Assignment 1

Informal note

Sometimes you need to send a message that may not be popularly received by its recipient. For the purpose of this lesson, we will consider a familiar example. Let's say you want to tell your roommate to stop leaving their dirty dishes around the house. You may have already told him/her to stop doing this in person, perhaps at first in a polite or indirect way, and not unlikely on more than one occasion. You probably weren't surprised, however, to find dirty dishes still lying around the house.

Obviously your message isn't being heard, or it isn't being remembered. You might feel disrespected, but of course you want to avoid expressing those feelings in an ugly confrontation with your roommate. In this lesson we will create a simple but effective document that boldly and clearly communicates your message in a non-confrontational manner. You can post this document at key areas in your home so that your roommate will be reminded to clean up every time they see it.

Be aware, this type of communication can be taken as condescending to its target audience because it points out their shortcomings in a very blunt manner. It does, however, take the burden off of you having to remind them over and over, although the person reading the message will probably be able to guess who posted it and react accordingly. Don't be surprised if you find your document crumpled up and thrown in the garbage. Keep in mind that if the reader reacts to your document, it means they got the message.

Feel free to customize the message in this note to fit your own personal needs. Remember to relax and have fun with this assignment.

Open Microsoft Word 2010

Open Microsoft Word 2010. Before you do anything else, find the Quick access toolbar in the top left-hand corner of the screen. You can see it has the Save, Undo, and Redo tools on it. These tools, most especially the Save and Undo tools, will be your best friends in Microsoft Word.

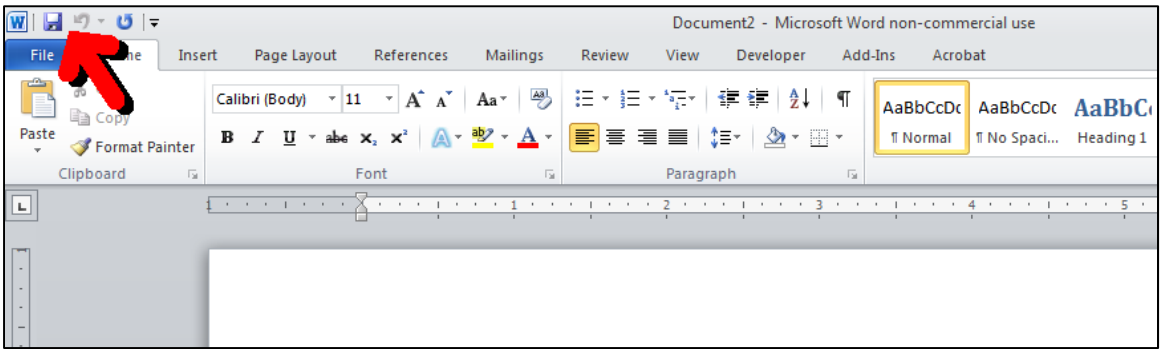

Figure 1-1 – The Quick Access Toolbar

Save The File

Click Save and save your file as "Assignment 1". You will lose work at one point or another because you didn't save it, but you can minimize your losses by saving early and often during the course of a project. Save, save, save. It doesn't cost you a dime.

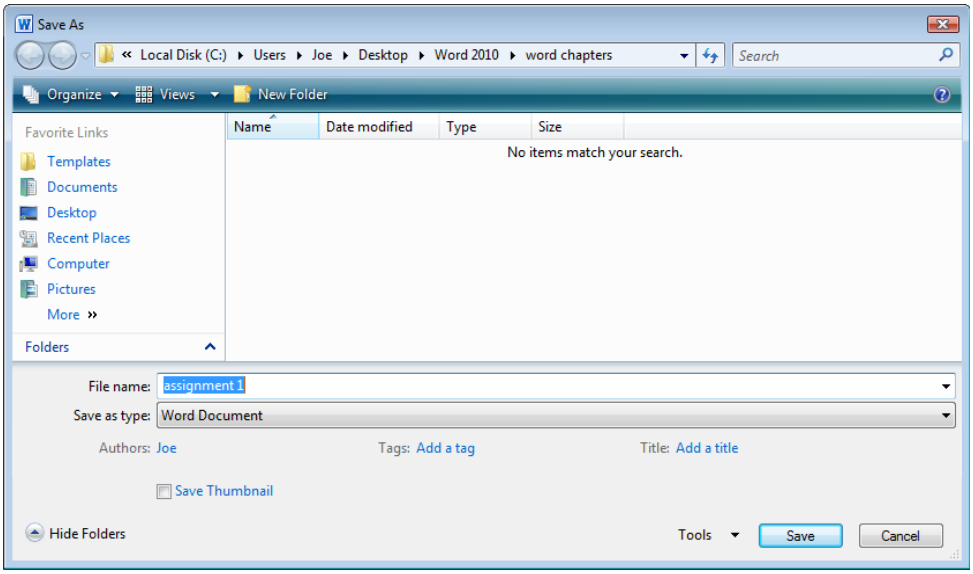

Figure 1-2 – Saving the file as "Assignment 1"

The Undo Tool

The Undo tool is your other best friend. You can select the undo tool from the Quick Access toolbar, or you can hold CTRL and press Z (CTRL+Z) on the keyboard to execute the Undo command. The Undo command will literally undo just about any action you take in Microsoft Word. If you mess up, get lost, or otherwise feel the need to rewind your actions, just use the undo command. You can undo more than just one action. In some cases you can undo multiple times eventually undoing all of your actions, bringing you all the way back to a blank document.

The Ribbon

All tools and commands in Word can be found on the Ribbon. You can use the tabs to switch between different selections of tools. You can access some tools by right-clicking in the work area. The bottom left-hand corner of the screen shows the number of words and pages in your document. You can change the Document View and the Zoom in the bottom right-hand corner of the screen.

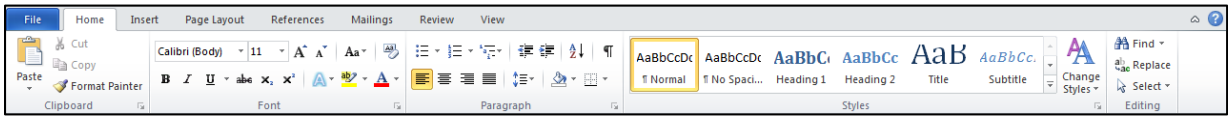

Figure 1-3 – The Ribbon

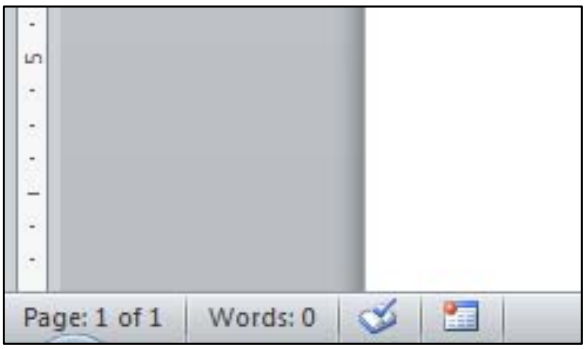

Figure 1-4 – Pages and Word Count

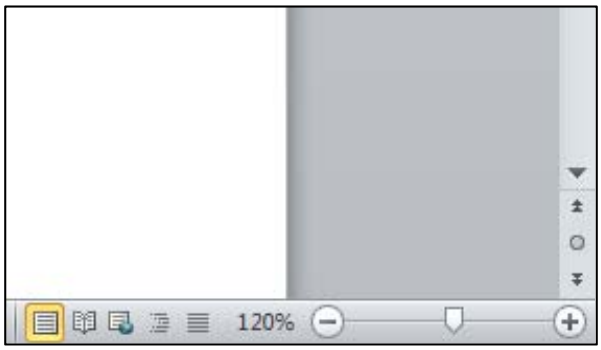

Figure 1-5 – Views and Zoom Control

Typing

Click on the blank page shown document window. You will notice that your mouse turns into a cursor when you hover over an area that accepts text. You should also see a flashing line, called the insertion point, which denotes where text will appear when you type on your keyboard. Let's type our first word: **Attention**. Hit the spacebar on your keyboard after typing the last letter **n** and you will see the "**a**" become capitalized. This is a feature of Autocorrect. We'll work more with Autocorrect later.

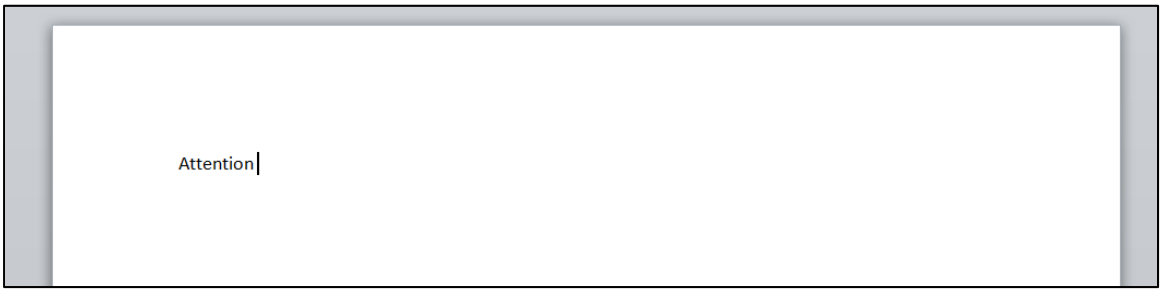

Figure 1-6 – Your First Word

Formatting

Creating a document requires two main tasks: importing the content of the document and formatting the content. Importing content covers typing or copying and pasting words (also known as copy) into the document, as well as inserting pictures and other graphic elements. Formatting involves styling all aspects of the document. In some cases, it will be easier to import all of the content before doing any formatting. In other cases formatting the copy and other content as you go can help you find inspiration for writing or importing other content. Let's try some easy formatting first before writing more of our note.

We want to make this word stand out so it grabs the attention of anyone who sees it. We will use tools on the Font and Paragraph panels under the Home tab to do so. First you must select the copy that you want to format. You can click and drag the cursor across the word so that it is highlighted, or you can double-click the word to select it. When something is selected, any changes you make will only apply to the content that is selected—in this case, the word **Attention**.

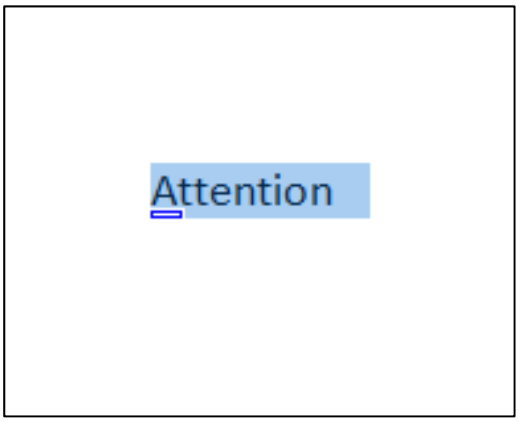

Figure 1-7 – Selecting the Word

Let's place the word in the middle of the page by selecting the Center alignment option from the Paragraph panel. Now the word appears in the middle of the page.

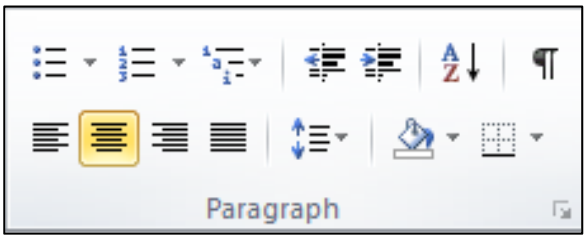

Figure 1-8 – Center Alignment

On the Font panel, select the Font drop menu to select a new font for the word. The default font should be Calibri. Instead, select Arial Black from the list. The word Attention should now appear in the Arial Black font. You can type the name of the font you want in the font menu to find it from the list faster.

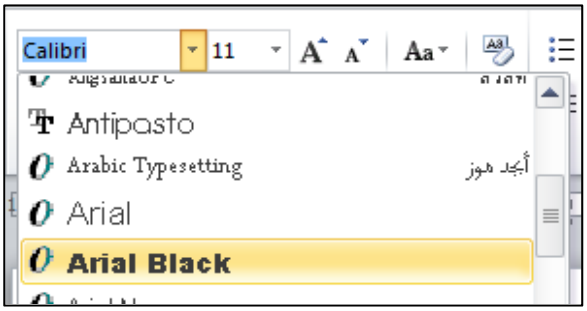

Figure 1-9 – Arial Black

Change the Font size to 48 by selecting the drop menu with the number "11" (that is the default font size in Word 2010). You can also type the font size number in its drop menu if you prefer.

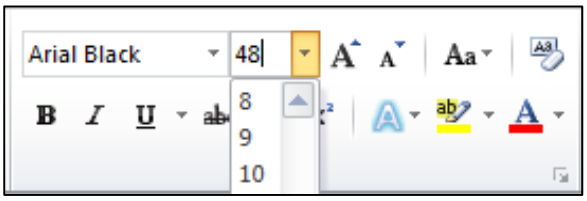

Figure 1-10 – Font Size 48

Now the word is large, but we can make it stand out even more. It should still be highlighted, so you can make some additional formatting changes to it. Let's underline the word by selecting the Underline tool from the Font panel. You can also hold CTRL and hit U on the keyboard (CTRL+U) to toggle underline on and off.

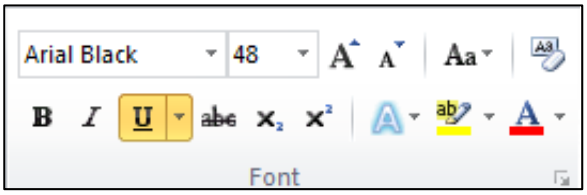

Figure 1-11 – Underline

Change the color of the text by choosing a color from the Font Color option on the Font Panel. Select the downward-facing triangle to open a palette of colors. The color red will draw attention to your note.

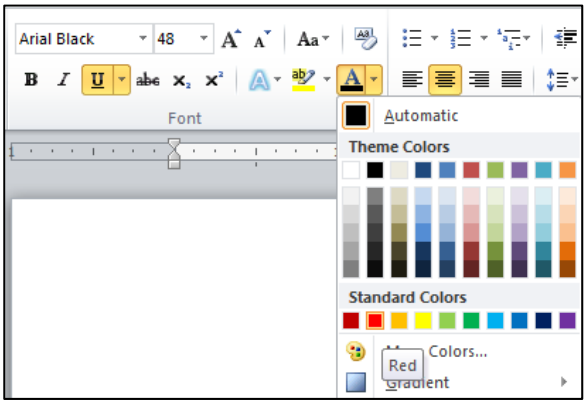

Figure 1-12 – Select Red Font Color

Finally, change the case of the letters in the word to uppercase by choosing UPPERCASE from the Change Case tool on the Font panel.

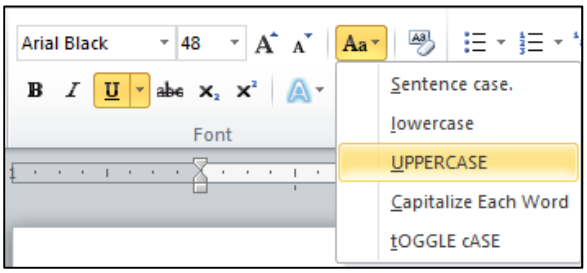

Figure 1-13 – UPPERCASE

Figure 1-14 – The Formatted Title

Now your note's title commands a great deal of attention. You are done formatting the title. Notice that the styling of the title may help you feel more ready to write the note: now that you've got the reader's attention, what would you like to say?

More Formatting

Use the mouse to place the cursor at the very end of the title and then hit ENTER on the keyboard. Hitting ENTER twice will add an empty line as a space and then start a new line of text on your document. However, if you begin typing right away, you will notice that the copy has the same styling as your title: font size 48, red, and underlined. The UPPERCASE option does not carry over. You can toggle uppercase or lowercase text by hitting the Caps Lock button on your keyboard.

You will want to change the font size to 20 on the Font panel, change the Font Color back to black (labeled as Automatic at the very top of the color palette, and toggle underline off. You will see the button on the Font panel turn off. Also, change the alignment of the note back to the left by selecting the Align Text Left option on the Paragraph panel.

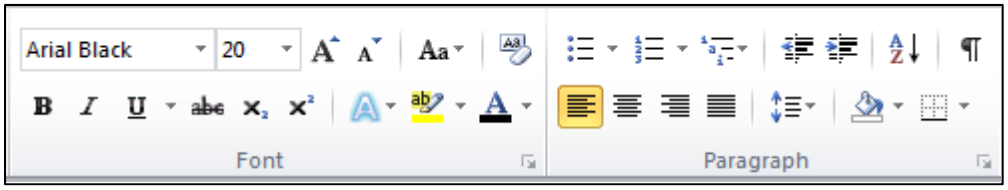

Figure 1-15 – Text Formatted for Message

SAVE YOUR WORK

Select the Save button on the Quick Access toolbar or hold CTRL and hit S (CTRL+S) on the keyboard to save.

Typing the Message

Now you are ready to type your message. Hit ENTER to start a new line of text. This will creates some space between the headline and the message. Start by stating clearly what you want the reader to do. Use the spacebar to type two spaces after the end of each sentence. Then give simple, clear, and rational reasons why you want them to do so. Finish by politely suggesting how the reader can improve their behavior. Make your note short and concise. Remember the KISS rule: Keep It Super Simple.

If you see any words on your screen that are underlined in a red zigzagged line, Word thinks that they are misspelled. Correct the spelling by using the mouse the place the cursor on the word and using the backspace button on the keyboard to erase your mistakes and then retype the word. You can also left-click on the word and select the correct spelling from a list of words that Word thinks you are trying to spell. Word underlines words with a green zigzagged line that it thinks have grammar errors. You can correct these errors in the same way.

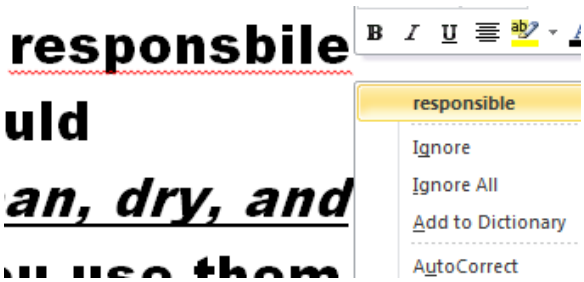

Figure 1-16 – Correcting a Spelling Error

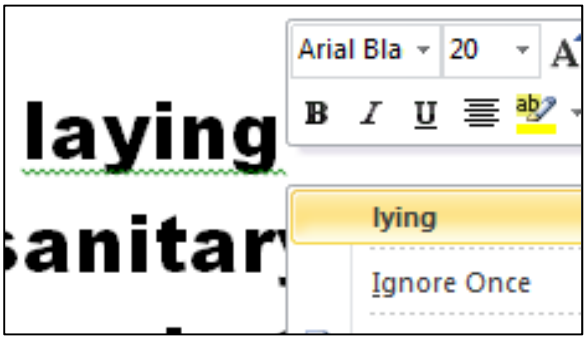

Figure 1-17 – Correcting a Grammar Error

When you are finished typing your note, hit ENTER twice. This will start two new lines of text. You are not going to type on the first new line you created. That will act as a space on the page. On the second new line, type the words "Thank You."

Figure 1-18 – The Message

The main portion of copy in a document is often called the Body. You will usually not want to do too much formatting to the body copy of your documents. This is because excessive formatting of the body copy will distract the reader of your document from digesting all of the words in it and comprehending the message you are trying to communicate. However, you may find that the Bold, Underline, and Italic tools on the Font panel can help to emphasize important words, phrases, or concepts in your body copy. In the case of the example you can see below, I underlined and italicized what I believed to be the most important parts of the note. The bold tool did not change the appearance of the Arial Black font. If it had I may have used it as well.

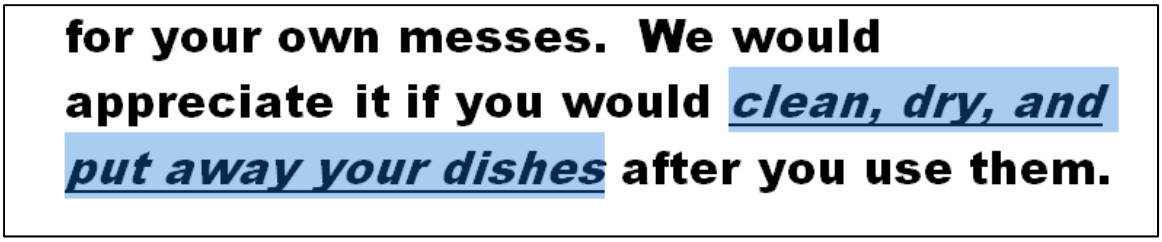

Figure 1-19 – Underlining and Italicizing important parts of the message

SAVE YOUR WORK

Select the Save button on the Quick Access toolbar or hold CTRL and hit S (CTRL+S) on the keyboard to save.

Final Formatting: Alignment and Case

Your note is almost finished. The last bit of formatting you need to do involves aligning the body copy. You aligned the title of your note to the center of the page using the Center alignment option on the Paragraph panel. Right now your body copy is aligned Left, the default option in Word. Click and drag the cursor over the words "Thank You" to select the entire line of text and then select the Align Right option from the Paragraph panel.

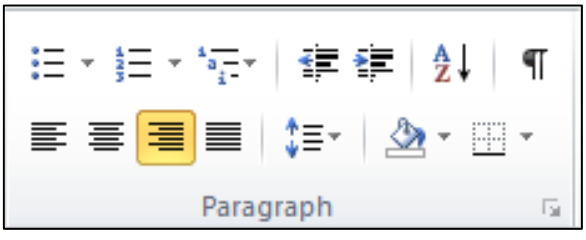

Figure 1-20 – Align Right

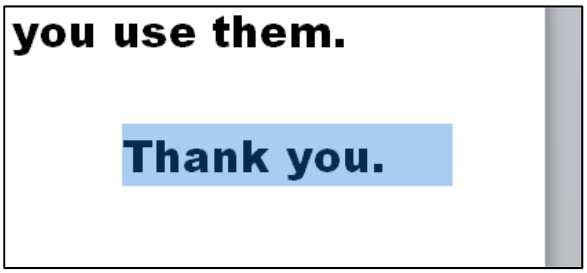

Figure 1-21 – Thank You Aligned to the Right

Now triple-click one of the words in the main portion of the body copy to highlight the entire paragraph. You can use the triple-click to select entire paragraphs at a time. While the main portion of the body is highlighted, select the Justify option from the Paragraph panel. If you hold your cursor still over the Justify icon on the Paragraph panel, you will see that the name of the tool appears along with a keyboard shortcut and a description of the tool. The Justify tool is described as "Align text to both the left and right margins, adding extra space between words as necessary. This creates a clean look along the left and right sides of the page." You have probably seen text aligned this way in a magazine or newspaper. It is easier to read lines of text equal in length that begin and end at the same place. Justify will often be the preferred alignment choice for body copy.

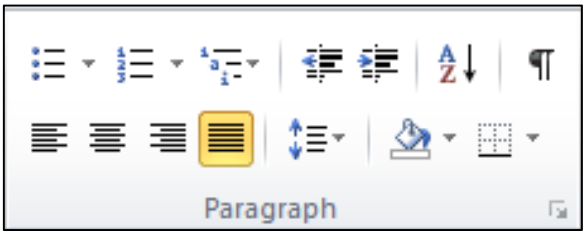

Figure 1-22 – Justify

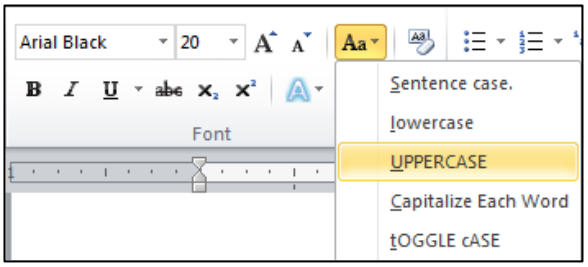

Figure 1-23 – UPPERCASE

You may also want to change the case of the body copy while you still have it selected. Use the Change Case tool on the Font panel and choose UPPERCASE.

Finally, select the View tab on the ribbon and select the 100% tool from the Zoom panel. This will resize the document on your screen so that it is the same size as it will appear when you print it on the default paper size of 8½" by 11". Review your document once more, and then save it a final time. Now you are ready to print.

Figure 1-24 – The Finished Note

SAVE YOUR WORK

Select the Save button on the Quick Access toolbar or hold CTRL and hit S (CTRL+S) on the keyboard to save.

Print

Select the File tab and then choose the Print option from the left side of the screen. You will see a preview of the document on the right side of the screen. On the left side, select the printer you want to use and the number of copies that you'd like to print, and then hit the Print button. We will go over the other print settings another time.

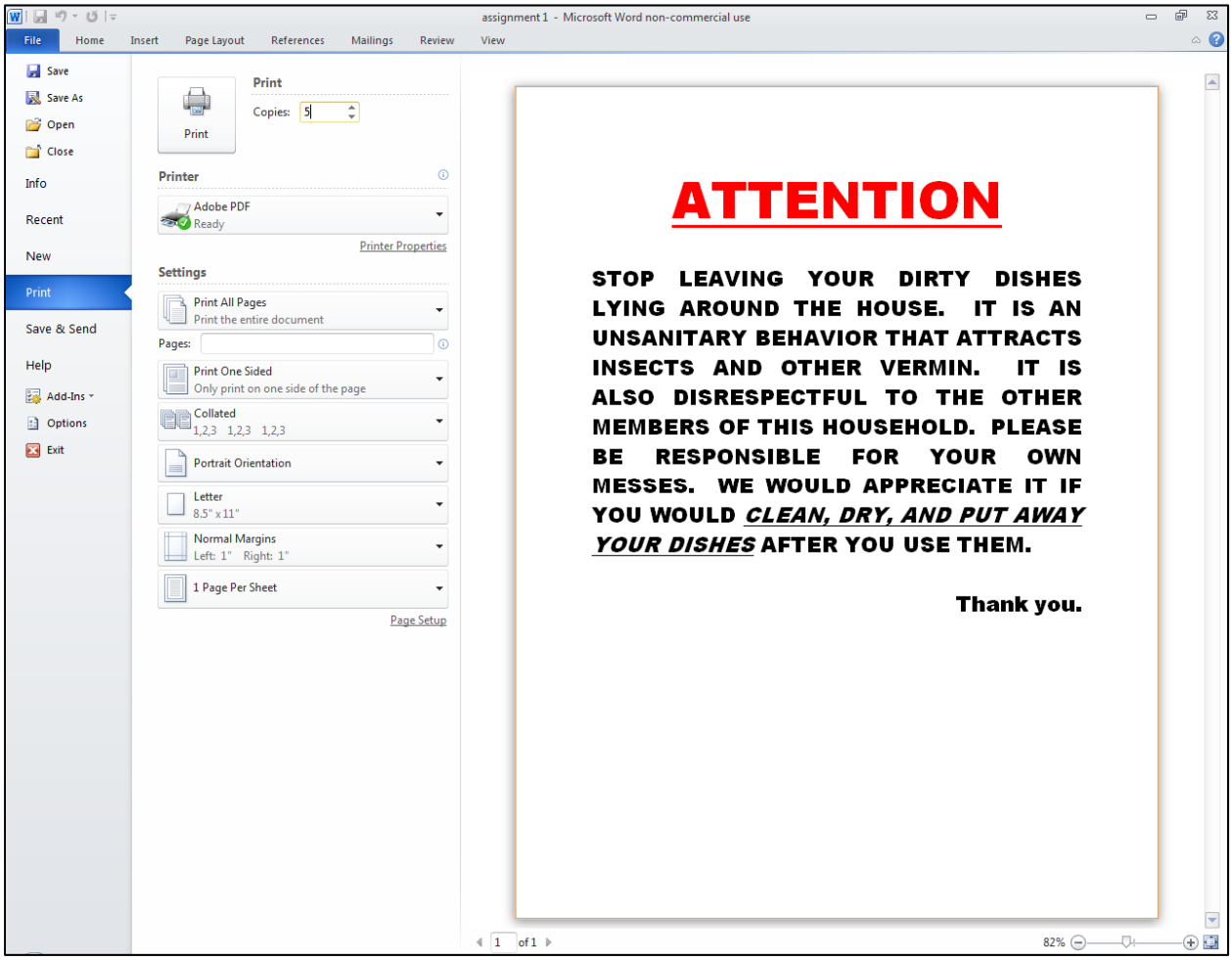

Figure 1-25 – Printing the Note

Congratulations! You have finished assignment #1. Thank you so much for your hard work. You can use the file you have saved to create new notes in the future by opening the file and editing the copy. You have already configured the formatting.

*** World Class CAD Challenge 30-01 * - Create an informal note, save and print the document in less than 30 minutes. Continue this drill four times, each time completing the note in less than 30 minutes to maintain your World Class ranking.**