

IN150

Foundations for Success in IT Careers

Seminar 5

AGENDA

IN150 - Seminar 5

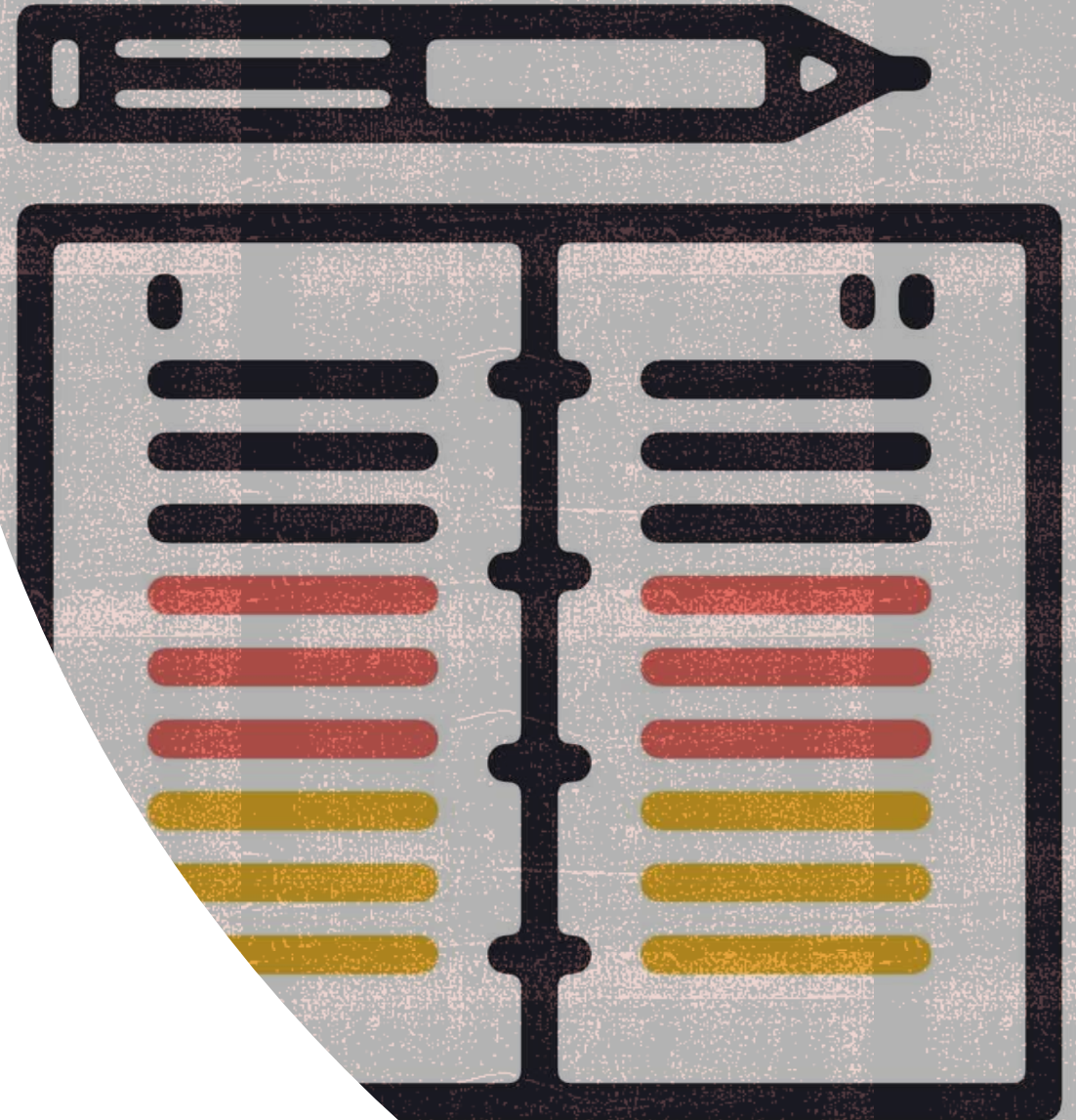
1. Create Documents (4.2.7 Lab)
2. Modify Fonts (4.3.4 Lab)
3. Format Paragraphs (4.4.6 Lab)
4. Edit Documents (4.6.5 Lab)
5. Prepare a Business Memo (4.2.10 Lab)
6. Prepare a Resume (4.3.7 Lab)
7. Format Research Paper Paragraphs (4.4.9 Lab)
8. Looking Ahead

Note: Any labs we do in seminar, will still need to be done separately in the CompTIA environment to receive credit through the automatic grading system. Our coverage is to help you practice and maximize your performance for the labs.



4.2.7 Lab

CREATE DOCUMENTS



CREATE DOCUMENTS

Purpose

The purpose of this lab is to get you familiar with creating a new blank document once within Word.

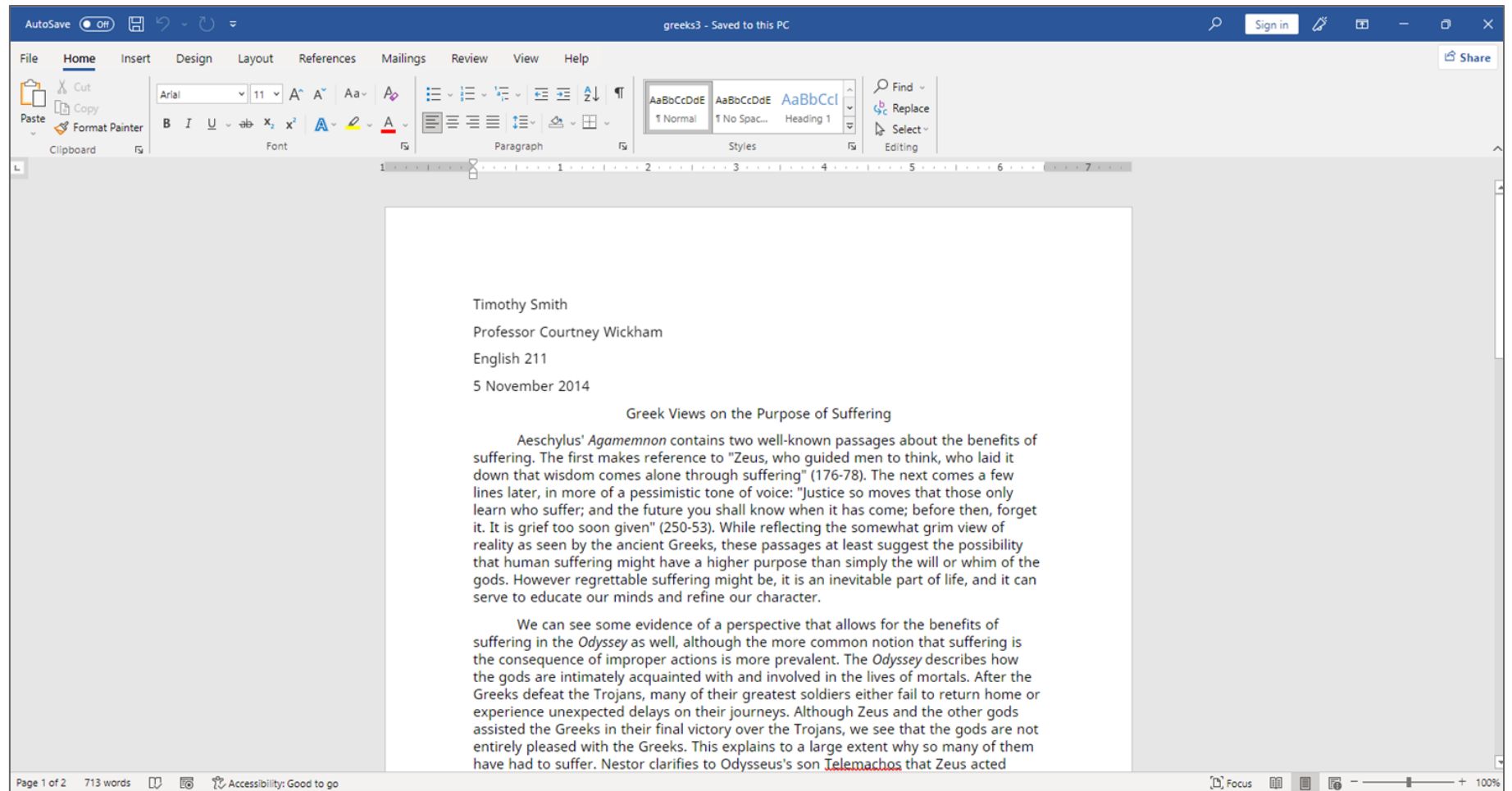
We will go through the lab here.



CREATE DOCUMENTS

4.2.7 Lab

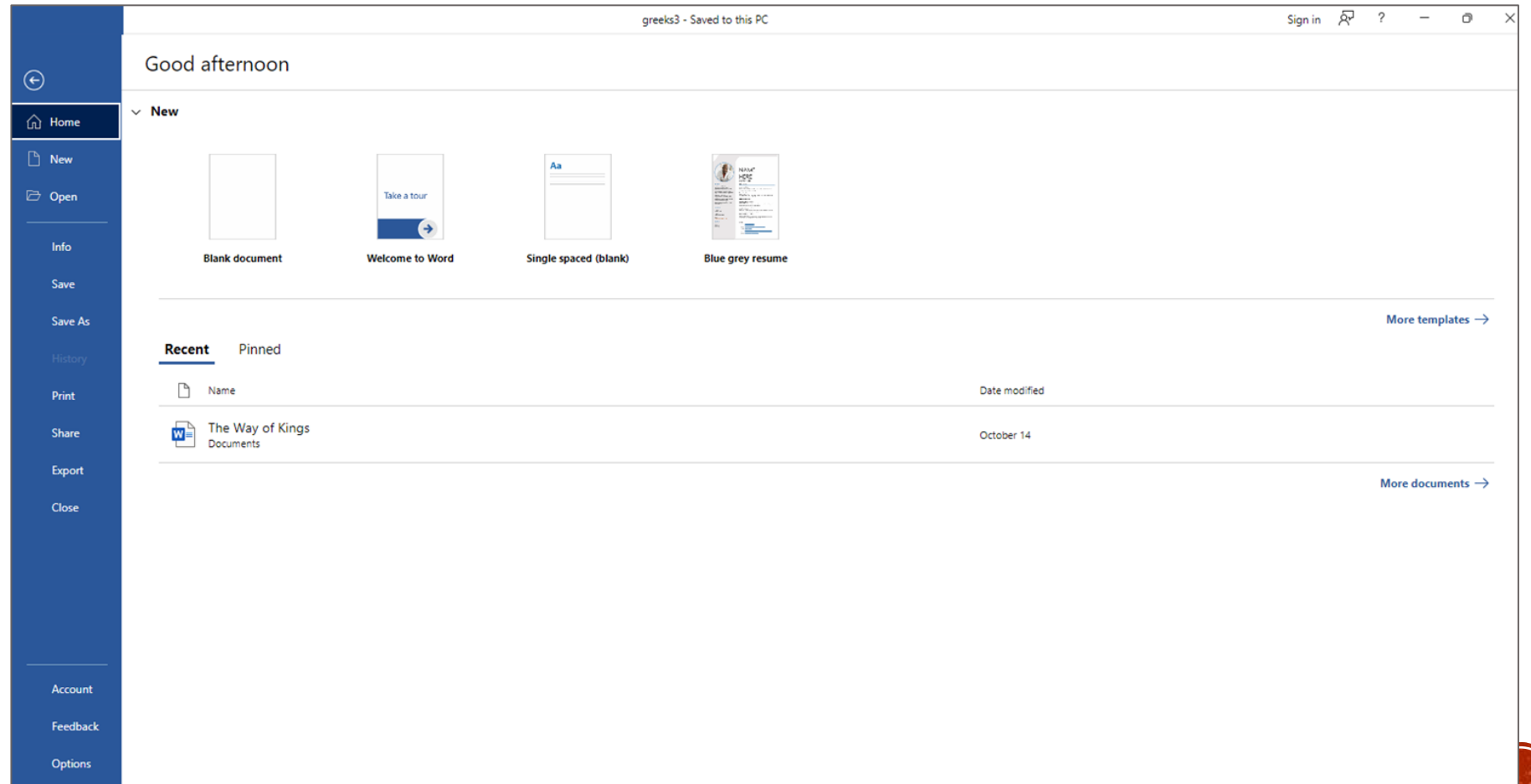
Where is the File tab?



CREATE DOCUMENTS

4.2.7 Lab

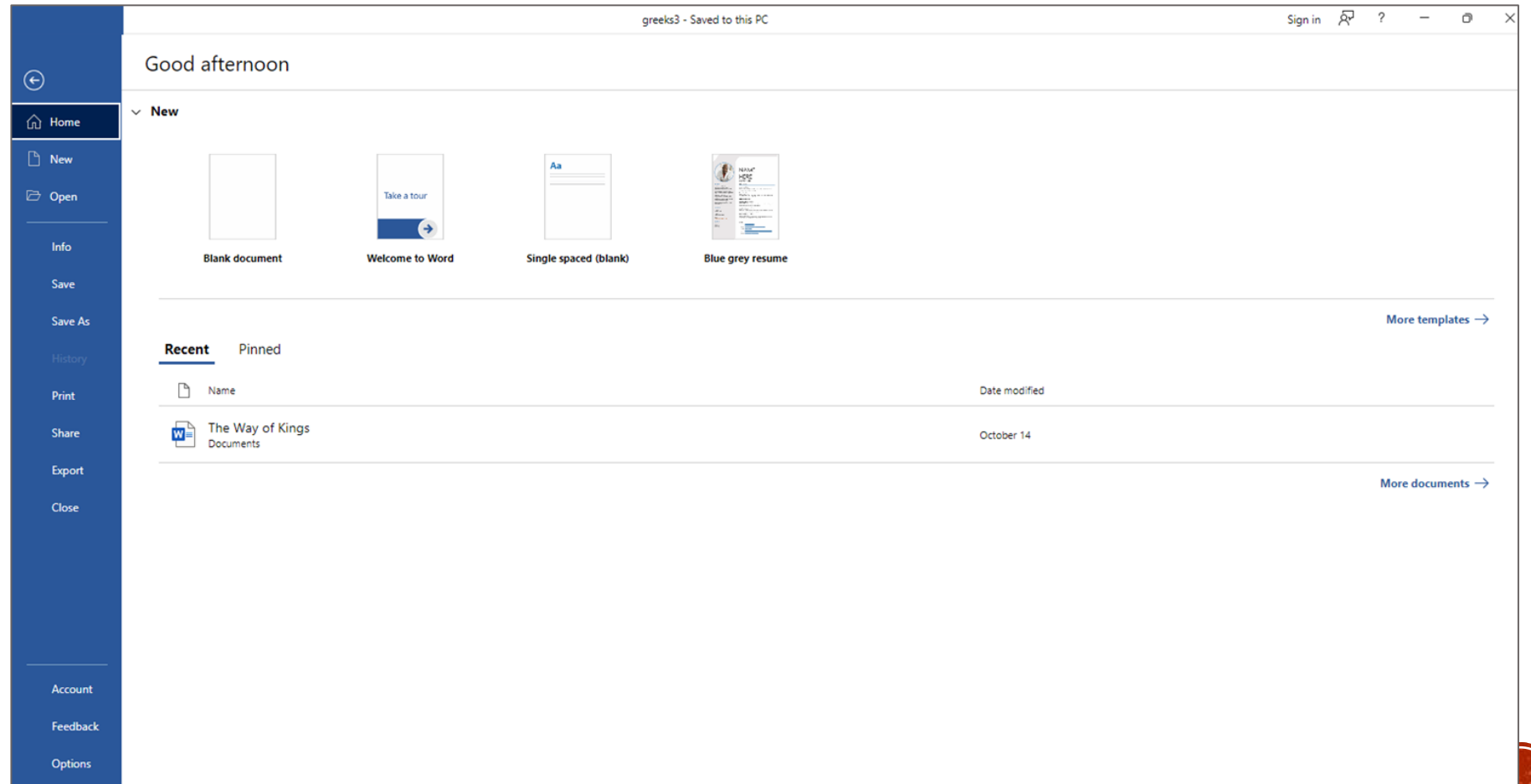
How do you get a new blank document?



CREATE DOCUMENTS

4.2.7 Lab

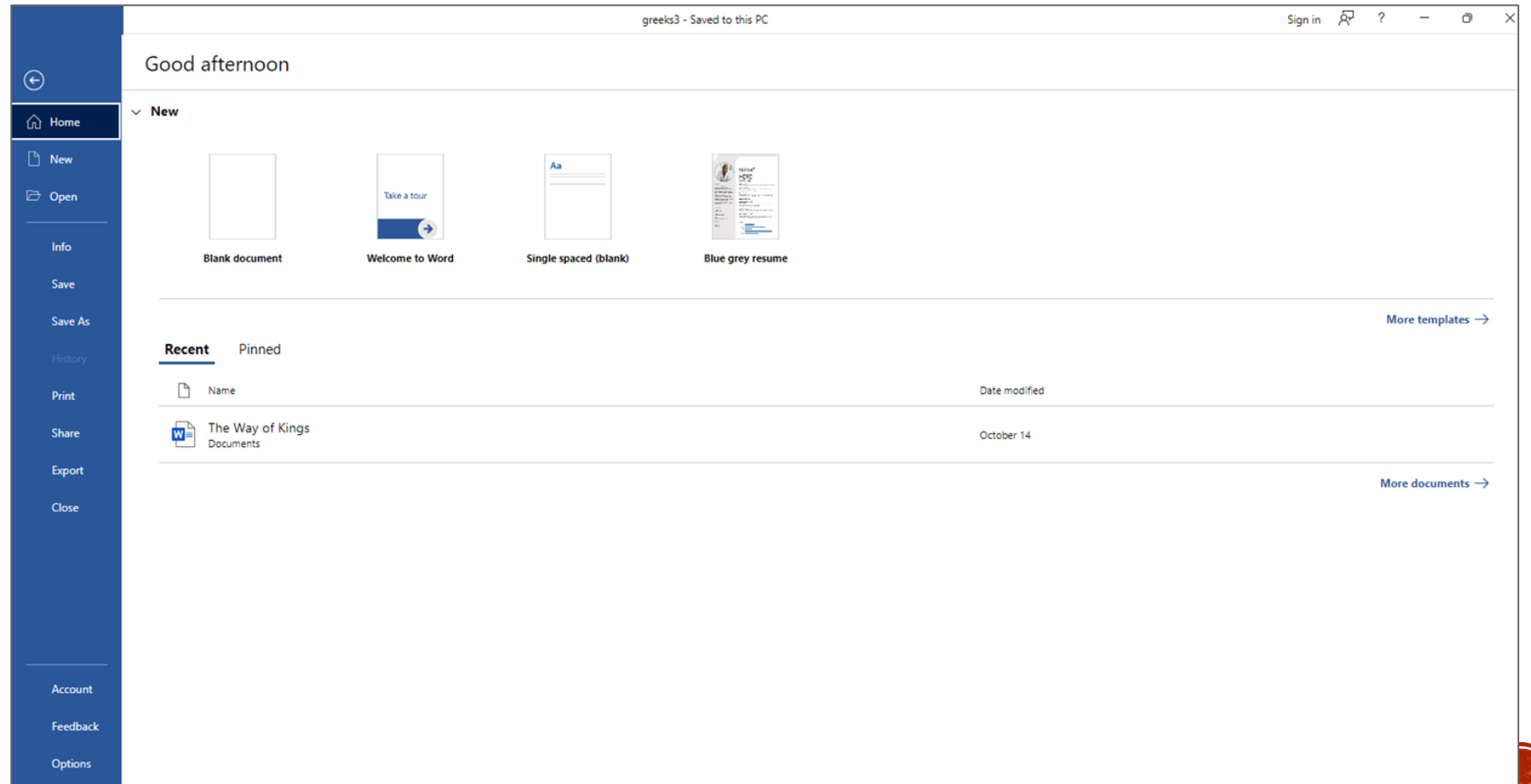
How do you close the document?



CREATE DOCUMENTS

4.2.7 Lab

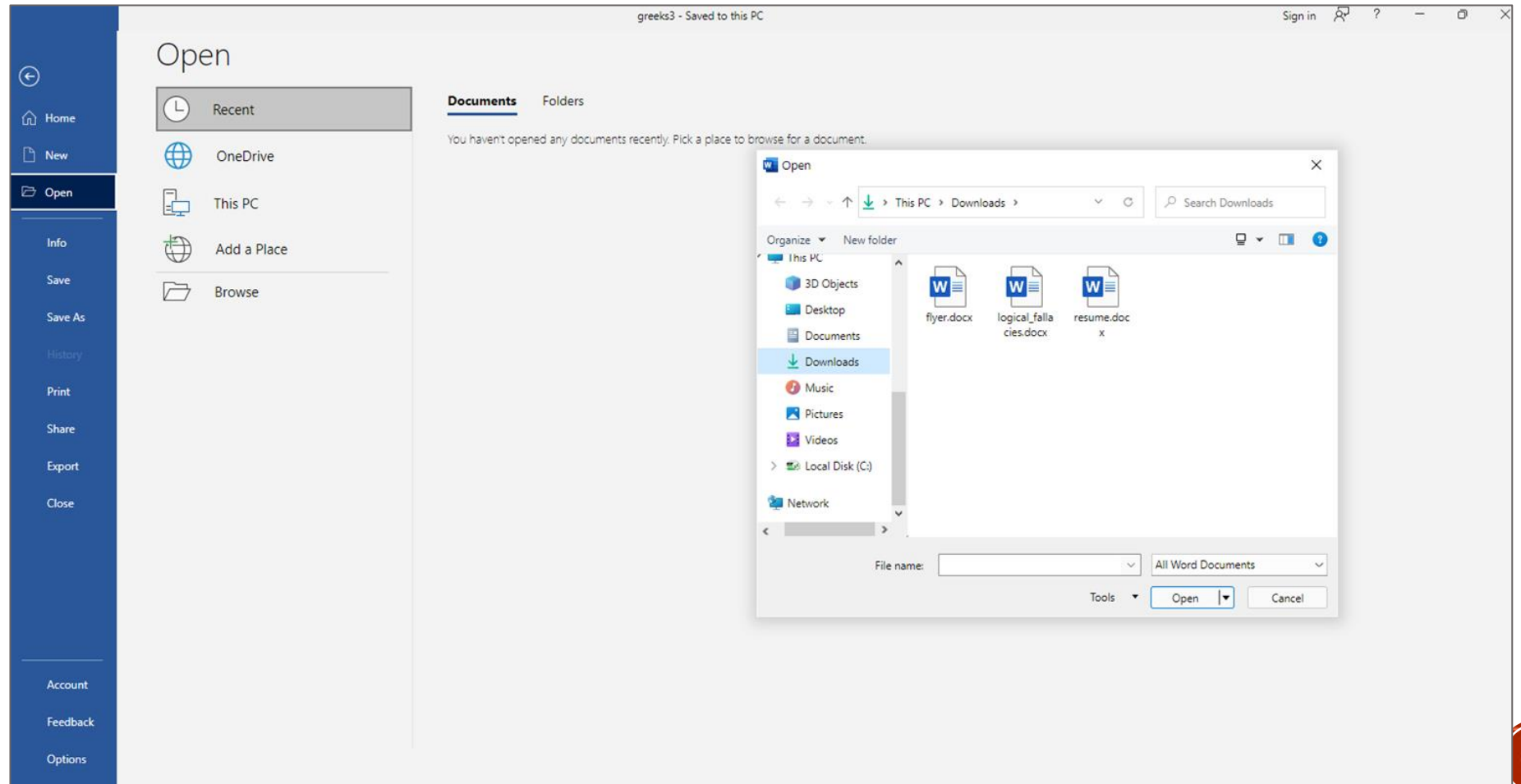
How do you open a document from the downloads folder?



CREATE DOCUMENTS

4.2.7 Lab

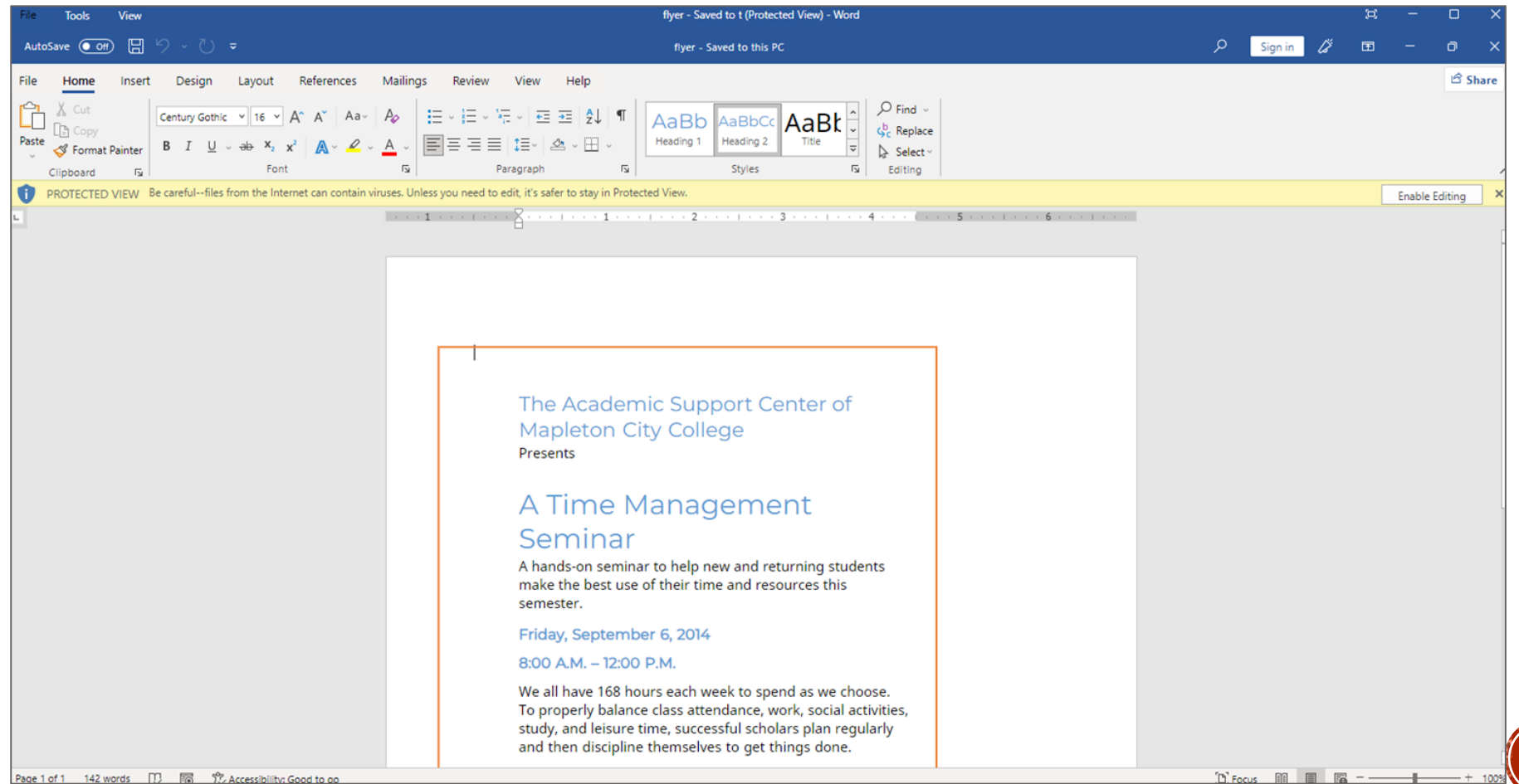
How do you open a document from the downloads folder?



CREATE DOCUMENTS

4.2.7 Lab

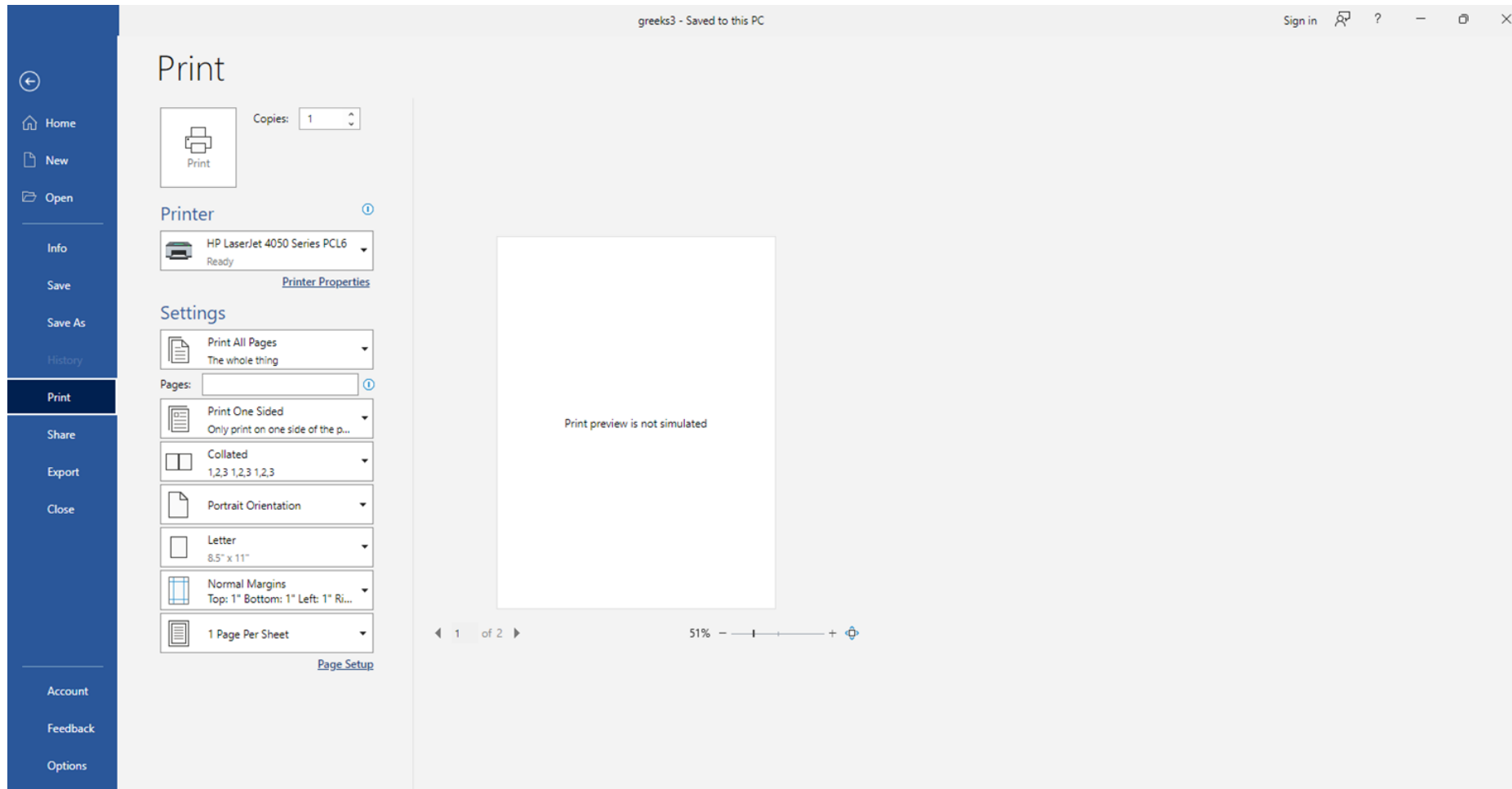
How do you enable editing on a downloaded document?



CREATE DOCUMENTS

4.2.7 Lab

How do you print a document and where do you change the number of copies printed?



The screenshot shows the Microsoft Word Print dialog box for a document titled "greek3 - Saved to this PC". The interface is divided into three main sections: a left-hand navigation pane, a settings panel, and a print preview area.

- Navigation Pane (Left):** Contains icons for Home, New, Open, Info, Save, Save As, History, **Print** (highlighted), Share, Export, Close, Account, Feedback, and Options.
- Print Section:** Features a printer icon and a "Copies" spinner set to 1.
- Printer Section:** Shows the selected printer as "HP LaserJet 4050 Series PCL6" with a "Ready" status and a link to "Printer Properties".
- Settings Section:** Includes several dropdown menus for configuration:
 - "Print All Pages" (The whole thing)
 - "Pages:" (empty)
 - "Print One Sided" (Only print on one side of the p...)
 - "Collated" (1,2,3 1,2,3 1,2,3)
 - "Portrait Orientation"
 - "Letter" (8.5" x 11")
 - "Normal Margins" (Top: 1" Bottom: 1" Left: 1" Ri...)
 - "1 Page Per Sheet"Each setting has a corresponding icon and a link to "Page Setup".
- Print Preview Area (Right):** Displays a large white rectangle with the text "Print preview is not simulated". Below the preview is a page navigation bar showing "1 of 2" pages and a zoom level of "51%".



4.3.4 Lab

MODIFY FONTS



MODIFY FONTS

Purpose

The purpose of this lab is to get you familiar with modifying fonts within Word.

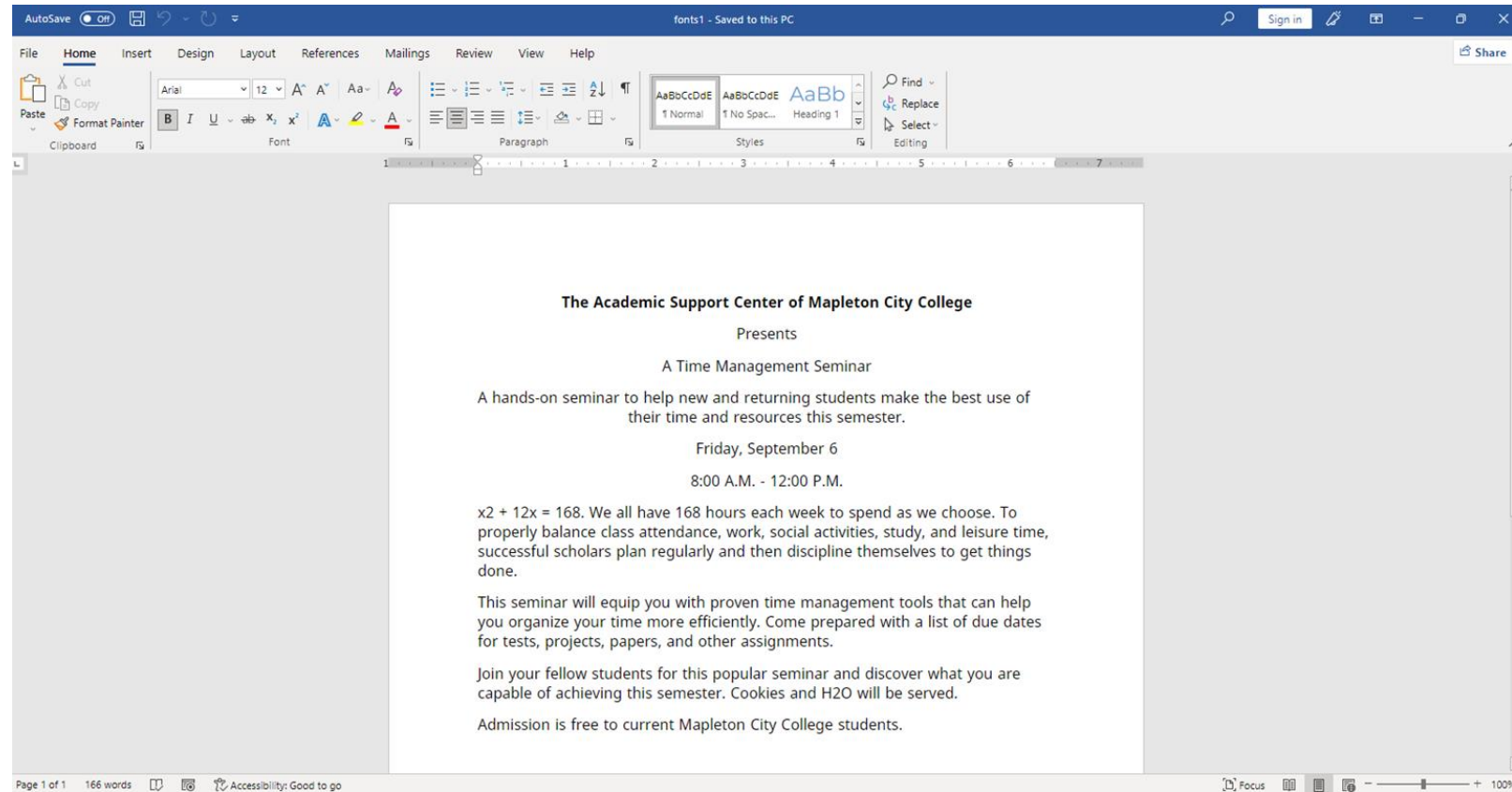
We will go through the lab here.



MODIFY FONTS

Purpose

- Where can you change the font?
- Where can you change the size of the font?
- Where can you clear all formatting?



The screenshot displays the Microsoft Word interface with a document titled "fonts1 - Saved to this PC". The ribbon is set to the "Home" tab, showing the "Font" and "Paragraph" groups. The "Font" group includes options for font face (Arial), size (12), bold (B), italic (I), underline (U), and text color. The "Paragraph" group includes options for bullet points, numbering, and alignment. The document content is centered and reads:

The Academic Support Center of Mapleton City College
Presents
A Time Management Seminar
A hands-on seminar to help new and returning students make the best use of their time and resources this semester.
Friday, September 6
8:00 A.M. - 12:00 P.M.

$x^2 + 12x = 168$. We all have 168 hours each week to spend as we choose. To properly balance class attendance, work, social activities, study, and leisure time, successful scholars plan regularly and then discipline themselves to get things done.

This seminar will equip you with proven time management tools that can help you organize your time more efficiently. Come prepared with a list of due dates for tests, projects, papers, and other assignments.

Join your fellow students for this popular seminar and discover what you are capable of achieving this semester. Cookies and H2O will be served.

Admission is free to current Mapleton City College students.

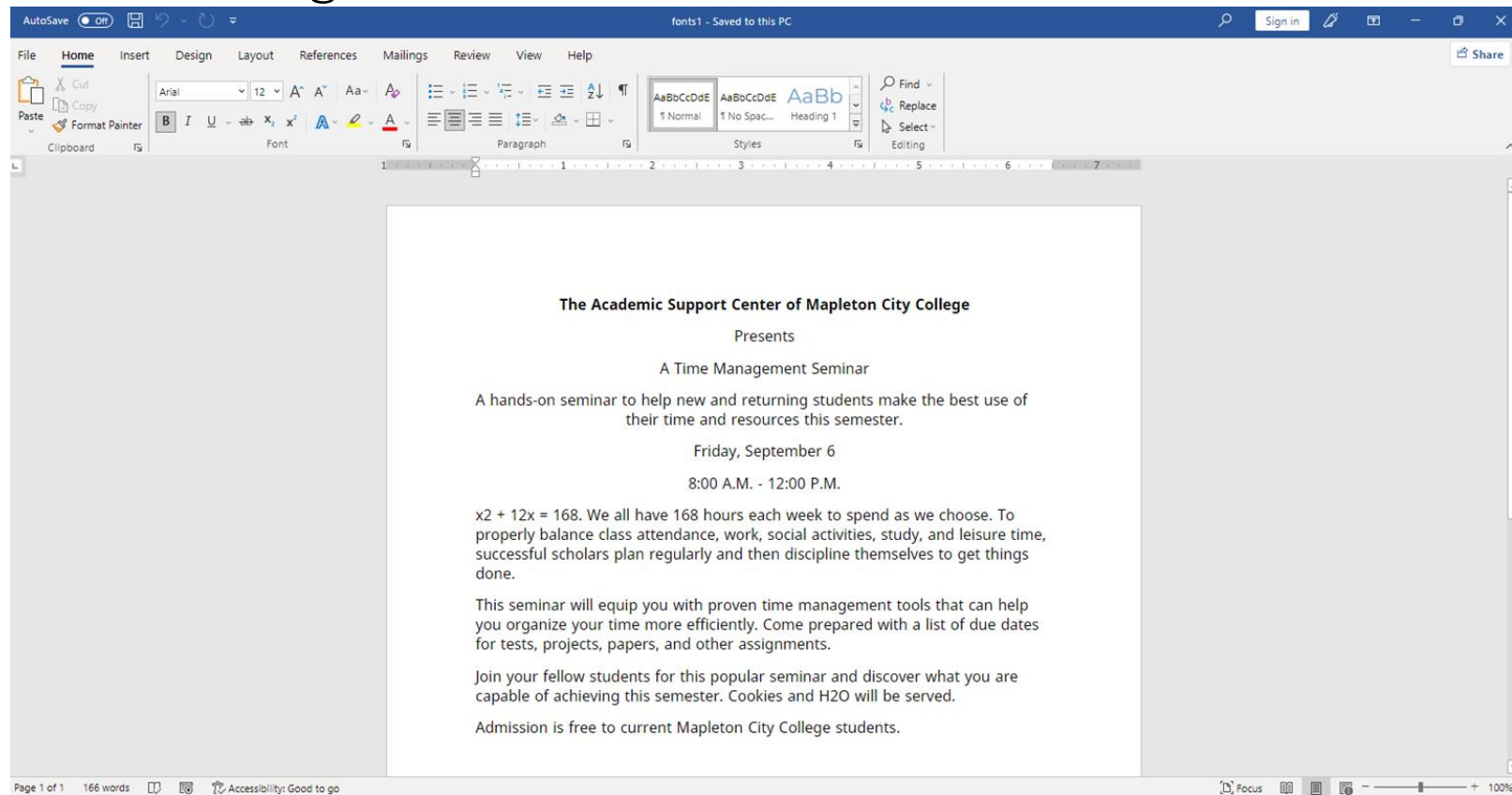
Page 1 of 1 166 words Accessibility: Good to go



MODIFY FONTS

Purpose

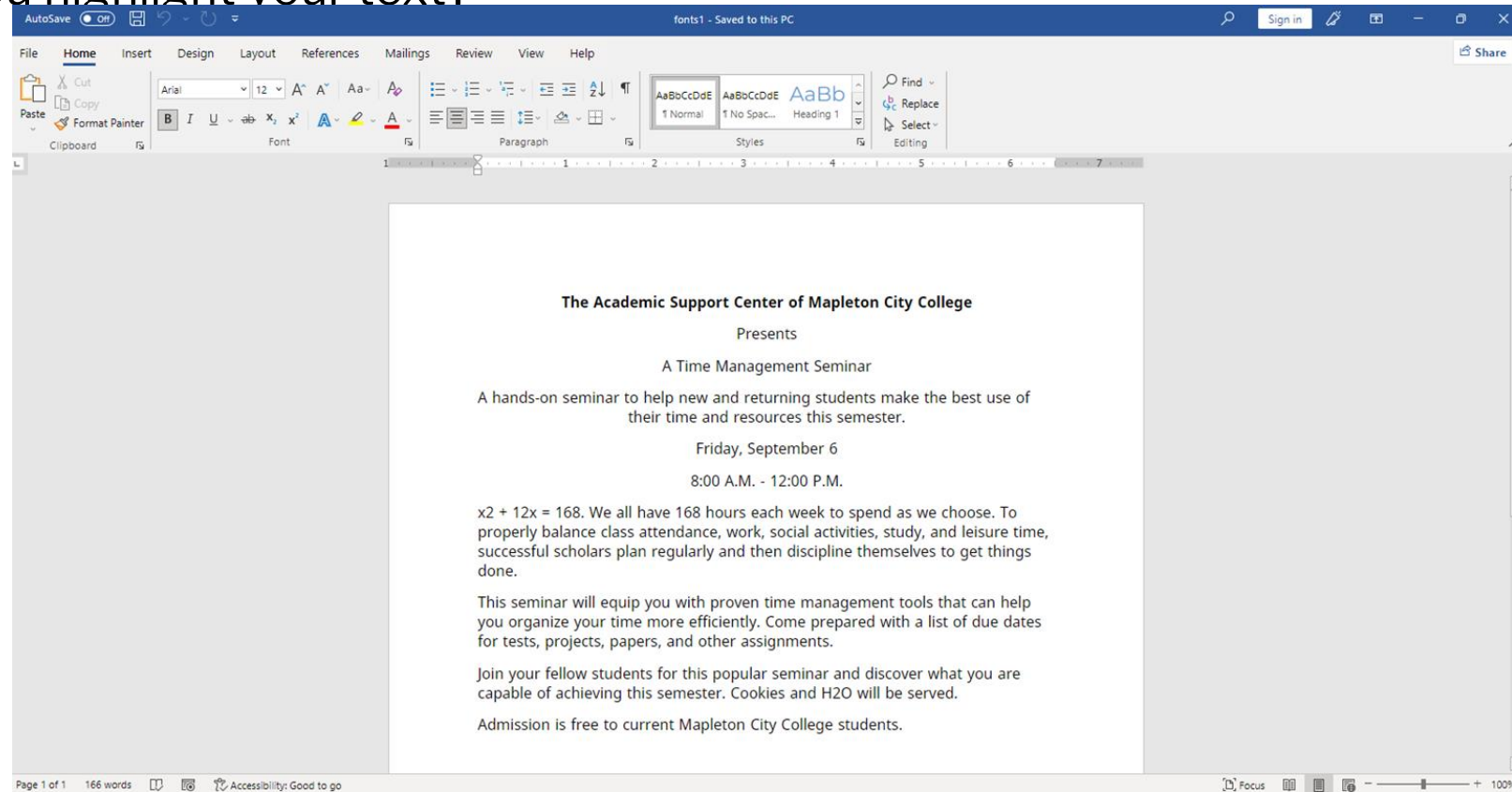
- Where can you bold text?
- Where can you underline text?
- Where can you italicize text?
- Where can you strike through text?



MODIFY FONTS

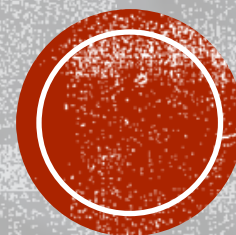
Purpose

- Where can you create a subscript (lower)?
- Where can you create a superscript (higher)?
- Where can you change the color of your text?
- Where can you highlight your text?



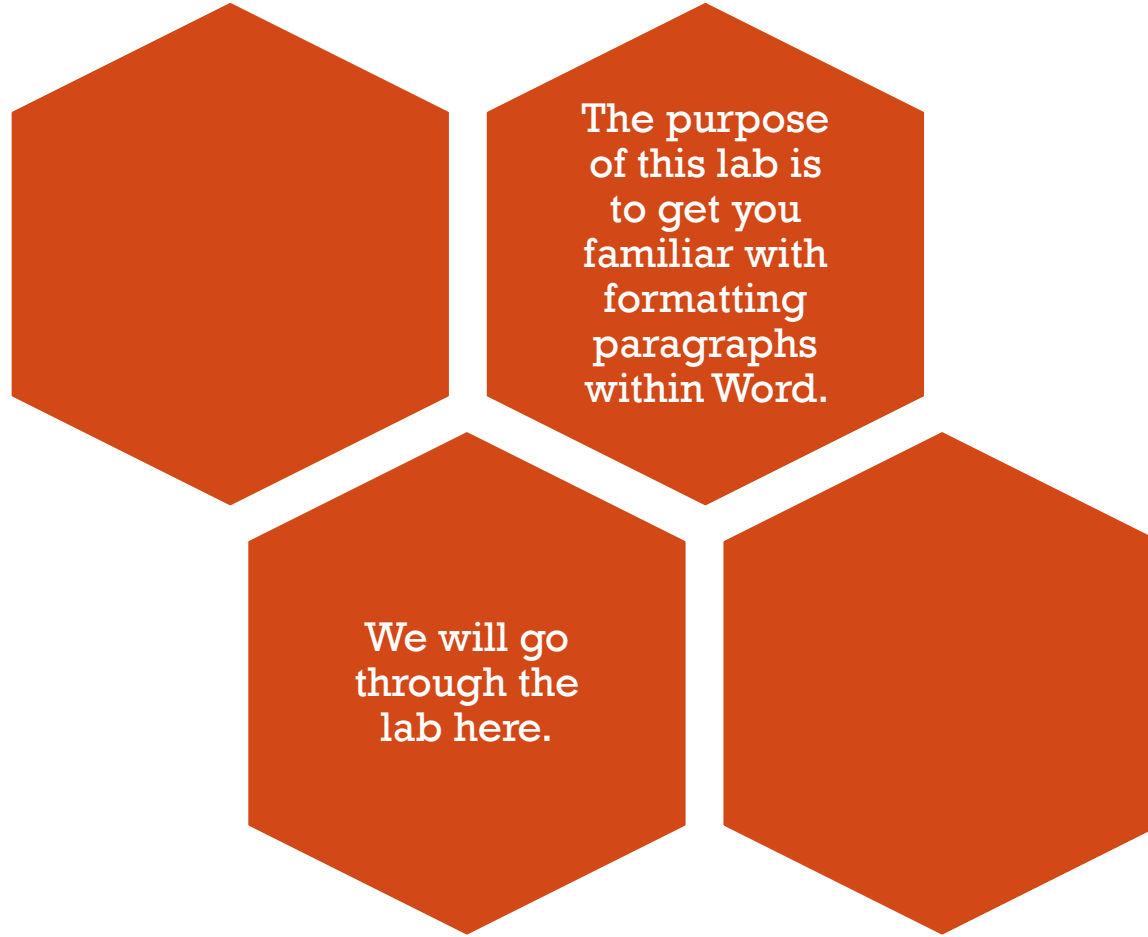
FORMAT PARAGRAPHS

4.4.6 Lab



FORMAT PARAGRAPHS

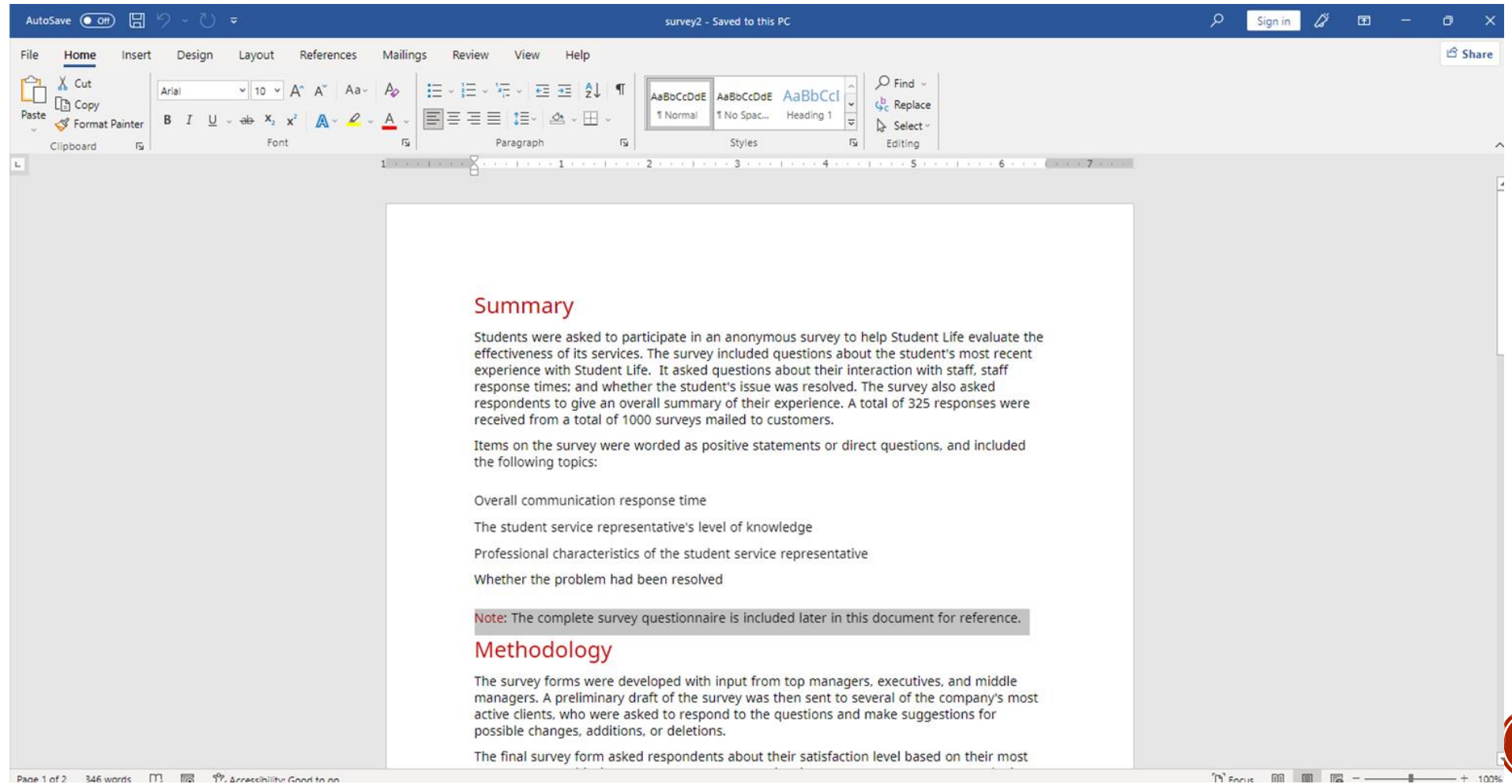
Purpose



FORMATTING PARAGRAPHS

4.4.6 Lab

How would you center a word?



The screenshot shows the Microsoft Word interface with the following content:

AutoSave Off survey2 - Saved to this PC

File Home Insert Design Layout References Mailings Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color, Font Color

Paragraph: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style, Paragraph Orientation

Styles: Normal, No Spacing, Heading 1

Editing: Find, Replace, Select

Summary

Students were asked to participate in an anonymous survey to help Student Life evaluate the effectiveness of its services. The survey included questions about the student's most recent experience with Student Life. It asked questions about their interaction with staff, staff response times; and whether the student's issue was resolved. The survey also asked respondents to give an overall summary of their experience. A total of 325 responses were received from a total of 1000 surveys mailed to customers.

Items on the survey were worded as positive statements or direct questions, and included the following topics:

- Overall communication response time
- The student service representative's level of knowledge
- Professional characteristics of the student service representative
- Whether the problem had been resolved

Note: The complete survey questionnaire is included later in this document for reference.

Methodology

The survey forms were developed with input from top managers, executives, and middle managers. A preliminary draft of the survey was then sent to several of the company's most active clients, who were asked to respond to the questions and make suggestions for possible changes, additions, or deletions.

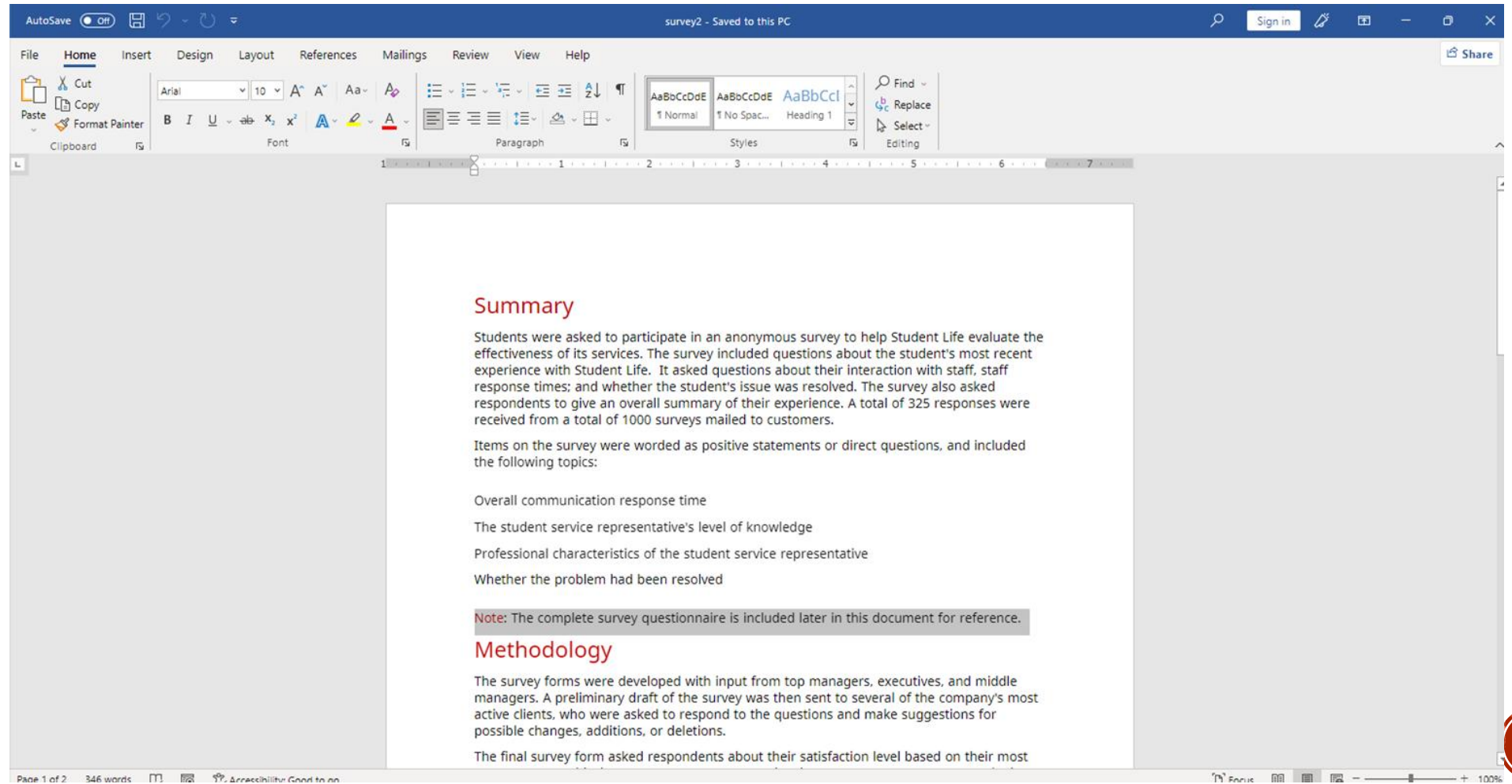
The final survey form asked respondents about their satisfaction level based on their most

Page 1 of 2 346 words Accessibility: Good to go

FORMATTING PARAGRAPHS

4.4.6 Lab

How would you add formatting marks?



The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Paragraph, Styles, and Editing. The document content is as follows:

Summary

Students were asked to participate in an anonymous survey to help Student Life evaluate the effectiveness of its services. The survey included questions about the student's most recent experience with Student Life. It asked questions about their interaction with staff, staff response times; and whether the student's issue was resolved. The survey also asked respondents to give an overall summary of their experience. A total of 325 responses were received from a total of 1000 surveys mailed to customers.

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The final survey form asked respondents about their satisfaction level based on their most

FORMATTING PARAGRAPHS

4.4.6 Lab

How would you adjust the line spacing?

The screenshot shows the Microsoft Word interface with the 'Home' ribbon selected. The 'Paragraph' group is active, showing options for line and paragraph spacing. The document content is as follows:

Summary

Students were asked to participate in an anonymous survey to help Student Life evaluate the effectiveness of its services. The survey included questions about the student's most recent experience with Student Life. It asked questions about their interaction with staff, staff response times; and whether the student's issue was resolved. The survey also asked respondents to give an overall summary of their experience. A total of 325 responses were received from a total of 1000 surveys mailed to customers.

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- Professional characteristics of the student service representative
- Whether the problem had been resolved

Note: The complete survey questionnaire is included later in this document for reference.

Methodology

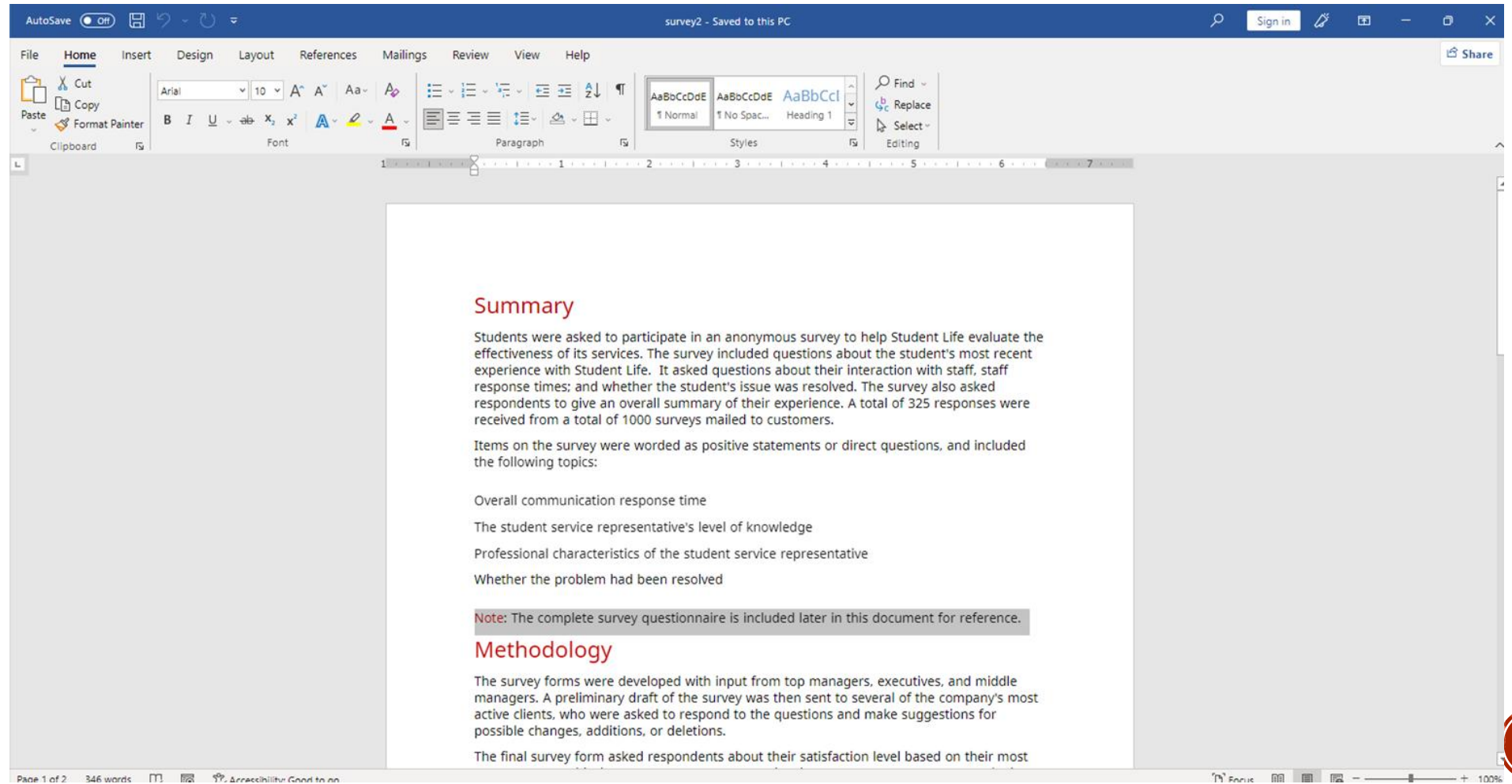
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The final survey form asked respondents about their satisfaction level based on their most

FORMATTING PARAGRAPHS

4.4.6 Lab

How would you add bullets?



AutoSave Off survey2 - Saved to this PC

File Home Insert Design Layout References Mailings Review View Help

Cut Copy Paste Format Painter Clipboard

Arial 10 A⁺ A⁻ Aa Aa

B I U X₂ X² Paragraph

AaBbCcDdEe AaBbCcDdEe AaBbCcDdEe Styles

Find Replace Select Editing

Summary

Students were asked to participate in an anonymous survey to help Student Life evaluate the effectiveness of its services. The survey included questions about the student's most recent experience with Student Life. It asked questions about their interaction with staff, staff response times; and whether the student's issue was resolved. The survey also asked respondents to give an overall summary of their experience. A total of 325 responses were received from a total of 1000 surveys mailed to customers.

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Note: The complete survey questionnaire is included later in this document for reference.

Methodology

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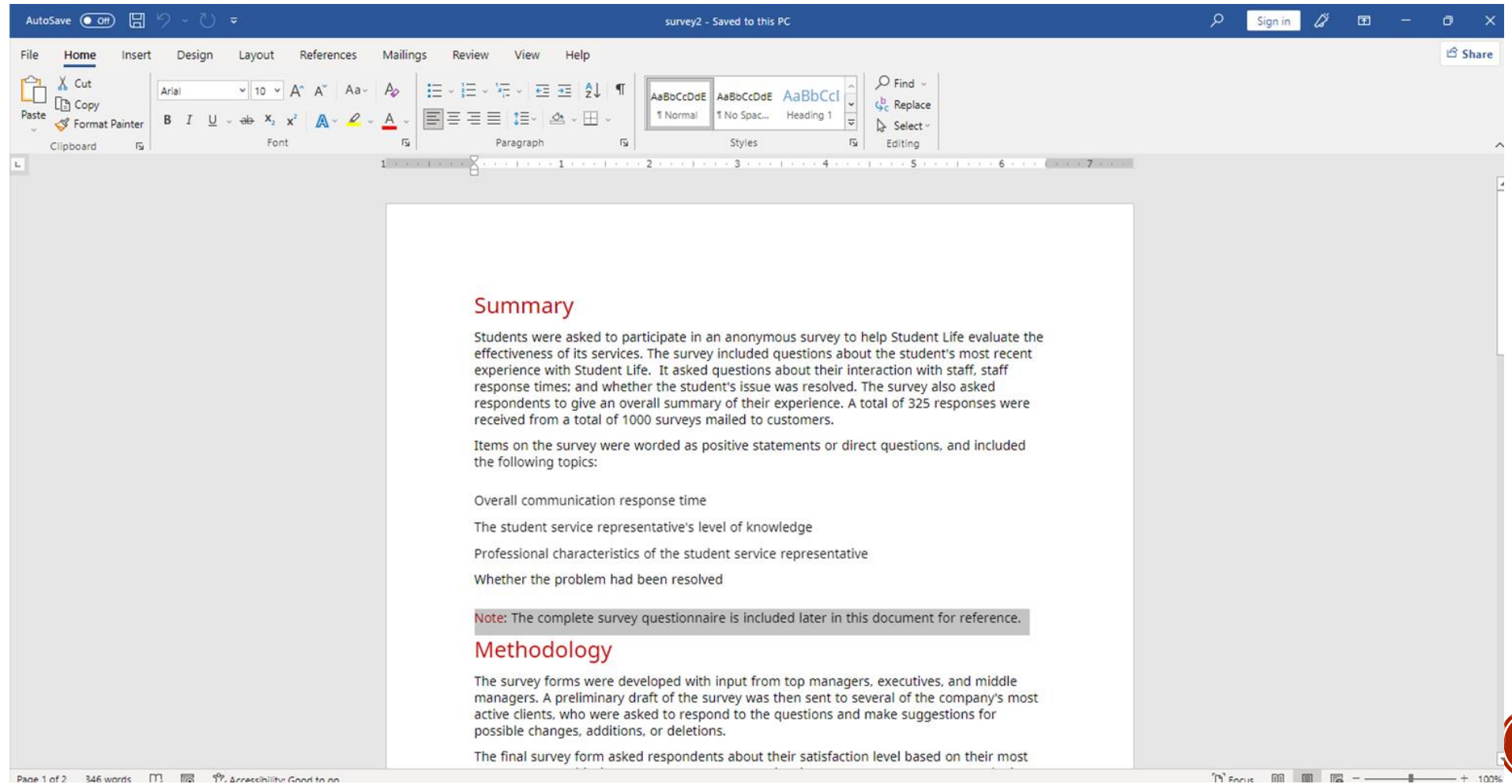
The final survey form asked respondents about their satisfaction level based on their most

Page 1 of 2 346 words Accessibility Good to go

FORMATTING PARAGRAPHS

4.4.6 Lab

Where would you change the bullets?



The screenshot shows a Microsoft Word document titled "survey2 - Saved to this PC". The ribbon is set to "Home", and the "Paragraph" group is active. The document content includes a "Summary" section with a bulleted list of survey topics. The list items are:

- Overall communication response time
- The student service representative's level of knowledge
- Professional characteristics of the student service representative
- Whether the problem had been resolved

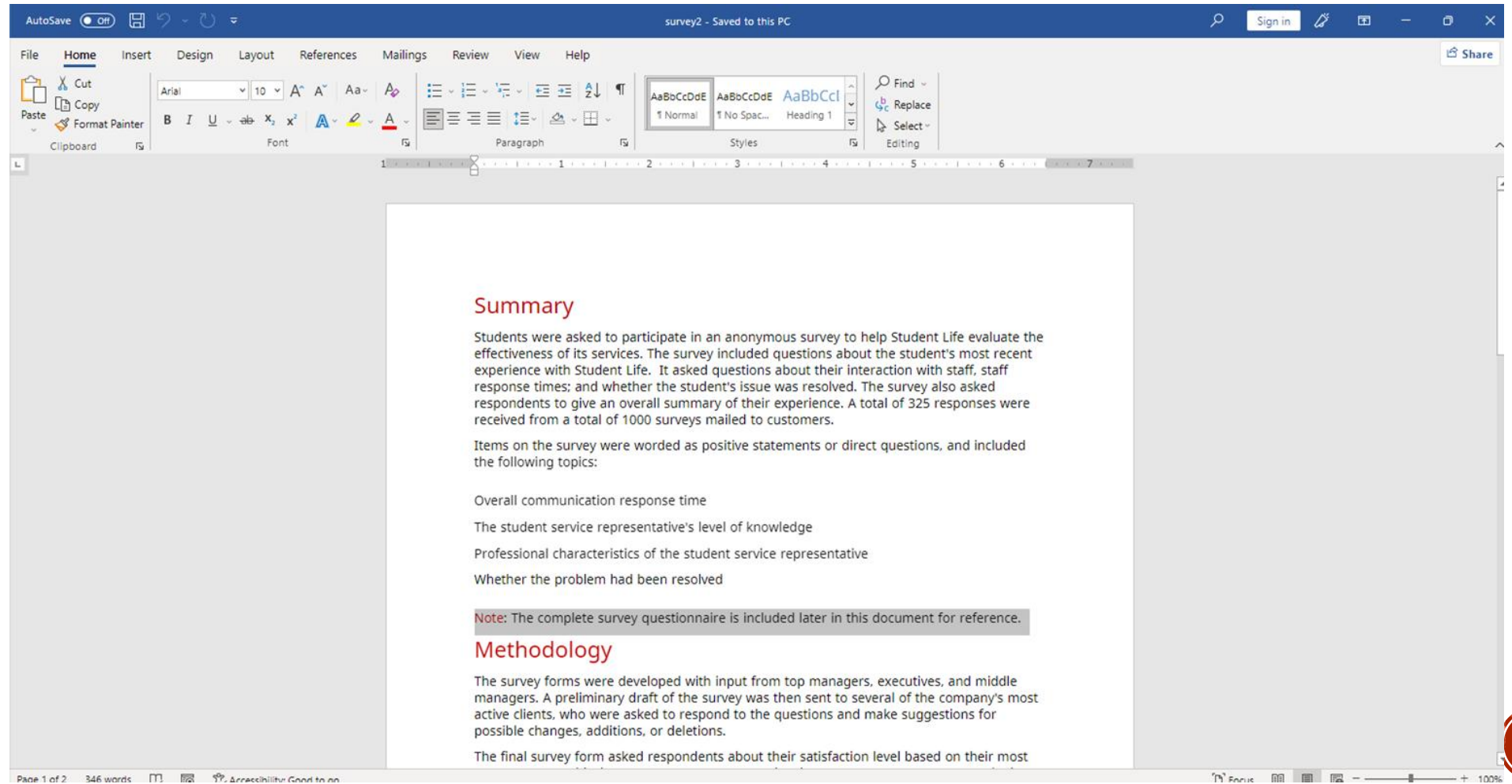
A note is present: "Note: The complete survey questionnaire is included later in this document for reference." Below the note is a "Methodology" section.

Page 1 of 2 346 words Accessibility: Good to go

FORMATTING PARAGRAPHS

4.4.6 Lab

Where would you change the border color of a paragraph?



The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Paragraph, Styles, and Editing. The document content is as follows:

Summary

Students were asked to participate in an anonymous survey to help Student Life evaluate the effectiveness of its services. The survey included questions about the student's most recent experience with Student Life. It asked questions about their interaction with staff, staff response times; and whether the student's issue was resolved. The survey also asked respondents to give an overall summary of their experience. A total of 325 responses were received from a total of 1000 surveys mailed to customers.

Items on the survey were worded as positive statements or direct questions, and included the following topics:

- Overall communication response time
- The student service representative's level of knowledge
- Professional characteristics of the student service representative
- Whether the problem had been resolved

Note: The complete survey questionnaire is included later in this document for reference.

Methodology

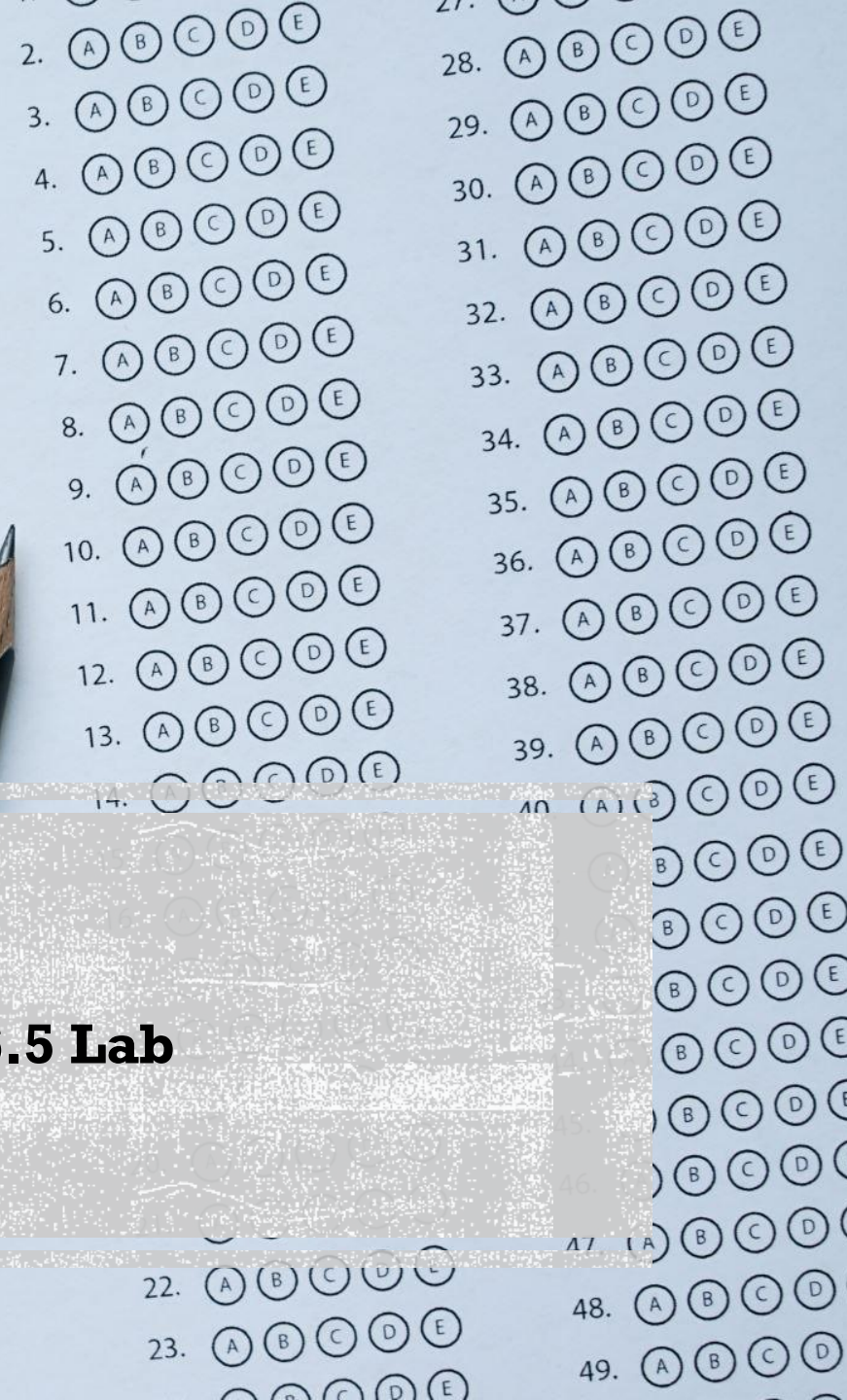
The survey forms were developed with input from top managers, executives, and middle managers. A preliminary draft of the survey was then sent to several of the company's most active clients, who were asked to respond to the questions and make suggestions for possible changes, additions, or deletions.

The final survey form asked respondents about their satisfaction level based on their most

The 'Paragraph' section of the ribbon is highlighted, and the 'Paragraph' group is expanded, showing options for alignment, indentation, and borders. The 'Borders' icon is visible, indicating that a border is applied to the selected text.

EDIT DOCUMENTS

4.6.5 Lab



EDIT DOCUMENTS

Purpose

The purpose of this lab is to get you familiar with editing documents within Word.

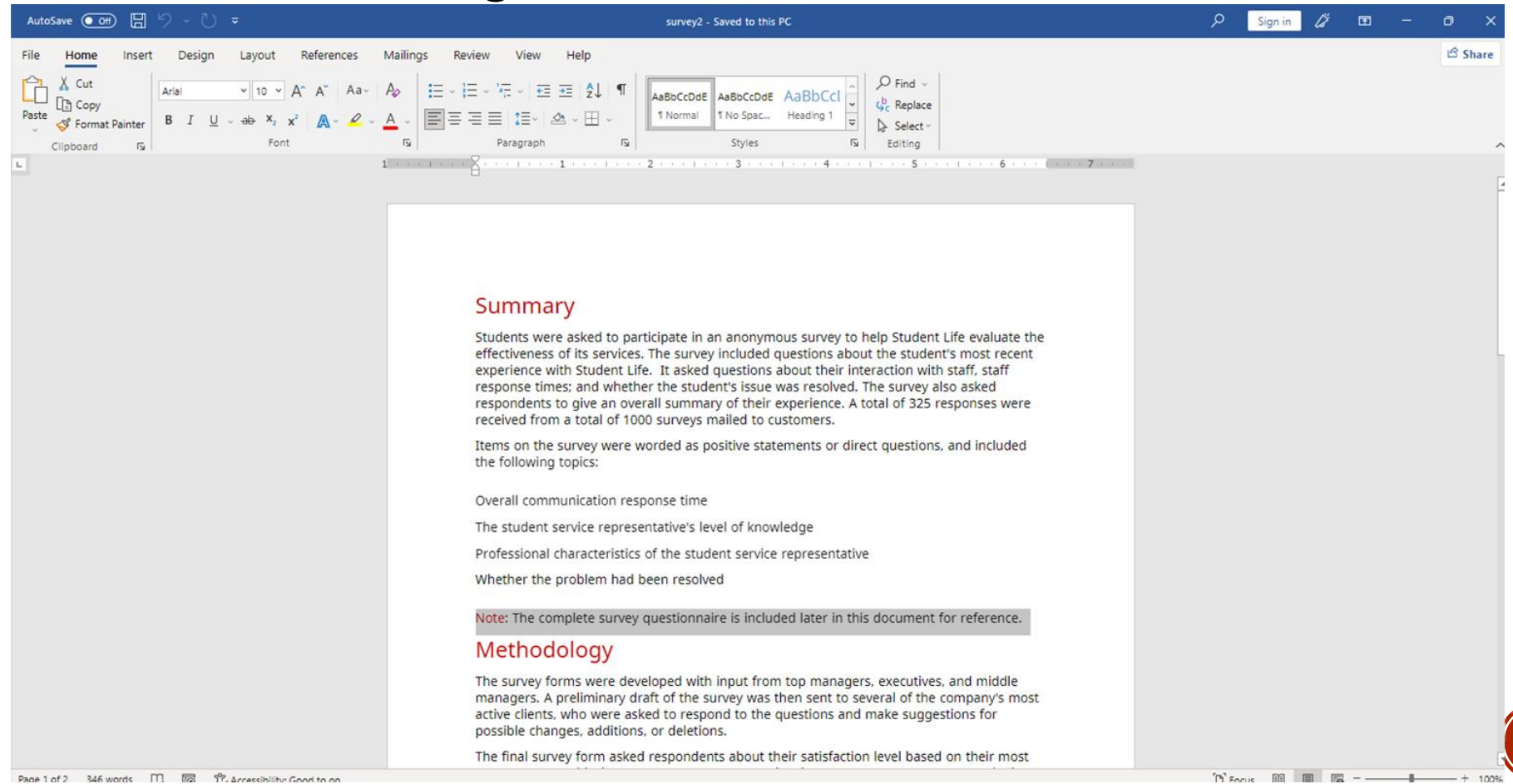
We will go through the lab here.



EDIT DOCUMENTS

4.6.5 Lab

- Where is the find command?
- What is the keyboard command for finding an item in a document?

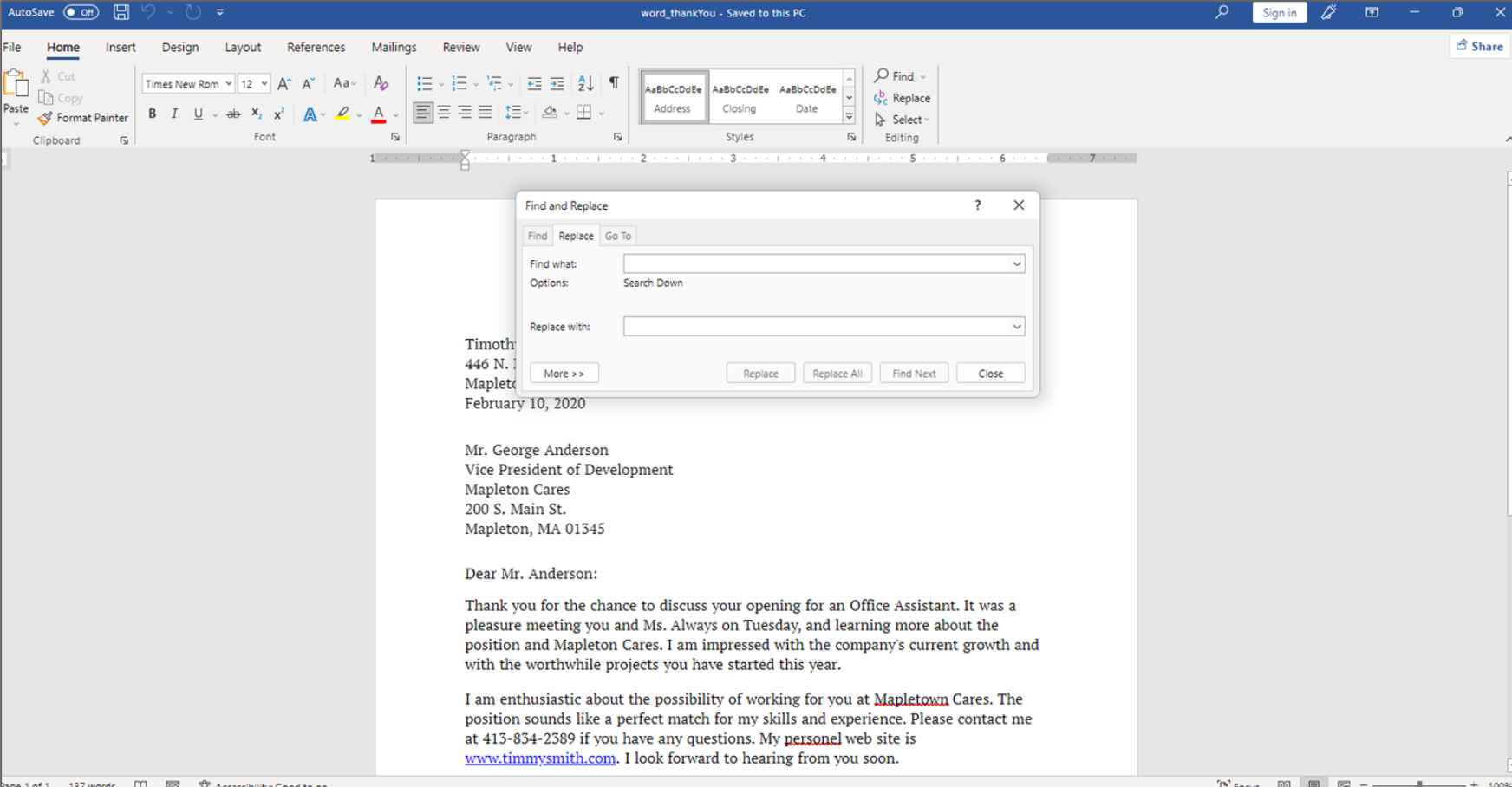


The screenshot displays the Microsoft Word interface for a document titled "survey2 - Saved to this PC". The ribbon is set to the "Home" tab, and the "Editing" group is active. The "Find" button, represented by a magnifying glass icon, is highlighted. Other buttons in the group include "Replace" and "Select". The document content shows a "Summary" section with a paragraph of text, a list of items, and a "Note" block. The status bar at the bottom indicates "Page 1 of 2" and "346 words".

EDIT DOCUMENTS

4.6.5 Lab

How would you use the find and replace tool?



The screenshot shows the Microsoft Word interface with the 'Find and Replace' dialog box open. The document content is as follows:

Timothy
446 N. ...
Mapleton
February 10, 2020

Mr. George Anderson
Vice President of Development
Mapleton Cares
200 S. Main St.
Mapleton, MA 01545

Dear Mr. Anderson:

Thank you for the chance to discuss your opening for an Office Assistant. It was a pleasure meeting you and Ms. Always on Tuesday, and learning more about the position and Mapleton Cares. I am impressed with the company's current growth and with the worthwhile projects you have started this year.

I am enthusiastic about the possibility of working for you at Mapletown Cares. The position sounds like a perfect match for my skills and experience. Please contact me at 415-854-2589 if you have any questions. My personel web site is www.timmysmith.com. I look forward to hearing from you soon.

The 'Find and Replace' dialog box is currently set to 'Find what:' and 'Replace with:' fields are empty. The 'Options' section is set to 'Search Down'. Buttons for 'More >>', 'Replace', 'Replace All', 'Find Next', and 'Close' are visible.



EDIT DOCUMENTS

4.6.5 Lab

How do you get to this screen to turn off spelling as you type?

The screenshot shows the Microsoft Word interface with the 'Review' tab selected in the ribbon. A 'Word Options' dialog box is open, displaying the 'Proofing' tab. The 'Check spelling as you type' option is checked. The background document text includes a letterhead for Timothy Smith, a recipient address for Mr. George Anderson, a salutation 'Dear Mr. Anderson', and the beginning of the letter body: 'Thank you for the pleasure meeting with you at the position and meeting with the worth... I am enthusiastic about the possibility of working for you at Mapletown Care. This... www.timmysm... Sincerely,'. The 'Proofing' task pane on the right shows a spelling correction for 'Mapleton' to 'Maple town'.

AutoSave Off | word_thankYou - Saved to this PC | Sign in | Share

File Home Insert Design Layout References Mailings Review View Help

1 2 3 4 5 6 7

Timothy Smith
446 N. Maple St
Mapleton, MA 01460
February 10, 2016

Mr. George Anderson
Vice President
Mapleton Care Center
200 S. Main St
Mapleton, MA 01460

Dear Mr. Anderson:

Thank you for the pleasure meeting with you at the position and meeting with the worth...

I am enthusiastic about the possibility of working for you at Mapletown Care. This...

www.timmysm.com

Sincerely,

Word Options

General
Display
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

abc Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings

Spanish modes: Tuteo verb forms only

When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words

OK Cancel

Proofing

Spelling

Not in Dictionary

I am enthusiastic about the possibility of working for you at Mapletown Care. This...

Suggestions

Mapleton [No reference information]

Maple town [No reference information]

Ignore Once
Ignore All
Add to Dictionary

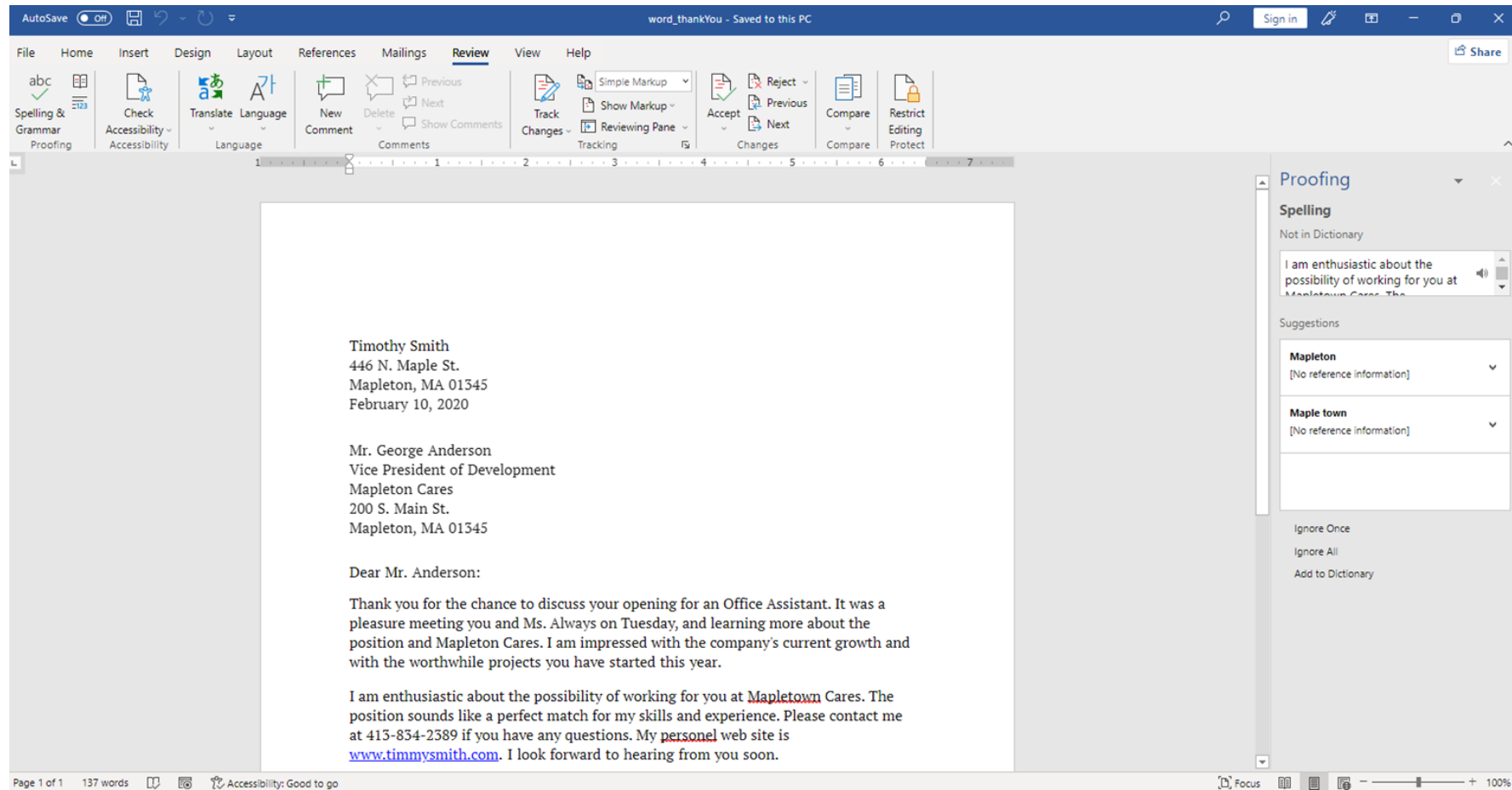
Page 1 of 1 | 137 words | Accessibility: Good to go | Focus | 100%



EDIT DOCUMENTS

4.6.5 Lab

How can you check for spelling and grammar errors?



The screenshot displays the Microsoft Word interface with the Review tab selected. The ribbon includes options for Spelling & Grammar, Check, Translate, Language, New Comment, Delete, Show Comments, Track Changes, Show Markup, Reviewing Pane, Accept, Reject, Previous, Next, Compare, and Restrict Editing Protect. The main document area contains a letter from Timothy Smith to Mr. George Anderson. The Proofing pane on the right is open, showing a spelling correction for 'Mapletown' to 'Mapleton' in the sentence: 'I am enthusiastic about the possibility of working for you at Mapletown Cares. The position sounds like a perfect match for my skills and experience. Please contact me at 415-834-2389 if you have any questions. My personel web site is www.timmysmith.com. I look forward to hearing from you soon.'

Timothy Smith
446 N. Maple St.
Mapleton, MA 01545
February 10, 2020

Mr. George Anderson
Vice President of Development
Mapleton Cares
200 S. Main St.
Mapleton, MA 01545

Dear Mr. Anderson:

Thank you for the chance to discuss your opening for an Office Assistant. It was a pleasure meeting you and Ms. Always on Tuesday, and learning more about the position and Mapleton Cares. I am impressed with the company's current growth and with the worthwhile projects you have started this year.

I am enthusiastic about the possibility of working for you at Mapletown Cares. The position sounds like a perfect match for my skills and experience. Please contact me at 415-834-2389 if you have any questions. My personel web site is www.timmysmith.com. I look forward to hearing from you soon.

Page 1 of 1 137 words Accessibility: Good to go



EDIT DOCUMENTS

4.6.5 Lab

Where could you go for the word count.

The screenshot shows the Microsoft Word interface. The title bar indicates the file is named "word_thankYou - Saved to this PC". The ribbon is set to the "Review" tab, which includes options for Spelling & Grammar, Check Accessibility, Translate Language, Comments, Tracking, and Changes. The document content includes an address for Timothy Smith, a letterhead for Mr. George Anderson, and a letter body. A context menu is open over the word "personel" in the letter body, showing options like Cut, Copy, Paste Options, Font, Paragraph, Search, Synonyms, Read Aloud, Translate, Link, and New Comment. On the right side, the "Proofing" task pane is visible, showing a spelling correction for "Mapletown" to "Maple town". The status bar at the bottom left displays "Page 1 of 1" and "137 words". The status bar at the bottom right shows "Accessibility: Good to go" and a zoom level of "100%".



PREPARE A BUSINESS MEMO

Purpose

The purpose of this lab is to get you familiar with editing documents within Word.

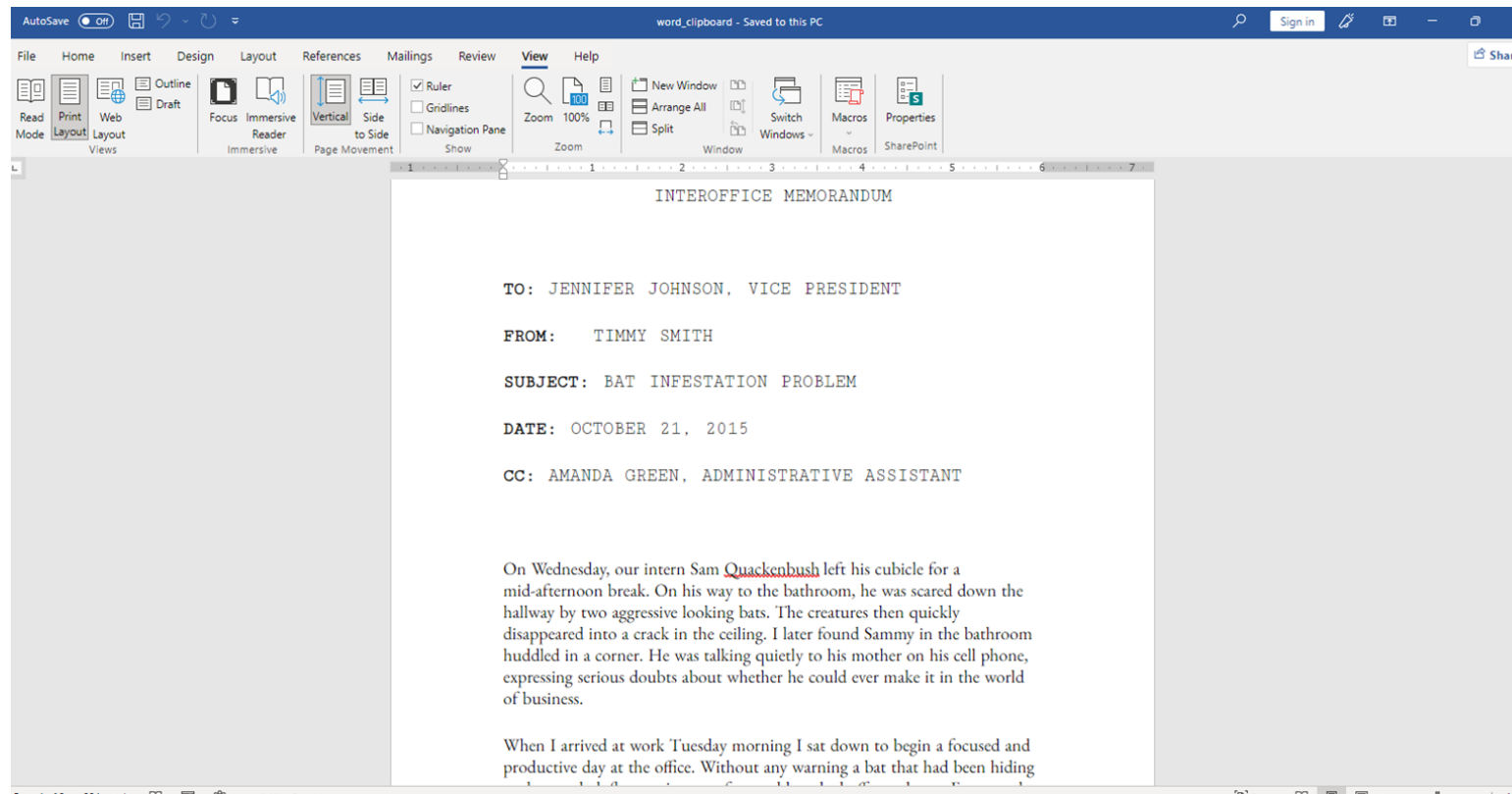
We will go through the lab here.



PREPARE A BUSINESS MEMO

4.2.10 Lab

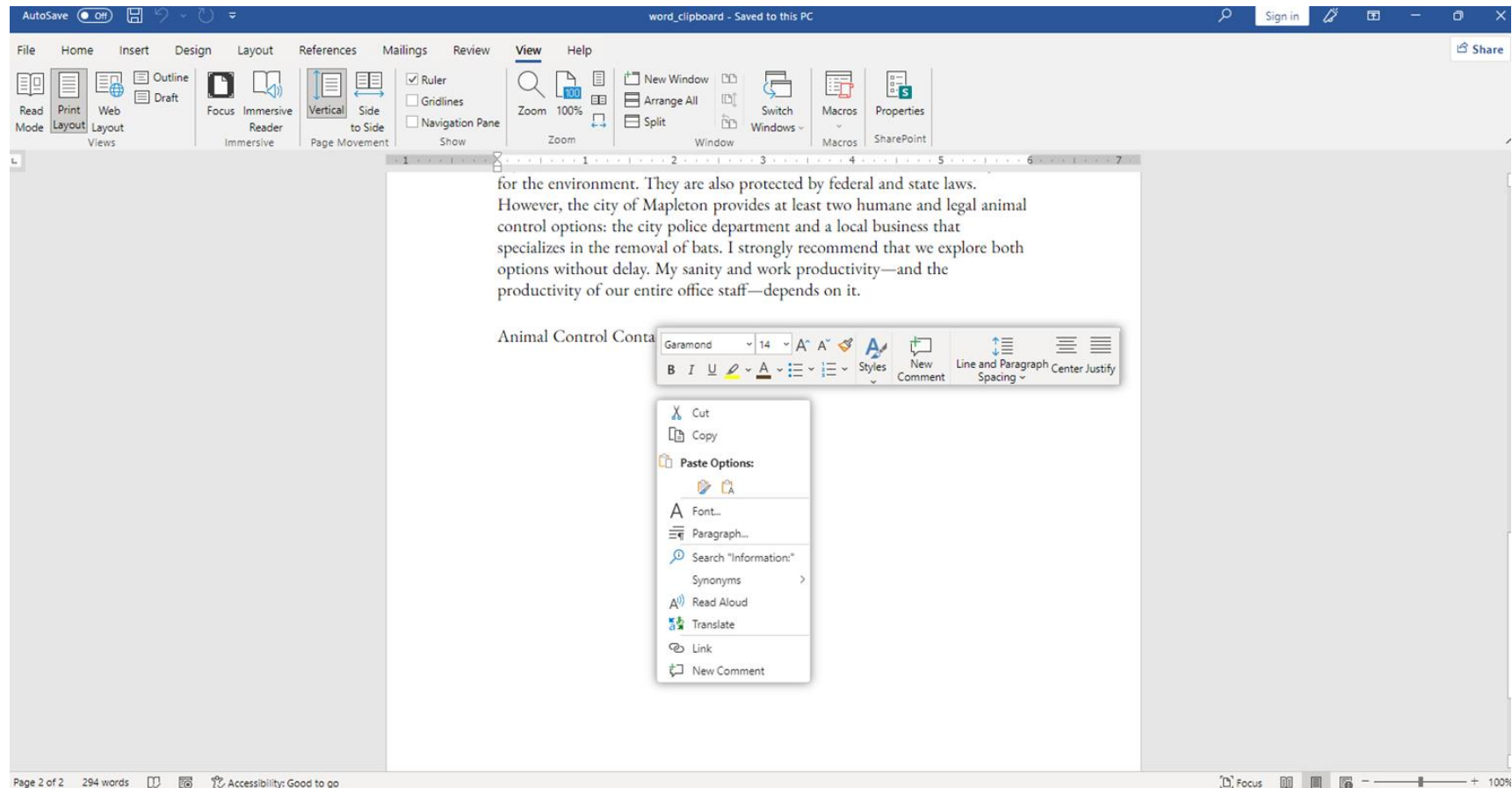
- Where can you change the FROM name?
- How do you move the first paragraph to be after the second paragraph via copy/paste and keeping formatting?



PREPARE A BUSINESS MEMO

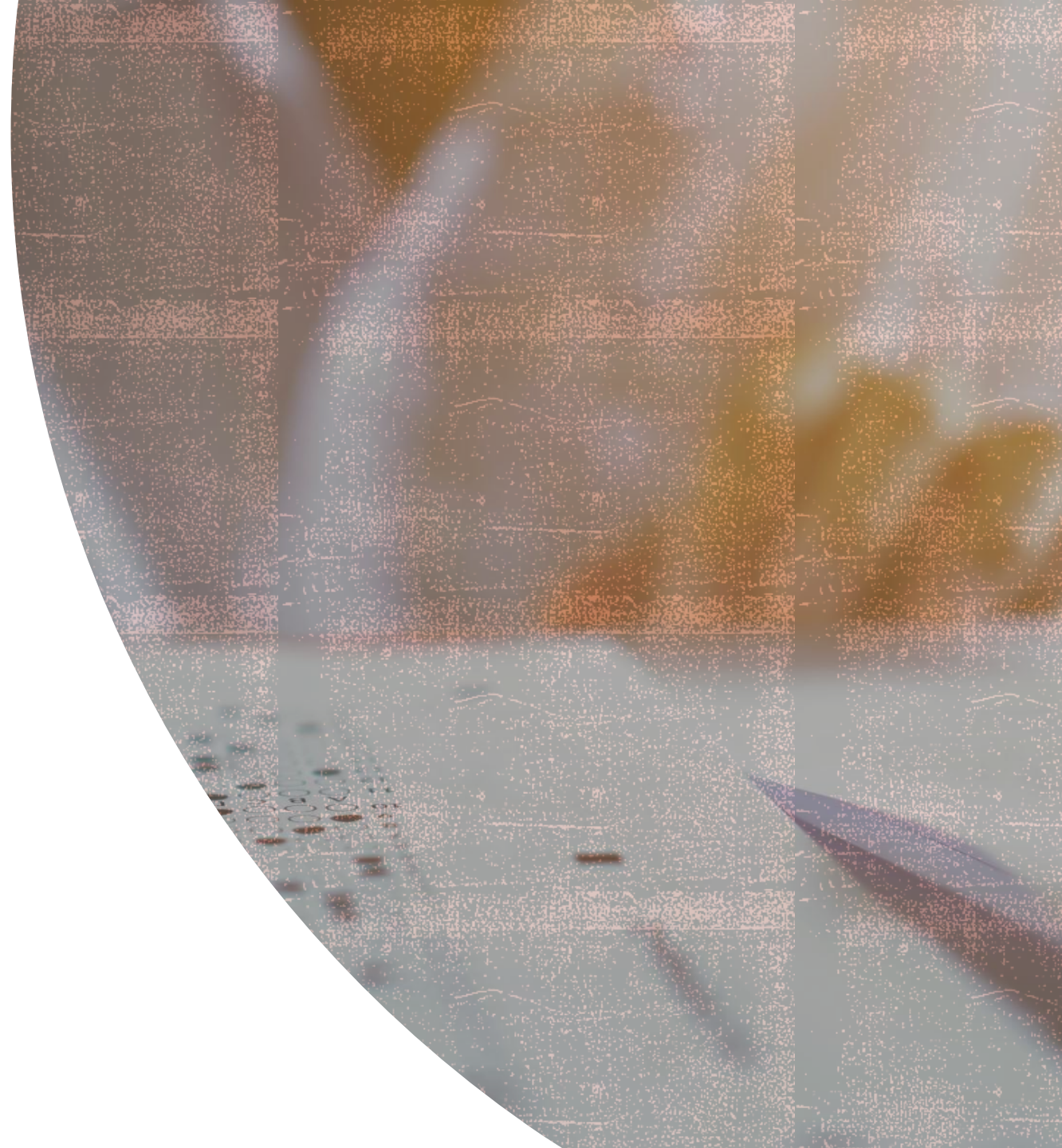
4.2.10 Lab

- Where on the right click menu where you can paste with formatting?
- Where can you click to paste without formatting?



4.3.7 Lab

PREPARE A RESUME



PREPARE A RESUME

Purpose

The purpose of this lab is to get you familiar with editing documents within Word.

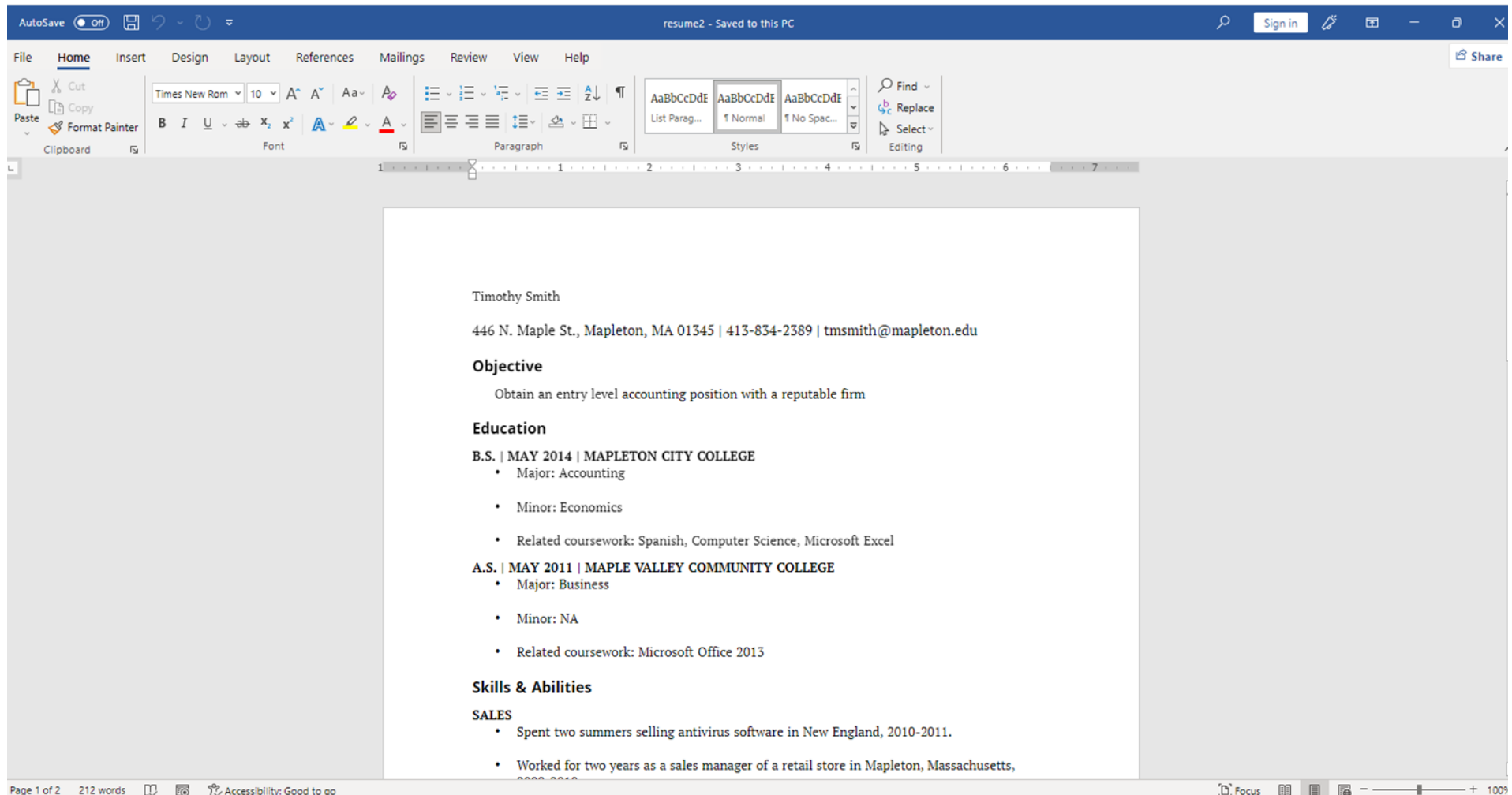
We will go through the lab here.



PREPARE A RESUME

4.3.7 Lab

How do you change the name to Arial size 26?



The screenshot shows the Microsoft Word interface with a resume document open. The document content is as follows:

Timothy Smith
446 N. Maple St., Mapleton, MA 01345 | 413-834-2389 | tmsmith@mapleton.edu

Objective
Obtain an entry level accounting position with a reputable firm

Education
B.S. | MAY 2014 | MAPLETON CITY COLLEGE
• Major: Accounting
• Minor: Economics
• Related coursework: Spanish, Computer Science, Microsoft Excel
A.S. | MAY 2011 | MAPLE VALLEY COMMUNITY COLLEGE
• Major: Business
• Minor: NA
• Related coursework: Microsoft Office 2013

Skills & Abilities
SALES
• Spent two summers selling antivirus software in New England, 2010-2011.
• Worked for two years as a sales manager of a retail store in Mapleton, Massachusetts,

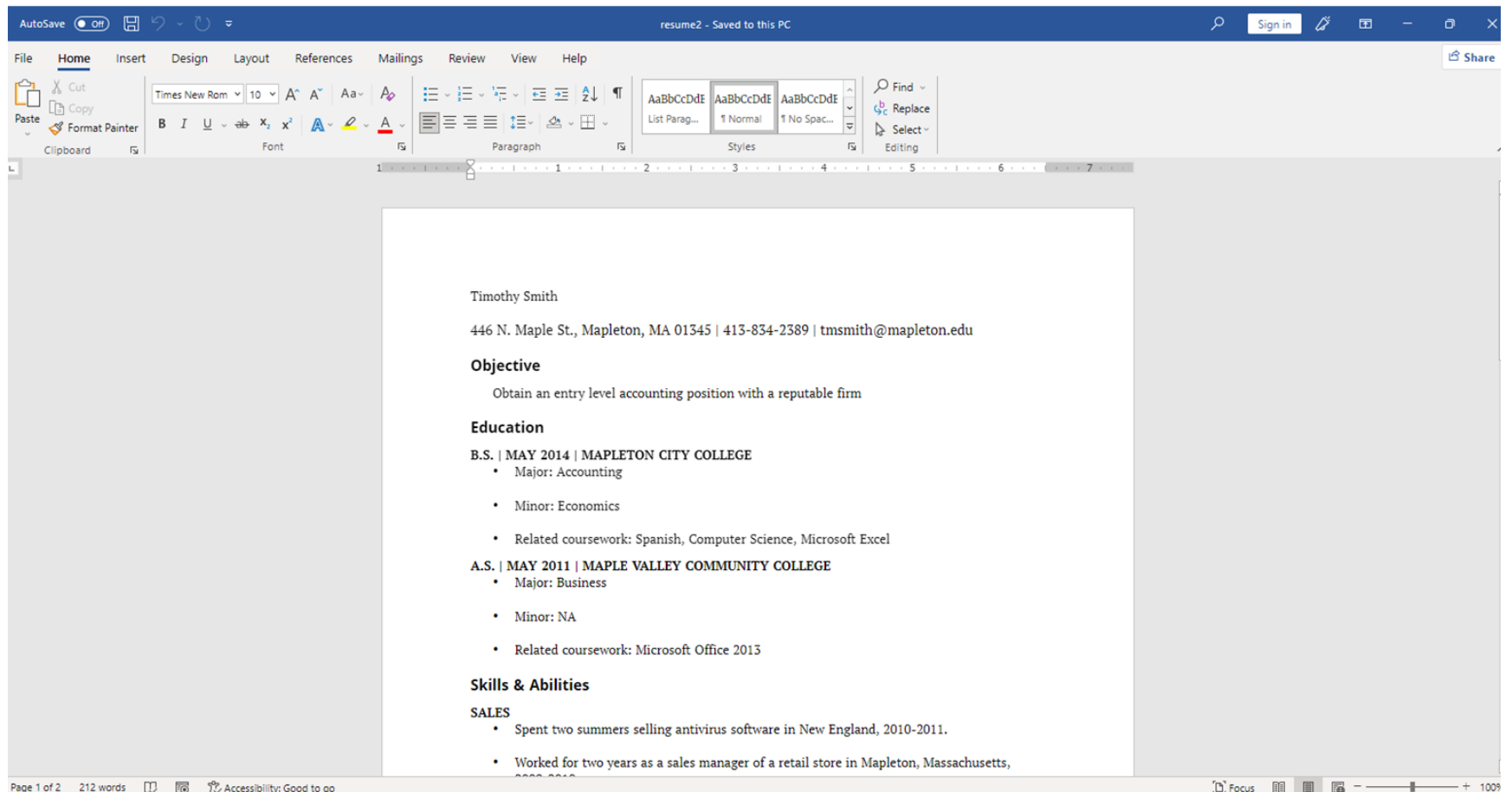
The 'Name' field in the ribbon is currently set to 'Times New Rom' and size '10'. The 'Styles' section shows 'Normal' selected. The status bar at the bottom indicates 'Page 1 of 2', '212 words', and 'Accessibility: Good to go'.



PREPARE A RESUME

4.3.7 Lab

How do you change the sections (e.g., Objective, Education, Skills & Abilities) to Arial, size 12, bold?



The screenshot shows a Microsoft Word document titled "resume2 - Saved to this PC". The ribbon is set to "Home", and the "Styles" pane is open, showing "Normal" selected. The document content is as follows:

Timothy Smith
446 N. Maple St., Mapleton, MA 01345 | 413-834-2389 | tsmith@mapleton.edu

Objective
Obtain an entry level accounting position with a reputable firm

Education
B.S. | MAY 2014 | MAPLETON CITY COLLEGE
• Major: Accounting
• Minor: Economics
• Related coursework: Spanish, Computer Science, Microsoft Excel
A.S. | MAY 2011 | MAPLE VALLEY COMMUNITY COLLEGE
• Major: Business
• Minor: NA
• Related coursework: Microsoft Office 2013

Skills & Abilities
SALES
• Spent two summers selling antivirus software in New England, 2010-2011.
• Worked for two years as a sales manager of a retail store in Mapleton, Massachusetts,

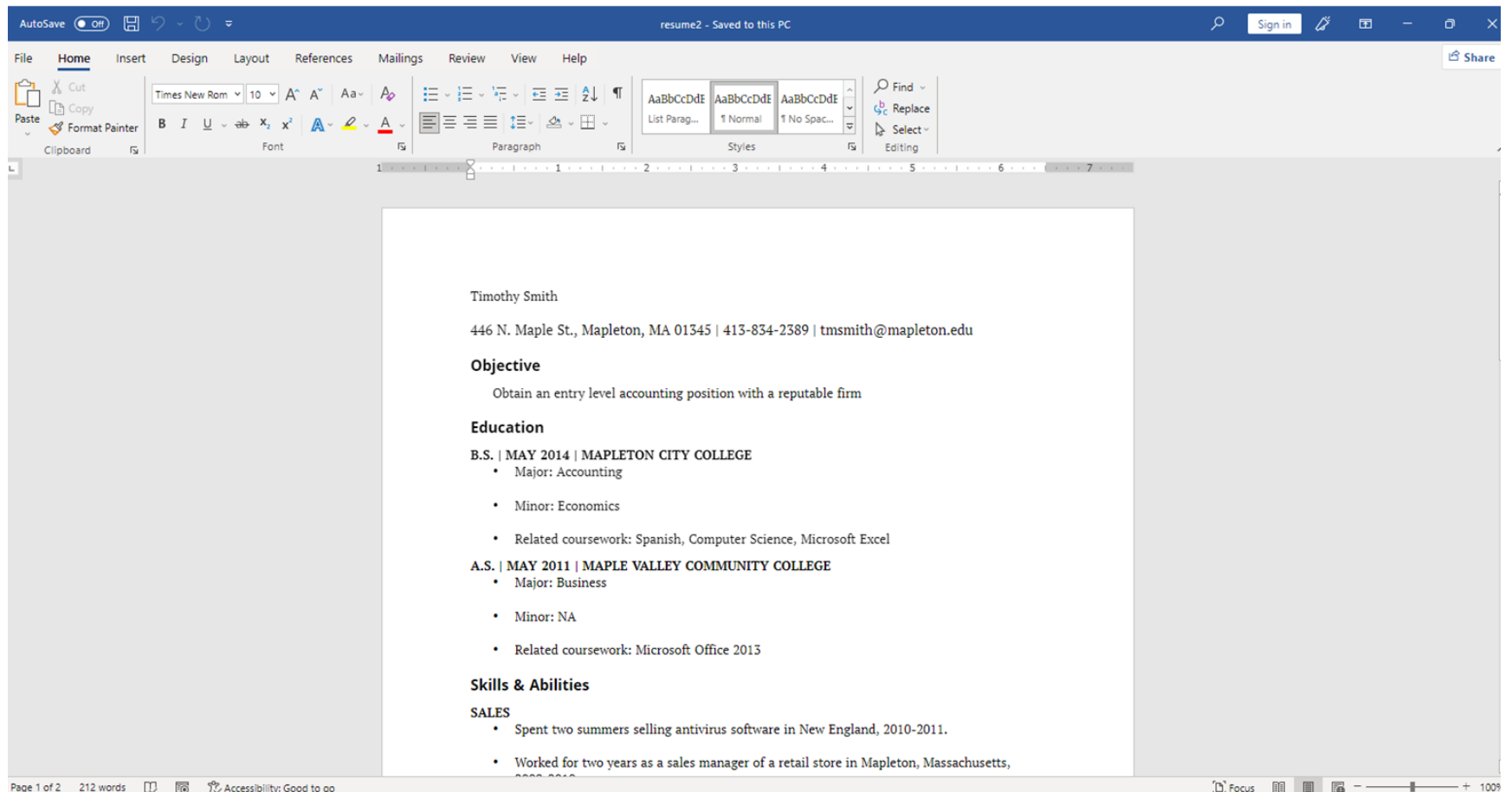
Page 1 of 2 212 words Accessibility: Good to go



PREPARE A RESUME

4.3.7 Lab

How do you change the subsections (Bookkeeper, etc.) to Times New Roman, size 12, bold style, uppercase font?



The screenshot shows a Microsoft Word document titled "resume2 - Saved to this PC". The ribbon is set to "Home", and the font is "Times New Roman", size 10. The document content is as follows:

Timothy Smith
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The status bar at the bottom indicates "Page 1 of 2", "212 words", and "Accessibility: Good to go".





FORMAT RESEARCH PAPER PARAGRAPHS

- **4.4.9 Lab**



FORMAT RESEARCH PAPER PARAGRAPHS

Purpose

The purpose of this lab is to get you familiar with editing documents within Word.

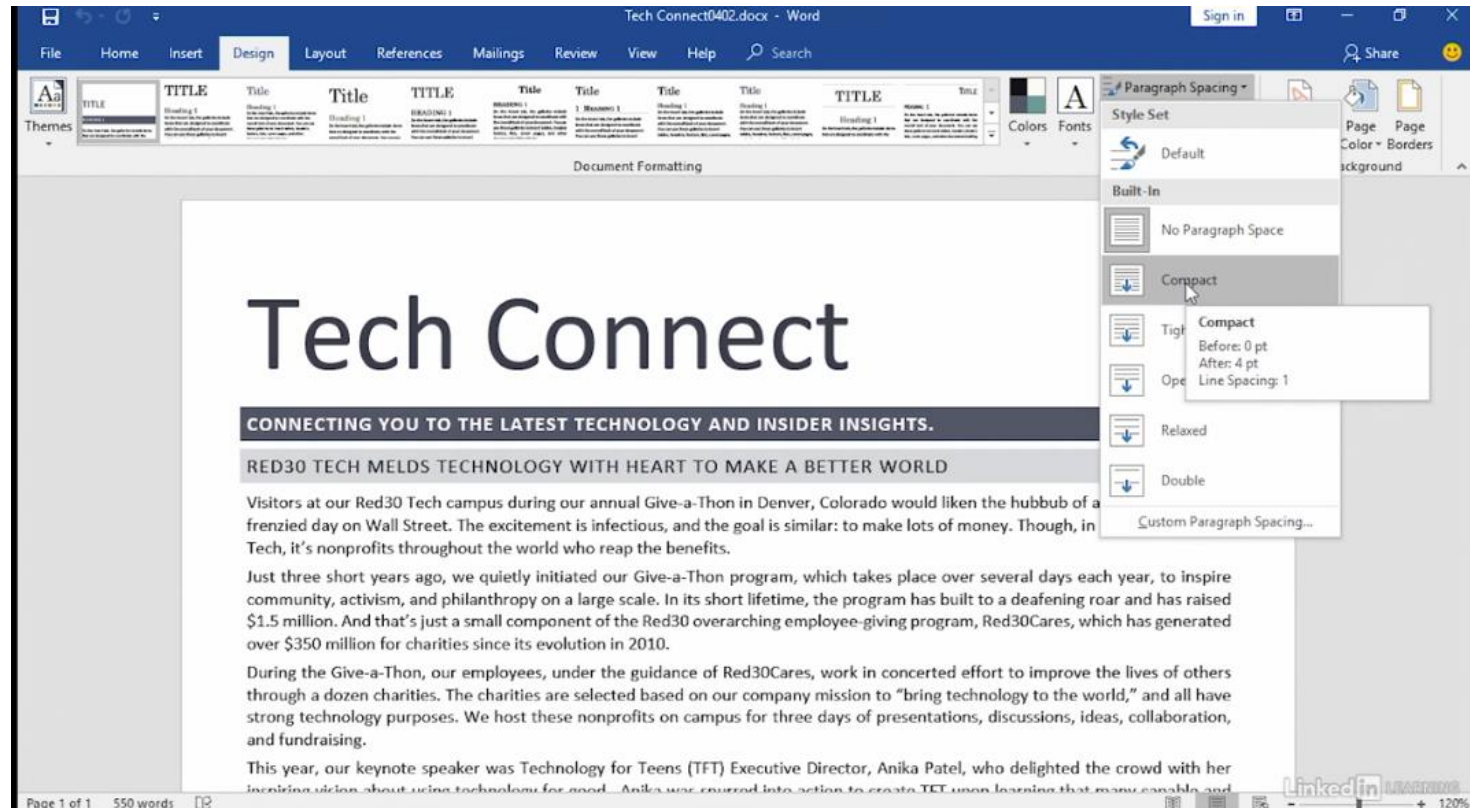
We will go through the lab here.



FORMAT RESEARCH PAPER PARAGRAPHS

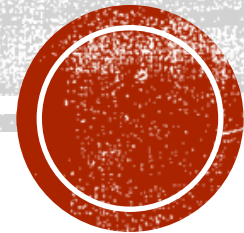
4.4.9 Lab

We will watch the following video: https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fword-2019-essential-training%2Fadjust-line-spacing%3Ftrk%3Dshare_video_url%26shareId%3D5jGLZLe6Rmaf%252Feg16MFxQ%253D%253D



LOOKING AHEAD

For next seminar



LOOKING AHEAD

Seminar 5



We will review Microsoft Excel! Feel free to watch this video to get ahead:



<https://www.linkedin.com/learning/paths/getting-started-with-microsoft-excel?u=2045532>



THANK YOU



Questions? Please contact me:



betsy.mccall@purdueglobal.edu