

Exam on Microsoft Word

CS-150L

Computing for Business Students

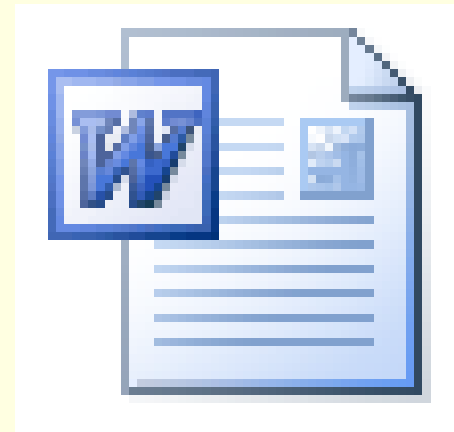
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Center (FEC) room 106



...Last Word

Word Exam

- Practical exam during your lab class.
- Different sections have different exams.
- If you need to attend a different exam, get permission – first.
- Must use lab computers: Microsoft XP and Word 2007.
- Students with disabilities may want to take the exam through university disability services.
- **NO Internet!!! – If you do, you fail.**

Exam Time \neq Learn Time



- Be cognizant of the clock.
- This is a practical exam.
 - You are in front of the computer. If you do not know something:
 - Explore dialogs,
 - Click around,
 - Read help files and
 - Keep trying until you get it.
- There is time for **some** of this, but not for much.

Page Margins and Page Orientation

Use Microsoft Word to format an 8.5x11 inch page with **portrait orientation**. Set the **page margins to 1.0 inches on all four**

The screenshot shows the Microsoft Word interface with the Page Setup dialog box open. The Margins task pane is visible on the left, showing various margin settings. The Page Setup dialog box is set to Portrait orientation and has the following margin values: Top: 1", Bottom: 1", Left: 1.25", Right: 1.25", and Gutter: 0". The Orientation is set to Portrait. The Margins task pane shows the Office 2003 Default margin settings: Top: 1", Left: 1.25", Bottom: 1", and Right: 1.25". A blue arrow points to the 'Custom Margins...' option at the bottom of the Margins task pane. A yellow box with a brown border contains the text: 'Page Layout → Margins → Custom Margins'.

Page Layout → Margins → Custom Margins

Footnotes

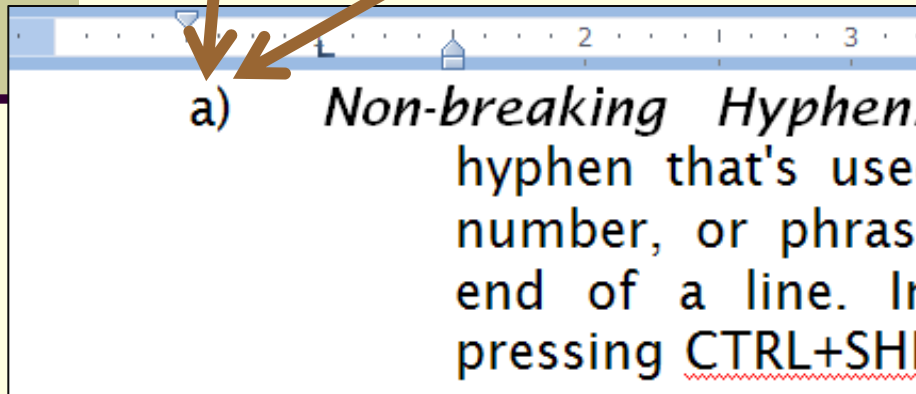
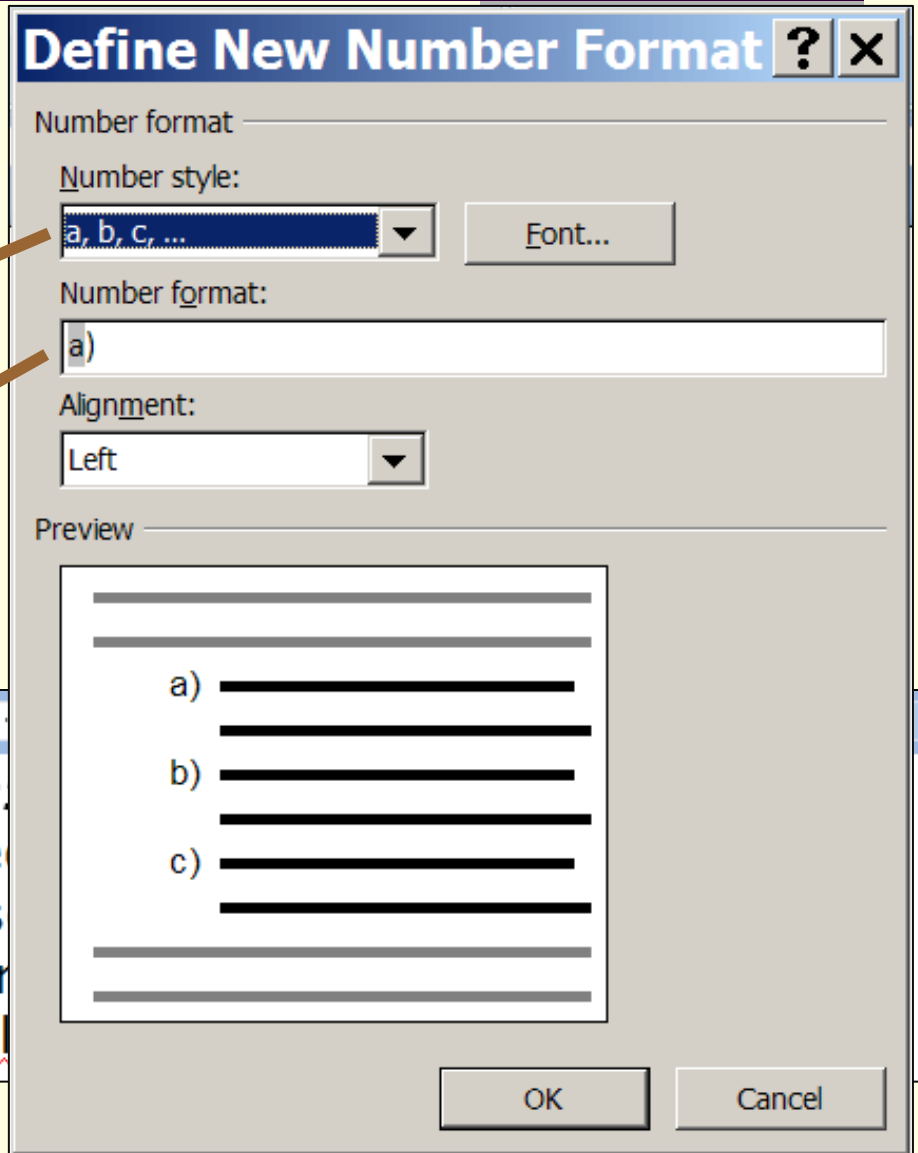
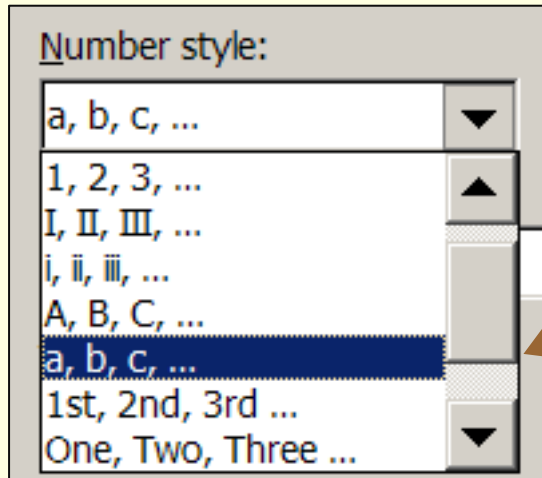
Numbered List, Number Format

- The ***numbered list*** must have the number format exactly as shown in the guide.

The image shows a screenshot of Microsoft Word with the Numbering Library task pane open. The task pane displays various numbering options, including 'None', '1=> _____', '2=> _____', '3=> _____', 'i=> _____', 'ii=> _____', and 'iii=> _____'. The 'None' option is highlighted with a yellow border. Below the options, there are buttons for 'Change List Level', 'Define New Number Format...', and 'Set Numbering Value...'. A red arrow points to the 'Define New Number Format...' button. In the background, a document window shows a list item 'a) Non-break' with a yellow arrow pointing to it from the text above.

6

Define New Number Format



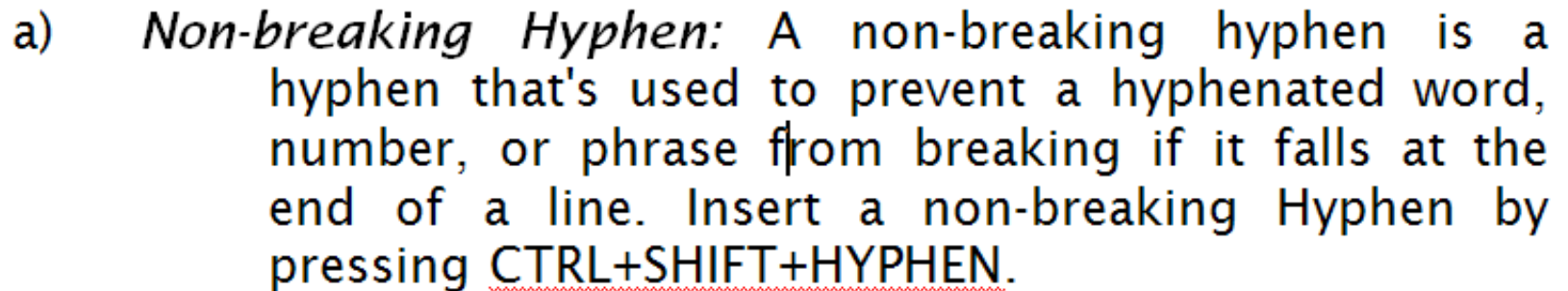
Numbered List: Hanging Indent

The numbered list must be formatted with a hanging indent such that the **numbers start 0.5 inches (½ inch) from the left margin.**

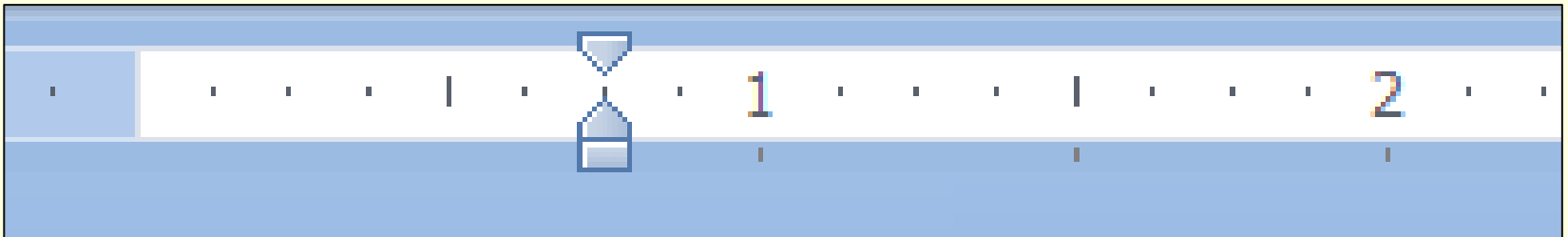
The **first line of text starts 1 inch from the left margin.**

Each subsequent line starts 1.5 inches (1½ inches) from the left page margin.

View → Ruler

- 
- a) **Non-breaking Hyphen:** A non-breaking hyphen is a hyphen that's used to prevent a hyphenated word, number, or phrase from breaking if it falls at the end of a line. Insert a non-breaking Hyphen by pressing CTRL+SHIFT+HYPHEN.

Quiz: Reading The Ruler



What is the left indent setting shown above?

- a) $\frac{3}{4}$ of an inch from the left page margin.
- b) $\frac{5}{8}$ inches from the left page margin.
- c) $1\frac{5}{8}$ inches from the left page margin.
- d) $1\frac{3}{8}$ inches from the left page margin.
- e) $1\frac{3}{4}$ inches from the left page margin.

Nested List: Simplest Procedure

1. Enter the text and press “Enter” after each list item.
2. Select all the items and format all items as the outer list.
3. Select the inner items and format those.

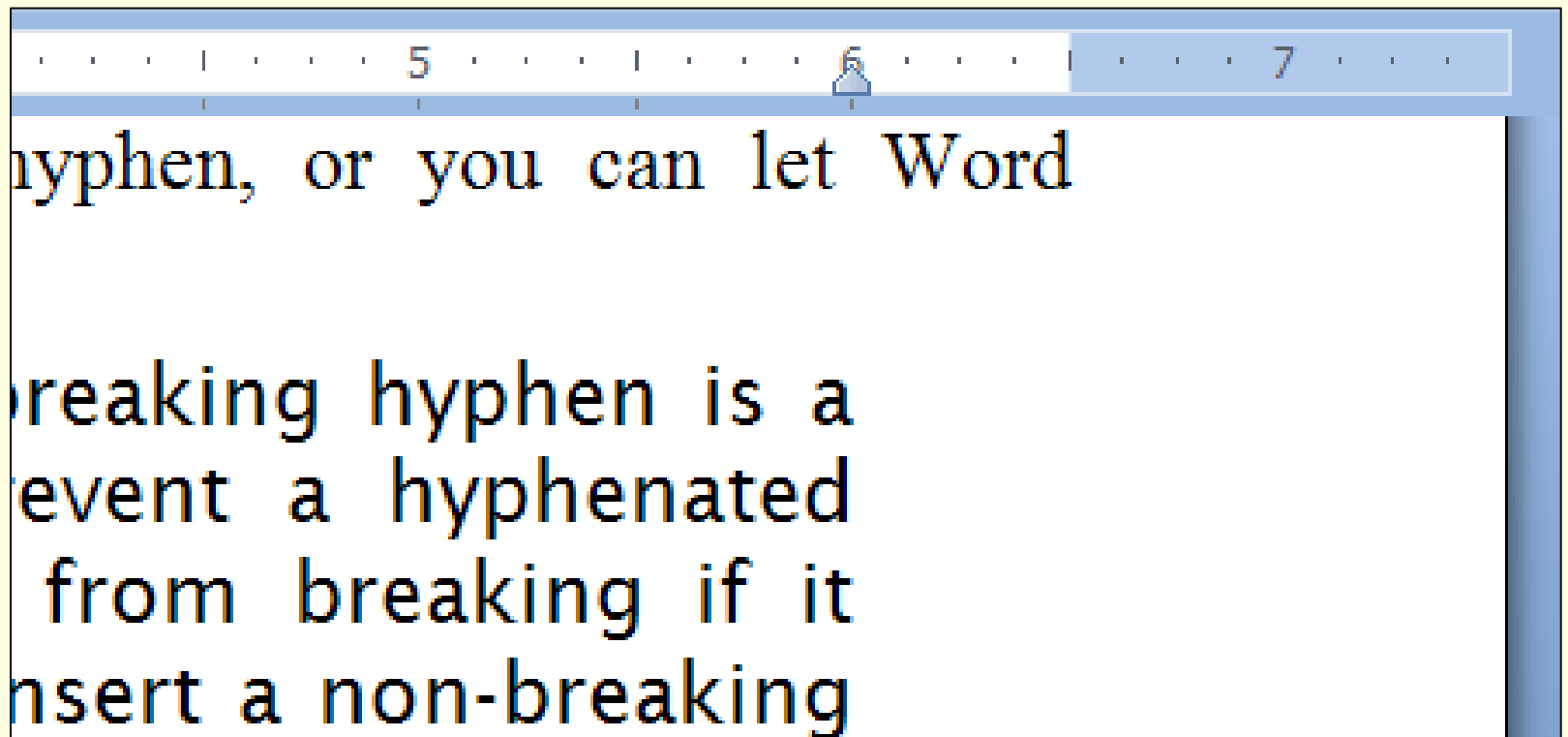
Red
Blue
Periwinkle
Sapphire
Green

1. Red
2. Blue
3. Periwinkle
4. Sapphire
5. Green

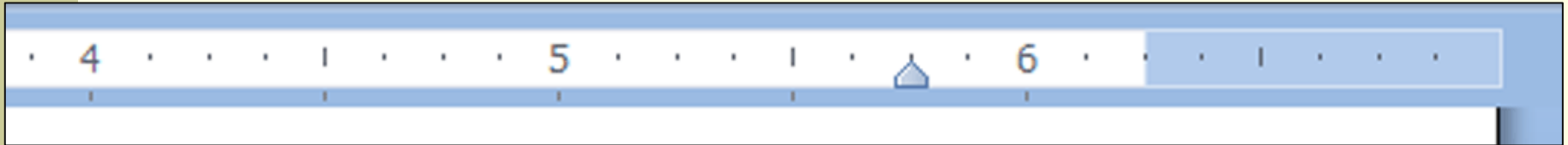
1. Red
2. Blue
❖ Periwinkle
❖ Sapphire
3. Green

Right Margin

- Both the numbered and bulleted list must have a ***right margin 0.5 inches*** from the ***page's right*** margin.



Quiz: Reading the Right Margin



What is the setting of the *Right Paragraph* margin?

- a) $\frac{1}{4}$ inches from the right page margin.
- b) $\frac{1}{2}$ inches from the right page margin.
- c) $\frac{3}{4}$ inches from the right page margin.
- d) $5\frac{3}{8}$ inches from the right page margin.
- e) $5\frac{3}{4}$ inches from the right page margin.

Line verses Paragraph Spacing

This box is 24-point font with line spacing set to 1.5.

Line spacing is vertical space added between each line.

Paragraph spacing is vertical space added between each paragraph. Paragraph spacing is different from leaving a blank line between each paragraph.

This box is a 24-point font with Paragraph spacing set to 12 points before each paragraph.

Line spacing is vertical space added between each line.

Paragraph spacing is vertical space added between each paragraph. Paragraph spacing is different from leaving a blank line between each paragraph.

Vertical Spacing

From the Sample exam in the textbook: “All text in this section must be formatted with **6 point spacing before each paragraph** as shown in the guide.”

The image shows a screenshot of the Microsoft Word Paragraph dialog box. The 'Spacing' tab is selected, and the following settings are visible:

- Before:** 6 pt
- After:** 0 pt
- Line spacing:** Single
- At:** (empty)
- Don't add space between paragraphs of the same style

Below the main dialog box, a smaller inset shows the 'Preview' section, which displays a sample of text with the specified spacing. To the right of the main dialog box, a blue box labeled 'Paragraph' contains a yellow icon of a document with a paragraph symbol. Two brown arrows point from this box to the 'Before' and 'After' settings in the dialog box.

Quiz: Vertical Spacing

The text below appears to have which type of vertical spacing?

- a) Line spacing of 1.5.
- b) Line spacing of 2.
- c) Line spacing of 3.
- d) Paragraph spacing of half the font size before each paragraph.

If the Styles and Formatting task pane is not open, click Styles and Formatting on the Formatting toolbar.

In the Styles and Formatting task pane, click New Style.

In the Name box, type a name for the style.

In the Style type box, click Paragraph, Character, Table, or List to specify the kind of style you are creating.

Table Format: A Winning Algorithm

- 1) Insert table... Auto Fit to Contents
- 2) Type in all text.
- 3) Set Fonts.
- 4) Set Horizontal and Vertical Alignment.
- 5) Set Column Widths (entering text changes column widths).
- 6) Merge Cells.
- 7) Set Background.
- 8) Set Borders.

	<i>Net Income</i>	
<i>Company</i>	<i>2007 (Millions)</i>	<i>2008 (Millions)</i>
Museware, LLC	\$543.6	\$,443.5
FutureTec, Inc,	\$4,301.0	\$3,499.0
Scientific Custom Glass Co.	\$37,660.0	\$43,640.0

Setting Cell Borders of a Table

