## PAUSE & PRACTICE: WORD 1-2

In this Pause & Practice project, you customize the content of the block format letter Emma created for Placer Hills Real Estate using cut, copy, paste, and the *Clipboard*. You also enhance your document by changing the font and applying font attributes.

Files Needed: ***[your initials] PP W1-1.docx*** and ***DisclosureStatement-01.docx*** *(Student data files are available in the Library of your SIMnet account.)*

Completed Project File Name: ***[your initials] PP W1-2.docx***

1. Open the ***[your initials] PP W1-1*** document completed in *Pause & Practice 1-1*.
   a. Click the **File** tab to open the *Backstage* view and click **Open** on the left.
   b. Click **Browse** to open the *Open* dialog box.
   c. Browse to locate the ***[your initials] PP W1-1*** document, select the document, and click **Open**.

2. Save this document as ***[your initials] PP W1-2***.
   a. Click the **File** tab to open the *Backstage* view and select **Save As** on the left. If the document is saved on OneDrive and *AutoSave* is on, select **Save a Copy**.
   b. Click **Browse** to open the *Save As* dialog box and select the desired location to save the file.
   c. Change the file name to [your initials] PP W1-2.
   d. Click **Save** to rename the document and close the *Save As* dialog box.

3. Copy text from a document to the *Clipboard*.
   a. Open the ***DisclosureStatement-01*** document from your student date files. Ignore any spelling and grammar errors in this document; you will correct these in *Pause & Practice 1-3*. If the document opens in *Protected View*, click the **Enable Editing** button.
   b. Press **Ctrl+A** to select all the text.
   c. Press **Ctrl+C** or click the **Copy** button [*Home* tab, *Clipboard* group].
   d. Close the document without saving.

4. Paste the contents of the *Clipboard*.
   a. Return to the ***[your initials] PP W1-2*** document and place your insertion point to the left of "Best regards,".
   b. Click the **Clipboard** launcher [*Home* tab, *Clipboard* group] to display the *Clipboard* pane.
   c. Click the **drop-down arrow** to the right of the copied text in the *Clipboard*.
   d. Select **Paste** (**Figure 1-46**). The paragraphs of text are pasted in the document at the insertion point.
   e. Close the *Clipboard* pane by clicking the **X** in the upper-right corner.

5. Copy the formatting of the first paragraph to the two new paragraphs.
   a. Place your insertion point in the first body paragraph of the letter.
   b. Click the **Show/Hide** button [*Home* tab, *Paragraph* group] to display formatting characters if necessary.
   c. Click the **Format Painter** button [*Home* tab, *Clipboard* group].
   d. Select the last two paragraphs in the body of the letter (don't select "Best regards,"). Be sure to include the paragraph mark at the end of the last body paragraph (**Figure 1-47**). The *Format Painter* applies the formatting to the paragraphs.

6. Copy text using the drag-and-drop method.
   a. Double-click the word "**disclosure**" in the first sentence of the third body paragraph to select it.
   b. Press the **Ctrl** key and click and hold the selected text with your pointer.
   c. Drag and drop the text between the words "enclosed" and "statement" in the first sentence in



Figure 1-46 Paste text from the *Clipboard*
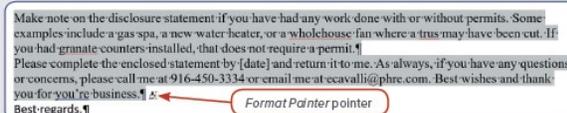
the last body paragraph (**Figure 1-48**). Confirm that the word "disclosure" was copied and not moved and that one space displays before and after the copied word.

7. Move a paragraph in the body of the letter.

   a. Select the entire third paragraph in the body of the letter ("**Make note …**"), including the paragraph mark at the end of the paragraph.

   b. Click the **Cut** button [*Home* tab, *Clipboard* group] or press **Ctrl+X**. The selected paragraph is cut from the document and stored on the *Clipboard*.

   c. Place your insertion point at the beginning of the second body paragraph ("**If there is …**").

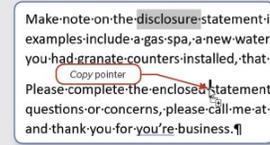   d. Click the top half of the **Paste** button [*Home* tab, *Clipboard* group] or press **Ctrl+V**.


Figure 1-48 Copy text using drag and drop

8. Insert and format a date.

   a. Delete the placeholder "[date]" (including the brackets) in the last paragraph and type the date that is one week from today (use month day format, for example January 1).

   b. Select the date you just typed.

   c. Click the **Text Highlight Color** drop-down list button [*Home* tab, *Font* group or on the mini toolbar] and choose the **Yellow** text highlight color (**Figure 1-49**).
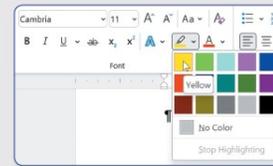
9. Change the font and font size of the entire document.

   a. Press **Ctrl+A** to select all the text in the document.

   b. Click the **Font** drop-down list button [*Home* tab, *Font* group] and select **Cambria**.

   c. Click the **Font Size** drop-down list button [*Home* tab, *Font* group] and select **12**.


Figure 1-49 Apply text highlight color

10. Change the case and spacing of selected text.

    a. Select the word "**Subject**" in the subject line of the document.

    b. Click the **Change Case** button [*Home* tab, *Font* group] and select **UPPERCASE**. Do not use the *Font* dialog box to change the case.

    c. Select the entire subject line.

    d. Click the **Font** launcher [*Home* tab, *Font* group] to open the *Font* dialog box. **Ctrl+D** also opens the *Font* dialog box.

    e. Click the **Advanced** tab.

    f. Click the **Spacing** drop-down list in the *Character Spacing* area and select **Expanded**.

    g. Click the up arrow in the *By* area to the right of *Spacing* to change the character spacing to expanded by **1.5 pt**. (**Figure 1-50**).
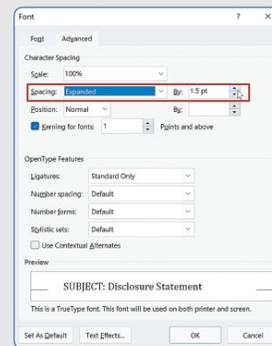
    h. Click **OK** to close the *Font* dialog box.

11. Apply font styles to selected text.

    a. Select the email address "**ecavalli@phre.com**" in the last body paragraph.

    b. Click the **Font Color** drop-down list button [*Home* tab, *Font* group] and select the **ninth color** (**Dark Blue**) in the *Standard Colors* area.

    c. Click the **Underline** button or press **Ctrl+U** to apply an underline to the selected email address.

    d. Select the writer's name "**Emma Cavalli**" (below "Best regards,").

    e. Click the **Font** launcher in the bottom-right corner of the *Font* group to open the *Font* dialog box.

    f. Click the **Font** tab and check the **Small caps** box in the *Effects* area.


Figure 1-50 Change character spacing

    g. Click **OK** to close the *Font* dialog box.

    h. Select the writer's title "**Realtor Consultant**" and click the **Italic** button or press **Ctrl+I**.

    i. Select the company name "**Placer Hills Real Estate**" and click the **Bold** button or press **Ctrl+B**.

12. Save and close the document (**Figure 1-51**).

September·1,·2023¶

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David·and·Sharon·Wing↵
4685·Orange·Grove·Road↵
Rocklin,·CA·97725¶

Dear·Mr.·and·Mrs.·Wing:¶

SUBJECT:·Disclosure·Statement¶

Please·read·each·paragraph·before·signing·the·disclosure·statement·documents.·As·you·fill-out·the·required·disclosure·packet,·it·is·critical·to·the·transmission·of·sale·that·you·give·as·much·information·as·possible·about·your·residence,·no·matter·how·small·or·insignificant.·Please·use·additional·paper·if·necessary·and·make·a·notation·to·that·fact.¶

Make·note·on·the·disclosure·statement·if·you·have·had·any·work·done·with·or·without·permits.·Some·examples·include·a·gas·spa,·a·new·water·heater,·or·a·wholehouse·fan·where·a·trus·may·have·been·cut.·If·you·had·granate·counters·installed,·that·does·not·require·a·permit.¶

If·there·is·information·about·the·neighborhood·or·neighbors·that·you·as·a·buyer·would·want·to·know·about,·be·sure·to·reveal·that·information.·Be·sure·to·address·those·types·of·questions·on·the·Real·Estate·Transfer·Disclosure·Statement,·item·#11·on·page·2.¶

Please·complete·the·enclosed·disclosure·statement·by·September·8·and·return·it·to·me.·As·always,·if·you·have·any·questions·or·concerns,·please·call·me·at·916-450-3334·or·email·me·at·ecavalli@phre.com.·Best·wishes·and·thank·you·for·you're·business.¶

Best·regards,¶

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Placer·Hills·Real·Estate¶

rn↵
Enclosure¶

**Figure 1-51 PP W1-2 completed**