4 Creating a Document with a Title Page, Lists, Tables, and a Watermark

Objectives

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

- Border a paragraph
- Change paragraph indentation
- Insert and format a SmartArt graphic
- Apply character effects
- Insert a section break
- Insert a Word document in an open document
- Insert formatted headers and footers
- Sort paragraphs and tables
- Use the format painter
- Add picture bullets to a list
- Create a multilevel list
- Modify and format Word tables
- Sum columns in a table
- Create a watermark
- Change theme fonts

Introduction

During the course of your business and personal endeavors, you may want or need to provide a recommendation to a person or group of people for their consideration. You might suggest they purchase a product, such as a vehicle or books, or contract a service, such as designing their webpage or remodeling their house. Or, you might try to convince an audience to take an action, such as signing a petition, joining a club, visiting an establishment, or donating to a cause. You may be asked to request funds for a new program or activity or to promote an idea, such as a benefits package to company employees or a budget plan to upper management. To present these types of recommendations, you may find yourself writing a proposal.

A proposal generally is one of three types: sales, research, or planning. A **sales proposal** sells an idea, a product, or a service. A **research proposal** usually requests funding for a research project. A **planning proposal** offers solutions to a problem or improvement to a situation.

Project — Sales Proposal

★ Sales proposals describe the features and value of products and services being offered, with the intent of eliciting a positive response from the reader. Desired outcomes include the reader accepting ideas, purchasing products, contracting services, volunteering time, contributing to a cause, or taking an action. A well-written proposal can be the key to obtaining the desired results.

The project in this module follows generally accepted guidelines for writing short sales proposals and uses Word to create the sales proposal shown in Figure 4–1. The sales proposal in this module is designed to persuade readers to patronize an animal clinic. The proposal has a colorful title page to attract readers' attention. To add impact, the sales proposal has a watermark consisting of animal paw prints, positioned behind the content on each page. It also uses lists and tables to summarize and highlight important data.

In this module, you will learn how to create the sales proposal shown in Figure 4–1. The following roadmap identifies general activities you will perform as you progress through this module:

1. CREATE a TITLE PAGE for the proposal.
2. INSERT an EXISTING Word DOCUMENT in the proposal.
3. CREATE a HEADER AND FOOTER in the proposal.
4. EDIT AND FORMAT LISTS in the proposal.
5. EDIT AND FORMAT TABLES in the proposal.
6. CREATE a WATERMARK in the proposal.

These are the things you will do. Keep reading.

To create the project, START HERE...

*see figure 4-2 on pg. 189 if there is something you can not find.

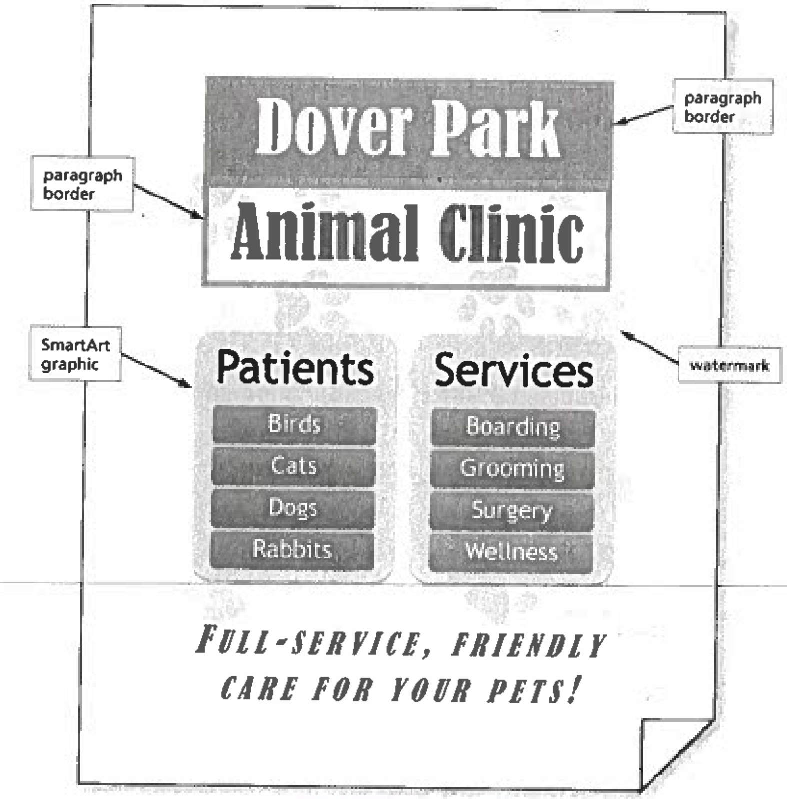
To Run Word and Change Word Settings

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.

3. If the 'Show/Hide ¶' button (Home tab | Paragraph group) is not selected already, click it to display formatting marks on the screen.

This is the finished product...



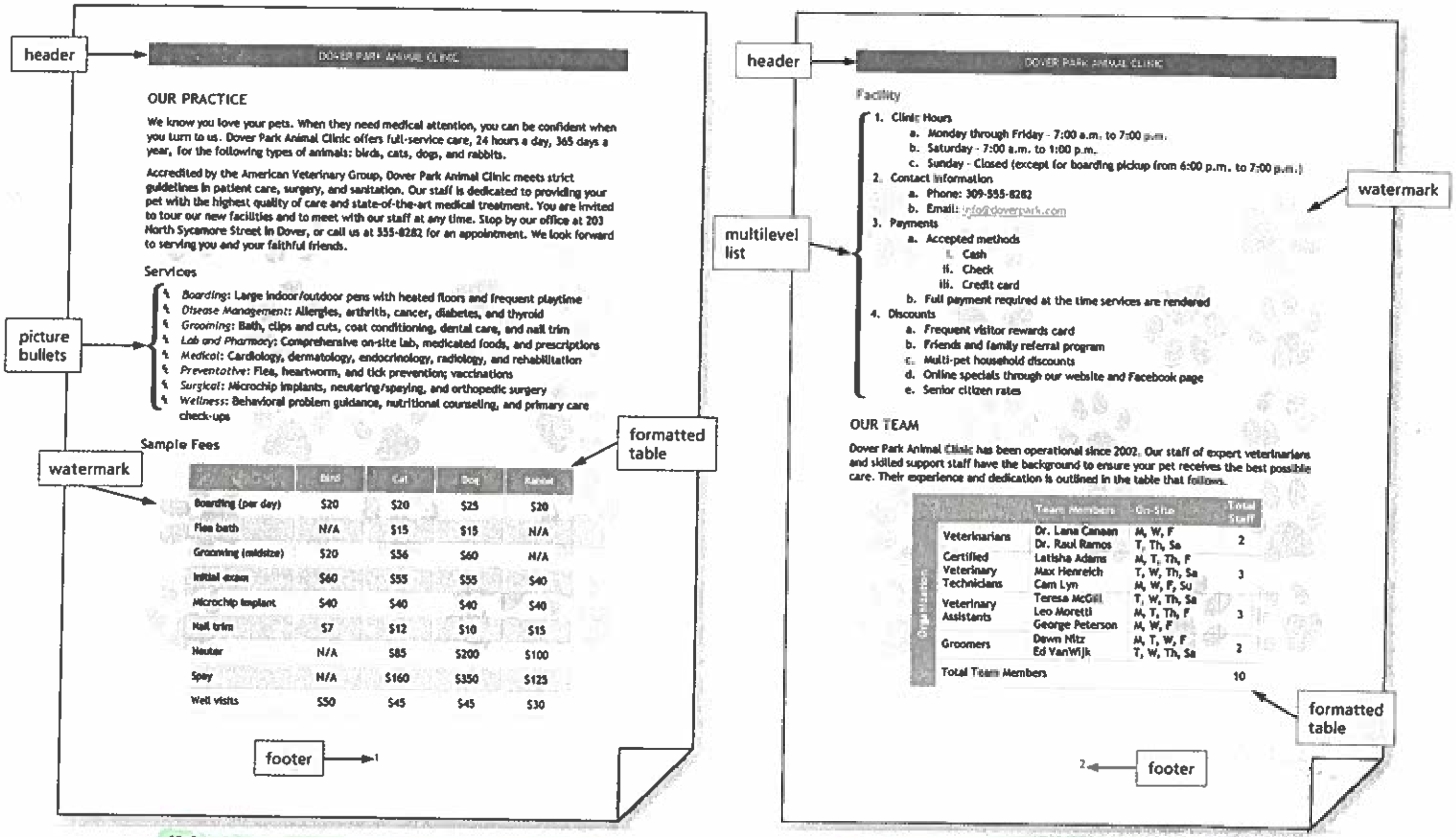
Dover Park

Animal Clinic

Patients	Services
Birds	Boarding
Cats	Grooming
Dogs	Surgery
Rabbits	Wellness

FULL-SERVICE, FRIENDLY CARE FOR YOUR PETS!

(a) Title Page



DOVER PARK ANIMAL CLINIC

OUR PRACTICE

We know you love your pets. When they need medical attention, you can be confident when you turn to us. Dover Park Animal Clinic offers full-service care, 24 hours a day, 365 days a year, for the following types of animals: birds, cats, dogs, and rabbits.

Accredited by the American Veterinary Group, Dover Park Animal Clinic meets strict guidelines in patient care, surgery, and sanitation. Our staff is dedicated to providing your pet with the highest quality of care and state-of-the-art medical treatment. You are invited to tour our new facilities and to meet with our staff at any time. Stop by our office at 203 North Sycamore Street in Dover, or call us at 555-8282 for an appointment. We look forward to serving you and your faithful friends.

Services

- *Boarding*: Large indoor/outdoor pens with heated floors and frequent playtime
- *Disease Management*: Allergies, arthritis, cancer, diabetes, and thyroid
- *Grooming*: Bath, clips and cuts, coat conditioning, dental care, and nail trim
- *Lab and Pharmacy*: Comprehensive on-site lab, medicated foods, and prescriptions
- *Medical*: Cardiology, dermatology, endocrinology, radiology, and rehabilitation
- *Preventative*: Flea, heartworm, and tick prevention; vaccinations
- *Surgical*: Microchip implants, neutering/speying, and orthopedic surgery
- *Wellness*: Behavioral problem guidance, nutritional counseling, and primary care check-ups

Sample Fees

	Bird	Cat	Dog	Rabbit
Boarding (per day)	$20	$20	$25	$20
Flea bath	N/A	$15	$15	N/A
Grooming (midsize)	$20	$56	$60	N/A
Initial exam	$60	$55	$55	$40
Microchip implant	$40	$40	$40	$40
Nail trim	$7	$12	$10	$15
Neuter	N/A	$85	$200	$100
Spay	N/A	$160	$350	$125
Well visits	$50	$45	$45	$30

1

DOVER PARK ANIMAL CLINIC

Facility

1. Clinic Hours
    a. Monday through Friday - 7:00 a.m. to 7:00 p.m.
    b. Saturday - 7:00 a.m. to 1:00 p.m.
    c. Sunday - Closed (except for boarding pickup from 6:00 p.m. to 7:00 p.m.)
2. Contact Information
    a. Phone: 309-555-8282
    b. Email: info@doverpark.com
3. Payments
    a. Accepted methods
        i. Cash
        ii. Check
        iii. Credit card
    b. Full payment required at the time services are rendered
4. Discounts
    a. *Frequent visitor rewards card*
    b. *Friends and family referral program*
    c. *Multi-pet household discounts*
    d. *Online specials through our website and Facebook page*
    e. *Senior citizen rates*

OUR TEAM

Dover Park Animal Clinic has been operational since 2002. Our staff of expert veterinarians and skilled support staff have the background to ensure your pet receives the best possible care. Their experience and dedication is outlined in the table that follows.

		Team Members	On-Site	Total Staff
Organization	Veterinarians	Dr. Lana Canaan Dr. Raul Ramos	M, W, F T, Th, Sa	2
	Certified Veterinary Technicians	Latisha Adams Max Henreich Cam Lyn	M, T, Th, F T, W, Th, Sa M, W, F, Su	3
	Veterinary Assistants	Teresa McGill Leo Moretti George Peterson	T, W, Th, Sa M, T, Th, F M, W, F	3
	Groomers	Dawn Nitz Ed VanWijk	M, T, W, F T, W, Th, Sa	2
	Total Team Members			10

2

(b) First Page of Body of Proposal

(c) Second Page of Body of Proposal

Figure 4–1

To Change Theme Colors

Recall that Word provides document themes, which contain a variety of color schemes and other effects. You should select a theme that includes colors that reflect the goals of a sales proposal. This proposal uses the Celestial document theme. The following steps change the document theme.

1. Click Design on the ribbon to display the Design tab.
2. Click the Themes button (Design tab | Document Formatting group) to display the Themes gallery.
3. Click a theme color of your choice in the Themes gallery to change the document theme to the selected theme.

BTW

Normal Style

If your screen settings differ from Figure 4–2, it is possible the default settings in your Normal style have been changed. Normal style settings are saved in a file called normal.dotm file. To restore the original Normal style settings, exit Word and use File Explorer to locate the normal.dotm file (be sure that hidden files and folders are displayed, and include system and hidden files in your search — you may need to use Help to assist you with these tasks). Rename the normal.dotm file as oldnormal.dotm. After renaming the normal.dotm file, it no longer will exist as normal.dotm. The next time you run Word, it will recreate a normal.dotm file using the original default settings.

Creating a Title Page

A **title page** is a separate cover page that contains, at a minimum, the title of a document. For a sales proposal, the title page usually is the first page of the document. Solicited proposals often have a specific format for the title page. Guidelines for the title page of a solicited proposal may stipulate the margins, spacing, layout, and required contents, such as title, sponsor name, author name, date, etc. With an unsolicited proposal, by contrast, you can design the title page in a way that best presents its message.

CONSIDER THIS

How do you design an eye-catching title page?

The title page is the first section a reader sees on a sales proposal. Thus, it is important that the title page appropriately reflects the goal of the sales proposal. When designing the title page, consider its text and graphics.

- **Use concise, descriptive text.** The title page should contain a short, descriptive title that accurately reflects the message of the sales proposal. The title page also may include a theme or slogan. Do not place a page number on the title page.
- **Identify appropriate fonts, font sizes, and colors for the text.** Use fonts that are easy to read. Avoid using more than three different fonts because too many fonts can make the title page visually confusing. Use larger font sizes to add impact to the title page. To give the title more emphasis, its font size should be larger than any other text on the title page. Use colors that complement one another and convey the meaning of the proposal.
- **Use graphics to reinforce the goal.** Select simple graphics that clearly communicate the fundamental nature of the proposal. Possible graphics include shapes, pictures, and logos.
- **Use colors that complement text colors.** Be aware that too many graphics and colors can be distracting. Arrange graphics with the text so that the title page is attractive and uncluttered.

The title page of the sales proposal in this module (shown in Figure 4–1a) contains a colorful title that is surrounded by a border with some shading, an artistic graphic with text, a colorful slogan, and the faded paw prints image in the background. The steps in the next several sections create this title page. The faded image of the paw prints is added to all pages at the end of this module.

To Format Characters

The title in the sales proposal should use a large font size and an easy-to-read font, and should be the focal point on the page. ***Why?*** *To give the title more emphasis, its font size should be larger than any other text on the title page.* The following steps enter the title, Dover Park Animal Clinic, with the first two words centered on the first line and the second two words centered on the second line.

1. Click Home on the ribbon to display the Home tab.
2. Click the Center button (Home tab | Paragraph group) to center the paragraph that will contain the title.
3. Click the Font arrow (Home tab | Font group). Scroll to and then click 'Bernard MT Condensed' (or a similar font) in the Font gallery, so that the text you type will use the selected font.
4. Click the Font Size arrow (Home tab | Font group) and then click 72 in the Font Size gallery, so that the text you type will use the selected font size.
5. Type `Dover Park` and then press the ENTER key to enter the first line of the title.
6. Click the Font Color arrow (Home tab | Font group) and then click a color of your choice in the Font Color gallery, so that the text you type will use the selected font color.
7. Type `Animal Clinic` as the second line of the title (shown in Figure 4–2).

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 or mobile device'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.

To Border a Paragraph

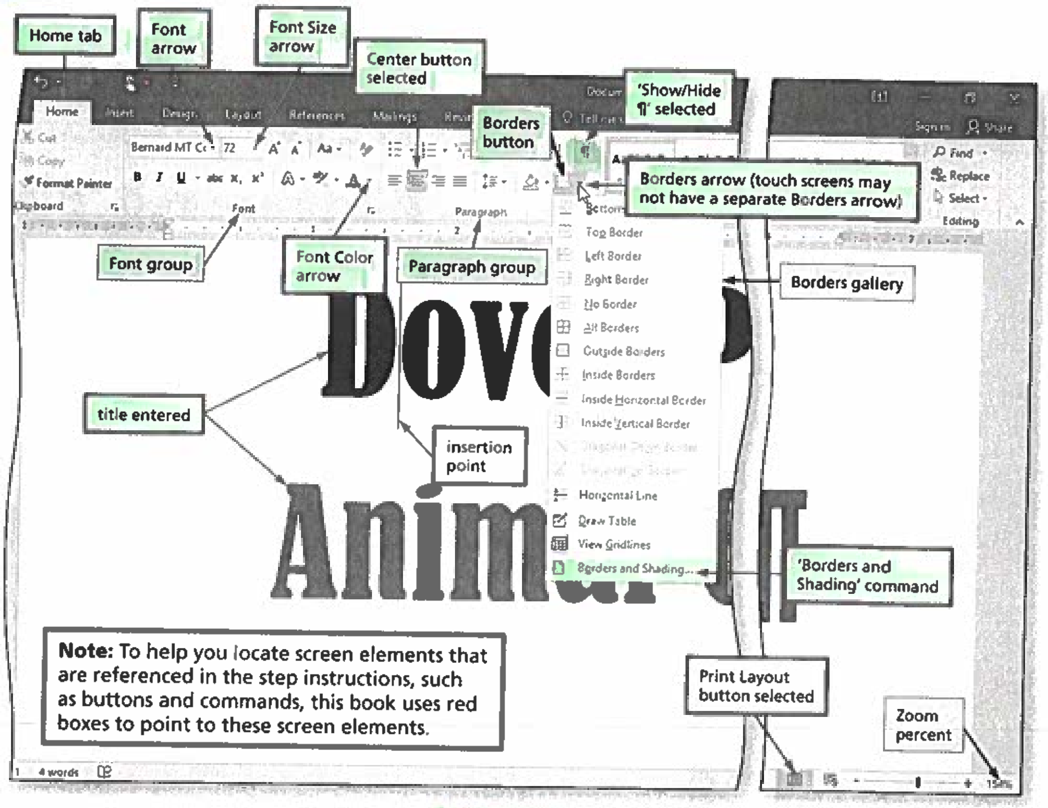
1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

If you click the Borders button (Home tab | Paragraph group), Word applies the most recently defined border, or, if one has not been defined, it applies the default border to the current paragraph. To specify a border different from the most recently defined border, you click the Borders arrow (Home tab | Paragraph group).

In this project, the first line of the title in the sales proposal (Dover Park) has a 6-point olive green border around it. *Why? You want the title to stand out more than the rest of the text on the title page.* The following steps add a border to all edges of a paragraph.

1

- Position the insertion point in the paragraph to border, in this case, the first line of the document.
- Click the Borders arrow (Home tab | Paragraph group) to display the Borders gallery (Figure 4–2).


Home tab
Font arrow
Font Size arrow
Center button selected
'Show/Hide ¶' selected
Borders button
Borders arrow (touch screens may not have a separate Borders arrow)
Font group
Font Color arrow
Paragraph group
Borders gallery
title entered
insertion point
'Borders and Shading' command
Print Layout button selected
Zoom percent
Home
Insert
Design
Layout
References
Mailings
Cut
Copy
Format Painter
Clipboard
Bernard MT C
72
Font
Paragraph
Find
Replace
Select
Editing
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...
Dover Park
Animal Clinic
4 words

Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements.

Figure 4–2

②

- Click **Borders and Shading** in the Borders gallery to display the Borders and Shading dialog box.
- Click **Box** in the Setting area (Borders and Shading dialog box), which will place a border on each edge of the current paragraph.
- Click the Color arrow and then click a color of your choice in the Color palette to specify the border color.
- Click the Width arrow and then click **6 pt** to specify the thickness of the border (Figure 4–3).

Q&A For what purpose are the buttons in the Preview area used?

They are toggles that display and remove the top, bottom, left, and right borders from the diagram in the Preview area.

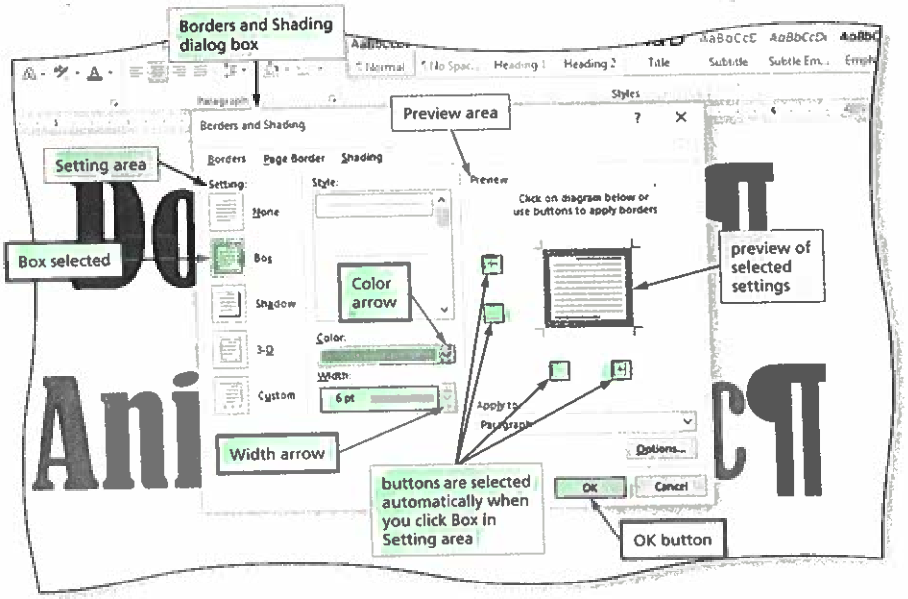

Borders and Shading dialog box
Setting area
Box selected
Preview area
Color arrow
preview of selected settings
Width arrow
buttons are selected automatically when you click Box in Setting area
OK button
Borders and Shading
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Width:
6 pt
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Paragraph
Options...
OK
Cancel

Figure 4–3

③

- Click the **OK** button (Borders and Shading dialog box) to place the border shown in the preview area of the dialog box around the current paragraph in the document (Figure 4–4).

If you make a mistake

Q&A How would I remove an existing border from a paragraph?

Click the Borders arrow (Home tab | Paragraph group) and then click the border in the Borders gallery that identifies the border you wish to remove, or click No Border to remove all borders.

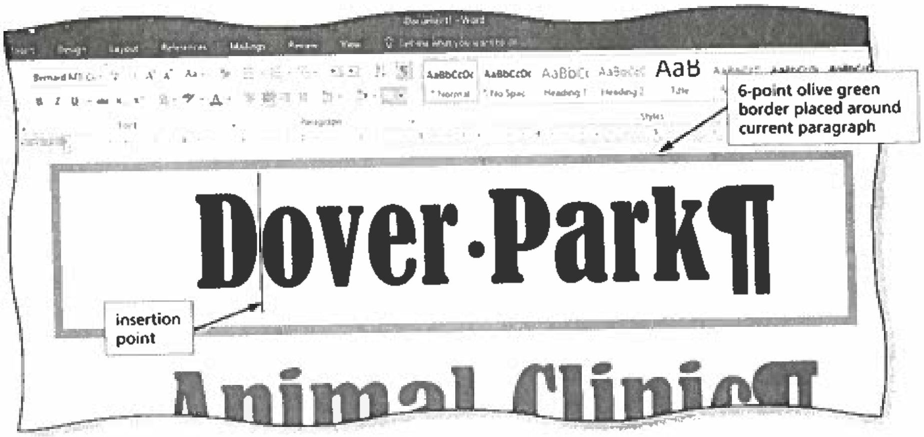

6-point olive green border placed around current paragraph
insertion point
Dover·Park¶
Animal Clinic¶

Figure 4–4

Other Ways

1. Click 'Borders and Shading' button (Design tab | Page Background group), click Borders tab (Borders and Shading dialog box), select desired border, click OK button

To Shade a Paragraph and Change Font Color

To make the first line of the title of the sales proposal more eye-catching, it is shaded in teal. When you shade a paragraph, Word shades the rectangular area behind any text or graphics in the paragraph from the left margin of the paragraph to the right margin. If the paragraph is surrounded by a border, Word shades inside the border. The following steps shade a paragraph and change font color.

① With the insertion point in the paragraph to shade, the first line in this case (shown in Figure 4–4), click the Shading arrow (Home tab | Paragraph group) to display the Shading gallery.

② Click ' a color of your choice ' in the Shading gallery to shade the current paragraph (shown in Figure 4–5).

③ Drag through the words, Dover Park, in the first line of the title to select the text.

To Border Another Paragraph

To make the second line of the title of the sales proposal (Animal Clinic) more eye-catching, it has a 6-point gold border around it. The following steps add a border to all edges of a paragraph.

① Position the insertion point in the paragraph to border (in this case, the second paragraph containing the text, Animal Clinic).

② Click the Borders arrow (Home tab | Paragraph group) to display the Borders gallery and then click 'Borders and Shading' in the Border gallery to display the Borders and Shading dialog box.

③ Click Box in the Setting area (Borders and Shading dialog box), which will place a border on each edge of the current paragraph.

④ Click the Color arrow and then click color of your choice ' in the Color palette to specify the border color.

⑤ If necessary, click the Width arrow and then click 6 pt to specify the thickness of the border.

⑥ Click the OK button to place the defined border shown around the current paragraph in the document (Figure 4–5).

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 module's presentation.

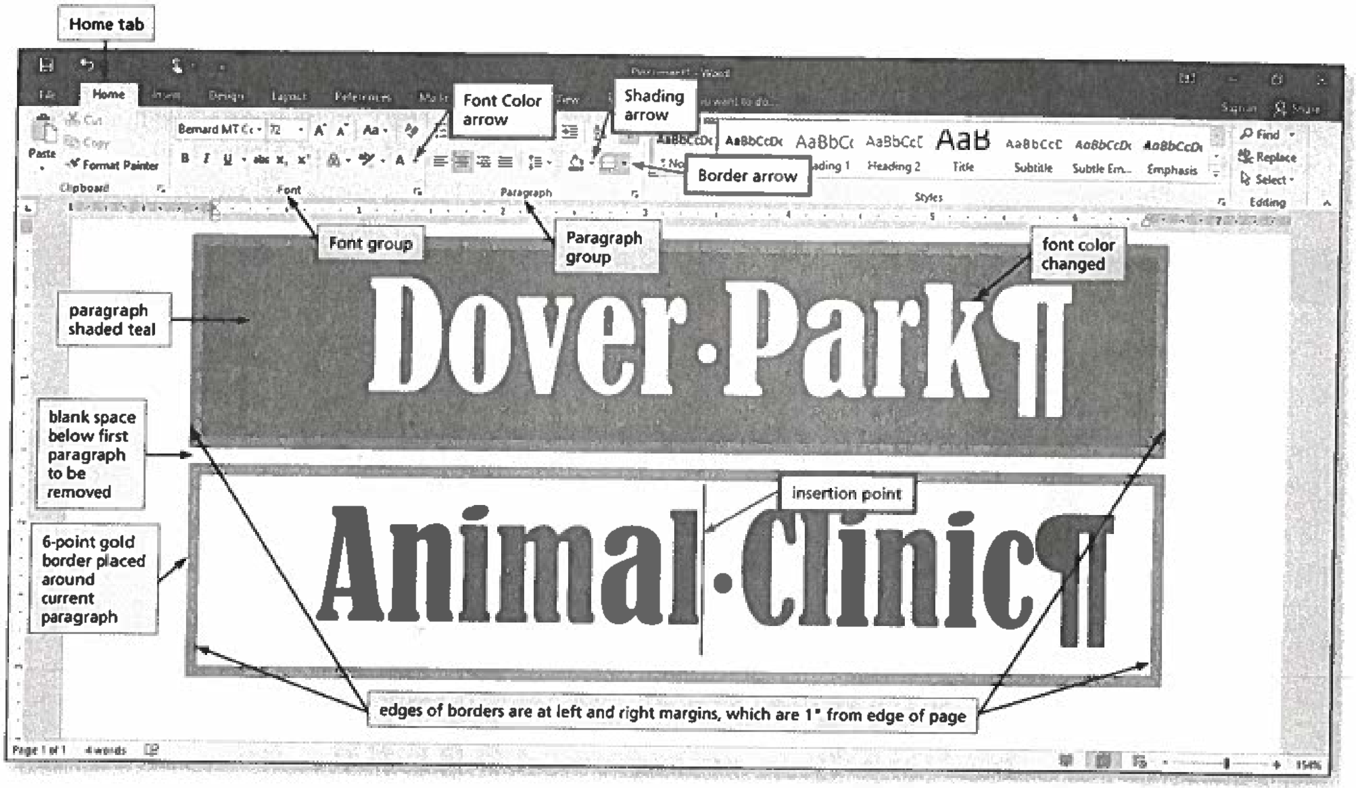

Home tab
Font Color arrow
Shading arrow
Border arrow
Font group
Paragraph group
font color changed
paragraph shaded teal
Dover Park¶
blank space below first paragraph to be removed
insertion point
6-point gold border placed around current paragraph
Animal Clinic¶
edges of borders are at left and right margins, which are 1" from edge of page

Figure 4–5

To Change Spacing after a Paragraph

Currently, a small amount of blank space exists between the two paragraph borders because Word automatically places 8 points of blank space below paragraphs (shown in Figure 4–5). The following steps remove the blank space below the first paragraph.

1. Position the insertion point in the paragraph to be adjusted (in this case, the paragraph containing the text, Dover Park).
2. Display the Layout tab. Click the Spacing After down arrow (Layout tab | Paragraph group) as many times as necessary until 0 pt is displayed in the Spacing After box to remove the space below the current paragraph (shown in Figure 4–6).

Q&A What if I am using a touch screen?
Tap the Spacing After box (Layout tab | Paragraph group) and then type `0` to change the spacing below the paragraph.

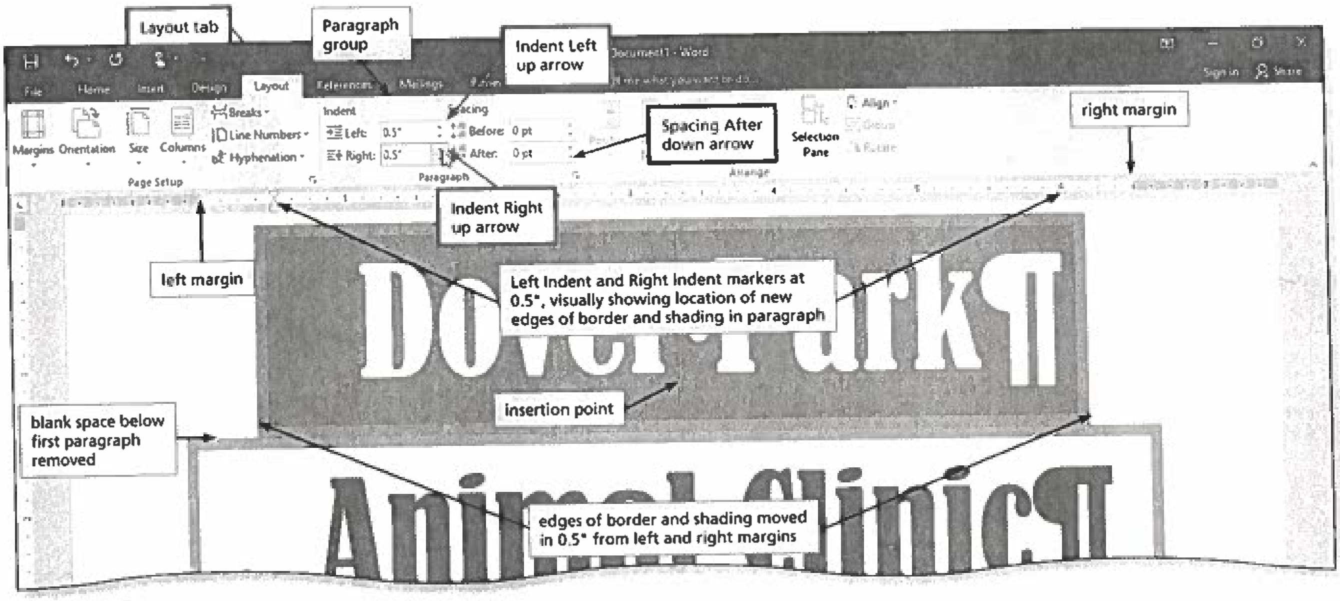
To Change Left and Right Paragraph Indent

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The borders around the first and second paragraphs and the shading in the first paragraph currently extend from the left margin to the right margin (shown in Figure 4–5). In this project, the edges of the border and shading are closer to the text in the title. ***Why?** You do not want such a large gap between the edge of the text and the border.* If you want the border and shading to start and end at a location different from the margin, you change the left and right paragraph indent.

The Increase Indent and Decrease Indent buttons (Home tab | Paragraph group) change the left indent by ½-inch, respectively. In this case, however, you cannot use these buttons because you want to change both the left and right indent. The following steps change the left and right paragraph indent.

1.
- Be sure the insertion point is positioned in the paragraph to indent (the first paragraph, in this case). Click the Indent Left up arrow (Layout tab | Paragraph group) five times so that 0.5" is displayed in the Indent Left box because you want to adjust the paragraph left indent by this amount (or, if using touch, tap the Indent Left box (Layout tab | Paragraph group) and then type `0.5` to change the left indent).
- Click the Indent Right up arrow (Layout tab | Paragraph group) five times so that 0.5" is displayed in the Indent Right box because you want to adjust the paragraph right indent by this amount (or, if using touch, tap the Indent Right box (Layout tab | Paragraph group) and then type `0.5` to change the right indent) (Figure 4–6).


Layout tab
Paragraph group
Indent Left up arrow
Spacing After down arrow
right margin
Indent Right up arrow
left margin
Left Indent and Right Indent markers at 0.5", visually showing location of new edges of border and shading in paragraph
insertion point
blank space below first paragraph removed
edges of border and shading moved in 0.5" from left and right margins
Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Spacing
Paragraph
Selection Pane
Arrange
Dover Park¶
Animal Clinic¶

Left: 0.5"
Right: 0.5"
Before: 0 pt
After: 0 pt

Figure 4–6

Experiment

- Repeatedly click the Indent Right and Indent Left up and down arrows (Layout tab | Paragraph group) and watch the left and right edges of the current paragraph change in the document window. When you have finished experimenting, set the left and right indent each to 0.5".

2

- Repeat Step 1 for the second paragraph, so that the paragraph containing the words, Animal Clinic, also has a left and right indent of 0.5" (shown in Figure 4–7).

Other Ways

1. Drag Left Indent and Right Indent markers on ruler
2. Click Paragraph Settings Dialog Box Launcher (Home tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), set indentation values, click OK button
3. Right-click paragraph (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), set indentation values, click OK button

To Clear Formatting

The title is finished. When you press the ENTER key to advance the insertion point from the end of the second line to the beginning of the third line on the title page, the border will be carried forward to line 3, and any text you type will be a 72-point Bernard MT Condensed Purple, Accent 1 font. The paragraphs and characters on line 3 should not have the same paragraph and character formatting as line 2. Instead, they should be formatted using the Normal style. The following steps clear formatting, which applies the Normal style formats to the location of the insertion point.

1 If necessary, press the END key to position the insertion point at the end of line 2, that is, after the c in Clinic.

2 Press the ENTER key.

3 Display the Home tab. Click the 'Clear All Formatting' button (Home tab | Font group) to apply the Normal style to the location of the insertion point (Figure 4–7).

Q&A Could I have clicked Normal in the Styles gallery instead of the Clear All Formatting button?

Yes.

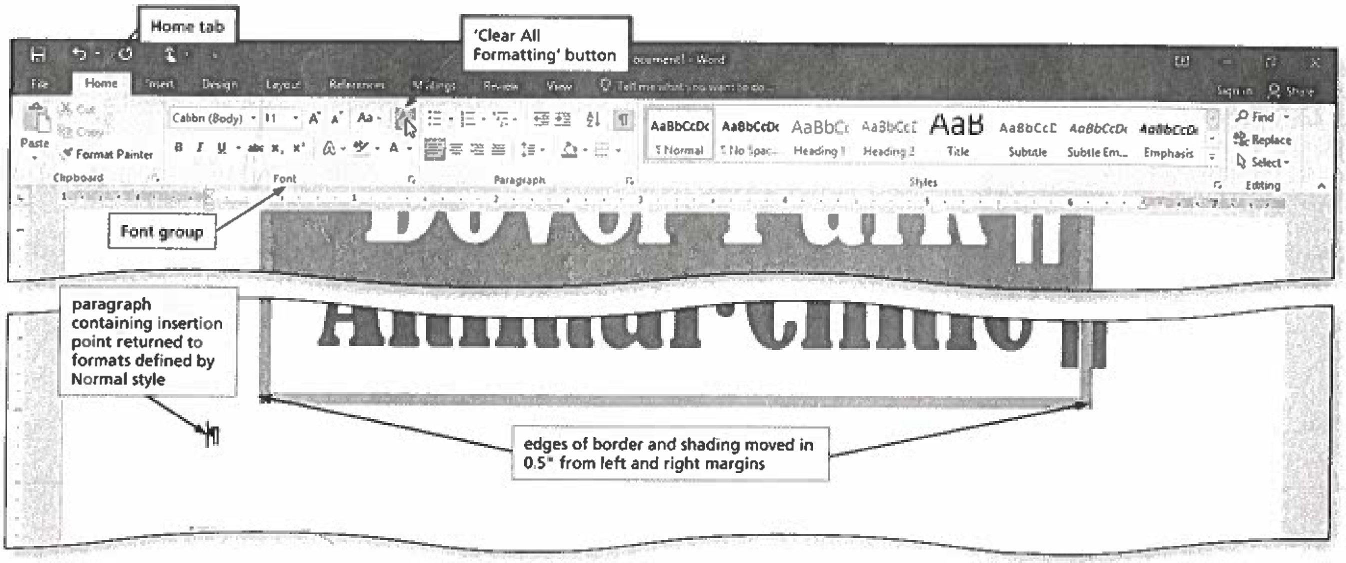

Home tab
'Clear All Formatting' button
Font group
paragraph containing insertion point returned to formats defined by Normal style
edges of border and shading moved in 0.5" from left and right margins
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
Normal
No Spac...
Heading 1
Heading 2
Title
Subtitle
Subtle Em...
Emphasis
Styles
Find
Replace
Select
Editing

Figure 4–7

4 Save the title page as instructed by Mrs. Myers.

Q&A **Why should I save the title page at this time?**
You have performed many tasks while creating this title page and do not want to risk losing work completed thus far.

SmartArt Graphics

Microsoft Office 2016 includes **SmartArt graphics,** which are visual representations of information. Many different types of SmartArt graphics are available, allowing you to choose one that illustrates your message best. Table 4–1 identifies the purpose of some of the more popular types of SmartArt graphics. Within each type, Office provides numerous layouts. For example, you can select from 40 different layouts of the list type.

Table 4–1 SmartArt Graphic Types

Type	Purpose
List	Shows nonsequential or grouped blocks of information.
Process	Shows progression, timeline, or sequential steps in a process or workflow.
Cycle	Shows continuous sequence of steps or events.
Hierarchy	Illustrates organization charts, decision trees, and hierarchical relationships.
Relationship	Compares or contrasts connections between concepts.
Matrix	Shows relationships of parts to a whole.
Picture	Uses images to present a message.
Pyramid	Shows proportional or interconnected relationships with the largest component at the top or bottom.

SmartArt graphics contain shapes. You can add text or pictures to shapes, add more shapes, or delete shapes. You also can modify the appearance of a SmartArt graphic by applying styles and changing its colors. The next several sections demonstrate the following general tasks to create the SmartArt graphic on the title page in this project:

1. Insert a SmartArt graphic.
2. Delete unneeded shapes from the SmartArt graphic.
3. Add shapes to the SmartArt graphic.
4. Add text to the shapes in the SmartArt graphic.
5. Change colors of the SmartArt graphic.
6. Apply a style to the SmartArt graphic.

This tells you what you will do, not how to do it. Keep reading...

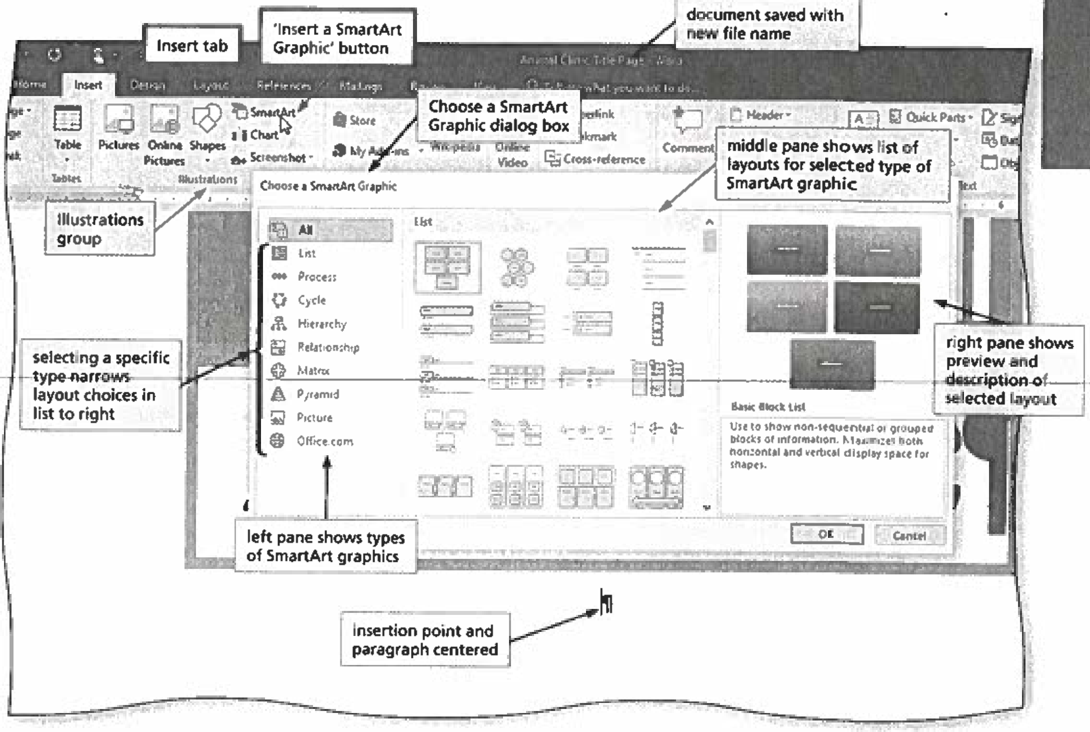
BTW
Resetting Graphics
If you want to remove all formats from a SmartArt graphic and start over, you would click the Reset Graphic button (SmartArt Tools Design tab | Reset group), which is shown in Figure 4–15.

To Insert a SmartArt Graphic

Below the title on the title page is a grouped list SmartArt graphic. *Why? The Grouped List SmartArt graphic allows you to place multiple lists side by side on the document, which works well for the content on this title page.* The following steps insert a SmartArt graphic centered below the title on the title page.

①

- With the insertion point on the blank paragraph below the title (shown in Figure 4–7), click the Center button (Home tab | Paragraph group) so that the inserted SmartArt graphic will be centered below the title.
- Display the Insert tab.
- Click the 'Insert a SmartArt Graphic' button (Insert tab | Illustrations group) to display the Choose a SmartArt Graphic dialog box (Figure 4–8).


Insert tab
'Insert a SmartArt Graphic' button
document saved with new file name
Choose a SmartArt Graphic dialog box
middle pane shows list of layouts for selected type of SmartArt graphic
Illustrations group
selecting a specific type narrows layout choices in list to right
right pane shows preview and description of selected layout
left pane shows types of SmartArt graphics
insertion point and paragraph centered
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
Basic Block List
OK
Cancel

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

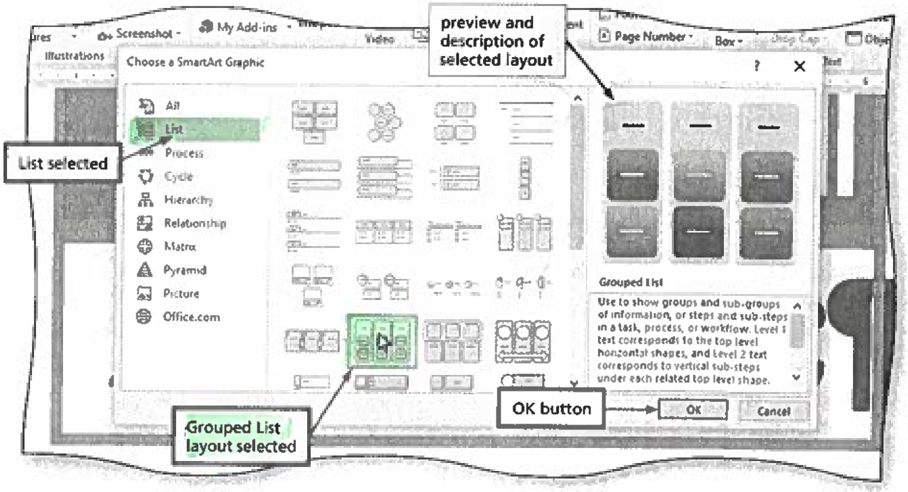
Figure 4–8

Experiment

- Click various SmartArt graphic types in the left pane of the dialog box and watch the related layout choices appear in the middle pane.
- Click various layouts in the list of layouts in the middle pane to see the preview and description of the layout appear in the right pane of the dialog box.

②

- Click List in the left pane (Choose a SmartArt Graphic dialog box) to display the layout choices related to the selected SmartArt graphic type.
- Click Grouped List in the middle pane, which displays a preview and description of the selected layout in the right pane (Figure 4–9).


preview and description of selected layout
List selected
Grouped List layout selected
OK button
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
Grouped List
OK
Cancel

Use to show groups and sub-groups of information, or steps and sub-steps in a task, process, or workflow. Level 1 text corresponds to the top level horizontal shapes, and Level 2 text corresponds to vertical sub-steps under each related top level shape.

Figure 4–9

3

- Click the OK button to insert the selected SmartArt graphic in the document at the location of the insertion point (Figure 4–10).

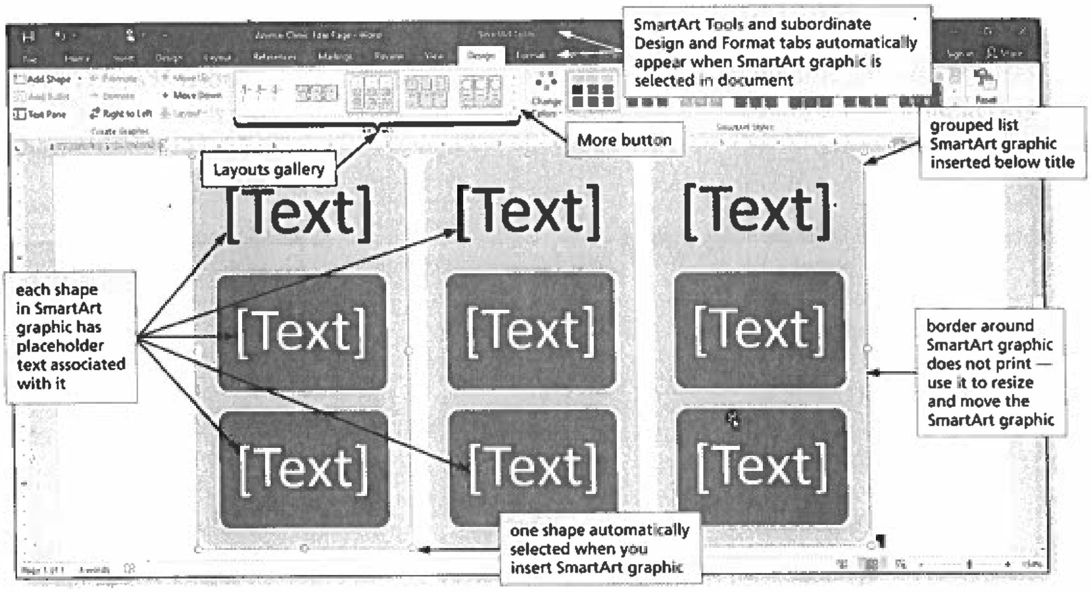

SmartArt Tools and subordinate Design and Format tabs automatically appear when SmartArt graphic is selected in document
More button
grouped list SmartArt graphic inserted below title
Layouts gallery
each shape in SmartArt graphic has placeholder text associated with it
[Text]
border around SmartArt graphic does not print — use it to resize and move the SmartArt graphic
one shape automatically selected when you insert SmartArt graphic

Figure 4–10

Q&A What if the Text Pane appears next to the SmartArt graphic?
Close the Text Pane by clicking its Close button or clicking the Text Pane button (SmartArt Tools Design tab | Create Graphic group).

Can I change the layout of the inserted SmartArt graphic?
Yes. Click the More button in the Layouts gallery (SmartArt Tools Design tab | Layouts group) to display the list of layouts and then select the desired layout.

To Delete Shapes from a SmartArt Graphic

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The Grouped List SmartArt graphic initially has three outer groups that consist of nine different shapes (shown in Figure 4–10). Notice that each shape in the SmartArt graphic initially shows **placeholder text**, which indicates where text can be typed in a shape. The next step in this project is to delete one entire group. ***Why?*** *The SmartArt graphic in this project consists of only two major groups (Patients and Services).* The following steps delete one entire group, or three shapes, in the SmartArt graphic.

1

- Click one of the shapes in the rightmost group in the SmartArt graphic and then press the DELETE key to delete the selected shape from the graphic (or, if using touch, tap the Cut button (Home tab | Clipboard group)).

2

- Repeat Step 1 to delete the next shape in the rightmost group.

3

- Repeat Step 1 to delete the rightmost group and notice the other shapes resize and relocate in the graphic (Figure 4–11).

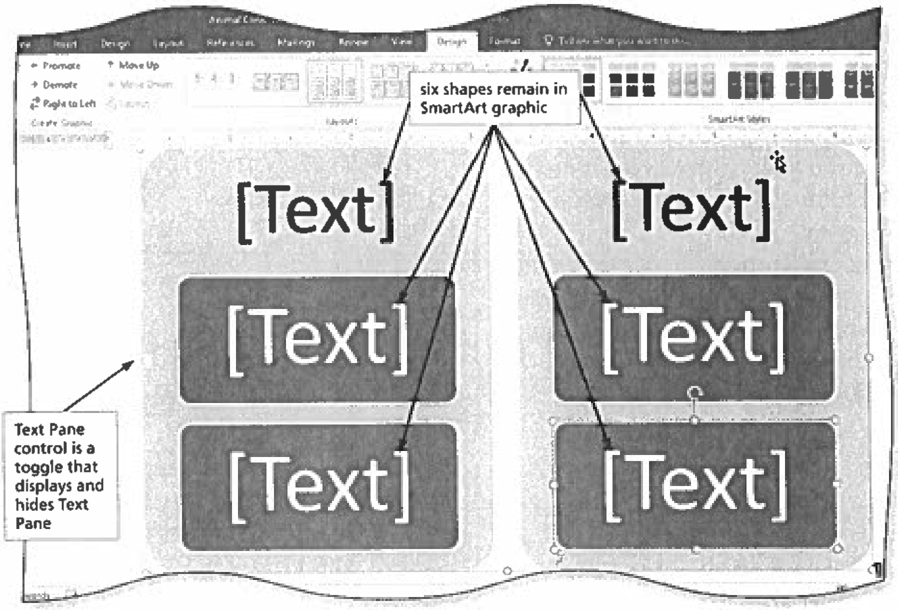

six shapes remain in SmartArt graphic
Text Pane control is a toggle that displays and hides Text Pane
[Text]

Figure 4–11

Other Ways

1. Click Cut button (Home tab | Clipboard group)
2. Right-click selected shape, click Cut on shortcut menu

To Add Text to Shapes in a SmartArt Graphic

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The placeholder text in a shape indicates where text can be typed in the shape. The following steps add text to the three shapes in the first group via their placeholder text. *Why? After entering the text in these three shapes, you will need to add two more shapes to finish the content in the group.*

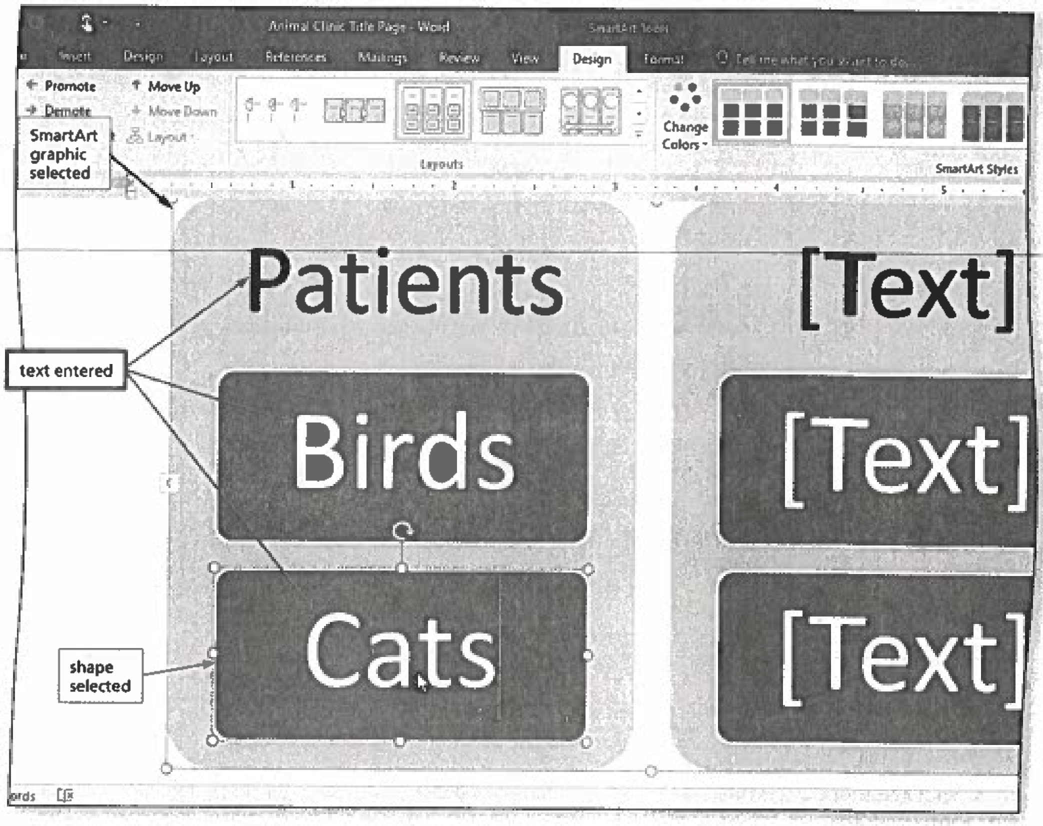
1

- Click the top-left shape to select it and then type `Patients` to replace the placeholder text, [Text], with the entered text.

Q&A

How do I edit placeholder text if I make a mistake?
Click the placeholder text to select it and then correct the entry.

What if my typed text is longer than the shape?
The font size of the text may be adjusted or the text may wordwrap within the shape.



Animal Clinic Title Page - Word
SmartArt Tools
Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Tell me what you want to do
Promote
Demote
Move Up
Move Down
Layout
Layouts
Change Colors
SmartArt Styles
Patients
[Text]
Birds
[Text]
Cats
[Text]

SmartArt graphic selected

text entered

shape selected

2

- Click the middle-left shape to select it and then type `Birds` as the new text.
- Click the lower-left shape to select it and then type `Cats` as the new text (Figure 4–12).

Figure 4–12

Other Ways

1. Click Text Pane control, enter text in Text Pane, close Text Pane
2. Click Text Pane button (SmartArt Tools Design tab | Create Graphic group), enter text in Text Pane, click Text Pane button again
3. Right-click shape (or, if using touch, tap Edit Text button on mini toolbar), click Exit Edit Text on shortcut menu, enter text

To Add Shapes to a SmartArt Graphic

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The following steps add shapes to the SmartArt graphic. *Why? Each group in this project has four subordinate items, which means two shapes need to be added to each group.*

1

- Click the Add Shape button (SmartArt Tools Design tab | Create Graphic group) to add a shape to the SmartArt graphic (or, if using touch, tap the Add Shape button (SmartArt Tools Design tab | Create Graphic group) and then tap 'Add Shape After').

2

- Repeat Step 1 to add the final shape to the group.

↗ yours may be a different color.

❸

- Click a subordinate shape on the right (one of the purple shapes) to select it.
- Repeat Steps 1 and 2 so that the same number of shapes appear on the right and left sides of the SmartArt graphic.

❹

- Enter the text in the shapes as shown in Figure 4–13.

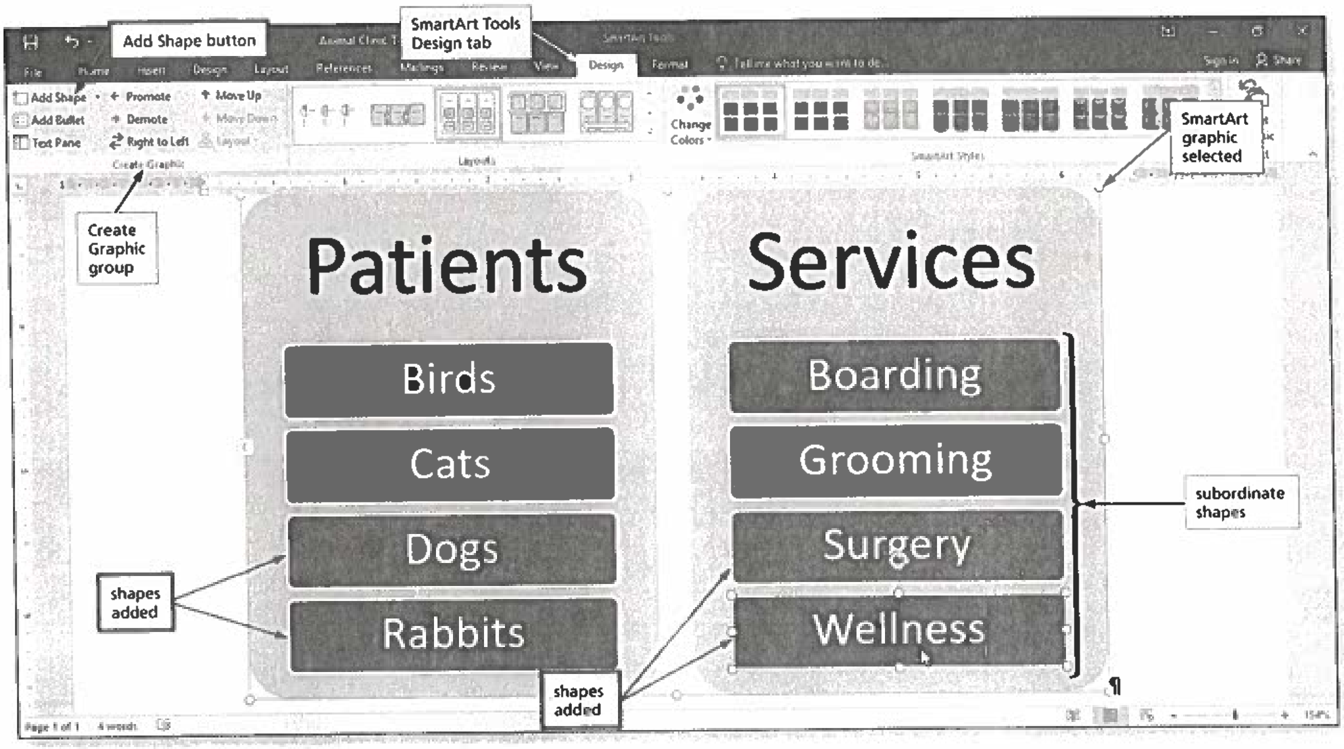

Add Shape button
SmartArt Tools Design tab
SmartArt graphic selected
Create Graphic group
Add Shape
Add Bullet
Text Pane
Promote
Demote
Right to Left
Move Up
Change Colors
Patients
Services
Birds
Cats
Dogs
Rabbits
Boarding
Grooming
Surgery
Wellness
subordinate shapes
shapes added
shapes added

Figure 4–13

Other Ways

1. Click Add Shape arrow (SmartArt Tools Design tab), click desired shape position
2. Right-click paragraph (or, if using touch, tap 'Show Context Menu' button on mini toolbar), point to Add Shape on shortcut menu, click desired shape position

To Change Colors of a SmartArt Graphic

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

Word provides a variety of colors for a SmartArt graphic and the shapes in the graphic. In this project, the inside shapes are green, instead of purple. ***Why?** The current dark purple color competes with the title, so you want a softer color for the shapes.* The following steps change the colors of a SmartArt graphic.

❶

- With the SmartArt graphic selected (shown in Figure 4–13), click the Change Colors button (SmartArt Tools Design tab | SmartArt Styles group) to display the Change Colors gallery.

Q&A What if the SmartArt graphic is not selected?
Click the SmartArt graphic to select it.

your choice

- Point to ~~'Colorful Range - Accent Colors 3 to 4'~~ in the Change Colors gallery to display a live preview of the selected color applied to the SmartArt graphic in the document (Figure 4–14).

Experiment

- Point to various colors in the Change Colors gallery and watch the colors of the graphic change in the document window.

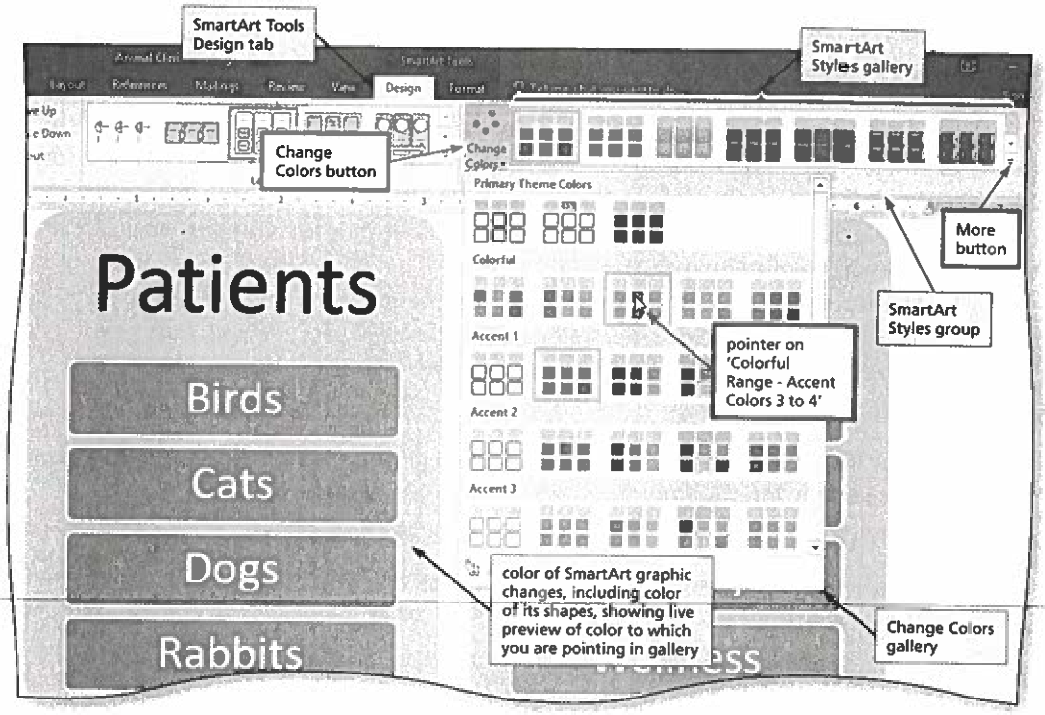

SmartArt Tools Design tab
SmartArt Styles gallery
Design
Format
Change Colors button
Change Colors
Primary Theme Colors
Colorful
Accent 1
Accent 2
Accent 3
More button
SmartArt Styles group
pointer on 'Colorful Range - Accent Colors 3 to 4'
Patients
Birds
Cats
Dogs
Rabbits
color of SmartArt graphic changes, including color of its shapes, showing live preview of color to which you are pointing in gallery
Change Colors gallery

Figure 4–14

2 Your choice

- Click '~~Colorful Range - Accent Colors 3 to 4~~' in the Change Colors gallery to apply the selected color to the SmartArt graphic.

To Apply a SmartArt Style

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The next step is to apply a SmartArt style to the SmartArt graphic. *Why? Word provides a SmartArt Styles gallery, allowing you to change the SmartArt graphic's format to a more visually appealing style.* The following steps apply a SmartArt style to a SmartArt graphic.

1

- With the SmartArt graphic still selected, click the More button in the SmartArt Styles gallery (shown in Figure 4–14) to expand the SmartArt Styles gallery.
- Point to Moderate Effect in the SmartArt Styles gallery to display a live preview of that style applied to the graphic in the document (Figure 4–15).

Experiment

- Point to various SmartArt styles in the SmartArt Styles gallery and watch the style of the graphic change in the document window.

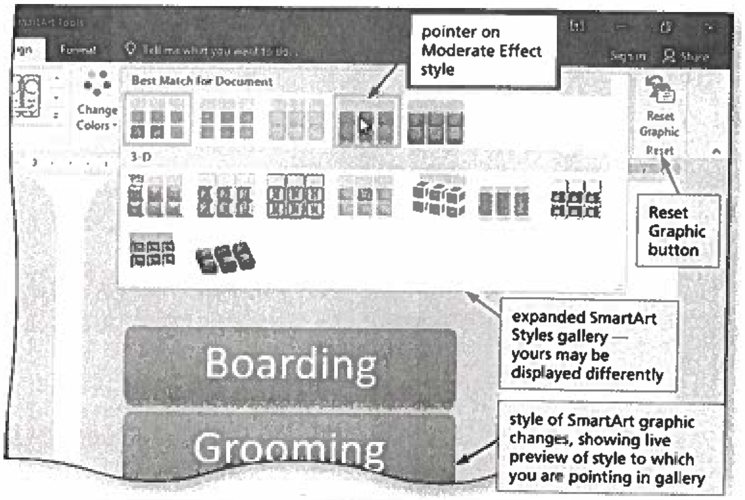

pointer on Moderate Effect style
Best Match for Document
3-D
Change Colors
Reset Graphic
Reset Graphic button
expanded SmartArt Styles gallery — yours may be displayed differently
Boarding
Grooming
style of SmartArt graphic changes, showing live preview of style to which you are pointing in gallery

Figure 4–15

2 Your choice

- Click ~~Moderate Effect~~ in the SmartArt Styles gallery to apply the selected style to the SmartArt graphic.

To Modify Character Spacing and Format Characters Using the Font Dialog Box

1 CREATE TITLE PAGE | **2 INSERT EXISTING DOCUMENT** | **3 CREATE HEADER & FOOTER**
4 EDIT & FORMAT LISTS | **5 EDIT & FORMAT TABLES** | **6 CREATE WATERMARK**

In this project, the next step is to enter and format the text at the bottom of the title page. This text is the theme of the proposal and is formatted so that it is noticeable. Its characters are a 36-point, italic, purple Bernard MT Condensed font. Each letter in this text is formatted in **small caps**, which are letters that look like capital letters but are not as tall as a typical capital letter. Also, you want extra space between each character so that the text spans the width of the page.

Thus, the next steps apply all of the formats mentioned above using the Font dialog box. ***Why?*** *Although you could use buttons on the Home tab to apply some of these formats, the small caps effect and expanded spacing are applied using the Font dialog box. Thus, you apply all the formats using the Font dialog box.*

1

- Position the insertion point on the paragraph mark to the right of the SmartArt graphic and then press the ENTER key to position the insertion point centered below the SmartArt graphic.
- Type `Full-service, friendly care for your pets!`
- Select the sentence you just typed and then click the Font Dialog Box Launcher (Home tab | Font group) to display the Font dialog box. If necessary, click the Font tab in the dialog box to display the Font sheet.
- Scroll to and then click 'Bernard MT Condensed' in the Font list (Font dialog box) to change the font of the selected text.
- Click Italic in the Font style list to italicize the selected text.
- Scroll through the Size list and then click 36 to change the font size of the selected text.
- Click the Font color arrow and then click ~~purple~~ a color of your choice in the Font color palette to change the color of the selected text.
- Click the Small caps check box in the Effects area so that each character is displayed as a small capital letter (Figure 4–16).

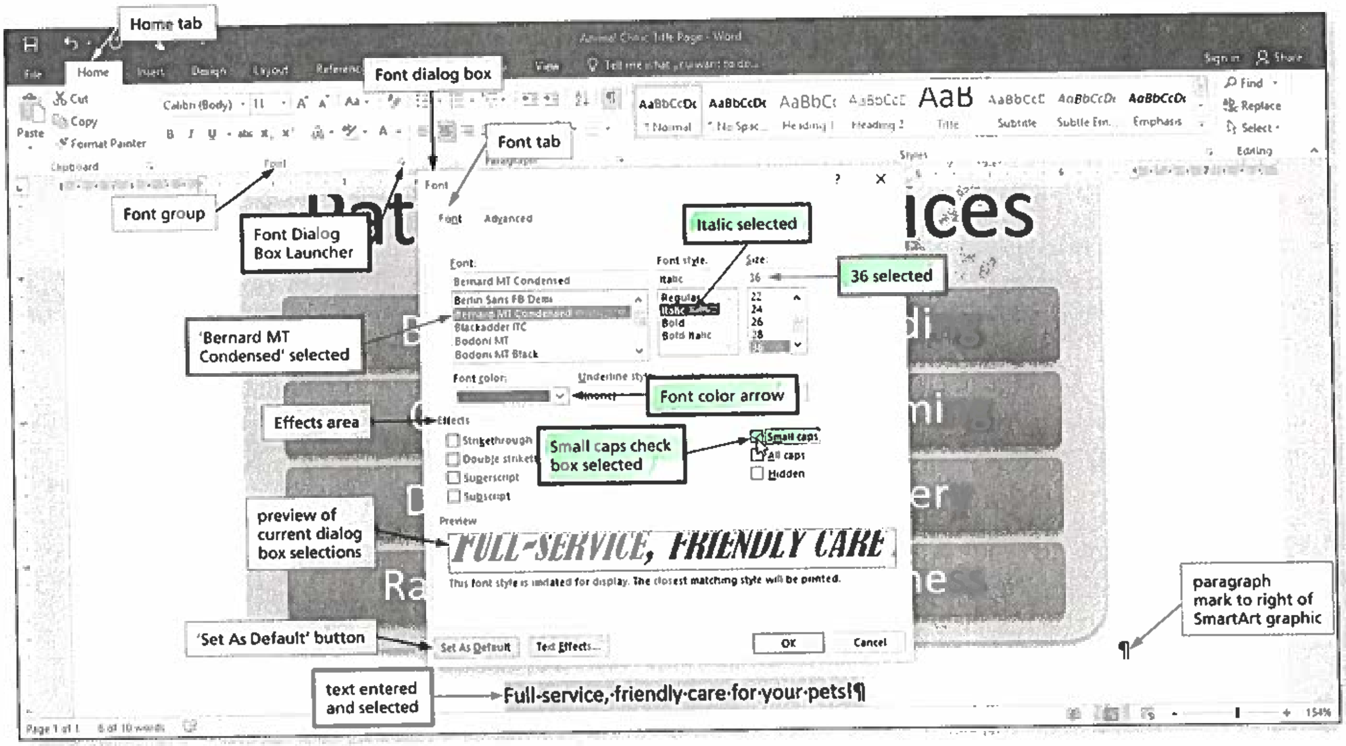
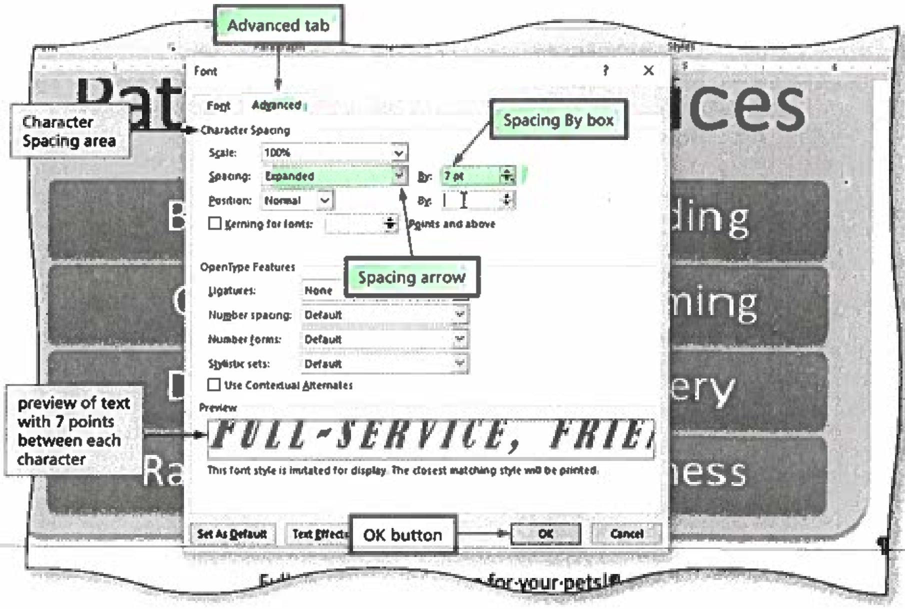

Home tab
Font dialog box
Font tab
Font group
Font Dialog Box Launcher
Italic selected
36 selected
'Bernard MT Condensed' selected
Font color arrow
Effects area
Small caps check box selected
preview of current dialog box selections
FULL-SERVICE, FRIENDLY CARE
'Set As Default' button
paragraph mark to right of SmartArt graphic
text entered and selected
Full-service, friendly care for your pets!¶
Font
Advanced
Font style:
Size:
Bernard MT Condensed
Italic
36
Font color:
Underline style:
(none)
Effects
☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☑ Small caps
☐ All caps
☐ Hidden
Preview
Set As Default
Text Effects...
OK
Cancel

Figure 4–16

2

- Click the Advanced tab (Font dialog box) to display the Advanced sheet in the Font dialog box.
- Click the Spacing arrow and then click Expanded to increase the amount of space between characters by 1 pt, which is the default.
- Double-click the value in the Spacing By box to select it and then type 7 because you want this amount of blank space to be displayed between each character.
- Click in any box in the dialog box for the change to take effect and display a preview of the entered value in the Preview area (Figure 4–17).


Advanced tab

Character Spacing area

Spacing By box

Spacing arrow

preview of text with 7 points between each character

OK button

Scale: 100%
Spacing: Expanded
By: 7 pt
Position: Normal
☐ Kerning for fonts: Points and above
Ligatures: None
Number spacing: Default
Number forms: Default
Stylistic sets: Default
☐ Use Contextual Alternates
Preview: FULL-SERVICE, FRIE
This font style is imitated for display. The closest matching style will be printed.

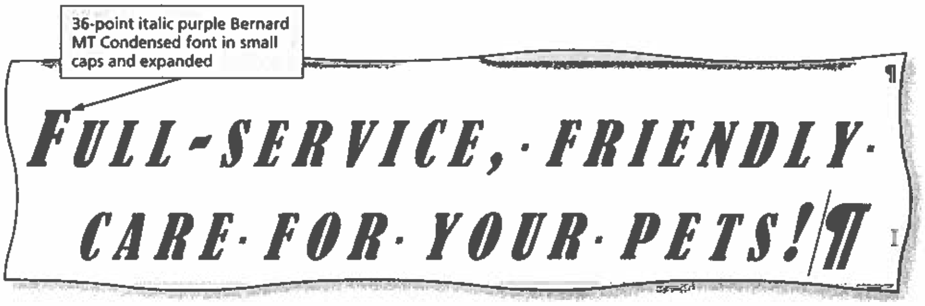
Figure 4–17

Q&A Can I click the Spacing By arrows instead of typing a value in the box?

Yes.

3

- Click the OK button to apply font changes to the selected text. If necessary, scroll so that the selected text is displayed completely in the document window.
- Click to remove the selection from the text (Figure 4–18).


36-point italic purple Bernard MT Condensed font in small caps and expanded

FULL-SERVICE, FRIENDLY CARE FOR YOUR PETS!

Figure 4–18

Other Ways

1. Right-click selected text (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Font on shortcut menu, select formats (Font dialog box), click OK button
2. Press CTRL+D, select formats (Font dialog box), click OK button

To Zoom One Page, Change Spacing before and after a Paragraph, and Set Zoom Level

The final step in creating the title page is to adjust spacing above and below the SmartArt graphic. You want to see the entire page while adjusting the spacing. Thus, the following steps zoom one page, increase spacing before and after the paragraph containing the SmartArt graphic, and then set the zoom level back to page width because you will be finished with the title page.

1.

2. Position the insertion point in the paragraph to adjust, in this case, on the paragraph mark to the right of the SmartArt graphic.

You may need less than 42 if your text goes to the next page.

3. Display the Layout tab. Click the Spacing Before up arrow (Layout tab | Paragraph group) as many times as necessary until 42 pt is displayed in the Spacing Before box because you want to increase the space above the graphic (or, if using touch, tap the Spacing After box (Layout tab | Paragraph group) and then type **42** to change the spacing below the paragraph).

4. Click the Spacing After up arrow (Layout tab | Paragraph group) as many times as necessary until 30 pt is displayed in the Spacing After box because you want to increase the space below the graphic (or, if using touch, tap the Spacing After box (Layout tab | Paragraph group) and then type **30** to change the spacing below the paragraph) (Figure 4–19).

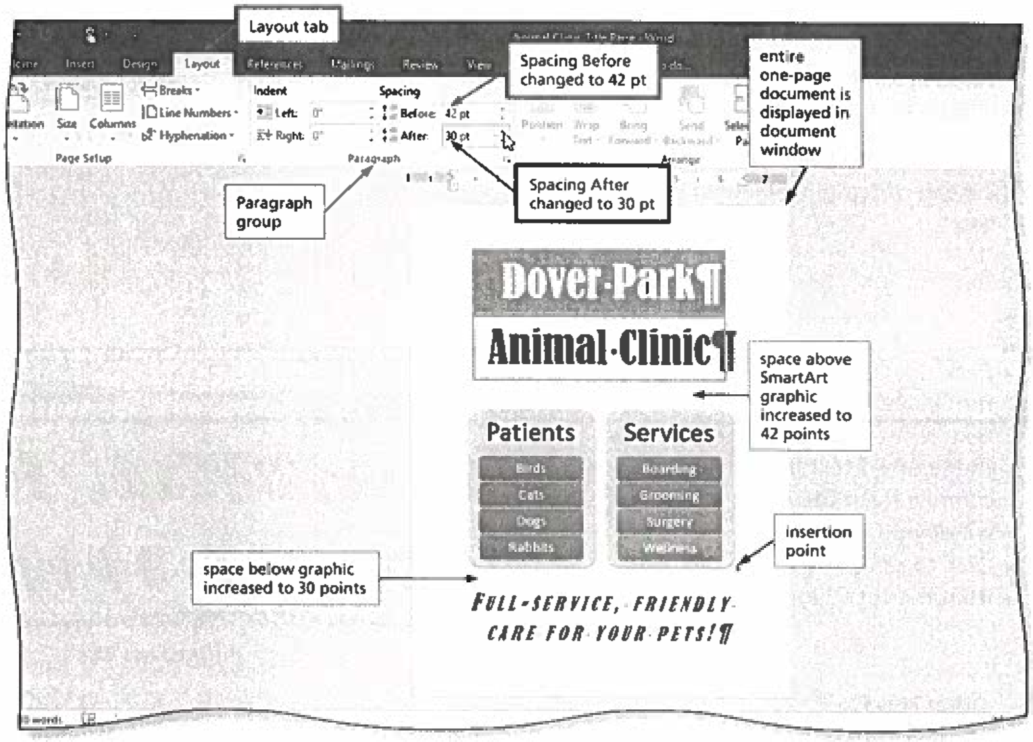

Layout tab
Spacing Before changed to 42 pt
entire one-page document is displayed in document window
Breaks
Line Numbers
Hyphenation
Size
Columns
Page Setup
Indent
Left: 0"
Right: 0"
Spacing
Before: 42 pt
After: 30 pt
Paragraph
Position
Wrap
Bring Forward
Send Backward
Arrange
Paragraph group
Spacing After changed to 30 pt
Dover-Park¶
Animal·Clinic¶
space above SmartArt graphic increased to 42 points
Patients
Birds
Cats
Dogs
Rabbits
Services
Boarding
Grooming
Surgery
Wellness
insertion point
space below graphic increased to 30 points
FULL-SERVICE, FRIENDLY CARE FOR YOUR PETS!¶

Figure 4–19

Q&A What if the document spills to two pages?
Decrease the spacing above or below the SmartArt graphic until the title page contents fit on a single page

6. Save the title page again on the same storage location with the same file name.

Inserting an Existing Document in an Open Document

Assume you already have prepared a draft of the body of the proposal and saved it with the file name, Animal Clinic Draft. You would like the draft to be displayed on a separate page following the title page.

In the following sections, you will insert the draft of the proposal below the title page and then edit the draft by deleting a page break and applying styles.

Yay! A pre-typed document! ☺

SAVE YOUR DOCUMENT! ☺

BTW

Inserting Documents
When you insert a Word document in another Word document, the entire inserted document is placed at the location of the insertion point. If the insertion point is positioned in the middle of the open document when you insert another Word document, the open document continues after the last character of the inserted document; therefore, pay close attention to where the insertion point is positioned before inserting a document.

Sections

All Word documents have at least one section. A Word document can be divided into any number of sections. During the course of creating a document, you will create a new **section** if you need to change the top margin, bottom margin, page alignment, paper size, page orientation, page number position, or contents or position of headers, footers, or footnotes in just a portion of the document.

The pages in the body of the sales proposal require page formatting different from that of the title page. The title page will not have a header or footer; the next two pages will have a header and footer. When you want to change page formatting for a portion of a document, you create a new section in the document. Each section then may be formatted differently from the others. Thus, the title page formatted with no header or footer will be in one section, and the next two pages of the proposal, which will have a header and footer, will be in another section.

BTW

Section Numbers
If you want to display the current section number on the status bar, right-click the status bar to display the Customize Status Bar menu and then click Section on the Customize Status Bar menu. The section number appears at the left edge of the status bar. To remove the section number from the status bar, perform the same steps.

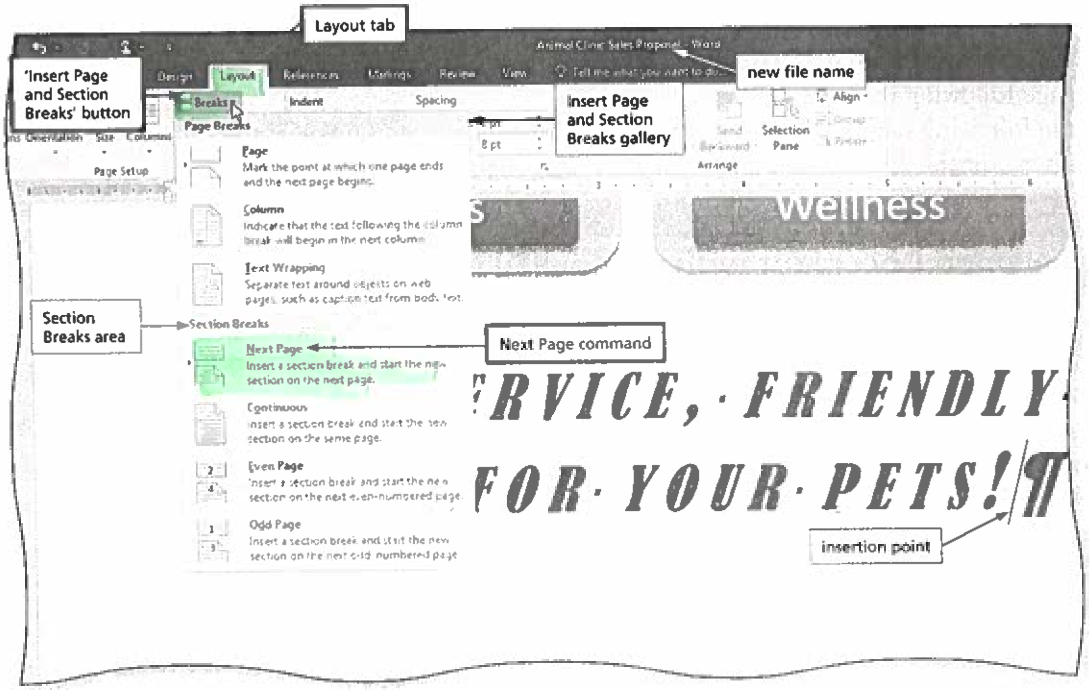
To Insert a Next Page Section Break

When you insert a section break, you specify whether the new section should begin on a new page. ***Why?*** *Sometimes you want a page break to occur with a section break, as in this project. Other times, you do not want a page break to occur with a section break (which will be illustrated in a later module).* In this project, the title page is separate from the next two pages. Thus, the section break should contain a page break. The following steps insert a next page section break, which instructs Word to begin the new section on a new page in the document.

❶

- Position the insertion point at the end of the title page (following the exclamation point), which is the location where you want to insert the next page section break.

- Display the Layout tab. Click the 'Insert Page and Section Breaks' button (Layout tab | Page Setup group) to display the Insert Page and Section Breaks gallery (Figure 4–20).


Layout tab
'Insert Page and Section Breaks' button
new file name
Insert Page and Section Breaks gallery
Section Breaks area
Next Page command
insertion point
Design
Layout
References
Mailings
Review
View
Breaks
Indent
Spacing
Page Setup
Arrange
Selection Pane
Align
Wellness
RVICE, FRIENDLY
FOR YOUR PETS!¶

Page Breaks

Page
Mark the point at which one page ends and the next page begins.

Column
Indicate that the text following the column break will begin in the next column.

Text Wrapping
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page
Insert a section break and start the new section on the next page.

Continuous
Insert a section break and start the new section on the same page.

Even Page
Insert a section break and start the new section on the next even-numbered page.

Odd Page
Insert a section break and start the new section on the next odd-numbered page.

Figure 4–20

2

- Click Next Page in the Section Breaks area of the Insert Page and Section Breaks gallery to insert a next page section break in the document at the location of the insertion point. If necessary, scroll so that your screen matches Figure 4–21.

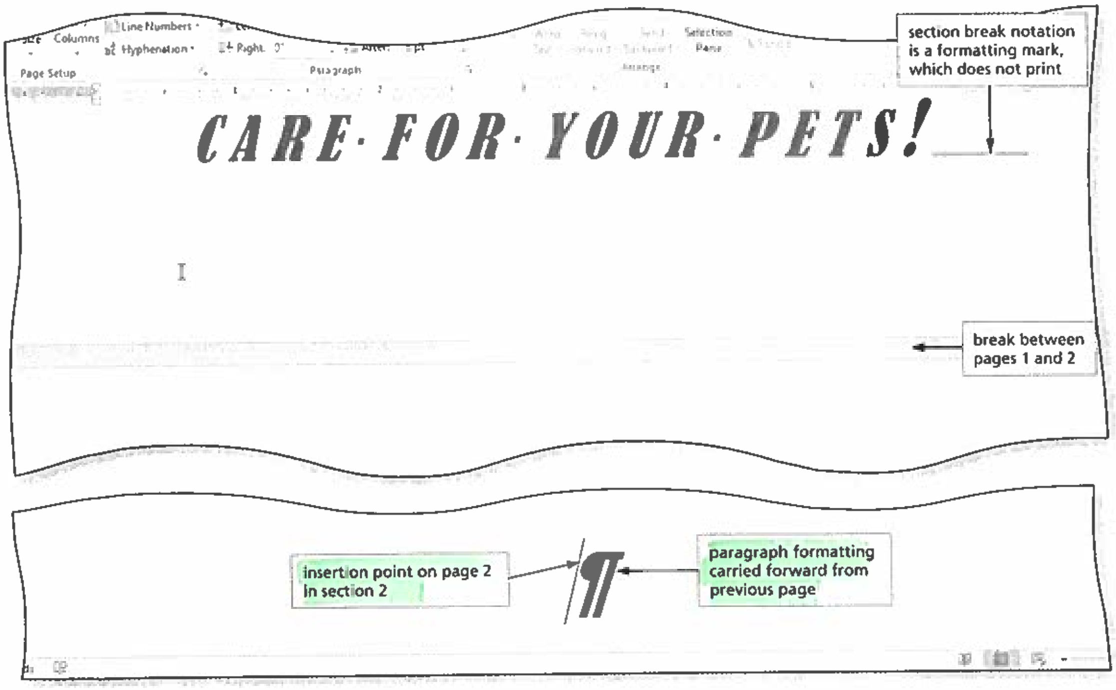

section break notation is a formatting mark, which does not print
break between pages 1 and 2
insertion point on page 2 in section 2
paragraph formatting carried forward from previous page
Columns
Line Numbers
Hyphenation
Page Setup
Paragraph
Selection Pane
Arrange
CARE FOR YOUR PETS!
¶

Figure 4–21

TO DELETE A SECTION BREAK

Word stores all section formatting in the section break. If you wanted to delete a section break and all associated section formatting, you would perform the following tasks.

1. Select the section break notation by dragging through it.
2. Right-click the selection to display a mini toolbar or shortcut menu and then click Cut on the mini toolbar or shortcut menu to delete the selection.

or

1. Position the insertion point immediately to the left or right of the section break notation.
2. Press the DELETE key to delete a section break to the right of the insertion point or press the BACKSPACE key to delete a section break to the left of the insertion point.

BTW

Sections

To see the formatting associated with a section, double-click the section break notation, or click the Page Setup Dialog Box Launcher (Layout tab | Page Setup group) to display the Page Setup dialog box. You can change margin settings and page orientation for a section in the Margins sheet. To change paper sizes for a section, click the Paper tab (Page Setup dialog box). The Layout tab (Page Setup dialog box) allows you to change header and footer specifications and vertical alignment for the section. To add a border to a section, click the Borders button in the Layout sheet.

To Clear Formatting

When you create a section break, Word carries forward any formatting at the location of the insertion point to the next section. Thus, the current paragraph is formatted the same as the last line of the title page. In this project, the paragraphs and characters on the second page should be returned to the Normal style. Thus, the following step clears formatting.

① Display the Home tab. With the insertion point positioned on the paragraph mark on the second page, click the 'Clear All Formatting' button (Home tab | Font group) to apply the Normal style to the location of the insertion point (shown in Figure 4–22).

To Insert a Word Document in an Open Document

1 CREATE TITLE PAGE | **2 INSERT EXISTING DOCUMENT** | **3 CREATE HEADER & FOOTER**
4 EDIT & FORMAT LISTS | **5 EDIT & FORMAT TABLES** | **6 CREATE WATERMARK**

The next step is to insert the draft of the sales proposal at the top of the second page of the document. *Why? You will modify a draft of the body of the proposal, which is located on the Data Files. Please contact your instructor for information about accessing the Data Files.* The following steps insert an existing Word document in an open document.

①

- Be sure the insertion point is positioned on the paragraph mark at the top of page 2, which is the location where you want to insert the contents of the Word document.
- Display the Insert tab.
- Click the Object arrow (Insert tab | Text group) to display the Object menu (Figure 4–22).

Q&A What if I click the Object button by mistake?

Click the Cancel button (Object dialog box) and then repeat this step.

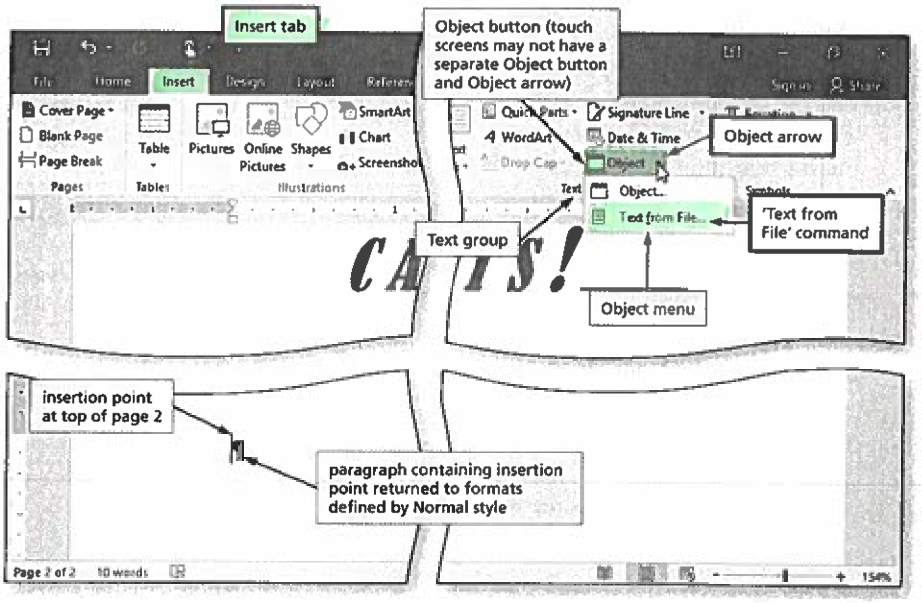

Insert tab
Object button (touch screens may not have a separate Object button and Object arrow)
Object arrow
File
Home
Insert
Design
Layout
Referen
Sign in
Share
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Quick Parts
WordArt
Drop Cap
Text
Signature Line
Date & Time
Object
Object...
Text from File...
Symbols
'Text from File' command
Text group
CATS!
Object menu
insertion point at top of page 2
paragraph containing insertion point returned to formats defined by Normal style
Page 2 of 2
10 words
154%

Figure 4–22

2

- Click 'Text from File' on the Object menu to display the Insert File dialog box.
- Navigate to the location of the file to be inserted
- Click Animal Clinic Draft to select the file name (Figure 4–23).

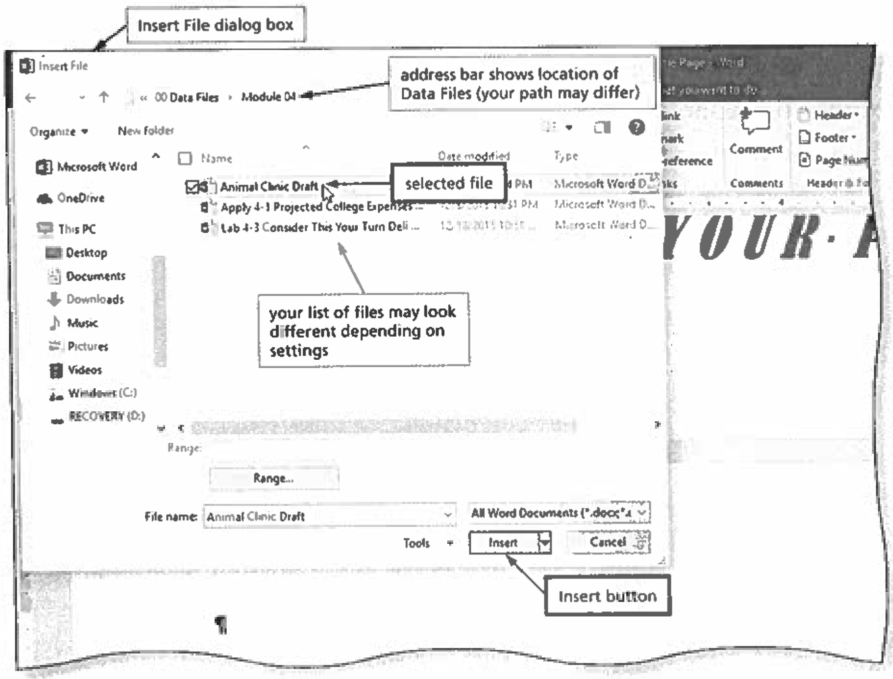

Insert File dialog box
address bar shows location of Data Files (your path may differ)
selected file
your list of files may look different depending on settings
Insert button
Insert File
« 00 Data Files › Module 04
Organize
New folder
Microsoft Word
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
RECOVERY (D:)
Name
Date modified
Type
Animal Clinic Draft
Apply 4-1 Projected College Expenses
Lab 4-3 Consider This Your Turn Deli
Microsoft Word D...
Range:
Range...
File name: Animal Clinic Draft
All Word Documents (*.docx;*.d
Tools
Insert
Cancel
Header
Footer
Page Num
Comment
Comments
YOUR

Figure 4–23

3

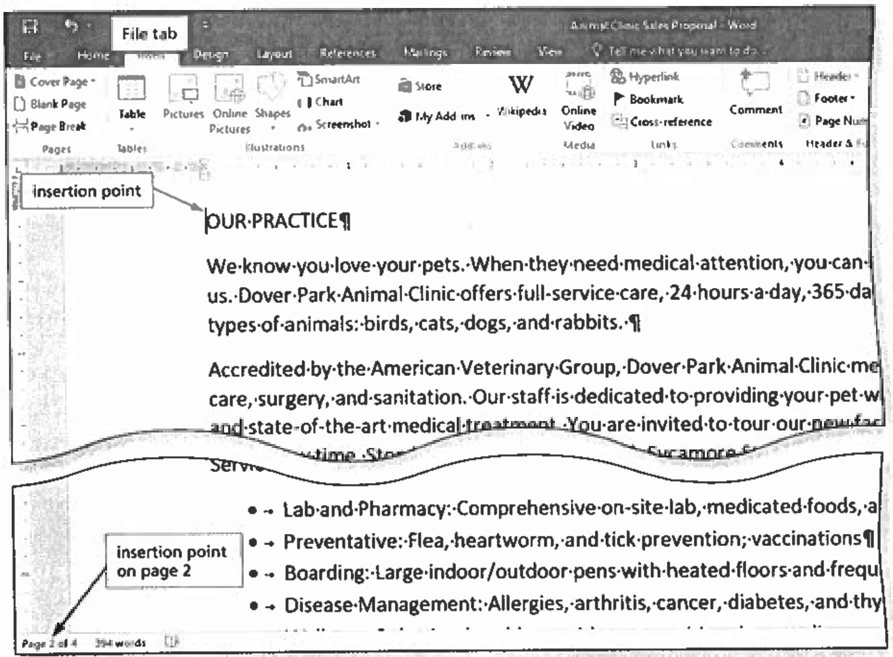
- Click the Insert button (Insert File dialog box) to insert the file, Animal Clinic Draft, in the open document at the location of the insertion point.

Q&A **Where is the insertion point now?**
When you insert a file in an open document, Word positions the insertion point at the end of the inserted document.

- Press SHIFT+F5 to position the insertion point on line 1 of page 2, which was its location prior to inserting the new Word document (Figure 4–24).

Q&A **What is the purpose of SHIFT+F5?**
The keyboard shortcut, SHIFT+F5, positions the insertion point at your last editing location. Word remembers your last three editing locations, which means you can press this keyboard shortcut repeatedly to return to one of your three most recent editing locations.

What if my keyboard does not have function keys?
Scroll to display the top of page 2 in the document window.


File tab
insertion point
insertion point on page 2
Animal Clinic Sales Proposal - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Add-ins
Wikipedia
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Num
Header & F
Page 2 of 4
394 words

OUR·PRACTICE¶

We·know·you·love·your·pets.·When·they·need·medical·attention,·you·can· us.·Dover·Park·Animal·Clinic·offers·full-service·care,·24·hours·a·day,·365·da types·of·animals:·birds,·cats,·dogs,·and·rabbits.·¶

Accredited·by·the·American·Veterinary·Group,·Dover·Park·Animal·Clinic·me care,·surgery,·and·sanitation.·Our·staff·is·dedicated·to·providing·your·pet·w and·state-of-the-art·medical·treatment.·You·are·invited·to·tour·our·new·fac

- → Lab·and·Pharmacy:·Comprehensive·on-site·lab,·medicated·foods,·a
- → Preventative:·Flea,·heartworm,·and·tick·prevention;·vaccinations¶
- → Boarding:·Large·indoor/outdoor·pens·with·heated·floors·and·frequ
- → Disease·Management:·Allergies,·arthritis,·cancer,·diabetes,·and·thy

Figure 4–24

Other Ways

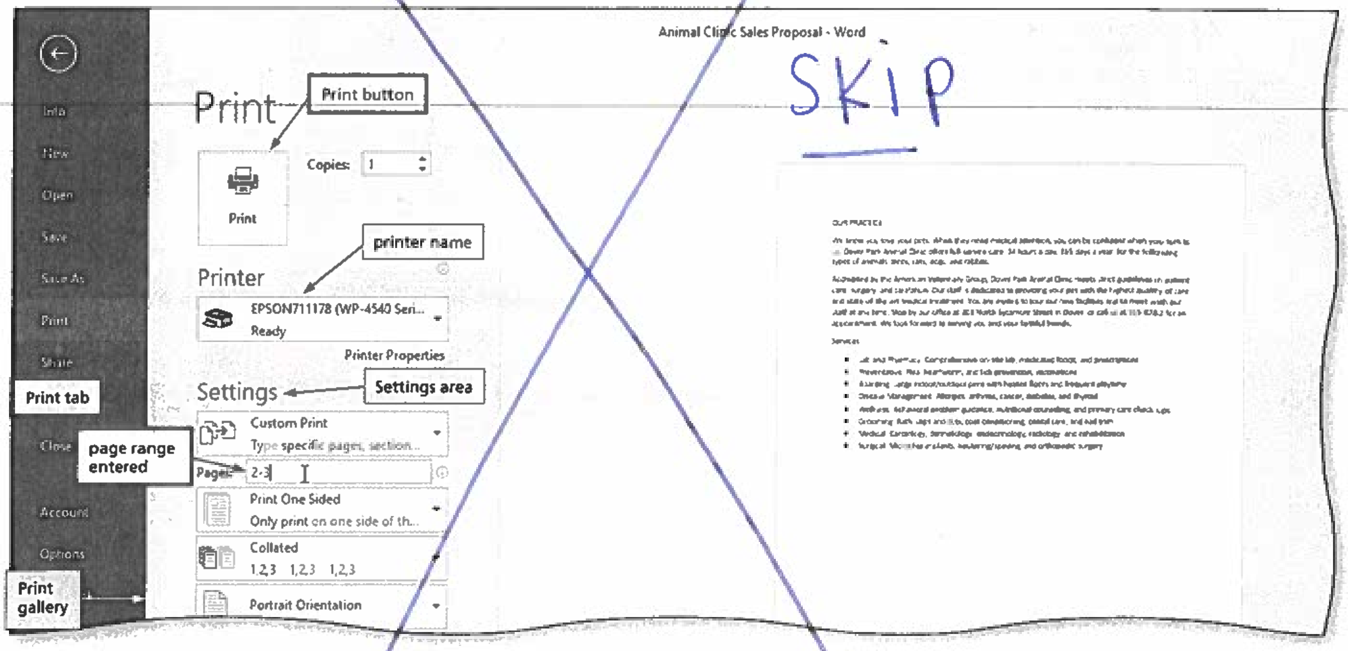
1. Click Object button (Insert tab | Text group), click 'Create from File' tab (Object dialog box), click Browse button, locate file, click Insert button (Browse dialog box), click OK button (Object dialog box)

To Print Specific Pages in a Document

The title page is the first page of the proposal. The body of the proposal spans the second and third pages. The following steps print a hard copy of only the body of the proposal, that is, pages 2 and 3. ***Why?*** *You would like to see the contents of the body of the proposal before you begin modifying it.*

①

- Click File on the ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery.
- Verify that the printer listed on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the selected printer.
- Type 2–3 in the Pages text box in the Settings area of the Print gallery (Figure 4–25).


Animal Clinic Sales Proposal - Word
Info
New
Open
Save
Save As
Print
Share
Close
Account
Options
Print
Print button
Print
printer name
Printer
Printer Properties
Settings
Settings area
Print tab
page range entered
Print gallery

Copies: 1

EPSON711178 (WP-4540 Seri...
Ready

Custom Print
Type specific pages, section...

Pages: 2-3

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

SKIP

Figure 4–25

Skip

②

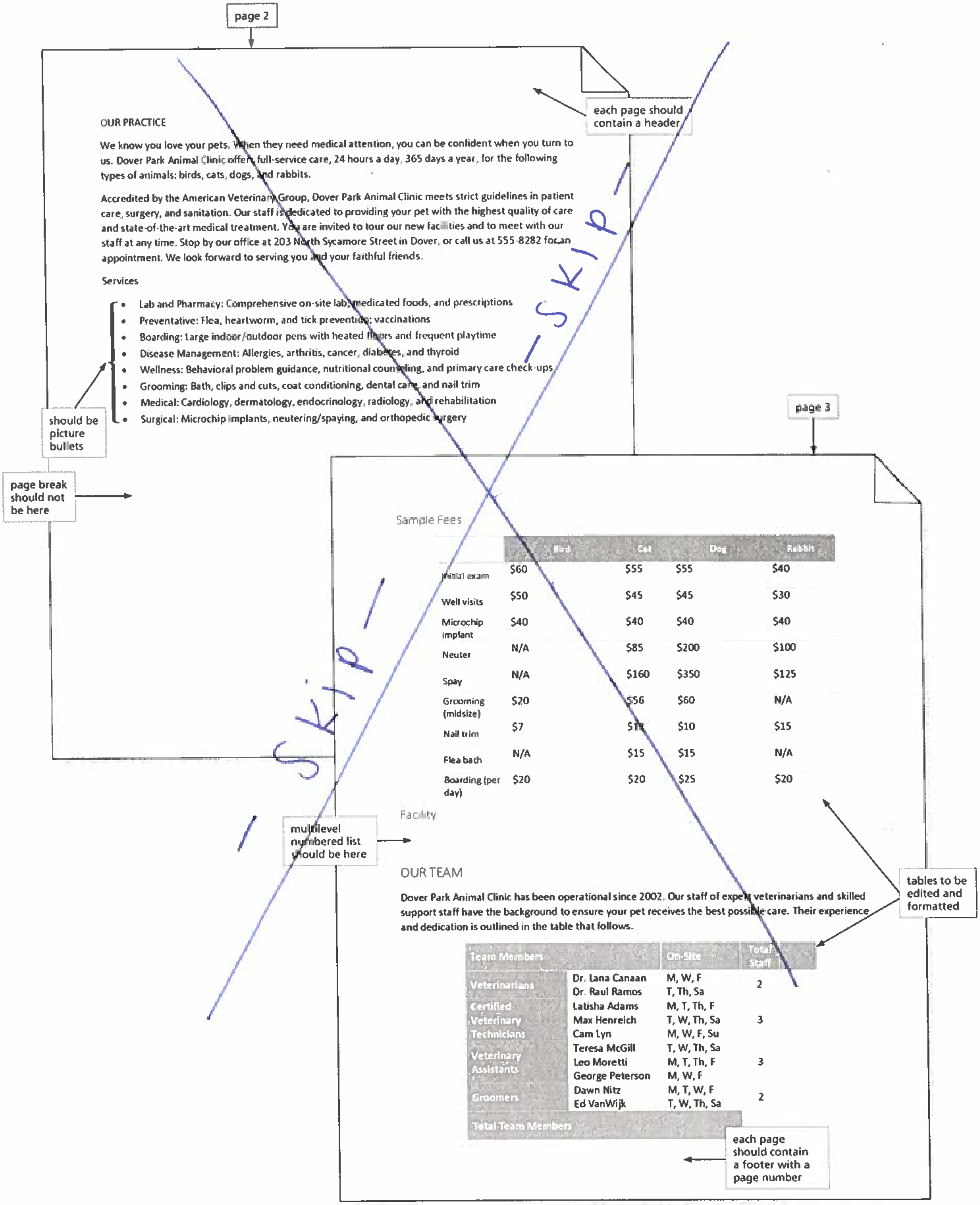
- Click the Print button to print the inserted draft of the sales proposal (Figure 4–26).

Q&A How would I print pages from a certain point to the end of a document?
You would enter the page number followed by a dash in the Pages text box. For example, 5- will print from page 5 to the end of the document. To print up to a certain page, put the dash first (e.g., -5 will print pages 1 through 5).

Why does my document wrap on different words than Figure 4–26?
Differences in wordwrap may be related to the printer used by your computer.

Why does my screen show the document has four pages?
You may have an extra blank page at the end of the document. This blank page will be deleted later in the module.

Skip



each page should contain a header

should be picture bullets

page break should not be here

multilevel numbered list should be here

tables to be edited and formatted

each page should contain a footer with a page number

OUR PRACTICE

We know you love your pets. When they need medical attention, you can be confident when you turn to us. Dover Park Animal Clinic offers full-service care, 24 hours a day, 365 days a year, for the following types of animals: birds, cats, dogs, and rabbits.

Accredited by the American Veterinary Group, Dover Park Animal Clinic meets strict guidelines in patient care, surgery, and sanitation. Our staff is dedicated to providing your pet with the highest quality of care and state-of-the-art medical treatment. You are invited to tour our new facilities and to meet with our staff at any time. Stop by our office at 203 North Sycamore Street in Dover, or call us at 555-8282 for an appointment. We look forward to serving you and your faithful friends.

Services

- Lab and Pharmacy: Comprehensive on-site lab, medicated foods, and prescriptions
- Preventative: Flea, heartworm, and tick prevention; vaccinations
- Boarding: Large indoor/outdoor pens with heated floors and frequent playtime
- Disease Management: Allergies, arthritis, cancer, diabetes, and thyroid
- Wellness: Behavioral problem guidance, nutritional counseling, and primary care check-ups
- Grooming: Bath, clips and cuts, coat conditioning, dental care, and nail trim
- Medical: Cardiology, dermatology, endocrinology, radiology, and rehabilitation
- Surgical: Microchip implants, neutering/spaying, and orthopedic surgery

Sample Fees

	Bird	Cat	Dog	Rabbit
Initial exam	$60	$55	$55	$40
Well visits	$50	$45	$45	$30
Microchip implant	$40	$40	$40	$40
Neuter	N/A	$85	$200	$100
Spay	N/A	$160	$350	$125
Grooming (midsize)	$20	$56	$60	N/A
Nail trim	$7	$12	$10	$15
Flea bath	N/A	$15	$15	N/A
Boarding (per day)	$20	$20	$25	$20

Facility

OUR TEAM

Dover Park Animal Clinic has been operational since 2002. Our staff of expert veterinarians and skilled support staff have the background to ensure your pet receives the best possible care. Their experience and dedication is outlined in the table that follows.

Team Members		On-Site	Total Staff
Veterinarians	Dr. Lana Canaan Dr. Raul Ramos	M, W, F T, Th, Sa	2
Certified Veterinary Technicians	Latisha Adams Max Henreich Cam Lyn	M, T, Th, F T, W, Th, Sa M, W, F, Su	3
Veterinary Assistants	Teresa McGill Leo Moretti George Peterson	T, W, Th, Sa M, T, Th, F M, W, F	3
Groomers	Dawn Nitz Ed VanWijk	M, T, W, F T, W, Th, Sa	2
Total Team Members			

-SKIP-

-SKIP-

Figure 4–26

Other Ways

1. Press CTRL+P; press ENTER

CONSIDER THIS

What elements should the body of a sales proposal contain?

Be sure to include basic elements in your sales proposals:

- **Include an introduction, body, and conclusion.** The introduction could contain the subject, purpose, statement of problem, need, background, or scope. The body may include costs, benefits, supporting documentation, available or required facilities, feasibility, methods, timetable, materials, or equipment. The conclusion summarizes key points or requests an action.
- **Use headers and footers.** Headers and footers help to identify every page. A page number should be in either the header or footer. If the sales proposal should become disassembled, the reader can use the page numbers in the headers or footers to determine the order and pieces of your proposal.

* You must have the show/hide button on to see the page break!

To Delete a Page Break

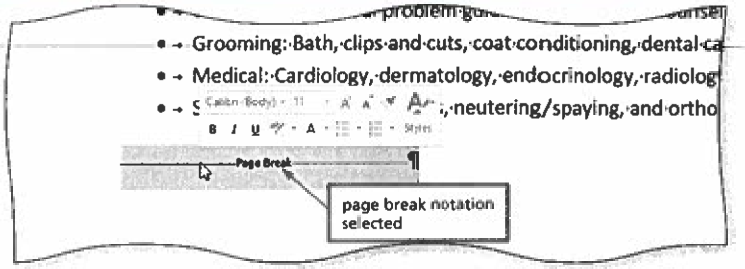
After reviewing the draft in Figure 4–26, you notice it contains a page break below the bulleted list. The following steps delete a page break. *Why? This page break below the bulleted list should not be in the proposal.*

1

- Scroll to display the page break notation.
- To select the page break notation, double-click it (Figure 4–27).

2

- Press the DELETE key to remove the page break from the document.



- → Grooming:·Bath,·clips·and·cuts,·coat·conditioning,·dental·ca
- → Medical:·Cardiology,·dermatology,·endocrinology,·radiolog
- → S ;,·neutering/spaying,·and·ortho

page break notation selected

Figure 4–27

Other Ways

1. With page break notation selected, click Cut button (Home tab | Clipboard group)
2. With page break notation selected, right-click selection and then click Cut on mini toolbar or shortcut menu
3. With the insertion point to the left or right of the page break notation, press DELETE or BACKSPACE, respectively

To Apply Heading Styles

Word has many built-in, or predefined, styles that you can use to format text. Three of the Styles shown in the Styles gallery in Figure 4–28 are for headings: Heading 1 for the major headings and Heading 2 and Heading 3 for minor headings. In the Animal Clinic Draft, all headings except for the first two were formatted using heading styles.

The following steps apply the Heading 1 style to the paragraph containing the text, OUR PRACTICE, and the Heading 2 style to the paragraph containing the text, Services.

1 Position the insertion point in the paragraph to be formatted to the Heading 1 style, in this case, the first line on the second page with the text, OUR PRACTICE.

2 Click Heading 1 in the Style gallery (Home tab | Styles group) to apply the selected style to the paragraph containing the insertion point.

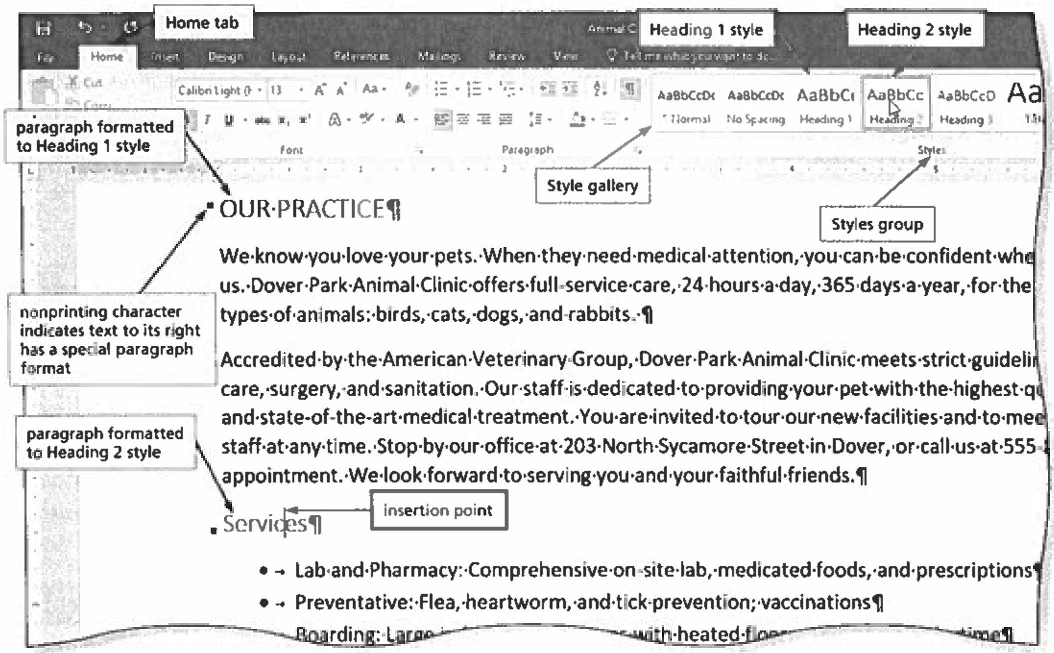
Q&A

Why did a square appear on the screen near the left edge of the paragraph formatted with the Heading 1 style?

The square is a nonprinting character, like the paragraph mark, that indicates text to its right has a special paragraph format applied to it.

3 Position the insertion point in the paragraph to be formatted to the Heading 2 style, in this case, the line above the bulleted list with the text, Services.

4. Click Heading 2 in the Style gallery (Home tab | Styles group) to apply the selected style to the paragraph containing the insertion point (Figure 4–28).



Home tab

Heading 1 style

Heading 2 style

paragraph formatted to Heading 1 style

Style gallery

Styles group

nonprinting character indicates text to its right has a special paragraph format

paragraph formatted to Heading 2 style

insertion point

OUR·PRACTICE¶

We·know·you·love·your·pets.·When·they·need·medical·attention,·you·can·be·confident·whe
us.·Dover·Park·Animal·Clinic·offers·full-service·care,·24·hours·a·day,·365·days·a·year,·for·the
types·of·animals:·birds,·cats,·dogs,·and·rabbits.·¶

Accredited·by·the·American·Veterinary·Group,·Dover·Park·Animal·Clinic·meets·strict·guideli
care,·surgery,·and·sanitation.·Our·staff·is·dedicated·to·providing·your·pet·with·the·highest·q
and·state-of-the-art·medical·treatment.·You·are·invited·to·tour·our·new·facilities·and·to·mee
staff·at·any·time.·Stop·by·our·office·at·203·North·Sycamore·Street·in·Dover,·or·call·us·at·555
appointment.·We·look·forward·to·serving·you·and·your·faithful·friends.¶

Services¶

- → Lab·and·Pharmacy:·Comprehensive·on-site·lab,·medicated·foods,·and·prescriptions¶
- → Preventative:·Flea,·heartworm,·and·tick·prevention;·vaccinations¶
- → Boarding:·Large

Figure 4–28

To Change Spacing before and after a Paragraph

The next step is to adjust spacing above and below the current paragraph, that is, the heading above the bulleted list. This paragraph is formatted using the Heading 2 style, which places no space above the paragraph and 8 points below the paragraph. You would like this paragraph, and all other paragraphs formatted using the Heading 2 style, to have 12 points of space above them and 6 points of space below them. Thus, the following steps adjust the spacing before and after a paragraph.

1. Display the Layout tab. Position the insertion point as shown in Figure 4–29. Click the Spacing Before up arrow (Layout tab | Paragraph group) as many times as necessary so that 12 pt is displayed in the Spacing Before box (or, if using touch, tap the Spacing Before box (Layout tab | Paragraph group) and then type 12 to change the spacing above the paragraph).

2. If necessary, click the Spacing After up arrow (Layout tab | Paragraph group) so that 6 pt is displayed in the Spacing After box (or, if using touch, tap the Spacing After box (Layout tab | Paragraph group) and then type 6 to change the spacing below the paragraph).

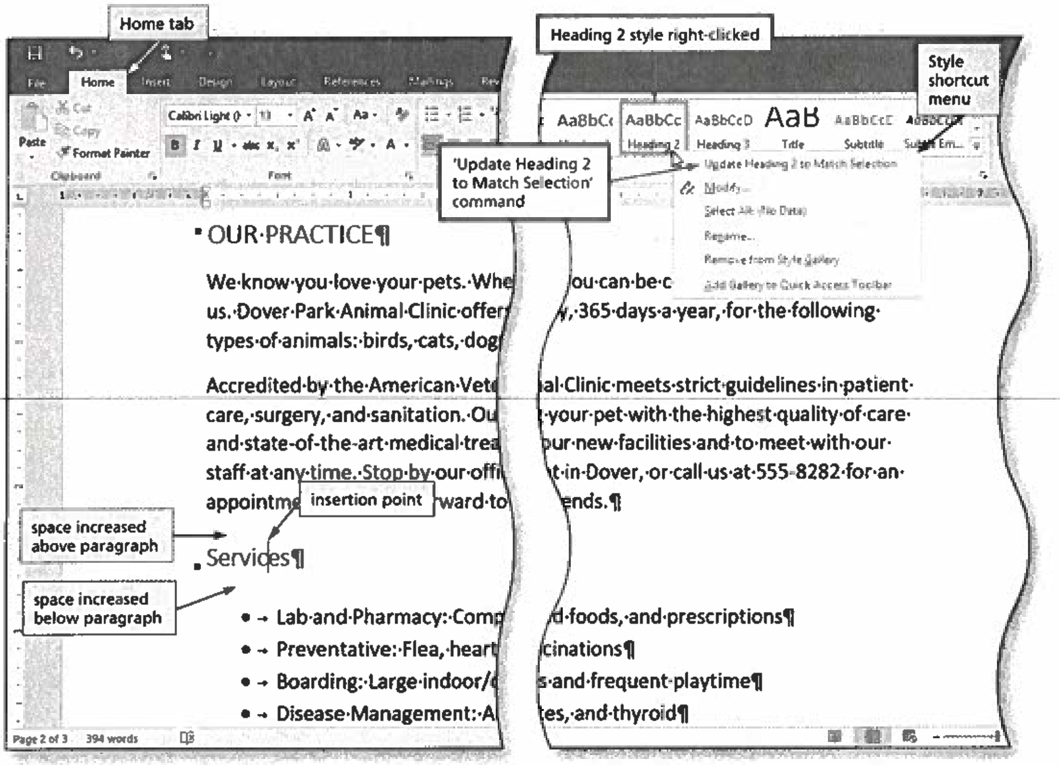
To Update a Style to Match a Selection

You want all paragraphs formatted in the Heading 2 style in the proposal to use this adjusted spacing. Thus, the following steps update the Heading 2 style so that this adjusted spacing is applied to all Heading 2 paragraphs in the document.

1. If necessary, position the insertion point in the paragraph containing the style to be updated.

2. Display the Home tab. Right-click Heading 2 in the Styles gallery (Home tab | Styles group) to display a shortcut menu (Figure 4–29).

3. Click 'Update Heading 2 to Match Selection' on the shortcut menu to update the Heading 2 style to reflect the settings at the location of the insertion point.


Home tab
Heading 2 style right-clicked
Style shortcut menu
'Update Heading 2 to Match Selection' command
Update Heading 2 to Match Selection
Modify...
Select All: (No Data)
Rename...
Remove from Style Gallery
Add Gallery to Quick Access Toolbar
insertion point
space increased above paragraph
space increased below paragraph
Page 2 of 3 394 words

OUR PRACTICE¶

We know you love your pets. Whe… ou can be c… us. Dover Park Animal Clinic offer… y, 365 days a year, for the following types of animals: birds, cats, dog…

Accredited by the American Vete… ial Clinic meets strict guidelines in patient care, surgery, and sanitation. Ou… your pet with the highest quality of care and state-of-the-art medical trea… our new facilities and to meet with our staff at any time. Stop by our offi… t in Dover, or call us at 555-8282 for an appointme… ward to… ends.¶

Services¶

- Lab and Pharmacy: Comp… d foods, and prescriptions¶
- Preventative: Flea, heart… cinations¶
- Boarding: Large indoor/… s and frequent playtime¶
- Disease Management: A… tes, and thyroid¶

Figure 4–29

Creating Headers and Footers

A header is text that prints at the top of each page in the document. A footer is text that prints at the bottom of each page. In this proposal, you want the header and footer to appear on each page after the title page; that is, you do not want the header and footer on the title page. Recall that the title page is in a separate section from the rest of the sales proposal. Thus, the header and footer should not be in section 1, but they should be in section 2. The steps in the following sections explain how to create a header and footer in section 2 only.

BTW

Headers and Footers

If a portion of a header or footer does not print, it may be in a nonprintable area. Check the printer user instructions to see how close the printer can print to the edge of the paper. Then, click the Page Setup Dialog Box Launcher (Layout tab | Page Setup group), click the Layout tab (Page Setup dialog box), adjust the From edge text box to a value that is larger than the printer's minimum margin setting, click the OK button, and then print the document again.

To Insert a Formatted Header Different from the Previous Header

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

Word provides several built-in preformatted header designs for you to insert in documents. The following steps insert a formatted header in section 2 of the sales proposal that is different from the previous header. *Why? You do not want the header to appear on the title page, so you will instruct Word to not place the header in the previous section. Recall that the title page is in section 1 and the body of the proposal is in section 2.*

1.

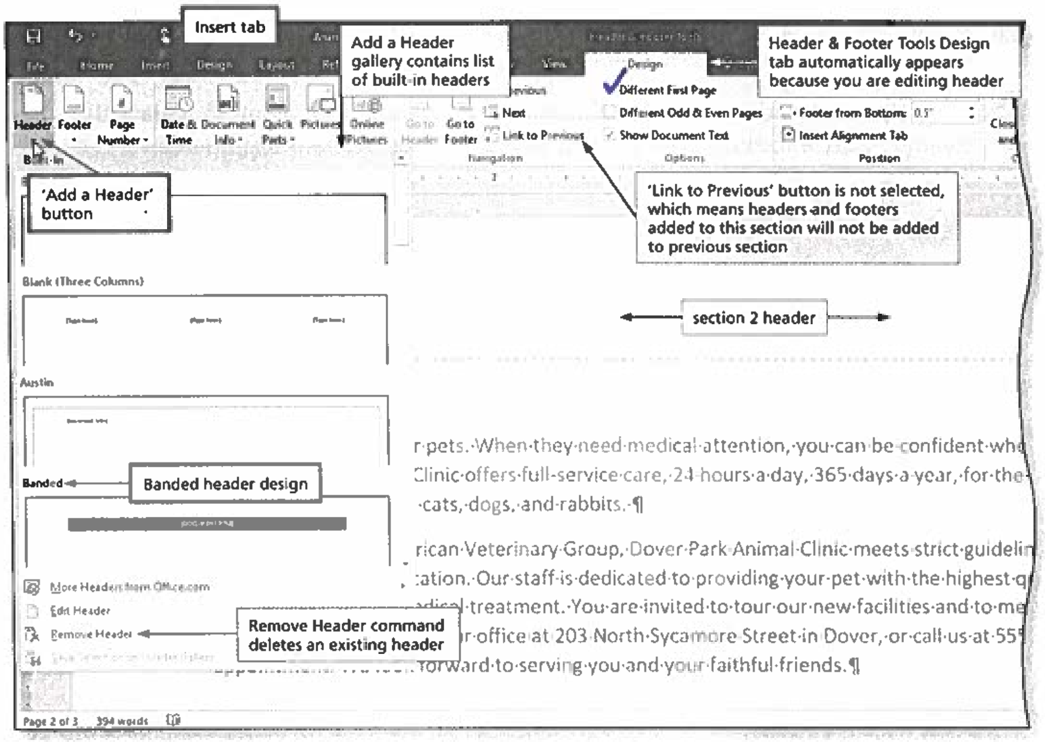
- Display the Insert tab. Click the 'Add a Header' button (Insert tab | Header & Footer group) and then click Edit Header in the Header gallery to switch to the header for section 2.
- If the 'Link to Previous' button (Header & Footer Tools Design tab | Navigation group) is selected, click it to deselect the button because you do not want the header in this section to be copied to the previous section (that is, the header should not be on the title page).

·click 'Different First page'

- Click the 'Add a Header' button (Header & Footer Tools Design tab | Header & Footer group) to display the Add a Header gallery (Figure 4–30).

Experiment

- Scroll through the list of built-in headers to see the variety of available formatted header designs.


Insert tab

Add a Header gallery contains list of built-in headers

Header & Footer Tools Design tab automatically appears because you are editing header

'Add a Header' button

'Link to Previous' button is not selected, which means headers and footers added to this section will not be added to previous section

section 2 header

Banded header design

Remove Header command deletes an existing header

r pets. When they need medical attention, you can be confident wh
Clinic offers full-service care, 24 hours a day, 365 days a year, for the
cats, dogs, and rabbits.¶

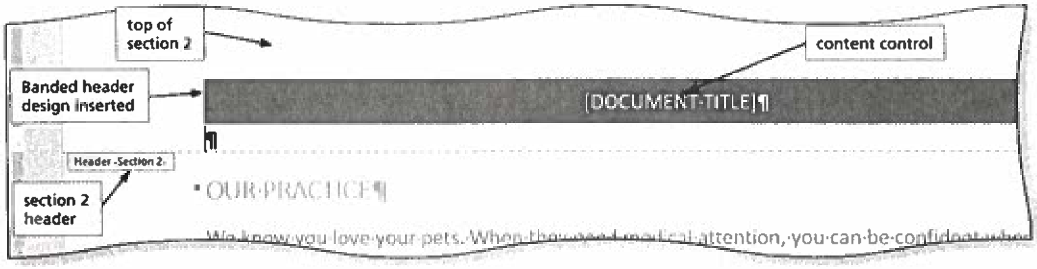
rican Veterinary Group, Dover Park Animal Clinic meets strict guideli
:ation. Our staff is dedicated to providing your pet with the highest q
dical treatment. You are invited to tour our new facilities and to me
r office at 203 North Sycamore Street in Dover, or call us at 55
forward to serving you and your faithful friends.¶

Header
Footer
Page Number
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Design
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Built-In
Blank (Three Columns)
Austin
Banded
More Headers from Office.com
Edit Header
Remove Header
Page 2 of 3
394 words

Figure 4–30

2

- If necessary, scroll to and then click the Banded header design in the Add a Header gallery to insert the formatted header in the header of section 2, which contains a content control (Figure 4–31).


top of section 2

content control

Banded header design inserted

section 2 header

[DOCUMENT TITLE]¶

¶

OUR PRACTICE¶

We know you love your pets. When they need medical attention, you can be confident whe

Header -Section 2-

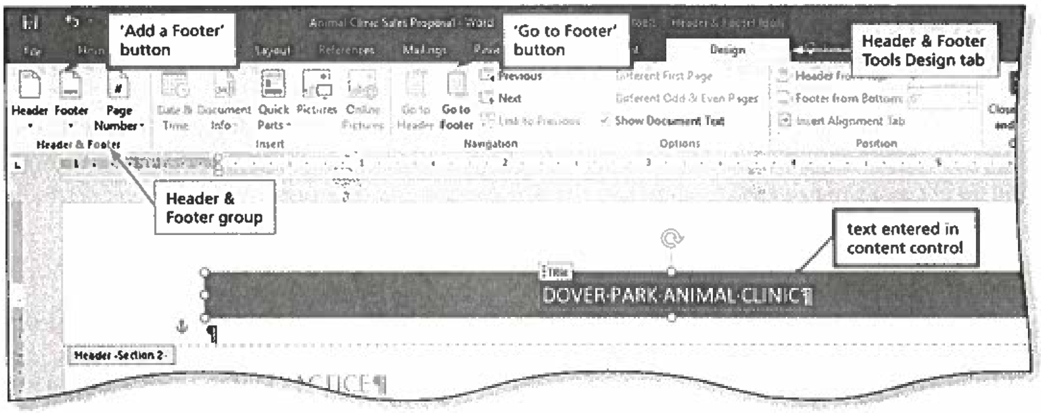
Figure 4–31

Q&A What is a content control?

A content control is an object that contains sample text or instructions for filling in text and graphics.

3

- Click the content control, [DOCUMENT TITLE], to select it and then type `Dover Park Animal Clinic` in the content control (Figure 4–32).


'Add a Footer' button

'Go to Footer' button

Header & Footer Tools Design tab

Header & Footer group

text entered in content control

DOVER PARK ANIMAL CLINIC¶

¶

Animal Clinic Sales Proposal - Word
Header
Footer
Page Number
Header & Footer
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top
Footer from Bottom
Insert Alignment Tab
Position
Title
Header -Section 2-
CTICE¶

Figure 4–32

Need to Remove?

Q&A How would I delete a header?
You would click Remove Header in the Header gallery.

Other Ways

1. Click 'Add a Header' button (Insert tab | Header & Footer group), select desired header in list
2. Click 'Explore Quick Parts' button (Insert tab | Text group), click 'Building Blocks Organizer' on Quick Parts menu, select desired header (Building Blocks Organizer dialog box), click Insert button

To Insert a Formatted Footer

The next step is to insert the footer. Word provides the same built-in preformatted footer designs as header designs. The footer design that corresponds to the header just inserted contains a centered page number. The following steps insert a formatted footer in section 2 of the sales proposal that corresponds to the header just inserted.

1. Click the 'Go to Footer' button (shown in Figure 4–32) (Header & Footer Tools Design tab | Navigation group) to display the footer for section 2.
2. If the 'Link to Previous' button (Header & Footer Tools Design tab | Navigation group) is selected, click it to deselect the button because you do not want the footer in this section to be copied to the previous section (that is, the footer should not be on the title page). Check 'Diferent First page'
3. Click the 'Add a Footer' button (shown in Figure 4–32) (Header & Footer Tools Design tab | Header & Footer group) to display the Add a Footer gallery.
4. Click the Banded footer design to insert the formatted footer in the footer of section 2 (shown in Figure 4–33).

Q&A Why is the page number a 2?
The page number is 2 because, by default, Word begins numbering pages from the beginning of the document.

BTW

Page Numbers

If Word displays {PAGE} instead of the actual page number, press ALT+F9 to turn off field codes. If Word prints {PAGE} instead of the page number, open the Backstage view, click the Options tab to display the Word Options dialog box, click Advanced in the left pane (Word Options dialog box), scroll to the Print area, remove the check mark from the 'Print field codes instead of their values' check box, and then click the OK button.

To Format Page Numbers to Start at a Different Number

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

On the page after the title page in the proposal, you want to begin numbering with a number 1, instead of a 2 as shown in Figure 4–33. *Why? Word begins numbering pages from the beginning of the document, and you want it to begin numbering from the first page of the body of the proposal. Thus, you need to instruct Word to begin numbering the pages in section 2 with the number 1.* The following steps format the page numbers so that they start at a different number.

1

- Click the 'Add Page Numbers' button (Header & Footer Tools Design tab | Header & Footer group) to display the Add Page Numbers menu (Figure 4–33).

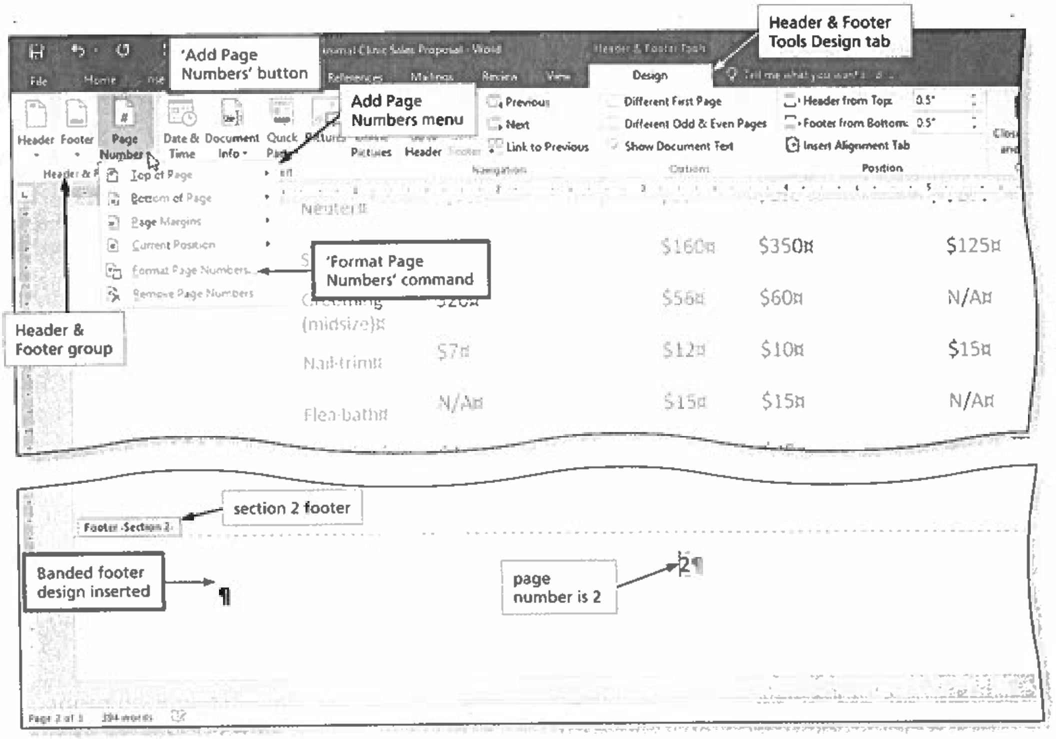

Header & Footer Tools Design tab
'Add Page Numbers' button
Add Page Numbers menu
'Format Page Numbers' command
Header & Footer group
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers
section 2 footer
Footer -Section 2-
Banded footer design inserted
page number is 2

Figure 4–33

2

- Click 'Format Page Numbers' on the Add Page Numbers menu to display the Page Number Format dialog box.
- Click Start at in the Page numbering area (Page Number Format dialog box), which displays a 1 by default as the starting page number (Figure 4–34).

Q&A Can I also change the look of the page number?
Yes. Click the Number format arrow (Page Number Format dialog box) for a list of page number variations.

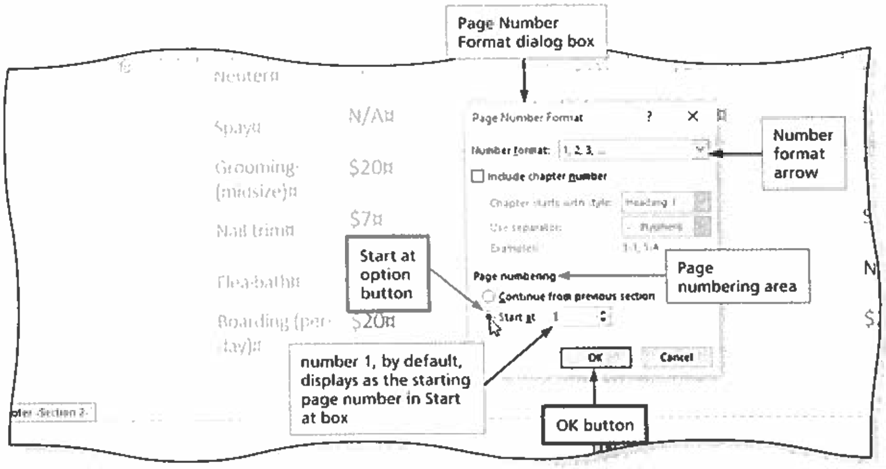

Page Number Format dialog box
Page Number Format
Number format: 1, 2, 3, ...
Include chapter number
Page numbering
Continue from previous section
Start at: 1
OK
Cancel
Number format arrow
Start at option button
Page numbering area
number 1, by default, displays as the starting page number in Start at box
OK button

Figure 4–34

3

- Click the OK button to change the starting page number for section 2 to the number 1 (Figure 4–35).
- Click the 'Close Header and Footer' button (Header & Footer Tools Design tab | Close group) to close the header and footer.

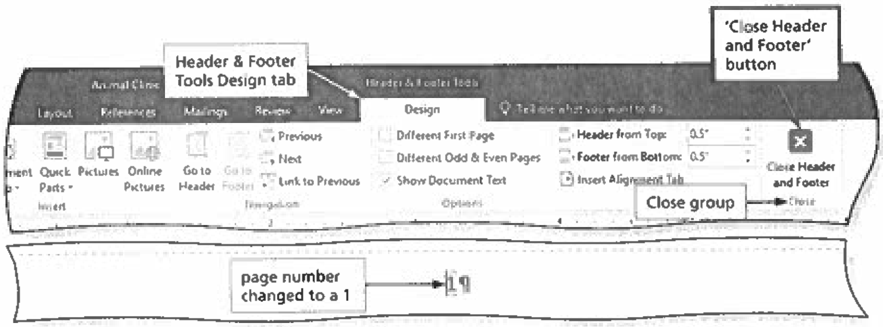

Header & Footer Tools Design tab
'Close Header and Footer' button
Close group
page number changed to a 1

Figure 4–35

Other Ways

1. Click 'Add Page Numbers' button (Insert tab | Header & Footer group), click 'Format Page Numbers' on Add Page Numbers menu, set page formats (Page Number Format dialog box), click OK button

Editing and Formatting Lists

The finished sales proposal in this module has two lists: a bulleted list and a numbered list (shown in Figures 4–1b and 4–1c at the beginning of this module). The bulleted list is in alphabetical (sorted) order, the first word of each list item is emphasized, and the bullets are graphical instead of simple round dots. The numbered list has multiple levels for each numbered item. The following sections illustrate steps used to edit and format the lists in the proposal:

1. Sort a list of paragraphs.
2. Format text in the first list item and then copy the format to text in each of the remaining list items.
3. Customize bullets in a list of paragraphs.
4. Create a multilevel numbered list.

To Sort Paragraphs

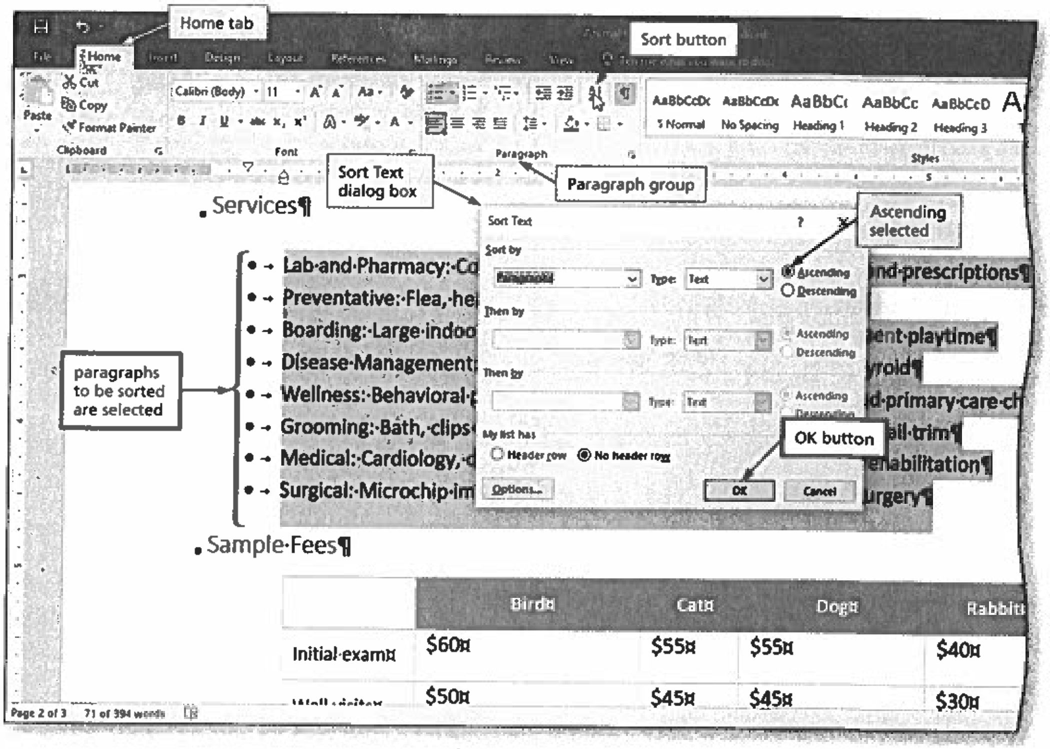
1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The next step is to alphabetize the paragraphs in the bulleted list. *Why? It is easier for readers to locate information in lists that are in alphabetical order.* In Word, you can arrange paragraphs in alphabetic, numeric, or date order based on the first character in each paragraph. Ordering characters in this manner is called **sorting**. The following steps sort paragraphs.

1

- If necessary, scroll to display the paragraphs to be sorted.
- Drag through the paragraphs to be sorted, in this case, the bulleted list.
- Click the Sort button (Home tab | Paragraph group) to display the Sort Text dialog box (Figure 4–36).

Q&A What does ascending mean?
Ascending means to sort in alphabetic, numeric, or earliest-to-latest date order.


Home tab
Sort button
Sort Text dialog box
Paragraph group
Ascending selected
paragraphs to be sorted are selected
OK button
Home
Cut
Copy
Format Painter
Paste
Clipboard
Font
Paragraph
Styles
Normal
No Spacing
Heading 1
Heading 2
Heading 3
Options...
OK
Cancel
Page 2 of 3
71 of 394 words

Services¶

- Lab·and·Pharmacy:·Co
- Preventative:·Flea,·he
- Boarding:·Large·indoo
- Disease·Management
- Wellness:·Behavioral·
- Grooming:·Bath,·clips
- Medical:·Cardiology,·c
- Surgical:·Microchip·im

Sort Text
Sort by: Type: Text ● Ascending ○ Descending
My list has: ○ Header row ● No header row

Sample·Fees¶

	Bird	Cat	Dog	Rabbit
Initial·exam	$60	$55	$55	$40
	$50	$45	$45	$30

Figure 4–36

2

- Click the OK button (Sort Text dialog box) to instruct Word to alphabetize the selected paragraphs (shown in Figure 4–37).
- Click anywhere to remove the selection from the text.

To Apply a Style Using the Mini Toolbar

The text up to the colon in each list item is to be formatted in italic with the color purple. Although you could apply formatting using buttons in the Font group on the ribbon, it is more efficient to use the Intense Emphasis style. If you use a style and decide at a later time that you want to modify the formatting, you simply modify the style and Word will apply the changes to all text formatted with that style. Thus, the following steps format text using a style.

1. Select the text to be formatted (in this case, the text, Boarding, in the first list item).
2. Click the Styles button on the mini toolbar to display the Styles gallery (Figure 4–37).
3. Click Intense Emphasis in the Styles gallery to apply the selected style to the selected text.

Q&A Could I use the Styles gallery on the Home tab instead of the mini toolbar?
Yes.

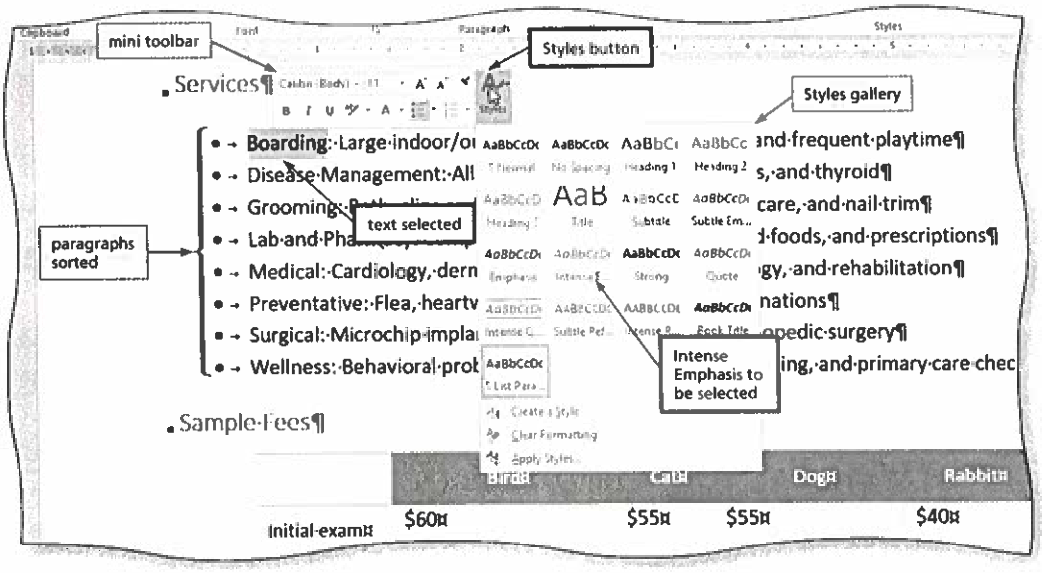

mini toolbar
Styles button
Styles gallery
paragraphs sorted
text selected
Intense Emphasis to be selected
Services¶
Boarding:·Large·indoor/o
Disease·Management:·All
Grooming:
Lab·and·Pha
Medical:·Cardiology,·derm
Preventative:·Flea,·heartv
Surgical:·Microchip·impla
Wellness:·Behavioral·prob
Sample·Fees¶
Birds
Cats
Dogs
Rabbits
Initial·exam
$60
$55
$55
$40

Figure 4–37

BTW

Format Painter

If you also want to copy paragraph formatting, such as alignment and line spacing, select the paragraph mark at the end of the paragraph prior to clicking the Format Painter button (Home tab | Clipboard group). If you want to copy only character formatting, such as fonts and font sizes, do not include the paragraph mark in your selected text.

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

To Use the Format Painter Button

The first words in each of the remaining list items is to be formatted the same as the first words in the first list item. ***Why?** You would like the lists to be formatted consistently.* Instead of selecting the text in each list item one at a time and then formatting it, you will copy the format from the first word to the remaining words. The following steps copy formatting.

1.

- Position the insertion point in the text that contains the formatting you wish to copy (the text, Boarding, in this case).
- Double-click the Format Painter button (Home tab | Clipboard group) to turn on the format painter. (looks like a paint brush)

Q&A Why double-click the Format Painter button?
To copy formats to only one other location, click the Format Painter button (Home tab | Clipboard group) once. If you want to copy formatting to multiple locations, however, double-click the Format Painter button so that the format painter remains active until you turn it off.

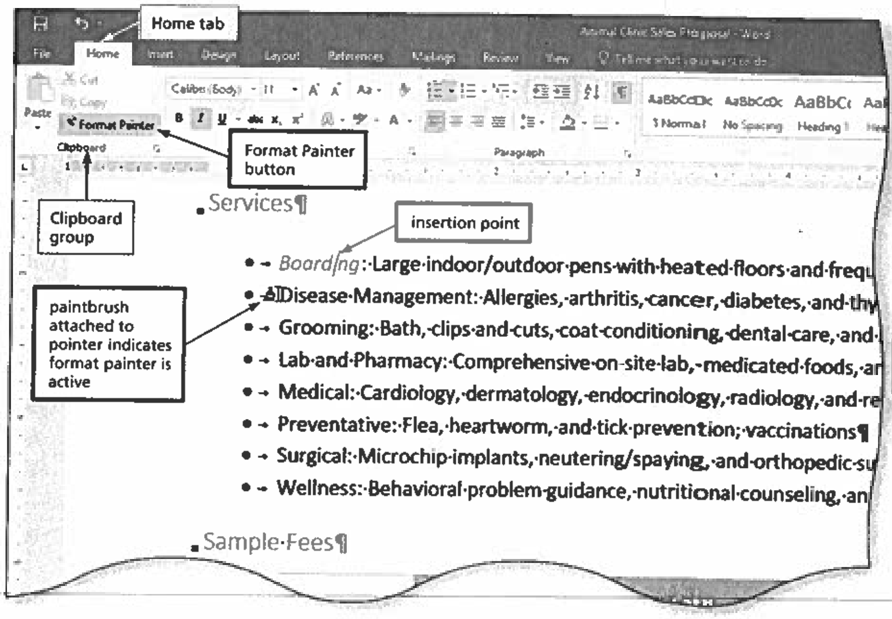
- Move the pointer to where you want to copy the formatting (the text, Disease Management, in this case) and notice that the format painter is active (Figure 4–38).

Q&A How can I tell if the format painter is active?
The pointer has a paintbrush attached to it when the format painter is active.

2

- Select the text in the next list item (the text, Disease Management, in this case) to paste the copied format to the selected text.

Q&A What if the Format Painter button no longer is selected?
Repeat Step 1.


Home tab
Format Painter button
Clipboard group
insertion point
paintbrush attached to pointer indicates format painter is active

Services¶

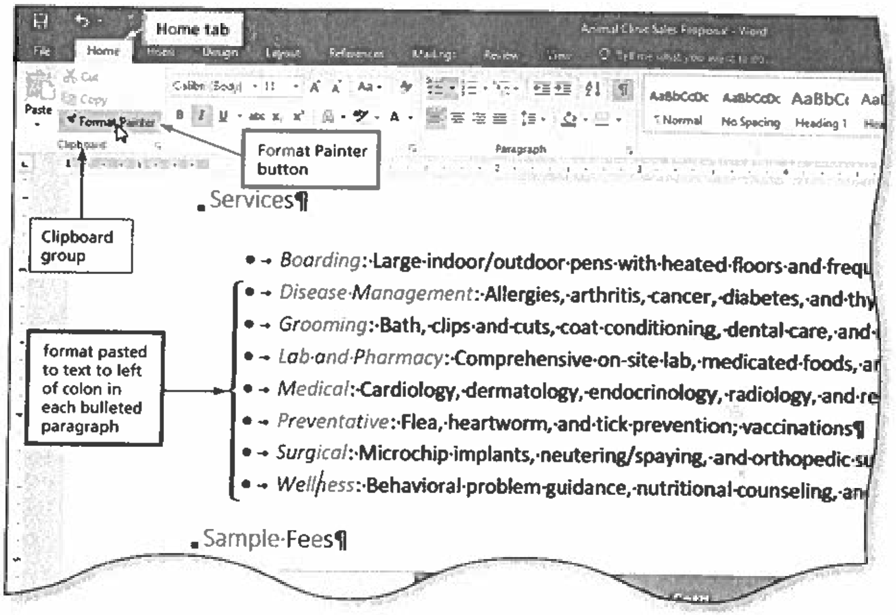
- Boarding:·Large·indoor/outdoor·pens·with·heated·floors·and·frequ
- Disease·Management:·Allergies,·arthritis,·cancer,·diabetes,·and·thy
- Grooming:·Bath,·clips·and·cuts,·coat·conditioning,·dental·care,·and·
- Lab·and·Pharmacy:·Comprehensive·on-site·lab,·medicated·foods,·ar
- Medical:·Cardiology,·dermatology,·endocrinology,·radiology,·and·re
- Preventative:·Flea,·heartworm,·and·tick·prevention;·vaccinations¶
- Surgical:·Microchip·implants,·neutering/spaying,·and·orthopedic·su
- Wellness:·Behavioral·problem·guidance,·nutritional·counseling,·an

Sample·Fees¶

Figure 4–38

3

- Repeat Step 2 for the remaining the list items, selecting text up to the colon in Grooming, Lab and Pharmacy, Medical, Preventative, Surgical, and Wellness.
- Click the Format Painter button (Home tab | Clipboard group) to turn off the format painter (Figure 4–39).


Home tab
Format Painter button
Clipboard group
format pasted to text to left of colon in each bulleted paragraph

Services¶

- *Boarding*:·Large·indoor/outdoor·pens·with·heated·floors·and·frequ
- *Disease·Management*:·Allergies,·arthritis,·cancer,·diabetes,·and·thy
- *Grooming*:·Bath,·clips·and·cuts,·coat·conditioning,·dental·care,·and·
- *Lab·and·Pharmacy*:·Comprehensive·on-site·lab,·medicated·foods,·ar
- *Medical*:·Cardiology,·dermatology,·endocrinology,·radiology,·and·re
- *Preventative*:·Flea,·heartworm,·and·tick·prevention;·vaccinations¶
- *Surgical*:·Microchip·implants,·neutering/spaying,·and·orthopedic·su
- *Wellness*:·Behavioral·problem·guidance,·nutritional·counseling,·an

Sample·Fees¶

Figure 4–39

To Customize Bullets in a List

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

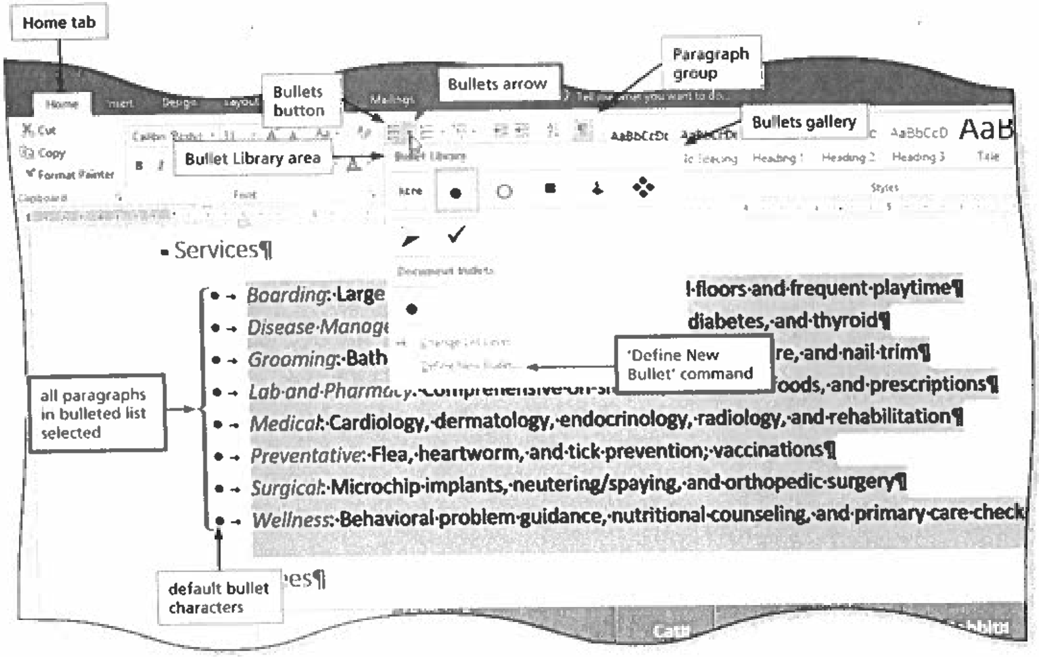
The bulleted list in the sales proposal draft uses default bullet characters, that is, the dot symbol. The following steps change the bullets in a list from the default to picture bullets. *Why? You want to use a more visually appealing bullet that looks like a veterinary caduceus. Word refers to graphical bullets as picture bullets.*

1

- Select all the paragraphs in the bulleted list.
- Click the Bullets arrow (Home tab | Paragraph group) to display the Bullets gallery (Figure 4–40).

Q&A Can I select any of the bullet characters in the Bullet Library area of the Bullets gallery?

Yes, but if you prefer a different bullet character, follow the rest of these steps.


Home tab
Bullets button
Bullets arrow
Paragraph group
Bullets gallery
Bullet Library area
'Define New Bullet' command
all paragraphs in bulleted list selected
default bullet characters

Services¶

- *Boarding:* Large … floors and frequent playtime¶
- *Disease Manage…* diabetes, and thyroid¶
- *Grooming:* Bath … re, and nail trim¶
- *Lab and Pharmacy:* Comprehensive … oods, and prescriptions¶
- *Medical:* Cardiology, dermatology, endocrinology, radiology, and rehabilitation¶
- *Preventative:* Flea, heartworm, and tick prevention; vaccinations¶
- *Surgical:* Microchip implants, neutering/spaying, and orthopedic surgery¶
- *Wellness:* Behavioral problem guidance, nutritional counseling, and primary care check

Figure 4–40

2

- Click 'Define New Bullet' in the Bullets gallery to display the Define New Bullet dialog box.
- Click the Picture button (Define New Bullet dialog box) to display the Insert Pictures dialog box.
- Type `veterinary caduceus` in the search box (Insert Pictures dialog box) and then click the Search button to display a list of pictures that matches the entered search text.
- Scroll through the list of pictures to locate the one shown in Figure 4–41, or a similar image. (If necessary, click the 'Show all web results' button to display more images that match the search text.)

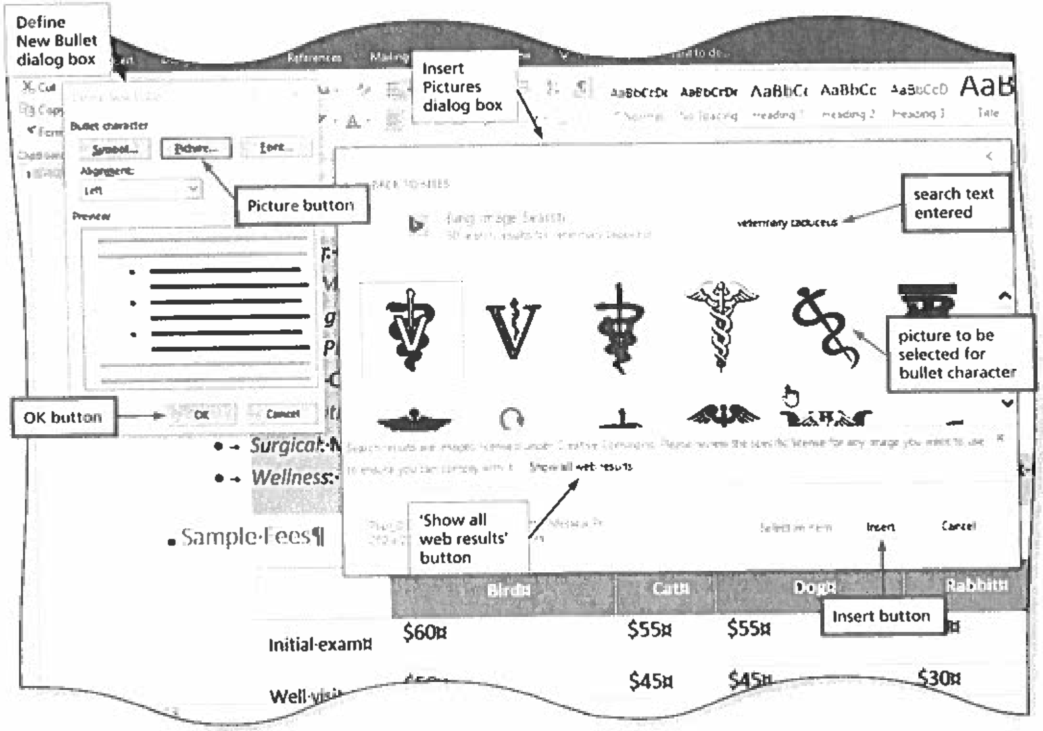

Define New Bullet dialog box
Insert Pictures dialog box
Picture button
search text entered
veterinary caduceus
picture to be selected for bullet character
OK button
'Show all web results' button
Insert button
Symbol...
Picture...
Font...
OK
Cancel
Insert
Cancel
Birds
Cats
Dogs
Rabbits
Initial exam
Well visit
$60
$55
$55
$45
$45
$30
Surgical:
Wellness:
Sample Fees¶

Figure 4–41

Q&A What if I cannot locate the image in Figure 4-41, and I would like to use that exact image?

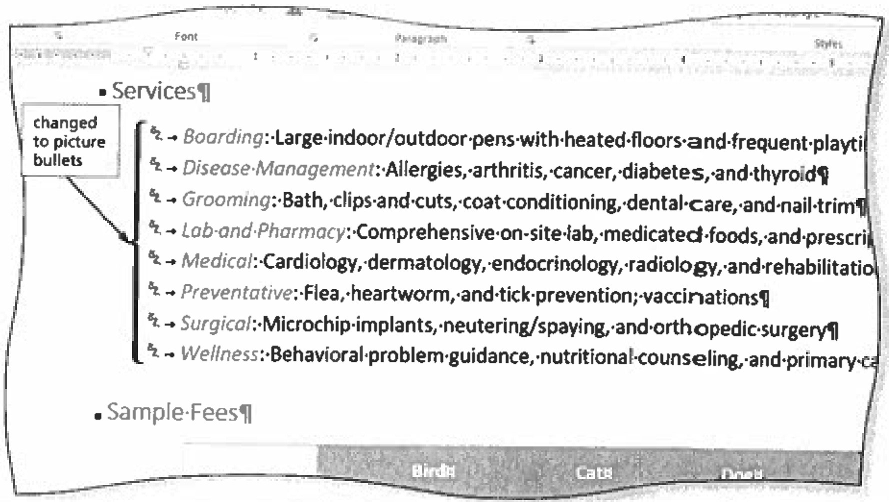
The image is located on the Data Files. You can click the Cancel button, click the 'Browse from a file' link in the Insert Pictures dialog box, navigate to the file called aesculab-stab-2400px.png in the Data Files, select the file, and then click the Insert button (Insert Picture dialog box) to show a preview of the selected picture bullet in the Define New Bullet dialog box. Proceed to Step 4.

3

- Click the desired picture to select it.
- Click the Insert button (Insert Pictures dialog box) to download the image, close the dialog box, and show a preview of the selected picture bullet in the Define New Bullet dialog box.

4

- Click the OK button (Define New Bullet dialog box) to change the bullets in the selected list to picture bullets.
- When the Word window is visible again, click in the selected list to remove the selection (Figure 4–42).



Services¶

changed to picture bullets

Boarding:·Large·indoor/outdoor·pens·with·heated·floors·and·frequent·playti
Disease·Management:·Allergies,·arthritis,·cancer,·diabetes,·and·thyroid¶
Grooming:·Bath,·clips·and·cuts,·coat·conditioning,·dental·care,·and·nail·trim¶
Lab·and·Pharmacy:·Comprehensive·on-site·lab,·medicated·foods,·and·prescri
Medical:·Cardiology,·dermatology,·endocrinology,·radiology,·and·rehabilitatio
Preventative:·Flea,·heartworm,·and·tick·prevention;·vaccinations¶
Surgical:·Microchip·implants,·neutering/spaying,·and·orthopedic·surgery¶
Wellness:·Behavioral·problem·guidance,·nutritional·counseling,·and·primary·ca

Sample·Fees¶

Figure 4–42

To Create a Multilevel Numbered List

1 INSERT & FORMAT GRAPHICS | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | **5 EDIT & FORMAT TABLES** | **6 CREATE WATERMARK**

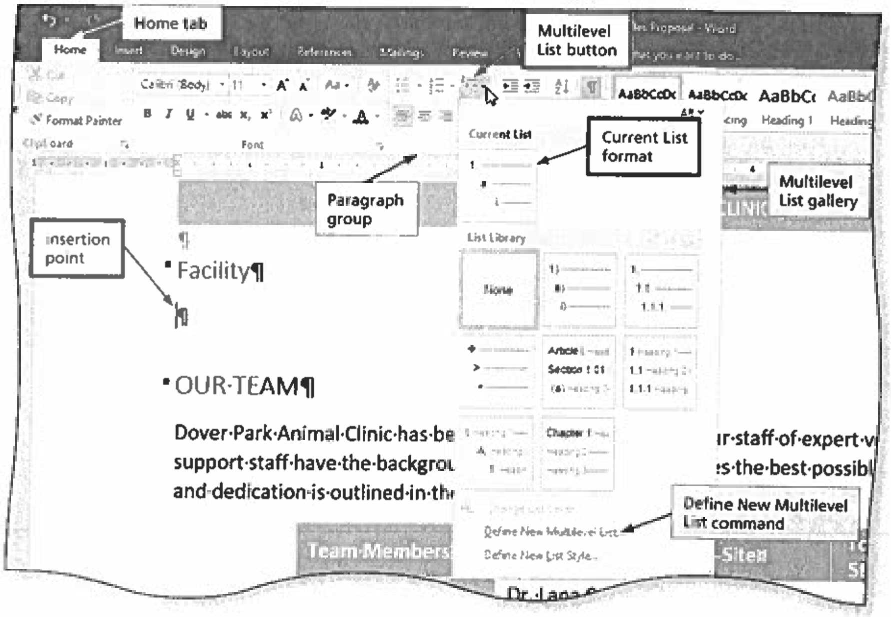
The next step is to create a multilevel numbered list below the Facility heading on the last page of the sales proposal in this module (shown in Figure 4–1c at the beginning of this module). *Why? You would like to list the team members and their hours at the clinic.*

A **multilevel list** is a list that contains several levels of list items, with each lower level displaying a different numeric, alphabetic, or bullet character. In a multilevel list, the first level is displayed at the left edge of the list and subsequent levels are indented; that is, the second level is indented below the first, the third level is indented below the second level, and so on. The list is referred to as a numbered list if the first level contains numbers or letters and is referred to as a bulleted list if the first level contains a character other than a number or letter.

For the list in this project, the first level uses numbers (i.e., 1., 2., 3.), the second level uses lowercase letters (a., b., c.), and the third level uses lowercase Roman numerals (for example, i., ii., iii.). The following steps create a multilevel numbered list.

1

- Position the insertion point at the location for the multilevel numbered list, which in this case is the blank line below the Facility heading on the last page of the sales proposal.
- Click the Multilevel List button (Home tab | Paragraph group) to display the Multilevel List gallery (Figure 4–43).



Home tab

Multilevel List button

Current List format

Multilevel List gallery

Paragraph group

insertion point

Facility¶

¶

OUR·TEAM¶

Dover·Park·Animal·Clinic·has·be ... ır·staff·of·expert·v
support·staff·have·the·backgrou ... ɛs·the·best·possib
and·dedication·is·outlined·in·th

Define New Multilevel List command

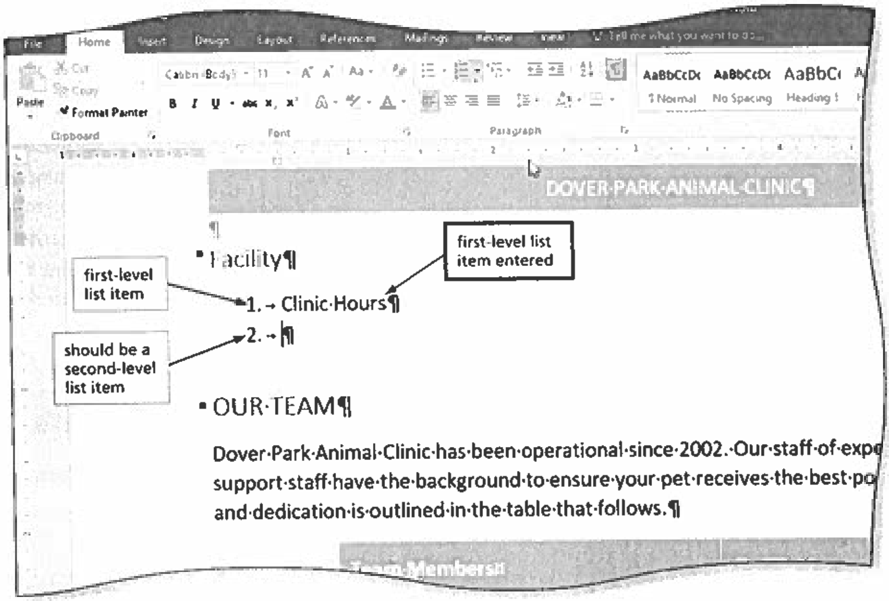
Figure 4–43

②

- Click the Current List format in the Multilevel List gallery to display the current paragraph as a multilevel list item using the current number format, which in this case is an indented 1 followed by a period.

Q&A What if I wanted a different number format?
You would click the Multilevel List button (Home tab | Paragraph group) and then select the desired format in the Multilevel List gallery, or click Define New Multilevel List in the Multilevel List gallery (shown in Figure 4-43) to define your own format.

- Type **Clinic Hours** as a first-level list item and then press the ENTER key, which automatically places the next sequential number for the current level at the beginning of the next line (in this case, 2.) (Figure 4–44).


DOVER·PARK·ANIMAL·CLINIC¶

¶

• Facility¶

1.→ Clinic·Hours¶

2.→ ¶

• OUR·TEAM¶

Dover·Park·Animal·Clinic·has·been·operational·since·2002.·Our·staff·of·exp
support·staff·have·the·background·to·ensure·your·pet·receives·the·best·po
and·dedication·is·outlined·in·the·table·that·follows.¶

Team·Members¶

first-level list item entered

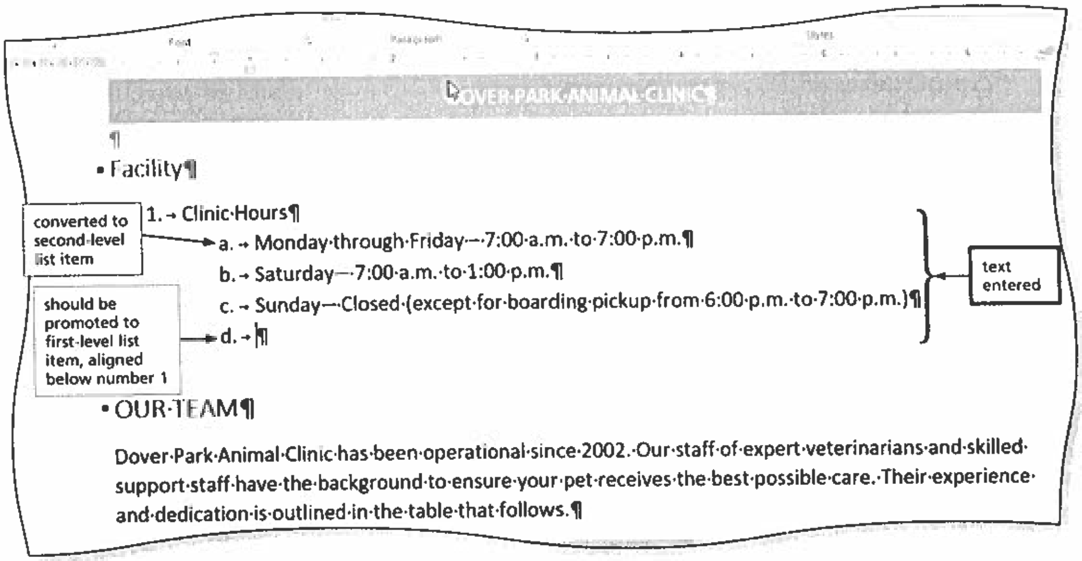
first-level list item

should be a second-level list item

Figure 4–44

③

- Press the TAB key to demote the current list item (the 2.) to the next lower level, which is indented below the higher-level list item (in this case, converting 2. to a.).


DOVER·PARK·ANIMAL·CLINIC¶

¶

• Facility¶

1.→ Clinic·Hours¶
a.→ Monday·through·Friday—7:00·a.m.·to·7:00·p.m.¶
b.→ Saturday—7:00·a.m.·to·1:00·p.m.¶
c.→ Sunday—Closed·(except·for·boarding·pickup·from·6:00·p.m.·to·7:00·p.m.)¶
d.→ ¶

• OUR·TEAM¶

Dover·Park·Animal·Clinic·has·been·operational·since·2002.·Our·staff·of·expert·veterinarians·and·skilled·support·staff·have·the·background·to·ensure·your·pet·receives·the·best·possible·care.·Their·experience·and·dedication·is·outlined·in·the·table·that·follows.¶

converted to second-level list item

should be promoted to first-level list item, aligned below number 1

text entered

Figure 4–45

④

- Type the text for list item 1-a as shown in Figure 4–45 and then press the ENTER key, which automatically places the next sequential list item for the current level on the next line (in this case, b.).
- Type the text for list item 1-b as shown in Figure 4–45 and then press the ENTER key, which automatically places the next sequential list item on the next line (in this case, c.).
- Type the text for list item 1-c as shown in Figure 4–45 and then press the ENTER key, which automatically places the next sequential list item on the next line (Figure 4–45).

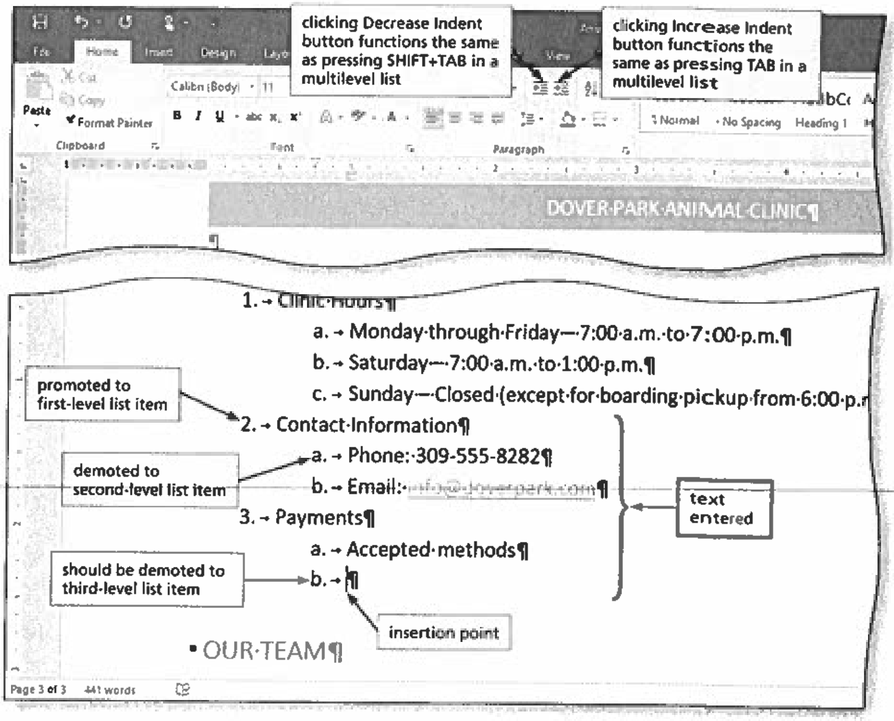
⑤

- Press SHIFT+TAB to promote the current-level list item to a higher-level list item (in this case, converting d. to 2.).

Q&A Can I use buttons on the ribbon instead of pressing TAB or SHIFT+TAB to promote and demote list items?
Yes. With the insertion point in the item to adjust, you can click the Increase Indent or Decrease Indent button (Home tab | Paragraph group) or right-click the list item and then click the desired command on the shortcut menu.

6

- Type `Contact Information` as a first-level list item and then press the ENTER key.
- Press the TAB key to demote the current level list item to a lower-level list item (in this case, converting 3. to a.).
- Type `Phone: 309-555-8282` and then press the ENTER key.
- Type `Email: info@doverpark.com` and then press the ENTER key.
- Press SHIFT+TAB to promote the current-level list item to a higher-level list item (in this case, converting c. to 3.).
- Type `Payments` as a first-level list item, press the ENTER key, and then press the TAB key to demote the current-level list item to a lower-level list item (in this case, converting 4. to a.).
- Type `Accepted methods` and then press the ENTER key (Figure 4-46).



clicking Decrease Indent button functions the same as pressing SHIFT+TAB in a multilevel list

clicking Increase Indent button functions the same as pressing TAB in a multilevel list

DOVER·PARK·ANIMAL·CLINIC¶

1. → Clinic·Hours¶
    a. → Monday·through·Friday—7:00·a.m.·to·7:00·p.m.¶
    b. → Saturday—7:00·a.m.·to·1:00·p.m.¶
    c. → Sunday—Closed·(except·for·boarding·pickup·from·6:00·p.
2. → Contact·Information¶
    a. → Phone:·309-555-8282¶
    b. → Email:·info@doverpark.com¶
3. → Payments¶
    a. → Accepted·methods¶
    b. → ¶

▪ OUR·TEAM¶

promoted to first-level list item

demoted to second-level list item

should be demoted to third-level list item

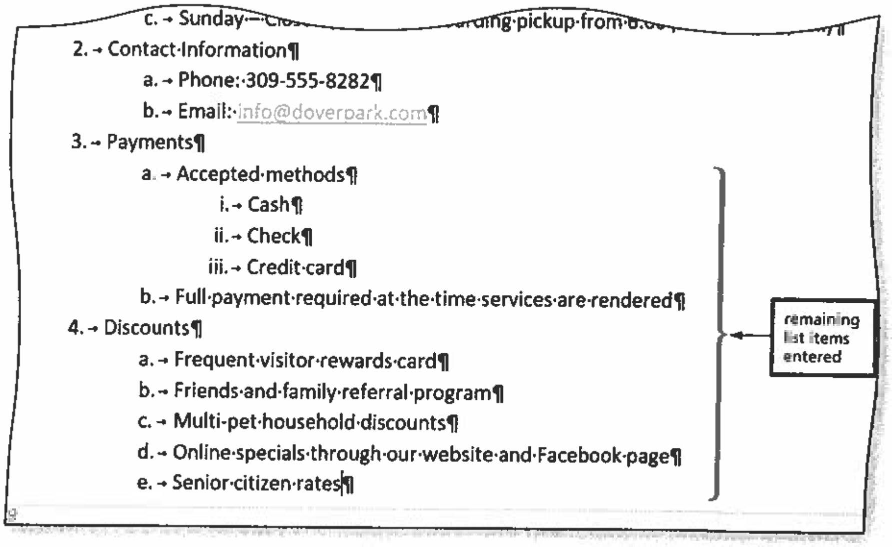
text entered

insertion point

Figure 4–46

7

- Press the TAB key to demote the current-level list item to a lower-level list item (in this case, converting b. to i.).
- Type `Cash` and then press the ENTER key.
- Type `Check` and then press the ENTER key.
- Type `Credit card` and then press the ENTER key.
- Press SHIFT+TAB to promote the current-level list item to a higher-level list item (in this case, converting iii. to b.).
- Type the text for list item 3-b as shown in Figure 4–47 and then press the ENTER key.
- Press SHIFT+TAB to promote the current-level list item to a higher-level list item (in this case, converting c. to 4.).
- Finish entering the list as shown in Figure 4–47.



c. → Sunday—Closed·(except·for·boarding·pickup·from·6:00·p.m.)¶
2. → Contact·Information¶
    a. → Phone:·309-555-8282¶
    b. → Email:·info@doverpark.com¶
3. → Payments¶
    a. → Accepted·methods¶
        i. → Cash¶
        ii. → Check¶
        iii. → Credit·card¶
    b. → Full·payment·required·at·the·time·services·are·rendered¶
4. → Discounts¶
    a. → Frequent·visitor·rewards·card¶
    b. → Friends·and·family·referral·program¶
    c. → Multi-pet·household·discounts¶
    d. → Online·specials·through·our·website·and·Facebook·page¶
    e. → Senior·citizen·rates¶

remaining list items entered

Figure 4–47

- Save the proposal again on the same storage location with the same file name.

Other Ways

1. Type `1.,` press SPACEBAR, type numbered list, pressing ENTER key at end of each item in list

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 Animal Clinic Sales Proposal, and continue following the steps from this location forward.

Editing and Formatting Tables

The sales proposal draft contains two Word tables: the sample fees table and the team members table (shown earlier in the module in Figure 4–26). The sample fees table shows the sample fees for a variety of patient types, and the team members table shows details about various staff members at the clinic. In this section, you will make several modifications to these two tables so that they appear as shown in Figure 4–1 at the beginning of this module.

The following pages explain how to modify the tables in the sales proposal draft:

1. Sample fees table
    a. Change the column width for the column containing the type of services.
    b. Change row heights so that they are not so tall.
    c. Shade table cells.
    d. Sort the table contents by service type.
    e. Change cell spacing.
    f. Change the column width of columns containing costs.
2. Team members table
    a. Delete the extra column on the right edge of the table.
    b. Split table cells so that the heading, Team Members, is above the second column.
    c. Display text in a cell vertically to the left of the table.
    d. Remove cell shading from the table.
    e. Add borders to the table.
    f. Sum columns in the table.

BTW

Table Wrapping

If you want text to wrap around a table, instead of displaying above and below the table, do the following: either right-click the table and then click Table Properties on the shortcut menu, or click the Table Properties button (Table Tools Layout tab | Table group), click the Table tab (Table Properties dialog box), click Around in the Text wrapping area, and then click the OK button.

CONSIDER THIS

Why should you include visuals in a sales proposal?

Studies have shown that most people are visually oriented, preferring images to text. Use tables to clarify ideas and illustrate points. Be aware, however, that too many visuals can clutter a document.

5 EDIT & FORMAT TABLES | **6 CREATE WATERMARK**

To Show Gridlines

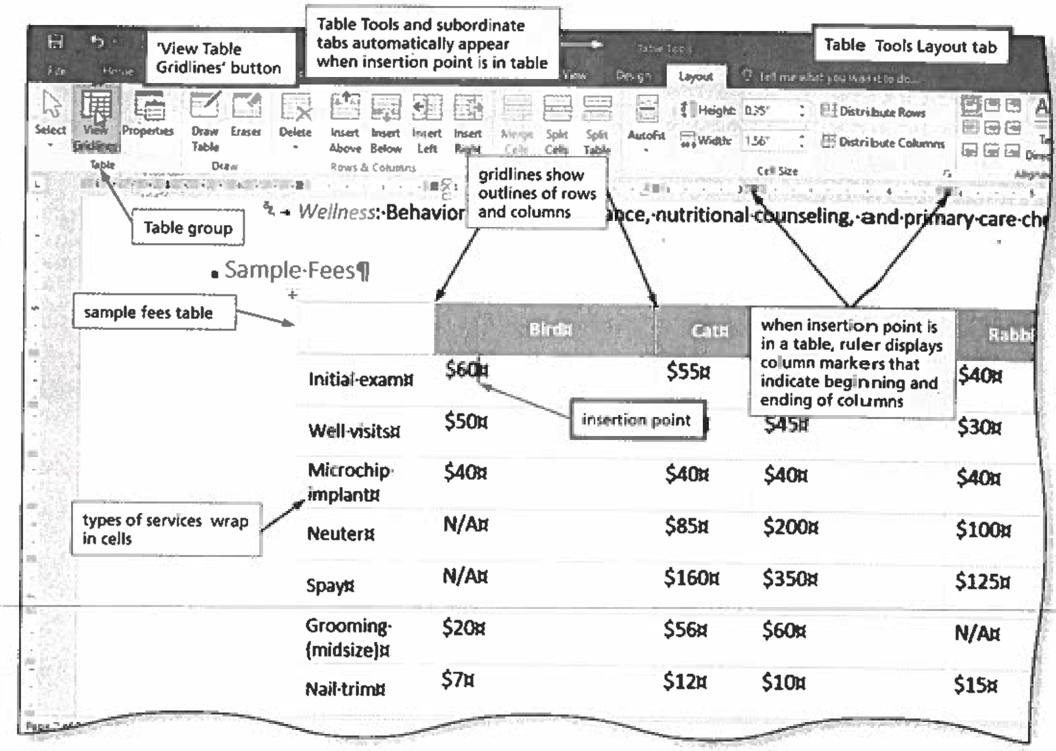
When a table contains no borders or light borders, it may be difficult to see the individual cells in the table. Thus, the following step shows gridlines. ***Why?*** *To help identify the location of cells, you can display gridlines, which show cell outlines on the screen.* **Gridlines** are formatting marks, which means the gridlines do not print.

1

- Display the table to be edited in the document window (in this case, the sample fees table).
- Position the insertion point in any cell in the table.
- Display the Table Tools Layout tab.

- If gridlines are not displayed on the screen, click the 'View Table Gridlines' button (Table Tools Layout tab | Table group) to show gridlines in the table (Figure 4–48).

Q&A How do I turn off table gridlines?
Click the 'View Table Gridlines' button again.


Select
View Gridlines
Properties
Draw Table
Eraser
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height: 0.35"
Width: 1.56"
Distribute Rows
Distribute Columns
Table
Draw
Rows & Columns
Cell Size
Design
Layout

'View Table Gridlines' button

Table Tools and subordinate tabs automatically appear when insertion point is in table

Table Tools Layout tab

Table group

gridlines show outlines of rows and columns

sample fees table

when insertion point is in a table, ruler displays column markers that indicate beginning and ending of columns

insertion point

types of services wrap in cells

Wellness:·Behavior … nce,·nutritional·counseling,·and·primary·care·ch

Sample·Fees¶

	Birds¤	Cats¤		Rabbi
Initial·exam¤	$60¤	$55¤		$40¤
Well·visits¤	$50¤		$45¤	$30¤
Microchip·implant¤	$40¤	$40¤	$40¤	$40¤
Neuter¤	N/A¤	$85¤	$200¤	$100¤
Spay¤	N/A¤	$160¤	$350¤	$125¤
Grooming·(midsize)¤	$20¤	$56¤	$60¤	N/A¤
Nail·trim¤	$7¤	$12¤	$10¤	$15¤

Figure 4–48

To Change Column Width

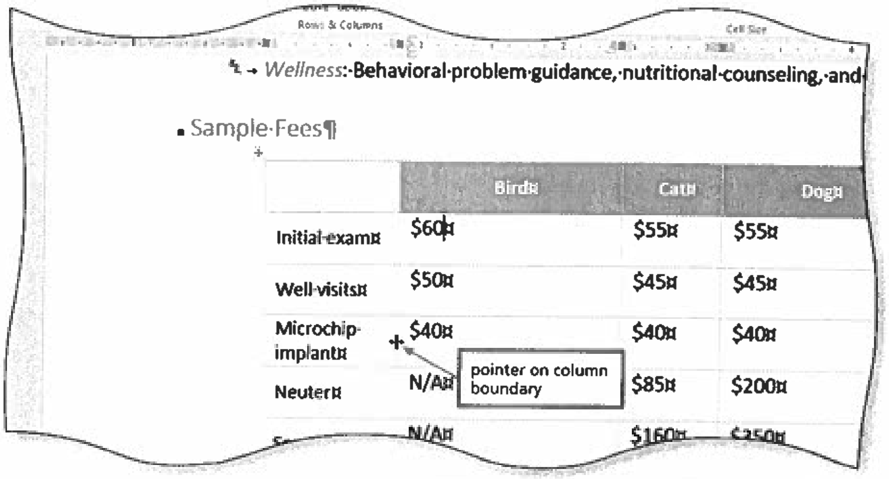
1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

Notice in Figure 4–48 that the leftmost column containing the types of services is not wide enough to fit the contents; that is, some of the services wrap in the cells. Thus, you will change the column width of just this single column. ***Why?*** *In this proposal, the services should appear on a single line that is just wide enough to accommodate the types of services.*

You can change a column width by entering a specific value on the ribbon or in a dialog box, or by using a marker on the ruler or the column boundary. The following steps change column width by using a column's boundary.

①

- Position the pointer on the column boundary to the right of the column to adjust (in this case, to the right of the first column) so that the pointer changes to a double-headed arrow split by two vertical bars (Figure 4–49).


Rows & Columns
Cell Size

Wellness:·Behavioral·problem·guidance,·nutritional·counseling,·and

Sample·Fees¶

	Birds¤	Cats¤	Dogs¤
Initial·exam¤	$60¤	$55¤	$55¤
Well·visits¤	$50¤	$45¤	$45¤
Microchip·implant¤	$40¤	$40¤	$40¤
Neuter¤	N/A¤	$85¤	$200¤

pointer on column boundary

Figure 4–49

2

- Double-click the column boundary so that Word adjusts the column width according to the column contents. (If all of the contents in the column still are not displayed on a single line, double-click the column boundary again so that all contents are displayed on a single line) (Figure 4–50).

Q&A What if I am using a touch screen?

Position the insertion point in the column to adjust, tap the AutoFit button (Table Tools Layout tab | Cell Size group), and then tap AutoFit Contents on the AutoFit menu.

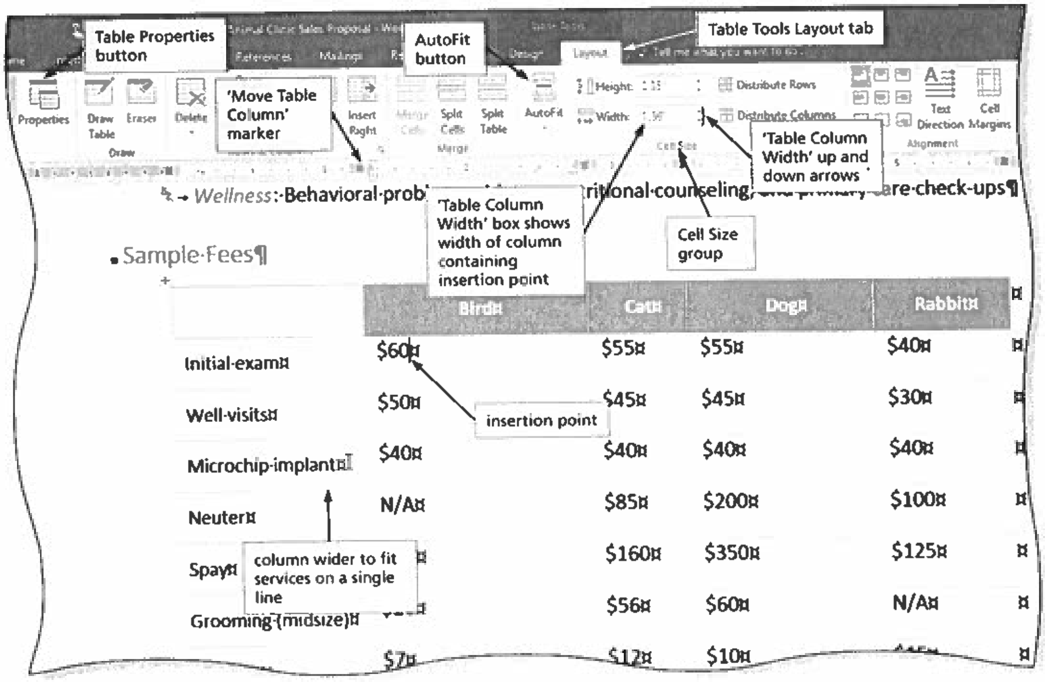


Table Properties button
AutoFit button
Table Tools Layout tab
'Move Table Column' marker
'Table Column Width' up and down arrows
'Table Column Width' box shows width of column containing insertion point
Cell Size group
insertion point
column wider to fit services on a single line
Properties
Draw Table
Eraser
Delete
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height:
Width:
Distribute Rows
Distribute Columns
Text Direction
Cell Margins
Draw
Merge
Cell Size
Alignment
References
Mailings
Design
Layout

Wellness: Behavioral prob… …ritional counseling, … …are check-ups¶

Sample Fees¶

	Birds	Cats	Dogs	Rabbits
Initial exam	$60	$55	$55	$40
Well visits	$50	$45	$45	$30
Microchip implant	$40	$40	$40	$40
Neuter	N/A	$85	$200	$100
Spay		$160	$350	$125
Grooming (midsize)		$56	$60	N/A
	$7	$12	$10	

Figure 4–50

Experiment

- Practice changing this column's width using other techniques: drag the 'Move Table Column' marker on the horizontal ruler to the right and then to the left. Click the 'Table Column Width' box up and down arrows (Table Tools Layout tab | Cell Size group). When you have finished experimenting, type `1.34` in the 'Table Column Width' box (Table Tools Layout tab | Cell Size group).

Other Ways

1. Drag 'Move Table Column' marker on horizontal ruler to desired width
2. Enter desired value in 'Table Column Width' box (Table Tools Layout tab | Cell Size group)
3. Click Table Properties button (Table Tools Layout tab | Table group), click Column tab (Table Properties dialog box), enter width, click OK button

To Change Row Height

5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The next step in this project is to narrow the height of the rows containing the services and fees. ***Why?*** *This table extends close to the bottom of the page, and you want to ensure that it does not spill onto the next page. (Note that it already may spill onto a second page.)*

You change row height in the same ways you change column width. That is, you can change row height by entering a specific value on the ribbon or in a dialog box, or by using a marker on the ruler or the row boundary. The latter two methods, however, work only for a single row at a time. The following steps change row height by entering a value on the ribbon.

1

- Select the rows to change (in this case, all the rows below the first row).

Q&A How do I select rows?

Point to the left of the first row and then drag downward when the pointer changes to a right-pointing arrow (or, if using touch, drag through the rows).

2

- Click the 'Table Row Height' box up or down arrows (Table Tools Layout tab | Cell Size group) as many times as necessary until the box displays 0.3" to change the row height to this value (or, if using touch, enter `0.3` in the 'Table Row Height' box (Table Tools Layout tab | Cell Size group) (Figure 4–51).
- Click anywhere to remove the selection from the table.

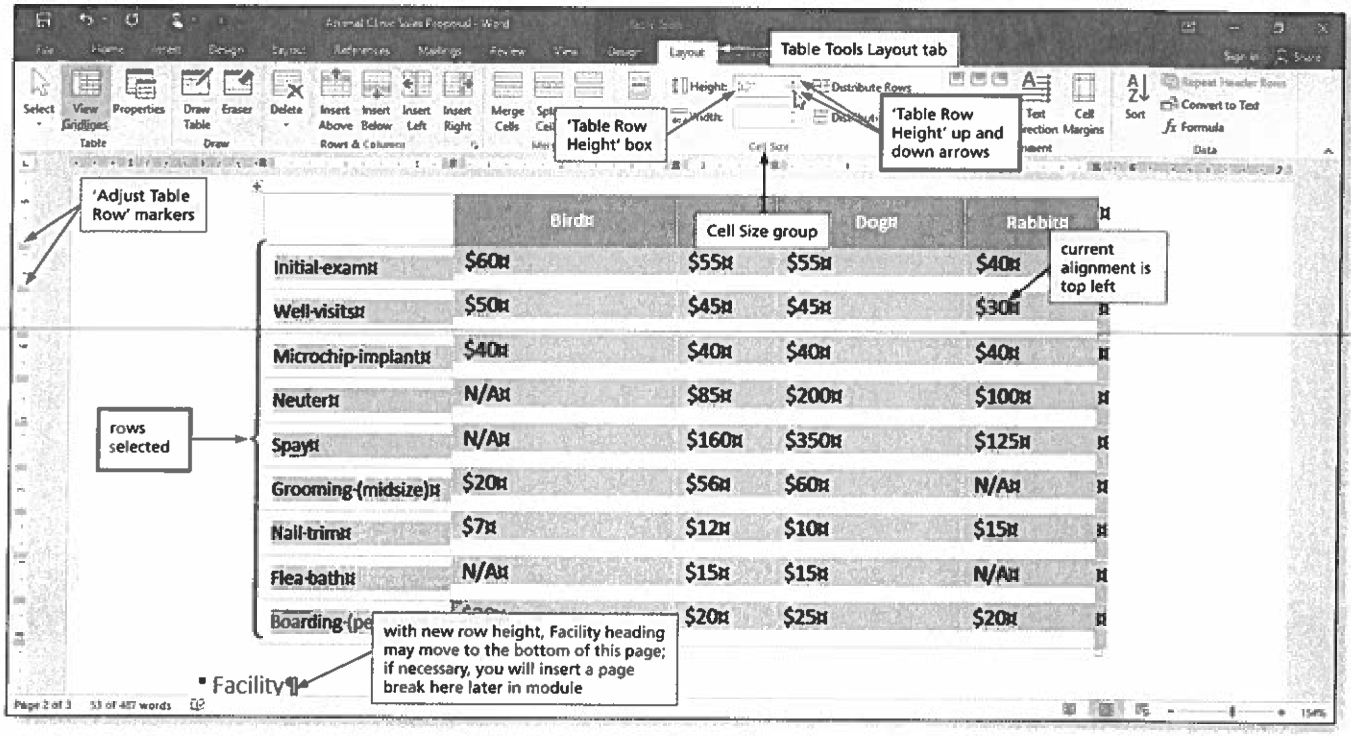

Layout
Select
View Gridlines
Properties
Table
Draw Table
Eraser
Draw
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Height:
Width:
Distribute Rows
Cell Size
Text Direction
Cell Margins
Sort
Repeat Header Rows
Convert to Text
Formula
Data
Page 2 of 3
53 of 487 words

Table Tools Layout tab

'Table Row Height' box

'Table Row Height' up and down arrows

'Adjust Table Row' markers

Cell Size group

current alignment is top left

rows selected

with new row height, Facility heading may move to the bottom of this page; if necessary, you will insert a page break here later in module

	Birds		Dogs	Rabbits
Initial exam	$60	$55	$55	$40
Well visits	$50	$45	$45	$30
Microchip implant	$40	$40	$40	$40
Neuter	N/A	$85	$200	$100
Spay	N/A	$160	$350	$125
Grooming (midsize)	$20	$56	$60	N/A
Nail trim	$7	$12	$10	$15
Flea bath	N/A	$15	$15	N/A
Boarding (pe		$20	$25	$20

• Facility¶

Figure 4–51

Other Ways

1. Click Table Properties button (Table Tools Layout tab | Table group), click Row tab (Table Properties dialog box), enter row height, click OK button
2. Right-click selected row (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Table Properties on shortcut menu, click Row tab, enter row height (Table Properties dialog box), click OK button
3. For a single row, drag row boundary (horizontal gridline at bottom of row in table) to desired height
4. Drag 'Adjust Table Row' marker on vertical ruler to desired height

To Align Data in Cells

The next step is to change the alignment of the data in cells that contain the dollar amounts. Recall that, in addition to aligning text horizontally in a cell (left, center, or right), you can align it vertically within a cell (top, center, or bottom). Currently, the dollar amounts have a top left alignment (shown in Figure 4–51). In this project, they should be aligned center so that they are more centered within the row height and width. The following steps change the alignment of data in cells.

1 Select the cells containing dollar amounts, as shown in Figure 4–52.

Q&A How do I select a series of cells?
Drag through the cells.

BTW

Page Breaks and Tables

If you do not want a page break to occur in the middle of a table, position the insertion point in the table, click the Table Properties button (Table Tools Layout tab | Table group), click the Row tab (Table Properties dialog box), remove the check mark from the 'Allow row to break across pages' check box, and then click the OK button. To force a table to break across pages at a particular row, click in the row that you want to appear on the next page and then press CTRL+ENTER.

2. Click the Align Center button (Table Tools Layout tab | Alignment group) to center the contents of the selected cells (Figure 4–52).

3. Click anywhere to remove the selection from the table.

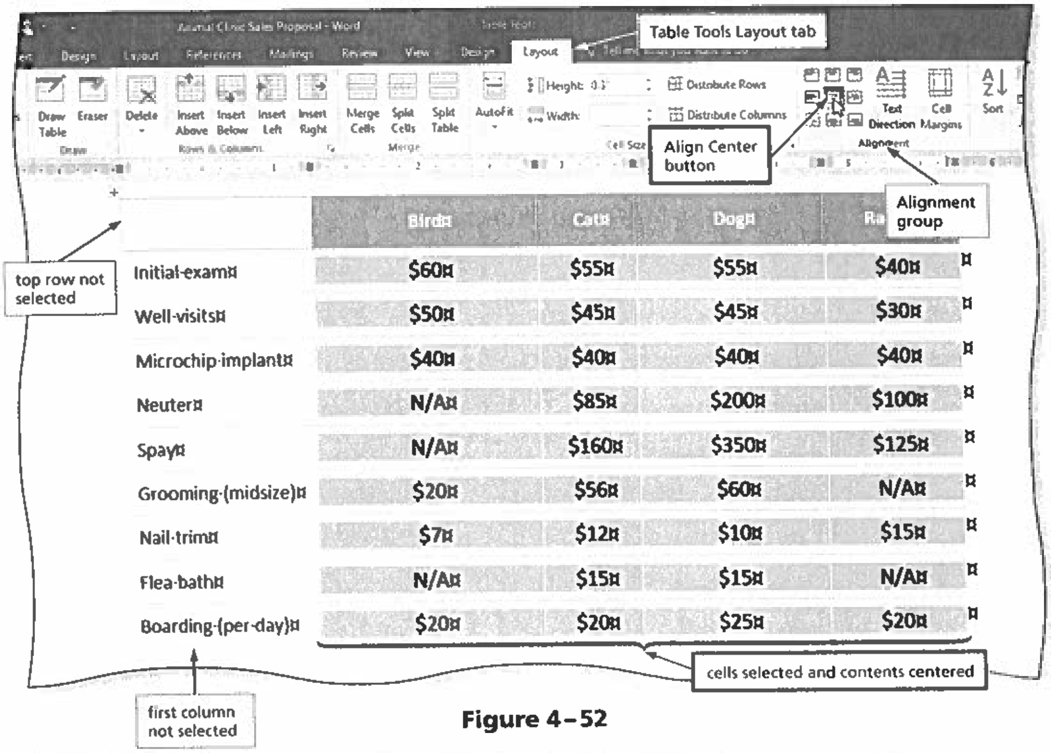

Animal Clinic Sales Proposal - Word
Table Tools
Design
Layout
References
Mailings
Review
View
Draw Table
Eraser
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height
Width
Distribute Rows
Distribute Columns
Text Direction
Cell Margins
Sort
Draw
Rows & Columns
Merge
Cell Size
Alignment

Table Tools Layout tab

Align Center button

Alignment group

top row not selected

	Birds	Cats	Dogs	Ra
Initial exam	$60	$55	$55	$40
Well visits	$50	$45	$45	$30
Microchip implant	$40	$40	$40	$40
Neuter	N/A	$85	$200	$100
Spay	N/A	$160	$350	$125
Grooming (midsize)	$20	$56	$60	N/A
Nail trim	$7	$12	$10	$15
Flea bath	N/A	$15	$15	N/A
Boarding (per day)	$20	$20	$25	$20

cells selected and contents centered

first column not selected

Figure 4–52

5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

To Shade a Table Cell

In this table, the cell in the upper-left corner of the table is to be shaded teal. *Why? You want all cells in the top row shaded the same color.* The following steps shade a cell.

1.

- Position the insertion point in the cell to shade (in this case, the cell in the upper-left corner of the table).
- Display the Table Tools Design tab.
- Click the Shading arrow (Table Tools Design tab | Table Styles group) to display the Shading gallery (Figure 4–53).

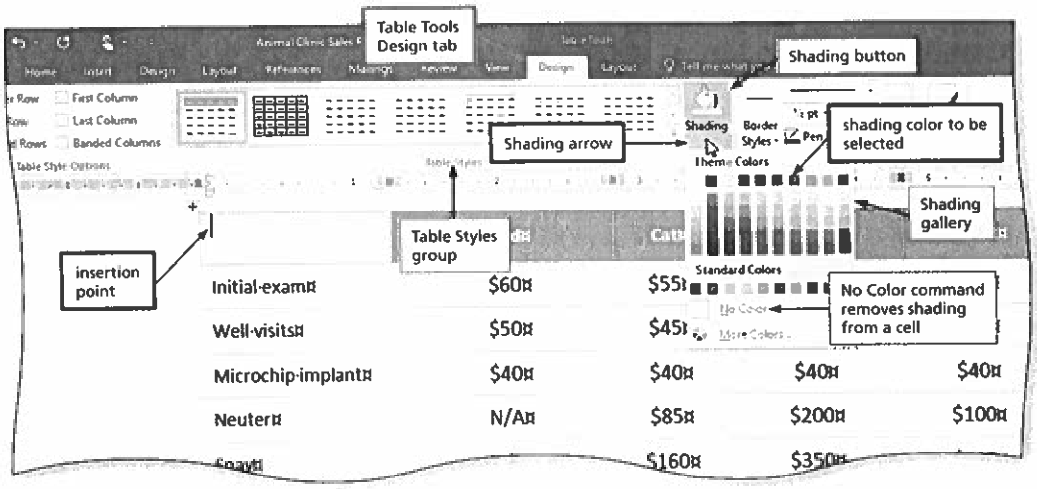

Animal Clinic Sales
Table Tools
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you
First Column
Last Column
Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
Pen
Theme Colors
Standard Colors
No Color
More Colors...

Table Tools Design tab

Shading button

Shading arrow

shading color to be selected

Shading gallery

Table Styles group

insertion point

No Color command removes shading from a cell

	ds	Cats		
Initial exam	$60	$55		
Well visits	$50	$45		
Microchip implant	$40	$40	$40	$40
Neuter	N/A	$85	$200	$100
Spay		$160	$350	

Figure 4–53

Experiment

- Point to various colors in the Shading gallery and watch the shading color of the current cell change.

②

- Click a color of your choice in the Shading gallery to apply the selected shading color to the current cell (shown in Figure 4-54).

Q&A How do I remove shading from a cell?
Click the Shading arrow (Table Tools Design tab | Table Styles group) and then click No Color in the Shading gallery.

To Sort a Table

The next task is to sort rows in the table. ***Why?** The services should be listed in alphabetical order.* The following steps sort rows in a table.

①

- Select the rows to be sorted (in this case, all the rows below the first row).

Q&A What if I want to sort all rows in the table?
Place the insertion point anywhere in the table instead of selecting the rows.

- Display the Table Tools Layout tab.
- Click the Sort button (Table Tools Layout tab | Data group) to display the Sort dialog box (Figure 4–54).

Q&A What is the purpose of the Then by area (Sort dialog box)?
If you have multiple values for a particular column, you can sort by columns within columns. For example, if the table had a city column and a last name column, you could sort by last names within cities.

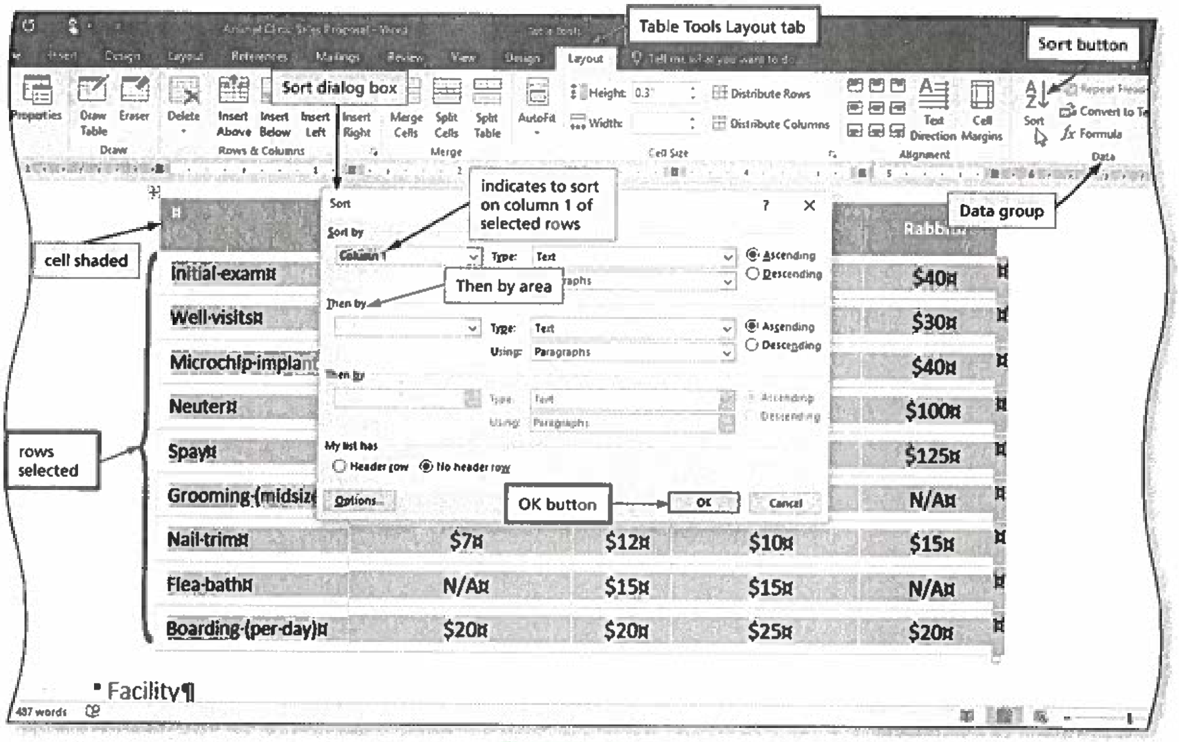
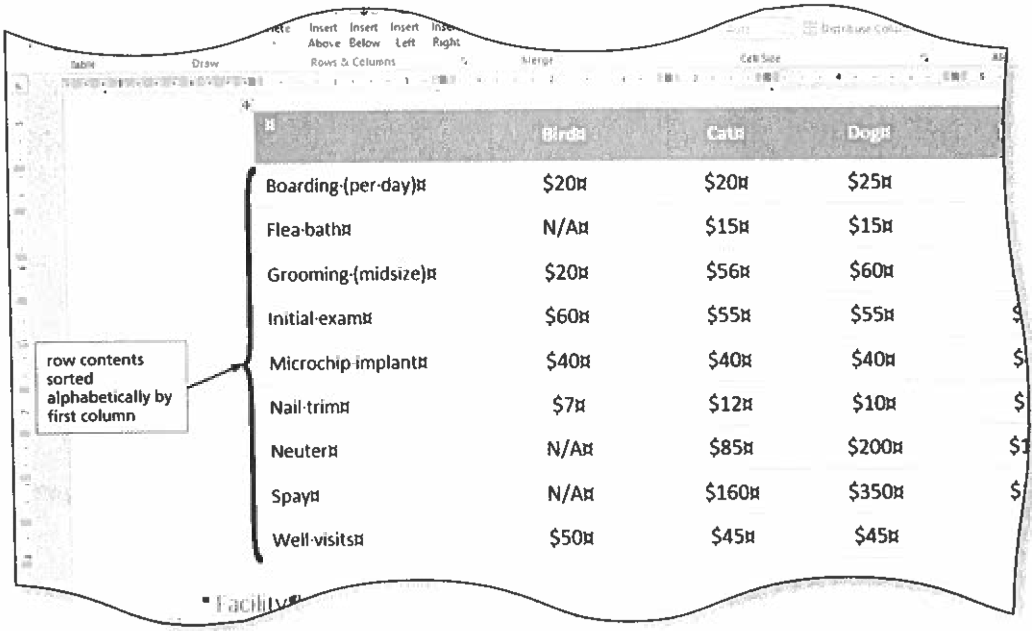


Table Tools Layout tab
Sort button
Sort dialog box
indicates to sort on column 1 of selected rows
Data group
cell shaded
Then by area
rows selected
OK button
Sort
Sort by
Column 1
Type: Text
Ascending
Descending
Then by
Using: Paragraphs
My list has
Header row
No header row
Options...
OK
Cancel
Initial exam
Well visits
Microchip implant
Neuter
Spay
Grooming (midsize
Nail trim
Flea bath
Boarding (per day)
$40
$30
$40
$100
$125
N/A
$7 $12 $10 $15
N/A $15 $15 N/A
$20 $20 $25 $20
Rabbit
Facility¶
437 words

Figure 4–54

2

- Click the OK button (Sort dialog box) to instruct Word to alphabetize the selected rows.
- Click anywhere to remove the selection from the text (Figure 4–55).



¤	Birds¤	Cats¤	Dogs¤
Boarding·(per·day)¤	$20¤	$20¤	$25¤
Flea·bath¤	N/A¤	$15¤	$15¤
Grooming·(midsize)¤	$20¤	$56¤	$60¤
Initial·exam¤	$60¤	$55¤	$55¤
Microchip·implant¤	$40¤	$40¤	$40¤
Nail·trim¤	$7¤	$12¤	$10¤
Neuter¤	N/A¤	$85¤	$200¤
Spay¤	N/A¤	$160¤	$350¤
Well·visits¤	$50¤	$45¤	$45¤

row contents sorted alphabetically by first column

Figure 4–55

To Select Nonadjacent Items

| 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

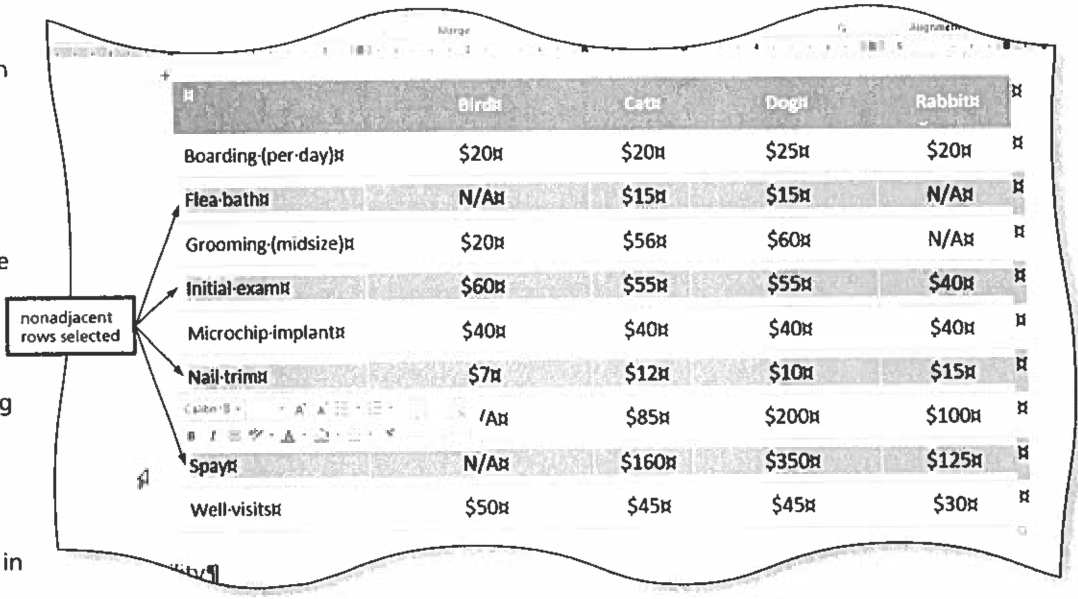
The next step is to select every other row in the table and shade it light teal. ***Why? You feel that using shading on alternating rows will make it easier to read across individual rows.*** Word provides a method of selecting nonadjacent items, which are items such as text, cells, or graphics that are not next to each other, that is, not to the immediate right, left, top, or bottom. When you select nonadjacent items, you can format all occurrences of the items at once. The following steps select nonadjacent cells.

1

- Select the first row to format (in this case, the row containing the Flea bath service).

2

- While holding down the CTRL key, select the next row to format (in this case, the row containing the Initial exam service) to select the nonadjacent row.
- While holding down the CTRL key, select the remaining nonadjacent rows (that is, the rows containing the Nail trim and Spay services), as shown in Figure 4–56.



¤	Birds¤	Cats¤	Dogs¤	Rabbits¤
Boarding·(per·day)¤	$20¤	$20¤	$25¤	$20¤
Flea·bath¤	N/A¤	$15¤	$15¤	N/A¤
Grooming·(midsize)¤	$20¤	$56¤	$60¤	N/A¤
Initial·exam¤	$60¤	$55¤	$55¤	$40¤
Microchip·implant¤	$40¤	$40¤	$40¤	$40¤
Nail·trim¤	$7¤	$12¤	$10¤	$15¤
	/A¤	$85¤	$200¤	$100¤
Spay¤	N/A¤	$160¤	$350¤	$125¤
Well·visits¤	$50¤	$45¤	$45¤	$30¤

nonadjacent rows selected

Figure 4–56

Q&A

Do I follow the same procedure to select any nonadjacent item?
Yes. Select the first item and then hold down the CTRL key while selecting the remaining items.

What if my keyboard does not have a CTRL key?
You will need to format each row individually, one at a time.

To Shade Selected Cells

With the alternating rows selected, the next step is to shade them light teal. The following steps shade selected cells.

1. Display the Table Tools Design tab.
2. With the rows selected, click the Shading arrow (Table Tools Design tab | Table Styles group) to display the Shading gallery and then click a color of your choice in the Shading gallery to shade the selected rows with the selected color.
3. Click anywhere to remove the selection from the table (Figure 4–57).

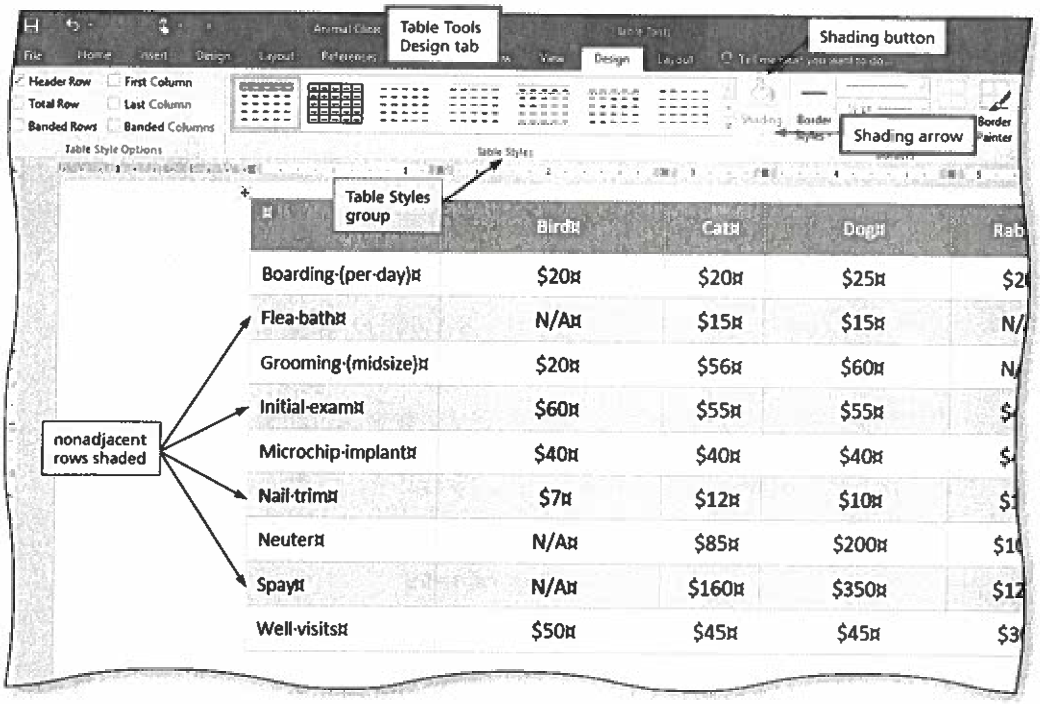


Table Tools Design tab
Shading button
File
Home
Insert
Design
Layout
References
View
Design
Layout
Header Row
First Column
Total Row
Last Column
Banded Rows
Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
Border Painter
Shading arrow
Table Styles group
nonadjacent rows shaded

¤	Birds¤	Cats¤	Dogs¤	Rab
Boarding (per day)¤	$20¤	$20¤	$25¤	$2
Flea bath¤	N/A¤	$15¤	$15¤	N/
Grooming (midsize)¤	$20¤	$56¤	$60¤	N
Initial exam¤	$60¤	$55¤	$55¤	$
Microchip implant¤	$40¤	$40¤	$40¤	$
Nail trim¤	$7¤	$12¤	$10¤	$
Neuter¤	N/A¤	$85¤	$200¤	$1
Spay¤	N/A¤	$160¤	$350¤	$12
Well visits¤	$50¤	$45¤	$45¤	$3

Figure 4–57

BTW

Table Headings

If a table continues on the next page, you can instruct Word to repeat the table headings at the top of the subsequent page(s) containing the table. To do this, select the first row in the table and then click the 'Repeat Header Rows' button (Table Tools Layout tab | Data group).

To Change Cell Spacing

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The next step in formatting the sample fees table is to place a small amount of white space between every cell in the table. *Why? You feel the table would be easier to read with shite space surrounding each cell.* The following steps change spacing between cells.

1.

- Display the Table Tools Layout tab.
- Position the insertion point somewhere in the table and then click the Cell Margins button (Table Tools Layout tab | Alignment group) to display the Table Options dialog box.

- Place a check mark in the 'Allow spacing between cells' check box and then click the up arrow once so that 0.02" is displayed in this box, because you want to increase space between cells by this value (Figure 4–58).

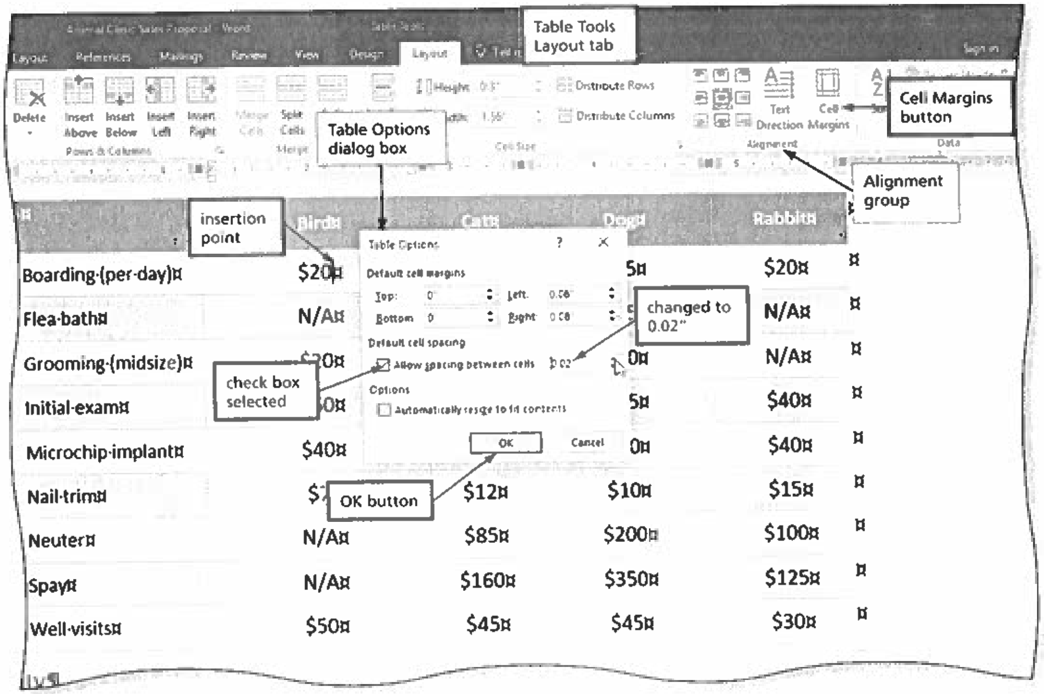


Table Tools Layout tab
Cell Margins button
Table Options dialog box
Alignment group
insertion point
changed to 0.02"
check box selected
OK button
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Distribute Rows
Distribute Columns
Text Direction
Cell Margins
Rows & Columns
Merge
Cell Size
Alignment
Data
Table Options
OK
Cancel

Default cell margins

Top: 0"
Bottom: 0
Left: 0.08"
Right: 0.08

Default cell spacing

☑ Allow spacing between cells 0.02"

Options

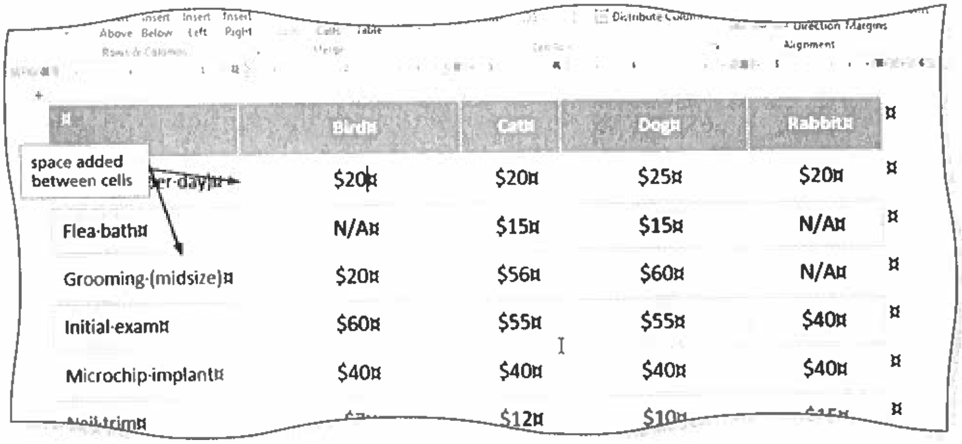
☐ Automatically resize to fit contents

¤	Birds¤	Cats¤	Dogs¤	Rabbits¤
Boarding·(per-day)¤	$20¤		5¤	$20¤
Flea·bath¤	N/A¤			N/A¤
Grooming·(midsize)¤	20¤		0¤	N/A¤
Initial·exam¤	0¤		5¤	$40¤
Microchip·implant¤	$40¤		0¤	$40¤
Nail·trim¤	$	$12¤	$10¤	$15¤
Neuter¤	N/A¤	$85¤	$200¤	$100¤
Spay¤	N/A¤	$160¤	$350¤	$125¤
Well·visits¤	$50¤	$45¤	$45¤	$30¤

Figure 4–58

2

- Click the OK button (Table Options dialog box) to apply the cell spacing changes to the current table (Figure 4–59).


space added between cells
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Distribute Columns
Direction Margins
Alignment

¤	Birds¤	Cats¤	Dogs¤	Rabbits¤
er-day)¤	$20¤	$20¤	$25¤	$20¤
Flea·bath¤	N/A¤	$15¤	$15¤	N/A¤
Grooming·(midsize)¤	$20¤	$56¤	$60¤	N/A¤
Initial·exam¤	$60¤	$55¤	$55¤	$40¤
Microchip·implant¤	$40¤	$40¤	$40¤	$40¤
Nail·trim¤		$12¤	$10¤	

Figure 4–59

Q&A Why are the column dividers in the first row wavy?

Gridlines are still showing, which causes a wavy appearance of the lines. When you hide gridlines later in the project, the wavy lines will disappear.

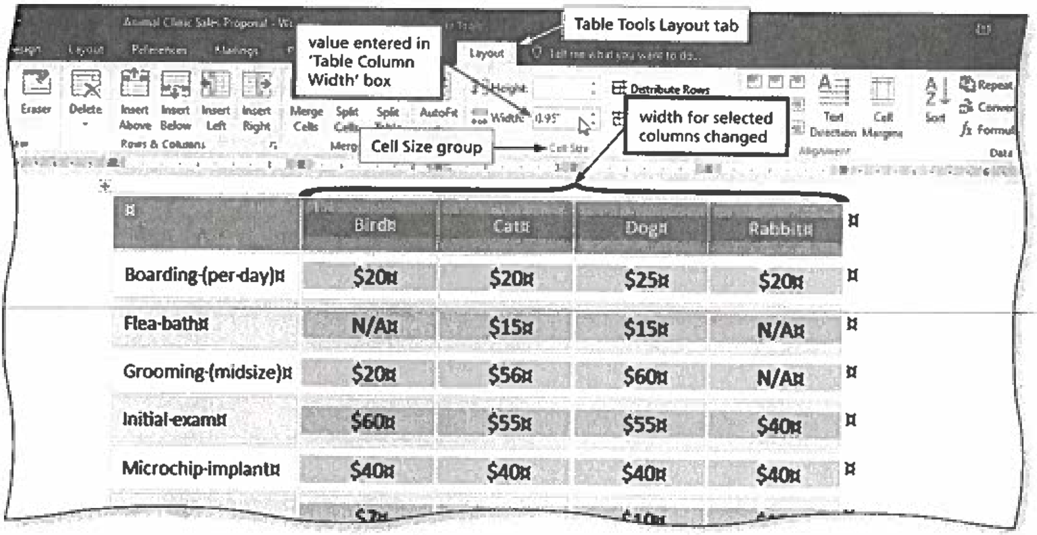
Other Ways

1. Click Table Properties button (Table Tools Layout tab | Table group), click Table tab (Table Properties dialog box), click Options button, select desired options (Table Options dialog box), click OK button in each dialog box
2. Right-click table (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Table Properties on shortcut menu, click Table tab (Table Properties dialog box), click Options button, select desired options (Table Options dialog box), click OK button in each dialog box

To Change Column Width

In reviewing the sample fees table, you notice that the columns containing the fees are different widths. Thus, the final step in formatting the sample fees table is to change the column widths because you want the columns containing the rates to all be the same width, specifically .95". The following steps change column widths by specifying a value on the ribbon.

1. Select the columns to be resized, in this case, all columns except the first.
2. Click the 'Table Column Width' box (Table Tools Layout tab | Cell Size group) to select it.
3. Type `.95` in the 'Table Column Width' box and then press the ENTER key to change the width of the selected table columns (Figure 4–60).
4. Click anywhere to remove the selection from the table.


Animal Clinic Sales Proposal - Wo
Layout
References
Mailings
Tell me what you want to do...
Eraser
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
AutoFit
Height
Width
0.95"
Cell Size
Distribute Rows
Text Direction
Cell Margins
Alignment
Sort
Repeat
Convert
fx Formula
Data

value entered in 'Table Column Width' box

Table Tools Layout tab

Cell Size group

width for selected columns changed

	Birds	Cats	Dogs	Rabbits
Boarding (per day)	$20	$20	$25	$20
Flea bath	N/A	$15	$15	N/A
Grooming (midsize)	$20	$56	$60	N/A
Initial exam	$60	$55	$55	$40
Microchip implant	$40	$40	$40	$40

Figure 4–60

BTW

Table Columns

If you hold down the ALT key while dragging a column marker on the ruler or a column boundary in the table, the width measurements of all columns appear on the ruler as you drag the column marker or boundary.

To Page Break Manually

If the Facility heading appears at the bottom of the page below the sample fees table, insert a page break immediately to its left so that this heading appears at the top of the last page of the proposal (as shown in Figure 4–1 at the beginning of this module). The following steps insert a manual page break, if necessary.

1. If the Facility heading is not on the last page of the proposal, position the insertion point immediately to the left of the F in Facility.
2. Display the Insert tab.
3. Click the 'Insert a Page Break' button (Insert tab | Pages group) to insert a manual page break at the location of the insertion point, which will move the Facility heading to the last page of the proposal.

To Delete a Column

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | **5 EDIT & FORMAT TABLES** | **6 CREATE WATERMARK**

With the service fees table finished, the next task is to format the team members table. The following steps delete a column from a table. ***Why?*** *The table in the draft of the proposal contains a blank column that should be deleted.*

1

- Scroll to display the team members table in the document window.
- Position the insertion point in the column to be deleted (in this case, the rightmost column).

- Click the Delete Table button (Table Tools Layout tab | Rows & Columns group) to display the Delete Table menu (Figure 4–61).

2

- Click Delete Columns on the Delete Table menu to delete the column containing the insertion point (shown in Figure 4–62).

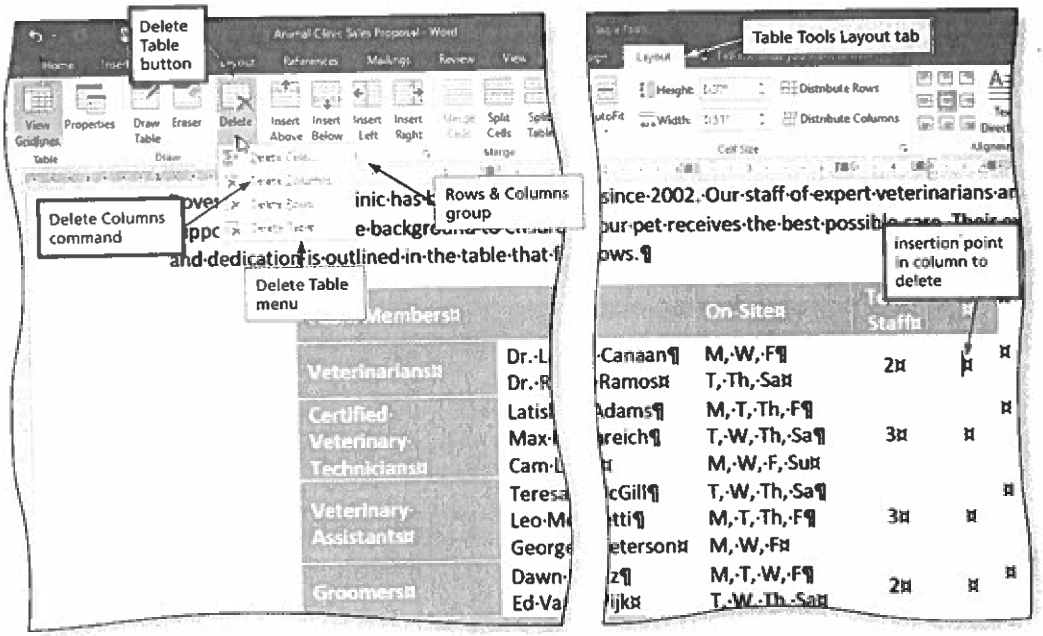

Delete Table button
Delete Columns command
Delete Table menu
Rows & Columns group
Table Tools Layout tab
insertion point in column to delete
Members
Veterinarians
Certified Veterinary Technicians
Veterinary Assistants
Groomers
On-Site
Staff

Figure 4–61

Other Ways

1. Right-click column to delete, click Delete Cells on shortcut menu, click 'Delete entire column' (Delete Cells dialog box), click OK button
2. Select column, right-click selection, click Delete Columns on shortcut menu
3. If using touch, press and hold column to delete, tap Delete Table button on mini toolbar, tap Delete Columns

To Delete a Row

If you wanted to delete a row, you would perform the following tasks.

1. Position the insertion point in the row to be deleted; click the Delete Table button (Table Tools Layout tab | Rows & Columns group) and then click Delete Rows on the Delete Table menu.

   or

2. If using touch, press and hold row to delete, tap Delete Table button on mini toolbar, tap Delete Rows.

   or

3. Right-click the row to delete, click Delete Cells on the shortcut menu, click 'Delete entire row' (Delete Cells dialog box), and then click the OK button.

   or

4. Select the row to be deleted, right-click the selected row, and then click Delete Rows on the shortcut menu.

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

To Split Cells

The top, left cell of the table contains the text, Team Members. In the draft of the sales proposal, this row is above the first two columns in the table (the job titles and employee name). This heading, Team Members, should be above the descriptions of the employee names, that is, above the second column. Thus, you will split the cell into two cells. ***Why?** With the cell split, you can reposition the heading, Team Members, above the second column.* The following steps split a single cell into two separate cells.

1

- Position the insertion point in the cell to split, in this case the top left cell as shown in Figure 4–62.
- Click the Split Cells button (Table Tools Layout tab | Merge group) to display the Split Cells dialog box (Figure 4–62).

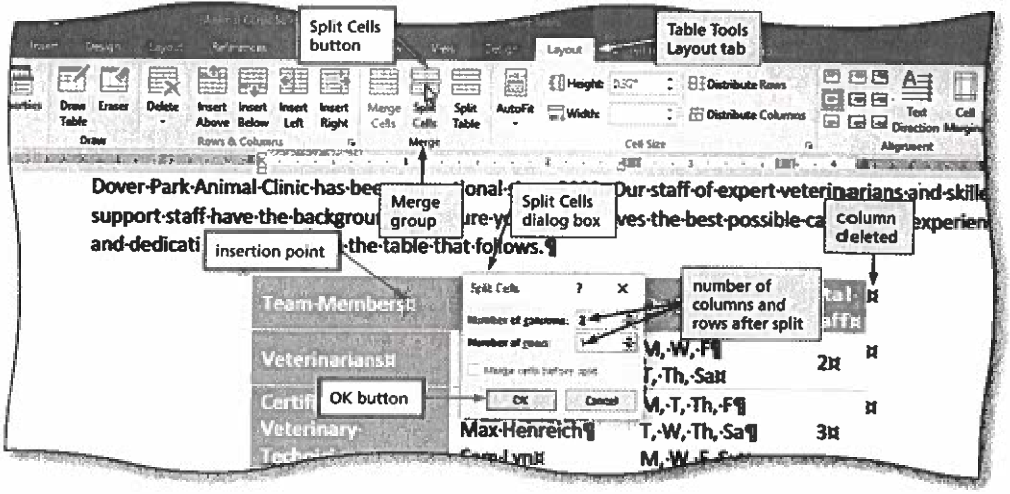

Split Cells button
Table Tools Layout tab
Merge group
Split Cells dialog box
column deleted
insertion point
number of columns and rows after split
OK button

Figure 4–62

2

- Verify the number of columns and rows into which you want the cell split, in this case, 2 columns and 1 row.
- Click the OK button (Split Cells dialog box) to split the one cell into two columns (Figure 4–63).

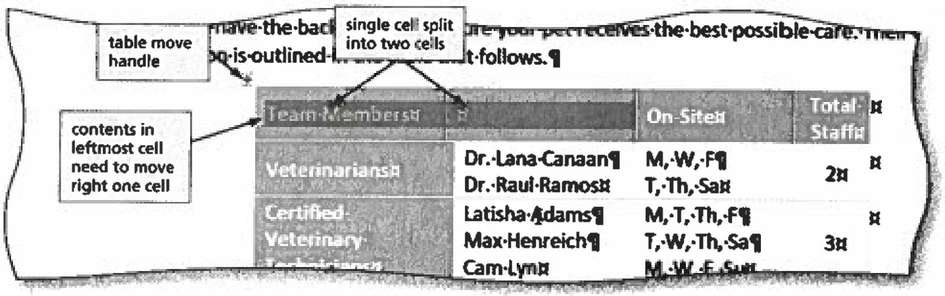


table move handle
single cell split into two cells
contents in leftmost cell need to move right one cell

Figure 4–63

Other Ways

1. Right-click cell, click Split Cells on shortcut menu (or, if using touch, tap 'Show Context Menu' button on mini toolbar)

To Move Cell Contents

When you split a cell into two cells, Word places the contents of the original cell in the leftmost cell after the split. In this case, the contents (Team Members) should be in the right cell. Thus, the following steps move cell contents.

1. Select the cell contents to be moved (in this case, Team Members).
2. Drag the cell contents to the desired location (in this case, the second cell in the first row) (shown in Figure 4–64).

Q&A What if I cannot drag the cell contents properly?
Use the Cut and Paste commands.

BTW

Moving Tables

If you wanted to move a table to a new location, you would click in the table to display the table move handle in the upper-left corner of the table (shown in Figure 4–63) and then drag the table move handle to move the entire table to a new location.

To Move a Cell Boundary

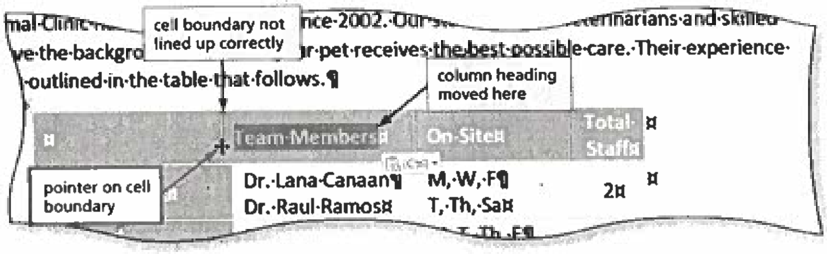
1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

Notice in Figure 4–64 that the cell boundary to the left of the Team Members label does not line up with the boundary to the right of the job titles. *Why not? This is because when you split a cell, Word divides the cell into evenly sized cells.* If you want the boundary to line up with other column boundaries, drag it to the desired location. The following steps move a cell boundary.

1

- Position the pointer on the cell boundary you wish to move so that the pointer changes to a double-headed arrow split by two vertical bars (Figure 4–64).

Q&A What if I cannot see the cell boundary?
Be sure that table gridlines are showing: View Table Gridlines button (Table Tools Layout tab | Table group).



nal·Clinic·h... nce·2002.·Our·s... ...erinarians·and·skilled·
ve·the·backgro... ir·pet·receives·the·best·possible·care.·Their·experience·
·outlined·in·the·table·that·follows.¶

¤	Team·Members¤	On-Site¤	Total·Staff¤	¤
	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤	¤

cell boundary not lined up correctly

column heading moved here

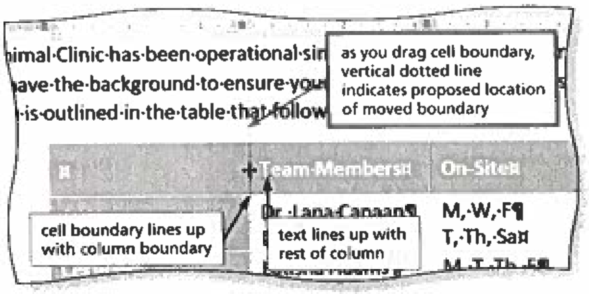
pointer on cell boundary

Figure 4–64

2

- Drag the cell boundary to the desired new location, in this case, to line up with the column boundary to its right, as shown in Figure 4–65.

Q&A What if I am using a touch screen?
Position the insertion point in the upper-left cell, tap the Table Properties button (Table Tools Layout tab | Table group), tap the Cell tab (Table Properties dialog box), type 1.27 in the Preferred width box, and then tap the OK button.



nimal·Clinic·has·been·operational·sir...
ave·the·background·to·ensure·you...
·is·outlined·in·the·table·that·follow...

¤	Team·Members¤	On-Site¤
	Dr.·Lana·Canaan¶	M,·W,·F¶ T,·Th,·Sa¤

as you drag cell boundary, vertical dotted line indicates proposed location of moved boundary

cell boundary lines up with column boundary

text lines up with rest of column

Figure 4–65

Other Ways

1. Drag 'Move Table Column' marker on horizontal ruler to desired width

| 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

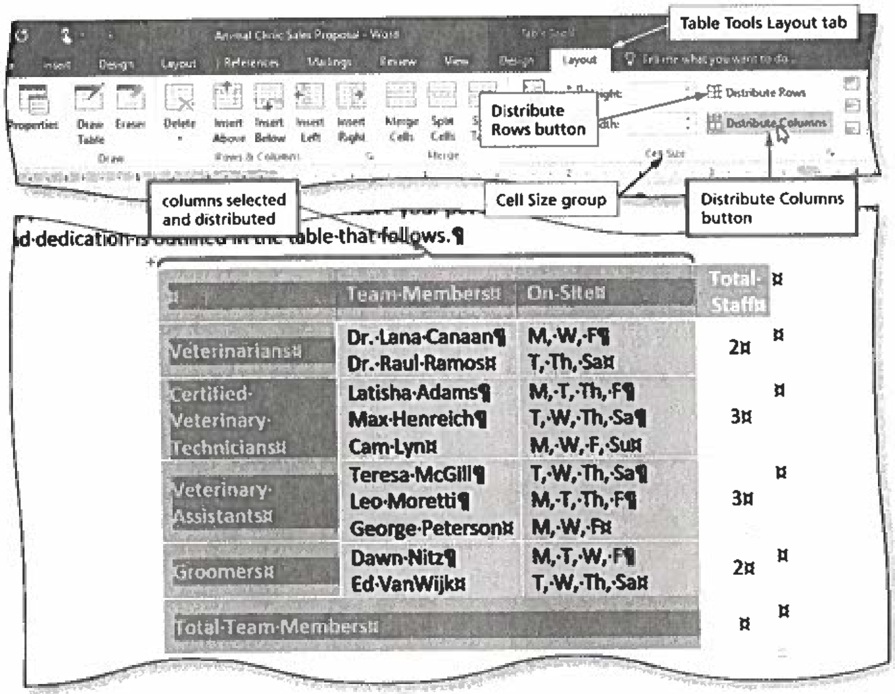
To Distribute Columns

The next step in formatting the team members table is to make the width of the first three columns uniform, that is, the same width. The following step distributes selected columns. ***Why? Instead of checking and adjusting the width of each column individually, you can make all columns uniform at the same time.***

1

- Select the columns to format, in this case, the three leftmost columns.
- Click the Distribute Columns button (Table Tools Layout tab | Cell Size group) to make the width of the selected columns uniform (Figure 4–66).

Q&A How would I make all columns in the table uniform?
Simply place the insertion point somewhere in the table before clicking the Distribute Columns button.



...d·dedication·is·outlined·in·the·table·that·follows.¶

¤	Team·Members¤	On-Site¤	Total·Staff¤	¤
Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤	¤
Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤	¤
Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤	¤
Groomers¤	Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤	¤
Total·Team·Members¤			¤	¤

Table Tools Layout tab

Distribute Rows button

columns selected and distributed

Cell Size group

Distribute Columns button

Figure 4–66

Other Ways

1. Right-click selected columns, click 'Distribute Columns Evenly' on shortcut menu (or, if using touch, tap 'Show Context Menu' button on mini toolbar)

TO DISTRIBUTE ROWS

If you wanted to make rows the same height, you would perform the following tasks.

1. Select the rows to format.
2. Click the Distribute Rows button (Table Tools Layout tab | Cell Size group) (shown in Figure 4-66) to make the width of the selected rows uniform.

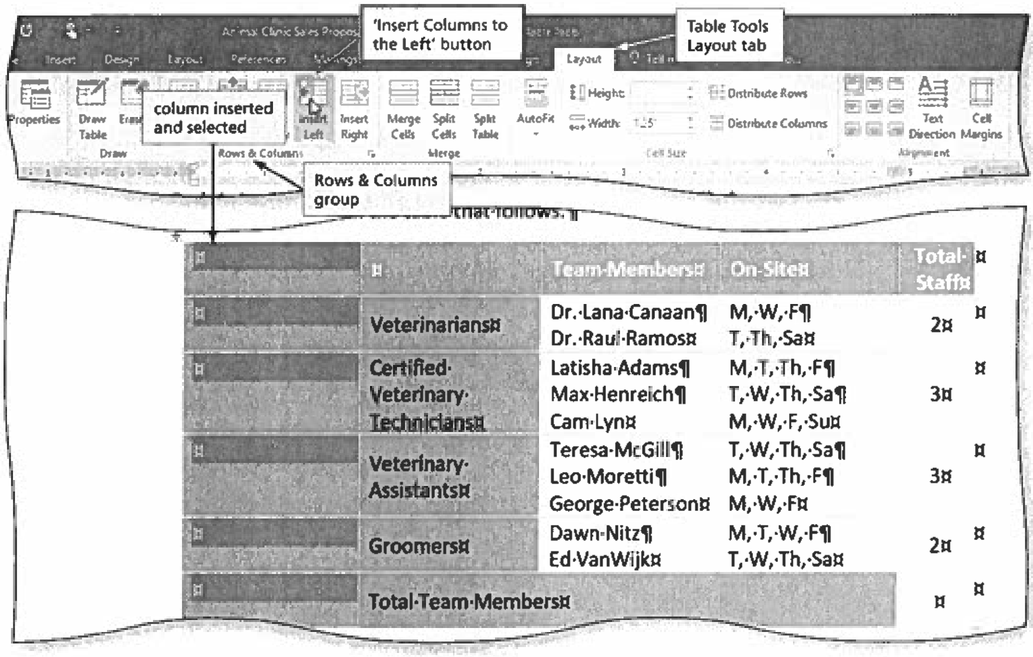
or

1. Right-click selected columns and then click 'Distribute Rows Evenly' on the shortcut menu (or, if using touch, tap the 'Show Context Menu' button on the mini toolbar).

To Insert a Column

In this project, the left edge of the team members table has a column that displays the label, Organization. Thus, the following steps insert a column at the left edge of the table.

1. Position the insertion point somewhere in the first column of the table.
2. Click the 'Insert Columns to the Left' button (Table Tools Layout tab | Rows & Columns group) to insert a column to the left of the column containing the insertion point (Figure 4–67).
3. Click anywhere in the table to remove the selection.


Insert
Design
Layout
References
Mailings
Layout
Tell me
Properties
Draw Table
Eraser
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height:
Width: 1.25"
Distribute Rows
Distribute Columns
Text Direction
Cell Margins
Draw
Rows & Columns
Merge
Cell Size
Alignment

'Insert Columns to the Left' button

Table Tools Layout tab

column inserted and selected

Rows & Columns group

¤	¤	Team·Members¤	On-Site¤	Total·Staff¤
¤	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤
¤	Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤
¤	Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤
¤	Groomers¤	Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤
¤	Total·Team·Members¤			¤

Figure 4–67

BTW

Draw Table

If you want to draw the boundary, rows, and columns of a table, click the 'Add a Table' button (Insert tab | Tables group) and then click Draw Table in the Add a Table gallery. Use the pencil-shaped pointer to draw the perimeter of the table and the inside rows and columns. Use the Table Eraser button (Table Tools Design tab | Draw group) to erase lines in the table. To continue drawing, click the Draw Table button (Table Tools Design tab | Draw group).

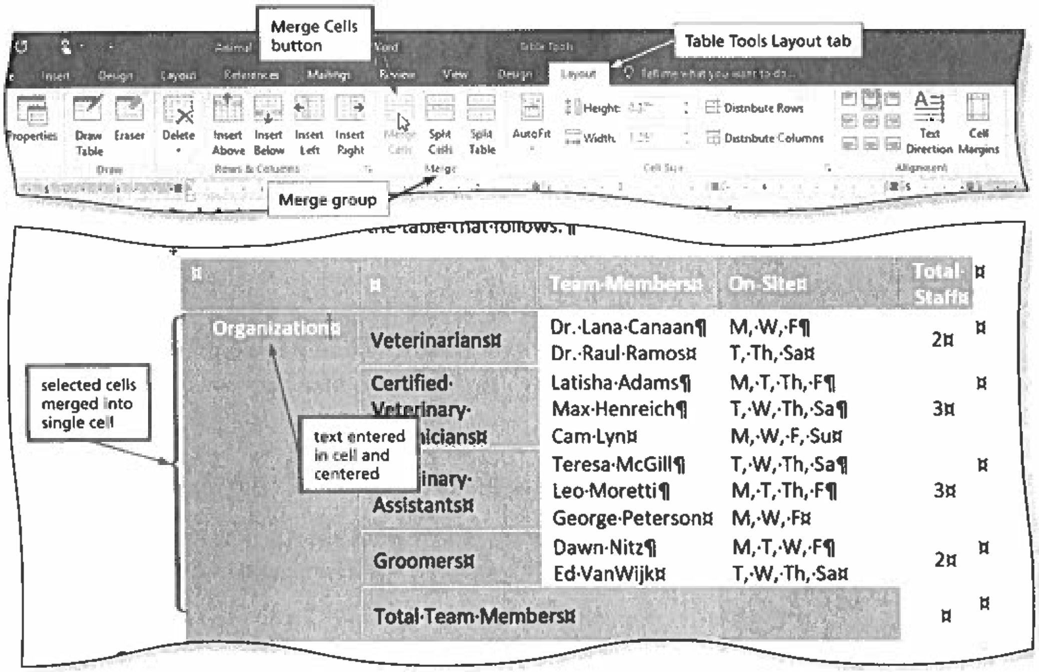
To Merge Cells and Enter Text

The label, Organization, is to be displayed vertically to the left of the bottom five rows in the table. To display this text, the five cells should be merged into a single cell. The following steps merge cells and then enter text in the merged cell.

1. Select the cells to merge, in this case, the bottom five cells in the first column of the table.
2. Click the Merge Cells button (Table Tools Layout tab | Merge group) to merge the five selected cells into one cell.

3 Type `Organization` in the merged cell.

4 If necessary, center the entered text (Figure 4–68).


Merge Cells button
Table Tools Layout tab
Layout
Properties
Draw Table
Eraser
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height
Width
Distribute Rows
Distribute Columns
Text Direction
Cell Margins
Merge group
selected cells merged into single cell
text entered in cell and centered

the·table·that·follows.¶

¤	¤	Team·Members¤	On·Site¤	Total·Staff¤	¤
Organization¤	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤	¤
	Certified·Veterinary· icians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤	¤
	inary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤	¤
	Groomers¤	Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤	¤
	Total·Team·Members¤			¤	¤

Figure 4–68

To Display Text in a Cell Vertically

5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

The data you enter in cells is displayed horizontally by default. You can rotate the text so that it is displayed vertically. Changing the direction of text adds variety to your tables. The following step displays text vertically in a cell. ***Why?** The label, Organization, is displayed vertically at the left edge of the table.*

1

- Position the insertion point in the cell that contains the text to rotate (in this case, Organization).
- Click the Text Direction button twice (Table Tools Layout tab | Alignment group) so that the text reads from bottom to top in the cell (Figure 4–69).

Q&A Why click the Text Direction button twice?
The first time you click the Text Direction button (Table Tools Layout tab | Alignment group), the text in the cell reads from top to bottom. The second time you click it, the text is displayed so that it reads from bottom to top (Figure 4–69). If you were to click the button a third time, the text would be displayed horizontally again.

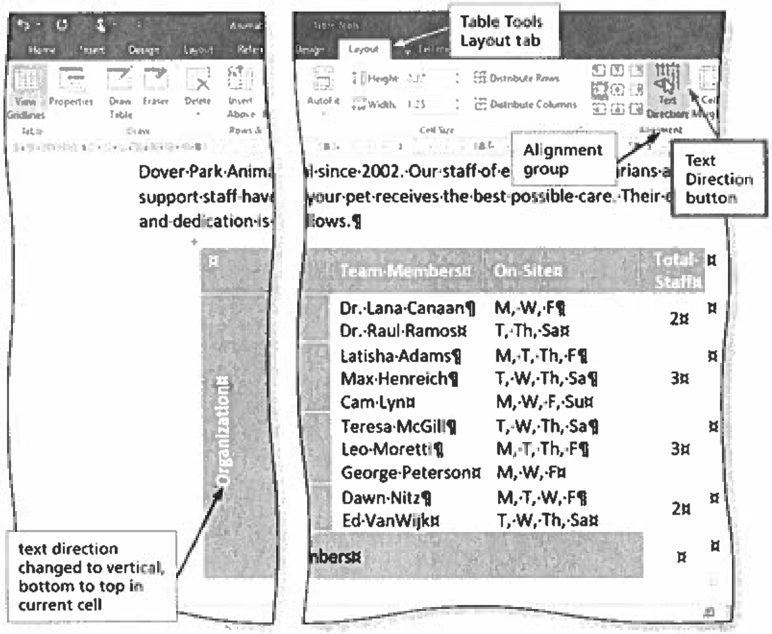


Table Tools Layout tab
Alignment group
Text Direction button
text direction changed to vertical, bottom to top in current cell
Organization¤

Dover·Park·Anim
support·staff·hav
and·dedication·is

l·since·2002.·Our·staff·of·e rians·a
your·pet·receives·the·best·possible·care.·Their·
llows.¶

Team·Members¤	On·Site¤	Total·Staff¤	¤
Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤	¤
Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤	¤
Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤	¤
Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤	¤
nbers¤		¤	¤

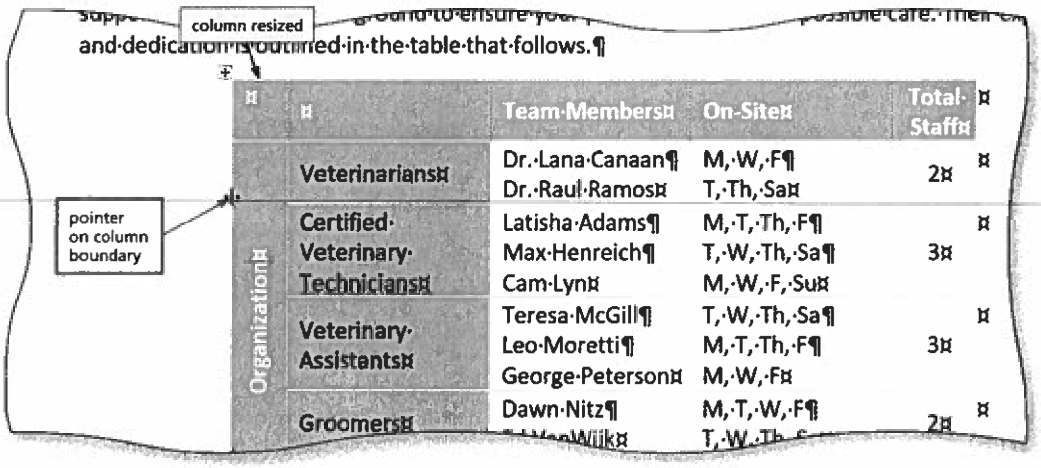
Figure 4–69

To Change Column Width

The cell containing the vertical text is too wide. Thus, the next step is to change the width of that column. The following step changes column width using the ruler.

1. **Drag the column's boundary inward, as shown in Figure 4–70, to resize the column.**

Q&A What if I am using a touch screen?
Position the insertion point in the column to adjust. Tap the 'Table Column Width' box (Table Tools Layout tab | Cell Size group), type `.35` as the column width, and then press the ENTER key.


column resized
pointer on column boundary

and·dedication·is·outlined·in·the·table·that·follows.¶

¤	¤	Team·Members¤	On-Site¤	Total·Staff¤
Organization¤	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤
	Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤
	Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤
	Groomers¤	Dawn·Nitz¶	M,·T,·W,·F¶	2¤

Figure 4–70

To Remove Cell Shading

In this table, only the first row and first column should have shading. Thus, the following steps remove shading from table cells.

1. **Select the cells that should not contain shading (in this case, all of the cells below the first row and to the right of the first column).**

2. **Display the Table Tools Design tab. Click the Shading arrow (Table Tools Design tab | Table Styles group) to display the Shading gallery (Figure 4–71).**

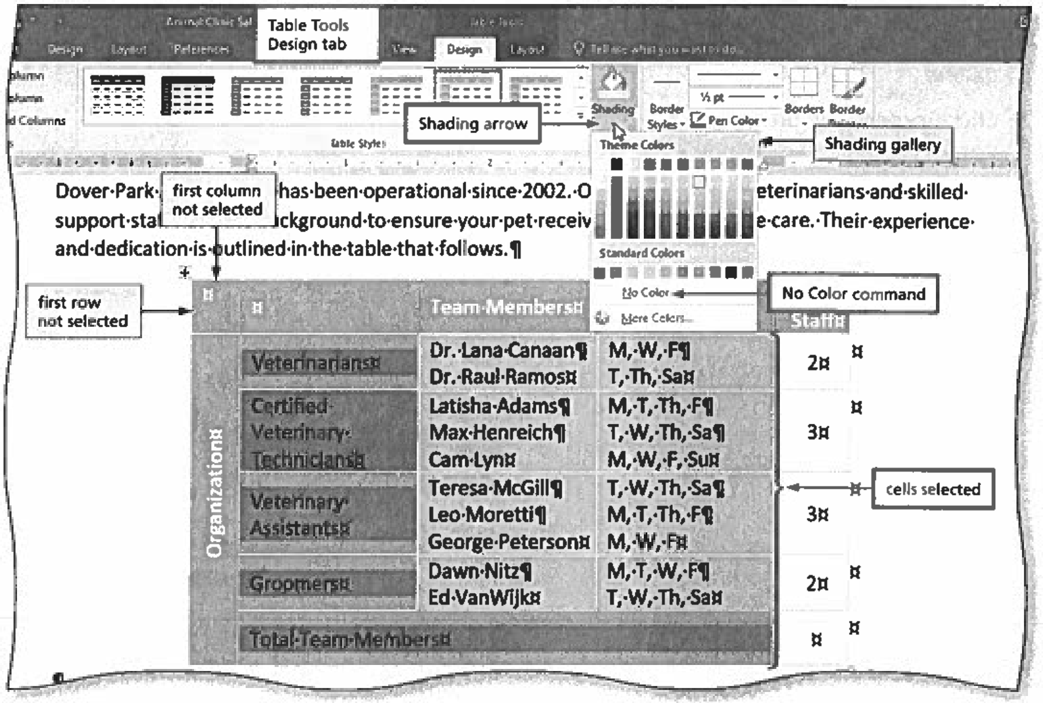


Table Tools Design tab
Design
Layout
Table Styles
Shading
Border Styles
Pen Color
Borders
Shading arrow
Shading gallery
Theme Colors
Standard Colors
No Color
More Colors...
No Color command
first column not selected
first row not selected
cells selected

Dover·Park· has·been·operational·since·2002.·O eterinarians·and·skilled·
support·sta ckground·to·ensure·your·pet·receiv e·care.·Their·experience·
and·dedication·is·outlined·in·the·table·that·follows.¶

¤	¤	Team·Members¤		Staff¤
Organization¤	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤
	Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤
	Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤
	Groomers¤	Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤
	Total·Team·Members¤			¤

Figure 4–71

3. Click No Color in the Shading gallery to remove the shading from the selected cells (shown in Figure 4–72).
4. Click anywhere in the table to remove the selection.

To Hide Gridlines

You no longer need to see the gridlines in the table. Thus, you can hide the gridlines. The following steps hide gridlines.

1. If necessary, position the insertion point in a table cell.
2. Display the Table Tools Layout tab.
3. Click the 'View Table Gridlines' button (Table Tools Layout tab | Table group) to hide gridlines in the table on the screen.

To Border a Table

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | **6 CREATE WATERMARK**

The table in this project has a ½-point, gold border around all cells. The following steps change the border color in a table using the Borders and Shading dialog box. ***Why?*** *Earlier in this module when you created the title page, the border line weight was changed to 6 point. Because the table border should be ½ point, you will use the Borders and Shading dialog box to change the line weight before adding the border to the table.*

1

- Position the insertion point somewhere in the table.
- Display the Table Tools Design tab. Click the Borders arrow (Table Tools Design tab | Table Styles group) to display the Borders gallery.
- Click Borders and Shading in the Borders gallery to display the Borders and Shading dialog box.
- Click All in the Setting area (Borders and Shading dialog box), which will place a border on every cell in the table.
- Click the Color arrow and then click 'Gold, Accent 5' (ninth color, first row) in the Color palette to specify the border color (Figure 4–72).

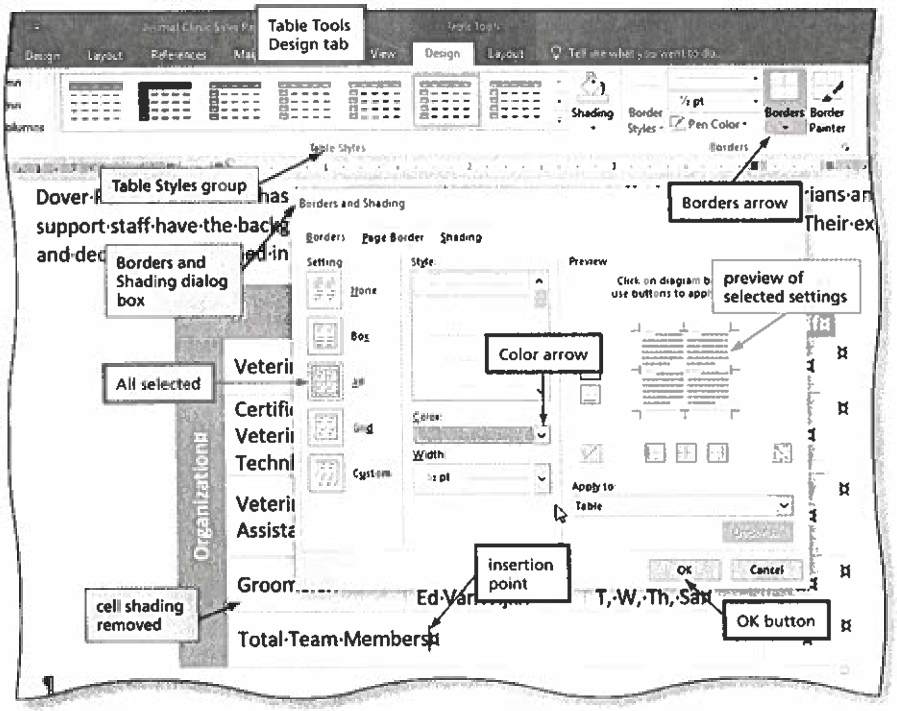


Table Tools Design tab
Table Styles group
Borders arrow
Borders and Shading dialog box
preview of selected settings
Color arrow
All selected
cell shading removed
insertion point
OK button
Shading
Border Styles
½ pt
Pen Color
Borders
Border Painter
Table Styles
Borders and Shading
Borders
Page Border
Shading
Setting
None
Box
All
Grid
Custom
Style
Color
Width
½ pt
Preview
Apply to
Table
OK
Cancel
Organizations

Figure 4–72

2

- Click the OK button to place the border shown in the preview area of the dialog box around the table cells in the document (shown in Figure 4–73).

To Sum Columns in a Table

Word can calculate the totals of rows and columns. You also can specify the format for how the totals will be displayed. The following steps sum a column in the table. *Why? In this project, the last row should display the sum (total) of the values in the last column: Total Staff.*

1

- Position the insertion point in the cell to contain the sum (last row, Total Staff column).

2

- Display the Table Tools Layout tab.
- Click the Formula button (Table Tools Layout tab | Data group) to display the Formula dialog box (Figure 4–73).

Q&A What is the formula that shows in the Formula box, and can I change it?

Word places a default formula in the Formula box, depending on the location of the numbers in surrounding cells. In this case, because numbers are above the current cell, Word displays a formula that will add the numbers above the current cell. You can change the formula that Word proposes, or type a different formula. For example, instead of summing numbers you can multiply them.

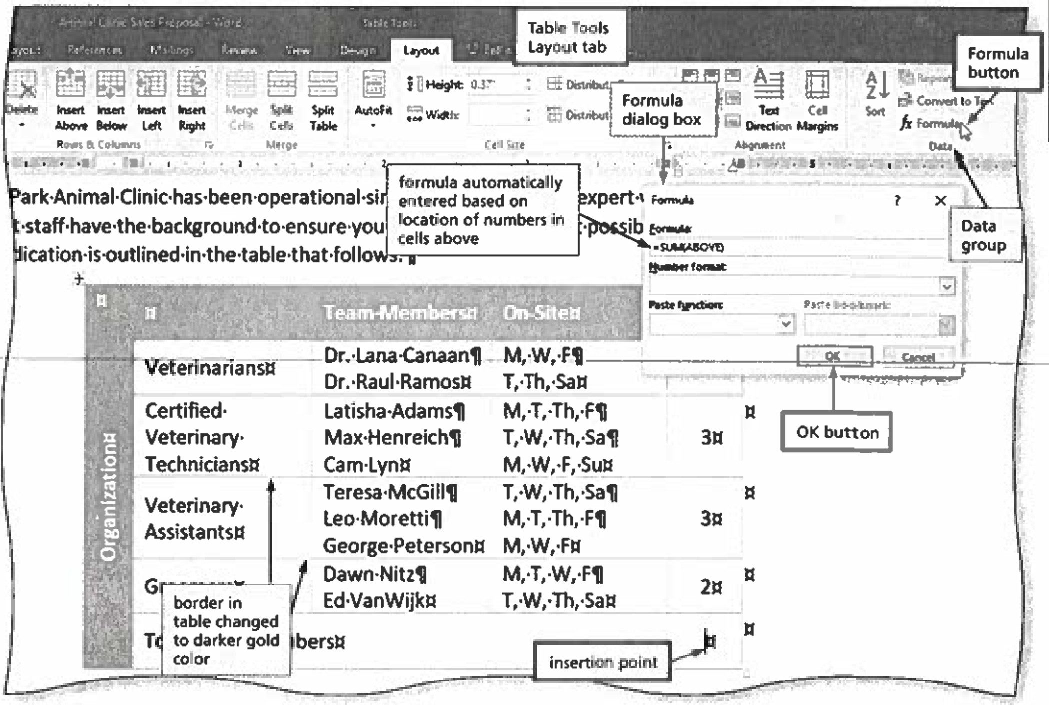


Table Tools Layout tab

Formula button

Formula dialog box

Data group

formula automatically entered based on location of numbers in cells above

OK button

border in table changed to darker gold color

insertion point

Formula: =SUM(ABOVE)

Organization¤	¤	Team·Members¤	On-Site¤	
	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	
	Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤
	Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤
		Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤
				¤

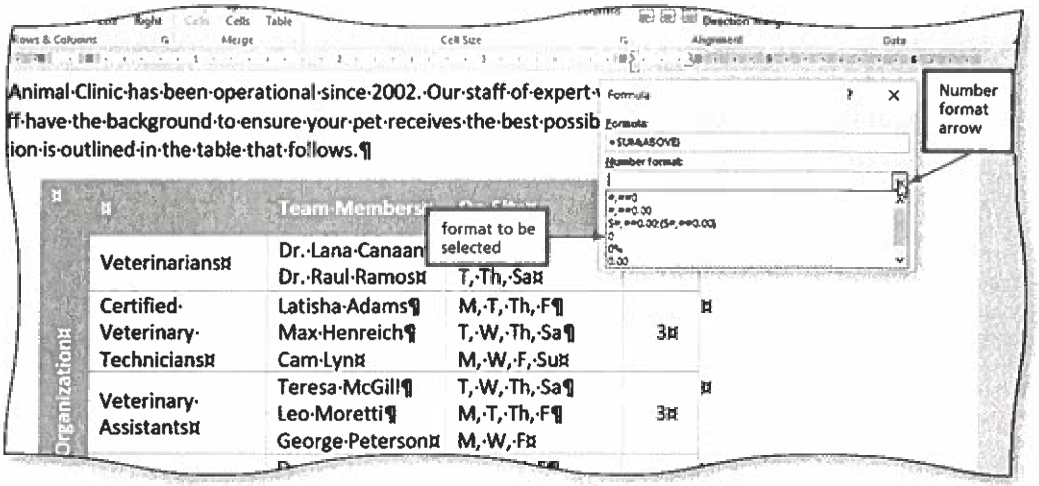
Figure 4–73

3

- Click the Number format arrow (Formula dialog box) and then click the desired format for the result of the computation, in this case, the format with the numeral 0 (Figure 4–74).

Q&A Why select the format with the numeral 0?

You want the result to be displayed as a whole number, so you select the numeral 0. If you wanted the result to display with cents, you would select the format #,##0.00 (the # symbol means to display a blank if the number has a value of zero).


Number format arrow

format to be selected

Animal·Clinic·has·been·operational·since·2002.·Our·staff·of·expert·

Formula: =SUM(ABOVE)

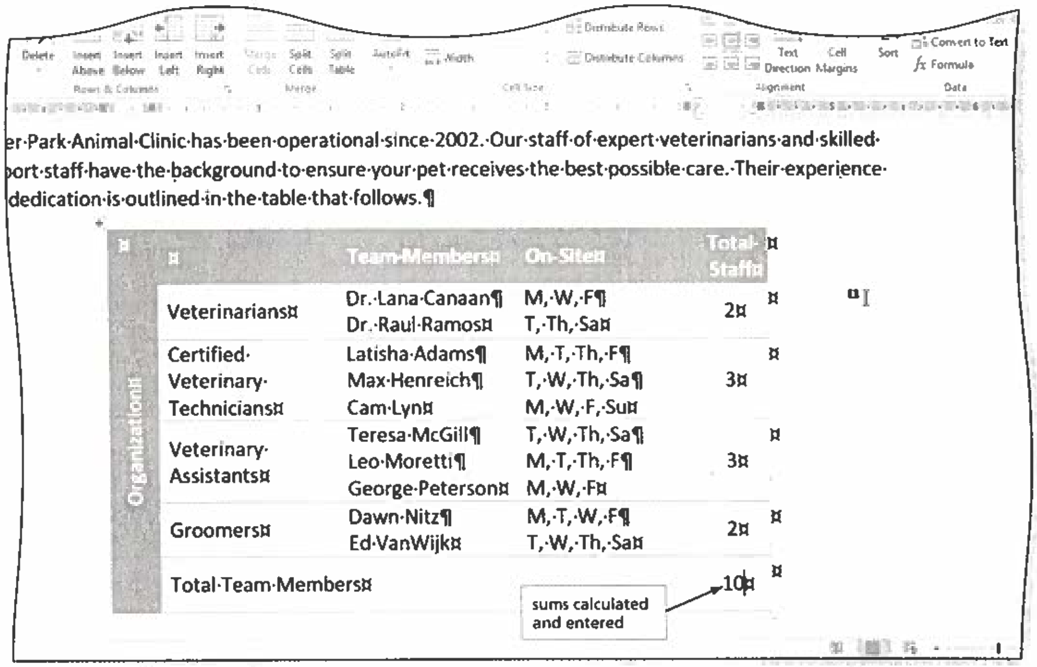
Figure 4–74

④
- Click the OK button (Formula dialog box) to place the sum of the numbers using the specified format in the current cell (Figure 4–75).

Q&A

Can I sum a row instead of a column?
Yes. You would position the insertion point in an empty cell at the right edge of the row before clicking the Formula button.

If I make a change to a number in a table, does Word automatically recalculate the sum?
No. You will need to update the field by right-clicking it and then clicking Update Field on the shortcut menu or by selecting the field and then pressing the F9 key.



er·Park·Animal·Clinic·has·been·operational·since·2002.·Our·staff·of·expert·veterinarians·and·skilled·
ort·staff·have·the·background·to·ensure·your·pet·receives·the·best·possible·care.·Their·experience·
dedication·is·outlined·in·the·table·that·follows.¶

¤	¤	Team·Members¤	On-Site¤	Total·Staff¤
Organization¤	Veterinarians¤	Dr.·Lana·Canaan¶ Dr.·Raul·Ramos¤	M,·W,·F¶ T,·Th,·Sa¤	2¤
	Certified·Veterinary·Technicians¤	Latisha·Adams¶ Max·Henreich¶ Cam·Lyn¤	M,·T,·Th,·F¶ T,·W,·Th,·Sa¶ M,·W,·F,·Su¤	3¤
	Veterinary·Assistants¤	Teresa·McGill¶ Leo·Moretti¶ George·Peterson¤	T,·W,·Th,·Sa¶ M,·T,·Th,·F¶ M,·W,·F¤	3¤
	Groomers¤	Dawn·Nitz¶ Ed·VanWijk¤	M,·T,·W,·F¶ T,·W,·Th,·Sa¤	2¤
	Total·Team·Members¤			10¤

sums calculated and entered

Figure 4–75

To Delete a Blank Paragraph

If you notice an extra paragraph mark below the team member table that it is causing an extra blank page in the document, you should delete the blank paragraph. If necessary, the following steps delete a blank paragraph.

① Press CTRL+END to position the insertion point at the end of the document.

② If necessary, press the BACKSPACE key to remove the extra blank paragraph and delete the blank page.

③ If text spills onto a fourth page, remove space above paragraphs in the sales proposal until the entire proposal fits on three pages, as shown in Figure 4–1.

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 OneDrive) and sharing the file with others; posting it on social media, a 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.

Creating a Watermark

The final task in this module is to create a watermark for the pages of the sales proposal. A **watermark** is text or a graphic that is displayed on top of or behind the text in a document. For example, a catalog may print the words, Sold Out, on top of sold-out items. The first draft of a five-year-plan may have the word, Draft, printed behind the text of the document. Some companies use their logos or other graphics as watermarks to add visual appeal to their documents.

To Create a Watermark

1 CREATE TITLE PAGE | 2 INSERT EXISTING DOCUMENT | 3 CREATE HEADER & FOOTER
4 EDIT & FORMAT LISTS | 5 EDIT & FORMAT TABLES | 6 CREATE WATERMARK

In this project, the image of paw prints is displayed behind all content in the proposal as a watermark. *Why? The graphic adds visual appeal to the document, enticing readers to look at its contents.* The following steps create a watermark.

①

- Display the Design tab.
- Click the Watermark button (Design tab | Page Background group) to display the Watermark gallery (Figure 4–76).

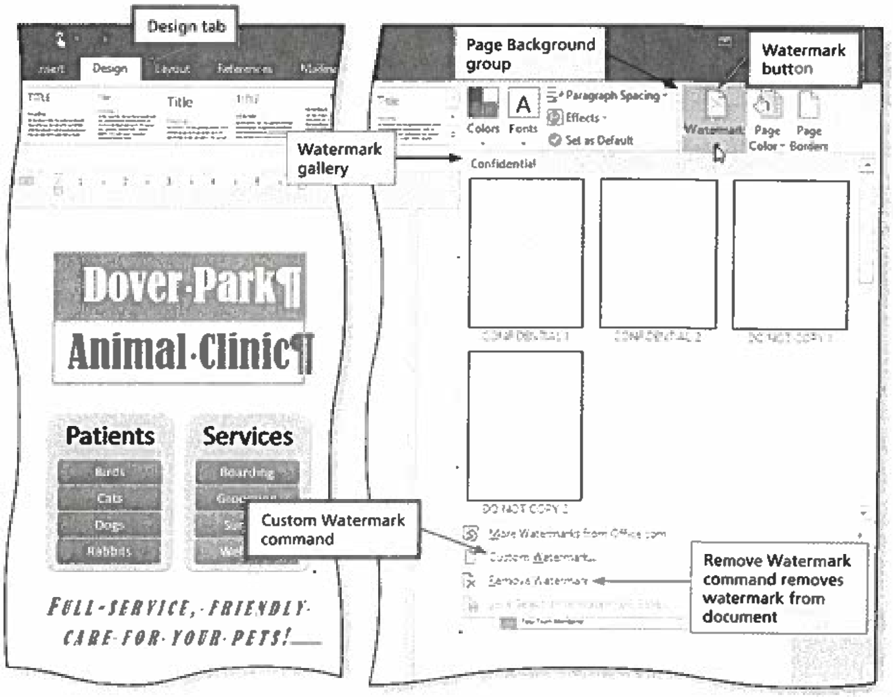
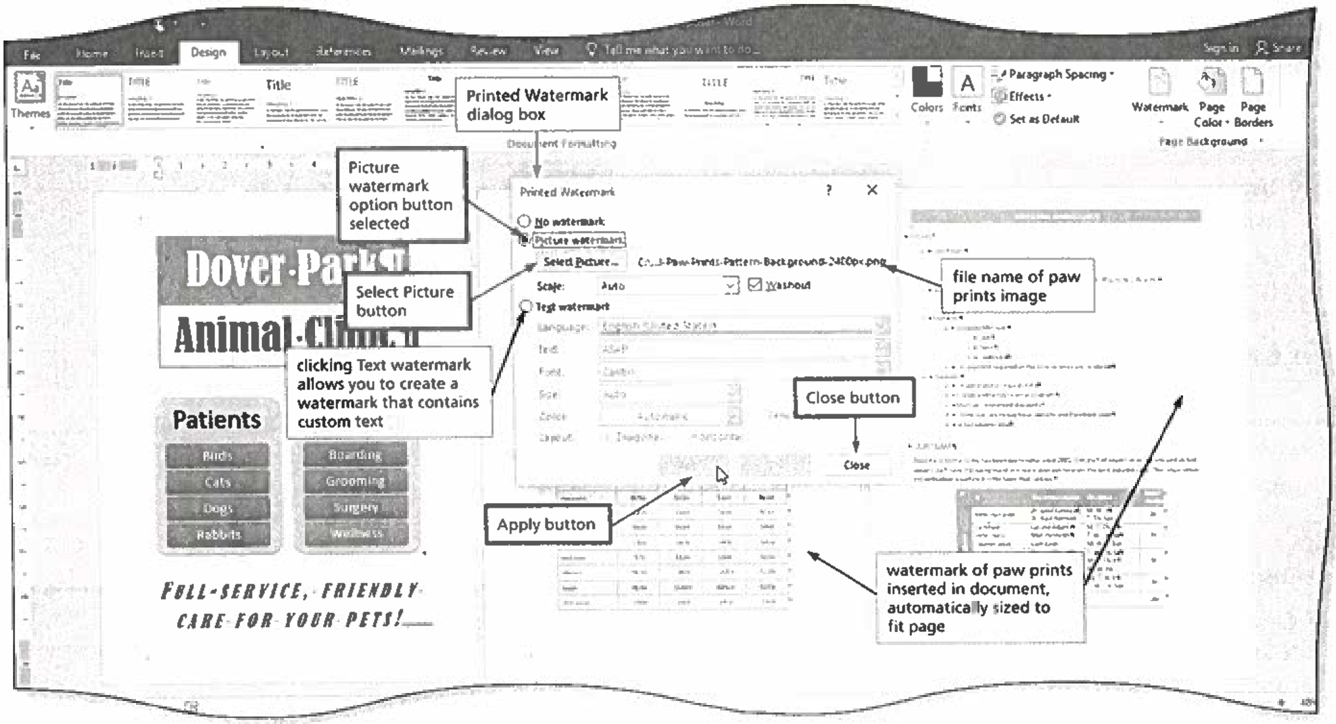

Design tab
Page Background group
Watermark button
Watermark gallery
Dover Park
Animal Clinic
Patients
Services
Custom Watermark command
Remove Watermark command removes watermark from document

Figure 4–76

②

- Click Custom Watermark in the Watermark gallery to display the Printed Watermark dialog box.
- Click the Picture watermark option button to select it (Printed Watermark dialog box), which enables you to select an image for the watermark.
- Click the Select Picture button to display the Insert Pictures dialog box.
- Type **`paw prints`** in the Search box and then click the Search button. Click the paw prints image shown in Figure 4–1, or a similar image, and then click the Insert button to download the image and close the dialog box. (Or, you can click the 'Browse from a file' link in the Insert Pictures dialog box, navigate to the file called Colorful-Paw-Prints-Pattern-Background-2400px.png in the Data Files, select the file, and then click the Insert button (Insert Picture dialog box)).

- Click the Apply button to show a preview of the watermark on the pages in the document window (Figure 4–77).


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Title
Document Formatting
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Watermark
Page Color
Page Borders
Page Background
Printed Watermark
No watermark
Picture watermark
Select Picture...
C:\...\Paw-Prints-Pattern-Background-2400px.png
Scale:
Auto
Washout
Text watermark
Close
Dover·Park
Animal·Clinic
Patients
Birds
Cats
Dogs
Rabbits
Boarding
Grooming
Surgery
Wellness
FULL-SERVICE, FRIENDLY CARE FOR YOUR PETS!

Printed Watermark dialog box

Picture watermark option button selected

Select Picture button

clicking Text watermark allows you to create a watermark that contains custom text

file name of paw prints image

Close button

Apply button

watermark of paw prints inserted in document, automatically sized to fit page

Figure 4–77

3

- Click the Close button (Printed Watermark dialog box) to close the dialog box.

Q&A

How do I remove a watermark from a document?

Click the Watermark button (Design tab | Page Background group) and then click Remove Watermark in the Watermark gallery (shown in Figure 4-76).

How do I create a text watermark?

Click Text watermark in the Printed Watermark dialog box (shown in Figure 4–77), select or type the text for the watermark, select format options, and then click the OK button.

Other Ways

1. Click 'Explore Quick Parts' button (Insert tab | Text group), click 'Building Blocks Organizer' on Explore Quick Parts menu, select desired watermark (Building Blocks Organizer dialog box), click Insert button

Skip

| 6 CREATE WATERMARK

To Change Theme Fonts

The final step in formatting this project is to change the fonts used for text in the document. ***Why?*** *With the watermark, some of the text is difficult to read. You would prefer a bolder font.* If text is entered using the headings and body text fonts, you easily can change the font in the entire document by changing the theme fonts, or font set. A **font set** defines one font for headings and another for body text. The default font set is Office, which uses the Cambria font for headings and the Calibri font for body text. In Word, you can select from more than 20 predefined, coordinated font sets to give the document's text a new look.

If you previously changed a font using buttons on the ribbon or mini toolbar, Word will not alter those when you change the font set because changes to the font set are not applied to individually changed fonts. This means the font of the title on the title page will remain as Bernard MT Condensed if you change the font set. The following steps change the theme fonts to TrebuchetMs for headings and for body text.

— Skip —

1

- Click the Theme Fonts button (Design tab | Document Formatting group) to display the Theme Fonts gallery (Figure 4–78).

Experiment

- Point to various font sets in the Theme Fonts gallery and watch the fonts of text in the document change.

2

- Scroll through the Theme Fonts gallery and then click TrebuchetMs in the Fonts gallery to set the document theme fonts to the selected font (shown in Figure 4-1 at the beginning of this module).

Q&A What if I want to return to the default font set?

You would click the Theme Fonts button and then click Office in the Fonts gallery.

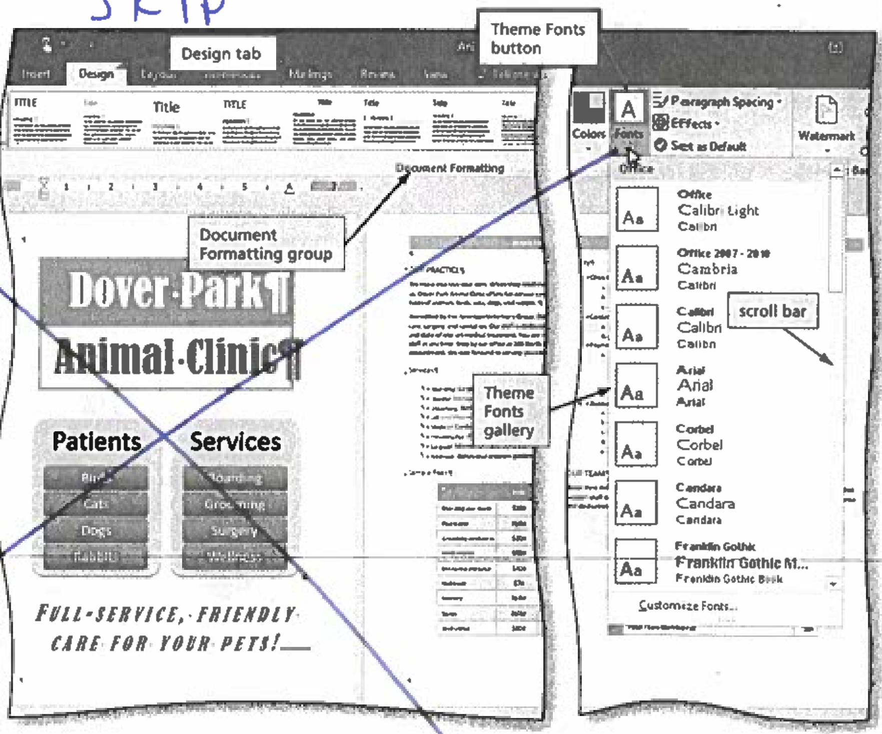

Design tab
Theme Fonts button
Document Formatting group
Theme Fonts gallery
scroll bar
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Watermark
Document Formatting
Dover Park
Animal Clinic
Patients
Services
FULL-SERVICE, FRIENDLY CARE FOR YOUR PETS!
Office
Office
Calibri Light
Calibri
Office 2007 - 2010
Cambria
Calibri
Calibri
Calibri
Calibri
Arial
Arial
Arial
Corbel
Corbel
Corbel
Candara
Candara
Candara
Franklin Gothic
Franklin Gothic M...
Franklin Gothic Book
Customize Fonts...

Figure 4–78

- If necessary, insert a page break before the Facility heading. Make any additional adjustments to spacing, table column widths, etc., so that your document looks like Figure 4–1 shown at the beginning of this module.

To Check Spelling, Save, Print, and Exit Word

The following steps check the spelling of the document, save and print the document, and then exit Word.

1. Display the Review tab. Click the 'Spelling & Grammar' button (Review tab | Proofing group) to begin the spelling and grammar check. Correct any misspelled words.
2. Save the sales proposal again with the same file name.
3. Submit your assignment as instructed.

BTW

Conserving Ink and Toner

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

Summary

In this module, you learned how to add a border to a paragraph, change paragraph indentation, insert and format a SmartArt graphic, apply character effects, insert a section break, insert a Word document in an open document, change theme fonts, insert formatted headers and footers, sort lists and tables, modify and format existing Word tables, sum columns in a table, insert a watermark, and change theme fonts.

CONSIDER THIS: PLAN AHEAD

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

Use these guidelines as you complete the assignments in this module and create your own proposals outside of this class.

1. **Identify the nature of the proposal.**
    a) If someone else requests that you develop the proposal, it is solicited. Be sure to include all requested information in a **solicited proposal**.
    b) When you write a proposal because you recognize a need, the proposal is unsolicited. With an **unsolicited proposal**, you must gather information you believe will be relevant and of interest to the intended audience.
2. **Design an eye-catching title page.**
    a) The title page should convey the overall message of the sales proposal.
    b) Use text, graphics, formats, and colors that reflect the goals of the sales proposal.
    c) Be sure to include a title.
3. **Compose the text of the sales proposal.**
    a) Sales proposals vary in length, style, and formality, but all should be designed to elicit acceptance from the reader.
    b) The sales proposal should have a neat, organized appearance.
    c) A successful sales proposal uses succinct wording and includes lists for textual messages.
    d) Write text using active voice, instead of passive voice.
    e) Assume that readers of unsolicited sales proposals have no previous knowledge about the topic.
    f) Be sure the goal of the proposal is clear.
    g) Establish a theme and carry it throughout the proposal.
4. **Enhance the sales proposal with appropriate visuals.**
    a) Use visuals to add interest, clarify ideas, and illustrate points.
    b) Visuals include tables, charts, and graphical images (i.e., photos, etc.).
5. **Proofread and edit the proposal.**
    a) Carefully review the sales proposal to be sure it contains no spelling, grammar, mathematical, or other errors.
    b) Check that transitions between sentences and paragraphs are smooth. Ensure that the purpose of the proposal is stated clearly.
    c) Ask others to review the proposal and give you suggestions for improvements.

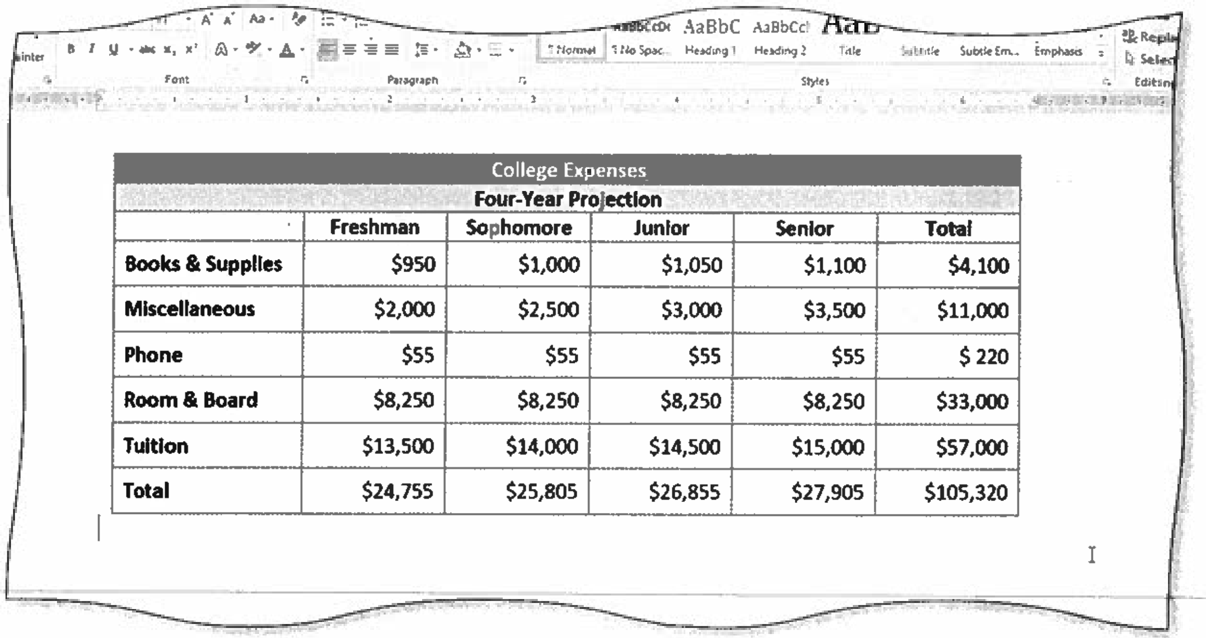
Apply Your Knowledge

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

Working with a Table

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Run Word. Open the document called Apply 4–1 Projected College Expenses Draft located on the Data Files. The document contains a Word table that you are to modify. The modified table is shown in Figure 4–79.



College Expenses					
Four-Year Projection					
	Freshman	Sophomore	Junior	Senior	Total
Books & Supplies	$950	$1,000	$1,050	$1,100	$4,100
Miscellaneous	$2,000	$2,500	$3,000	$3,500	$11,000
Phone	$55	$55	$55	$55	$ 220
Room & Board	$8,250	$8,250	$8,250	$8,250	$33,000
Tuition	$13,500	$14,000	$14,500	$15,000	$57,000
Total	$24,755	$25,805	$26,855	$27,905	$105,320

Figure 4–79

Perform the following tasks:

1. Show gridlines.
2. Delete the blank column between the Junior and Senior columns.
3. Use the Distribute Rows command to evenly space all the rows in the table.
4. Use the Distribute Columns command to make the Freshman, Sophomore, Junior, Senior, and Total columns evenly spaced.
5. Change the width of the Freshman, Sophomore, Junior, Senior, and Total columns to 1".
6. Use the Formula button (Table Tools Layout tab | Data group) to place totals in the bottom row for the Freshman, Sophomore, Junior, and Senior columns. The totals should be formatted to display dollar signs (no cents). *Hint:* You will need to edit the formula and remove the .00 from the end of it.
7. Use the Formula button (Table Tools Layout tab | Data group) to place totals in the right column, also formatted to display dollar signs (no cents). Start in the bottom-right cell and work your way up the column.
8. Add a row to the top of the table. Merge all cells in the first row into a single cell. Enter the title, College Expenses, as the table title. Change the alignment to Align Top Center.
9. Split the cell in the first row into two rows (one column). In the new cell below the title, enter the text, Four-Year Projection, as the subtitle.
10. Shade the first row Purple, Accent 4, Darker 25%. Change the font color of text in the first row to White, Background 1. Shade the second row Purple, Accent 4, Lighter 80%.
11. Add a 1 pt, White, Background 1, Darker 50% border to all cells in the table.
12. Hide gridlines.
13. Change the height of the row containing the year-in-college headings (row 3) to 0.1". Change the alignment of these headings to Align Top Center.

Continued >

Apply Your Knowledge *continued*

14. Change the height of all expense rows and the total row (rows 4 through 9) to 0.3".
15. Change the alignment of the cells in the first column to Align Center Left.
16. Change the alignment of the cells containing dollar amounts to Align Center Right.
17. Center the entire table across the width of the page.
18. Sort the rows containing the expenses.
19. If requested by your instructor, add your last name to the first row of the table before the words, College Expenses.
20. Save the modified file with the file name, Apply 4–1 Projected College Expenses Modified, and submit it (shown in Figure 4–79) in the format specified by your instructor.
21. Which number format did you use in the Formula dialog box in #6 in this exercise? Why do some totals have a space after the dollar sign and others do not? Which formula appeared in #7?

Extend Your Knowledge

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

Using Word's Draw Table Feature

Instructions: Run Word. You will use Word's Draw Table feature to draw a table.

Perform the following tasks:

1. Use Help to learn about Draw Table and text watermarks.
2. Draw the table shown in Figure 4–80. That is, use the Draw Table button to create the blank table.

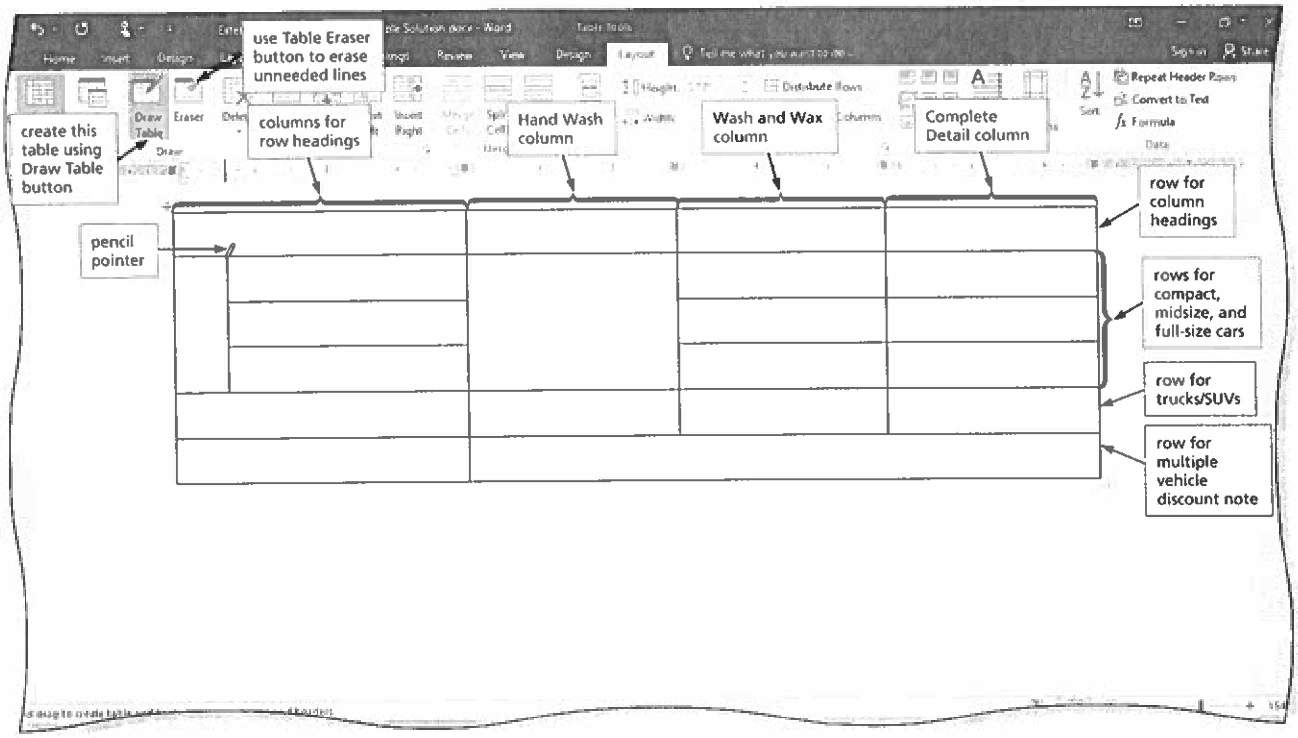

use Table Eraser button to erase unneeded lines
create this table using Draw Table button
columns for row headings
Hand Wash column
Wash and Wax column
Complete Detail column
row for column headings
pencil pointer
rows for compact, midsize, and full-size cars
row for trucks/SUVs
row for multiple vehicle discount note
Draw Table
Eraser
Repeat Header Rows
Convert to Text
Formula
Sort

Figure 4–80

3. In the top row, enter these headings in the columns: Type of Vehicle, Hand Wash, Wash and Wax, and Complete Detail.
4. In the leftmost column of the table, enter the text, Car, so that it displays vertically in the cell.
5. In the second column of the table, enter these labels in the second, third, and fourth rows (to the right of the vertical text, Car): Compact, Midsize, and Full-size. Enter these labels in the bottom two leftmost rows: Truck/SUV and Multiple vehicle discount.
6. For the Hand Wash column, enter $50 in the cell to the right of the Compact, Midsize, and Full-size rows.
7. For the Wash and Wax column, use this data for the table: Compact – $100, Midsize - $115, Full-size - $120, and Truck/SUV - $150.
8. For the Complete Detail column, use this data for the table: Compact – $225, Midsize - $250, Full-size - $300, and Truck/SUV - $375.
9. Enter the text, $20 savings per vehicle serviced in a single month!, in the rightmost bottom row.
10. Align and shade table cells, along with any other relevant enhancements, as you deem appropriate (alignment, shading, etc.).
11. If requested by your instructor, enter your name below the table.
12. Save the revised document using the file name, Extend 4–1 Car Wash Table, and then submit it in the format specified by your instructor.
13. Which alignment and shading for the table cells did you choose and why?

Expand Your World

Create a solution that uses cloud or web technologies by learning and investigating on your own from general guidance.

Using Word Online to Create a Table

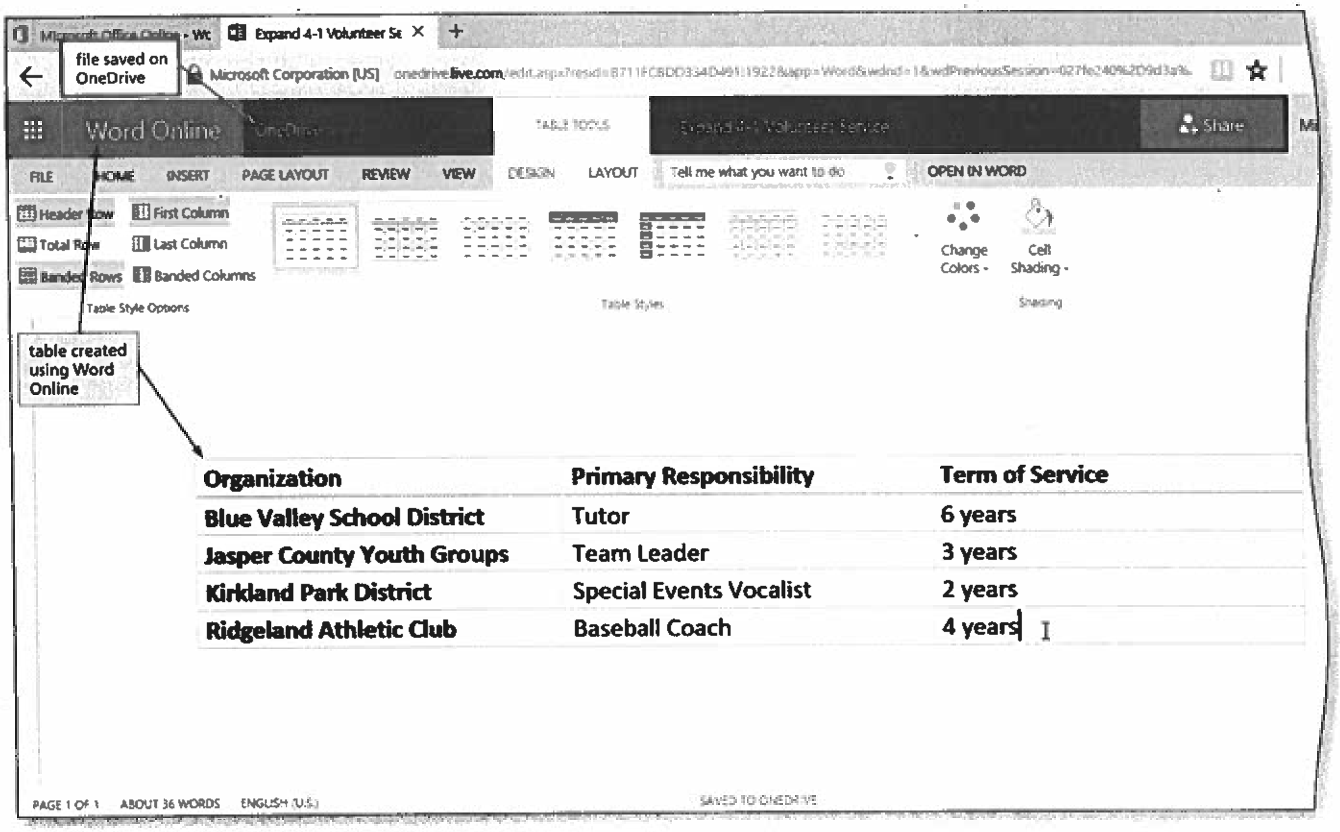
Instructions: You are using a mobile device or computer at school that does not have Word but has Internet access. To make use of time between classes, you use Word Online to create a table showing your volunteer service (Figure 4–81).

Perform the following tasks:

1. Run a browser. Search for the text, Word Online, using a search engine. Visit several websites to learn about Word Online. Navigate to the Office Online website. You will need to sign in to your OneDrive account.
2. Create a new blank Word document using Word Online. Name the document Expand 4–1 Volunteer Services. Change the zoom to page width.
3. Enter and format the table, as shown in Figure 4–81.
4. Apply a table style to the table (any style).
5. Change colors of the table to a color other than blue.
6. Remove the First Column shading (Table Tools Layout tab | Table Style Options group).

Continued >

Expand Your World *continued*


Expand 4-1 Volunteer Se
Microsoft Corporation [US]
Word Online
TABLE TOOLS
Share
FILE
HOME
INSERT
PAGE LAYOUT
REVIEW
VIEW
DESIGN
LAYOUT
Tell me what you want to do
OPEN IN WORD
Header Row
First Column
Total Row
Last Column
Banded Rows
Banded Columns
Table Style Options
Table Styles
Change Colors
Cell Shading
Shading
PAGE 1 OF 1
ABOUT 36 WORDS
ENGLISH (U.S.)
SAVED TO ONEDRIVE

file saved on OneDrive

table created using Word Online

Organization	Primary Responsibility	Term of Service
Blue Valley School District	Tutor	6 years
Jasper County Youth Groups	Team Leader	3 years
Kirkland Park District	Special Events Vocalist	2 years
Ridgeland Athletic Club	Baseball Coach	4 years

Figure 4–81

7. Narrow the width of the last column to fit the contents better and then change the cell alignment in this column to Align Top Center. How did you adjust the column width?
8. Add a row to the bottom of the table that identifies volunteer service you have performed.
9. Save the document again.
10. Submit the Expand 4–1 Volunteer Service document in the format requested by your instructor. Sign out of your OneDrive account.
11. Which table features that are covered in the module are not available in Word Online? Answer the question posed in #7.

In the Labs

Design, create, modify, and/or use a document following the guidelines, concepts, and skills presented in this module. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the module; Lab 3 requires you to apply your creative thinking and problem-solving skills to design and implement a solution.

Lab 1: Creating a Proposal with a SmartArt Graphic, a Bulleted List, and a Table

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

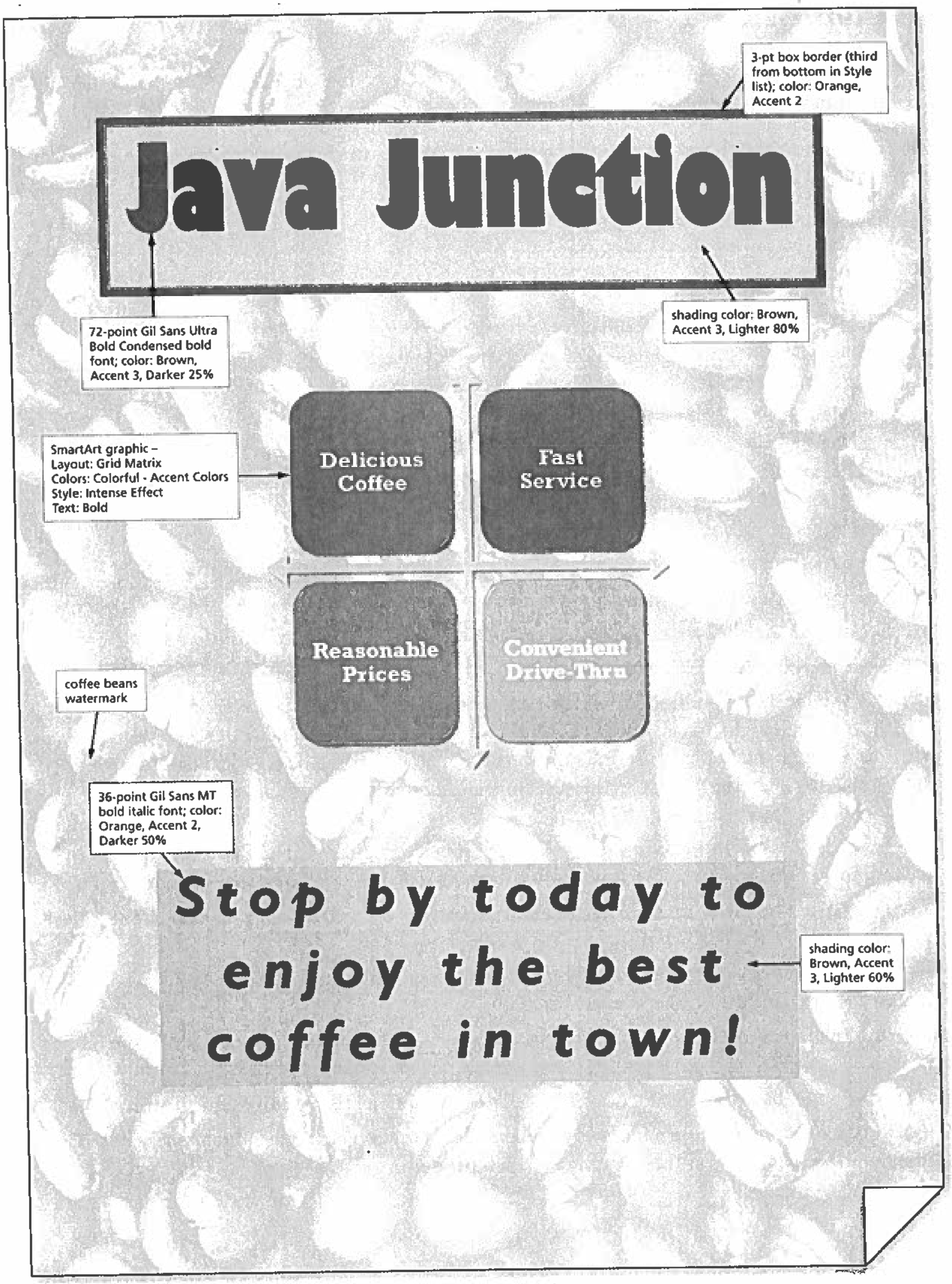
Problem: The owner of Java Junction has hired you to prepare a sales proposal for her coffee shop (Figure 4–82).

Perform the following tasks: color

1. Change the document theme to your choice.
2. Change the theme fonts to the Tw Cen MT-Rockwell font set.
3. Create the title page as shown in Figure 4–82a. Be sure to do the following: you pick.
    a. Insert the SmartArt graphic, add text to it, and bold the text. Change the colors and style of the SmartArt graphic as shown. Change the spacing above the SmartArt graphic to 42 points and the spacing after the graphic to 54 points.
    b. Change the fonts, font sizes, and font colors as specified in the figure. Add the paragraph border. Indent the left and right edges of the title paragraph by 0.25 inches and the left and right edges of the paragraph below the SmartArt graphic by 0.5 inches. Expand the characters in the sentence at the bottom of the page by 7 points.
4. At the bottom of the title page, insert a next page section break. Clear formatting.
5. Create the second page of the proposal as shown in Figure 4–82b.
    a. Format the Heading 1 style as shown and update the Heading 1 style accordingly.
    b. Enter the multilevel list as shown.
    c. Create the table as shown. Border the table as specified. Distribute rows so that they are all the same height. Change the row height to 0.21 inches. Center the table between the margins. Change the first column's alignment to Align Top Left the text, and all other text in the table to Align Top Center. Shade the table cells as specified. Change cell spacing to 0.04 inches between cells.
    d. Insert the formatted footer using the Blank (Three Columns) design. The footer should appear only on the second page (section) of the proposal. Enter the footer text as shown. Change the phone number in the footer to your student ID #.
6. Add a picture watermark of the coffee beans. The picture is located on the Data Files. Scale the picture to 50% in the Printed Watermark dialog box.
7. Adjust the spacing above and below paragraphs as necessary to fit all content as shown in the figure.
8. Check the spelling. Save the document as Lastname Lab 1 OR Lastname Java Junction.

Continued >

In the Labs *continued*



Java Junction

Delicious Coffee

Fast Service

Reasonable Prices

Convenient Drive-Thru

Stop by today to enjoy the best coffee in town!

3-pt box border (third from bottom in Style list); color: Orange, Accent 2

shading color: Brown, Accent 3, Lighter 80%

72-point Gil Sans Ultra Bold Condensed bold font; color: Brown, Accent 3, Darker 25%

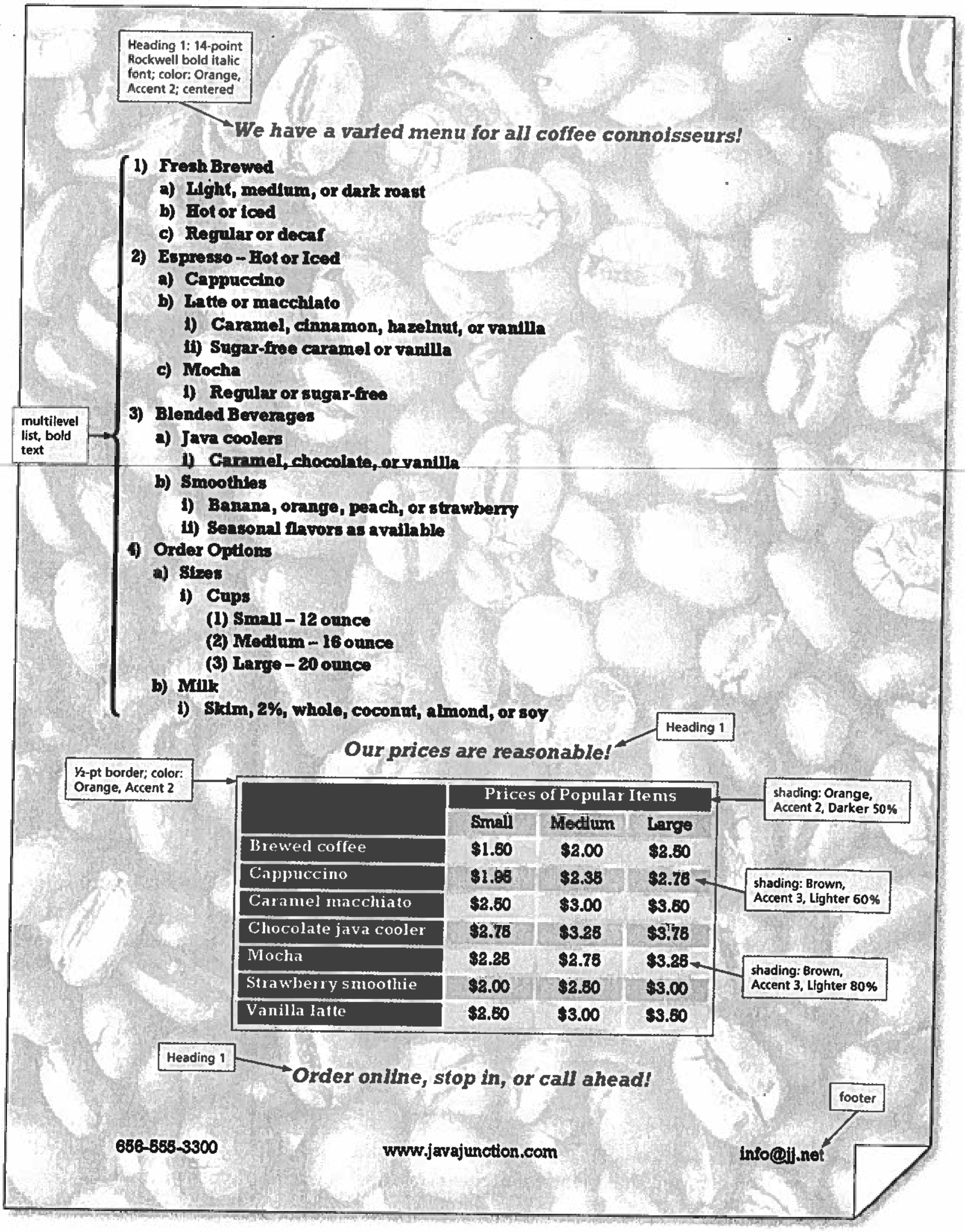
SmartArt graphic –
Layout: Grid Matrix
Colors: Colorful - Accent Colors
Style: Intense Effect
Text: Bold

coffee beans watermark

36-point Gil Sans MT bold italic font; color: Orange, Accent 2, Darker 50%

shading color: Brown, Accent 3, Lighter 60%

Figure 4–82 (a)



Heading 1: 14-point Rockwell bold italic font; color: Orange, Accent 2; centered

We have a varied menu for all coffee connoisseurs!

multilevel list, bold text

1) Fresh Brewed
  a) Light, medium, or dark roast
  b) Hot or iced
  c) Regular or decaf
2) Espresso – Hot or Iced
  a) Cappuccino
  b) Latte or macchiato
    i) Caramel, cinnamon, hazelnut, or vanilla
    ii) Sugar-free caramel or vanilla
  c) Mocha
    i) Regular or sugar-free
3) Blended Beverages
  a) Java coolers
    i) Caramel, chocolate, or vanilla
  b) Smoothies
    i) Banana, orange, peach, or strawberry
    ii) Seasonal flavors as available
4) Order Options
  a) Sizes
    i) Cups
      (1) Small – 12 ounce
      (2) Medium – 16 ounce
      (3) Large – 20 ounce
  b) Milk
    i) Skim, 2%, whole, coconut, almond, or soy

Heading 1

Our prices are reasonable!

½-pt border; color: Orange, Accent 2

shading: Orange, Accent 2, Darker 50%

	Prices of Popular Items		
	Small	**Medium**	**Large**
Brewed coffee	**$1.50**	**$2.00**	**$2.50**
Cappuccino	**$1.95**	**$2.35**	**$2.75**
Caramel macchiato	**$2.50**	**$3.00**	**$3.50**
Chocolate java cooler	**$2.75**	**$3.25**	**$3.75**
Mocha	**$2.25**	**$2.75**	**$3.25**
Strawberry smoothie	**$2.00**	**$2.50**	**$3.00**
Vanilla latte	**$2.50**	**$3.00**	**$3.50**

shading: Brown, Accent 3, Lighter 60%

shading: Brown, Accent 3, Lighter 80%

Heading 1

Order online, stop in, or call ahead!

footer

656-555-3300 **www.javajunction.com** **info@jj.net**

Figure 4–82 (b)

Continued >

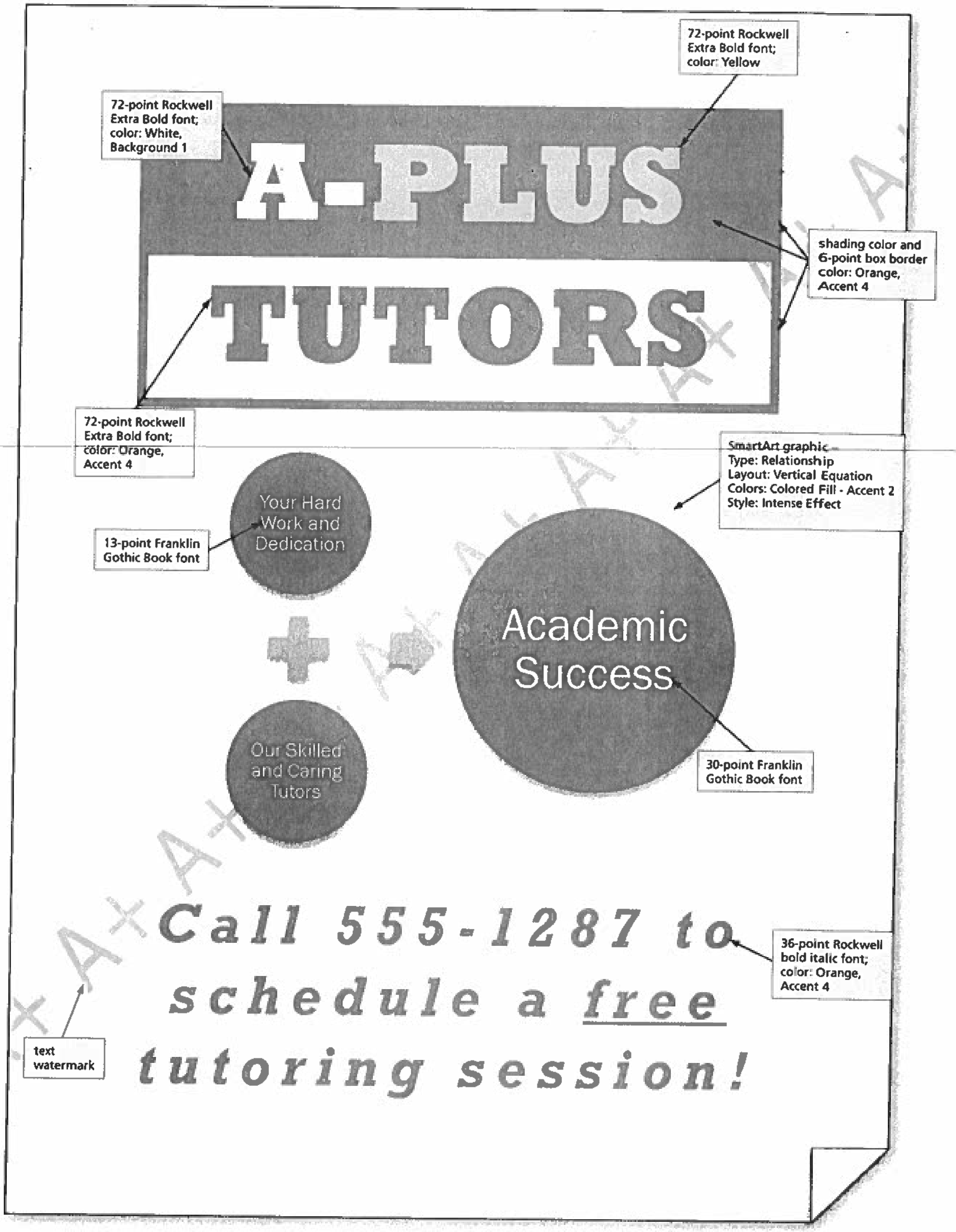
In the Labs *continued*

Lab 2: Creating a Proposal with a SmartArt Graphic, a Complex Table, Picture Bullets, and a Numbered List

Problem: The owner of the A-Plus Tutoring has hired you to prepare a sales proposal that describes the center (Figure 4–83).

Perform the following tasks:

1. Change the document theme to ~~the Facet~~ a theme. color of your choice.
2. Change the theme fonts to the Franklin Gothic font set.
3. Create the title page as shown in Figure 4–83a. Be sure to do the following:
   a. Insert the Vertical Equation SmartArt graphic, located in the Relationship category.
   b. Change the fonts, font sizes, font colors, and shading as indicated in the figure. Indent the left and right edges of the title paragraph by 0.5 inches. Expand the characters in the sentence at the bottom of the page by 7 points.
4. At the bottom of the title page, insert a next page section break. Clear formatting.
5. Create the second page of the proposal as shown in Figure 4–83b.
   a. Insert the formatted header using the Banded design. The header should appear only on the second page of the proposal. Enter the header text as shown.
   b. Add your name to the header. (With A-Plus Tutors)
   c. Format the headings using the heading styles specified. Adjust spacing before the Heading 1 style to 18 point and after to 6 point, and before the Heading 2 style to 12 point and after to 6 point. Update both heading styles.
   d. Create the bulleted list using the picture bullets shown (search for the keyword, star, or use the image on the Data Files).
   e. Create the multilevel numbered list as shown.
   f. Create the table as shown. Distribute rows so that they are all the same height (about 0.29"). Align center all text except the row headings, which should be set to Align Center Left. Center the table. Change the direction of the Weekdays heading as shown. Shade the table cells as indicated in the figure.
6. Create a text watermark of 10 occurrences of the text, A+, with each occurrence separated by a space. In the Printed Watermark dialog box, change the watermark to 48-point Verdana with a semitransparent color of Blue-Gray, Text 2, Lighter 60%. The layout should be diagonal.
7. If necessary, adjust spacing above and below paragraphs to fit all content as shown in the figure. Check the spelling of the proposal.
8. Save as: Lastname Lab2 OR Lastname APlusTutors.
9. Submit as instructed.



A-PLUS
TUTORS

Your Hard Work and Dedication

+

Our Skilled and Caring Tutors

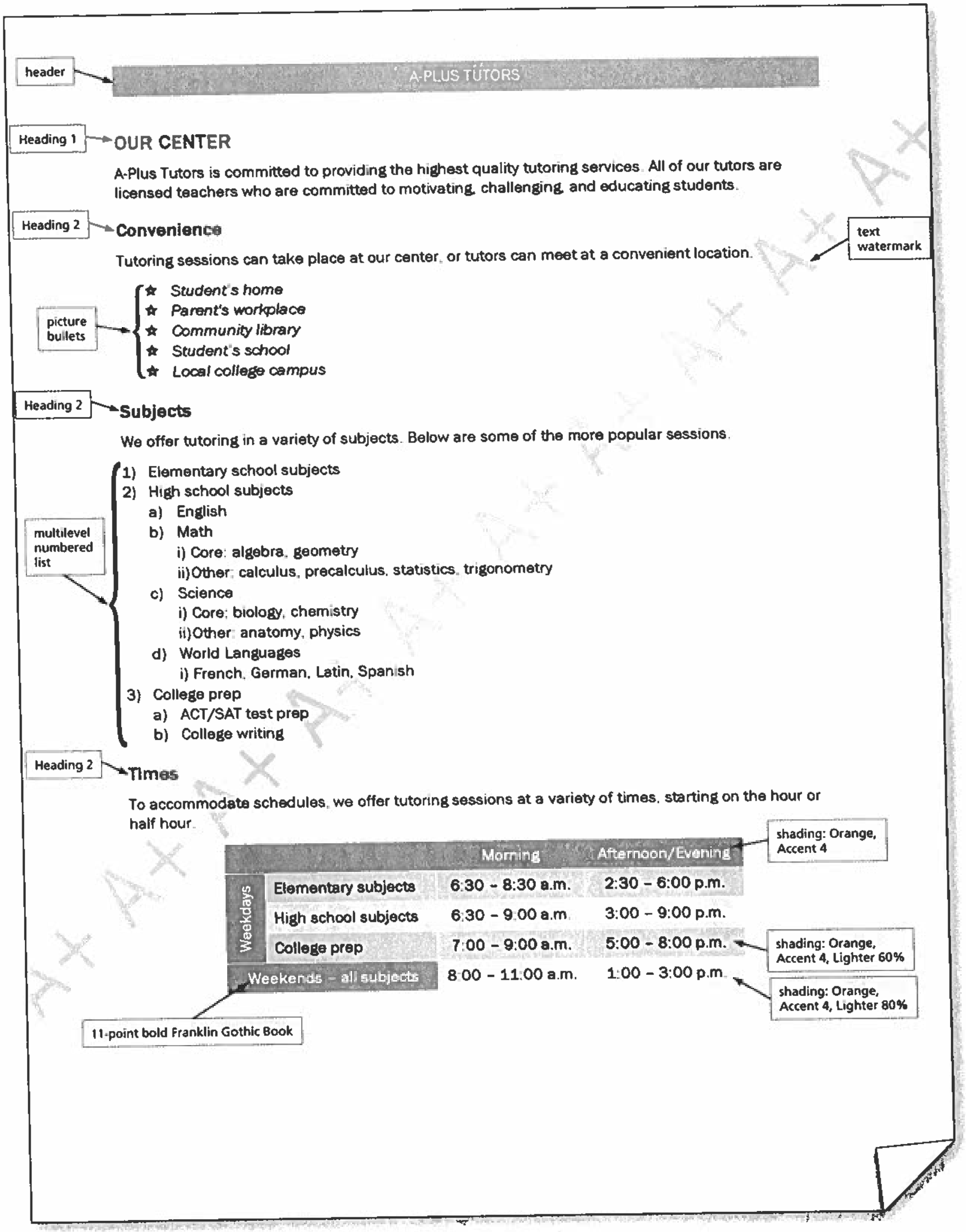
Academic Success

Call 555-1287 to schedule a *free* tutoring session!

72-point Rockwell Extra Bold font; color: Yellow
72-point Rockwell Extra Bold font; color: White, Background 1
shading color and 6-point box border color: Orange, Accent 4
72-point Rockwell Extra Bold font; color: Orange, Accent 4
SmartArt graphic – Type: Relationship Layout: Vertical Equation Colors: Colored Fill - Accent 2 Style: Intense Effect
13-point Franklin Gothic Book font
30-point Franklin Gothic Book font
36-point Rockwell bold italic font; color: Orange, Accent 4
text watermark
A+

Figure 4–83 (a)

Continued >



A-PLUS TUTORS

OUR CENTER

A-Plus Tutors is committed to providing the highest quality tutoring services. All of our tutors are licensed teachers who are committed to motivating, challenging, and educating students.

Convenience

Tutoring sessions can take place at our center, or tutors can meet at a convenient location.

- ★ *Student's home*
- ★ *Parent's workplace*
- ★ *Community library*
- ★ *Student's school*
- ★ *Local college campus*

Subjects

We offer tutoring in a variety of subjects. Below are some of the more popular sessions.

1) Elementary school subjects
2) High school subjects
    a) English
    b) Math
        i) Core: algebra, geometry
        ii) Other: calculus, precalculus, statistics, trigonometry
    c) Science
        i) Core: biology, chemistry
        ii) Other: anatomy, physics
    d) World Languages
        i) French, German, Latin, Spanish
3) College prep
    a) ACT/SAT test prep
    b) College writing

Times

To accommodate schedules, we offer tutoring sessions at a variety of times, starting on the hour or half hour.

		Morning	Afternoon/Evening
Weekdays	Elementary subjects	6:30 - 8:30 a.m.	2:30 - 6:00 p.m.
	High school subjects	6:30 - 9:00 a.m.	3:00 - 9:00 p.m.
	College prep	7:00 - 9:00 a.m.	5:00 - 8:00 p.m.
Weekends – all subjects		8:00 - 11:00 a.m.	1:00 - 3:00 p.m.

A+

header

Heading 1

Heading 2

text watermark

picture bullets

Heading 2

multilevel numbered list

Heading 2

shading: Orange, Accent 4

shading: Orange, Accent 4, Lighter 60%

shading: Orange, Accent 4, Lighter 80%

11-point bold Franklin Gothic Book

Figure 4–83 (b)

Lab 3: Consider This: Your Turn

Create a Proposal for a Small Business

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Problem: As a part-time employee at a local deli, you have been asked to design a multipage sales proposal that can be distributed in the community.

Part 1: The proposal should contain a title page, followed by a page of information about the deli. The title page is to contain the deli name, Deli Delicious, formatted with a border and shading. Include an appropriate SmartArt graphic that contains these words, at a minimum: fresh ingredients, reasonable prices, fast service, and dine in or carry out. Include this text on the title page: Stop by, call ahead, or order online!

The source content for the second page of the proposal is in a file called Lab 4–3 Consider This Your Turn Deli Draft. Use the concepts and techniques presented in this module to create and format the sales proposal. Include an appropriate watermark. Be sure to check the spelling and grammar of the finished document. Submit your assignment in the format specified by your instructor.

Part 2: You made several decisions while creating the sales proposal in this assignment: how to organize and format the title page (fonts, font sizes, colors, shading, styles, etc.), which SmartArt graphic to use on the title page, and how to organize and format the tables and lists. What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why?