CONCEPTSREVIEW

Label each of the formatting elements used in the document shown in Figure 3-26.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

Annual Report
Executive Summary

Milestones

- Achieved 163% of plan for the year, a new record!
- Introduced South American adventures in New Directions™ travel division.
- Increased Northeast sales 65%.

Balancing the Books

This year's sales continued the trend of rising revenues. For the second consecutive year, we exceeded the goals set forth in the President's Plan. We also implemented many new cost saving measures, many of which were suggested during employee retreats and brainstorming weekends.

The combination of increased sales revenue, especially in the northeast markets, and the innovative cost cutting measures was recognized and well-received by the Wall Street establishment and the financial press. We are also pleased to report that Nomad Ltd is a profitable component in the portfolios of all major "green" mutual funds.

Communications

Developed in-house publishing department to produce all corporate communications including the annual report, the corporate newsletter, and corporate catalogs. Completed year-long search for new director of communications.

Quality Assurance

Formalized and implemented Product Testing and Standards review process. Installed Product Testing Center. Began working with guiding and outdoor leadership organizations to field test all products including outer wear and recreational gear.

New Directions™ Travel

Purchased two national guiding services and another with international connections. Combined, these organizations will deliver services through the New Directions subsidiary. This diversification will allow Nomad Ltd to offer new tours in exciting locations, including South America and Africa.

Corporate Mission Statement

Nomad Ltd is a national sporting-goods retailer dedicated to delivering high-quality adventure sporting gear and clothing.

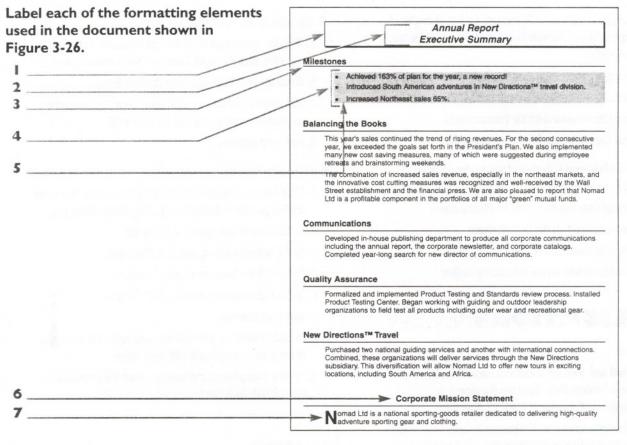**FIGURE 3-26**

Match each of the following terms with the statement that best describes its function.

8 Changes the appearance of letters, numbers, and punctuation

9 A named set of paragraph format settings

10 Symbols or graphics preceding items in a list

11 Lines added to paragraphs of text

12 Changes the line spacing, alignment, and space between paragraphs

13 Displays documents in alternative collections of styles

14 Collections of styles

15 Changes the first character of a paragraph to be significantly larger than the surrounding text

a. Bullets

b. Borders

c. Paragraph styles

d. Text formatting

e. Templates

f. Style Gallery

g. Paragraph formatting

h. Drop cap

Select the best answer from the list of choices:

16 Which text formatting feature is NOT available on the Formatting toolbar?

  a. Bold

  b. Italics

  c. Double-underline

  d. Character styles

17 Which paragraph formatting feature is NOT available on the Formatting toolbar?

  a. Paragraph alignment

  b. Line spacing

  c. Paragraph styles

  d. Indentation

18 To add a specific amount of space between paragraphs, the best solution is to

  a. Press [Enter] until you get the amount of space you want

  b. Use the Spacing Before and After options in the Paragraph dialog box

c. Adjust the top margin for each paragraph

d. Use the Line Spacing options in the Paragraph dialog box

19 Which command automatically formats the first character of a paragraph to be significantly larger than the rest of the text in the paragraph?

a. The Change Case command on the Format menu

b. The Font command on the Format menu

c. The Drop Cap command on the Format menu

d. The Drop Cap button on the Formatting toolbar

20 Which of the following is the fastest way to change from all uppercase to all lowercase?

a. The Change Case command on the Format menu

b. The Font command on the Format menu

c. The Drop Cap command on the Format menu

d. The Font Size button on the Formatting toolbar

APPLICATIONSREVIEW

1 Format text.

a. Start Word and open the document named UNIT_3-3.DOC from your Student Disk. Save the document as OPENROAD.DOC to your MY_FILES directory.

b. Select the first occurrence of "OpenRoads(tm), Inc." then click the Bold button on the Formatting toolbar. With the text still selected, click the Italic button.

c. Use the Format Painter to apply this formatting to the second occurrence of this name in the document.

d. Save your changes.

2 Create bulleted lists.

a. Select the list of items starting with "tracks the location..." and ending with "generates pre-printed..."

b. Click the Bullets button on the Formatting toolbar, then click to deselect the text.

3 Use AutoFormat.

a. Click the AutoFormat button to apply standard styles and formatting to your document.

b. Review the changes in your document.

4 Use the Style Gallery.

a. Click Format on the menu bar, then click Style Gallery.

b. Select several different templates and examine your document as it would appear formatted in these templates.

c. Click Letter2 in the list of templates, then click OK.

d. Save your changes.

5 Apply paragraph formatting and styles.

a. With the insertion point in the first paragraph in the body of the letter, click the Justify button on the Formatting toolbar.

b. Select the Body Text style from the Style list box.

c. Make sure the option for redefining the style is selected in the Reapply Style dialog box, then click OK.

d. Save your changes.

6 Adjust page margins.

a. Click File on the menu bar, then click Page Setup. Make sure the Margins tab is displayed in the Page Setup dialog box.

b. In the Top text box, specify a 2" margin.

c. In the Bottom text box, specify a 2" margin.

d. In the Left text box, specify a 1.5" margin.

e. In the Right text box, specify a 1.5" margin.

f. Save your changes.

g. Be sure to select the placeholder [your name] at the bottom of the letter and replace it with your name.

h. Preview then print your document. Your completed document should look like Figure 3-27. Exit Word.

Mr. Steven Wing
1290 Industrial Boulevard
Suite 8B
Eagle Ridge, OR 09005

Dear Mr. Wing:

Thank you for taking the time to complete the customer survey for **Open Roads™, Inc.** As promised, I have enclosed a demonstration copy of our new package tracking software, RoadMap™. This useful application provides the following capabilities:

- tracks the location and delivery times of all your packages worldwide
- provides total shipping weight and price
- generates pre-printed air bills and labels

With a personal computer, a modem, and RoadMap™ software from **Open Roads™, Inc.** you can have this useful feature at your fingertips. If you decide to purchase this software, you can receive substantial savings on our shipping services:

- 1-5 lb. shipment
- 5-10 lb. shipment

I will contact you next week to answer any questions you have.

Sincerely,

[your name]
Open Roads, Inc.
Account Representative

FIGURE 3-27

INDEPENDENT
CHALLENGE 1

Suppose you are in charge of marketing for a community orchestra. As part of your responsibilities, you must prepare a poster for an upcoming concert series. Your assistant has already prepared a draft for you, and you need to format it to improve its appearance. Open the document named UNIT_3-4.DOC from your Student Disk and save it as MUSCNITE.DOC to your MY_FILES directory. Start your formatting by using the AutoFormat button. Then use Figure 3-28 as a guide for further enhancing the document's appearance. When finished formatting, preview then print your document.
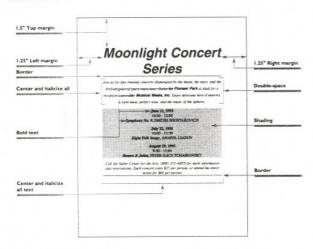

FIGURE 3-28

INDEPENDENT
CHALLENGE 2

You are the director of communications for a small software company, MySoft International. Your task is to prepare for the release of a new multimedia educational game called "CrazyBugz." This package, designed for children 8 to 14 years old, allows the creative assembly of a variety of eight-legged creatures, real and imaginary, using computer software. Open the document named UNIT_3-5.DOC from your Student Disk and save it as CRZYBUGZ.DOC to your MY_FILES directory. First improve the appearance of the document using AutoFormat, then create a press release based on the PRESREL2 template in the Style Gallery. Apply the Title style to the centered text. Then use Figure 3-29 as a guide for further enhancing the document's appearance. Be sure to select the placeholder [Your Name] and replace it with your name. When finished formatting, preview then print your document. Close the document then exit Word.

FIGURE 3-29