7 Creating a Newsletter with a Pull-Quote and Graphics

Objectives

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

- Insert and format WordArt
- Set custom tab stops
- Crop a graphic
- Rotate a graphic
- Format a document in multiple columns
- Justify a paragraph
- Hyphenate a document
- Format a character as a drop cap
- Insert a column break
- Insert and format a text box
- Copy and paste using a split window
- Balance columns
- Modify and format a SmartArt graphic
- Copy and paste using the Office Clipboard
- Add an art page border

Introduction

Professional-looking documents, such as newsletters and brochures, often are created using desktop publishing software. With desktop publishing software, you can divide a document in multiple columns, wrap text around diagrams and other graphical images, change fonts and font sizes, add color and lines, and so on, to create an attention-grabbing document. Desktop publishing software, such as Microsoft Publisher, Adobe PageMaker, or QuarkXpress, enables you to open an existing word processing document and enhance it through formatting tools not provided in your word processing software. Word, however, provides many of the formatting features that you would find in a desktop publishing program. Thus, you can use Word to create eye-catching newsletters and brochures.

Project — Newsletter

A newsletter is a publication geared for a specific audience that is created on a recurring basis, such as weekly, monthly, or quarterly. The audience may be subscribers, club members, employees, customers, patrons, students, etc.

The project in this module uses Word to produce the two-page newsletter shown in Figure 7–1. The newsletter is a monthly publication called *Security Trends*. Each issue of *Security Trends* contains a feature article and announcements. This month's feature article discusses biometrics. The feature article spans the first two columns of the first page of the newsletter and then continues on the second page. The announcements, which are located in the third column of the first page, inform subscribers about discounts and an upcoming webinar and announce the topic of the next issue's feature article.

The *Security Trends* newsletter in this module incorporates the desktop publishing features of Word. The body of each page of the newsletter is divided in three columns. A variety of fonts, font sizes, and colors add visual appeal to the document. The first page has text wrapped around a pull-quote, and the second page has text wrapped around a graphic. Horizontal and vertical lines separate distinct areas of the newsletter, including a page border around the perimeter of each page.

The project in this module involves several steps requiring you to drag and drop. If you drag to the wrong location, you may want to cancel an action. Remember that you always can click the Undo button on the Quick Access Toolbar or press CTRL+Z to cancel your most recent action.

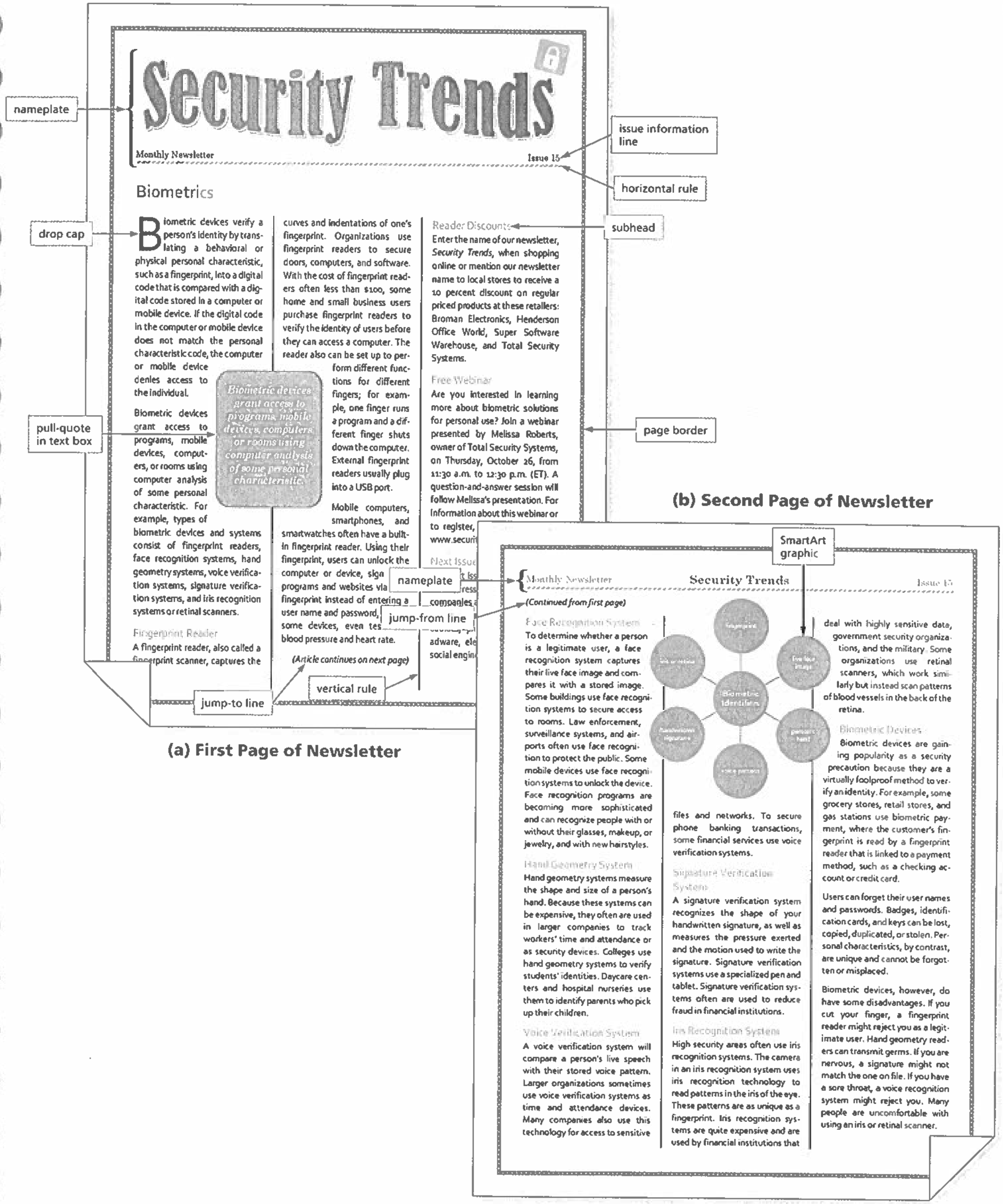
In this module, you will learn how to create the newsletter shown in Figure 7–1. The following roadmap identifies general activities you will perform as you progress through this module:

1. CREATE the NAMEPLATE FOR the FIRST PAGE of the newsletter.
2. FORMAT the FIRST PAGE of the body of the newsletter.
3. CREATE a PULL-QUOTE on the first page of the newsletter.
4. CREATE the NAMEPLATE FOR the SECOND PAGE of the newsletter.
5. FORMAT the SECOND PAGE of the body of the newsletter.
6. ADD a PAGE BORDER to the newsletter.

Desktop Publishing Terminology

As you create professional-looking newsletters and brochures, you should be familiar with several desktop publishing terms. Figure 7–1 identifies these terms:

- A **nameplate**, or **banner**, is the portion of a newsletter that contains the title of the newsletter and usually an issue information line.
- The **issue information line** identifies the specific publication.
- A **ruling line**, usually identified by its direction as a **horizontal rule** or **vertical rule**, is a line that separates areas of the newsletter.
- A **subhead** is a heading within the body of the newsletter.
- A **pull-quote** is text that is *pulled*, or copied, from the text of the document and given graphical emphasis.



Security Trends

Monthly Newsletter

Issue 15

Biometrics

Biometric devices verify a person's identity by translating a behavioral or physical personal characteristic, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer or mobile device. If the digital code in the computer or mobile device does not match the personal characteristic code, the computer or mobile device denies access to the individual.

Biometric devices grant access to programs, mobile devices, computers, or rooms using computer analysis of some personal characteristic.

Biometric devices grant access to programs, mobile devices, computers, or rooms using computer analysis of some personal characteristic. For example, types of biometric devices and systems consist of fingerprint readers, face recognition systems, hand geometry systems, voice verification systems, signature verification systems, and iris recognition systems or retinal scanners.

Fingerprint Reader

A fingerprint reader, also called a fingerprint scanner, captures the curves and indentations of one's fingerprint. Organizations use fingerprint readers to secure doors, computers, and software. With the cost of fingerprint readers often less than $100, some home and small business users purchase fingerprint readers to verify the identity of users before they can access a computer. The reader also can be set up to perform different functions for different fingers; for example, one finger runs a program and a different finger shuts down the computer. External fingerprint readers usually plug into a USB port.

Mobile computers, smartphones, and smartwatches often have a built-in fingerprint reader. Using their fingerprint, users can unlock the computer or device, sign programs and websites via fingerprint instead of entering a user name and password, some devices, even tes blood pressure and heart rate.

(Article continues on next page)

Reader Discounts

Enter the name of our newsletter, *Security Trends*, when shopping online or mention our newsletter name to local stores to receive a 10 percent discount on regular priced products at these retailers: Broman Electronics, Henderson Office World, Super Software Warehouse, and Total Security Systems.

Free Webinar

Are you interested in learning more about biometric solutions for personal use? Join a webinar presented by Melissa Roberts, owner of Total Security Systems, on Thursday, October 26, from 11:30 a.m. to 12:30 p.m. (ET). A question-and-answer session will follow Melissa's presentation. For information about this webinar or to register,
www.securi

Next Issue

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adware, ele
social engin

(a) First Page of Newsletter

(b) Second Page of Newsletter

Monthly Newsletter Security Trends Issue 15

(Continued from first page)

Face Recognition System

To determine whether a person is a legitimate user, a face recognition system captures their live face image and compares it with a stored image. Some buildings use face recognition systems to secure access to rooms. Law enforcement, surveillance systems, and airports often use face recognition to protect the public. Some mobile devices use face recognition systems to unlock the device. Face recognition programs are becoming more sophisticated and can recognize people with or without their glasses, makeup, or jewelry, and with new hairstyles.

Hand Geometry System

Hand geometry systems measure the shape and size of a person's hand. Because these systems can be expensive, they often are used in larger companies to track workers' time and attendance or as security devices. Colleges use hand geometry systems to verify students' identities. Daycare centers and hospital nurseries use them to identify parents who pick up their children.

Voice Verification System

A voice verification system will compare a person's live speech with their stored voice pattern. Larger organizations sometimes use voice verification systems as time and attendance devices. Many companies also use this technology for access to sensitive files and networks. To secure phone banking transactions, some financial services use voice verification systems.

Signature Verification System

A signature verification system recognizes the shape of your handwritten signature, as well as measures the pressure exerted and the motion used to write the signature. Signature verification systems use a specialized pen and tablet. Signature verification systems often are used to reduce fraud in financial institutions.

Iris Recognition Systems

High security areas often use iris recognition systems. The camera in an iris recognition system uses iris recognition technology to read patterns in the iris of the eye. These patterns are as unique as a fingerprint. Iris recognition systems are quite expensive and are used by financial institutions that deal with highly sensitive data, government security organizations, and the military. Some organizations use retinal scanners, which work similarly but instead scan patterns of blood vessels in the back of the retina.

Biometric Devices

Biometric devices are gaining popularity as a security precaution because they are a virtually foolproof method to verify an identity. For example, some grocery stores, retail stores, and gas stations use biometric payment, where the customer's fingerprint is read by a fingerprint reader that is linked to a payment method, such as a checking account or credit card.

Users can forget their user names and passwords. Badges, identification cards, and keys can be lost, copied, duplicated, or stolen. Personal characteristics, by contrast, are unique and cannot be forgotten or misplaced.

Biometric devices, however, do have some disadvantages. If you cut your finger, a fingerprint reader might reject you as a legitimate user. Hand geometry readers can transmit germs. If you are nervous, a signature might not match the one on file. If you have a sore throat, a voice recognition system might reject you. Many people are uncomfortable with using an iris or retinal scanner.

Figure 7–1

To Run Word and Change Word Settings

If you are using a computer to step through the project in this module and you want your screens to match the figures in this book, you should change your screen's resolution to 1366 × 768. The following steps run Word, display formatting marks, and change the zoom to page width.

BTW

The Ribbon and Screen Resolution

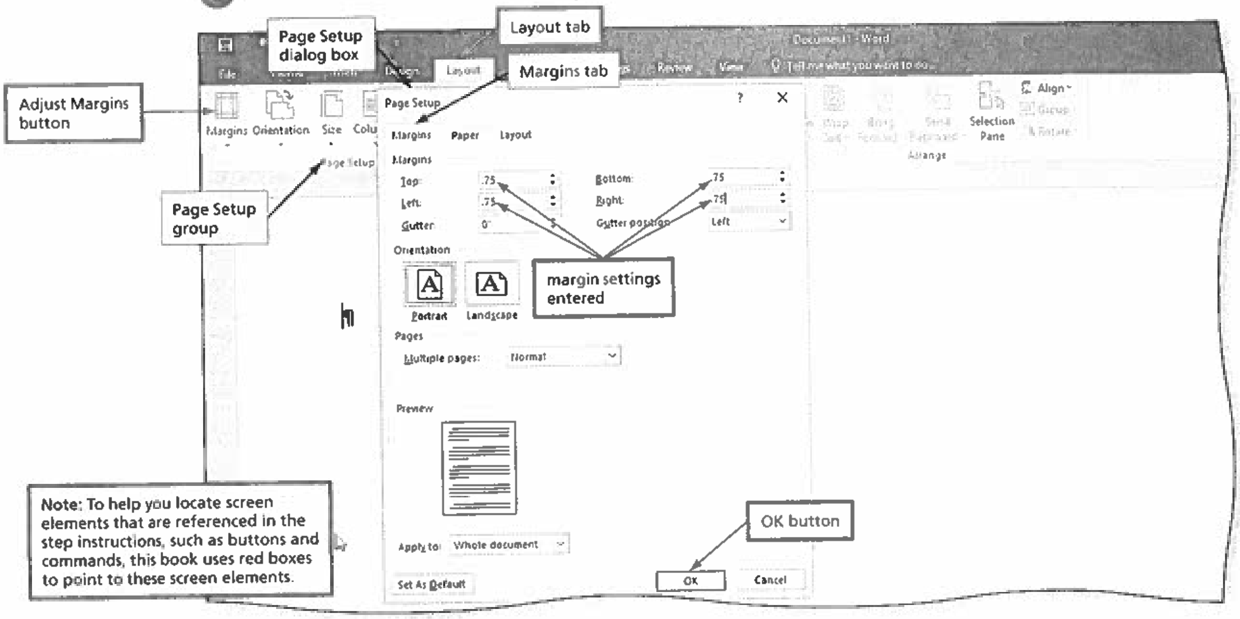
Word may change how the groups and buttons within the groups appear on the ribbon, depending on the computer or mobile device's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

1. Run Word and create a blank document in the Word window. If necessary, maximize the Word window.
2. If the Print Layout button on the status bar is not selected, click it so that your screen is in Print Layout view.
3. If the 'Show/Hide ¶' button (Home tab | Paragraph group) is not selected already, click it to display formatting marks on the screen.
4. To display the page the same width as the document window, if necessary, click the Page Width button (View tab | Zoom group).

To Change Spacing above and below Paragraphs and Margin Settings

Recall that Word is preset to use standard 8.5-by-11-inch paper, with 1-inch top, bottom, left, and right margins. In earlier modules, you changed the margins by selecting predefined settings in the Margins gallery. For the newsletter in this module, all margins (left, right, top, and bottom) are .75 inches, which is not a predefined setting in the Margins gallery. Thus, the following steps set custom margins.

1. Display the Layout tab.
2. Click the Adjust Margins button (Layout tab | Page Setup group) to display the Margins gallery and then click Custom Margins at the bottom of the Margins gallery to display the Page Setup dialog box.
3. Change each value in the Top, Bottom, Left, and Right boxes (Page Setup dialog box) to .75 (Figure 7–2).
4. Click the OK button to change the margin values.



Top: .75
Left: .75
Gutter: 0"
Bottom: .75
Right: .75
Gutter position: Left
Multiple pages: Normal
Apply to: Whole document

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 7–2

To Change Theme Colors

The newsletter in this module uses the Frame theme. The following steps change the theme to Frame.

① Display the Design tab.

② Click the Themes button (Design tab | Document Formatting group) and then click Frame in the Themes gallery to change the document theme.

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.

Creating the Nameplate

The nameplate on the first page of this newsletter consists of the information above the multiple columns (shown in Figure 7–1a at the beginning of this module). In this project, the nameplate includes the newsletter title, Security Trends, an image of a lock, and the issue information line.

The following sections use the steps outlined below to create the nameplate for the first page of the newsletter in this module.

1. Enter and format the newsletter title using WordArt.
2. Set custom tab stops for the issue information line.
3. Enter text in the issue information line.
4. Add a horizontal rule below the issue information line.
5. Insert and format the image.

CONSIDER THIS

How should you design a nameplate?

A nameplate visually identifies a newsletter. It should catch the attention of readers, enticing them to read a newsletter. Usually, the nameplate is positioned horizontally across the top of the newsletter, although some nameplates are vertical. The nameplate typically consists of the title of the newsletter and the issue information line. Some also include a subtitle, a slogan, and a graphical image or logo.

Guidelines for the newsletter title and other elements in the nameplate are as follows:

- Compose a title that is short, yet conveys the contents of the newsletter. In the newsletter title, eliminate unnecessary words such as these: the, newsletter. Use a decorative font in as large a font size as possible so that the title stands out on the page.
- Other elements on the nameplate should not compete in size with the title. Use colors that complement the title. Select easy-to-read fonts.
- Arrange the elements of the nameplate so that it does not have a cluttered appearance. If necessary, use ruling lines to visually separate areas of the nameplate.

To Insert WordArt

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

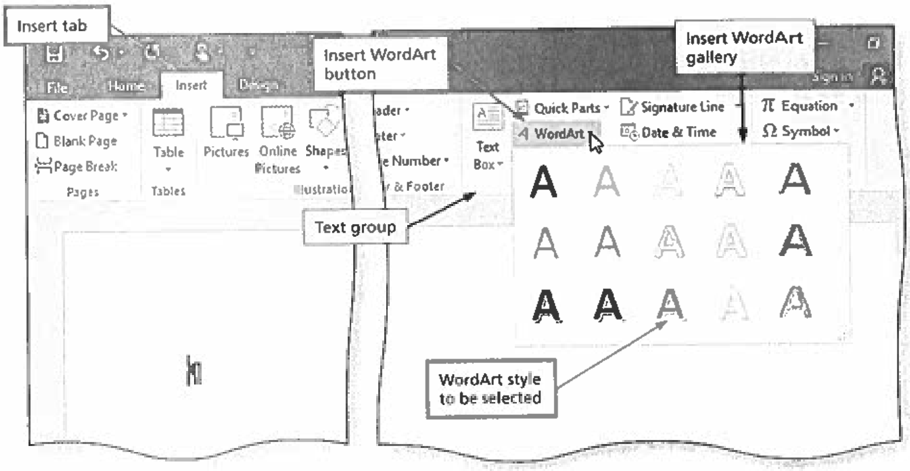
In Module 3, you inserted a shape drawing object in a document. Recall that a drawing object is a graphic you create using Word. Another type of drawing object, called **WordArt**, enables you to create text with special effects, such as shadowed, rotated, stretched, skewed, and wavy effects.

This project uses WordArt for the newsletter title, Security Trends. ***Why?** A title created with WordArt is likely to draw the reader's attention.* The following steps insert WordArt.

1

- Display the Insert tab.
- Click the Insert WordArt button (Insert tab | Text group) to display the Insert WordArt gallery (Figure 7–3).

Q&A Once I select a WordArt style, can I customize its appearance?
Yes. The next steps customize the WordArt style selected here.


Insert tab

Insert WordArt button

Insert WordArt gallery

Text group

WordArt style to be selected

File
Home
Insert
Design
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
Illustrations
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Signature Line
Date & Time
Equation
Symbol

Figure 7–3

2

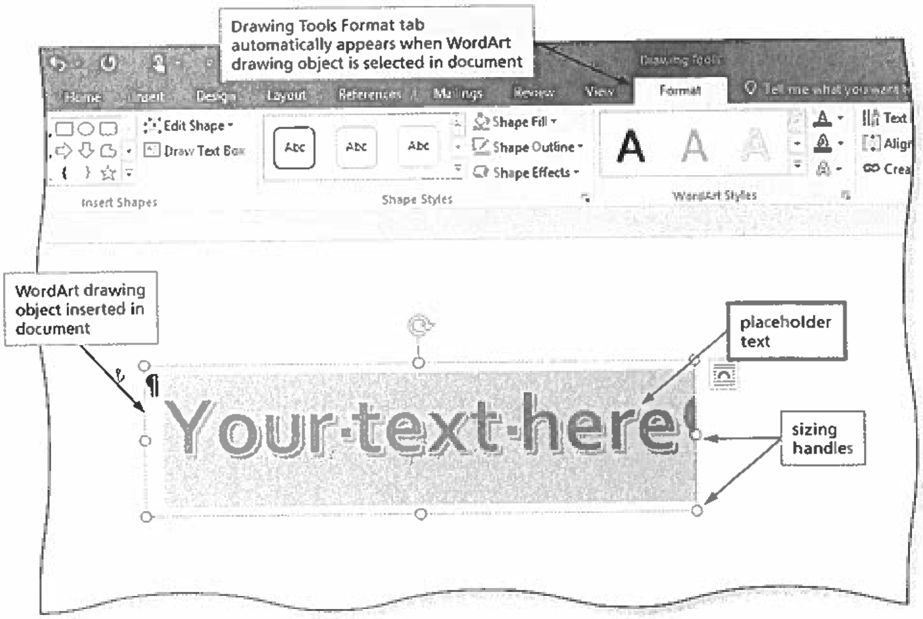
- Click 'Fill - Teal, Accent 1, Outline - Background 1, Hard Shadow - Accent 1' in the WordArt gallery (third WordArt style in last row) to insert a drawing object in the document that is formatted according to the selected WordArt style, which contains the placeholder text, Your text here (Figure 7–4).

3

- Type `Security Trends` to replace the selected placeholder text in the WordArt drawing object (shown in Figure 7–5).

Q&A What if my placeholder text no longer is selected?
Drag through it to select it.

How do I correct a mistake in the WordArt text?
You correct WordArt text using the same techniques you use to correct document text.


Drawing Tools Format tab automatically appears when WordArt drawing object is selected in document

WordArt drawing object inserted in document

placeholder text

sizing handles

Drawing Tools
Home
Insert
Design
Layout
References
Mailings
Review
View
Format
Tell me what you want to do
Edit Shape
Draw Text Box
Insert Shapes
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
WordArt Styles
Text
Align
Create
Your text here

Figure 7–4

To Resize WordArt

You resize WordArt the same way you resize any other graphic. That is, you can drag its sizing handles or enter values in the Shape Height and Shape Width boxes. The next steps resize the WordArt drawing object.

1. With the WordArt drawing object selected, if necessary, display the Drawing Tools Format tab.
2. Change the value in the Shape Height box to 1.44 and the value in the Shape Width box to 7 (Figure 7–5).

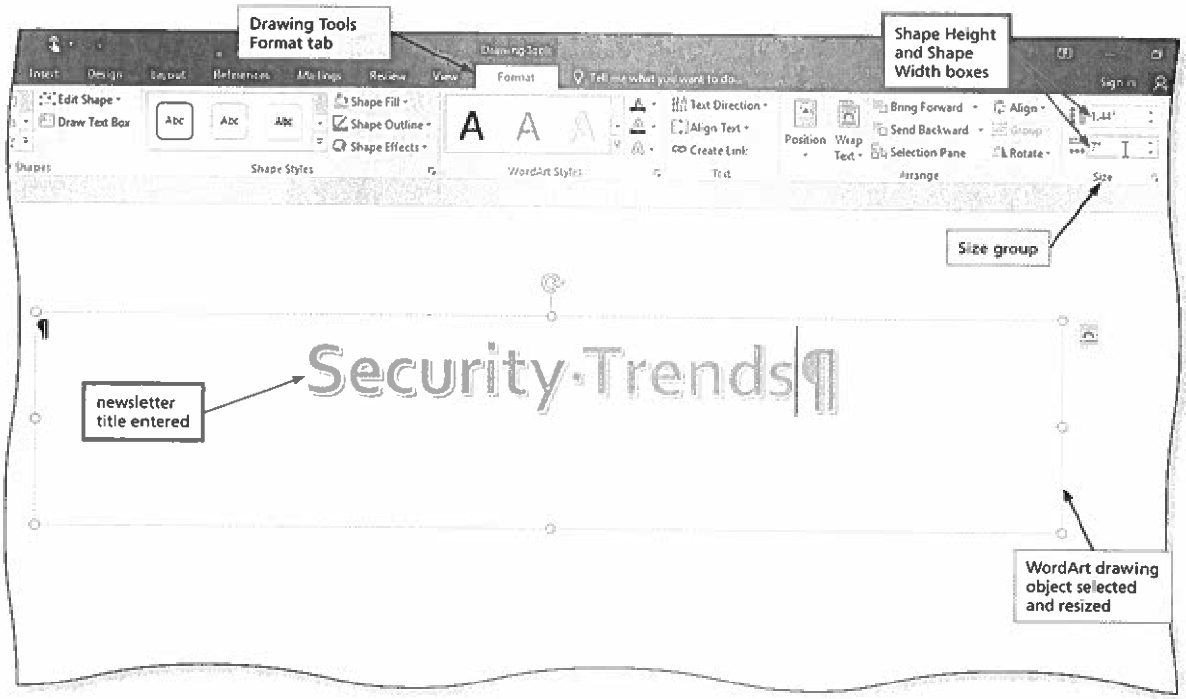

Drawing Tools Format tab
Shape Height and Shape Width boxes
Edit Shape
Draw Text Box
Shape Fill
Shape Outline
Shape Effects
Shape Styles
WordArt Styles
Text Direction
Align Text
Create Link
Text
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Rotate
Arrange
Size
Size group
Security·Trends¶
newsletter title entered
WordArt drawing object selected and resized

Figure 7–5

To Change the Font and Font Size of WordArt Text

You change the font and font size of WordArt text the same way you change the font and font size of any other text. That is, you select the text and then change its font and font size. The following steps change the font and font size of WordArt text.

1. Select the WordArt text, in this case, Security Trends.
2. Change the font of the selected text to Bernard MT Condensed (or a similar font).
3. Change the font size of the selected text to 72 point (shown in Figure 7–6).

BTW

Deleting WordArt

If you want to delete a WordArt drawing object, right-click it and then click Cut on the shortcut menu, or select the WordArt drawing object and then click the Cut button (Home tab | Clipboard group).

To Change an Object's Text Wrapping

When you insert a drawing object in a Word document, the default text wrapping is Square, which means text will wrap around the object in the shape of a square. Because you want the nameplate above the rest of the newsletter, you change the text wrapping for the drawing object to Top and Bottom. The following steps change a drawing object's text wrapping.

1. With the WordArt drawing object selected, click the Layout Options button that is attached to the WordArt drawing object to display the Layout Options gallery.
2. Click 'Top and Bottom' in the Layout Options gallery so that the WordArt drawing object will not cover the document text; in this case, the paragraph mark moves below the WordArt drawing object (Figure 7–6).
3. Close the Layout Options gallery.

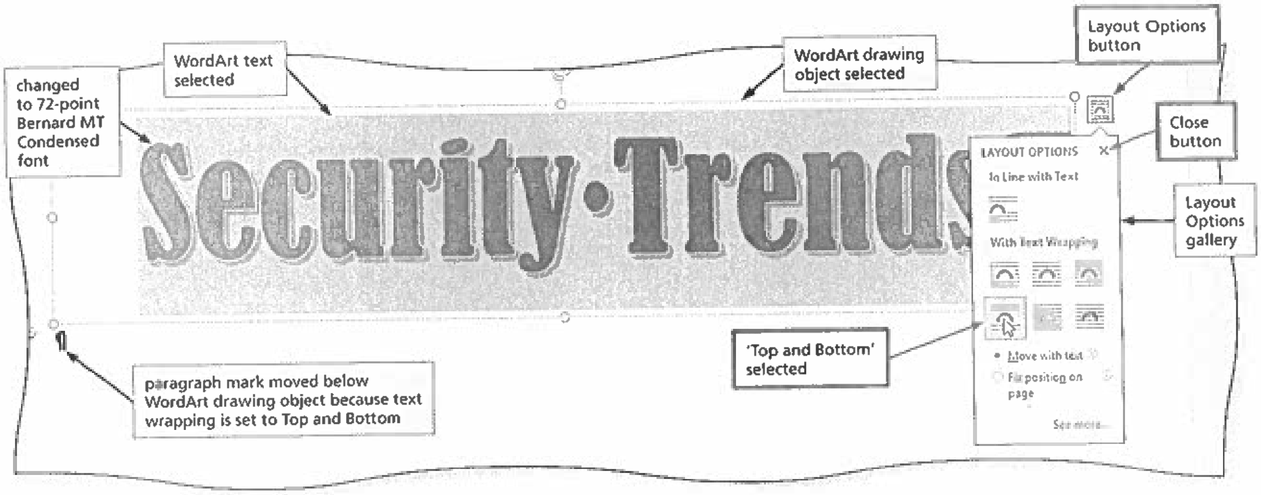

changed to 72-point Bernard MT Condensed font
WordArt text selected
WordArt drawing object selected
Layout Options button
Close button
Layout Options gallery
Security·Trends
LAYOUT OPTIONS
In Line with Text
With Text Wrapping
Move with text
Fix position on page
See more...
'Top and Bottom' selected
paragraph mark moved below WordArt drawing object because text wrapping is set to Top and Bottom

Figure 7–6

To Change the WordArt Fill Color

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The next step is to change the color of the WordArt text so that it displays a teal and orange gradient fill color. **Gradient** means the colors blend into one another. Word includes several built-in gradient fill colors, or you can customize one for use in drawing objects. The following steps change the fill color of the WordArt drawing object to a built-in gradient fill color and then customize the selected fill color. ***Why?*** *Using a gradient fill color will add interest to the title.*

①

- With the WordArt drawing object selected, click the Text Fill arrow (Drawing Tools Format tab | WordArt Styles group) to display the Text Fill gallery.

Q&A The Text Fill gallery did not appear. Why not?

Be sure you click the Text Fill arrow, which is to the right of the Text Fill button. If you mistakenly click the Text Fill button, Word places a default fill in the selected WordArt instead of displaying the Text Fill gallery.

②

- Point to Gradient in the Text Fill gallery to display the Gradient gallery (Figure 7–7).

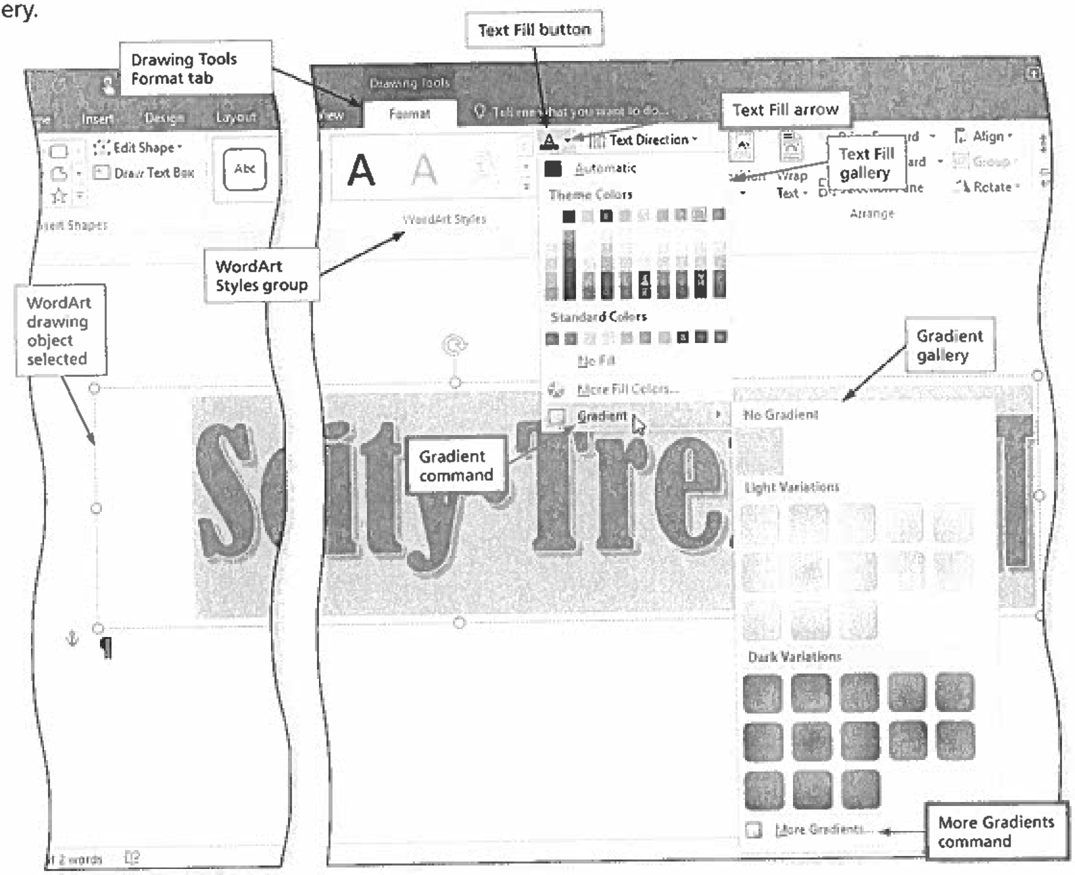
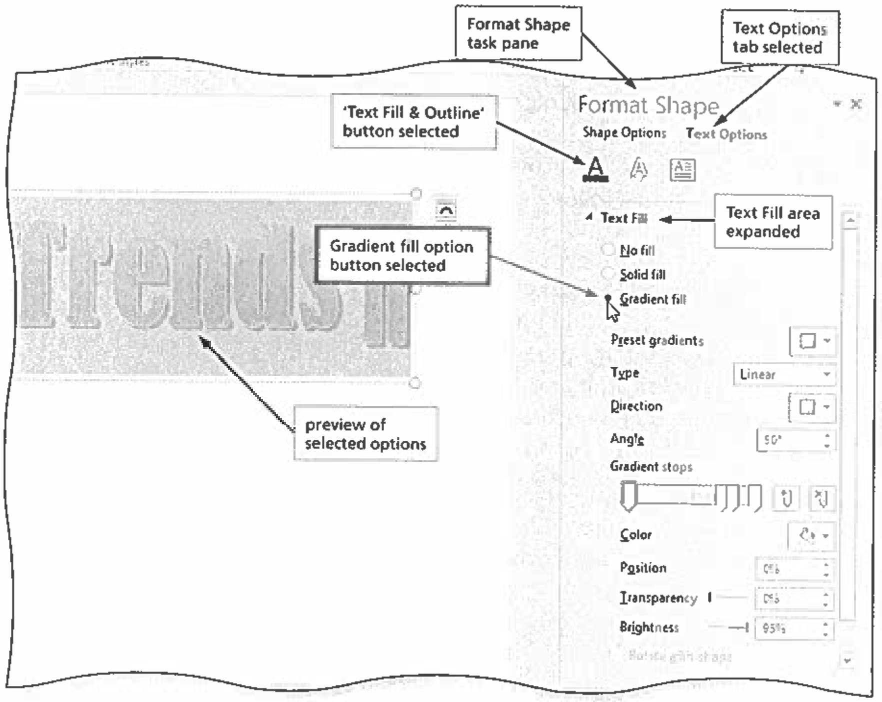

Drawing Tools Format tab
Text Fill button
Text Fill arrow
Text Fill gallery
WordArt Styles group
WordArt drawing object selected
Gradient command
Gradient gallery
More Gradients command
Drawing Tools
Format
Insert
Design
Layout
Edit Shape
Draw Text Box
Text Direction
Automatic
Theme Colors
Standard Colors
No Fill
More Fill Colors...
Gradient
No Gradient
Light Variations
Dark Variations
More Gradients...
WordArt Styles
Wrap Text
Align
Group
Rotate
Arrange

Figure 7–7

3

- Click More Gradients in the Gradient gallery to open the Format Shape task pane. If necessary, click the Text Options tab in the Format Shape task pane and then, if necessary, click the 'Text Fill & Outline' button. If necessary, expand the Text Fill section.
- Click Gradient fill in the Text Fill section to display options related to gradient colors in the task pane (Figure 7–8).


Trends¶
Format Shape
Shape Options
Text Options
Text Fill
No fill
Solid fill
Gradient fill
Preset gradients
Type
Linear
Direction
Angle
50°
Gradient stops
Color
Position
0%
Transparency
0%
Brightness
95%

Format Shape task pane

Text Options tab selected

'Text Fill & Outline' button selected

Text Fill area expanded

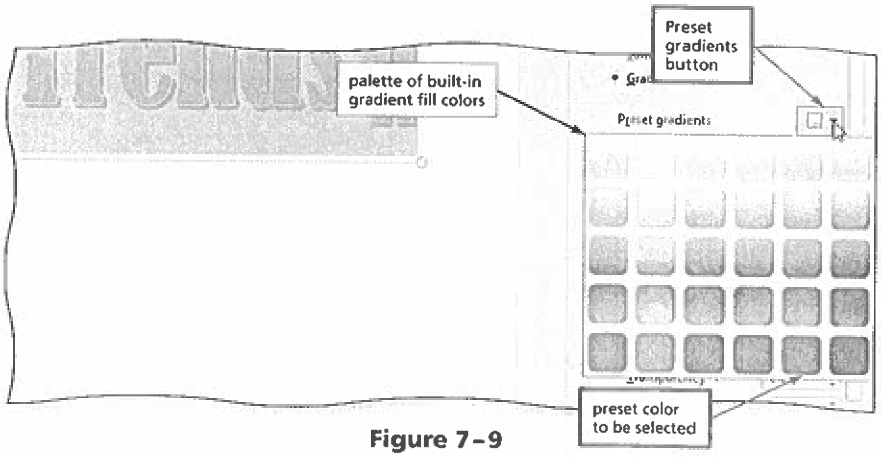
Gradient fill option button selected

preview of selected options

Figure 7–8

4

- Click the Preset gradients button in the Format Shape task pane to display a palette of built-in gradient fill colors (Figure 7–9).


Preset gradients

Preset gradients button

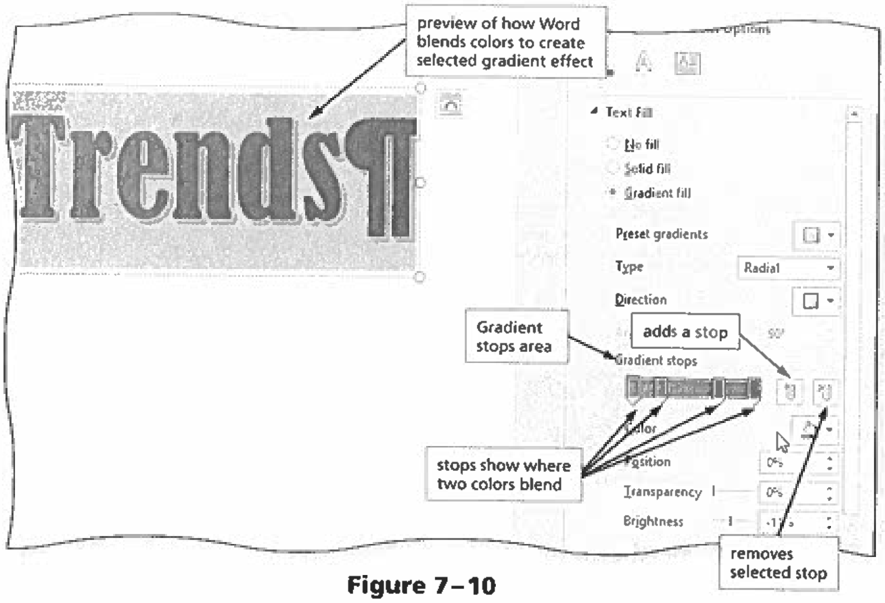
palette of built-in gradient fill colors

preset color to be selected

Figure 7–9

5

- Click 'Radial Gradient - Accent 5' (bottom row, fifth column) in the Preset gradients palette to select the built-in gradient color, which shows a preview in the Gradient stops area (Figure 7–10).


Trends¶
Text Fill
No fill
Solid fill
Gradient fill
Preset gradients
Type
Radial
Direction
90°
Gradient stops
Color
Position
0%
Transparency
0%
Brightness

preview of how Word blends colors to create selected gradient effect

Gradient stops area

adds a stop

stops show where two colors blend

removes selected stop

Figure 7–10

Q&A

What is a gradient stop?

A gradient stop is the location where two colors blend. You can change the color of a stop so that Word changes the color of the blend. You also can add or delete stops, with a minimum of two stops and a maximum of ten stops per gradient fill color.

⑥

- Click the second gradient stop to select it and then click the Color button to display a Color palette, from which you can select a color for the selected stop (Figure 7–11).

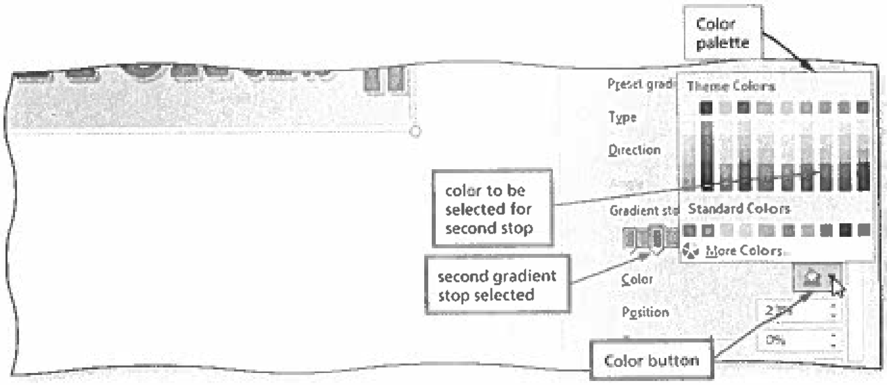

Color palette
Preset grad
Theme Colors
Type
Direction
color to be selected for second stop
Gradient sto
Standard Colors
More Colors...
second gradient stop selected
Color
Position
Color button

Figure 7–11

⑦

- Click 'Orange, Accent 4, Darker 25%' (fifth row, eighth column) in the Color palette to change the color of the selected stop and the gradient between the selected stop and the next stop.
- Click the rightmost gradient stop to select it and then click the Color button to display a Color palette. Click 'Orange, Accent 4, Darker 25%' (fifth row, eighth column) in the Color palette to change the color of the selected stop and the gradient between the selected stop and the previous stop.

Q&A Can I move a gradient stop?

Yes. You can drag a stop to any location along the color bar. You also can adjust the position, brightness, and transparency of any selected stop.

⑧

- Click the Direction button to display a gallery that shows a variety of directions for the gradient colors (Figure 7–12).

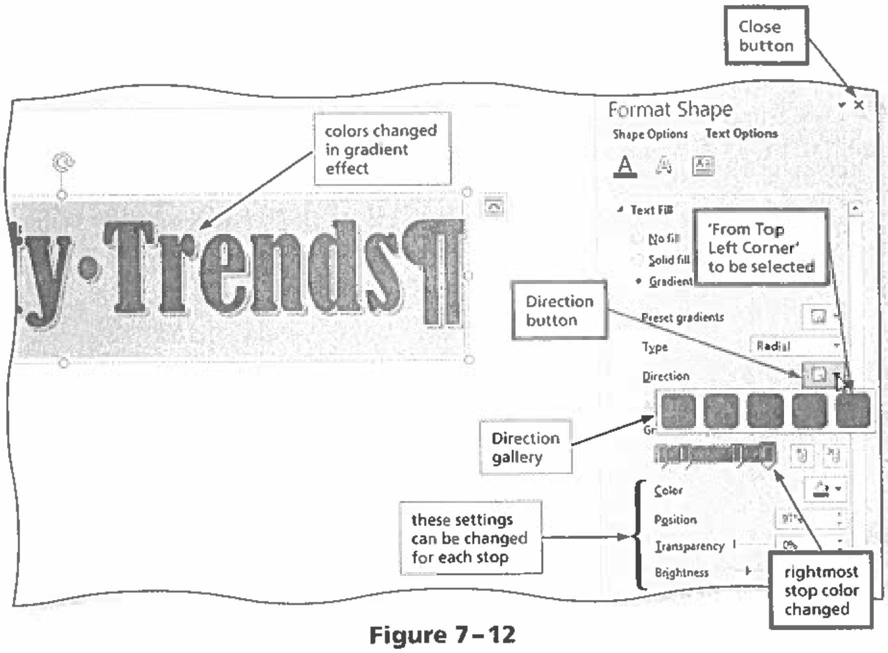

Close button
Format Shape
Shape Options
Text Options
colors changed in gradient effect
y·Trends¶
Text Fill
No fill
Solid fill
Gradient
'From Top Left Corner' to be selected
Direction button
Preset gradients
Type
Radial
Direction
Direction gallery
these settings can be changed for each stop
Color
Position
Transparency
Brightness
rightmost stop color changed

Figure 7–12

⑨

- Click 'From Top Left Corner' (rightmost direction) in the Direction gallery to specify the direction to blend the colors.
- Click the Close button in the task pane.
- Click the paragraph mark below the WordArt drawing object to deselect the text so that you can see its gradient fill colors (Figure 7–13).

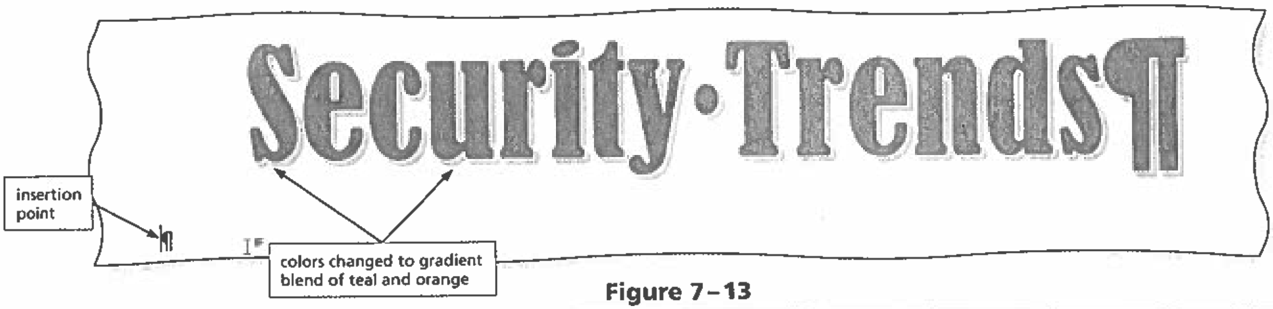

Security·Trends¶
insertion point
colors changed to gradient blend of teal and orange

Figure 7–13

To Change the WordArt Shape

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

Word provides a variety of shapes to make your WordArt more interesting. The following steps change the WordArt shape. ***Why?*** *The WordArt in this newsletter has a wavy appearance.*

①

- Click the WordArt drawing object to select it.
- If necessary, display the Drawing Tools Format tab.
- Click the Text Effects button (Drawing Tools Format tab | WordArt Styles group) to display the Text Effects gallery.
- Point to Transform in the Text Effects gallery to display the Transform gallery.
- Point to 'Double Wave 1' (third effect, fifth row in Warp area) in the Transform gallery to display a live preview of the selected transform effect applied to the selected drawing object (Figure 7–14).

Experiment

- Point to various text effects in the Transform gallery and watch the selected drawing object conform to that transform effect.

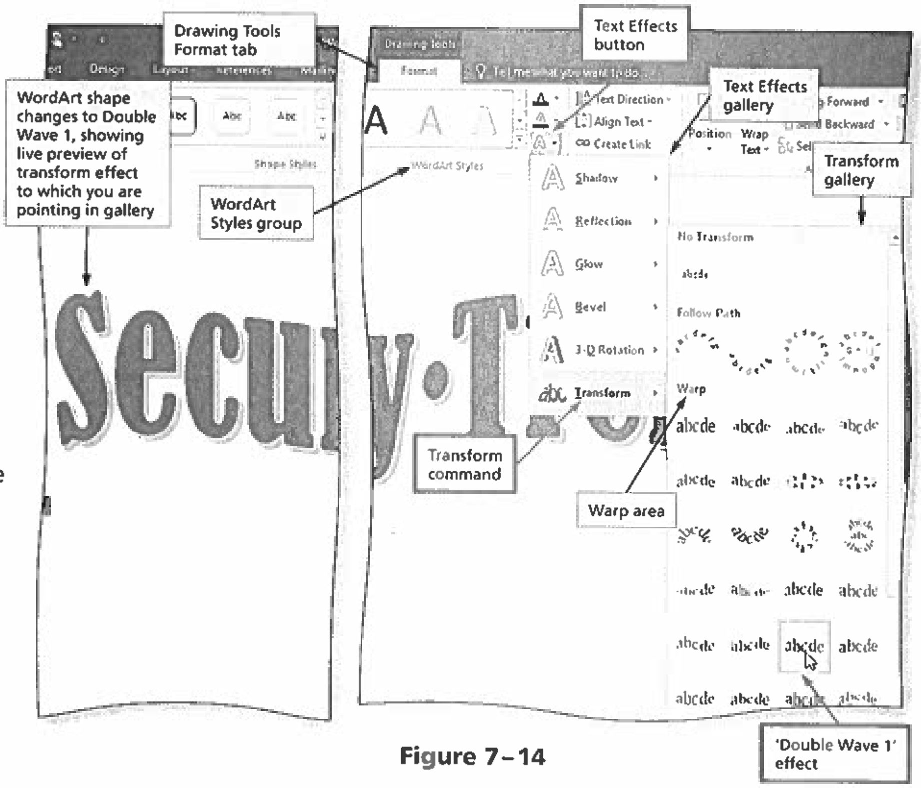

Drawing Tools Format tab
WordArt shape changes to Double Wave 1, showing live preview of transform effect to which you are pointing in gallery
WordArt Styles group
Text Effects button
Text Effects gallery
Transform gallery
Transform command
Warp area
'Double Wave 1' effect
Shadow
Reflection
Glow
Bevel
3-D Rotation
Transform
No Transform
Follow Path
Warp
Text Direction
Align Text
Create Link
Position
Wrap Text
Forward
Backward
WordArt Styles
Shape Styles

Figure 7–14

②

- Click 'Double Wave 1' in the Transform gallery to change the shape of the WordArt drawing object.

To Set Custom Tab Stops Using the Tabs Dialog Box

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The issue information line in this newsletter contains the text, Monthly Newsletter, at the left margin and the issue number at the right margin (shown in Figure 7–1a at the beginning of this module). In Word, a paragraph cannot be both left-aligned and right-aligned. ***Why?*** *If you click the 'Align Text Right' button (Home tab | Paragraph group), for example, all text will be right-aligned.* To place text at the right margin of a left-aligned paragraph, you set a tab stop at the right margin.

One method of setting custom tab stops is to click the ruler at the desired location of the tab stop, which you learned in an earlier module. You cannot click, however, at the right margin location. Thus, the following steps use the Tabs dialog box to set a custom tab stop.

①

- If necessary, display the Home tab.
- Position the insertion point on the paragraph mark below the WordArt drawing object, which is the paragraph to be formatted with the custom tab stops.
- Click the Paragraph Settings Dialog Box Launcher to display the Paragraph dialog box (Figure 7–15).

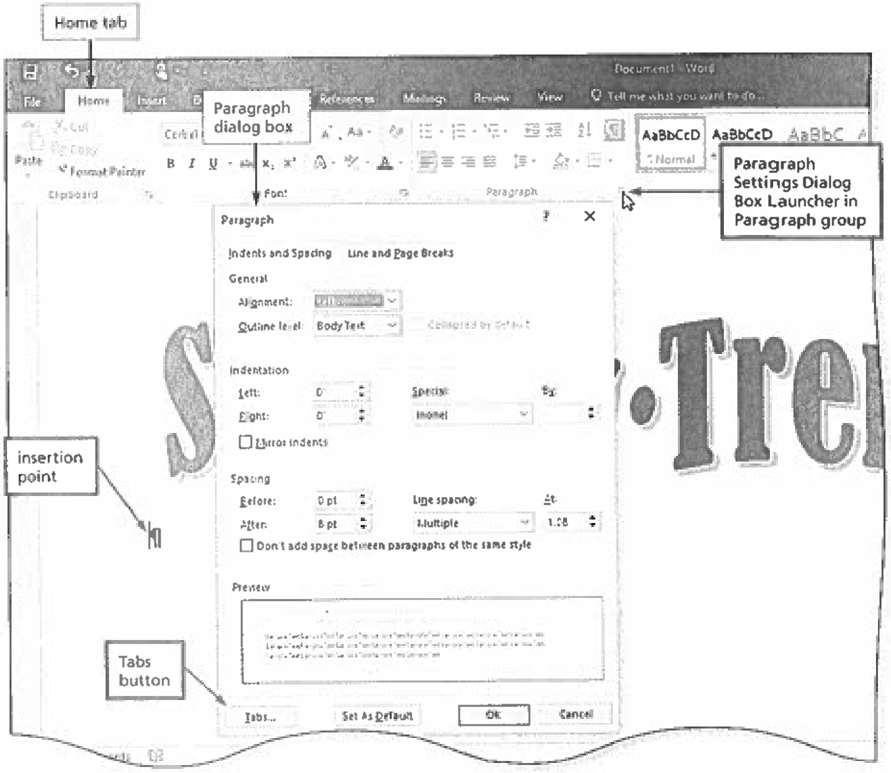

Home tab
Paragraph dialog box
Paragraph Settings Dialog Box Launcher in Paragraph group
insertion point
Tabs button

Figure 7–15

②

- Click the Tabs button (Paragraph dialog box) to display the Tabs dialog box.
- Type 7 in the 'Tab stop position' text box (Tabs dialog box).
- Click Right in the Alignment area to specify alignment for text at the tab stop (Figure 7–16).

③

- Click the Set button (Tabs dialog box) to set a right-aligned custom tab stop at the specified position.
- Click the OK button to set the defined tab stops.

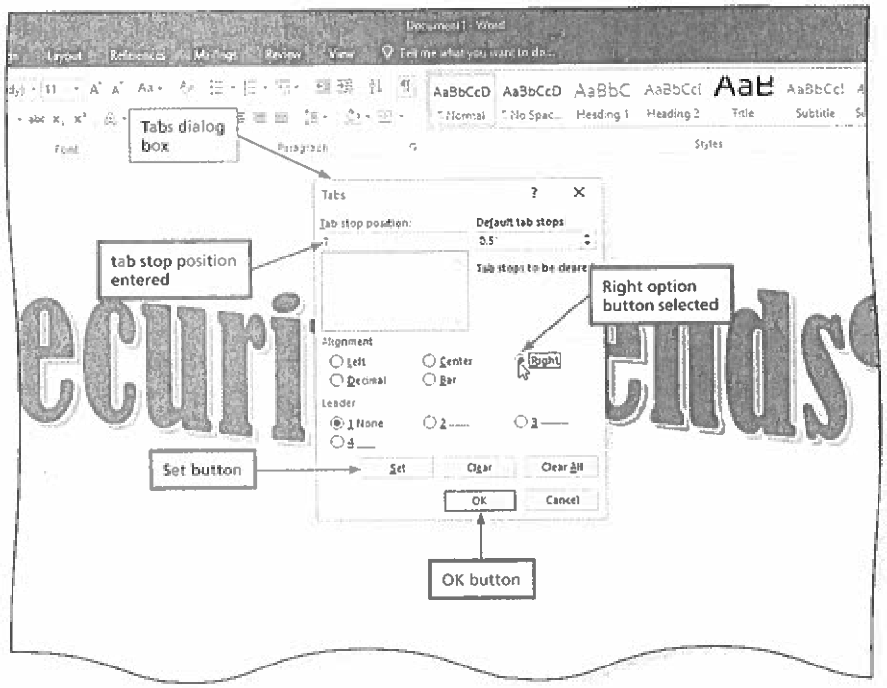

Tabs dialog box
tab stop position entered
Right option button selected
Set button
OK button

Figure 7–16

Other Ways

1. Click desired tab stop on ruler
2. Right-click paragraph (or, if using touch, tap 'Show Context Menu' button on mini toolbar), click Paragraph on shortcut menu, click Tabs button (Paragraph dialog box), enter desired settings, click OK button

To Enter Text

The following steps enter the issue information line text.

1. With the insertion point on the paragraph below the WordArt, change the font to Century Schoolbook (or a similar font) and the font size to 10 point.
2. Type `Monthly Newsletter` on line 2 of the newsletter.

   If requested by your instructor, enter your name instead of the word, Monthly.
3. Press the TAB key and then type `Issue 15` to complete the issue information line (Figure 7–17).

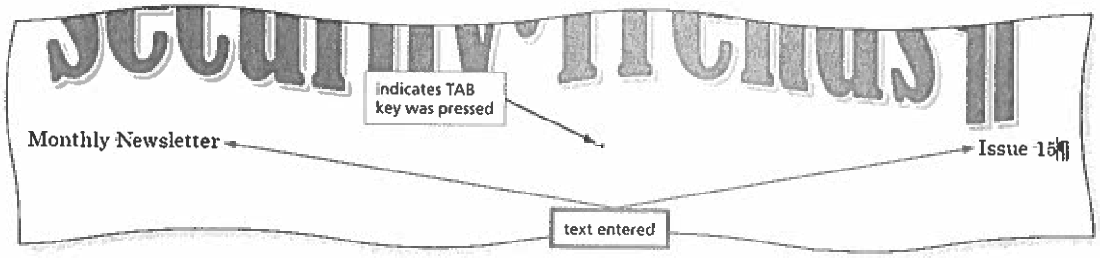

indicates TAB key was pressed
Monthly Newsletter
Issue 15¶
text entered

Figure 7–17

Q&A The nameplate does not appear to extend to the right margin. Why not?

If you have formatting marks displaying, the paragraph mark consumes space at the right margin. To see how the nameplate will print, turn off formatting marks.

To Border One Edge of a Paragraph

1 CREATE NAMEPLATE FOR FIRST PAGE | **2 FORMAT FIRST PAGE** | **3 CREATE PULL-QUOTE**
4 CREATE NAMEPLATE FOR SECOND PAGE | **5 FORMAT SECOND PAGE** | **6 ADD PAGE BORDER**

In Word, you use borders to create ruling lines. As discussed in previous modules, Word can place borders on any edge of a paragraph; that is, Word can place a border on the top, bottom, left, and right edges of a paragraph.

One method of bordering paragraphs is by clicking the desired border in the Borders gallery, which you learned in an earlier module. If you want to specify a particular border, for example, one with color, you use the Borders and Shading dialog box. The following steps use the Borders and Shading dialog box to place a border below a paragraph. ***Why?*** *In this newsletter, the issue information line has a 3-point diagonally striped teal border below it.*

1.
   - Click the Borders arrow (Home tab | Paragraph group) to display the Borders gallery (Figure 7–18).

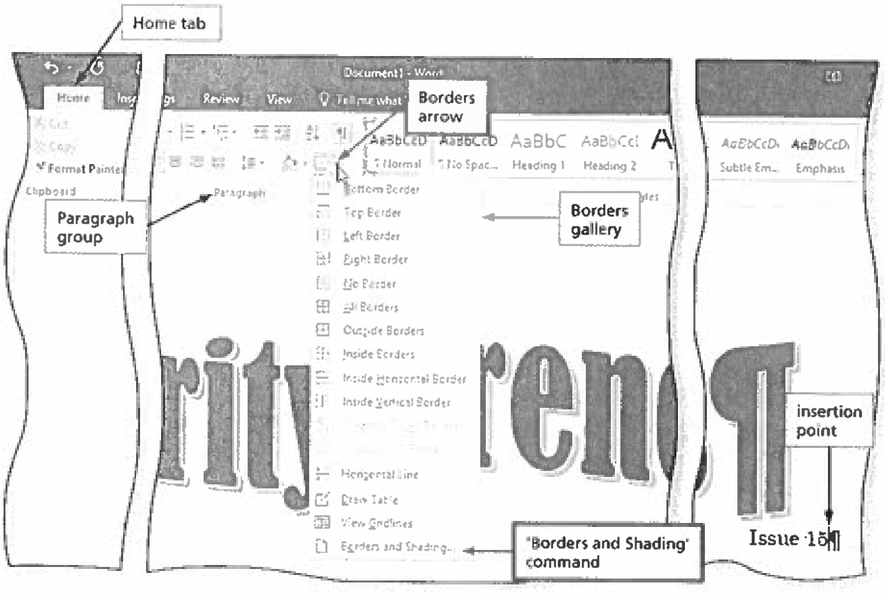

Home tab
Borders arrow
Paragraph group
Borders gallery
insertion point
'Borders and Shading' command
Document1 - Word
Home
Review
View
Tell me what
Cut
Copy
Format Painter
Clipboard
Paragraph
Normal
No Spac...
Heading 1
Heading 2
Subtle Em...
Emphasis
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...
Issue 15¶

Figure 7–18

2

- Click 'Borders and Shading' in the Borders gallery to display the Borders and Shading dialog box.
- Click Custom in the Setting area (Borders and Shading dialog box) because you are setting just a bottom border.
- Scroll through the Style list and click the style shown in Figure 7–19, which is a diagonally striped line for the border.
- Click the Color button and then click 'Teal, Accent 5, Darker 50%' (ninth column, bottom row) in the Color gallery.
- Click the Bottom Border button in the Preview area of the dialog box to show a preview of the selected border style (Figure 7–19).

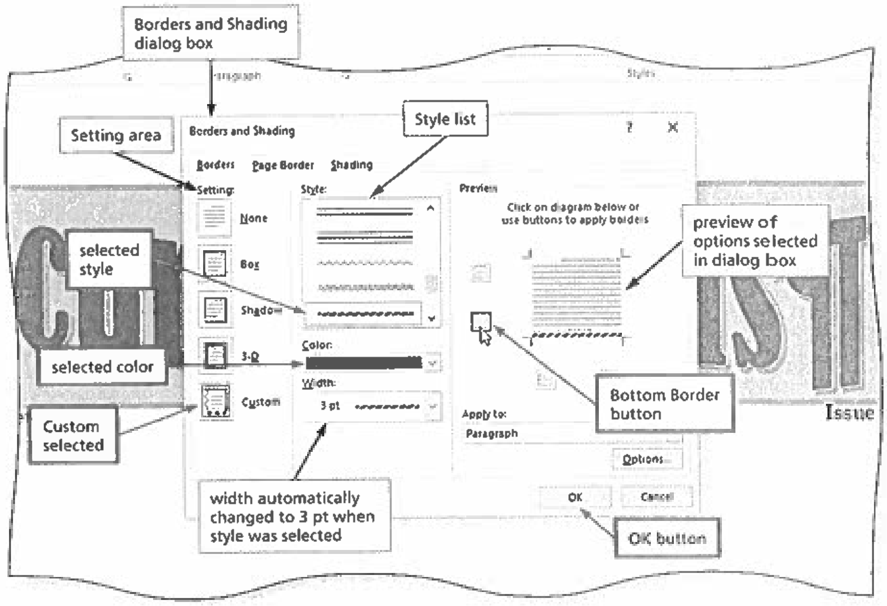

Borders and Shading dialog box
Setting area
Style list
Borders and Shading
Borders Page Border Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Width:
3 pt
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Paragraph
Options...
OK
Cancel
selected style
selected color
Custom selected
preview of options selected in dialog box
Bottom Border button
width automatically changed to 3 pt when style was selected
OK button
Issue

Figure 7–19

Q&A What is the purpose of the buttons in the Preview area?
They are toggles that display and remove the top, bottom, left, and right borders from the diagram in the Preview area.

3

- Click the OK button to place the defined border on the paragraph containing the insertion point (Figure 7–20).

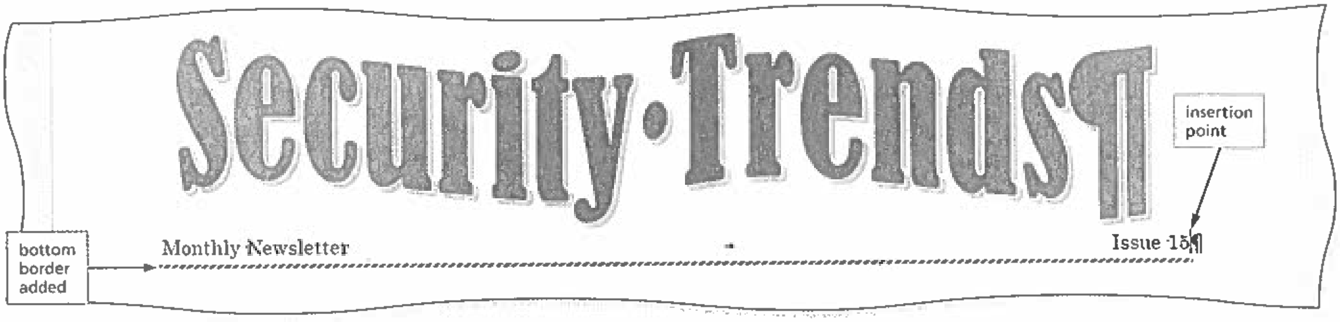

Security·Trends¶
insertion point
bottom border added
Monthly Newsletter
Issue 15¶

Figure 7–20

Q&A How would I change an existing border?
You first remove the existing border by clicking the Borders arrow (Home tab | Paragraph group) and then clicking the border in the Borders gallery that identifies the border you wish to remove. Then, add a new border as described in these steps.

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 Insert a Picture

The next steps insert an image of locks in the nameplate.

1. Display the Insert tab.
2. Click the Online Pictures button (Insert tab | Illustrations group) to display the Insert Pictures dialog box.

3. Type `locks` in the Search box (Insert Pictures dialog box) to specify the search text and then click the Search button to display a list of images that match the entered search text.

4. Scroll through the list of images to locate the one shown in Figure 7–21 (or a similar image), click the image to select it, and then click the Insert button (Insert Picture dialog box) to download the image, close the dialog box, and insert the selected image at the location of the insertion point in the document.

Q&A

What if I cannot locate the same image as in Figure 7–21?
Click the Cancel button to close the dialog box and then click the From File button (Insert tab | Illustrations group) to display the Insert Picture dialog box, navigate to and select the 1383900176-2400px.png file on the Data Files, and then click the Insert button (Insert Picture dialog box) to insert the picture.

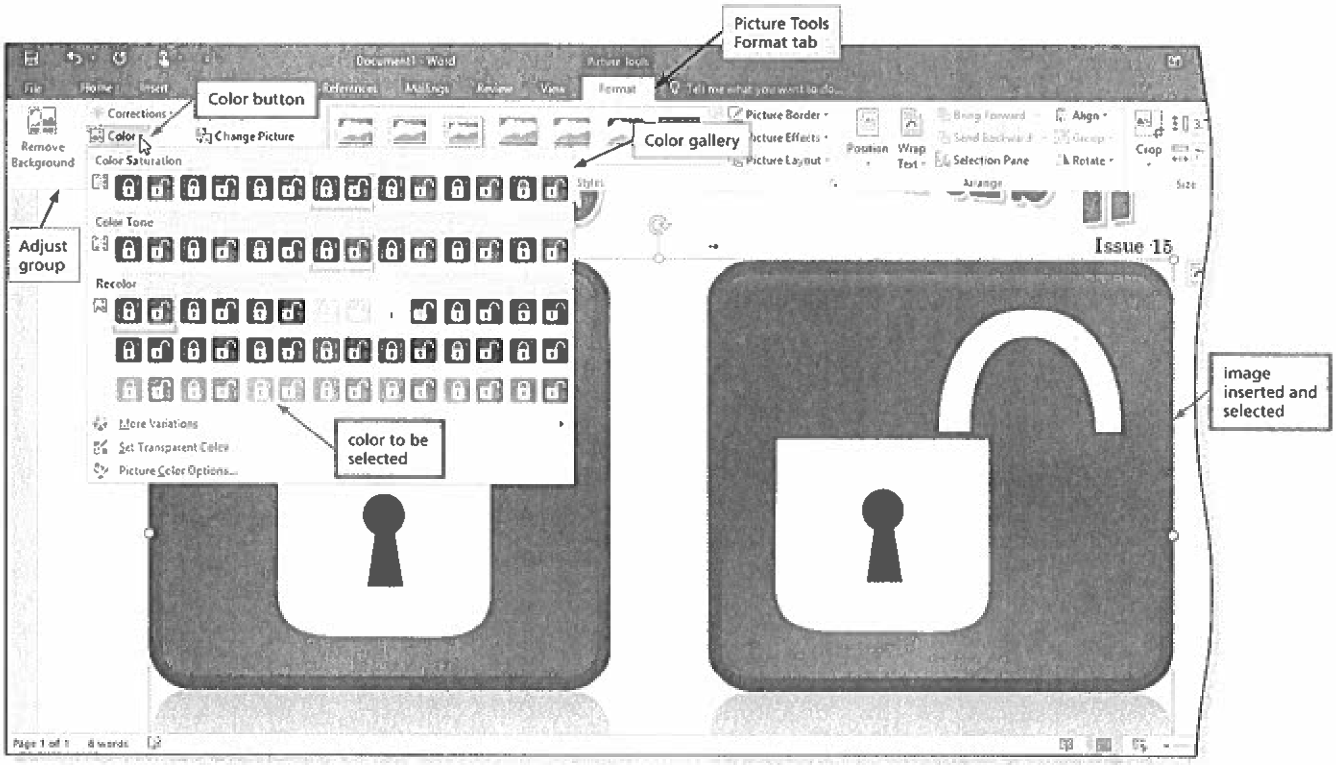
What if my inserted image is not in the same location as in Figure 7–21?
The image may be in a different location, depending on the position of the insertion point when you inserted the image. In a later section, you will move the image to a different location.

To Change the Color of a Graphic

The following steps change the color of the graphic (the locks) to a shade of gold.

1. With the graphic still selected, click the Color button (Picture Tools Format tab | Adjust group) to display the Color gallery (Figure 7–21).

2. Click 'Gold, Accent color 2 Light' (third color, bottom row) in the Recolor area in the Color gallery to change the color of the selected graphic.


Document1 - Word
Picture Tools
File
Home
Insert
References
Mailings
Review
View
Format
Tell me what you want to do...
Remove Background
Corrections
Color
Change Picture
Color Saturation
Color Tone
Recolor
More Variations
Set Transparent Color
Picture Color Options...
Picture Border
Picture Effects
Picture Layout
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Size
Issue 15
Page 1 of 1
0 words

Picture Tools Format tab

Color button

Color gallery

Adjust group

color to be selected

image inserted and selected

Figure 7–21

To Crop a Graphic

The next step is to format the image just inserted. You would like to remove the rightmost lock from the image. *Why? You want just one lock to appear in the newsletter.* Word allows you to **crop**, or remove edges from, a graphic. The following steps crop a graphic.

①

- With the graphic selected, click the Crop button (Picture Tools Format tab | Size group), which places cropping handles on the image in the document.

Q&A What if I mistakenly click the Crop arrow?
Click the Crop button.

- Position the pointer on the right-middle cropping handle so that it looks like a sideways letter T (Figure 7–22).

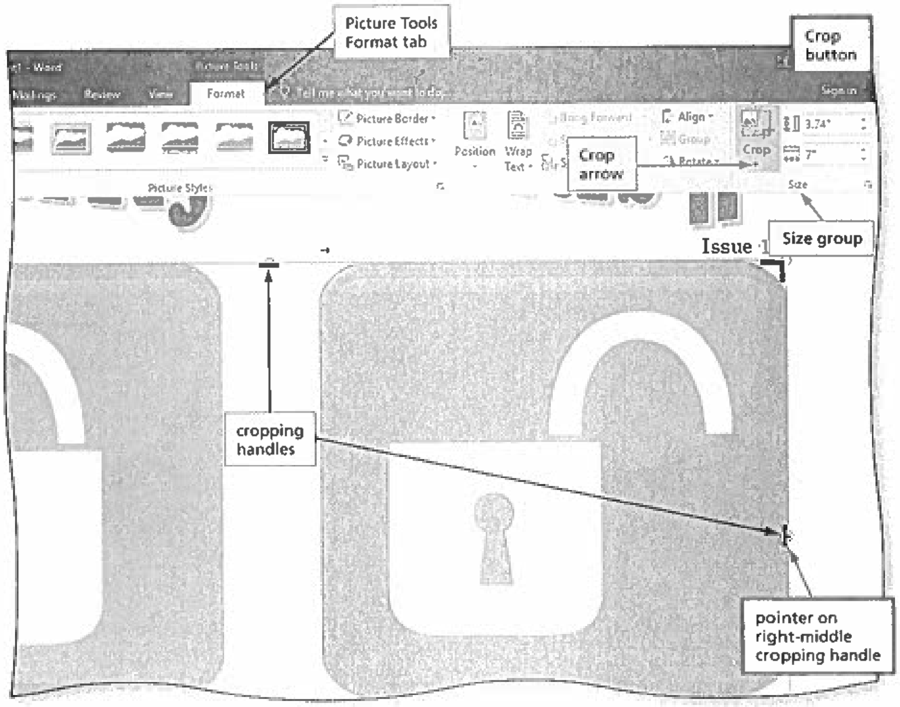

Picture Tools Format tab
Crop button
Crop arrow
Size group
cropping handles
pointer on right-middle cropping handle
Format
Picture Border
Picture Effects
Picture Layout
Picture Styles
Position
Wrap Text
Align
Group
Rotate
Crop
Size
Issue 1

Figure 7–22

②

- Drag the right-middle cropping handle inward to the location shown in Figure 7–23 to crop the rightmost lock from the image.

③

- Click the Crop button (Picture Tools Format tab | Size group) to deactivate the cropping tool, which removes the cropping handles from the selected image.

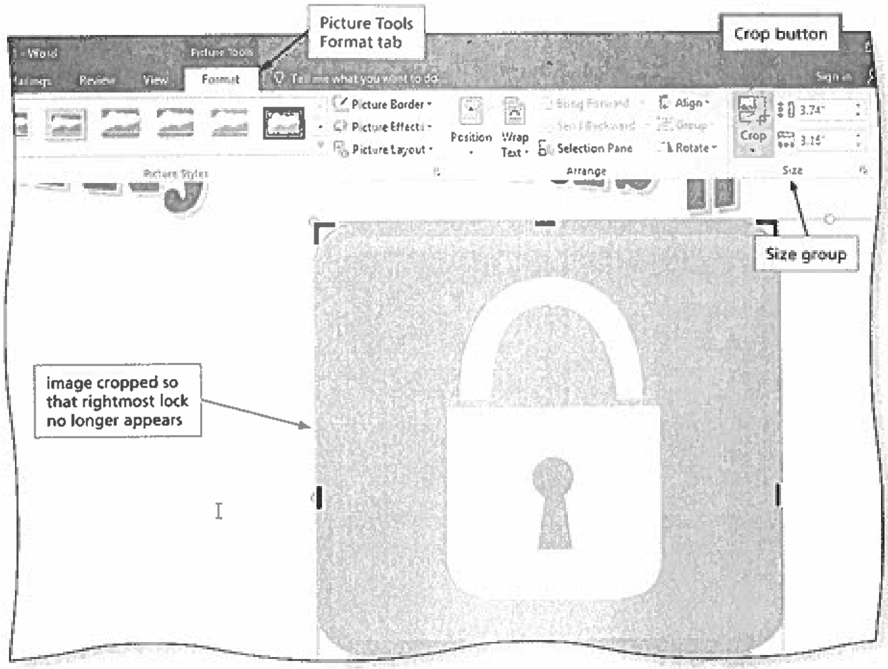

Picture Tools Format tab
Crop button
Size group
image cropped so that rightmost lock no longer appears
Format
Picture Border
Picture Effects
Picture Layout
Picture Styles
Position
Wrap Text
Selection Pane
Arrange
Align
Group
Rotate
Crop
Size

Figure 7–23

Other Ways

1. Right-click graphic, click Crop button on mini toolbar, drag cropping handles, click Crop button

To Change an Object's Text Wrapping and Size

When you insert an object (image) in a Word document, the default text wrapping is In Line with Text, which means the object is part of the current paragraph. Because you want the lock image behind the newsletter title, you change the text wrapping for the image to Behind Text. The next steps change a drawing object's text wrapping and also change its size.

① With the lock graphic selected, click the Layout Options button attached to the graphic to display the Layout Options gallery.

② Click Behind Text in the Layout Options gallery so that the image is positioned behind text in the document.

③ Close the Layout Options gallery.

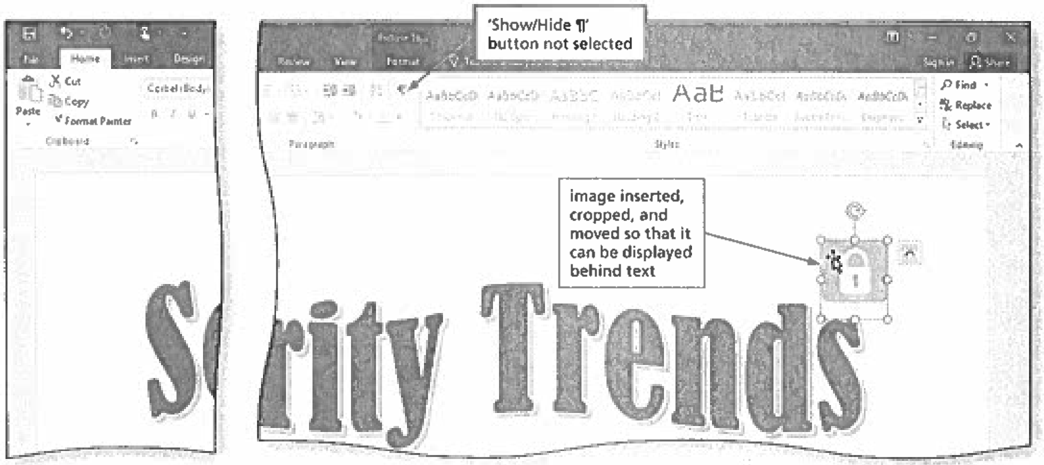
④ Change the values in the Shape Height and Shape Width boxes (Picture Tools Format tab | Size group) to .6" and .51", respectively.

To Move a Graphic

The clip art image needs to be moved up so that the bottom of the lock is on the s in the word, Trends, in the newsletter title. The following steps move a graphic.

① Hide formatting marks so that you can see exactly where the letter s ends.

② Drag the graphic to the location shown in Figure 7-24.



'Show/Hide ¶' button not selected

image inserted, cropped, and moved so that it can be displayed behind text

Figure 7-24

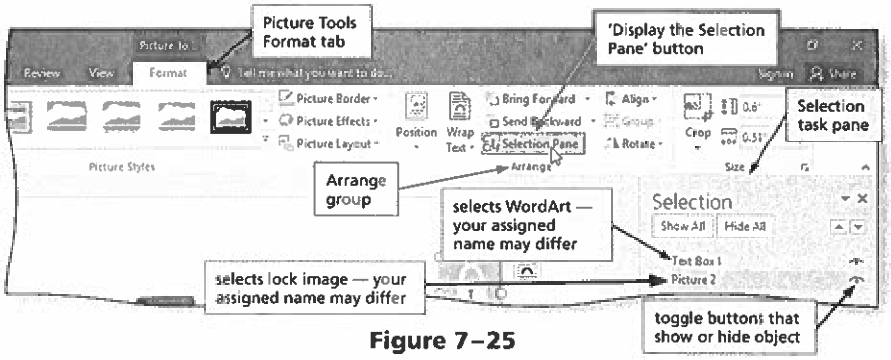
1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

To Use the Selection Task Pane

The next step is to rotate the lock image, but because it is positioned behind the text, it may be difficult to select it. The following step opens the Selection task pane. *Why? The Selection task pane enables you easily to select items on the screen that are layered behind other objects.*

①

- If necessary, click in the graphic to display the Picture Tools Format tab.
- Click the 'Display the Selection Pane' button (Picture Tools Format tab | Arrange group) to open the Selection task pane (Figure 7-25).



Picture Tools Format tab

'Display the Selection Pane' button

Selection task pane

Arrange group

selects WordArt — your assigned name may differ

selects lock image — your assigned name may differ

toggle buttons that show or hide object

Figure 7-25

Experiment

- Click Text Box 1 in the Selection task pane to select the WordArt drawing object. Click Picture 2 in the Selection task pane to select the lock image.

Q&A What are the displayed names in the Selection task pane?
Word assigns names to each object in the document. The names displayed on your screen may differ.

---

1 CREATE NAMEPLATE FOR FIRST PAGE | **2 FORMAT FIRST PAGE** | **3 CREATE PULL-QUOTE**
4 CREATE NAMEPLATE FOR SECOND PAGE | **5 FORMAT SECOND PAGE** | **6 ADD PAGE BORDER**

To Rotate a Graphic

The following steps rotate a graphic. *Why? You would like the lock image angled inward a bit more.*

1

- If necessary, click Picture 2 in the Selection task pane to select the lock image.
- Position the pointer on the graphic's rotate handle (Figure 7–26).

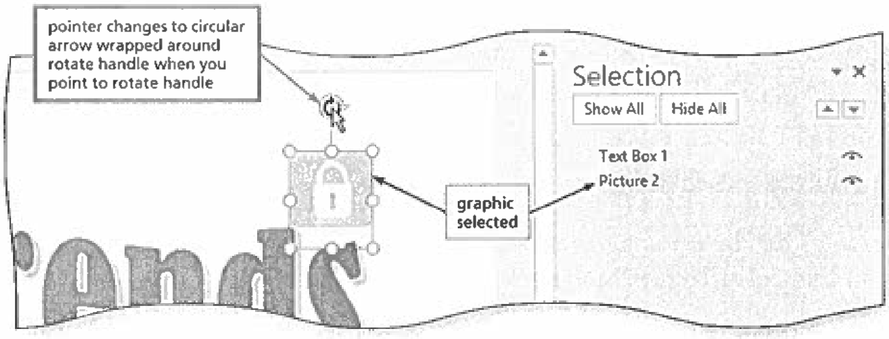

pointer changes to circular arrow wrapped around rotate handle when you point to rotate handle
graphic selected
Selection
Show All
Hide All
Text Box 1
Picture 2

Figure 7–26

2

- Drag the rotate handle rightward and outward to rotate the graphic slightly as shown in Figure 7–27. (You may need to rotate the graphic a few times to position it in the desired location.)

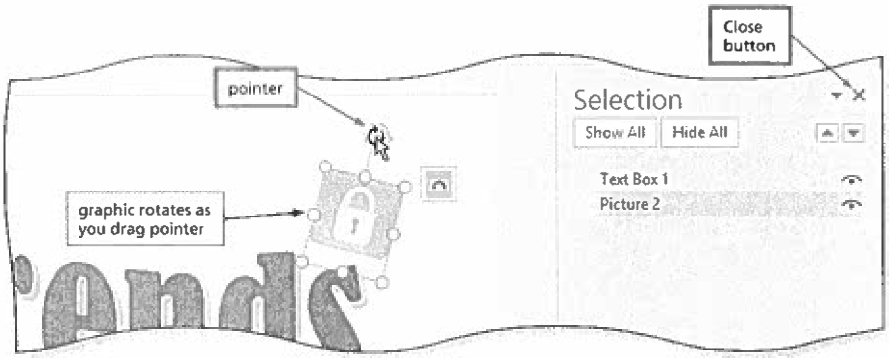

Close button
pointer
graphic rotates as you drag pointer
Selection
Show All
Hide All
Text Box 1
Picture 2

Figure 7–27

Q&A Can I drag the rotate handle in any direction?
You can drag the rotate handle clockwise or counterclockwise.

What if I am using a touch screen?
Because the rotate handle is not available on a touch screen, you enter the degree of rotation in the Size dialog box. Tap the Rotate Objects button (Picture Tools Format tab | Arrange group) to display the Rotate Objects menu, tap 'More Rotation Options' on the Rotate Objects menu to display the Size sheet in the Layout dialog box, change the Rotation value to 14, and then tap the OK button.

3

- Click the Close button on the Selection task pane to close the task pane.
- Click somewhere in the issue information line to deselect the graphic.
- Save the title page on your hard drive, OneDrive, or other storage location using the file name, Security Trends Newsletter.

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 Security Trends Newsletter, and continue following the steps from this location forward.

Formatting the First Page of the Body of the Newsletter

The next step is to format the first page of the body of the newsletter. The body of the newsletter in this module is divided in three columns (shown in Figure 7–1a at the beginning of this module). The first two columns contain the feature article, and the third column contains announcements. The characters in the paragraphs are aligned on both the right and left edges — similar to newspaper columns. The first letter in the first paragraph is much larger than the rest of the characters in the paragraph. A vertical rule separates the columns. The steps in the following sections format the first page of the body of the newsletter using these desktop publishing features.

CONSIDER THIS

What guidelines should you follow when creating the body of a newsletter?
While content and subject matter of newsletters may vary, the procedures used to create newsletters are similar:

- **Write the body copy.** Newsletters should contain articles of interest and relevance to readers. Some share information, while others promote a product or service. Use active voice in body copy, which is more engaging than passive voice. Proofread the body copy to be sure it is error free. Check all facts for accuracy.
- **Organize body copy in columns.** Most newsletters arrange body copy in columns. The body copy in columns, often called **snaking columns** or newspaper-style columns, flows from the bottom of one column to the top of the next column.
- **Format the body copy.** Begin the feature article on the first page of the newsletter. If the article spans multiple pages, use a continuation line, called a jump or jump line, to guide the reader to the remainder of the article. The message at the end of the article on the first page of the newsletter is called a **jump-to line**, and a **jump-from line** marks the beginning of the continuation, which is usually on a subsequent page.
- **Maintain consistency.** Be consistent with placement of body copy elements in newsletter editions. If the newsletter contains announcements, for example, position them in the same location in each edition so that readers easily can find them.
- **Maximize white space.** Allow plenty of space between lines, paragraphs, and columns. Tightly packed text is difficult to read. Separate the text adequately from graphics, borders, and headings.
- **Incorporate color.** Use colors that complement those in the nameplate. Be careful not to overuse color. Restrict color below the nameplate to drop caps, subheads, graphics, and ruling lines. If you do not have a color printer, still change the colors because the colors will print in shades of black and gray, which add variety to the newsletter.
- **Select and format subheads.** Develop subheads with as few words as possible. Readers should be able to identify content of the next topic by glancing at a subhead. Subheads should be emphasized in the newsletter but should not compete with text in the nameplate. Use a larger, bold, or otherwise contrasting font for subheads so that they stand apart from the body copy. Use this same format for all subheads for consistency. Leave a space above subheads to visually separate their content from the previous topic. Be consistent with spacing above and below subheads throughout the newsletter.
- **Divide sections with vertical rules.** Use vertical rules to guide the reader through the newsletter.
- **Enhance the document with visuals.** Add energy to the newsletter and emphasis to important points with graphics, pull-quotes, and other visuals, such as drop caps, to mark beginning of an article. Use these elements sparingly, however, so that the newsletter does not have a crowded appearance. Fewer, large visuals are more effective than several smaller ones. If you use a graphic that you did not create, be sure to obtain permission to use it in the newsletter and give necessary credit to the creator of the graphic.

To Clear Formatting

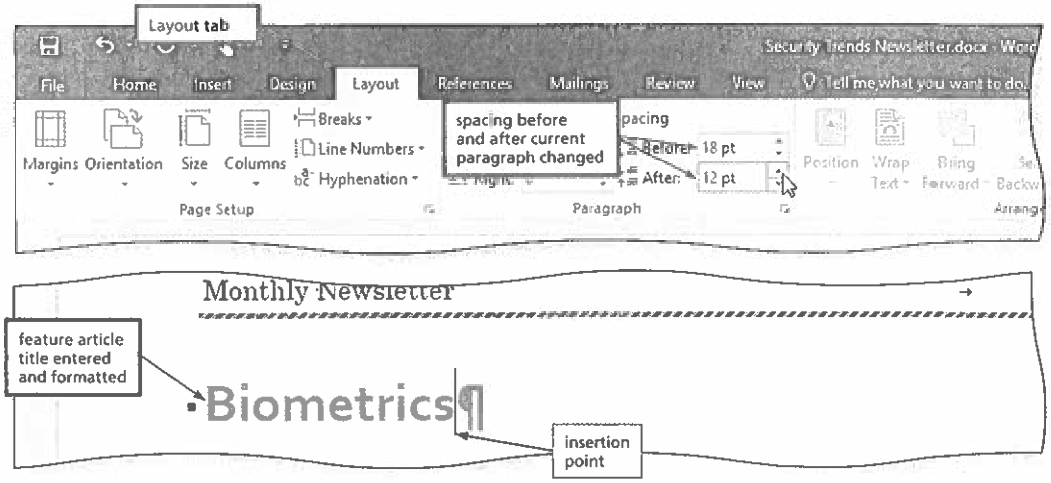
The next step is to enter the title of the feature article below the horizontal rule. To do this, position the insertion point at the end of the issue information line (after the 5 in Issue 15) and then press the ENTER key. Recall that the issue information line has a bottom border. When you press the ENTER key in a bordered paragraph, Word carries forward any borders to the next paragraph. Thus, after you press the ENTER key, you should clear formatting to format the new paragraph as the Normal style. The following steps clear formatting.

1. Click at the end of line 2 (the issue information line) so that the insertion point is immediately after the 5 in Issue 15. Press the ENTER key to advance the insertion point to the next line, which also moves the border down one line.
2. If necessary, 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, which in this case moves the new paragraph below the border on the issue information line.

To Format Text as a Heading Style, Modify a Heading Style, and Adjust Spacing before and after the Paragraph

Below the bottom border in the nameplate is the title of the feature article, Biometrics. The following steps apply the Heading 1 style to this paragraph, modify the style, and adjust the paragraph spacing.

1. If necessary, display formatting marks.
2. With the insertion point on the paragraph mark below the border, click Heading 1 (Home tab | Styles group) to apply the Heading 1 style to the paragraph containing the insertion point.
3. Increase the font size 20 point. Bold the paragraph. Update the Heading 1 style to reflect these changes.
4. Type `Biometrics` as the title of the feature article.
5. Display the Layout tab. Change the Spacing Before box to 18 pt and the Spacing After box to 12 pt (Figure 7–28).



Layout tab

spacing before and after current paragraph changed

feature article title entered and formatted

insertion point

Security Trends Newsletter.docx - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Spacing
Before: 18 pt
After: 12 pt
Paragraph
Position
Wrap Text
Bring Forward
Send Backward
Arrange
Monthly Newsletter
Biometrics¶

Figure 7–28

Columns

When you begin a document in Word, it has one column. You can divide a portion of a document or the entire document in multiple columns. Within each column, you can type, modify, or format text.

To divide a portion of a document in multiple columns, you use section breaks. Word requires that a new section be created each time you alter the number of columns in a document. Thus, if a document has a nameplate (one column) followed by an article of three columns followed by an article of two columns, the document would be divided in three separate sections.

CONSIDER THIS

How should you organize the body copy in columns?

Be consistent from page to page with the number of columns. Narrow columns generally are easier to read than wide ones. Columns, however, can be too narrow. A two- or three-column layout generally is appealing and offers a flexible design. Try to have between five and fifteen words per line. To do this, you may need to adjust the column width, the font size, or the leading (line spacing). Font size of text in columns should be no larger than 12 point but not so small that readers must strain to read the text.

To Insert a Continuous Section Break

1 CREATE NAMEPLATE FOR FIRST PAGE | **2 FORMAT FIRST PAGE** | **3 CREATE PULL-QUOTE**
4 CREATE NAMEPLATE FOR SECOND PAGE | **5 FORMAT SECOND PAGE** | **6 ADD PAGE BORDER**

The next step is to insert a continuous section break below the nameplate. ***Why?*** *In this module, the nameplate is one column and the body of the newsletter is three columns.* The term, continuous, means the new section should be on the same page as the previous section, which, in this case, means that the three columns of body copy will be positioned directly below the nameplate on the first page of the newsletter. The following steps insert a continuous section break.

①

- With the insertion point at the end of the feature article title (shown in Figure 7–28), press the ENTER key to position the insertion point below the article title.
- Click the 'Insert Page and Section Breaks' button (Layout tab | Page Setup group) to display the Insert Page and Section Breaks gallery (Figure 7–29).

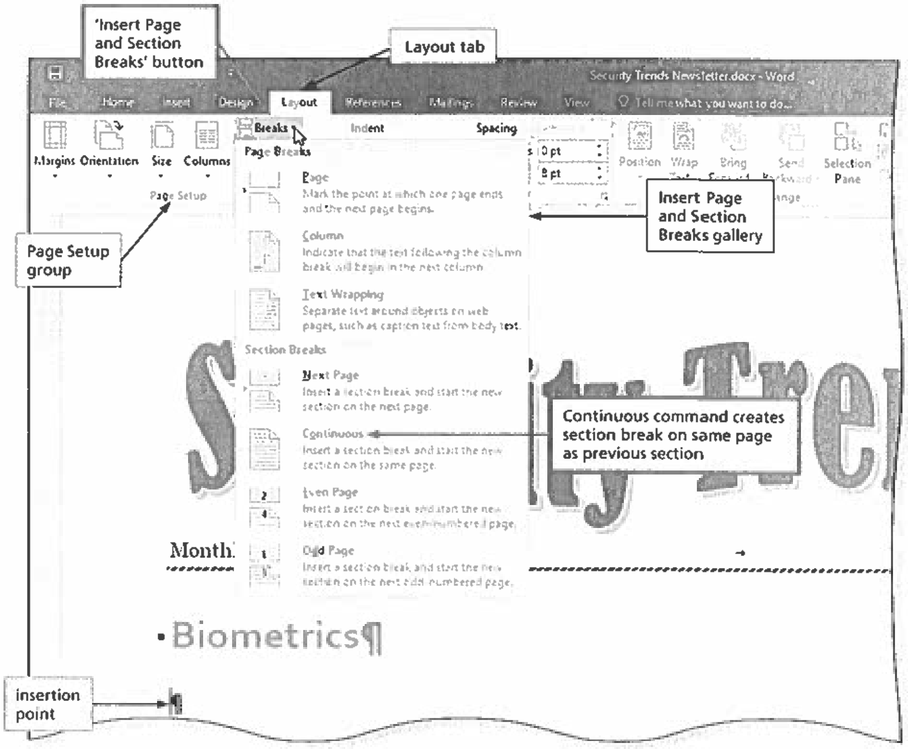

'Insert Page and Section Breaks' button
Layout tab
Security Trends Newsletter.docx - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Margins
Orientation
Size
Columns
Breaks
Indent
Spacing
0 pt
8 pt
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Page Setup
Page Setup group
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.
Insert Page and Section Breaks gallery
Continuous command creates section break on same page as previous section
Month
Biometrics¶
insertion point

Figure 7–29

②

- Click Continuous in the Insert Page and Section Breaks gallery to insert a continuous section break above the insertion point (Figure 7–30).

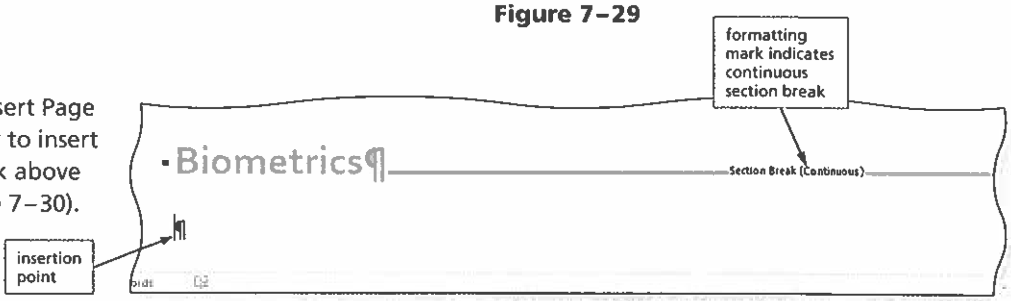

formatting mark indicates continuous section break
Biometrics¶
Section Break (Continuous)
insertion point

Figure 7–30

To Change the Number of Columns

1 CREATE NAMEPLATE FOR FIRST PAGE | **2 FORMAT FIRST PAGE** | **3 CREATE PULL-QUOTE**
4 CREATE NAMEPLATE FOR SECOND PAGE | **5 FORMAT SECOND PAGE** | **6 ADD PAGE BORDER**

The document now has two sections. The nameplate is in the first section, and the insertion point is in the second section. The second section should be formatted to three columns. ***Why?*** *The feature article and announcements appear in three columns that snake across the page.* Thus, the following steps format the second section in the document as three columns.

①

- Click the 'Add or Remove Columns' button (Layout tab | Page Setup group) to display the Add or Remove Columns gallery (Figure 7–31).

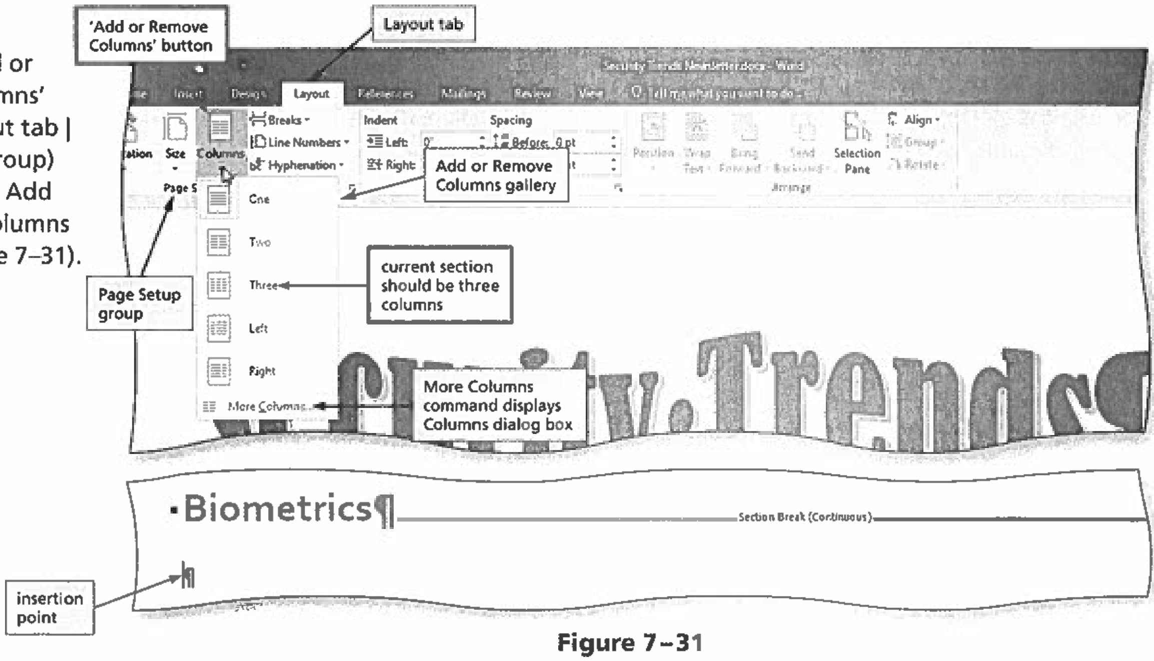

'Add or Remove Columns' button
Layout tab
Add or Remove Columns gallery
One
Two
Three
Left
Right
More Columns...
current section should be three columns
Page Setup group
More Columns command displays Columns dialog box
Biometrics¶
Section Break (Continuous)
insertion point

Figure 7–31

②

- Click Three in the Add or Remove Columns gallery to divide the section containing the insertion point in three evenly sized and spaced columns
- Display the View tab and then, if necessary, click the View Ruler check box so that the rulers appear on the screen (Figure 7–32).

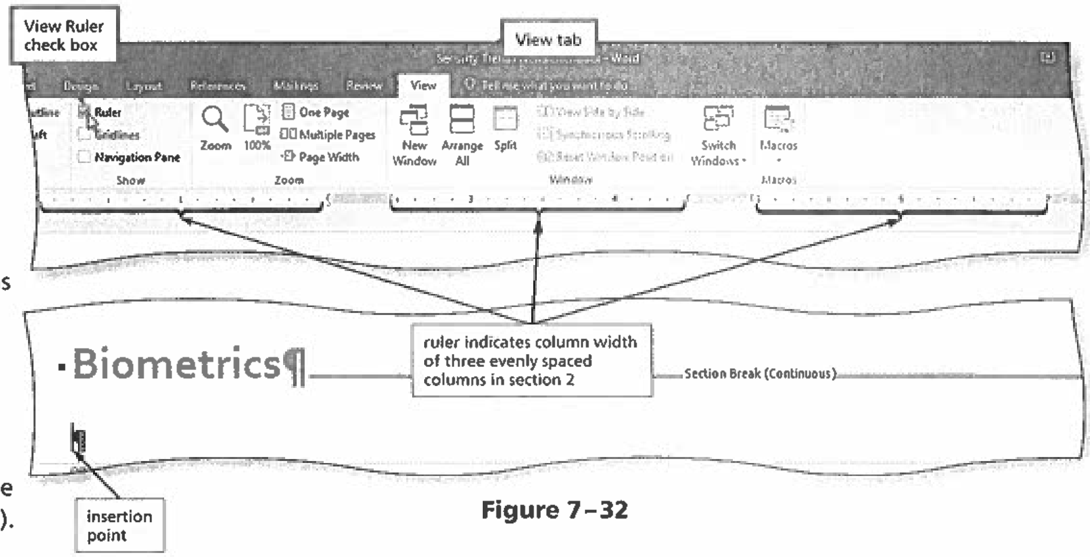

View Ruler check box
View tab
Ruler
Gridlines
Navigation Pane
Zoom
100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
ruler indicates column width of three evenly spaced columns in section 2
Biometrics¶
Section Break (Continuous)
insertion point

Figure 7–32

Q&A

Why display the rulers?
You want to see the column widths on the ruler.

What if I want columns of different widths?
You would click More Columns in the Add or Remove Columns gallery, which displays the Columns dialog box. In this dialog box, you can specify varying column widths and spacing.

---

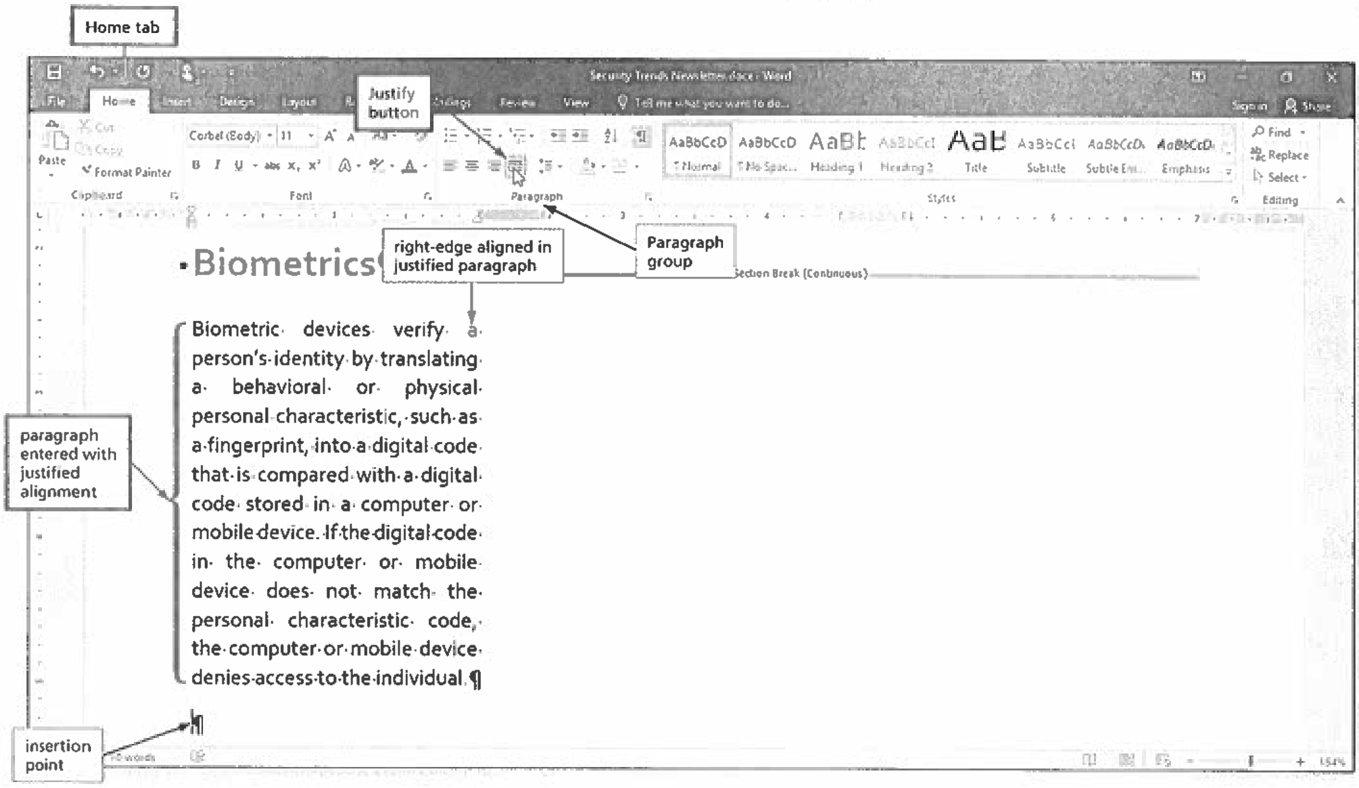
1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

To Justify a Paragraph

The following step enters the first paragraph of the feature article using justified alignment. *Why? The text in the paragraphs of the body of the newsletter is* ***justified****, which means that the left and right margins are aligned, like the edges of newspaper columns.*

①

- Display the Home tab.
- Click the Justify button (Home tab | Paragraph group) so that Word aligns both the left and right margins of typed text.
- Type the first paragraph of the feature article (Figure 7–33): `Biometric devices verify a person's identity by translating a behavioral or physical personal characteristic, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer or mobile device. If the digital code in the computer or mobile device does not match the personal characteristic code, the computer or mobile device denies access to the individual.` and then press the ENTER key.


Home tab
Justify button
right-edge aligned in justified paragraph
Paragraph group
paragraph entered with justified alignment
insertion point
Section Break (Continuous)

Biometrics

Biometric devices verify a person's identity by translating a behavioral or physical personal characteristic, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer or mobile device. If the digital code in the computer or mobile device does not match the personal characteristic code, the computer or mobile device denies access to the individual.¶

Figure 7–33

Q&A

Why do some words have extra space between them?

When a paragraph is formatted to justified alignment, Word places extra space between words so that the left and right edges of the paragraph are aligned. To remedy big gaps, sometimes called rivers, you can add or rearrange words, change the column width, change the font size, and so on.

Other Ways

1. 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), click Alignment arrow, click Justified, click OK button
2. Click Paragraph Settings Dialog Box Launcher (Home tab or Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Alignment arrow, click Justified, click OK button
3. Press CTRL+J

To Insert a File in a Column of the Newsletter

2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The next step is to insert a file named Biometrics Article in the newsletter. *Why? To save you time typing, the rest of the feature article is located on the Data Files.* Please contact your instructor for information about accessing the Data Files. The following steps insert the Biometrics Article file in a column of the newsletter.

①

- Display the Insert tab.
- With the insertion point positioned in the left column as shown in Figure 7–33, click the Object arrow (Insert tab | Text group) to display the Object menu.
- 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 (in this case, the Module 07 files in the Data Files folder).
- Click the file named Biometrics Article to select the file (Figure 7–34).

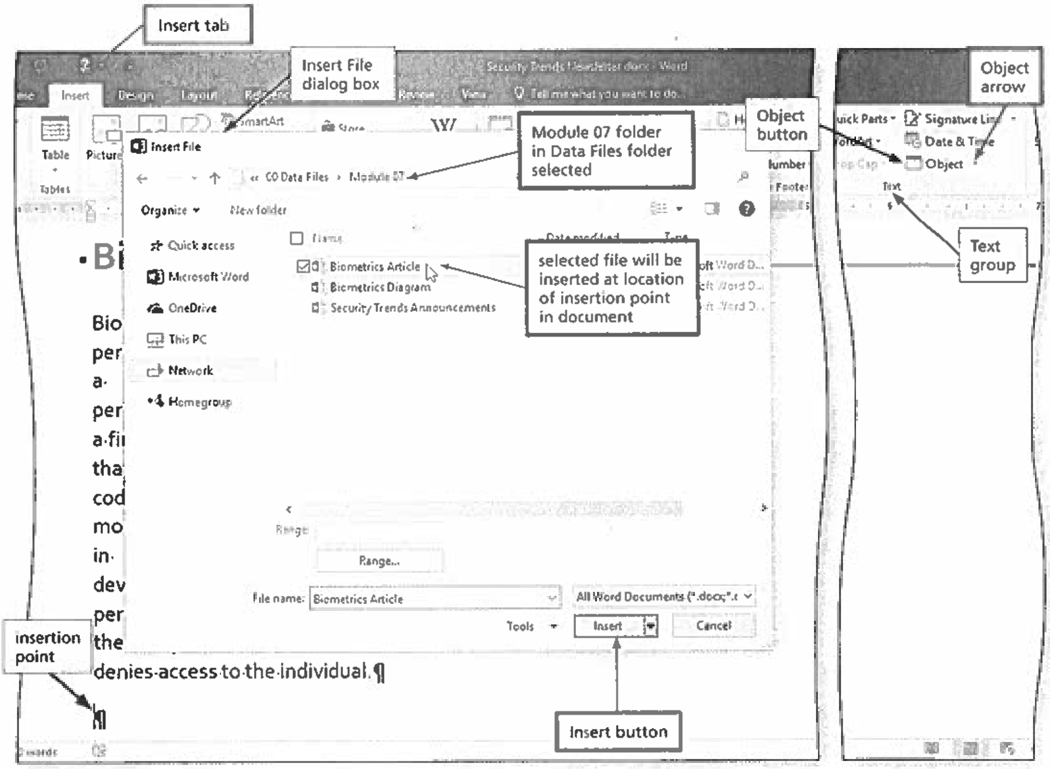

Insert tab
Insert File dialog box
Object button
Object arrow
Module 07 folder in Data Files folder selected
selected file will be inserted at location of insertion point in document
Text group
insertion point
Insert button
Insert File
Organize
New folder
Quick access
Microsoft Word
OneDrive
This PC
Network
Homegroup
Name
Biometrics Article
Biometrics Diagram
Security Trends Announcements
Range...
File name: Biometrics Article
All Word Documents (*.docx;*.d
Tools
Insert
Cancel
Table
Pictures
Object
Date & Time
Signature Line
denies·access·to·the·individual.¶

Figure 7–34

②

- Click the Insert button (Insert File dialog box) to insert the file, Biometrics Article, in the current document at the location of the insertion point.
- So that you can see the entire inserted article, display multiple pages on the screen by clicking the Multiple Pages button (View tab | Zoom group) (Figure 7–35).

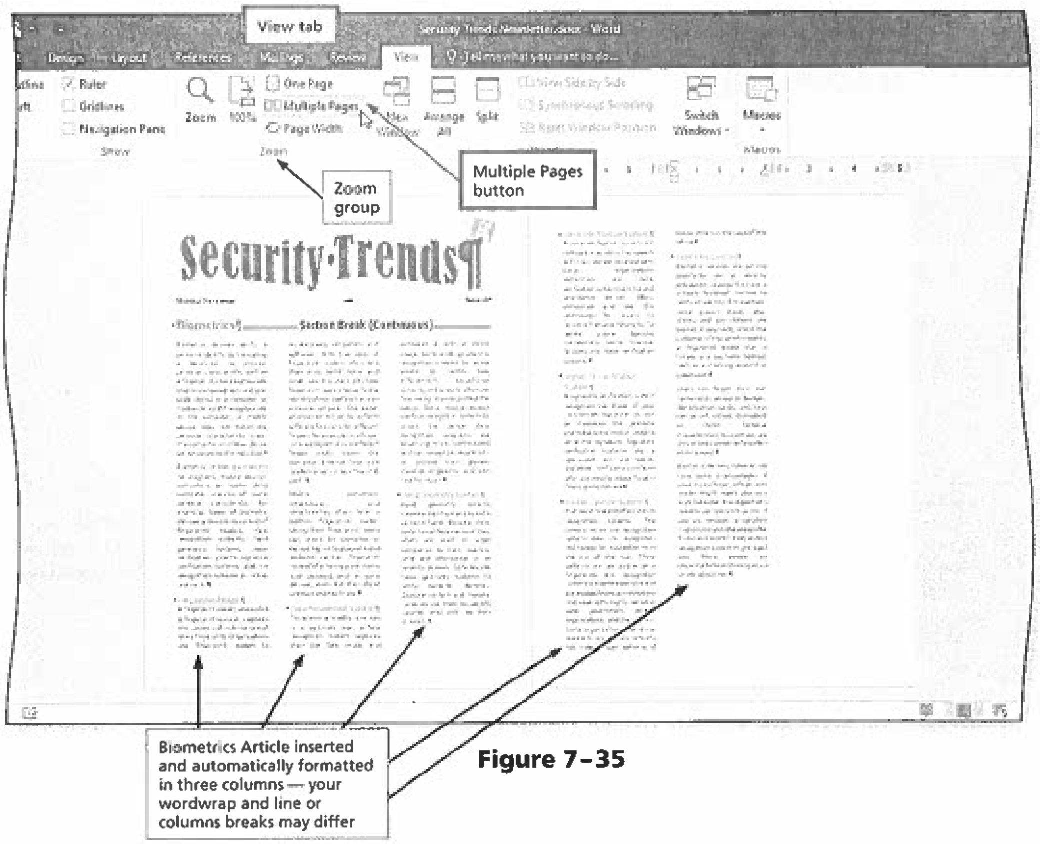

View tab
Zoom group
Multiple Pages button
Biometrics Article inserted and automatically formatted in three columns — your wordwrap and line or columns breaks may differ
Ruler
Gridlines
Navigation Pane
Zoom
100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
Security·Trends¶
Section Break (Continuous)

Figure 7–35

③

- When you are finished viewing the document, change the zoom to page width so that the newsletter content is larger on the screen.

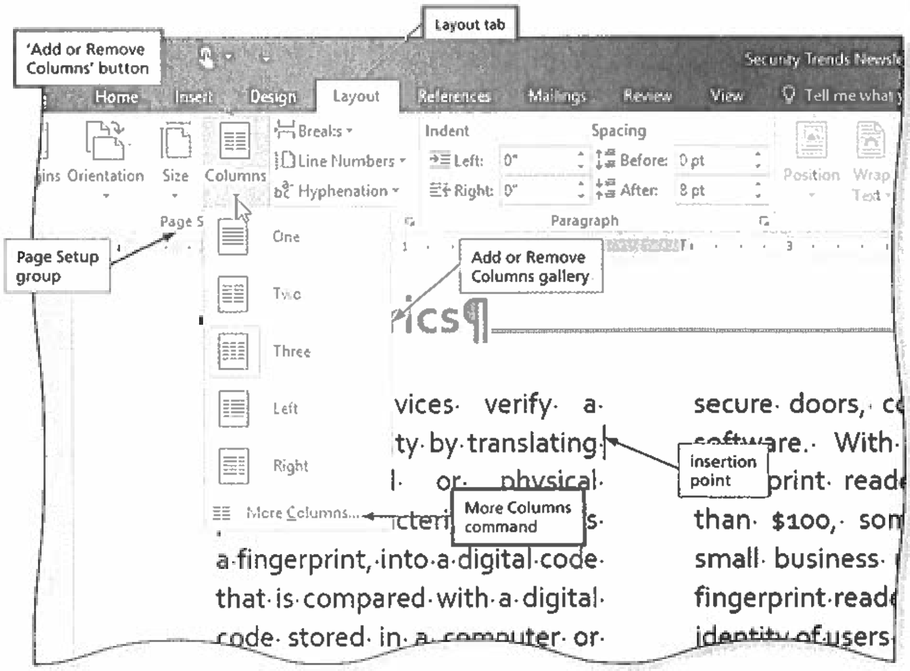
To Increase Column Width and Place a Vertical Rule between Columns

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The columns in the newsletter currently contain many rivers. *Why? The justified alignment in the narrow column width often causes large gaps between words.* To eliminate some of the rivers, you increase the size of the columns slightly in this newsletter. In newsletters, you often see a vertical rule separating columns. Through the Columns dialog box, you can change column width and add vertical rules. The following steps increase column widths and add vertical rules between columns.

①

- Position the insertion point somewhere in the feature article text.
- Display the Layout tab.
- Click the 'Add or Remove Columns' button (Layout tab | Page Setup group) to display the Add or Remove Columns gallery (Figure 7–36).


'Add or Remove Columns' button

Layout tab

Page Setup group

Add or Remove Columns gallery

insertion point

More Columns command
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 8 pt
Paragraph
Position
Wrap Text
One
Two
Three
Left
Right
More Columns...

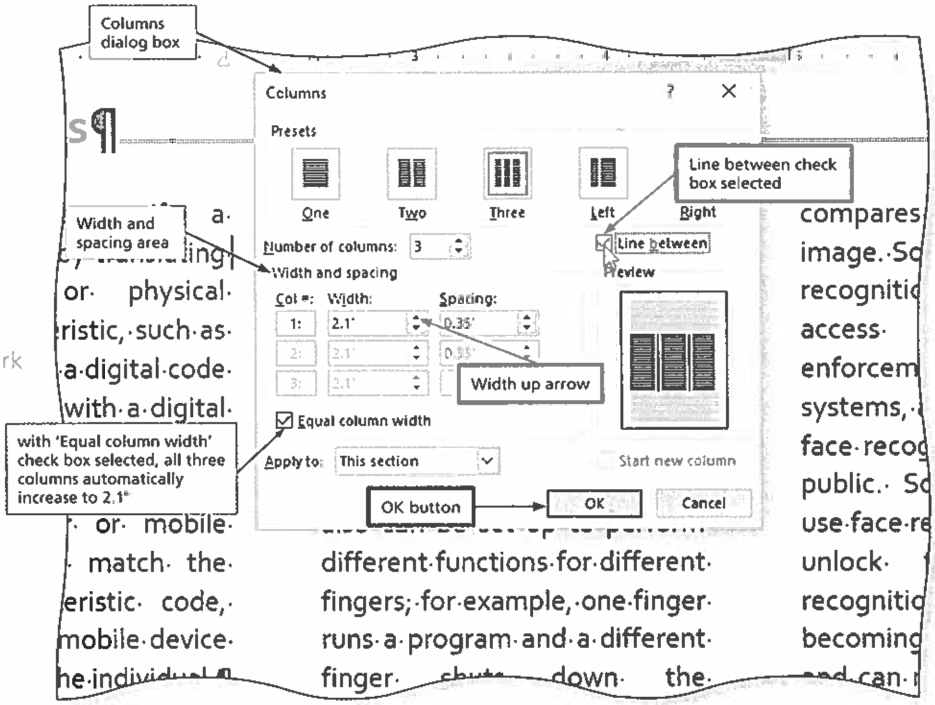
Figure 7–36

②

- Click More Columns in the Add or Remove Columns gallery to display the Columns dialog box.
- If necessary, in the Width and spacing area (Columns dialog box), click the Width up arrow until the Width box reads 2.1".

Q&A How would I make the columns different widths?
You would remove the check mark from the 'Equal column width' check box and then set the individual column widths in the dialog box.

- Place a check mark in the Line between check box to select the check box (Figure 7–37).


Columns dialog box

Line between check box selected

Width and spacing area

Width up arrow

with 'Equal column width' check box selected, all three columns automatically increase to 2.1"

OK button

Number of columns: 3

Col #: 1: Width: 2.1" Spacing: 0.35"

☑ Equal column width

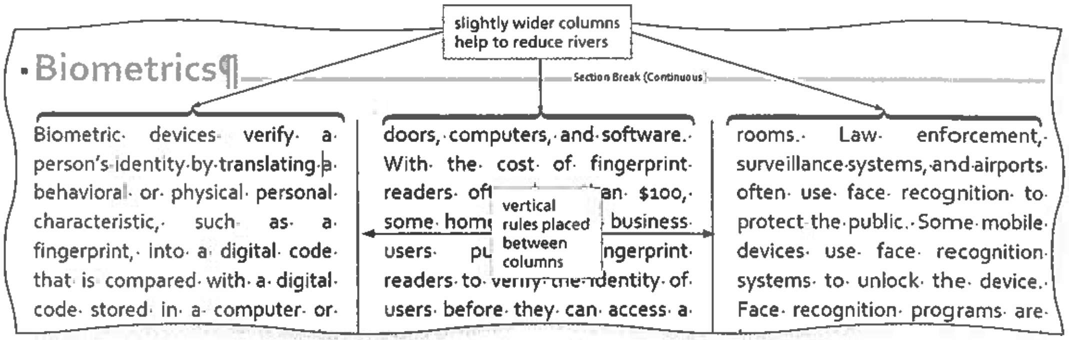
Apply to: This section

☑ Line between
Columns
Presets
One
Two
Three
Left
Right
Preview
Start new column
OK
Cancel

Figure 7–37

③

- Click the OK button to make the columns slightly wider and place a line (vertical rule) between each column in the document (Figure 7–38).


slightly wider columns help to reduce rivers

vertical rules placed between columns

Biometric devices verify a
person's identity by translating a
behavioral or physical personal
characteristic, such as a
fingerprint, into a digital code
that is compared with a digital
code stored in a computer or

doors, computers, and software.
With the cost of fingerprint
readers oft an $100,
some hom business
users pu ngerprint
readers to ve identity of
users before they can access a

rooms. Law enforcement,
surveillance systems, and airports
often use face recognition to
protect the public. Some mobile
devices use face recognition
systems to unlock the device.
Face recognition programs are

Figure 7–38

Other Ways

1. Double-click shaded space between columns on ruler, enter settings (Columns dialog box), click OK button
2. To adjust column widths, drag column boundaries on ruler
3. To insert single rule, click Borders arrow (Home tab | Paragraph group)

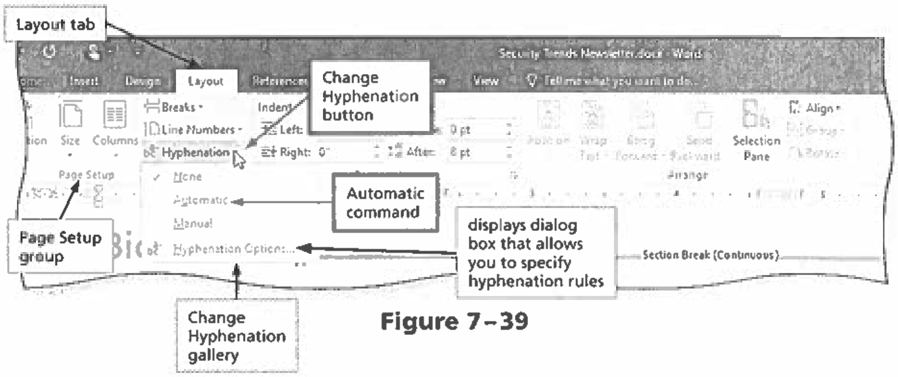
[illegible] | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

To Hyphenate a Document

The following steps turn on the hyphenation feature. ***Why?*** *To further eliminate some of the rivers in the columns of the newsletter, you turn on Word's hyphenation feature so that words with multiple syllables are hyphenated at the end of lines instead of wrapped in their entirety to the next line.*

①

- Click the Change Hyphenation button (Layout tab | Page Setup group) to display the Change Hyphenation gallery (Figure 7–39).


Layout tab

Change Hyphenation button

Automatic command

displays dialog box that allows you to specify hyphenation rules

Page Setup group

Change Hyphenation gallery

Figure 7–39

Q&A What is the difference between Automatic and Manual hyphenation?

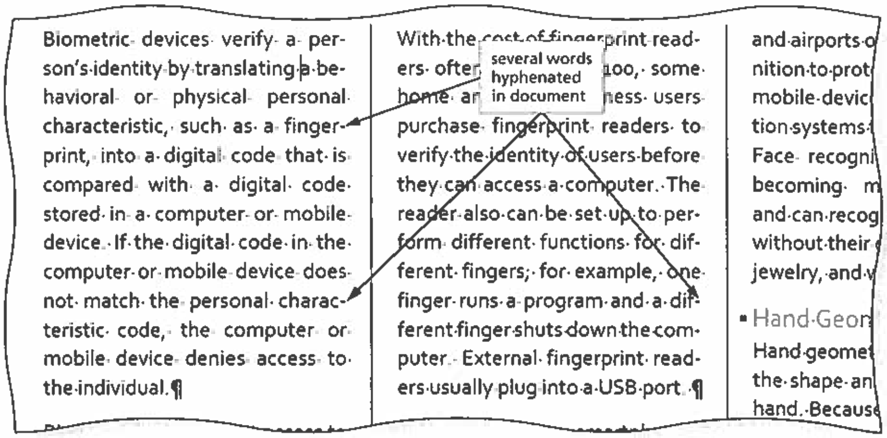
Automatic hyphenation places hyphens wherever words can break at a syllable in the document. With manual hyphenation, Word displays a dialog box for each word it could hyphenate, enabling you to accept or reject the proposed hyphenation.

②

- Click Automatic in the Change Hyphenation gallery to hyphenate the document (Figure 7–40).

Q&A What if I do not want a particular word hyphenated?

You can reword text, and Word will redo the hyphenation automatically.


several words hyphenated in document

Biometric devices verify a per-
son's identity by translating a be-
havioral or physical personal
characteristic, such as a finger-
print, into a digital code that is
compared with a digital code
stored in a computer or mobile
device. If the digital code in the
computer or mobile device does
not match the personal charac-
teristic code, the computer or
mobile device denies access to
the individual.¶

With the cost of fingerprint read-
ers ofter 100, some
home ar ness users
purchase fingerprint readers to
verify the identity of users before
they can access a computer. The
reader also can be set up to per-
form different functions for dif-
ferent fingers; for example, one
finger runs a program and a dif-
ferent finger shuts down the com-
puter. External fingerprint read-
ers usually plug into a USB port.¶

and airports o
nition to prot
mobile devic
tion systems
Face recogni
becoming m
and can recog
without their
jewelry, and v

- Hand Geon

Hand geome
the shape an
hand. Becaus

Figure 7–40

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

To Format a Character as a Drop Cap

The first character in the feature article in this newsletter; that is, the capital letter B, is formatted as a drop cap. ***Why?*** *To add interest to an article, you often see a* ***drop cap****, which is a capital letter whose font size is larger than the rest of the characters in the paragraph.* In Word, the drop cap can sink into the first few lines of text, or it can extend into the left margin, which often is called a stick-up cap. In this newsletter, the paragraph text wraps around the drop cap.

The following steps create a drop cap in the first paragraph of the feature article in the newsletter.

1

- Position the insertion point somewhere in the first paragraph of the feature article.
- Display the Insert tab.
- Click the 'Add a Drop Cap' button (Insert tab | Text group) to display the Add a Drop Cap gallery (Figure 7–41).

Experiment

- Point to various commands in the Add a Drop Cap gallery to see a live preview of the drop cap formats in the document.

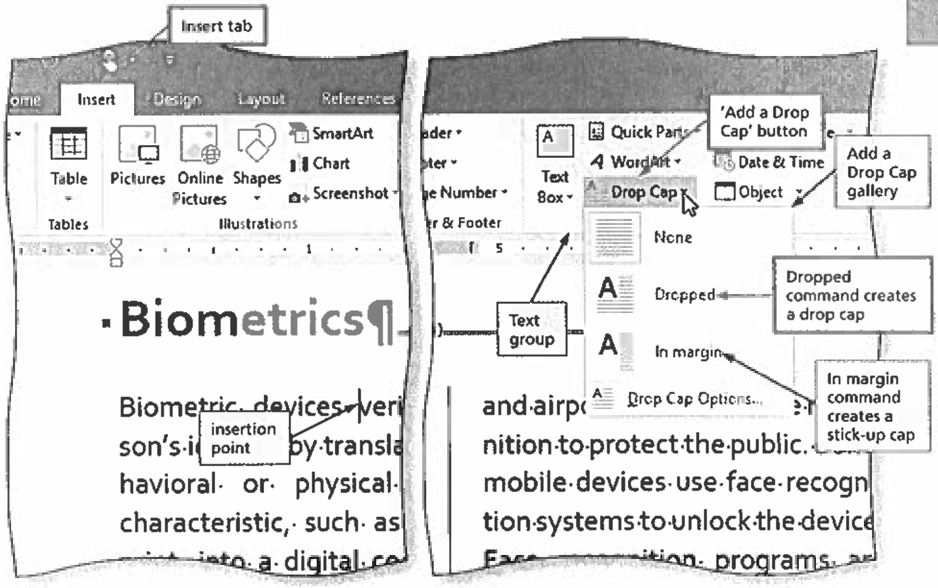

Insert tab
Insert
Design
Layout
References
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Biometrics¶
insertion point
Text group
Text Box
Quick Parts
WordArt
Drop Cap
Date & Time
Object
'Add a Drop Cap' button
Add a Drop Cap gallery
None
Dropped
Dropped command creates a drop cap
In margin
In margin command creates a stick-up cap
Drop Cap Options...

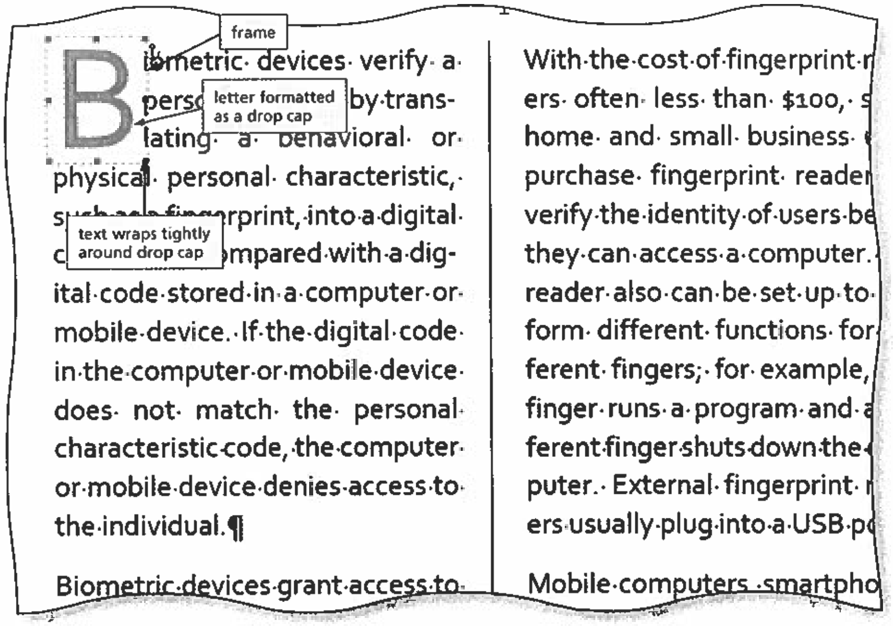
Figure 7–41

2

- Click Dropped in the Add a Drop Cap gallery to format the first letter in the paragraph containing the insertion point (the B in Biometric, in this case) as a drop cap and wrap subsequent text in the paragraph around the drop cap (Figure 7–42).

Q&A What is the outline around the drop cap in the document?

When you format a letter as a drop cap, Word places a frame around it. A frame is a container for text that allows you to position the text anywhere on the page. Word formats a frame for the drop cap so that text wraps around it. The frame also contains a paragraph mark nonprinting character to the right of the drop cap, which may or may not be visible on your screen.


frame
letter formatted as a drop cap
text wraps tightly around drop cap

Biometric devices verify a person's identity by translating a behavioral or physical personal characteristic, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer or mobile device. If the digital code in the computer or mobile device does not match the personal characteristic code, the computer or mobile device denies access to the individual.¶

Figure 7–42

To Format the Drop Cap

The following step changes the font color of the drop cap.

① With the drop cap selected, display the Home tab and then change the font color of the drop cap to 'Orange, Accent 4, Darker 25%' (eighth color, fifth row) in Font Color gallery (shown in Figure 7-1a at the beginning of this module).

Q&A What if my frame no longer is displayed?
Click the drop cap to select it. Then, click the blue selection rectangle to display the frame.

To Insert a Next Page Section Break

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The third column on the first page of the newsletter is not a continuation of the feature article. ***Why not?*** *The third column, instead, contains several reader announcements. The feature article continues on the second page of the newsletter (shown in Figure 7–1b at the beginning of this module).* Thus, you must insert a next page section break, which is a section break that also contains a page break, at the bottom of the second column so that the remainder of the feature article moves to the second page. The following steps insert a next page section break in the second column.

①

- Position the insertion point at the location for the section break, in this case, to the left of the F in the Face Recognition System heading.
- 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 7–43).

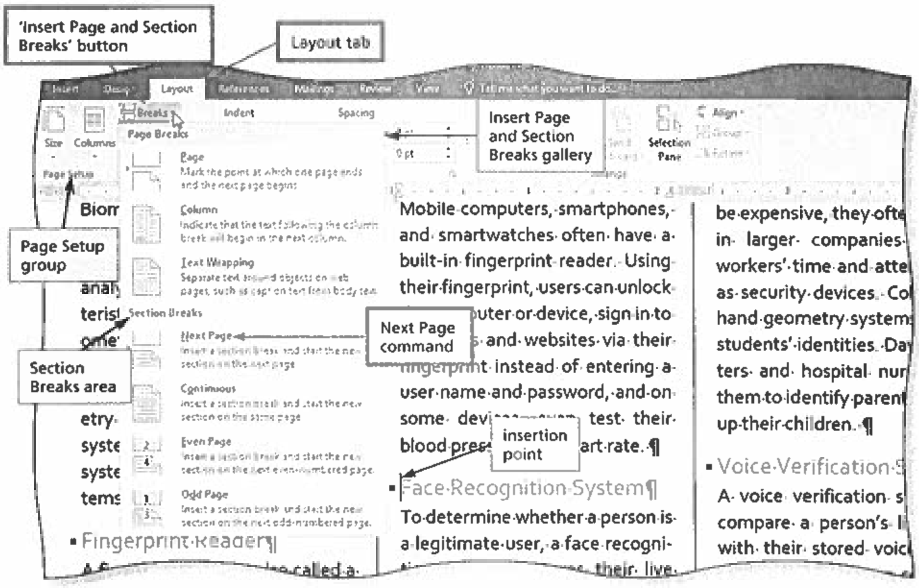

'Insert Page and Section Breaks' button
Layout tab
Insert Page and Section Breaks gallery
Page Setup group
Next Page command
Section Breaks area
insertion point
Layout
Breaks
Size
Columns
Indent
Spacing
Page Breaks
Page
Column
Text Wrapping
Section Breaks
Next Page
Continuous
Even Page
Odd Page
Selection Pane
Mobile computers, smartphones, and smartwatches often have a built-in fingerprint reader. Using their fingerprint, users can unlock
Face Recognition System¶
To determine whether a person is a legitimate user, a face recogni-
Fingerprint Reader¶
be expensive, they often
Voice Verification

Figure 7–43

②

- In the Section Breaks area in the gallery, click Next Page to insert a next page section break, which positions the insertion point on the next page.
- If necessary, scroll to the bottom of the first page so that you can see the moved text (Figure 7–44).

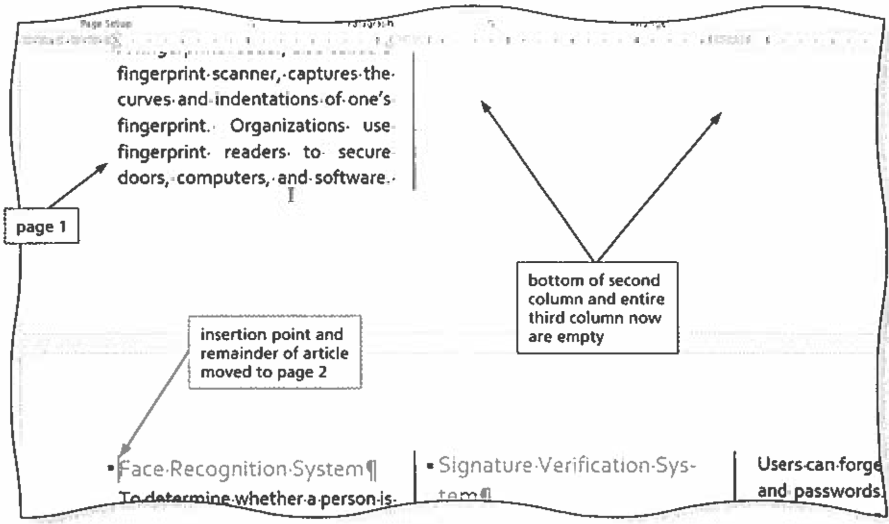

page 1
insertion point and remainder of article moved to page 2
bottom of second column and entire third column now are empty
fingerprint scanner, captures the curves and indentations of one's fingerprint. Organizations use fingerprint readers to secure doors, computers, and software.
Face Recognition System¶
To determine whether a person is
Signature Verification System¶
Users can forge and passwords

Figure 7–44

To Enter Text

The next step is to insert a jump-to line at the end of the second column, informing the reader where to look for the rest of the feature article. The following steps insert a jump-to line at the end of the text in the second column on the first page of the newsletter.

① Scroll to display the end of the text in the second column of the first page of the newsletter and then position the insertion point to the left the paragraph mark that is to the left of the section break notation.

② Press the ENTER key twice to insert a blank line for the jump-to text above the section break notation.

③ Press the UP ARROW key to position the insertion point on the blank line. If the blank line is formatted in the Heading 1 style, click the 'Clear All Formatting' button (Home tab | Font group) so that the entered text follows the Normal style.

④ Press CTRL+R to right align the paragraph mark. Press CTRL+I to turn on the italic format. Type `(Article continues on next page)` as the jump-to text and then press CTRL+I again to turn off the italic format.

To Insert a Column Break

In the *Security Trends* newsletters, for consistency, the reader announcements always begin at the top of the third column. If you insert the Security Trends Announcements at the current location of the insertion point, however, they will begin at the bottom of the second column. ***Why?*** *The insertion point currently is at the bottom of the second column.*

For the reader announcements to be displayed in the third column, you insert a **column break** at the bottom of the second column, which places the insertion point at the top of the next column. Thus, the following steps insert a column break at the bottom of the second column.

①

- Position the insertion point to the left of the paragraph mark on the line containing the next page section break, which is the location where the column break should be inserted.
- If necessary, 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 7–45).

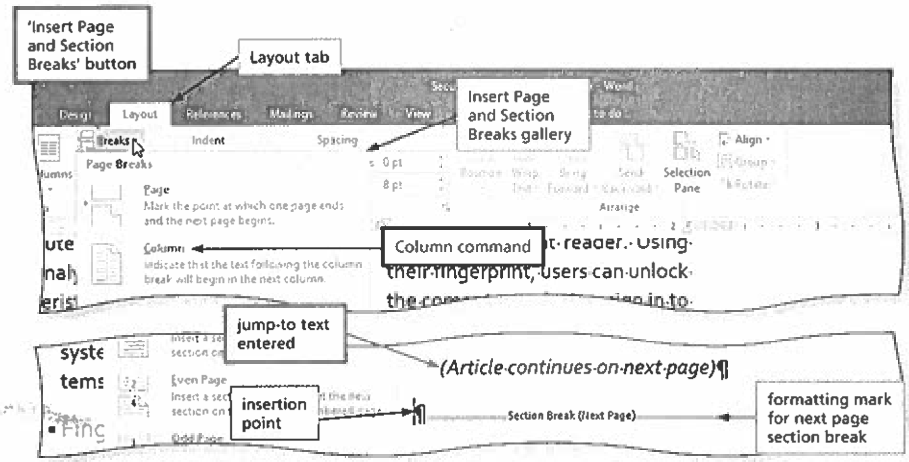

'Insert Page and Section Breaks' button
Layout tab
Insert Page and Section Breaks gallery
Layout
Breaks
Page Breaks
Page
Mark the point at which one page ends and the next page begins.
Column
Indicate that the text following the column break will begin in the next column.
Column command
jump-to text entered
(Article·continues·on·next·page)¶
insertion point
Section Break (Next Page)
formatting mark for next page section break
Selection Pane
Align
Indent
Spacing

Figure 7–45

②

- Click Column in the Insert Page and Section Breaks gallery to insert a column break at the location of the insertion point and move the insertion point to the top of the next column (Figure 7–46).

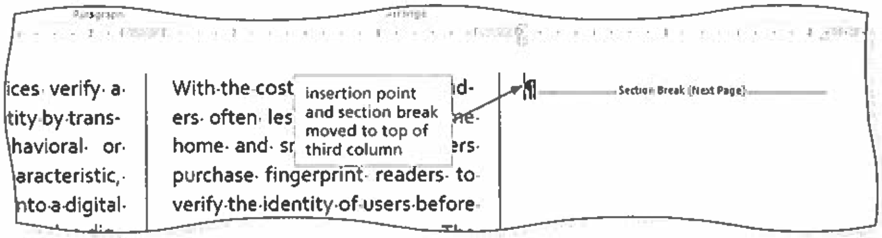

insertion point and section break moved to top of third column
Section Break (Next Page)
With·the·cost
ers· often· les
home· and· sr
purchase· fingerprint· readers· to·
verify·the·identity·of·users·before·

Figure 7–46

Q&A What if I wanted to remove a column break?
You would double-click it to select it and then click the Cut button (Home tab | Clipboard group) or press the DELETE key.

Other Ways

1. Press CTRL+SHIFT+ENTER

To Insert a File in a Column of the Newsletter

So that you do not have to enter the entire third column of announcements in the newsletter, the next step in the project is to insert the file named Security Trends Announcements in the third column of the newsletter. This file contains the three announcements: the first about reader discounts, the second about an upcoming webinar, and the third about the topic of the next newsletter issue.

The Security Trends Announcements file is located on the Data Files. Please contact your instructor for information about accessing the Data Files. The following steps insert a file in a column of the newsletter.

① With the insertion point at the top of the third column, display the Insert tab.

② Click the Object arrow (Insert tab | Text group) to display the Object menu and then click 'Text from File' on the Object menu to display the Insert File dialog box.

③ Navigate to the location of the file to be inserted (in this case, the Data Files folder).

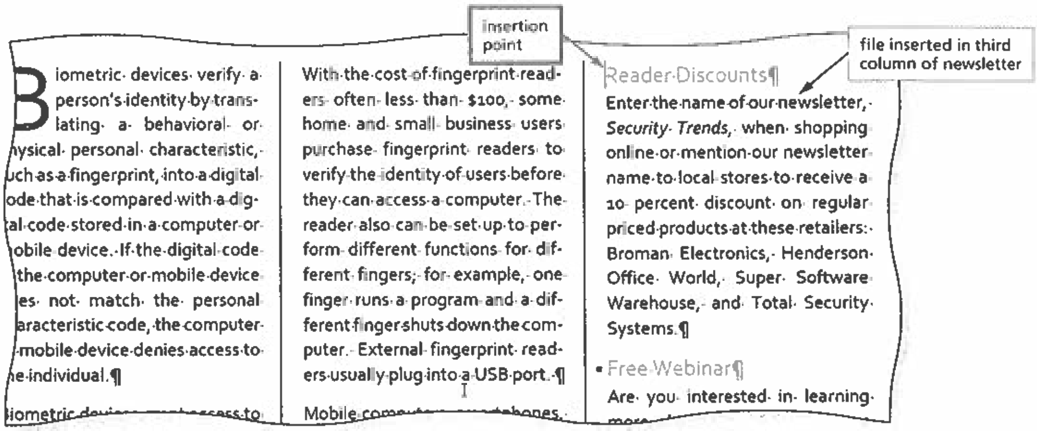
④ Click Security Trends Announcements to select the file.

⑤ Click the Insert button (Insert File dialog box) to insert the file, Security Trends Announcements, in the document at the location of the insertion point.

Q&A What if text from the announcements column spills onto the second page of the newsletter?
You will format text in the announcements column so that all of its text fits in the third column of the first page.

⑥ Press SHIFT+F5 to return the insertion point to the last editing location, in this case, the top of the third column on the first page of the newsletter (Figure 7–47).

⑦ Save the newsletter again on the same storage location with the same file name.



Biometric devices verify a person's identity by translating a behavioral or
ysical personal characteristic,
ch as a fingerprint, into a digital
ode that is compared with a dig-
al code stored in a computer or
obile device. If the digital code
the computer or mobile device
es not match the personal
aracteristic code, the computer
mobile device denies access to
e individual.¶

iometric

With the cost of fingerprint readers often less than $100, some home and small business users purchase fingerprint readers to verify the identity of users before they can access a computer. The reader also can be set up to perform different functions for different fingers; for example, one finger runs a program and a different finger shuts down the computer. External fingerprint readers usually plug into a USB port.¶

Mobile

Reader Discounts¶

Enter the name of our newsletter, *Security Trends,* when shopping online or mention our newsletter name to local stores to receive a 10 percent discount on regular priced products at these retailers: Broman Electronics, Henderson Office World, Super Software Warehouse, and Total Security Systems.¶

- Free Webinar¶

Are you interested in learning

Figure 7–47

Creating a Pull-Quote

A pull-quote is text pulled, or copied, from the text of the document and given graphical emphasis so that it stands apart and commands the reader's attention. The newsletter in this project copies text from the first page of the newsletter and places it in a pull-quote, also on the first page between the first and second columns (shown in Figure 7–1a at the beginning of this module).

CONSIDER THIS

What guidelines should you follow when using pull-quotes?

Because of their bold emphasis, pull-quotes should be used sparingly in a newsletter. Pull-quotes are useful for breaking the monotony of long columns of text. Typically, quotation marks are used only if you are quoting someone directly. If you use quotation marks, use curly (or smart) quotation marks instead of straight quotation marks.

To create the pull-quote in this newsletter, follow this general procedure:

1. Create a **text box**, which is a container for text that allows you to position the text anywhere on the page.
2. Copy the text from the existing document to the Office Clipboard and then paste the text from the Office Clipboard to the text box.
3. Resize and format the text box.
4. Move the text box to the desired location.

To Insert a Text Box

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The first step in creating the pull-quote is to insert a text box. A text box is like a frame; the difference is that a text box has more graphical formatting options than does a frame. The following steps insert a built-in text box. ***Why?*** *Word provides a variety of built-in text boxes, saving you the time of formatting the text box.*

1

- Click the 'Choose a Text Box' button (Insert tab | Text group) to display the Choose a Text Box gallery.

Experiment

- Scroll through the Choose a Text Box gallery to see the variety of available text box styles.
- Scroll to display Simple Quote in the Choose a Text Box gallery (Figure 7–48).

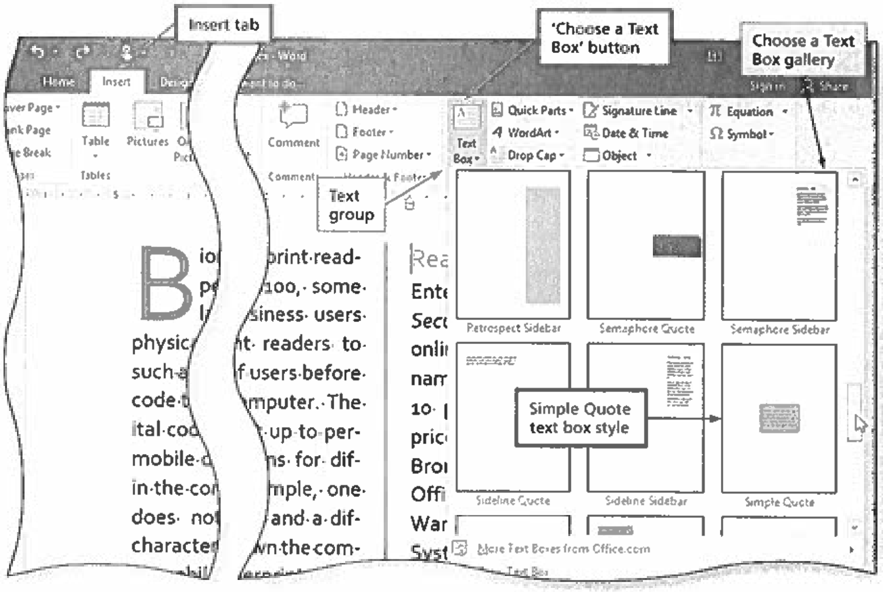
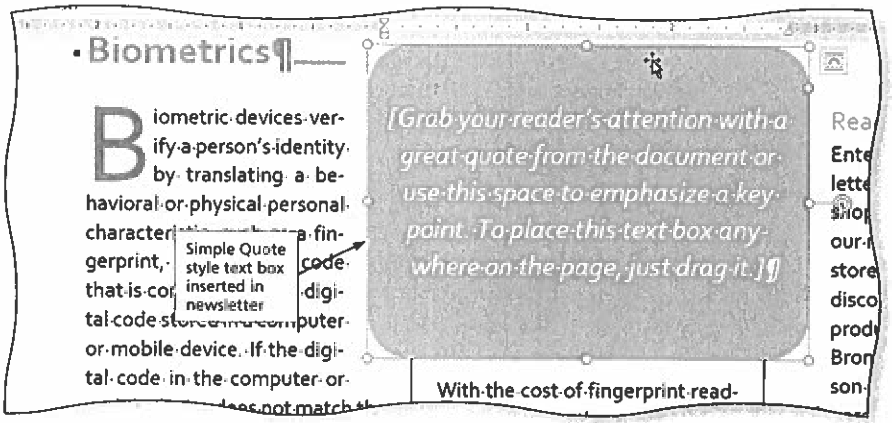

Insert tab
'Choose a Text Box' button
Choose a Text Box gallery
Text group
Simple Quote text box style
Home
Insert
Table
Pictures
Comment
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Retrospect Sidebar
Semaphore Quote
Semaphore Sidebar
Sideline Quote
Sideline Sidebar
Simple Quote
More Text Boxes from Office.com

Figure 7–48

2

- Click Simple Quote in the Choose a Text Box gallery to insert that style of text box in the document.
- If necessary, drag the text box to the approximate location shown in Figure 7–49.


Biometrics¶
Simple Quote style text box inserted in newsletter

[Grab·your·reader's·attention·with·a·great·quote·from·the·document·or·use·this·space·to·emphasize·a·key·point.·To·place·this·text·box·anywhere·on·the·page,·just·drag·it.]¶

Figure 7–49

Q&A

Does my text box need to be in the exact same location as in Figure 7–49?
No. You will move the text box later.

The layout of the first page is not correct because of the text box. What do I do?
You will enter text in the text box and then position it in the correct location. At that time, the layout of the first page will be fixed.

Other Ways

1. Click 'Explore Quick Parts' button (Insert tab | Text group), click 'Building Blocks Organizer' on Explore Quick Parts menu, select desired text box name in Building blocks list, click Insert button

To Split the Window

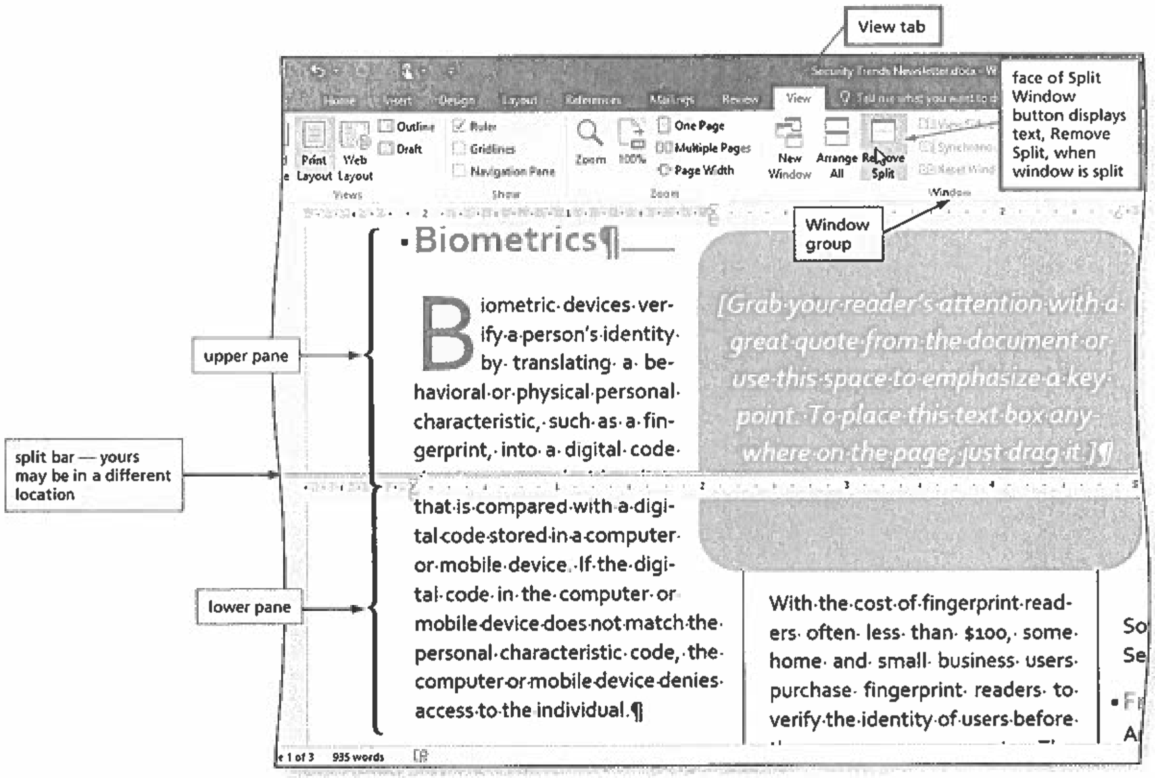
1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The text that you will copy for the pull-quote is in the middle of the first page on the newsletter and the pull-quote (text box) is near the top of the first page of the newsletter. Thus, the next step is to copy the pull-quote text from the middle of the first page and then paste it in the pull-quote at the top of the first page. You would like to view the pull-quote and the text to be copied on the screen at the same time. ***Why?** Viewing both simultaneously will simplify the copying and pasting process.*

Word allows you to split the window in two separate panes, each containing the current document and having its own scroll bar. This enables you to scroll to and view two different portions of the same document at the same time. The following step splits the Word window.

1

- Display the View tab.
- Click the Split Window button (View tab | Window group) to divide the document window in two separate panes — both the upper and lower panes display the current document (Figure 7–50).


View tab
face of Split Window button displays text, Remove Split, when window is split
Window group
upper pane
split bar — yours may be in a different location
lower pane
Security Trends Newsletter.docx - W
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do
Print Layout
Web Layout
Outline
Draft
Views
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Remove Split
Window
1 of 3
935 words

·Biometrics¶

Biometric·devices·verify·a·person's·identity·by·translating·a·behavioral·or·physical·personal·characteristic,·such·as·a·fingerprint,·into·a·digital·code·that·is·compared·with·a·digital·code·stored·in·a·computer·or·mobile·device.·If·the·digital·code·in·the·computer·or·mobile·device·does·not·match·the·personal·characteristic·code,·the·computer·or·mobile·device·denies·access·to·the·individual.¶

[Grab·your·reader's·attention·with·a·great·quote·from·the·document·or·use·this·space·to·emphasize·a·key·point.·To·place·this·text·box·anywhere·on·the·page,·just·drag·it.]¶

With·the·cost·of·fingerprint·readers·often·less·than·$100,·some·home·and·small·business·users·purchase·fingerprint·readers·to·verify·the·identity·of·users·before·

Figure 7–50

Other Ways

1. Press ALT+CTRL+S

TO ARRANGE ALL OPEN WORD DOCUMENTS ON THE SCREEN

If you have multiple Word documents open and want to view all of them at the same time on the screen, you can instruct Word to arrange all the open documents on the screen from top to bottom. If you wanted to arrange all open Word documents on the same screen, you would perform the following steps.

1. Click the Arrange All button (View tab | Window group) to display each open Word document on the screen.
2. To make one of the arranged documents fill the entire screen again, maximize the window by clicking its Maximize button or double-clicking its title bar.

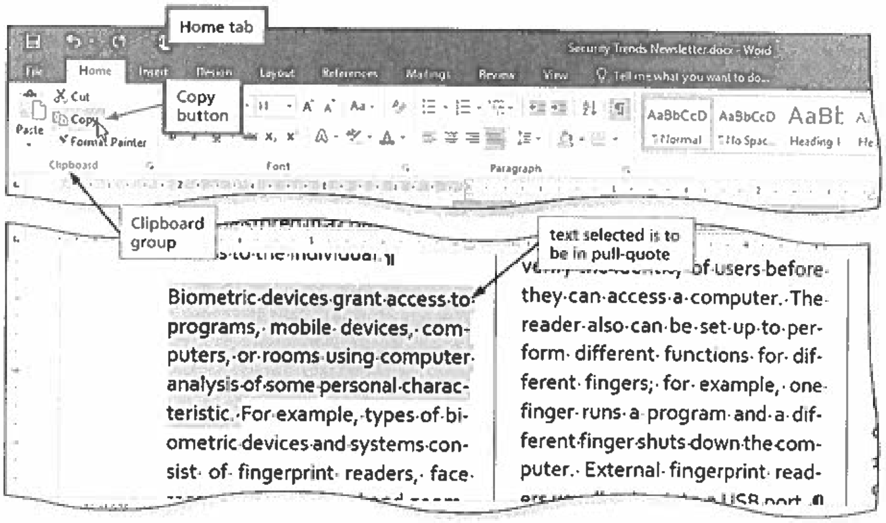
To Copy and Paste Using Split Windows

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The following steps copy text from the middle of the first page of the newsletter to the Clipboard (the source) and then paste the text into the text box (the destination) at the top of the newsletter. ***Why?*** *The item being copied is called the source. The location to which you are pasting is called the* ***destination.***

1

- In the upper pane, scroll so that all placeholder text in the text box is visible, as shown in Figure 7–51.
- In the lower pane, scroll to display the text to be copied, as shown in Figure 7–51, and then select the text to be copied: Biometric devices grant access to programs, mobile devices, computers, or rooms using computer analysis of some personal characteristic.
- Display the Home tab.
- Click the Copy button (Home tab | Clipboard group) to copy the selected text to the Clipboard (Figure 7–51).


Home tab
Copy button
Clipboard group
text selected is to be in pull-quote
Security Trends Newsletter.docx - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Cut
Copy
Format Painter
Paste
Clipboard
Font
Paragraph
AaBbCcD
AaBbCcD
AaBb
Normal
No Spac...
Heading 1

Biometric·devices·grant·access·to·programs,·mobile·devices,·computers,·or·rooms·using·computer·analysis·of·some·personal·characteristic.·For·example,·types·of·biometric·devices·and·systems·consist·of·fingerprint·readers,·face·

...of·users·before·they·can·access·a·computer.·The·reader·also·can·be·set·up·to·perform·different·functions·for·different·fingers;·for·example,·one·finger·runs·a·program·and·a·different·finger·shuts·down·the·computer.·External·fingerprint·read-

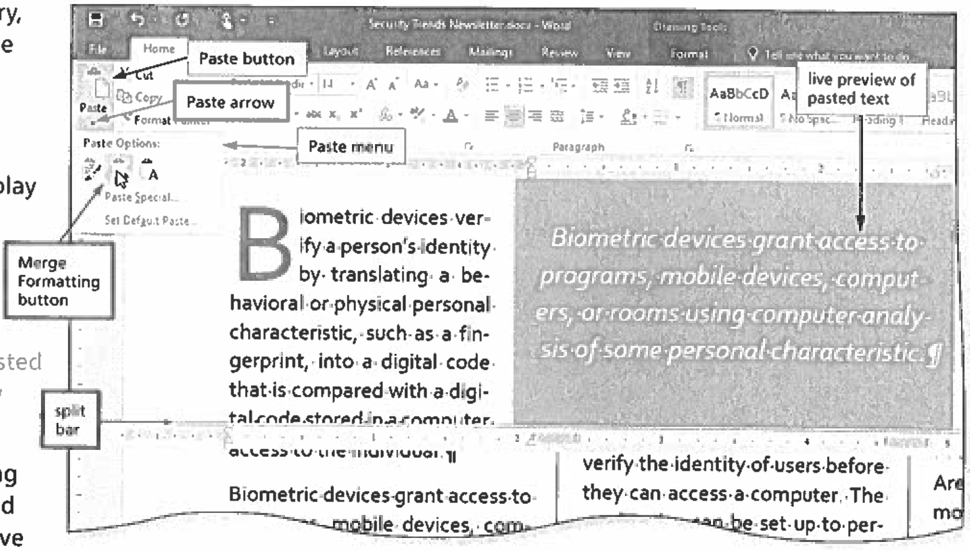
Figure 7–51

2

- In the upper pane, if necessary, scroll to display the text in the text box. Click the text in the text box to select it.
- Click the Paste arrow (Home tab | Clipboard group) to display the Paste menu.

Q&A What if I click the Paste button by mistake?
Click the Paste Options button to the right of the pasted text in the text box to display the Paste Options menu.

- Point to the Merge Formatting button on the Paste menu and notice the text box shows a live preview of the selected paste option (Figure 7–52).


Paste button
Paste arrow
Paste menu
live preview of pasted text
Merge Formatting button
split bar
Security Trends Newsletter.docx - Word
Drawing Tools
File
Home
Layout
References
Mailings
Review
View
Format
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Paste Options:
Paste Special...
Set Default Paste...
Paragraph
AaBbCcD
Normal
No Spac...
Heading 1

Biometric·devices·verify·a·person's·identity·by·translating·a·behavioral·or·physical·personal·characteristic,·such·as·a·fingerprint,·into·a·digital·code·that·is·compared·with·a·digital·code·stored·in·a·computer.

Biometric·devices·grant·access·to·programs,·mobile·devices,·computers,·or·rooms·using·computer·analysis·of·some·personal·characteristic.¶

access·to·the·individual.¶

Biometric·devices·grant·access·to·programs,·mobile·devices,·com-

verify·the·identity·of·users·before·they·can·access·a·computer.·The·reader·also·can·be·set·up·to·per-

Figure 7–52

Q&A Why select the Merge Formatting button on the Paste menu?
You want the pasted text to use the formats that were in the text box (the destination) instead of the formats of the copied text (the source).

③

- Click the Merge Formatting button on the Paste menu to paste the copied text into the text box.

Q&A Why does a hyphen appear in the source?
Word may have hyphenated the word automatically. You will format the pull-quote text next.

Other Ways

1. Click copy on shortcut menu (or, if using touch, tap Copy on mini toolbar), right-click where item is to be pasted, click 'Keep Source Formatting' in Paste Options area on shortcut menu (or, if using touch, tap Paste on mini toolbar)
2. Select text to copy, press CTRL+C; select destination for pasted text, press CTRL+V

To Remove a Split Window

The next step is to remove the split window so that you can position the pull-quote. The following step removes a split window.

① Double-click the split bar (shown in Figure 7–52), or click the Split Window button again (View tab | Window group), or press ALT+SHIFT+C, to remove the split window and return to a single Word window on the screen.

To Format Text in the Text Box

The next steps format text in the pull-quote.

① If necessary, scroll to display the text box in the document window.

② Select all the text in the text box, change its font to Century Schoolbook (or a similar font), bold the text, and change its font size to 11 point. If necessary, center this paragraph.

③ Click in the text box to deselect the text, but leave the text box selected (shown in Figure 7–53).

BTW
Rotating Text Box Text
To rotate text in a text box, select the text box, click the Text Direction button (Drawing Tools Format tab | Text group), and then click the desired direction on the Text Direction menu.

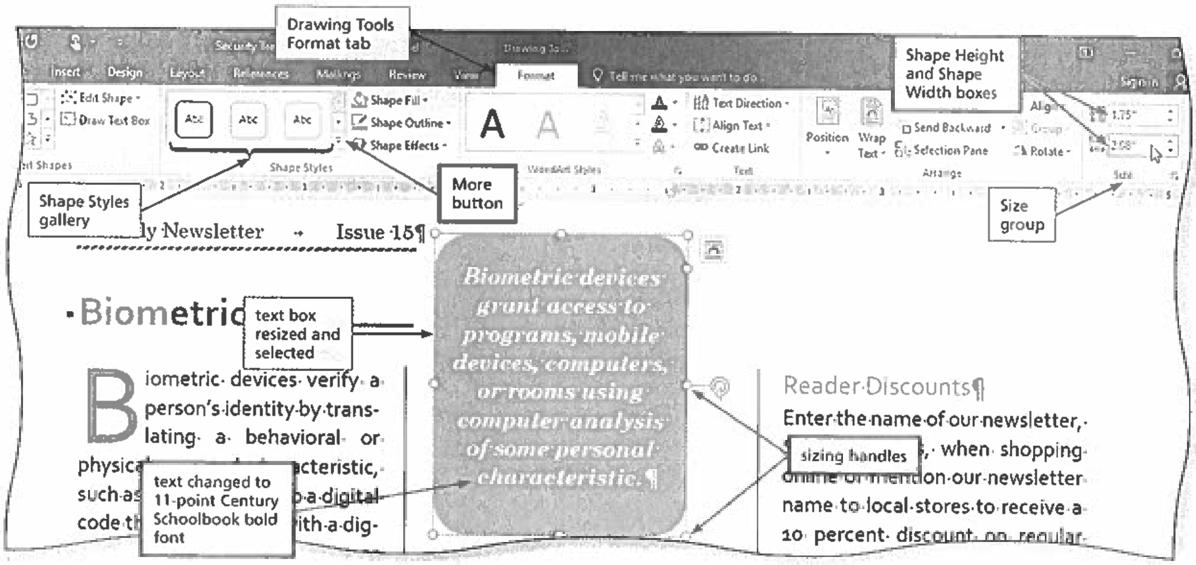
To Resize a Text Box

The next step in formatting the pull-quote is to resize the text box. You resize a text box the same way as any other object. That is, you drag its sizing handles or enter values in the height and width boxes through the Size button (Drawing Tools Format tab | Size group). The following steps resize the text box and insert line break characters.

① Drag the sizing handles so that the pull-quote looks about the same size as Figure 7–53.

② Verify the pull-quote dimensions in the Shape Height and Shape Width boxes (Drawing Tools Format tab | Size group) and, if necessary, change the value in the Shape Height box to 1.75 and the Shape Width box to 2.08.

Q&A What if some of the words in the text box are hyphenated?
Insert line break characters to eliminate any hyphenated words in the text box; that is, position the insertion point to the left of the first letter in the hyphenated word and then press SHIFT+ENTER to insert a line break character, which places the entire word on the next line and removes the hyphen.


Drawing Tools Format tab
Shape Height and Shape Width boxes
Shape Styles gallery
More button
Size group
text box resized and selected
sizing handles
text changed to 11-point Century Schoolbook bold font

Biometric·devices·grant·access·to·programs,·mobile·devices,·computers,·or·rooms·using·computer·analysis·of·some·personal·characteristic.¶

Reader·Discounts¶

Figure 7–53

To Apply a **Shape Style** to a Text Box

The next step in formatting the pull-quote is to apply a shape style to the text box to coordinate its colors with the rest of the newsletter. The following steps apply a shape style to a text box.

1. With the text box still selected, click the More button (shown in Figure 7–53) in the Shape Styles gallery (Drawing Tools Format tab | Shape Styles group) to expand the gallery.
2. Point to 'Colored Fill - Orange, Accent 4' (fifth style, second row) in the Shape Styles gallery to display a live preview of that style applied to the text box (Figure 7–54).
3. Click 'Colored Fill - Orange, Accent 4' in the Shape Styles gallery to apply the selected style to the shape.

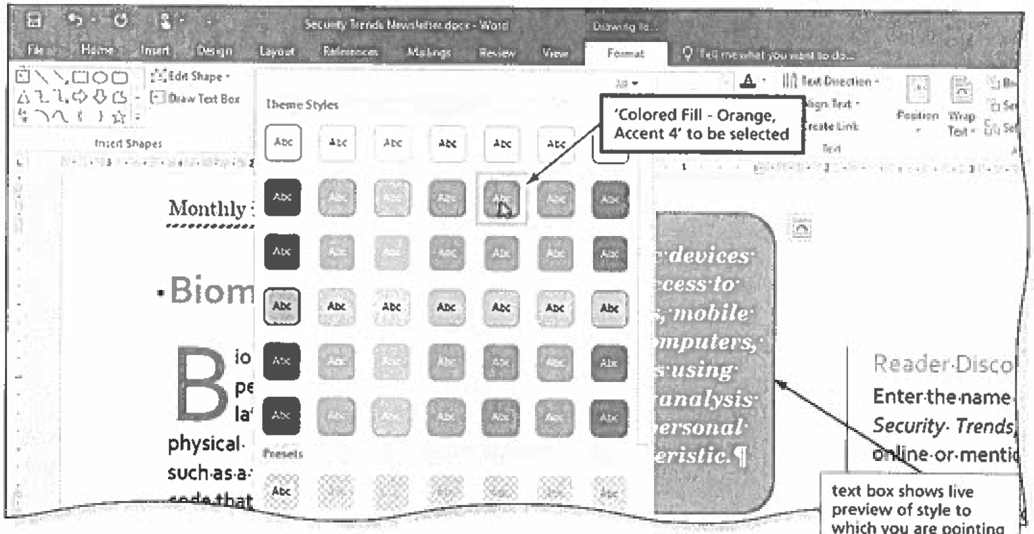

'Colored Fill - Orange, Accent 4' to be selected
text box shows live preview of style to which you are pointing in gallery

Figure 7–54

BTW

Text Box Styles
Like other drawing objects or pictures, text boxes can be formatted or have styles applied. You can change the fill in a text box by clicking the Shape Fill button or arrow (Drawing Tools Format tab | Shape Styles group), add an outline to a text box by clicking the Shape Outline button or arrow (Drawing Tools Format tab | Shape Styles group), and apply an effect, such as shadow or 3-D effects, by clicking the Shape Effects button (Drawing Tools Format tab | Shape Styles group).

To Position a Text Box

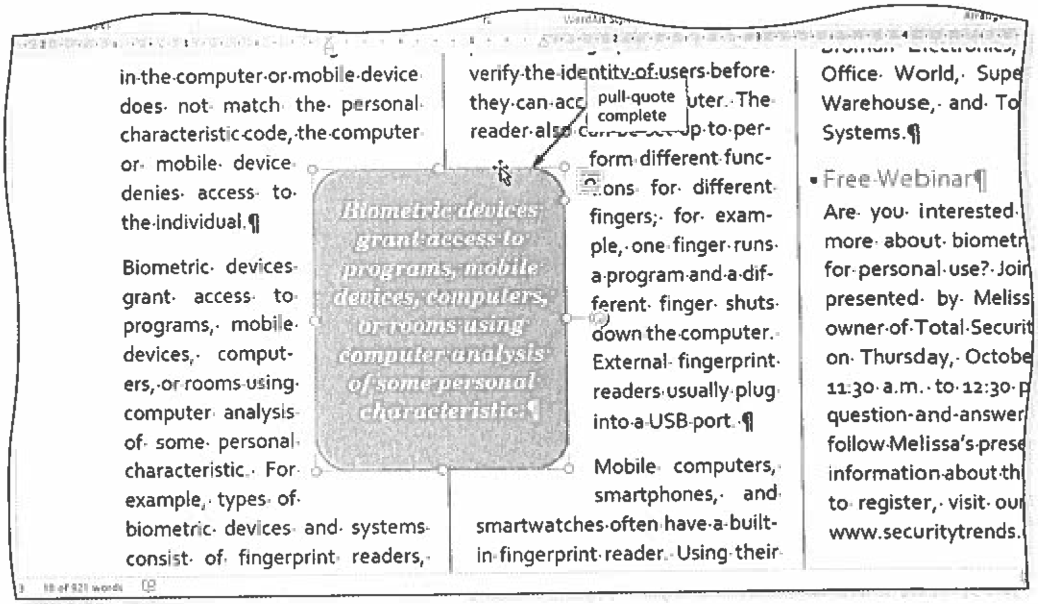
The following steps move the text box to the desired location in the newsletter.

1. With the text box still selected, drag the text box to its new location (Figure 7–55). You may need to drag and/or resize the text box a couple of times so that it looks similar to this figure.

BTW

Moving Text Boxes

To move a text box using the keyboard, select the text box and then press the arrow keys on the keyboard. For example, each time you press the down arrow key, the selected text box moves down one line.



in the computer or mobile device does not match the personal characteristic code, the computer or mobile device denies access to the individual.¶

Biometric devices grant access to programs, mobile devices, computers, or rooms using computer analysis of some personal characteristic. For example, types of biometric devices and systems consist of fingerprint readers,

Biometric devices grant access to programs, mobile devices, computers, or rooms using computer analysis of some personal characteristic.¶

verify the identity of users before they can acc uter. The reader als p to perform different func ons for different fingers; for example, one finger runs a program and a different finger shuts down the computer. External fingerprint readers usually plug into a USB port.¶

Mobile computers, smartphones, and smartwatches often have a built-in fingerprint reader. Using their

Office World, Supe
Warehouse, and To
Systems.¶

- Free Webinar¶

Are you interested
more about biometr
for personal use? Joi
presented by Meliss
owner of Total Securit
on Thursday, Octobe
11:30 a.m. to 12:30 p
question-and-answer
follow Melissa's prese
information about th
to register, visit ou
www.securitytrends.

pull-quote complete

Figure 7–55

2. Click outside the text box to remove the selection.

Q&A

Why does my text wrap differently around the text box?

Differences in wordwrap often relate to the printer used by your computer. Thus, your document may wordwrap around the text box differently.

3. If the jump-to line, which is supposed to appear at the bottom of the second column (shown in Figure 7–56), moved to the top of the third column, position the insertion point in the article title (Biometrics) and decrease the spacing before and after (Layout tab) until the jump-to line moves back to the bottom of the second column.

4. Save the newsletter again on the same storage location with the same file name.

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 Security Trends Newsletter, and continue following the steps from this location forward.

Formatting the Second Page of the Newsletter

The second page of the newsletter (shown in Figure 7–1b at the beginning of this module) continues the feature article that began in the first two columns on the first page. The nameplate on the second page is less elaborate than the one on the first page of the newsletter. In addition to the text in the feature article, page two contains a graphic. The following sections format the second page of the newsletter in this project.

CONSIDER THIS

How do you create a nameplate for inner pages of a newsletter?

The top of the inner pages of a newsletter may or may not have a nameplate. If you choose to create one for your inner pages, it should not be the same as, or compete with, the one on the first page. Inner page nameplates usually contain only a portion of the nameplate from the first page of a newsletter.

To Change Column Formatting

4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The document currently is formatted in three columns. The nameplate at the top of the second page, however, should be in a single column. *Why? The nameplate should span across the top of the three columns below it.* The next step, then, is to change the number of columns at the top of the second page from three to one.

As discussed earlier in this project, Word requires a new section each time you change the number of columns in a document. Thus, you first must insert a continuous section break and then format the section to one column so that the nameplate can be entered on the second page of the newsletter. The following steps insert a continuous section break and then change the column format.

❶

- If you have a blank page between the first and second pages of the newsletter, position the insertion point to the left of the paragraph mark at the end of the third column on the first page of the newsletter and then press the DELETE key as many times as necessary to delete the blank line causing the overflow.
- Position the insertion point at the upper-left corner of the second page of the newsletter (to the left of F in Face).
- 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 7–56).

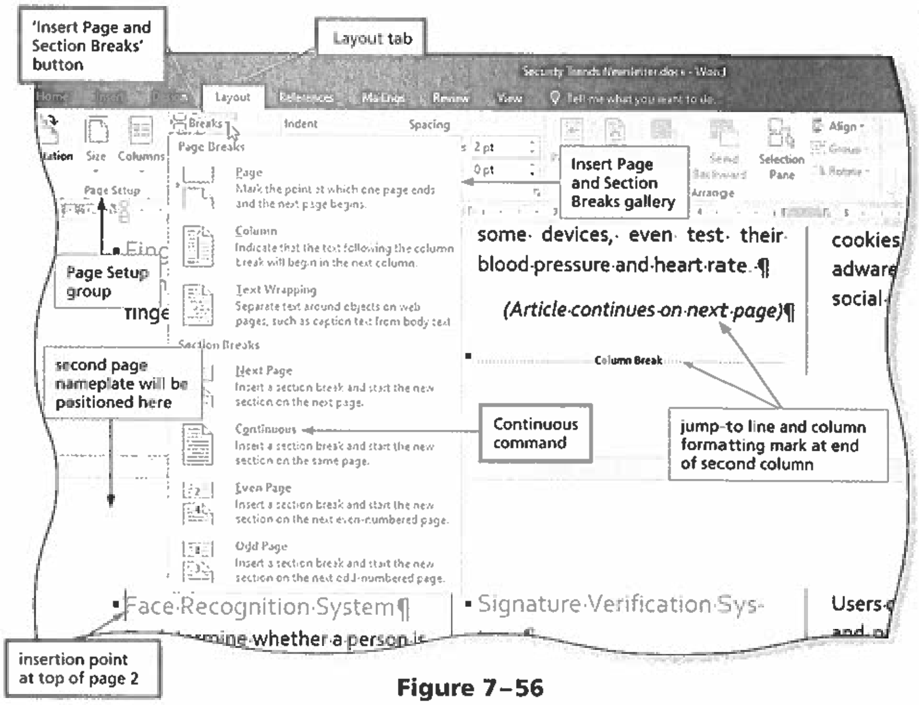

'Insert Page and Section Breaks' button
Layout tab
Insert Page and Section Breaks gallery
Page Setup group
second page nameplate will be positioned here
Continuous command
jump-to line and column formatting mark at end of second column
insertion point at top of page 2
Breaks
Page Breaks
Page
Mark the 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.
some devices, even test their blood pressure and heart rate.¶
(Article continues on next page)¶
Column Break
Face Recognition System¶
Signature Verification Sys-

Figure 7–56

❷

- Click Continuous in the Insert Page and Section Breaks gallery to insert a continuous section break above the insertion point.
- Press the UP ARROW key to position the insertion point to the left of the continuous section break just inserted.
- Click the 'Add or Remove Columns' button (Layout tab | Page Setup group) to display the Add or Remove Columns gallery (Figure 7–57).

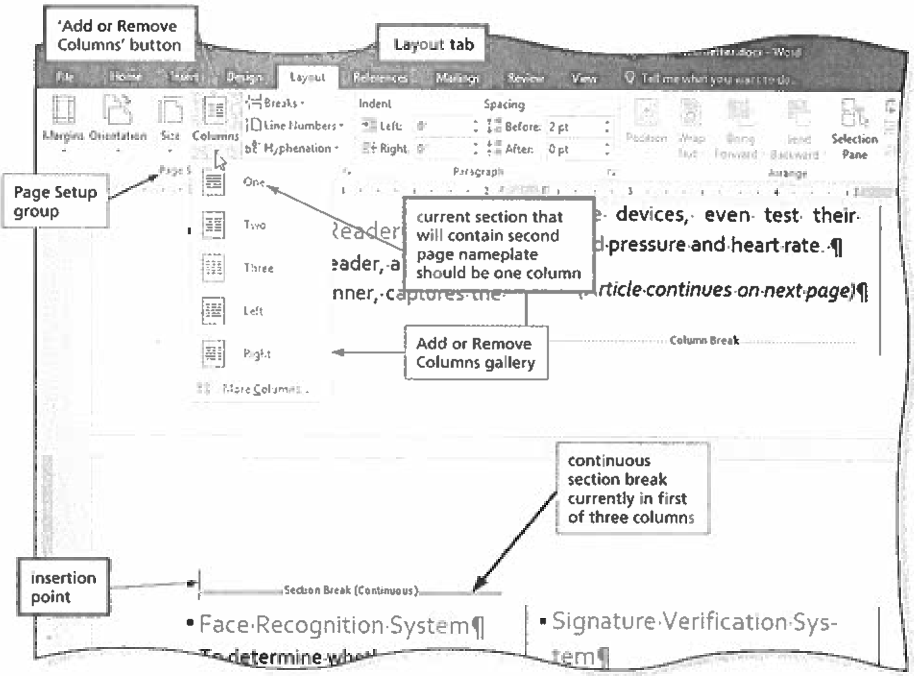

'Add or Remove Columns' button
Layout tab
Page Setup group
current section that will contain second page nameplate should be one column
Add or Remove Columns gallery
continuous section break currently in first of three columns
insertion point
One
Two
Three
Left
Right
More Columns...
Section Break (Continuous)
Column Break
Face Recognition System¶
Signature Verification Sys-tem¶

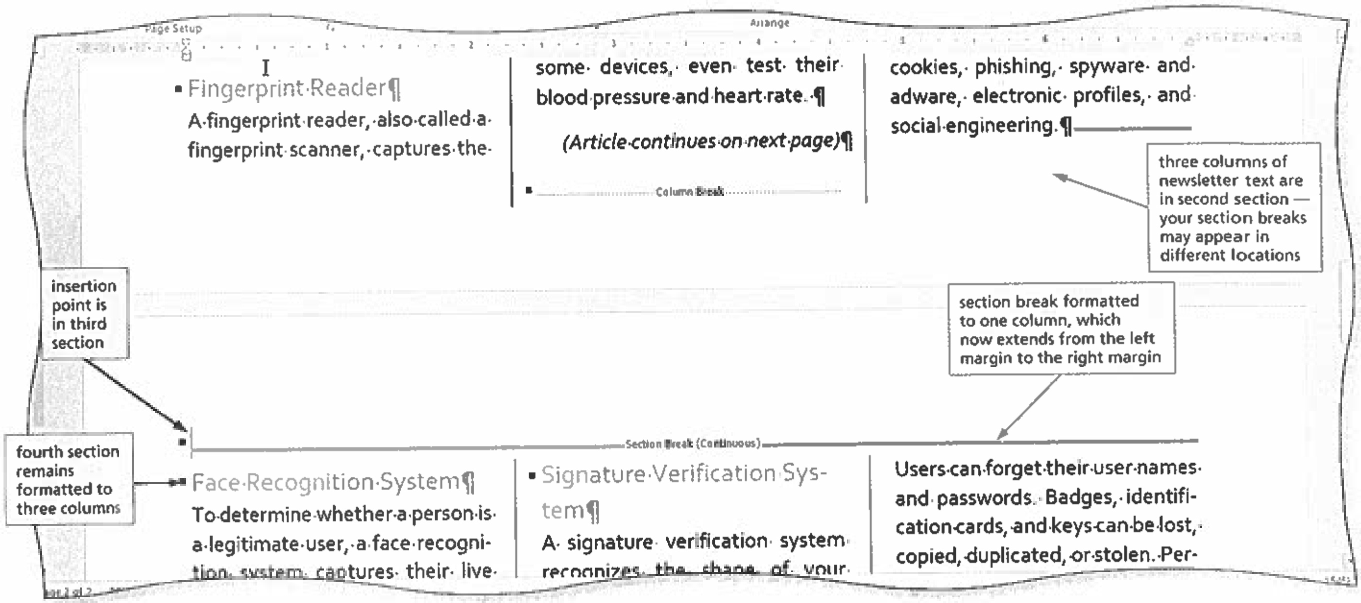
Figure 7–57

❸

- Click One in the Add or Remove Columns gallery to format the current section to one column, which now is ready for the second page nameplate.
- If necessary, scroll to display the bottom of the first page and the top of the second page, so that you can see the varying columns in the newsletter (Figure 7–58).

Q&A Can I change the column format of existing text?

Yes. If you already have typed text and would like it to be formatted in a different number of columns, select the text, click the 'Add or Remove Columns' button (Layout tab | Page Setup group), and then click the number of columns desired in the Add or Remove Columns gallery. Word automatically creates a new section for the newly formatted columns.



Fingerprint Reader¶
A fingerprint reader, also called a fingerprint scanner, captures the

some devices, even test their blood pressure and heart rate.¶

(Article continues on next page)¶

cookies, phishing, spyware and adware, electronic profiles, and social engineering.¶

Face Recognition System¶
To determine whether a person is a legitimate user, a face recognition system captures their live

Signature Verification System¶
A signature verification system recognizes the shape of your

Users can forget their user names and passwords. Badges, identification cards, and keys can be lost, copied, duplicated, or stolen. Per-

three columns of newsletter text are in second section — your section breaks may appear in different locations

insertion point is in third section

section break formatted to one column, which now extends from the left margin to the right margin

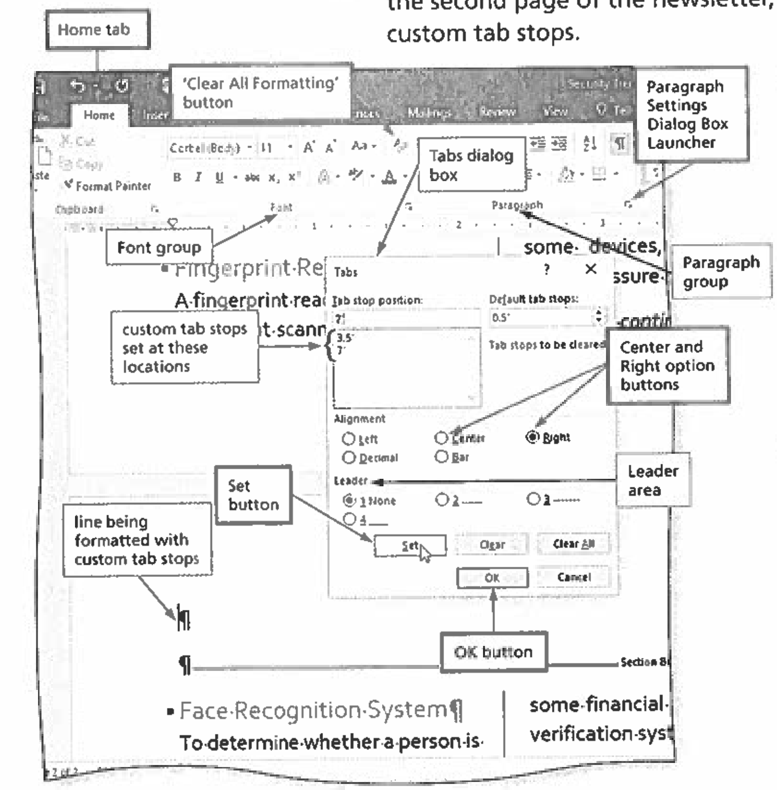
fourth section remains formatted to three columns

Figure 7–58

To Set Custom Tab Stops Using the Tabs Dialog Box

The nameplate on the second page of the newsletter contains the text, Monthly Newsletter, at the left margin, the newsletter title in the center, and the issue number at the right margin (shown in Figure 7–1a at the beginning of this module). To properly align the text in the center and at the right margin, you will set custom tab stops at these locations. The following steps set custom tab stops.

1. Press the ENTER key twice and then position the insertion point on the first line of the second page of the newsletter, which is the paragraph to be formatted with the custom tab stops.



Tab stop position: 7
3.5
7

Fingerprint Reader¶
A fingerprint reader, also called a fingerprint scanner

some devices, even test their blood pressure

Face Recognition System¶
To determine whether a person is

some financial verification sys

Home tab

'Clear All Formatting' button

Tabs dialog box

Paragraph Settings Dialog Box Launcher

Font group

Paragraph group

custom tab stops set at these locations

Center and Right option buttons

Leader area

Set button

line being formatted with custom tab stops

OK button

Figure 7–59

2. Display the Home tab and then click the 'Clear All Formatting' button (Home tab | Font group) to apply the Normal style to the first line on the second page of the newsletter.

3. Click the Paragraph Settings Dialog Box Launcher (Home tab | Paragraph group) to display the Paragraph dialog box and then click the Tabs button (Paragraph dialog box) to display the Tabs dialog box.

4. Type `3.5` in the Tab stop position text box (Tabs dialog box), click Center in the Alignment area to specify the tab stop alignment, and then click the Set button to set the custom tab stop.

5. Type `7` in the Tab stop position text box (Tabs dialog box), click Right in the Alignment area to specify the tab stop alignment, and then click the Set button to set the custom tab stop (Figure 7–59).

6. Click the OK button to set custom tab stops using the specified alignments.

To Format and Enter Text and Add a Border

The following steps enter the newsletter title at the top of the second page in the third section.

① With the insertion point on the first line of the second page of the newsletter, click the Font Color arrow and then change the font color of the current text to 'Teal, Accent 5, Darker 50%' (ninth column, bottom row). Change the font to Century Schoolbook (or a similar font) and then type `Monthly Newsletter` at the left margin.

If requested by your instructor, enter your name instead of the word, Monthly.

② Press the TAB key to advance the insertion point to the centered tab stop. Increase the font size to 14 point and then click the Bold button (Home tab | Font group) to bold the text. Type `Security Trends` at the centered tab stop.

③ Press the TAB key to advance the insertion point to the right-aligned tab stop. Reduce the font size to 11 point and then click the Bold button (Home tab | Font group) to turn off the bold format. Type `Issue 15` at the right-aligned tab stop.

④ Click the Borders button (Home tab | Paragraph group) to add a bottom border (shown in Figure 7–60).

Q&A Why is the border formatted already?

When you define a custom border, Word uses that custom border the next time you click the Borders button in the Borders gallery.

BTW

Leader Characters

Leader characters, such as a series of dots, often are used in a table of contents to precede page numbers. Four types of leader characters, which Word places in the space occupied by a tab character, are available in the Leader area of the Tabs dialog box (shown in Figure 7–59).

To Enter Text

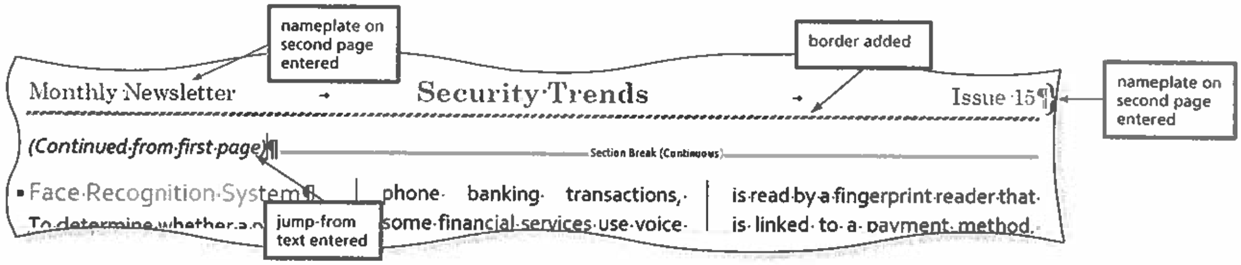
The second page of the feature article on the second page of this newsletter begins with a jump-from line (the continued message) immediately below the nameplate. The next steps enter the jump-from line.

① Position the insertion point on the blank line above the heading, Face Recognition System, to the left of the paragraph mark.

② Click the 'Clear All Formatting' button (Home tab | Font group) to apply the Normal style to the location of the insertion point.

③ Press CTRL+I to turn on the italic format.

④ Type `(Continued from first page)` and then press CTRL+I to turn off the italic format (Figure 7–60).


nameplate on second page entered
border added
nameplate on second page entered
jump-from text entered
Section Break (Continuous)

Monthly·Newsletter → Security·Trends → Issue·15¶

(Continued·from·first·page)¶

▪ Face·Recognition·System¶ | phone· banking· transactions,· some·financial·services·use·voice· | is·read·by·a·fingerprint·reader·that· is·linked·to·a·payment·method.

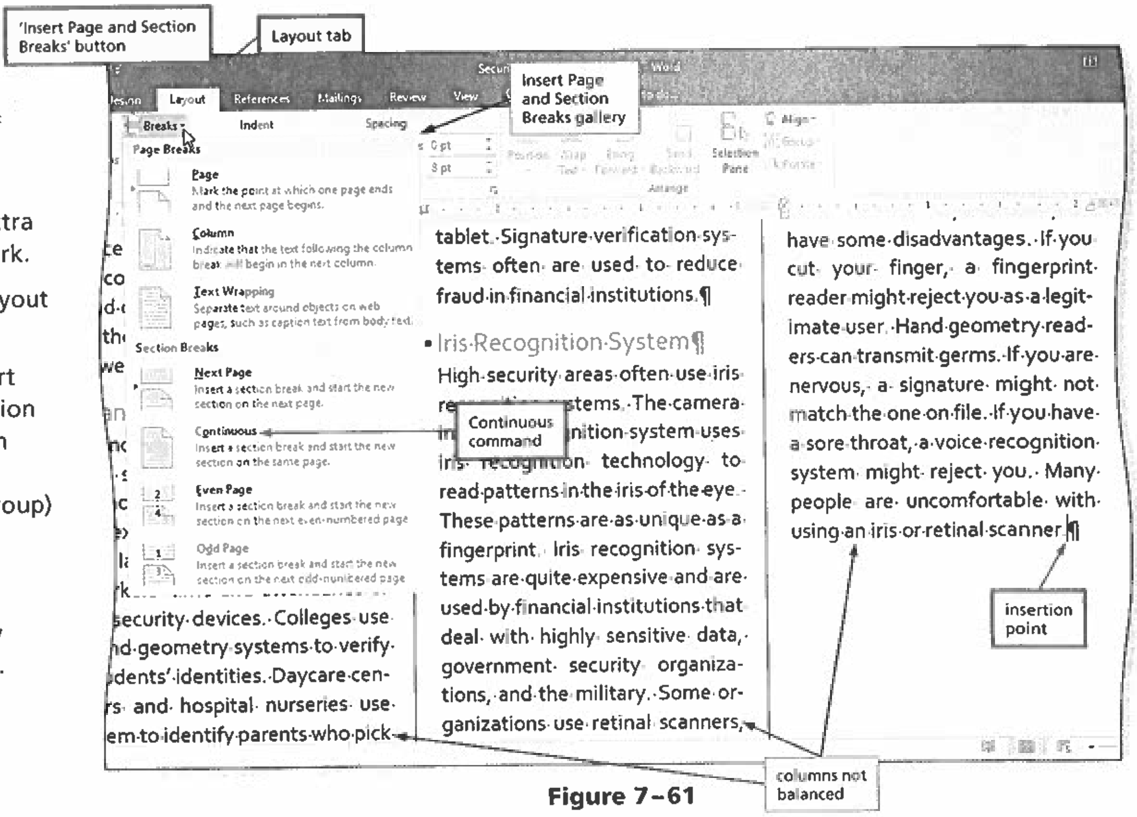
Figure 7–60

To Balance Columns

Currently, the text on the second page of the newsletter completely fills up the first and second columns and almost fills the third column. The text in the three columns should consume the same amount of vertical space. *Why? Typically, the text in columns of a newsletter is balanced.* To balance columns, you insert a continuous section break at the end of the text. The following steps balance columns.

①

- Scroll to the bottom of the text in the third column on the second page of the newsletter and then position the insertion point at the end of the text.
- If an extra paragraph mark is below the last line of text, press the DELETE key to remove the extra paragraph mark.
- 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 7–61).


Layout
References
Mailings
Review
View
Breaks
Indent
Spacing
0 pt
8 pt
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.
Selection Pane
Arrange

'Insert Page and Section Breaks' button

Layout tab

Insert Page and Section Breaks gallery

Continuous command

insertion point

columns not balanced

security devices. Colleges use hand geometry systems to verify students' identities. Daycare centers and hospital nurseries use them to identify parents who pick

tablet. Signature verification systems often are used to reduce fraud in financial institutions.¶

- Iris Recognition System¶

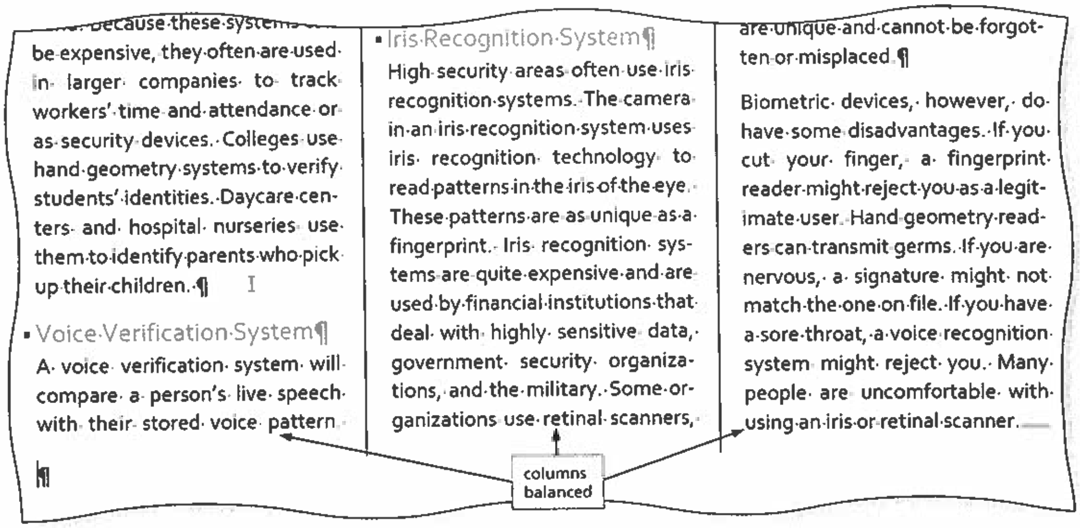
High security areas often use iris recognition systems. The camera in an iris recognition system uses iris recognition technology to read patterns in the iris of the eye. These patterns are as unique as a fingerprint. Iris recognition systems are quite expensive and are used by financial institutions that deal with highly sensitive data, government security organizations, and the military. Some organizations use retinal scanners,

have some disadvantages. If you cut your finger, a fingerprint reader might reject you as a legitimate user. Hand geometry readers can transmit germs. If you are nervous, a signature might not match the one on file. If you have a sore throat, a voice recognition system might reject you. Many people are uncomfortable with using an iris or retinal scanner.¶

Figure 7–61

②

- Click Continuous in the Insert Page and Section Breaks gallery to insert a continuous section break, which balances the columns on the second page of the newsletter (Figure 7–62).
- Save the newsletter again on the same storage location with the same file name.



...because these systems can be expensive, they often are used in larger companies to track workers' time and attendance or as security devices. Colleges use hand geometry systems to verify students' identities. Daycare centers and hospital nurseries use them to identify parents who pick up their children.¶

- Voice Verification System¶

A voice verification system will compare a person's live speech with their stored voice pattern.

¶

- Iris Recognition System¶

High security areas often use iris recognition systems. The camera in an iris recognition system uses iris recognition technology to read patterns in the iris of the eye. These patterns are as unique as a fingerprint. Iris recognition systems are quite expensive and are used by financial institutions that deal with highly sensitive data, government security organizations, and the military. Some organizations use retinal scanners,

are unique and cannot be forgotten or misplaced.¶

Biometric devices, however, do have some disadvantages. If you cut your finger, a fingerprint reader might reject you as a legitimate user. Hand geometry readers can transmit germs. If you are nervous, a signature might not match the one on file. If you have a sore throat, a voice recognition system might reject you. Many people are uncomfortable with using an iris or retinal scanner.

columns balanced

Figure 7–62

Modifying and Formatting a SmartArt Graphic

Recall from Module 4 that Microsoft Office includes **SmartArt graphics**, which are visual representations of ideas. Many different types of SmartArt graphics are available, allowing you to choose one that illustrates your message best.

In this newsletter, a SmartArt graphic is positioned on the second page, at the top of the second column. Because the columns are small in the newsletter, it is best to work with a SmartArt graphic in a separate document window so that you easily can see all of its components. When finished editing the graphic, you can copy and paste it in the newsletter. You will follow these steps for the SmartArt graphic in this newsletter:

1. Open the document that contains the SmartArt graphic for the newsletter.
2. Modify the layout of the graphic.
3. Add a shape and text to the graphic.
4. Format a shape and the graphic.
5. Copy and paste the graphic in the newsletter.
6. Resize the graphic and position it in the desired location.

To Open a Document from Word

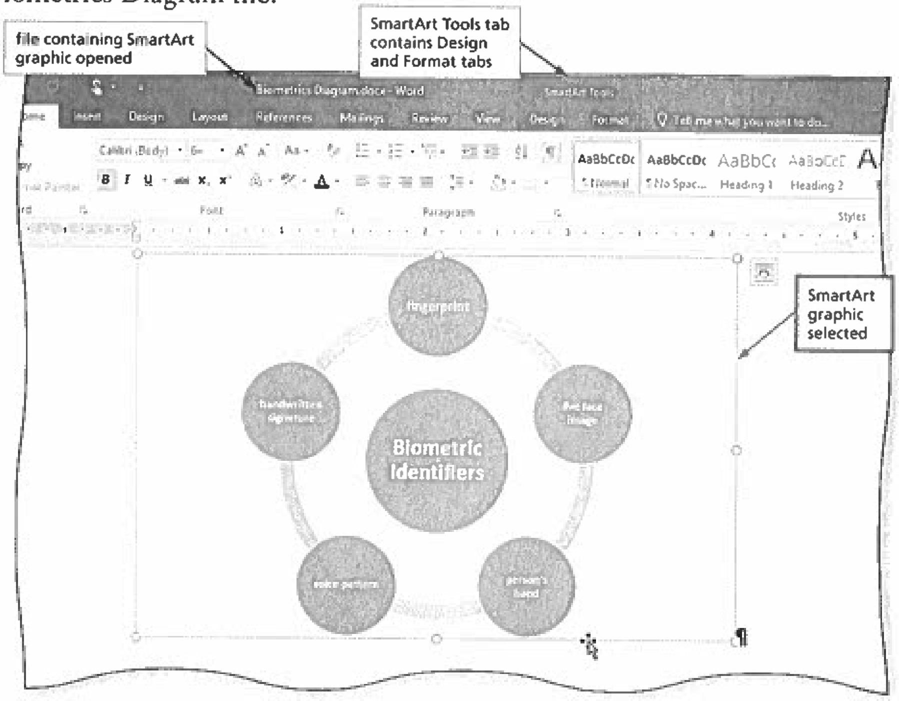
The first draft of the SmartArt graphic is in a file called Biometrics Diagram on the Data Files. Please contact your instructor for information about accessing the Data Files. The following steps open the Biometrics Diagram file.

① Navigate to the location of the Data Files on your hard drive, OneDrive, or other storage location.

② Open the file named Biometrics Diagram on the Data Files.

③ Click the graphic to select it and display the SmartArt Tools Design and Format tabs (Figure 7–63).

Q&A Is the *Security Trends* Newsletter file still open?
Yes. Leave it open because you will copy the modified diagram to the second page of the newsletter.



file containing SmartArt graphic opened

SmartArt Tools tab contains Design and Format tabs

SmartArt graphic selected

Figure 7–63

To Change the Layout of a SmartArt Graphic

5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The following step changes the layout of an existing SmartArt graphic. *Why? The SmartArt graphic currently uses the Radial Cycle layout, and this newsletter uses the Basic Radial layout.*

①

- If necessary, display the SmartArt Tools Design tab.
- Scroll through the layouts in the Layouts gallery until Basic Radial appears, if necessary, and then click Basic Radial to change the layout of the SmartArt graphic (Figure 7–64).

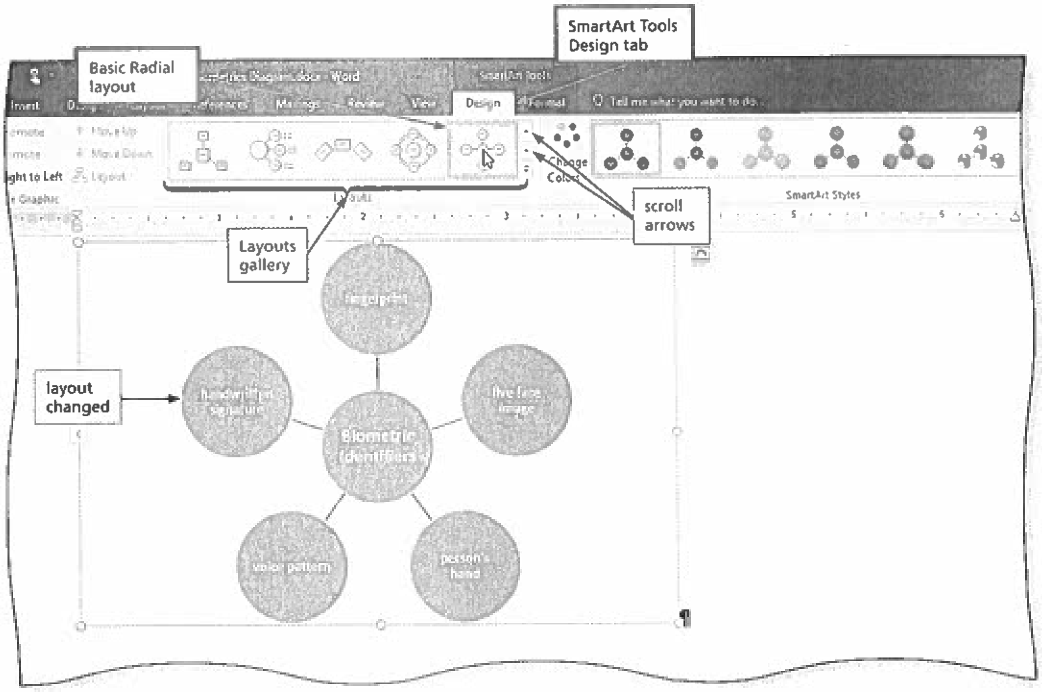

SmartArt Tools Design tab
Basic Radial layout
Layouts gallery
scroll arrows
layout changed
Biometric Identifiers
fingerprint
handwritten signature
live face image
voice pattern
person's hand

Figure 7–64

Other Ways

1. Right-click the selected graphic, click Layout button on mini toolbar and select desired layout, or click Change Layout on shortcut menu, select desired layout, click OK button

To Add a Shape to a SmartArt Graphic

The current SmartArt graphic has five perimeter shapes. This newsletter has a sixth shape. The following step adds a shape to a SmartArt graphic.

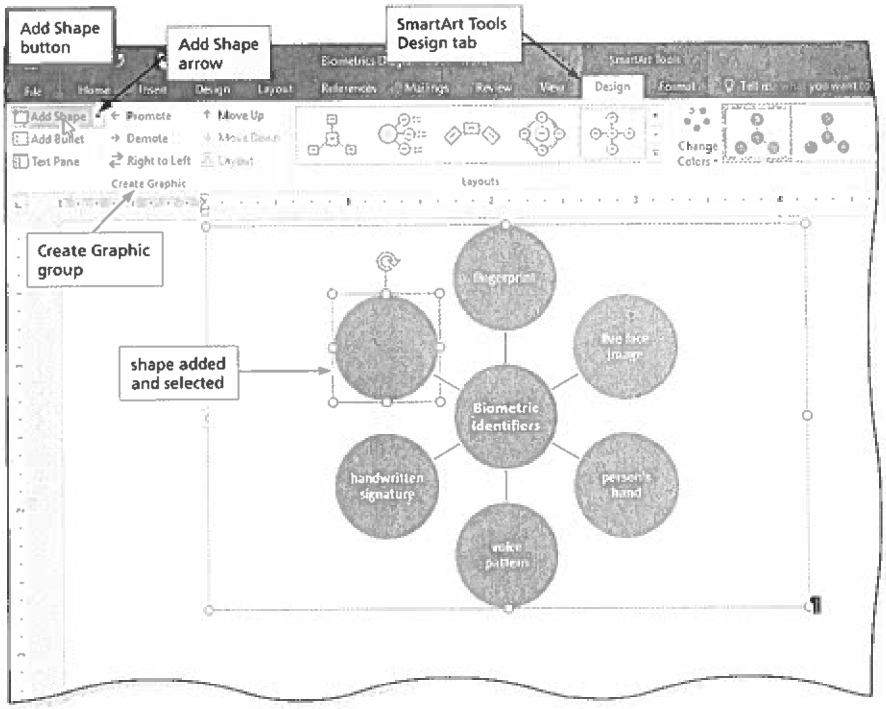

Add Shape button
Add Shape arrow
SmartArt Tools Design tab
Add Shape
Add Bullet
Text Pane
Promote
Demote
Right to Left
Move Up
Move Down
Layout
Create Graphic
Layouts
Change Colors
Create Graphic group
shape added and selected
fingerprint
live face image
Biometric Identifiers
handwritten signature
person's hand
voice pattern

Figure 7–65

① With the diagram selected, click the Add Shape button (SmartArt Tools Design tab | Create Graphic group) to add a shape to the SmartArt graphic (Figure 7–65).

Q&A

Why did my screen display a menu instead of adding a shape?

You clicked the Add Shape arrow instead of the Add Shape button. Clicking the Add Shape button adds the shape automatically; clicking the Add Shape arrow displays a menu allowing you to specify the location of the shape.

How do I delete a shape?

Select the shape by clicking it and then press the DELETE key, or right-click the shape and then click Cut on the mini toolbar or shortcut menu.

To Add Text to a SmartArt Graphic through the Text Pane

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | **5 FORMAT SECOND PAGE** | **6 ADD PAGE BORDER**

In Module 4, you added text directly to the shapes in a SmartArt graphic. In this project, you enter the text through the Text Pane. ***Why?*** *Some users prefer to enter text in the Text Pane instead of in the shape.* The following steps use the Text Pane to add text to a shape.

1

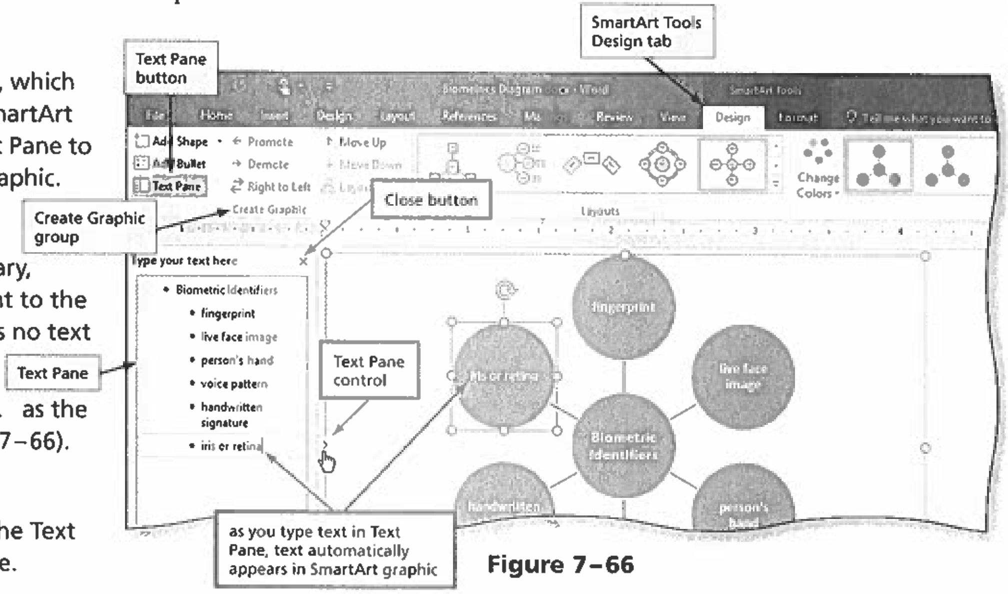
- Click the Text Pane control, which is on the left side of the SmartArt graphic, to display the Text Pane to the left of the SmartArt graphic.

2

- In the Text Pane, if necessary, position the insertion point to the right of the bullet that has no text to its right.
- Type `iris or retina` as the text for the shape (Figure 7–66).

3

- Click the Close button in the Text Pane to close the Text Pane.



Text Pane button

SmartArt Tools Design tab

Create Graphic group

Close button

Text Pane

Text Pane control

as you type text in Text Pane, text automatically appears in SmartArt graphic

Type your text here

- Biometric Identifiers
  - fingerprint
  - live face image
  - person's hand
  - voice pattern
  - handwritten signature
  - iris or retina

Figure 7–66

Q&A Can I instead close the Text Pane by clicking the Text Pane button (SmartArt Tools Design tab | Create Graphic group)?
Yes.

- Save the file containing the SmartArt graphic with a new file name on your hard drive, OneDrive, or other storage location using Biometrics Diagram Modified as the file name.

Other Ways

1. Click Text Pane button (SmartArt Tools Design tab | Create Graphic group)

To Format SmartArt Graphic Text

To format text in an entire SmartArt graphic, select the graphic and then apply the format. The following steps bold the text in the SmartArt graphic.

1 If necessary, click the shape just added to select it.

2 Display the Home tab. Click the Bold button (Home tab | Font group) to bold the text in the SmartArt graphic (shown in Figure 7–67).

To Modify Theme Effects

If you wanted to change the look of graphics, such as SmartArt graphics, you would perform the following steps to change the theme effects.

1. Click the Theme Effects button (Design tab | Document Formatting group).
2. Click the desired effect in the Theme Effects gallery.

To Save Customized Themes

When you modify the theme effects, theme colors, or theme fonts, you can save the modified theme for future use. If you wanted to save a customized theme, you would perform the following steps.

1. Click the Themes button (Design tab | Document Formatting group) to display the Themes gallery.

BTW

Demoting Text Pane Text

Instead of pressing the TAB key in the Text Pane, you could click the Demote Selection button (SmartArt Tools Design tab | Create Graphic group) to increase (or move to the right) the indent for a bulleted item. You also can click the Promote Selection button (SmartArt Tools Design tab | Create Graphic group) to decrease (or move to the left) the indent for a bulleted item.

BTW

Clipboard Task Pane and Icon

You can control when the Clipboard task pane appears on the Word screen and the Office Clipboard icon appears in the notification area on the taskbar. To do this, first display the Clipboard task pane by clicking the Clipboard Dialog Box Launcher on the Home tab. Next, click the Options button at the bottom of the Clipboard task pane and then click the desired option on the menu. For example, if you want to be able to open the Clipboard task pane by clicking the Office Clipboard icon on the Windows taskbar, click 'Show Office Clipboard Icon on Taskbar' on the Options menu.

2. Click 'Save Current Theme' in the Themes gallery.
3. Enter a theme name in the File name box (Save Current Theme dialog box).
4. Click the Save button to add the saved theme to the Themes gallery.

Copying and Pasting

The next step is to copy the SmartArt graphic from this document window and then paste it in the newsletter. To copy from one document and paste into another, you can use the Office Clipboard. Through the Office Clipboard, you can copy multiple items from any Office document and then paste them into the same or another Office document by following these general guidelines:

1. Items are copied *from* a **source document**. If the source document is not the active document, display it in the document window.
2. Open the Office Clipboard task pane and then copy items from the source document to the Office Clipboard.
3. Items are copied *to* a **destination document**. If the destination document is not the active document, display the destination document in the document window.
4. Paste items from the Office Clipboard to the destination document.

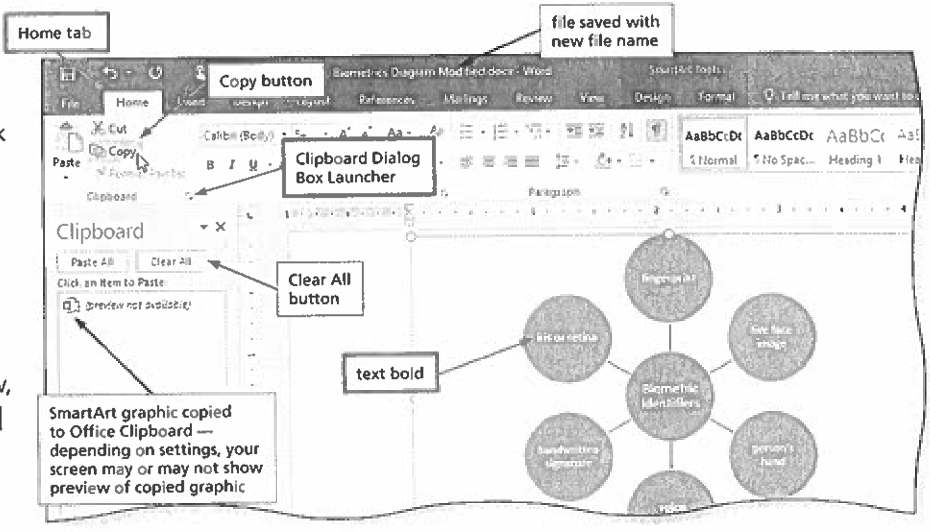
To Copy a SmartArt Graphic Using the Office Clipboard

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The following step copies the SmartArt graphic to the Office Clipboard. ***Why?** Sometimes you want to copy multiple items to the Office Clipboard through the Clipboard task pane and then paste them later.*

①

- Click the Clipboard Dialog Box Launcher (Home tab | Clipboard group) to open the Clipboard task pane.
- If the Office Clipboard in the Clipboard task pane is not empty, click the Clear All button in the Clipboard task pane.
- With the SmartArt graphic selected in the document window, click the Copy button (Home tab | Clipboard group) to copy the selected text to the Clipboard (Figure 7–67).



Home tab

file saved with new file name

Copy button

Clipboard Dialog Box Launcher

Clear All button

text bold

SmartArt graphic copied to Office Clipboard — depending on settings, your screen may or may not show preview of copied graphic

Figure 7–67

Other Ways

1. With Clipboard task pane open, right-click selected item, click Copy on mini toolbar or shortcut menu
2. With Clipboard task pane open and item to copy selected, press CTRL+C

To Switch from One Open Document to Another

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The following steps switch from the open Biometrics Diagram Modified document (the source document) to the open Security Trends Newsletter document (the destination document). ***Why?** You want to paste the copied diagram into the newsletter document.*

❶

- Point to the Word app button on the taskbar to display a live preview of the open documents or window titles of the open documents, depending on your computer's configuration (Figure 7–68).

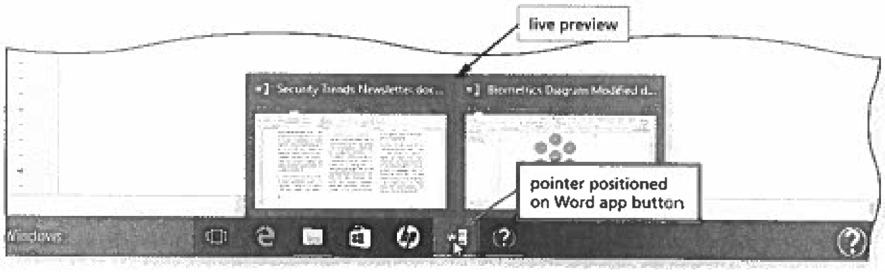

live preview
Security Trends Newsletter.doc...
Biometrics Diagram Modified d...
pointer positioned on Word app button
Windows

Figure 7–68

❷

- Click the live preview of the Security Trends Newsletter on the Windows taskbar to display the selected document in the document window (shown in Figure 7–69).

Other Ways

1. Click Switch Windows button (View tab | Window group), click document name
2. Press ALT+TAB

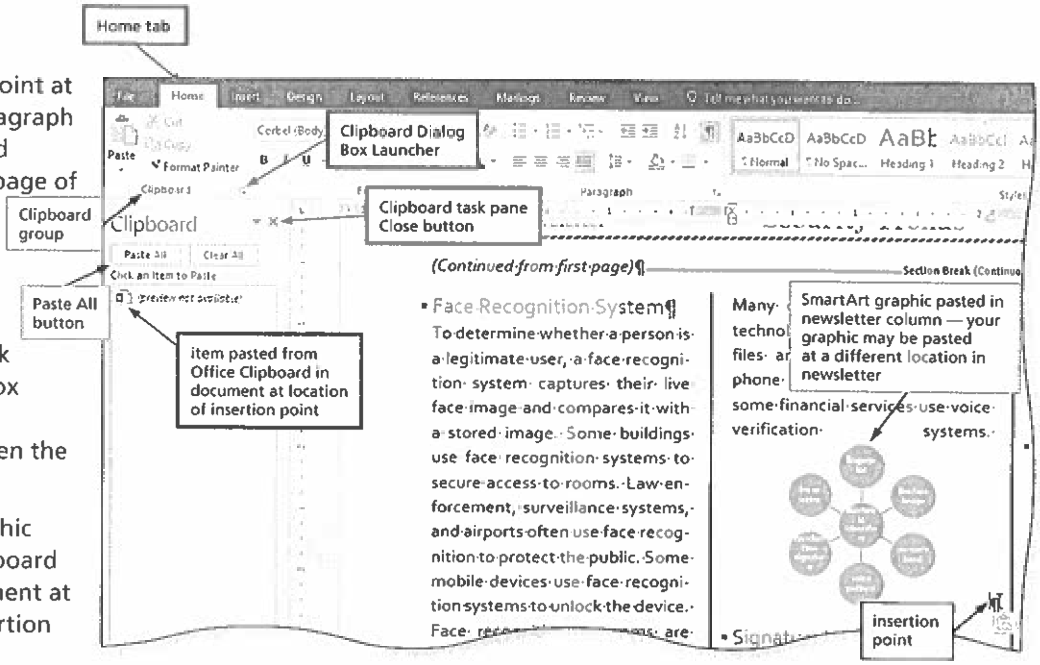
To Paste from the Office Clipboard

1 CREATE NAMEPLATE FOR FIRST PAGE | 2 FORMAT FIRST PAGE | 3 CREATE PULL-QUOTE
4 CREATE NAMEPLATE FOR SECOND PAGE | 5 FORMAT SECOND PAGE | 6 ADD PAGE BORDER

The following steps paste from the Office Clipboard. ***Why?*** *You want to paste the copied SmartArt graphic into the destination document, in this case, the newsletter document.*

❶

- Position the insertion point at the end of the first paragraph at the top of the second column on the second page of the newsletter.
- If the Clipboard task pane is not open on the screen, display the Home tab and then click the Clipboard Dialog Box Launcher (Home tab | Clipboard group) to open the Clipboard task pane.
- Click the SmartArt graphic entry in the Office Clipboard to paste it in the document at the location of the insertion point (Figure 7–69).


Home tab
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Cut
Copy
Paste
Format Painter
Clipboard
Corbel (Body)
Clipboard Dialog Box Launcher
Paragraph
Styles
AaBbCcD Normal
AaBbCcD No Spac...
AaBb Heading 1
AaBbCcI Heading 2
Clipboard group
Clipboard
Clipboard task pane Close button
Paste All
Clear All
Click an Item to Paste:
Preview not available
Paste All button
item pasted from Office Clipboard in document at location of insertion point
Section Break (Continuous)
SmartArt graphic pasted in newsletter column — your graphic may be pasted at a different location in newsletter
insertion point

(Continued from first page)¶

- Face Recognition Systems¶

To determine whether a person is a legitimate user, a face recognition system captures their live face image and compares it with a stored image. Some buildings use face recognition systems to secure access to rooms. Law enforcement, surveillance systems, and airports often use face recognition to protect the public. Some mobile devices use face recognition systems to unlock the device. Face reco... are

Many ... techno... files ar... phone ... some financial services use voice verification systems.

- Signat...

Figure 7–69

Q&A

What if my pasted graphic is in a different location?
The location of your graphic may differ. You will move the graphic in the next steps.

Does the destination document have to be a different document?
No. The source and destination documents can be the same document.

What is the function of the Paste All button?
If you have multiple items on the Office Clipboard, it pastes all items in a row, without any characters between them, at the location of the insertion point or selection.

②
- Click the Close button in the Clipboard task pane.

Other Ways

1. With Clipboard task pane open, right-click selected item, click Paste on shortcut menu
2. With Clipboard task pane open, press CTRL+V

To Format a Graphic as Floating

The text in the newsletter should wrap tightly around the graphic; that is, the text should conform to the graphic's shape. Thus, the next step is to change the graphic from inline to floating with a wrapping style of tight. The following steps format the graphic as floating with tight wrapping.

① Click the SmartArt graphic to select it.

② With the SmartArt graphic selected, click the Layout Options button that is attached to the graphic to display the Layout Options gallery.

③ Click Tight in the Layout Options gallery to change the graphic from inline to floating with tight wrapping.

④ Close the Layout Options gallery.

To Format and Position the SmartArt Graphic

The next tasks are to change the color of the graphic, increase its size, and then position it at the top of the second column on the second page. The following steps format and then position the graphic.

① With the graphic selected, click the Change Colors button (SmartArt Design tab | SmartArt Styles group) and then click 'Colored Fill - Accent 4'.

② Drag the sizing handles outward until the graphic is approximately the same size as shown in Figure 7–70, which has a height of 3.32" and a width of 4.25". (Verify the dimensions of the graphic in the Height and Width boxes (SmartArt Tools Format tab | Size group)).

③ Drag the edge of the graphic to the location shown in Figure 7–70. You may have to drag the graphic a couple of times to position it similarly to the figure.

④ If the newsletter spills onto a third page, reduce the size of the SmartArt graphic. You may need to delete an extra paragraph mark at the end of the document, as well.

BTW

Space around Graphics

The space between a graphic and the text, which sometimes is called the run-around, should be at least 1/8" and should be the same for all graphics in a document. Adjust the run-around of a selected floating graphic by doing the following: click the Wrap Text button (SmartArt Tools Format tab | Arrange group), click 'More Layout Options' on the Wrap Text menu, click the Position tab (Layout dialog box), adjust the values in the Horizontal and Vertical boxes, and then click the OK button.

TO LAYER THE SMARTART GRAPHIC IN FRONT OF TEXT

In Word, you can layer objects on top of or behind other objects. If you wanted to layer the SmartArt graphic on top of all text, you would perform the following steps.

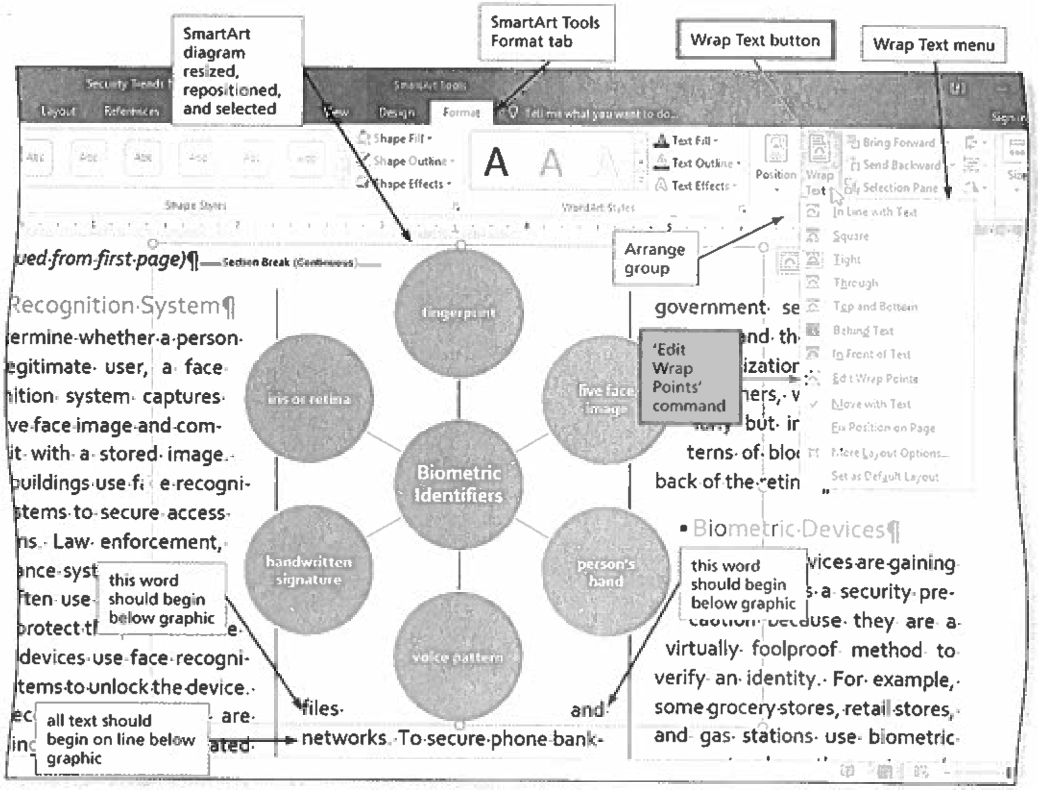
1. Click the SmartArt graphic to select it. Click the Bring Forward arrow (SmartArt Tools Format tab | Arrange group) to display the Bring Forward menu.
2. Click 'Bring in Front of Text' on the Bring Forward menu to position the selected object on top of all text.

To Edit Wrap Points in an Object

In Word, you can change how text wraps around an object, called editing wrap points. The following steps edit the wrap points in the SmartArt diagram at the top of the second page of the newsletter. *Why? You want to ensure that text starts on a complete line below the bottom of the graphic.*

①

- If necessary, click the SmartArt graphic to select it. Click the Wrap Text button (SmartArt Tools Format tab | Arrange group) to display the Wrap Text menu (Figure 7–70).



SmartArt diagram resized, repositioned, and selected

SmartArt Tools Format tab

Wrap Text button

Wrap Text menu

Arrange group

'Edit Wrap Points' command

this word should begin below graphic

this word should begin below graphic

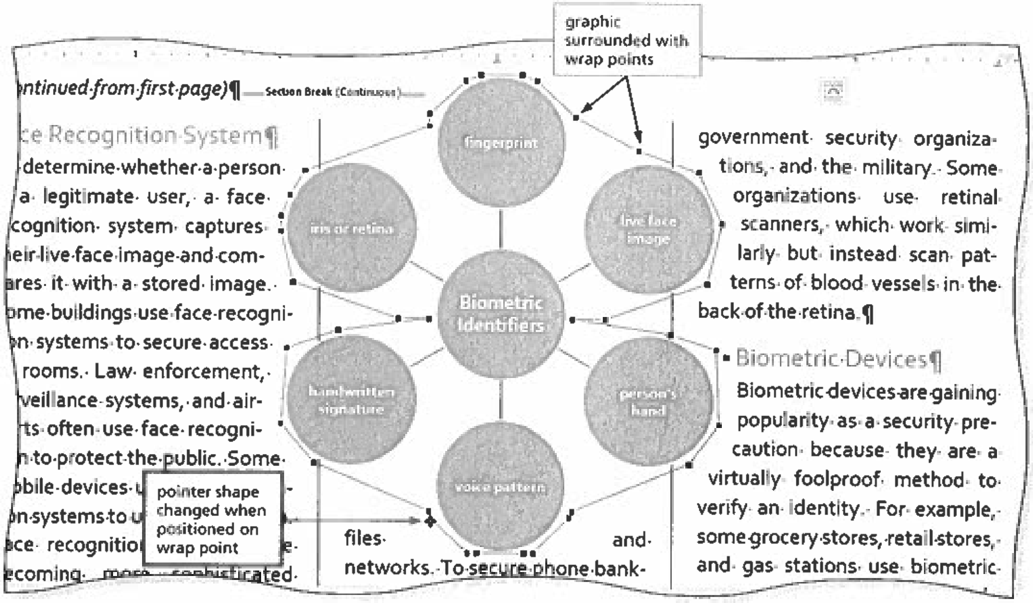
all text should begin on line below graphic

Format
Shape Fill
Shape Outline
Shape Effects
Shape Styles
Text Fill
Text Outline
Text Effects
WordArt Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
Move with Text
Fix Position on Page
More Layout Options...
Set as Default Layout
fingerprint
iris or retina
live face image
Biometric Identifiers
handwritten signature
person's hand
voice pattern

Figure 7–70

②

- Click 'Edit Wrap Points' on the Wrap Text menu to display wrap points around the graphic.
- Position the pointer on the black wrap point to the lower-left of the shape in the diagram containing the text, voice pattern, as shown in Figure 7–71, so that the pointer changes to a four-headed dot.



graphic surrounded with wrap points

pointer shape changed when positioned on wrap point

government security organizations, and the military. Some organizations use retinal scanners, which work similarly but instead scan patterns of blood vessels in the back of the retina.¶

Biometric Devices¶

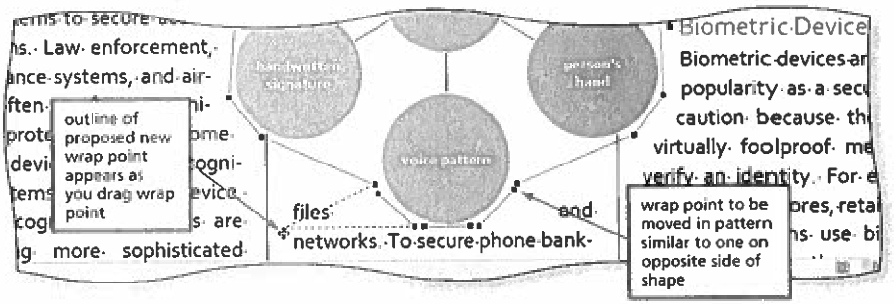
Biometric devices are gaining popularity as a security precaution because they are a virtually foolproof method to verify an identity. For example, some grocery stores, retail stores, and gas stations use biometric

fingerprint
iris or retina
live face image
Biometric Identifiers
handwritten signature
person's hand
voice pattern

Figure 7–71

3

- Drag the black wrap point to the lower-left of the graphic as shown in Figure 7–72, so that the text (the word, files, in this case) will appear on a complete line below the shape.



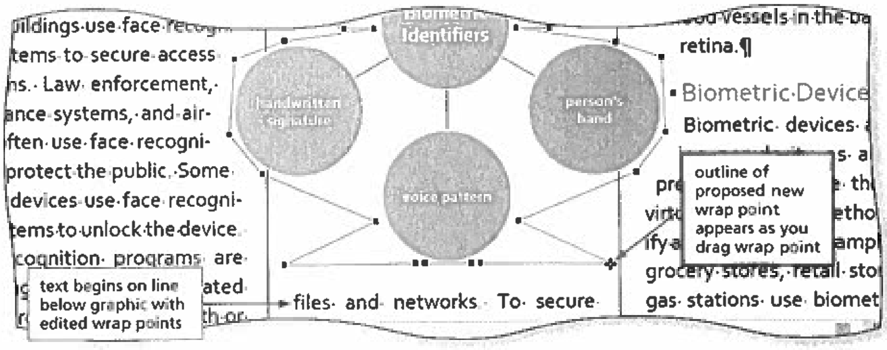
outline of proposed new wrap point appears as you drag wrap point

wrap point to be moved in pattern similar to one on opposite side of shape

Figure 7–72

4

- Drag the black wrap point to the lower-right of the graphic as shown in Figure 7–73, so that the text begins on a complete line below the graphic.
- Click outside the graphic so that it no longer is selected.



outline of proposed new wrap point appears as you drag wrap point

text begins on line below graphic with edited wrap points

Figure 7–73

Finishing the Newsletter

With the text and graphics in the newsletter entered and formatted, the next step is to view the newsletter as a whole and determine if it looks finished in its current state. To give the newsletter a finished appearance, you will add a border to its edges.

To Adjust Headings, Turn Off Formatting Marks, and Zoom Multiple Pages

The last step in formatting the newsletter is to place a border around its edges. First, you remove a hyphen from a heading by adding a line break. Then, you turn off formatting marks to remove the clutter from the screen, and you place both pages in the document window at once so that you can see all the page borders applied. The following steps add a line break, turn off formatting marks, and zoom multiple pages.

1. If necessary, scroll below the SmartArt graphic to display the Signature Verification System heading. To remove the hyphen in the word, System, place the insertion point to the left of the S and then press SHIFT+ENTER to create a line break and move the entire word, System, to the next line (shown in Figure 7–74).
2. If necessary, display the Home tab and then turn off formatting marks.
3. Display the View tab and then display multiple pages on the screen. You may need to increase the zoom slightly so that the borders in the nameplates appear.

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 Adobe Reader or XPS Viewer instead of in Word.

To Add an Art Page Border

The following steps add a page border around the pages of the newsletter. *Why? This newsletter has a teal art border around the perimeter of each page.*

①

- Display the Design tab.
- Click the 'Borders and Shading' button (Design tab | Page Background group) to display the Borders and Shading dialog box. If necessary, click the Page Border tab.

Q&A What if I cannot select the 'Borders and Shading' button because it is dimmed?

Click somewhere in the newsletter to make the newsletter the active document and then repeat Step 1.

②

- Click Box in the Setting area (Borders and Shading dialog box) to specify a border on all four sides of the page.
- Click the Art arrow, scroll to and then click the art border shown in Figure 7–74.

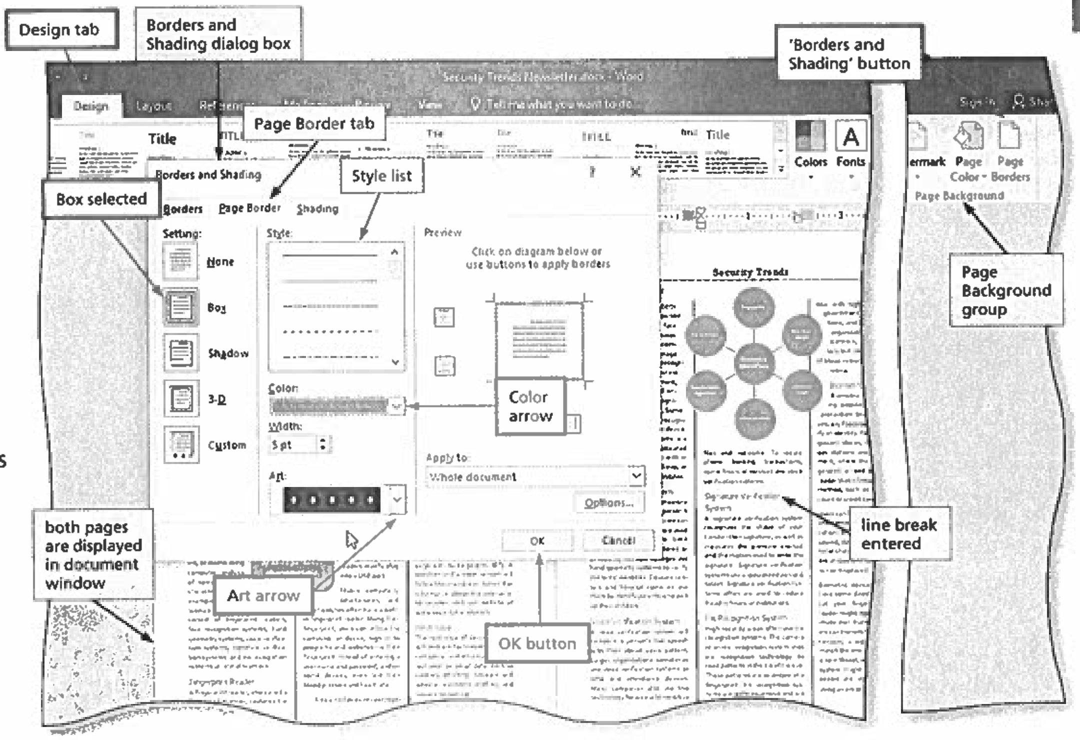

Design tab
Borders and Shading dialog box
'Borders and Shading' button
Page Border tab
Style list
Box selected
Borders and Shading
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Width:
5 pt
Art:
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Whole document
Options...
OK
Cancel
Color arrow
Page Background group
Colors
Fonts
Page Color
Page Borders
both pages are displayed in document window
Art arrow
OK button
line break entered

Figure 7–74

- Click the Color arrow and then click 'Teal, Accent 5, Darker 50%' (bottom row, ninth column) on the palette (Figure 7–74).

③

- Click the OK button to place the defined border on each page of the newsletter (Figure 7–75).

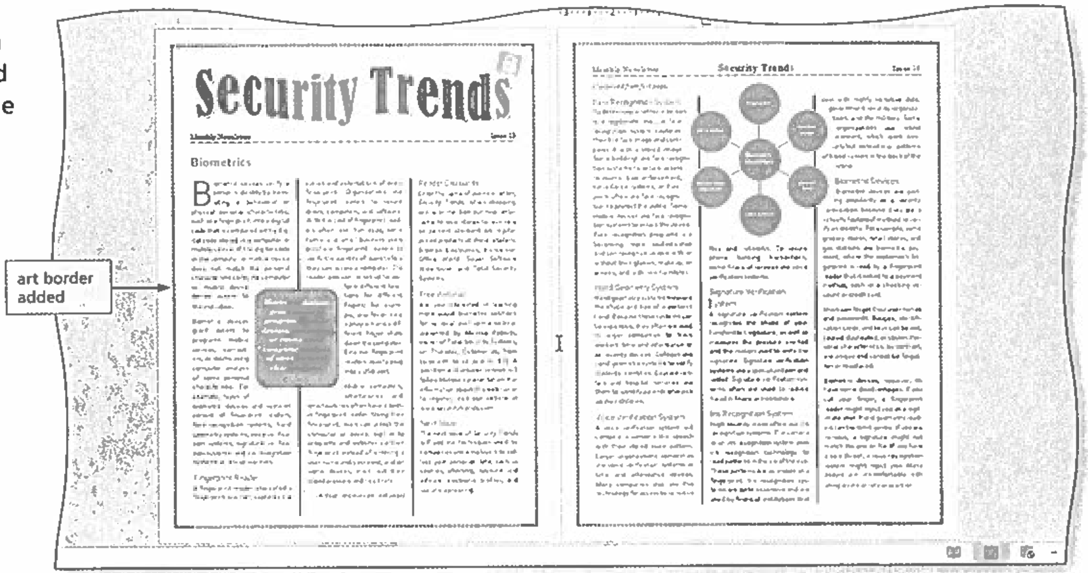

art border added
Security Trends
Biometrics

Figure 7–75

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.

To Save, Print, and Exit Word

The newsletter now is complete. You should save the document, print it, and then exit Word.

① Save the newsletter again on the same storage location with the same file name.

② If desired, print the newsletter (shown in Figure 7–1 at the beginning of this module).

Q&A

What if an error message appears about margins?

Depending on the printer you are using, you may need to set the margins differently for this project.

What if one or more of the borders do not print?

Click the 'Borders and Shading' button (Design tab | Page Background group), click the Options button (Borders and Shading dialog box), click the Measure from arrow and click Text, change the four text boxes to 15 pt, and then click the OK button in each dialog box. Try printing the document again. If the borders still do not print, adjust the text boxes in the dialog box to a number smaller than 15 pt.

③ Exit Word, closing all open documents.

Summary

In this module, you have learned how to create a professional-looking newsletter using Word's desktop publishing features such as the following: inserting and modifying WordArt, organizing a document in columns, adding horizontal and vertical rules, inserting and formatting pull-quotes, inserting and formatting graphics, and adding an art page border.

CONSIDER THIS: PLAN AHEAD

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

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

1. Create the nameplate.
    a) Determine the location of the nameplate.
    b) Determine content, formats, and arrangement of text and graphics.
    c) If appropriate, use ruling lines.
2. Determine content for the body of the newsletter.
    a) Write the body copy.
    b) Organize the body copy in columns.
    c) Format the body copy and subheads.
    d) Incorporate color.
    e) Divide sections with vertical rules.
    f) Enhance with visuals.
3. Bind and distribute the newsletter.
    a) Determine if newsletters should be printed, posted on bulletin boards, sent as an email message, or posted on websites.
    b) For multipage newsletters that will be printed, determine the appropriate method of binding the pages.
    c) For online newsletters, select a format that most users will be able to open.

Apply Your Knowledge

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

Working with Desktop Publishing Elements of a Newsletter

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 named Apply 7–1 Energy Saver Newsletter Draft from the Data Files. The document contains a newsletter that you are to modify so that it appears as shown in Figure 7–76.

Perform the following tasks:

1. Change the WordArt shape to Chevron Down.
2. Turn on automatic hyphenation.
3. Change the column width of the columns in the body of the newsletter to 1.9".
4. Add a vertical rule (line) between each column.
5. Change the style of the pull-quote (text box) to 'Light 1 Outline, Colored Fill - Dark Green, Accent 3' (Drawing Tools Format tab | Shape Styles group).
6. Format the first paragraph with a drop cap.
7. Change the alignment of the paragraph containing the drop cap from left-aligned to justified.
8. Change the layout of the SmartArt graphic to Converging Radial.
9. Use the Text Pane to add the text, Building Automation, to the empty shape in the SmartArt graphic. Verify that the font size of text in the top and bottom shapes is 14 point and 11 point, respectively.
10. If necessary, move the SmartArt graphic and the pull-quote so that they are positioned similarly to the ones in Figure 7–76.
11. Change the color of the page border to Orange, Accent 5, Lighter 40%.
12. If requested by your instructor, add your name to the left of the text, Weekly Newsletter, in the issue information line.
13. If the newsletter flows to two pages, reduce the size of elements such as WordArt or pull-quote, or adjust spacing above or below paragraphs so that the newsletter fits on a single page. Make any other necessary adjustments to the newsletter.
14. Save the modified file with the file name, Apply 7–1 Energy Saver Newsletter Modified.
15. Submit the revised newsletter in the format specified by your instructor.
16. When you use hyphenation to divide words at the end of a line, what are the accepted guidelines for dividing the words? *Hint:* Use a search engine to search the text, end of line hyphenation.

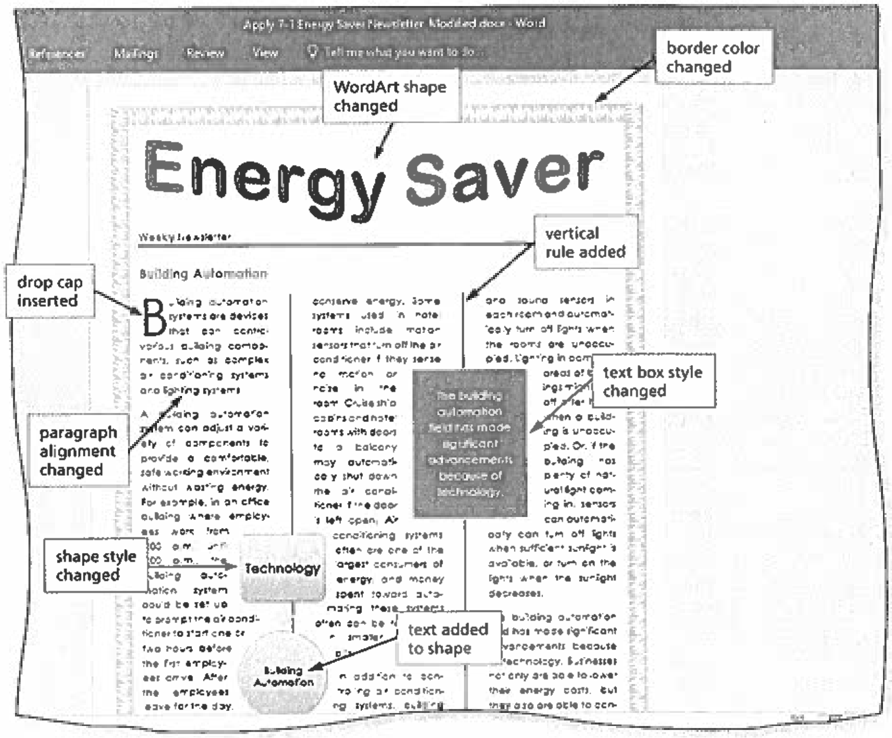

Apply 7-1 Energy Saver Newsletter Modified.docx - Word
References
Mailings
Review
View
Tell me what you want to do...
border color changed
WordArt shape changed
Energy Saver
Weekly Newsletter
vertical rule added
Building Automation
drop cap inserted
text box style changed
paragraph alignment changed
shape style changed
Technology
text added to shape
Building Automation

Figure 7–76

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.

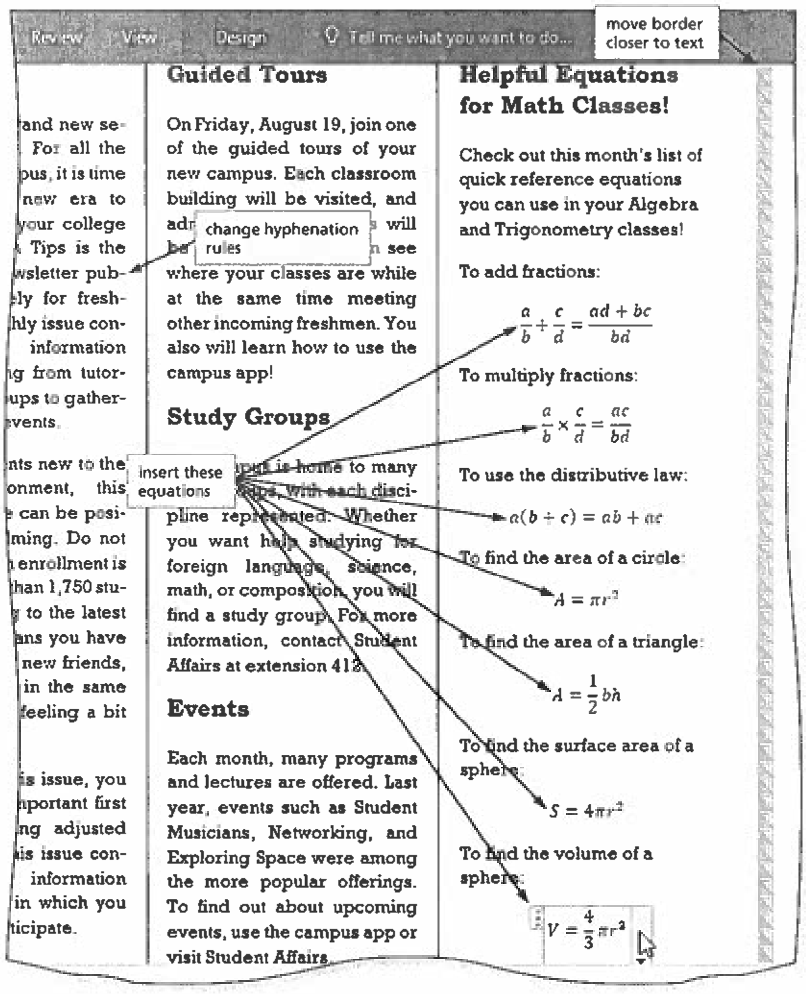
Adding Equations to a Newsletter and Enhancing a Nameplate

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, Extend 7-1 Frosh Tips Newsletter Draft, from the Data Files. You will add equations to the newsletter, change the format of the WordArt, format the drop cap, adjust the hyphenation rules, move the page border closer to the text, clear tabs, and insert leader characters.

Perform the following tasks:

1. Use Help to learn about equations, WordArt options, borders, hyphenation, and tabs.
2. Insert the equations shown in Figure 7–77 in the newsletter in their appropriate locations. *Hint:* Use the 'Insert an Equation' arrow or 'Insert an Equation' button (Insert tab | Symbols group).
3. Change the WordArt by adding at least two WordArt style text effects. Change the color of the WordArt text outline. Change the color of the WordArt text fill color.
4. Add a shape fill color to the text box surrounding the WordArt.
5. Add a drop cap to the first paragraph in the body of the newsletter. Change the number of lines to drop from three to four lines. Change the distance from the text to 0.1".



and new se-
For all the
pus, it is time
new era to
your college
Tips is the
wsletter pub-
ly for fresh-
hly issue con-
information
ng from tutor-
ups to gather-
events.

nts new to the
onment, this
can be posi-
lming. Do not
enrollment is
than 1,750 stu-
to the latest
ans you have
new friends,
in the same
feeling a bit

is issue, you
portant first
ng adjusted
is issue con-
information
in which you
ticipate.

Guided Tours

On Friday, August 19, join one of the guided tours of your new campus. Each classroom building will be visited, and adr s will be n see where your classes are while at the same time meeting other incoming freshmen. You also will learn how to use the campus app!

Study Groups

is home to many ps. With each discipline represented. Whether you want help studying for foreign language, science, math, or composition, you will find a study group. For more information, contact Student Affairs at extension 412.

Events

Each month, many programs and lectures are offered. Last year, events such as Student Musicians, Networking, and Exploring Space were among the more popular offerings. To find out about upcoming events, use the campus app or visit Student Affairs.

Helpful Equations for Math Classes!

Check out this month's list of quick reference equations you can use in your Algebra and Trigonometry classes!

To add fractions:

$$\frac{a}{b}+\frac{c}{d}=\frac{ad+bc}{bd}$$

To multiply fractions:

$$\frac{a}{b}\times\frac{c}{d}=\frac{ac}{bd}$$

To use the distributive law:

$$a(b+c)=ab+ac$$

To find the area of a circle:

$$A=\pi r^2$$

To find the area of a triangle:

$$A=\frac{1}{2}bh$$

To find the surface area of a sphere:

$$S=4\pi r^2$$

To find the volume of a sphere:

$$V=\frac{4}{3}\pi r^3$$

Figure 7–77

6. Change the hyphenation rules to limit consecutive hyphens to two.
7. Change the page border so that the border is closer to the text.
8. If the newsletter flows to two pages, reduce the size of elements, such as WordArt or the pull-quote or the table, or adjust spacing above or below paragraphs so that the newsletter fits on a single page. Make any other necessary adjustments to the newsletter.
9. Clear the tabs in the issue information line in the nameplate. Use the Tabs dialog box to insert a right-aligned tab stop at the 7" mark. Fill the tab space with a leader character of your choice.
10. If requested by your instructor, change the word, Freshman, in the issue information line to your last name.
11. Submit the revised newsletter in the format specified by your instructor.
12. ❋ Which equations are predefined in Word? Which structures are available on the Equation Tools Design tab? How do you change the alignment of an equation?

Expand Your World

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

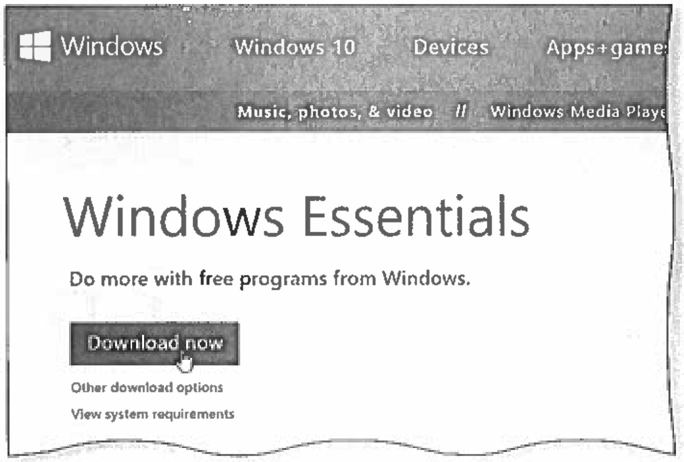
Using Windows Essentials

Instructions: You have heard that Windows Essentials includes some useful programs, so you decide to learn about it, download it, and use its programs.

Note: You may be required to use your Microsoft account to complete this assignment. If you do not have a Microsoft account and do not want to create one, read the assignment without performing the instructions.

Perform the following tasks:

1. Run a browser. Search for the text, Windows Essentials, using a search engine. Click a link to learn about Windows Essentials.
2. Navigate to the website to download Windows Essentials (Figure 7–78) and then follow the instructions to download Windows Essentials.
3. One at a time, run each program included with Windows Essentials. Browse through the features and functions of each program.
4. What programs are included with Windows Essentials? What is the purpose of each program? Which programs will you use and why?



Windows Essentials

Do more with free programs from Windows.

Figure 7–78

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 Newsletter with a Pull-Quote (Text Box) and an Article on File

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: You are an editor of the newsletter, *Vintage Living*. The next edition is due out in one week (Figure 7–79). The text for the articles in the newsletter is in a file on the Data Files. You need to create the nameplate and the text box for the pull-quote.

Perform the following tasks:

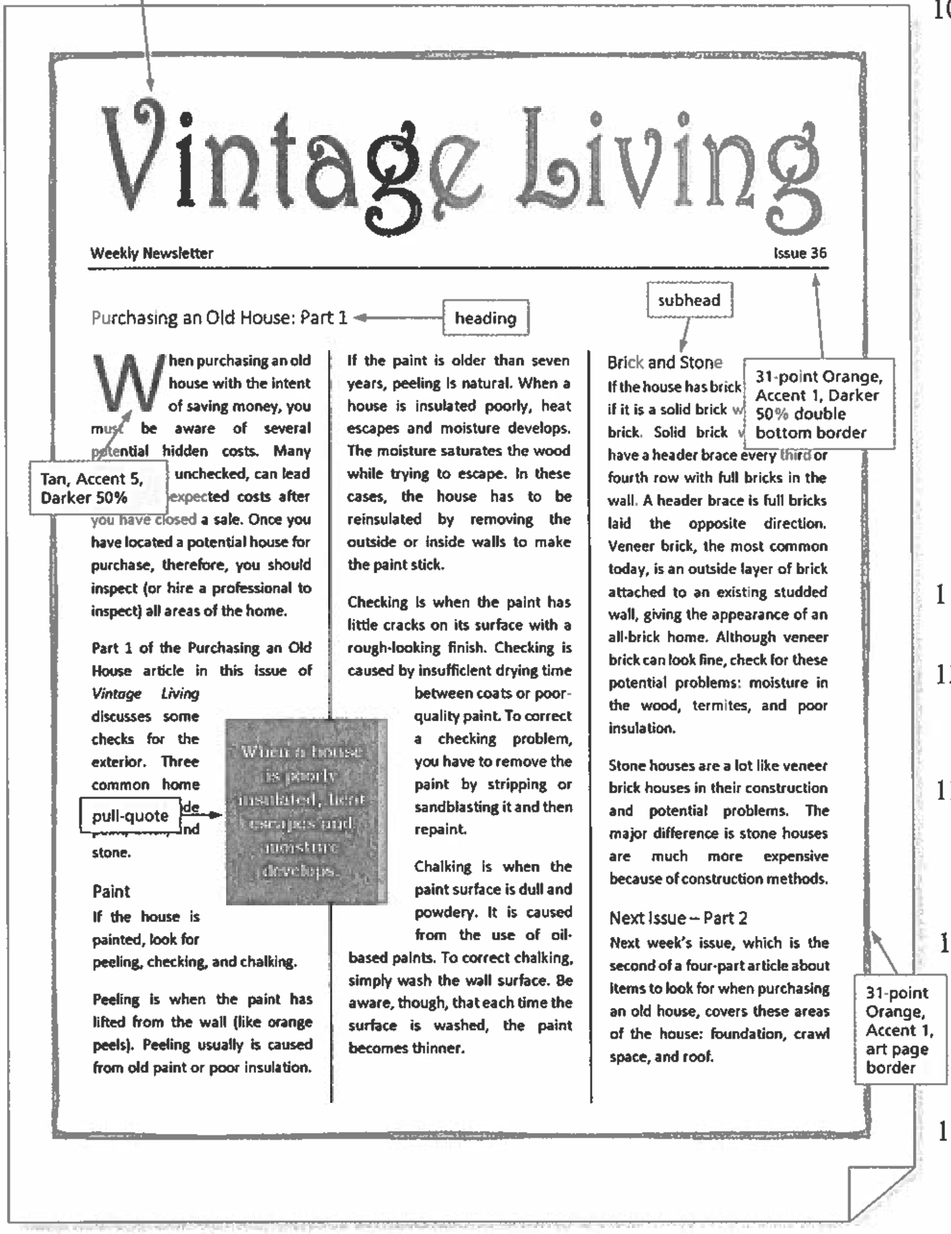
1. Change all margins to .75 inches. Depending on your printer, you may need different margin settings. Change the theme to Retrospect.
2. Create the nameplate using the formats identified in Figure 7–79. Create the title using WordArt. Set the WordArt wrapping to 'Top and Bottom'. If necessary, drag the bottom of the WordArt up to shorten the image. Dimensions of WordArt should be approximately 1.41" x 7.06". Set a right-aligned custom tab stop at the right margin.

Continued >

In the Labs *continued*

3. Below the nameplate, enter the heading, Purchasing an Old House: Part 1, as shown in the figure. Format the heading using the Heading 1 style. Change the spacing above this paragraph to 24 pt and the spacing after to 12 pt.
4. Create a continuous section break below the heading, Purchasing an Old House: Part 1.
5. Format section 2 to three columns.
6. Insert the Lab 7–1 Purchasing an Old House - Part 1 Article file, which is located on the Data Files, in section 2 below the nameplate.
7. Format the newsletter according to Figure 7–79. Insert a column break before the heading, Brick and Stone. Columns should have a width of 2.1" with spacing of 0.35". Place a vertical rule between the columns.
8. If necessary, insert a continuous section break at the end of the document to balance the columns.
9. Format the subheads using the Heading 2 style.
10. Insert a text box using the Retrospect Quote built-in text box. The text for the pull-quote is in the Paint section of the article. Split the window. Use the split window to copy the text and then paste it in the text box. Remove the split window. Change the fill color (shape fill) of the text box to Brown, Accent 4. Change the font to 12-point Bookman Old Style. Resize the text box so that it is similar in size to Figure 7–79. Position the text box as shown in Figure 7–79.
11. Add the page border as shown in the figure.
12. If the document does not fit on a single page, adjust spacing above and below paragraphs.
13. If requested by your instructor, change the word, Weekly, in the issue information line to your name.
14. Save the document with Lab 7–1 Vintage Living Newsletter as the file name and then submit it in the format specified by your instructor.
15. ❁ This newsletter used a pull-quote. What other text in the newsletter could appear in the pull-quote?

WordArt:
- style – Fill - Tan, Accent 1, Outline - Background 1, Hard Shadow - Accent 1;
- font – 72-point bold Harrington
- text outline – Orange, Accent 1
- text fill – gradient preset – Radial Gradient - Accent 1; second and fourth stop color – Tan, Accent 5, Darker 50%; direction – From Center
- text effect shape (transform) - square



Vintage Living

Weekly Newsletter

Issue 36

Purchasing an Old House: Part 1

When purchasing an old house with the intent of saving money, you must be aware of several potential hidden costs. Many unchecked, can lead expected costs after you have closed a sale. Once you have located a potential house for purchase, therefore, you should inspect (or hire a professional to inspect) all areas of the home.

Part 1 of the Purchasing an Old House article in this issue of *Vintage Living* discusses some checks for the exterior. Three common home de nd stone.

When a house is poorly insulated, heat escapes and moisture develops.

Paint

If the house is painted, look for peeling, checking, and chalking.

Peeling is when the paint has lifted from the wall (like orange peels). Peeling usually is caused from old paint or poor insulation.

If the paint is older than seven years, peeling is natural. When a house is insulated poorly, heat escapes and moisture develops. The moisture saturates the wood while trying to escape. In these cases, the house has to be reinsulated by removing the outside or inside walls to make the paint stick.

Checking is when the paint has little cracks on its surface with a rough-looking finish. Checking is caused by insufficient drying time between coats or poor-quality paint. To correct a checking problem, you have to remove the paint by stripping or sandblasting it and then repaint.

Chalking is when the paint surface is dull and powdery. It is caused from the use of oil-based paints. To correct chalking, simply wash the wall surface. Be aware, though, that each time the surface is washed, the paint becomes thinner.

Brick and Stone

If the house has brick if it is a solid brick w brick. Solid brick v have a header brace every third or fourth row with full bricks in the wall. A header brace is full bricks laid the opposite direction. Veneer brick, the most common today, is an outside layer of brick attached to an existing studded wall, giving the appearance of an all-brick home. Although veneer brick can look fine, check for these potential problems: moisture in the wood, termites, and poor insulation.

Stone houses are a lot like veneer brick houses in their construction and potential problems. The major difference is stone houses are much more expensive because of construction methods.

Next Issue – Part 2

Next week's issue, which is the second of a four-part article about items to look for when purchasing an old house, covers these areas of the house: foundation, crawl space, and roof.

heading

subhead

31-point Orange, Accent 1, Darker 50% double bottom border

Tan, Accent 5, Darker 50%

pull-quote

31-point Orange, Accent 1, art page border

Figure 7–79

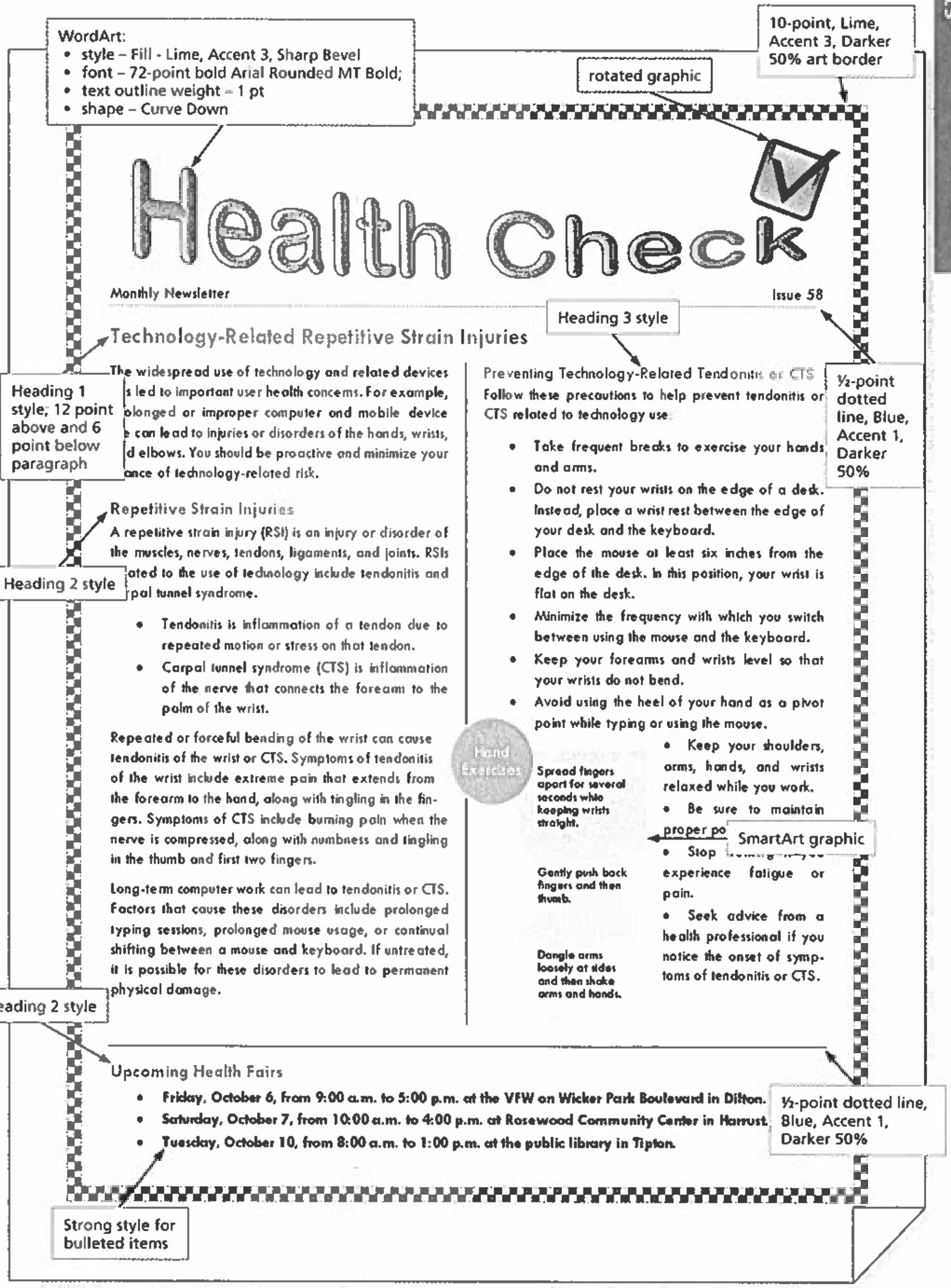
Lab 2: Creating a Newsletter with a SmartArt Graphic and an Article on File

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: You are responsible for the monthly preparation of the newsletter called *Health Check*. The next edition discusses technology-related repetitive strain injuries (Figure 7–80). This article already has been prepared and is on the Data Files. You need to create the nameplate, the SmartArt graphic, and the section at the bottom of the newsletter.

Perform the following tasks:

1. Change all margins to .75 inches. Depending on your printer, you may need different margin settings. Change the document theme to Droplet.
2. Create the nameplate using the formats identified in Figure 7–80. Create the title using WordArt. Set a right-aligned custom tab stop at the right margin. Set the WordArt wrapping to Top and Bottom. If necessary, drag the bottom of the Word Art up to shorten the image. Search for and insert an image of a check mark, similar to the one shown in the figure (the exact image is located on the Data Files). Resize and rotate the image as shown in the figure. Format the image as Behind Text and position the image as shown.
3. Below the nameplate, enter the heading, Technology-Related Repetitive Strain Injuries, as shown in the figure.
4. Create a continuous section break below the heading.
5. Format section 2 to two columns.
6. Insert the Lab 7–2 Health Risks for Technology Users Article file, which is located on the Data Files, in section 2 below the nameplate.


Health Check

Monthly Newsletter

Issue 58

Technology-Related Repetitive Strain Injuries

The widespread use of technology and related devices s led to important user health concerns. For example, olonged or improper computer and mobile device e can lead to injuries or disorders of the hands, wrists, d elbows. You should be proactive and minimize your ance of technology-related risk.

Repetitive Strain Injuries

A repetitive strain injury (RSI) is an injury or disorder of the muscles, nerves, tendons, ligaments, and joints. RSIs ated to the use of technology include tendonitis and rpal tunnel syndrome.

- Tendonitis is inflammation of a tendon due to repeated motion or stress on that tendon.
- Carpal tunnel syndrome (CTS) is inflammation of the nerve that connects the forearm to the palm of the wrist.

Repeated or forceful bending of the wrist can cause tendonitis of the wrist or CTS. Symptoms of tendonitis of the wrist include extreme pain that extends from the forearm to the hand, along with tingling in the fingers. Symptoms of CTS include burning pain when the nerve is compressed, along with numbness and tingling in the thumb and first two fingers.

Long-term computer work can lead to tendonitis or CTS. Factors that cause these disorders include prolonged typing sessions, prolonged mouse usage, or continual shifting between a mouse and keyboard. If untreated, it is possible for these disorders to lead to permanent physical damage.

Preventing Technology-Related Tendonitis or CTS

Follow these precautions to help prevent tendonitis or CTS related to technology use:

- Take frequent breaks to exercise your hands and arms.
- Do not rest your wrists on the edge of a desk. Instead, place a wrist rest between the edge of your desk and the keyboard.
- Place the mouse at least six inches from the edge of the desk. In this position, your wrist is flat on the desk.
- Minimize the frequency with which you switch between using the mouse and the keyboard.
- Keep your forearms and wrists level so that your wrists do not bend.
- Avoid using the heel of your hand as a pivot point while typing or using the mouse.

Hand Exercises

Spread fingers apart for several seconds while keeping wrists straight.

Gently push back fingers and then thumb.

Dangle arms loosely at sides and then shake arms and hands.

- Keep your shoulders, arms, hands, and wrists relaxed while you work.
- Be sure to maintain proper po
- Stop
experience fatigue or pain.
- Seek advice from a health professional if you notice the onset of symptoms of tendonitis or CTS.

Upcoming Health Fairs

- **Friday, October 6, from 9:00 a.m. to 5:00 p.m. at the VFW on Wicker Park Boulevard in Dilton.**
- **Saturday, October 7, from 10:00 a.m. to 4:00 p.m. at Rosewood Community Center in Harrust.**
- **Tuesday, October 10, from 8:00 a.m. to 1:00 p.m. at the public library in Tipton.**

WordArt:
- style – Fill - Lime, Accent 3, Sharp Bevel
- font – 72-point bold Arial Rounded MT Bold;
- text outline weight – 1 pt
- shape – Curve Down

rotated graphic

10-point, Lime, Accent 3, Darker 50% art border

Heading 3 style

Heading 1 style; 12 point above and 6 point below paragraph

½-point dotted line, Blue, Accent 1, Darker 50%

Heading 2 style

SmartArt graphic

Heading 2 style

½-point dotted line, Blue, Accent 1, Darker 50%

Strong style for bulleted items

Figure 7–80

Continued >

In the Labs *continued*

7. Format the newsletter according to Figure 7–80. Columns should have a width of 3.33" with spacing of 0.35". Place a vertical rule between the columns.
8. Use Word's automatic hyphenation feature to hyphenate the document.
9. Insert a continuous section break at the end of the last bulleted item in the second column to balance the columns.
10. In the next section, change the number of columns from two to one. Enter the text shown at the bottom of the newsletter.
11. Add the page border as shown in the figure.
12. Open a new document window and create the SmartArt graphic shown in Figure 7–80. Use the Stacked List layout. Because this newsletter has only one list, delete the shapes for the second list. Add the text shown in the figure (you will need to add shapes to this list). Resize the border of the SmartArt graphic to the edges of the list shapes. Use the Office Clipboard to copy and paste the SmartArt graphic from the current window to the newsletter. Change the wrapping to tight. Resize the pasted graphic as shown in the figure. Change the colors to Colorful Range - Accent Colors 3 to 4. Edit wrap points as necessary so that the text wrapping is similar to the figure. Note that your graphic may look slightly different from the figure due to variations in the shape size.
13. If the document does not fit on a single page, adjust spacing above and below paragraphs.
14. If requested by your instructor, change the community center name from Rosewood to your last name.
15. Save the newsletter using Lab 7–2 Health Check Newsletter as the file name and submit it in the format specified by your instructor.
16. ⚙ How many sections are in this newsletter? How many columns are in each section? If you wanted to add a second page to this newsletter, what type of section break would appear at the end of the first page?

Lab 3: Consider This: Your Turn

Create a Newsletter about ATM Safety

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 bank, you have been assigned the task of creating a newsletter called *Bank News*, which will be available to all patrons. The article in Issue 28 of the *Bank News* newsletter covers ATM safety. The text for the article is in a file called Lab 7–3 ATM Safety Article on the Data Files.

Part 1: The newsletter should contain at least two of these graphical elements: an image, a SmartArt graphic, a pull-quote, or a table. Enhance the newsletter with a drop cap, WordArt, color, ruling lines, and a page border. Be sure to use appropriate desktop publishing elements, including a nameplate, columns of text, balanced columns, and a variety of font sizes, font colors, and shading. Use the concepts and techniques presented in this module to create and format the newsletter. Be sure to check spelling and grammar of the finished newsletter. Submit your assignment in the format specified by your instructor.

Part 2: ⚙ You made several decisions while creating the newsletter in this assignment: how to organize and format the nameplate (location, content, formats, arrangement of text and graphics, ruling lines, etc.), which two graphics to use (image, SmartArt graphic, text box, or table), and how to organize and format the body copy (columns, formats, headings and subheads, color, vertical rules, etc.). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why?