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# Office 2007

Introductory Concepts and Techniques  
Premium Video Edition

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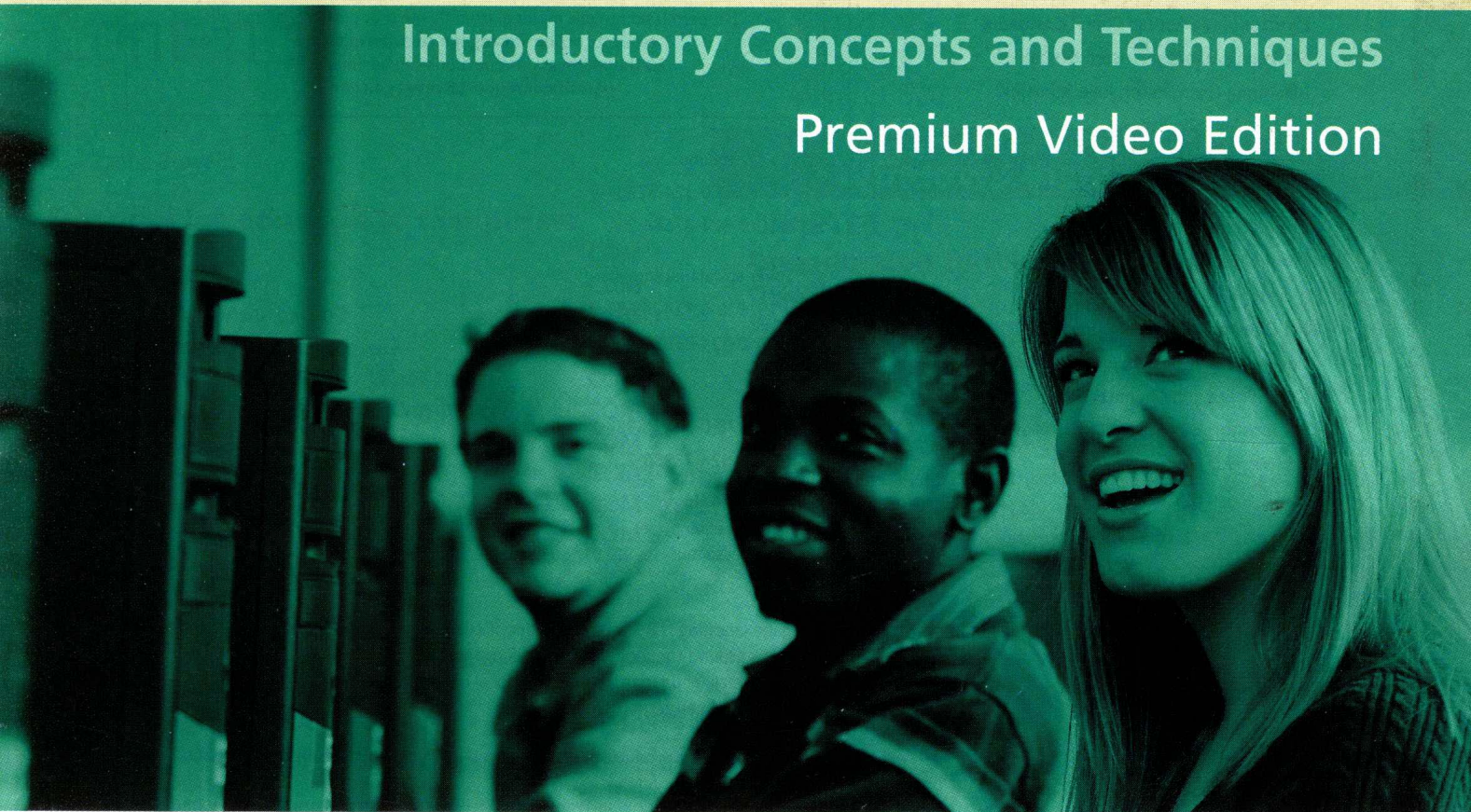


Microsoft®

# Office 2007

Introductory Concepts and Techniques

Premium Video Edition



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**Microsoft Office 2007****Introductory Concepts and Techniques,  
Premium Video Edition**

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# Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, Microsoft Office XP, Microsoft Office 2003, and Microsoft Office 2007 textbooks have been the most widely used books in education. With each new edition of our Office books, we have made significant improvements based on the software and comments made by instructors and students.

Microsoft Office 2007 contains more changes in the user interface and feature set than all other previous versions combined. Recognizing that the new features and functionality of Microsoft Office 2007 would impact the way that students are taught skills, the Shelly Cashman Series development team carefully reviewed our pedagogy and analyzed its effectiveness in teaching today's Office student. An extensive customer survey produced results confirming what the series is best known for: its step-by-step, screen-by-screen instructions, its project-oriented approach, and the quality of its content.

We learned, though, that students entering computer courses today are different than students taking these classes just a few years ago. Students today read less, but need to retain more. They need not only to be able to perform skills, but to retain those skills and know how to apply them to different settings. Today's students need to be continually engaged and challenged to retain what they're learning.

As a result, we've renewed our commitment to focusing on the user and how they learn best. This commitment is reflected in every change we've made to our Office 2007 books.

## Objectives of This Textbook

*Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition* is intended for a first course on Office 2007 applications. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

- To offer an introduction to Microsoft Windows Vista, Microsoft Windows XP, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, and Microsoft Office PowerPoint 2007
  - To expose students to practical examples of the computer as a useful tool
  - To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
  - To help students discover the underlying functionality of Office 2007 so they can become more productive
  - To develop an exercise-oriented approach that allows learning by doing
-



## New to this Edition

*Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition* offers a number of enhancements to our Microsoft Office 2007 text. Audio-visual reinforcement and the opportunity to apply what they've learned in the text to real-world scenarios enable students to retain skills. This *Premium Video* text appeals to all types of learners and supports various learning styles by offering students choice in how they learn the skills that are presented.

The following enhancements will enrich the learning experience:

- The *Video Companion* offers around 350 engaging videos that correlate to the Table of Contents and mirror the step-by-step pedagogy found in the Shelly Cashman text.
- Comprehensive *Capstone Projects* for each application, and *Integration Capstone Projects*, provide students with the opportunity to apply the range of the skills learned in a real-world framework.
- SAM Projects student start file instructions enable seamless integrated student assignments of SAM Projects into the classroom. *SAM Projects* provides auto-graded assessment for select end-of-chapter student assignments, where students work live in the application on a real-world project.
- Coverage of both Windows XP and Windows Vista offers the ability to cover both operating systems.

## Bring Microsoft Office 2007 skills to life with video!

The *Video Companion*, accessible on DVD or streaming Web with a pin code, allows students the opportunity to reinforce Microsoft Office 2007 skills with multi-media videos. These videos offer an audio-visual presentation of the skills in the text and further reinforces what is taught in the book. There are around 350 videos that correlate to much of the Table of Contents. Each video mirrors the step-by-step pedagogy found throughout the text.

There are numerous ways to incorporate the Video Companion into a course:

- View specific videos before class, after a lecture, or as test prep.
- Supplement a lecture by playing some of the videos in class.
- Use videos as a tool to learn more difficult topics.



## Prepare your students for professional careers.

**Two Capstone Projects Appendices** for each core application (Word, Excel, Access and PowerPoint) as well as the two Integration Capstone Projects allow further support of student understanding of an entire application and the Office Suite as a whole. These projects integrate the Office 2007 application skills into two real-world business case studies involving companies of varying size, scope and business model. Choose between two levels of difficulty.

**SAM Projects Appendix** includes student start file instructions for the eight SAM Projects that correlate to the Word, Excel, and PowerPoint Chapters in the Microsoft Office 2007 Introductory text. Students will need to purchase a SAM Projects pin code to use SAM Projects. SAM Projects Lessons is also available as a user guide for the SAM Projects software. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the file.

## Distinguishing Features

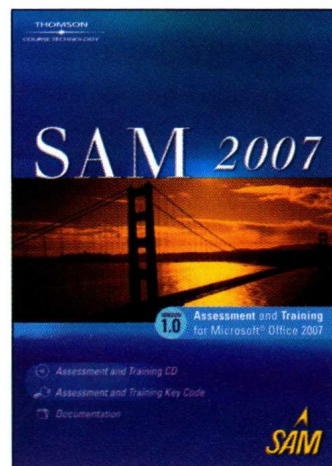
**A Proven Pedagogy with an Emphasis on Project Planning** Each chapter presents a practical problem to be solved, within a project planning framework. The project orientation is strengthened by the use of Plan Ahead boxes, to encourage critical thinking about how to proceed at various points in the project. Step-by-step instructions with supporting screens guide students through the steps. Instructional steps are supported by the Q&A, Experimental Step, and BTW features.

**A Visually Engaging Book that Maintains Student Interest** The step-by-step tasks, with supporting figures, provide a rich visual experience for the student. Call-outs on the screens that present both explanatory and navigational information provide students with information they need when they need to know it.

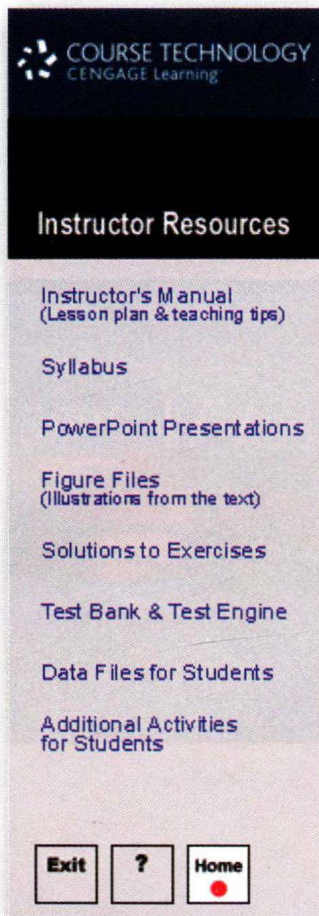
**Supporting Reference Materials (Quick Reference, Appendices)** The appendices provide additional information about the Application at hand, such as the Help Feature, customizing the application, and certification. With the Quick Reference, students can quickly look up information about a single task, such as keyboard shortcuts, and find page references of where in the book the task is illustrated.

**Integration of the World Wide Web** The World Wide Web is integrated into the Office 2007 Premium Video Edition learning experience by (1) BTW annotations; (2) a Quick Reference Summary Web page; and (3) the Learn It Online section for each chapter.

**End-of-Chapter Student Activities** Extensive end of chapter activities provide a variety of reinforcement opportunities for students where they can apply and expand their skills through individual and group work.







## Instructor Resources CD-ROM

### Office 2007

The Instructor Resources include both teaching and testing aids.

**INSTRUCTOR'S MANUAL** Includes lecture notes summarizing the chapter sections, figures and boxed elements found in every chapter, teacher tips, classroom activities, lab activities, and quick quizzes in Microsoft Word files.

**LECTURE SUCCESS SYSTEM** Intermediate files that correspond to certain figures in the book, which allow you to step through the creation of a project in a chapter during a lecture without entering large amounts of data.

**SYLLABUS** Easily customizable sample syllabi that cover policies, assignments, exams, and other course information.

**FIGURE FILES** Illustrations for every figure in the textbook in electronic form. Figures are provided both with and without callouts.

**POWERPOINT PRESENTATIONS** A multimedia lecture presentation system that provides slides for each chapter. Presentations are based on chapter objectives.

**SOLUTIONS TO EXERCISES** Includes solutions for all end-of-chapter and chapter reinforcement exercises.

**RUBRICS AND ANNOTATED SOLUTION FILES** Grading rubrics provide a customizable framework for assigning point values to the laboratory exercises. Annotated solution files correspond to the grading rubrics to make it easy for you to compare students' results with the correct solutions whether you receive their homework as hard copy or via e-mail.

**TEST BANK & TEST ENGINE** Test Banks include 112 questions for every chapter, featuring objective-based and critical thinking question types, and including page number references and figure references, when appropriate. Also included is the test engine, ExamView, the ultimate tool for your objective-based testing needs.

**LAB TESTS/TEST OUT** Parallel to the In the Lab assignments, and can be used for testing students in the laboratory on the chapter material or for testing students out of the course.

**DATA FILES FOR STUDENTS** Includes all the files that are required by students to complete the exercises.

**ADDITIONAL ACTIVITIES FOR STUDENTS** Consists of Chapter Reinforcement Exercises, which are true/false, multiple-choice, and short answer questions that help students gain confidence in the material learned.

## SAM 2007: Assessment & Training and Project Grading Solutions

SAM 2007 now contains Assessment, Training, and Projects assignments. Instructors may choose to assign any or all of these assignment types based on the needs of the course. The SAM system includes robust reporting, classroom management, section management, and scheduling to help instructors manage their classes with ease. The newest addition to the SAM family is SAM Projects. SAM Projects is live-in-the-application grading software that enables students to complete projects in Word, Excel, and PowerPoint 2007 and have them graded instantly. SAM Projects assesses a student's ability to connect skills





and complete tasks in the context of real-world projects. SAM Projects evaluates whether or not a student can complete a document, spreadsheet, or presentation, allowing them to solve a problem or make a sound business decision. This tangible experience prepares today's learners for success in the workplace. Designed to be used with the Shelly Cashman series, SAM 2007 includes built-in page references so students can print helpful study guides that match the textbooks used in class.

### Student Edition Labs

Our Web-based interactive labs help students master hundreds of computer concepts, including input and output devices, file management and desktop applications, computer ethics, virus protection, and much more. Featuring up-to-the-minute content, eye-popping graphics, and rich animation, the highly interactive Student Edition Labs offer students an alternative way to learn through dynamic observation, step-by-step practice, and challenging review questions.



### Content for Online Learning

Course Technology has partnered with Blackboard, the leading distance learning solution provider and class-management platform today. In addition to providing content for Blackboard and WebCT, Course Technology provides premium online content for multiple learning management system platforms. To access this material, simply visit our password-protected instructor resources available at [www.cengage.com/coursetechnology](http://www.cengage.com/coursetechnology). The resources available for download may include topic reviews, case projects, review questions, test banks, practice tests, custom syllabi, and more. For additional information or for an instructor username and password, please contact your sales representative.



### CourseCasts Learning on the Go. Always Available...Always Relevant.

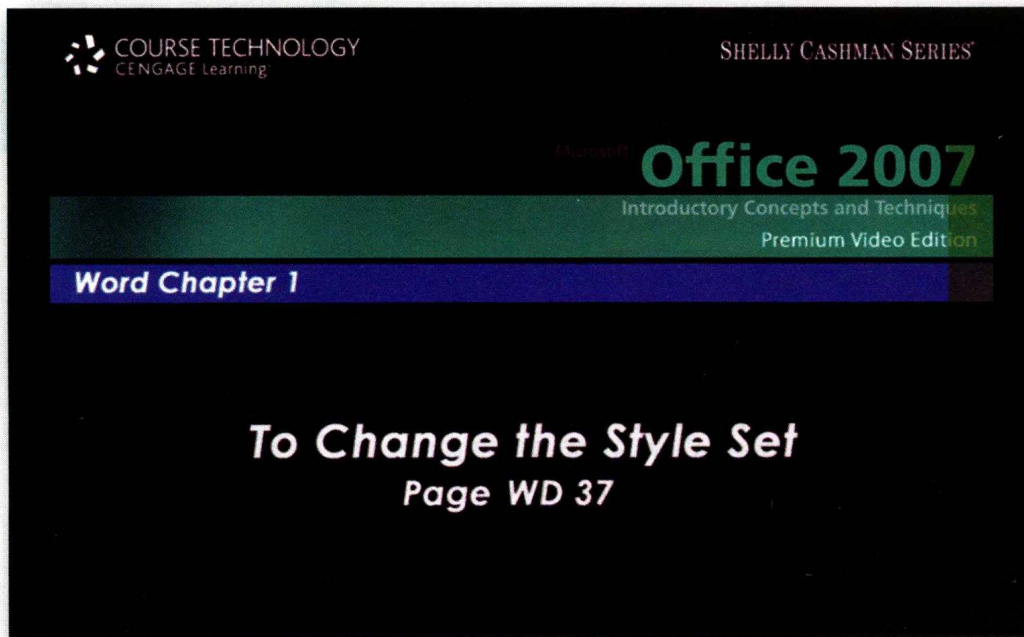
Our fast-paced world is driven by technology. You know because you are an active participant — always on the go, always keeping up with technological trends, and always learning new ways to embrace technology to power your life. Let CourseCasts, hosted by Ken Baldauf of Florida State University, be your guide into weekly updates in this ever-changing space. These timely, relevant podcasts are produced weekly and are available for download at <http://coursecasts.course.com> or directly from iTunes (search by CourseCasts). CourseCasts are a perfect solution to getting students (and even instructors) to learn on the go!

### CourseNotes

Course Technology's CourseNotes are six-panel quick reference cards that reinforce the most important and widely used features of a software application in a visual and user-friendly format. CourseNotes serve as a great reference tool during and after the student completes the course. CourseNotes for Microsoft Office 2007, Word 2007, Excel 2007, Access 2007, PowerPoint 2007, Windows Vista, and more are available now!



# The Video Companion Brings the Book to Life



## Page References

The videos map to the Table of Contents for the text and each video provides a page reference indicating where the skill is found in the text so that students can follow along in the book while watching the video.

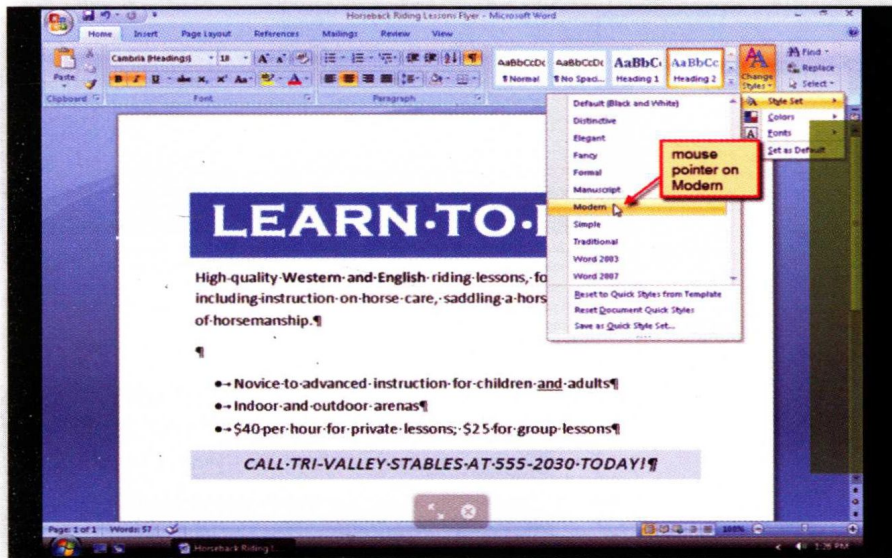
## Step-by-step

The videos follow the step-by-step pedagogy found in the text book. Students are shown a skill in a step-by-step manner which is illustrated by the numbered callouts.





## Video Companion Walk-Through

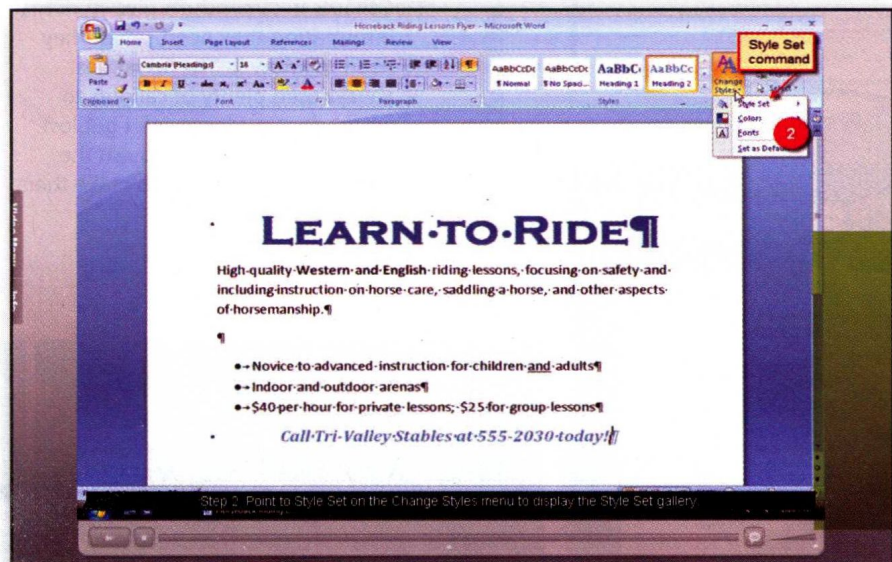
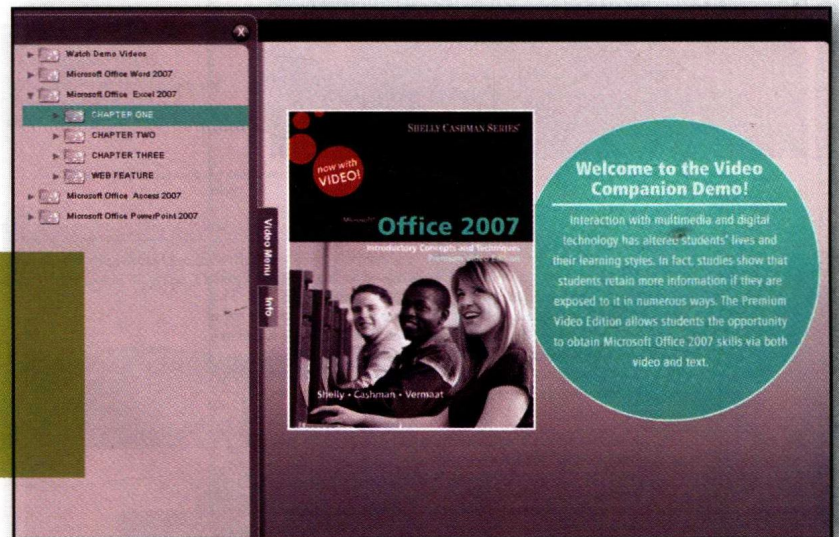


### Callouts

The navigational callouts in the video bring the screenshots in the book to life, showing students exactly where to click when completing a task.

### Modular Format

The modular format provides the ability to jump directly to videos that the student needs help understanding.



### Closed Captioning

The closed-captioning feature ensures that all students can learn easily using this feature and is ideal in lab situations where audio is not available or cannot be used.



**Plan Ahead** boxes prepare students to create successful projects by encouraging them to think strategically about what they are trying to accomplish before they begin working.

**Step-by-step** instructions now provide a context beyond the point-and-click. Each step provides information on why students are performing each task, or what will occur as a result.

### To Apply Styles

In the flyer, you want the headline and the signature line to be bold. Word provides heading styles designed to emphasize this type of text. The default Heading 1 style is a 14-point Cambria bold font. The default Heading 2 style is a 13-point Cambria bold font. The default scheme uses shades of blue for headings.

To apply a style to a paragraph, you first position the insertion point at the top of the paragraph. The following steps apply heading styles to paragraphs.

- 1 Press CTRL+HOME (that is, press and hold down the CTRL key, press the HOME key, and then release both keys) to position the insertion point at the top of the document (Figure 1-31).

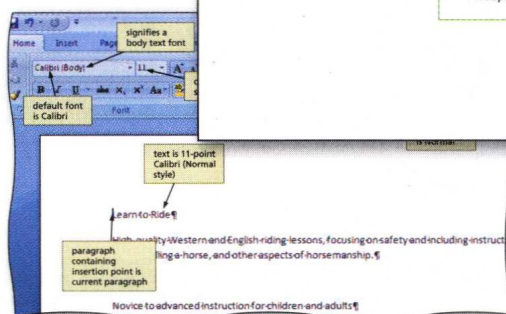


Figure 1-31

- 2 Point to Heading 1 in the Styles gallery to display a live preview in the document of the Heading 1 style (Figure 1-32).

**Q&A** What happens if I move the mouse pointer? If you move the mouse pointer away from the gallery, the text containing the insertion point returns to the Normal style.

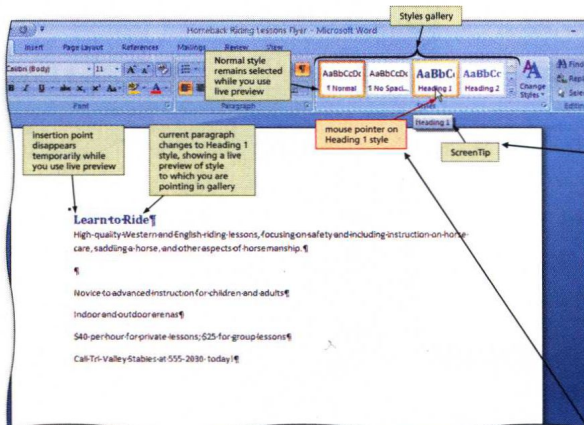


Figure 1-32

### Fonts, Font Sizes, Styles, and Themes

Characters that appear on the screen are a specific shape and size. The **font**, or typeface, defines the appearance and shape of the letters, numbers, and special characters. In Word, the default font usually is Calibri (Figure 1-31). You can leave characters in the default font or change them to a different font. **Font size** specifies the size of the characters and is determined by a measurement system called points. A single **point** is about 1/72 of one inch in height. The default font size in Word typically is 11 (Figure 1-31). A character with a font size of 11 is about 11/72 or a little less than 1/6 of one inch in height. You can increase or decrease the font size of characters in a document.

When you create a document, Word formats the text using a particular style. A **style** is a named group of formatting characteristics, including font and font size. The default style in Word is called the **Normal style**, which most likely uses 11-point Calibri font. If you do not specify a style for text you type, Word applies the Normal style to the text. In addition to the Normal style, Word has many other built-in, or predefined, styles that you can use to format text. You also can create your own styles. Styles make it easy to apply many formats at once to text. After you apply a style to text, you easily can modify the text to include additional formats. You also can modify the style.

To assist you with coordinating colors and fonts and other formats, Word uses document themes. A document **theme** is a set of unified formats for fonts, colors, and graphics. The default theme fonts are Cambria for headings and Calibri for body text (Figure 1-31). Word includes a variety of document themes. By changing the document theme, you quickly give your document a new look. You also can define your own document themes.

#### Identify how to format various elements of the text.

By formatting the characters and paragraphs in a document, you can improve its overall appearance. In a flyer, consider the following formatting suggestions.

- **Increase the font size of characters.** Flyers usually are posted on a bulletin board or in a window. Thus, the font size should be as large as possible so that passersby easily can read the flyer. To give the headline more impact, its font size should be larger than the font size of the text in the body copy. If possible, make the font size of the signature line larger than the body copy but smaller than the headline.
- **Change the font of characters.** Use fonts that are easy to read. Try to use only two different fonts in a flyer, for example, one for the headline and the other for all other text. Too many fonts can make the flyer visually confusing.
- **Change paragraph alignment.** The default alignment for paragraphs in a document is **left-aligned**, that is, flush at the left margin of the document with uneven right edges. Consider changing the alignment of some of the paragraphs to add interest and variety to the flyer.
- **Highlight key paragraphs with bullets.** A bullet is a dot or other symbol positioned at the beginning of a paragraph. Use bullets to highlight important paragraphs in a flyer.
- **Emphasize important words.** To call attention to certain words or lines, you can underline them, italicize them, or bold them. Use these formats sparingly, however, because overuse will minimize their effect and make the flyer look too busy.
- **Use color.** Use colors that complement each other and convey the meaning of the flyer. Vary colors in terms of hue and brightness. Headline colors, for example, can be bold and bright. Signature lines should stand out more than body copy but less than headlines. Keep in mind that too many colors can detract from the flyer and make it difficult to read.

### BTW Screen Shots

Callouts in screenshots give students information they need, when they need to know it. The Series has always used plenty of callouts to ensure that students don't get lost. Now, use color to distinguish the content in the callouts to make them more meaningful.

**Explanatory** callouts summarize what is happening on screen.

**Navigational** callouts in red show students where to click.



**Q&A** boxes offer questions students may have when working through the steps and provide additional information about what they are doing right where they need it.

**Experiment Steps** within our step-by-step instructions, encourage students to explore, experiment, and take advantage of the features of the Office 2007 new user interface. These steps are not necessary to complete the projects, but are designed to increase the confidence with the software and build problem-solving skills.

- 2
- Type Horseback Riding Lessons Flyer in the File name text box to change the file name. Do not press the ENTER key after typing the file name (Figure 1-26).

**Q&A** What characters can I use in a file name?  
A file name can have a maximum of 255 characters, including spaces. The only invalid characters are the backslash (\), slash (/), colon (:), asterisk (\*), question mark (?), quotation mark ("), less than symbol (<), greater than symbol (>), and vertical bar (|).

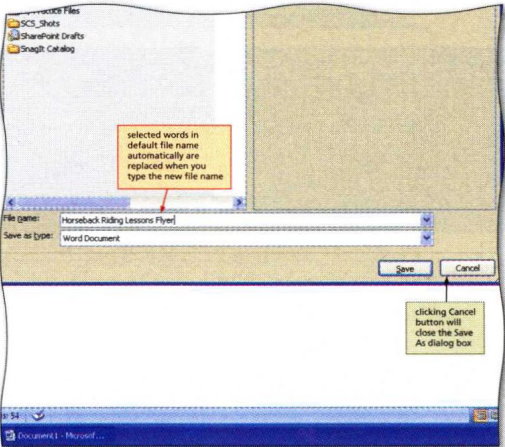


Figure 1-26

- 3
- Click the Save in box arrow to display a list of available drives and folders (Figure 1-27).
- Q&A** Why is my list of files, folders, and drives arranged and named differently from those shown in the

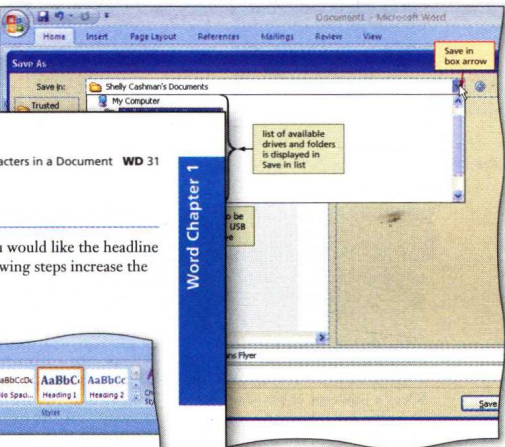


Figure 1-27

To Change the Font Size of Selected Text

The next step is to increase the font size of the characters in the selected headline. You would like the headline to be as large as possible and still fit on a single line, which in this case is 48 point. The following steps increase the font size of the headline from 14 to 48 point.

- 1
- With the text selected, click the Font Size box arrow on the Home tab to display the Font Size gallery (Figure 1-39).

**Q&A** Why are the font sizes in my Font Size gallery different from those in Figure 1-39?  
Font sizes may vary depending on the current font and your printer driver.

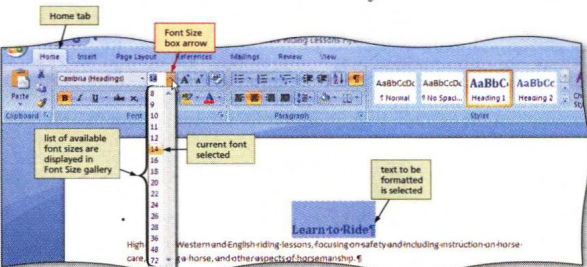


Figure 1-39

**Q&A** What happened to the Mini toolbar?  
The Mini toolbar disappears if you do not use it. These steps used the Font Size box arrow on the Home tab instead of the Font Size box arrow on the Mini toolbar. If a command exists both on the currently displayed tab and the Mini toolbar, this book uses the command on the tab. When the command is not on the currently displayed tab, the Mini toolbar is used.

- 2
- Point to 48 in the Font Size gallery to display a live preview of the headline at 48 point (Figure 1-40).

**Experiment**  
Point to various font sizes in the Font Size gallery and watch the font size of the headline change in the document window.

- 3
- Click 48 in the Font Size gallery to increase the font size of the selected text to 48.

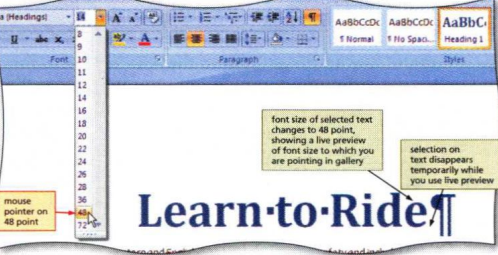


Figure 1-40

Other Ways			
1. Click Font Size box arrow on Mini toolbar, click desired font size in Font Size gallery	font size in Size list, click OK button	4. Press CTRL+SHIFT+P, click Font tab, select desired font size in Size list, click OK button	
2. Right-click selected text, click Font on shortcut menu, click Font tab, select desired	3. Click Dialog Box Launcher in Font group, click Font tab, select desired font size in Size list, click OK button		



Some steps ask students to personalize their assignments to help them better keep track of files and discourage academic dishonesty.

- 2 Click Properties on the Prepare submenu to display the Document Information Panel (Figure 1-73).
- Why are some of the document properties in my Document Information Panel already filled in?  
The person who installed Microsoft Office 2007 on your computer or network may have set or customized the properties.

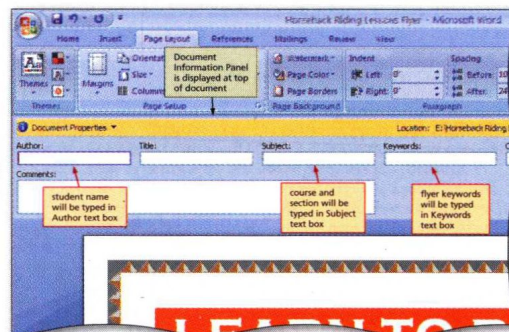


Figure 1-73

- 3 Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.
- Click the Subject text box, if necessary delete any existing text, and

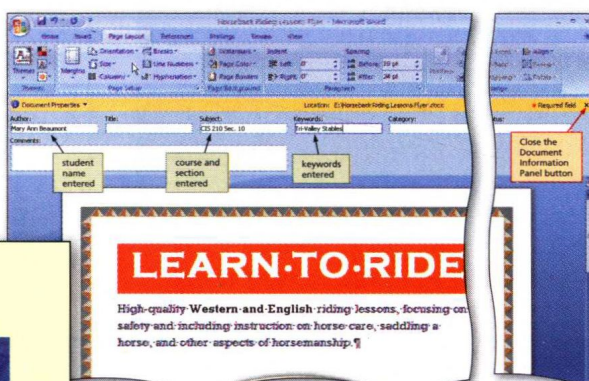


Figure 1-74

## Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

### Modifying Text and Graphics Formats

**Instructions:** Start Word. Open the document, Extend 1-1 Baseball Sign Ups Flyer, from the Data Files for Students. See page xxiv at the front of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book. You will enhance the look of the flyer shown in Figure 1-90.

*Perform the following tasks:*

1. Use Help to learn about the following formats: grow font, shrink font, change text color, decorative underline, and change bullet.
2. Select the headline and use the Grow Font button to increase its font size just enough so that the headline still fits on a single line. If it wraps to two lines, use the Shrink Font button.
3. Change the font color of all body copy between the headline and the signature line to a color other than Automatic, or Black.
4. Change the picture style of the picture so that it is not the Drop Shadow Rectangle picture style. Add a Glow picture effect to the picture of the baseball player.
5. Change the solid underline below the words, Indoor facility, to a decorative underline.
6. Change the color and width of the border.
7. Change the style of the bullets to a character other than the dot.
8. Change the document properties, as specified by your instructor. Save the revised document and then submit it in the format specified by your instructor.

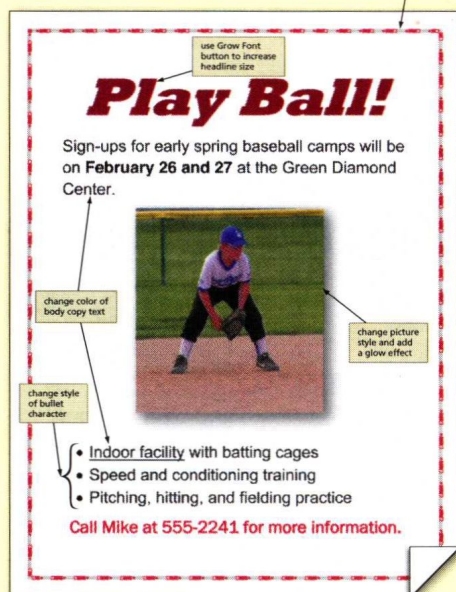


Figure 1-90

**Extend Your Knowledge** projects at the end of each chapter allow students to extend and expand on the skills learned within the chapter. Students use critical thinking to experiment with new skills to complete each project.



**Make It Right** projects call on students to analyze a file, discover errors in it, and fix them using the skills they learned in the chapter.

## Make It Right

Analyze a document and correct all errors and/or improve the design.

### Correcting Spelling and Grammar Errors

**Instructions:** Start Word. Open the document, Make It Right 1-1 New York Tour Flyer, from the Data Files for Students. See page xxiv at the front of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

The document is a flyer that contains spelling and grammar errors, as shown in Figure 1-91. You are to correct each spelling (red wavy underline) and grammar error (green wavy underline) by right-clicking the flagged text and then clicking the appropriate correction on the shortcut menu. If your screen does not display the wavy underlines, click the Office Button and then click the Word Options button. When the Word Options dialog box is displayed, click Proofing, be sure the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes do not have check marks, and then click the OK button. If your screen still does not display the wavy underlines, click the Recheck Document button in the Word Options dialog box.

Change the document properties, as specified by your instructor. Save the revised document and then submit it in the format specified by your instructor.

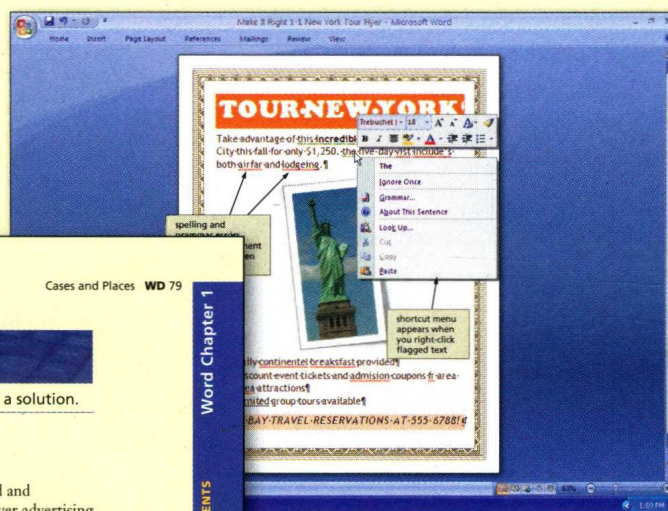


Figure 1-91

## Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

• EASIER • • MORE DIFFICULT

### • 1: Design and Create a Grand Reopening Flyer

Your friend owns the Craft Barn, a large, year-round craft fair. She recently has renovated and remodeled the facility and is planning a grand reopening. She has asked you to create a flyer advertising this fact. The flyer should contain the following headline: Craft Barn. The first paragraph of text below the headline should read: Pick up a jar of homemade jam or a handcrafted gift at the completely remodeled and renovated Craft Barn, located at 8701 County Road 300 West. Insert the photograph named, Barn and Silo, which is available on the Data Files for Students. The bullet items under the photograph should read as follows: first bullet – Expanded and paved parking; second bullet – More than 150 booths; and third bullet – Open Monday through Saturday, 10:00 a.m. to 7:00 p.m. The last line should read: Call 555-5709 for more information! Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar.

### • 2: Design and Create a Property Advertisement Flyer

As a part-time employee of Markum Realty, you have been assigned the task of preparing an advertisement for lakefront property. The headline should read: Lakefront Lot. The first paragraph of text should read as follows: Build the house of your dreams or a weekend getaway on this beautiful lakeside property located on the north side of Lake Pleasant. Insert the photograph named, Lake at Sunset, which is available in the Data Files for Students. Below the photograph, insert the following bullet items: first bullet – City sewer and water available; second bullet – Lot size 110 × 300; third bullet – List price \$65,000. The last line should read: Call Markum Realty at 555-0995 for a tour! Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar.

### • • 3: Design and Create a Flyer for the Sale of a Business

After 25 years, your Uncle Mitch has decided to sell his ice cream shop and wants you to help him create a sales flyer. The shop is in a choice location at the corner of 135th and Main Street and has an established customer base. The building has an adjacent, paved parking lot, as well as an outdoor seating area. He wants to sell the store and all its contents, including the equipment, tables, booths, and chairs. The 1200-square-foot shop recently was appraised at \$200,000, and your uncle is willing to sell for cash or on contract. Use the concepts and techniques presented in this chapter to create and format a sales flyer. Include a headline, descriptive body copy, a signature line, an appropriate photograph or clip art image, a bulleted list, a decorative underline, and if appropriate, a page border. Be sure to check spelling and grammar in the flyer.

### • • 4: Design and Create a Flyer that Advertises You

#### Make It Personal

Everyone has at least one skill, talent, or special capability, which if shared with others, can lead to opportunity for growth, experience, and personal reward. Perhaps you play a musical instrument. If so, you could offer lessons. Maybe you are a skilled carpenter or other tradesman who could advertise your services. If you speak a second language, you could offer tutoring. Budding athletes might harbor a desire to pass on their knowledge by coaching a youth sports team. You may have a special knack for singing, sewing, knitting, photography, typing, housecleaning, or pet care. Carefully consider your own personal capabilities, skills, and talents and then use the concepts and techniques presented in this chapter to create a flyer advertising a service you can provide. Include a headline, descriptive

Continued >

Found within the Cases & Places exercises, the **Make It Personal** call on students to create an open-ended project that relates to their personal lives.



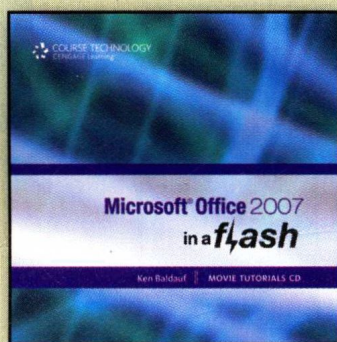
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It's easy when you use these additional video and print resources in your study plan.

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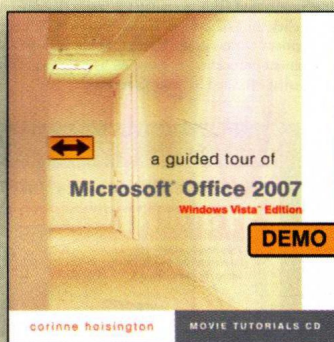
Are you a visual learner?

If so, check these video study tools out.



## Microsoft Office 2007—In A Flash

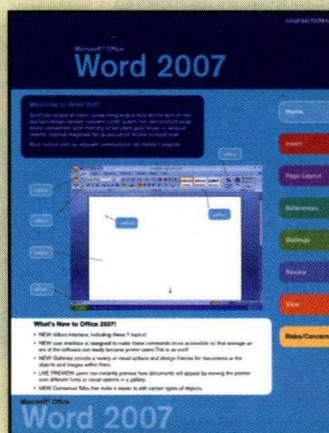
Learn the basic skills of Microsoft® Word, Excel, Access and PowerPoint 2007 in 16 dynamic videos. Discover the capabilities of the Microsoft® Office 2007 Suite through the creation of a research paper in Word, a personal budget in Excel, a business presentation in PowerPoint and a database for a school organization in Access.



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## CourseNote Microsoft Office 2007

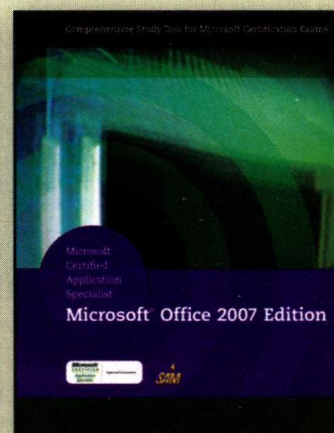
### Course Note Microsoft Word 2007

### CourseNote Microsoft Excel 2007

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# Microsoft® Office 2007

