

TEC 920 - Word Assignment Details

Chart

- Insert Pie Chart (11.2)
- Change the data of the Pie Chart (11.3)
- Change the Pie Chart Layout (11.4)
- Change Chart Style (11.5)
- Pull piece of pie away from chart (11.6)
- Fill pieces of pie with different fills (11.7)
- Change the Background Color (11.8)
- Change Background Fill (11.9)
- Create Column Chart (11.10)
- Enter data into the Datasheet (11.10)
- Change to Line Chart (11.11)
- Create a column chart, modify gridlines, background (11.12)
- Create a org or hierarchy chart (11.13)
- Enter names and duties into org chart (11.14)
- Add items to 11.15 chart (11.15)
- Create pyramid or cycle diagram (11.16)

Civil

- Line numbering to restart on each new page (5.3)
- Page Break at "Lured by tales about..." (5.4)

Crypto

- All letters Replaced – should be red (6.9)
- Graphic spelled correctly 3 times (6.10)

DTP

- Add two pieces of Clipart and set text wrap (20.1)
- Create a Callout and place text in it (20.2)
- Add Drop Cap for first letter of document (20.3)
- Draw an oval and add quote from document – wrap text (20.4)
- Make it two columns (20.5)
- Create two objects and flow text from one to the other (20.6)
- Create a textbox, change direction of the text and set it to side with wrapping (20.7)
- Add a watermark image behind your document (20.8)

Graphics

- Move three objects and add two more. Change line thickness of two (10.1)
- Change the color of each line of 10.1 (10.2)
- Create a Custom Color and assign it to one of the 10.1 objects (10.3)
- Change one of the lines of 10.1 objects to pattern, modify Background and Foreground (10.4)
- Change line thickness of 10.4 object to 6 points (10.5)
- Change one line to at least 17 point (10.6)
- Change line in 10.6 to dashed (10.7)
- Place arrow at end of 10.7 line (10.8)
- Draw a new line in 10.1 area, make thick, color and arrow at each end (10.9)
- In 10.10 area, select all lines and modify line thickness and color (10.10)
- Draw two squares and two circles (10.11)

Graphics Continued

- In 10.12 area, change width of square and height of circle (10.12)
- Remove small rectangle in 10.12 (10.13)
- Fill one rectangle in 10.12 (10.14)
- Change fill of oval in 10.12 to No Fill (10.15)

Use Fill Effects to fill gradients (10.16)
Use Fill Effects to fill texture (10.17)
Use Fill Effects to fill picture (10.18)
Draw several ellipses and circles (10.19)
Modify line size, color and fill to 10.19 objects (10.20)
Use Line Autoshapes to draw a line (10.21)
Insert two Basic Shapes in 10.21 area (10.22)
Draw three objects and play with fills, color, etc. (10.23)
Add Shadow to the first rectangle (10.24)
Change fill and Shadow of oval (10.25)
Draw two figures – add Shadow and play with depth and color (10.26)
Add 3-D to two objects with different setting for each (10.27)
Draw several shapes and play with 3-D (10.28)
Create Text Box and enter text (10.30)
Draw a shape and cover Text Box from 10.30 (10.31)
Type your first name in WordArt and change font to 44 (10.33)
Rotate your 10.33 WordArt using yellow diamond (10.34)
Create your own WordArt (10.35)
Create three line Word Art (10.36)

Graphics 2

Select first three rectangles and group them (10.37)
Group three ovals to right (10.38)
Group both groups into one group (10.38)
Overlap three triangles in 10.39 area (10.39)
Move objects so they are in correct layer order (10.40)
ReLayer objects to create school house with bus (10.40)
Nudge arrow against brick wall (10.41)
Align all four objects to Top (10.42)
Align five objects horizontal by middle and distribute (10.43)
Rotate blue arrow 90 degrees to left (up) (10.44)
Free Rotate Bus so going uphill (10.45)
Flip second bus to face other bus, nudge to touch (10.46)
Insert Picture (10.47)
Resize picture (10.48)
Change picture to Grayscale (10.49)
Change picture to Watermark or Washout (10.50)
Add Clipart (10.51)
Modify color of Clipart you added (10.52)

Journal

Identify two quotes from article and respond (11.1)
How can Readability be useful in the classroom (22.1)
Why do students need the power of word processing? Why is it an important tool for teachers, How might it be used to address standards? (23.1)
How can you use the editing tools in Word to help students become better writers and communicators (23.2)
Why is it important for teachers to proof their work? How might students use this feature in your classroom? How might you use this to help students gain literacy? (23.3)

Journal Continued

How can Word contribute to the writing process? Select a standard that you teach and identify how writing impacts that standard and how Word can help students gain mastery. (23.4)
What is the value of publishing student work? How do you figure the Web can play into this? (23.5)

Select one academic standard appropriate for your current grade level and describe how the use of sound can help contribute to mastery of that standard. How might sound contribute to literacy? (23.6)

Labels

Create a new document and select Label 5160 format (16.8)

Create merged fields (16.8)

Letter

Create a simple letter (21.1)

List

Set the first list to Bullets (8.1)

Set the second list to Numbered (8.1)

Change Bullets of first list (8.2)

Change Numbers of second list to 1st, 2nd, etc. (8.3)

Select an Outline Numbering scheme for outline portion (8.4)

Sort three sections of lists alpha, numeric, etc. (8.5)

Merge

Merge address block and dear first name (16.4)

MyData

Create Recipient List and save (16.1 and 16.2)

Add six people (16.3)

Online

Create Bookmarks for final three items (19.1)

Create Hyperlinks to all six items (19.2)

Create Hyperlink to Fresno Unified (19.3)

Outline

Create an Outline (12.1)

Add numbering scheme to outline (12.2)

Paragraph

Open History document (7.1)

Move left margin of paragraph 1 to 1" (7.1)

Move left margin of paragraph 2 to 2" (7.1)

Indent paragraphs 3 and 4 to ½ (bottom) and 1" (top) (7.2)

Reverse indent paragraphs 5 and 6 (7.3)

Change global margins top and bottom to .8", left to 1", right to .5" (7.4)

Center the Title (7.5)

Type in Date and right justify (7.5)

Justify the first 6 paragraphs (7.5)

Change line spacing of paragraph 7 to 14 points and 8 to 24 points (7.6)

Change line spacing before 9 to 30 points and after to 10 (7.7)

Replace title History with History of the World, larger font, add spacing and raise non-capital words (7.8)

Project

Create a Word document and employ various features including graphics, tables, etc. (24)

Sample

Delete paragraphs 22 and 23 (6.1)

Change font of paragraph 2 to Courier or Helvetica (6.2)

Change size of font in paragraphs 4 and 5 to 18 point (6.3)

Change style of paragraph 4 to Bold and 5 to Italic (6.4)

Center the Title (6.5)

Sample Continued

Change Title font size to 24 (6.5)

Raise the last six letters of the Title 3 points (6.5)

Copy Format from paragraph 5 and apply to paragraph 12 (6.6)

Exchange paragraph 14 and 15 to correct order. (6.7)

Paragraph 10 repeated at bottom of document (6.8)

Set password to "FPU" (17.3)

Short History

- Type in text from Assignment Manual (2.1)
- Save file as Short History (2.2)
- Create three footnotes (13.1)
- Customize footnote numbering (13.2)
- Insert clipart and add caption (14.1)
- Add two clipart or pictures and add captions (14.2)
- Add three Comments (17.1)
- Protect for Tracked Changes and give it a password (17.2)

Short History Files

- Save as Short History.txt (2.3)
- Save as Short History.rtf (2.3)
- Save as Short History.dot (2.3)
- Save as Short History.htm (2.3)

Spelling

- Fix the misspelled words on this page (6.11)
- Readability Statistics of Spelling document (6.12)

Styles

- Open Outline file (8.6)
- Type in 10 lines of outline (8.6)
- Apply Outline Style (8.6)
- Type several sentences and apply Outline Style (8.7)

Tables

- Create 3x3 Table (9.1)
- Create 4x2 Table column width at 1" (9.2)
- Use Pencil Tool to create Table (9.3)
- Insert a column into Table 9.4 (9.4)
- Remove the column from Table 9.5 which contains the ISBN number (9.5)
- Adjust width of first column in 9.4 so all text on single line (9.6)
- Merge all cells in top row to one cell. Type in something (9.7)
- Change line style of bottom border of top row on Table 9.7 (9.8)
- Shade the top row one color and all remaining cells another (9.9)
- Create a 3x4 Table and enter information – sort by last name (9.10)
- Add formulas to all columns in Table 9.11 (9.11)

Tabs

- Set Tabs at 1"(left), 4"(right), and 5"(left) (7.9)
- Type in list of data (7.9)
- Use Format Painter to apply top setting to bottom setting (7.10)

Thesaurus

- Change all the words in red to synonym. (6.13)

TOC

- Create Table of Contents from material (15.1)

Vision

- Header "Creating a Vision" + Date (5.1)
- Center the Header (5.1)
- Footer "Page 1 of 1" (5.1)

Vision Continued

- Center the Footer (5.1)
- No Header on second page (5.1)
- First section in two paragraphs (5.2)
- Three columns at "Technology is the key to a new..." (5.2)
- Create Border around top intro section (7.11)

Drop Cap on first paragraph of article "When people..." (7.12)

Web Folder

Create either a Web folder or Web page with a graphic (19.4)