

Work with Documents

Now that you have become familiar with the basics of Word and have created and saved a document, you can begin to enjoy the power of word processing. When you use a word processor, you're not restricted to using a document only once. More often than not, you use the same or similar wording for other documents. Saving the document, as you learned in the Chapter 1, "Get Started with Word," makes it available for you to edit and use again, without having to retype it from scratch.

This chapter will show you how to open a file and make simple changes in it. Then you'll learn more about printing.

At the end of this chapter you will be able to

C**E**

- Locate and open an existing document
- Move around in a document
- Insert new text (insert vs. overwrite)
- Use the automatic spelling checker
- Insert the date and time
- Use AutoCorrect
- Use print preview
- Print a document (using the Print dialog box)
- Prepare and print an envelope or label

TASK 1

C

CORE OBJECTIVE: Locate and open an existing document

What: To edit or use a document you have previously created and saved, you will have to locate and open it.

Why: As you learned in the Introduction to Windows chapter, a computer uses disks to store files, such as Word documents. Your computer's hard disk may contain thousands of files. You need to know the best methods for finding a file you created previously so you can get to work on it.

How: You can open files in several ways.

IN WINDOWS

- Find the file listed in My Computer or Windows Explorer and double-click it.
- Click the Start menu and click Open Office Document.
- Click the Start menu, point to Documents, and click the name of the file. (If you used the file recently, see the first screen in Figure 2.1.)

IN WORD



- Choose File|Open.
- Click the Open button on the toolbar.
- Press Ctrl+O.
- Click the document's name in the list of recently used files at the bottom of the File menu (see the second screen in Figure 2.1).

Figure 2.1 Recently used files

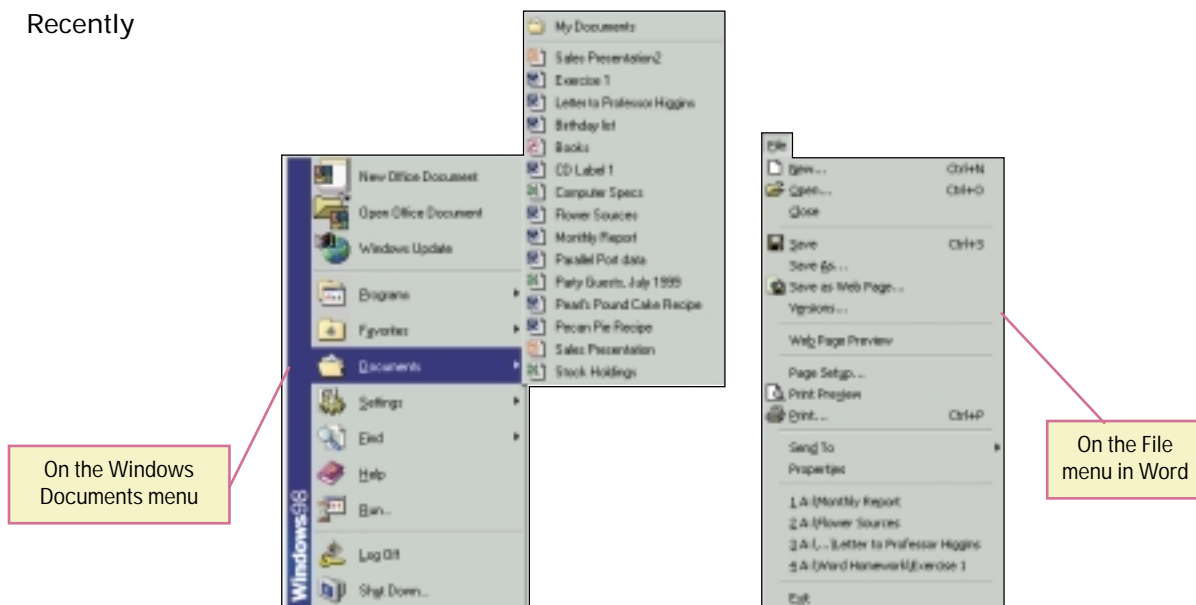
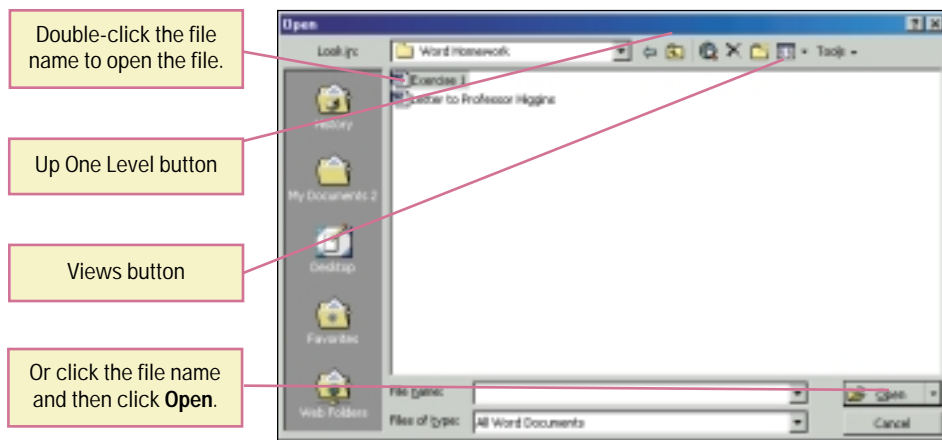


Figure 2.2 Open dialog box

Result: When you use the Open command or Open button, the Open dialog box appears, as you see in Figure 2.2. It looks familiar to you because it resembles the Save As dialog box you used in Chapter 1.



The major difference in the way you use the Open dialog box compared to Save As is that instead of typing the name of the file to save the document, you must find the name of the file listed and double-click it to open it. If you see the file listed, that is easy to do.



TIPS FROM A PRO: By default, the first time you use the Open dialog box each day, Word displays the contents of the My Documents folder. After you change to another drive or folder, Word displays the contents of that folder the next time you use the dialog box.

TASK 2 *Locate a Document*



CORE OBJECTIVE: Locate and open an existing document

What: Sometimes a file is not located in the current drive or folder (that is, the one whose contents you are currently looking at). The file may be located on another drive, such as the floppy disk (drive A) or a networked drive. It might also be located on this drive but in a different folder.

Why: Like finding a piece of paper on your desk or your favorite shoes, locating a document on your computer may be easy or difficult, depending on how neat and organized you are. If you set up a system of folders for each type of document and carefully put each document where it belongs when you save it, finding the file is simply a matter of navigating through the various drives and folders until you locate it.

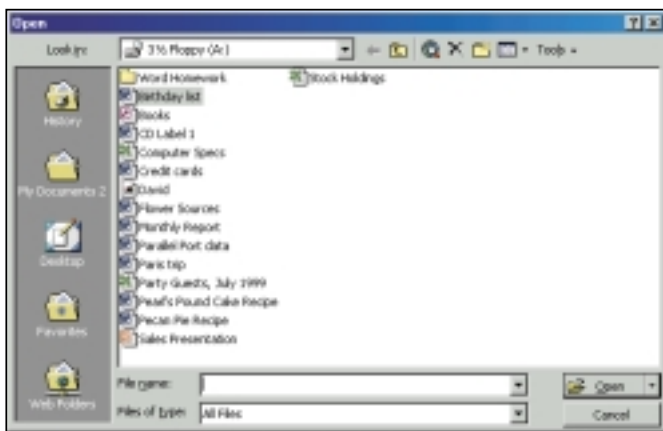
How: The Open dialog box (Figure 2.2) contains tools to make it easy for you to look in other places to find your document.

- Use the Look In drop-down list to change to a different drive.

- Use the Up One Level button to see the contents of the folder that contains the current folder.
- Use the icons in the Places bar along the left side to jump quickly to the My Documents folder or a place listed in Favorites, or to access recently-used files under History.
- Change views with the Views button.

The Views button offers four views for the Open dialog box. You can click the button to cycle through the four views, or you can click the drop-down arrow to see the choices.

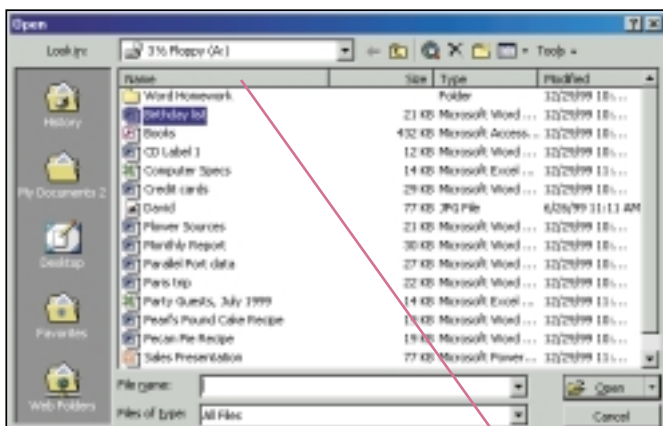
- List shows a compact listing of all the files in the current folder.
- Preview shows the contents of the selected file.
- Details shows the size and date created or last modified for all the files in the current folder.
- Properties shows statistics about the selected file, including who created it, how many times it has been revised, and how many words it contains.



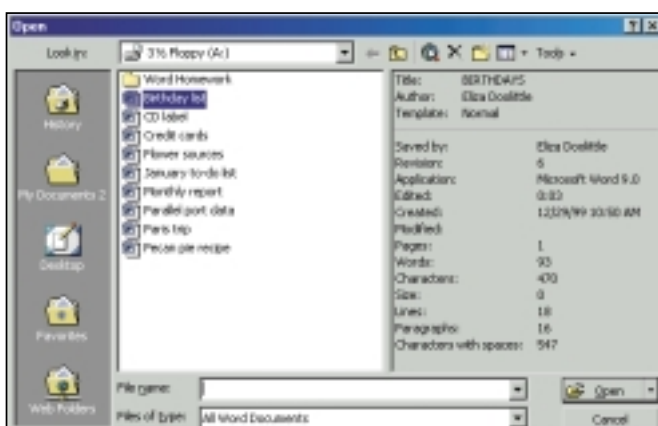
(a) List



(b) Preview



(c) Details



(d) Properties

Figure 2.3 Open dialog box displaying files in four views

Click a column heading to sort the files on that column; click it again to reverse the sort order.

Result: When you see the name of the document, double-click it and it will open in a document window, with the file name displayed in the title bar.



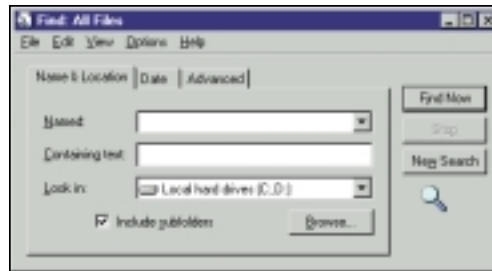
TIPS FROM A PRO: If you still can't find your document after looking around the various folders, you can use the Find feature in Windows. Click the Start button, point to Find, and then click Files or Folders*. In the dialog box shown in Figure 2.4, you can locate files based on these characteristics:

All or part of the file name

A word or phrase contained in the text of the document

The date the document was created or modified

Figure 2.4 Find: All Files dialog box



TASK 3

Move Around in a Document

C

CORE OBJECTIVE: Navigate through a document

What: When you open a document, the insertion point is blinking at the top-left corner of the text. To make changes in the text, you must move around in the text. You can use both the keyboard and the mouse to navigate through the document.

Why: Getting around in a document quickly is the mark of a confident, experienced Word user. Learn the fastest way to get from place to place so you can use your time efficiently.

USING THE KEYBOARD

How: Move the insertion point around in the document by pressing the arrow keys and other direction keys on the keyboard.

Table 2.1 shows some handy keyboard shortcuts for moving around in a document—you will use several of these often.

*Word also has a Find feature that is not as easy to use as this one. To access it, in the Open dialog box, click Tools to open a menu, and then click Find.

Table 2.1 Keyboard Shortcuts for Moving Around in a Document

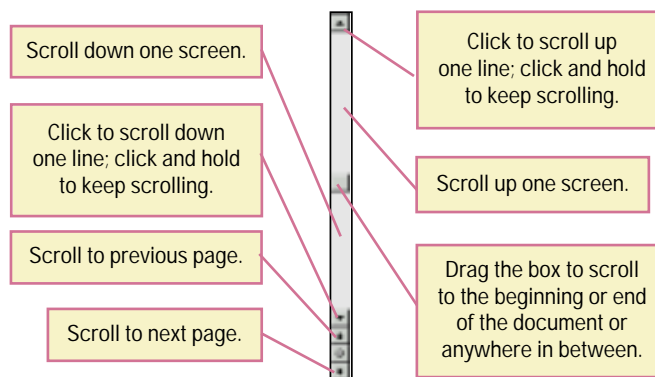
<i>Press this key</i>	<i>To move the cursor here</i>
left arrow	one character to the left.
right arrow	one character to the right.
up arrow	up one line.
down arrow	down one line.
Home	the beginning of the line.
End	the end of the line.
Page Up	up one window or page.
Page Down	down one window or page.
Ctrl+Home	the beginning of the document.
Ctrl+End	the end of the document.

Result: When you use the keyboard to move around in the document, you move the location of the insertion point. You begin adding or editing text wherever your insertion point is.

USING THE MOUSE

How: You can also use the mouse to click or drag the scroll bars to view different parts of a document. The movements are shown in Figure 2.5. If your mouse has a wheel button, you can also use it to scroll through the document. Rotate away from you to scroll up; rotate toward you to scroll down.

Figure 2.5 Scrolling through a document



Result: The difference between using the keyboard and the mouse is that when you use the keyboard, you are moving the insertion point. If you were to begin typing, the new text would appear at the location of the insertion point. On the other hand, using the mouse to scroll up or down in the document merely changes the view—you must click the mouse in the document to move the insertion point and begin editing the text.

When the mouse pointer is over the document, it appears as an I-beam. This makes it easy for you to click between letters to place the insertion point where you want to begin making corrections.

TASK 4***Make Corrections (Backspace Versus Delete)***

What: When you use a word processor, you don't have to retype from scratch. Now that you know how to move around in the document, you can easily delete text you don't want, enter new text, and correct existing text. You can save a lot of time and effort by beginning with existing documents and customizing them for a new use.

To make corrections in the document, you can use either the Backspace or Delete key to remove unwanted characters.

Why: Because the keys operate a little differently, you need to distinguish between their uses. When you know the actions of each, you have more flexibility in correcting text.

How:

1. Move the insertion point to the error using either the mouse or arrow keys.
2. Press Backspace to remove the character to the left.
3. Press Delete to remove the character to the right.

Result: As you see in Figure 2.6, the Backspace key, like that on the typewriter, removes the character just to the *left* of the blinking insertion point. The Delete key, on the other hand, removes the character to the *right* of the insertion point.

Figure 2.6 Backspace versus Delete

**TASK 5*****Insert Text (Insert Versus Overtyping)*****C**

CORE OBJECTIVE: Insert and move text

What: The new text you type in Word appears at the location of the insertion point. The default typing mode is the *Insert mode*, where any text to the right of the insertion point moves out of the way to make room for the new text.

Sometimes it's faster to replace the existing text while you type. Sometimes you'll find it convenient to switch into *Overtyping mode*.

Why: Insert mode is a convenient way to add new text without disturbing your other work. You'll use it 99.9% of the time.

On the other hand, most people blunder into Overtyping mode by mistake, and you need to be aware of it so you can turn it off again.

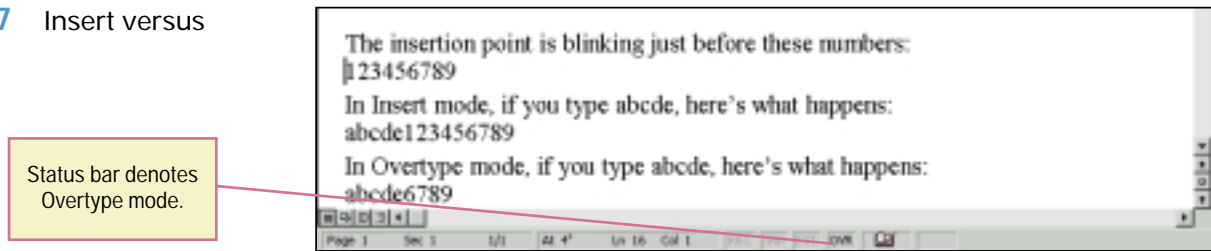
How: To switch from Insert to Overtyping mode or back to Insert mode again, use either of these methods:

- Press the Insert key.
- Double-click OVR on the status bar.

When you're in Overtyping mode, each character you type replaces an existing character to the right of the insertion point. Like Pac-Man, each letter eats up the one to its right and types a new one over it.

Result: When you are in Overtyping mode, the status bar shows OVR darker (see Figure 2.7).

Figure 2.7 Insert versus Overtyping



Status bar denotes Overtyping mode.

TASK 6

Use the Automatic Spelling Checker

C

CORE OBJECTIVE: Use the Spelling feature

What: Have you noticed wavy red or green underlines under certain words in a document? That's the sign that Word's automatic spelling checker (red) and grammar checker (green) are at work. Word has flagged these items as possible mistakes, allowing you to see at a glance where possible errors are.

Office has an extensive dictionary against which it checks all the words in your document. Whenever it finds a word that is not in its dictionary, it flags the word with a red wavy underline.

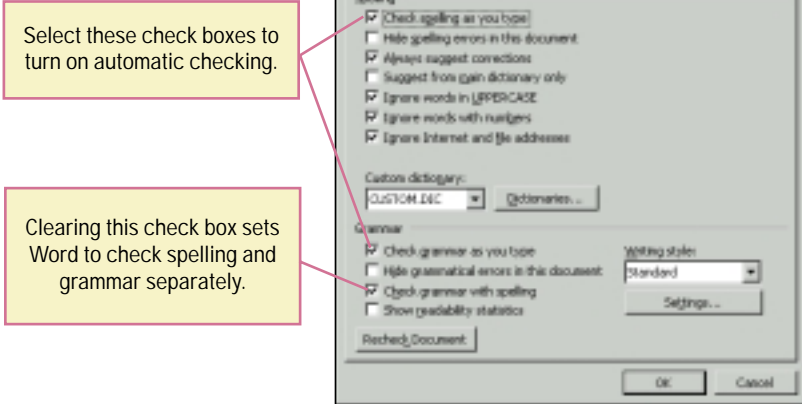
Why: Proofreading a document is time-consuming, and it's easy to miss finding mistakes in your own writing. Nevertheless, finding and correcting spelling and grammar errors is important. A document with misspelled words or grammar errors communicates that the writer is either dumb or careless—neither of which enhances your professional image.

HOW TO TURN ON THE AUTOMATIC SPELLING CHECKER

How: To use the automatic spelling checker, you first have to make sure it's turned on. Do you see any red wavy underlines? Then you know it's turned on. Otherwise, follow these steps:

1. Choose Tools|Options, and click the Spelling & Grammar tab so you see the dialog box shown in Figure 2.8.

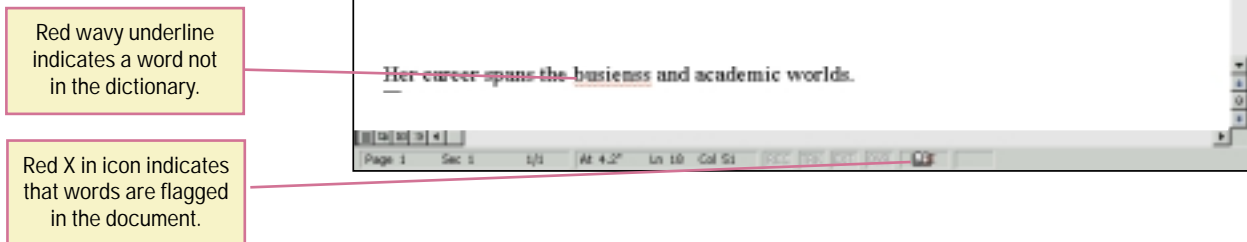
Figure 2.8 Spelling & Grammar Options dialog box



2. Select the two check boxes to turn on automatic spelling and grammar checking.

Result: Word places the Spelling and Grammar Status icon on the status bar and begins checking the document. If errors are found, the icon shows a red X, as you see in Figure 2.9.

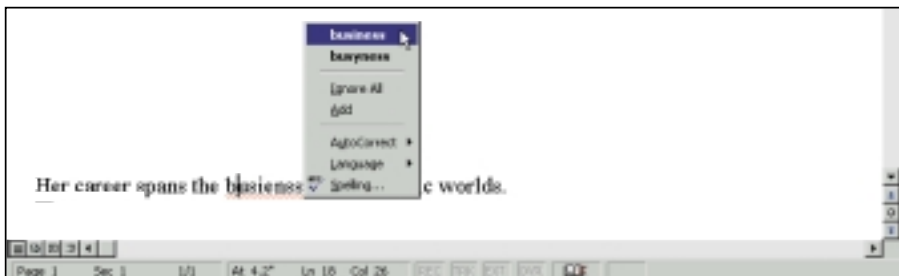
Figure 2.9 Error flagged by the spelling checker



CORRECT FLAGGED ITEMS

How: To make corrections, you'll use the shortcut menu, shown in Figure 2.10. From here you can choose from six options:

Figure 2.10 Correcting a spelling error with a right-click



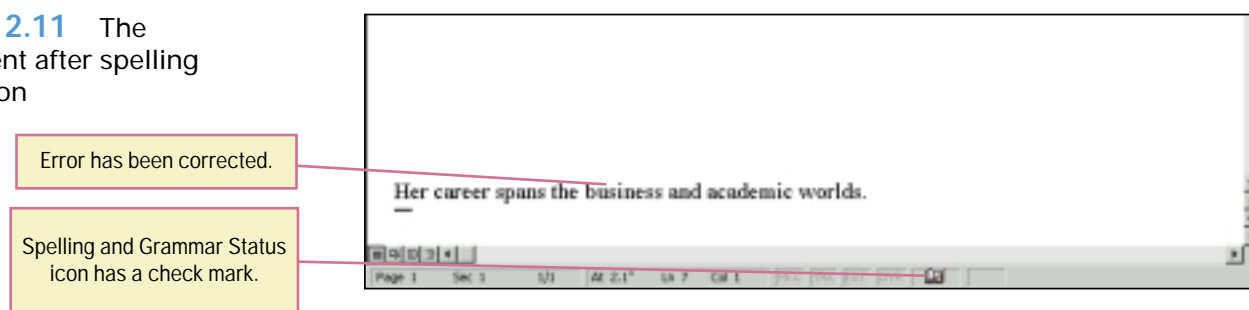
- One or more similar, correctly spelled words from the dictionary, which you can click to make the change in the document.

- Ignore All removes the wavy underlining from all instances of this spelling in the current document—use this when you don't want to make a change, such as for a proper noun.
 - Add adds the word to a custom dictionary, so it will never be flagged again. Use this for your name, company name, and so on.
 - AutoCorrect sets up Word to make the correction while you type. Read more about this in Task 8.
 - Language allows you to specify what language you're checking. (Office has dictionaries for many languages.)
 - Spelling opens the Spelling and Grammar dialog box to check the entire document at once. Read about this in Chapter 3, "Edit Documents."
1. Right-click any flagged word or phrase.
 2. Click one of the choices to correct or ignore the error, and the wavy underlining goes away.
 3. Double-click the Spelling and Grammar Status icon on the status bar to jump to the next error and automatically open the shortcut menu.

Grammar errors are handled in the same way. Suggested ways to correct the flagged item are often given, or you can ignore the error or get more information on the grammar rule that Office thinks you've violated. You'll learn more about grammar checking in Chapter 3.

Result: When you've corrected or ignored all the errors in the document, the wavy underlining goes away and the icon on the status bar shows a lovely red check (Figure 2.11).

Figure 2.11 The document after spelling correction



TIPS FROM A PRO: Even though Word's spelling and grammar checker are continually on the job flagging possible mistakes, you still have to proofread your document yourself. Why? Sometimes you type the wrong word, such as "form" instead of "from," or accidentally leave the "l" out of "public." Since the result in either case is a perfectly good English word, it won't be flagged. You can save yourself embarrassment by careful proofreading.

TASK 7

Insert a Date and Time

C

CORE OBJECTIVE: Insert date and time

What: You can type today's date quickly by relying on *AutoComplete*, Word's nifty feature that anticipates what you're trying to do and types it for you. You can also insert the date and time from the menu bar.

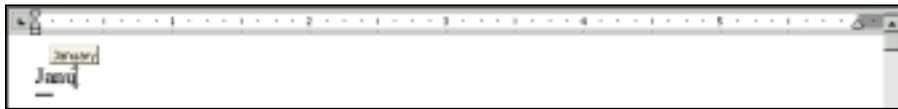
Why: Can't remember the date? The computer keeps track and inserts the correct one for you. The way you insert the date depends on whether you plan to print this document once or use it regularly. Need to put a time stamp on a document? Don't look at your Timex and type it by hand.

FOR A ONE-TIME USE

How: Follow these steps to type today's date in a document you'll only use today.

1. Begin to type the month, say Janu.
2. After a few letters, Word anticipates the name of the month and supplies it in a little yellow box (Figure 2.12).

Figure 2.12 Using AutoComplete to fill in a month



3. Press Enter to complete the month name. Don't worry—the insertion point will not go to a new line.
4. Press the Spacebar, and Word supplies today's date in the little yellow box.
5. Press Enter to complete today's date, or continue typing to ignore it.

Results: The date is typed in the document for you.

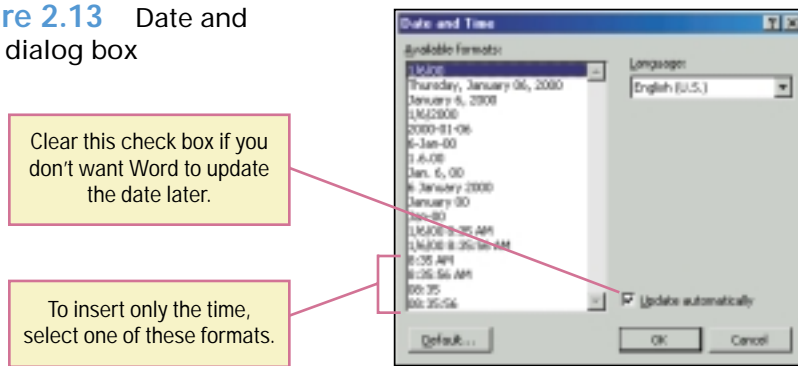
FOR A DOCUMENT USED ON VARIOUS DAYS

What: Although AutoComplete puts in today's date, if you want to print the letter again tomorrow, the date will not be current. Instead, you can insert a special code called a *field* that automatically inserts the current date whenever you print the document.

How:

1. Choose Insert|Date and Time. This reveals the dialog box shown in Figure 2.13.

Figure 2.13 Date and Time dialog box



2. Choose the correct format for the date and/or time.
3. If you want to insert the date as a field that Word will update automatically, select the check box for Update Automatically.
4. Click OK.

Result: The date (or time) is inserted in the document. If you selected the Update Automatically check box, the date appears with a shaded gray background when you click it. This indicates that it is a field, not regular text. It will not print in gray. (You can see the field code riding behind this feature, if you want. Press Alt+F9 to see it, and Alt+F9 to show the date again.)



TIPS FROM A PRO: Which date format should you select? Standard business letters and memos require the long version, with the month name spelled out. You may use the short form in tables or notes for office use only.

TASK 8

Use Auto Correct

C

CORE OBJECTIVE: Create and apply frequently used text with AutoCorrect

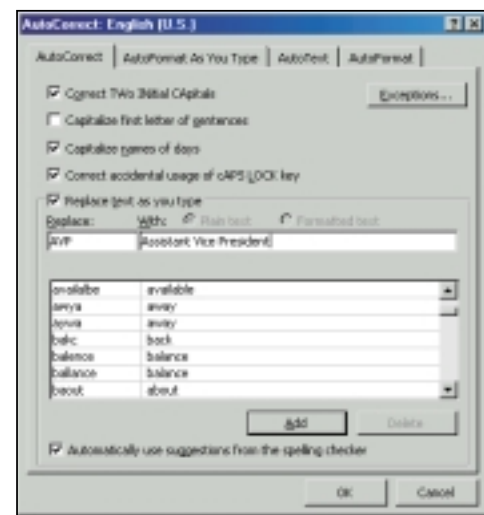
What: You may have already seen AutoCorrect work as you type, preventing mistakes. Most people make errors when they type; for example, many people type *adn* when they mean to type *and*, or they type *hte* instead of *the*. Word's AutoCorrect feature detects and corrects these and similar errors automatically as you type. AutoCorrect not only corrects spelling, but it also fixes capitalization errors for the first word in a sentence and days of the week.

Why: Even easier than correcting mistakes with the spelling checker, you can let Word do it automatically for you while you type. You can customize the AutoCorrect feature to correct mistakes that you commonly make, and you can use AutoCorrect to expand an abbreviation into a long, hard-to-type phrase as well. For example, you can customize AutoCorrect to expand *EPA* into *Environmental Protection Agency*, saving yourself time.

How: Using AutoCorrect is easy: Simply make a mistake, and watch Word correct it for you when you type a space after the word. You can add common typos or misspellings to the items that AutoCorrect fixes, and customize it in other ways as well.

- You can add new words during the automatic spell checking. Suppose that Word has placed a red wavy underline under a word you always spell wrong—my personal mistake is “busienss.” Right-click the flagged word and, instead of choosing the correct spelling, choose AutoCorrect from the shortcut menu. When you make the correction this way, you’ll never see that mistake again—Word fixes it automatically.
- If you want to add to or change the AutoCorrect settings, choose Tools|AutoCorrect to see the dialog box shown in Figure 2.14.

Figure 2.14 Customizing AutoCorrect



- To control the way that AutoCorrect deals with capitalization errors, click to select or clear the four check boxes at the top of the dialog box.
- To automatically change a short abbreviation into the full word, such as *AVP* into *Assistant Vice President*:
 1. Type the abbreviation to be replaced in the Replace box.
 2. Type the longer text into the With box.
 3. Click Add. Now whenever you type the abbreviation, Word’s AutoCorrect feature will expand it.
- To keep Word from capitalizing when you don’t want it to—e.g., after an abbreviation such as e.g.—click Exceptions.

How: Once AutoCorrect is set up to work for you, you’ll save the time you used to spend making spelling corrections in your documents. While you are typing, AutoCorrect corrects whole words only, and it will not correct errors until you press the Spacebar or Enter key. If AutoCorrect replaces text you did not want replaced, simply click Undo or choose Edit|Undo.

TASK 9**Use Print Preview****C****CORE OBJECTIVE: Use Print Preview**

What: When you've completed a document, view its appearance on the page with the Print Preview feature.

Why: You can save time and the cost of printing if you quickly check the "big picture" to see the way the document will appear on the page before you click the Print button.

How: To use Print Preview, click the Print Preview button or choose File|Print Preview.



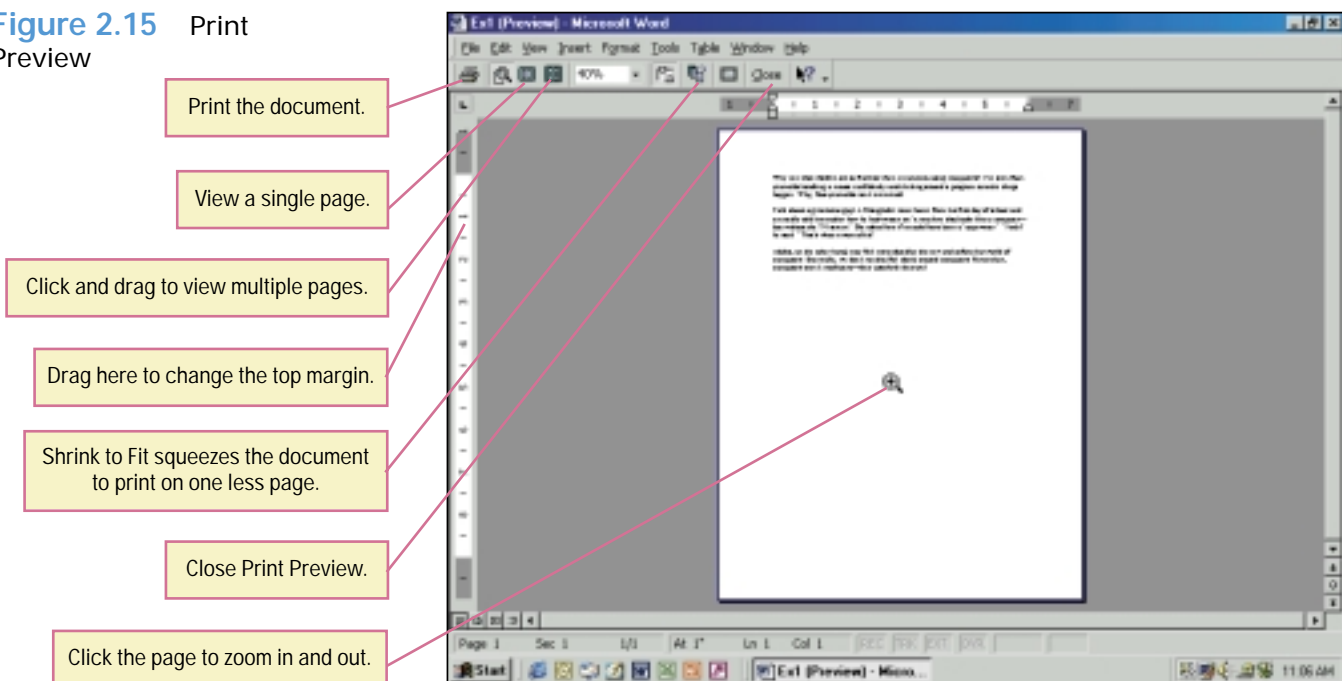
Result: The Print Preview screen, shown in Figure 2.15, shows you the overall look of the page. Notice that the mouse pointer has changed to a magnifier. This indicates that when you click anywhere on the page, you will zoom in or out again.

To view the subsequent pages in the document, press the Page Down key or use the scroll bar. You can also see multiple pages at a time. Click the Multiple Pages button and drag over the thumbnail pages to indicate how many pages you'd like to see; click the One Page button to see only one page again.



TIPS FROM A PRO: When you use the Magnifier to zoom in on the document, you may see some text you'd like to change. You can turn the Magnifier off and the mouse pointer turns into a normal I-beam. Then you can edit your document without even leaving Print Preview. Click the Magnifier button again to turn the Magnifier on again.

Figure 2.15 Print Preview



If your document is ready to print, you can click the Print button. When you are finished using Print Preview, click Close.



TIPS FROM A PRO: Print Preview may show you that your document is just a couple of lines too long to fit on a single page. Don't waste paper or go back and change your wording to make it fit. Click the Shrink to Fit button on the Print Preview toolbar, and Word will make some adjustments so that the document prints on one less page.

TASK 10 *Print a Document*

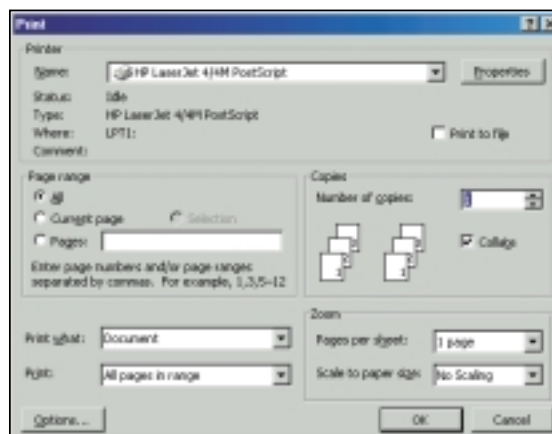


CORE OBJECTIVE: Print a document

What: Sure, you've printed before by clicking the Print button, but that only gave you a single copy at a time. Now you'll learn all the options available in the Print dialog box.

Why: You have more choices and more control over the printing process when you access the Print dialog box, shown in Figure 2.16.

Figure 2.16 Print dialog box



How: You can access the Print dialog box in two ways:

- Choose File|Print.
- Press Ctrl+P.

Result: When the Print dialog box appears, you have more control over printing choices. Here you can designate:

- Which printer to use (click to see a list of all the available printers)
- Which pages to print: all the pages, the current page (containing the insertion point), certain pages (just type in the page numbers or ranges), or a highlighted selection
- How many copies to print
- Whether to collate the copies of multiple-page documents

- Whether to “zoom” more than one page on each piece of paper, just as you can adjust a copier to reduce or enlarge by a certain percentage

When you’re finished making choices, press Enter or click Print to complete the process.

TASK 11 *Prepare an Envelope or Label*

C

CORE OBJECTIVE: Prepare and print envelopes and labels

What: After you’ve typed a letter, you typically want to mail it.

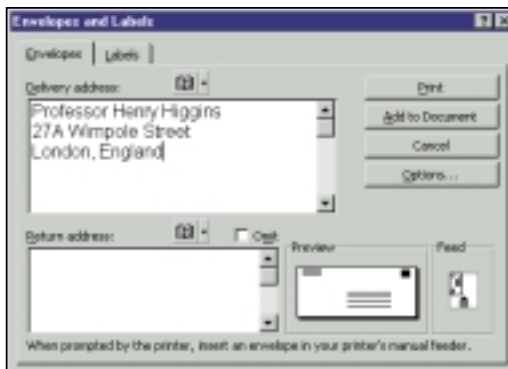
Why: Don’t scribble the address or go searching for a typewriter. Word automatically creates a professional-looking envelope using the address you used in the letter. You can easily print the address directly on the envelope, or you can create a mailing label to stick on the envelope.

PRINT THE ADDRESS RIGHT ON THE ENVELOPE

How: With the insertion point anywhere in the letter, follow these steps:

1. Choose Tools|Envelopes and Labels. This opens the dialog box shown in Figure 2.17.
2. If necessary, click the Envelopes tab.
3. Verify that the address is shown in the dialog box.
4. If you want your return address to appear, type it in the dialog box, or if the envelope has a preprinted return address, select the Omit check box.
5. Feed the envelope into the printer (you may have to read your printer manual to figure out how to insert the envelope into the printer).
6. Click Print.

Figure 2.17 Envelopes tab of the Envelopes and Labels dialog box



Result: The envelope comes rolling out of your printer with the address correctly placed. (If you used the trial-and-error method, you may need to try again with the envelope the other way around!)

TIPS FROM A PRO: The standard size business envelope is called a No. 10, but Word can format and print envelopes of any size. In the Envelopes dialog box, click Options to specify the envelope size, to include a bar code, or to change the direction to feed the envelope into the printer.

PRINT THE ADDRESS ON A MAILING LABEL

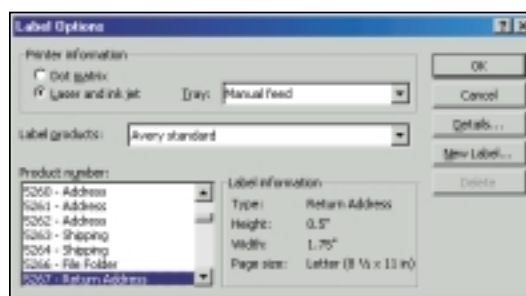
Result: With the insertion point anywhere in a letter, follow these steps:

1. Choose Tools|Envelopes and Labels.
2. Click the Labels tab.
3. Verify that the address is shown in the dialog box.
4. Choose whether you want to print a whole sheet of labels to this address or a single label. If you choose a single label, designate which column and row. That way, if you've used a couple of labels on the sheet, you can print on the next one.
5. If necessary, click Options to designate which labels you are using, and then close the Options dialog box.
6. Click Print.



TIPS FROM A PRO: Sheets of labels come in a variety of sizes and arrangements. Look on the box to see what type of labels you have. In the Options dialog box, shown in Figure 2.18, select the manufacturer's name and product number. This automatically formats the size of the labels so that your addresses are printed correctly.

Figure 2.18 Labels Options dialog box



THOUGHT QUESTION: When would it be best to print the address right on the envelope instead of on a label? When would you want to use an entire sheet of labels with a single address?



Do PinPoint

After gaining the skills in this chapter, you can locate and open an existing document, navigate around efficiently to edit it, correct the spelling, preview it, and print both the document and an envelope. Now it's time to use the PinPoint software and see what you can do. Remember: Whenever you are unsure of what to do, you can reread that portion of the chapter or you can click Show Me for a live demonstration. Check out these skills in PinPoint:

- Open a file
- Insert the text
- Insert a date
- Create AutoCorrect
- Print Preview
- Print a document
- Create an envelope

Key Terms

You can find definitions for these words in this chapter and in the Glossary:

AutoComplete
Field
Insert mode
Overtyping mode

Review Questions and Answers

You can use the following review questions and exercises to test your knowledge and skills. Answers are given in Appendix A.

True/False

Indicate whether each statement is true (T) or false (F).

- ___ 1. You can open a recently used file by clicking its name, listed on the bottom of the File menu.
- ___ 2. To move the insertion point quickly to the end of a document, drag the box on the scroll bar to the bottom.
- ___ 3. Pressing Backspace removes the letter just to the left of the insertion point, whereas pressing Delete removes the letter to the right.
- ___ 4. To turn on Overtyping mode, press Ctrl+O.
- ___ 5. You can tell automatic spell checking is on if you see red wavy underlines under misspelled words.
- ___ 6. AutoComplete is the best way to insert a date that will be updated every time you print the letter.
- ___ 7. AutoCorrect automatically corrects certain capitalization errors.
- ___ 8. Use Print Preview when you want to see how the entire document will look on the page.
- ___ 9. If you want to print only page 3, click the Print button and type p 3.

- __ 10. When you choose Tools|Envelopes and Labels, Word automatically inserts the address.

Multiple Choice

Select the letter that best completes the statement.

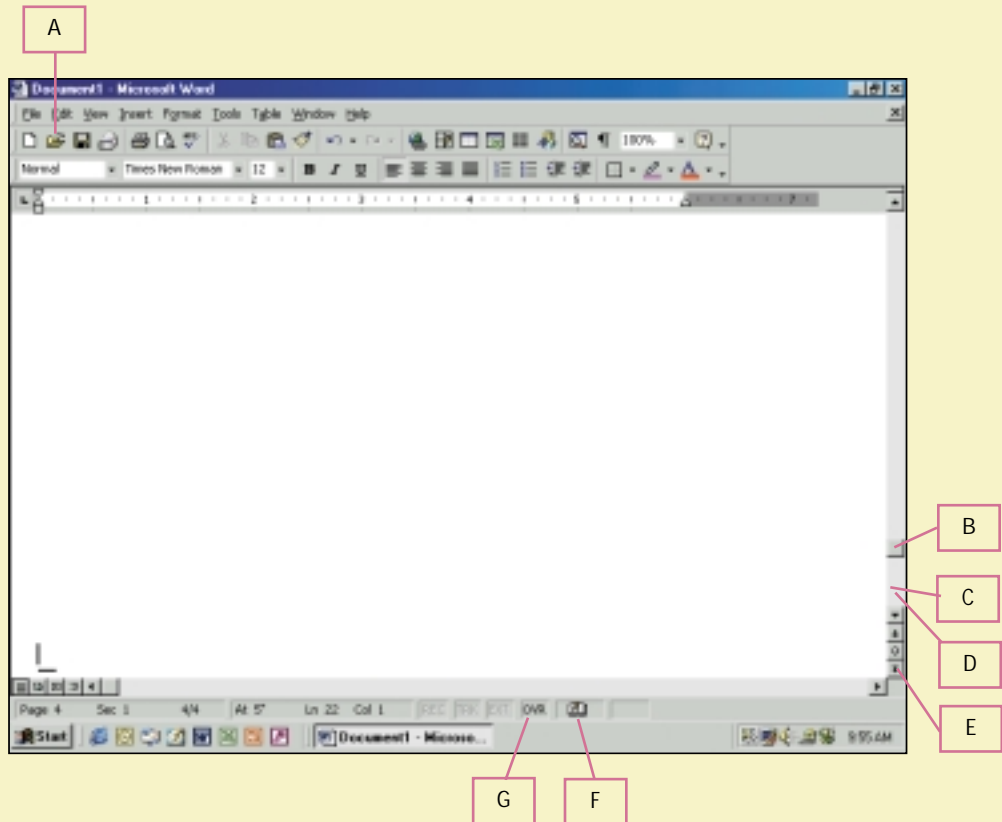
- __ 1. If your document is not listed in the current folder in the Open dialog box, you can find it by clicking the:
- Up One Level button to see the contents of the parent folder.
 - Look In drop-down list to change to a different drive or folder.
 - View button to see the documents listed four different ways.
 - All of the above.
 - a and b only.
- __ 2. When using the keyboard to navigate around in a document, to move to the beginning of the document, press:
- Home.
 - Ctrl+Home.
 - Alt+Home.
 - Shift+Home.
 - The up and left arrow keys.
- __ 3. The main difference between using Backspace and Delete to remove unwanted characters is:
- Backspace removes a single letter, but Delete removes the entire word.
 - Delete removes a single letter, but Backspace removes the entire word.
 - Backspace moves the insertion point toward the left and Delete moves the insertion point toward the right.
 - Backspace turns on Insert mode, and Delete turns on Overtyping mode.
 - None of the above.
- __ 4. When the new text you are inserting starts to gobble up the existing text, you have probably done this by mistake.
- Pressed the Insert key.
 - Pressed the End key.
 - Turned on the AutoCorrect feature.
 - Turned on the AutoComplete feature.
 - Turned on the automatic spell checking feature.
- __ 5. You can tell if automatic spell checking is at work if you see:
- Red wavy underlines under possible misspelled words.
 - An icon on the status bar with a red X or red check.
 - Red dotted underlines under possible grammar errors.
 - All of the above.
 - a and b only.
- __ 6. To correct a misspelled word flagged with wavy underlines:
- Right-click and choose the correct spelling.
 - Press Backspace and retype.
 - Press Delete and retype.
 - Press Ctrl+S.
 - Double-click the status bar.

- 7. When you use the command Insert|Date and Time to insert a date in the document, it will automatically be updated if you check the box to insert it as a(n):
 - a. AutoCorrect.
 - b. AutoDate.
 - c. Field.
 - d. Overtyping.
 - e. AutoInsert
- 8. If you begin to type a commonly misspelled word, AutoCorrect will fix it as soon as you:
 - a. Type the last letter.
 - b. Press the Spacebar.
 - c. Save the document.
 - d. Print the document.
 - e. Press Alt+F9.
- 9. In Print Preview, you can zoom in on the document or zoom out again when the mouse pointer looks like:
 - a. Binoculars.
 - b. Paper with a magnifying glass on one edge.
 - c. A magnifying glass.
 - d. A telescope.
 - e. An I-beam.
- 10. When you want to prepare a mailing label to stick on an envelope, you must specify:
 - a. Whether you want an entire sheet or just one label.
 - b. Which row and column the label will print, if you only want a single label.
 - c. The manufacturer and product number of the labels.
 - d. All of the above.
 - e. A and B only.

Screen Review

Match the letters in Figure 2.19 with the correct items in the list.

Figure 2.19



- ___ 1. Look here to see if any spelling or grammar errors have been flagged.
- ___ 2. Click here to open a document.
- ___ 3. Look here to see if Overtyping mode is turned on.
- ___ 4. Drag here to view the end of the document.
- ___ 5. Click here to view one line down.
- ___ 6. Click here to view one screen down.
- ___ 7. Click here to view the next page.

Exercise and Project

Follow these step-by-step instructions. If you are working in a computer lab, ask your instructor where you should save and print your document.

Exercise

1. Open Fishing Guide.doc from the Student\Chapter 2 folder of the PinPoint CD-ROM bound into the back of your textbook. At the end of the document, change Morgan's name to your own. Delete Morgan's email address and put in yours.

2. Replace the date at the top of the letter with a field that automatically shows the current date every time you print the letter.
3. Use Overtyping mode to change *Fort Worth* to Washington.
4. Change *February* to March.
5. Customize AutoCorrect to change the abbreviation *CRM* to Community Relations Manager. On the line below your name, type CRM and press Enter to see it expand.
6. Preview the document to see if it looks balanced on the page. If it seems too high, press Enter a couple of times at the top of the document.
7. Check the spelling and correct any errors. Carefully proofread to find any errors that are not flagged.
8. Print the document. Sign your name below *Sincerely*.
9. Print an envelope for the letter.

Project

Rats! Your mother got a parking ticket when she was visiting your campus recently. (You'd think she'd know better than to park in the president's parking place!) Luckily, you can write a letter to the campus police to have the ticket dismissed—you know that because you had to do the same thing last month when your brother got a ticket during his visit.

Open the letter called Ticket.doc from the Student\Chapter 2 folder of your PinPoint CD-ROM. Insert today's date and edit the letter to reflect the details of this new infraction. Use AutoCorrect, if you want, to avoid having to type Department of Campus Police (or whatever it's called at your school). Print the letter on a single page and also print an envelope to mail it in.