

## Lab 3

### Activity Name

### Demonstration Notes

#### Objective 13: Change Document and Paragraph Layout

<p>3.25    <b>Setting Margins</b></p>	<ul style="list-style-type: none"><li>• Start Microsoft Word 2010. Navigate to the data files for this project and open goaio_1e_05D_script_data. If needed, turn on the Show/Hide button.</li><li>• Click the File tab. Click Save As. In the Chapter 5 All In One folder, save the file as 5D_Golf_Activities</li><li>• Click the Page Layout tab. In the Page Setup group, click Margins. Point out the gallery options. Click Custom Margins. Press the Tab key two times to select the Left box and type 1 Press Tab and type 1 Point out the <i>Apply to</i> setting, and click OK.</li><li>• If needed, at the top of the vertical scroll bar, click the View Ruler button. Scroll to the bottom of page 1 and top of page 2. Point out that the status bar shows the total number of pages.</li><li>• At the bottom of the first page, right-click and then click Edit Footer. In the Insert group, click Quick Parts and click Field. Type F to select FileName and then click OK. Double-click anywhere in the document.</li></ul>
<p>3.26    <b>Aligning Text</b></p>	<ul style="list-style-type: none"><li>• Scroll to the top third of page 2. Point out the text is aligned evenly at both margins because Justify is selected. Point out the uneven spacing between words. Press Ctrl + A. On the Home tab, in the Paragraph group, click Align Text Left.</li><li>• Press Ctrl + Home. Select the title. On the Mini toolbar, set the Font Size to 24. Drag in the margin to select the title and the subtitle. On the Mini toolbar, click the Center button.</li></ul>

	<ul style="list-style-type: none"> <li>• Scroll to the bottom of page 1 and select the first bold subheading—<i>League Tee Times</i>. Move to page 2 and locate the second subheading—<i>Special Events</i>. Press the Ctrl key. Click once in the margin to select the subheading. On the Mini toolbar, click the Center button. Save the document.</li> </ul>
<p>3.27    <b>Changing Line Spacing</b></p>	<ul style="list-style-type: none"> <li>• Press Ctrl + Home. Press Ctrl + A. In the Paragraph group, click the Line Spacing button and show that 2.0 is selected. Click 1.15 and click anywhere in the document.</li> </ul>
<p>3.28    <b>Indenting Text and Adding Space After Paragraphs</b></p>	<ul style="list-style-type: none"> <li>• Toward the top of page 1, click anywhere in the paragraph that begins <i>Your golfing experience</i>. In the Paragraph group, click the Dialog Box Launcher. On the Indents and Spacing tab under Indentation, click the Special arrow. Click First line to indent text with the default setting of 0.5". Click OK.</li> <li>• Click anywhere in the paragraph that begins <i>Consider becoming</i>. On the ruler, drag the First Line Indent button to 0.5" on the horizontal ruler.</li> <li>• Locate the paragraph that begins <i>As a Pimahiho Hills member</i>. Apply a first line indent of 0.5" to this paragraph.</li> <li>• Press Ctrl + A. Click the Page Layout tab. In the Paragraph group, under Spacing, change the After value to 6 pt.</li> <li>• Press Ctrl + Home. Scroll down and select the subheading <i>League Tee Times</i>. Scroll down to the bottom of page 1, press the Ctrl key, and select the subheading <i>Special Events</i>. Change the Before value in the Paragraph group to 12 pt. Save your document.</li> </ul>
<b>Objective 14: Create and Modify Lists</b>	
<p>3.29    <b>Creating a Bulleted List</b></p>	<ul style="list-style-type: none"> <li>• Toward the top of page 1, locate the paragraph beginning <i>Be a coordinator</i>. In the margin area, point to this paragraph and drag</li> </ul>

	<p>down through the paragraph beginning <i>Run for a</i>. Click the Home tab. In the Paragraph group, click the Bullets button. Point out on the ruler the First Line Indent and Hanging Indent buttons, which are set by default for bulleted items.</p> <ul style="list-style-type: none"> <li>On page 2, drag to efficiently select all of the paragraphs listing the event names—<i>Spring Swing</i> through <i>Fall Fling</i>. In the Paragraph group, click the Bullets button.</li> </ul>
<p><b>3.30</b>      <b>Creating a Numbered List</b></p>	<ul style="list-style-type: none"> <li>On page 1 under <i>League Tee Times</i>, click at the end of the first paragraph, after the colon. Press Enter. Point out that the indentation from the previous paragraph carried over. On the ruler, drag the First Line Indent button above the lower button.</li> <li>Type 1. and press the spacebar once. Explain automatic numbering and show the AutoCorrect Options button and the options.</li> <li>Type Check in at the pro shop 15 minutes early. Press Enter. Type Go to the first tee box to form groups. Press Enter. Type Stay for prizes and fellowship after golf. Press Enter.</li> <li>Press Backspace once to turn off the list numbering. Press Backspace three more times to remove the blank paragraph.</li> </ul>
<p><b>3.31</b>      <b>Customizing Bullets</b></p>	<ul style="list-style-type: none"> <li>Press Ctrl + End and scroll up to display the bulleted list on page 2. Select the entire list of special events. Point to the selected list. Right-click and point to Bullets. Under the Bullet Library, click the check mark or click another symbol.</li> <li>Point to the selected list and right-click. On the Mini toolbar, click the Format Painter button. On page 1, drag to select all the items in the bulleted list and copy the new bullet format.</li> </ul>

Objective 15: Set and Modify Tab Stops	
3.32	<p><b>Setting Tab Stops</b></p> <ul style="list-style-type: none"> <li>On page 2, drag to select the entire list of special events. Point out the tab mark between the event name and the date.</li> <li>To the left of the horizontal ruler, point to the Tab Alignment button to display the Left Tab ScreenTip. Click the Tab Alignment button several times, and discuss the tab alignment options. Display the Left Tab button again. On the horizontal ruler, click at the 3" mark. Save your document.</li> </ul>
3.33	<p><b>Modifying Tab Stops</b></p> <ul style="list-style-type: none"> <li>With the bulleted list on page 2 selected, drag the 3" tab mark to 3.5". On the ruler, double-click the 3.5" tab mark. In the Tabs dialog box, type 6 for the Tab stop position. Under Alignment, click the Right option button. Under Leader, click the 2 option button. Click Set. In the Tabs dialog box, click the 3.5" tab to select it. Click Clear. Click OK. Point out the changes on the ruler and the changes to the bulleted list.</li> <li>In the bulleted list, locate the <i>Guest Day</i> event. At the end of this line, press Enter. Type Glow Ball and press Tab. Type May 29, 10:00 p.m., 9-hole stroke play</li> </ul>
Objective 16: Insert a SmartArt Graphic	
3.34	<p><b>Inserting a SmartArt Graphic</b></p> <ul style="list-style-type: none"> <li>Press Ctrl + Home. Press End. Press Enter. Click the Insert tab. In the Illustrations group, click the SmartArt button. Point out the types available. On the left, click Hierarchy. In the first row, click the first graphic: Organization Chart. Click OK.</li> <li>If the Text Pane is not displayed, click the Design tab. In the Create Graphic group, click the Text Pane button.</li> </ul>
3.35	<p><b>Modifying a SmartArt</b></p> <ul style="list-style-type: none"> <li>In the SmartArt graphic, click in the second row on the <i>[Text]</i> box border to display a solid</li> </ul>

<b>Graphic</b>	<p>border. Press the Delete key. Repeat this procedure in the bottom row to delete the middle <i>[Text]</i> box.</p> <ul style="list-style-type: none"><li>• In the Text Pane, click the top bulleted point. Type Golf Activities Press ↓ and type League Tee Times Press ↓ and type Special Events Close the Text Pane.</li><li>• Be sure the SmartArt graphic is selected and that a [Text Box] is not still selected. Click the Format tab. In the Size group, set Height to 2.5" and Width to 4.2". Click the Design tab. In the SmartArt Styles group, click the Change Colors button. Under Colorful, click the fourth style: Colorful Range - Accent Colors 4 to 5. In the SmartArt Styles group, click the More button. Under 3-D, click the first style: Polished.</li><li>• Click outside the graphic. Click the File tab. On the Info tab, click Properties. Click Show Document Panel. Replace the Author text with your name. For the Subject, type your course name and section number. For the Keywords, type golf activities Close the Document Information Panel. Click Save.</li><li>• Click the File tab. Click Print. Use the Print Preview options to zoom and move between pages. Exit Word.</li></ul>
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