LESSON SKILL MATRIX

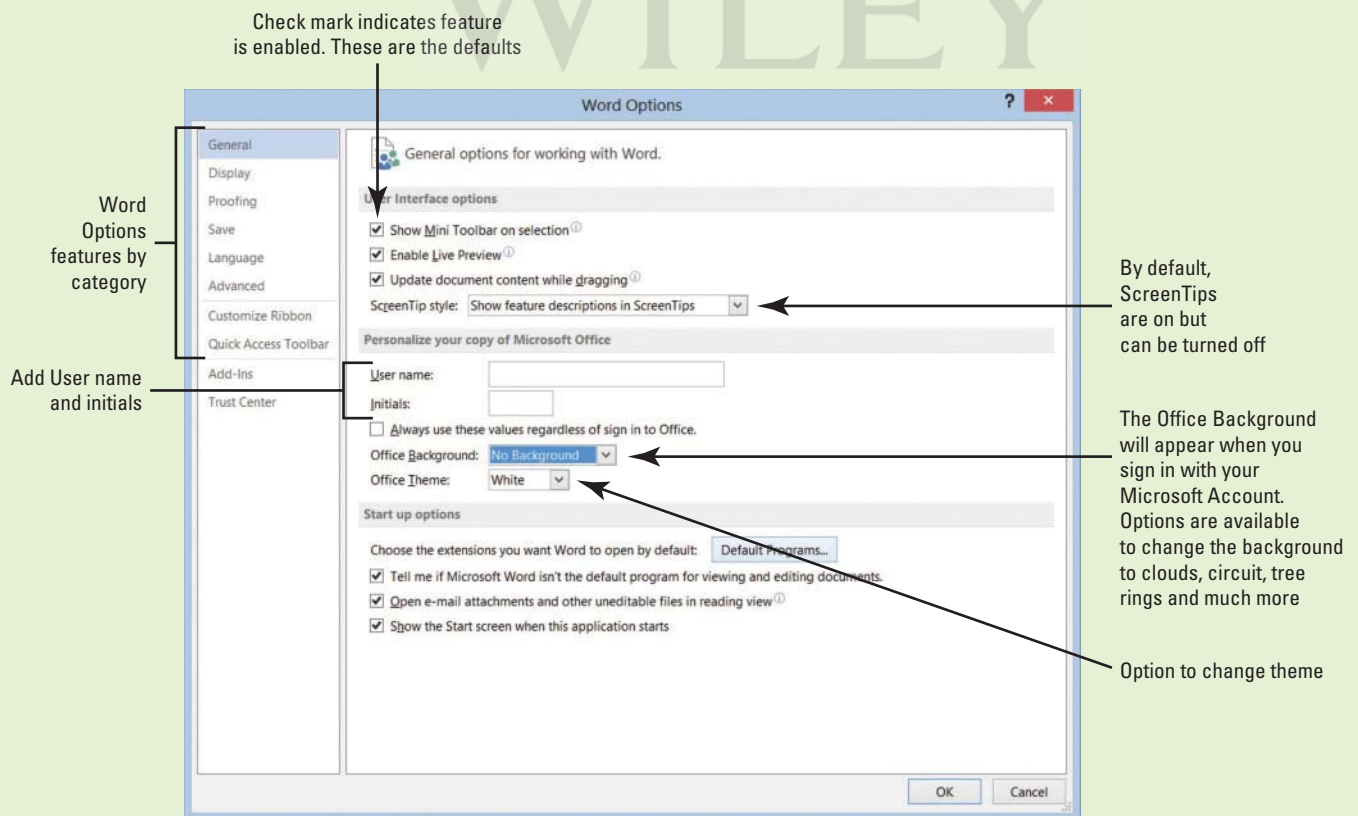| Skill	Exam Objective	Objective Number
Customizing Word		

WILEY

KEY TERMS
• metadata

You are employed as a researcher at A Datum Corporation, a company that provides custom consulting services to information technology companies. Many of the default options for Word are suitable, but there are times you need to make changes to settings for features such as compatibility, editing, printing, and saving. In this lesson, you learn how to access options that enable you to customize Word to best fit the tasks that you perform such as changing display options, setting save options, using advanced options, customizing the Quick Access Toolbar, and customizing the Ribbon.

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SOFTWARE ORIENTATION

Word Options

The Word Options dialog box provides a wide variety of methods to customize how Word is used. Ten different option categories are provided. To access these options, click the File tab and then click Options as shown in Figure 14-1.

Check mark indicates feature is enabled. These are the defaults

Word Options features by category

Add User name and initials

By default, ScreenTips are on but can be turned off

The Office Background will appear when you sign in with your Microsoft Account. Options are available to change the background to clouds, circuit, tree rings and much more

Option to change theme

Figure 14-1
Word Options dialog box with General settings displayed

Use this figure as a reference throughout this lesson as well as the rest of this book.

CUSTOMIZING WORD

Word can be customized through the different options available in the Word Options dialog box.

Personalizing Word

In previous lessons, you open the Word Options dialog box in Backstage and change the default settings. The General settings contain some of the most frequently used options that can be customized in Word, including options to personalize Word, such as changing the user name and initials. Take time to explore the contents of each screen. The more familiar you become with the options available, the better able you will be to customize Word to suit your needs. In this exercise, you learn to personalize Word and add information in Properties.

STEP BY STEP   **Personalize Word**

GET READY. Before you begin these steps, be sure to **LAUNCH** Microsoft Word.

1. **OPEN** the *A Datum* document from the lesson folder.

2. Click the **File tab**, and then click **Options** to display the *Word Options* dialog box. The General settings are already displayed (refer to Figure 14-1).

3. In the *Personalize your copy of Microsoft Office* section, type **[your name]** in the User name box and **[your initials]** in the Initials box. Your name and initials appear only here.
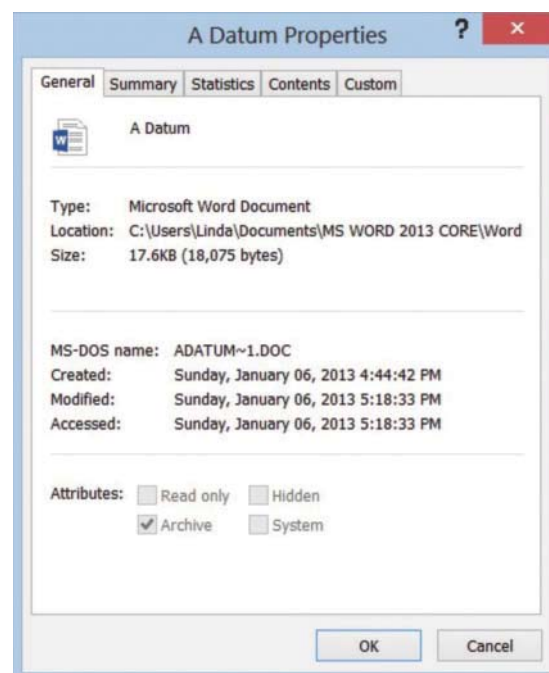
Cross Ref   In Lesson 9, you learn to change a user's name in the Track Changes Options dialog box.

4. Click **OK**.

5. Open **Backstage** and notice the Properties pane on the right side.

   This pane displays the properties of the document size, pages, words, editing time, date the document was created or modified, and author and any other person who might have reviewed the document.

6. Display the Advanced Properties by clicking the drop-down arrow under Properties, and then select **Advanced Properties**. The *Advanced Properties* dialog box opens as shown in Figure 14-2.

Figure 14-2

Properties dialog box

A Datum Properties dialog box showing the General tab with tabs General, Summary, Statistics, Contents, Custom

A Datum

Type: Microsoft Word Document
Location: C:\Users\Linda\Documents\MS WORD 2013 CORE\Word
Size: 17.6KB (18,075 bytes)

MS-DOS name: ADATUM~1.DOC
Created: Sunday, January 06, 2013 4:44:42 PM
Modified: Sunday, January 06, 2013 5:18:33 PM
Accessed: Sunday, January 06, 2013 5:18:33 PM

Attributes: ☐ Read only   ☐ Hidden
              ☑ Archive   ☐ System

OK   Cancel

In Lesson 2, you learn to display the Document Panel to show above the document and open the Advanced Properties. You can also display the Advanced Properties from Backstage.

7. Click the **Summary tab** to add information that describes your document.

Data that describes other data is called **metadata**. Information in the properties is also known as metadata, which includes details about the document.

8. Type the information as shown in Figure 14-3, and then click **OK**.

Figure 14-3

A Datum Properties
Summary tab

9. Select **Show All Properties** at the bottom of the Properties pane.

Review the updated properties in Backstage to see the author's name and tags.

10. Return to the document.

PAUSE. LEAVE the document open to use in the next exercise.

Changing Display Options

The Display screen of the Word Options dialog box contains options for changing how document content is displayed both on the screen and when printed. Changing these options affects all documents, not just the document that is currently open. Select or deselect the check box for any option you want to turn on or off. Many of these options stay in this state for all Word documents until you change them again. In this exercise, you learn to change the display options.
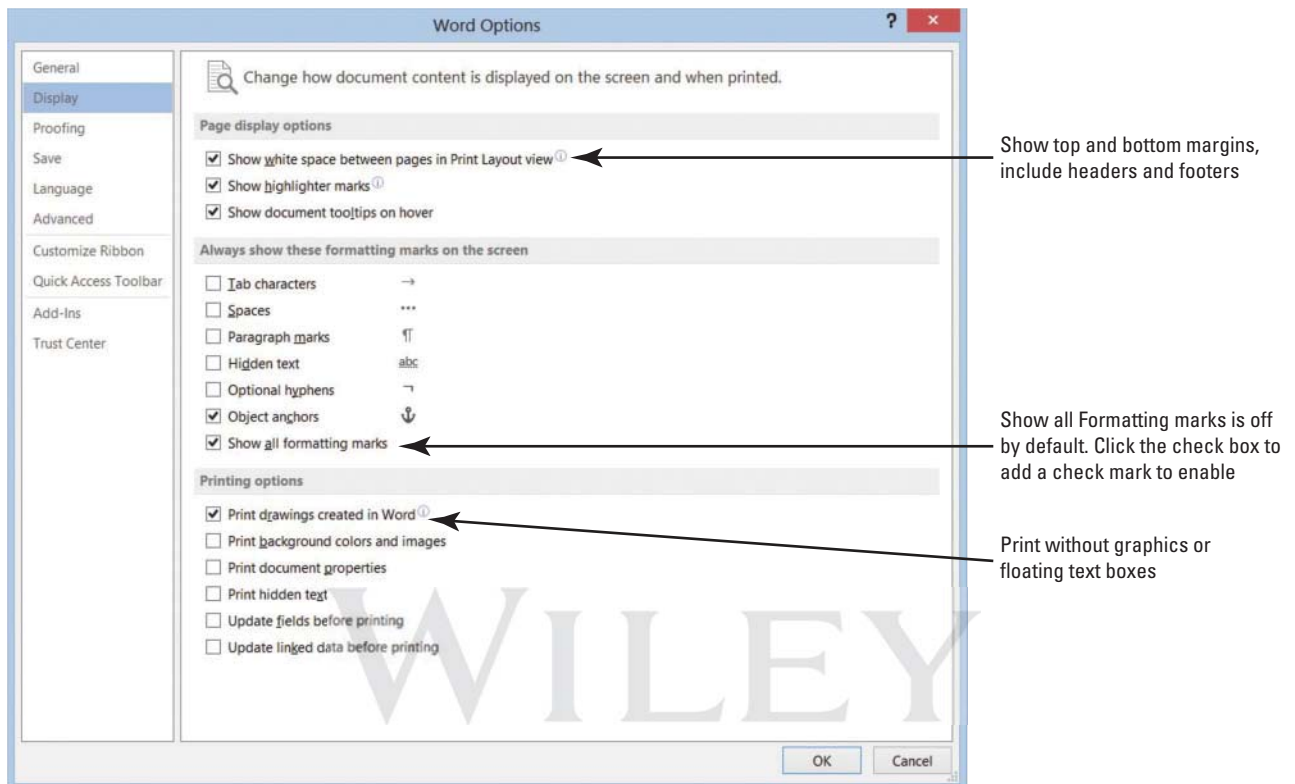
STEP BY STEP   **Change Display Options**

USE the document that is open from the previous exercise.

1. Click the **File tab**, and then click **Options** to display the Word Options dialog box.

2. Click **Display** to view the display options, shown in Figure 14-4.

Figure 14-4

Display options screen

In the *Always show these formatting marks on the screen* section, the check box is empty beside the *Show all formatting marks*.

3. Click to add a check mark next to **Show all formatting marks**.
4. Click **OK**.

   Notice that the paragraph marks appear in the document.

5. Open the **Display screen** and click to remove the check mark by **Show all formatting marks**. By default, this feature is disabled.
6. Click **OK**.
7. **CLOSE** the document without saving.

PAUSE. LEAVE Word open to use in the next exercise.

Turning AutoFormat Off or On

When *AutoFormat As You Type* options are turned on, Word allows you to apply formatting quickly as you type bullets and number lists, fractions, numbers, borders, ordinals, and hyphenate text. Other options that you have available are *Apply as you type* and *Automatically as you type*. When the automatic formatting has been applied, you can undo the changes by using the AutoCorrect Options button in the AutoCorrect dialog box. In this exercise, you learn how to turn off certain features using the AutoCorrect Options button.

You can access *AutoFormat As You Type* by opening the Word Options dialog box and selecting *Proofing*. Then open the *AutoCorrect* dialog box. Tables 14-1, 14-2, and 14-3 provide a description of what will occur after each specified action has been performed.

Table 14-1

AutoFormat As You Type

Replace as you type	Description
"Straight quotes" with "smart quotes"	Straight quotations marks (" ") and straight apostrophes (') are replaced with curved, open, and closed quotations marks (" ") and curved apostrophes.
Fractions (1/2) with fraction character (½)	When you type "1/2", it is replaced with ½. This option only replaces ¼, ½, and ¾.
Bold and _italic_ with real formatting	The bold element will be applied when text begins and ends with an asterisk (*). The italic element is applied to text beginning and ending with an underscore (_). For example, *AutoFormat* becomes **AutoFormat** and _text_ becomes *text*. By default, this feature is off and must be enabled before using.
Internet and networks paths with hyperlinks	Word automatically recognizes when an Internet address, network path, and e-mail address are typed and will automatically replace these with hyperlinks.
Ordinals (1st) with superscript	Order set of sequence numbers. For example, 1st, 2nd, and 3rd.
Hyphens (--) with em dash (—)	Replaces two hyphens typed sequentially with an em dash (—); a single hyphen with a space before and after (-) will be replaced with an en dash (–).

Table 14-2

Apply as you type

Apply as you type	Description
Automatic bulleted lists	When typing one of these characters *, -, > followed by a space or tab, a bulleted list will be created.
Border lines	When you type three consecutive characters (~, #, *, -, _, or =) on a new line and then press Enter, a line with that character will appear across the page.
Built-in Heading styles	When fewer than five words are used in headings and the Enter key is pressed twice, the built-in heading style will be applied. For each new heading that you type, a new line is followed by the Tab. For example, Heading 1, type a line; for Heading 2, press Tab; Heading 3 press Tab twice.
Automatic numbered lists	When you begin a numbered list and type the number 1 followed by a period or tab, a numbered list is created.
Tables	A single row of a table is created when you type +-----+-----+----+-----+ and then press the Enter key. Four columns and one row are created. The number of hyphens between the plus symbols is the column width.

Table 14-3

Automatically as you type

| Automatically as you type	Description
Format beginning of list item like the one before it	Formats the beginning text of a list item like the previous list.
Set left- and first-indent with tabs and backspaces	Indent the first line of a paragraph by putting the cursor before the first line, and then press the Tab key. Indent the whole paragraph by putting the cursor before any line in the paragraph with the exception of the first line and then press Tab. Place insertion point before the first line, and then press the Backspace key to remove.
Define styles based on your formatting	When text has been formatted manually, the same style will be applied when the Enter key is pressed.

Turn AutoFormat Off or On

OPEN the *A Datum Security Alarm* document from the lesson folder.

1. Click the **File tab**, and then click **Options**.
2. Click **Proofing** to display the options.
3. Click the **AutoCorrect Options button**, and then click the **AutoFormat As You Type tab**.
4. Under the *Apply as you type* section, select the check box by **Automatic bulleted lists** to clear it (an empty check mark indicates the feature is off).
5. Click again to place a check mark in the box to turn **Automatic bulleted lists** back on (see Figure 14-5).

Figure 14-5

AutoCorrect dialog box displaying the AutoFormat As You Type tab

AutoFormat As You Type tab is active

An empty check box indicates feature is off

A check mark indicates feature is on
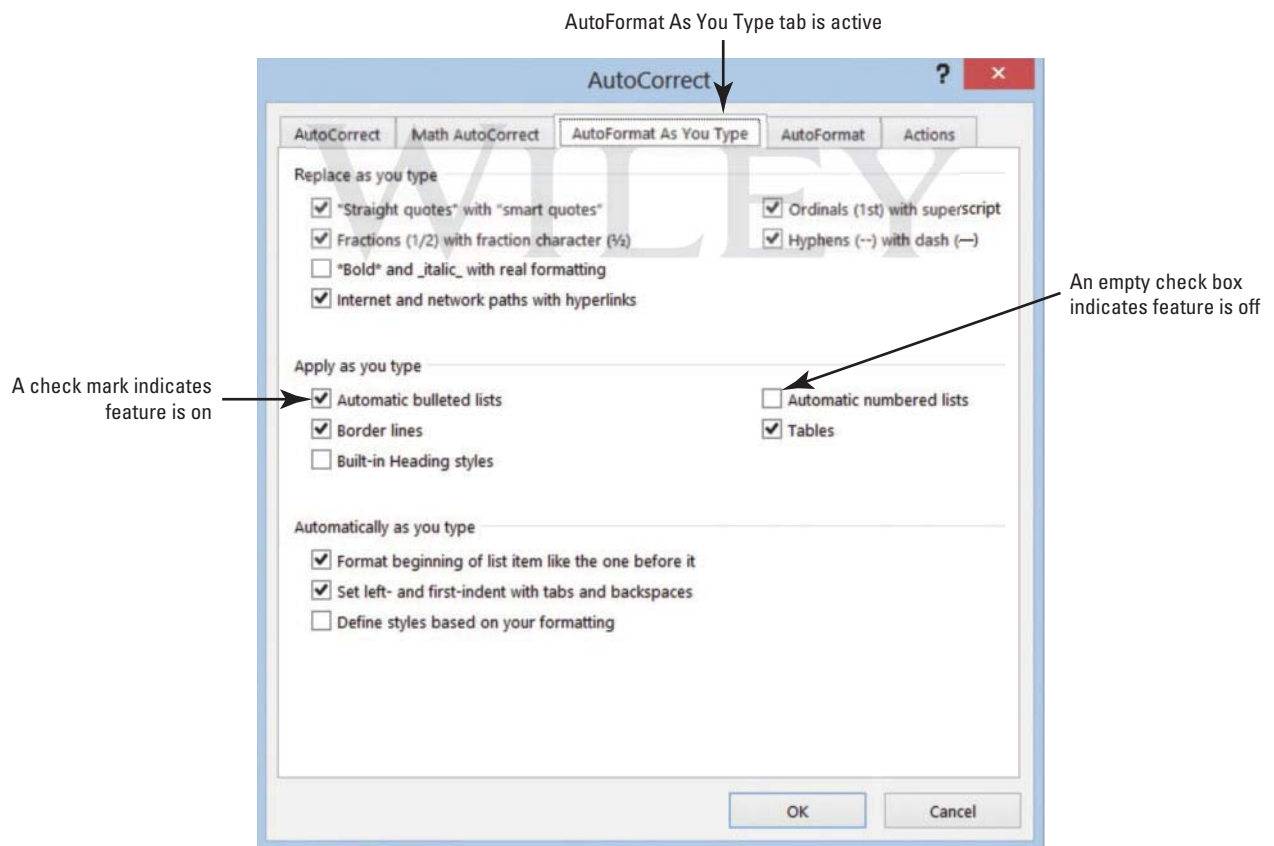
6. Click **OK** to close the *AutoCorrect* dialog box, and then click **OK** to close the *Word Options* dialog box.
7. Position the insertion point after the last bulleted item and press **Enter** twice to move to the next line and clear the added bullet.
8. On the Page Layout tab, in the Page Setup group, select **Continuous** from the Line Numbers command, and then place the insertion point on line 14.
9. Type **~ ~ ~** three times and press **Enter**.

   A wavy border line is placed across the page.
10. Access the *Proofing* settings in the Word Options dialog box and click the **AutoCorrect Options button**.
11. Add a check mark by **Bold* and _italic_ with real formatting* to enable this feature.
12. Click **OK** two times to close both dialog boxes.

13. On line 26, select **Ready** and type ***Ready***. The text is automatically bolded.

14. In the AutoCorrect Options, remove the check mark by **Bold* and _italic_ with real formatting*.

15. **SAVE** the document as *Security Alarm Update* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Cross Ref In Lesson 9, you learn about accessing the AutoCorrect Options.

Setting Save Options

The Save screen of the Word Options dialog box contains options for customizing how documents are saved, including preserving information in backup files for your documents, sharing files using a document management server, and embedding fonts in a file. For example, you can change the default format used to save documents, or you can change how often your documents are backed up by using AutoRecover. The Documents folder, located on drive C, is the default working folder for all the documents created in Microsoft Office programs. A yellow folder appears on the taskbar and directly takes you to the default settings for your folders and files. On the Save screen, you can choose a different default working folder (for example, your flash drive). In this exercise, you learn to change and set save options.

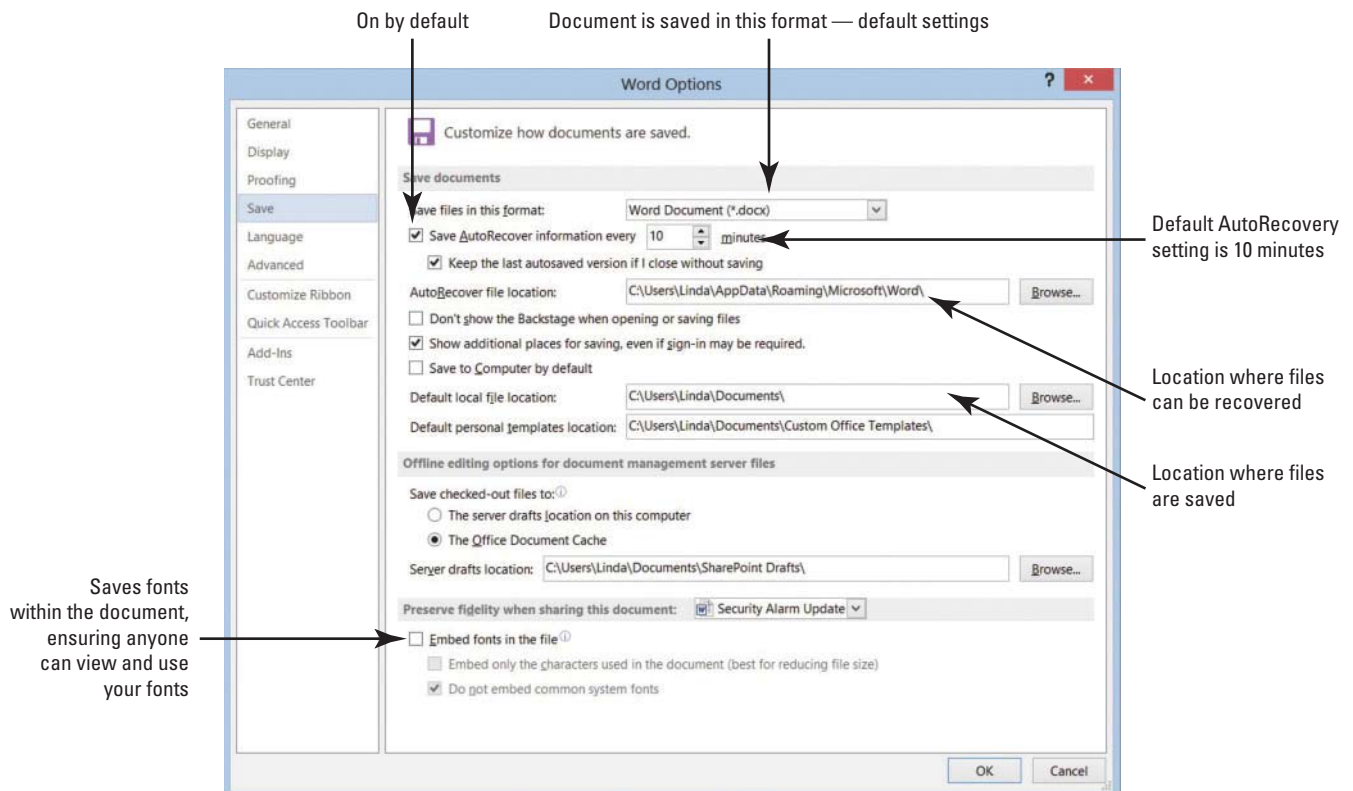**STEP BY STEP** **Set Save Options**

OPEN a blank document.

1. Click the **File tab**, and then click **Options**.

2. Click **Save** to display the *Save* options screen as shown in Figure 14-6.

Figure 14-6

Save options screen

On by default

Document is saved in this format — default settings

Default AutoRecovery setting is 10 minutes

Location where files can be recovered

Location where files are saved

Saves fonts within the document, ensuring anyone can view and use your fonts

3. In the *Save documents* section, click the drop-down arrow in the *Save files in this format* box.

The menu displays the options available for changing the default file format used when saving backup files. The default setting to save your work is set to every 10 minutes.

4. In the *Save AutoRecover information every* box, change the setting to **3**.

Your documents will be saved every three minutes. Check with your instructor before changing the settings. If you change the settings, don't forget to return the setting back to its default.

5. LEAVE the *Word Options* dialog box open for the next exercise.

PAUSE. **LEAVE** Word open to use in the next exercise.

Take Note   Any change made to the default working folder applies only to the application that you are currently using. For example, if a different default working folder is selected for Word, the default working folder for Excel remains Documents if you are using Windows 8 or Windows 7.

Using Advanced Options

The Advanced screen in the Word Options dialog box contains many complex choices for working with Word documents, including options for editing, displaying, printing, and saving. There are many options available but the Advanced screen contains the majority of options. Some are selected by default and some are not. Browse through them to see how you might use some of the options to work more efficiently in Word. In addition to the multitude of options found on this screen, several dialog boxes can be accessed for additional customization. In this exercise, you learn to use the advanced options.

STEP BY STEP   **Use Advanced Options**

USE the document open from the previous exercise.

1. From the *Word Options* dialog box, click **Advanced** to display the *Advanced* options.

There are several advanced options, many of which are shown in Figures 14-7 through 14-10.

Figure 14-7

Advanced options screen;
Editing options

Use the scroll bar to
view additional options

Option to change
and update the style
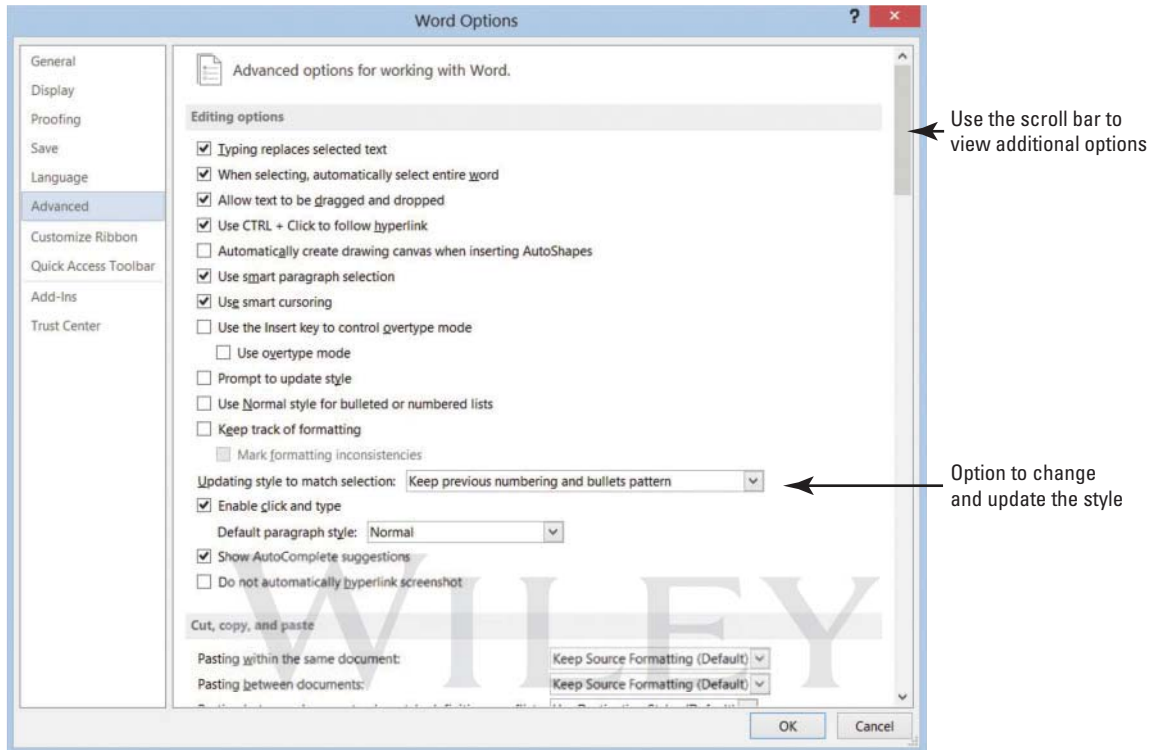
2. Scroll down and locate the *Display* section (shown in Figure 14-8); click the down arrow next to the number in the *Show this number of Recent Documents* list box to change it from *25* to **10**.

Figure 14-8

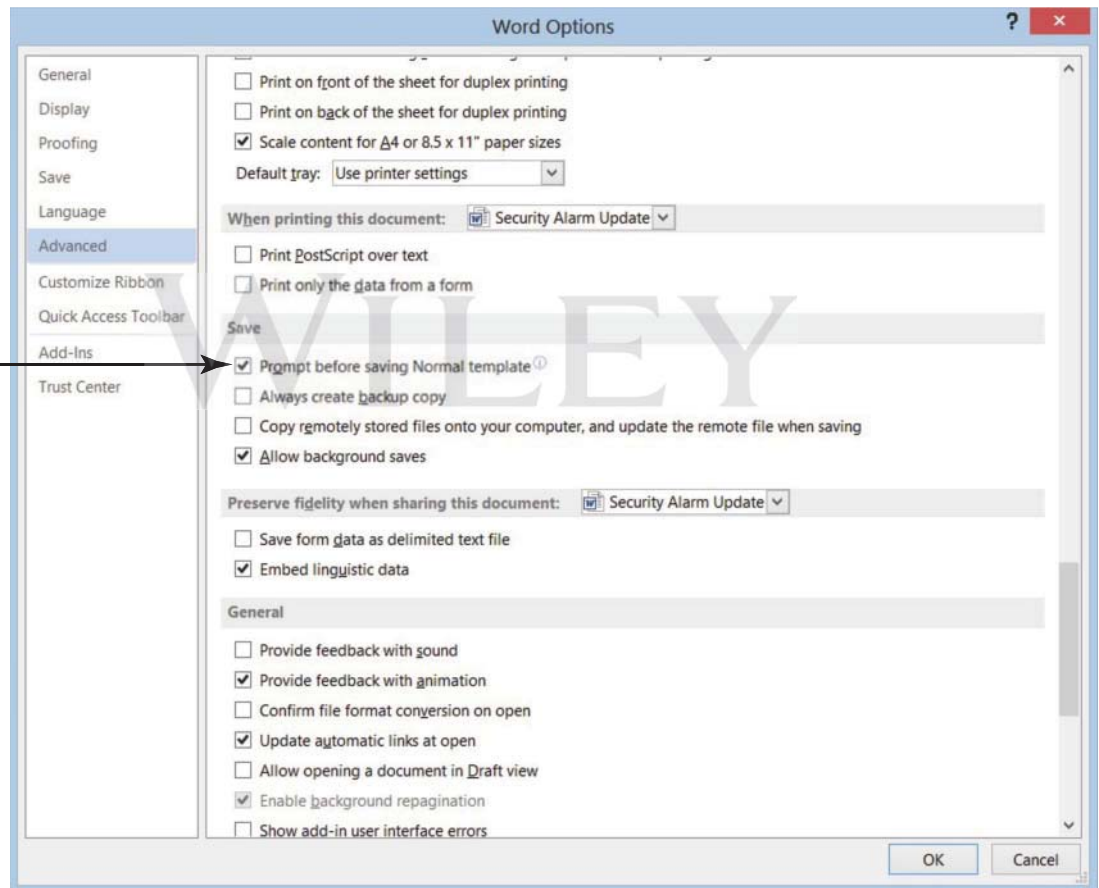Advanced options screen;
Display and Print options

Recent Documents
display default setting
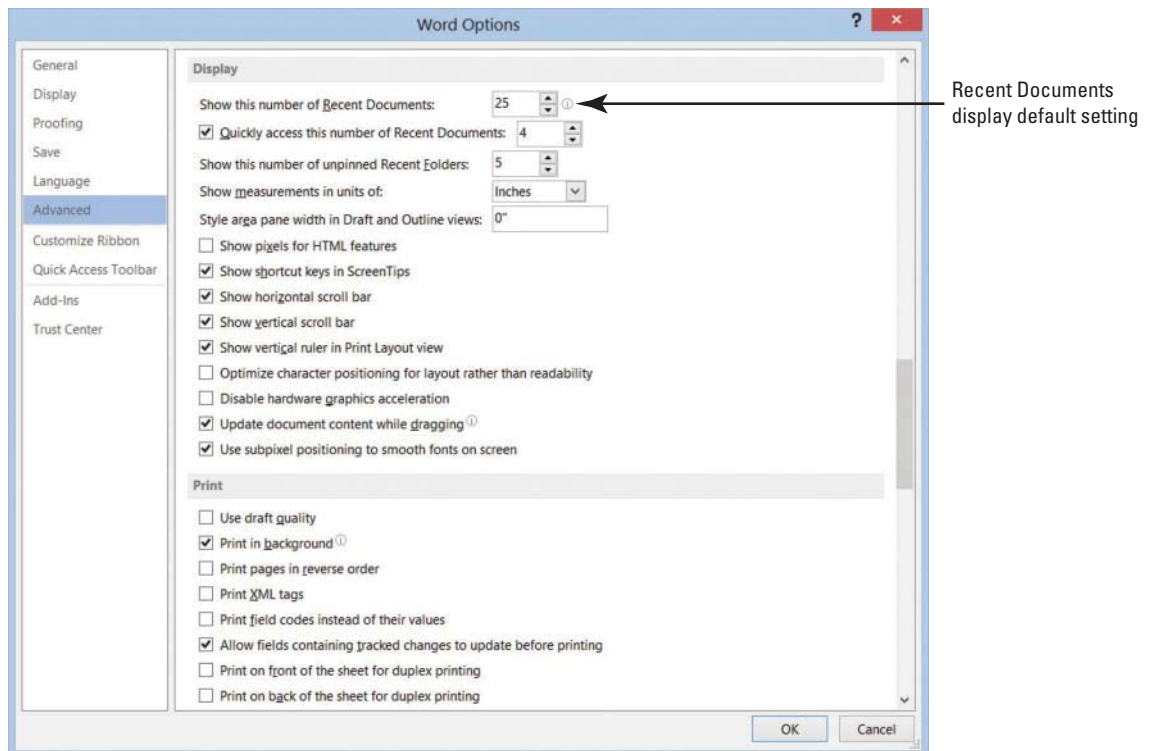
3. Click **OK**.

4. Click the **File tab**, and then click **Open**. Ten documents display under *Recent Documents*.

5. Return the settings back to default, and leave the *Word Options* dialog box open.

6. Scroll down to the *Save* section (shown in Figure 14-9) and click the check box to enable **Prompt before saving Normal template**. Now if you change the default template, Word will prompt you if you want to save the changes to that template.

Figure 14-9

Advanced options screen; Print and Save options

If the default template is changed, Word will ask if you want to save changes

7. Scroll down to the *General* section (shown in Figure 14-10) and type **[your name and address]** in the Mailing address box.

Figure 14-10

Advanced options screen;
General options
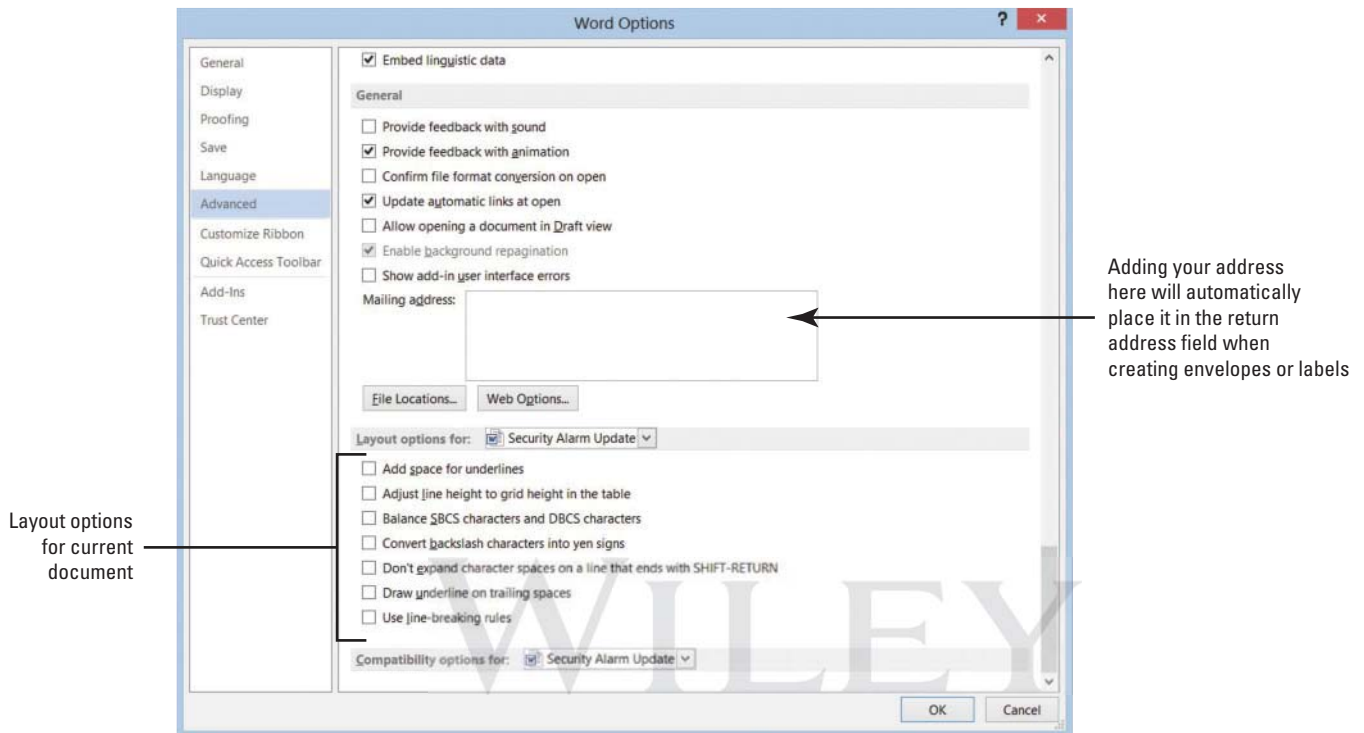
Adding your address here will automatically place it in the return address field when creating envelopes or labels

Layout options for current document

8. Click **OK**.

9. Open a blank document.

10. On the Mailings tab, in the Create group, click the **Envelopes button**.

    In the *Envelopes and Labels* dialog box, notice that your name and address appear in the *Return address* area.

11. Click **Cancel**.

12. Return to the *General* section of the Advanced settings and remove your name and address, and then remove the check mark by **Prompt before saving Normal template** under the *Save* section. Click **OK**.

PAUSE. LEAVE Word open to use in the next exercise.

Another Way
The keyboard shortcut Ctrl+N opens a new blank document.

Customizing the Quick Access Toolbar and Ribbon

The Customize Ribbon and Quick Access Toolbar screens enable you to customize the Quick Access Toolbar, the Ribbon, and keyboard shortcuts. Adding frequently used commands to the Quick Access Toolbar ensures that those commands are always just a single click away. Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as indent and spacing values and individual styles, which also appear on the Ribbon, cannot be added to the Quick Access Toolbar. In this exercise, you add commands to the Quick Access Toolbar, customize a keyboard shortcut, and customize the Ribbon.
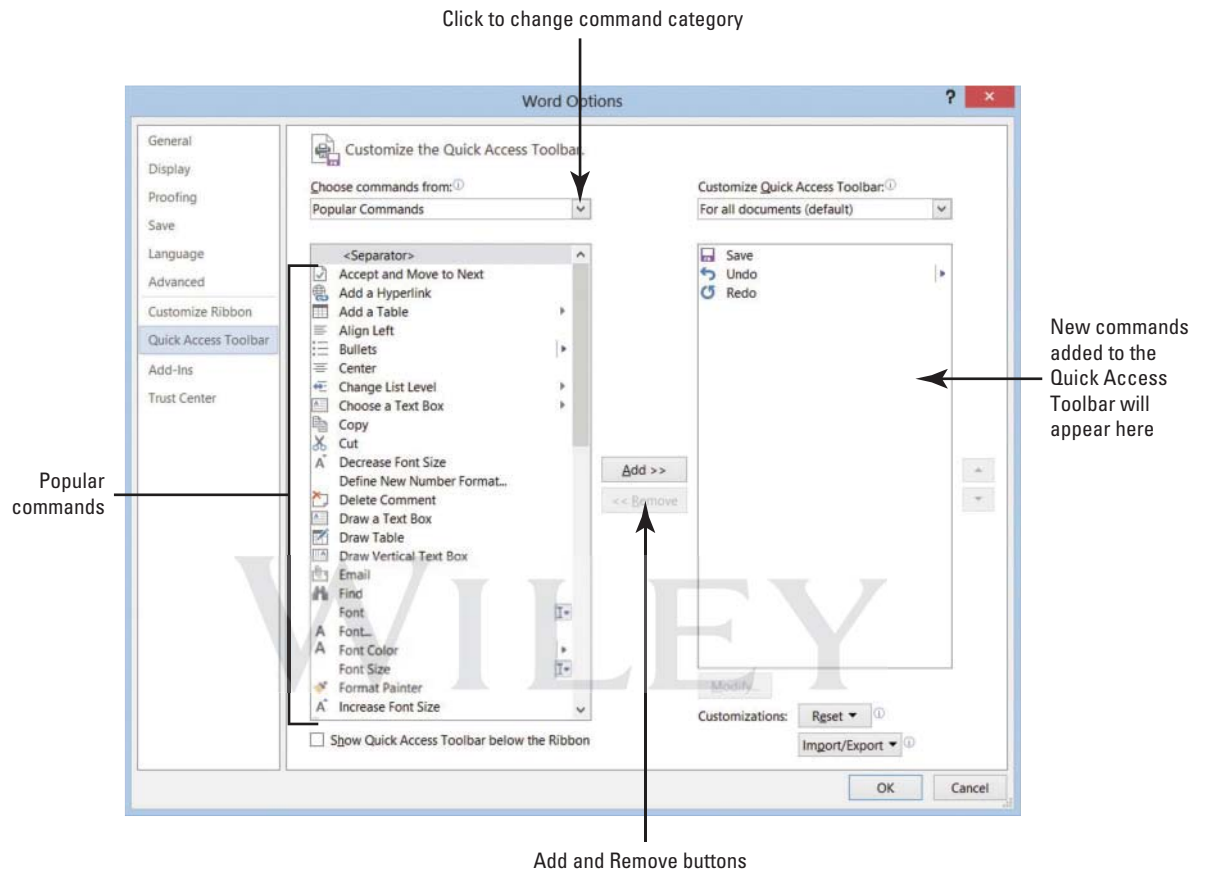
STEP BY STEP   **Customize the Quick Access Toolbar**

USE the document open from the previous exercise.

1. Click the **File tab**, and then click **Options**.

2. Click **Quick Access Toolbar** in the left pane to display the customization options, shown in Figure 14-11.

Click to change command category

Popular commands

New commands added to the Quick Access Toolbar will appear here

Add and Remove buttons

Cross Ref

You first learn about the Quick Access Toolbar in Lesson 1.

In the *Choose commands from* list, *Popular Commands* is already selected.

3. Scroll down the list of commands, select **Page Setup**, and then click the **Add** button.

4. Select **Page Width**, and then double-click to quickly add to the Customize Quick Access Toolbar list. Repeat the step for the Numbering command.

5. Click **OK**. The Quick Access Toolbar is now customized with new commands that are easily accessible. Check with your instructor to see if these commands should remain on the toolbar.

PAUSE. LEAVE Word open to use in the next exercise.

Another Way
You can open the customization screen using the *Customize Quick Access Toolbar, More Commands* menu option.

Take Note
To remove a command from the Quick Access Toolbar, place the mouse pointer on the command in the Quick Access Toolbar, right-click the command, and then click *Remove from Quick Access Toolbar.*
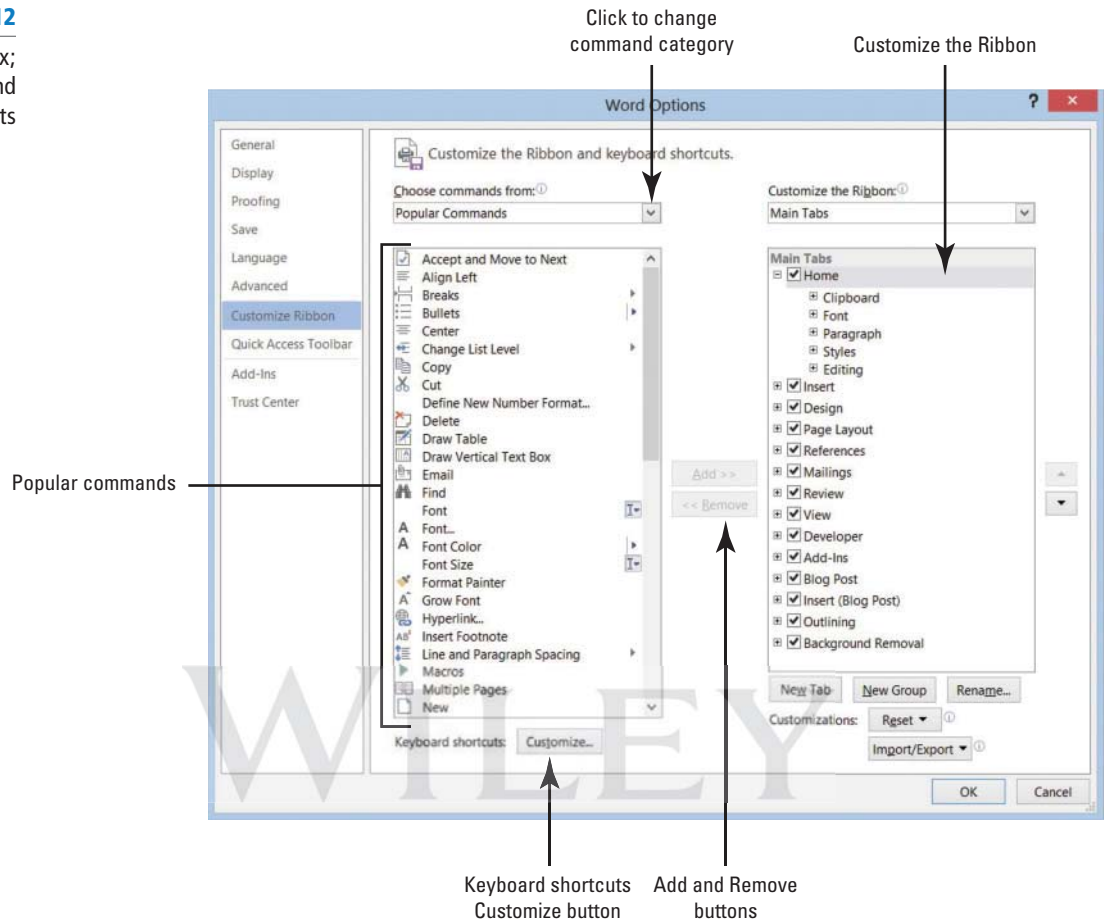
STEP BY STEP **Customize the Keyboard**

USE the document open from the previous exercise.

1. Open the **Word Options dialog box**, and click **Customize Ribbon** to open the customization screen (see Figure 14-12).

Click to change
command category

Customize the Ribbon

Popular commands

Keyboard shortcuts
Customize button

Add and Remove
buttons

2. On the bottom left, click the **Customize button** next to *Keyboard shortcuts*.
The *Customize Keyboard* dialog box appears, as shown in Figure 14-13.

Figure 14-13

Customize Keyboard
dialog box

Category listing

Commands

Existing keyboard
shortcut (if any exists)

New keyboard
shortcut
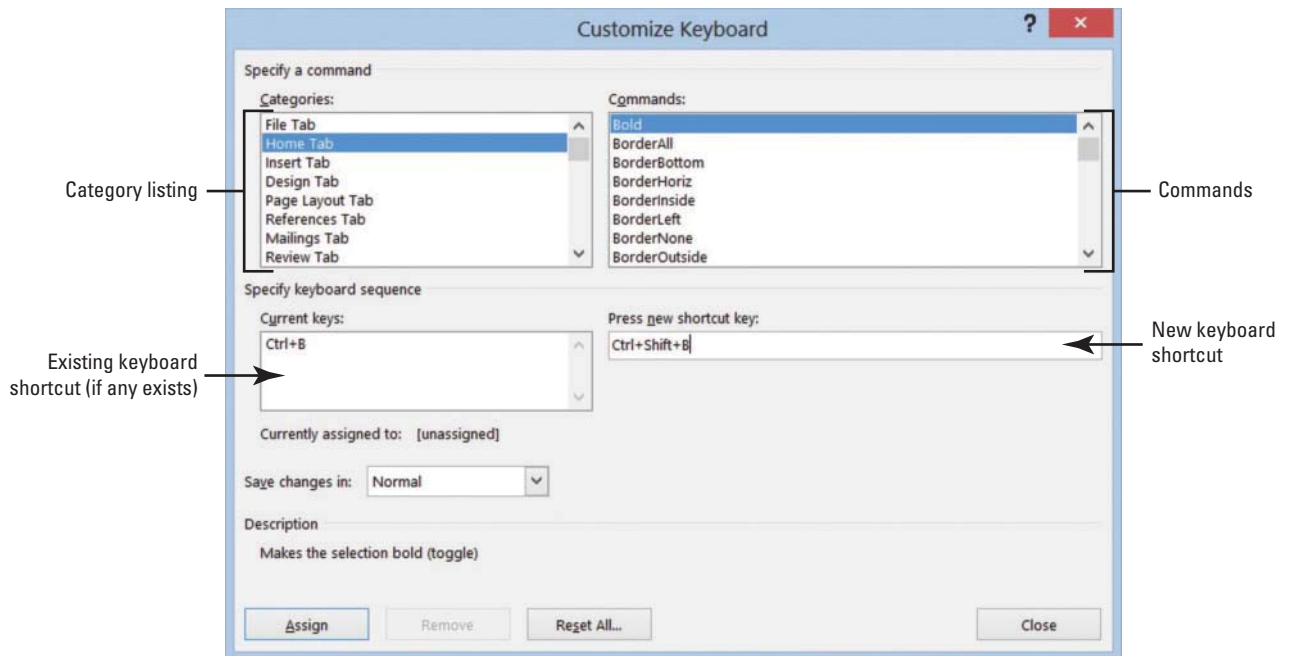
3. In the Categories box, click **Home Tab**.

   You should see *Bold* highlighted under the Commands box.

   Two shortcut key command appears in the Current keys box. The Ctrl+B shortcut is a reserved key and assigned to the Bold command. The Ctrl+Shift+B shortcut is also assigned to the Bold command.

4. In the Current Keys box, select **Ctrl+Shift+B** and then click **Remove**.

5. In the *Press new shortcut key* box, type **Ctrl+Shift+U** as shown in Figure 14-14. Under the Current keys box, it shows that this command is *[unassigned]*.

Figure 14-14

Customize Keyboard dialog box showing shortcut keys are unassigned
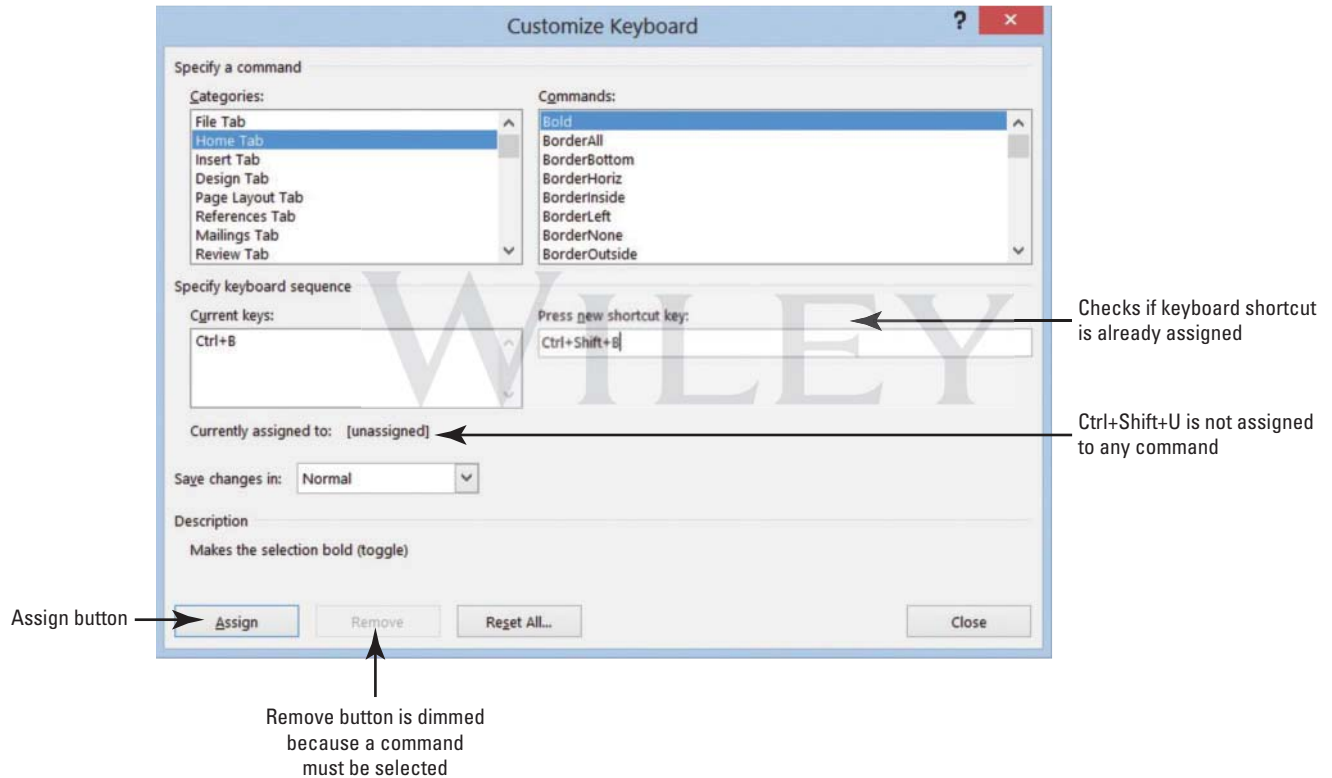
6. Click the **Assign** button.

7. Return to the Word document and type any word, and then select the word and press **Ctrl+Shift+U**. The text should be underlined.

8. Open the **Customize Keyboard dialog box**, and then select **Home Tab**. The two shortcut key commands appear in the Current keys box.

9. Select **Ctrl+Shift+U**, and then click the **Remove** button to remove the shortcut key.

   Removing Ctrl+Shift+U now makes it available to be used for another shortcut keyboard command.

10. Click **Close** to close the *Customize Keyboard* dialog box.

11. Leave the *Word Options* dialog box open for the next exercise.

PAUSE. LEAVE Word open to use in the next exercise.

Another Way
You can also add an item to the Quick Access Toolbar by clicking the *Customize Quick Access Toolbar* button or by right-clicking anywhere on the Quick Access Toolbar.

<div style="background-color:#FBE7A1">

STEP BY STEP   **Customize the Ribbon**
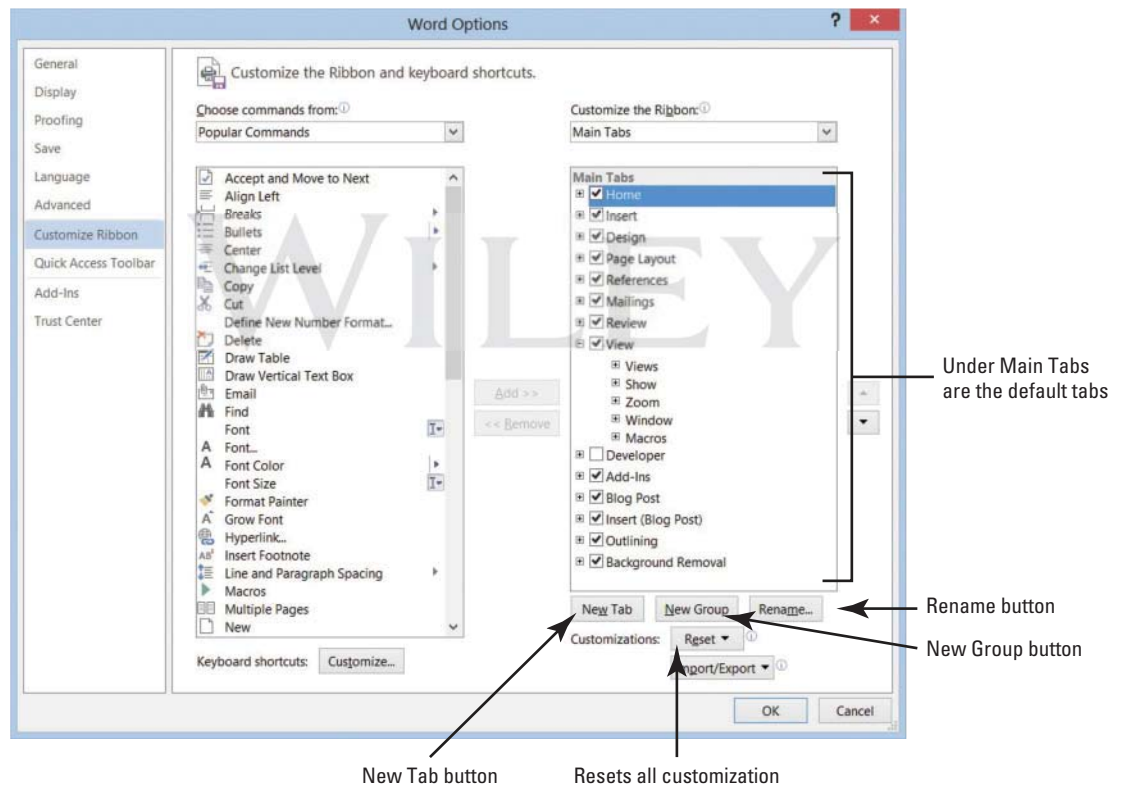
</div>

In this exercise, you create a customized Ribbon tab and place your favorite commands in one group on a new tab. You can add commands already found on other tabs, and you also have the option to place commands not found in any of the tabs.

USE the document open from the previous exercise.

1. Access **Word Options**, and then click **Customize Ribbon** to open the customization screen (see Figure 14-15).

Figure 14-15

Customize the Ribbon and keyboard shortcuts screen

- Under Main Tabs are the default tabs
- Rename button
- New Group button
- New Tab button
- Resets all customization

2. Under *Main Tabs*, click the **minus (−) sign** to collapse the groups listed under *Home*, if necessary. The *Home tab* should appear selected.
3. Click the **New Tab button**. Two objects appear: one is identified for the new tab whereas the other is for the group as shown in Figure 14-16.
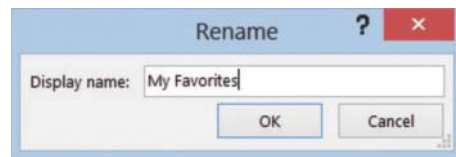
Figure 14-16

New Tab and New Group

New Tab and New Group appears below the Home tab
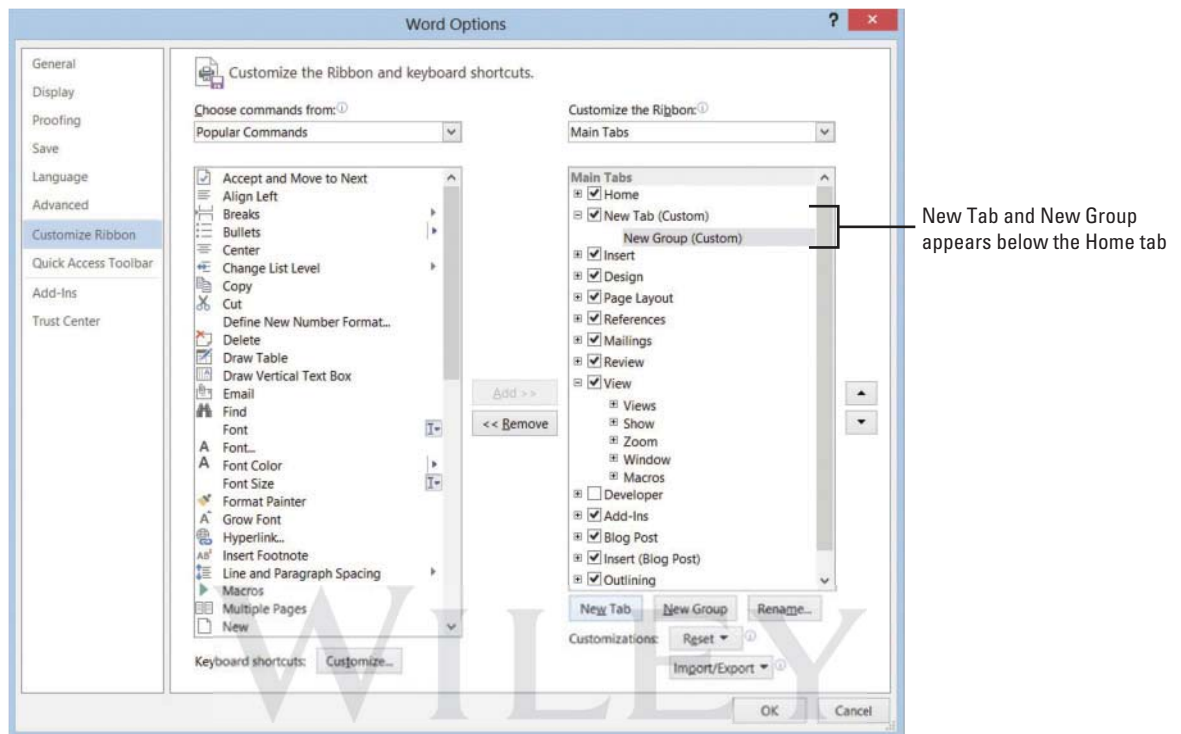
4. Select **New Tab (Custom)**, and then click the **Rename** button.

   The *Rename* dialog box appears.

5. Type **My Favorites** in the Display name box (see Figure 14-17).
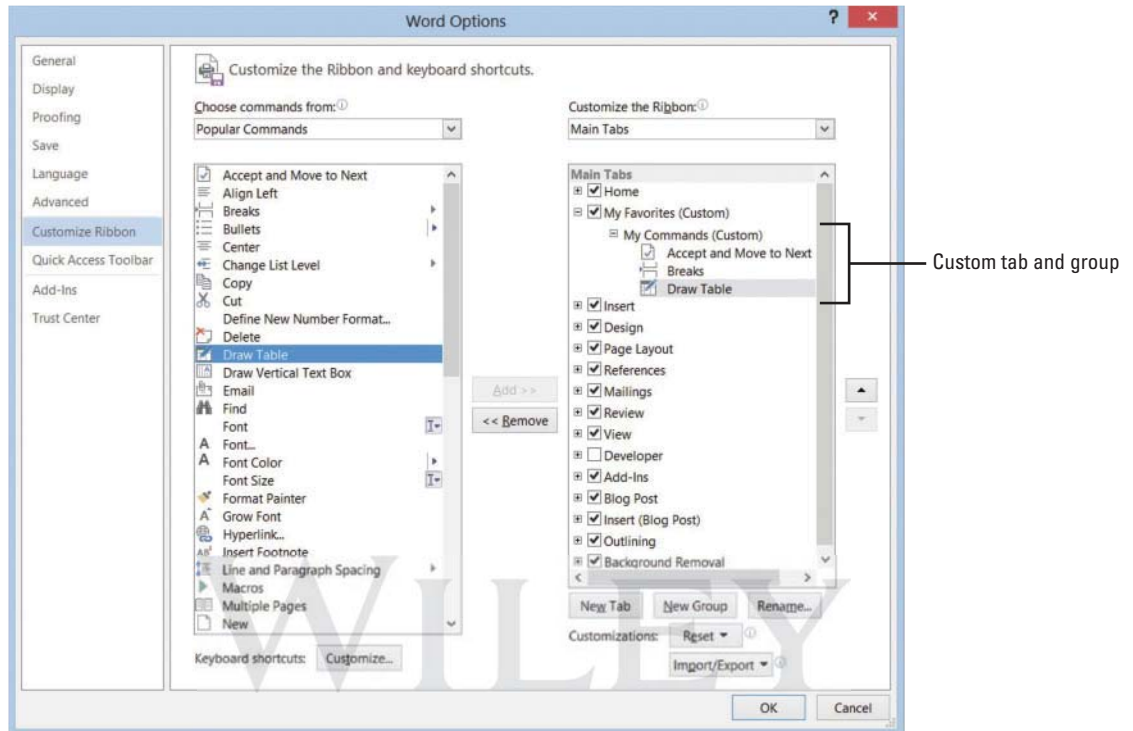
Figure 14-17

Rename dialog box

6. Click **OK**.

7. Select **New Group (Custom)**, and then click the **Rename** button.

   The *Rename* dialog box appears with icons to identify your command group.

8. Type **My Commands** in the Display name box.

9. Select the smiley face.

10. Click **OK**.

    With *My Commands* selected under *Main Tabs*, you are ready to add commands to this group.

11. Under the *Popular Commands*, select then click the **Add button** to place in *My Commands*.

12. Select **Accept and Move to Next**, and then click the **Add button**.

    This command is placed under *My Commands*.

13. Select **Breaks** and **Draw Table** separately, and then click the **Add button**. Your screen should match Figure 14-18.

Figure 14-18

Commands added to My
Commands group
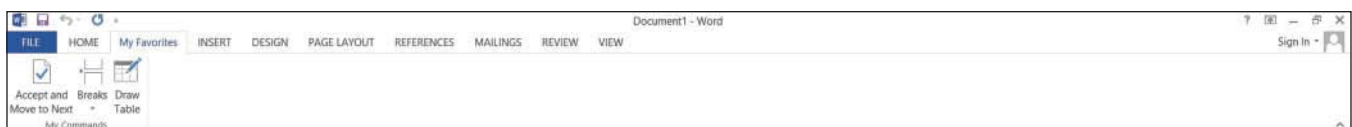

Custom tab and group

14. Click **OK**.
15. Click the **My Favorites tab** and review your customized tab and group of commands (see Figure 14-19).

Figure 14-19

My Favorites tab on Ribbon

16. To remove the customized tab, return to the customization screen, and then click the **Reset All Customizations** button. Select **Yes** to confirm, and click **OK**.

STOP. CLOSE Word.

SKILL SUMMARY

In this lesson you learned to:	Exam Objective	Objective Number
Customize Word		

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. To assign a new keyboard shortcut, you would access Backstage, Word Options, and then:
   a. Customize Quick Access Toolbar.
   b. Customize Backstage button.
   c. Customize Ribbon, New Keyboard commands.
   d. Customize Ribbon, Keyboard shortcuts, and the Customize button.

2. Which tab would you click to display the Options command?
   a. Insert
   b. Advanced
   c. File
   d. Display

3. The shortcut key, Ctrl+C, is:
   a. unassigned.
   b. accessible.
   c. assigned.
   d. not a shortcut key.

4. The Display screen in the Word Options dialog box displays which hidden formatting marks?
   a. Spaces
   b. Tab characters
   c. Paragraph marks
   d. All of the above

5. The Quick Access Toolbar is for:
   a. frequently used commands.
   b. commands from the File menu.
   c. contents of lists on the Ribbon.
   d. recently used documents.

6. A check mark displayed in the Word Options dialog box, indicates the feature is:
   a. off.
   b. not available.
   c. disabled.
   d. on.

7. As a user of Word, you can change the AutoRecover minutes to set how Word protects you from losing your work in which screen of the Word Options dialog box?
   a. Save
   b. Options, Save
   c. Save As
   d. None of the above

8. Where would you place a customized command?
   a. Ribbon
   b. Quick Access Toolbar
   c. Does not appear
   d. A new Ribbon

9. Changes made in the Word Options dialog box will affect:
   a. only new documents.
   b. all documents.
   c. only documents opened as a template.
   d. a and c

10. To locate where files are automatically saved, you would find this setting on which screen of the Word Options dialog box:
    a. General
    b. Save
    c. Proofing
    d. Advanced

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. The Advanced screen contains the largest number of options available in the Word Options dialog box.

T F 2. The Quick Access Toolbar and keyboard shortcuts cannot be customized.

T F 3. When creating keyboard shortcuts, Word informs you when shortcut keys have been assigned.

T F 4. In the Word Options dialog box, you can add your name and initials under the Personalize your copy of Microsoft Office section.

T F 5. The default settings in the Word Options dialog box cannot be changed.

T F 6. When customizing the Ribbon, you cannot add the same commands to a new tab if they are listed on another Ribbon tab.

T F 7. Changing the Display options affects how content appears on your computer.

T F 8. When you personalize Word by adding your name to the User Name box, the Document Properties panel will display your name in the Author box.

T F 9. The formatting marks can be turned off in the Display screen of the Word Options dialog box.

T F 10. When customizing the Ribbon, you have the option to group commands within a tab.

Competency Assessment

Project 14-1: Creating a Default Return Address for Lost Art Photos

In your position as a marketing assistant at LostArt Photos, you frequently mail promotional letters. You prepare envelopes for these mailings in Word, and making the company's return address your default option would save time. Change your Word options to set this up.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a blank new document.
2. **SAVE** the document as *14-1 Mailing Address* in the lesson folder on your flash drive.
3. Click the **File tab**, and then select **Options** to display the *Word Options* dialog box.
4. Click **Advanced** in the left pane to display the advanced options.
5. Scroll down to the *General* section, and in the Mailing address box, type:
   LostArtPhotos
   5500 Bissell Street
   Grand Junction, CO 98445
6. Press the **Print Scrn** button on the keyboard.
7. Click **OK** to close the *Word Options* dialog box.
8. **Right-click** in the document screen, and then click **Paste**.
9. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 14-2: Setting Research Options

A Datum Corporation has an overseas branch in the United Kingdom. In your position as a researcher, you need content to stand out in your document. You will change the settings to turn on the feature that will allow real formatting as you type.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a blank document.
2. **SAVE** your document as *14-2 Changing Settings* in the lesson folder on your flash drive.
3. Click the **File tab**, and then click **Options**.
4. Click **Proofing**, and then click the **AutoCorrect Options button**.
5. Select the **AutoFormat As You Type tab**, and add a check mark by ***Bold* and _italic_ with real formatting**.
6. Click **OK** to close the dialog box.
7. Click **OK** again.
8. Type ***United Kingdom***. Press **Enter**.
9. Type the underscore three times, and then press **Enter**.
10. Remove the check mark by ***Bold* and _italic_ with real formatting**.
11. Click **OK** twice to close the dialog boxes.
12. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 14-3: Customizing the Quick Access Toolbar

As a paralegal in a busy legal practice, you are always looking for ways to streamline your work. As you learn more about Word, you want to use the available options to help customize the program for your daily tasks.

GET READY. LAUNCH Word if it is not already running.

1. Press **Ctrl+N** to open a new blank document.
2. **SAVE** the document as *14-3 Customizing QAT* in the lesson folder on your flash drive.
3. **OPEN** the *Word Options* dialog box.
4. Display the customization screen for the Quick Access Toolbar.
5. Choose five commands that you use frequently, but that are not currently located on the Quick Access Toolbar. Add the commands to the Quick Access Toolbar.
6. Click **OK** to close the *Word Options* dialog box.
7. Press the **Print Scrn** button on the keyboard.
8. **Right-click** in the document, and then click **Paste**.
9. Crop and enlarge the image to show the Quick Access Toolbar.
10. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 14-4: Removing Commands from the Quick Access Toolbar

You are continuing to work with customized Quick Access Toolbar from Project 14-3. Now that you have added five additional commands to your Quick Access Toolbar, you realize you no longer need these commands. You remember seeing the Remove button below the Add button in the customization screen.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** a new blank document as *14-4 Removing Commands* in the lesson folder on your flash drive.

2. Display the customization screen for the Quick Access Toolbar.

3. Remove all commands that you added to the Quick Access Toolbar and close all open dialog boxes.

4. Press the **Print Scrn** button on the keyboard.

5. **Right-click** in the document and then click **Paste**.

6. Crop and enlarge the image to show the Quick Access Toolbar.

7. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Mastery Assessment

Project 14-5: Saving Settings

Your instructor has asked you to change the Save AutoRecover setting to five minutes and provide a copy of your screen shot.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** a new blank document as *14-5 Save Settings* in your flash drive in the lesson folder.

2. Open the Word Options dialog box and change the *Save AutoRecover* setting to **5** minutes.

3. Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste**. This will capture your screen as an image.

4. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 14-6: Word Options

Your task is to remove the LostArt Photos mailing address that you added in Project 14-1. To show your instructor that you completed this project, provide a copy of your screen shot and save as a Word document.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** a new blank document as *14-6 Address Removed* in your lesson folder on your flash drive.

2. Remove the mailing address.

3. Press the **Print Scrn** button on the keyboard, click **OK**, and then right-click in the document and click **Paste**. This will capture your screen as an image.

4. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

CLOSE Word.