CONCEPTSREVIEW

Label each item of the newsletter shown in Figure 4-25.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

FIGURE 4-25

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

8 Table

9 Gridlines

10 Cell

11 SUM

12 Frame

13 Section

14 Sizing handles

15 Column break

16 Header

17 Columns button

a. Allow you to size an object

b. Arranges text in rows and columns

c. Separates each intersection of rows and columns in a table

d. Allows you to position text or graphics anywhere on the page

e. The intersection of a row and column in a table

f. Allows you to format individual parts of a document with different settings

g. The default calculation with the Formula command

h. Moves text from one column to the next

i. Formats text into columns using default settings

j. Text at the top of every page

Select the best answer from the list of choices.

18 To insert a column at the end of a table, you must first

  a. Select the last column

  b. Place the insertion point in the last column

  c. Select the last cell in the table

  d. Select the end-of-row markers at the right edge of the table

19 Before positioning text or a graphic without changing the formatting of surrounding text, you must first

  a. Select the object and size it

  b. Select the object and insert a frame

  c. Select the object and move it

  d. Select the object then click the Frame button

20 To insert a header you click View, click Header and Footer, and then

  a. Click the Header check box, and type the text of the header

  b. Click the Go to Top button, and type the text of the header

  c. Type the text of the header

  d. Enter your header preferences and text in the Insert Header dialog box

APPLICATIONSREVIEW

1 Create a table.

a. Start Word.

b. Open the document named UNIT_4-2.DOC from your Student Disk and save it as SQUARPEG.DOC to your MY_FILES directory.

c. With the insertion point in front of the paragraph mark above the heading Othello, click the Insert Table button on the Standard toolbar and drag to select a grid that is four columns wide and five rows long.

d. Enter price information in the table, using Figure 4-26:

2 Format the table.

a. With the insertion point inside the table, click Table then click Table AutoFormat.

b. Be sure the AutoFit and Last Column check boxes are cleared, and that the Last Row check box is checked.

c. Choose the Simple 1 format and click OK.

d. Select the first row of the table.

e. Click the Borders button on the Formatting toolbar, then click the Shading list arrow on the Borders toolbar and choose 5% shading.

f. Click the Borders button on the Formatting toolbar to hide the Borders toolbar.

3 Use columns to format text.

a. Click outside of the table, click the Columns button on the Standard toolbar, then drag to select three columns.

b. Click the Page Layout View button on the horizontal scroll bar.

c. Place the insertion point in front of the heading Macbeth. Click Insert, click Break, click the Column Break radio button, then click OK.

d. Place the insertion point in front of the heading Hamlet, then press [F4] and save your work.

4 Create and format sections.

a. Place the insertion point in front of the heading Othello. Click Insert, click Break, click the Continuous radio button, then click OK.

b. Place the insertion point in section 1, click the Columns button on the Standard toolbar, then click one column.

c. Place the insertion point before the paragraph mark above the heading Still Can't Decide?, click Insert, click Break, click the Continuous radio button, then click OK.

d. Click the Columns button on the Standard toolbar, then click one column and save your work.

5 Position text and graphics using frames.

a. Select the chart object near the end of the document.

b. Drag the bottom-left corner sizing handle up and to the right until the chart is 90% of its original height and 90% of its original width.

c. Click Insert then click Frame.

d. Drag the chart to the left of the last paragraph on the previous page, aligning the anchor icon with the first bullet item and the left edge of the chart with the left margin.

e. Select the entire shaded paragraph near the beginning of the document, click Insert, then click Frame.

f. Drag the right center sizing handle to the left until the frame is about 1" wide.

g. Position the pointer over a border of the frame until the pointer changes to the frame pointer, then drag the framed text 1½" to the left and ½" down.

h. Click the Center button on the Formatting toolbar, then save your work.

6 Insert graphics.

a. Place the insertion point before the paragraph mark above the heading Still Can't Decide?, click Insert, then click Picture.

b. In the File Name list box click DIVIDER3.WMF, then click the Preview Picture check box (if it is not already selected) and click OK.

c. Select the graphic (if it is not already selected), then drag the right center sizing handle to the right margin.

d. Drag the bottom center sizing handle down about ½" then save your work.

7 Insert headers and footers.

a. Click View then click Header and Footer.

b. Type "Winter 1995" in the header area.

c. Click the Switch Between Header and Footer button on the Header and Footer toolbar.

d. Click Insert then click Symbol.

e. Click ©, click Insert, then click Close.

f. Type "1995, Square Peg Theatre."

g. Click the Close button on the Header and Footer toolbar.

h. Preview, then print the document and compare it to Figure 4-26.
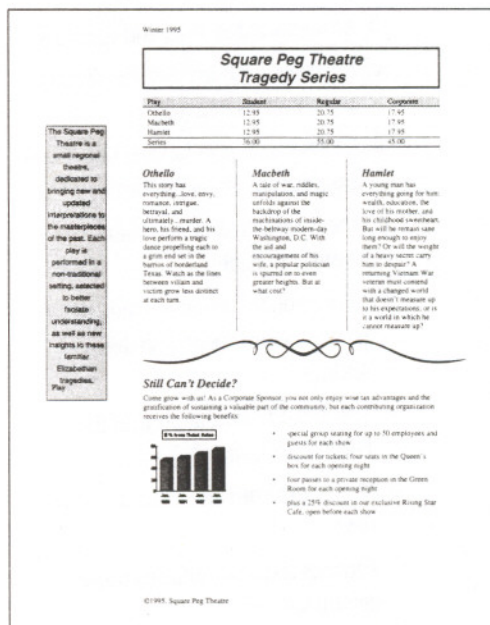
i. Close the file, then exit Word.

FIGURE 4-26

INDEPENDENT
CHALLENGE 1

As the marketing manager of a large computer company, you are responsible for producing an executive summary to the corporate report. Using the document in Figure 4-27 as a guide, create a document that identifies the highlights of the past year. To save time, you can start with a draft named UNIT_4-3.DOC from your Student Disk and save it as BIGSYS.DOC to your MY_FILES directory.
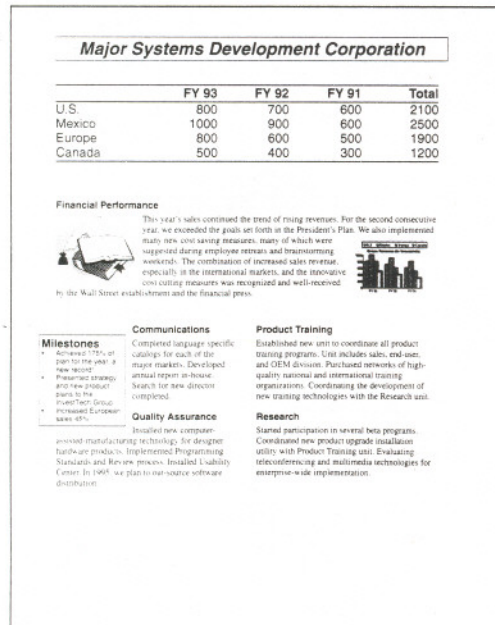

FIGURE 4-27

INDEPENDENT
CHALLENGE 2

Nomad Ltd would like its shareholders who want to attend the Annual Meeting to complete a short registration form. Format the table, and use frames and the CLIPART file called PARTY.WMF to create a registration form that looks like the one shown in Figure 4-28. Start by opening the draft document named UNIT_4-4.DOC from your Student Disk and save it as INVITE.DOC to your MY_FILES directory.

FIGURE 4-28