

Word Unit D

Skills Review

▼ SKILLS REVIEW

1. Set document margins.

- Start Word, open the file WD D-2.docx from the drive and folder where you store your Data Files, then save it as **Greenwood Fitness**.
- Change the top and bottom margins settings to Moderate: 1" top and bottom, and .75" left and right.
- Save your changes to the document.

2. Divide a document into sections.

- Hide the white space in the document by moving the pointer to the top of a page, then double-clicking with the Hide White Space pointer that appears.
- Turn on the display of formatting marks, then customize the status bar to display sections if necessary.
- Scroll down, then insert a continuous section break before the **Facilities** heading.
- Format the text in section 2 in two columns, then save your changes to the document.

3. Insert page breaks.

- Insert a manual page break before the heading **Welcome to the Greenwood Fitness Center!**.
- Scroll down and insert a manual page break before the heading **Services**.
- Scroll down and insert a manual page break before the heading **Membership**.
- Show the white space in the document by moving the pointer over the thick black line that separates the pages, and then double-clicking with the Show White Space pointer that appears.
- Press [Ctrl][Home], then save your changes to the document.

4. Format columns.

- On page 2, select **Facilities** and the paragraph mark below it, use the Columns button to format the selected text as one column, then center **Facilities** on the page.
- Balance the columns on page 2 by inserting a continuous section break at the bottom of the second column.
- On page 3, select **Services** and the paragraph mark below it, format the selected text as one column, then center the text.
- Balance the columns on page 3.
- On page 4, select **Membership** and the paragraph mark below it, format the selected text as one column, then center the text.
- Insert a column break before the **Membership Cards** heading, press [Ctrl][Home], then save your changes to the document.

▼ SKILLS REVIEW (CONTINUED)

5. Insert page numbers.

- a. Insert page numbers in the document at the bottom of the page. Select the Plain Number 2 page number style from the gallery.
- b. Scroll through the document to view the page numbers on each page, then save your changes to the document.

6. Add headers and footers.

- a. Double-click the margin at the top of a page to open the Header and Footer areas.
- b. With the insertion point in the Header area, click the Quick Parts button in the Insert Group on the Header & Footer Tools Design tab, point to Document Property, then click Author.
- c. Replace the text in the Author content control with your name, press [End] to move the insertion point out of the content control, then press [Spacebar]. (Note: If your name does not appear in the header, right-click the Author content control, click Remove Content Control, then type your name in the header.)
- d. Click the Insert Alignment Tab button in the Position group, select the Right option button and keep the alignment relative to the margin, then click OK in the dialog box to move the insertion point to the right margin.
- e. Use the Insert Date and Time command in the Insert group to insert the current date as static text.
- f. Move the insertion point to the Footer area.
- g. Double-click the page number to select it, then format the page number in bold italic.
- h. Close headers and footers, view the header and footer on each page, then save your changes to the document.

7. Edit headers and footers.

- a. Open headers and footers, then apply italic to the text in the header.
- b. Move the insertion point to the Footer area, then change the footer style to Plain Number 3. (Hint: Click the Page Number button, point to Bottom of Page, then click the new style.)
- c. Use the Symbol command on the Insert tab to open the Symbol dialog box, insert a black right-pointing triangle symbol (character code: 25BA), then close the Symbol dialog box. (Note: Select a different symbol if 25BA is not available to you.)
- d. Use the Header & Footer Tools Design tab to create a different header and footer for the first page of the document.
- e. Scroll to the beginning of the document, type your name in the First Page Header area, then apply italic to your name.
- f. Close headers and footers, preview the header and footer on each page in Print Preview, close Print Preview, then save your changes to the document.

8. Insert a table.

- a. On page 4, select the word Table at the end of the Membership Rates section, press [Delete], open the Insert Table dialog box, then create a table with two columns and five rows.
- b. Apply the green Light List - Accent 3 table style to the table.
- c. Press [Tab] to leave the first cell in the header row blank, then type **Rate**.
- d. Press [Tab], then type the following text in the table, pressing [Tab] to move from cell to cell.

Enrollment/Individual	\$100
Enrollment/Couple	\$150
Monthly membership/Individual	\$35
Monthly membership/Couple	\$60
- e. With the insertion point in the table, right-click the table, use the AutoFit command to AutoFit to Contents, and then AutoFit to Window.
- f. Save your changes to the document.

▼ SKILLS REVIEW (CONTINUED)

9. Insert clip art.

- a. On page 1, place the insertion point in the second blank paragraph below **A Rehabilitation and Exercise Facility**. (Hint: Place the insertion point to the left of the paragraph mark.)
- b. Open the Clip Art task pane. Search for clips related to the keyword **fitness**.
- c. Insert the clip shown in Figure D-22. (Note: An active Internet connection is needed to select the clip shown in the figure. Select a different clip if this one is not available to you. If you are working offline, you might need to search using a keyword such as sports.)
- d. Select the graphic, then drag the lower-right sizing handle down and to the right so that the graphic is about 3.75" wide and 3.1" tall. Size the graphic so that all the text and the manual page break fit on page 1. You can use the Shape Height and Shape Width text boxes in the Size group on the Format tab to size the graphic precisely if necessary.
- e. Apply a Drop Shadow Rectangle picture style to the graphic.
- f. Move the insertion point to page 3, search for clips related to the keyword **massage**, then insert an appropriate clip. Select a clip that works with the design of the document.
- g. Use the Position command to position the clip at the bottom center of the document with square text wrapping.
- h. Save your changes to the document. Preview the document, print a copy, then close the document and exit Word.

FIGURE D-22

