



## CHAPTER OVERVIEW

Microsoft Word (Word) has been and continues to be the leading word processing software in both the personal and business markets. Word improves with each new version and is used for creating and editing personal, business, and educational documents. Word enables you to create letters, memos, reports, flyers, brochures, and mailings without a vast amount of computer knowledge. This chapter covers the basics of creating and editing a Word document.

### STUDENT LEARNING OUTCOMES (SLOs)

After completing this chapter, you will be able to:

- SLO 1.1** Create, save, and open a Word document (p. W1-3).
- SLO 1.2** Customize a document by entering and selecting text, using word wrap, and using *AutoComplete*, *AutoCorrect*, and *AutoFormat* features (p. W1-7).
- SLO 1.3** Format a document using paragraph breaks, line breaks, spaces, and non-breaking spaces (p. W1-10).
- SLO 1.4** Edit a document using cut, copy, paste, the *Clipboard*, and the undo, redo, and repeat features (p. W1-15).
- SLO 1.5** Customize a document using different fonts, font sizes, and attributes (p. W1-18).
- SLO 1.6** Format a document using text alignment and line and paragraph spacing (p. W1-28).
- SLO 1.7** Finalize a document using Word's research, proofing, and learning tools (p. W1-32).
- SLO 1.8** Apply custom document properties to a document (p. W1-39).

## CASE STUDY

Throughout this book, you have the opportunity to practice the application features presented in each chapter. Each chapter begins with a case study that introduces you to the *Pause & Practice* projects in the chapter. *Pause & Practice* projects provide a chance to apply and practice key skills in a realistic and practical context. Each chapter contains three to five *Pause & Practice* projects.

Placer Hills Real Estate (PHRE) is a real estate company with regional offices throughout central California. PHRE encourages agents to use standard formats for their business documents. This ensures consistency in document appearance while also enabling agents to personalize their correspondence to customers and colleagues. In the *Pause & Practice* projects for this chapter, you create a business document related to the real estate business.

**Pause & Practice 1-1:** Create a business letter in block format with mixed punctuation.

**Pause & Practice 1-2:** Edit the business letter using copy, paste, and *Format Painter*. Modify the font, font size, color, style, and effects of selected text.

**Pause & Practice 1-3:** Finalize the business letter by modifying line spacing and paragraph spacing, changing paragraph alignment, translating text, using research and proofing tools, and adding document properties.

### MORE INFO

*Appendix B: Business Document Formats* (online resource) contains examples of business documents.

