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Name:

1

42: The following questions can be answered in as little as one word or may need a longer explanation. Answer these questions according, but as 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). Where in MS Word 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. In class, we created a new first page for the table of contents. There was no such need to do this when dealing with the cover page because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Word keeps track of statistics as we type and edit documents. Included in this is the number of paragraphs in the document. Define what a paragraph is in Word\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What does the icon, shrink font, do\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. As opposed to 10 and 12 points used as the default points in previous versions of MS Word, this version uses \_\_\_\_\_\_ points as its default.
8. And, as opposed to Times Roman or Arial, this version uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the default font.
9. Word has the capacity to allow the user to include their own misspellings (and the corrected word) to be checked as each word is typed. This is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Jagged red underlines indicate misspellings as far as Word’s spell checker is concerned and jagged \_\_\_\_\_\_\_\_\_\_\_\_\_\_ underlines indicate grammar errors as far as Word’s grammar checker is concerned.
11. Word can change case. What is the designation when the cap letter become small and the small letters are capitalized.\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. The Word options is a button seen when the Microsoft office button is clicked. In class we looked at some of these added possibilities including what you would need if you wanted to do macros. So, explain what would need to be set in Microsoft Word for the developer ribbon to be displayed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. The difference between cut and copy when using the clipboard is that unlike copy, the original text in cut is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. If hide/show is set on, spaces between words show up as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Speaking of text boxes, what happens to text that is already selected when the Draw Text Box command (through the ribbon Insert/Text box) is initiated. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. When accessing Word art or any other graphic, what additional ribbon is usually displayed \_\_\_\_\_\_\_\_\_\_\_\_\_
18. When talking about the inside of any object, such as creating gradients or texture, Microsoft uses the term \_\_\_\_\_\_\_\_\_
19. In class we studied bullets and numbering of paragraphs. Numbering is used when there is a priority to the action(or line) items. What can we assume about the priority of a set of action items that are bulleted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Bullets can be made up of symbols. But, as exampled here, they can also be made up of \_\_\_\_\_\_\_\_

1. An endnote placed at the bottom of the page where referenced is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The default numbering system of footnotes is numbers like 1,2,3. What is the default numbering scheme of endnotes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Table Of contents (TOC) can be updated as changes are made. The two options for update are Update the entire table and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. We checked the TOC (table of contents) with another function of word that could appear on the left of the document. This is Document Map that can be initiated by clicking Document Map on the \_\_\_\_\_\_\_\_\_\_\_ ribbon.
5. Assuming a caption is to be put under the first picture of a document, that caption would have \_\_\_\_\_\_\_\_ as a prefix to the description the user inserts.
6. Once applied, captions are nothing more than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. How would you describe the cropping of a picture?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. There are several new features in Word 2007 dealing with pictures. One deals with the creation of depth. This control goes under the name of \_\_\_\_\_\_\_\_ in the format ribbon.
9. In class we used a scroll. How did we get to this to insert into our document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. In citations and bibliography, Chicago is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Book and interview are among several selections as type of \_\_\_\_\_\_\_\_\_\_ in manage sources.
12. In class we changed something in several paragraphs to create the table of contents. Explain the change\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. While there are several ways through the use of the ribbons to create a new first page and position the cursor within it, the easiest way is through the keyboard by hitting \_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. As described in class, the ruler has at least \_\_\_\_\_\_\_ controls. (this answer is numeric)
15. Zoom is a lot easier to use in Word 2007. Explain where and how to use this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. In this version of word, what are the default settings for margins: T\_\_\_\_\_ B\_\_\_\_ L\_\_\_\_\_ R\_\_\_\_\_\_\_
17. In addition to displaying a document in portrait orientation– straight up and down – MS Word can display documents in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ orientation.
18. In our society (US English) paragraphs should be left justified in general. This is because English is read left to right/top to bottom. What would be the nature of the language of a society where the appropriate use of MS Word is right justified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. Where should a table of index go.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. In class, to create the table of index, we used the \_\_\_\_\_\_\_\_\_\_ dialog box to feed information to the Mark Entry dialog box.
21. In creating a cross reference to be used in a Table of Index for all similar entries throughout the document, we would not click **mark** in Mark Entry, but \_\_\_\_\_\_\_\_\_\_\_
22. When using mark entry, we have the ability to show the reader even more information than the name. What’s the text box entry used for displaying this additional info on a second line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2

44 On your Computer is the file “**Sade.docx**” which uses Internet sites to describe the life and singing career of **Sade**. 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 these to 1 inch around.
2. Set yourself as the author of this document. Further, set a title of this document that has your name in it, such as [student] discusses Sade
3. In class, we did left and right headers and left and right footers. This test is similarly done. Set the left and right header templates (designated as mod left and mod right) in your Sade document similar to the left and right headers as done in this test
4. Fill in the title with **Sade A Smooth Operator as Singer** and today’s date. Note: There may be a different title so you will need to overwrite it.
5. Similarly, we are going to do the same with footers. Set cubicle left and cubicle right as your footer. Fill in Company name with your name, and company address as C1S103 Word test.
6. Word has a control for showing paragraph breaks, spaces and the like. Set this control so that you see these indicators in your document.
7. There is a problem with the first paragraph of this document. It does not align correctly. Why is this?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fix it!
8. Go to the bottom of this document. You can see a table. One entry has not been included into the table, Maureen 4:20. Create a new last row (line) of this table. (Note: Do you remember how to do this: Does the tab key ring a bell?). Cut and paste Maureen 4:20 into the correct location on the last row. Enter “promise” as the entry in the first column, last row.
9. While we are on the table, we would like to bullet the names of the songs. This is column 2. Use the bullet of your choice to bullet this second column. In addition, format the table appropriately.
10. Near the end of one of the biographies, you will find

Sensual without having to pander to the prurient appetite of the public, the possessor of a slow-burning talent and intelligent without question, the artist known as Sade has earned herself a place among divas many years her senior.

This would make a good text box on the first page but we do not want to delete this within the text. So, create a text box with this text. Use one of the templates provided by the system. It is your choice but the text box should appear on the first page somewhat in the middle of the page so that text wraps around.

1. Let’s continue working with the text box. Set the point size at least 4 higher than the point size in the surrounding text. Italicize this text also. And set a gradient as the background.
2. Let’s put some pictures into this document starting with page 2 and following in page 3. You have been provided with 2 pictures, **sade in concert** and **Sade, cover of love**. Position **cover of love** in the top, right of the 2nd page (the page after the text box) and place **sade in concert** on the third page, bottom left.
3. You should see that there is a problem with the **sade in concert** picture. It needs cropping. Use the cropping tool on the picture format ribbon to wipe out the white space.
4. Let’s caption these two pictures. The first should be captioned as **Sade**, **giving the audience their money’s worth**. The second should be titled: **The sensual aspects of Sade.** Let the system determine the numbering of the captions
5. In class we discussed **table of figures.** A Table of Figures lists the captions and the page of each picture. Go to the bottom of this document and create a **table of figures**
6. As would be appropriate for a document about a pop singer, other musicians are indicated. We need to put some additional information into this document as footnotes. Find the instance of Annie Lennox and footnote that **Annie Lennox and Dave Stewart created the Eurythmics**
7. Similarly, we want to footnote the film director, **Carlos Scola**, noting that he was the director of the highly praised film, **Elani**
8. Notice the short paragraphs in 22 points. These would work well as chapter headers. First, set all of these paragraphs to level1 as outline levels s done in class. Create a new first page and create a table of contents.
9. While at the beginning of the document, let’s create a cover page. Choose the cover page template **austere.** Some info should be filled in but fill in whatever is not including your name.
10. This document is in Times Roman. We’d like to change this to Calibri. How can you select the entire text of this document?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Use this technique to facilitate the change of the font from Times Roman to Calibri.
11. We want to do a Table of Index. However, before doing this we need to cross reference several terms indicated below. Use the techniques as indicated in class to reference the following: After referencing, go to the bottom of the document and set this information into a table of index.

* Sade(add born as Helen Folasade Adu as added information.
* Stuart Matthewman
* S*tronger Than Pride ( and indicate this as an album on the sub text*

*Even though there are really no books on Sade, we will use web sites as simulated books. Use the table below to enter the following as sources.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Author | Yr | Publisher | City |
| The Biography Of Sade | Unknown | 2005 | http://www.poemhunter.com/lyrics/sade/biography/ | New York |
| Sade | Encyclopedia Britannica | 2004 | http://www.britannica.com/EBchecked/topic/760455/Sade | London |
| Wikipedia | Unknown | 2001 | http://en.wikipedia.org/wiki/Sade\_Adu | Chicago |

1. Enter these books as sources and produce a Bibliography on the last page.

Save this onto your disk. Eventually this needs to be put on your instructor’s flash memory and/or Emailed to [777rauer@voicenet.com](mailto:777rauer@voicenet.com). Make sure you have a copy