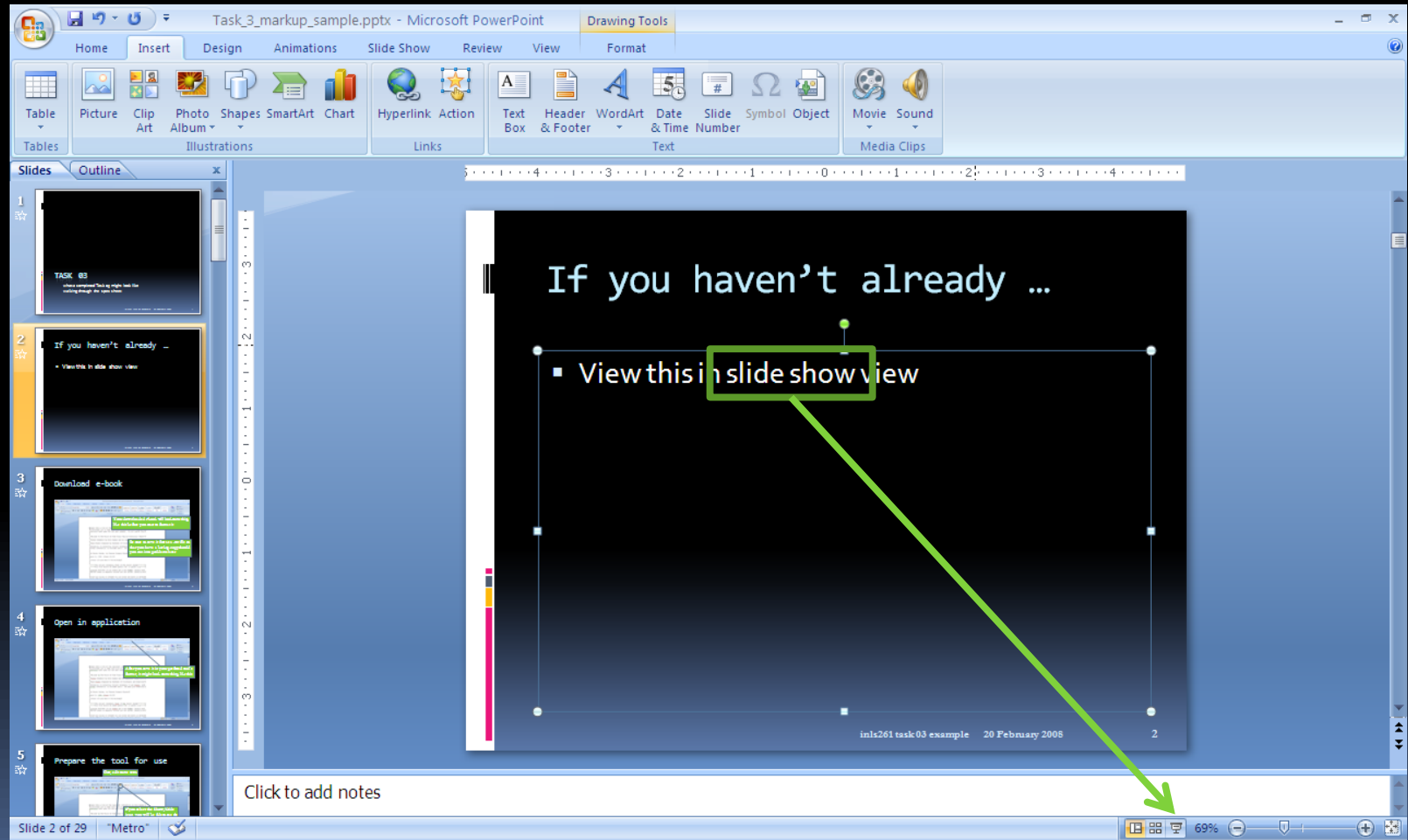




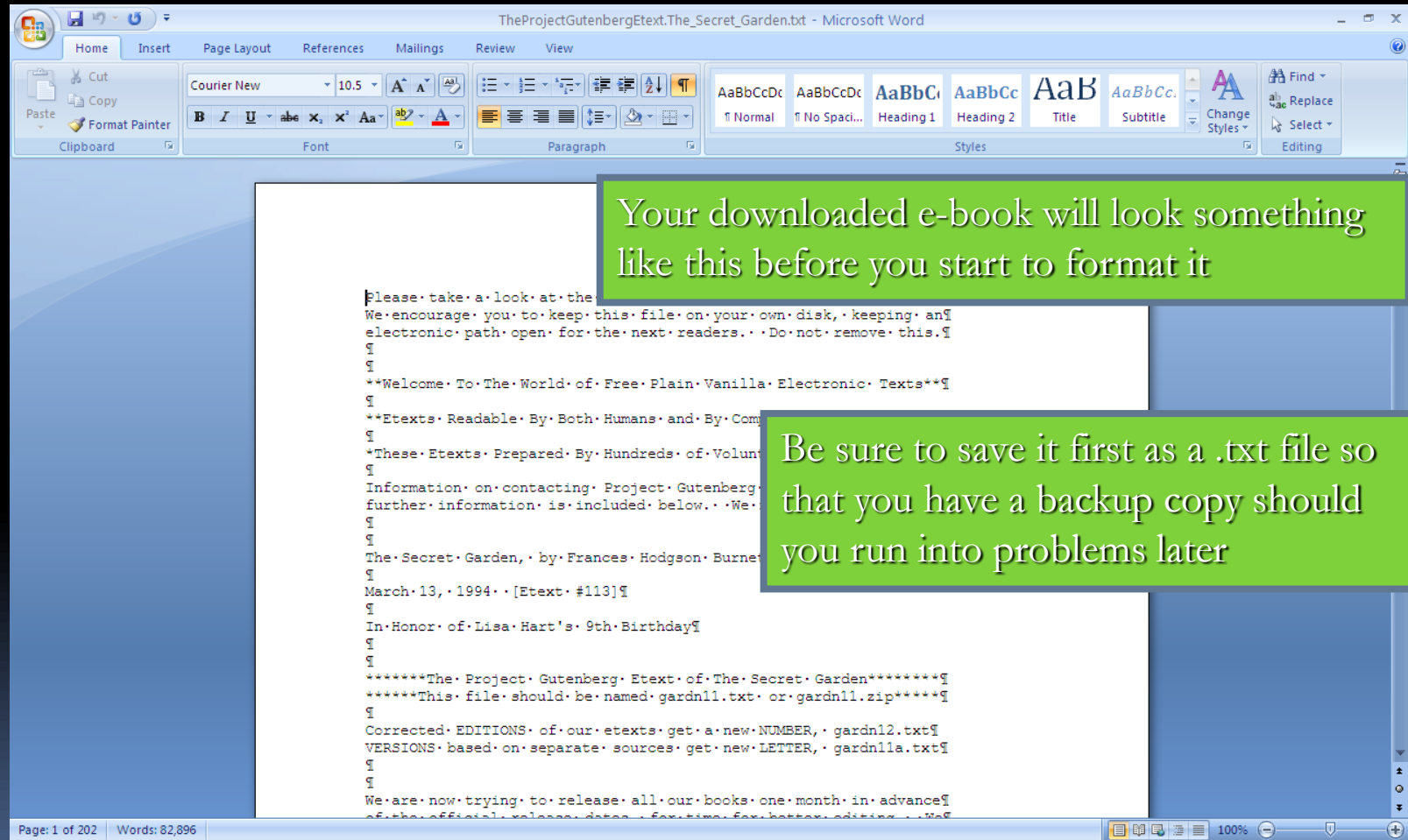
# TASK 03

what a completed Task 03 might look like  
walking through the spec sheet

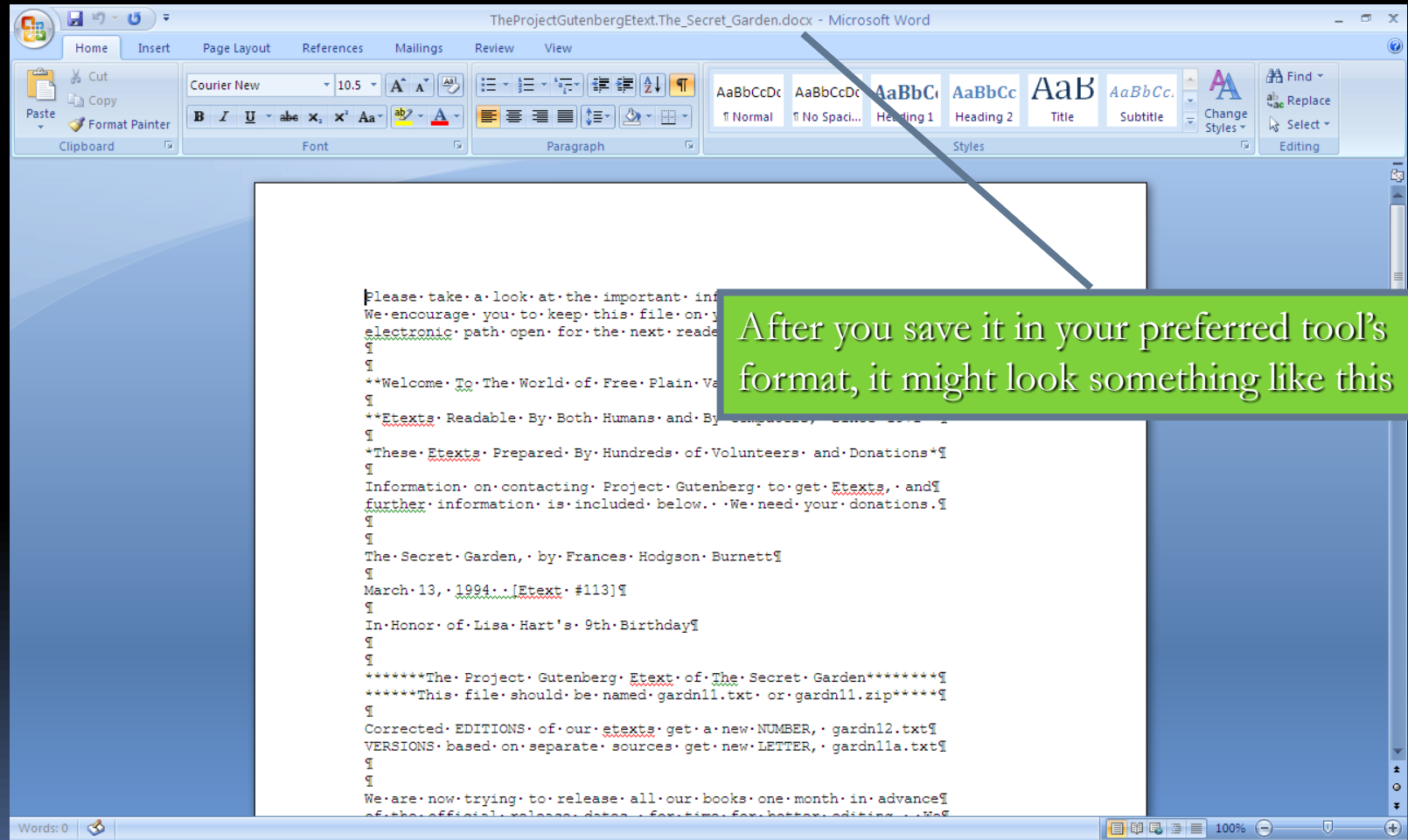
# If you haven't already ...



# Download e-book

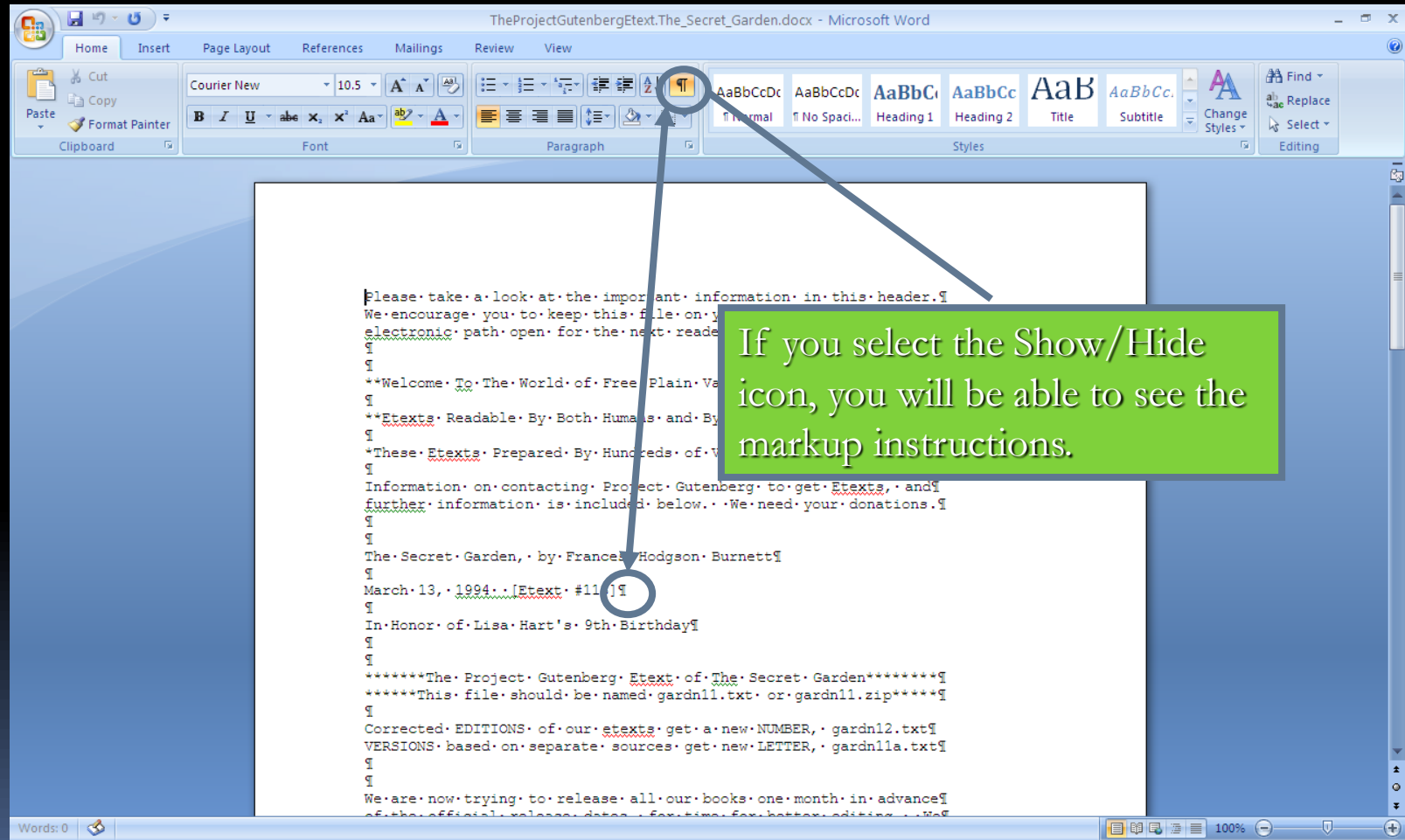


# Open in application



# Prepare the tool for use

First, edit some text.



If you select the Show/Hide icon, you will be able to see the markup instructions.

# Set up your document

Don't neglect to set up your document for the proper paper type using the appropriate International Standard paper size.

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 0.75"

Inside: 0.5" Outside: 0.5"

Gutter: 0.5" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Mirror margins

Preview

Apply to: Whole document

Default... OK Cancel

Set up your page with proper margins, orientation, and pages and be sure to apply your changes to the whole document

# Edit your document

There are roughly 2122 paragraphs in this document, for example.

The screenshot shows the Microsoft Word interface with the 'View' tab selected in the ribbon. The document content is visible in the background, showing a list of paragraphs. A green callout box points to the 'Find and Replace' dialog box, which is open in the foreground. The dialog box has three tabs: 'Find', 'Replace', and 'Go To'. The 'Find' tab is active, and the 'Find what:' field contains the character '^p'. The 'Replace with:' field is empty. The dialog box also has buttons for 'More >>', 'Replace', 'Replace All', 'Find Next', and 'Close'.

Then, use the Find & Replace tool to allow the paragraphs to wrap

# Altering Style Properties

Since all styles are based on the Plain Text Style, we want to create a new style (called "Content") to use for the body of the book. Creating a style for the body allows us to retain the Plain Text properties for all other styles based on Plain Text.

The screenshot shows a Microsoft Word window with a document open. The document text is as follows:

```
1 THE SECRET GARDEN BY FRANCES HODGSON BURNETT
2 ¶
3 CHAPTER I
4 THERE IS NO ONE LEFT
5 When Mary Lennox was sent to Misselthwaite Manor
6 to live with her uncle everybody said she was the
7 most disagreeable-looking child ever seen. It
8 was true, too. She had a little thin face and a
9 little thin body, thin light hair and a sour
10 expression. Her hair was yellow, and her face
11 was so pale that it had almost been born in India and
12 was like another. Her
13 under the English
14 been busy and ill
15 been a great beauty
16 who cared only to go to parties and amuse herself
17 with gay people. She had not wanted a little girl
18 at all, and when Mary was born she handed her
19 over to the care of an Ayah, who was made to
20 understand that if she wished to please the Mem
21 Sahib she must keep the child out of sight as
22 much as possible. So when she was a sickly,
23 fretful, ugly little baby she was kept out of the
24 way, and when she became a sickly, fretful,
25 toddling thing she was kept out of the way also.
26 She never remembered seeing familiarly anything
27 but the dark faces of her Ayah and the other
28 native servants, and as they always obeyed her
29 and gave her her own way in everything, because
30 the Mem Sahib would be angry if she was disturbed
31 by her crying, she was a very old
```

A red box highlights the text "Create a new style" in the lower-left area. A red arrow points from this box to the "Plain Text" style in the Styles pane on the right. The Styles pane shows a list of styles including Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Intense Reference, Book Title, List Paragraph, and Plain Text. The Plain Text style is currently selected.



# Now you have a new look

The image shows a Microsoft Word window with the 'Create New Style from Formatting' dialog box open. The dialog box has the following settings:

- Name: Content
- Style type: Paragraph
- Style based on: Plain Text
- Style for following paragraph: Content

The 'Formatting' section shows 'Bookman Old Style', '10 pt', and 'Automatic' for the font and paragraph styles. The 'Add to Quick Style list' checkbox is checked, and the 'Only in this document' radio button is selected.

A green callout box with the text 'Everything should now be in the new Content style' points to the 'Content' style in the 'Styles' task pane on the right. The 'Styles' task pane shows a list of styles, with 'Content' at the top, followed by 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', 'Subtitle', 'Subtle Emphasis', 'Emphasis', 'Intense Emphasis', 'Strong', 'Quote', 'Intense Quote', 'Subtle Reference', 'Intense Reference', 'Book Title', 'List Paragraph', and 'Plain Text'.

The main document window shows a text document with several paragraphs. The text is highlighted in grey, indicating it is selected. The text includes:

When Mary Lennox was sent to Misselthwaite Manor to live with her uncle everybody said she was the most disagreeable-looking child ever seen. It was true, too. She had a little thin face and a little thin body, thin light hair and a sour expression. He

her and gave her her own Sahib would be angry if the time she was six years in a little pig as ever lived. ame to teach her to read she gave up her place in rnesses came to try to fill it time than the first one. So nt to know how to read her letters at all.

One frightfully hot morning, when she was about nine years old, she awakened feeling very cross, and she became crosser still when she saw that the servant who stood by her bedside was not her Ayah.

"Why did you come?" she said to the strange woman. "I will not let you stay. Send my Ayah to me."

The woman looked frightened, but she only stammered that the Ayah could not come and when Mary threw herself into a passion and beat and kicked her, she looked only more frightened and repeated that it was not possible for the Ayah to come to Missie Sahib.

# Modify an existing style

In this example, we modified Heading 3; in yours, you have to modify another style.

The screenshot shows the Microsoft Word interface with the 'Manage Styles' dialog box open. The 'Edit' tab is active, and 'Heading 3 (Hide Until Used)' is selected in the list. The preview shows the text '+Headings' in bold, 11 pt font. The 'Styles' task pane on the right shows a list of styles, with 'Heading 3' highlighted. A green callout box points to 'Heading 3' in the styles list with the text 'Modify Heading 3 by managing styles'. Another green callout box at the top right says 'In this example, we modified Heading 3; in yours, you have to modify another style.'

Modify Heading 3  
by managing styles

# Start to Edit

TheProjectGutenbergEtext.The\_Secret\_Garden.working.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Cambria (Headings) 12 A A

Clipboard: Cut, Copy, Paste, Format Painter

Font: B, I, U, abc, x, x², Aa, ab, A

Paragraph: [List of icons]

Styles: AaBbCcD (Content), AaBbCcDc (Normal), AaBbCcDc (No Spaci...), AaBbC (Heading 1), AaBbCc (Heading 2), AaB (Title), Change Styles, Find, Replace, Select

**THE SECRET GARDEN**

BY FRANCES HODGSON BURNETT

CHAPTER I

THERE IS NO ONE LEFT

When Mary Lennox was sent to Misselthwaite Manor to live with her uncle everybody said she was the most disagreeable-looking child ever seen. It was true, too. She had a little thin face and a little thin body, thin light hair and a sour expression. Her hair was yellow, and her face was yellow because she had been born in India and had always been ill in one way or another. Her father had held a position under the English Government and had always been busy and ill himself, and her mother had been a great beauty who cared only to go to parties and amuse herself with gay people. She had not wanted a little girl at all, and when Mary was born she handed her over to the care of an Ayah, who was made to understand that if she wished to please the Mem Sahib she must keep the child out of sight as much as possible. So when she was a sickly, fretful, ugly little baby she was kept out of the way, and when she became a sickly, fretful, toddling thing she was kept out of the way also. She never remembered seeing familiar sights, but the odd faces of her Ayah and the other native

if Mary had not chosen to really want to know how to read books she would never have learned her letters at all.

One frightfully hot morning, when she was about nine years old, she awakened feeling very cross, and she became crosser still when she saw that the servant who stood by her bedside was not her Ayah.

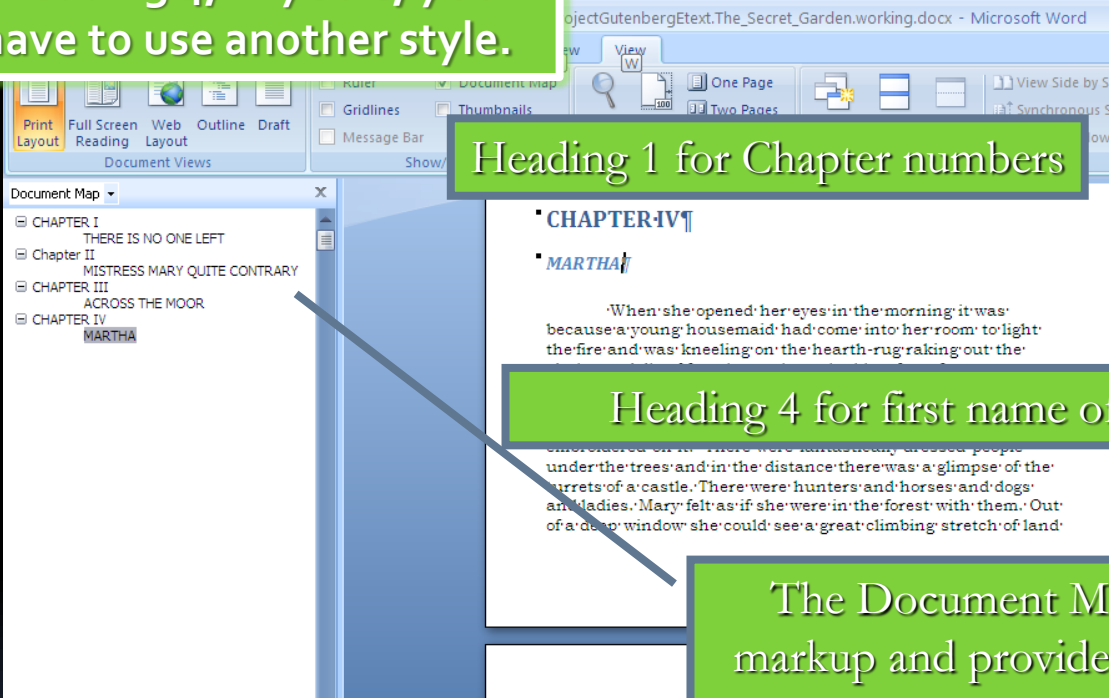
"Why did you come?" she said to the strange woman. "I will not let you stay. Send my Ayah to me."

one would tell her anything and her Ayah did not come. She was actually left alone as the morning went on, and at last she wandered out into the garden and began to play by herself under a tree near the veranda. She pretended that she was making a flower-bed, and she stuck big scarlet hibiscus blossoms into little heaps of earth, all the time growing more and more angry and muttering to herself the things she would say and the names she would call Saide when she returned.

Page: 1 of 272 Words: 81,013 100%

# Add necessary styles

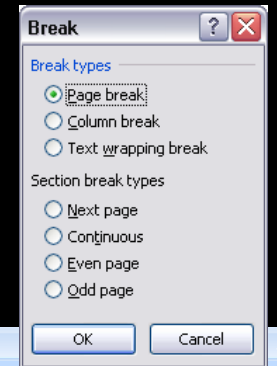
In this example, we used Heading 4; in yours, you have to use another style.



The 'Manage Styles' dialog box is shown with the 'Recommend' tab selected. It lists various styles such as 'Heading 4', 'Heading 5', 'Title', 'Subtitle', etc. The 'Sgnt order' is set to 'As Recommended'. There are buttons for 'Select All', 'Select Built-in', 'Move Up', 'Move Down', 'Make Last', and 'Assign Value...'. At the bottom, there are radio buttons for 'Only in this document' and 'New documents based on this template', and buttons for 'Import/Export...', 'OK', and 'Cancel'.

The 'Find and Replace' dialog box is shown with the 'Find' tab selected. The 'Find what' field contains the text 'chapter'. There are buttons for 'More >>', 'Reading Highlight', 'Find in', 'Find Next', and 'Cancel'.

# Add necessary breaks



Insert an appropriate section breaks

The Document Map helps read the markup and provides a navigation tool.

After you add formatting to the document, the Document Map will become even more precise and useful

Note the view in use here

Page: 103 of 285 Words: 81,013

# Add new page

TheProjectGutenbergEtext.The\_Secret\_Garden.working.docx - Microsoft Word

Insert an appropriate section breaks to generate a new page

Give the new page a title and format it appropriately

To apply the new style, you may have to use CNTL+SHIFT+S to find the dialog box

Table of Contents

Apply Styles

Style Name: Heading 3

Apply Modify... A

AutoComplete style names

Page: 3 of 304 Words: 3/81,016



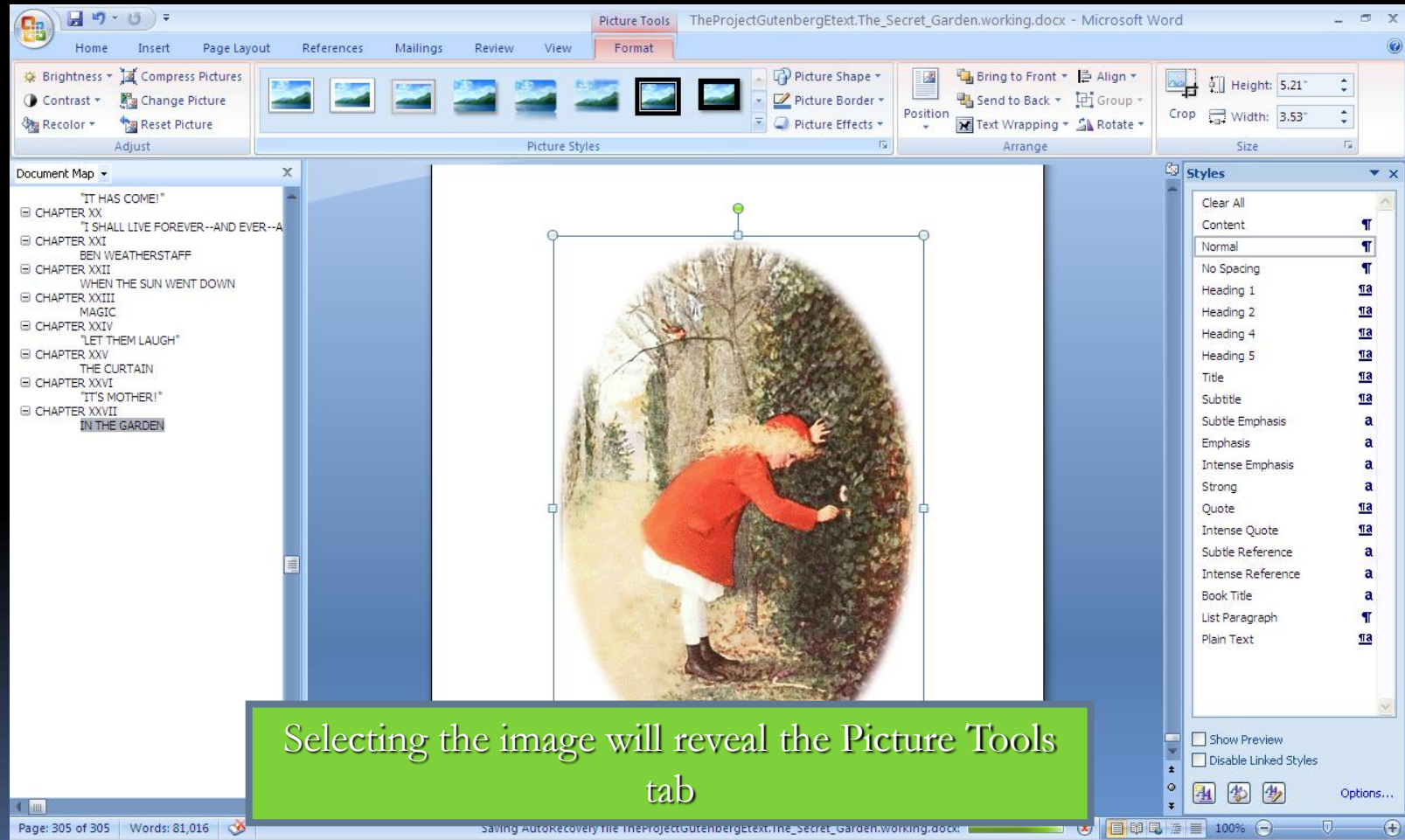
# Add an image to the document

The screenshot displays the Microsoft Word interface with the 'Advanced Layout' dialog box open. The 'Text Wrapping' tab is selected, showing various wrapping styles: Square, Tight, Through, Top and bottom, Behind text, In front of text, and In line with text. The 'Distance from text' section is also visible, with 'Top' and 'Bottom' set to 0" and 'Left' and 'Right' set to 0.13".

A right-click context menu is open over an image of a person in a red coat. The 'Text Wrapping' option is highlighted, and a sub-menu is displayed with the following options: In Line with Text, Square, Tight, Behind Text, In Front of Text, Top and Bottom, Through, Edit Wrap Points, and More Layout Options...

At the bottom of the screenshot, a green box contains the text: "Use your right-click options to wrap it appropriately".

# Then modify the image



The screenshot displays the Microsoft Word interface with the 'Picture Tools' ribbon active, specifically the 'Format' tab. The ribbon includes sections for 'Adjust' (Brightness, Contrast, Recolor, Compress Pictures, Change Picture, Reset Picture), 'Picture Styles' (Picture Shape, Picture Border, Picture Effects), 'Position' (Bring to Front, Send to Back, Text Wrapping), 'Arrange' (Align, Group, Rotate), and 'Size' (Height, Width, Crop). A central oval-shaped image of a boy in a red coat is selected, with a bounding box and handles. The 'Document Map' on the left shows a table of contents with 'CHAPTER XXVII IN THE GARDEN' selected. The 'Styles' pane on the right shows the 'Normal' style selected. A green callout box at the bottom of the image area contains the text: 'Selecting the image will reveal the Picture Tools tab'.



# More wrapping and shadow effects

The screenshot shows the Microsoft Word interface with the 'Picture Tools' ribbon active. The document is 'TheProjectGutenbergEtext.The\_Secret\_Garden.working.docx'. The 'Picture Effects' group is expanded, showing the 'Shadow' effect applied to a 3D key image. The key is wrapped around the text 'THE KEY TO THE GARDEN'. The 'Document Map' on the left shows the table of contents, with 'THE KEY TO THE GARDEN' selected. The 'Styles' pane on the right shows the 'Heading 4' style selected. A green callout box in the bottom right corner contains the text: 'Here we used any image - inserted it, wrapped it, and then applied a shadow picture effect from the Picture Tools tab'. The status bar at the bottom indicates 'Page: 63 of 305' and 'Words: 81,016'.

# Adding shapes

The screenshot shows the Microsoft Word 2010 interface. The 'Insert' tab is active, and the 'Shapes' gallery is open. The gallery is divided into several categories: 'Recently Used Shapes', 'Lines', 'Basic Shapes', 'Block Arrows', 'Flowchart', 'Callouts', and 'Stars and Banners'. A green callout box at the bottom of the gallery says 'First you have to find them'. The background document is 'TheProjectGutenbergEtext.The\_Secret\_Garden.working.docx'. The text in the document includes 'CHAPTER III' and 'S-THEMOOR'. The status bar at the bottom shows 'Page: 21 of 305' and 'Words: 81,016'. The taskbar at the bottom shows the Windows Start button and several open applications: 'The\_Secret\_Garde...', 'Microsoft Excel - ta...', 'TheProjectGutenb...', 'Microsoft PowerPol...', and 'Norton'.

# Grouping, and modifying, shapes

The screenshot shows the Microsoft Word interface with the Drawing Tools tab selected. The ribbon includes options for Shape Fill, Shape Outline, Change Shape, Shadow Effects, 3-D Effects, Position, Bring to Front, Send to Back, Text Wrapping, Arrange, and Size. A green arrow shape is placed on the page, and the Styles pane on the right is visible. A green callout box at the bottom of the page contains the text: "Then you can modify them using the Drawing Tools tab".

Document Map

- Table of Contents
- CHAPTER I  
THERE IS NO ONE LEFT
- Chapter II  
MISTRESS MARY QUITE CONTRARY
- CHAPTER III  
ACROSS THE MOOR
- CHAPTER IV  
MARTHA
- CHAPTER V  
THE CRY IN THE CORRIDOR
- CHAPTER VI  
THERE WAS SOME ONE CRYING--THE
- CHAPTER VII  
THE KEY TO THE GARDEN
- CHAPTER VIII  
THE ROBIN WHO SHOWED THE WAY
- CHAPTER IX  
THE STRANGEST HOUSE ANY ONE EVE
- CHAPTER X  
DICKON
- CHAPTER XI  
THE NEST OF THE MISSEL THRUSH
- CHAPTER XII  
"MIGHT I HAVE A BIT OF EARTH?"
- CHAPTER XIII  
"I AM COLIN"
- CHAPTER XIV  
A YOUNG RAJAH
- CHAPTER XV  
NEST BUILDING
- CHAPTER XVI  
"I WON'T!" SAID MARY
- CHAPTER XVII  
A TANTRUM
- CHAPTER XVIII  
"THA' MUNNOT WASTE NO TIME
- CHAPTER XIX  
"IT HAS COME!"
- CHAPTER XX  
"I SHALL LIVE FOREVER--AND E
- CHAPTER XXI  
REN WEATHER STAFF

CHAPTER III

ACROSS THE MOOR

"She slept a long time, and when she awakened Mrs. Medlock had bought a lunchbasket at one of the stations; and they had some chicken and cold beef and bread and butter and some hot tea. The rain seemed to be streaming down more heavily than ever and everybody in the station wore wet and glistening waterproofs. The guard lighted the lamps in the carriage, and Mrs. Medlock cheered up very much over her tea and chicken and beef. She ate a great deal and afterward fell asleep herself, and Mary sat and stared at her and watched her fine bonnet slip on one side until she herself fell asleep once more in the corner of the carriage, lulled by the splashing of the rain against the windows. It was quite dark when she awakened again. The train had stopped at a station and Mrs. Medlock was shaking her.

"You have had a sleep!" she said. "It's time to open your eyes! We're at Thwaite Station and we've got a long drive before us."

Mary stood up and tried to keep her eyes open while Mrs. Medlock collected her parcels. The little girl did not offer to help her, because in India native servants always picked up or carried things and it seemed quite proper that other people should wait on one.

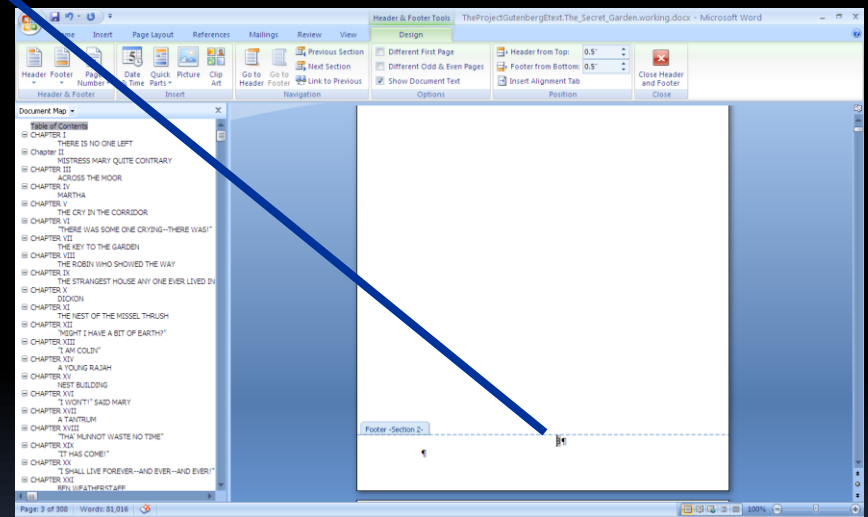
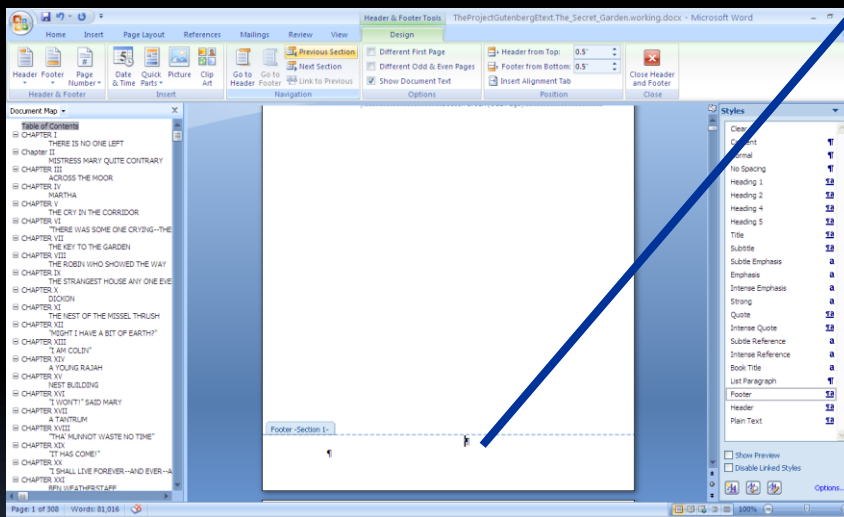
# Insert page numbers

Place page numbers centered in the footer on all pages

The screenshot shows the Microsoft Word 2010 interface. The 'Page Number' task pane is open, and the 'Bottom of Page' option is selected. The document is 'The Secret Garden' and the page number '1' is centered in the footer. The task pane shows options like 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. A tooltip for 'Plain Number 2' is visible, indicating 'Number with no formatting or accents'. The document map on the left shows the table of contents for 'The Secret Garden'.

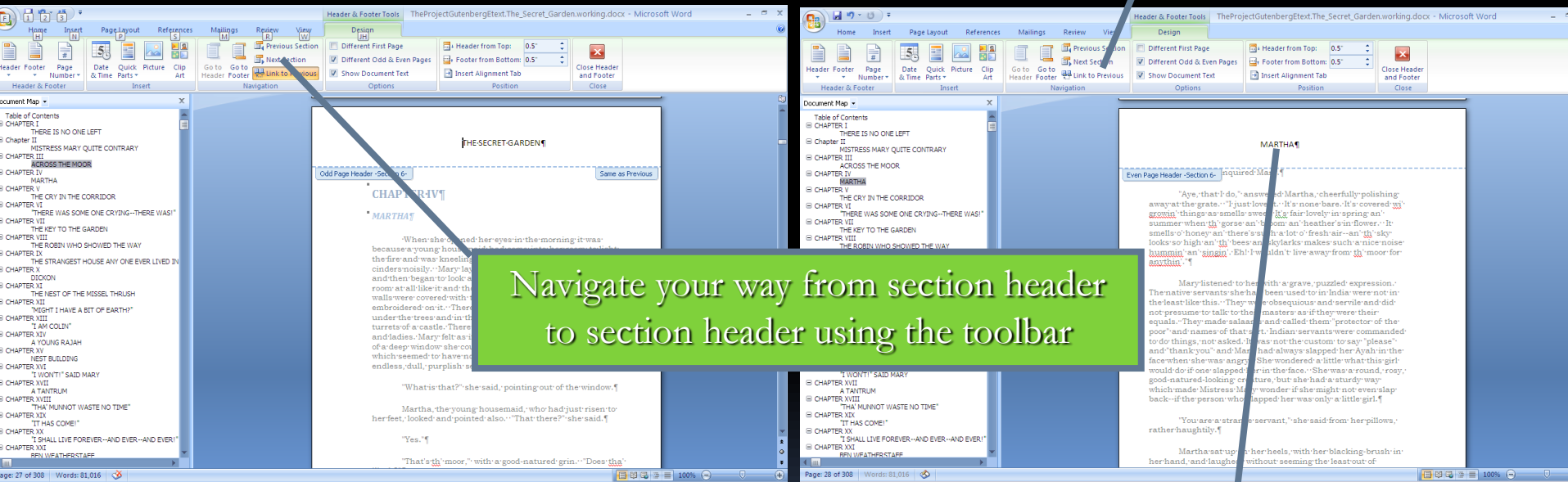
# Insert page numbers

Use your sections and footers tool to ensure that the title page has no page number on it, but that all of the other pages beginning with the Table of Contents page do have numbers



# Add Headers

Disconnect the link to the previous section's header before creating the next section's header



Navigate your way from section header to section header using the toolbar

The even page header should repeat the name or the number of the chapter

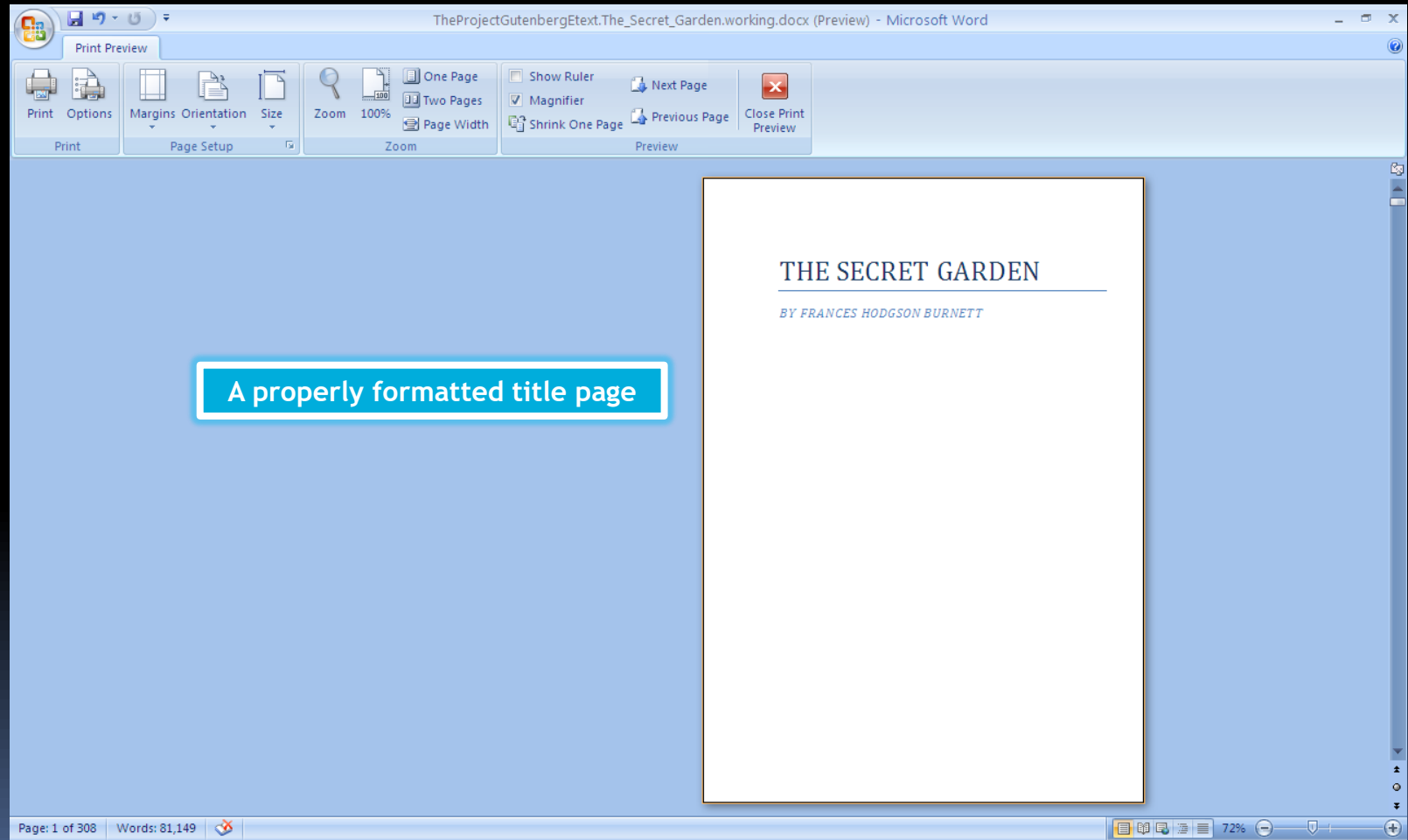
# Add a Table of Contents

Be certain to have your cursor where you want the Table of Contents to go.

Use the Options tool to ensure the Table of Contents tool only reads for one level of headings and does not include the Title

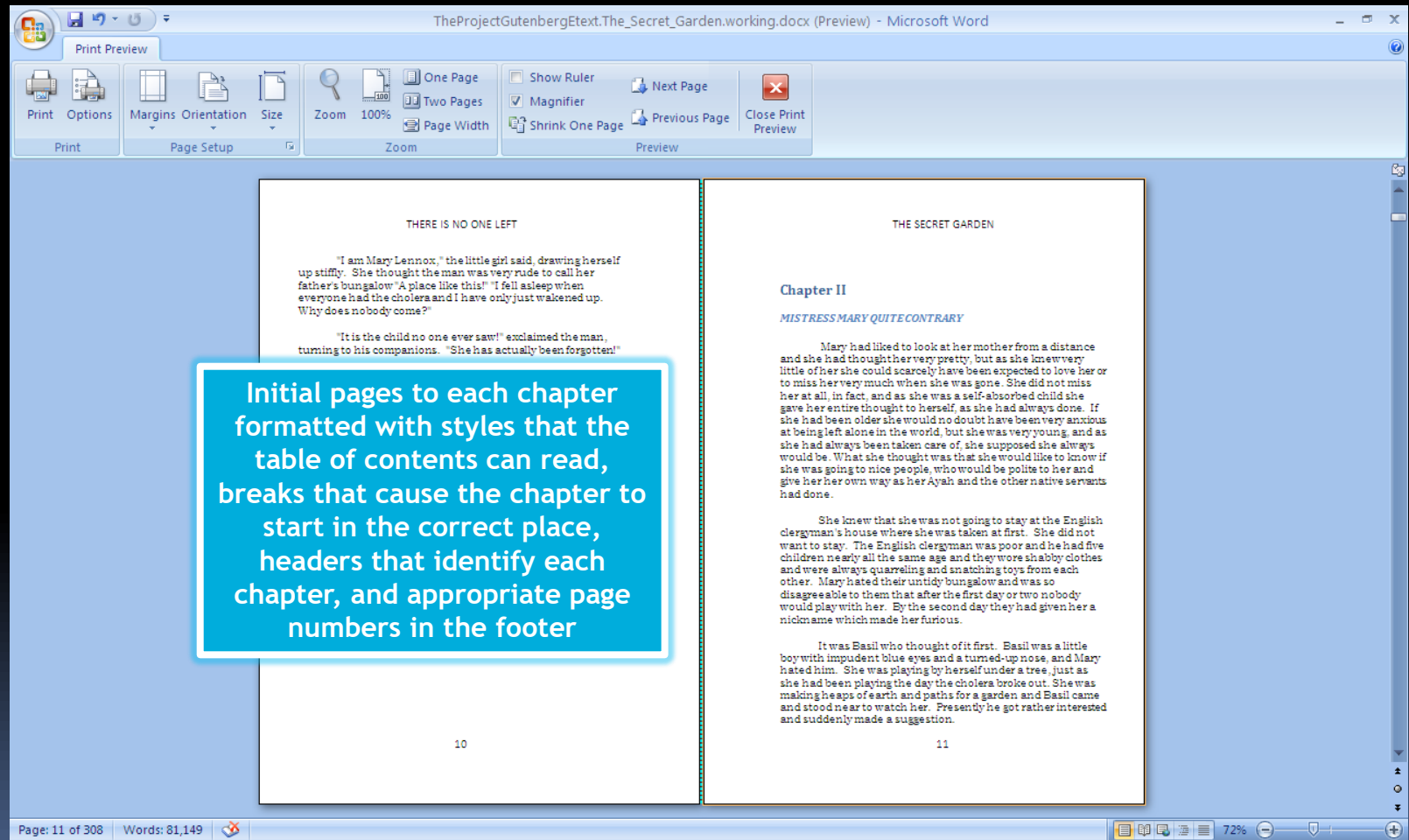


# Let's assume we have done the task



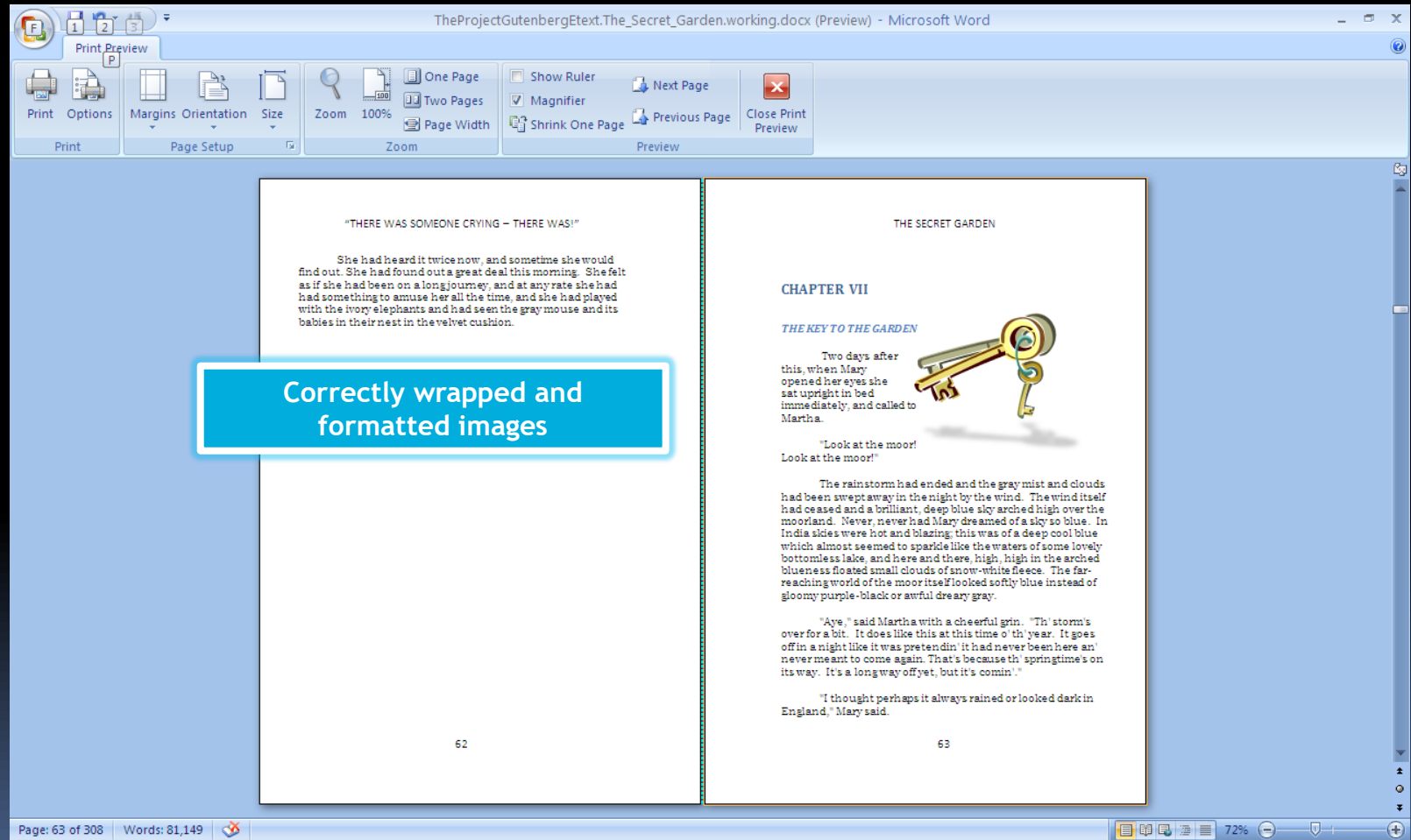


# Let's assume we have done the task

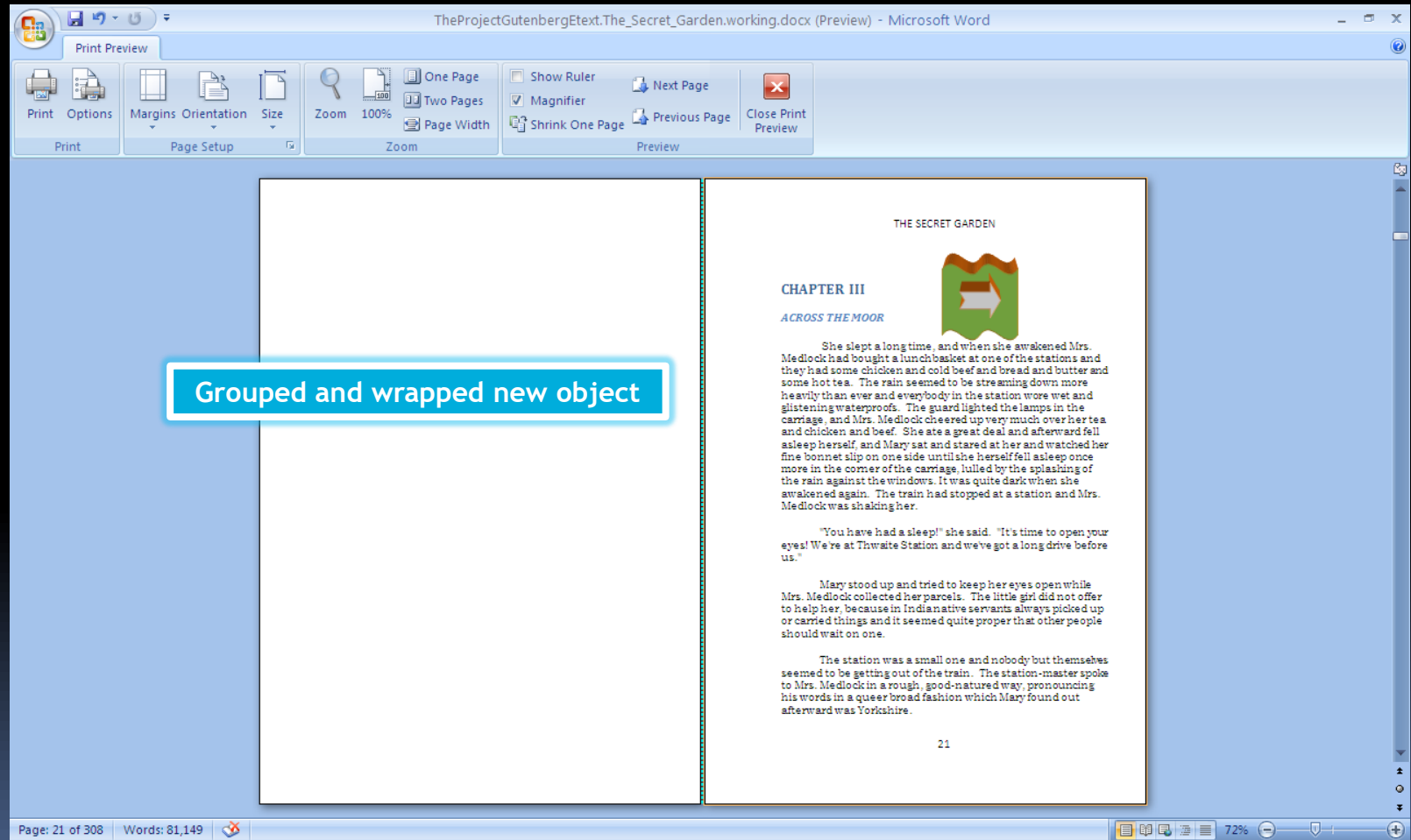


Initial pages to each chapter formatted with styles that the table of contents can read, breaks that cause the chapter to start in the correct place, headers that identify each chapter, and appropriate page numbers in the footer

# Let's assume we have done the task



# Let's assume we have done the task



# e-book Body

TheProjectGutenbergExt.The\_Secret\_Garden.working.docx (Preview) - Microsoft Word

Print Preview

Print Options Margins Orientation Size Zoom 100% One Page Two Pages Page Width Show Ruler Magnifier Next Page Previous Page Close Print Preview Shrink One Page

THE SECRET GARDEN

CHAPTER I

*THERE IS NO ONE LEFT*

When Mary Lennox was sent to Misselthwaite Manor to live with her uncle everybody said she was the most disagreeable-looking child ever seen. It was true, too. She had a little thin face and a little thin body, thin light hair and a sour expression. Her hair was yellow, and her face was yellow because she had been born in India and had always been ill in one way or another. Her father had held a position under the English Government and had always been busy and ill himself, and her mother had been a great beauty who cared only to go to parties and amuse herself with gay people. She had not wanted a little girl at all, and when Mary was born she handed her over to the care of an Ayah, who was made to understand that if she wished to please the Mem Sahib she must keep the child out of sight as much as possible. So when she was a sickly, fretful, ugly little baby she was kept out of the way, and when she became a sickly, fretful, toddling thing she was kept out of the way also. She never remembered seeing familiarly anything but the dark faces of her Ayah and the other native servants, and as they always obeyed her and gave her her own way in everything, because the Mem Sahib would be angry if she was disturbed by her crying, by the time she was six years old she was as tyrannical and selfish a little pig as ever lived. The young English governess who came to teach her to read and write disliked her so much that she gave up her place in three months, and when other governesses came to try to fill it they always went away in a shorter time than the first one. So if Mary had not chosen to really want to know how to read books she would never have learned her letters at all.

One frightfully hot morning, when she was about nine years old, she awakened feeling very cross, and she became

4

5

Page: 5 of 308 Words: 81,149

72%

A Table of Contents tied to the underlying styles and sectioning

# The Final Product

