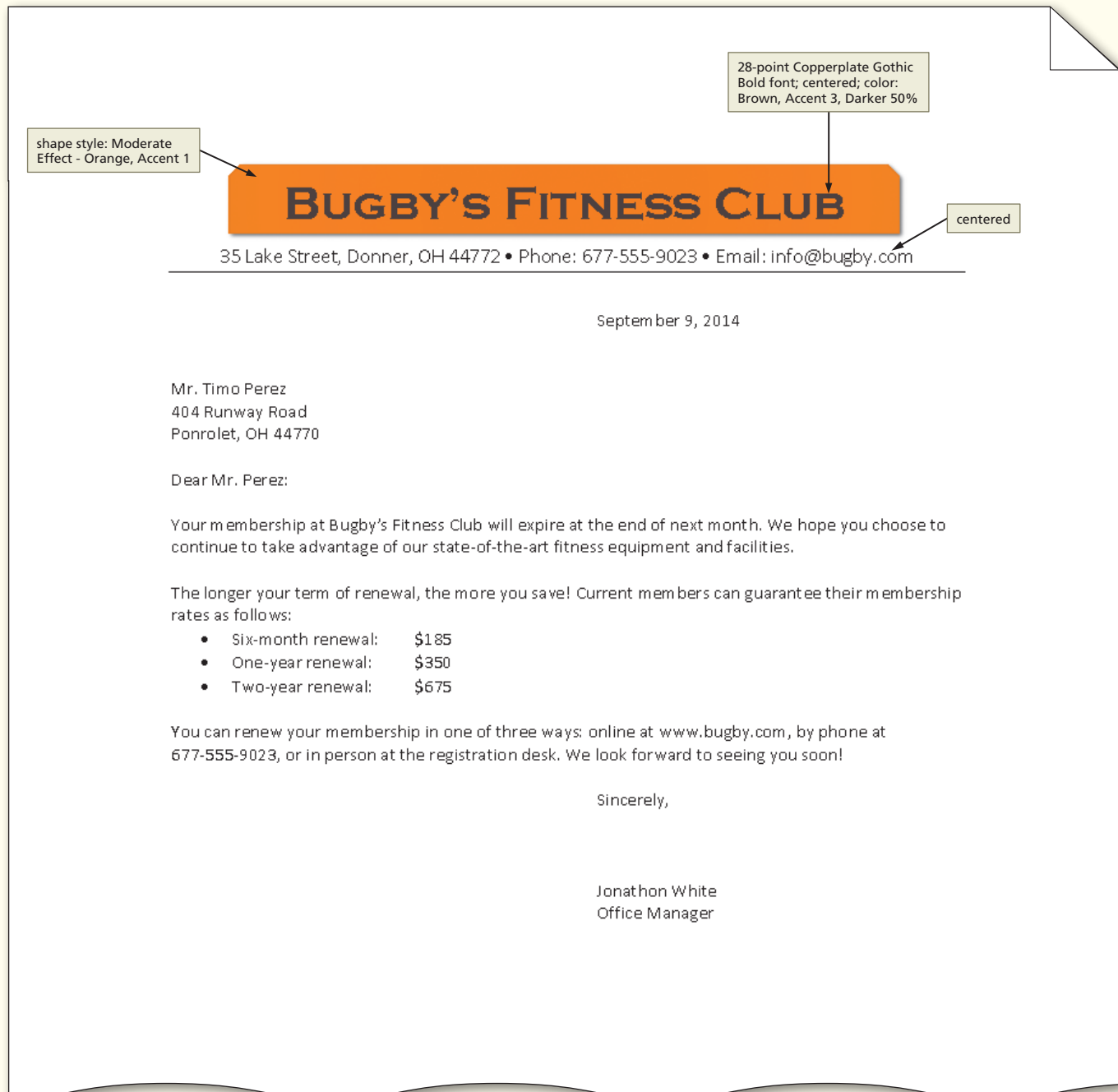



Figure 3–80

Perform the following tasks:

1. Change the theme to Retrospect.
2. Create the letterhead shown at the top of Figure 3–80, following these guidelines:
 - a. Insert the Snip Same Side Corner Rectangle shape at an approximate height of 0.56" and width of 5.5". Change position of the shape to 'Position in Top Center with Square Text Wrapping'. Change the text wrapping for the shape to Top and Bottom. Add the company name, Bugby's Fitness Club, to the shape. Format the shape and its text as indicated in the figure.
 - b. Insert the dot symbols as shown in the contact information. Remove the hyperlink format from the email address. If necessary, clear formatting after entering the bottom border.
 - c. Save the letterhead with the file name, Lab 3-1 Fitness Club Letterhead.
3. Create the letter shown in Figure 3–80 using the modified block letter style, following these guidelines:
 - a. Apply the No Spacing Quick Style to the document text (below the letterhead).
 - b. Set a left-aligned tab stop at the 3.5" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - c. Bullet the list as you type it.
 - d. Set a left-aligned tab stop at the 2" mark for the dollar amounts in the bulleted list.
 - e. Convert the web address to regular text.
 - f. Enter nonbreaking hyphens in the phone number.
 - g. If requested by your instructor, change the name in the signature block to your name.
 - h. Check the spelling of the letter. Save the letter with Lab 3-1 Fitness Club Letter as the file name and then submit it in the format specified by your instructor.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.
5.  What is the purpose of the nonbreaking hyphens in this letter? The letter in this assignment uses the modified block letter style. If you wanted to use the modified semi-block letter style, what changes would you make to this letter?

Lab 2: Creating a Letter with a Letterhead and Table

Problem: As a junior at your school, you are seeking an internship for the upcoming summer break. You prepare the letter shown in Figure 3–81 on the next page.

Perform the following tasks:

1. Change the theme to Celestial. Change the margins to 1" top and bottom and .75" left and right (Moderate).
2. Create the letterhead shown at the top of Figure 3–81, following these guidelines:
 - a. Insert the Up Ribbon shape at an approximate height of 0.7" and width of 6". Change the position of the shape to 'Position in Top Center with Square Text Wrapping'. Change the text wrapping for the shape to Top and Bottom. Add the name to the shape. If requested by your instructor, place your name in the shape instead of the name shown in the figure. Format the shape and its text as indicated in the figure.

Continued >

In the Labs *continued*

clip art search text: green swirls; clip art color: Blue, Accent color 2 Dark; clip art brightness and contrast: -20%

shape style: Subtle Effect - Purple, Accent 1

28-point bold Brush Script MT font, centered; color: Blue, Accent 2, Darker 50%

12-point font; color: Blue, Accent 2, Darker 50%; centered

3921 Gold Street, Icebreak, MN 58222 • Phone: (789) 555-6470 • Email: vholland22@earth.net

October 26, 2014

Ms. Daisy Lombard
The Creative Touch
22 Dynasty Avenue
Flowfield, IA 52395

Dear Ms. Lombard:

I would like to apply for a summer internship with The Creative Touch. Currently in my junior year, I am majoring in art at the University of Corduroy. I will graduate in the spring of 2016.

My specializations include charcoal sketching and oil-based painting. I also have part-time job experience in the field, which is outlined in the table below:

Part-Time Job Experience			
Company	Job Title	Contact	Phone Number
Custom Creations	Painter	Lucas Bell	(890) 555-8990
Pitter Patter Paints	Color Consultant	Laurie Daniels	(789) 555-0023
The Art Store	Project Frammer	Marissa Quilts	(789) 555-3466

table style: Grid Table 6 Colorful - Accent 1; table style options: Header Row and Banded Rows

bold text

Awards and recognitions I have received for my work include the following:

- Outstanding Art Award, University of Corduroy, 2014
- Best Artist of the Year, Department Award, 2013
- Let the Talent Shine Art Contest, First Place, 2013


I look forward to meeting with you to discuss available openings for a summer internship. Please contact me by email at vholland22@earth.net or by phone at (789) 555-6470. Thank you in advance for your consideration.

Sincerely,

Victoria Holland

Figure 3-81

- Insert the clip art, resize it, change text wrapping to In Front of Text, move it to the left on the shape, and format it as indicated in the figure. Copy the clip art and move the copy of the image to the right on the shape, as shown in the figure. Flip the copied image horizontally.
- Insert the small dot symbols as shown in the contact information. Remove the hyperlink format from the email address. If necessary, clear formatting after entering the bottom border.
- Save the letterhead with the file name, Lab 3-2 Internship Letterhead.

3. Create the letter shown in Figure 3–81, following these guidelines:
 - a. Apply the No Spacing Quick Style to the document text (below the letterhead).
 - b. Set a left-aligned tab stop at the 4" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - c. Insert and center the table. Format the table as specified in the figure. Make all columns as wide as their contents (AutoFit Contents).
 - d. Bullet the list as you type it.
 - e. Convert the email address to regular text.
 - f. Check the spelling of the letter. Save the letter with Lab 3-2 Internship Letter as the file name, and then submit it in the format specified by your instructor.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.
5.  Why do you think the clip art in this letter used a text wrapping of In Front of Text? If the table used banded columns instead of banded rows, how would its appearance change?

Lab 3: Expand Your World: Cloud and Web Technologies

Using Google Docs to Upload and Edit Files

Problem: You have created a letter in Word at work and want to proofread and edit it at home. The problem is that you do not have Word at home. You do, however, have an Internet connection at home. Because you have a Google account, you upload your Word document to Google Drive so that you can view and edit it later from a computer that does not have Word installed.

Notes:

- You will use a Google account, which you can create at no cost, to complete this assignment. If you do not have a Google account and do not want to create one, read this assignment without performing the instructions.
- To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. In Word, open the document, Lab 3-3 Compliment Letter in Word, from the Data Files for Students. Look through the letter so that you are familiar with its contents and formats. If desired, print the letter so that you easily can compare it to the Google Docs converted file. Close the document.
2. Run a browser. Search for the text, google docs, using a search engine. Visit several websites to learn about Google Docs and Google Drive. Navigate to the Google website. If you do not have a Google account and you want to create one, click the SIGN UP button and follow the instructions. If you do not have a Google account and you do not want to create one, read the remaining instructions without performing them. If you have a Google account, sign in to your account.
3. If necessary, click Drive to display Google Drive. Click the UPLOAD, or similar, button and then follow the instructions to navigate to the location of the file, Lab 3-3 Compliment Letter in Word, and then upload the file.
4. Rename the file on Google Drive to Lab 3-3 Compliment Letter in Google. Open the file in Google Docs (Figure 3–82 on the next page). What differences do you see between the Word document and the Google Docs converted document? Fix the document in Google Docs so

Continued >

In the Labs *continued*

that it looks appealing. Download the revised document to your local storage media, changing its format to Microsoft Word. Submit the document in the format requested by your instructor.

5. 🌟 What is Google Drive? What is Google Docs? Answer the question posed in #4. Do you prefer using Google Docs or Word? Why?



Figure 3–82

🌟 Consider This: Your Turn

Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

1: Design and Create an Admissions Acceptance Letter

Personal

Part 1: As a part-time student in your school's office of admissions, you send acceptance letters to new students. You have been asked to design a new letterhead using this information: Frottingham College, Home of the Huskies, 77 Husky Lane, Graber, OK 74877; Phone: (439) 555-6899; website: www.frottinghamcollege.edu. Once the letterhead is designed, you then write an acceptance letter to this new student: Mr. Donald Dillenger at 13 Allison Avenue, Graber, OK 74877.


The draft wording for the letter is as follows. First paragraph: Congratulations on your admission to the School of Biological Sciences at Frottingham College for the Fall 2014 semester. We are excited to welcome you to Frottingham College. Our decision to admit you to our college is an acknowledgment of your potential and our confidence in you as a valuable addition to our student body. Second paragraph: We would like to inform you of important upcoming dates. Although not mandatory, we would advise you to attend each of these activities. The schedule is as follows:

New Student Guide Schedule		
Activity	Date & Time	Location
Get to Know Your School Campus Tour	August 14, 2014 8:00 a.m. to 5:00 p.m.	Conner Student Center, Room 134
Meet the Teachers and Advisors	August 15, 2014 9:00 a.m. to 3:00 p.m.	Milton Student Center, Room 222
Fun Night! Get to Know Your Fellow Classmates	August 19, 2014 6:00 p.m. to Midnight	Bowling & Billiards Center
What Is My Major? Learn about What Is Offered	August 20, 2014 9:00 a.m. to 7:00 p.m.	Leonardo Auditorium

Third paragraph: Before the first day of classes, you must do the following: Bulleted list: Make sure your campus email account works properly. If it does not, call (439) 555-2898 for technical support.; Verify that you can sign in online to all of your semester classes. If you cannot, call (439) 555-2898 for technical support.; Purchase all course materials from the campus bookstore. Last paragraph: Again, congratulations on your admission to Frottingham College. We look forward to your success on campus.

The letter should contain a letterhead that uses a shape and clip art, a table with an appropriate table style applied (unformatted table shown above), and a bulleted list (to present the items to complete before classes start). Insert nonbreaking spaces in the college name. Create a building block for the college name, edit the building block so that it has a ScreenTip, and insert the building block whenever you have to enter the college name.

Use the concepts and techniques presented in this chapter to create and format a letter according to a letter style, creating appropriate paragraph breaks and rewording the draft as necessary. The unformatted paragraphs in the letter are in a file called Your Turn 2-1 Letter Paragraphs, which is located on the Data Files for Students. If you prefer, you can copy and paste this text into your letter instead of typing the paragraphs yourself. If requested by your instructor, use your name in the signature line in the letter. Be sure to check the spelling and grammar of the finished letter. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the letter in this assignment: where to position elements in the letterhead, how to format elements in the letterhead, which graphic to use in the letterhead, which theme to use in the letter, which font size to use for the letter text, which table style to use, and which letter style to use. What was the rationale behind each of these decisions?

2: Design and Create a Confirmation Letter

Professional

Part 1: As a CEO of Addy Lane & Company, a retailer, you communicate the conditions of a revised business agreement with Turner Industries in a letter. You design a letterhead using this information: Addy Lane & Company, 121 Rapture Road, Harrust, NH 03891; Phone: (657) 555-7744; Email: carlosdiaz@addyemail.com. Then, you write a confirmation letter to this contact: Ms. Joyce Adams at Turner Industries, 356 Thorn Avenue, Vigil, CT 06802.

The draft wording for the letter is as follows. First paragraph: Per our phone conversation, yesterday I approved the new conditions of the business agreement with Turner Industries. The table below outlines the revised terms. Please review this list and confirm receipt either by return letter to me or email message at carlosdiaz@addyemail.com. If you have any revisions to these terms, please also include them in your reply.

Revised Business Agreement Terms		
Section	Title	Summary of Revision
2b	Materials	Addy Lane & Company will split the cost with Turner Industries for any materials used to manufacture products for Addy Lane & Company.
11a-c	Resources	Resources from each company shall be shared for mutual benefit.
33a	Communications	Addy Lane & Company and Turner Industries shall meet every other week for an assessment.
109b-d	Profits	The profits between the companies on shared merchandise now will be split 50/50.

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Second paragraph: Please also confirm these new employee names and positions at Turner Industries: Bulleted list: Doreen Liner, Administrative Assistant; Frank Cart, Manager; Anthony Boyd, Web Administrator. Last paragraph: Thank you in advance for your assistance with these details. I look forward to a long-term business relationship.

The letter should contain a letterhead that uses a shape and clip art, a table with an appropriate table style applied (unformatted table shown above), and a bulleted list (to present the new employees). Insert nonbreaking spaces in the company name, Turner Industries. Create a building

Continued >

Consider This: Your Turn *continued*

block for the company name, Turner Industries, edit the building block so that it has a ScreenTip, and insert the building block whenever you have to enter the company name.

Use the concepts and techniques presented in this chapter to create and format a letter according to a letter style, creating appropriate paragraph breaks and rewording the draft as necessary. The unformatted paragraphs in the letter are in a file called Your Turn 2-2 Letter Paragraphs, which is located on the Data Files for Students. If you prefer, you can copy and paste this text into your letter instead of typing the paragraphs yourself. If requested by your instructor, use your name in the signature line in the letter. Be sure to check the spelling and grammar of the finished letter. Submit your assignment in the format specified by your instructor.

Part 2: ☀ You made several decisions while creating the letter in this assignment: where to position elements in the letterhead, how to format elements in the letterhead, which graphic to use in the letterhead, which theme to use in the letter, which font size to use for the letter text, which table style to use, and which letter style to use. What was the rationale behind each of these decisions?

3: Design and Create a Letter to a Potential Employer

Research and Collaboration

Part 1: As assistants in the Office of Career Development at your school, you and two others have been asked to prepare a sample letter to a potential employer; students seeking employment will use this letter as a reference document when creating their own letters. Form a three-member team to research, compose, and create this letter. As a group, locate a job advertisement for which your team could write a sample letter. One team member should design a letterhead. Another team member should create a table of educational background that relates to the advertisement, and the third team member should compose a list of activities that would be important to the potential employer. As a group, compose the letter using the individual elements where appropriate.

Use the concepts and techniques presented in this chapter to create and format a letter according to a letter style. If requested by your instructor, use team members' names in the letter. Be sure to check the spelling and grammar of the finished letter. Submit your team assignment in the format specified by your instructor.

Part 2: ☀ You made several decisions while creating the letter in this assignment: text to use, where to position elements in the letterhead, how to format elements in the letterhead, which graphic to use in the letterhead, which theme to use in the letter, which font size to use for the letter text, which table style to use, and which letter style to use. What was the rationale behind each of these decisions?

Learn Online

Reinforce what you learned in this chapter with games, exercises, training, and many other online activities and resources.

Student Companion Site Reinforcement activities and resources are available at no additional cost on www.cengagebrain.com. Visit www.cengage.com/ct/studentdownload for detailed instructions about accessing the resources available at the Student Companion Site.



SAM Put your skills into practice with SAM! If you have a SAM account, go to www.cengage.com/sam2013 to access SAM assignments for this chapter.