

Lesson 1 Essential Computer Skills

- When you copy a file, you create a duplicate of your original file in another location.
- You can select, move, copy, or delete a group of adjacent or nonadjacent files and folders.
- You can start a software program by clicking on its name in the All Programs list on the Start menu.
- You can have several windows and/or programs open at one time and can switch between open windows.
- The title bar of the active window in your screen has a title in dark or bright lettering; other open windows in the same screen will have shaded titles.
- To install new software, you start the Install or Setup file and follow the instructions in the Installation wizard.
- It is a good idea to register new software to take advantage of the technical support and upgrades offered by the software company.
- Software upgrades can offer new features and fix bugs, but some upgrades may also cause compatibility problems or might be released before they are problem-free.

VOCABULARY *Review*

Define the following terms:

Desktop

Folder

Icons

Maximize

Menu

Menu bar

Minimize

Pointing device

Restore

Scroll bar

Taskbar

Title bar

Toolbar

Window

REVIEW *Questions*

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. The _____ is the first screen you see after the operating system is loaded.
 - A. WordPad
 - B. menu options
 - C. desktop
 - D. format
2. To keep your files organized, you create _____.
 - A. menus
 - B. icons
 - C. folders
 - D. desktops

Module 1 Computing Fundamentals

3. Graphical representations of files and programs are called _____.
 - A. icons
 - B. menus
 - C. pictures
 - D. scroll bars
4. To move a window, move the mouse pointer over the _____, press the left mouse button, and drag.
 - A. scroll bar
 - B. icon
 - C. desktop
 - D. title bar
5. When you create a duplicate of a file, you are _____ the file.
 - A. moving
 - B. copying
 - C. deleting
 - D. executing
6. A small picture representing a file or folder is called a(n) _____.
 - A. menu
 - B. taskbar
 - C. icon
 - D. detail
7. The Recycle Bin allows you to retrieve a deleted file by using the _____ command.
 - A. Undelete
 - B. Undo
 - C. Retrieve
 - D. Restore
8. A new version of a software program is called a(n) _____.
 - A. upgrade
 - B. application
 - C. bug
 - D. wizard
9. Find an Install or _____ program file to install new software.
 - A. Configure
 - B. Setup
 - C. Menu
 - D. Format
10. A new software program can be installed from any of the following sources *except* a(n) _____.
 - A. downloaded file
 - B. output device
 - C. CD disk
 - D. floppy disk

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. You can only copy files, not move them.
- T F 2. You can only open one window at a time.
- T F 3. A pointer is usually seen as an I-beam or arrow on the screen.
- T F 4. Formatting a disk erases any data it contained.
- T F 5. To select a group of adjacent files, select the first file, then hold down the Shift key and select the last file in the group.
- T F 6. The toolbar provides drop-down options from which to choose commands.
- T F 7. A window can be resized or minimized to a button on the taskbar.
- T F 8. To close a window, you click its Quit button.
- T F 9. You can close a window that is minimized simply by double-clicking its button on the taskbar.
- T F 10. The Program wizard guides you through the process of installing new software.

PROJECTS

PROJECT 1-1

Examine the desktop of the computer you are using and write a report on the various elements on the desktop. Describe the system you are using and then describe what you think is the best operating system—a visual system with icons or a text-based system.

PROJECT 1-2

If your computer has the Windows XP tour installed (look in the Accessories list in All Programs for a program called *Tour Windows XP*), click on the program name to open it. Your instructor will tell you if your computer can run the animated tour with sound, or if you should choose the non-animated tour with text and images. Click Next to start the tour. Choose Windows XP Basics. When you have finished the tour, write a short report about what you learned.

PROJECT 1-3

Use an Internet search engine such as Google or AltaVista to search for a freeware program that offers a way to keep track of your assignments or work projects. Use a keyword such as *freeware assignment calendar*. With your instructor's permission, download the program (following the instructions on the Web site) and then install it by starting the Install or Setup program.

Module 1 Computing Fundamentals

VOCABULARY *Review*

Define the following terms:

Active window	Linking	Shortcut keys
Address Bar	Log off	Shortcut menu
Clicking	Log on	Shortcut menu button
Command buttons	Mouse buttons	Standard desktop
Commands	Option buttons	Standard toolbar
Default	Radio buttons	Start button
Dialog box	Right-clicking	Status bar
Double-click	Select (highlight)	Submenu
Dragging		

REVIEW *Questions*

MATCHING

Match the correct term in Column 2 to its description in Column 1.

Column 1	Column 2
___ 1. Desktop component that contains buttons for open programs	A. dragging
___ 2. Help option that allows someone at another computer to view your screen via the Internet	B. active window
___ 3. Graphical element you move around the screen to select, move, and manipulate screen elements	C. Recycle Bin
___ 4. Act of moving an object with the mouse	D. taskbar
___ 5. Icon on the desktop that contains deleted files	E. menu
___ 6. A list of options or choices	F. option buttons
___ 7. A predetermined choice made by the software	G. default
___ 8. The window in which you are presently working	H. command buttons
___ 9. In a dialog box, the buttons that carry out your instructions using the information selected	I. Remote Assistance
___ 10. In a dialog box, the buttons that represent a group of choices from which you can select one	J. mouse pointer

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. The list of choices on a Windows menu bar _____.
 - A. is the same for all programs
 - B. will vary according to the program
 - C. displays as icons
 - D. None of the above
2. Shortcut keys _____.
 - A. can be used even when the menu is not displayed
 - B. are keystrokes that must be used in place of the mouse
 - C. always use the Alt key
 - D. cannot be used unless the menu is displayed
3. When a window is not large enough to display everything, _____.
 - A. you can click the Restore Down button to enlarge it
 - B. the status bar will indicate there is more to be displayed
 - C. you should drag its title bar to resize it
 - D. scroll bars will be displayed
4. The visual element that indicates whether a menu option is available is _____.
 - A. an ellipsis
 - B. the color of the option
 - C. an underscored letter
 - D. highlighting
5. If additional information is needed before a command can be executed, Windows displays a _____.
 - A. message box
 - B. dialog box
 - C. control-menu box
 - D. prompt box

PROJECTS

PROJECT 2-1

The local library has computers available with Windows XP Professional installed. You will be using one of these computers but can only spend one hour on it. Develop a strategy to maximize your time. Using the information from this and previous lessons, create a priority list, ranking the most important features to explore and skills to practice.

Lesson 3 Changing Settings and Customizing the Desktop

- You can use most any picture or graphic file as a background. For example, you might take a photograph on a digital camera or download a graphic from the Web and then use it as a desktop background.
- The Desktop Cleanup Wizard is used to remove any unwanted or unused desktop shortcuts from the desktop.
- A shortcut functions as a pointer to a file—wherever it is located. Double-click the shortcut icon to open the actual item to which the shortcut is pointing.
- You create a shortcut by dragging and dropping or by using the Create Shortcut option on the File menu. When you no longer need a shortcut, it can be deleted without impacting the original instance.
- You can add a shortcut key to a Windows shortcut. A shortcut key is a keystroke combination that runs a program—or in this case, runs the Windows shortcut to which it is linked. Shortcut keys to Windows shortcuts always use Ctrl + Alt + and one additional character.
- You can place a program, document, or desktop shortcut icon that you plan to use often on the Quick Launch bar.

VOCABULARY *Review*

Define the following terms:

Background

Control Panel

Desktop shortcuts

Desktop theme

Internet Explorer

My Computer

My Documents

My Network Places

Shortcut

Wizard

REVIEW *Questions*

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. The Background tab in the Display Properties dialog box lets you change the colors, fonts, and sizes of various screen elements.
- T F 2. By default, your desktop's background is a solid color.
- T F 3. Even though other users share your computer, you must all have the same theme for your desktops.
- T F 4. Windows XP can display any picture or graphic file with a GIF, JPEG, or BMP extension.
- T F 5. Right-clicking a shortcut icon displays the shortcut menu.

Module 1 Computing Fundamentals

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. You can create a shortcut by using the Create Shortcut command on the _____ menu in My Computer.
 - A. Insert
 - B. Help
 - C. View
 - D. File
2. A(n) _____ is a keystroke combination that runs a program or opens the dialog box to which it is linked.
 - A. icon
 - B. shortcut key
 - C. Ctrl key
 - D. Wizard
3. The _____ tab in the Display Properties dialog box that lets you assign a predefined set of icons, fonts colors, sounds, and other window elements to your desktop.
 - A. Settings
 - B. Themes
 - C. Appearance
 - D. Desktop
4. A _____ is a utility program provided by Windows that helps you perform a task quickly and easily.
 - A. Quick Launch
 - B. Control Panel
 - C. Shortcut
 - D. Wizard
5. A(n) _____ is represented by a small arrow in the lower-left corner of its icon.
 - A. dialog box
 - B. screen saver
 - C. shortcut
 - D. desktop

PROJECTS

PROJECT 3-1

Before you begin, ask if your instructor wants to see the background you create in this project.

1. Open the Control Panel and click the **Appearance and Themes** link.
2. Click the **Display** icon to open the Display Properties dialog box. (If your Control Panel appears in Classic view, double-click the **Display** icon to open the Display Properties dialog box.)

Module 1 Computing Fundamentals

- Explorer's View menu options and Views button allow you to control how files are displayed in the contents pane. You can select Thumbnails, Tiles, Icons, List, Details, and sometimes Filmstrip (for graphics files).
- Sorting files in the contents pane organizes the list according to a specific criterion. You can sort files and folders by many specifications including name, size, date modified, and type.
- In the tree pane, you can collapse (decrease the levels shown in) the tree so the folders and subfolders do not appear. You can also expand (increase the levels shown in) the tree so it shows folders of all levels.
- You can display the properties of a file by right-clicking the filename in the Explorer window and then selecting Properties from the shortcut menu to open the Properties dialog box, which provides information about the file including size, type, date, author, and other details.
- The Search feature is available in Windows Explorer by clicking on the Search button on the toolbar, or you can access Search directly from the Start menu.
- Options in the Search Companion allow you to refine your search to find specific files or folders.

VOCABULARY *Review*

Define the following terms:

Contents pane
Folders bar
Search

Sorting
Tree pane

Wildcard characters
Windows Explorer

REVIEW *Questions*

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. To start Windows Explorer, you select All Programs on the Start menu and then select Windows Explorer.
- T F 2. In Windows Explorer, the Folders bar is also called the contents pane.
- T F 3. When viewing files as Thumbnails, you can see the date and time the file was modified.
- T F 4. To find a specific file, use the Windows Search feature.
- T F 5. A plus sign next to a folder in Explorer's tree pane indicates folders that have subfolders not currently displayed.

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. Windows Explorer and _____ are the same program in Windows XP.
 - A. Desktop
 - B. WordPad
 - C. My Computer
 - D. Recycle Bin
2. _____ creates a list organized on a specific criterion.
 - A. Searching
 - B. Sorting
 - C. Exploring
 - D. Tiling
3. The left pane of Explorer contains a(n) _____ that lets you see the structure of your folders.
 - A. tree
 - B. icon
 - C. link
 - D. menu
4. The _____ icon is at the very top of the tree pane.
 - A. My Computer
 - B. My Explorer
 - C. drive C
 - D. Desktop
5. All of the following are views you can use to display files and folders *except* _____.
 - A. Thumbnails
 - B. Rulers
 - C. Tiles
 - D. List

PROJECTS

PROJECT 4-1

1. Start Windows if it is not already running.
2. Open **My Computer**, and then click the **Folders** button on the toolbar to access the Windows Explorer Folders bar.
3. In Windows Explorer, perform the following steps:
 - A. Change the view to **Thumbnails**.
 - B. Change the view to **List**.
 - C. Change the view to **Icons**.
4. If the Address Bar is not visible, select it from the **Toolbars** submenu of the View menu.

Module 1 Computing Fundamentals

REVIEW Questions

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. A single cluster is the smallest amount of space on a disk that the operating system can handle when storing data.
- T F 2. You can copy a file in both Windows Explorer and My Computer by holding down the Shift key as you drag the file from its source to its destination.
- T F 3. All application programs can recognize long filenames.
- T F 4. Folders deleted from the hard disk can be retrieved from the Recycle Bin.
- T F 5. You cannot run an application program directly from Windows Explorer.

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. The _____ is the original location of the file you are moving.
A. destination
B. source
C. recycled
D. parent
2. In file organization, a subfolder is created within a _____ folder.
A. manila
B. source
C. parent
D. destination
3. A long filename cannot exceed _____ characters.
A. 8
B. 255
C. 88
D. 150
4. The Windows program that enables you to clear your disk of unnecessary files is called _____.
A. Desktop
B. Disk Defragmenter
C. Disk Cleanup
D. Disk Check
5. Removing a file from its original location and placing it in a new location is called _____ a file.
A. moving
B. deleting
C. restoring
D. copying

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. The Ribbon is one of the new features in the Microsoft Office Fluent user interface.
- T F 2. A disk is a collection of information saved as a unit.
- T F 3. Using the scroll bar to navigate through a document also repositions the insertion point.
- T F 4. The insertion point is a blinking vertical line that indicates the location in the document where the new text and data will be entered.
- T F 5. Even though Office 2007 files are saved in a new format, they are backwards compatible, meaning they will normally open in earlier versions of Office applications.

MULTIPLE CHOICE

Select the best response for the following statements.

- The Office application you would use to organize and manipulate information such as addresses and inventory data is _____.
 A. Outlook C. Access
 B. Word D. Excel
- To save a file with a new filename or to a new location, _____.
 A. click the Save button on the Quick Access Toolbar
 B. click the Save As New button on the Quick Access Toolbar
 C. click the Office Button and then click New
 D. click the Office Button and then click Save As
- The _____ serves as the primary interface between the user and the application.
 A. document window C. Switch between windows button
 B. application window D. Start button
- To view more options in a group on the Ribbon, _____.
 A. maximize the Ribbon C. double-click a Ribbon tab
 B. click the Dialog Box Launcher D. customize the Quick Access Toolbar
- The _____ is the route the operating system uses to locate a document.
 A. file extension C. path
 B. folder D. navigation trail

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

- _____ are used to organize the documents within a disk.
- When positioned within the document window, the mouse pointer changes from an arrow to a(n) _____, which looks like a capital letter I.
- A(n) _____ is usually three or four characters in length and defines the type of file.

4. _____ refers to the ability to open and work with files without a format conflict.
5. A(n) _____ is a small window with descriptive text that appears when you position the mouse pointer over a command or control in the application window.

PROJECTS

PROJECT 6–1

1. Start the Word 2007 application.
2. Start the PowerPoint 2007 application.
3. Switch to the Word application.
4. Navigate to the data files and open the file **Project6–1.docx**. The path for the data file is DataFilesforStudents\KeyApplications\Lesson6.
5. Save the document in your Assignments folder with the new filename **Recycling Vehicles**.
6. Click the **Page Layout** tab on the Ribbon.
7. In the Page Setup group, show the ScreenTip for the Margins button.
8. Minimize the Ribbon, and then restore it.
9. Use the keyboard to move the insertion point to the end of the document, and enter your first and last name.
10. Click the **Office Button** and click **Save** to save the changes to the document.
11. Scroll back to the top of the document.
12. Leave the document and applications open.

PROJECT 6–3

1. Switch to the PowerPoint application.
2. Open **Project6–3.pptx** from the data files. The path for the data file is DataFilesforStudents\KeyApplications\Lesson6. The PowerPoint window shows a slide, an outline of the current presentation, and an area where you can add notes.
3. Save the PowerPoint presentation in your Assignments folder using the new filename **Three Rs**.
4. Click the **View** tab. Notice that there are seven buttons in the Presentation Views group.
5. To learn more about the different views you can use in PowerPoint, open the PowerPoint Help dialog box, enter **change views** in the Search box, and click **Search**. In the list of results for the search, click **When and how to use views in PowerPoint 2007**.
6. Read about the Normal view and the Slide Sorter view, and then close the PowerPoint Help dialog box.
7. Close the PowerPoint application.
8. Close the Word application.

PROJECT 6–2

1. If necessary, open the file **Recycling Vehicles** from your solution files.
2. Add the Open command button to the Quick Access Toolbar.
3. Remove the Open command button from the Quick Access Toolbar.
4. View the document in Print Preview, and then close the Print Preview window.
5. Close the Recycling Vehicles document. If prompted to save any changes, click **No**, and leave the applications open.



TEAMWORK PROJECT

Your supervisor has decided to assign some projects to teams of employees, and he has asked you and a coworker to investigate what tools Office 2007 offers for collaborative work. Working as a team, use the Office Help features, the Internet, and other resources such as people you know who use Office applications to find out how Office application features enable more than one person to work on a document in Word, PowerPoint, and Excel. Make a list of the reviewing, tracking, and other applicable features in each of the three applications and indicate how you access the features from the applications.

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. All Word settings appear on the Ribbon or in dialog boxes.
- T F 2. As you enter a paragraph of text, you should press Enter to end each line at the right margin.
- T F 3. Word offers five different views for the document window.
- T F 4. The scroll bar includes buttons for browsing objects in the document.
- T F 5. The vertical and horizontal scroll bars are always visible for open documents.

MULTIPLE CHOICE

Select the best response for the following statements.

- The _____ view allows you to quickly and easily reorganize the content.
 - Outline
 - Draft
 - Full Screen Reading
 - Print Layout
- Nonprinting characters include _____.
 - paragraph markers, blank spaces, and page markers
 - paragraph markers, tab markers, and page markers
 - paragraph markers, blank spaces, tab markers, and page or section breaks
 - paragraph markers and page markers
- When you _____ a document, you focus on an object such as a page or a footnote.
 - browse
 - navigate
 - magnify
 - scroll
- You use the _____ options to increase and decrease the size of text and graphics on the screen.
 - document view
 - scroll bar
 - zoom
 - Go To
- To move the insertion point to the top of the document, press _____.
 - Ctrl+up arrow
 - Shift+up arrow
 - Ctrl+Home
 - Ctrl+up arrow

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

- Preset options already in place in a new document are called _____.
- The _____ feature automatically moves text to the next line when you reach the right margin.
- The _____ feature enables you to position the insertion point in a blank area of the document.
- The _____ is a file containing default styles and customizations that determine the structure and page layout of a document.
- When you _____ a setting, you are alternating between the off and on states by repeating a procedure, such as clicking a button.

SUMMARY

In this lesson, you learned:

- When you add new text in Insert mode, the new characters are inserted between existing text. When text is entered in Overtyping mode, the new text replaces existing text.
- The Undo, Redo, and Repeat commands make editing easy when you make mistakes, change your mind, or repeat actions.
- Selected text can be copied or moved from one location in a Word document to a new location in the same document, to a different Word document, or to another application. Drag-and-drop editing is especially helpful when you are moving or copying text short distances.
- When you use the Cut, Copy, and Paste commands, Word stores the selected text on the Clipboard, which stores up to 24 items.
- Word checks spelling and grammar as you enter text.
- Formatting a paragraph for left, center, right, or justified alignment positions the text appropriately between the left and right margins.
- You can use the ruler to format tabs and indents.
- The Bullets and Numbering feature automatically adds and formats bullets and numbers in lists.
- The page orientation determines how the document is printed on the page. Adjusting the margins affects the blank space around the edges of the page.
- The Find command makes searching for text easy and efficient. The Replace command replaces multiple occurrences of search text automatically.

VOCABULARY REVIEW

Define the following terms:

alignment	Format Painter	margin
Clipboard	hanging indent	Overtyping mode
drag-and-drop editing	indent	points
edit	Insert mode	portrait orientation
first line indent	landscape orientation	select
font	manual line break	soft page break
format	manual page break	

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. You can make several font changes at the same time by using the Font dialog box.
- T F 2. You cannot edit a document while viewing the document in Print Preview.
- T F 3. Word defines a paragraph as any amount of text that ends with a paragraph marker.
- T F 4. If you hold down Ctrl as you drag and drop text, the selected text will be copied instead of moved.
- T F 5. Portrait orientation is the default setting for Word documents.

MULTIPLE CHOICE

Select the best response for the following statements.

1. A _____ makes a long document with several paragraphs easier to read, because the reader can easily tell where a new paragraph begins.
 A. first line indent C. paragraph marker
 B. hanging indent D. line number
2. _____ orientation formats the content of the document with the long edge of the page at the top.
 A. Horizontal C. Portrait
 B. Landscape D. Layout
3. _____ refers to how text is positioned between the left and right margins.
 A. Line format C. Line adjustment
 B. Alignment D. Line spacing
4. A(n) _____ is the space inserted between the margin and the line of text.
 A. first line indent C. hanging indent
 B. indent D. manual line break
5. Bulleted and numbered lists are automatically formatted using a _____ indent.
 A. left C. first line
 B. right D. hanging

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

1. When you use the Copy or Cut commands, the selected text is stored on the _____.
2. In _____ mode, new text is inserted between existing text.
3. The size of the font is measured in _____.
4. Word automatically inserts a(n) _____ when a page is full.
5. The _____ is the blank space around the edges of a page.

PROJECTS

PROJECT 8–1

1. Open **Project8-1** from the data files. Save the document as **Languages**. If necessary, show nonprinting characters.
2. Scroll down the page and notice that there is a course title separated from its description. Cut the *Japanese for Beginners* title from its current location and paste it above the course description that begins *Build a solid foundation for communicating in Japanese*.
3. Remove the extra blank line that remains above the *English as a Second Language* heading after you moved the *Japanese for Beginners* heading.
4. According to the director's notes, Spanish for Beginners and Japanese for Beginners are offered on the same day and time and for the same number of weeks. You need to add information to both class descriptions.
 - a. Copy the class dates, *September 25–November 13*, that appear below the Japanese instructor's name. Do not include the paragraph marker at the end of the dates in the selection.
 - b. Position the insertion point below the Spanish instructor's name and paste the dates. Press **Enter** to insert a blank line below the dates.

SUMMARY

In this lesson, you learned:

- Tracking changes with revision marks makes it easy to identify who made the changes and when the changes were made.
- Reviewers can provide feedback without changing the content by adding comments to the document.
- You can choose the markup that you want to appear on the screen and when the document is printed.
- Revisions can be accepted or rejected, and comments can easily be removed from the document.
- You can protect documents by restricting access and by restricting revisions and comments.
- You can change your default printer and printer settings using the Print command.
- You can view, pause, and cancel print jobs waiting in the print queue.
- When sharing documents with others, you need to choose the appropriate document format.
- Before distributing a soft copy of a document, you may want to remove metadata.

VOCABULARY REVIEW

Define the following terms:

comment	hard copy	print queue
document management server	markup	soft copy
document workspace	metadata	XML Paper Specification (XPS)
duplex printing	Portable Document Format (PDF)	
encryption	read-only document	

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. When tracking changes, insertions are always blue and deletions are always strikethrough.
- T F 2. When showing markup for multiple reviewers, you can choose to show revisions for only one of the reviewers.
- T F 3. You can restrict formatting changes for a portion of a document.
- T F 4. Adding comments to a document allows reviewers to provide feedback and express opinions without changing the content of the document.
- T F 5. An easy way to restrict access to a file is to assign a password.

MULTIPLE CHOICE

Select the best response for the following statements.

1. Duplex printing is _____.
- A. when your computer has access to two printers on the system
 - B. a special printer feature for automatically printing two copies of each page in the document
 - C. a special printer feature for automatically printing content on both sides of the page
 - D. when you manually reload paper in the printer to print on the back side of the page

2. _____ is invisible data in a document that describes other data.
 - A. Hidden text
 - B. Metadata
 - C. Transparent text
 - D. Soft copy
3. When a document is encrypted, _____.
 - A. the user can view the document but cannot make any changes to the document
 - B. the user must enter a password to open the document
 - C. all personal information is removed from the document
 - D. the document will open in most applications, operating systems, and platforms
4. If you don't want others to make changes in your document, you should save the document as _____.
 - A. a read-only document
 - B. an XPS document
 - C. a PDF document
 - D. any of the above
5. _____ can be viewed in a balloon in the margin or in the Reviewing Pane.
 - A. Insertions
 - B. Comments
 - C. Deletions
 - D. any of the above

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

1. The _____ shows information about documents that are waiting to print.
2. A(n) _____ provides tools for sharing and updating files and keeping colleagues informed about document status.
3. The revision marks and annotations that appear in a document are referred to as _____.
4. _____ is a standard method for encoding data.
5. A digital copy of data, such as a file viewed on a computer's display or shared via an e-mail attachment, is referred to as a _____.

PROJECTS

PROJECT 9–1

1. Start the Word application and open the data file **Project9-1**. Save the document as **Facilities1**.
2. Toggle on the Track Changes feature.
3. Make note of the current user name and initials, and then change the user name to **Top Chief** and change the user initials to **TC**.
4. Add the following three items in the bulleted list, in the correct alphabetical order: **pilates classes**, **strength and conditioning**, and **yoga classes**.
5. Select *pilates* and insert the comment **Should this be initial caps?**.
6. In the first paragraph, find the text *help people* and following that text, insert **of all ages**.
7. In the last sentence of the first paragraph, find the text *assist patients* and add **both young and old**.
8. Find and replace all occurrences of *rehab* with **rehabilitation**.
9. Find all occurrences of *clinics* and replace them with **facilities**.
10. Save the changes to the document, and then toggle off the Track Changes feature.
11. Save the document as **Facilities2**.
12. Inspect the document and remove the personal information. Do not remove the revision marks and comments. Check the document properties to make sure all the personal information was removed.
13. Restore the user name and initials to what they were before you changed them in Step 3.
14. Save the changes to the document and then close the document.

SUMMARY

In this lesson, you learned:

- The table feature in Word enables you to organize and arrange text and numbers easily.
- To change the layout of information after you create a table, you can insert and delete rows and columns.
- The AutoFit feature automatically adjusts the width of a column based on the contents of the cells in a column.
- The Draw Table tool and the Eraser tool are especially useful when you need to create a complex table.
- You can format text alignment in table cells the same way you apply those formats in other Word documents.
- Borders and shading greatly enhance the appearance of a table and often make the table easier to read.
- Word provides several built-in styles to make it fast and easy to apply borders and shading to a table.
- Word provides Quick Tables that are already formatted and contain sample data, so you can quickly create a table.
- You can use the Sort feature to reorganize the table contents to emphasize data in different ways.
- Word can convert text to a table or vice versa.

VOCABULARY REVIEW

Define the following terms:

ascending order
cell
descending order

gridlines
merging cells

Quick Tables
splitting cells

REVIEW QUESTIONS

TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. Table rows go down a page, and columns go across a page.
- T F 2. You cannot hide the gridlines in a table.
- T F 3. When you remove the boundary between two cells, you are splitting the cells.
- T F 4. When you delete a row or column, the text in the cells is also deleted.
- T F 5. Word can create a table from text in which data is separated by paragraph markers, tabs, or commas.

MULTIPLE CHOICE

Select the best response for the following statements.

1. If you have already entered the data in a table, you can quickly add pre-designed borders and shading by _____.
 - A. using the AutoFormat feature
 - B. using Quick Table formats
 - C. applying a table style
 - D. using the Table Design command
2. The _____ option adds extra space to table columns so that the table fills the width of the page.
 - A. AutoFit Contents
 - B. AutoFit Window
 - C. AutoSize Window
 - D. AutoWidth Column

3. When using the mouse to draw the table grid on the screen, the document must be _____.
 - A. in Print Layout view
 - B. in Draft view
 - C. at the zoom setting of 100%
 - D. in Print Preview
4. Use the _____ tool to remove cell boundaries.
 - A. Remove Border
 - B. Table
 - C. Eraser
 - D. Cell Margins
5. Converting one cell into multiple cells is called _____ cells.
 - A. merging
 - B. combining
 - C. grouping
 - D. splitting

FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

1. To insert a new table, you click the _____ tab on the Ribbon.
2. Built-in tables called _____ include sample data and table formats.
3. To create a complex table, use the _____ tool to position cell boundaries just where you want them.
4. Sorting text in _____ order arranges it in alphabetical order from A to Z.
5. _____ are nonprinting cell boundaries.

PROJECTS

PROJECT 10-1

1. Open **Project10-1** from the data files. Save the document as **Population**.
2. Position the insertion point at the end of the document and create a grid for a 3x6 table (3 columns and 6 rows).
3. Complete the table by entering the data shown in **Figure 10-22**.

	2000	2010
18-24	30,388	28,513
25-34	52,697	44,248
45-54	27,157	40,347
55-64	42,802	50,938
65+	33,640	39,048

FIGURE 10-22 Table content for Project 10-1

4. You realize you left out the data for the 35-44 age group. Insert a row in the proper location and enter the following data:
35-44 23,864 25,890
5. It would be helpful to see the percent change in population. Add a column to the right of the 2010 column and enter the

column heading **% Change** in the first row. Insert the following information in the cells of the new column:

-6.2
-16.0
+8.5
+48.6
+19.0
+16.0

6. Insert a new row above the first row of the table and merge all cells in it. Enter the table title **Population by Age**. Center and bold the contents in the first two rows of the table.
7. Automatically adjust the column widths to the content.
8. Center the table horizontally on the page.
9. The data in the *% Change* column would look better if the decimal points were aligned. Right-align the numbers (but not the column heading) in this column.
10. Shade alternate rows of the data beginning with the 18-24 row.
11. Save the changes and close the document.

PROJECT 10–4

1. Open a new blank document and save the document as **Agenda**.
2. Insert the **Matrix** Quick Table.
3. Edit the columns and rows and replace the sample data to create a table that matches the table shown in **Figure 10–24**.
4. Align the text in all cells, except the headings, using the **Align Center Left** format.
5. Select all the cells and change the font to **Arial**. Select the column headings and apply the bold format.
6. Save the changes and close the document.

Session	Time	Topic	Speaker	Room
1	8:30 a.m. – 9:45 a.m.	Regulatory Framework	John Preston	Indian
2	10:00 a.m. – 11:45 a.m.	Fact or Fiction?	Jo Ricci	Atlantic
3	1:30 p.m. – 2:45 p.m.	Techniques for Data Collection	Pat Swanson	Pacific
4	3:00 p.m. – 4:45 p.m.	Moving Forward	Ellis Arnold	Arctic

FIGURE 10–24 Table grid and content for Project 10–4



TEAMWORK PROJECT

If you completed Project 10–2, you learned how costly hurricanes can be in terms of property damage. The data shown in the Hurricane History table was compiled by the National Oceanic and Atmospheric Administration and is current only through 2006. You have probably heard about several powerful and costly Atlantic hurricanes in the United States. With a partner, see if you can update the table with more recent data.

1. Write down the years from 2006 to the last complete hurricane season (hurricane season begins in June and ends in November, so if you are working on this project before the end of November, do not include the current year in your list).
2. Split the years with your partner so that you each have half of them to research.
3. Using Web search tools or other research tools, try to locate a summary of hurricane damage for each year.
4. If any of the years you research total more dollar damage than the hurricanes shown in the Hurricanes table, insert new rows to add the data you have found.
5. When you have compiled the data, experiment with sorting the rows using different criteria and applying different formats to the column heads, borders, cells, and text.
6. With your partner, decide which format presents the data the way you prefer, and then add your names and the current date to the bottom of the document page.



CRITICAL THINKING

ACTIVITY 10–1

The owner of the stable where you ride horses has been complaining about the comings and goings of her part-time staff and unpaid helpers (of whom you are one). She'd like a way to keep track of names, phone numbers, what days and hours each helper

is scheduled, and hourly pay (if any). Use what you have learned in this lesson to create a table that will help the stable owner organize the information about her staff. Enter several fictitious entries in the table (including yourself) to test your solution.



ONLINE DISCOVERY

In this lesson, you learned to use tables to organize data in Word. Did you realize that tables are also used to organize Web page content? Open several different Web pages and identify the table grid used for organizing the content on each page. Be sure to include all Web page elements, such as the Web page title at the top and

the menu of links which often appear at the left. You will see that sometimes table border lines are used to enhance the appearance of the page, but in many cases, the table structure is not obvious in the Web page design. (Hint: Sometimes selecting all the content on the Web page will help identify the table structure.)