# Instructor’s Manual Exploring Microsoft Word 2016, Chapter 1

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w01\_answerkey\_match.docx |
| Multiple Choice | w01\_answerkey\_mc.docx |
| Concepts Checks | w01\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  w01\_b2StockData \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w01\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w01\_b2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w01\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w01\_script\_data.xlsx |
| Scripted Lecture Solution | w01\_script\_solution.xlsx |
| **PowerPoint Presentation** | w01\_powerpoints.pptx | Online Instructor Resource Center |
| **Testbank** | w01\_testbank.doc | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w01\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w01\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | w01\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w01\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | w01\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | w01\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w01\_exam\_chap\_scorecard.xlsx |
| **File Guide** | w01\_file\_guide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w01\_objectivesmap | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | w01\_grader\_instruction.docx |
| Grader Data | w01\_grader\_data.xlsx |
| Grader Solution | w01\_grader\_solution.xlsx |
| Grader Annotated Solution | w01\_grader\_annsolution.pdf |
| Grader Scorecard | w01\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

### When students have finished reading this chapter, they will be able to:

* Begin and edit a document
* Customize Word
* Use features that improve readability
* View a document in different ways
* Modify document properties
* Prepare a document for distribution

## CHAPTER OVERVIEW

The students will be asked to create and edit documents using Microsoft Word, use templates to create documents, review documents using the spelling and grammar feature, save and print documents, customize Word.

### The major sections in this chapter are:

1. **Introduction to Word Processing.** In this section, students will learn the Word basics such as creating a document, reusing text, using a template, saving a document, opening a document, inserting text and navigating a document, and reviewing and checking for spelling and grammar errors. Students will also work with the Word Options, customize the Ribbon, and learn to use the Quick Access Toolbar.
2. **Document Organization.** In this section, students will learn about inserting headers and footers, changing margins and page orientation, inserting watermarks and symbols, viewing documents in different ways, changing zoom settings, and managing page flow.
3. **Document Settings and Properties.**  In this section, students will learn how to customize document properties, ensure document compatibility, work with backup options, run Document Inspector, and change print options

## CLASS RUN-DOWN

1. Have students turn in homework assignments.
2. Talk about the chapter using the discussion questions listed below.
3. Use a PowerPoint presentation to help students understand the chapter content.
4. Demonstrate the new features of Word 2016.
5. [Run through the Scripted Lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
6. Have students complete the Capstone Exercise for Word Chapter 1.
7. Use MyITLab for in-class work or to go over homework.
8. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

### At the end of this lesson, students should be able to:

* Create a Document
* Reuse Text
* Use a Template
* Save a Document
* Open a Document
* Insert Text and Navigate a Document
* Review Spelling and Grammar
* Explore Word Options
* Customize the Ribbon
* Customize the Quick Access Toolbar
* Insert Headers and Footers
* Adjust Margins
* Change Page Orientation
* Insert a Watermark
* Insert a Symbol
* Select a Document View
* Change the Zoom Setting
* View a Document
* Manage Page Flow
* Customize Document Properties
* Print Document Properties
* Ensure Document Compatibility
* Understand Backup Options
* Run the Document Inspector
* Select Print Options

## KEY TERMS

**AutoRecover–**A feature that enables Word to recover a previous version of a document.

**Document Inspector—**Checks for and removes certain hidden and personal information from a document.

**Document Properties**—Data elements that identify a document, such as author or comments.

**Draft view—**View that shows a great deal of document space, but no margins, headers, footers, or other special features.

**Footer**—Information that displays at the bottom of a document page.

**Header**—An area with one or more lines of information at the top of each page.

**Insertion point**—Blinking bar that indicates where text that you next type will appear.

**Insights—**A pane that presents outside resources, such as images, definitions, and other references.

**Microsoft Word**—A word processing software application used to produce all sorts of documents, including memos, newsletters, forms, tables, and brochures.

**Outline view**—A structural view of a document that can be collapsed or expanded as necessary.

**Print Layout view**—View that closely resembles the way a document will look when printed.

**Read Mode**—View in which text reflows automatically between columns to make it easier to read.

**Symbol**—A character or graphic not normally included on a keyboard.

**Template**—A predesigned file that incorporates formatting elements, such as theme and layouts, and may include content that can be modified.

**Thesaurus**—A tool used to quickly find a synonym (a word with the same meaning as another).

**Watermark**—Text or graphic that displays behind text.

**Web Layout view**—View that displays the way a document will look when posted on the Internet.

**Word processing software**—A computer application, such as Microsoft Word, used primarily with text to create, edit, and format documents.

**Word wrap**—The feature that automatically moves words to the next line if they do not fit on the current line.

## DISCUSSION QUESTIONS

* Why is it important in today’s world to know and understand word processing?
* Why is it important to not only customize the Ribbon, but also the Quick Access Toolbar?
* What is the difference between a hard page break and a soft page break?
* What are some ways to recover your work after a power outage?

## WHEN USING SCRIPTED LECTURE IN CLASS, DEMONSTRATE HOW TO:

* Create and Save a Document
* Use a Template
* Insert Text and Navigate a Document
* Review Spelling and Grammar
* Explore Word Options
* Customize the Ribbon
* Customize the Quick Access Toolbar
* Insert Headers and Footers
* Adjust Margins
* Change Page Orientation
* Insert a Watermark
* Insert a Symbol and Select a Document View
* View a Document, Change the Zoom Setting, and Manage Page Flow
* Customize and Print Document Properties
* Ensure Document Compatibility
* Understand Backup Options
* Run the Document Inspector and Select Print Options

## CONNECTIONS: PRACTICAL PROJECTS, AND APPLICATIONS

* Complete a Word document from a blank page, inserting text from a different document and saving the document, using spelling and grammar to verify accuracy of material.
* Customizing the Ribbon and the Quick Access Toolbar to your needs.
* Adding Headers and Footers, adjusting the margins and page orientation, and inserting objects.
* Customizing the Document Properties by adding a title, modifying the Word Options by changing the AutoRecover time period to save more frequently.
* Run the Document Inspector to reveal hidden or personal data from files.
* Complete a series of print options, from one page, to several pages, a series of pages, and all pages.
* Save the file in different file formats.

## TEACHING NOTES

### Introduction to Word Processing

In this section, the student will learn how to create, save, and print a document.

#### Beginning and Editing a Document

* Before creating a document, organize your thoughts and decide whether to use a blank document or use a predesigned template.
* Save the document using the File menu.
* **Teaching Tips**: Demonstrate the difference between using a blank document and a template.
* **Teaching Tips:** After creating the document, demonstrate the different ways to Save and Close a document.
* **Teaching Tips:** Demonstrate how to Insert text and navigate through a document using the mouse, arrow keys, and navigation keys.
* **Teaching Tips:** Demonstrate using Spelling and Grammar menu and explain why it is also important to proofread a document for errors.

#### Customizing Word

* Explain each of the Word Option categories and demonstrate how to change Options and what it can do to the document.
* Demonstrate how to customize the Ribbon.
* Demonstrate how to customize the Quick Access Toolbar.
* **Teaching Tips:** Using Word Options, review the different Options and what they can do to the document.
* **Teaching Tips:** Show how to customize the Ribbon, adding or removing different Commands or Tabs.
* **Teaching Tips:** Demonstrate **a**dding frequently used Commands to the Quick Access toolbar.

### Document Organization

Documents are created for others to read, so it is vitally important to have it organized in such a way that it meets the needs of the target audience.

#### Using Features That Improve Readability

* Documents that are not well organized will not be easy to read and understand. They can be cumbersome and the audience may not be impressed with the work or be able to follow the information as it was intended.
* Documents should have all elements that make it easy to read and understand.
* **Teaching Tips:** Headers and Footers help with organizing documents that are more than one page.
* **Teaching Tips:** Margins showing adequate white space help with the look of the document.
* **Teaching Tips:** Page orientation, whether portrait or landscape, also add to the look of the document.
* **Teaching Tips:** The use of watermarks adds an additional dimension to the document.
* **Teaching Tips:** Symbols can be inserted in the document wherever needed.

#### Viewing a Document in Different Ways

* By changing the Print layout view, a document can be viewed on the screen in numerous ways so the writer can see how it will be portrayed when viewed on screen (draft), or when printed, as a web page, or as an outline.
* Changing the zoom helps with readability.
* Using Page Breaks or Section Breaks helps with the readability of a document.
* **Teaching Tips:** Changing the Print Layout viewto Draft view, Outline view, Web Layout view helps see on the screen what the document will look like when viewed by a different audience.
* **Teaching Tips:** Zoom gives the student a view of the document at different percentages.
* **Teaching Tips:** Adding and removing page breaks and section breaks helps with the flow and readability of a document.

### Document Settings and Properties

Using document properties allows you to manipulate the file in a variety of ways. You can add an author, subject, and key words among others.

* **Teaching Tips:** Demonstrate how to customize the document properties to add a subject or a project name.

#### Modify Document Properties

* Document properties are saved with the document and do not appear when printed or anywhere on the screen. They are saved in the background of the document.
* **Teaching Tips:** When you customize document properties you modify some document information that is related to the document but necessary for the reader to see.

#### Prepare a Document for Distribution

* Normally, documents are created for distribution of some kind.
* **Teaching Tips:** Demonstrate various ways of saving a document, for instance, as a Word 2007-2013 document or in a PDF or in a RTF format.
* **Teaching Tips:** Demonstrate Backup procedures and AutoRecover procedures from Word Options.
* **Teaching Tips:** Show how to run the Document Inspector to reveal any hidden or personal data in the document.
* **Teaching Tips:** Select Print options to print the document in total, in part, and selected pages.

## OBJECTIVE TESTS IN MYITLAB

To find an objective test to help your students practice for tests, have them sign in to MyITLab:   
[www.myitlab.com](http://www.myitlab.com).

## ADDITIONAL WEB RESOURCES

1. What’s new in Word 2016: https://support.office.com/en-US/article/What-s-new-in-Word-2016-4219dfb5-23fc-4853-95aa-b13a674a6670
2. Create a document to be used in an earlier version of Word: https://support.office.com/en-US/article/Create-a-Word-2016-document-to-be-used-by-previous-versions-of-Word-06f9de32-0e0d-43bc-b9b5-fdb7e3799468
3. Open a document created in an earlier version of Word. https://support.office.com/en-US/article/Open-a-Word-2016-or-2013-document-in-an-earlier-version-of-Word-45C4DD2F-BF7B-4A0D-9FF2-7B2FF6B733F0
4. Using a watermark in Word 2016. <https://support.office.com/en-US/article/Insert-a-Watermark-in-Word-2016-for-Windows-502afebf-b5c9-4843-a4bb-db852d7bf065>
5. Quick start information for Office 2016. https://support.office.com/en-US/article/Office-2016-Quick-Start-Guides-25f909da-3e76-443d-94f4-6cdf7dedc51e

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w01h1Camps.docx | w01h1Refuge\_LastFirst.docx w01h1Planner\_LastFirst.docx |
| Hands-On Exercise 2 | W01h2Letter.docx | w01h2Refuge\_LastFirst.docx w01h2Flyer\_LastFirst.docx |
| Hands-On Exercise 3 | w01h3NewEmployee.docx | w01h3Refuge\_LastFirst.docx w01h3NewEmployee\_LastFirst.docx |
| Practice Exercise 1 | w01p1Media.doc | w01p1Media\_LastFirst.docx |
| Practice Exercise 2 | w01p2Social.docx w01p2Tips.docx | w01p2Social\_LastFirst.docx |
| Mid-Level Exercise 1 | w01m1Running.docx w01m1Guide.docx | w01m1Running\_LastFirst.docx |
| Mid-Level Exercise 2 | w01m2Backyard.doc | w01m2Backyard\_LastFirst.docx |
| Mid-Level Exercise 3 (collaboration) |  | w01m3Events\_GroupName.docx |
| BYC General Case |  | w01b1Vacation\_LastFirst.docx |
| BYC Disaster Recovery | w01b2Policy.doc | w01b2Policy\_LastFirst.docx w01b2Policy\_LastFirst.doc |
| Capstone | w01c1Travel.docx w01c1Texas.docx | w01c1Travel\_LastFirst.docx w01c1Travel\_LastFirst.rtf |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. Text or graphic that displays behind text.

**N. Watermark**

1. A structural view of a document or presentation that can be collapsed or expanded as necessary.

**H. Outline view**

1. The feature that automatically moves words to the next line if they do not fit on the current line.

**P. Word wrap**

1. The feature that enables Word to recover a previous version of a document.

**A. AutoRecover**

1. A computer application, such as Microsoft Word, used primarily with text to create, edit, and format documents.

**O. Word processing software**

1. View in which text reflows to screen-sized pages to make it easier to read.

**J. Read Mode**

1. Word processing application included in the Microsoft Office software suite.

**G. Microsoft Word**

1. A predesigned document that may include format that can be modified.

**L. Template**

1. View that closely resembles the way a document will look when printed.

**I. Print Layout view**

1. A character or graphic not normally included on a keyboard.

**K. Symbol**

1. A feature that checks for and removes certain hidden and personal information from a document.

**B. Document Inspector**

1. Information that displays at the top or bottom of each document page.

**D. Header and Footer**

1. View that shows a great deal of document space, but no margins, headers, footers, or other special features.

**C. Draft view**

1. Blinking bar that indicates where text that you next type will appear.

**E. Insertion point**

1. Pane that displays when you click Smart Lookup, enabling you to access outside resources, such as images, definitions, and other items for a selected word.

**F. Insights**

1. Tool that enables you to find a synonym for a selected word.

**M. Thesaurus**

### Multiple Choice Answer Key

1. The view that presents a document in screen-sized pages with two shown at a time, for ease of comprehension and sharing, is the:

**a. Read Mode**

2. The Document Inspector is useful when you want to:

**b. Reveal any hidden or personal data in the file so that it can be removed, if necessary.**

3. To keep a date, such as June 15, from being separated between lines of a document, where the word Junemight display on one line, with 15on the next, you could:

**d. Insert a nonbreaking space symbol between Juneand 15.**

4. The pane that displays images, resources, and definitions of a selected word is:

**a. Insights**

5. Suppose you find that a heading within a report is displayed at the end of a page, with remaining text in that section placed on the next page. To keep the heading with the text, you would position the insertion text before the heading and then:

**a. Press Ctrl+Enter.**

6. You need to quickly generate a printed calendar. You can use Word to accomplish that by using a predesigned document called a:

**c. Template.**

7. One reason to display nonprinting characters is to:

**d. Assist with troubleshooting a document and modifying its appearance.**

8. You have just opened a document provided by a coworker, and the title bar includes not only the file name but also the words “Compatibility Mode”. What does that mean?

**d. The file was created in an earlier version of Word and might not be able to accommodate newer Word 2016 features unless you convert it.**

9. To identify a document as a draft, and not in final form, which of the following could you add to the document?

**b. Watermark**

10. One reason to use a header or footer is because:

**b. You have to specify the content only once, after which it displays automatically on all pages.**

### Quick Concept Check Answer Key

**1. Explain how the way you are likely to define a paragraph and the way Word defines a paragraph can differ.**

In literary terms, a paragraph is a body of thought on a particular topic or idea. However, Word defines a paragraph as any time a hard return is encountered. Therefore, a paragraph in Word could be a heading, a single line, or even a blank line.

**2. Provide at least two advantages of using OneDrive as a storage location for your documents.**

OneDrive is online storage provided by Microsoft. Files of any type can be uploaded to OneDrive. As such, OneDrive often serves as a backup location for important documents and files. Word documents that are saved to OneDrive can also be shared with others so that simultaneous collaboration can occur.

**3. It is very important to check a document for spelling, grammatical, and word usage errors. However, Word 2016 might not identify every error in a document. Why not? Provide an example of an error that Word might not identify.**

Although Word automatically checks documents for spelling and word usage errors, there are occasions when errors can be missed. For example, using the word “house” instead of “horse” is not an error that Word would likely identify, because the erroneous word is actually not misspelled.

**4. Describe an advantage of using Word templates to begin document production.**

A template is a predesigned document that often provides a layout or wording that can provide a starting location if you are at a loss for design or wording.

**5. Some header and footer items, such as author name and file name, serve to identify the document and its origin. Other header and footer fields portray data that changes. Provide at least two examples of fields that contain variable data. When would you want to exclude headers and footers from the first page of a document, and how would you do that?**

Header and footer fields that contain variable data include date and time, as well as a page number. The contents of those header and footer fields will change. There are occasions when you might want a header or footer to display on every page *except* the first page. For example, when the first page is actually a title page, you might not want headers and footers to show.

**6. A watermark is often in the form of text, such as the word “Draft,” which indicates that a document is not in its final form. What other text and/or graphic watermarks might you include in a document?**

A watermark is a graphic or text that displays behind text on a page. A watermark might include a company name or logo, or perhaps text indicating that the document is confidential.

**7. The status bar includes selections that change a document view. Compare and contrast the view selections on the status bar.**

The status bar includes three view options—Read Mode, Print Layout, and Web Layout. Read Mode presents a document in left to right format, facilitating ease of reading and proofreading. It is also easily accessible across multiple devices. Print Layout view, which is the default view, shows all margins and special features, displaying the document as it will print. Web Layout displays a document as it would appear on a Web page.

**8. Before printing a multiple page research paper, you will check it onscreen to determine how text flows from one page to the next, assuring attractive page endings (no heading shown alone at the end of a page, for example). How would you force a page break before a solo heading that occurs at the bottom of a page?**

If a solo heading is shown at the bottom of a page, you can click to place the insertion point before the heading. Then press Ctrl+Enter to insert a page break, forcing the heading to the top of the next page.

**9. A coworker who uses Office 2007 has sent you a document for review. When you open the document, the words “[Compatibility Mode]” display in the title bar after the file name. Is there any reason you might want to remove the document from Compatibility Mode? And if so, how would you convert the document to the format used by Word 2016?**

A document shown in Compatibility Mode was saved in a previous version of Word. As such, you might not be able to use new and enhanced features of the most current Word version unless you convert the document to the newer version. To do so, click the File tab and then click Convert. Click OK to complete the process.

**10. Describe the process of using Word options to ensure that backup copies are automatically created.**

You can enable Word to automatically create backup copies of documents when you click the File tab and then click Options. Click Advanced. Scroll through to the Save group and click. Although it is important to make backup copies of important files, creating frequent backup copies can slow your system and may not be altogether necessary, given the excellent File History facility provided by Windows. In effect, you might identify another method of creating backup copies that is more efficient.

**11. Before distributing a document, how would you remove any personally identifying information, such as author and comments?**

To remove such personally identifying information as author and comments, you can inspect a document. To do so, click the File tab and click Check for Issues. Click Inspect Document, and agree to any suggested save. and then click Inspect. Click Remove All, beside any information that you wish to remove and then click Close.

**12. Before printing pages 3 through 5 of the current document, you want to preview the document and then print only those pages. In a separate print procedure, you also want to print document properties that are associated with the current document. What steps would you follow to preview and print those pages?**

To preview a document, click the File tab and then click Print. Click Next Page or Previous Page to move through pages. To print only pages 3-5, click the Pages box under Print All Pages. Type **3-5** and then click Print to print those pages. To print document properties, click the File tab and click Print. Click Print All Pages and click Document Info and then click Print.