

Working with Themes, Style Sets ,Backgrounds, Quick Parts and Text Boxes

Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Formatting, Creating, and Customizing a Theme	Apply document themes.	1.3.2
Formatting a Document Using Style Sets	Apply document Style Sets.	1.3.3
Formatting a Document's Background	Format page background elements.	1.3.6
Applying and Manipulating Text Boxes	Insert text boxes.	5.1.4
Inserting a Special Character	Insert special characters.	2.1.4

Software Orientation

The Design Tab

The Design tab offers several different ways to format a document by using Themes or selecting from the Document Formatting gallery. Changing the appearance of the document can capture the attention of your audience. After opening a document, you can access the commands on the Design tab, shown in Figure 7-1. Use this figure as a reference throughout this lesson as well as the rest of the book.

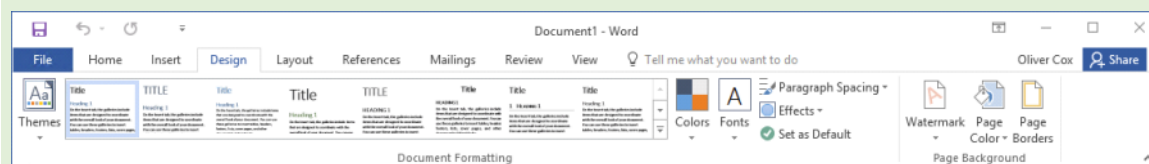


Figure 7-1
Design tab

Word provides options to change the appearance of a document by using preset, built-in formatting Style Sets, by using themes, or by selecting from the Document Formatting gallery. Once you have applied a theme or document formatting, you can customize the colors, fonts, and effects. You also have the option to set the formatting as your default without having to reset it each time you work on a new document. Another feature in Word 2016 is Paragraph Spacing—you can quickly change the line and paragraph spacing to predefined values. Changing the appearance of a document's background can also grab the reader's attention.

Formatting, Creating, and Customizing a Theme

Word provides features such as Themes to produce creative and professional-looking documents. In this lesson, you learn to change the appearance of a document using an existing theme, and then create and customize the theme.

Formatting a Document with a Theme

Predefined formatting preferences enable you to change the overall appearance of the document by selecting and applying a theme. A document theme is a set of predefined formatting options that includes theme colors, fonts, and effects. In this exercise, you learn how to apply a document theme in Word 2016.

Step by step Format a Document with a Theme

Get Ready. **OPEN** the **Hosting** document from the data files for this lesson. This document has already been preformatted with styles.

1. Save the document as **Hosting Term** in the lesson folder on your flash drive.
2. On the Design tab, in the Document Formatting group, click **Themes**; the Themes menu opens, as shown in Figure 7-2.

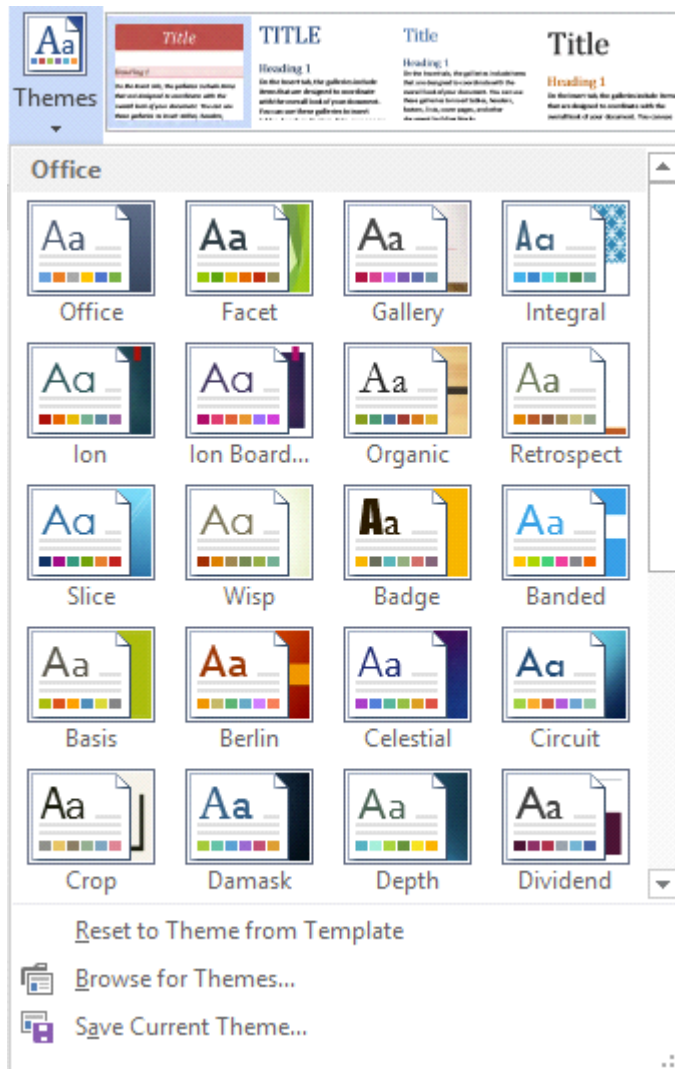


Figure 7-2
Document Themes

3. Click the **View** theme and the elements are applied to the document. Scroll down and view the changes in the document.

Take Note

Applying a theme changes the overall design of the entire document.

4. **SAVE** the document changes to the lesson folder on your flash drive.

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

Creating and Customizing a Document Theme

In a business environment, a company might want to show consistency by customizing a theme to be used for reports throughout the organization. In this exercise, you create, customize, and apply a new theme to a document.

Step by step **Create and Customize a Document Color**

Get Ready. USE the document that is open from the previous exercise.

1. On the Design tab, in the Document Formatting group, click the **Colors** button to open the Colors menu. The Colors menu contains predefined sets of formatting colors, each of which contains four text and background colors, six accent colors, and two hyperlink colors. You can customize these colors and save them with a new name.
2. At the bottom of the Colors menu, click **Customize Colors**. The *Create New Theme Colors* dialog box appears (see Figure 7-3).

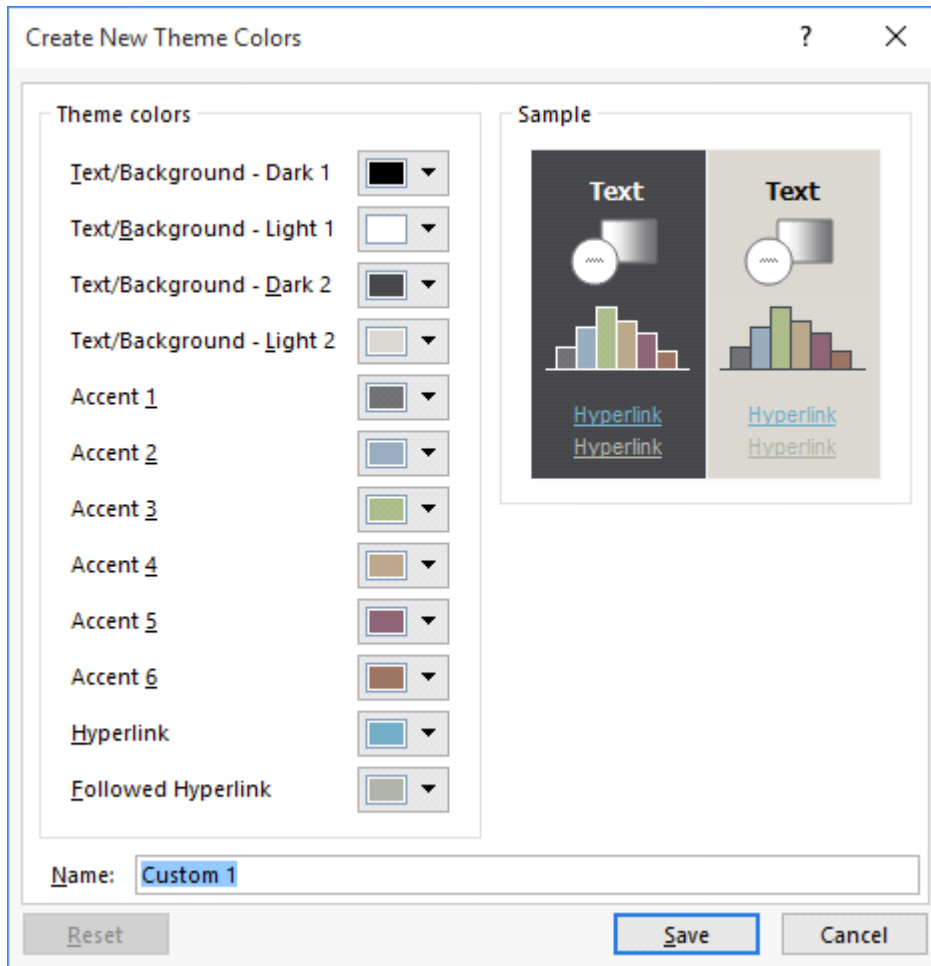


Figure 7-3
Create New Theme Colors dialog box

Take Note

Throughout this chapter, you see information that appears within brackets, such as [your e-mail address]. The information contained in the brackets is intended to be directions for you rather than something you actually type word for word. It instructs you to perform an action or substitute text. Do not type the actual text that appears within brackets.

3. In the Name box, replace *Custom 1* by typing **Corporate [your initials]**.
4. Click **Save**; the dialog box closes and you have defined a new custom theme color name based on default colors.
5. Click **Colors** and under the Custom section, place your insertion point over

Corporate [your initials]. Right-click the theme name and then click **Edit** from the shortcut menu that appears. The *Edit Theme Colors* dialog box appears.

6. In the list of theme colors, click the **Accent 2** drop-down arrow to produce a menu of colors for this element.
7. Select **Tan, Text 2, Darker 50%**.
8. Click **Save**. You changed the default color to a specific color and created your own custom theme colors for your document.
9. **SAVE** the document as **Hosting Term 2** in the lesson folder on your flash drive.

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

Step by step Create and Customize a Document Font

Get Ready. USE the document that is open from the previous exercise.

1. On the Design tab, in the Document Formatting group, click the **Fonts** button to display the Fonts menu. In the menu, click **Customize Fonts**. The *Create New Theme Fonts* dialog box appears.
2. In the Name box, replace *Custom 1* by typing **Corporate Fonts [your initials]**.
3. Change the Heading Font and Body Font to **Arial**. Notice the preview of your font choices that appears in the Sample pane of the dialog box/. Click **Save** to close the dialog box and apply your font choices to the document.
4. **SAVE** the document as **Hosting Term 3** in the lesson folder on your flash drive.

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

Step by step Create and Customize Document Effects

Get Ready. USE the document that is open from the previous exercise.

1. Position the insertion point anywhere in the document.
2. Click the **Effects** button and select **Glossy** from the menu that appears. When applying shapes to your document, such as a bevel shape, the appearance of the shape changes based on the effect you have selected. Notice the change in the bevel shape on page 1 next to the second paragraph under the heading *Introduction* (see Figure 7-4).

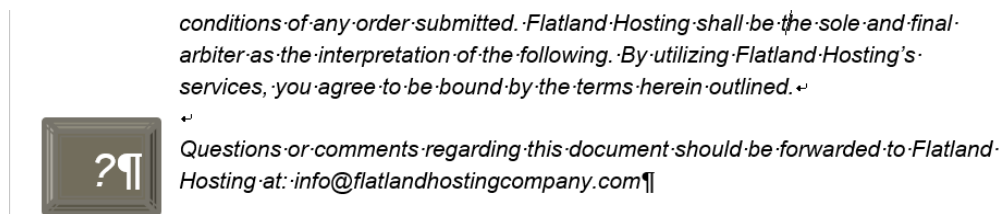


Figure 7-4

Sample bevel shape with effects

3. **SAVE** the document as **Hosting Term 4** in your flash drive in the lesson folder.

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

Take Note

Document formatting is the same throughout all Office programs, and documents can share the same appearance.

Formatting a Document Using Style Sets

Word 2016 has a command group called *Document Formatting* on the Design tab. The Document Formatting group contains many different Style Sets that change the appearance of the whole document.

Applying a Style Set to a Document

In Lesson 3, you learned to apply styles to selected text using the gallery of styles; in this section, you apply Style Sets that affect the whole document. These Style Sets are predefined collections of styles with fonts and paragraph spacing included. You have an option to reset the document back to its default or save a new Style Set. In this exercise, you learn to apply a Style Set.

Style Sets work with +Body and +Headings fonts. Each document has default heading and body fonts that are automatically assigned to the built-in styles, such as Heading 1 and Normal. If you use those built-in styles to format your document, you can change the fonts used in the document by either applying a different theme or theme fonts or by applying a different Style Set.

You can define your own Style Sets. To do so, format the document the way you want it, including your choice of heading and body fonts (from the Fonts drop-down list on the Design tab) and your choice of paragraph indentation and spacing settings for the built-in styles (Normal, Heading 1, Heading 2, and so on). Next, open the Style Set gallery on the Design tab, and click Save as a New Style Set. In the Save as a New Style Set dialog box, assign a file name, and then click Save. Style Sets are saved as a template in the C:\Users\username\AppData\Roaming\Microsoft\QuickStyles folder. After you save a Style Set, it appears in a Custom section in the Style Sets gallery. You can delete it from the gallery by right-clicking it and choosing Delete.

Step by step Apply a Style Set to a Document

Get Ready. USE the document that is open from the previous exercise.

1. Hover the mouse over a few of the built-in Style Sets in the Document Formatting group and watch how the appearance of the document changes.

Take Note

Before applying Style Sets, the document must contain styles.

2. Click the **More** button and select **Lines (Distinctive)**, under Built-In, in the second row, third column, as shown in Figure 7-5.

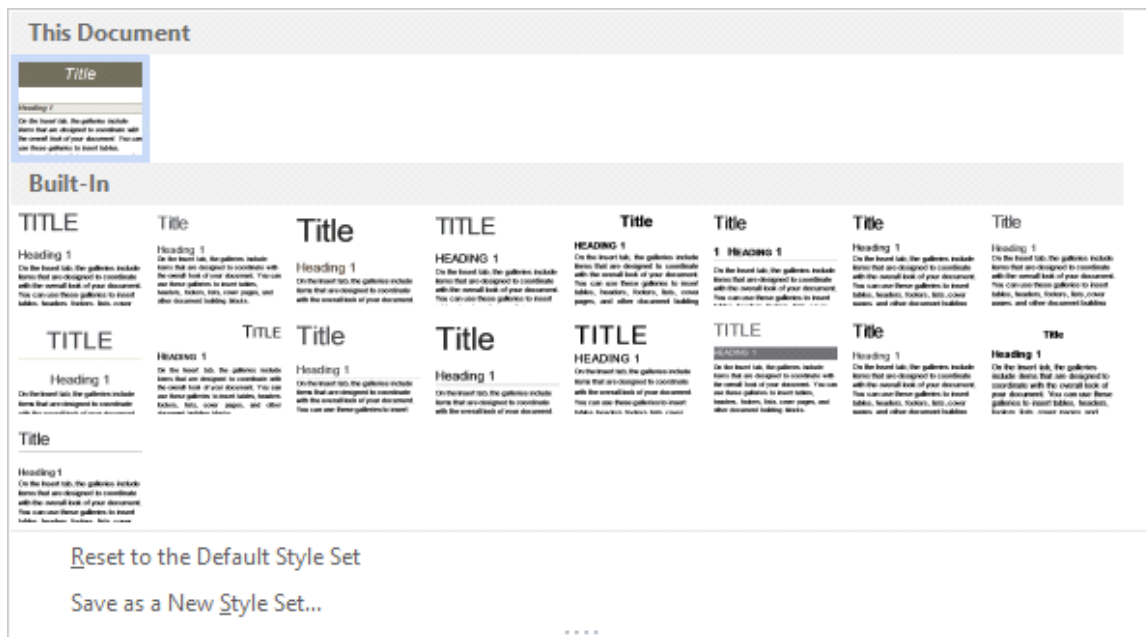


Figure 7-5
Document Formatting Style Sets

3. **SAVE** the document as **Hosting Term 5** on your flash drive in the lesson folder, and then **CLOSE** the file.

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



Troubleshooting

If you apply a different Style Set, as in the preceding exercise, but the document's fonts do not change, the text has been formatted to use a specific font. You can strip off any manual formatting by selecting the text and pressing **Ctrl+spacebar**. Make sure the style applied to the paragraph(s) does not define a specific font.

Formatting a Document's Background

Word's enhanced features enable the user to produce a creatively formatted document by changing the background color, inserting a watermark, and adding a border to the document. In this section, you learn how to add a background color and insert and remove a watermark.

Inserting a Page Color

Adding a background color to the title page of a report conveys originality. For example, you might want to distinguish your research paper from others by adding a background color to the first page. It is important to use background colors in moderation and to choose a page color that will not interfere with the text. If the text is dark, for example, the background color should be light. If the text is light, a dark background would improve the document's readability. Word also lets you add interesting Fill Effects for the Page Background, such as gradients, textures, patterns, and pictures. In this exercise, you learn to insert a page color in a document.

Step by step **Insert a Page Color**

Get Ready. USE the document that is open from the previous exercise.

1. Click the **Design** tab.
2. In the Page Background group, click the **Page Color** button to open the Theme Colors menu and gallery, as shown in Figure 7-6.
3. Click to select **White, Background 1, Darker 5%**. The page color is applied.



Figure 7-6
Theme Colors menu

4. **SAVE** the document as **Hosting Term 6** on your flash drive in the lesson folder, and

then **CLOSE** the document.

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

Inserting a Watermark

In business, some documents might contain sensitive information, and the nature of a document's status should be clearly conveyed on its pages. Word provides built-in text called watermarks that display lightly behind text as words, such as *confidential*, *draft*, or *urgent*. You can customize watermarks to include text or images, such as company logos. In this exercise, you learn to insert a watermark using text, an image, and a custom watermark.

Step by step Insert a Watermark

Get Ready. USE the document that is open from the previous exercise.

1. In the Page Background group of the Design tab, click the **Watermark menu** and select **Confidential**
2. The watermark is placed behind the text and is semitransparent.
3. **SAVE** the document as **Hosting Term 7** in the lesson folder on your flash drive.

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

Step by step Insert a Custom Watermark

Get Ready. USE the document that is open from the previous exercise.

1. Click the **Watermark** menu and select **Custom Watermark**. The *Printed Watermark* dialog box appears.
2. Select the **Text watermark** option and then, in the *Text* drop-down menu, select **Draft**. You can customize text watermarks by typing content in the Text box, or you can select text from the drop-down menu.
3. In the *Font* drop-down menu, select **Franklin Gothic Book**. This changes the text watermark font.
4. In the *Color* drop-down menu, select **Dark Red** in the Standard Colors area (see Figure 7-7).

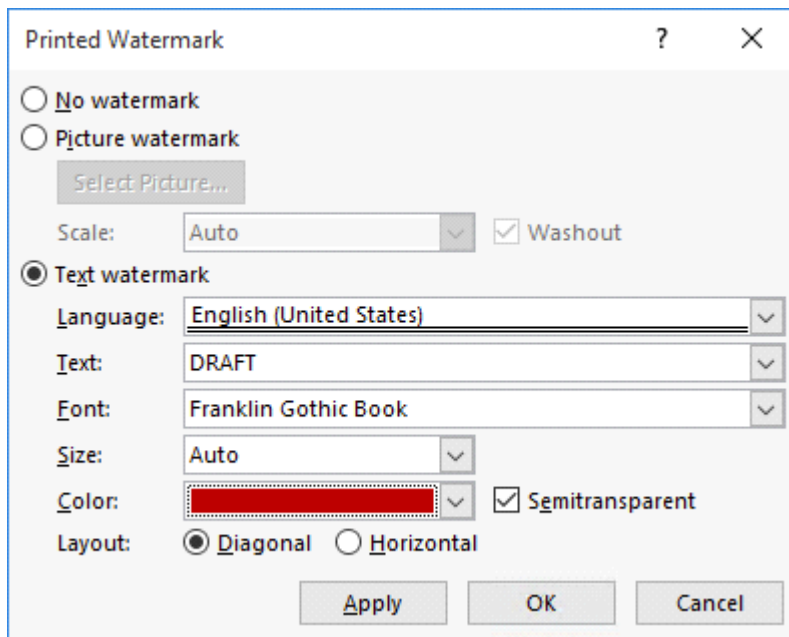


Figure 7-7
Printed Watermark dialog box

5. Click **OK**. The watermark is inserted on all pages. If you click **Apply**, the dialog box remains open and you can view your watermark in the document. When you click **OK**, the dialog box closes and you're back in the document screen.
6. **SAVE** the document as **Hosting Term 8** in the lesson folder on your flash drive.

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

Step by step **Insert an Image Watermark**

Get Ready. USE the document that is open from the previous exercise.

1. Remove the Page Color background, by clicking the **Page Color** button, and then selecting **No Color**. The background is removed.
2. Click the **Watermark** button and select **Custom Watermark**. The *Printed Watermark* dialog box opens.
3. Select the **Picture watermark** option and then click **Select Picture**. The Insert Pictures window appears.
4. In the From a file area, click **Browse**. The Insert Picture combo box appears.
5. Locate your lesson folder and select **Internet Search**.
6. Click **Insert** to insert the image into the document, and then click **OK** to close the *Printed Watermark* dialog box.
7. **SAVE** the document as **Hosting Term 9** in the lesson folder on your flash drive.

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

Step by step **Remove a Watermark**

Get Ready. USE the document that is open from the previous exercise.

1. **Open** the Watermark menu and select **Remove Watermark**. The watermark is

removed from the document.

2. **SAVE** the document as **Hosting Term 10** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Using Quick Parts in a Document

Building blocks contain built-in reusable content such as text, graphics, and objects.

Building blocks are easy to manage and insert in a document for a quick format.

Building blocks are organized in galleries and sorted by category. In the Building Blocks gallery, you can insert cover pages, headers, footers, page numbers, text boxes, and watermarks. In this exercise, you learn to use built-in building blocks and insert fields in a document.

Using Built-In Building Blocks

Another term for *building blocks* is *AutoText*, and you use both features the same way.

Word provides a number of predefined building blocks, or you can create or customize your own building blocks for use in other documents.

The Building Blocks Organizer provides a way to manage building blocks by editing, deleting, or inserting them. In the left pane of the dialog box, the built-in building blocks are listed by name. The Gallery column indicates the gallery that contains each building block, and the Category column indicates each element's general type. The Template column indicates the template in which the element is stored. You can use the buttons at the bottom of the dialog box to delete and edit selected building blocks. The right pane previews your selections. In this exercise, you learn to use built-in building blocks and insert fields in a document.

Step by step Use Built-In Building Blocks

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

1. On the Insert tab, in the Text group, click the **Quick Parts** button to display the *Quick Parts* menu, as shown in Figure 7-8.

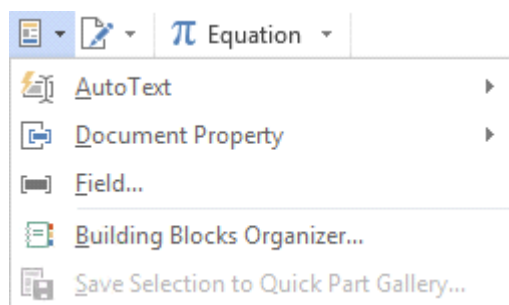


Figure 7-8

Quick Parts menu

2. Click **Building Blocks Organizer** to display the *Building Blocks Organizer* dialog box.
3. Click the **Name** heading to sort the building blocks by name.
4. Scroll down the list and select the **Confidential 1** watermark.



Troubleshooting

You can adjust the Name column by dragging the resize bar to the right to change the width.

5. Click the [Insert](#) button. The Confidential watermark appears behind the text on every page.
6. Position the insertion point at the beginning of the first paragraph under *Introduction*.
7. Open the [Building Blocks Organizer](#) dialog box again.
8. Click the [Gallery](#) heading to sort the building blocks by gallery.
9. Scroll down and select [Austin Quote](#) from the Text Box gallery. Click [Insert](#) and a pull quote is inserted in the document as shown in Figure 7-9. You can type text in the placeholders or drag and drop text in the area.

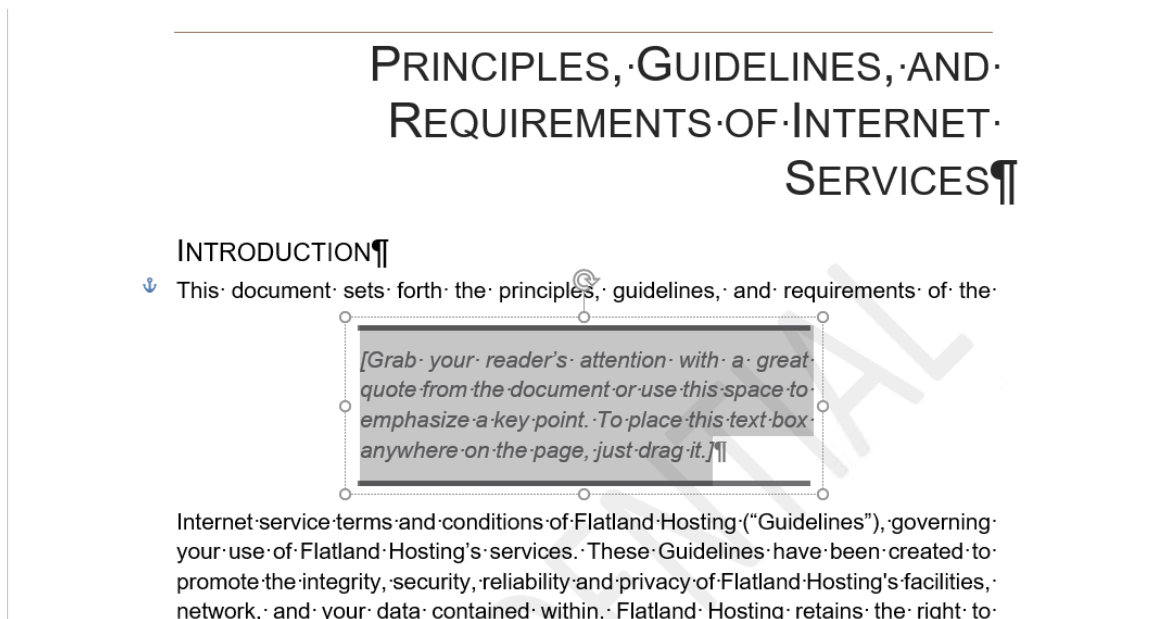


Figure 7-9

Document with Text Box Pull Quote

10. Under the heading, *Introduction*, select the second paragraph beginning with *Questions or comments . . .*
11. Move the selected text inside the quote area by dragging and dropping.
12. Use the [Show/Hide Editing Marks](#) button to delete both line breaks after the first paragraph under *Introduction*.
13. Select the text box, and the Layout Options button appears on the right side of the text box.
14. Click the [Layout Options](#) button to open the menu. The menu provides options for arranging the document text and the text box.
15. Click the [See more](#) link to open the *Layout* dialog box.
16. Click the [Text Wrapping](#) tab and select [Square](#).
17. Click the [Left only](#) option in the Wrap text section. Click [OK](#).
18. Place your pointer on the text box border—the pointer changes to four arrows to

allow you to drag and drop. Drag the quote to the end of the first paragraph until the last seven lines of the paragraph wrap around it (see Figure 7-10).

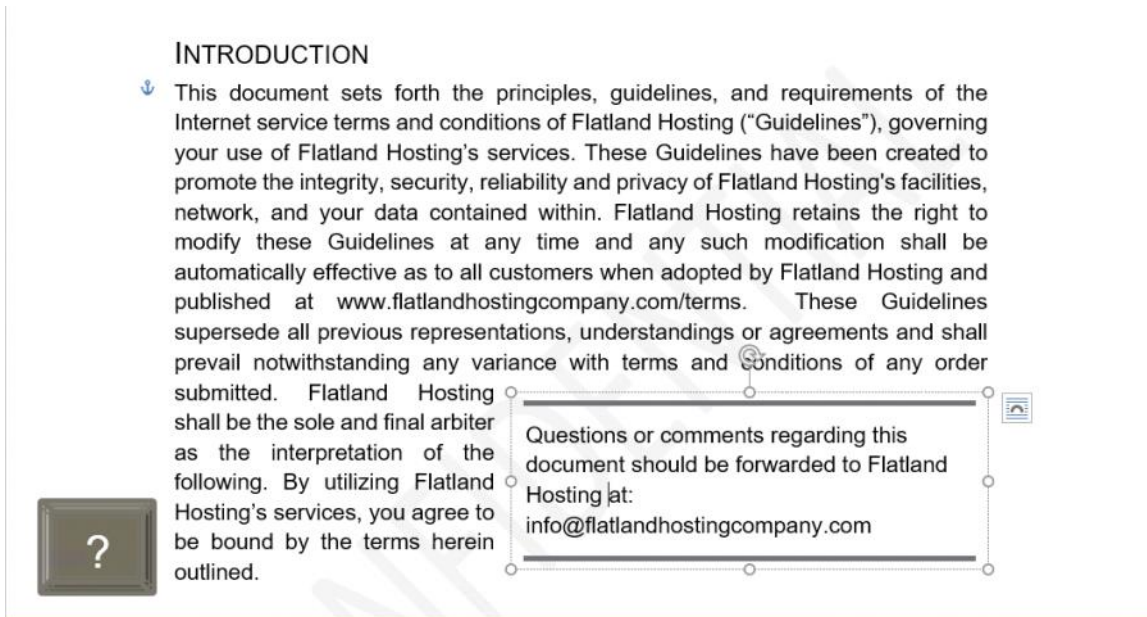


Figure 7-10

Document with Text Box Pull Quote wrapped around paragraph



Troubleshooting

Deselect the text box and select it again to see the border around the text box.

19. Press **Ctrl+End** to move the insertion point to the end of the document.
20. Open the **Building Blocks Organizer** dialog box.
21. Scroll down and select **Motion Sidebar** from the Text Box gallery.
22. Click **Insert**. The text box is inserted at the end of the document and positioned on the left side of the document. Your next step is to insert text into the text box.
23. Select the paragraph above *Refusal of Service* beginning with *You and Flatland Hosting further agree . . .* When selecting the paragraph, do not select the paragraph mark, because this will avoid displaying the horizontal line in the Text Box twice.
24. Change the font color to white so that the text will be visible on the sidebar.
25. Drag and drop the selection in the text box.
26. At the top of the text box, delete the **[Sidebar Title]** placeholder and blank line to move the text up one line.
27. **SAVE** the document as **Hosting Term 11** in the lesson folder on your flash drive.

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

In this exercise, you insert a cover page using the built-in building blocks.

Step by step **Insert a Cover Page Using the Built-In Building Blocks**

Get Ready. USE the document that is open from the previous exercise.

1. Open the **Building Blocks Organizer** dialog box and select **Whisp** in the Cover Pages gallery.
2. Click **Insert**. The cover page is inserted as page 1.
3. Type the following information in the placeholders:
4. *Year:* **20XX** (The current date can be selected or you can type the year.)
5. *Document Title:* **Flatland Hosting Company**
6. *Document Subtitle:* **Guidelines & Agreements**
7. *Author Name:* **A. Becker**
8. Remove the placeholder for the Company Name.
9. **SAVE** the document as **Hosting Term 12** in the lesson folder on your flash drive, and then **CLOSE** the file.

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



Troubleshooting

If you experience problems in saving the author's name, complete one of the following actions: (1) Right-click next to the placeholder and click Remove Content Control; (2) Change the author's name in Properties—located in Backstage; (3) Click the File tab, and then click Options. In the General category, under the Personalize your copy of Microsoft Office section, type the author's name next to the User name box and initials. Changing the user name is discussed in Lesson 9.

Creating and Copying Building Blocks

You can create your own building blocks to store any text that you use frequently. For example, you might create a building block that consists of the signature lines you use in business letters, including your name, title, and company name.

When deciding where to store building blocks, consider whether you will want to share them with others, and whether you want them available for all documents.

New building blocks that you create in Word are stored by default in the Building Blocks.dotx file. This template is automatically enabled all the time, so no matter what document you are working on, and no matter what template it uses, the building blocks you store there will be available—that is, as long as you are working on the same computer and are signed into Windows with the same user account.

You can choose to store building blocks in the active template if you prefer. For example, if you create business letters using a template called Business Letters, and you save the building blocks in that template, those building blocks will not show up in documents created with other templates. If you share that template with others who use different computers, the building blocks will be available to them whenever they use that template.

You can share your Building Blocks.dotx file with other users on the same computer by

copying it from the C:\Users\username\AppData\Roaming\Microsoft\Document Building Blocks\1033\15 folder, and then pasting it into the corresponding user folder for another user account.

You can share the Building Blocks.dotx file with users on different computers by emailing them the file or providing it on a disc or flash drive. Make sure you give the recipients instructions about where to store the file, so that Word will recognize and use it.

The following exercise shows how to create a new building block and then copy the Building Blocks.dotx file between user accounts on the same PC.

Step by step Create and Copy Building Blocks

Get Ready. **OPEN** a new blank Word document.

1. Type the following signature block, pressing **Shift+Enter** to create line breaks between each line:
Andrew Cencini
General Manager
Flatland Hosting
2. Select all three lines in the signature block.
3. On the Insert tab, in the Text group, click **Quick Parts**, and then click **Save Selection to Quick Part Gallery**. The *Create New Building Block* dialog box appears.
4. In the Name box, type **Cencini Signature**.
5. Make sure that Building Blocks is selected in the Save in box.
6. Click the **Options** drop-down list and choose **Insert content in its own paragraph**.

Take Note

You can edit the properties of any building block after its creation. From the Building Blocks Organizer, select the building block and click **Edit Properties**. You can change the Gallery, Category, or Description of a building block and save it in a different template. You can also choose whether to save the building block as content only or as a paragraph or page.

7. Click **OK**.
8. Close the document without saving your changes.
9. Close Word. When prompted whether or not to save the changes to Building Blocks, click **Save**.
10. In File Explorer, navigate to the C:\Users\username\AppData\Roaming\Microsoft\Document Building Blocks\1033\16 folder, where *username* is your user account.
11. Select the Building Blocks file and press **Ctrl+C** to copy the file to the Clipboard.
12. Press **Ctrl+V** to paste a copy of the file in the same folder.
13. Rename the file **Blocks Copy**. To rename the file, press F2, type the new name, and press **Enter**.

Take Note

The reason that you made a copy of the file and renamed the copy in steps 11–13

is so that you don't overwrite the existing **Building Blocks** file in the destination folder in steps 15–16.

14. Select **Blocks Copy** and press **Ctrl+C** to copy the file to the Clipboard.
15. Navigate to the folder that your instructor has told you to use for this exercise. For example, your instructor may want you to paste the file into the C:\Users\username\AppData\Roaming\Microsoft\Document Building Blocks\1033\16 folder for some other user on the same PC.
16. Press **Ctrl+V** to paste the file into the new location.
17. Navigate to the lesson folder on your flash drive and press **Ctrl+V** to paste a copy of the **Blocks Copy** file there.
18. (Optional) If you used another user account in step 15, log on to the user account into which you copied the file, and start Word. On the **Insert** tab, click **Quick Parts**. The **Cencini Signature** should appear on the top level of the menu, ready for use.

PAUSE. CLOSE Word.

Inserting an Equation

Microsoft Word 2016 has built-in equations, which you can insert from the **Quick Parts** gallery or by using the **Equation** command. When you create a table that contains values, you can calculate your answer by inserting an equation. The same rules that you learned in Math apply when inserting equations. You can use the **Equation Tools Design** tab, which appears when you insert an equation into a document, to edit or construct your own equation. In this exercise, you learn to insert equations in a document.

Step by step Insert an Equation

Get Ready. LAUNCH Word and then **OPEN** a new blank Word document.

1. Open the **Quick Parts** menu, and then click **Building Blocks Organizer**.
2. In the *Building Blocks Organizer* dialog box, in the **Equations** gallery, locate and click the **Expansion of a Sum** equation.
3. Click **Insert**. The **Expansion of a Sum** equation is inserted in the document.
4. Position the insertion point after the equation placeholder, and then press the **Enter** key twice to place a blank line below the placeholder.
5. Open the *Building Blocks Organizer* dialog box, locate and click the **Area of Circle** equation, and then click **Insert**.
6. Position the insertion point after the equation placeholder, and then press the **Enter** key twice to place a blank line below the placeholder.
7. Open the *Building Blocks Organizer* dialog box, then locate and click the **Binomial Theorem** equation.
8. Click **Insert**.
9. Click after the equation placeholder, and press the **Enter** key twice.
10. **SAVE** the document as **Equations** in the lesson folder on your flash drive, and then **CLOSE** the file.

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

Inserting a Field from Quick Parts

A field is a placeholder that Word uses to insert content into a document. Word automatically uses fields when specific commands are activated, such as those for inserting dates, formulas, page numbers, and a table of contents. When you insert a date field in a document, the date is updated automatically each time the document is opened. In this exercise, you learn to insert a field in a document.

Fields, also called *field codes*, appear between curly brackets (`{ }`) when displayed. Field codes are turned off by default. To display field codes in a document, press `Alt+F9`. You can toggle back and forth to display text and field codes by pressing `Alt+F9`. To edit a field, place the insertion point within the field, right-click, and then click *Edit Field*.

Step by step Insert the Date and Time

Get Ready. OPEN the **Billing Table** document from the lesson folder.

1. Position the insertion point in the last cell of the table in the second column.
2. Press **Tab** to insert a new row. Pressing the **Tab** key advances the insertion point to the next cell. If you are in the last cell of the table, it inserts a row quickly without having to access the Ribbon.
3. Position the insertion point in the first column, fifth row. Type **Total** and align right.
4. Press **Tab**. This time, the next cell is selected.
5. On the Insert tab, in the Text group, click the **Quick Parts** button to open the menu.
6. Click **Field** on the menu. The *Field* dialog box appears.
7. The default = (Formula) is selected in the Field names box. Click the **Formula** button. The *Formula* dialog box appears. This is the same dialog box that is accessible from the Table Tools - Layout tab. Word automatically reads the values listed above the formula, and =SUM(ABOVE) appears in the formula box.
8. Change the Number Format by selecting the third option in the drop-down list. Click **OK**.
9. Place the insertion point on the blank line below the table and press **Enter** three times.
10. Type **Last Updated:** in bold and press the **spacebar** once after the colon.
11. On the Insert tab, in the Text group, click the **Quick Parts** button and click **Field** on the menu.
12. In the Field dialog box, in the Categories drop-down list, select **Date and Time**.



Troubleshooting

If the Field is shaded in gray, double-click the text in the cell.

13. In the Field Names list, click **Date**.
14. In the Date Formats list, select the ninth option with the **Day Month Year format**. *d MMMM yyyy* appears in the Date Formats box. These symbols represent how the

date will look in your document.

15. Click **OK** to close the dialog box and insert the date and time field in your document.
16. The document should look similar to the one shown in Figure 7-11, with the exception that the current date will appear.
17. Disable the **Show/Hide Editing Marks** button.
18. **SAVE** the document as **Billing Update** in the lesson folder on your flash drive, and then **CLOSE** the file.

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

Description	Amount
Monthly billing	69.50
Security	84.00
Software	55.00
Total	\$208.50

Last Updated: 30 December 2015

Figure 7-11
Document with Formula and Date field inserted

Software Orientation

Text Box Tools in the Ribbon

Before you begin working with text boxes, it is a good idea to become familiar with the new tools available in the Ribbon. When you insert a text box, the Drawing Tools - Format tab appears in the Ribbon, as shown in Figure 7-12.

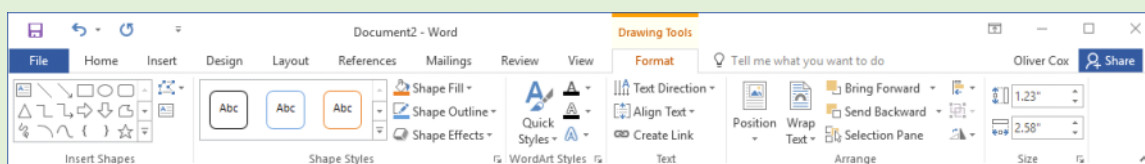


Figure 7-12
The Drawing Tools - Format tab

The Drawing Tools - Format tab provides commands for editing text boxes. Use this figure as a reference throughout this lesson as well as the rest of this book.

Applying and Manipulating Text Boxes

A text box is a formatted box in which you can insert and position text and/or graphic objects. You can use text boxes for a variety of purposes. Most often, they are used to insert text within a document, for specific emphasis or visual interest. After you insert a text box, you can format the box using the Drawing Tools. You can also format the text in the box using the Font formats. A pull quote is a small selection of text that is pulled out or quoted from a larger text. It is displayed in a box on the page that is formatted for emphasis, often using drop caps, as in newsletters, advertisements, and magazines.

Inserting a Text Box

Word provides a gallery of built-in text boxes with pull quotes and sidebars, which you can insert in a document. When you need a different kind of text box, you can draw and insert your own empty, unformatted text box. When drawing a text box, the Layout Options provide the ability to wrap text around the box. In this exercise, you insert a preformatted text box and draw a text box.

Step by step Insert a Text Box

Get Ready. OPEN the **Hosting** document from the data files for this lesson.

1. Position the insertion point after the first paragraph after the *Introduction* heading.
2. On the Insert tab, in the Text group, click the **Text Box** button. A menu of built-in quote and sidebar text box styles appears.
3. Click the **Simple Text Box** option. The text box, containing placeholder text, appears in the first paragraph.
4. Select the second paragraph beginning with *Questions or comments....com* and drag and drop it in the text box. The Layout Options button appears to the right of the text box.
5. Click the **Layout Options** button to open the Layout Options menu.
6. In the With Text Wrapping section, select **Tight**. The text box wraps tightly around the paragraph. You also have the option to type text in the text box.
7. Delete one of the line breaks after the first paragraph.
8. Press **Ctrl+End** to go to the end of the document.
9. On the Insert tab, in the Text group, click the **Text Box** button, and then select **Draw Text Box**. A crosshair (+) appears.
10. Press and hold the **left mouse** button to draw a text box in the blank line below the last paragraph under the *Refusal of Service* heading.
11. Use the Size group in the Drawing Tools - Format tab to change the width and height to **2.22"** wide and **.95"** in height.
12. Select the first sentence under the *Refusal of Service* heading beginning with *Flatland Hosting . . . no refunds* and drag and drop it into the text box.
13. Press **Ctrl+E** to center the text in the text box.
14. Click the **Layout Options** button to open the Layout Options menu.
15. In the With Text Wrapping section, select **Top and Bottom**.

16. Select the edge of the text box until you see the Move arrow. Then move the text box to the right, to center it horizontally on the page. Use the ruler as your guide. Your document should resemble Figure 7-13.
17. **SAVE** the document as **Hosting Term 13** in the lesson folder on your flash drive.

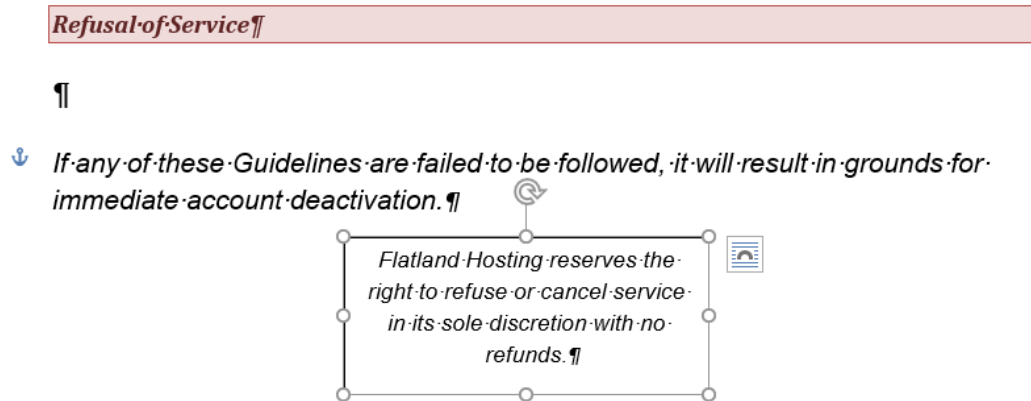


Figure 7-13
Document with text box horizontally centered

18. **SAVE** the document as **Hosting Term 13** in the lesson folder on your flash drive.

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

Inserting a Special Character

The Text group in Word lets you insert professionally formatted text elements such as pull quotes and special characters quickly. In this section you learn to insert a special character in a Word document.

Inserting Special Characters

Special characters include recognizable symbols that individuals or businesses use to differentiate their products or services to a specific target population. Authors and artists use copyright © symbols to protect books, songs, and other original work.

Trademark™ is an unregistered trademark and is used to promote a company's goods.

Other symbols in common use include fractions ½, em dashes (—), and many more.

Depending on the font that you select, you can insert international monetary symbols such as the pound sign, £, or yen sign, ¥. These symbols are represented by Unicode, which is a character code. Unicode enables most of the languages in the world to be symbolized with a special character identification. You can insert these special characters using the Symbol command on the Ribbon, the Symbol dialog box, or keyboard shortcuts. In this exercise, you insert a special character in a document.

Step by step Insert Special Characters

Get Ready. USE the document that is open from the previous exercise.

1. Press **Ctrl+End** to move to the end of the document.
2. Press **Enter** once after the last paragraph under the heading, *Refusal of Service*.
3. Type **Copyright Flatland Hosting 2016. All Rights Reserved**.
4. Place the insertion point after the *t* in *Copyright* and press the **Spacebar** once.
5. On the Insert tab, in the Symbols group, click the **Symbol** button, and then click **More Symbols**. The Symbol dialog box appears.
6. Click the **Special Characters** tab, as shown in Figure 7-14.
7. Select **Copyright** from the list and click **Insert**.

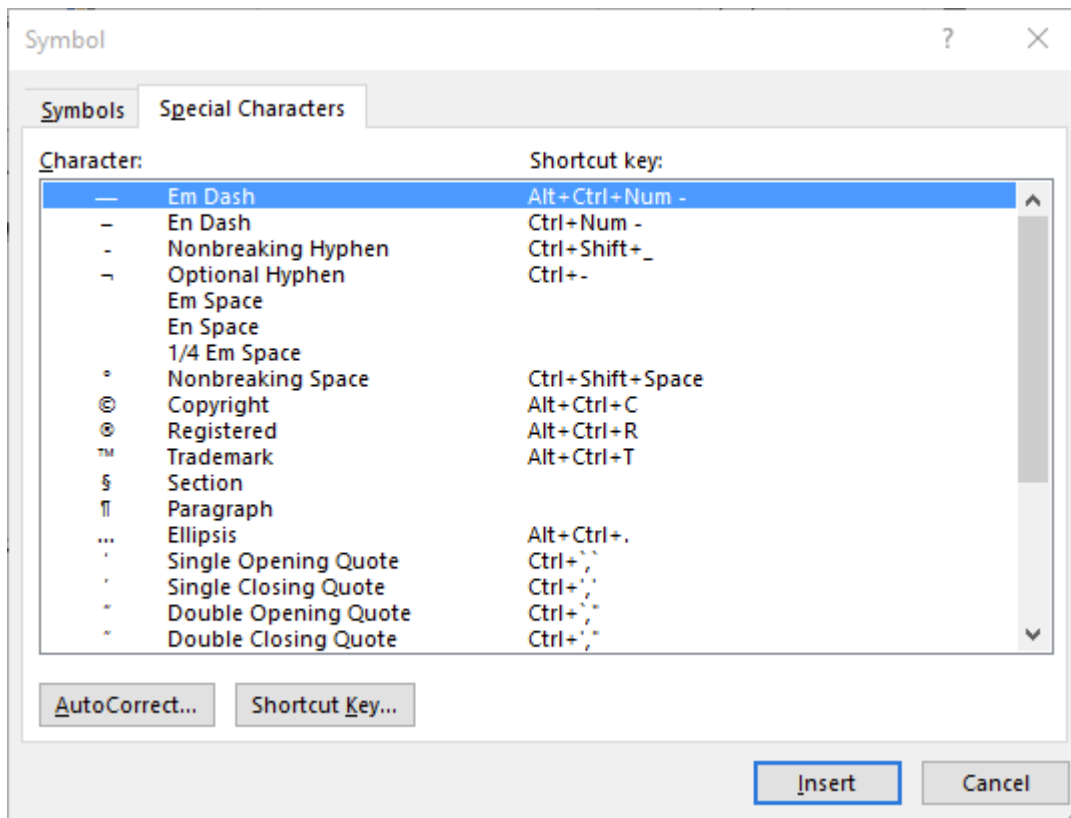


Figure 7-14
Symbol dialog box

8. Click **Close**. The copyright symbol is inserted in front of the company name followed by the year this document was created.
9. **SAVE** your document as **Hosting Final** in the lesson folder on your flash drive, and then **CLOSE** the file.

CLOSE Word.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. A document theme includes which of the following?
 - a. Colors
 - b. Fonts
 - c. Effects
 - d. All of the above
2. To preview a style or a theme, you must do which of the following?
 - a. Place your mouse pointer over the choice.
 - b. Print the document.
 - c. Set up the document properties.
 - d. It is not possible to preview a style or theme.
3. Which of the following provides a way to manage building blocks by editing, deleting, and/or inserting them?
 - a. Quick Organizer
 - b. Cover Page
 - c. Text box
 - d. Building Blocks Organizer
4. Which of the following is a placeholder that tells Word to insert changeable data into a document?
 - a. field name
 - b. field
 - c. data field
 - d. data source
5. Which of the following is the term for a customized company logo applied to a page background behind a document's text?
 - a. MarkArt
 - b. Insert Picture refer to
 - c. watermark
 - d. SmartArt

True/False

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

- T F 1. A watermark is text or a graphic printed behind text.
- T F 2. When a Style Set has been inserted in a document, the spacing of the Style Set can be easily changed.
- T F 3. Inserting special characters in a document can be completed using the Ribbon or a keyboard shortcut.
- T F 4. You can customize a building block.
- T F 5. After a text box has been inserted, the text box can be moved to another

location in the document.

Projects

Project 7-1: Formatting Background Elements

Montgomery, Slade & Parker uses elevator communications for in-house announcements, invitations, and other employee-relations documents. In each elevator, a durable 8½" × 14" clear plastic frame has been installed in which announcements can be inserted and changed on a regular basis. Create a draft document for approval that recognizes employee award winners and invites employees to a reception to honor these award winners.

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

1. **OPEN** *Congratulations* from the data files for this lesson.
2. **SAVE** the document as *7-1 Congratulations Reception* in the lesson folder on your flash drive.
3. On the Design tab, in the Page Background group, click the **Page Color** button. In the Theme Colors section, select **Olive Green, Accent 3, Lighter 80%**.
4. Click the **Page Borders** button. In the *Borders and Shading* dialog box, click **Shadow** in the Setting section. Click the **Width menu** and choose **3 pt**. In the Color section, select **Olive Green, Accent 3, Darker 50%**. Click **OK** to apply the changes to the whole document.
5. On the Layout tab, in the Page Setup group, click the **Size menu** and select **Legal**. The legal option may not be included in the menu if you don't have a printer that uses legal sized paper; if not, just skip this step.
6. Open the **Page Setup** dialog box and click the **Layout** tab.
7. Change the Vertical Alignment to **Center**. and click **OK**.
8. Select **Congratulations!** Change the font color to **Olive Green, Accent 3, Darker 50%** to match the page border.
9. On the Design tab, in the Page Background group, click the **Watermark** button and select **Custom Watermark**. The *Printed Watermark* dialog box appears.
10. Select the **Text watermark** option and, in the Text drop-down list, select **Draft**.
11. Customize the watermark by changing the color to **Dark Red** and click **OK**.
12. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 7-2: Creating and Customizing Document Themes

A former employee at Flatland Hosting Company has asked for a reference letter.

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

1. **OPEN** *Reference Letter* from the data files for this lesson.
2. **SAVE** the document as *7-2 Jasmine Reference* in the lesson folder on your flash drive.

3. On the Design tab, in the Document Formatting group, select **Basic (Simple)** from the Style Set gallery.
4. Click the **Fonts** button and select **Customize Fonts**. The *Create New Theme Fonts* dialog box appears.
5. In the Name box, replace *Custom 1* by typing **Reference Letter Fonts [your initials]**.
6. Change the Heading and Body Font to **Times New Roman**.
7. Click **Save** to close the dialog box and apply your font choices to the document.
8. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

CLOSE Word.