

**STEP BY STEP****Register and Publish a Blog Post**

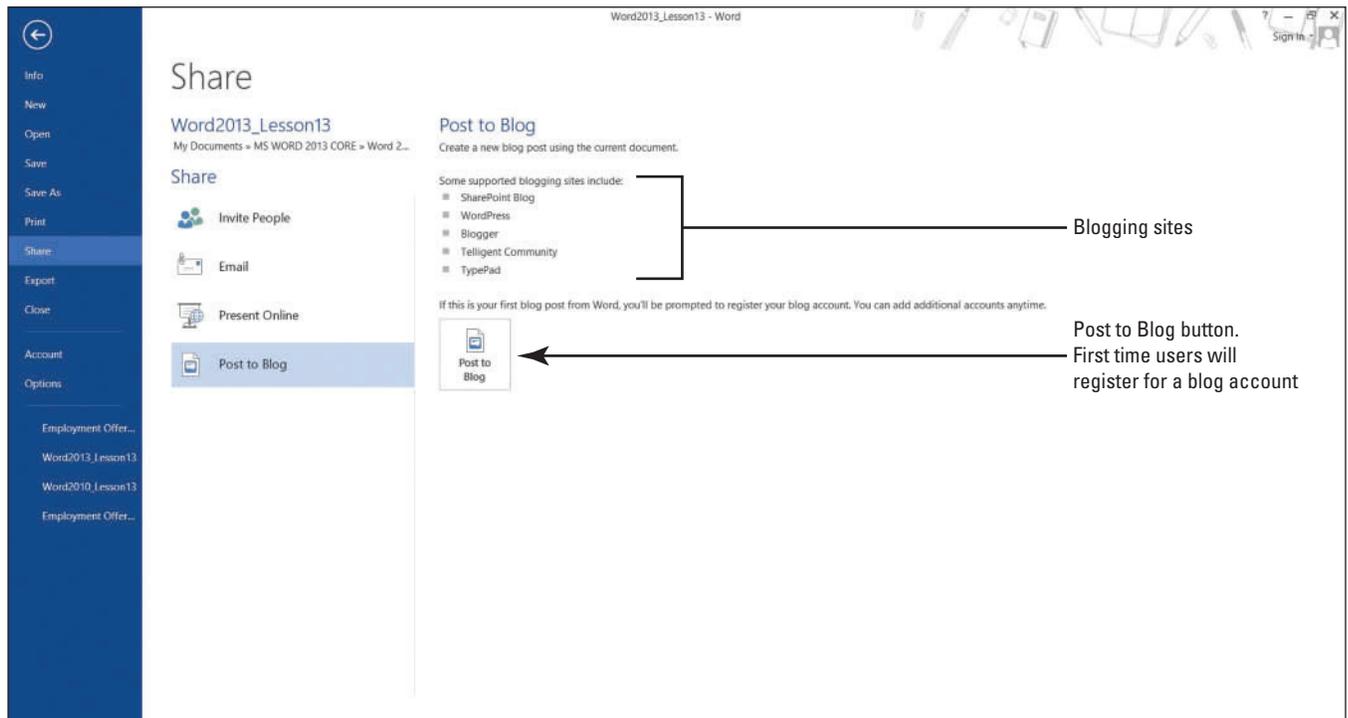
**OPEN** a blank document screen.

You can publish a Word document as a blog post, use a blog template, or create a new blog. Before you can publish, you need to register for your own blog space. You will use WordPress as your blog service provider. Create your own space at *wordpress.com*. The service is free. Follow the instructions on its home page and use your live account for your e-mail address. You identify a blog address, your user name and a strong password.

1. In Backstage, click **Share**, and then click **Post to Blog**. Because this is your first blog, you have to go through the registration process (see Figure 13-32).

**Figure 13-32**

Post to Blog screen



2. Click the **Post to Blog** button. The *Register a Blog Account* dialog box opens as shown in Figure 13-33.

**Figure 13-33**

Register a Blog Account dialog box



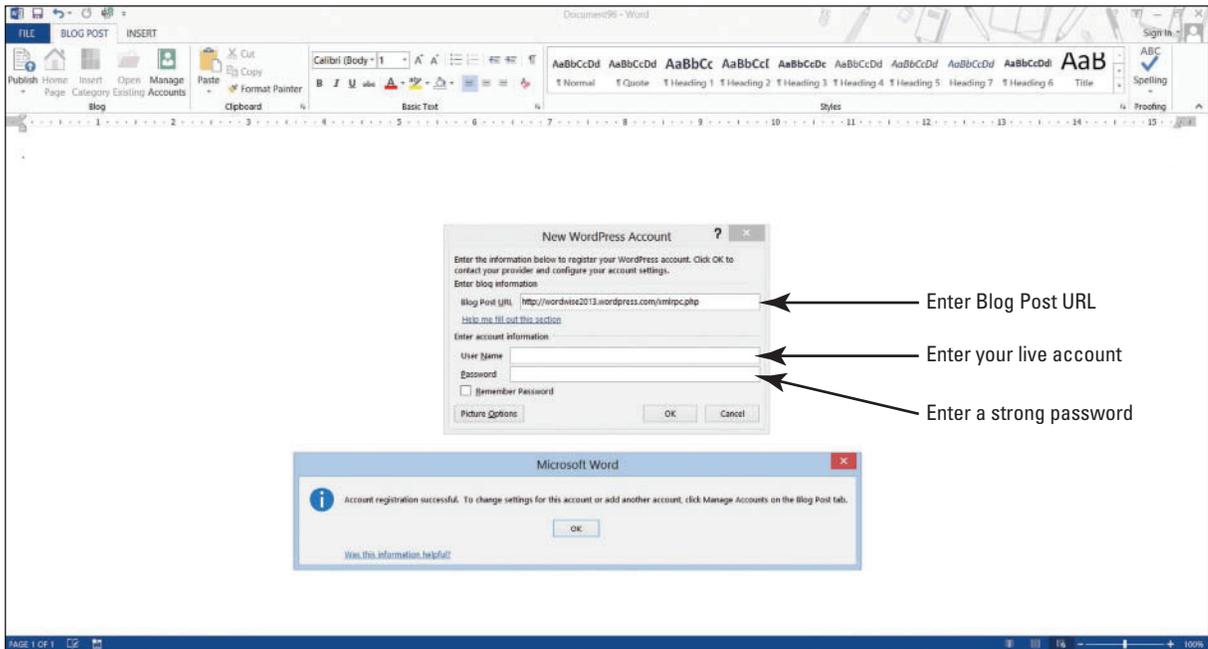
3. Click the **Register Now** button, click the **drop-down arrow**, select **WordPress**, and then click the **Next** button.

At the time this book was published, WordPress services were free.

4. In the New Press Account, enter a Blog Post URL. For example, *http://wordwise2013.wordpress.com/xmlrpc.php* is shown in Figure 13-34 along with the confirmation that the account registration is successful (the user name and password is hidden). Avoid entering this URL because the domain name is already taken.

Figure 13-34

New WordPress Account and Account registration successful

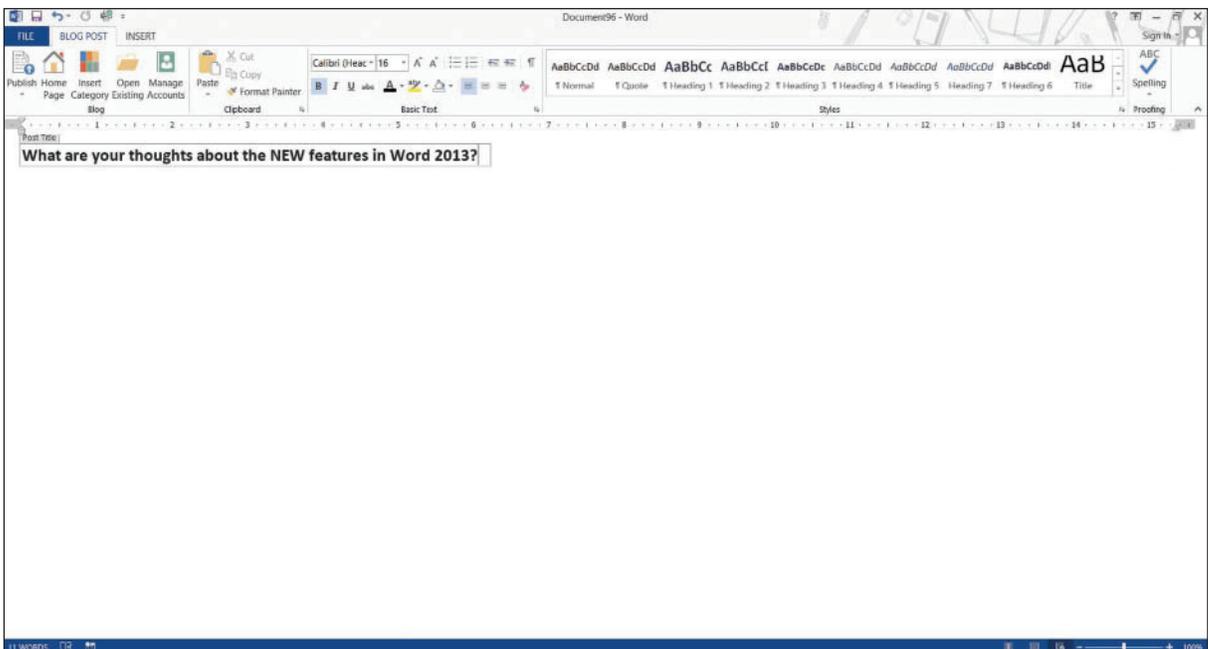


5. Enter any name you would like for your URL and once it displays as being available complete the registration process by creating **[your user name]** and **[your password]**. (It should be a strong password—the screen will indicate if it is weak or strong.)
6. The Word screen displays *[Enter Post Title Here]*. Type **What are your thoughts about the NEW features in Word 2013?** (see Figure 13-35).

In the Blog group, the Publish button contains two options: *Publish* and *Publish as Draft*. After you complete a few more steps, you post and publish your first blog. On the next step, you add your blog URL to your account.

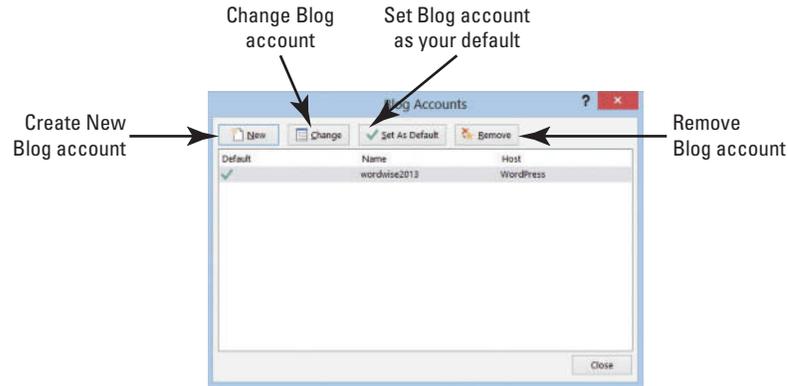
Figure 13-35

New post entered



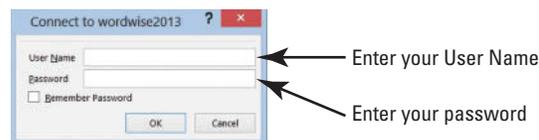
7. On the Blog group, click the **Manage Accounts** button to display the *Blog Accounts* dialog box as shown in Figure 13-36. Under *Manage Accounts*, you should see your Blog URL.

**Figure 13-36**  
Blog Accounts



8. If you do not see your URL, click the **New** button.  
The *New Blog Account* dialog box opens.
9. Click the **drop-down arrow** to display the menu, select **WordPress**, and click **Next**. The *New WordPress Account* dialog box opens. Enter your Blog Post URL, *<Enter your blog URL here>*; for example, *wordwise2013.wordpress.com*, and then enter **[your user name]** and **[your password]**.  
If you would like Word to remember your password, click the **Remember Password box** to add a check mark. Another option is *Picture Options*. When you publish your blog post, your picture needs to be uploaded to a picture provider on its storage location. Options to consider if you decide to upload a picture include: You can upload to *My blog provider*, *My own server*, and *None*—don't upload pictures. For this exercise, do not use the *Picture Options*.
10. After entering **[your blog post URL]**, **[your user name]**, and **[your password]**, a prompt appears stating, *When Word sends information to the blog service provider, it may be possible for other people to see that information. This includes your user name and password. Do you want to continue?* Click **Yes**.
11. Click the **Manage Accounts** button again in the Blog group to see your account shown in Figure 13-36. Click **Close**.
12. Click the **Publish** button on Blog group to display the *Connect to [your Blog URL]* dialog box. Figure 13-37 displays *Connect to wordwise2013*. Type **[your user name]** and **[your password]** to post and publish.
13. A prompt appears stating, *When Word sends information to the blog service provider, it may be possible for other people to see that information. This includes your user name and password. Do you want to continue?* Click **Yes**.

**Figure 13-37**  
Connect to wordwise2013



A gray prompt appears in your Word blog document screen stating, *This post was published to <your blog URL site> followed by the time and date; for example, This post was published to wordwise2013 at 7:13:49 PM 1/21/2013.*

14. When you click the **Home Page** button on the Blog group, it automatically connects the Internet directly to your Blog URL website after you have logged in.

**Take Note** You can blog and publish from your blog URL site.

15. The **Insert Category** button allows you to categorize postings on your blog. When you click on this button, you are prompted to log in again. When you categorize your blog

post, you can select from the drop-down menu. In the meantime, you do not see any category. If you clicked on the Insert Category button, click the **Undo button** on the Quick Access Toolbar to remove. The Open Existing button opens a published blog.

- 16. CLOSE** the blog post. A prompt might appear stating, *Do you want to save changes made to the document? If you click "Don't Save," a recent copy of this file will be temporarily available.* Click **Save**. Use the default name and save to your lesson folder on your flash drive.

**PAUSE. LEAVE** Word open for the next exercise.

## STEP BY STEP

### Publish a Word Document as a Blog

**GET READY. OPEN** Word if it is not already running.

- 1. OPEN** the *Employment Offer 20XX* document from the lesson folder. You are now ready to publish an existing Word document as a blog.
- Go to **Backstage**, and click **Share**. Click **Post to Blog**, and then click the **Post to Blog button**. The *Employment Offer 20XX* document is inserted in the *Word Blog* layout and appears below the horizontal line.
- Click the **Publish button** in the Blog group to display *Connect to <your Blog URL site>*, *Connect to wordwise2013*. Enter your user name and password, and then click **OK**.
- A prompt appears stating, *When Word sends information to the blog service provider, it may be possible for other people to see that information. This includes your user name and password. Do you want to continue?* Click **Yes**.
- A gray prompt appears on the screen stating, *This post was published to your <Blog URL site> at time is displayed and date.*
- SAVE** the blog post with the default name in the lesson folder on your flash drive.
- CLOSE** the *Employment Offer 20XX* document.

**PAUSE. CLOSE** Word.

## STEP BY STEP

### Remove a Blog on Your Blog Site

**GET READY. OPEN** Word if it is not already running.

- 1. LAUNCH** your Internet browser and log in to your WordPress 2013 blog. On the left side of the screen, click **Post**, and then click **All Posts**.
- Add a check mark in the check box, and then select **Trash**.
- Log out of your blog URL site.  
Have fun blogging!

**CLOSE** the Internet.

## SKILL SUMMARY

In this lesson you learned to:	Exam Objective	Objective Number
Protecting and Sharing Documents	Protect documents with passwords.	1.5.5
Managing Document Versions		
Sharing Documents	Save files to remote locations.	1.5.4

## Knowledge Assessment

### True/False

Circle **T** if the statement is true or **F** if the statement is false.

- T F** 1. You can specify two different passwords, one to open a document and one to modify it.
- T F** 2. You should run the Compatibility Checker on all document files.
- T F** 3. The Compatibility Checker ensures that the document's features are compatible with other versions of Word.
- T F** 4. When you restore an earlier version of your document, the AutoSave Version prompt will appear in as yellow bar, alerting you that a newer version is available. As a user, you have the option to compare and restore.
- T F** 5. The Compatibility Checker lists a summary of features not supported by earlier versions.
- T F** 6. Using SkyDrive is another way to share documents.
- T F** 7. Formatting restrictions allow users to limit the formatting styles in a document.
- T F** 8. Read only prevents changes to a document.
- T F** 9. Inspect Document does not provide options on removing features that might have been used in the document.
- T F** 10. The Restrict Formatting and Editing pane cannot be accessed on the Ribbon.

### Multiple Choice

Select the best response for the following statements.

- 1. Requiring a password to open a document is accomplished by using:
  - a. Encrypt with Password.
  - b. Restrict Editing.
  - c. Restrict Formatting.
  - d. Word does not support this feature.
- 2. A document that is protected from editing, but allows comments is protected using which feature?
  - a. Restrict Formatting
  - b. Protected from using comments
  - c. Comments features was turned off
  - d. Editing Restrictions
- 3. Unsaved documents can be recovered using:
  - a. multiple users.
  - b. Manage Versions.
  - c. SkyDrive.
  - d. Save As.
- 4. Internet faxing is available to users:
  - a. at no charge.
  - b. for a fee by service providers.
  - c. only if you have access to a fax machine.
  - d. It is not available.
- 5. Word provides blogging as an option, but as a user you must:
  - a. register a blog URL.
  - b. post and publish.
  - c. maintain your blog URL site.
  - d. All of the above

6. You must register a Blog space before:
  - a. blogging.
  - b. posting a blog.
  - c. sharing.
  - d. publishing.
7. If your document contains potential problems where the content is difficult to read by an individual with a disability, you would be alerted under which command?
  - a. Check Accessibility
  - b. Check Compatibility
  - c. Inspect Document
  - d. All of the above
8. Before sharing a document, it is good practice to remove personal information using which command?
  - a. Check Accessibility
  - b. Check Compatibility
  - c. Inspect Document
  - d. No command is available.
9. Draft versions of documents can be deleted by:
  - a. right-clicking, and then selecting Delete.
  - b. using Manage Versions.
  - c. pressing the Delete key.
  - d. a and b
10. Recovering unsaved documents is located under which command?
  - a. Info
  - b. Recent
  - c. Open
  - d. Save & Send

## Proficiency Assessment

### Project 13-1: Formatting the Coffee Menu

Your manager has asked you to format the coffee menu document appropriately and have it ready for a meeting in an hour.



**GET READY. LAUNCH** Word if not already running.

1. **OPEN** *Coffee Menu document* from the lesson folder.
2. Go to **Backstage**, click **Options**, and then **Save**.
3. Under the Save section, by *Save AutoRecover information every*, change to **3** minutes.
4. Select the heading **Grand Street Coffee Shop**.
5. Change the font color and select **Purple, Accent 4, Lighter 80%**.
6. Change the page border with a **shadow** style with the border color of **Purple, 4 1/2"** wide.
7. Select **Menu, italicize, bold**, and change the font size to **26** pts.
8. Change the font to **Cambria** and color to **Purple, Accent 4, Darker 50%**.
9. Select **Menu** and use the **Format Painter** and apply to *Nutritional Information*.
10. Apply a page color, and select **Purple, Accent 4, Lighter 80%**.
11. **CLOSE** the document without saving. A prompt should appear on your screen: *If you don't save, a recent copy of the document will be temporarily available*. If the prompt did not appear, check step 2. Click **Don't Save**. In the next exercise, you recover your unsaved document.

**LEAVE** Word open for the next project.

### Project 13-2: Managing Versions

You are continuing with the previous project and realized that you inadvertently didn't save the document. Your task is to retrieve the unsaved document.

**GET READY. LAUNCH** Word if not already running.

1. Go to **Backstage**, click the **Manage Versions** button.
2. Select **Recover Unsaved Documents**.
3. Locate the file and click **Open** and click **Restore**.
4. **SAVE** the document as **13-2 Coffee Menu** in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

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## Competency Assessment

### Project 13-3: Posting the Coffee Menu for Review

You are ready to post your new menu to your class for review. Inspect the document and mark it as final.

**GET READY. LAUNCH** Word if not already running.

1. **OPEN** **13-2 Coffee Menu** from the lesson folder.
2. **SAVE** the document as **13-3 Coffee Menu for Review** in the lesson folder on your flash drive.
3. Open **Backstage**, select **Check for Issues**, and then select **Inspect Document**.
4. Click **Inspect** the document and click **Remove All** by the *Document Properties and Personal Information* section.
5. Click **Close**.
6. Click **Allow this information to be saved in your file**.
7. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

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### Project 13-4: Encrypting Relocation Proposal with a Password

Your task is to remove all document properties in the stock agreement document before sharing with eligible employees.



**GET READY. LAUNCH** Word if not already running.

1. **OPEN** **Relocation Proposal** document from the lesson folder.
2. **SAVE** the document as **13-4 Relocation Proposal** in the lesson folder on your flash drive.
3. Inspect the document.
4. Click **Remove All** on the *Document Properties and Personal Information* setting and *Headers, Footers, and Watermarks* setting.
5. Click **Close**.
6. Encrypt the document with a password and enter **BYA%\$#agree**.
7. **SAVE** the document in the lesson folder on your flash drive.

**LEAVE** the document open for the next project.

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## Mastery Assessment

### Project 13-5: Saving Relocation Proposal to SkyDrive

You have finalized the relocation proposal document and are ready to share it with employees from around the region. Your task is to save the document and create a shared link for everyone to view.

**GET READY. LAUNCH** Word if not already running.

1. **OPEN** the *Relocation Proposal* document from the lesson folder.
2. **SAVE** the document as *13-5 Relocation Proposal* in the lesson folder on your flash drive.
3. Invite five students from class and include your instructor.
4. Type in the message box, **This is the first draft for the relocation proposal**. Sign with your name, and then **Share**.
5. **CLOSE** the file.

**LEAVE** Word open for the next project.

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### Project 13-6: Creating a Document with a Password

Create a document that only you can access.

**GET READY. LAUNCH** Word if not already running.

1. **SAVE** the document as *Password* in the lesson folder on your flash drive.
2. Type the following:  
Name: **Giovanni**  
E-mail address: **someone@live.com**  
**The importance of using a password:**  
**Unauthorized access to your document**  
**A password added to documents prevents unwanted changes**  
**The document can only be opened by those who know the password**
3. Apply the default numbering format to the previous three items.
4. Protect the document by securing it with the following password, and type **dap&27#%**. Use the same password to open and modify the document.
5. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word.

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# Using Advanced Options 14

## LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Customizing Word		



## KEY TERMS

- metadata



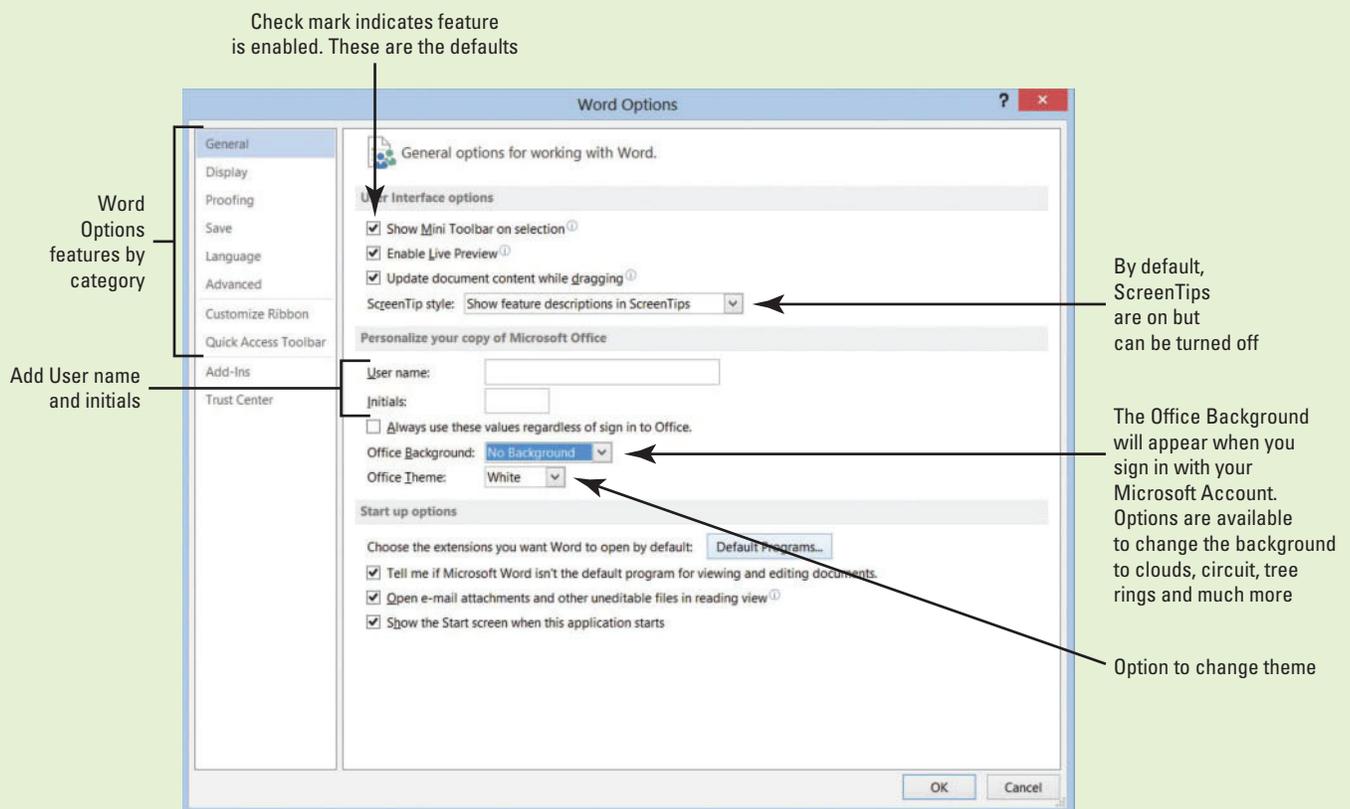
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You are employed as a researcher at A Datum Corporation, a company that provides custom consulting services to information technology companies. Many of the default options for Word are suitable, but there are times you need to make changes to settings for features such as compatibility, editing, printing, and saving. In this lesson, you learn how to access options that enable you to customize Word to best fit the tasks that you perform such as changing display options, setting save options, using advanced options, customizing the Quick Access Toolbar, and customizing the Ribbon.

## SOFTWARE ORIENTATION

### Word Options

The Word Options dialog box provides a wide variety of methods to customize how Word is used. Ten different option categories are provided. To access these options, click the File tab and then click Options as shown in Figure 14-1.



**Figure 14-1**  
Word Options dialog box with General settings displayed

Use this figure as a reference throughout this lesson as well as the rest of this book.

## The Bottom Line

## CUSTOMIZING WORD

Word can be customized through the different options available in the Word Options dialog box.

## Personalizing Word

In previous lessons, you open the Word Options dialog box in Backstage and change the default settings. The General settings contain some of the most frequently used options that can be customized in Word, including options to personalize Word, such as changing the user name and initials. Take time to explore the contents of each screen. The more familiar you become with the options available, the better able you will be to customize Word to suit your needs. In this exercise, you learn to personalize Word and add information in Properties.

## STEP BY STEP

## Personalize Word



**GET READY.** Before you begin these steps, be sure to **LAUNCH** Microsoft Word.



1. **OPEN** the *A Datum* document from the lesson folder.
2. Click the **File tab**, and then click **Options** to display the *Word Options* dialog box. The General settings are already displayed (refer to Figure 14-1).
3. In the *Personalize your copy of Microsoft Office* section, type **[your name]** in the User name box and **[your initials]** in the Initials box. Your name and initials appear only here.



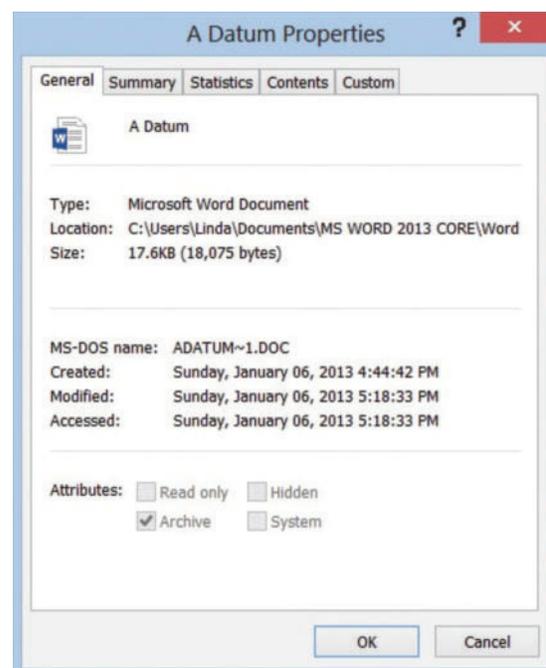
Cross  
Ref

In Lesson 9, you learn to change a user's name in the Track Changes Options dialog box.

4. Click **OK**.
5. Open **Backstage** and notice the Properties pane on the right side. This pane displays the properties of the document size, pages, words, editing time, date the document was created or modified, and author and any other person who might have reviewed the document.
6. Display the Advanced Properties by clicking the drop-down arrow under Properties, and then select **Advanced Properties**. The *Advanced Properties* dialog box opens as shown in Figure 14-2.

Figure 14-2

Properties dialog box




**Cross Ref**

In Lesson 2, you learn to display the Document Panel to show above the document and open the Advanced Properties. You can also display the Advanced Properties from Backstage.

- Click the **Summary tab** to add information that describes your document.

Data that describes other data is called **metadata**. Information in the properties is also known as metadata, which includes details about the document.

- Type the information as shown in Figure 14-3, and then click **OK**.

**Figure 14-3**

A Datum Properties  
Summary tab

- Select **Show All Properties** at the bottom of the Properties pane.

Review the updated properties in Backstage to see the author's name and tags.

- Return to the document.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Changing Display Options

The Display screen of the Word Options dialog box contains options for changing how document content is displayed both on the screen and when printed. Changing these options affects all documents, not just the document that is currently open. Select or deselect the check box for any option you want to turn on or off. Many of these options stay in this state for all Word documents until you change them again. In this exercise, you learn to change the display options.

### STEP BY STEP

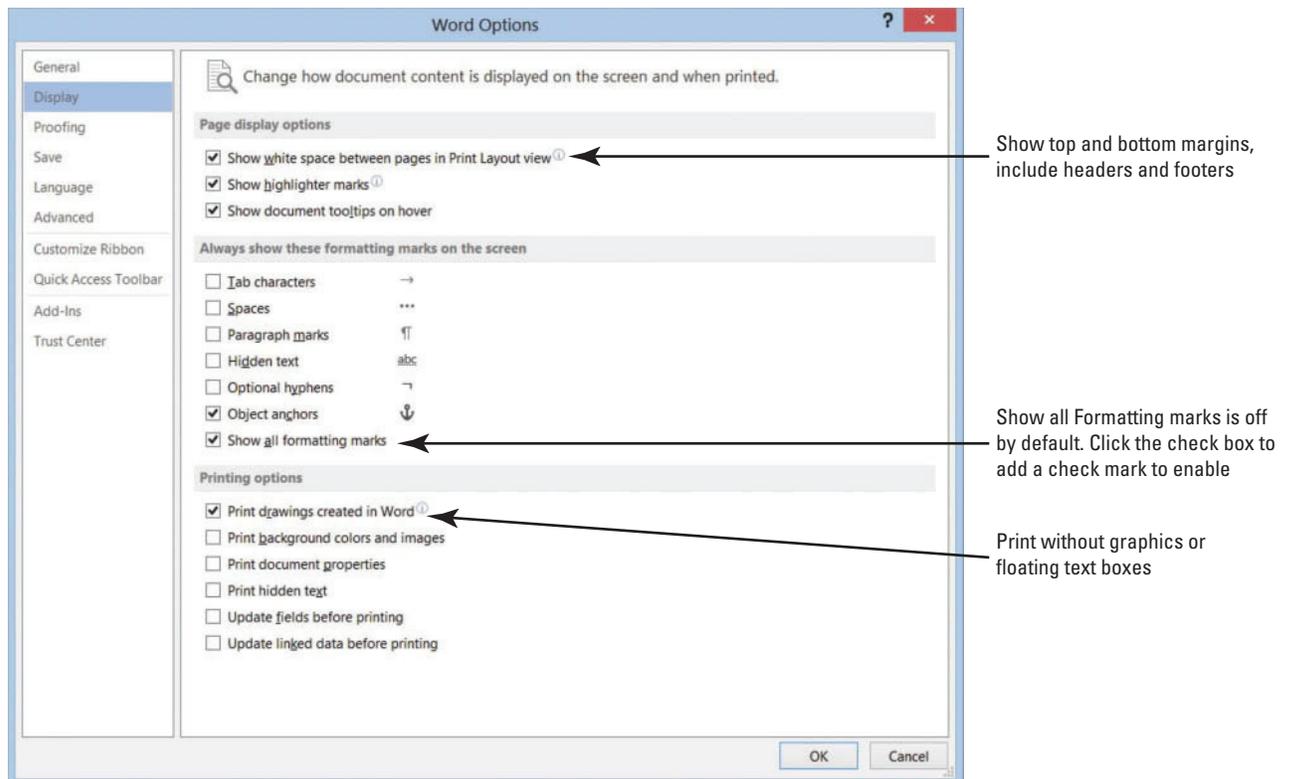
#### Change Display Options

**USE** the document that is open from the previous exercise.

- Click the **File tab**, and then click **Options** to display the Word Options dialog box.
- Click **Display** to view the display options, shown in Figure 14-4.

Figure 14-4

Display options screen



Show top and bottom margins, include headers and footers

Show all Formatting marks is off by default. Click the check box to add a check mark to enable

Print without graphics or floating text boxes

In the *Always show these formatting marks on the screen* section, the check box is empty beside the *Show all formatting marks*.

3. Click to add a check mark next to **Show all formatting marks**.

4. Click **OK**.

Notice that the paragraph marks appear in the document.

5. Open the **Display screen** and click to remove the check mark by **Show all formatting marks**. By default, this feature is disabled.

6. Click **OK**.

7. **CLOSE** the document without saving.

**PAUSE. LEAVE** Word open to use in the next exercise.

## Turning AutoFormat Off or On

When *AutoFormat As You Type* options are turned on, Word allows you to apply formatting quickly as you type bullets and number lists, fractions, numbers, borders, ordinals, and hyphenate text. Other options that you have available are *Apply as you type* and *Automatically as you type*. When the automatic formatting has been applied, you can undo the changes by using the AutoCorrect Options button in the AutoCorrect dialog box. In this exercise, you learn how to turn off certain features using the AutoCorrect Options button.

You can access *AutoFormat As You Type* by opening the Word Options dialog box and selecting *Proofing*. Then open the *AutoCorrect* dialog box. Tables 14-1, 14-2, and 14-3 provide a description of what will occur after each specified action has been performed.

**Table 14-1**

AutoFormat As You Type

Replace as you type	Description
"Straight quotes" with "smart quotes"	Straight quotations marks ( " ") and straight apostrophes ( ' ) are replaced with curved, open, and closed quotations marks ( " ") and curved apostrophes.
Fractions (1/2) with fraction character (½)	When you type "1/2", it is replaced with ½. This option only replaces ¼, ½, and ¾.
*Bold* and _italic_ with real formatting	The bold element will be applied when text begins and ends with an asterisk ( * ). The italic element is applied to text beginning and ending with an underscore ( _ ). For example, *AutoFormat* becomes <b>AutoFormat</b> and _text_ becomes <i>text</i> . By default, this feature is off and must be enabled before using.
Internet and networks paths with hyperlinks	Word automatically recognizes when an Internet address, network path, and e-mail address are typed and will automatically replace these with hyperlinks.
Ordinals (1st) with superscript	Order set of sequence numbers. For example, 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> .
Hyphens (-- ) with em dash (—)	Replaces two hyphens typed sequentially with an em dash ( — ); a single hyphen with a space before and after ( - ) will be replaced with an en dash ( – ).

**Table 14-2**

Apply as you type

Apply as you type	Description
Automatic bulleted lists	When typing one of these characters *, -, > followed by a space or tab, a bulleted list will be created.
Border lines	When you type three consecutive characters (~, #, *, -, _, or =) on a new line and then press Enter, a line with that character will appear across the page.
Built-in Heading styles	When fewer than five words are used in headings and the Enter key is pressed twice, the built-in heading style will be applied. For each new heading that you type, a new line is followed by the Tab. For example, Heading 1, type a line; for Heading 2, press Tab; Heading 3 press Tab twice.
Automatic numbered lists	When you begin a numbered list and type the number 1 followed by a period or tab, a numbered list is created.
Tables	A single row of a table is created when you type +-----+-----+-----+-----+ and then press the Enter key. Four columns and one row are created. The number of hyphens between the plus symbols is the column width.

**Table 14-3**

Automatically as you type

Automatically as you type	Description
Format beginning of list item like the one before it	Formats the beginning text of a list item like the previous list.
Set left- and first-indent with tabs and backspaces	Indent the first line of a paragraph by putting the cursor before the first line, and then press the Tab key. Indent the whole paragraph by putting the cursor before any line in the paragraph with the exception of the first line and then press Tab. Place insertion point before the first line, and then press the Backspace key to remove.
Define styles based on your formatting	When text has been formatted manually, the same style will be applied when the Enter key is pressed.

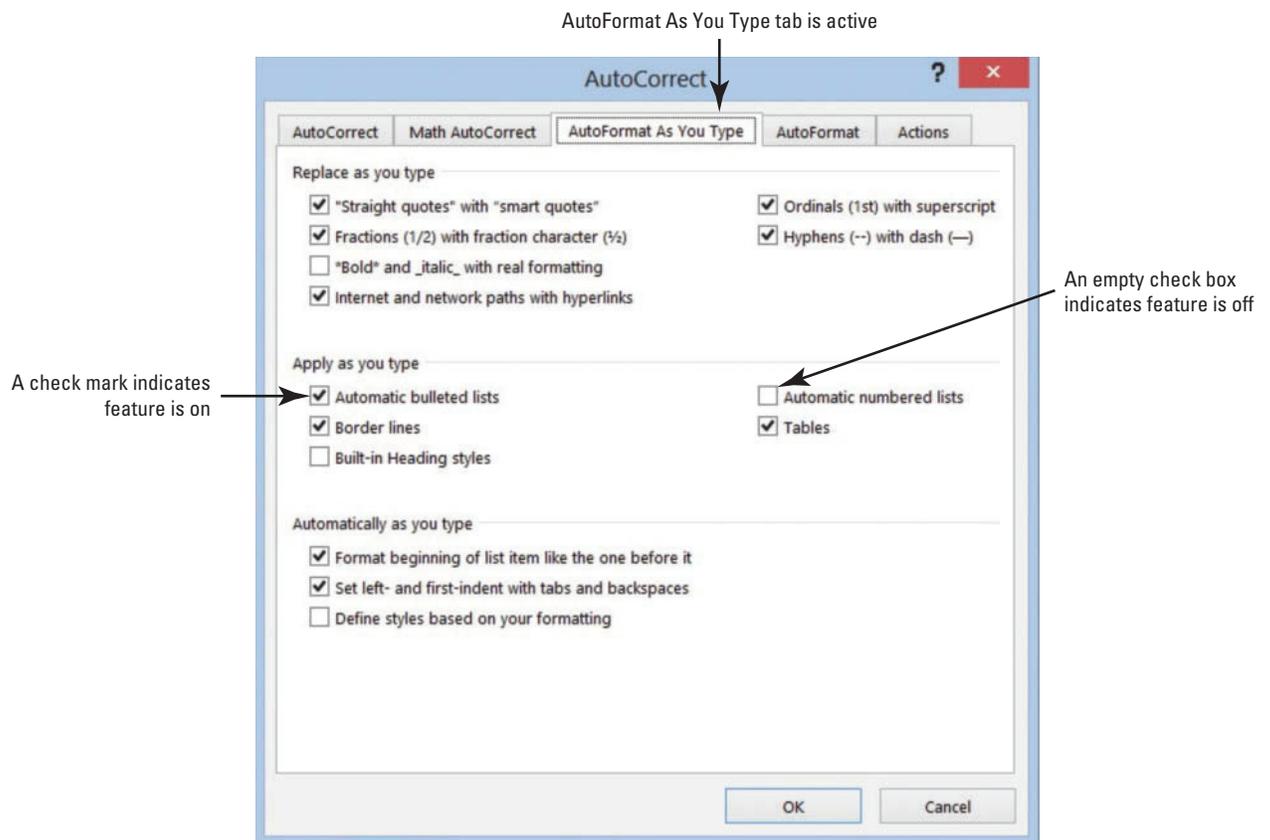
**STEP BY STEP****Turn AutoFormat Off or On**

OPEN the *A Datum Security Alarm* document from the lesson folder.

1. Click the **File** tab, and then click **Options**.
2. Click **Proofing** to display the options.
3. Click the **AutoCorrect Options** button, and then click the **AutoFormat As You Type** tab.
4. Under the *Apply as you type* section, select the check box by **Automatic bulleted lists** to clear it (an empty check mark indicates the feature is off).
5. Click again to place a check mark in the box to turn **Automatic bulleted lists** back on (see Figure 14-5).

**Figure 14-5**

AutoCorrect dialog box displaying the AutoFormat As You Type tab



6. Click **OK** to close the *AutoCorrect* dialog box, and then click **OK** to close the *Word Options* dialog box.
7. Position the insertion point after the last bulleted item and press **Enter** twice to move to the next line and clear the added bullet.
8. On the **Page Layout** tab, in the **Page Setup** group, select **Continuous** from the **Line Numbers** command, and then place the insertion point on line 14.
9. Type ~ ~ ~ three times and press **Enter**.  
A wavy border line is placed across the page.
10. Access the *Proofing* settings in the *Word Options* dialog box and click the **AutoCorrect Options** button.
11. Add a check mark by **\*Bold\* and \_italic\_ with real formatting** to enable this feature.
12. Click **OK** two times to close both dialog boxes.

13. On line 26, select **Ready** and type **\*Ready\***. The text is automatically bolded.
14. In the AutoCorrect Options, remove the check mark by **\*Bold\* and \_italic\_ with real formatting**.
15. **SAVE** the document as **Security Alarm Update** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open to use in the next exercise.



In Lesson 9, you learn about accessing the AutoCorrect Options.

## Setting Save Options

The Save screen of the Word Options dialog box contains options for customizing how documents are saved, including preserving information in backup files for your documents, sharing files using a document management server, and embedding fonts in a file. For example, you can change the default format used to save documents, or you can change how often your documents are backed up by using AutoRecover. The Documents folder, located on drive C, is the default working folder for all the documents created in Microsoft Office programs. A yellow folder appears on the taskbar and directly takes you to the default settings for your folders and files. On the Save screen, you can choose a different default working folder (for example, your flash drive). In this exercise, you learn to change and set save options.

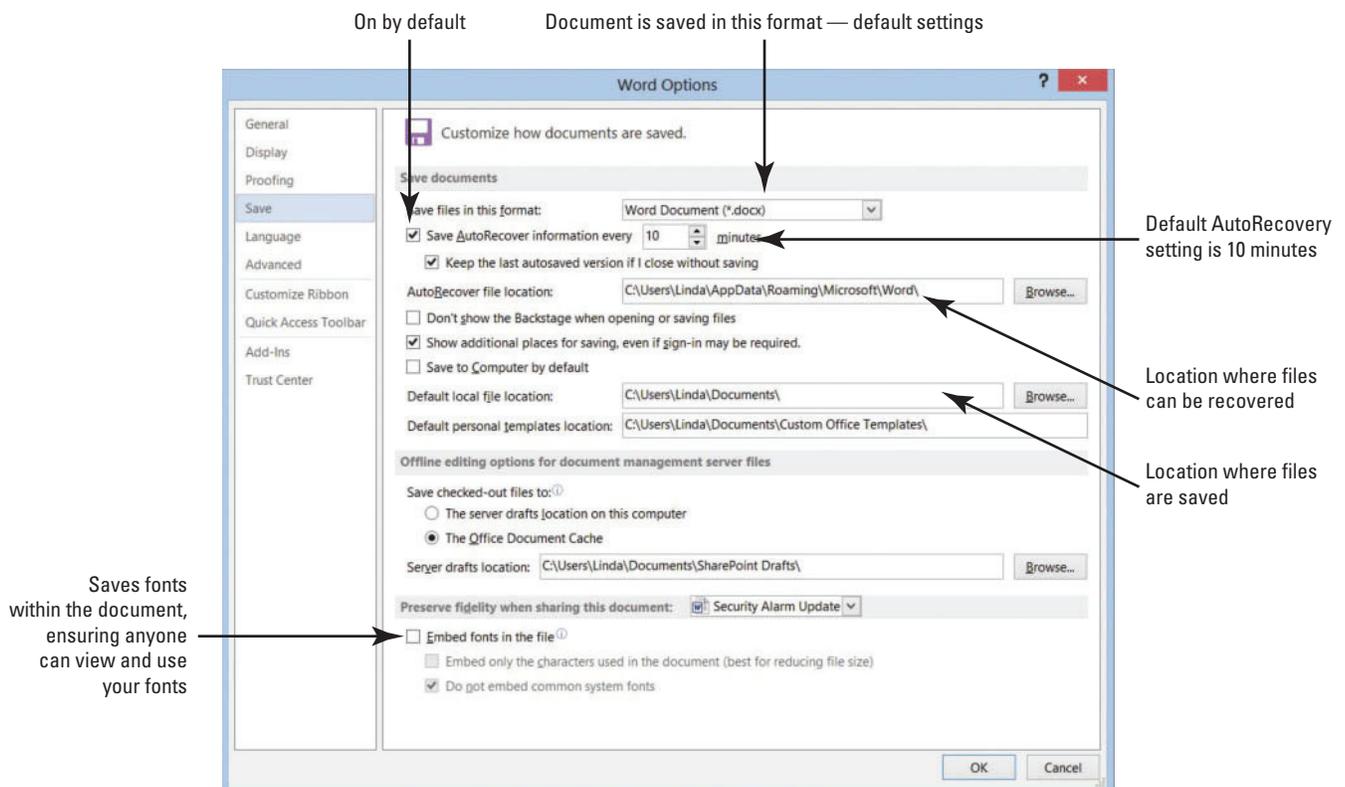
### STEP BY STEP Set Save Options

**OPEN** a blank document.

1. Click the **File** tab, and then click **Options**.
2. Click **Save** to display the Save options screen as shown in Figure 14-6.

**Figure 14-6**

Save options screen



3. In the *Save documents* section, click the drop-down arrow in the *Save files in this format* box.

The menu displays the options available for changing the default file format used when saving backup files. The default setting to save your work is set to every 10 minutes.

4. In the *Save AutoRecover information every* box, change the setting to **3**.

Your documents will be saved every three minutes. Check with your instructor before changing the settings. If you change the settings, don't forget to return the setting back to its default.

5. **LEAVE** the *Word Options* dialog box open for the next exercise.

**PAUSE. LEAVE** Word open to use in the next exercise.

**Take Note** Any change made to the default working folder applies only to the application that you are currently using. For example, if a different default working folder is selected for Word, the default working folder for Excel remains Documents if you are using Windows 8 or Windows 7.

## Using Advanced Options

The Advanced screen in the Word Options dialog box contains many complex choices for working with Word documents, including options for editing, displaying, printing, and saving. There are many options available but the Advanced screen contains the majority of options. Some are selected by default and some are not. Browse through them to see how you might use some of the options to work more efficiently in Word. In addition to the multitude of options found on this screen, several dialog boxes can be accessed for additional customization. In this exercise, you learn to use the advanced options.

### STEP BY STEP

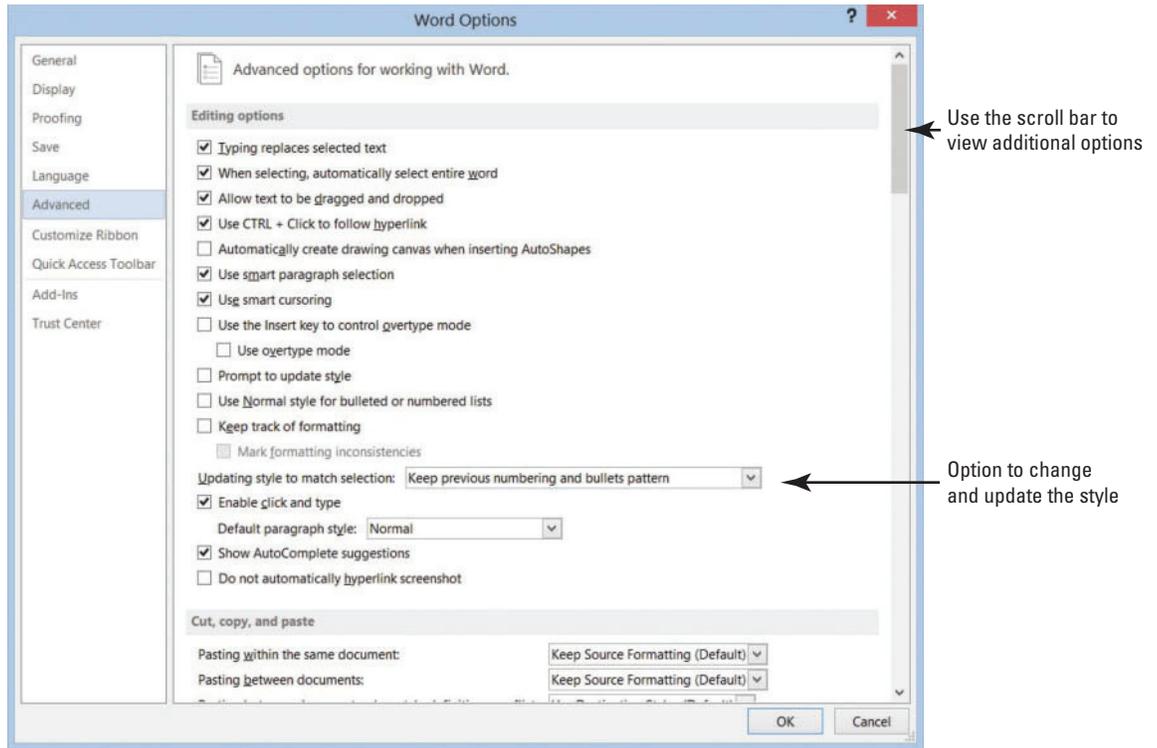
#### Use Advanced Options

**USE** the document open from the previous exercise.

1. From the *Word Options* dialog box, click **Advanced** to display the *Advanced* options. There are several advanced options, many of which are shown in Figures 14-7 through 14-10.

**Figure 14-7**

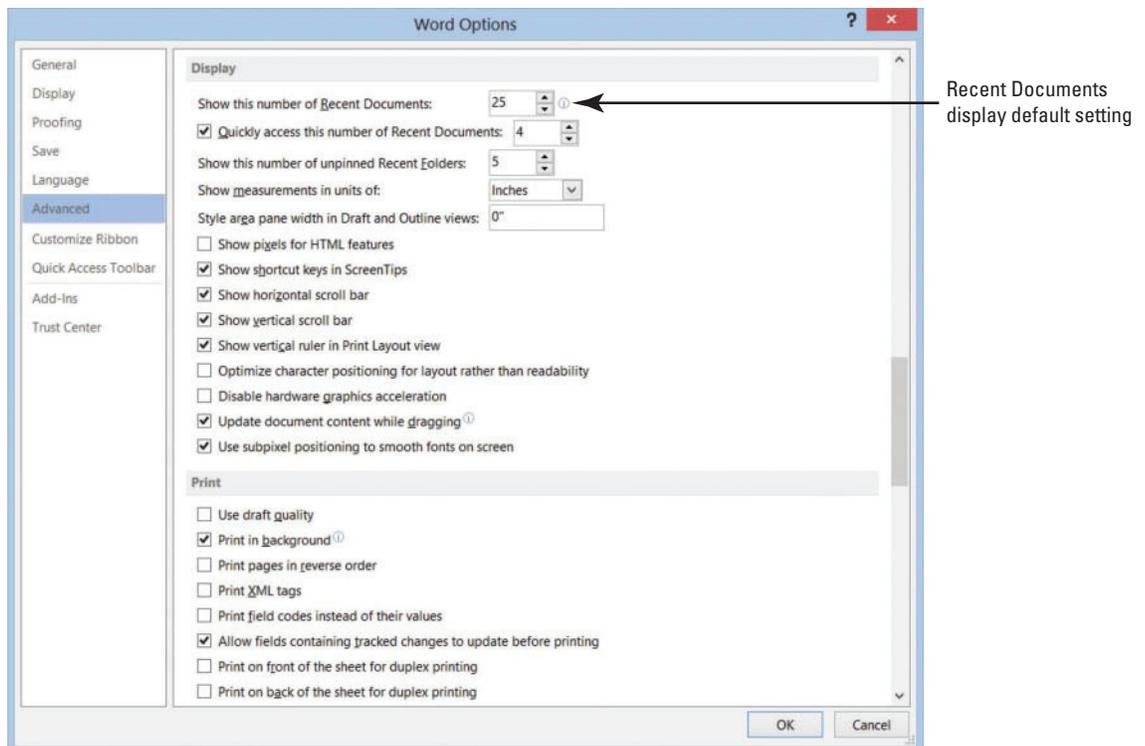
Advanced options screen;  
Editing options



2. Scroll down and locate the *Display* section (shown in Figure 14-8); click the down arrow next to the number in the *Show this number of Recent Documents* list box to change it from 25 to 10.

**Figure 14-8**

Advanced options screen;  
Display and Print options

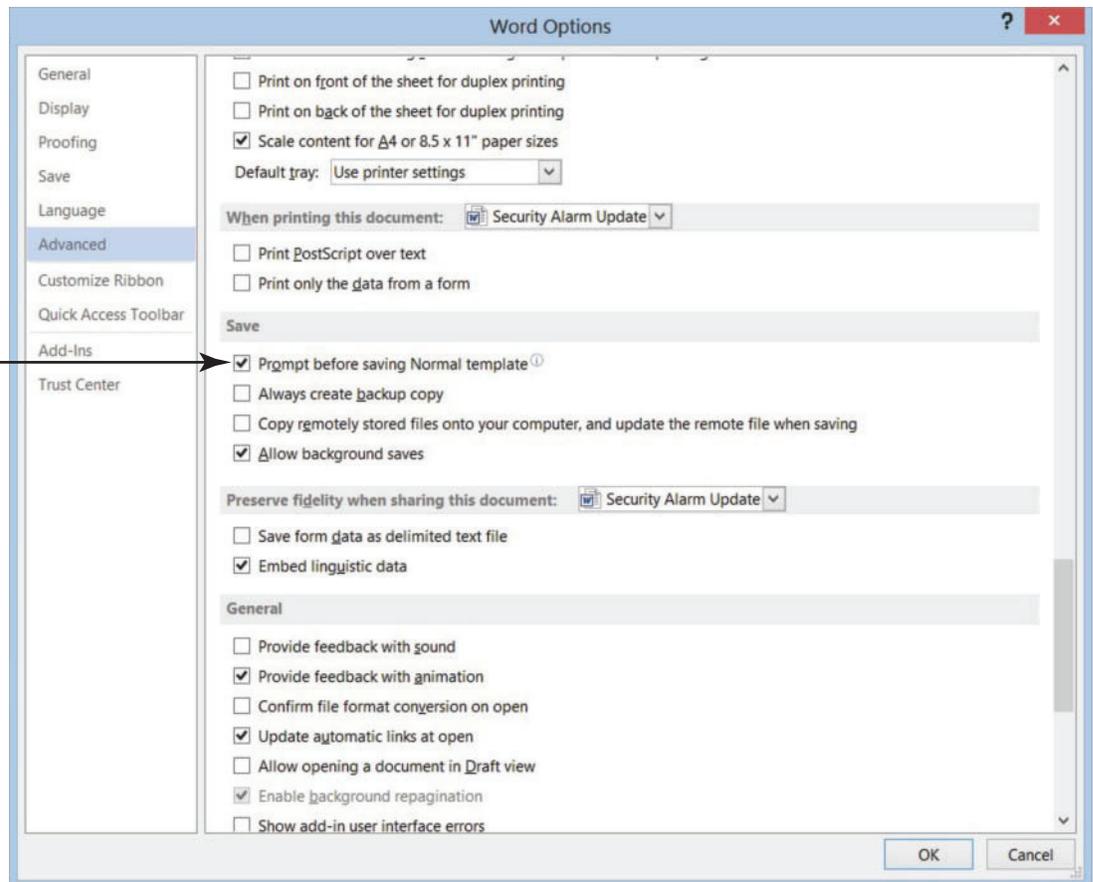


3. Click **OK**.
4. Click the **File** tab, and then click **Open**. Ten documents display under *Recent Documents*.
5. Return the settings back to default, and leave the *Word Options* dialog box open.
6. Scroll down to the *Save* section (shown in Figure 14-9) and click the check box to enable **Prompt before saving Normal template**. Now if you change the default template, Word will prompt you if you want to save the changes to that template.

**Figure 14-9**

Advanced options screen;  
Print and Save options

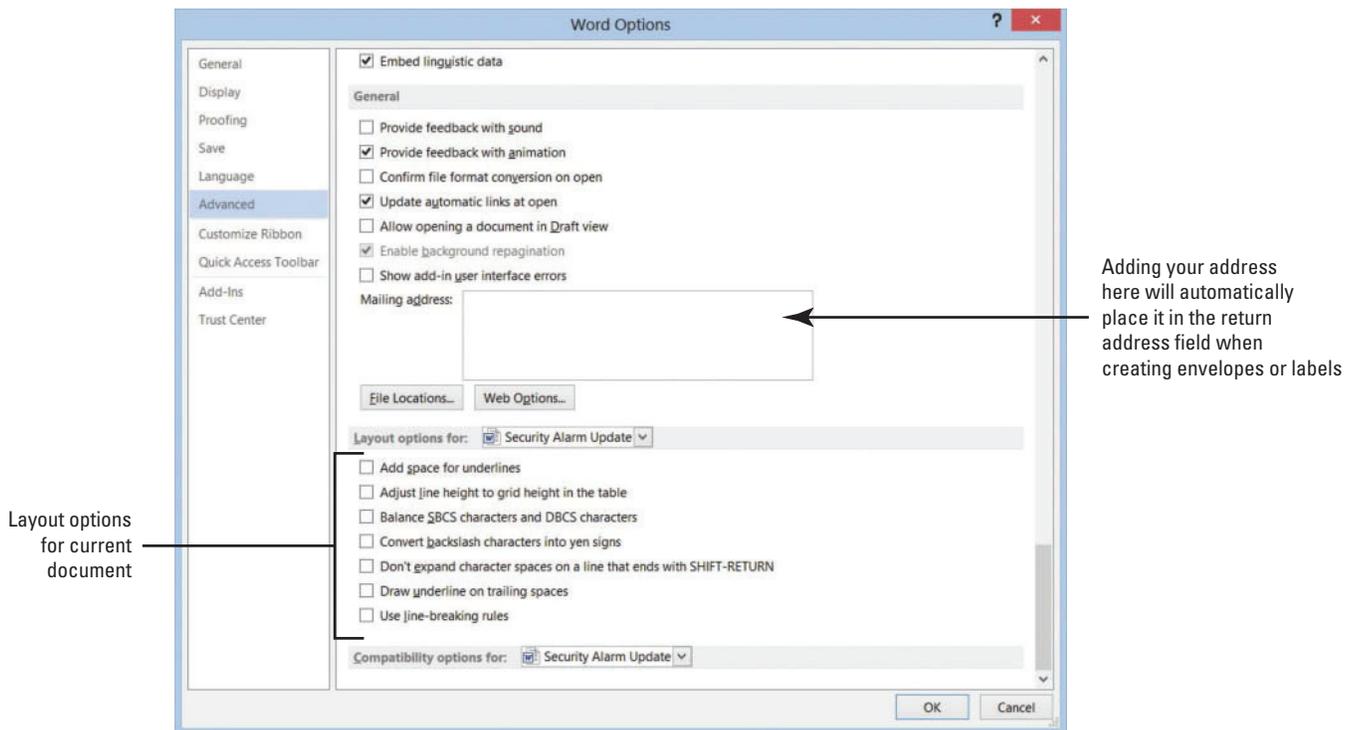
If the default  
template is changed,  
Word will ask if  
you want to  
save changes



7. Scroll down to the *General* section (shown in Figure 14-10) and type **[your name and address]** in the Mailing address box.

Figure 14-10

Advanced options screen;  
General options



8. Click **OK**.
9. Open a blank document.
10. On the Mailings tab, in the Create group, click the **Envelopes** button.  
In the *Envelopes and Labels* dialog box, notice that your name and address appear in the *Return address* area.
11. Click **Cancel**.
12. Return to the *General* section of the Advanced settings and remove your name and address, and then remove the check mark by **Prompt before saving Normal template** under the *Save* section. Click **OK**.

**PAUSE. LEAVE** Word open to use in the next exercise.



### Another Way

The keyboard shortcut **Ctrl+N** opens a new blank document.

## Customizing the Quick Access Toolbar and Ribbon

The Customize Ribbon and Quick Access Toolbar screens enable you to customize the Quick Access Toolbar, the Ribbon, and keyboard shortcuts. Adding frequently used commands to the Quick Access Toolbar ensures that those commands are always just a single click away. Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as indent and spacing values and individual styles, which also appear on the Ribbon, cannot be added to the Quick Access Toolbar. In this exercise, you add commands to the Quick Access Toolbar, customize a keyboard shortcut, and customize the Ribbon.

### STEP BY STEP

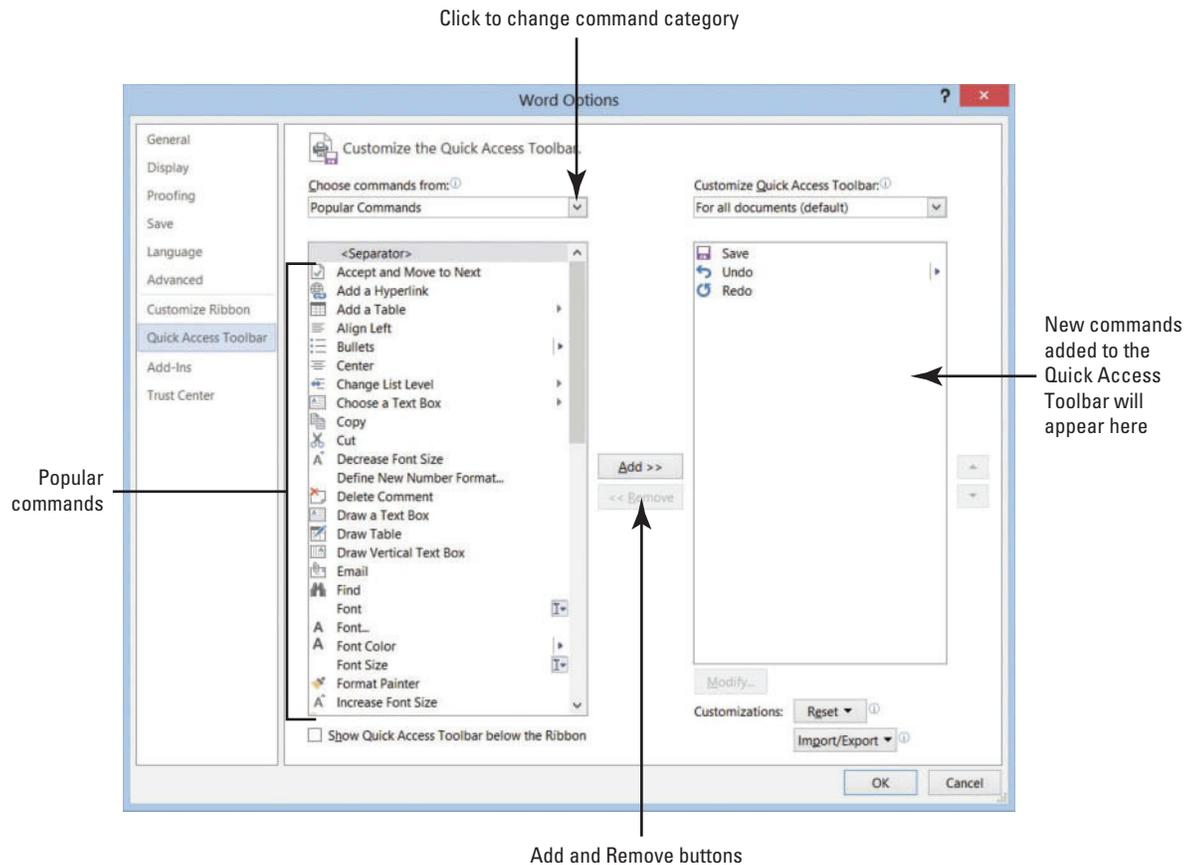
#### Customize the Quick Access Toolbar

**USE** the document open from the previous exercise.

1. Click the **File tab**, and then click **Options**.
2. Click **Quick Access Toolbar** in the left pane to display the customization options, shown in Figure 14-11.

Figure 14-11

Word Options; Custom the Quick Access Toolbar settings



You first learn about the Quick Access Toolbar in Lesson 1.

In the *Choose commands from* list, *Popular Commands* is already selected.

3. Scroll down the list of commands, select **Page Setup**, and then click the **Add** button.
4. Select **Page Width**, and then double-click to quickly add to the Customize Quick Access Toolbar list. Repeat the step for the Numbering command.
5. Click **OK**. The Quick Access Toolbar is now customized with new commands that are easily accessible. Check with your instructor to see if these commands should remain on the toolbar.

**PAUSE. LEAVE** Word open to use in the next exercise.



#### Another Way

You can open the customization screen using the *Customize Quick Access Toolbar, More Commands* menu option.

#### Take Note

To remove a command from the Quick Access Toolbar, place the mouse pointer on the command in the Quick Access Toolbar, right-click the command, and then click *Remove from Quick Access Toolbar*.

## STEP BY STEP

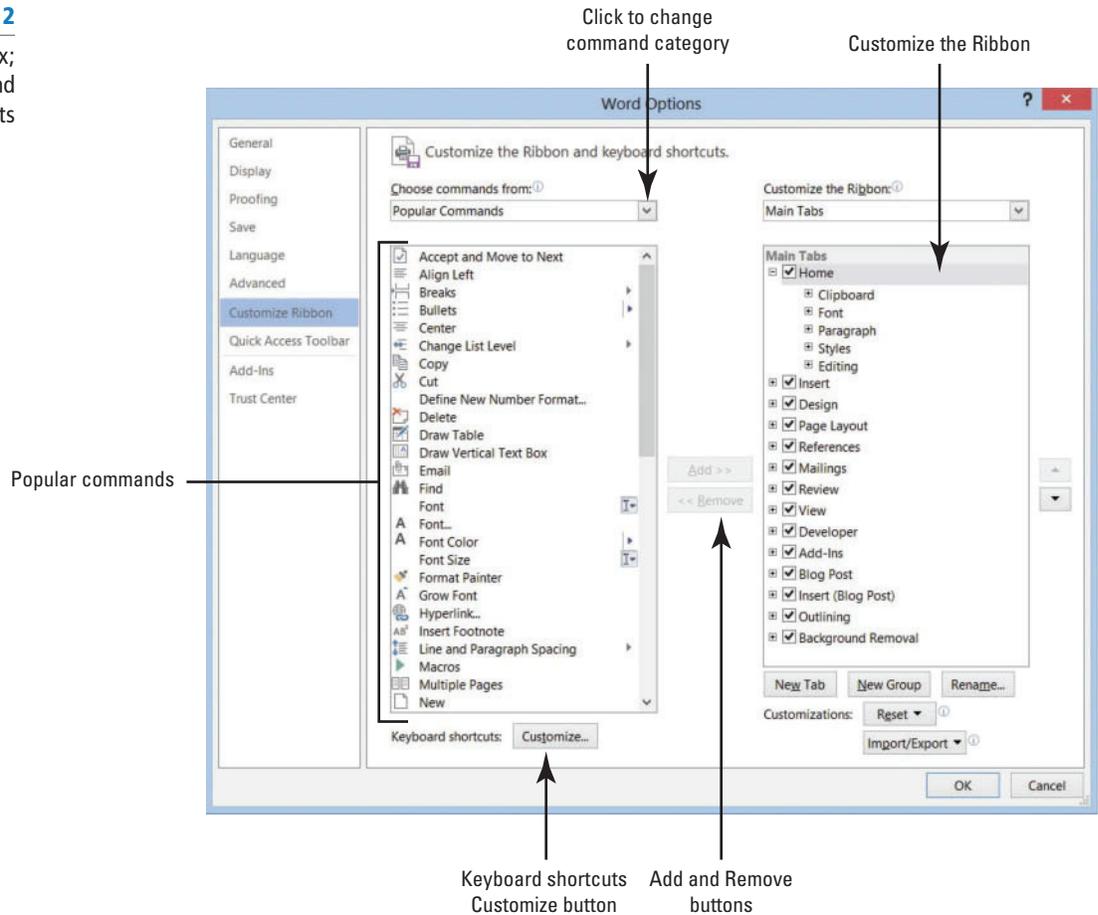
### Customize the Keyboard

**USE** the document open from the previous exercise.

1. Open the **Word Options dialog box**, and click **Customize Ribbon** to open the customization screen (see Figure 14-12).

**Figure 14-12**

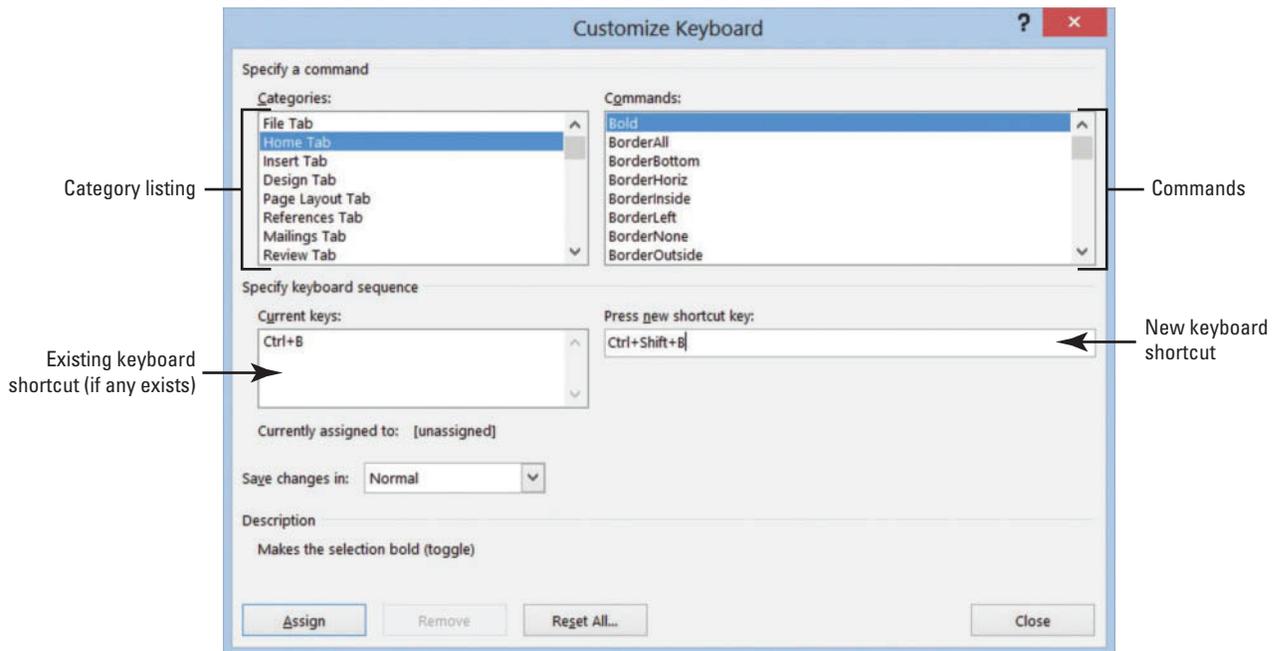
Word Options dialog box;  
Customize the Ribbon and  
keyboard shortcuts



2. On the bottom left, click the **Customize** button next to *Keyboard shortcuts*.  
The *Customize Keyboard* dialog box appears, as shown in Figure 14-13.

**Figure 14-13**

Customize Keyboard  
dialog box



- In the Categories box, click **Home Tab**.

You should see *Bold* highlighted under the Commands box.

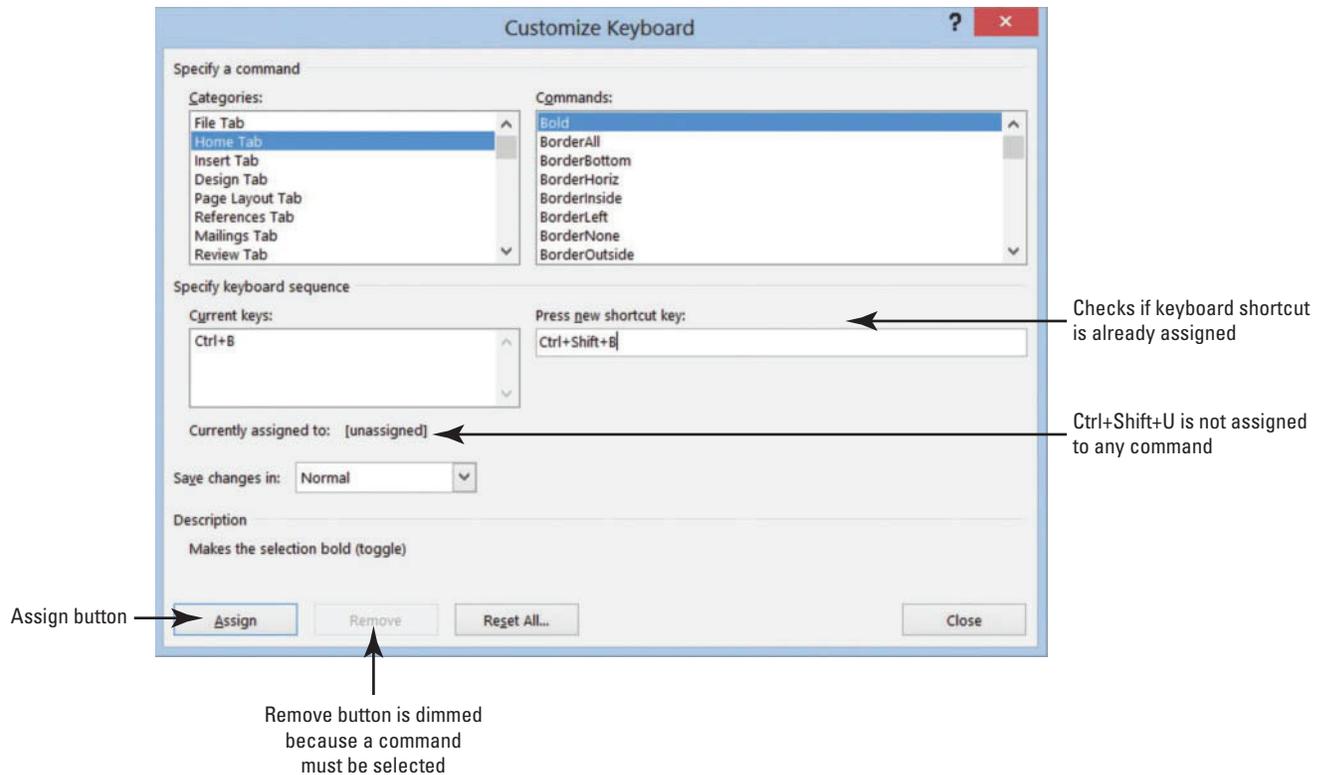
Two shortcut key command appears in the Current keys box. The Ctrl+B shortcut is a reserved key and assigned to the Bold command. The Ctrl+Shift+B shortcut is also assigned to the Bold command.

- In the Current Keys box, select **Ctrl+Shift+B** and then click **Remove**.

- In the *Press new shortcut key* box, type **Ctrl+Shift+U** as shown in Figure 14-14. Under the Current keys box, it shows that this command is *[unassigned]*.

**Figure 14-14**

Customize Keyboard dialog box showing shortcut keys are unassigned



- Click the **Assign** button.

- Return to the Word document and type any word, and then select the word and press **Ctrl+Shift+U**. The text should be underlined.

- Open the **Customize Keyboard dialog box**, and then select **Home Tab**. The two shortcut key commands appear in the Current keys box.

- Select **Ctrl+Shift+U**, and then click the **Remove** button to remove the shortcut key.

Removing Ctrl+Shift+U now makes it available to be used for another shortcut keyboard command.

- Click **Close** to close the *Customize Keyboard* dialog box.

- Leave the *Word Options* dialog box open for the next exercise.

**PAUSE. LEAVE** Word open to use in the next exercise.



### Another Way

You can also add an item to the Quick Access Toolbar by clicking the *Customize Quick Access Toolbar* button or by right-clicking anywhere on the Quick Access Toolbar.

## STEP BY STEP Customize the Ribbon

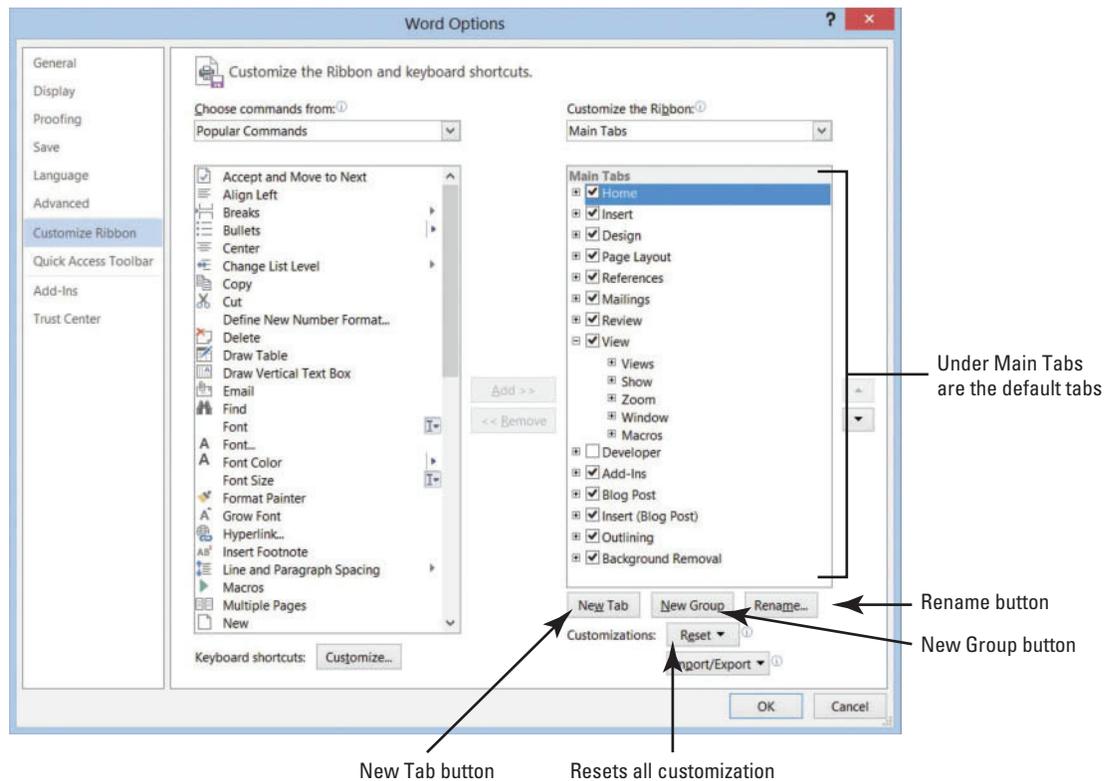
In this exercise, you create a customized Ribbon tab and place your favorite commands in one group on a new tab. You can add commands already found on other tabs, and you also have the option to place commands not found in any of the tabs.

**USE** the document open from the previous exercise.

1. Access **Word Options**, and then click **Customize Ribbon** to open the customization screen (see Figure 14-15).

**Figure 14-15**

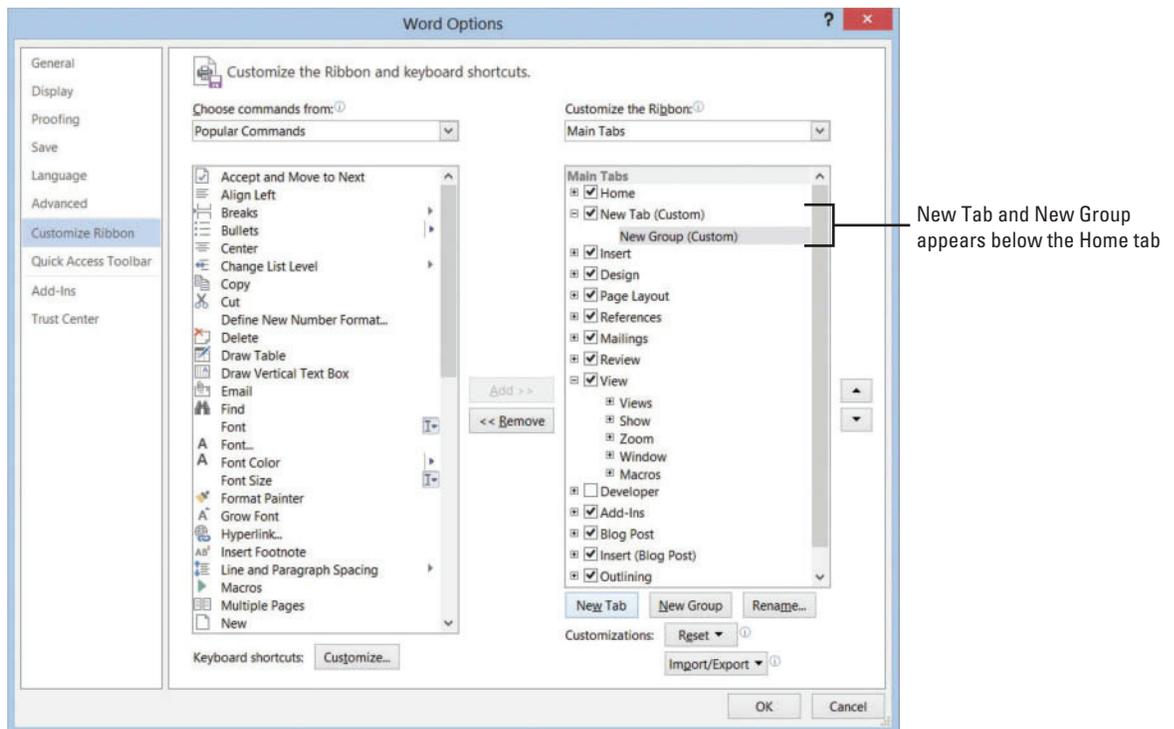
Customize the Ribbon and keyboard shortcuts screen



2. Under *Main Tabs*, click the **minus (-) sign** to collapse the groups listed under *Home*, if necessary. The *Home tab* should appear selected.
3. Click the **New Tab button**. Two objects appear: one is identified for the new tab whereas the other is for the group as shown in Figure 14-16.

Figure 14-16

New Tab and New Group



4. Select **New Tab (Custom)**, and then click the **Rename** button.  
The *Rename* dialog box appears.
5. Type **My Favorites** in the Display name box (see Figure 14-17).

Figure 14-17

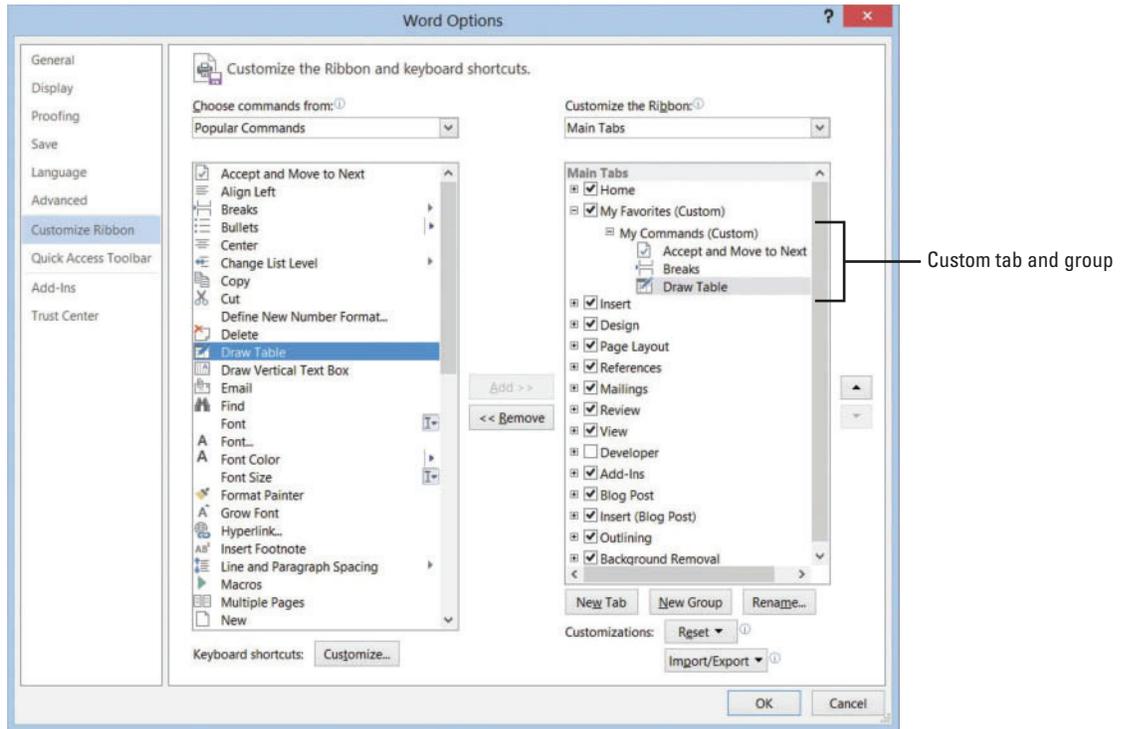
Rename dialog box



6. Click **OK**.
7. Select **New Group (Custom)**, and then click the **Rename** button.  
The *Rename* dialog box appears with icons to identify your command group.
8. Type **My Commands** in the Display name box.
9. Select the smiley face.
10. Click **OK**.  
With *My Commands* selected under *Main Tabs*, you are ready to add commands to this group.
11. Under the *Popular Commands*, select then click the **Add** button to place in *My Commands*.
12. Select **Accept and Move to Next**, and then click the **Add** button.  
This command is placed under *My Commands*.
13. Select **Breaks** and **Draw Table** separately, and then click the **Add** button. Your screen should match Figure 14-18.

**Figure 14-18**

Commands added to My  
Commands group

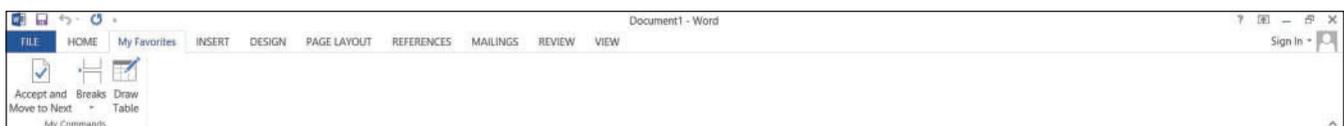


14. Click **OK**.

15. Click the **My Favorites tab** and review your customized tab and group of commands (see Figure 14-19).

**Figure 14-19**

My Favorites tab on Ribbon



16. To remove the customized tab, return to the customization screen, and then click the **Reset All Customizations** button. Select **Yes** to confirm, and click **OK**.

**STOP. CLOSE** Word.

## SKILL SUMMARY

In this lesson you learned to:	Exam Objective	Objective Number
Customize Word		

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. To assign a new keyboard shortcut, you would access Backstage, Word Options, and then:
  - a. Customize Quick Access Toolbar.
  - b. Customize Backstage button.
  - c. Customize Ribbon, New Keyboard commands.
  - d. Customize Ribbon, Keyboard shortcuts, and the Customize button.
2. Which tab would you click to display the Options command?
  - a. Insert
  - b. Advanced
  - c. File
  - d. Display
3. The shortcut key, Ctrl+C, is:
  - a. unassigned.
  - b. accessible.
  - c. assigned.
  - d. not a shortcut key.
4. The Display screen in the Word Options dialog box displays which hidden formatting marks?
  - a. Spaces
  - b. Tab characters
  - c. Paragraph marks
  - d. All of the above
5. The Quick Access Toolbar is for:
  - a. frequently used commands.
  - b. commands from the File menu.
  - c. contents of lists on the Ribbon.
  - d. recently used documents.
6. A check mark displayed in the Word Options dialog box, indicates the feature is:
  - a. off.
  - b. not available.
  - c. disabled.
  - d. on.
7. As a user of Word, you can change the AutoRecover minutes to set how Word protects you from losing your work in which screen of the Word Options dialog box?
  - a. Save
  - b. Options, Save
  - c. Save As
  - d. None of the above
8. Where would you place a customized command?
  - a. Ribbon
  - b. Quick Access Toolbar
  - c. Does not appear
  - d. A new Ribbon
9. Changes made in the Word Options dialog box will affect:
  - a. only new documents.
  - b. all documents.
  - c. only documents opened as a template.
  - d. a and c
10. To locate where files are automatically saved, you would find this setting on which screen of the Word Options dialog box:
  - a. General
  - b. Save
  - c. Proofing
  - d. Advanced

**True/False**

Circle **T** if the statement is true or **F** if the statement is false.

- T F** 1. The Advanced screen contains the largest number of options available in the Word Options dialog box.
- T F** 2. The Quick Access Toolbar and keyboard shortcuts cannot be customized.
- T F** 3. When creating keyboard shortcuts, Word informs you when shortcut keys have been assigned.
- T F** 4. In the Word Options dialog box, you can add your name and initials under the Personalize your copy of Microsoft Office section.
- T F** 5. The default settings in the Word Options dialog box cannot be changed.
- T F** 6. When customizing the Ribbon, you cannot add the same commands to a new tab if they are listed on another Ribbon tab.
- T F** 7. Changing the Display options affects how content appears on your computer.
- T F** 8. When you personalize Word by adding your name to the User Name box, the Document Properties panel will display your name in the Author box.
- T F** 9. The formatting marks can be turned off in the Display screen of the Word Options dialog box.
- T F** 10. When customizing the Ribbon, you have the option to group commands within a tab.

## Competency Assessment

### Project 14-1: Creating a Default Return Address for Lost Art Photos

In your position as a marketing assistant at LostArt Photos, you frequently mail promotional letters. You prepare envelopes for these mailings in Word, and making the company's return address your default option would save time. Change your Word options to set this up.

**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** a blank new document.
2. **SAVE** the document as **14-1 Mailing Address** in the lesson folder on your flash drive.
3. Click the **File** tab, and then select **Options** to display the *Word Options* dialog box.
4. Click **Advanced** in the left pane to display the advanced options.
5. Scroll down to the *General* section, and in the Mailing address box, type:
  - LostArtPhotos**
  - 5500 Bissell Street**
  - Grand Junction, CO 98445**
6. Press the **Print Scrn** button on the keyboard.
7. Click **OK** to close the *Word Options* dialog box.
8. **Right-click** in the document screen, and then click **Paste**.
9. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

### Project 14-2: Setting Research Options

A Datum Corporation has an overseas branch in the United Kingdom. In your position as a researcher, you need content to stand out in your document. You will change the settings to turn on the feature that will allow real formatting as you type.

**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** a blank document.
2. **SAVE** your document as **14-2 Changing Settings** in the lesson folder on your flash drive.
3. Click the **File tab**, and then click **Options**.
4. Click **Proofing**, and then click the **AutoCorrect Options button**.
5. Select the **AutoFormat As You Type tab**, and add a check mark by **\*Bold\* and \_italic\_ with real formatting**.
6. Click **OK** to close the dialog box.
7. Click **OK** again.
8. Type **\*United Kingdom\***. Press **Enter**.
9. Type the underscore three times, and then press **Enter**.
10. Remove the check mark by **\*Bold\* and \_italic\_ with real formatting**.
11. Click **OK** twice to close the dialog boxes.
12. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

---

## Proficiency Assessment

### Project 14-3: Customizing the Quick Access Toolbar

As a paralegal in a busy legal practice, you are always looking for ways to streamline your work. As you learn more about Word, you want to use the available options to help customize the program for your daily tasks.

**GET READY. LAUNCH** Word if it is not already running.

1. Press **Ctrl+N** to open a new blank document.
2. **SAVE** the document as **14-3 Customizing QAT** in the lesson folder on your flash drive.
3. **OPEN** the *Word Options* dialog box.
4. Display the customization screen for the Quick Access Toolbar.
5. Choose five commands that you use frequently, but that are not currently located on the Quick Access Toolbar. Add the commands to the Quick Access Toolbar.
6. Click **OK** to close the *Word Options* dialog box.
7. Press the **Print Scrn** button on the keyboard.
8. **Right-click** in the document, and then click **Paste**.
9. Crop and enlarge the image to show the Quick Access Toolbar.
10. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

---

### Project 14-4: Removing Commands from the Quick Access Toolbar

You are continuing to work with customized Quick Access Toolbar from Project 14-3. Now that you have added five additional commands to your Quick Access Toolbar, you realize you no longer need these commands. You remember seeing the Remove button below the Add button in the customization screen.

**GET READY. LAUNCH** Word if it is not already running.

1. **SAVE** a new blank document as **14-4 Removing Commands** in the lesson folder on your flash drive.

2. Display the customization screen for the Quick Access Toolbar.
3. Remove all commands that you added to the Quick Access Toolbar and close all open dialog boxes.
4. Press the **Print Scrn** button on the keyboard.
5. **Right-click** in the document and then click **Paste**.
6. Crop and enlarge the image to show the Quick Access Toolbar.
7. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

---

## Mastery Assessment

### Project 14-5: Saving Settings

Your instructor has asked you to change the Save AutoRecover setting to five minutes and provide a copy of your screen shot.

**GET READY. LAUNCH** Word if it is not already running.

1. **SAVE** a new blank document as **14-5 Save Settings** in your flash drive in the lesson folder.
2. Open the Word Options dialog box and change the *Save AutoRecover* setting to **5** minutes.
3. Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste**. This will capture your screen as an image.
4. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

---

### Project 14-6: Word Options

Your task is to remove the LostArt Photos mailing address that you added in Project 14-1. To show your instructor that you completed this project, provide a copy of your screen shot and save as a Word document.

**GET READY. LAUNCH** Word if it is not already running.

1. **SAVE** a new blank document as **14-6 Address Removed** in your lesson folder on your flash drive.
2. Remove the mailing address.
3. Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste**. This will capture your screen as an image.
4. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word.

---

## Circling Back 4

### Project 1: Preparing the Speaker Letter

Now that you incorporated the changes suggested, prepare the document for distribution.

**GET READY. LAUNCH** Word if it is not already running.



1. **OPEN** *Speaker Thank You* from the data files for this lesson.
2. Inspect the document and remove all document properties and personal information and Headers, Footers, and Watermarks.
3. **SAVE** the document as *Inspected Document with Password* in the lesson folder on you flash.
4. **SAVE** the document with an encrypted password and type `nap#5^%`.
5. **SAVE** the document in the lesson folder in your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

### Project 2: Master and Subdocument for Research Paper

You are taking a computer class this semester and have been assigned a group project. The research project needs to be divided into sections so that you and your group members can work separately on the document.

**GET READY. LAUNCH** Word if it is not already running.



1. **OPEN** the *Research* document from the lesson folder.
2. Create a new folder named *Master Research* in your lesson folder on your flash drive.
3. **SAVE** the document as *Master Research* in the *Master Research* folder.
4. Select each heading in the document beginning with *Introduction* and apply the **Heading 1** style.
5. Modify the *Heading 1* style and change the spacing before to **12** pt and apply only to the document.
6. Change the view to **Outline**.
7. In the Outline Tools, click the drop-down arrow at **Show Level** and select **Level 1**.
8. In the Master Document group, click **Show Document**.
9. Select the **plus (+) symbol** by *Introduction* to select.
10. In the Master Document group, click the **Create** button. *Introduction* is surrounded by a border.
11. Repeat your steps for the remaining headings in the document, *Community in the Classroom*, *Technology within Literature Circles*, *Computer-Mediated Discussion Groups*, and *Conclusion*.
12. **SAVE** the document and **CLOSE**.



13. **OPEN** the *Master Research* document—the subdocuments are linked.
14. Press the **Ctrl** key and click to open the *Computer* subdocument.
15. In the first paragraph, locate and select **Students that are physically handicapped and even speech impeded students are afforded a safer place**.
16. Select **Intense Emphasis**, and then **Bold**.
17. **SAVE** the subdocument and **CLOSE**.
18. Click the **Show Document** button to display the controls. You may need to switch back to Outline view before performing this step.
19. Click the **Expand Subdocuments** button, and then select the **plus (+) symbol** for *Computer-Mediated Discussion Groups*. Then place a check mark by **Show First Line Only**.
20. Click the **Move Up** button until it is positioned below the continuous section break below *Community in the Classroom*.

21. Click the **Show Document** button.
22. Unlink the two subdocuments, and then create two separate subdocuments.
23. Click the **Collapse Subdocuments** button.
24. **SAVE** the document in the folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

---

### Project 3: Sharing Documents

You have prepared the *Master Research* document for sharing. You are now ready to share a section of the document with one member of your group, and then you will share the whole document to the group using the Present Online command.



**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** the *Introduction* document from the *Master Research* folder.
2. Click the **File** tab, and then click **Account** and **sign-in**.
3. Click **Share**, and then click **Save To Cloud**.
4. Click **Save As** and then click **Sign In's SkyDrive**, and then click the **Shared favorites** folder. Click **Save**.
5. Identify someone from your class and send this person an e-mail.
6. **CLOSE** the file.



7. **OPEN** the *Master Research* document.
8. Go to **Backstage**, click **Share**, and then select **Present Online**.
9. Send an invitation by e-mail to three individuals in class.

**PAUSE. LEAVE** Word open for the next project.

---

### Project 4: Creating a Simple Macro

You work with Tech Terrace Real Estate Agency and you are responsible for sending a follow-up e-mail or letter to potential clients. Create a simple macro that can be used to follow up with clients. Prepare the letter in a block format so that it can be used in Outlook or mailing. Test your macro before sharing.

**GET READY. LAUNCH** Word if it is not already running.

1. Create a blank document.
2. Change the top margin to 2".
3. Assign **Alt+F** as the keyboard command and save changes in the document.
4. Type the following information:

**Good afternoon <<first name>>:**

**On a daily basis you receive emails from Tech Terrace Real Estate Agency listing the available home sites. I just wanted to check in and see if anything looked appealing and if you were interested in seeing any of the sites? Are the listings you receive still meeting your search criteria?**

**Please let me know if there are any changes I should make on the site locations.**

**Best Regards,**

**Veronica**

5. **SAVE** the document as *Follow-up Letter* in the lesson folder on your flash drive, and then **CLOSE** the file.

**CLOSE** Word.

---