1

36: The following questions can be answered in as little as one word or may need a longer explanation. Answer these questions according, but a tersely (short) as possible. If you need more room, use the back of the sheet

1. MS Word has the ability – in fact the tendency – to work with many documents at one time. This is called Multiple document interface (MDI). In what ribbon and where in the ribbon can we control the display of these documents:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In class we determined that we could edit the author, title and subject of any document. How would we access this in this version of MS Word.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Considering the above, explain where we would find Date Completed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Word keeps track of statistics as we type and edit documents. Included in this is the number of paragraphs in the document. Where would we find this in MS Word (there are two answers, either one is acceptable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. In class we used the Microsoft office symbol /New/ Blank document to give us a new blank document to work with. Word uses a template to provide for this. What is the name of the default template MS Word uses to create a new blank document: \_\_\_\_\_\_\_\_\_ .dotx
6. In class we used the Microsoft office symbol /New/ Blank document to give us a new blank document to work with as mentioned above. Assuming this was the first time we did this during a launch of MS Word, what would be the default name for this document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. As opposed to previous versions of MS Word that use Times New Roman and Arial as default fonts, the default font in this version of word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Quick assist are the icons above the ribbon. What feature does the icon represent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. If hide/show is set on, paragraph endings will show up as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Word processing, like any technology, has its own definitions. To this end, give a brief definition of what a word is : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Jagged red underlines indicate misspellings as far as MS Word’s spell checker is concerned and jagged \_\_\_\_\_\_\_\_\_\_\_\_\_\_ underlines indicate grammar errors as far as Word’s grammar checker is concerned.
12. MS Word can change case. What is the designation when each letter is capitalized.\_\_\_\_\_\_\_\_\_\_\_\_
13. MS Word options is a button seen when the Microsoft office symbol is clicked. It really does mean changing options to Microsoft Word. Explain what would additionally be needed to click for the developer ribbon to be displayed in MS Word.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. The difference between cut and copy when using the clipboard is that unlike copy, the original text in cut is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. If hide/show is set on, spaces between words show up as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. In class, we looked at Textboxes. Similar to other inserted graphics this can have a 3D look. But we were also able to do this with regular text using borders and shading. What setting did we use in the borders and shading dialog box to create a 3D image for a box around a paragraph? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name:

1. In class we studied some of the options for Goto – going to specific pages and lines for example. But what happens where we use + or – (plus or minus) in Goto. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In class we studied inserting date (and time). There are several formats to the date as supplied by the operating system. Suppose we wanted this inserted date to automatically show the current date at the time that the document is next loaded. What check box would we check when inserting date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. To create a new blank first page and position the cursor in that new first page from anywhere in the document, including the end of the document, what keys should we hit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. A footnote placed at the end of document is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. To set a paragraph for inclusion in the Table of contents, it’s outline level must be changed from \_\_\_\_\_\_\_\_\_\_\_ which is the default
6. The Table of Contents (TOC) can be used for navigation. To navigate to a chapter header, click on the appropriate title within the TOC while holding the \_\_\_\_\_\_\_\_\_\_ key down
7. Table Of contents can be updated as changes are made. The two options for update are Update page number and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. What is the procedure for removing a cover page? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. The table of figures, in the way it was shown in class, displays every caption where the descriptive \_\_\_\_\_\_\_ appears first.
10. ApA is a \_\_\_\_\_\_\_\_\_\_\_ in citations and Bibliography.
11. Sources can be sorted by year or \_\_\_\_\_\_\_\_\_\_\_
12. When setting your sources and citations into the document, you have the opportunity to have the sources preceded by the text Bibliography or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Clicking insert citation is the same as being in manage sources and clicking \_\_\_\_\_\_\_\_\_\_\_
14. In word processing lingo, paragraphs are indicated by hard returns. Thus nothing more than the \_\_\_\_\_\_\_\_\_\_\_ key on the keyboard.
15. Word can be set into one of several views. A view is how the document is displayed to the user. The default view is designated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. How can we set the ruler for display? (Note: there are two ways and either can be described)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. In the US, the size of normal letter paper is \_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_
18. In class, as we studied paragraphs, we learned that Word can set a line of a paragraph such that it is both left justified and right justified. This feature, called full justification, accomplished by changing the size of the \_\_\_\_\_\_\_\_\_\_\_ between each
19. When dealing with a picture (or other graphics) this icon indicates what?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. Textboxes can be changed to cubes by what technique on the format tool bar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2

25:On the last page of this test is a letter purported to be from the Institute of Historical Awareness that is based at Community College Of Philadelphia. Interestingly enough, you are the director of this Institute.

Please look at this last page. At the top is the logo. As the components of the logo are not regular text it really doesn’t matter whether you put these in the header or not.

Here’s the components of the letter:

* Logo Word art: contains the text **Institute Of Historical Awareness**
* Logo Test box: set as a cube: contains the text **Community College Of Philadelphia**
* In the body of the text there are a set of bullets. Each bullet is the picture of a liberty ship and can be found as liberty ship.jpg. See if you can import this from your computer as a bullet symbol.
* A table has been created to describe the other participants and their roles in the Battle Of the Atlantic. The table is banded with a header and the formatting indicates this. See if you can duplicate this.
* The Address is in Calibri 14, the rest of the text is in Calibri 12
* You might find that you are not getting the leading (horizontal spacing) as it appears in this text. Try using another style such as No Spacing or you can set the paragraphs to 0 spacing before and after and line spacing at single.
* The bulleted items are indented by an inch
* The tabled items have been modified as to width for each column. See if you can find the best width to display the most information with the least word wrapping (and vertical space usage).
* Notice the casing of the bulleted items and the table. The first letter of each word is capitalized. See if you can do this by using change case.
* At [your name], use your name.

When done, save this invitation to your computer’s disk drive under an appropriate file name that in some way includes your name.

3

 42: On your Computer is the file “Battle of the Atlantic up to 1941” which describes the WWII battle between German UBoats and Allied shipping. Bring this up in Ms Word. Now answer and/or do the following with this document:

1. What is the margins **as we start: L \_\_\_\_\_ R\_\_\_\_\_\_\_ T\_\_\_\_\_\_\_\_\_ B\_\_\_\_\_\_\_\_\_\_\_. C**hange this to 1 inch around.
2. Who is the author?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the title of the document?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Who is the typist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Set yourself up as the person indicated by “Checked By”.
4. What is the orientation?\_\_\_\_\_\_\_\_\_ Change this to something more appropriate.
5. The First paragraph, “Battle of the Atlantic Up To 1941” would do well as a header. Cut this from the document and paste it back as a header. Don’t forget to center it.
6. While dealing with the header, let’s move to the footer.Create a footer by left justifying your name and right justifying today’s date. Feel free to use the system date and time as shown in the class.
7. There is a problem with the third paragraph of this document. It does not align correctly. Why is this?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fix it!

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| Misspellings |
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1. As in all historical research, proper names and places are words with unique spellings that the spell checker will flag as errors. Use the spell checker to find obvious typos and put these in the table at right. Ignore any proper names or places. While not required, you may wish to correct these misspellings.
2. Notice the short paragraphs in 28 point. These would work well as chapter headers. First, set all of these to level1 outline levels. Create a new first page and create a table of contents. This table of contents (TOC) should be the only text on this new first page.
3. While at the beginning of the document, let’s create a cover page. You choose which one and somewhere in it indicate this document is about the Battle of the Atlantic and you are the author.
4. One of the first paragraphs of the text (now starting on page 3) contains the sentence “In essence, the Battle of the Atlantic was a [tonnage war](http://en.wikipedia.org/wiki/Tonnage_war): the Allied struggle to maintain and the [Axis](http://en.wikipedia.org/wiki/Axis_Powers) struggle to cut off the shipping that enabled Britain to survive.” Let’s copy this sentence and put it into a textbox on the first page of text (now page 3).
5. Continue working on this textbox. Let’s set a blue gradient (color intensifies or deintensifies as it goes along the textbox) with some shadow. Set the text to 24 points or higher. Don’t forget about text wrapping so that the text in the document wraps around this textbox.
6. On pages 2,3 and 4 of text (4,5,6 of your document) bring in a picture apiece on each page. On your computer you will find Donitz.jpg, liberty ship.jpg and max horton.jpg. Place these appropriately in the second, third and fourth page of test (4.5.6 of the document). You can decide where on the page to place each picture but don’t forget to set text wrapping to tight. If you like you can add to the effects with bevel and 3D instructions.
7. We need captions for each of these pictures. Let’s use the following :

For picture 1: Karl Donitz was the Commanding Admiral for German Uboats

For Picture 2: American production of Liberty Ships, such as this one, turned the tide of battle

For Picture 3: Max Horton was Britain’s leader against the UBoat threat

1. Let’s do some footnotes. Find the first (and probably only)instance of [Rudeltaktik](http://en.wikipedia.org/wiki/Rudeltaktik) in this document and footnote this indicating that wolfpacks were part of the German UBoat protocol during World War 1. On the last page or so is a reference to the HMS Hood. Footnote this as pertaining to the most famous ship in the world at the time whose demise was caused by fiscal restraints that delayed a ship hardening project.
2. This document is in a form of Lucida. How can you select the entire text of this document?\_\_\_\_\_\_\_\_\_\_\_ . Using what you just indicated, change the entire document to Calibri without changing the point sizes of any paragraph.
3. We want to do a Table of Index. However, before doing this we need to cross reference several terms. Use the techniques as indicated in class to reference the following:
* U-boat
* Winston Churchill (indicated as Churchill, Winston in the Table of Index
* Scapa Flow (referenced as the Home Base Of the British Navy)
* Donitz referenced as Donitz, Karl

Figure :A Liberty ship sails the waves

For a research paper such as this, we need to indicate our sources. Below is a table indicating the books that were used for this research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Author | Yr | Publisher | City |
| Memoirs Of The Second World War | Winston Churchill | 1959 | Houghten Mifflen | London |
| The Atlantic Campaign – WWII’s Greatest Struggle At Sea | Dan Van Der Vat | 1988 | Hodder and Stoughton | London |
| Why The Allies Won | Richard Overy | 1995 | WW Norton | New York |

1. Enter these books as sources.

*Create a new last page in this document and place the next 3 items appropriately in it.*

1. Produce a table of figures on the last page
2. Produce a table of Index on the last page
3. Produce a bibliography on the last page

Save your file to your computer’s disk drive under an appropriate file name that in some way includes your name.