

## Exercise | 4

# Skills Covered

- Use AutoCorrect
- Select Text in a Document
- Replace Selected Text
- Align Text Horizontally
- Align a Document Vertically
- Line Spacing
- Paragraph Spacing
- About Memos

**Software Skills** As you type a document, Word's AutoCorrect feature automatically corrects common spelling errors before you even know you've made them. You must select text in a document in order to edit it or format it. For example, changing the horizontal and vertical alignment can improve the appearance of a document and make it easier to read. Format documents using the right amount of space between lines and paragraphs to make the pages look better and the text easier to read, and to achieve the standard page setup for documents such as memos and letters.

**Application Skills** You are an assistant in the personnel department at Whole Grains Bread, a manufacturer of specialty breads and pastries based in Larkspur, California. In this exercise, your supervisor has asked you to type a memo to employees about a new automatic deposit payroll option.

## TERMS

**AutoCorrect** A feature available in most Microsoft Office 2007 programs that automatically corrects common spelling errors as you type.

**Caps Lock** Keyboard key used to toggle uppercase letters with lowercase letters.

**Toggle** A command that turns a particular mode on and off. Also, to switch back and forth between two modes.

**Select** Mark text as the focus of the next action, such as editing or formatting.

**Selection bar** A narrow strip along the left margin of a page that automates selection of text. When the mouse pointer is in the selection area, the cursor changes to an arrow pointing up and to the right.

**Contiguous** Next to or adjacent.

**Highlight** To apply a colored background to text to call attention to it.

**Horizontal alignment** The position of text in relation to the left and right page margins.

**Flush** Lined up evenly along an edge.

**Vertical alignment** The position of text in relation to the top and bottom page margins.

**Line spacing** The amount of white space between lines of text in a paragraph.

**Leading** Line spacing measured in points.

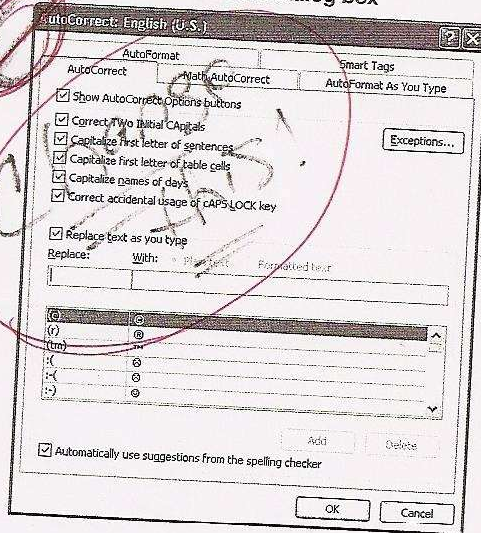
**Paragraph spacing** The amount of white space between paragraphs.

## NOTES


### Use AutoCorrect

- AutoCorrect automatically replaces spelling errors with the correct text as soon as you press the spacebar after typing a word.

AutoCorrect dialog box



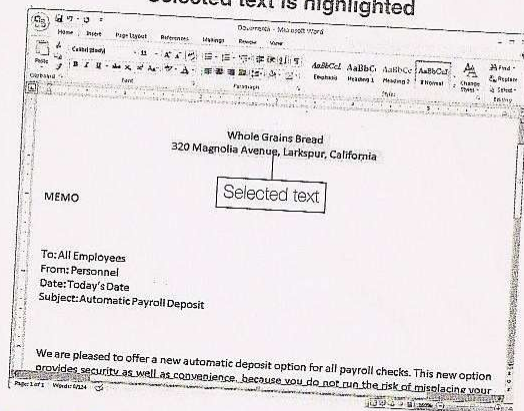
- Word comes with a built-in list of AutoCorrect entries including common typos like *adh* for *and* and *teh* for *the*.
- AutoCorrect can also replace regular characters with symbols, such as the letters *T* and *M* enclosed in parentheses (TM) with the trademark symbol, ™. It will also insert accent marks in words such as *café*, *cliché*, *crème*, and *déjà vu*.
- By default, AutoCorrect corrects capitalization errors as follows:
  - Two initial capital letters are replaced with one initial capital letter.
  - The first word in a sentence is automatically capitalized.
  - The days of the week are automatically capitalized.
  - Accidental use of the cAPS LOCK feature is corrected if the **Caps Lock** key is set to ON.
- You can add words to the AutoCorrect list. For example, if you commonly misspell someone's name, you can add it to the list.

- You can also set Word to use the spelling checker dictionary to determine if a word is misspelled and to correct it automatically.
- If AutoCorrect changes text that was not incorrect, you can use Undo or the AutoCorrect Options button  to reverse the change.
- If you find AutoCorrect distracting, you can disable it.
- The AutoCorrect list is shared among the Microsoft Office programs.

### Select Text in a Document

- Select text already entered in a document in order to edit it or format it.
- You can select any amount of **contiguous** or non-contiguous text.
  - You can also select non-text characters, such as symbols; nonprinting characters, such as paragraph marks; and graphics, such as pictures.
- By default, selected text appears **highlighted** on screen as black characters on a blue background.
- When you first select text, a transparent Mini toolbar displays. The toolbar will fade away completely if you do not use it.

Selected text is highlighted



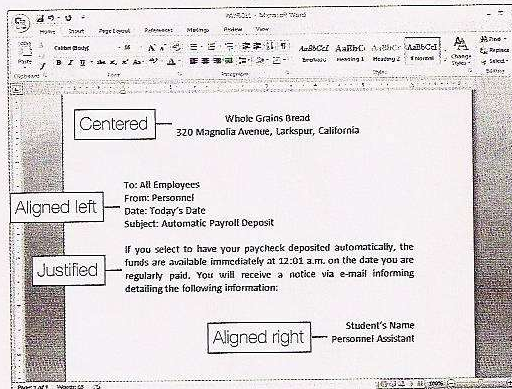
### Replace Selected Text

- You can replace selected text simply by typing new text.
- You can delete selected text by pressing **Del** or **Backspace**.

## Align Text Horizontally

- Horizontal alignment is used to adjust the position of paragraphs in relation to the left and right margins of a page.
- ✓ You have already used Click and Type to align text horizontally in a document.
- There are four horizontal alignments:
  - Left.** Text is flush with left margin. The text along the right side of the page is uneven (or ragged). Left is the default horizontal alignment.
  - Right.** Text is flush with right margin. The text along the left side of the page is uneven (or ragged).
  - Center.** Text is centered between margins.
  - Justify.** Text is spaced so it runs evenly along both the left and right margins.
- You can use different alignments in a document.
- Buttons for changing the alignment are available in the Paragraph group on the Home tab of the Ribbon.
- The Center align button is available on the Mini toolbar that displays when you select text.

Horizontally aligned text



## Align a Document Vertically

- Vertical alignment is used to adjust the position of all text on a page in relation to the top and bottom margins.
- There are four vertical alignments:
  - Top:** Text begins below the top margin. Top is the default vertical alignment.
  - Center:** Text is centered between the top and bottom margins. Centering can improve the appearance of some one-page documents, such as flyers or invitations.
  - Justified:** Paragraphs are spaced to fill the page between the top and bottom margins. Vertical justification improves the appearance of documents that contain nearly full pages of text.
  - Bottom:** The last line of text begins just above the bottom margin.

## Line Spacing

- Line spacing sets the amount of vertical space between lines. By default, line spacing in Word is set to 1.15 lines.
- Line spacing can be measured in either lines (single, double, etc.) or in points.
- When line spacing is measured in points, it is called **leading** (pronounced *led-ding*).
  - Increase leading to make text easier to read.
  - Decrease leading to fit more lines on a page.
- ✓ You should never decrease leading so much that the text is difficult to read.
- You can set line spacing using the Line spacing button in the Paragraph group on the Home tab of the Ribbon, or in the Paragraph dialog box.

## Paragraph Spacing

- Paragraph spacing affects space before and after paragraphs.
- The amount of space can be specified in lines or in points. The default paragraph spacing in Word is set to 10 points after each paragraph.
- Use increased paragraph spacing in place of extra returns or blank lines.
- You can set paragraph spacing using the Spacing options in the Paragraph group on the Page Layout tab of the Ribbon, or in the Paragraph dialog box.


## About Memos

- A memo, or memoranda, is a business document commonly used for communication within a company.
- Unlike a letter, a memo is not usually addressed to a particular individual and does not include a formal closing.
  - ✓ You will learn about business letters in Exercise 5.
- Usually, a memo includes the company name, the word memo, the headings To:, From:, Date:, and Subject: and the memo text.
- Line spacing in a memo is usually set to Single, so that no extra space is left between lines.
- One blank line, or spacing equal to one line, is usually used to separate parts of a memo.
- The writer may include his or her name, title, and signature at the end of the memo text.
- If someone other than the writer types the memo, that person's initials should be entered below the memo text. In addition, if there is an attachment or an enclosure, the word Attachment or Enclosure should be entered after the text (or the typist's initials).
- Some variations on this memo format include typing headings in all uppercase letters, typing the subject text in all uppercase letters, and leaving additional spacing between memo parts. Also, the word memo may be omitted.


## PROCEDURES

### Use AutoCorrect

#### Add words to the AutoCorrect list:


1. Click **Office Button**  ..... (Alt)+F
2. Click **Word Options** ..... I
3. Click **Proofing** ..... P
4. Click **AutoCorrect Options** ..... (Alt)+A
5. Click in **Replace text box** ..... (Alt)+R
6. Type misspelled word to add.
7. Click in **With text box** ..... (Alt)+W
8. Type correct word.
9. Click **Add** ..... (Alt)+A
10. Click **OK** ..... Enter

#### Set AutoCorrect Options:

1. Click **Office Button**  ..... (Alt)+F
2. Click **Word Options** ..... I
3. Click **Proofing** ..... P
4. Click **AutoCorrect Options** ..... (Alt)+A
5. Select or deselect checkboxes as desired:
  - **Show AutoCorrect options buttons** ..... (Alt)+H
  - **Correct TWO Initial Capitals** ..... (Alt)+O
  - **Capitalize first letter of sentences** ..... (Alt)+S

- **Capitalize first letter of table cells** ..... (Alt)+C
- **Capitalize names of days** ..... (Alt)+N
- **Correct accidental usage of CAPS LOCK key** ..... (Alt)+L
- **Automatically use suggestions from the spelling checker** ..... (Alt)+G
- 6. Click **OK** ..... Enter

#### Disable AutoCorrect:

1. Click **Office Button**  ..... (Alt)+F
2. Click **Word Options** ..... I
3. Click **Proofing** ..... P
4. Click **AutoCorrect Options** ..... (Alt)+A
5. Click to deselect **Replace text as you type** check box ..... (Alt)+T
6. Click **OK** ..... Enter

#### Use AutoCorrect Options button:

1. Click word that was automatically corrected.
  - ✓ A blue rectangle displays below the word.
2. Rest mouse pointer on **blue rectangle**.
  - ✓ The AutoCorrect Options button displays.

#### 3. Click **AutoCorrect Options** button .

#### 4. Select desired option.

- ✓ The commands change depending on the most recent action.

### Select Using the Keyboard

1. Position insertion point to left of first character to select.
2. Use following key combinations:
  - One character right ..... Shift+Right Arrow
  - One character left ..... Shift+Left Arrow
  - One line up ..... Shift+Up Arrow
  - One line down ..... Shift+Down Arrow
  - To end of line ..... Shift+End
  - To beginning of line ..... Shift+Home
  - To end of document ..... Shift+Ctrl+End
  - To beginning of document ..... Shift+Ctrl+Home
  - Entire document ..... Ctrl+A

## Select Using the Mouse

1. Position insertion point to the left of first character to select.
2. Hold down left mouse button.
3. Drag to where you want to stop selecting.
4. Release mouse button.

## Mouse Selection Shortcuts

### One word:


- Double-click word.

### One sentence:

1. Press and hold **Ctrl** ..... **Ctrl**
2. Click in sentence.

### One line:

- Click in **selection bar** to the left of the line.

✓ *In the selection bar, the mouse pointer changes to an arrow pointing up and to the right .*

### One paragraph:

- Double-click in selection bar to the left of the paragraph you want to select.

### Document:

- Triple-click in selection bar.

### Select noncontiguous blocks:

1. Select first block.
2. Press and hold **Ctrl** ..... **Ctrl**
3. Select additional block(s).

### Cancel a Selection

- Click anywhere in document.

OR

- Press any arrow key ..... **↑**, **↓**, **←**, **→**





## Replace Selected Text

1. Select text to replace.
  2. Type new text.
- OR
- Press **Delete** ..... **Del**  
to delete selected text.

## Align Horizontally

1. Position insertion point in paragraph to align.
- OR
- Select paragraphs to align.
- OR
- Position insertion point where you intend to type text.- 2. Click **Home** tab ..... **Alt**+**H**


### Paragraph Group

3. Click alignment button:
  - **Align Text Left**  ..... **A**, **L**
  - **Center**  ..... **A**, **C**
  - **Align Text Right**  ..... **A**, **R**
  - **Justify**  ..... **A**, **J**


### To align text using shortcut key combinations:

- **Align Text Left** ..... **Ctrl**+**L**
- **Center** ..... **Ctrl**+**E**
- **Align Text Right** ..... **Ctrl**+**R**
- **Justify** ..... **Ctrl**+**J**

### To center align text using the Mini toolbar:

1. Select text to align.
2. Move mouse pointer over Mini toolbar.
3. Click **Center** button .


## Align Vertically

1. Click **Page Layout** tab ..... **Alt**+**P**
- Page Setup Group**
2. Click **Page Setup** dialog box launcher button  ..... **S**, **P**
  3. Click **Layout** tab ..... **Ctrl**+**Tab**
  4. Click **Vertical alignment** drop-down arrow ..... **Alt**+**V**
  5. Select desired alignment: ..... **↑**, **↓**
    - **Top**
    - **Center**
    - **Justified**
    - **Bottom**
  6. Click **OK** ..... **Enter**

## Set Line Spacing (**Ctrl**+**1**, **Ctrl**+**2**, **Ctrl**+**5**)

1. Position insertion point where text will be typed.
- OR
- Position insertion point in paragraph to change.
- OR
- Select paragraph(s) to change.- 2. Click the **Home** tab ..... **Alt**+**H**

**Paragraph Group**

  3. Click **Line Spacing** button  to display a menu of options ..... **K**



✓ *Values on the menu are measured in lines.*

  4. Click desired spacing option ..... **↑**/**↓**, **Enter**


### To use the Paragraph dialog box:

1. Position insertion point where text will be typed.
- OR
- Position insertion point in paragraph to change.
- OR
- Select paragraph(s) to change.- 2. Click the **Home** tab ..... **Alt**+**H**



### Paragraph Group

- Click **Line Spacing** button  ..... (K)
- Click **Line Spacing Options** ..... (↓) 6x, (↵) Enter
- OR  
Click **Paragraph** group dialog box launcher  ..... (P), (G)
- Click **Indents and Spacing** page tab ..... (Alt)+(I)
- Click **Line spacing** drop-down arrow ..... (Alt)+(N)
- Select a line spacing option: ..... (↑)/(↓), (↵) Enter
  - Single
  - 1.5 lines
  - Double
- OR
  - Select a leading option: ..... (↑)/(↓), (↵) Enter
    - At least to set a minimum leading.
    - Exactly to set an exact leading.
    - Multiple to specify a percentage by which to increase leading.
  - Click **At** box ..... (Alt)+(A)
  - Type value in points.
- Click **OK** ..... (↵) Enter

### Set Paragraph Spacing

- Position insertion point where text will be typed.  
OR  
Position insertion point in paragraph to change.  
OR  
Select paragraph(s) to change.
- Click the **Home** tab ..... (Alt)+(H)
- Click **Line Spacing** button  to display a menu of options ..... (K)  
*✓ Values on the menu are measured in lines.*
- Do one of the following:
  - Click **Add Space Before Paragraph** to add 12 points before paragraph ..... (B)
  - Click **Add Space After Paragraph** to add 12 points after paragraph ..... (A)
  - Click **Remove Space Before Paragraph** ..... (B)
  - Click **Remove Space After Paragraph** ..... (A)*✓ The Remove Space options are only available if you have already added space.*

### To use the Paragraph dialog box:

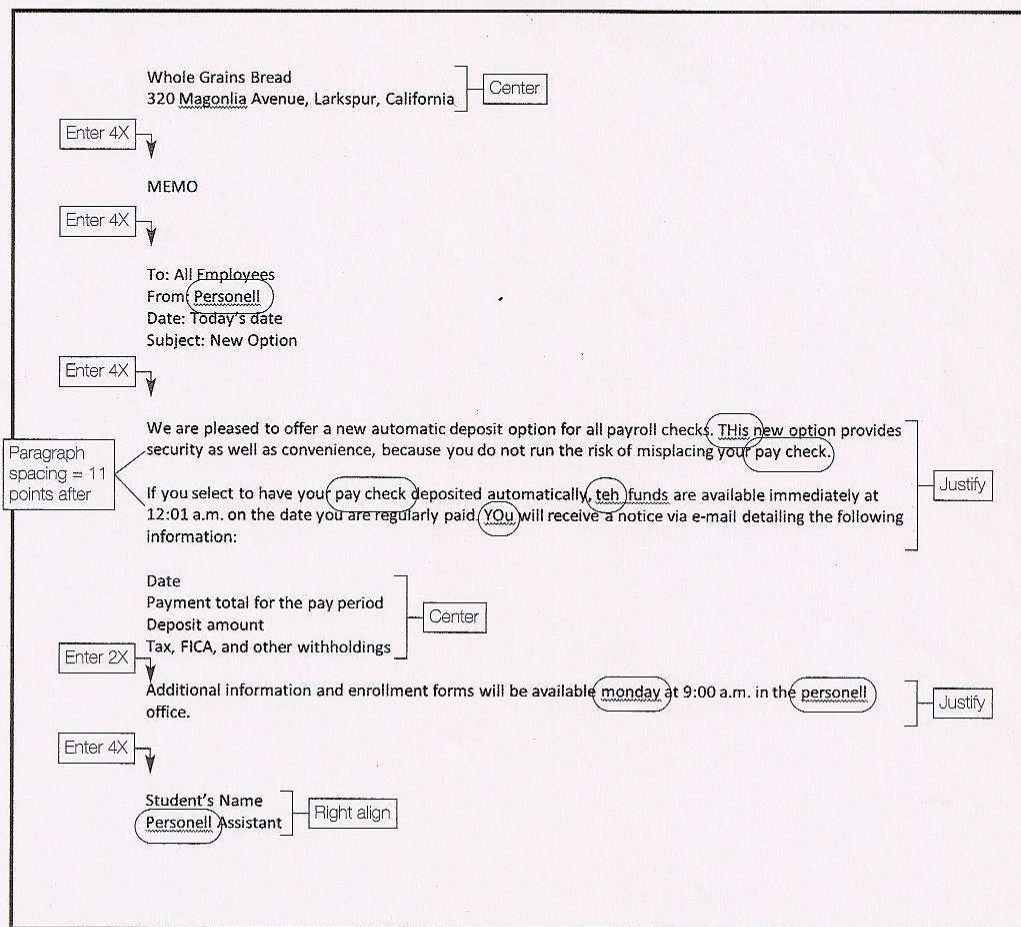
- Position insertion point where text will be typed.  
OR  
Position insertion point in paragraph to change.  
OR  
Select paragraph(s) to change.
- Click the **Home** tab ..... (Alt)+(H)
- Click **Line Spacing** button  ..... (K)
- Click **Line Spacing Options** ..... (↓) 6x, (↵) Enter
- OR  
Click **Paragraph** group dialog box launcher  ..... (P), (G)
- Click **Indents and Spacing** page tab ..... (Alt)+(I)
- Click **Before** text box ..... (Alt)+(B)  
OR  
Click **After** text box ..... (Alt)+(F)
- Type value in points.  
*✓ By default spacing is in points. Type 11 after value to specify lines.*
- Click **OK** ..... (↵) Enter

## EXERCISE DIRECTIONS

- Start Word, if necessary.
- Create a new document and save it as **04PAYROLL\_xx**.
- Display nonprinting characters, if necessary.
- Open the AutoCorrect dialog box.
  - Add the misspelled word **Magonia** to the AutoCorrect list; replace it with the correctly spelled **Magnolia**.
  - Add the misspelled word **personell** to the AutoCorrect list; replace it with the correctly spelled **personnel**.
  - Add the two words **pay check** to the AutoCorrect list; replace them with the single word **paycheck**.
  - Select all AutoCorrect option check boxes and then click OK to close the dialog box.
- Set the line spacing in the document to Single.
- Set the paragraph spacing to 0 points before and 0 points after.
- Begin typing the document shown in Illustration A.
  - Type the actual date in place of the text *Today's date*.
  - ✓ If Word displays wavy blue underlines under your text, right-click the text and click Ignore Rule on the shortcut menu.*
  - Type your own name in place of the text *Student's Name*.
  - Type the circled errors exactly as shown in the illustration.
  - ✓ Notice that Word automatically corrects the errors.*
  - Press Enter to start new paragraphs and leave blank lines as marked on the illustration.

8. After typing the first full paragraph in the memo (ending with the text **your pay check**), set the paragraph spacing to 11 points after.
9. Press Enter to start the next paragraph, leaving the equivalent of one line of blank space.
10. Type the second paragraph, press Enter, and type the first line in the list of information (Date).
11. Change the paragraph spacing back to 0 points after, press Enter, and finish typing the document as shown in Illustration A.
12. Save the document.
13. Horizontally align the text in the document as marked on the illustration.
  - a. Select the lines marked for centering.
  - b. Center the selected text.
14. Select the text **New Option** on the *Subject:* line near the top of the document and replace it with the text **Automatic Payroll Deposit**.
15. Check and correct the spelling and grammar in the document. Ignore all proper names.
16. Display the document in Print Preview.
17. Center the document vertically on the page.
18. Justify the document vertically.
19. Print the document.
20. Close the document, saving all changes.

Illustration A



## ON YOUR OWN

1. Create a new document in Word.
2. Save the file as **OWD04\_xx**.
3. Add words that you commonly misspell to the AutoCorrect list.
4. Type a memo to your instructor introducing yourself. Use correct formatting for a memo, including line and paragraph spacing.
5. In the body of the memo, include your name (try misspelling it to see if AutoCorrect fixes it) and things you think are your strengths and your weaknesses. If you want, include information from the Mission Statement you created in the On Your Own section of Exercise 3.
6. Change the horizontal alignment of some of the text in the memo.
7. Change the vertical alignment of the document.
8. Check the spelling and grammar.
9. Print the document.
10. Ask someone in your class to read the document and offer suggestions.
11. Incorporate the suggestions.
12. Close the document, saving all changes.