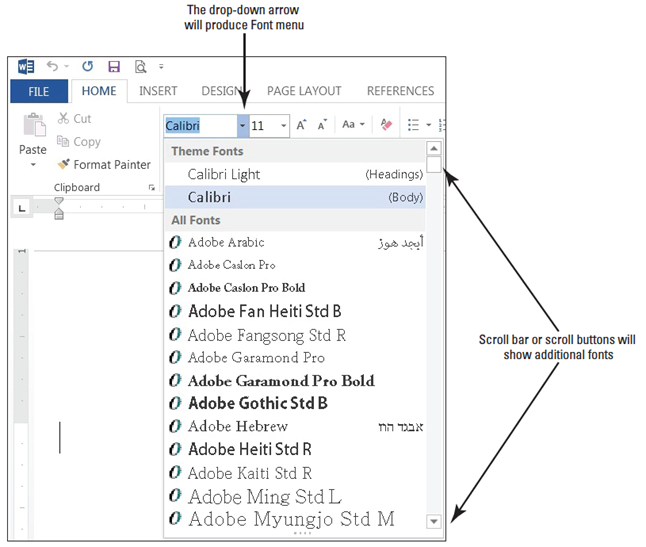
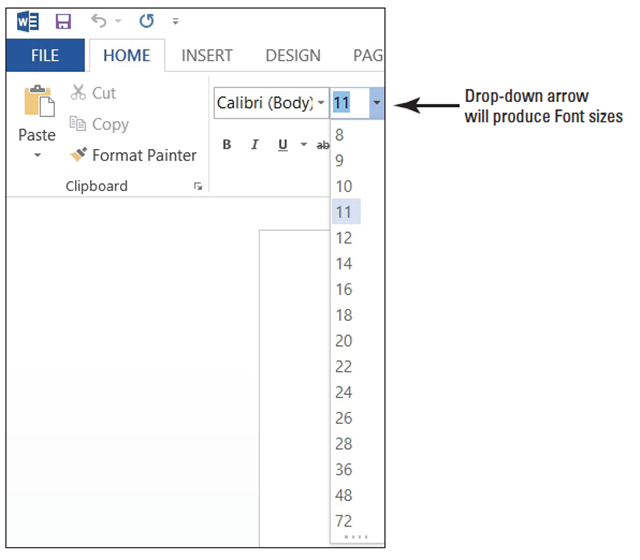
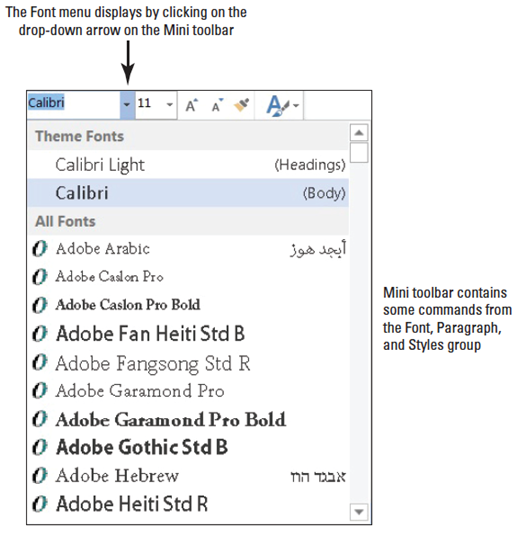
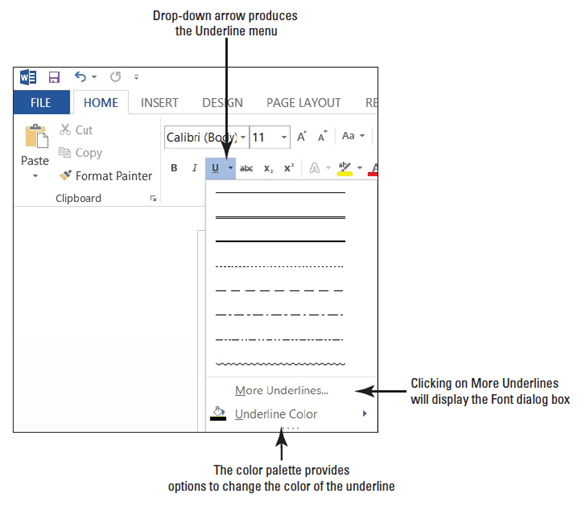
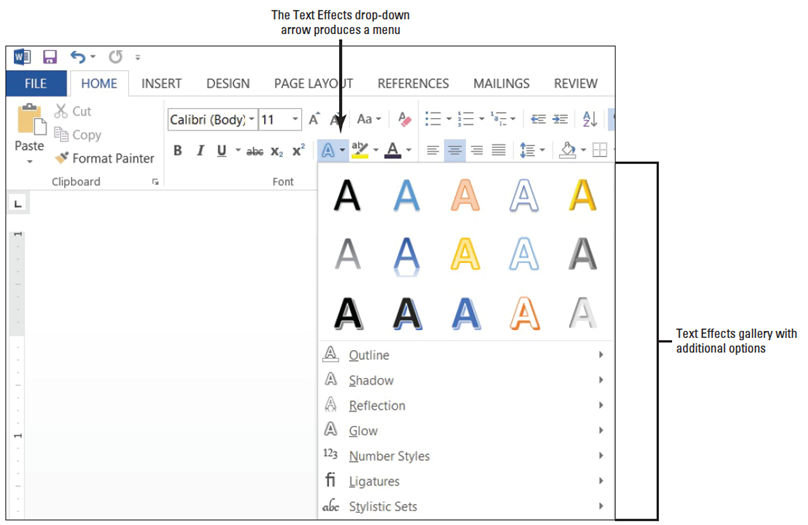
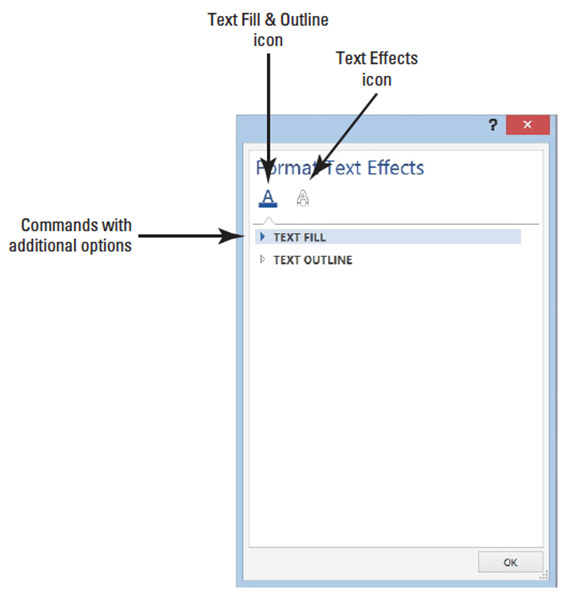
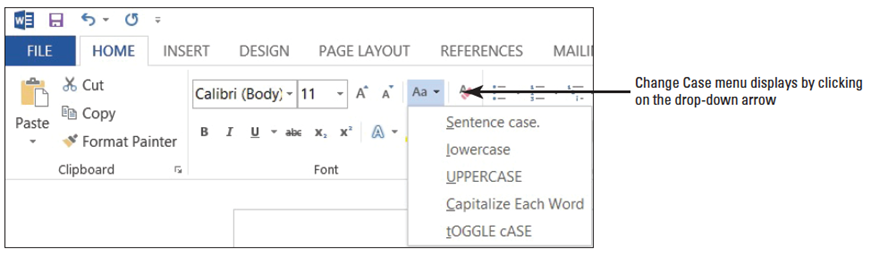
Step by Step 1: Change Fonts and Font Sizes

* **GET READY.** Before you begin these steps, be sure to **LAUNCH** Microsoft Word.
  1. Locate and open the file   
     named ***Class Descriptions***.
  2. Within the document,   
     select the first line.
  3. In the Font group of the   
     Home tab, click the Font   
     drop-down arrow to display   
     the Font menu. The menu   
     appears, as shown at right.  
     The first line is formatted with the Theme Font, Calibri.
  4. Scroll down the list and   
     position the mouse pointer   
     on **Century Gothic**. Notice   
     that as you point to each   
     font in the list, the selected   
     text changes with a ***live   
     preview*** of what it would   
     look like in that font.
  5. Click **Century Gothic**.
  6. With the text still selected, click the drop-down arrow on the Font Size menu. The menu appears, as shown above.
  7. Click 18.
  8. Select **Group Exercise Class Descriptions**.
  9. Click the drop-down arrow to open the Font menu, and then select **Gadugi**. You can save time by typing the font name in the Font box.
  10. With the text still selected, open the Font Size menu and select **16**.
  11. Select the remainder of text in the document.
  12. Point to the selected text to   
      display the Mini toolbar. If you   
      accidently deselect the text, select   
      it again to display the Mini toolbar.
  13. Click the drop-down arrow on the   
      Fontmenu on the Mini toolbar and   
      choose **Constantia** (right). Word   
      displays one font at a time in the   
      Font text box. When you continue   
      to change the font, you see a   
      listing of recently used fonts.
  14. With text still selected, click the **Font Size** menu on the Mini toolbar and choose **12**.
  15. Click in a blank area of the document to deselect.
  16. Select **Preston Creek Family YMCA**. In the Font group, click the **Increase Font Size** button once to increase th size of the text.
  17. Click the Increae Font Size button three more times until the point size is **26**. Notice that each time you click the button, the number in the Font Size text box changes.
  18. Click in a blank area of the document to deselect.
  19. **Save** the document as Classes in the lesson folder in your **Chapter** **3** folder located on the desktop.
* **Pause**. **Leave** the document open to use in the next exercise.

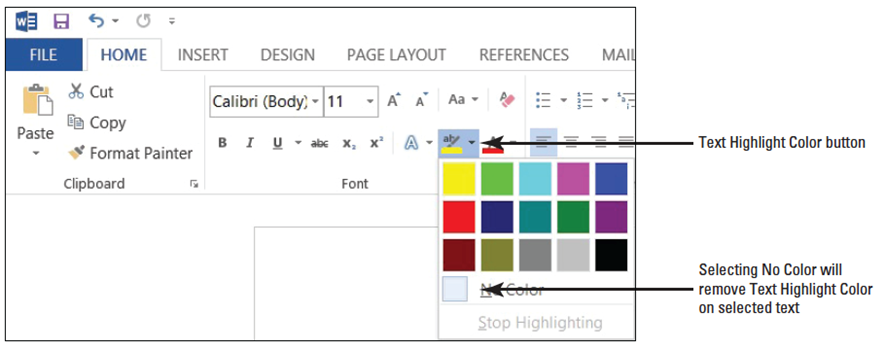
Step by Step 2: Apply Character Attributes

* **USE** the document that is open from the previous exercise.
  1. Select the title of the document, **Preston Creek Family YMCA**.
  2. In the Fontcommand group, click the **Bold**  **** button. Notice that the Bold button in the Font group is now selected.
  3. Select the subtitle, **Group Exercise Class Descriptions**, and click the **Italic** button. The Italics button appears highlighted.
  4. Select **Active** **Older** **Adults** and click the **Bold** button on the Mini toolbar.
  5. With the text still selected, click the **Underline**  button on the Mini toolbar.
  6. With the text still selected, click the drop-down arrow beside the Underline button. A menu of underlining choices appears, as shown at right.
  7. Hover over each option to see how the select text will appear, and then click **Thick** **Underline**, the third line down in the menu. Before you click, a Screen Tip displays Thick Underline.
  8. Select the title, **Preston** **Creek** **Family** **YMCA**. In the Font group, click the **dialog** **box** **launcher**. The Font dialog box appears, as shown above.
  9. In the Effects section, click the **All Caps** check box to insert a check mark. Review the Preview area and notice how the text is now in all caps.
  10. Click the drop-down arrow on the Font Color menu. A menu of colors appears.
  11. A ScreenTip appears when you place your insertion point over the colors; click **Aqua, Accent 5, Darker 50** from the Theme Colors section at the top.
  12. Click **OK**.
  13. With the text still selected, click the **Text Effects** drop-down arrow in the Font group.
  14. Hover over each of the options, and then select **Fill –** **White, Outline - Accent 1 Shadow**, as shown below. Applying the Text Effects to the selected text changes it back to the original capitalization.
  15. With the text still selected, right-click to access the shortcut menu, and then select   
      **Font**. Click the **Text** **Effects** button to open the Format Text Effects dialog box. Notice that you have two options to select: Text Fill & Outline  and Text Effects  . You can access the command to display additional options by clicking on the icon or expand  button.
  16. Click the **Expand** button by   
      the Text Fill command   
      (right).
  17. Select the **Gradient** **fill**   
      radio button, and then   
      click the drop-down arrow   
      by the Preset gradients   
      and select **Medium   
      Gradient – Accent 2**.
  18. Click the drop-down arrow to change the Direction and select **Linear** **Diagonal** **–** **Top Right** **to Bottom Left**. The Angle changed from 2700 to 1350. The position of the gradient can be changed by using the Gradient stops slider. Position the slider to 26% by dragging the slider to the left or decreasing the percentage by clicking the down arrow key by the Position command.
  19. Click **OK** to close the Format Text Effects dialog box, and then click OK to close the Format Text Effects dialog box. Review the changes you made to the heading.
  20. Click **OK**, and then deselect the text.
  21. **Save** the document in the lesson folder.
* Pause. Leave the document open to use in the next exercise.

Step by Step 3: Change Case

* **USE** the document that is open from the previous exercise.
  1. Select the title, **Preston Creek Family YMCA**. In the Fontgroup, click the **Change Case**  button. A menu of case options appears, as shown below.
  2. Click **UPPERCASE**. All letters are capitalized.
  3. With the text still selected, click the **Change Case** button again and select **lowercase**.
  4. With the text still selected, click the **Change** **Case** button again, and then click **Capitalize** **Each** **Word**.
  5. Select **Ymca**. Click the **Change** **Case** button again and choose **UPPERCASE**.
  6. Click in a blank area of the document to deselect the text.
  7. **Save** the document in the lesson folder.
* **PAUSE.** **LEAVE** the document open to use in the next exercise.

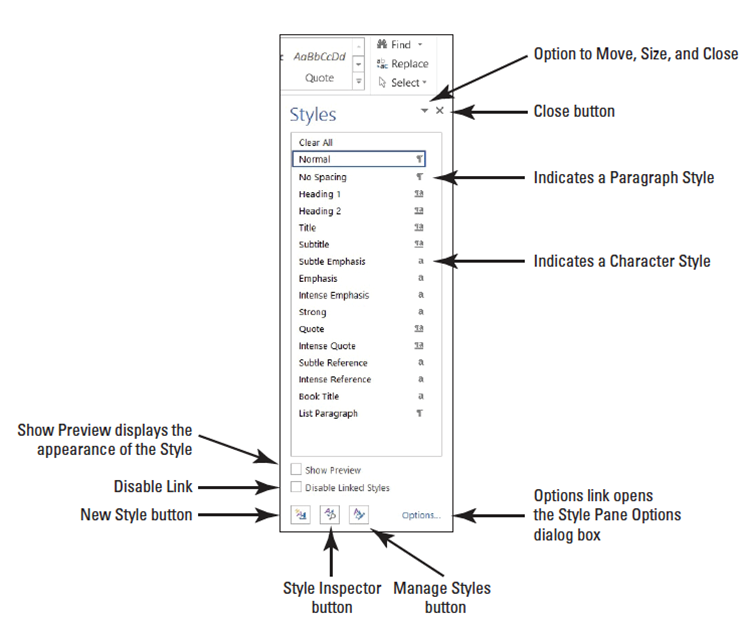
Step by Step 4: Highlight Text

* **USE** the document that is open from the previous exercise.
  1. Under the *Core Express* heading in your document*,* select the last sentence, “*This new class is open to all fitness levels!”*
  2. In the Fontgroup, click the **Text Highlight Color**  button. The text automatically is highlighted in the default color yellow.
  3. Select the text you highlighted in step 1.
  4. Click the drop-down arrow beside the Text Highlight Color button. A menu of colors appears, as shown below.
  5. Click dark blue (the second color in the second row of the menu). Notice the highlight color in the text is too dark and you cannot see the text. To solve this problem, you change the Font Color to a lighter color.
  6. Select the text again. Click the **Text Highlight Color** button again. To remove the highlight color, Select **No Color**.
  7. Selcect the text again and apply the yellow highlight color.
  8. **Save** the document with the same filename in the lesson folder.
* **PAUSE. LEAVE** the document open to use in the next exercise.

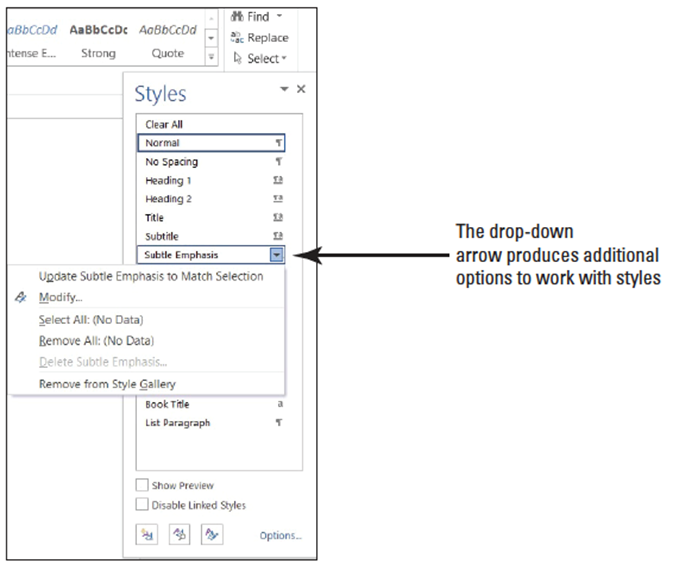
Step by Step 5: Use the Format Painter

* **USE** the document that is open from the previous exercise.
  1. Select the **Active Older Adults** heading.
  2. On the Home tab, in the Clipboard group, click the **Format Painter** button once; Format Painter copies the formatting from your selected text, and the pointer changes to a paintbrush icon when you point to text.
  3. Use the paintbrush pointer to select the next heading, **Boot Camp**. The copied format is applied, and the Format Painter is turned off.
  4. With *Boot Camp* still selected, double-click the **Format Painter** button. Notice the status bar message “Select content to apply the copied formatting, or press **Esc** to cancel.” Notice also that the mouse pointer becomes a paintbrush icon when you place it over text. You will now be able to apply the same formatting to several items in the document.
  5. Select the next heading, **Cardio Combo**. The copied format is applied.
  6. Select the next heading, Cardio Kickboxing. The copied format is applied again.
  7. Select the remaining headings using the method you learned to select multiple text by pressing CTRL, and then click the text to apply the copied format.
  8. When you are finished with the last heading, click the **Format** **Painter** button to turn it off or press the **ESC** key.
  9. **Save** the document in the lesson folder.
* **PAUSE.** **LEAVE** the document open to use in the next exercise.

Step by Step 6: Apply a Style

* **USE** the document that is open from the previous exercise.
  1. Select the **Active Older Adults** heading. In the Stylescommand group on the Home tab, click **Heading 1**. The style is applied to the heading.
  2. Use multi-selection to select all the headings, and then click **Heading 1**. The Heading 1 style is applied to all the remaining headings.
  3. In the second   
     sentenceof the   
     *Active Older Adults*   
     description, select   
     **low-impact**. In the  
     Styles group, click   
     the **dialog box   
     launcher**. The   
     Styles window   
     appears, as shown   
     at right.
  4. Point to **Subtle Emphasis** in the Styles list. Notice a ScreenTip appears with the defaults for this style. Click **Subtle Emphasis**. The style is applied to the selected text.
  5. In the *Boot Camp* description, select **challenging**and click **Subtle Emphasis** in the Styles window.
  6. In the *Core Express* description, select **strengthen** and click **Subtle Emphasis** in the Styles window.
  7. In the *Indoor Cycling* description, select **high-energy** and click **Subtle** **Emphasis** in the Styles window.
  8. In the *Yoga* description, select **breathing** and **relaxation** and click **Subtle** **Emphasis** in the Styles window. Deselect the text. Click the **X** to close the Styles window.
  9. Open the Navigation Pane and practice browsing through the document using the Headings tab.
  10. **SAVE** the document in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

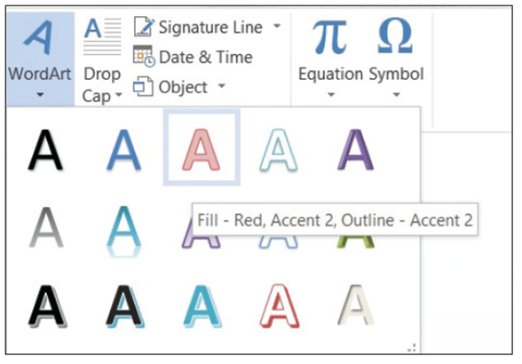
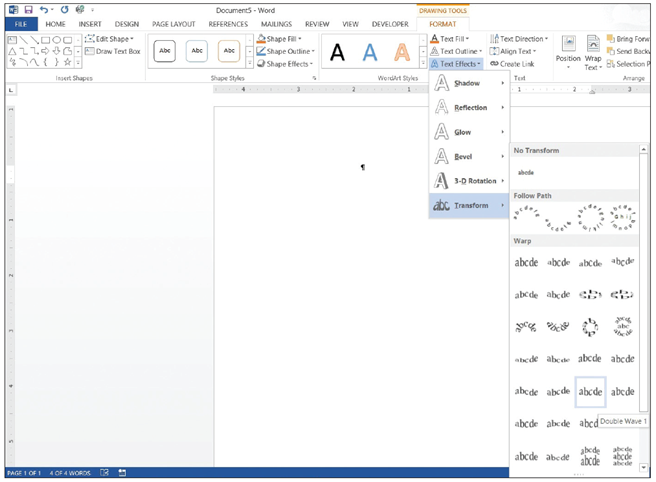
Step by Step 7: Modify Styles

* **USE** the document that is open from the previous exercise.
  1. In the Style group, click the **dialog box launcher** to display the Styles window.
  2. Select **Subtle Emphasis**,   
     and then right-click to   
     display the Subtle   
     Emphasis menu or click   
     the drop-down arrow,   
     as shown at right.
  3. Click **Modify**. The Modify Style dialog box appears, as shown below.
  4. Click the **Bold** button.

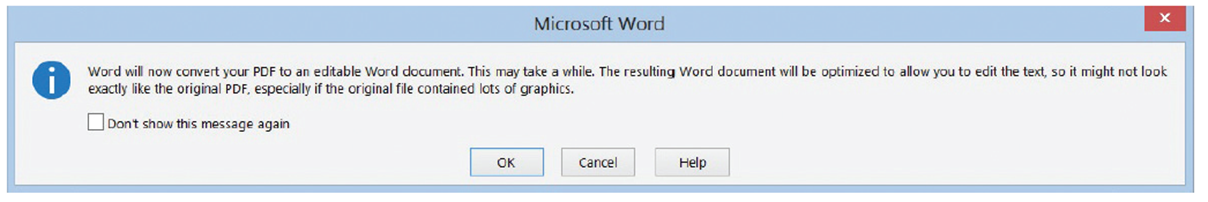


* 1. Click the **Font** **Color** drop-down arrow, and then select **Dark** **Red** in the Standard Colors section. Notice the preview in the dialog box changes.
  2. Click the **Add to Styles gallery** check box to clear it. The modifications you just made apply to this document and not of the Style list.
  3. Click the **Format** button, and then select **Font**. The font dialog box opens to give you more options.
  4. In the Effects section, add a check mark to small caps.
  5. Click **OK** to close the Font dialog box.
  6. Click **OK**, and then close the Modify Styles dialog box. Notice how the text automatically changes to the modification you just completed.
  7. Close the Styles window by clicking the **X**.
  8. In the Styles group, right-click **Heading 1**, from the gallery to display the Heading 1 menu, and then click **Modify**.
  9. In the Modify Style dialog box, click the **Font Color** drop-down arrow and choose **Red, Accent 2, Darker 50%**.
  10. Click the **Font Size** drop-down arrow and select **18**.
  11. Click the **Add to Styles gallery** check box to clear the check mark. The modifications made apply to this document and not on the Style list.
  12. Click **OK**. All the headings with the Heading 1 style update automatically to the new color and size.
  13. **Save** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 8: Insert WordArt

* **USE** the document that is open from the previous exercise.
  1. Select **Preston Creek Family YMCA**.
  2. Click the **Insert** tab and, in   
     the Text group, click the   
     **WordArt** button to display   
     the menu as shown at  
     right.
  3. In the WordArt gallery, select **Fill – Red, Accent 2, Outline – Accent 2** (first row, third option). The text is now formatted as WordArt and the Drawing Tools Format tab opens.
  4. A box appears around the WordArt; select the heading and change the font size to **28 pt** on the Home tab. Notice the word *Group* moved up one line.
  5. Place your insertion point along the box outline until it changes to the move command—four arrows. Press the left mouse button to select the box, and drag the box to the horizontal center until the word *Group* moves to the second line. As you resize or move a heading, the text that surrounds the box automatically moves.
  6. Select the heading text again. In the WordArt Styles group on the Drawing Tools tab, select the drop-down arrow by Text Outline  and select **No Outline**. This action removes the outline in the text.
  7. Click the **Text Fill** drop-down arrow and select **Red,   
     Accent 2**.
  8. Select the Text Effects,   
     and then click **Transform**   
     (right).
  9. Hover over the options   
     under the Warp section—  
     see how your text changes   
     with live preview. Select   
     **Double** **Wave 1**.
  10. **SAVE** the document in the   
      lesson folder on your desktop then **CLOSE** the file.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 9: Import a PDF File and Apply Formatting

* 1. **OPEN** the ***Tech Terrace 3.pdf*** file from the data files for this lesson. A prompt appears stating, *“Word will now convert your PDF to an editable document.”* (see below).
  2. Click **OK**. By opening the PDF document, you have imported the document into Word. The Ribbon, is now active and you can begin applying formatting to the document
  3. Select the whole document by pressing **CTRL+A**, and then change the Font to **Times New** **Roman** and Size to **12** pt. You can also select text from the Editing group on the Home tab.
  4. In the first paragraph, select **Tech Terrace Real Estate***,* and then format the text with **Bold**, **Italics**, text color to **Dark Red,** and **Small Caps**.
  5. In the first paragraph, select **sold***,* **renovated***,* **appraised***,* **leased***,* and**managed**and format by **italicizing** and **bolding** and changing the color to **Blue-Gray, Text 2**.
  6. **Save As** a PDF file in your flash drive and change the filename to ***Tech Terrace Update.pdf***. The new document opens in a new window. Notice the file contains the updated formatting changes.
  7. To close the window, point to the upper-left corner, and the document you are editing appears as a thumbnail. Click to return to the Word screen.
  8. **CLOSE** the file. If a prompt appears to confirm saving the changes to the ***Tech Terrace 3.pdf*** file, click **Don’t Save**.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 10: Use the Clear Formatting Button

* **OPEN** the ***Classes*** document from the lesson folder.
  1. Select **Active Older Adults**. In the Font group, click **Clear Formatting**  . The formatting is removed and the text returns to the default font, Calibri.
  2. Select **Boot Camp**. In the Styles group, click the **More** drop-down arrow, and then click **Clear Formatting**. The formatting is removed.
  3. Press and hold **Ctrl** and select **Cardio Combo**; continue to hold the **Ctrl** key to select the remaining headings and then click the **Clear Formatting** button in the Styles group. (By holding the **Ctrl** key, you can use multiselection to select noncontguous text.) Deselect all the text and click the **X** to close the Style window.
  4. **SAVE** the document as **Classes 2** in the lesson folder on your desktop.
* **CLOSE** Word.