**Word Lesson 7 Guided Notes**

**Part 1: Label the following on the Design Tab and fill in the blanks.**

1. Themes: Each theme uses a \_\_\_\_\_\_\_\_ set of colors, fonts, and effects to create a \_\_\_\_\_\_\_\_\_\_\_\_\_ look and feel.
2. Theme Colors: Quickly change all \_\_\_\_\_\_\_\_ used in your document by picking a \_\_\_\_\_\_\_\_\_ color palette.
3. Theme Fonts: Quickly change the \_\_\_\_\_\_\_ in your document by picking a new \_\_\_\_\_\_\_\_\_\_ set.
4. Theme Effects: Quickly change the \_\_\_\_\_\_\_\_\_\_\_ look of \_\_\_\_\_\_\_\_\_\_\_\_ in your document.
5. Watermark: Add \_\_\_\_\_\_\_\_\_\_\_\_\_ text such as “confidential” or “urgent” behind the \_\_\_\_\_\_\_\_\_ on your page.
6. Page Color: Add a splash of \_\_\_\_\_\_\_\_\_\_\_ to your document by changing the color of the \_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Page Borders: Add or change the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ around the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.



**Part 2: Vocabulary**

|  |  |
| --- | --- |
| AutoText |  |
| Building Blocks |  |
| Document Theme |  |
| Drop Cap |  |
| Field |  |
| Pull Quote |  |
| Style Set |  |
| Text Box |  |
| Unicode |  |
| Watermarks |  |

**Part 3: Certification Skills**

1. How do you change a document’s theme?
2. How would you create a customized color and apply it to a document?
3. How would you create a customized font and apply it to a document?
4. How would you create a customized effect and apply it to a document?
5. How would you change a document’s style?
6. How would you insert a watermark?
7. How would you insert a custom watermark?
8. How would you insert a special character in a document?

**Part 4: On what tab and in which group do you accomplish the following tasks.**

1. Insert Special Characters: Tab\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Create a Drop Cap: Tab\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Format a Text Box: Tab\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Insert the date and time: Tab\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Insert an equation: Tab\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 5: Multiple Choice:**

1. In theme colors, colors are included for which of the following?

a) hyperlink

b) text and background

c) border

d) accent

e) underline

2. Which of the following are the most common styles applied in a Word document theme?

a) Subtle Emphasis

b) Title

c) Heading 1

d) Heading 2

e) Body

f) Quote

3. Which of the following sets affects the whole document with predefined fonts and paragraph spacing?

a) Font

b) Format

c) Style

d) Layout

4. Which of the following options are available for page color background fill effect?

a) shading

b) gradient

c) texture

d) pattern

e) picture

5. Which of the following options are included on the Watermark Menu?

a) Picture

b) Language

c) Text

d) Font

e) Color

f) Size