

Master It!

Word 2010

ANSWER KEY



SAMPLE

Copyright © 2015 M. Kalmanowitz
LNM Publishing, Lakewood, NJ 08701

ALL RIGHTS RESERVED. This publication is protected by copyright. No part of this publication may be adapted, reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission from the author.

For product information or orders please contact LNM Publishing at 732.806.1725



Chapter 1

Word 2010 Basics

EXERCISE 1

- Create, edit, save, & print a new document
- Undo/redo
- Wordwrap
- Show/hide

EXERCISE 2

- Change fonts
- Selecting text
- Change font styles
- Autocorrect

EXERCISE 3





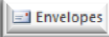
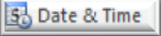



- Full block business letter
- Insert date
- Exercise 4
- Envelopes
- Labels

EXERCISE 5

- Save as
- View-navigate a document
- Print preview
- Print/print options

Chapter 1

Word 2010 Basics

COMMANDS	RIBBON/GROUP	BUTTON	SHORTCUT
Autocorrect	File / Option	Proofing	
Change case	Home / Font		
Change size	Home / Font		
Change sort	Home / Paragraph		
Change style	Home / Style		
Create new	File / New		Ctrl + N
Envelope	Mailings / Create		
Insert Date	Insert / Text		
Labels	Mailings / Create		
Navigate a document	View / Show		
Open	File / Open or Recent		Ctrl + O
Print	File / Print		Ctrl + P
Print Preview	File / Print		Ctrl + P
Save	File / Save		Ctrl + S
Save as	File / Save As		
Show/ hide	Home / Paragraph		Ctrl + *
Undo	Quick Access Toolbar		Ctrl + Z


Exercise 1

- CREATE, EDIT, SAVE, & PRINT A NEW DOCUMENT
- UNDO/REDO
- WORDWRAP
- SHOW/HIDE

TERMS

- **Default:** The preprogrammed settings on the computer.
- **Nonprinting characters:** Characters that can be displayed on the screen but do not print. Examples: paragraph marks, tab symbols, space marks, cell markers etc.
- **Redo:** The command for reversing the undo command.
- **Undo:** The command for reversing a previous action.
- **Word wrap:** A feature that moves text automatically to the next line when a line is full.

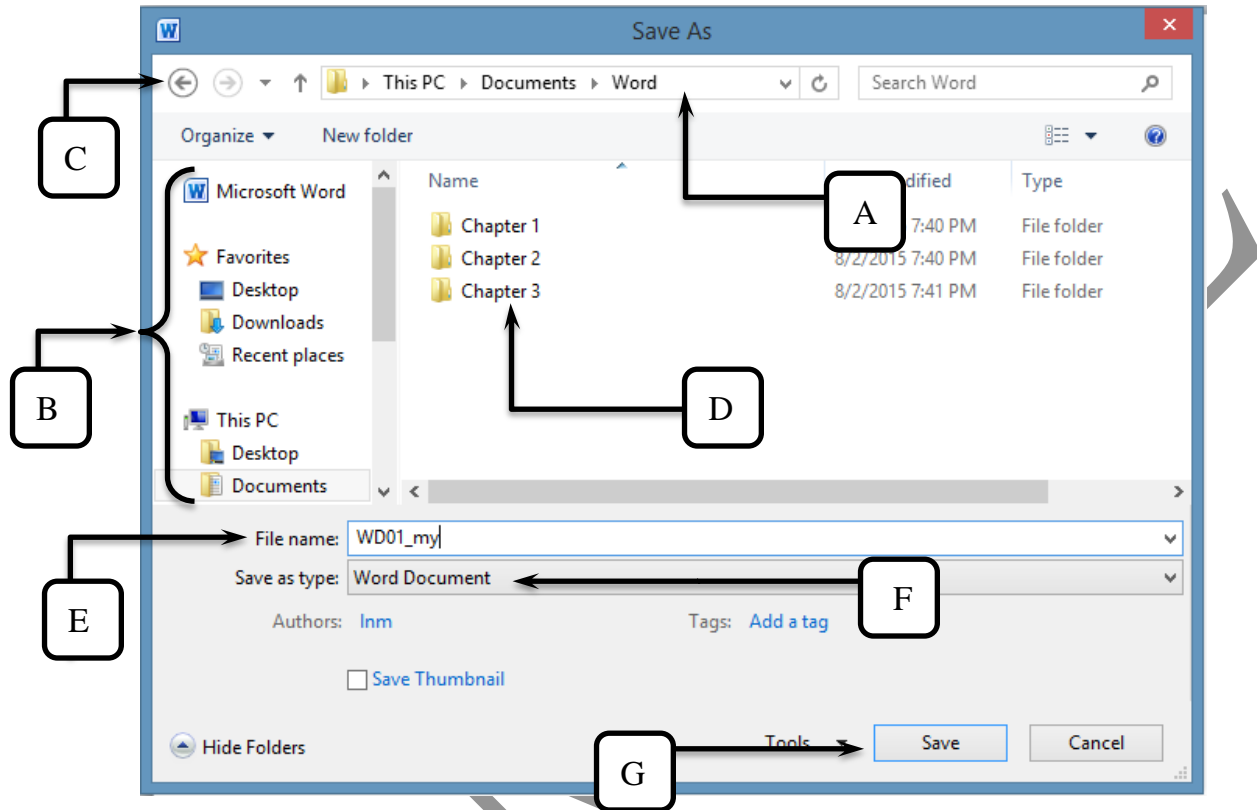
APPLICATION

1. List 2 ways to create a new blank document.
File, New, Blank document, Create OR Ctrl+N
2. When you create a new Word document where is your work stored?
Nowhere
3. If you close Word without saving, or if there is a power failure, where will your work be saved?
Nowhere
4. What are 3 ways to save a document?
File, Save; OR:
Quick Access Toolbar, Save; Or:
Ctrl+S
5. What are the 2 things that you must specify when saving?
The name of the file; the location where you want to save
6. How are your documents organized and saved on your computer?
Like a filing cabinet - in drives (drawers), folders and folders
7. How do you create a new folder?
In the save as dialog box, on top of the list of folders and files there is a button - New Folder
8. What is the default location that Word will save your document to if you don't specify one?
Documents folder
9. After you save a file, are the changes and additions saved to the file too?
No
10. What are nonprinting characters?
Characters that don't print. Ex: → tab ; • space ; ¶ enter
11. How do I make them visible on my screen?
Home, Paragraph, Show/Hide ¶
12. What is the difference between backspace and delete?
Backspace erases what is to the left of the insertion point;
Delete erases what is to the right of the insertion point
13. What are 2 ways to close a document?
In the upper right corner  ; OR:
File, Close

Exercise 1

- CREATE, EDIT, SAVE, & PRINT A NEW DOCUMENT
- UNDO/REDO
- WORDWRAP
- SHOW/HIDE

REFERENCE



NOTES

A – Address bar – shows the file path to your location – the folder that is currently open – where your document will be saved.

B – Navigation Pane – quick access to common drives and folders

C – Back button – goes back to the location/folder you were just in previously

D – list of files and folders already in this location

E – File name – type the name of the file

F – Save as type – the file format you are saving as Ex: Word document, word template, plain text file etc...

G – Save button – don't forget to push this...

Exercise 2

- CHANGE FONTS
- SELECTING TEXT
- CHANGE FONT STYLES
- AUTOCORRECT

TERMS

- **Autocorrect:** A feature that corrects common spelling and formatting errors automatically after you press the space bar.
- **Font:** The face of the letters on the screen. The appearance of the characters as they look on the computer.
- **Sans Serif Font:** A font that has straight edges.
- **Select:** Mark text as the focus of your next action. Selected text will appear with a temporary highlight.
- **Scrip Font:** A font that looks like handwriting.
- **Serif Font:** A font that has extended edges.

APPLICATION

1. When does Autocorrect automatically replace errors with corrected text?
After you press the spacebar.
2. What are the 2 most common font styles?
Bold, italics
3. Which option would you choose to change the case of the text to Title Case?
Capitalize Each word
4. How do you access the Autocorrect dialog box to customize the many options?
File, Options, Proofing, Autocorrect Options

NOTES

REFERENCE

Methods for selecting text

To select	Using mouse	Using keyboard	Both
One character	Click and drag over the character	Position insertion point, press and hold Shift, and then press →	
One word	Double click the word	Position insertion point, press and hold Ctrl+Shift, and then press →	
One line	Click in the white space to the left of the line	Position insertion point at the beginning of the line, press and hold Shift, and then press ↓	
One sentence	Click and drag		Press and hold Ctrl, then click anywhere in the sentence.
One paragraph	Triple click anywhere within the paragraph, or double click in the white space to the left of the paragraph	Position insertion point at the beginning of the paragraph, press and hold Ctrl+Shift, and then press ↓	
Entire document	Triple click in the white space to the left of the document	Press Ctrl+A	
To the end of the line		Position insertion point press and hold Shift, and then press End	
A block of text			Click in the beginning of the block, press and hold Shift, and then click at the end of the block
Nonadjacent blocks of text	Press and hold Ctrl and then click and drag to select multiple blocks of text		

Exercise 3

- FULL BLOCK BUSINESS LETTER
- INSERT DATE

TERMS

- **Inside address:** The address of the recipient of your letter.
- **Salutation:** The greeting line in a letter.

APPLICATION

1. What are the parts of a full block business letter?

Date,

Inside address

salutation

body

closing

signature line

title line

initials

2. What are some special notations that when applicable, are included in a full block business letter?

Mail notation Ex: CERTIFIED MAIL, REGISTERED MAIL, BY HAND

Subject notation

Enclosure notation Ex: Enc., Enclosure, Attachment

Copy notation Ex: Copy to:, CC:,

3. How are all the lines aligned in a full block business letter?

Left aligned

4. How do you insert a date?

Insert, Text, Date & Time

NOTES

Exercise 5

- SAVE AS

- VIEW-NAVIGATE A DOCUMENT

- PRINT PREVIEW

- PRINT/PRINT OPTIONS

TERMS

- There are no new terms for this exercise.

APPLICATION

1. How do you open a file that was previously saved? (2)

File, Open; OR:

Ctrl+O.

2. What is the difference between Save and Save as?

Save – save the changes that you made into your original document

Save As – save the changes that you made into a NEW document without changing the original document.

3. If you edit a file that’s already been saved, how should you now save the changes to the file?

Save!

4. If you edit a file that’s already been saved, but you don’t want to change the original file, how should you now save the changes?

Save As!

5. What should you always do before printing?

Save & Preview.

NOTES

Chapter 6

Mail Merge

EXERCISE 33

- Mail merge basics
- Parts of a mail merge
- Creating mail merge form letters
- Creating a new data source

EXERCISE 34

- Using an existing data source
- Editing records and fields
- Merge blocks
- Match fields.

EXERCISE 35

- Creating mail merge envelopes

EXERCISE 36

- Creating mail merge labels

EXERCISE 37

- Creating a mail merge directory

EXERCISE 38




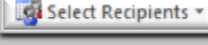

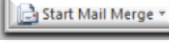
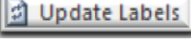
- Sorting an address list
- Selecting specific recipients

EXERCISE 39

- Filtering a data source

Chapter 6

Mail Merge

COMMANDS	RIBBON/GROUP	BUTTON	SHORTCUT
Edit a data source	Mailings / Start Mail Merge		
Insert fields	Mailings / Write and Insert Fields		
Match fields	Mailings / Write and Insert Fields		
Open a data source	Mailings / Start Mail Merge		
Preview results	Mailings / Preview Results		
Set up a main document	Mailings / Start Mail Merge		
Update labels	Mailings / Write and Insert Fields		

Exercise 33

- MAIL MERGE BASICS
- CREATING MAIL MERGE LETTERS
- PARTS OF A MAIL MERGE
- CREATING A NEW DATA SOURCE

TERMS

- **Data source:** A file which contains the variable information to be included in your merge.
- **Field:** A column in the data source that refers to 1 category of information. Ex: first name; cell number.
- **Main document:** The document that contains the standard text and placeholders for the variable information.
- **Merge field:** A placeholder inserted into a document that specifies where and what should be inserted from the data source.
- **Merged document:** The customized document resulting from the merge.
- **Record:** A row or entry in a data source that includes a complete set of information for one item or individual.

APPLICATION

1. What are the 2 parts needed to create a mail merge?
Main Document & Data source aka address list aka recipient list.
2. When we complete the merge what do we get?
A brand new document – the Merged Document.
3. What are 2 different types of placeholders that I can use in my Main Document?
Merge fields & merge blocks.
4. In our Data Source, what are the rows and columns called?
Rows – records – they include a complete set of information for 1 item or individual.
Column – fields – they include a complete category of information.
5. How do you open a data source? (How do you **NOT** open a data source??)
Mailings, Start Mail Merge, SELECT RECIPIENTS.
NOT – File, Open!!!!!!!!!!!!!!!!!!!!!!
6. What must you remember when inserting merge fields?
To include proper spaces and punctuation.
7. Where do we make all corrections that have to be done?
In our Main document (Not the merged document).
8. When you preview your letters are you finished?
NO!!!!!!!!!!!!!!
9. When are you finished the merge?
After you generate a brand new document – Finish & Merge, Edit Individual Documents, OK.
10. If you complete the merge and find a mistake in the merged document, what do you do?
Close the merged document (no need to save it), go back to the main document, make your correction, remerge!!!

NOTES

Exercise 34

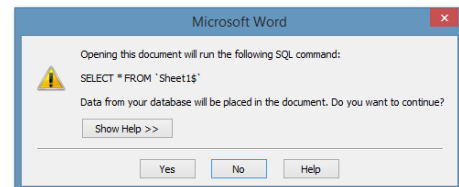
- USING AN EXISTING DATA SOURCE
- MERGE BLOCKS
- EDITING RECORDS AND FIELDS
- MATCH FIELDS

TERMS

- **Merge block:** A collection of merge fields including spaces and punctuation inserted as one item.

APPLICATION

1. How do I open an existing Data Source?
Mailings, Start Mail Merge, Select Recipients, use existing list, select the data source you want.
2. Does anything change on my screen?
Nothing will open up on your screen!!! But the data source does get attached to the main document. – The way to know – is the rest of the buttons on the mailings ribbon are no longer grey...
3. How do I know if my main document has a data source attached?
If the rest of my buttons on my mailing ribbon are active.
4. How do I edit an existing Data Source?
Mailings, Start Mail Merge, Edit Recipient List, on the left towards the bottom – select the name of the data source, press Edit...
5. How do I customize merge fields?
Same as above... then click Customize Columns.
6. What is the advantage of using merge blocks?
You don't have to insert so many fields individually and you don't have to remember your spaces and punctuation because it's included in the merge block.
7. If my merge block is previewing incorrectly what must be changed?
Press Match Fields – because the computer is not matching the correct fields from your data source to the fields necessary for the merge block.
8. When opening a previously saved main document, what do I do when prompted?
Press YES!!



NOTES

Exercise 35

CREATING MAIL MERGE ENVELOPES

TERMS

- There are no new terms this exercise.

APPLICATION

- When do you set up your main document as an envelope? Why?
Before you type anything... because when you do set it up as an envelope it erases any text that is already in the document.

NOTES

Lined area for taking notes.

Exercise 36

CREATING MAIL MERGE LABELS

TERMS

- There are no new terms this exercise.

APPLICATION

- When do you set up your main document as labels? Why?
Before you type anything... because when you do set it up as labels it erases any text that is already in the document.
- When creating your labels, where do you insert all the information?
In the first label only!!
- How do you get the information to go into every label?
Mailings, Write & Insert Fields, Update Labels.
- If you make a mistake, how do you fix it for all the labels?
Fix it in the first label and then press Update Labels again.

NOTES

TERMS

- **Directory:** A single document that lists all entries from the data source.

APPLICATION

1. What is a directory?

A list! – a single document listing all entries from the data source.

2. What are text labels?

Text that you type before merge fields in the document – to label the information that comes next.

3. How do I set up my main document as a directory?

Mailings, Start Mail Merge, Start Mail Merge, Directory. Setup the first entry and an empty line to separate entries....

4. What must I remember before merging my directory?

To add any necessary empty lines. The computer will not be adding in any “Enters”... the next entry will start at the last possible point where the insertion point could be...

5. When do I add a title to my directory and why?

Only after it is merged – in the merged document – or else the title will be repeated before each and every entry...

NOTES

Exercise 38

■ SORTING AN ADDRESS LIST

■ SELECTING SPECIFIC RECIPIENTS

TERMS

- There are no new terms this exercise. ■

APPLICATION

1. How do I sort in ascending/descending order?

In the Mail Merge Recipients dialog box, click on the column heading once – to sort ascending and twice – to sort descending. Or for a more advanced sort go to the sort button...

2. Why would you select or deselect a recipient in your data source?

If you don't want to include a recipient in this specific merge – there is no need to delete him from the data source, instead, you can deselect him and he won't be included in this merge.

To deselect – click on the check mark before the record in the Mail Merge Recipients dialog box.

3. By default all recipients are _____.

Selected!

NOTES

Exercise 38

■ SORTING AN ADDRESS LIST

■ SELECTING SPECIFIC RECIPIENTS

TERMS

- **Criteria:** Specific data used to match a record in a data source.
- **Filter:** To display only specific records based on whether or not they meet specific criteria.

APPLICATION

1. How do I apply a filter?
In the Mail Merge Recipients dialog box, click on the drop down arrow by the column heading and choose one of the criteria.
2. How do I remove a previously applied filter?
In the Mail Merge Recipients dialog box, click on the drop down arrow by the column heading and choose (All).
3. What does a blue drop down arrow signify?
There is a filter currently applied – you probably are not seeing all the records...
4. What is an advanced filter?
A more complicated filter – either by filtering for more than 1 item, or by using a different comparison instead of “equals to”.
5. In an advanced filter what’s the difference between: And & Or?
And – means all the criteria have to be met in order to be included in the merge.
Or – means that if any of the criteria are met than that record will be included even if the other criteria are not met...

NOTES
