Chapter 4

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Protecting Documents and Using the Internet

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Lesson 28

Creating Forms and Macros

➤ What You Will Learn

Inserting Content Controls
Setting Content Control Properties
Protecting a Form
Filling Out a Form
Analyzing Surveys
Working with Macros

WORDS TO KNOW

Content controls
Tools used to create forms.

Form
A document used to collect and organize information.

Macro
A series of instructions designed to accomplish a particular task that you can launch with a single command.

Software Skills Use forms to collect information such as names and addresses for product registrations, data for surveys, or products and pricing for invoices or purchase orders. With Word, you can create forms that can be printed and filled out manually. You can also store forms on a computer so they can be filled out onscreen. Create a macro to automate a process such as inserting text or applying formatting.

What You Can Do

Inserting Content Controls

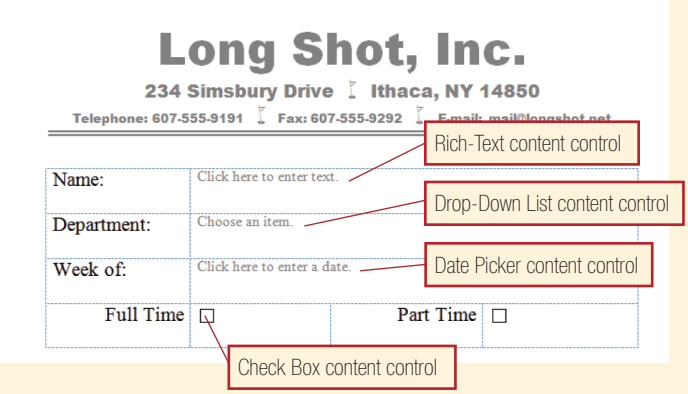
- Insert **content controls** in a document to create a **form** for collecting information that can be stored and analyzed.
- For example, a human resources department might use a form to collect and store employee information.
- Use the buttons in the Controls group on the Developer tab of the ribbon to insert content controls.
- The Developer tab does not display by default; you must set an option to make it available.
- Available content controls include:
  - Rich Text
  - Plain Text
  - Picture
  - Building Block Gallery
  - Check Box
  - Combo Box
  - Drop-Down List
  - Date Picker

- Instructional text automatically displays in each content control that you insert.
- For example, if you insert a Text control, it displays *Click or tap here to enter text*. If you enter a Drop-Down List control, it displays *Choose an item*.
- For best results, create a form as a document template; you can then use the template to create new form documents as you need them.
- Users can also print the document and fill out the form on paper.
- When inserting content controls, give some consideration to the form layout. You may want to use a table or tab stops to be sure items are aligned so that it will be easy for users to read and fill out the form.
- Also, it is important to keep in mind that the insertion point moves from control to control based on the order in which controls are inserted in the document, not based on the order in which the controls are arranged.
- Versions of Word prior to Word 97 do not support content controls. If you know a form will be used on a system running an older version of the program, you can use Word's Legacy Tools to insert form fields instead of content controls.

Try It! Inserting Content Controls

1. In Word, open **W28Try** from the data files for this lesson.
2. Save the file as a Word template (*.dotx) with the name **W28TryA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click File > Options > Customize Ribbon.
4. Under Customize the Ribbon, click to select the Developer check box, and then click OK.
5. In the document template, click to position the insertion point in the table cell in the first row of the right column.
   - ✔ *If table gridlines are not displayed, click to the right of the text Name:, click the Table Tools Layout tab, and click to toggle on the View Gridlines button* .
6. Click the Developer tab on the ribbon, then, in the Controls group click the Rich Text Content Control button Aa.
7. Position the insertion point in the cell in the second row of the right column, then click the Drop-Down List Content Control button .
8. Move the insertion point down one cell and click the Date Picker Content Control button .
9. Position the insertion point in the second cell in the bottom row and click the Check Box Content Control button .
10. Position the insertion point in the cell on the right end of the bottom row and click the Check Box Content Control button again.
11. Save the changes to the document template, and leave it open to use in the next Try It.

Content controls in a form template



Setting Content Control Properties

- By default, Word inserts content controls using basic settings. For example, text controls are set to allow users to enter an unlimited number of text characters.
- You can customize the content control options in the item's Properties dialog box.
- For example, you can set text options to limit users to entering valid dates, or no more than ten characters, and you can assign a style to text entered in a plain text content control.
- You can also change the instructional text that displays in a content control.
- Each type of content control has its own set of properties. For example, you use properties to enter the items for a Drop-Down List content control.

Try It! Setting Control Content Properties

1. In the **W28TryA_xx** file, click on the Rich Text content control in the table to select it.
2. On the Developer tab, in the Controls group, click the Properties button to display the Content Control Properties dialog box.
3. In the Title box, type **Name**, and then click OK.
4. Click the Drop-Down List content control to select it, and click the Properties button.
   - ✔ *Notice that the properties for the Drop-Down List content control are different from the properties for the Rich Text content control.*
5. In the Title box, type **Department**.
6. Under Drop-Down List Properties, click the Add button to display the Add Choice dialog box.
7. In the Display Name box, type **Marketing**, and then click OK.
8. Click the Add button again, type **Sales**, and click OK.
9. Click the Add button again, type **Site Support Group**, and click OK.
10. In the Content Control Properties dialog box, click OK.
11. Save the changes to **W28TryA_xx**, and leave it open to use in the next Try It.

Protecting a Form

- It is a good idea to protect a form template.
- When a form is protected, users can enter information in the content controls, but cannot edit or format any other part of the document.
- The protection is extended to all documents based on the protected template.
- The options for protecting a document are found in the Restrict Editing pane, which you can access using the Restrict Editing button on the Developer tab of the ribbon.
  - ✔ *You learn about other ways of protecting documents in Word, Lesson 29.*
- You must stop the protection in order to edit or format the form.

Try It! Protecting a Form

1. In the **W28TryA_xx** file, on the Developer tab in the Protect group, click the Restrict Editing button to display the Restrict Editing pane.
2. In the task pane under Editing restrictions, click to select the Allow only this type of editing in the document check box.
3. Click the drop-down arrow and click Filling in forms.
4. Click Yes, Start Enforcing Protection, and in the Start Enforcing Protection dialog box, click OK.
5. Try to select the text *Name:*. Note that Word only allows you to select content controls.

(continued)

Try It! Protecting a Form *(continued)*

6. In the Restrict Editing pane, click Stop Protection. Now, you can edit or format the document.
7. In the Restrict Editing pane, click Yes, Start Enforcing Protection, and in the Start Enforcing Protection dialog box, click OK.
8. Close the **W28TryA_xx** file, saving changes. Leave Word open to use in the next Try It.

Filling Out a Form

- To fill out a form manually, simply print it.
- To fill out a form onscreen, create a new document based on the form template.
- If the form is protected, Word automatically selects the first content control so you can begin filling it out.
- If necessary, click to select a different content control.
- You can leave content controls blank.
- Use the methods shown in Table 28-1 to enter data in content controls.

Table 28-1 Entering Data into a Content Control

Content Control Type	How to Enter Data
Rich Text	Type
Plain Text	Type
Drop-down list	Click drop-down arrow and click item to enter
Date picker	Click drop-down arrow and click date to enter
Building block gallery	Click drop-down arrow on control's handle, then click item to enter
Picture	Double-click icon in control, then use the Insert Pictures dialog box to locate and select picture to insert
Check box	Click to select or clear box
Combo box	Click drop-down arrow and click item to enter

Try It! Filling Out a Form

1. Use File Explorer to create a new document based on the **W28TryA_xx** document template.
   - ✔ *Navigate to the location where the template file is stored, and double-click the template name.*
2. Save the file as a Word document with the name **W28TryB_xx** in the location where your teacher instructs you to store the files for this lesson.
   - ✔ *Note that because the template is protected, the document based on the template is protected, as well.*
3. In the *Name* Rich Text content control, type your first and last names.
4. Click the *Department* Drop-Down List content control. A drop-down arrow becomes available.
5. Click the drop-down arrow and click Sales.
6. Click the *Date Picker* content control, click the drop-down arrow, and click today's date.
7. Click to select the *Part Time* Check Box content control.
8. Close the **W28TryB_xx** file, saving changes, and leave Word open for the next Try It.

Analyzing Surveys

- A survey lets you collect information that you can use to analyze trends and changes.
- Watching and analyzing trends can help managers make informed business decisions.
- For example, retailers watch for trends in the colors and products customers are buying so they know what items to stock in stores.
- A well-designed survey makes it easier to identify trends. It usually includes a plan for whom to survey and the questions to ask, as well as a form for entering the answers to the survey questions.

Working with Macros

- To efficiently complete repetitive tasks, such as performing identical formatting chores in a number of documents, you can create a **macro**.
- A macro gathers a number of instructions into a single program that you can run with a single command.
- You create a macro by executing the steps you want to capture. Then you end the macro, storing it so that it can be used again.
- You may want to rehearse the steps you will use to create the macro before recording it because some tasks have to be done in a certain way during the recording process. You cannot use the mouse to select text, for example. Instead, you must use a keyboard combination to select text.
- When you start the process of creating a new macro, you assign it a name, choose a shortcut option for running the macro, and choose whether to store it in the current document or in the Normal template so it will be available for all documents based on that template.
- If you choose to store the macro in the current document, you must then save the document in the Word Macro-Enabled Document (*.docm) format. Trying to save the document as a regular Word document will result in Word's discarding the macro after you close the document.
- Word macros can be used to perform malicious tasks and it is thus important to consider security issues when creating and sharing documents with macros. One way that Word helps you manage macro security is to disable macros by default even when they are saved in Word Macro-Enabled Document format.
- When you open a document in which a macro has been stored, you will see the security warning banner at the top of the document. Click Enable Content to allow the document's macros to be run.
- Run a macro by choosing it in the Macros dialog box, by clicking a button you create, or by pressing a key combination you assign.

Try It! Working with Macros

1. In Word, create a new blank document and save it in Word Macro-Enabled Document format as **W28TryC_*xx*** in the location where your teacher instructs you to store the files for this lesson.
2. On the View tab, in the Macros group, click the Macros arrow and then click Record Macro.
3. In the Record Macro dialog box, type **MyName** to replace the default Macro1 name.
4. Click the Store macro in down arrow and select **W28TryC_*xx***.
5. Click Keyboard to open the Customize Keyboard dialog box.
6. Click in the Press new shortcut key box and then press ALT + 0 (the second key is zero).
7. Click the Save changes in down arrow and select **W28TryC_*xx***.
8. Click Assign and then click Close. The pointer changes to the Record Macro pointer.
9. On the first line of the document, type your first and last name.
10. Press CTRL + SHIFT + ← two times to select both names.

(continued)

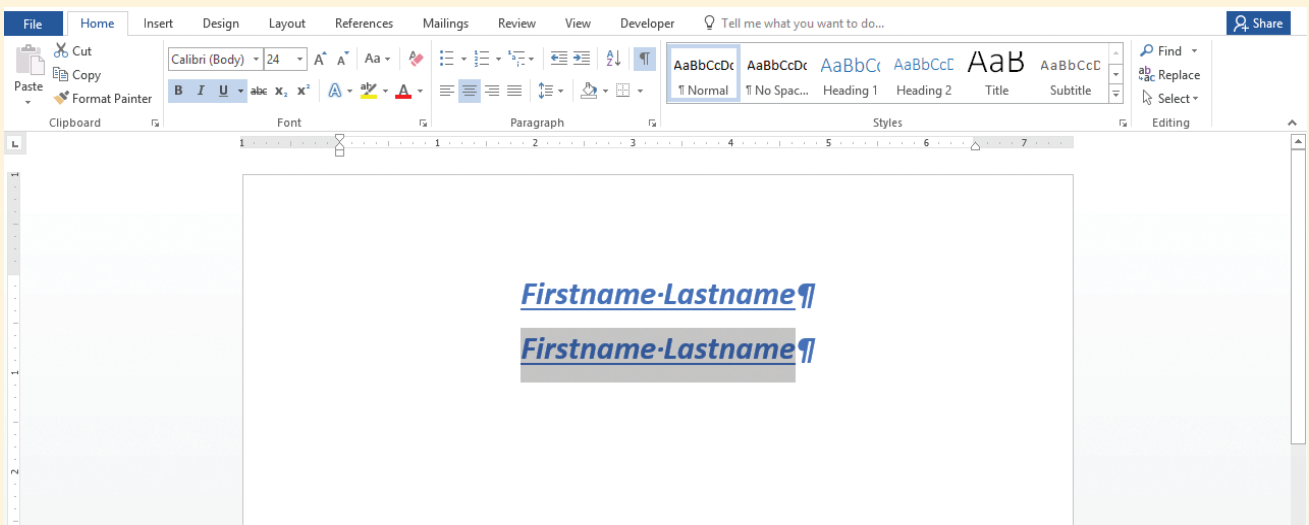
Try It! Working with Macros *(continued)*

11. Click Home > Center.
12. Click Home > Font dialog box launcher to open the Font dialog box.
13. In the Font style list, click Bold Italic. In the Size list, scroll down and click 24. Click the Font color down arrow and select Blue, Accent 5. Click the Underline style down arrow and select a single underline.
14. Click OK, and then click View > Macros arrow > Stop Recording.
15. Save the changes to **W28TryC_xx**, close the document, and leave Word open for the next Try It.

Try It! Playing a Macro

1. In Word, click File > Open, and click **W28TryC_xx** at the top of the list of Recent Documents.
2. Note the security warning bar at the top of the document. Click Enable Content.
3. Click at the end of the first line of text, press ENTER, and then apply the Normal style to the new blank paragraph.
4. Press ALT + 0 to run the macro. A second instance of your name as you formatted it in the last Try It should display.
5. Save the changes to **W28TryC_xx**, close the document, and exit Word.

Playing a macro



Lesson 28—Practice

As the Manager of in-house training at Long Shot, Inc., you recognize that changes to the business environment affect all departments, including training. You would like to survey employees to learn how to use developing technology to provide the best in-house training to the most people. In this project, you will create a form that employees can fill out indicating their attitudes toward different types of teaching methods.

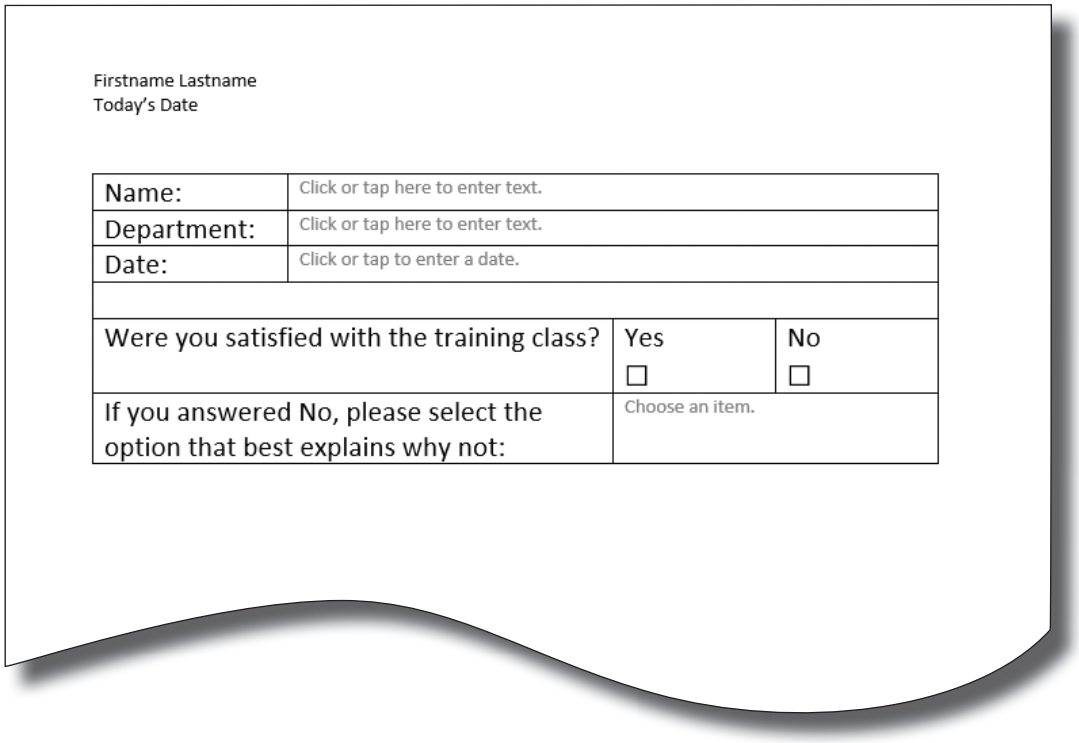
DIRECTIONS

1. Start Word and save a blank document as a document template with the name **W28Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Double-click in the header and type your full name and today's date.
3. With the insertion point on the first line of the document, press ENTER to insert a blank line.
4. Click **Insert** > **Table** and drag across the table grid to insert a table with two columns and six rows.
5. Select the fourth row and click **Table Tools Layout** > **Merge Cells**.
6. Select the first three rows, and then drag the column divider to the left so the left column is approximately **1.5"** wide and the right column is approximately **5"** wide.
7. Select rows 5 and 6 and then drag the column divider to the right so the left column is approximately **4"** wide and the right column is approximately **2.5"** wide.
8. Select the right cell in row 5 and click **Table Tools Layout** > **Split Cells** > **OK**.
9. Enter the following text in your table:
10. Select the table and increase the font size to **16 points**.
11. If the Developer tab is not displayed on the ribbon, click **File** > **Options** > **Customize Ribbon**; then, under Customize the Ribbon, click to select the **Developer** check box, and then click **OK**.
12. Click in row 1, column 2, click the **Developer** tab, then, in the Controls group, click the **Rich Text content control** button Aa.
13. Click in row 2, column 2, and click the **Plain Text content control** button Aa.
14. Click in row 3, column 2, and click the **Date Picker content control** button.
15. Position the insertion point after the word *Yes* in row 5, column 2, press ENTER, and then click the **Check Box content control** button.
16. Position the insertion point after the word *No* in row 5, column 3, press ENTER, and then click the **Check Box content control** button.
17. Click in row 6, column 2, and then click the **Drop-Down List content control** button.
18. With the Drop-Down List Content Control selected, click the **Properties** button.
19. Under Drop-Down List Properties, click the **Add** button, type **Too difficult**, and click **OK**.

Name:		
Department:		
Date:		
Were you satisfied with the training class?	**Yes**	**No**
If you answered No, please select the option that best explains why not:		

20. Click the **Add** button again, type **Too easy**, and click **OK**.
21. Click the **Add** button again, type **Not what I expected**, and click **OK**.
22. In the Content Control Properties dialog box, click **OK**.
23. Check and correct the spelling and grammar in the file, and then save the changes.
24. Click the **Developer** tab, and then click the **Restrict Editing** button .
25. In the Restrict Editing pane, under Editing restrictions, click to select the **Allow only this type of editing in the document** check box, then click the drop-down arrow and click **Filling in forms**.
26. Click **Yes, Start Enforcing Protection**, and then click **OK**. Close the task pane.
27. **With your teacher's permission**, print the document. It should look similar to Figure 28-1.
28. Close the file, saving changes, and exit Word.

Figure 28-1



Firstname Lastname
Today's Date

Name:	Click or tap here to enter text.	
Department:	Click or tap here to enter text.	
Date:	Click or tap to enter a date.	
Were you satisfied with the training class?	Yes ☐	No ☐
If you answered No, please select the option that best explains why not:	Choose an item.	

Lesson 28—Apply

In this project, you work with another version of the Long Shot, Inc., training form. You will add content controls, adjust properties, protect the form, and then fill out the form.

DIRECTIONS

1. Start Word and open **W28Apply** from the data files for this lesson.
2. Save the file as a document template with the name **W28ApplyA_*xx*** in the location where your teacher instructs you to store the files for this lesson.
3. Type your name and today's date in the document footer.
4. Display table gridlines, if necessary, and then display the Developer tab on the ribbon.
5. In row 1, column 2, insert a **Plain Text** content control.
6. In row 2, column 2, insert a **Plain Text** content control.
7. In row 3, column 2, insert a **Date Picker** content control.
8. In rows 5 and 6, columns 2 and 3, on the line under the text, insert **Check Box** content controls.
9. In row 7, column 2, insert a **Drop-Down List** content control.
10. Set properties for the Drop-Down List content control to add the following items: **Too difficult**, **Too easy**, **Not what I expected**, **Inconvenient time**.
11. In row 8, columns 2, 3, and 4, on the line under the text, insert **Check Box** content controls.
12. In row 9, column 2, insert a **Drop-Down List** content control.
13. Set properties for the Drop-Down List content control to add the following items: **Live instructor**, **Online classroom**, **Individual training workstation**.
14. In row 10, column 2, insert a **Rich Text** content control.
15. Check and correct the spelling and grammar in the file, and then save the changes.
16. Protect the document so users can only fill in content controls on the form.
17. Close the task pane, and then close the document, saving changes.
18. Create a new document based on the **W28ApplyA_*xx*** template and save it as a Word document with the name **W28ApplyB_*xx*** in the location where your teacher instructs you to store the files for this lesson.
19. Type your name in the *Name* Plain Text content control.
20. Type **Marketing** in the *Department* Plain Text content control.
21. Select today's date from the Date Picker content control.
22. Select the **Yes** check box for whether or not you have attended in-house training classes.
23. Select the **No** check box for whether or not you were satisfied.
24. For the reason why you were not satisfied, select **Inconvenient time** from the Drop-Down List content control.
25. Select the **Maybe** check box for whether or not you are interested in future classes.
26. Select **Individual training workstation** from the training method Drop-Down List content control.
27. In the Rich Text content control, type **I think there is potential benefit to in-house training but I need a more flexible schedule.**
28. **With your teacher's permission**, print the document. It should look similar to Figure 28-2 on the next page.
29. Close the file, saving changes, and exit Word.

Figure 28-2

Long Shot, Inc.

234 Simsbury Drive | Ithaca, NY 14850
Telephone: 607-555-9191 | Fax: 607-555-9292 | E-mail: mail@longshot.net

Name:	Firstname Lastname
Department:	Marketing
Date:	Today's Date

Have you attended in-house training classes in the past?	Yes ☒	No ☐
If so, were you satisfied with the training class?	Yes ☐	No ☒
If you answered No, please select the option that best explains why not:	Inconvenient time	
Are you interested in attending in-house training classes in the future?	Yes ☐	No ☐ Maybe ☒
Which training method would you prefer?	Individual training workstation	
Comments:	I think there is potential benefit to in-house training but I need a more flexible schedule.	

Firstname Lastname
Today's Date

Lesson 29

Protecting Documents

➤ What You Will Learn

Restricting Editing and Formatting
Setting Restriction Exceptions
Applying Password Protection and Encryption
Understanding Computer Ethics and Codes of Conduct
Understanding Computer Security

WORDS TO KNOW

Authenticated
Checked and verified as real or legitimate.

Code of conduct
A policy that defines the behavior expected of all employees.

Confidentiality
A legal and ethical principle that prevents the disclosure of secret information to unauthorized parties.

Encryption
Scrambling so as to be indecipherable.

Ethical
Conforming to accepted standards of social or professional behavior.

Firewall
Software or hardware that monitors information as it passes from a network to your computer in order to detect and prohibit the transfer of malicious programs.

Software Skills With Word, you can restrict the ability of others to edit or format a document. You can set password protection to limit unauthorized access to a document, and you can set different levels of access to allow others to read but not edit or format a document, or to require the track changes feature to mark all edits.

What You Can Do

Restricting Editing and Formatting

- You can protect a document from unauthorized changes by restricting the ability of others to make edits or apply formatting.
- To restrict formatting changes, you use options in the Formatting Restrictions dialog box to limit the ability of others to modify selected styles and apply direct formatting.
- To restrict editing changes, you may select from four options:
  - Tracked changes. Use this option to force edits to display using revision marks.
  - Comments. Use this option to allow others to enter comments without being able to edit document text.
  - Filling in forms. Use this option to allow changes in content controls only.

    ✓ *Protecting forms is covered in Word, Lesson 28.*

  - No changes (Read only). Use this option when you do not want to allow any changes at all.
- The options for setting restrictions are found in the Restrict Editing pane, which you can access using the Restrict Editing button on the Developer or Review tab of the ribbon.
- When you open a protected document, the Restrict Editing pane displays information about the changes you may or may not make to the document.
- You can also view information about restriction settings on the Info tab in the Backstage view.

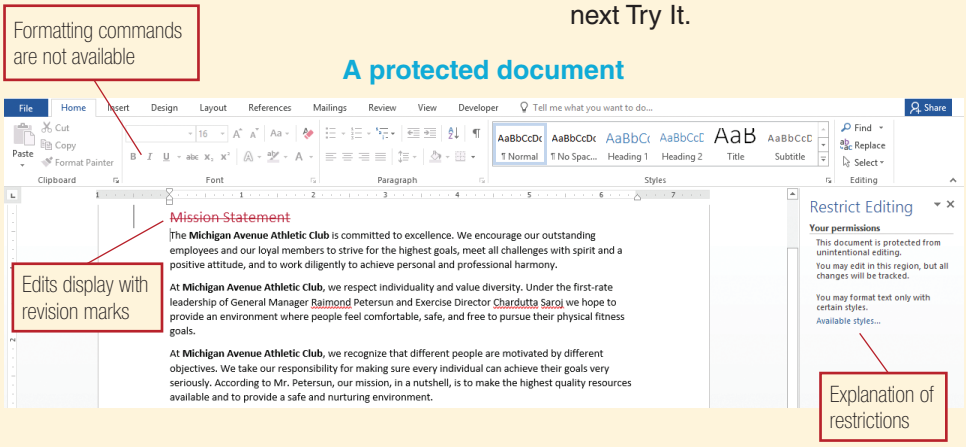
- You can remove the protection to enable unlimited editing.
- Note that restrictions apply to documents even when they are copied or saved with a new name.

Try It! Restricting Editing and Formatting

1. Start Word and open **W29Try** from the data files for this lesson.
2. Save the file as **W29Try_xx** in the location where your teacher instructs you to store the files for this lesson.
3. On the Review tab, in the Protect group, click the Restrict Editing button.
4. In the Restrict Editing pane, under Formatting restrictions, click to select the Limit formatting to a selection of styles check box and then click Settings to display the Formatting Restrictions dialog box.
5. In the Formatting Restrictions dialog box, click Recommended Minimum and click OK.
6. If necessary, in the warning dialog box, click No.
7. In the Restrict Editing pane, under Editing restrictions, click to select the Allow only this type of editing in the document check box, then click the drop-down arrow and click Tracked changes.
8. Under Start enforcement click Yes, Start Enforcing Protection, then click OK without entering a password.
9. Click the Home tab on the ribbon. Note that most Font and Paragraph group commands are not available because of the formatting restrictions.
10. Select the heading *Mission Statement* and press DEL. The edit is displayed with revision marks because of the editing restrictions.

    ✓ *Click the vertical red line in the left margin to see the revision marks, if necessary.*
11. Save the changes to **W29Try_xx**, and leave it open to use in the next Try It.

A protected document



Integrity
Adherence to a strict moral or ethical code.

Password
A string of characters used to authenticate the identity of a user, and to limit unauthorized access.

Phishing
A method of tricking computer users into divulging private or confidential information over the Internet.

Unethical
Not conforming to accepted standards of social or professional behavior.

Virus
A malicious computer program designed to cause damage to a computer system.

Workgroup
A team or group of individuals who work together on the same projects, usually connected via a network.

Worm
A self-replicating program designed to cause damage to a computer system.

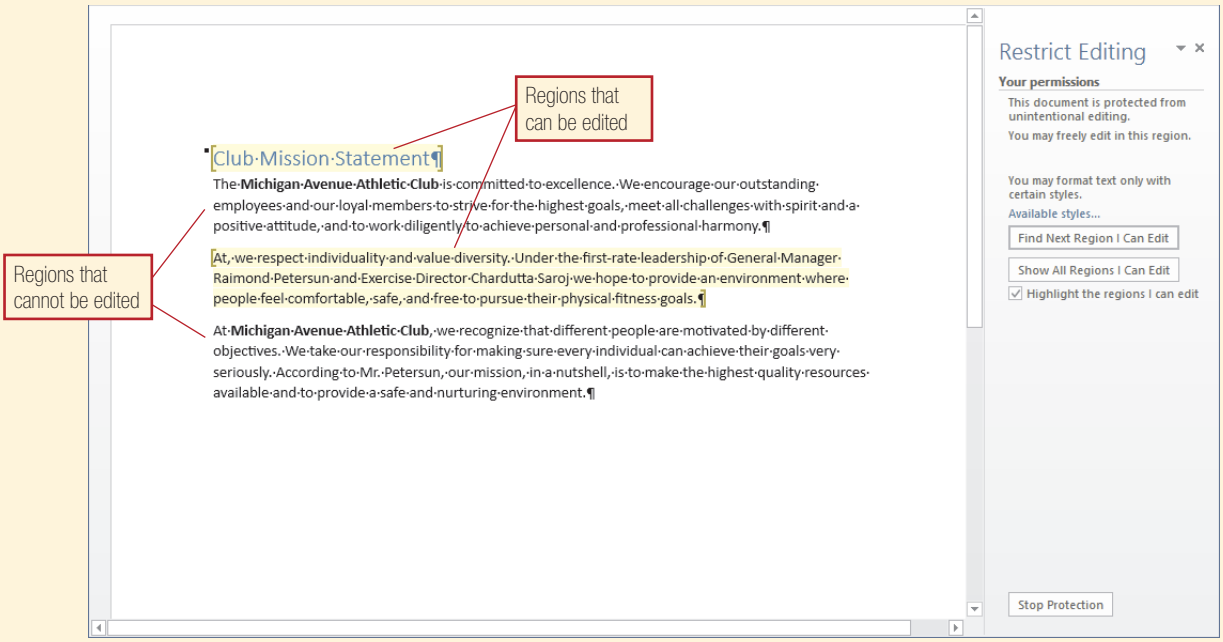
Setting Restriction Exceptions

- By default, an entire document is protected from changes made by all users.
- If you set formatting, read only, or comments restrictions, you may specify exceptions to allow access to all or parts of the document.
- Parts of the document that may be modified are set off by brackets and shading by default.
- You can use options in the Restrict Editing pane to scroll directly to the areas you have permission to change.
- You can allow access to everyone, or specific individuals or groups who have access.
- To add an individual or group to the exceptions list, you must know the **workgroup** identification, e-mail address, or Microsoft Windows user account name the he or she uses to log on to the system.

Try It! Setting Restriction Exceptions

1. In the **W29Try_xx** file, in the Restrict Editing pane, click Stop Protection.
2. Under *Editing restrictions*, click the drop-down arrow and click No changes (Read only).
3. In the document, right-click the heading *Mission Statement* and click Reject Deletion.
4. Select the heading, then press and hold CTRL and select the second body paragraph.
5. Under *Exceptions (optional),* click to select the Everyone check box, then click Yes, Start Enforcing Protection, and click OK in the Start Enforcing Protection dialog box without entering a password.
6. In the first paragraph in the document, select the text *Michigan Avenue Athletic Club* and press DEL. Nothing happens, because restrictions are set to allow no changes.
7. In the second paragraph select the text *Michigan Avenue Athletic Club* and press DEL. The text is deleted, because everyone is allowed to edit or format the second paragraph.
8. In the Restrict Editing pane, click Find Next Region I Can Edit. The heading is selected.
9. Edit the heading from *Mission Statement* to **Club Mission Statement**.
10. Save the changes to **W29Try_xx**, and leave it open to use in the next Try It.

Set restriction exceptions



Applying Password Protection and Encryption

- To ensure that users cannot remove or change restriction settings, you can assign a **password** when you start enforcing protection. Only someone who enters the assigned password can unprotect the document or change the restriction settings.
- Note that the password protection applies to documents even when they are copied or saved with a new name.
- You can also assign a password and encrypt a document at the same time using options on the Info tab in the Backstage view.
- **Encryption** increases the security of the document, because only **authenticated** owners of the document can remove the protection.

  ✔ *Authenticity is based on the use of a valid digital signature. Digital signatures are covered in Lesson 31.*
- Always create a strong password, which is one that cannot easily be guessed by unauthorized personnel.
- According to Microsoft, a strong password combines upper- and lowercase letters, numbers, and symbols, and is more than 8 characters long.
- Take care when assigning passwords. If you forget the password, you will not be able to access the document.

Try It! Applying Password Protection and Encryption

1. In the **W29Try_*xx*** file, in the Restrict Editing pane, click Stop Protection, and then click Yes, Start Enforcing Protection.
2. In the Start Enforcing Protection dialog box, in the Enter new password (optional) box, type **Try?W?29!**.
3. In the Reenter password to confirm box, type **Try?W?29!**, and then click OK.
4. In the pane, click Stop Protection.
5. In the Unprotect Document dialog box, in the Password box, type **Try?W?29!** and click OK.
6. Click the File tab to display the Backstage view. The Info tab should display by default.
7. Click the Protect Document button and then click Encrypt with Password.
8. In the Encrypt Document dialog box, in the Password box, type **Try?W?29!** and click OK.
9. In the Reenter password box, type **Try?W?29!** and click OK. Note that under *Protect Document* it states that a password is required to open the document.
10. Close the document, saving changes.
11. Click File and click **W29Try_*xx*** in the Recent Documents list to open it again. A password dialog box displays.
12. In the Enter password to open file box, type **TRY?w?29!** and click OK. A dialog box informing you that the password is incorrect displays, and the file does not open.
13. Click OK, and then click File > **W29Try_*xx*** again.
14. Type **Try?W?29!** and click OK to open the document.
15. Close the **W29Try_*xx*** document, saving changes if prompted, and exit Word.

Understanding Computer Ethics and Codes of Conduct

- In general, the ethics for computer use should follow the same basic code of ethics for all business and personal conduct.
- In other words, employees and employers should conduct themselves in a professional and **ethical** manner, with honesty and **integrity**, according to legal and corporate policies.
- Most companies and organizations establish corporate computer application policies or rules, as well as policies for using the Internet and e-mail.
- These policies address the legal and social aspects of computer use and are designed to protect privacy while respecting personal and corporate values and adhering to federal and local laws.

- Some topics typically covered by corporate computer application policies include:
  - The type of language allowed in documents and messages.
  - Permissions for accessing documents and data.
  - The amount of time allowed for personal Internet and e-mail use.
  - The types of Web sites that may be accessed from corporate computers.
  - Storage policies for documents and e-mail.
  - The types of programs that may be used on corporate computers.
- Most employers have a written policy called a **code of conduct** that specifies the rights and responsibilities of employees.
- The codes vary depending on the organization. Most list the types of behavior that are considered acceptable, as well as behavior that is considered unacceptable.
- Some typical expectations include:
  - Reporting **unethical** or illegal behavior in others.
  - Respecting the **confidentiality** of clients, co-workers, and employers.
  - Arriving and leaving on time.
  - Wearing professional attire in the workplace.
- Most codes also specify the consequences of failing to meet the standards.
- For a first or minor infraction, the punishment might be a warning letter placed in an employment file.
- For a severe or repeated infraction, the punishment might be dismissal.

Understanding Computer Security

- Maintaining the security of computer systems is a vital part of any business.
- Many situations can put your computer information at risk.
  - Disasters such as a flood or fire might make a hard disk unusable.
  - Accidentally knocking out a power cord might delete unsaved changes to a file.
  - A thief might steal your notebook computer or external hard drive.
  - Malicious software such as a **virus** or **worm** might corrupt your data.
  - A **phishing** Web site might capture private information such as passwords and financial data.
- Some steps you can take to safeguard your data include saving frequently, backing up to a remote location on a regular basis, and storing backup data in a fire- and flood-proof safe.
- You should activate a **firewall** to prevent unauthorized programs from accessing your system via a network.
- You should use a malicious software detector tool, such as Windows Defender, to monitor and protect your system from malware such as worms.
- You should use a virus protection program to prohibit, detect, and remove computer viruses.
- You should also learn about the features and tools that your operating system has for preventing data loss:
  - You can use System Restore to revert to a restore point from an earlier date to undo changes.
  - You can use system recovery tools such as Startup Repair or Memory Diagnostic.
- Computer system security usually includes hardware and software devices as well as managerial procedures that work together to protect the system from unauthorized access, to make sure the data is available when needed, and to maintain the integrity of the data.
- Types of security devices include firewalls, virus detection programs, passwords, and data encryption.
- A breach in security compromises data stored on the system, resulting in lost revenues.
- In addition, there are laws governing computer security, which means businesses may be legally responsible for a breach.

Lesson 29—Practice

The research and development department at Long Shot, Inc., is working on an exciting new product. It is important that all information related to the product remain confidential and out of the hands of business competitors. The department manager has asked you to generate a memo to all team members explaining the importance of confidentiality with regard to this project, and what problems might arise from a breach of confidentiality. In this project, you will create the document and then set restrictions so that it cannot be changed.

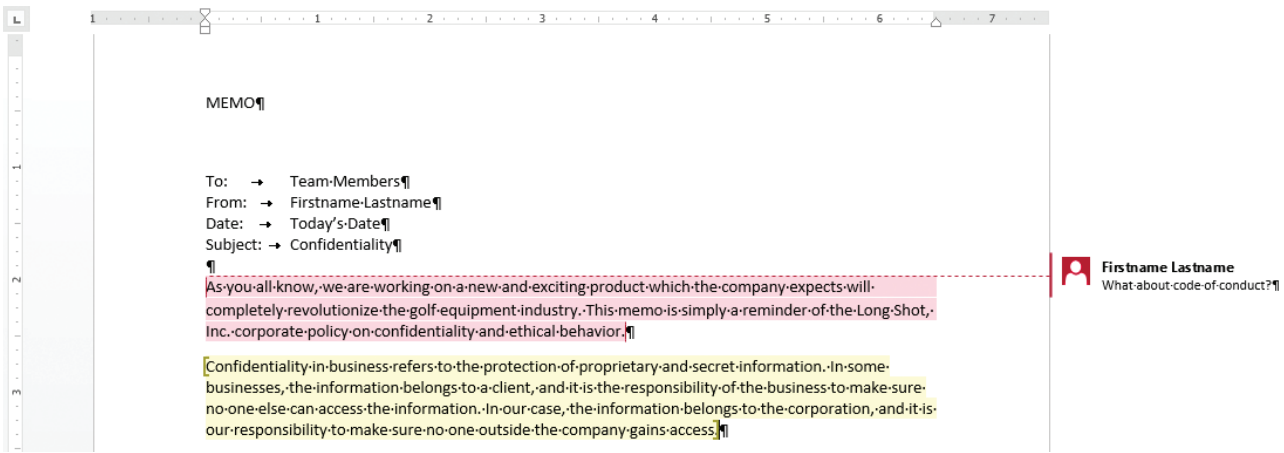
DIRECTIONS

1. Start Word, if necessary.
2. Create a new blank document and save it as **W29Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Display the rulers and nonprinting characters, if necessary.
4. Set paragraph spacing **Before** to **24** points and paragraph spacing **After** to **36** points.
5. Type **MEMO**, and press ENTER.
6. Apply the **No Spacing** style, and then set a left tab stop at **0.75"** on the horizontal ruler.
7. Type **To:**, press TAB, and type **Team Members**. Press ENTER.
8. Type **From:**, press TAB, and type your own name. Press ENTER.
9. Type **Date:**, press TAB, and type or insert today's date. Press ENTER.
10. Type **Subject:**, press TAB, and type **Confidentiality**. Press ENTER twice.
11. Apply the **Normal** style and type the following paragraphs, as shown in Figure 29-1 on the next page:

    As you all know, we are working on a new and exciting product which the company expects will completely revolutionize the golf equipment industry. This memo is simply a reminder of the Long Shot, Inc. corporate policy on confidentiality and ethical behavior.

    Confidentiality in business refers to the protection of proprietary and secret information. In some businesses, the information belongs to a client, and it is the responsibility of the business to make sure no one else can access the information. In our case, the information belongs to the corporation, and it is our responsibility to make sure no one outside the company gains access.
12. Check and correct the spelling and grammar in the document, and then save the changes.
13. Click the **Review** tab; then, in the Protect group, click the **Restrict Editing** button.
14. In the Restrict Editing pane, under *Formatting restrictions*, click to select the **Limit formatting to a selection of styles** check box and then click **Settings**.
15. In the Formatting Restrictions dialog box, click **Recommended Minimum** and click **OK**.
16. If necessary, in the warning dialog box, click **No**.
17. In the Restrict Editing pane, under *Editing restrictions*, click to select the **Allow only this type of editing in the document** check box, then click the drop-down arrow and click **Comments**.
18. In the document, select the last paragraph.
19. In the task pane, under *Exceptions (optional)*, click to select the **Everyone** check box.
20. Under *Start enforcement* click **Yes, Start Enforcing Protection**.
21. In the Start Enforcing Protection dialog box, in the Enter new password (optional) box, type **!29?Practice&**.
22. In the Reenter password to confirm box, type **!29?Practice&**, and then click **OK**.
23. Select the text *MEMO* and try to apply the Title style.
24. Select the first body paragraph and press DEL.
25. Click **Review** > **New Comment** and type **What about code of conduct?**
26. Click outside the comment balloon, then in the task pane, click **Find Next Region I Can Edit**, to select the last paragraph. Apply the **No Spacing** style.
27. **With your teacher's permission**, print the document. It should look similar to Figure 29-1 on the next page.
28. Close the document, saving changes, and exit Word.

Figure 29-1



Lesson 29—Apply

In this project, you continue to work on the confidentiality memo. You will set restrictions and encrypt the memo.

DIRECTIONS

1. Start Word, if necessary, and open **W29Apply** from the data files for this lesson.
2. Save it as **W29Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Replace the sample text *Student's Name* with your own name, and *Today's Date* with the actual date.
4. Set options so users cannot apply any styles to the document, but do not remove existing styles.
5. Restrict editing to tracked changes, and start enforcement. Do not apply a password.
6. Use the Info tab in the Backstage view to encrypt the document with the password **&LSI?29**.
7. Close the document, saving changes.
8. Open the document, using the correct password.
9. **With your teacher's permission,** print the document.
10. Close the document, saving changes, and exit Word.

Lesson 30

Inspecting and Checking Documents

➤ What You Will Learn

Using the Document Inspector
Checking Compatibility

Software Skills Use the Document Inspector to remove personal or confidential information from your Word documents. Check compatibility to identify features that might not be compatible with earlier versions of Microsoft Word.

WORDS TO KNOW

Compatibility
The ability to work together without conflict.

Hidden text
Text that is formatted with the Hidden font effect.

Invisible content
Objects that have been formatted as invisible.

What You Can Do

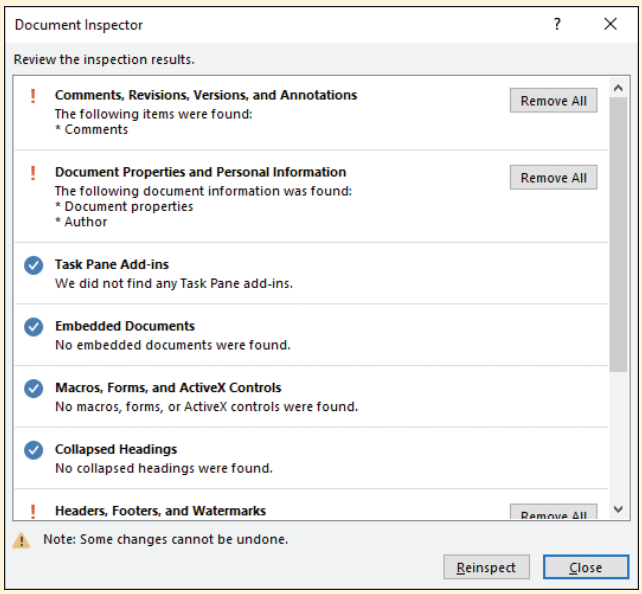
Using the Document Inspector

- Run the Document Inspector to identify information you might not want to share with other people working with your document files.
- Once you identify the content, you have the option of keeping it with the file or removing it.
- For example, you might want to delete comments before passing a file on to another reviewer, or remove document properties that might include personal or confidential information.
- When you start the Document Inspector, you can select to check for the following types of information:
  - Comments, Revisions, Versions, and Annotations
  - Document Properties and Personal Information
  - Task Pane Apps
  - Collapsed Headings
  - Custom XML Data
  - Headers, Footers, and Watermarks
  - **Invisible Content**
  - **Hidden Text**
- After you remove document properties, they will no longer automatically be saved with the file.
- You can choose to save document properties again by clicking Allow this information to be saved in your file on the Info tab in the Backstage view.

Try It! Using the Document Inspector

1. Start Word and open **W30Try** from the data files for this lesson.
2. Save the file as **W30TryA_*xx*** in the location where your teacher instructs you to store the files for this lesson.
3. Double-click in the header and type your name and today's date.
4. Select the text *MEMO* and then click Review > New Comment. Type **Change the font for this heading**.
5. Save the changes to the file, then click the File tab.
6. On the Info tab in the Backstage view, in the Inspect Document area, click the Check for Issues button, and then click Inspect Document. By default, all options are selected.
7. In the Document Inspector dialog box, click to clear the Custom XML Data check box, verify that all other options are selected, and then click Inspect.
8. To the right of Comments, Revisions, Versions, and Annotations, click Remove All.
9. To the right of Document Properties and Personal Information, click Remove All.
10. To the right of Headers, Footers, and Watermarks, click Remove All.
11. Click Reinspect, and then click Inspect.
12. Click Close. Note on the Info tab in the Backstage view that the author name and other document properties have been removed.
13. Click the Print tab in the Backstage view. Note in the preview area that the comment, watermark, and header have been removed.
14. Close the **W30TryA_*xx*** document, saving changes, and leave Word open to use in the next Try It.

The Document Inspector dialog box after inspecting



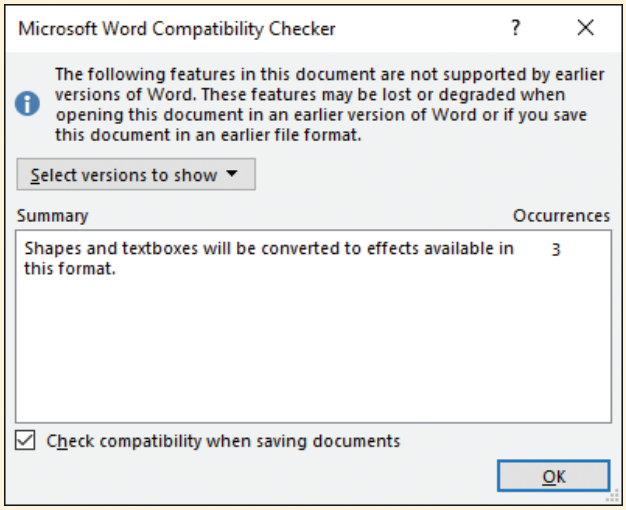
Checking Compatibility

- You can check your Word 2016 documents for **compatibility** to identify features that might not be supported by earlier versions of Word, such as content controls.
- By default, the Compatibility Checker feature runs automatically when you use the Save As command to save a document in Word 97-2003 format.
- After checking the document, Word displays a summary list of incompatible features.
- The summary list includes the number of times the feature is used and explains the action Word 2016 will take to resolve the incompatibility issue when the document is saved in an earlier format.
- The changes are made only in the documents saved in Word 97-2003 format; the original Word 2016 documents remain unchanged.
- You can also start the check from the Check for Issues drop-down menu in the Inspect Document area on the Info tab in the Backstage view.
- Use Word Help to view a table listing Word 2016 features that are not available in Word 97-2003, Word 2007, Word 2010, or Word 2013. Start Help, search for compatibility, and click the link to Compatibility changes between versions.
- You can also check your Word 2016 documents for possible accessibility issues, to identify content that those with disabilities might find difficult to read. To do so, click File > Check for Issues > Check Accessibility.

Try It! Checking Compatibility

1. Open **W30Try** from the data files for this lesson. Save the file as **W30TryB_*xx*** in the location where your teacher instructs you to store the files for this lesson.
2. Click File > Check for Issues .
3. Click Check Compatibility. Word lists features that may not be compatible in the Microsoft Word Compatibility Checker dialog box.
4. Click OK.
5. Click File > Save As. Navigate to the location where your teacher instructs you to store the files for this lesson.
6. Type the file name **W30TryC_*xx***, then click the Save as type button, click Word 97-2003 Document, and click Save.
7. In the Microsoft Word Compatibility Checker dialog box, click Continue to save the document in the earlier format.
8. Close the **W30TryC_*xx*** document, and exit Word.

The results of a compatibility check



Word 2016, Windows 10, Microsoft Corporation

Lesson 30—Practice

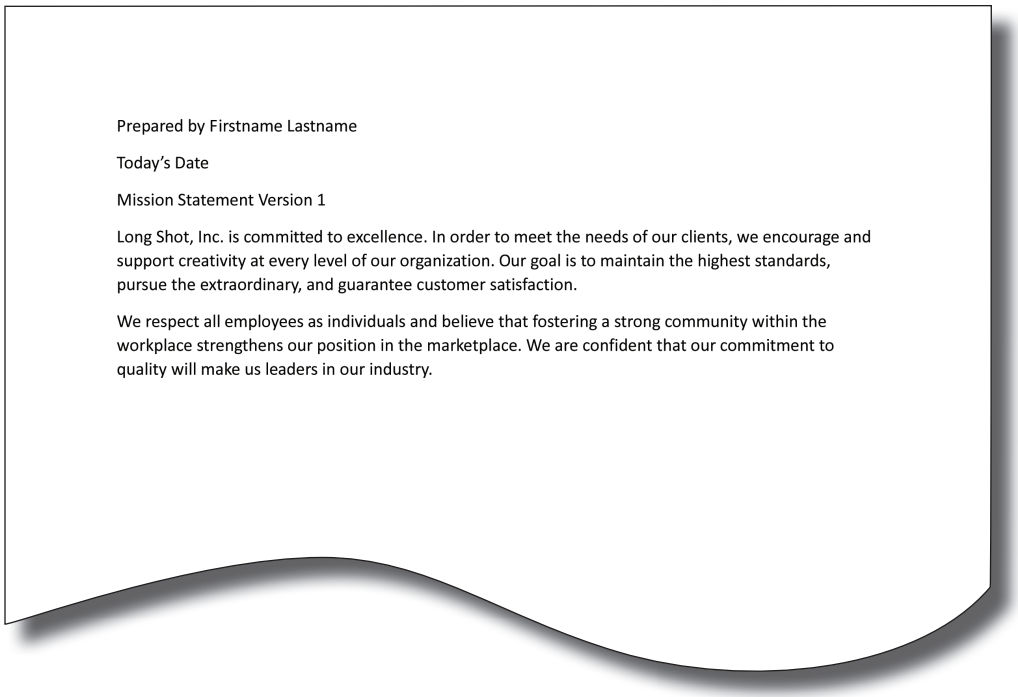
Long Shot, Inc. has been working on a new mission statement. In this project, you will create and edit a version of the document and prepare it for distribution to all department managers for review. Before distribution, you will use the Document Inspector to locate and remove any personal or confidential information that might be part of the document. Also, because you know some managers are using previous versions of Word, you will check the document for compatibility issues.

DIRECTIONS

1. Start Word and save a default blank document as **W30PracticeA_*xx*** in the location where your teacher instructs you to store the files for this lesson.
2. On the first line of the document type: **Prepared by** and then type your name.
3. Press ENTER, click the **Developer** tab on the ribbon, and, in the Controls group, click the **Date Picker content control** button.
4. With the Date Picker content control selected, click its drop-down arrow and click today's date.
5. Click to the right of the content control in the document, press ENTER to start a new line, type **Mission Statement Version 1**, and press ENTER.
6. Type the following two paragraphs:

   Long Shot, Inc. is committed to excellence. In order to meet the needs of our clients, we encourage and support creativity at every level of our organization. Our goal is to maintain the highest standards, pursue the extraordinary, and guarantee customer satisfaction.

   We respect all employees as individuals and believe that fostering a strong community within the workplace strengthens our position in the marketplace. We are confident that our commitment to quality will make us leaders in our industry.
7. Select the word *excellence* in the first sentence, click **Review** > **New Comment**, and type **Not sure I agree with this!**
8. Click **Design** > **Watermark** and, in the Watermark gallery, click the **CONFIDENTIAL 1** style.
9. Check the spelling and grammar in the document, correct errors, and save the changes.
10. Click the **File** tab to display the Backstage view. On the Info tab, in the Properties pane, click **Add a title** and type **LSI Mission Statement v.1**.
11. Under Related People, click **Add an author** and type **Communications Assistant**.
12. Save the changes to your document; then click the **File** tab, and in the Inspect Document area, click the **Check for Issues** button and click **Inspect Document**.
13. Select all check boxes, and then click **Inspect**.
14. To the right of Comments, Revisions, Versions, and Annotations, click **Remove All**.
15. To the right of Headers, Footers, and Watermarks, click **Remove All**.
16. Click **Reinspect**, and then click **Inspect**.
17. In the Document Inspector dialog box, click **Close**.
18. Click the **Check for Issues** button again and click **Check Compatibility**. After reviewing the summary, click **OK**.
19. Click **File** > **Save As**. Navigate to the location where your teacher instructs you to store the files for this lesson.
20. Type the file name **W30PracticeB_*xx***, then click the **Save as type** button, click **Word 97-2003 Document**, and click **Save**.
21. In the Microsoft Word Compatibility Checker dialog box, click **Continue** to save the document in the earlier format.
22. Click on the date. Notice that it has been converted from a content control to plain text. It remains a content control in the **W30PracticeA_*xx*** file.
23. **With your teacher's permission,** print the document. It should look similar to Figure 30-1 on the next page.
24. Close all open files, saving changes, and exit Word.


Prepared by Firstname Lastname

Today's Date

Mission Statement Version 1

Long Shot, Inc. is committed to excellence. In order to meet the needs of our clients, we encourage and support creativity at every level of our organization. Our goal is to maintain the highest standards, pursue the extraordinary, and guarantee customer satisfaction.

We respect all employees as individuals and believe that fostering a strong community within the workplace strengthens our position in the marketplace. We are confident that our commitment to quality will make us leaders in our industry.

Word 2016, Windows 10, Microsoft Corporation

Figure 30-1

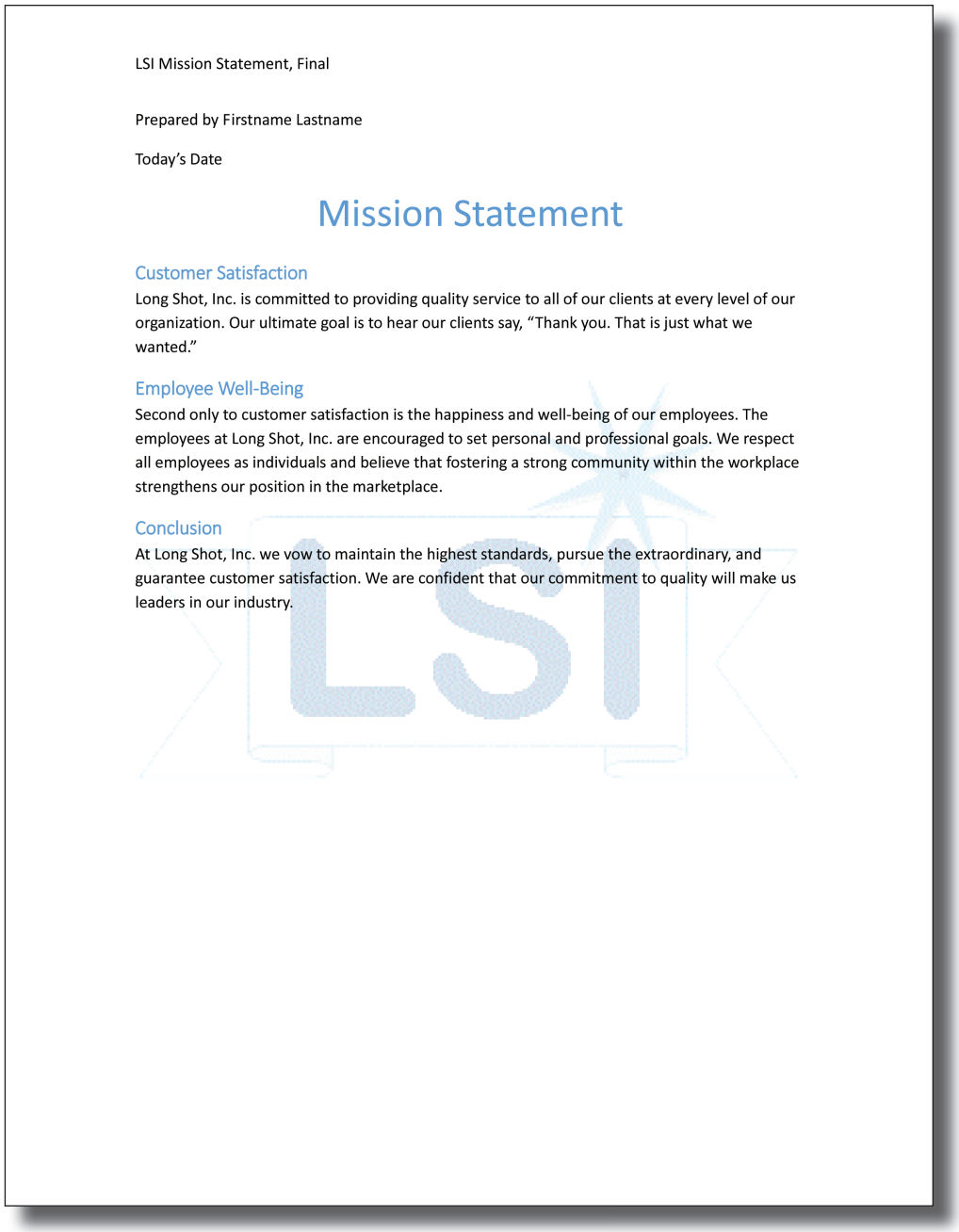
Lesson 30—Apply

In this project, you work on a different version of the Long Shot, Inc. mission statement. You inspect the document, check for compatibility issues, and save the document in a previous Word format.

DIRECTIONS

1. Start Word, and open **W30Apply** from the data files for this lesson.
2. Save the file as **W30ApplyA_*xx*** in the location where your teacher instructs you to store the files for this lesson.
3. Replace the sample text Student's Name with your own name.
4. Click the Date Picker content control to select it, click the drop-down arrow, and click today's date.
5. Save the changes, then run the Document Inspector to identify content you might want to remove before distributing the document.
6. Close the Document Inspector without taking any action.
7. Review the comments in the document.
8. Review the document properties.
9. Note the content of the header and the watermark.
10. Run the Document Inspector again, and remove comments, document properties, and personal information.
11. Save the changes to the document.
12. Check the document for compatibility issues and review the summary.
13. Save the document as a Word 97-2003 Document with the name **W30ApplyB_*xx***.
14. **With your teacher's permission**, print the document. It should look similar to Figure 30-2 on the next page.
15. Close the document, saving changes, and exit Word.

Figure 30-2



LSI Mission Statement, Final

Prepared by Firstname Lastname

Today's Date

Mission Statement

Customer Satisfaction

Long Shot, Inc. is committed to providing quality service to all of our clients at every level of our organization. Our ultimate goal is to hear our clients say, "Thank you. That is just what we wanted."

Employee Well-Being

Second only to customer satisfaction is the happiness and well-being of our employees. The employees at Long Shot, Inc. are encouraged to set personal and professional goals. We respect all employees as individuals and believe that fostering a strong community within the workplace strengthens our position in the marketplace.

Conclusion

At Long Shot, Inc. we vow to maintain the highest standards, pursue the extraordinary, and guarantee customer satisfaction. We are confident that our commitment to quality will make us leaders in our industry.

Word 2016, Windows 10, Microsoft Corporation

Lesson 31

Marking a Document As Final and Using Digital Signatures

➤ What You Will Learn

Marking a Document As Final
Understanding Digital Signatures
Using a Visible Digital Signature
Using an Invisible Digital Signature
Verifying Signature Details
Analyzing Legal Documents

Software Skills Use a visible or invisible digital signature to verify the authenticity of a document. Once you add a digital signature, the document is automatically marked as final and cannot be edited. Mark a document as final to indicate to others that they are viewing a completed or final version of a document, and to prevent others from making unauthorized or inadvertent changes to the document. Word can be used to prepare a number of standard legal documents.

What You Can Do

Marking a Document As Final

- Mark a document as final to discourage others from editing it.
- A document marked as final opens in Read-only mode, and a Marked as Final icon displays in the status bar.
- The ribbon does not display; instead an Information bar displays the message *MARKED AS FINAL: An author has marked this document as final to discourage editing.*
- You can click the Edit Anyway button on the Information bar to edit the document.
- The Mark as Final command is available from the Protect Documents drop-down menu on the Info tab in the Backstage view.
- To prohibit editing completely, set editing restrictions and password protection, as explained in Word, Lesson 29.

WORDS TO KNOW

Digital certificate
An attachment for a file, macro, project, or e-mail message that vouches for its authenticity, provides secure encryption, or supplies a verifiable signature.

Digital signature
An electronic, encryption-based, secure stamp of authentication on a macro or document.

Invisible digital signature
A digital signature that is attached to a document but does not display in the document.

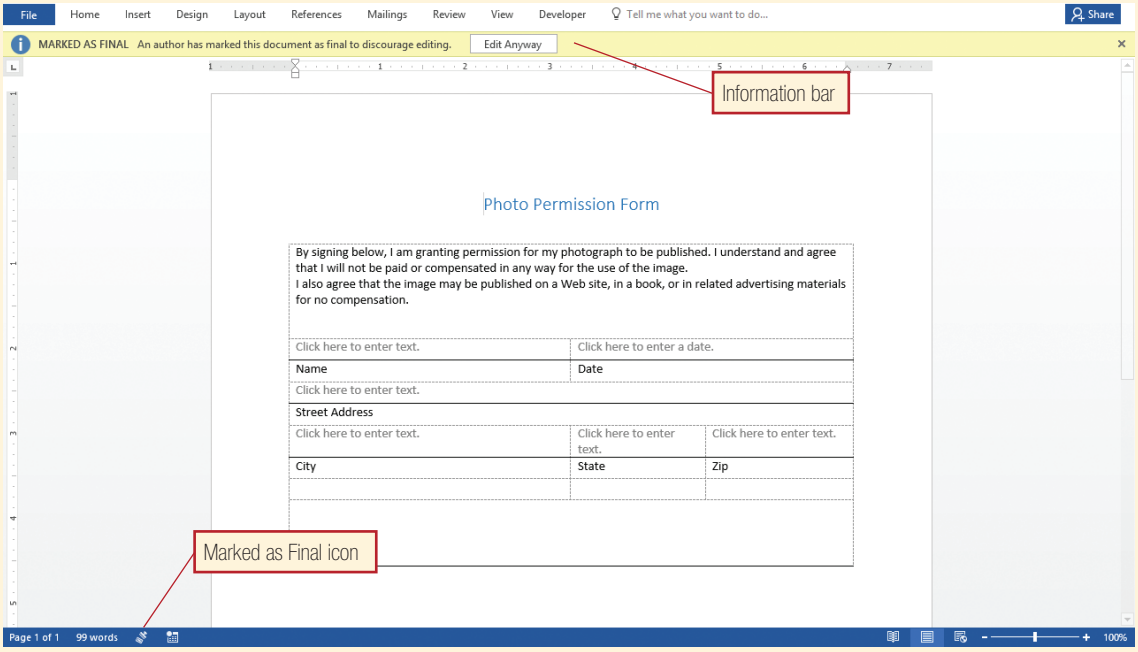
Signature line
A graphics object inserted in a document, on which a person can insert, type, or handwrite a digital signature.

Visible digital signature
A digital signature that displays on a signature line in a document.

Try It! Marking a Document As Final

1. Open the **W31Try** file from the data files for this lesson.
2. Save the document as **W31Try_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click the File tab to display the Backstage view.
4. In the Protect Document area, click the Protect Document button and then click Mark as Final.
5. Click OK, and then click OK again in the confirmation dialog box. Click the Back button, and note the changes to the document window.
6. Select the text *Photo* in the title and press DEL. A message in the status bar indicates the action is not allowed.
7. Click Edit Anyway on the Information bar, and then press DEL.
8. Save the changes to **W31Try_xx**, and leave it open to use in the next Try It.

A document marked as final



Word 2016, Windows 10, Microsoft Corporation

Understanding Digital Signatures

- You can apply a **visible digital signature** or an **invisible digital signature** to a document.
- A **digital signature** can be used like a written signature to verify the authenticity of information.
- A digital signature indicates the following:
  - The signer is who he or she claims to be.
  - The content has not changed since the digital signature was applied.
  - The signer read and approved the document.
- A digital signature is created using a **digital certificate**, which can be obtained from an authorized vendor or from the internal security administrator responsible for your computer system.
- Windows usually creates a personal digital certificate—called a digital ID—for each user account.
- If you attempt to add a digital signature to a document, but you do not have a digital certificate, Word will display the Get a Digital ID dialog box, from which you can create your own personal digital certificate.

- A personal digital certificate is authorized only on the computer on which it is created.
- Once a digital signature is added, the document is marked as final, and the Signatures icon displays in the status bar.

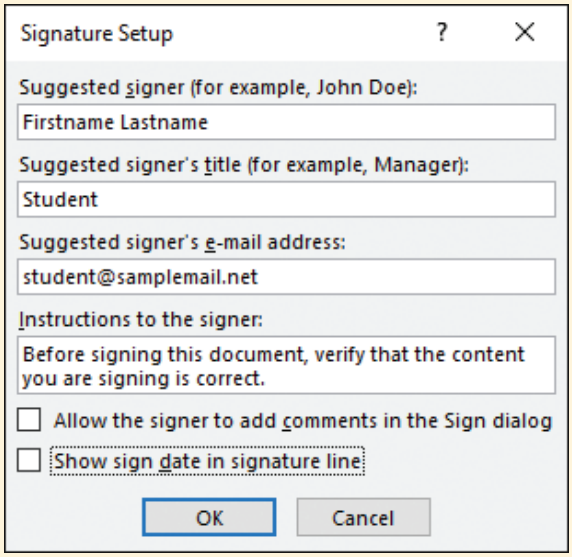
Using a Visible Digital Signature

- A visible digital signature is similar to a standard signature line on a contract or other type of agreement.
- When you add a visible digital signature, Word inserts a **signature line** object into the document.
- You can use the options in the Signature Setup dialog box to add information about the signer, such as a name and a title, as well as instructions for the signer on how to add a digital signature.
- To sign the document, the signer opens the Sign dialog box in which he or she may type a signature or insert a digital image of a signature.
  - ✔ *If the signer is using a tablet PC, he or she may use a stylus to sign the document.*
- Once the digital signature is signed, the document is marked as final. If edits are made, the signature becomes invalid and is removed from the document.
- If there is a signature line in a document that has not been signed, the information bar displays a message that the document needs to be signed.

Try It! Using a Visible Digital Signature

1. In the **W31Try_xx** file, position the insertion point in the bottom row of the table.
2. Click the Insert tab, and then, in the Text group, click the Signature Line button.
3. In the Signature Setup dialog box, in the Suggested signer box, type your name.
4. In the Suggested signer's title box, type **Student**.
5. In the Suggested signer's e-mail address box, type your e-mail address.
6. Click to clear the Show sign date in signature line check box.
7. Click OK. Word inserts the signature line at the insertion point location.
8. Double-click the signature line object.
   - ✓ *If you do not already have a digital ID, Word displays the Get a Digital ID dialog box. Follow your teacher's instructions to create a new digital certificate.*
9. In the Sign dialog box, in the box to the right of the large X, type your name as you entered it in your digital ID.
   - ✓ *If you have an image file of your signature, click Select Image, then locate and insert the image file. Use a scanner to create an image file of your signature.*

Signature Setup dialog box



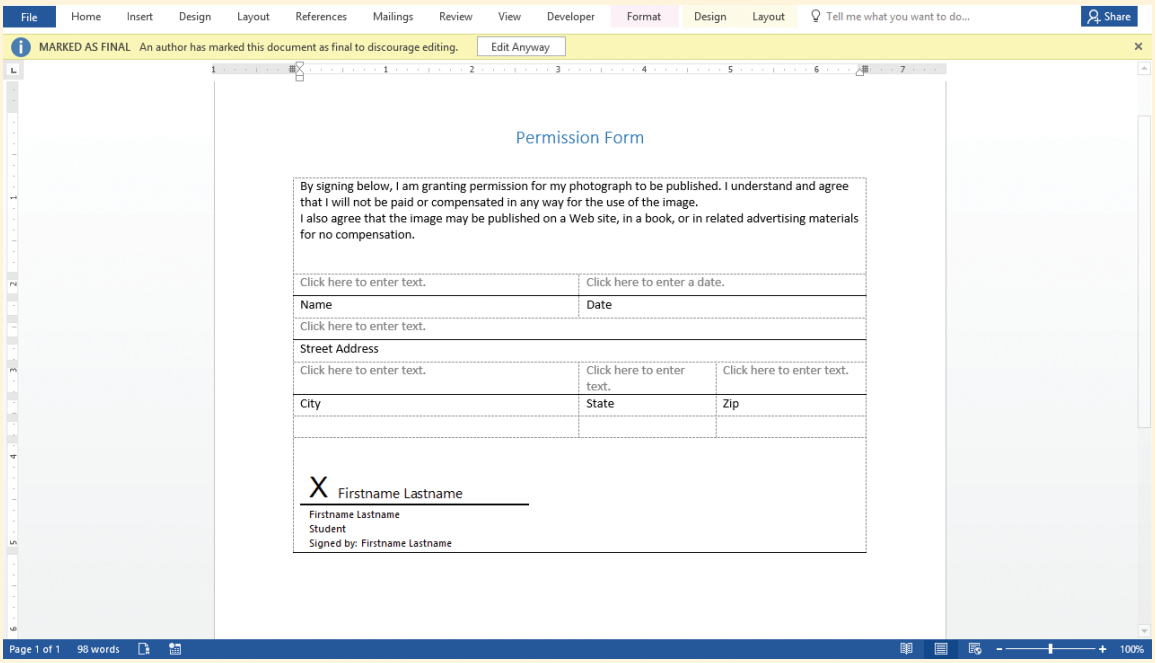
Word 2016, Windows 10, Microsoft Corporation

10. Click Sign, click Yes if you see a message box, and then click OK in the confirmation dialog box. Word displays your name on the signature line and marks the document as final.
11. Leave **W31Try_xx** open to use in the next Try It.

(continued)

Try It! Using a Visible Digital Signature *(continued)*

A document with a visible digital signature



Word 2016, Windows 10, Microsoft Corporation

Using an Invisible Digital Signature

- An invisible digital signature is attached to the document but does not display as an actual signature in the document.
- You can verify that the document has been signed by viewing the document's digital signature(s) in the Signatures pane.

Try It! Using an Invisible Digital Signature

1. In the **W31Try_xx** file, in the Information bar, click Edit Anyway, click Yes, and then click OK in the confirmation dialog box.
2. Click the File tab to display the Backstage view.
3. Click the Protect Document button and click Add a Digital Signature.
   - ✓ *If you receive a message saying your certificate cannot be verified, click Yes to use it anyway.*
4. In the Sign dialog box, click the Commitment Type down arrow and select Created this document; in the Purpose for signing this document box, type **Verify authenticity**; click Sign; click Yes if you see a message box, and then click OK. Word attaches the invisible signature, and marks the document as final.
5. In the Backstage view, in the Signed Document area, click the View Signatures button. Word displays the Signatures pane listing all signatures attached to the document.
6. Leave **W31Try_xx** open to use in the next Try It.

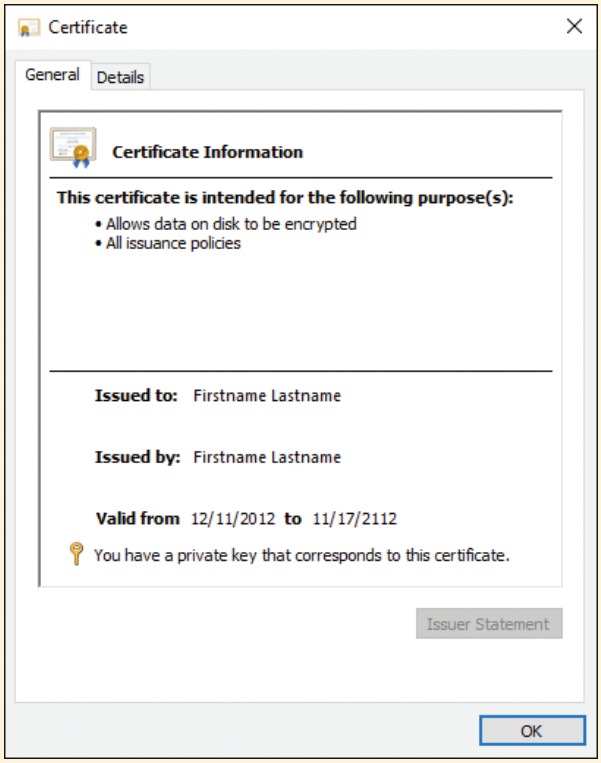
Verifying Signature Details

- An authorized digital signature is listed as having a valid digital certificate.
- If the certificate is not valid, it is listed as Invalid.
- If the status of a certificate cannot be verified, the signature is listed as having certificate issues.
- Some factors that might cause an invalid certificate or certificate issues include:
  - The content of the document has been changed since the signature was applied.
  - The document has been saved with a new name or in a new location.
  - The digital signature has a time limit, which has expired.
  - The certificate associated with the signature is unauthorized.
- You can view information about a signature in the Signature Details dialog box, including information about the certificate. You can also manually change a certificate from invalid to valid in the Signature Details dialog box, by adding it to a list of trusted certificates.

Try It! Verifying Signature Details

1. In the **W31Try_xx** file, in the Signatures pane, rest the mouse pointer on your signature and click the down arrow that displays.
   - ✓ *If the Signatures pane is not displayed, click File > View Signatures.*
2. Click Signature Details to display the Signature Details dialog box.
3. If you have a notification at the top of the dialog box saying the certificate is not trusted, click the Click here to trust this user's identity link.
4. Click View to display the Certificate dialog box.
5. Click OK, and then click Close.
6. Close the **W31Try_xx** document, and exit Word.

Certificate dialog box



Word 2016, Windows 10, Microsoft Corporation

Analyzing Legal Documents

- Legal documents are used to insure the legal rights of people, businesses, groups, or organizations.
- Legal documents may be as simple as a handwritten note that is signed by all concerned parties and witnessed by a third party.
- Alternatively, legal documents may be long, complex, and written using legal terms and language.
- Many legal documents are forms that combine text and blank spaces or form fields where you may enter customized information.
- Other legal documents are reports, case studies, or opinions that include references to legal authorities.

- Some common legal forms include the following:
  - Bill of Sale
  - Last Will and Testament
  - Rental Agreement
  - General Release
  - Living Will
  - Non-disclosure Agreement
- The laws governing legal documents vary from state to state.
- You may be able to find legal document forms on the Internet.
- You can also find free legal forms to download using the Browse Office Store command on the Insert tab.

Lesson 31—Practice

New employees at Executive Recruitment Resources are asked to sign two documents: a job offer acceptance letter and a non-disclosure agreement. In this project, you will create a job offer acceptance letter that can be signed using a digital signature.

DIRECTIONS

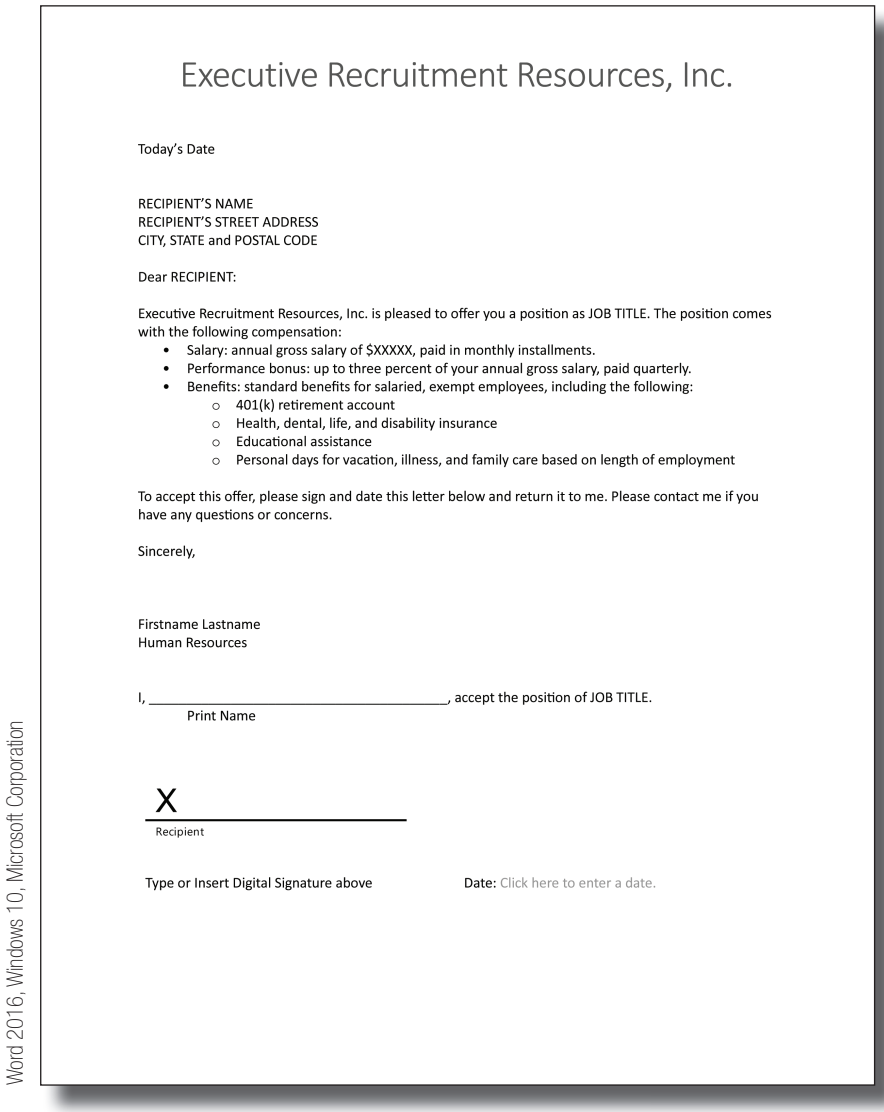
1. Start Word, and save a default blank document as **W31Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Double-click in the header and type **Executive Recruitment Resources, Inc.** Format it in the **Title** style, and center it horizontally.
3. Position the insertion point on the first line of the document, apply the **No Spacing** style, and press ENTER twice.
4. Type today's date and press ENTER three times.
5. Type **RECIPIENT'S NAME** and press ENTER.
6. Type **RECIPIENT'S STREET ADDRESS** and press ENTER.
7. Type **CITY, STATE and POSTAL CODE**.
8. Press ENTER twice, then type **Dear RECIPIENT:** and press ENTER twice.
9. Type the following paragraphs:

   Executive Recruitment Resources, Inc. is pleased to offer you a position as JOB TITLE. The position comes with the following compensation:

   - **Salary: annual gross salary of $XXXXX, paid in monthly installments.**
   - **Performance bonus: up to three percent of your annual gross salary, paid quarterly.**
   - **Benefits: standard benefits for salaried, exempt employees, including the following:**
     - **401(k) retirement account**
     - **Health, dental, life, and disability insurance**
     - **Educational assistance**
     - **Personal days for vacation, illness, and family care based on length of employment**

   To accept this offer, please sign and date this letter below and return it to me. Please contact me if you have any questions or concerns.
10. Press ENTER twice, type **Sincerely,** press ENTER four times, type your name, press ENTER, type **Human Resources**, and press ENTER three times.
11. Type **I,** press the underline key **40** times, and type **, accept the position of JOB TITLE.**
12. Press ENTER, press TAB, and type **Print Name**.
13. Press ENTER, then insert a table with two columns and two rows.
14. Merge the cells in the first row.
15. In the left cell of the second row, type **Type or insert Digital Signature above**.
16. In the right cell of the second row, type **Date:**, then click **Developer** > **Date Picker content control**.
17. Select the table, then click the **Table Tools Design** tab, click the **Borders** drop-down arrow, and click **No Border**.
18. Save the changes to the document.
19. Position the insertion point in the table's top row.
20. Click the **Insert** tab, and then, in the Text group, click the **Signature Line** button.

21. In the Signature Setup dialog box, in the Suggested signer box, type **Recipient**.
22. In the Instructions to the signer box, replace the existing text with **Sign here if you accept this offer.**
23. Click to clear the **Show sign date in signature line** check box.
24. Click **OK**. Word inserts the signature line at the insertion point location.
25. Check and correct the spelling and grammar in the document.
26. **With your teachers permission**, print the document. It should look similar to Figure 31-1.
27. Click the **File** tab to display the Backstage view.
28. Click the **Protect Document** button and click **Add a Digital Signature**.
29. In the Sign dialog box, click the Commitment Type down arrow and select Created this document; in the Purpose for signing this document box, type **Verify authenticity**; click **Sign**; click Yes if you see a message box, and then click **OK**. Word attaches the invisible signature, and marks the document as final.
30. Close the document, and exit Word.



Executive Recruitment Resources, Inc.

Today's Date

RECIPIENT'S NAME
RECIPIENT'S STREET ADDRESS
CITY, STATE and POSTAL CODE

Dear RECIPIENT:

Executive Recruitment Resources, Inc. is pleased to offer you a position as JOB TITLE. The position comes with the following compensation:

- Salary: annual gross salary of $XXXXX, paid in monthly installments.
- Performance bonus: up to three percent of your annual gross salary, paid quarterly.
- Benefits: standard benefits for salaried, exempt employees, including the following:
  - 401(k) retirement account
  - Health, dental, life, and disability insurance
  - Educational assistance
  - Personal days for vacation, illness, and family care based on length of employment

To accept this offer, please sign and date this letter below and return it to me. Please contact me if you have any questions or concerns.

Sincerely,

Firstname Lastname
Human Resources

I, _____, accept the position of JOB TITLE.
Print Name

X _____
Recipient

Type or Insert Digital Signature above Date: Click here to enter a date.

Word 2016, Windows 10, Microsoft Corporation

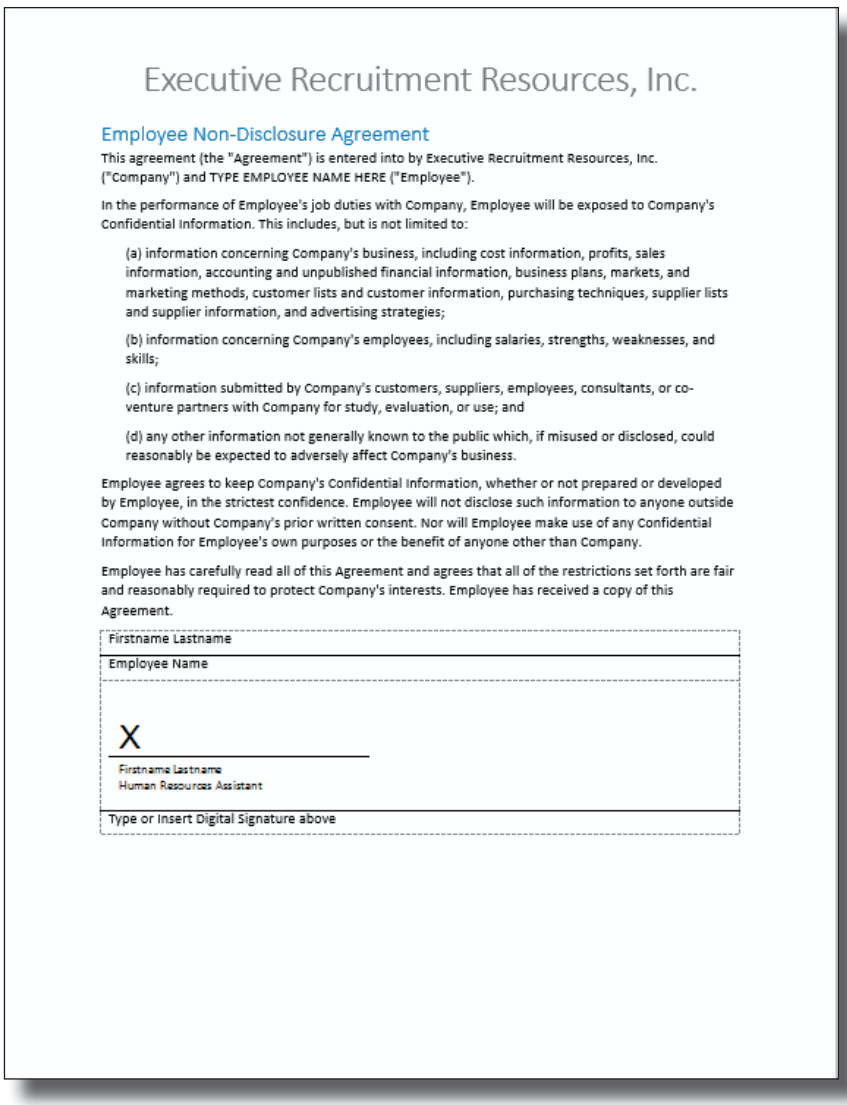
Figure 31-1

Lesson 31—Apply

In this project, you continue to work for Executive Recruitment Resources, Inc. and finalize the nondisclosure agreement that all new employees must sign.

1. Start Word, and open **W31Apply** from the data files for this lesson.
2. Save the file as **W31Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Type your name in the first row of the table.
4. Insert a visible digital signature line in the third row of the table, using your name for the suggested signer and the title **Human Resources Assistant**. Leave the remaining options in the Signature Setup dialog box unchanged and click **OK**.
5. Check and correct the spelling and grammar in the document.
6. **With your teachers permission**, print the document. It should look similar to Figure 31-2.
7. Sign the document.
8. Close the document and exit Word.

Figure 31-2



Executive Recruitment Resources, Inc.

Employee Non-Disclosure Agreement

This agreement (the "Agreement") is entered into by Executive Recruitment Resources, Inc. ("Company") and TYPE EMPLOYEE NAME HERE ("Employee").

In the performance of Employee's job duties with Company, Employee will be exposed to Company's Confidential Information. This includes, but is not limited to:

(a) information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets, and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information, and advertising strategies;

(b) information concerning Company's employees, including salaries, strengths, weaknesses, and skills;

(c) information submitted by Company's customers, suppliers, employees, consultants, or co-venture partners with Company for study, evaluation, or use; and

(d) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.

Employee agrees to keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside Company without Company's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than Company.

Employee has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect Company's interests. Employee has received a copy of this Agreement.

Firstname Lastname

Employee Name

X

Firstname Lastname
Human Resources Assistant

Type or Insert Digital Signature above

Word 2016, Windows 10, Microsoft Corporation

Lesson 32

Using Comments

➤ What You Will Learn

Inserting Comments
Replying to Comments
Marking Comments As Done
Setting Comment Options

Software Skills Insert comments in a document when you want to include a private note to the author, another reader, or to yourself, in much the same way you might attach a slip of paper to a hard copy printout. You can reply to comments and mark them as done to help you keep track of changes.

What You Can Do

Inserting Comments

- Insert a **comment** to annotate text, communicate with readers, or to attach reminders or questions to a document.
- Comments are part of the revision marking features available with Word.
- The command for inserting a comment is in the Comments group on the Review tab of the ribbon.
- When you insert a comment, Word inserts **comment marks** around the word to the left of the current insertion point location, or around selected text.
- By default, in Print Layout view, each comment displays in a **balloon** in the **markup area** on the right side of the document page. The balloon connects to the comment marks by a dotted line.
- You can also choose to display comments in the **Reviewing pane**.
- In Draft view, comments display **inline**.
- You can also rest the mouse pointer over the comment marks to display the comment in a ScreenTip.
- Comment marks and comment balloons are color coded by reviewer.
- The full name of the reviewer who inserted the comment displays with the comment, along with the date or time the comment was inserted.
- When comments are displayed inline, only the initials of the reviewer and the comment number display.
- You can edit the text in a comment at any time.
- You can delete a single comment or you can delete all comments in a document.

WORDS TO KNOW

Balloon
An area in which comment text or revisions are displayed.

Comment
A note attached to a document for reference.

Comment mark
Color-coded brackets that mark the location of a comment in a document.

Inline
Within the document text.

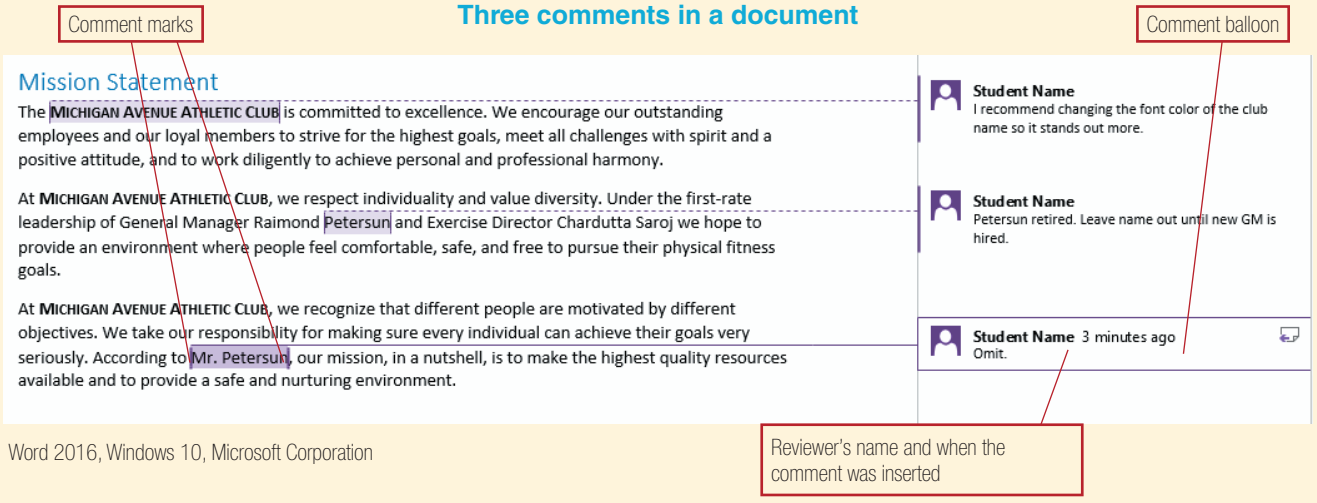
Markup area
A 3" wide strip along the right side of a document where comment and other revision balloons display.

Reviewing pane
A window where revisions and comments can be entered and displayed.

Try It! Inserting Comments

1. Start Word, and open **W32Try** from the data files for this lesson.
2. Save the document as **W32Try_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Select the text *Michigan Avenue Athletic Club* in the first paragraph.
4. Click the Review tab, and then click the New Comment button to insert the comment balloon.
5. Type **I recommend changing the font color of the club name so it stands out more.**
6. Position the insertion point after the word Petersun in the second paragraph and click the New Comment button.
7. Type **Petersun retired. Leave name out until new GM is hired.**
8. Select the text *Mr. Petersun* in the last paragraph, click the New Comment button and type **Omit.**
9. Click to position the insertion point at the end of the text in the first comment balloon, then press SPACE and type **I like the small caps effect!**
   - ✓ *You can also right-click text within the comment marks and click Edit Comment on the shortcut menu.*
10. In the Comments group on the ribbon, click the Next button twice to move the insertion point to the last comment.
11. Click the Delete button to delete the comment.
    - ✓ *You can also right-click the balloon and click Delete Comment on the shortcut menu.*
12. Click the Previous button twice to move to the first comment.
13. Save the changes to **W32Try_xx**, and leave it open to use in the next Try It.

Three comments in a document



Word 2016, Windows 10, Microsoft Corporation

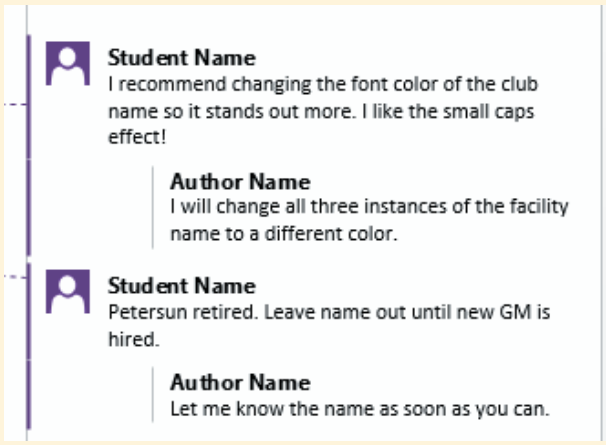
Replying to Comments

- In Word 2016, you can reply to a comment to deliver further information to a reviewer or offer your opinion on a proposed change.
- Use the Reply icon to the right of the reviewer name in a comment balloon to reply to a comment.
- A reply to a comment displays in the same comment balloon, indented below the original comment.
- The reply displays the name of the person who is responding to the original comment.
- You can change the current user name that displays in comments by specifying a new name and initials in the Word Options dialog box.

Try It! Replying to Comments

1. In the **W32Try_xx** file, click File > Options to display the Word Options dialog box.
2. On the General tab, click in the User name box and type a new user name, **Author Name**. Click in the Initials box and type **AN**.
3. Select the Always use these values regardless of sign in to Office check box, if necessary, and then click OK.
   - ✓ *You have now changed the user name so any additional comments you add to the document will be marked with the name Author Name.*
4. Click the first comment to open it, if necessary, and click the Reply icon.
5. Type the following comment: **I will change all three instances of the facility name to a different color.**
6. Click the second comment to open it, and click the Reply icon.
7. Type the following reply: **Let me know the name as soon as you can.**
8. Save the changes to **W32Try_xx**, and leave it open to use in the next Try It.

Reply to a comment in the same balloon as the reviewer



Word 2016, Windows 10, Microsoft Corporation

Marking Comments As Done

- One reason to insert comments is to make suggestions for changes to a document.
- As you are making such changes, you can mark comments as done to help you keep track of changes you have already made.
- Comments that have been marked as done are grayed out, and the comment text is reduced to one line to take up less space in the markup area.
- You can toggle off Mark Comment Done if you need to make a comment active again.

Try It! Marking Comments As Done

1. In the **W32Try_xx** file, select the text Michigan Avenue Athletic Club in the first paragraph of text.
2. Click Home > Font Color > Green, Accent 6.
3. With the text still selected, double-click the Format Painter in the Clipboard group, and then drag across the other two instances of the club name to apply the different color. Turn off Format Painter.
4. Right-click the first comment and click Mark Comment Done.
5. Save the changes to **W32Try_xx**, and leave it open to use in the next Try It.

Setting Comment Options

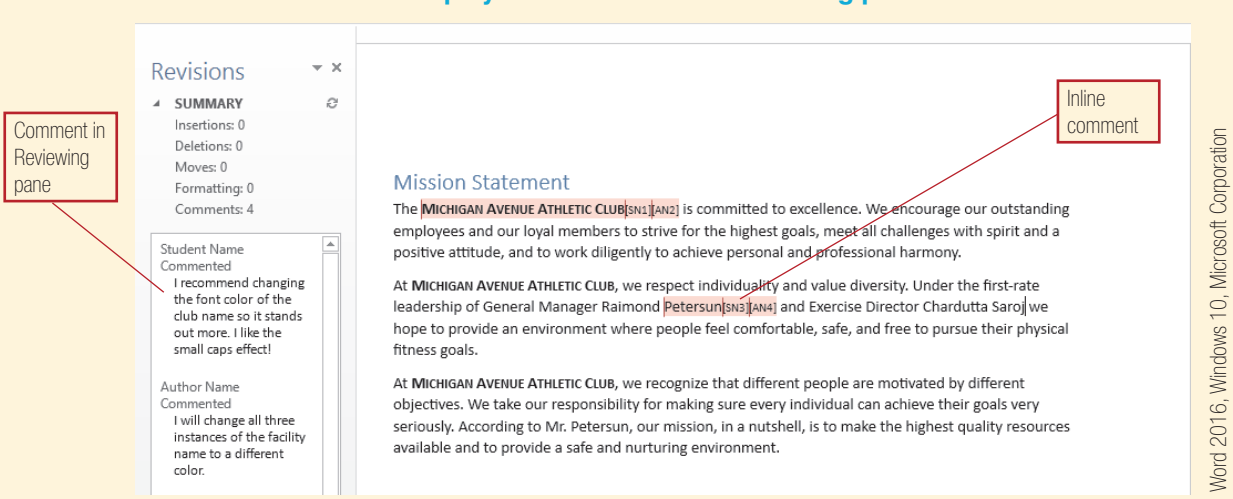
- You can choose to show or hide comments.
- You can choose to show revisions inline, which means the reviewer's initials and the comment number display to the right of the comment marks in the text, and comments display in the Reviewing pane. There are no balloons.
- You can display the Reviewing pane vertically along the left side of the window or horizontally across the bottom.
- By default, each reviewer's comments display in a different color. You can select one color to use for all comments.
- You can print comments with a document.

Try It! Setting Comment Options

1. In the **W32Try_xx** file, click Review > Show Markup in the Tracking group and click Comments to toggle the display of comments off.
2. Click Show Markup > Comments to toggle the display of comments on.
3. Click Show Markup > Balloons > Show All Revisions Inline.
4. Click the Reviewing Pane drop-down arrow and click Reviewing Pane Horizontal.
5. Click the Reviewing Pane drop-down arrow and click Reviewing Pane Vertical.
6. Click the Tracking dialog box launcher to display the Track Changes Options dialog box.
7. Click Advanced Options. Under Markup, click the Comments drop-down arrow and click Blue. Click OK to apply the change and close the Advanced Track Changes Options dialog box.
8. In the Track Changes Options dialog box, click Change User Name to open the Word Options dialog box.
9. Change the User name and initials back to your name and initials. Click OK two times.
10. Click the Tracking dialog box launcher again, and click Advanced Options.
11. Under Markup, click the Comments drop-down arrow and click By author. Click OK two times.
12. Click Show Markup > Balloons > Show Only Comments and Formatting in Balloons to display comments in balloons instead of inline.
13. Click the Reviewing Pane button to close the pane.
14. Click File > Print. Click the Print All Pages button and click to select the Print Markup option near the bottom of the menu, if necessary.

    ✓ *A check mark indicates the option is selected.*
15. **With your teacher's permission,** click the Print button to print the document with the comments.
16. Close the **W32Try_xx** document, saving changes, and exit Word.

Display comments in the Reviewing pane



Word 2016, Windows 10, Microsoft Corporation

Lesson 32—Practice

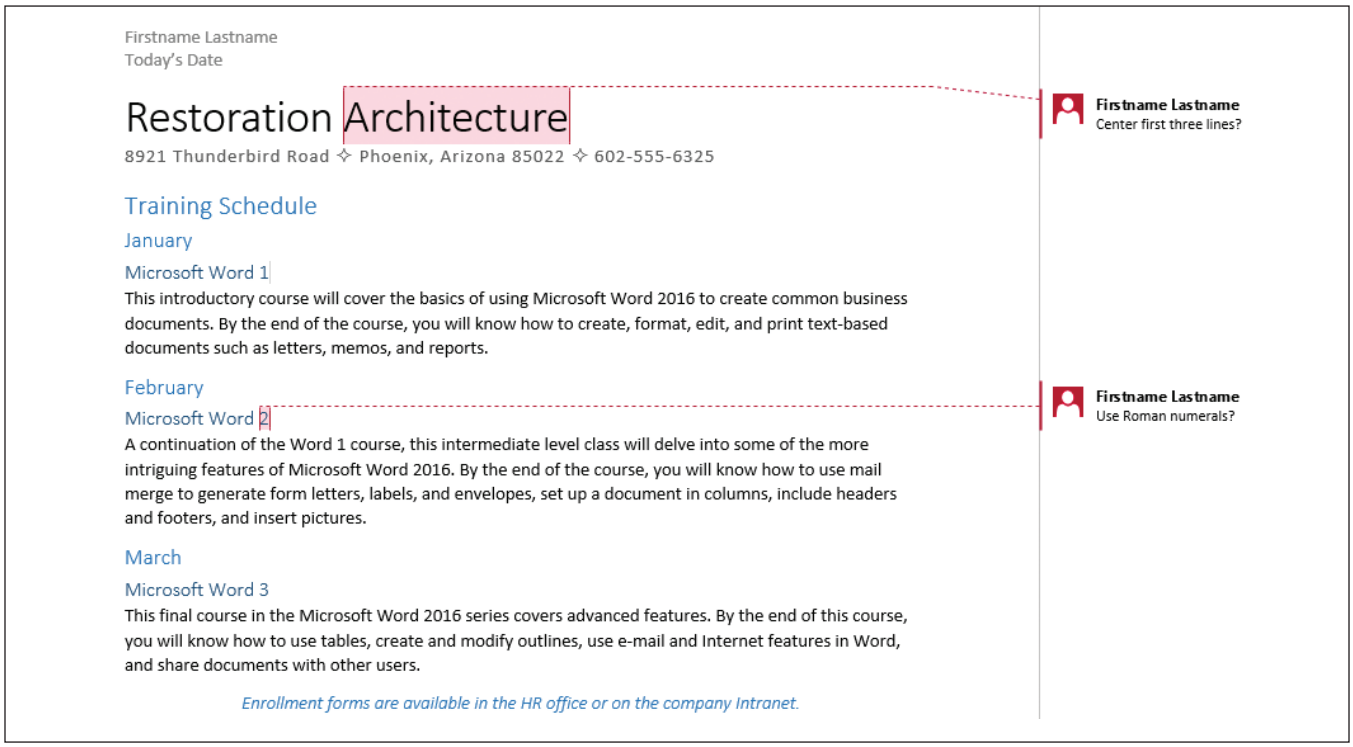
The Director of Training at Restoration Architecture has asked you to prepare a document listing in-house training courses. In this project, you will create the document using comments.

DIRECTIONS

1. Start Word, if necessary, and save a default blank document as **W32Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Type your name and today's date in the header, and then type the document shown in Figure 32-1 (without the comments), applying the following styles to match the formatting in the figure:
   - Line 1 – **Title** style
   - Line 2 – **Subtitle** style, Wingdings symbol 178
   - Line 3 – **Heading 1** style
   - All months – **Heading 2** style
   - All course names – **Heading 3** style
   - All course descriptions – **Normal** style
   - Last line – **Heading 4** style, centered
3. Position the insertion point at the end of the first line and click **Review** > **New Comment**.
4. Type **Center?**
5. Position the insertion point after the course name *Microsoft Word 1* and click the **New Comment** button.
6. Type **Too much blue.**
7. Position the insertion point after the course name *Microsoft Word 2* and click the **New Comment** button.
8. Type **Use Roman numerals?**
9. In the Comments group on the ribbon, click the **Previous** button twice to move to the first comment.
10. Position the insertion point after the word *Center* and type **first three lines**.
11. In the Comments group on the ribbon, click the **Next** button.
12. In the Comments group, click the **Delete** button.
13. In the Tracking group, click the **Show Markup** button, point to **Balloons**, and click **Show All Revisions Inline**.
14. Click the **Reviewing Pane** drop-down arrow, and click **Reviewing Pane Horizontal**.
15. In the Reviewing pane, scroll to the second comment and replace the question mark with a period.
16. Click the **Reviewing Pane** button to close the Reviewing pane.
17. Click the **Show Markup** button, point to **Balloons**, and click **Show Revisions in Balloons**.
18. Select the first three lines of the document and center them horizontally.
19. Right-click the first comment and click **Mark Comment Done**.
20. Click the Tracking dialog box launcher, and then click **Change User Name**.
21. Change the User name to **Writer** and the initials to **WR**. Click **OK** two times to close both dialog boxes.
22. Click in the second comment, click the **Reply** icon, and type the following reply: **Tom specifically asked for Arabic numbers.**
23. Check and correct the spelling and grammar in the document, and then save the changes.
24. Click **File** > **Print** to display the Print tab in the Backstage view.
25. Click the **Print All Pages** button and click to select **Print Markup**, if necessary.
26. **With your teacher's permission,** print the document with the comments.
27. Click the Review tab, then, in the Comments group, click the **Delete** drop-down arrow and click **Delete All Comments in Document**.
28. Click the Tracking dialog box launcher, click **Change User Name**, change the User name and initials back to your own, and click **OK** two times to close both dialog boxes.
29. Close the document, saving changes, and exit Word.

Figure 32-1

Word 2016, Windows 10, Microsoft Corporation



Lesson 32—Apply

In this project, you will revise the course schedule based on comments from a reviewer.

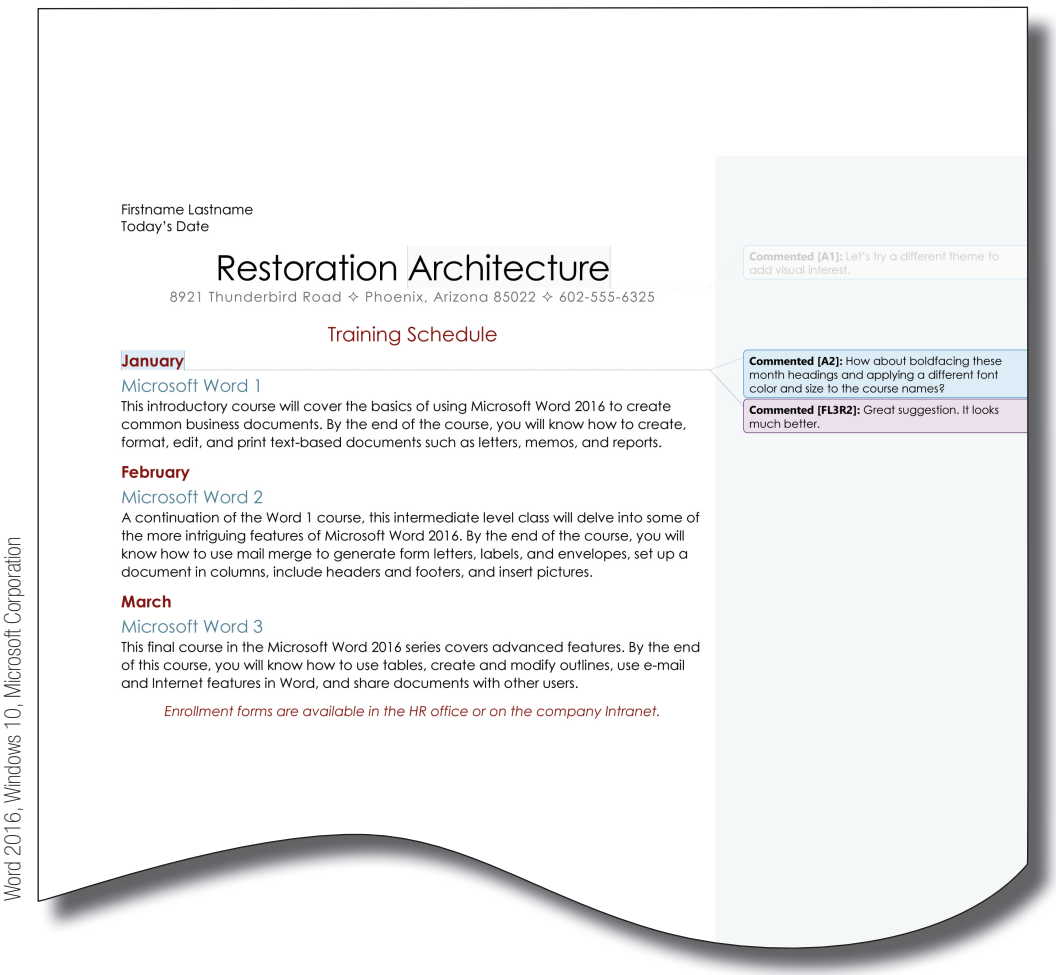
DIRECTIONS

1. Start Word, if necessary, and open **W32Apply** from the data files for this lesson.
2. Save the file as **W32Apply_*xx*** in the location where your teacher instructs you to store the files for this lesson.
3. Type your full name and today's date in the header.
4. Set Word to display comments in balloons.
5. Display the Reviewing pane vertically on the left side of the window.
6. Respond to the first comment by applying the Ion theme to the document. Then mark the comment as done.
7. Make the correction as instructed by the third comment. Then delete the comment.
8. Close the Reviewing pane.
9. Change the font color for the course names to **Blue-Gray, Accent 5**, and increase the font size to **13 pt**. Boldface the month headings.
10. Reply to the comment about changing font color and size, and type **Great suggestion. It looks much better.**
11. Check and correct the spelling and grammar in the document, and then save the changes.

12. **With your teacher's permission,** print the document with the comments. It should look similar to Figure 32-2.

13. Close the document, saving changes, and exit Word.

Figure 32-2



Firstname Lastname
Today's Date

Restoration Architecture

8921 Thunderbird Road ✧ Phoenix, Arizona 85022 ✧ 602-555-6325

Training Schedule

January

Microsoft Word 1

This introductory course will cover the basics of using Microsoft Word 2016 to create common business documents. By the end of the course, you will know how to create, format, edit, and print text-based documents such as letters, memos, and reports.

February

Microsoft Word 2

A continuation of the Word 1 course, this intermediate level class will delve into some of the more intriguing features of Microsoft Word 2016. By the end of the course, you will know how to use mail merge to generate form letters, labels, and envelopes, set up a document in columns, include headers and footers, and insert pictures.

March

Microsoft Word 3

This final course in the Microsoft Word 2016 series covers advanced features. By the end of this course, you will know how to use tables, create and modify outlines, use e-mail and Internet features in Word, and share documents with other users.

Enrollment forms are available in the HR office or on the company Intranet.

Commented [A1]: Let's try a different theme to add visual interest.

Commented [A2]: How about boldfacing these month headings and applying a different font color and size to the course names?

Commented [FL3R2]: Great suggestion. It looks much better.

Word 2016, Windows 10, Microsoft Corporation

Lesson 33

Managing Source Information and Generating Tables of Contents

➤ What You Will Learn

Using an Office Add-in
Managing Sources
Creating a Table of Contents
Updating a Table of Contents

WORDS TO KNOW

Add-ins
Application programs you download that perform specific tasks in Office.

Table of contents
A list of topics and subtopics in a document, usually accompanied by the page numbers where the topics begin and placed before the main body of the document.

Software Skills A table of contents is inserted at the beginning of a document to list headings and the page numbers where each heading starts. Word automatically generates the tables, and updates them when necessary. Manage your source information to make sure the references you use in your research are accurate and up-to-date.

What You Can Do

Using an Office Add-in

- Word 2016 allows you to download a number of useful **add-ins** to improve your productivity, such as dictionaries for various languages, research tools, legal forms, and templates.
- Once you have downloaded an add-in, it is available for use in any document.
- Use the My Add-ins command on the Insert tab to download and manage add-ins.

Try It! Using an Office Add-in

1. Start Word, and open **W33Try** from the data files for this lesson.
2. Save the file as **W33Try_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click Insert > My Add-ins arrow and then click See All.
4. In the Office Add-ins dialog box, click MY ADD-INS to check if you already have the Bing Dictionary downloaded.

   ✓ *If you do not have this add-in already, click STORE, click the Reference category, select the Bing Dictionary add-in, and with your teacher's permission, click the Trust It button to download it to your system. You will need to sign in with a valid Microsoft account to download the add-in. Skip to step 6.*
5. In the Office Add-ins dialog box, click the Bing Dictionary app and then click Insert. The app opens a Bing Dictionary task pane.
6. In the **W33Try_xx** file, select the word *quantum* in the second paragraph of text under the *Following the Trends* heading. The Bing Dictionary task pane supplies definitions for the word.
7. Close the Bing Dictionary task pane, and leave **W33Try_xx** open to use in the next Try It.

Managing Sources

- When you use Word's Insert Citation feature to insert source information in a document, the information is stored with the document, as well as in the Source Manager.
- Word automatically generates a bibliography, references, or works cited field from the source information when you select a style from the Bibliography gallery in the Citations & Bibliography group on the References tab of the ribbon.

  ✓ *Inserting citations and generating a bibliography or reference page is covered in Lesson 22.*
- Open the Source Manager to view a list of sources used in the current document, and a master list of all sources.
- In the Source Manager, you can edit or delete existing source information, or enter a new source.
- You can also copy sources from the current document to the master list, or from the master list to the current document.
- For example, to make a source in the Master List available for use in the current document, copy it from the Master List to the Current List.
- Sources in the current list display in the Insert Citation gallery when you click the Insert Citation button in the Citations & Bibliography group on the References tab of the ribbon. Click the source to insert it into the current document.

Try It! Managing Sources

1. In the **W33Try_xx** file, click the References tab, then, in the Citations & Bibliography group, click the Manage Sources button to open the Source Manager. A master list of all sources displays on the left, and a list of sources in the current document displays on the right.

   ✓ *The items in the master list depend on the sources that have been entered in documents stored on your system.*
2. In the Source Manager, under Current List, click the fourth source—*Greengard, Samuel*—to select it, and then click Delete. The source is removed from the current list.

(continued)

Try It! Managing Sources *(continued)*

3. In the Source Manager, click New. In the Create Source dialog box, click the Type of Source drop-down list, and then click Web site.
4. Fill in the source information as follows (some fields will be left blank and you may have to click the Show All Bibliography Fields check box to see fields you need):

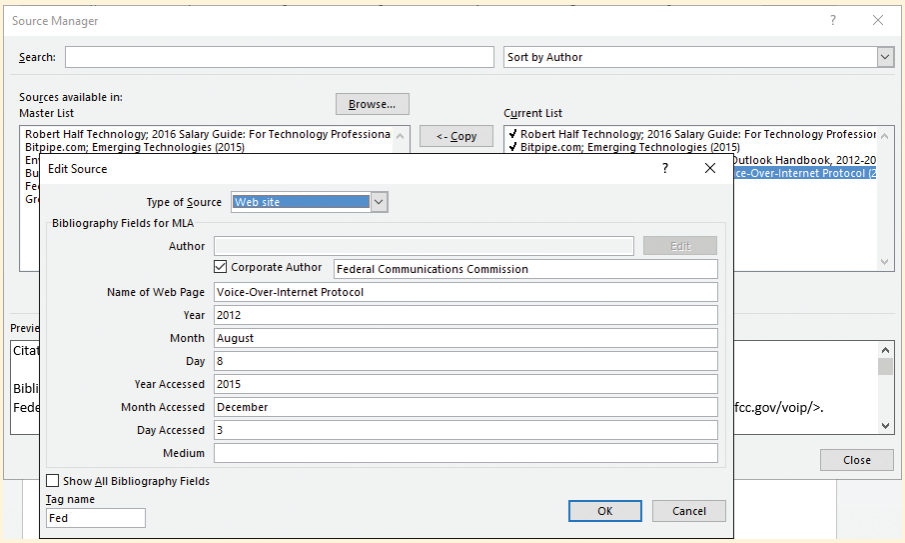
   Corporate Author: **Federal Communications Commission**

   Name of Web Page: **Voice-Over-Internet Protocol**

   URL: **http://transition.fcc.gov/voip/**
5. Click OK to add the new source to the Source Manager.
6. In the Source Manager, under Current List, click the source you just added, and then click Edit.
7. In the Edit Source dialog box, enter the following information:

   Year: **2012**
   Month: **August**
   Day: **8**
   Year Accessed: **2015**
   Month Accessed: **December**
   Day Accessed: **3**
8. Click OK, then click Yes in the confirmation dialog box to update the source information. In the Source Manager click Close.
9. In the document, in the first paragraph under the heading *Communications*, position the insertion point after the phrase *voice-over-Internet protocol* and type **, a service that converts your voice into a digital signal that can be carried on the Internet,** .
10. With the insertion point positioned at the end of the text you typed in step 9, on the References tab, in the Citations & Bibliography group, click the Style drop-down arrow and click MLA Seventh Edition, if necessary, then click the Insert Citation button, and click Federal Communications Commission.
11. Press CTRL + END to move the insertion point to the end of the document, press CTRL + ENTER to start a new page; then, on the References tab, in the Citations & Bibliography group, click the Bibliography button and click References to insert a list of sources used in the document.
12. Save the changes to **W33Try_*xx***, and leave it open to use in the next Try It.

Edit source information in the Source Manager



Word 2016, Windows 10, Microsoft Corporation

Creating a Table of Contents

- Word generates a **table of contents** based on paragraphs formatted with heading level styles.
- If there are no heading levels assigned, Word cannot generate the table of contents.
- You can select from a list of built-in table of contents styles or use options in the Table of Contents dialog box to manually create a customized table.
- For example, you can select how many heading levels to include, whether or not to include page numbers, and, if so, to right-align them and use tab leaders.
- You can also choose to format the headings in the table of contents as hyperlinks. Press and hold CTRL and click the heading in the table to move the insertion point to that location in the document.
- You do not have to include all heading levels in the table of contents. For example, you may have paragraphs formatted with up to four heading levels, but select to include only two heading levels in the table of contents.

Try It! Creating a Table of Contents

1. In the **W33Try_xx** file, press CTRL + HOME to position the insertion point at the beginning of the document.
2. Click References > Table of Contents to display the gallery of built-in styles.
3. In the gallery, under Built-In, click the Automatic Table 1 style. Word inserts the table at the insertion point location.
4. On the Quick Access Toolbar, click the Undo button to remove the table.
5. Click References > Table of Contents to display the gallery of built-in styles, and click Custom Table of Contents to display the Table of Contents dialog box.
6. Under General, click the Formats drop-down arrow and click Distinctive.
7. Change the value in the Show levels box to 2.
8. Click the Tab leader drop-down arrow and click the dotted line.
9. Click OK to insert the table.
10. Press and hold CTRL and click the heading *Salary Information* in the table of contents. Word moves the insertion point to that location.
11. Save the changes to **W33Try_xx**, and leave it open to use in the next Try It.

Table of contents in document

Contents

Following the Trends 1
Information Systems 1
Operating Systems 1
Communications 1
Career Opportunities 2
Salary Information 2
References 3

COMPUTER TECHNOLOGY REPORT
A Guide to Emerging Technologies and Career Opportunities
Following the Trends
Emerging technologies are developments for which the science is understood, but the potential is mostly unfulfilled. (Bitpipe.com)

Word 2016, Windows 10, Microsoft Corporation

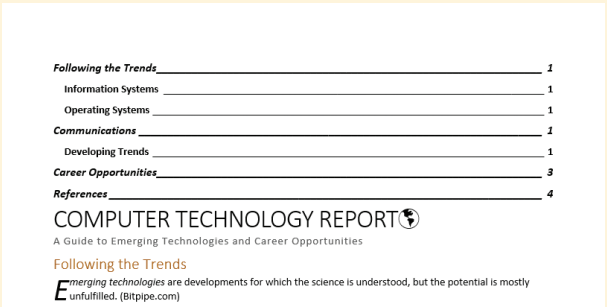
Updating a Table of Contents

- Update a table of contents if you add or remove headings, change heading levels, or add or remove pages.
- You have the option of updating the entire table, or updating page numbers only.
- You can use the Add Text button in the Table of Contents group on the References tab of the ribbon to mark a heading so it does not display in the table of contents, or to change the heading level of a paragraph so it does display.

Try It! Updating a Table of Contents

1. In the **W33Try_xx** file under the heading *Communications*, position the insertion point at the end of the first paragraph. Press ENTER and type **Developing Trends**.
2. Click Home > Heading 2 to apply the Heading 2 style.
3. Position the insertion point at the beginning of the heading *Career Opportunities* and press CTRL + ENTER to insert a hard page break.
4. Click on the heading *Salary Information*, then, on the References tab, in the Table of Contents group, click the Add Text button.
5. Click Do Not Show in Table of Contents.
6. Scroll to the beginning of the document and click anywhere within the table of contents.
7. Click References > Update Table.
8. In the Update Table of Contents dialog box, click to select the Update entire table option button, and then click OK. Word adds the new heading, hides the *Salary Information* heading, and updates the page numbers.
9. Close the **W33Try_xx** document, saving changes, and exit Word.

Update a table of contents



Word 2016, Windows 10, Microsoft Corporation

Lesson 33—Practice

In this project, you will generate a table of contents for the roses report you have developed for Liberty Blooms. You will also manage your source information.

DIRECTIONS

1. Start Word, and open **W33Practice** from the data files for this lesson.
2. Save the file as **W33Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Double-click in the header and type your name and today's date.
4. Click **References** > **Manage Sources**.
5. In the Source Manager, click **New**. In the Create Source dialog box, verify that the Type of Source is **Web site**.
6. Click to select the Corporate Author check box, then fill in the source information as follows (some fields will be left blank, and you may need to click Show All Bibliography Fields to find other fields):

   Corporate Author: **The Santa Barbara Rose Society**

   Name of Web Page: **Rose History**

   URL: **http://www.sbrose.org/rosehistory.htm**
7. Click **OK** to add the new source to the Source Manager.
8. In the Source Manager, under Current List, click the source you just added, and then click **Edit**.

9. In the Edit Source dialog box, enter the following information:

   Year: **2015**

   Year Accessed: **2017**

   Month Accessed: **May**

   Day Accessed: **15**

10. Click **OK**. If a confirmation dialog box displays, click **Yes**, then, in the Source Manager, click **Close**.
11. In the document, under the heading *History*, position the insertion point at the end of the paragraph.
12. Click **References** > **Insert Citation**, then click **The Santa Barbara Rose Society**.
13. Apply heading styles as follows:

    History..... **Heading 1**

    The Rose in Use ..... **Heading 1**

    The Rose as Symbol..... **Heading 1**

    Selecting Roses ..... **Heading 1**

    Types of Roses ..... **Heading 2**

    Judging Rose Quality..... **Heading 2**

    Grafted Roses..... **Heading 3**

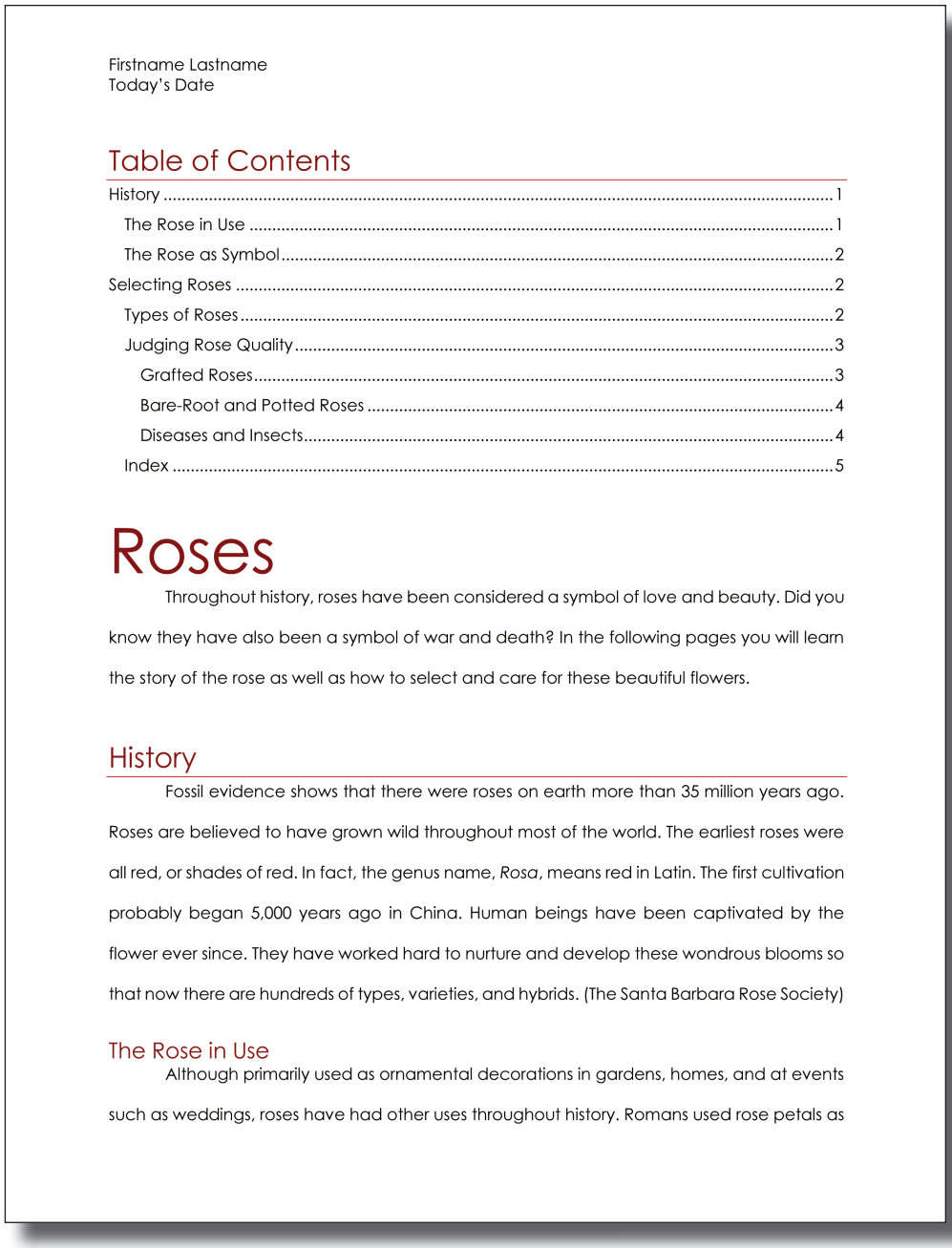
    Bare-Root and Potted Roses..... **Heading 3**

    Diseases and Insects ..... **Heading 3**

    Index..... **Heading 2**

14. Press CTRL + HOME to move the insertion point to the beginning of the document.
15. Click **References** > **Table of Contents**.
16. In the gallery of table of contents styles, under Built-In, click **Automatic Table 2**.
17. Click in the heading *The Rose in Use*, and apply Heading 2 style.
18. Click in the heading *The Rose as Symbol* and apply Heading 2 style.
19. Click anywhere in the table of contents, then click **References** > **Update Table**.
20. In the Update Table of Contents dialog box, click to select the **Update entire table** option button, and then click **OK**.
21. Check the spelling and grammar in the document. If there are errors, correct them, and then update the entire table of contents again.
22. **With your teacher's permission**, print the first page of the document. It should look similar to Figure 33-1 on the next page.
23. Close the document, saving changes, and exit Word.

Figure 33-1



Firstname Lastname
Today's Date

Table of Contents

History 1
The Rose in Use 1
The Rose as Symbol 2
Selecting Roses 2
Types of Roses 2
Judging Rose Quality 3
Grafted Roses 3
Bare-Root and Potted Roses 4
Diseases and Insects 4
Index 5

Roses

Throughout history, roses have been considered a symbol of love and beauty. Did you know they have also been a symbol of war and death? In the following pages you will learn the story of the rose as well as how to select and care for these beautiful flowers.

History

Fossil evidence shows that there were roses on earth more than 35 million years ago. Roses are believed to have grown wild throughout most of the world. The earliest roses were all red, or shades of red. In fact, the genus name, *Rosa*, means red in Latin. The first cultivation probably began 5,000 years ago in China. Human beings have been captivated by the flower ever since. They have worked hard to nurture and develop these wondrous blooms so that now there are hundreds of types, varieties, and hybrids. (The Santa Barbara Rose Society)

The Rose in Use

Although primarily used as ornamental decorations in gardens, homes, and at events such as weddings, roses have had other uses throughout history. Romans used rose petals as

Word 2016, Windows 10, Microsoft Corporation

Lesson 33—Apply

In this project, you continue to work with the report for Liberty Blooms. You manage sources and customize a table of contents for the report.

DIRECTIONS

1. Start Word, and open **W33Apply** from the data files for this lesson.
2. Save the file as **W33Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Double-click in the header and type your name and today's date.
4. Open the Source Manager and add the following source:

   Type of source: **Web site**

   Corporate Author: **University of Illinois Extension**

   Name of Web Page: **The History of Roses**

   Year: **2015**

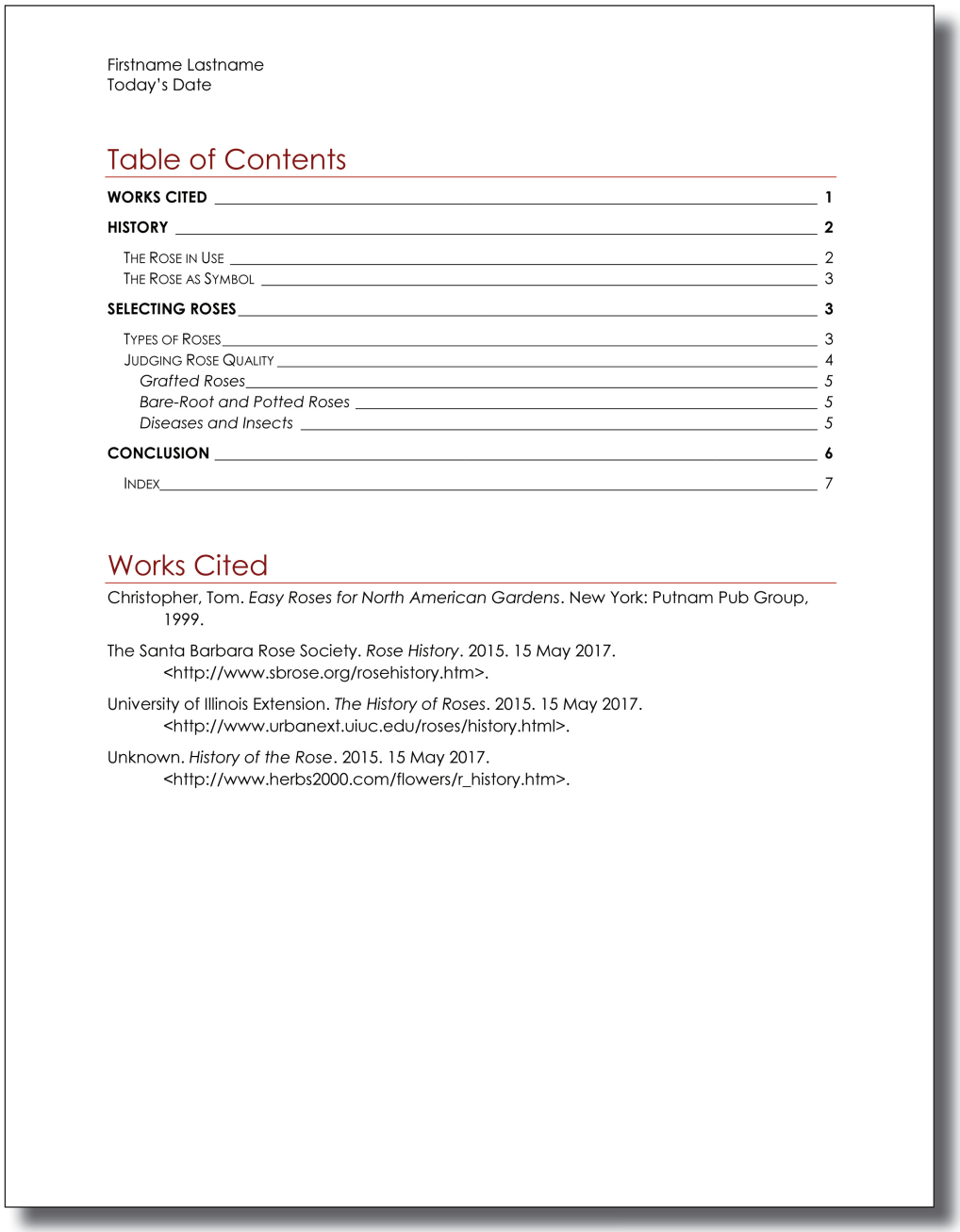
   Year Accessed: **2017**

   Month Accessed: **May**

   Day Accessed: **15**

   URL: **http://www.urbanext.uiuc.edu/roses/history.html**
5. In the Source Manager, in the Master List, select *The Santa Barbara Rose Society* source, click **Copy** to move it to the Current List, and then close the Source Manager.
6. Insert the **The Santa Barbara Rose Society** citation at the end of the paragraph under the heading *History*.
7. Insert the **University of Illinois Extension** citation after the first paragraph under the heading *The Rose in Use*.
8. Insert the **The Santa Barbara Rose Society** citation after the second paragraph under the heading *The Rose in Use*.
9. Insert the **Unknown: History of the Rose** citation at the end of the paragraph under the heading *The Rose as Symbol*.
10. Insert the **Christopher, Tom** citation at the end of the paragraph under the heading *Types of Roses*.
11. Press CTRL + HOME to make sure the insertion point is at the beginning of the document.
12. Click **Insert** > **Blank Page**, and then press ↑ two times to move the insertion point to the top of the new blank page. Clear all formatting from the line.
13. Apply the **Heading 1** style, type **Table of Contents**, and press ENTER.
14. Insert a custom table of contents that uses the **Formal** style, shows page numbers right-aligned with a solid line tab leader, and shows 3 levels. Use page numbers instead of hyperlinks.
15. Save the changes to the document.
16. Insert a page break before the heading *Grafted Roses.*
17. Insert a line before the last paragraph of the document (before the Index), type **Conclusion**, and format it as a **Heading 1** heading.
18. Position the insertion point on a blank line after the table of contents and insert a bibliography using the **Words Cited** style.
19. Select to not show the heading *Table of Contents* in the table of contents, and update the entire table.
20. Apply the **Heading 1** style to the text *Table of Contents* on the first line of the document.
21. Check and correct the spelling and grammar in the document.
22. **With your teacher's permission**, print the first page of the document. It should look similar to Figure 33-2 on the next page.
23. Close the document, saving changes, and exit Word.

Figure 33-2



Firstname Lastname
Today's Date

Table of Contents

WORKS CITED 1
HISTORY 2
THE ROSE IN USE 2
THE ROSE AS SYMBOL 3
SELECTING ROSES 3
TYPES OF ROSES 3
JUDGING ROSE QUALITY 4
Grafted Roses 5
Bare-Root and Potted Roses 5
Diseases and Insects 5
CONCLUSION 6
INDEX 7

Works Cited

Christopher, Tom. *Easy Roses for North American Gardens*. New York: Putnam Pub Group, 1999.

The Santa Barbara Rose Society. *Rose History*. 2015. 15 May 2017. <http://www.sbrose.org/rosehistory.htm>.

University of Illinois Extension. *The History of Roses*. 2015. 15 May 2017. <http://www.urbanext.uiuc.edu/roses/history.html>.

Unknown. *History of the Rose*. 2015. 15 May 2017. <http://www.herbs2000.com/flowers/r_history.htm>.

Word 2016, Windows 10, Microsoft Corporation

Lesson 34

Formatting Web Pages with Word

➤ What You Will Learn

Inserting an Online Video
Understanding Web Pages
Saving a Word Document As a Web Page
Opening a Web Page Document in Word
Applying a Background
Creating Links
Testing Links
Editing and Removing Links

Software Skills Use Word's Online Video command to locate video files to embed in Word documents. You can save any Word document as a Web page so it can be accessed on the Internet. Web pages can be opened and edited in Word. You can apply a colored or textured background to enhance the page for viewing on a screen. You can also add links that connect related documents to one another.

What You Can Do

Inserting an Online Video

- Word 2016 allows you to insert a video file right in a Word document, so you can view the video without having to leave Word.
- Use the Online Video command on the Insert tab to start the process of inserting a video.
- You can choose to search for a video file using the Bing search engine or YouTube, or you can paste the code required to embed a video in the document from a video you are viewing online.
- An embedded video file can be formatted the same way you format a picture. You can adjust the size, change the wrap option, or apply picture styles.

Words to Know

Browser
Software designed for locating and viewing information stored on the Web.

Fill effect
A texture, shading, picture, or pattern used as a background.

Gradient
A gradual transition from one color to another.

HTML
Hypertext Markup Language, a type of encoding that tells a Web browser how to format and display text and graphical information.

Internet
A worldwide network of computers.

Internet Service Provider (ISP)
A company that provides access to the Internet for a fee.

Link
Text or graphics linked to a destination file or location. Click the link to jump to the destination.

Texture
A repeating graphic that gives a surface appearance such as stone, wood, or cloth.

Web
Short for World Wide Web. An interconnected network of Internet servers and pages of information in HTML format.

Web page
A document stored on the Web.

Web page title
The text that displays in the title bar or tab when a Web page is viewed in a Web browser.

Web server
A computer connected to the Internet used to store Web page documents.

Web site
A set of linked Web pages relating to the same topic.

Try It! **Inserting an Online Video**

1. Start Word, and open **W34Try** from the data files for this lesson.
2. Save the file as **W34TryA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click at the beginning of the first paragraph.
4. Click Insert > Online Video to open the Insert Video dialog box.
5. Click in the Bing Video Search box, type **blooming rose**, and click the Search icon.
6. Click the first video in the search results and then click Insert.
7. With the video still selected, click Picture Tools Format > Position > Position in Top Right with Square Text Wrapping.
8. Click the Play button on the video in the document, and then click the Play button on the enlarged video object.
9. When you have finished watching, click outside the video window to return to the Word document.
10. Save the changes to **W34TryA_xx**, and leave it open to use in the next Try It.

Understanding Web Pages

- You can use the **Internet** to communicate via e-mail and social media services, to locate product information and support, to perform job searches, to find reference material, to shop, to review stock quotes, to make travel arrangements, and to play games.
- Much of the information you find on the Internet is contained on Web pages.
- **Web pages** are documents that are stored on a **Web server** so they can be accessed on the **Web** by anyone with a computer, an Internet connection, and Web **browser** software.
- Microsoft Office 2016 comes with the Internet Explorer Web browser, although your computer may be set up to use a different browser, such as Firefox, Safari, or Google Chrome. Windows 10 includes the new Microsoft Edge browser.
- For a fee, **Internet Service Providers (ISPs)** provide you with an e-mail account and Internet access that allows your browser to connect to Web resources.
- Web page files must be in a file format that is compatible with the Web and browser software. Most files on the Web are in some form of **HTML**, which stands for Hypertext Markup Language. Some are in PDF format. Other file formats may also be used.
- Web pages are usually linked into **Web sites** that have a common topic. For example, www.whitehouse.gov is a Web site about the White House.

Saving a Word Document As a Web Page

- You can save a Word document as a Web page so it can be stored on a Web server and viewed online.
- When you save a document as a Web page, you can choose from three Web page formats:
  - Single File Web Page. Saves a Web page and all associated text and graphics in a single file in MHTML format. This is the default option. These pages have an .mht or .mhtml extension.
  - Web Page. Saves the document in HTML format. These pages use .htm or .html extensions. Associated graphics files such as pictures are stored in a separate folder that is linked to the HTML file. The folder has the same name as the HTML file, followed by an underscore and the word files, like this: Filename_files.

    ✓ *Use caution when moving or renaming the graphics files or the folder they are stored in. If Word cannot locate the files, the page will display without graphics elements.*

  - Web Page, Filtered. Saves a file in HTML format without Microsoft Office tags. This reduces the file size, but limits some functionality for editing the file. These pages use .htm or .html extensions.

    ✓ *This option is recommended for advanced users only.*

- No matter which Web page format you choose, you can change the **Web page title** to a descriptive word or phrase that will help the viewer know what the page displays.
- You can save a Web page in any storage location; in order to be available to viewers on the Web, it must be uploaded and stored on a Web server.
- When you save the file as a Web page, Word displays a list of features that are not compatible with the selected Web page format in the Compatibility Checker dialog box.
- After a document has been saved as a Web page, it displays in Word in Web Layout view.

  ✓ *You can also switch to Web Layout view by clicking the Web Layout button in the Views group on the View tab of the ribbon or from the View buttons on the status bar.*

- Web Layout view displays documents in Word as they will look on the Web. The text wraps to fit the window rather than the page, and graphics are positioned as they would be in a Web browser.
- You may have to adjust design features that look good in a Word document so that they look good on a Web page. For example, you may have to adjust the width of tables or the position of graphics.

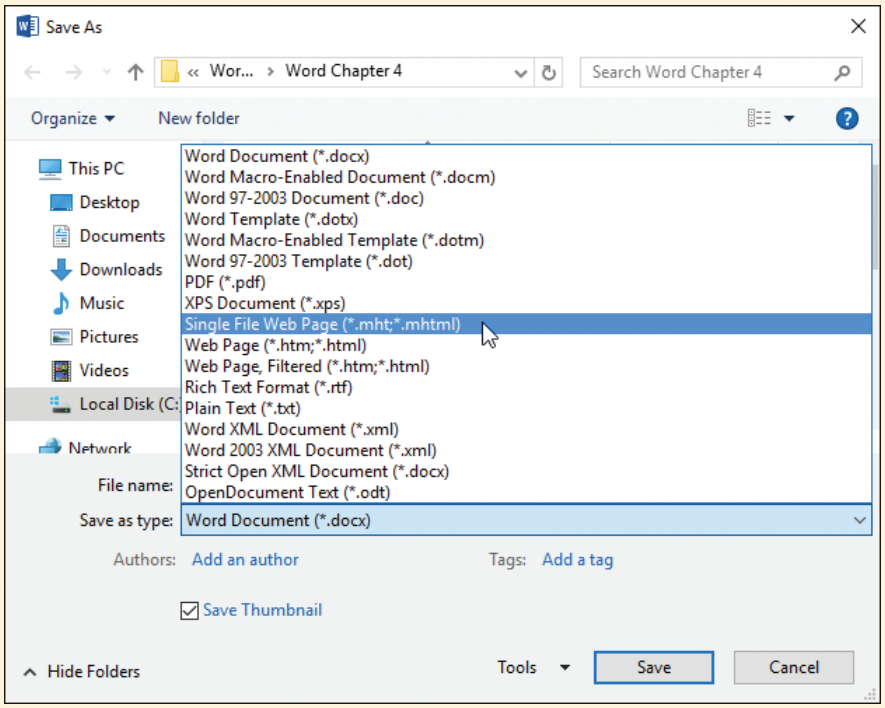
Try It! Saving a Word Document As a Web Page

1. In the **W34TryA_*xx*** file, click File > Save As.
2. Navigate to the location where your teacher instructs you to store files for this lesson.
3. Click the Save as type button to display a list of compatible file types.
4. Click Single File Web Page.
5. Click Change Title.
6. In the Page title text box, type **The Plant and Flower Company**, and then click OK.
7. In the File name box, type **W34TryB_*xx***.
8. Click Save, and then click Continue when the Compatibility Checker alerts you to what will happen with the video.
9. Click File > Close to close the Web page document, and leave Word open for the next Try It.

(continued)

Try It! Saving a Word Document As a Web Page *(continued)*

Save a file in one of the Web page formats



Word 2016, Windows 10, Microsoft Corporation

Opening a Web Page Document in Word

- In Word, you can open and save Web pages that were saved in any of the three Word Web options: Single File Web Page, Web Page, and Web Page, Filtered:
- Open any of these types of Web pages in Word the same way you open a regular Word document.
- When you save the document, it remains in its original format unless you save in a different format.
- If you double-click a Web page from a Windows file listing, it opens in your Web browser, not in Word.

Try It! Opening a Web Page in Word (within Word)

1. In Word, click File > Open.
2. In the Recent Documents list, click **W34TryB_xx.mht** to open the document in Word.
3. Close Word without saving changes.

Try It! Opening a Web Page in Word (outside of Word)

1. In Windows, use File Explorer to navigate to the location where your teacher instructed you to save files for this lesson.
2. Right-click **W34TryB_xx.mht**. A menu appears.
3. Point to Open with, and click Word 2016

Applying a Background

- By default, Word documents—including Web pages—have a plain white background.
- Add visual interest or create an effect by applying a color, pattern, **fill effect**, or picture to a document background.
- One of the fill effects available is **gradient**, which is a gradual blend from one color to another.
- Another effect is **texture**. Textures are small graphic files that repeat as many times as needed to fill the background; they resemble various materials like wood, cloth, and stone.
- You can apply a background to any Word document, not just a Web page.

Try It! Applying a Background

1. In the **W34TryB_xx.mht** file, click Design > Page Color .
2. Click Blue, Accent 1, Lighter 80%.
3. Click Design > Page Color .
4. Click Fill Effects. The Fill Effects dialog box opens.
5. Click the Gradient tab, if necessary, and then click Two colors.
6. Open the Color 1 drop-down list and click Blue, Accent 1, Lighter 80%.
7. Open the Color 2 drop-down list and click Orange, Accent 2, Lighter 80%.
8. In the Shading styles section, click Diagonal down.
9. Click OK.
10. Click Design > Page Color > Fill Effects.
11. Click the Texture tab.
12. Click the first texture in the first row.
13. Click OK.
14. Save the changes to **W34TryB_xx.mht**, and leave it open to use in the next Try It.

Creating Links

- **Links** can be used to connect locations within a single document, to connect two documents, or to connect a document to a Web page or e-mail address.
- Links can be created in any type of Word document, not just in Web page documents.
- When you format text as a link, Word automatically applies the Hyperlink style, which by default uses a blue font and a solid underline, but may be different depending on the current theme.
- Once you click the link, the font color changes to indicate that the link has been used.
- A link can point to a Web page or document (or any other type of file) in general, or to a specific heading or bookmark within that document.

✓ *Bookmarks are covered in Lesson 18.*

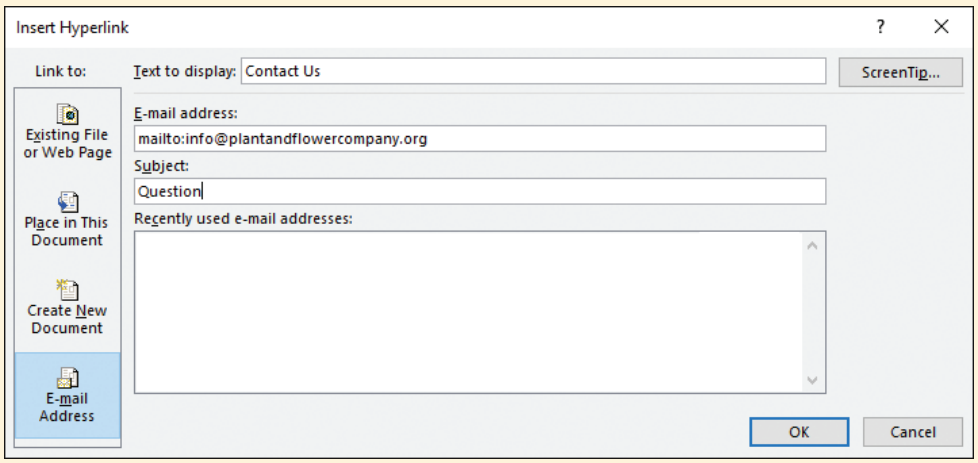
Try It! Creating a Link to a Web Site

1. In the **W34TryB_xx.mht** file, click to move the insertion point after the ZIP code in the address, and press ENTER to start a new paragraph.
2. Type **Need directions? See MapQuest**.
3. Double-click the word *MapQuest* to select it.
4. Click Insert > Hyperlink .
5. If necessary, click Existing File or Web Page in the Link to panel. In the Address text box, type **http://www.mapquest.com**.
6. Click OK.
7. Save the changes to **W34TryB_xx.mht**, and leave it open to use in the next Try It.

Try It! Creating an E-mail Link

1. In the **W34TryB_xx.mht** file, click to move the insertion point to the end of the document, and press ENTER to start a new paragraph.
2. Click Insert > Hyperlink .
3. Click E-mail Address. The dialog box layout changes to show options appropriate for creating an e-mail link.
4. In the Text to display box, type **Contact Us**.
5. In the E-mail address box, type **info@plantandflowercompany.org**.
   - ✓ *Word automatically adds mailto: at the beginning of the address. This is necessary to include. Do not try to delete it.*
6. In the Subject box, type **Question**.
7. Click OK.
8. Save the changes to **W34TryB_xx.mht**, and leave it open to use in the next Try It.

Create a link to an e-mail address



Word 2016, Windows 10, Microsoft Corporation

Testing Links

- By default, in Word documents you must press CTRL and click the link in order to go to the link destination. This helps avoid accidental access.
- When you press CTRL and click a link to a Web page, the document opens in your Web browser program.
- When you press CTRL and click a link to an e-mail address, Word starts your e-mail program and displays a new e-mail message. The address and subject are filled in with the link information.
- If you want, you can change the setting so that you don't have to press CTRL.

Try It! Testing a Link

1. In the **W34TryB_xx.mht** file, hold down CTRL, and click the *MapQuest* link.
   - ✓ *Your Web browser opens and displays the MapQuest page. Note that you will need a live Internet connection for this.*
2. Close the browser window.
3. Hold down CTRL and click the *Contact Us* link.
   - ✓ *A new e-mail message is started in your default mail application.*
4. Close the new e-mail without sending it, and close your e-mail application.
5. Leave the **W34TryB_xx.mht** file open to use in the next Try It.

Editing and Removing Links

- You can edit and format link text the same way you edit and format regular text. Click to move the insertion point into the text, and edit it normally.
- You can change a link destination by opening the Edit Hyperlink dialog box and making changes.
- You can remove a link completely, leaving the link text as regular text in your document.

Try It! Editing and Removing Links

1. In the **W34TryB_xx.mht** file, right-click the *Contact Us* link, and click Edit Hyperlink.
2. Edit the text in the E-mail address box to read **mailto:questions@plantandflowercompany.org**.
3. Click OK.
4. Right-click the *MapQuest* link and click Remove Hyperlink.
5. Close the **W34TryB_xx.mht** document, saving changes, and exit Word.

Lesson 34—Practice

Voyager Travel Adventures is working on a Web site to contain pages about their most popular adventures. In this project, you will begin with a Word document, add a video, save the document as a Web page, and insert a link.

DIRECTIONS

1. Start Word, if necessary, and open **W34Practice** from the data files for the lesson.
2. Save the file as **W34PracticeA_*xx*** in the location where your teacher instructs you to store the files for this lesson.
3. Click at the beginning of the first paragraph under the *Zebra* heading.
4. Click **Insert** > **Online Video**, and type **zebra** in the Bing Video Search box.
5. Click the **Search** icon, and then click the video with the ScreenTip "zebras in Etosha." Click **Insert**.
6. Use the Layout Options button to set text wrapping to Square, and align the video with the top of the paragraph.
7. Save changes, and then click **File** > **Save As**.
8. Select the current folder, click the **Save as type** drop-down arrow, and then select **Single File Web Page**.
9. Change the file name to **W34PracticeB_*xx***.
10. Click the **Change Title** button, and then type **Voyager Safaris**. Click **OK**.
11. Click **Save** and then click **Continue**.
12. Select the phrase *Serengeti plains* at the end of the last paragraph under the *Zebra* heading.
13. Click **Insert** > **Hyperlink**, select **Existing File or Web Page**, and type the address **http://en.wikipedia.org/wiki/Serengeti**. Click **OK**.
14. Close the document, saving changes, and exit Word.

Lesson 34—Apply

In this project, you continue working with the Voyager safari Web page. You improve the appearance of the Web page with a background, adjust the position of graphics, and modify links.

DIRECTIONS

1. Start Word, and open **W34Apply** in Word from the data files for the lesson. Save it as **W34Apply_*xx*** with the Web page title **Voyager Adventure Safaris** in the location where your teacher instructs you to store the files for this lesson.
2. Apply the **Recycled paper** texture as a page background.

   ✓ *The Recycled paper texture is the second texture in the fourth row of the Fill Effects dialog box (Texture tab).*
3. Remove the link from the word *brochure* in the last paragraph.
4. Edit the **contact us** link so that the e-mail address used is **info@voyageradventuretravel.net**.
5. Position the zebra video in the Top Right with Square Text Wrapping. Position the lion image in the Middle Right with Square Text Wrapping. Your page should look similar to Figure 34-1 on the next page.
6. Save changes, close the document, and exit Word.
7. In Windows File Explorer, navigate to the location containing the file **W34Apply_*xx***, and double-click it, opening it in your Web browser. Start the video and notice that it opens in YouTube.
8. Close the Web browser when you have finished watching the video.

Figure 34-1

Word 2016, Windows 10, Microsoft Corporation

Voyager Adventure Travel Safaris

Zebra!

Zebra travel in large herds, and often mingle with other wildlife, such as wildebeest. The most distinguishing feature of zebra is, of course, the black and white stripes. The stripes help protect the animals by providing camouflage; when they stand close to one another, it is difficult for predators to see where one zebra begins and another ends.

A zebra may look like a stocky pony, but it is a wild animal and will fight fiercely when it must.

We will see many zebra while we are on safari. Herds made up of tens of thousands of zebra have been known to migrate across the Serengeti plains.

Lion!

One of the most thrilling moments of a Voyager Travel Adventures African Safari is when you encounter a pride of lions. Lions are called the King of Beasts for a reason. They are majestic, huge, and dangerous. They are found in savannas, grasslands, dense bush, and woodlands.

Lions generally sleep during the day and hunt at night. We often find them lounging on rock formations enjoying the sun. They live in groups called prides, so when we come across one lion there are likely to be others nearby. Usually, there is one male with multiple females. Viewing a pride with cubs is a particularly exciting event.

For more information on our safaris, request a brochure or contact us.

Lesson 35

Using the Web

➤ What You Will Learn

- Viewing a Web Page in a Browser
- Navigating a Web Site
- Locating Information Online
- Bookmarking Web Pages for Future Use
- Evaluating the Usefulness of Online Information
- Solving Problems Using the Web

WORDS TO KNOW

Bookmark
In Firefox and some other Web browsers, a saved link to a Web page. Also called *favorite*.

Domain name
The name that identifies a Web site.

Favorite
In Internet Explorer and some other Web browsers, a saved link to a Web page. Also called *bookmark*.

Home page
The default page that appears when you open Internet Explorer (or another Web browser, such as Microsoft Edge).

Navigation bar
A list of sections or pages that you can quickly jump to from the current Web page. Typically a navigation bar is consistent across all the pages on a site.

Software Skills Because so much information is available on the Web, it is important to know how to look up information, and how to navigate Web sites. You should also know how to bookmark pages that you find for later viewing.

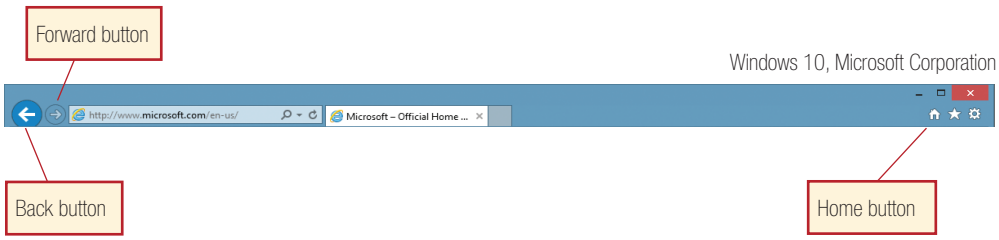
What You Can Learn

Viewing a Web Page in a Browser

- You learned in Lesson 34 that one way to open a Web page in a browser is to double-click it in File Explorer.
- A more common way to display a Web page is to use your browser to go to a **uniform resource locator (URL)**, which is the address of the file stored online.
- You use the Address bar in the browser to enter URL addresses.
- The main parts of a URL are:
  - The **protocol**, which tells the browser software the type of server where the page is stored. Web page servers use the http: or https: protocol.
  - The **domain name** (sometimes called a host name), which identifies the company or organization to whom the Web site is registered. microsoft.com, whitehouse.gov, and harvard.edu are all domain names.
  - The **path**, which identifies the specific Web page or document to open.
- The end of the domain name—the last dot followed by two to four letters—is called the *top-level domain*. It helps identify the type or location of the company or organization.

- When you start your browser, your **Home page** displays. This is the page that has been set as the default starting place for your Web browsing. You may use links on your Home page to view other Web pages.
- As you move from page to page on the Internet, you can use the browser's Back button to return to a previous page.
- After the Back button has been clicked, a Forward button becomes available. Clicking it returns you to the page you were on before you clicked Back.
- The Home button returns you to your Home page.
- If your browser is set to use tabbed browsing, clicking a link on a Web page may open a new tab rather than display a new page in the existing tab.

Figure 35-1



Try It! Viewing a Web Page in a Browser

1. In Windows 10, click in the Search the web and Windows box and type Internet Explorer. Press Enter to open the browser.
   - ✓ *You can open another browser instead of Internet Explorer, and you must have a live Internet connection to do this Try It.*
2. In Internet Explorer, click in the Address bar. The existing address becomes selected.
3. Type **www.microsoft.com**, and press ENTER.

Type the address in the Address bar

Windows 10, Microsoft Corporation

4. On the Microsoft Home Page, in Internet Explorer, click any link.
5. Click the Back button in the Internet Explorer window's upper-left corner.
6. Click the Forward button. You return to the page you were on before step 5.
7. Click the Back button again. You return to the page you were on before step 6.
8. Click a link on the current page. A different page is displayed.
9. Click a link on the current page. Another page is displayed.
10. Click the Home button to return to your Home page.
11. Leave Internet Explorer open to use in the next Try It.

Path
The route through storage folders and devices to the location where a file is stored.

Protocol
A set of rules that computers use to communicate with each other across a network.

Search engine
A tool that enables you to search a large database of indexed Web sites based on keywords you specify.

Uniform resource locator (URL)
The address that identifies the storage location of a file or page on the Internet.

Navigating a Web Site

- Most Web sites consist of multiple linked pages, with a navigation system of some type tying them together.
- Typically a **navigation bar** appears either along the left side of the page or across the top. Some Web sites use both. A navigation bar lists subject headings. Clicking a subject will either open another page on that theme, or will open a menu, depending on the construction of the site.
- To move to a different page within the same site, click a link within the navigation bar.

Locating Information Online

- Almost every topic you might want to know about can be found somewhere on the Internet. To find it, you can use a **search engine**. A search engine looks up the keywords you specify in a large index of Web sites, and provides links to relevant content on a Search Results page.
- There are thousands of search engines, but a few large ones dominate. They include:
  - Google: www.google.com
  - Bing: www.bing.com
  - Yahoo: www.yahoo.com

Try It! Navigating a Web Site Using a Navigation Bar

1. In Internet Explorer, click in the Address bar.
2. Type **www.pearson.com**, and press ENTER.
3. Locate the navigation bar.
   ✓ *At the time of this writing, the navigation bar is the gray bar across the top, listing topics such as About Us, Learning, and Innovation.*
4. Click *About Us*.
5. Click in the Address bar. Type **news.google.com**, and press ENTER.
6. Locate the navigation bar.
   ✓ *There are two navigation bars. The main one is the Top Stories bar at the left. The buttons across the top also form a type of navigation bar, one that enables you to choose various types of content to display.*
7. In the navigation bar at the left, click *World*. A page containing international news appears.
8. Leave Internet Explorer open to use in the next Try It.

Try It! Searching the Web for Information

1. In Internet Explorer, type **www.bing.com** in the Address bar, and press ENTER.
2. In the text box that appears, type **video cameras**, and press ENTER.
3. Click one of the links that appears on the search results page.
4. Click the Back button two times to return to www.bing.com.
5. Type **digital video camera reviews**, and press ENTER.
6. Click one of the links that appears on the search results page.
7. Repeat steps 1–6 at **www.yahoo.com**.
8. Leave Internet Explorer open to use in the next Try It.

Bookmarking Web Pages for Future Use

- You can save the addresses of helpful sites you visit in your Web browser application for quick revisiting later.
- Depending on the browser, a saved link to a page might be called a **favorite** (Internet Explorer) or a **bookmark** (Firefox and some other applications).

Try It! **Using Favorites in Internet Explorer**

1. In Internet Explorer, type **www.education.gov** in the Address bar, and press ENTER.
2. Click the Favorites button.
3. Click Add to favorites.
4. In the Add a Favorite dialog box, click Add.
5. Click Home to go to your Home page.
6. Click the Favorites button.
7. Scroll down (if needed) to the bottom of the Favorites list.
8. Click U.S. Department of Education.
9. Click the Favorites button.
10. Scroll down (if needed) to the bottom of the Favorites list.
11. Right-click U.S. Department of Education.
12. Click Delete.
13. Close the Internet Explorer window.

Evaluating the Usefulness of Online Information

- Depending on the type of information desired, different sites may be appropriate.
- For current news stories, sites that aggregate (collect) news stories, such as news.google.com, produce good results.
- For general knowledge, an encyclopedia may be useful, such as http://www.britannica.com/.
- Wikipedia is a well-known public information collection, like an encyclopedia. However, since it is maintained and updated by the public, it is not authoritative.
- General Web searches produce a mixed bag of results. Some sites are authoritative, and others are not. Here are some criteria for determining the reliability of a site:
  - Is it professionally designed and maintained?
  - Is it up to date?
  - Is it run by a well-known company?
  - Is it sponsored by a neutral company with no profit to be made by skewing the information?
  - Does it cite the sources from which the information has been taken, if the site owner did not do the original research?
- You can also use the top-level domain to help you determine if a Web site is a good and accurate source for information.
  - For example, .gov indicates a government Web site and .edu indicates an educational institution. Both are generally reliable sources.
  - The .com domain indicates a commercial business, so you might assume the information on the site is intended to support or promote the business in order to make money.
  - The .org domain indicates a nonprofit business, so you might assume the information on the site is intended to promote a point of view or to encourage fundraising.

Solving Problems Using the Web

- Many sources of problem-solving and troubleshooting information are available on the Web.
- For example:
  - Computer troubleshooting is available at sites such as www.cnet.com.
  - Medical self-diagnosis help is available at sites such as www.webmd.com.
  - Consumer advice is available at sites such as www.epinions.com.
  - Automotive repair help is available at sites such as www.2carpros.com.
- Like other information, these sites should be evaluated carefully for credibility before taking the advice at face value. This is especially true for sites that dispense medical and safety information.

Lesson 35—Practice

You work for a company called Tech for All. The training manager wants to present information to his students about careers for people who are proficient in Microsoft Office applications. In this project, you will use the Web to find jobs that require Office skills, and prepare a list of the Web sites where you found the information.

DIRECTIONS

1. Start Word, and save a new blank document as **W35Practice_*xx*** in the location where your teacher instructs you to store the files for this lesson.
2. Type **Information about Office Careers**.
3. On the Home tab, in the Styles gallery, click **Heading 1**.
4. Press ENTER to move the insertion point to the next line.
5. Start Internet Explorer or your default browser.
6. In the Address bar, type **www.google.com**, and press ENTER.
7. In the search text box on the Google page, type **Microsoft Office jobs**, and press ENTER.
8. Click the first link in the search results (below the ads) to visit that page.
9. Select the address in the Address bar, and press CTRL + C to copy it.
10. Make a mental note of the title of the page in the Web page title tab.
11. Switch to Word, and type the title that you noted in step 10.
12. Press SHIFT + ENTER to start a new line.
13. Press CTRL + V to paste the address from the Clipboard into the document.
14. Close the document, saving changes, and exit Word. Close Internet Explorer.

Lesson 35—Apply

In this project, you continue to work on a list of Microsoft Office jobs for Tech for All. You will search for additional Office job sites, evaluating the quality of each Web site you view.

DIRECTIONS

1. Start Word, and open **W35Apply** from the data files for this lesson. Save it as **W35Apply_*xx*** in the location where your teacher instructs you to store the files for this lesson.
2. Open the first link in the document in Internet Explorer.
3. Bookmark the page in Internet Explorer.
4. Using **www.yahoo.com**, find two more Web sites that contain information about Microsoft Office jobs. Bookmark each of the sites in Internet Explorer.
5. Visit each site, including the sites that were already listed, and evaluate each site in terms of:
   - Quality of information
   - Professional appearance
   - Being up to date
   - Containing objective information
6. Reorder the sites in the document from best to worst, based on your evaluation.
7. Close the document, saving changes, and exit Word. Close Internet Explorer.

End-of-Chapter Activities

➤ Word Chapter 4—Critical Thinking

Cross-Functional Team Project

You work in the IT department for Tech for All. Company management has recently approached the IT department to research the feasibility of equipping the three-member sales force with new tablet computers. They are currently using older laptops running the Microsoft Vista operating system. The company has a limited budget for the upgrade that will have to cover training time as well as purchasing costs.

In this project, you will work with a team of three other students to determine what kind of tablets will best suit the sales force and recommend a tablet option that will meet budget requirements.

DIRECTIONS

Create a Form

1. Create a form to gather the following information from your team members. You may use a table if desired to align form fields.
   - Name (Rich Text Content Control)
   - Department (Drop-Down List Content Control with options for Administration, Sales, and IT)
   - Best day to meet (Check Box Content Controls for days of the week)
2. Add a statement below the form that the team member will sign, indicating that he or she understands he or she will be dealing with confidential company information and agrees not to divulge any privileged information to employees other than his or her teammates.
3. Insert a signature line using the signer name *Firstname Lastname* that each team member can sign after filling out the form.
4. Save the form as **WCT04A_*xx***, and restrict editing to filling out the form.
5. Save the form to your OneDrive so that all team members will be able to download a copy, and then test the form by opening it in Word from OneDrive, filling out the form, and saving it with the name **WCT04B_*xx***. Then insert a digital signature in the signature line box, save changes, and close the form.

Create the IT Project Document

1. Assign your team member roles:
   - One team member should be from the Sales Department. This team member should be in charge of creating a list of features the new tablets should have.
   - One team member should be from the IT Department. This team member should review the feature list and do research online to locate tablets that might meet many or all of the Sales Department's requirements. He or she should prepare a table comparing features and prices.
   - One team member should be from Administration. This team member should review the tablets identified by the IT team member and determine which tablets will fit in the upgrade budget for new equipment while still allowing money for training. The upgrade budget is $3,000. Training costs are figured at $75/hour to cover the time of the IT Department trainer. The Administration team member should calculate the costs for the three tablets, plus sales tax in your area, and then determine how much money is left for training and how many training hours that amount will cover.
   - Your role as a member of the IT Department is to evaluate all the information provided by your teammates and make a final recommendation for management. You should be prepared to provide sound reasons for eliminating systems from consideration and for your final recommendation. You may need to do additional research on the tablet you think best.

2. As a team, brainstorm together to come up with a list of the types of information each team member should supply, and how that information could be presented. In this meeting, for instance, you may decide on what tablet features to compare (operating system, processor, storage, and price, for example) and how to organize the cost and training information.
3. Each team member should create a document that fulfills his or her responsibilities. Team members may conduct research on the Web and, if desired, copy pictures from the Web to their documents, providing a proper source line to indicate where the images were found.
4. As team leader, your first job is to combine the three documents into a single document named **WCT04C_xx** that you will present to company management, with your recommendations as the final section. Insert the names of all team members in the footer and today's date.
5. Have all team members read the final document and supply comments as necessary to point out necessary changes. You may reply to these comments and mark them as complete, or delete them after you have addressed the issues.
6. Inspect the document and remove any document properties and personal information. Check compatibility.
7. When you are satisfied that the document is complete, apply the password **WCT04C_xx** to encrypt the document, then mark it as final and e-mail it as an attachment to your instructor.
8. Close the document, saving changes, and exit Word.

➤ Word Chapter 4—Portfolio Builder

Hardware for Information Systems

Tech for All Training often needs informational documents to explain IT concepts related to hardware, software, networking, and programming. In this project, you work with a document designed to introduce trainees to the hardware components of information systems.

A draft of the document has already been created and reviewed by a member of the IT Department. You will address comments and modify the document as necessary. You will manage sources, insert an online video, add a table of contents, and finally format the document as a Web page to add to the company intranet.

DIRECTIONS

1. Start Word, and open **WPB04** from the data files for this chapter.
2. Save the file as **WPB04A_xx** in the location where your teacher instructs you to store the files for this chapter.
3. Display comments in balloons so you can address them. Make the changes requested as follows:
   a. First, click **Review** > **Tracking** dialog box launcher, click **Change User Name**, and make sure your own name and initials are being used.
   b. Use a Web search engine to look up a definition of *information systems* as requested in the first comment. Copy the definition from the Web page and paste it at the beginning of the first paragraph, surrounding the definition with quotes. Create a new citation source for the Web page where you found the definition. Use APA Sixth Edition style. Then mark this comment as done.
   c. Click at the beginning of the second paragraph under the What Is Hardware heading. Click **Insert** > **Online Video** and search on YouTube for **history of computer hardware**. Click the first video in the search results and then click Insert. Adjust the size of the video as desired. Position the video in Middle Right with Square Text Wrapping. Delete the second comment.

d. Apply **Heading 1** style to the heading noted by the comment, and then delete the comment.

e. For the first comment on page 3, look up an explanation of touch screen technology and then write a brief paragraph about it to become the third paragraph under the *Input Devices* heading. Add a citation for the Web site where you find the information. Delete the comment.

f. For the last comment, research on the Web to find a more recent discussion of the development of the mouse at Xerox PARC. Then delete the existing citation and replace it with the one you located. Reply to the comment asking Mike to review the new source. Then remove the Computer History Museum source from the Current List.

4. Save your changes so far. E-mail the document as an attachment to a fellow student and ask him or her to review the changes you made in response to comments. Ask him or her to comment on any further changes that might need to be made to the document.

5. Press CTRL + HOME to move the insertion point to the top of the document.

6. Click **Insert** > **Blank Page** to insert a blank page before the first page of the document.

7. Click **References** > **Table of Contents** > **Automatic Table 1**.

8. Press CTRL + END and then click **References** > **Bibliography** > **References**.

9. Update the table of contents to include the References heading.

10. Make any changes suggested by your classmate, then inspect the document and remove all comments and document properties.

11. Save the current version of the document as **WPB04B_*xx***.

12. Save the document as a Single File Web Page named **WPB04C_*xx***, with the page title **Computer Hardware**.

13. Remove the page break on the Web page, and then apply the **Newsprint** fill effect to the page background.

14. View the Web page in your browser. It should look similar to Illustration 4A on the next page. Test the links and view the video, using your browser's back button to return to the Computer Hardware page.

15. Close the browser. Close all documents and exit Word.

Illustration 4A

Computer Hardware

File Edit View Favorites Tools Help

Contents

What Is Hardware?
What's in the Computer Case
- The CPU
- The Motherboard
- Computer Memory
  - RAM
  - ROM
- Storage Devices

Input and Output Devices
- Input Devices
- Output Devices

References

Hardware Components of Information Systems

A publication of Tech for All Training

"Information systems (IS) is the study of complementary networks of hardware and software that people and organizations use to collect, filter, process, create, and distribute data." (Wikipedia, 2012) An IT specialist should understand all aspects of information systems, including what parts of the system are considered to be hardware and what types of software are used to perform specific tasks. This document concentrates on hardware. For more information on software, see the document *Key Functions and Applications of Computer Software*.

What Is Hardware?

Hardware is the term given to the physical parts of a computer, the components you can see and touch. Hardware is used to perform the tasks required by the system's software.

Computer hardware has changed almost out of recognition from the earliest computers to the latest desktops, laptops, and tablets. It is interesting to review the history of computer hardware to develop a real appreciation of how sophisticated our current technology has become.

The following components are typically included in the hardware category:

- The system "box" or case that contains the computer's internal components
- Monitor

Windows 10, Microsoft Corporation