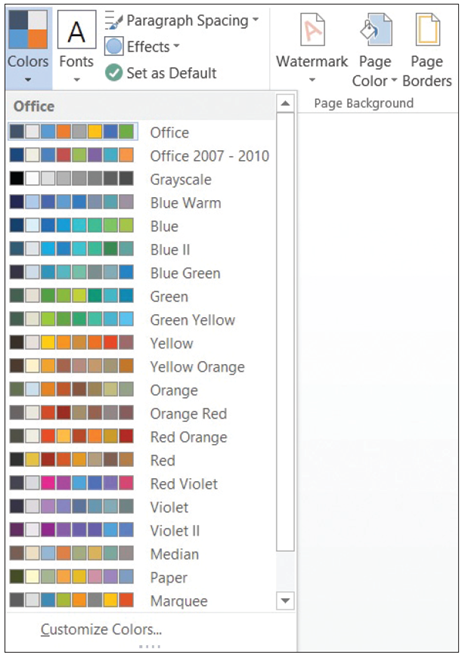
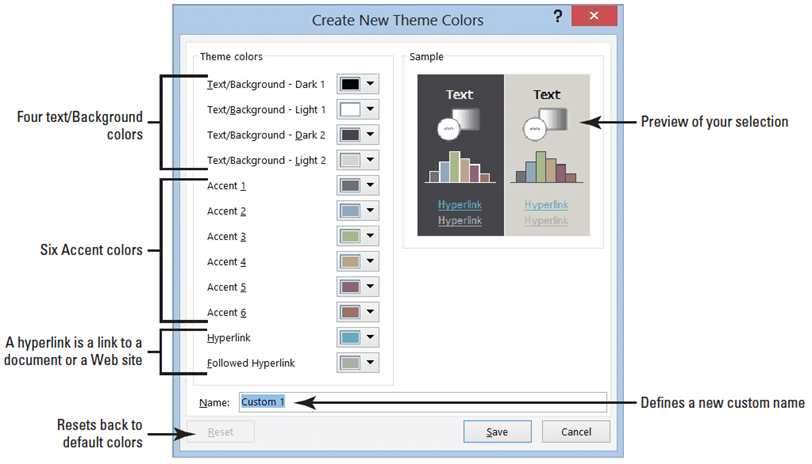
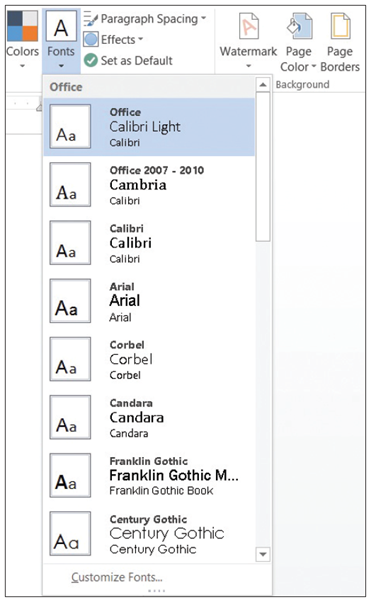
Step by Step 1: Format a Document with a Theme

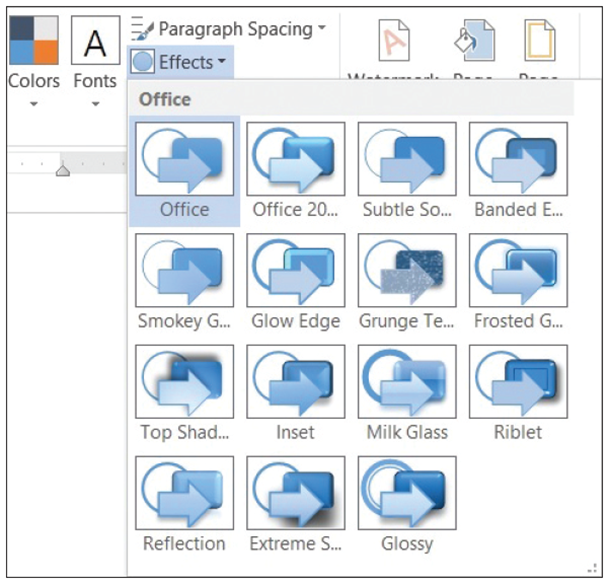
* **OPEN** the ***Hosting*** document from   
  the data files for this lesson.
  1. On the Design tab, in the Document Formatting group, click **Themes**; the Themes menu   
     opens, as shown at right.
  2. This document has already been preformatted with styles.
  3. Place your insertion point over any built-in theme and notice that the document changes to display a live preview of your document.
  4. Click the **Slice** theme and the elements are applied to the document. Scroll down and view the changes in the document.
  5. **SAVE** document as ***Hosting Term*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

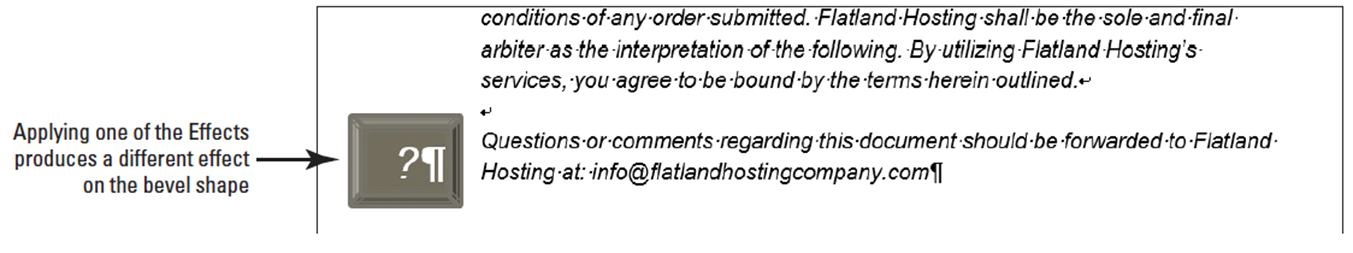
Step by Step 2: Create and Customize a Document Color

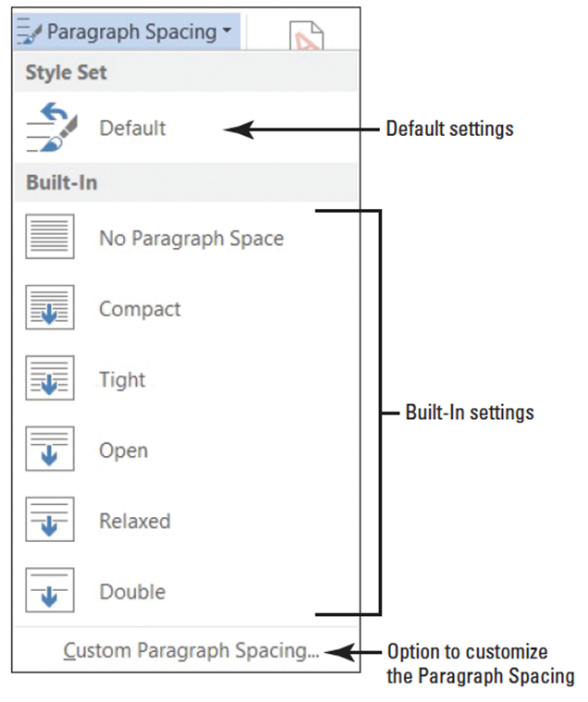
* **USE** the document that is open from the previous exercise.
  1. In the Document Formatting group, click the **Colors** button to open the Colors menu (right). The Colors menu contains predefined formatting colors with four text and background colors, six accent colors, and two hyperlink colors. These colors can be customized and saved with a new name.
  2. At the bottom of the Colors menu, click **Customize Colors**; the *Create New Theme Colors*   
     dialog box opens (right).
  3. In the Name box, replace *Custom 1* by typing **Corporate [your initials].**
  4. ****Click **Save**; the dialog box closes and you have defined a new custom theme color name based on default colors.
  5. Click **Colors** and under the Custom section, place your insertion point over **Corporate [your initials]**. Right-click the theme name, and then click **Edit** from the pop-up menu that appears. The *Edit Theme Colors* dialog box appears.
  6. Another Way: You can edit the Colors and Fonts in the Styles group, under Styles or use the shortcut keys, **ALT+CTRL+SHIFT+S**.
  7. In the list of theme colors, click the **Accent 2** drop-down arrow to produce a menu of colors for this element.
  8. Select Orange, Accent 5.
  9. Click **Save**. You changed the default color to a specific color and created your own custom theme colors for your document.
  10. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 3: Create and Customize a Document Font

* **USE** the document that is open from the previous exercise.
  1. Click the **Fonts** button to produce the Fonts menu (right). In the menu, click   
     **Customize Fonts**;the *Create New Theme Fonts* dialog box opens.
  2. In the Name box, replace *Custom 1* by typing **Corporate Fonts [your initials]**.
  3. Change the Heading Font and Body Font to **Arial**. Notice the preview of your font choices that appears in the Sample pane of the dialog box.
  4. Click **Save** to close the dialog box and apply your font choices to the document.
  5. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

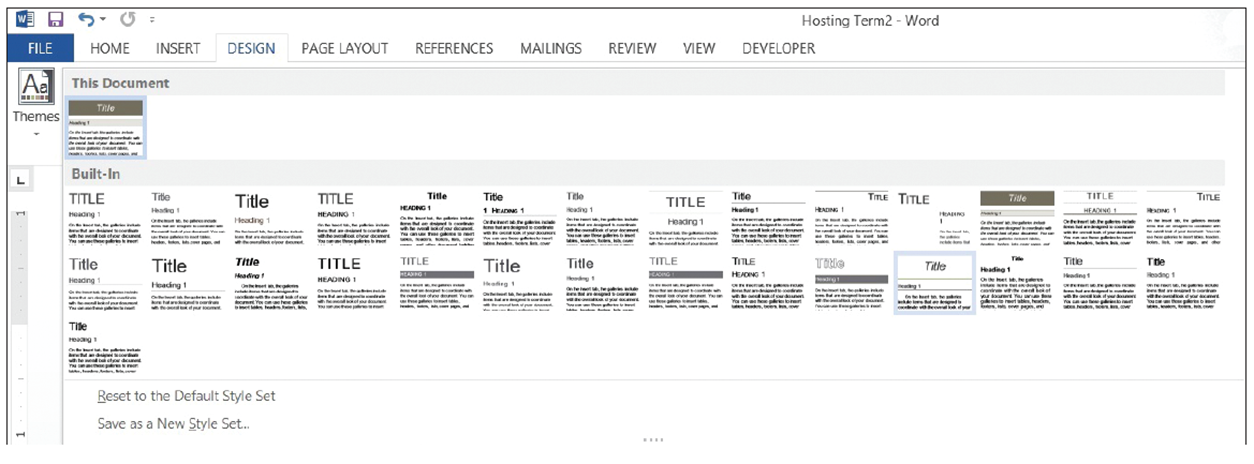
Step by Step 4: Create and Customize Document Effects

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point anywhere in the document.
  2. Click the **Effects** button and select **Glossy** from the menu that appears (right).
  3. When applying shapes to your document, such as a bevel shape, the shape displays based on the effect you selected. Notice the change in the bevel shape on page 1 next to the second paragraph under the heading *Introduction* (below).
  4. **SAVE** the document as ***Hosting Term1*** in your desktop in the lesson folder.
* **PAUSE. LEAVE** the document open to use in the next exercise. 

Step by Step 5: Apply Paragraph Spacing

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point anywhere in the first paragraph. In the Document Formatting group, click the **Paragraph Spacing**  button.
  2. The built-in menu appears (right).
  3. Hover over each of the built-in settings and notice the changes on the whole document. Also, a ScreenTip appears displaying the line and paragraph setting for that option. Select **Open**.
  4. **SAVE** the document as ***Hosting Term2*** in your desktop in the lesson folder.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 6: Apply a Style Set to a Document

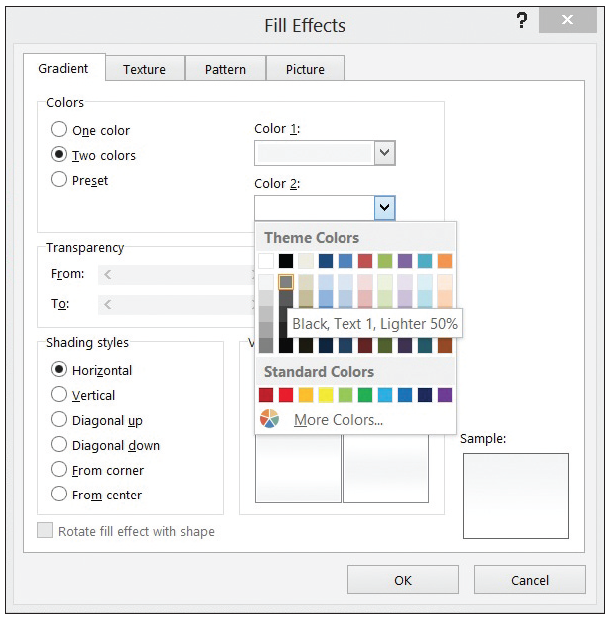
* **USE** the document that is open from the previous exercise.
  1. Hover the mouse over a few of the built-in Style Sets in the Document Formatting group and watch how the appearance of the document changes. Note, before applying Style Sets, the document must contain styles.
  2. Click the **More** button and select **Shaded** as shown below.
  3. **SAVE** the document as ***Hosting Term3*** in your desktop in the lesson folder, and then **CLOSE** the file.
* **PAUSE. LEAVE** the document open to use in the next

Step by Step 7: Insert a Page Color

* **OPEN *Hosting*** from your desktop for this lesson.
  1. Click the **Design** tab.
  2. In the Page Background group, click the **Page Color** button to open the color menu and gallery (right).
  3. Click to select **White, Background 1, Darker 5%**;the page color is applied.
  4. **SAVE** the document as ***Hosting Term4*** in your desktop in the lesson folder.

**PAUSE. LEAVE** the document open to use in the next exercise

Step by Step 8: Format the Page Color Background

* **USE** the document that is open from the previous exercise.
  1. With the Design tab active, click the **Page Color** button, to display the menu.
  2. Click **Fill Effects**. The *Fill Effects* dialog box opens with the Gradient tab active.
  3. Under the Colors section, select **Preset**.
  4. Click the drop-down arrow under the Preset colors section to view available background colors in the Sample area.
  5. In the Gradient tab under the Colors section, change your selection to **Two colors**. Two options appear, Color 1 and Color 2.
  6. Under Color 2, click the drop-down arrow to produce the color palette. Select **Black, Text 1, Lighter 50%**. The selected color appears in the box under Color 2 (right).
  7. Under the Variants section, samples of the two colors are displayed. Under the Shading   
     Styles section, you have choices on how the style should appear in the document. Select **From** **Center**. Notice the lower-right corner produces the Color 1 in the Center and Color 2 outside. Click **OK**.
  8. **SAVE** the document as ***Hosting Term5*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 9: Insert a Watermark

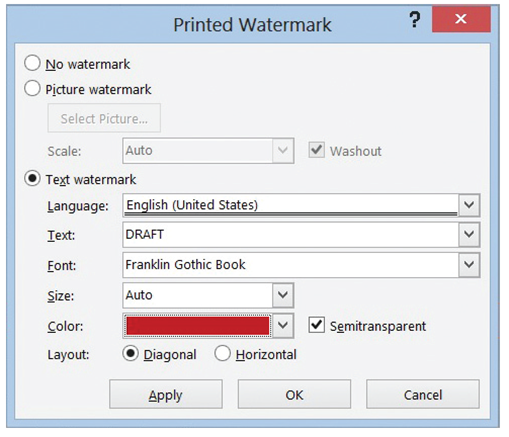
* **USE** the document that is open from the previous exercise.
  1. In the Page Background group of the Design tab, click the **Watermark** menu and select **Confidential 1**.
  2. The watermark is placed behind the text and is transparent.
  3. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 10: Insert a Custom Watermark

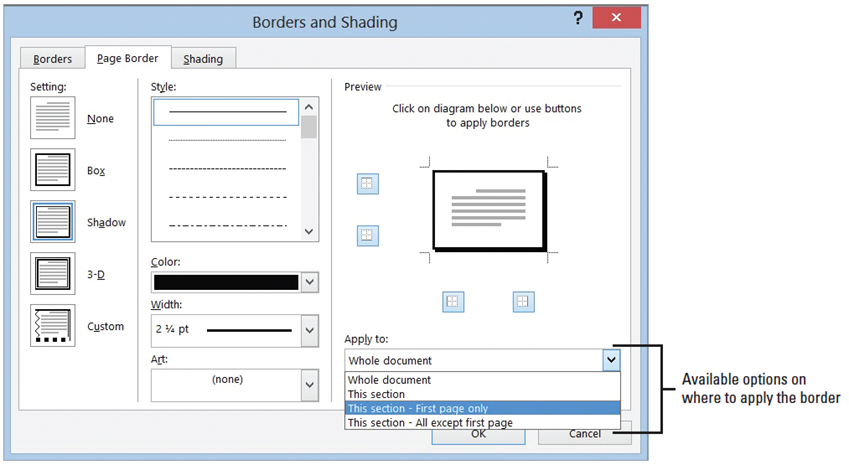
* **USE** the document that is open from the previous exercise.
  1. Click the **Watermark** menu and select **Custom** **Watermark**. The *Printed Watermark* dialog box opens.
  2. Select the **Text watermark** radio button and then click the drop-down arrow next to *Text* and select **Draft**. You can customize text watermarks by typing content in the text box or you can select from the drop-down menu.
  3. Click the drop-down arrow by *Font* and select **Franklin Gothic Book**. This changes the text watermark font.
  4. In the Colorbox, click the drop-down arrow and select **Dark Red** in the Standard Colors box (right).
  5. Click **OK**. The watermark is inserted on all pages. If you click **Apply**, the dialog box remains open and you can view your watermark in the document. When you click **OK**, the dialog box closes and you’re back in the document screen.
  6. **SAVE** the document as ***Hosting Draft*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step11: Insert an Image Watermark

* **USE** the document that is open from the previous exercise.
  1. Remove the Page Color background, by clicking the **Page Color** button, and then selecting **No Color**. The background is removed.
  2. Click the **Watermark** menu and select **Custom** **Watermark**. The *Printed Watermark* dialog box opens.
  3. Select the **Picture** **watermark** radio button and then click the **Select Picture** button.
  4. Click the **Browse** button from Select from File, and then locate your lesson folder and select **Internet Search**.
  5. Click **Insert** to insert the image in the document, and then click **OK** to close the *Printed Watermark* dialog box.
  6. **SAVE** the document as ***Hosting with Image*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step12: Remove a Watermark

* **USE** the document that is open from the previous exercise.
  1. Open the **Watermark** menu and select **Remove Watermark**. The watermark is removed from the document.
  2. Click the Undo  button.
  3. **SAVE** the document in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 13: Add a Page Border

* **OPEN** the ***Hosting Term5*** document from the lesson folder.
  1. In the Page Background group of the Design tab, click the **Page Borders** button. The *Borders and Shading* dialog box appears with Page Border as the active tab.
  2. In the Setting section, click the **Shadow** option. Notice the Preview area on lower-bottom right side has a shadow effect to the border.
  3. Click the drop-down arrow on the Color menu and choose **Black Text 1, Lighter 5%**. You apply a specific color to the border.
  4. Click the drop-down arrow on the **Width** menu and choose **2 1/4 pt**. The width of the border is increased to provide emphasis.
  5. Click the drop-down arrow on the **Apply To** menu and click **This Section–First Page Only** as shown below. The page border is applied only to the first page of this section.
  6. Click **OK**. Scroll and review your document, and notice that the border does not appear on other pages.
  7. Select the bevel shape on page 1 and press **Delete**. Hint: you need to see a solid border to delete the shape.
  8. **SAVE** the document as ***Hosting Term6*** in the lesson folder on your desktop.
* **Close** the document.

Step by Step 14: Insert a Cover Page

* **USE** the document that is open from the previous exercise.
  1. Open up the file **Hosting Term 7.**
  2. Click the **Insert tab, the pages group, and clip the arrow next to Cover Page,** to display the dialog box and select **Whisp** in the Cover Page gallery.
  3. Type the following information in the placeholders:

*Year*: **20XX** (The current date can be selected or you can type the year.)

*Document Title*: Flatland Hosting Company

*Document* *Subtitle*: Guidelines & Agreements

*Author Name*: **A. Becker**

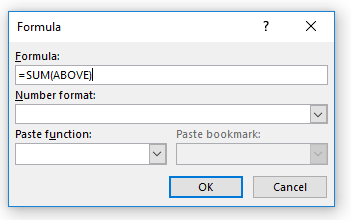
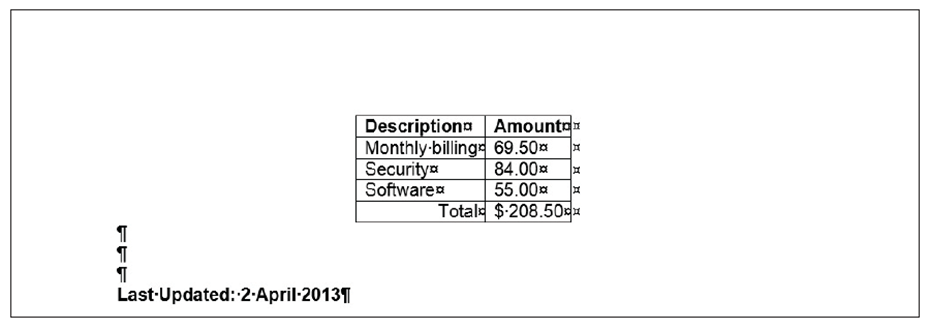
1. Remove the placeholders for the Company Name and Company Address.
2. **SAVE** the document as ***Hosting Term8*** in the lesson folder on your desktop, and then **CLOSE** the file.

* **PAUSE. LEAVE** Word open to use in the next exercise.

Step by Step 15: Insert an Equation

* **OPEN** a new blank Word document.
  1. Click the insert tab, go to the Symbols group, click the Equation arrow and select the **Expansion of a Sum** equation.
  2. The Expansion of a Sum equation is inserted in the document.
  3. Position the insertion point after the equation placeholder, and then press the **Enter** key twice to place a blank line below the placeholder.
  4. In the ***Equation button***, locate and click the **Area of Circle** equation, and then click **it.**
  5. Position the insertion point after the equation placeholder, and then press the **Enter** key twice to place a blank line below the placeholder.
  6. In the ***Equation button***, locate and click the **Binomial Theorem** equation.
  7. Click outside the equation placeholder, and press the **Enter** key twice.
  8. **SAVE** the document as ***Equations*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open to use in the next exercise.

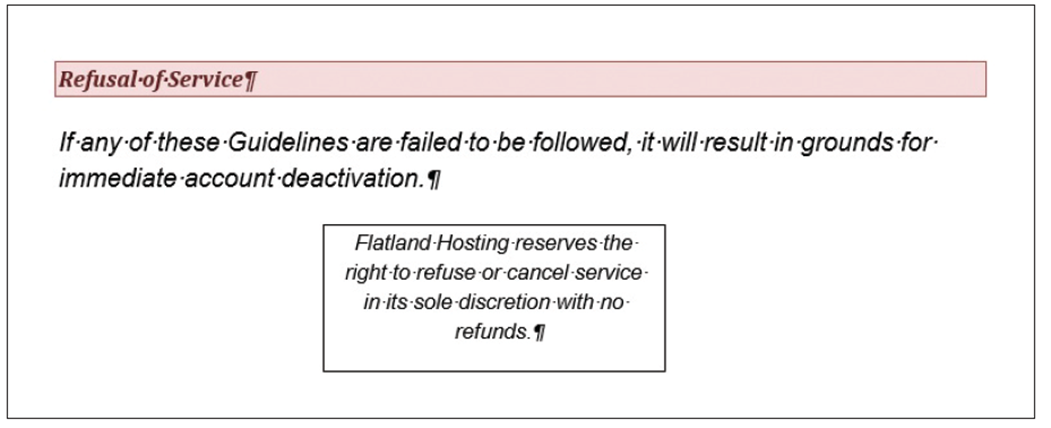
Step by Step 16: Insert the Date and Time

* **OPEN** the ***Billing Table*** document from the lesson folder.
  1. Position the insertion point on the last cell of the table in the second column.
  2. Press **Tab** to insert a new row. Pressing the **Tab** key advances the insertion point to the next cell. If you are in the last cell of the table, it inserts a row quickly without having to access the Ribbon.
  3. Position the insertion point in the first column, fifth row. Type Total and align center right.
  4. Press Tab. This time, the next cell is selected.
  5. Click on your **Table Tools Layout** tab, go to your **Data group**, and click **formula**. The pop-up-window should look like the figure to the right. On the **Number format area**, click the **arrow** and pick the **3rd option**. *(This will make the data in the cell $$$.)*
  6. Place the insertion point on the blank line below the table and press **Enter** three times.
  7. Type **Last Updated:** in bold and press the **spacebar** once after the colon.
  8. On the Insert tab, in the Text group, click the **Date and time** button and click **28 September 2018** on the menu.
  9. Click **OK** to close the dialog box and insert the date and time field in your document.
  10. The document should look similar to the one shown below,with the exception that the current date will appear.
  11. Disable the Show/Hide Editing Marks button.
  12. **SAVE** document as ***Billing Update*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

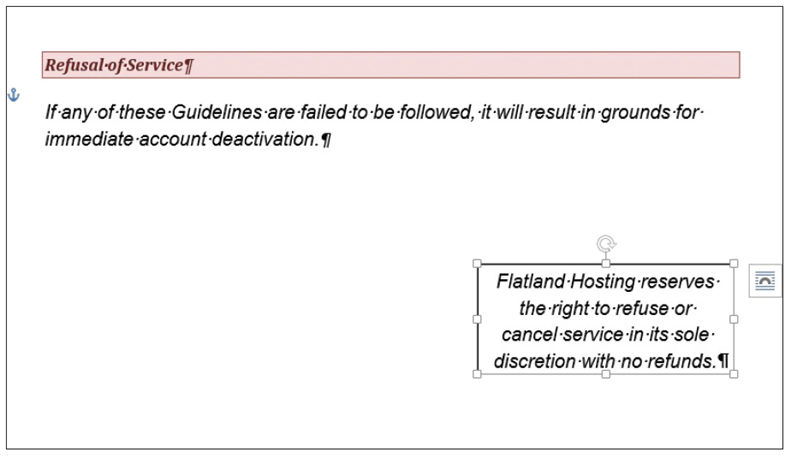
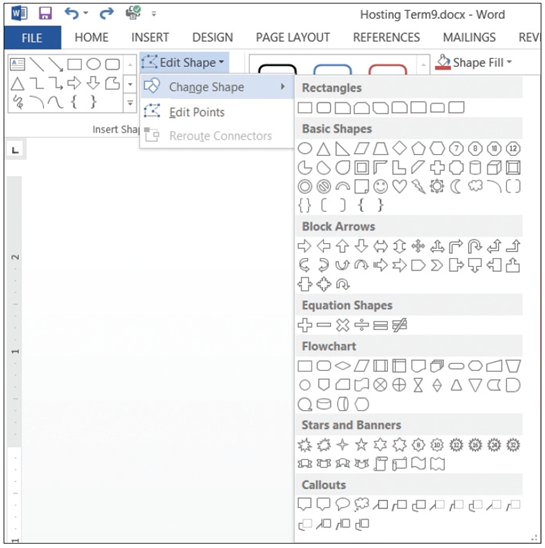
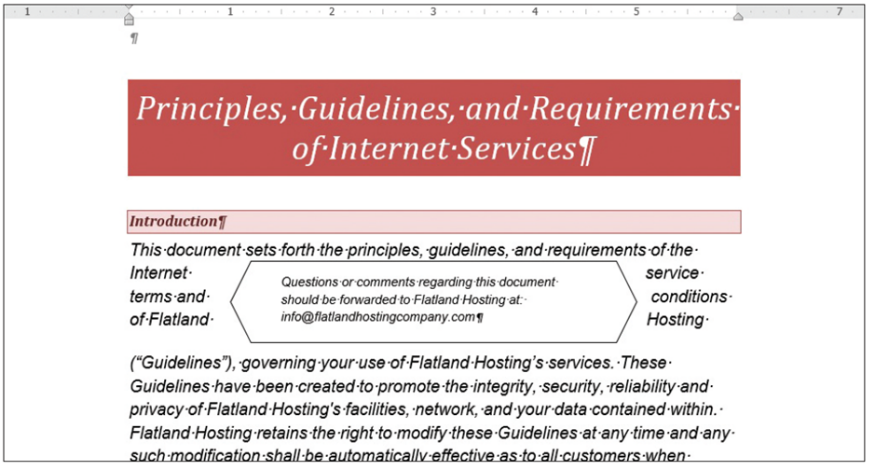
Step by Step 17: Insert a Text Box

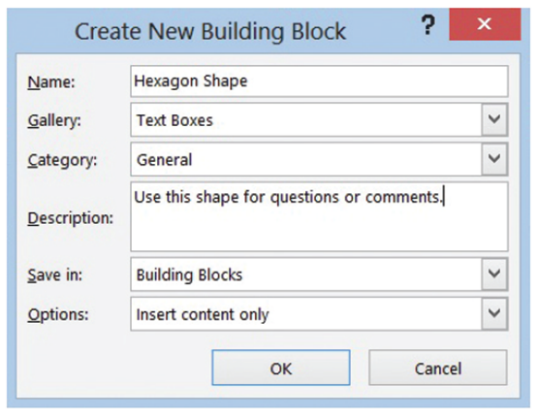
* **OPEN** the ***Hosting*** document from the data files for this lesson.
  1. Position the insertion point after the first paragraph after the *Introduction* heading.
  2. On the Insert tab, in the Text group, click the **Text Box** button. A menu of built-in quote and sidebar text box styles appears.
  3. Click the **Simple Text box** option. The text box, containing placeholder text, is inserted in the first paragraph.
  4. Select the second paragraph beginning with *Questions or comments….com* and drag and drop in the text box.
  5. The Layout Option button appears to the right of the text box.
  6. Click the **Layout Option** button to open the Layout Options menu.
  7. Under the Text Wrapping section, select **Tight**. The text box wraps tightly around the paragraph. You also have the option to type text in the text box.
  8. Delete the line break after the first paragraph.
  9. Press **Ctrl+End** to go to the end of the document.
  10. Click the **Insert** tab, in the Text group.
  11. Click the **Text Box** button, and then select **Draw Text Box**. A crosshair (+) appears.
  12. Press and hold the left mouse button to draw a text box in the blank line below the last paragraph under the *Refusal of Service* heading.
  13. Use the Size group in the Format tab to change the width and height to **2.22"** wide and **.95"** in height.
  14. Select the first sentence under the *Refusal of Service* heading beginning with *Flatland Hosting . . .no refunds*. and drag and drop in the text box.
  15. Press **Ctrl+E** to center the text in the text box.
  16. Select the text box until you see the move arrow to move the text box and horizontally center—use the ruler as your guide. Your document should resemble the figure below.
  17. **SAVE** the document as ***Hosting Term9*** in the lesson folder on your desktop.

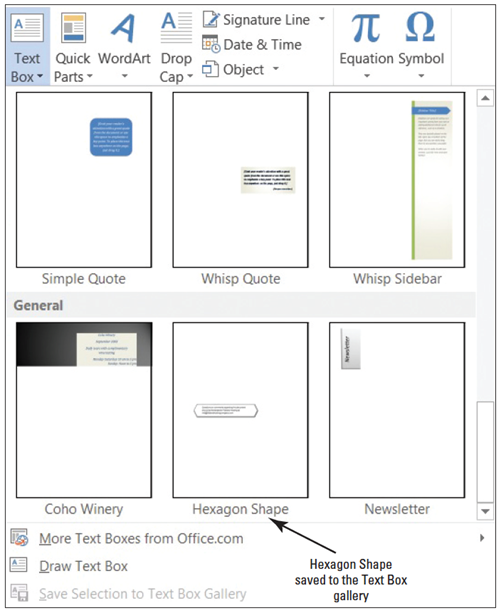
**PAUSE. Leave** the document open to use in the next exercise.



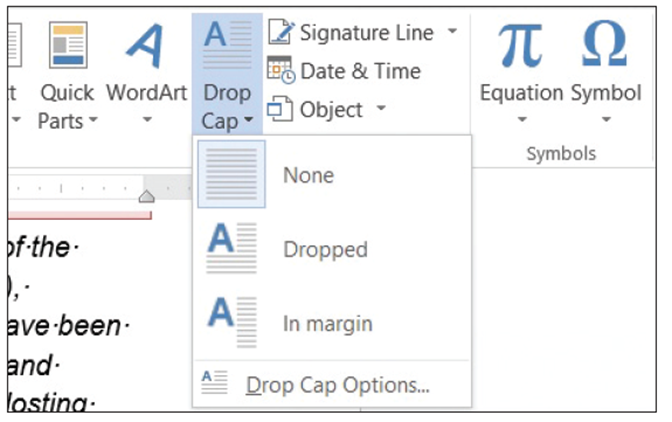
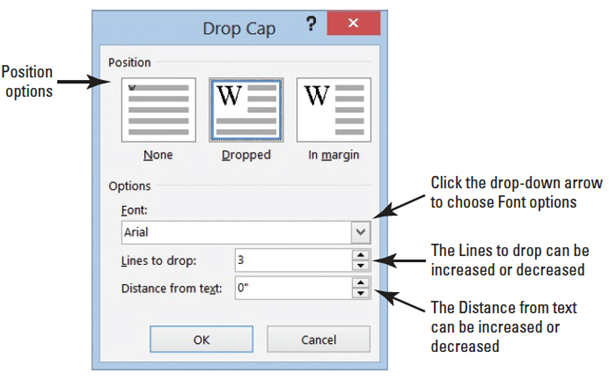
Step by Step 18: Format a Text Box

* **USE** the document that is open from the previous exercise.
  1. Select thetext box on page 7.
  2. Click the **Format** tab.
  3. In the Arrange group,   
     click the **Position**   
     button to open the   
     menu, and select   
     **Position in Middle   
     Right with Square   
     Text Wrapping** from   
     the drop-down menu   
     that appears. The text   
     box is moved slightly down to the right of the document as shown above.
  4. The text box should still be selected. On the Format tab, in the Shape Styles group, click the **More** button to display the gallery of styles (below).
  5. Click the **Intense Effect – Red Accent 2** style from the Shape Styles gallery. The text box is formatted with the preformatted style.
  6. Select the text and use the Mini toolbar to change the font color to white.
  7. Press **Ctrl+Home** to return to the beginning of the document.
  8. Select the text box.
  9. Click the **Edit Shape** button in the Insert Shape group on the Format tab to display the menu.
  10. Click **Change Shape** to display   
      the Shapes menu as shown   
      at right.
  11. Under the Basic Shape section,   
      select the **Hexagon** shape in   
      the first row, eighth option.   
      The text box shape takes on a   
      hexagon shape.
  12. With the text box still selected,  
       in the Size group, change the   
      height to **.8"** and width to **4"**.
  13. Change the font size to **9** pt. Your document should match the figure below.
  14. Select the **Hexagon** shape, and click the **Format** tab. 
  15. In the Shapes Styles group, click the **Shapes Effects** button to display the menu.
  16. Click the **Bevel** to display the additional options in the menu.
  17. Under the Bevel section in the first row, click **Cool Slant**. The shape object acquires more depth and a shadow effect.
  18. In the Arrange group, click the **Position** button and select **Position in** **Middle Left with Square Text Wrapping** to reposition the text box.
  19. **SAVE** the document as ***Hosting Term10*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open for the next exercise.

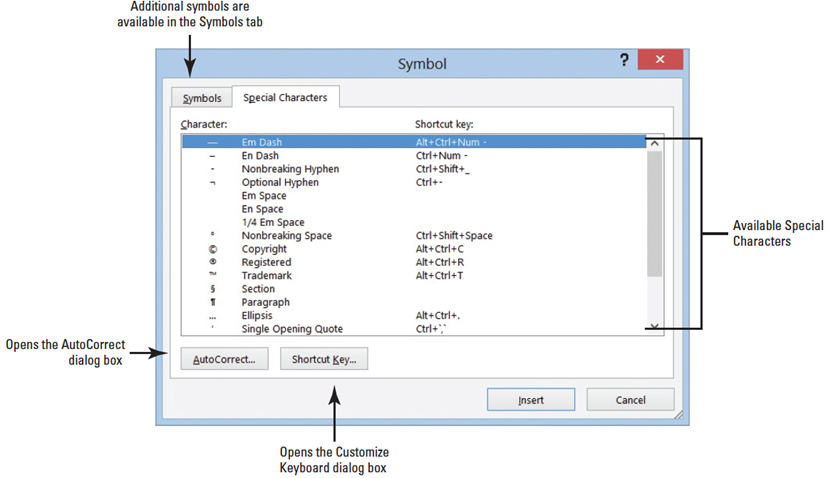
Step by Step 19: Save a Selection to the Text Box Gallery

* **USE** the document that is open from the previous exercise.
  1. Select the **Hexagon** text.
  2. From the **Insert** tab, click the **Text Box** button in the Text group. From the menu that   
     appears, choose **Save Selection to Text Box Gallery**. The *Create New Building Block* dialog box opens as shown at right.
  3. In the Name box, type **Hexagon Shape**.
  4. In the Description box, type **Use this shape for questions or comments.** Keep   
     the remaining defaults as listed.
  5. Click **OK**. The saved selection for the Hexagon text box is saved in the gallery under the General category.
  6. To view, click in a blank area of the document to deselect the text box. In the Text group, click the **Text Box** button. In the Built-in section, scroll down to the end of the scroll bar as shown above.
  7. **SAVE** the document as ***Hosting Final*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 20: Create a Drop Cap

* **USE** the document that is open from the previous exercise.
  1. Click the **View** tab to open the Navigation Pane.
  2. Under the Headings tab, click **Account Information**, select the **Y** that begins the sentence *You agree to notify…*
  3. Click the **Insert** tab, and click the **Drop Cap** button in the Text group. The Drop Cap menu appears, as shown at right.
  4. Select **Dropped** fromthe menu. A drop cap is inserted and extends down three lines in the paragraph, which is the default line drop length.
  5. With the text box still selected, click the **Drop Cap** button in the Text group to display the Drop Cap menu. Select **Drop** **Cap** **Options** to produce the *Drop Cap* dialog box. You can use the options in this dialog box to change the position, font, and size of the drop cap. The default settings for Font, number of Lines to drop, and Distance from text are shown above.
  6. Click the **Font** drop-down arrow and change the font to **Bookman Old** **Style**.
  7. Click **OK** to apply your changes and close the dialog box.
  8. Click outside the drop cap to deselect it. The drop cap font is set to Bookman Old Style for the selected text, whereas the remaining text is unaffected.
  9. To provide more emphasis to the Drop Cap, select the **Y** and change the font color to dark red.
  10. **SAVE** your document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 21: Insert Special Characters

* **USE** the document that is open from the previous exercise.
  1. Press **Ctrl+End** to move to the end of the document.
  2. Press **Enter** once after the last paragraph under the heading, *Refusal of Service*.
  3. Type Copyright Flatland Hosting 2013. All Rights Reserved.
  4. Place the insertion point after the *t* in *Copyright* and press the **Spacebar** once.
  5. On the Insert tab in the Symbols group, click the **Symbol** button, and then click **More Symbols**.
  6. Click the **Special Characters** tab to make it available.  
     The *Symbol* dialog box is shown below.
  7. Select Copyright from the list and click **Insert**.
  8. Click **Close**. The copyright symbol is inserted in front of the company name followed by the year this document was created.
  9. **SAVE** your document in the lesson folder on your desktop, and then **CLOSE** the file. As you close Word, a prompt appears stating, You have modified styles, building blocks (such as cover pages or headers), or other content that is stored in “Building Blocks.” Do you want to save changes to “Building Blocks”?
  10. Click **SAVE**. This allows you to continue using the customized text box that you saved.
* **CLOSE** Microsoft Word.