

Microsoft WORD

TEC 920

Assignments



Author: Dennis Funk

Instructor: Dr. Richard Kriegbaum

Fresno Pacific University

Version: Word 2003

I. Introduction

Assignment 1.1 – Page 3

Before you begin, you need to get the folder from the CD that contains all the files you will need to complete this course.

If you are using Windows, open the Windows folder and find the FPUWORD folder and drag it to the Desktop of your computer. I recommend the Desktop so that it is easy to locate each time you want to either open or close a file. When we are finished with the course, you can move it over to the C: drive window, most likely in your Documents folder.

If you are using a Macintosh computer to complete this course, open up the Macintosh folder and drag the FPUWORD folder to your Desktop.

You are going to keep all files in the FPUWORD folder. When you are finished with the course, we will identify the files inside that folder which need to be submitted for evaluation.

We are now going to introduce ourselves. I would like you to send me an email in which you tell me a little about yourself and your experiences with technology. Tell me about your educational background and what you teach. Tell me about what you think you excel in as regards to education. Talk about a few firsts in your life, like the first time you saw a TV, first computer, first calculator.

Send this email to **richfpu@comcast.net** and I will respond introducing myself and welcoming you to the course.

II. File Management

Assignment 2.1 – Page 5

Create a new document and type in the following:

If we are going to make stakeholders accountable, they must have the information at their fingertips to make good decisions. This includes teachers, students, parents and administrators. We can't simply make them accountable. It doesn't work that way. We must have the tools to be accountable.

There must be daily assessment information that creates a student profile which would be used to drive the instructional program for each student. This information flows with the student when they move to a new school or district, nullifying the need to retest, reevaluate in order to place the student at the new school. This information would be used by site administrators to realign staff; it would be used by curriculum coordinators to readjust staff development efforts or clarify standards.

But a larger cloud looms over this topic. The real issue is one of action. With the data in front of the stakeholder, there is no excuse for lack of action. Each roleplayer must do something about it; must act on the information provided. Everyone is working to their capacity and cannot accept one more responsibility without experiencing

overload. We must learn to work smarter, not harder. We must take full advantage of the computer's ability to accept, store, process, and report information on items we may not have even thought of yet.

Leave the document open and complete the next section in the course manual.

Assignment 2.2 – Page 6

Save the document entered in Assignment 2.1 as Short History.doc in the FPUWORD folder.

Assignment 2.3 – Page 6

Open the file Short History that you completed in Assignment 2 and 3.1.

Save this file as text Short History.txt. In order to do this, with the file opened, use the **Save As...** option. On this screen you will find a drop-down list from which you can select file type. Locate the Text (txt.) option, select that format, and click the **Save** button.

Save it as RTF - Short History.rtf. Look for the Rich Text Format (rtf.) option on the **Save As** screen.

Save it as a Template - Short History Temp

Save it as an HTML document - Short History.htm.

All these files should be in the FPUWORD folder.

III. The Word Screen

There are no assignments for the Word Screen section. But, please understand that much of what you do in Word depends upon your ability to get around in the application and knowing about the screen and where to find things is critical.

IV. Working with Text

Assignment 4.1 – Page 18

Open the file History.doc from the FPUWORD folder. Delete paragraphs 22 and 23.

Save it in your FPUWORD folder as Sample.doc. Leave the file open to complete the next several assignments.

Assignment 4.2 – Page 18

Using the Sample.doc file, change the font in paragraph 2 to Courier or Helvetica.

Save the file and leave it open

Assignment 4.3 – Page 18

Using the Sample.doc file, change the size of the font in paragraphs 4 and 5 to 18 point.

Save the file and leave it open.

Assignment 4.4 – Page 18

Using the Sample.doc document, change the style of paragraph 4 to **Bold** and paragraph 5 to Italic.

Save the file and leave it open for the next few assignments.

If you need to take a break at any time during these exercises, you can certainly save the file, quit Word, and come back tomorrow and continue where you left off.

Assignment 4.5 – Page 19

Continuing to use the Sample.doc file, move to the top of the document and center the title. Change the font size to at least 24 and expand the entire title (History) by 3 points. Then highlight the last six letters, avoiding the H, and raise the letters by three points.

Save the file and leave it open for the next assignment.

Assignment 4.6 – Page 19

Continue with the Sample.doc file and **Animate** the title. You may select any of the options.

Save the file and leave it open for one more assignment.

Assignment 4.7 – Page 20

Continue to use the Sample.doc file. Click anywhere in paragraph 5 to place the Cursor within that paragraph. Click once on the **Format Painter** button. Now move down to paragraph 12 and drag the highlight over the entire paragraph. This should give paragraph 12 the very same text style as paragraph 5.

Save the file and leave it open for one more assignment.

Assignment 4.8 – Page 22

Continue with the Sample.doc file. If you move down the document with the scroll, you will find that paragraphs 14 and 15 have been reversed. Highlight paragraph 14 and drag it to the empty line before paragraph 15. You may have to add an additional line using the carriage return but that is a simple matter.

Save the file and leave it open for the next assignment.

Assignment 4.9 – Page 22

Continuing to use the Sample.doc file, establish paragraph 10 for **AutoText**. Highlight the paragraph and pull down **Tools** to **AutoCorrect** and **Add** this as an **AutoText** option. Now, move all the way to the bottom of the document and click in the next empty line after the bottom paragraph. Type in “The Renais” and press return.

Viola!

Save the file Sample.doc. Make sure it resides in the FPUWORD folder on your hard drive. You may close the file for now. We will use it later in the course.

Assignment 4.10 – Page 23

Open the file Had a Lamb.doc found in the FPUWORD folder. We are going to use the **Replace** feature to create what is called a Cryptogram. This is a puzzle that you will often find in a Dell puzzle book.

Using the **Find** and **Replace** option, replace the following letters as instructed:

- Replace all o’s with k
- Replace all a’s with x
- Replace all i’s with v
- Replace all s’ with j
- Replace all e’s with z
- Replace all l’s with e
- Replace all n’s with o

You now have a puzzle for students to figure out. They must determine which letters are which in order to find out the text. They could actually use the Find and Replace feature but I hope you saw what happened. We changed all the o’s to a different letter before we went back in and changed some other letter to o.

Save the file as Crypto.doc in the FPUWORD folder on your hard drive.

Assignment 4.11 – Page 24

Open the file All About Me.doc that you created in Assignment 1. You will find it in the FPUWORD folder on your hard drive.

Move to the very bottom of the document and type “grahpic “. I know it is spelled wrong. Make sure you add a space after the word. Word should identify this as a misspelled word. Hold down the **right mouse button/Control+button** and add this word to the **AutoCorrect** option. Now type the word three more times as shown above (incorrectly).

Save the file. Do not change the name or location of the file. A simple **Save** will do it.

Assignment 4.12 – Page 25

Open the file Spelling.doc found in FPUWORD folder.

Use the spell check to fix all the errors you find on that page.

Save the file as Spelling.doc in the FPUWORD folder on your hard drive. You may leave it open for the next assignment.

Assignment 4.13 – Page 25

Open up the corrected Spelling.doc file from the FPUWORD folder on your hard drive. Pull down **Tools** to **Preferences/Options** and make sure that **Show Readability Statistics** is checked for the **Grammar** options. You must run the Grammar/Spellcheck before the Readability Statistics box is displayed. Find out what the readability grade level of this document is and type the number at the very top of the document.

Save the file. Leave it Spelling.doc in the same location and you can close it.

Assignment 4.14 – Page 26

Open the file Thesaurus.doc from the FPUWORD folder.

Change all the red words to another using the Thesaurus feature. Leave the words red.

Save the file as Thesaurus.doc in the FPUWORD folder on your hard drive.

V. Working with Paragraphs

Assignment 5.1 – Page 28

Open up the file History.doc from the FPUWORD folder.

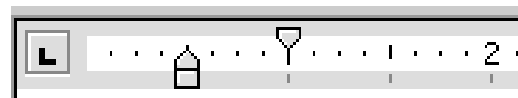
Move the left margin of paragraph 1 to 1".
Move the left margin for paragraph 2 to 2".

Save the file as Paragraph.doc in the FPUWORD folder on your hard drive. Leave the file open since we are going to use it for several assignments.

Assignment 5.2 – Page 29

Continue with the file Paragraph.doc.

Indent paragraphs 3 and 4 by selecting both paragraphs and moving the bottom triangle to 1/2" and the top triangle to 1"



Save the file and leave it open.

Assignment 5.3 – Page 29

Continue with the Paragraph.doc file.

Reverse indent (also called Hanging Indent) paragraphs 5 and 6 by selecting both paragraphs and moving the top triangle to 1" and the bottom triangle to 1.5". For the sake of looks, go back and click before the first letter in both paragraphs and hit the tab key once. It should look like a hanging indent.

Save the file and leave it open.

Assignment 5.4 – Page 30

Continue using the Paragraph.doc file.

Change the global margins of this document so that the top and bottom margins are both set for .8” and the left is set for 1” and the right is set for .5”.

Save the file and leave it open.

Assignment 5.5 – Page 30

Continue using the Paragraph.doc file.

We will make this quite simple. **Center** the title. Add another line between the title and the first paragraph, type in the current date and **Align Right**. Now highlight the first six paragraphs and **Justify** this text. The **Justify** will adjust word and letter spacing so that both the right and left margin is straight.

Save the file and leave it open.

Assignment 5.6 – Page 31

Continue using the Paragraph.doc file.

Move down to paragraph 7. First select or highlight the paragraph. Change the line spacing on this paragraph to exactly 14 points. This is line spacing, not character spacing. Change the line spacing on paragraph 8 to 24 points.

Save the file and leave it open.

Assignment 5.7 – Page 31

Continue using the Paragraph.doc file. Moving on to paragraph 9, change the line spacing Before: the paragraph to 30 points and the spacing After: the paragraph to 10.

Save the file and leave it open.

Assignment 5.8 – Page 32

Continue with the Paragraph.doc file.

Let’s go back and visit the title. In an earlier section we centered it. Replace the title *History* with *History of the World*, change the font to a larger size, add spacing between the letters and raise the non-capital letters on *History* and *World*.

Save the file and close it. We are finished with the Paragraph.doc file for now. Make certain it is saved in the FPUWORD folder on your hard drive.

Assignment 5.9 – Page 34

Open the Tabs.doc file found in the FPUWORD folder.

Click to position the cursor in the line directly below the first sentence. Set the tabs as follows:



Left tab at 1”, right tab at 4”, and another left tab at 5”. Type in the following information:

Kit Blanchard	5/22/72	110
Jane Bonner	2/25/72	103
Jack Cooper	7/24/72	110
James Dunlop	6/2/72	110
Elizabeth Haberstro	5/12/72	103
Susan Jenkins	8/11/72	110
Megan Kennedy	6/30/72	103
John Lindstrom	4/2/72	103
Douglas McCallum	6/14/72	110
Julie Reichman	12/25/72	110

Save the file as Tabs.doc in the FPUWORD folder on your hard drive. Leave the file open for the next section.

Assignment 5.10 – Page 35

Continue using the Tabs.doc file.

Using the **Format Painter**, copy the format of the blue section and apply it to the red section. **Copy** the format of the first tab section and apply that format to all of the lines of the second tab section. The first and second tab sections should have the same tab settings.

Save the file and close it.

Assignment 5.11 – Page 35

Open the file titled Vision.doc from the FPUWORD folder.

Highlight the first paragraph and apply a border. You may get fancy here if you like by adding flair to the border.

Save the file as Vision.doc in the FPUWORD folder on your hard drive. Leave the file open for the next exercise.

Assignment 5.12 – Page 36

Continue using the file Vision.doc.

Apply a **Drop Cap** on the first paragraph of the document which begins with, “When people have a vision...”

Save the file and close it.

VI. Working with Documents

Assignment 6.1 – Page 38

Open the file Vision.doc from the FPUWORD folder on your hard drive.

We are going to create a **Header** and **Footer** for this document. Begin by pulling down **View** to **Header and Footer**. In the **Header** text box, type in “Creating a Vision”, add a space or two and click on the **Insert Date** button. Now center this text.

Move down to the **Footer** section and type “Page”, then a space, click on the **Insert Page Number** button, add another space, type the word “of”, add one more space, and then click the **Insert the Number of Pages** button. Make sure to center this as well.

Close the **Header/Footer** option and you should be able to see the results on the page.

Save the file. It should be titled Vision.doc and should be located in the FPUWORD folder on your hard drive. Leave it open for the next exercise.

Assignment 6.2 – Page 40

Open the file Vision.doc from the FPUWORD folder on your hard drive.

This is going to take some special concentration to get it right. If you make a mistake along the way, close the file and do not save it. Open it back up again off your hard drive and try it again.

Place the cursor between the bordered intro at the top of your document and the first paragraph of the essay (the one with the **Drop Cap**). Set **Columns** at this point to **Two** and

make sure you **Apply**: it from **This point forward**.

Now move down until you find the paragraph that begins with “Technology is the key to a new school vision...” Set the **Columns** to **Three** from **This point forward**.

Save the file. It should be titled Vision.doc and should be located in the FPUWORD folder on your hard drive. You may close this file for now.

Assignment 6.3 – Page 40

Open the CivilRights.doc file.

Turn on line numbering for the entire document and make sure to set the **Numbering** for **Restart each page**.

Save the file and leave it open for the next assignment.

Assignment 6.4 – Page 41

Continue to use the Civilrights.doc file.

Move down to the paragraph that begins with, “Lured by tales about...” Add a page break right before this paragraph.

Save the file on your hard drive. Leave the name Civilrights.doc.

VII. Working with Toolbars

Assignment 7.1 – Page 43

Open a brand new file and create your own personal **Toolbar**. Place any buttons you would like on the bar. On the new document, type a paragraph that identifies some of the buttons you placed on your **Toolbar** and a comment about how it went.

Save the file as Journal.doc in the FPUWORD folder on your hard drive.

VIII. Special Text Formatting

Assignment 8.1 – Page 45

Open the file List.doc from the FPUWORD folder.

As shown on the document, set the first list for bullets and the second list as numbered.

Save the file as List.doc in the FPUWORD folder on your hard drive. Leave it open for the next assignment.

Assignment 8.2 – Page 46

Continue using the List.doc file.

Change the bullets of the bullet portion of the list. Indent the bullet to .5” and move the text to 1”.

Save the List.doc file.

Assignment 8.3 – Page 46

Continue with the List.doc file.

Change the numbering of the numbered list to 1st, 2nd, etc.

Save the file and leave it open.

Assignment 8.4 – Page 46

Continue with the List.doc file.

I have provided a small outline on the lower portion of the List.doc document. Highlight the entire outline section and select an **Outline Numbering** option.

Save the file and leave it open.

Assignment 8.5 – Page 47

Continue using the file List.doc .

Move down toward the bottom of the document and you will find three sections of lists. Sort each section as described in the line at the top of each list.

Save the file as List.doc in the FPUWORD folder and close it.

Assignment 8.6 – Page 48

Open a new document.

Find an outline from a table of contents, an encyclopedia, or any other outline you might find somewhere. Type it into Word and apply the default outline style on your outline. Take the major item in the outline, highlight it, and pull apply the Heading 1 style to that portion of text. Continue this and try to include Heading 1, Heading 2, Heading 3, etc.

Save your file as Styles.doc in the FPUWORD folder. Leave it open for the next assignment.

Assignment 8.7 – Page 48

Continue using the Styles.doc file.

Type several sentences below the outline you created in Assignment 8.6. After you have

typed, modify the **Normal** Style so that it has an indented first line and the font and size are different than the standard 12 point. The **Margin** should be set at the default 0". The **Indent** is just the first line of the paragraph.

Save the file as Styles.doc and close the file. Make sure it is saved in the FPUWORD folder on your hard drive.

IX. Working with Tables

Assignment 9.1 – Page 50

Open the file named Tables.doc from the FPUWORD folder.

Create a 3x3 table under the line with the instructions for #1.

Save the file as Tables.doc in the FPUWORD folder on your hard drive. Leave it open for the next few exercises.

Assignment 9.2 – Page 50

Continue with the Tables.doc file.

Create a table by pulling down **Table** to **Insert Table...** Set it for 4 columns and 2 rows and set the column width for 1".

Save the file.

Assignment 9.3 – Page 51

Continue with the Tables.doc file.

Using the **Pencil** tool, create a table which looks like the following:

Type whatever you like into a few of the cells.

Save the file as Tables and leave it open.

Assignment 9.4 – Page 52

Continue with the Tables.doc file.

Move to the #4 table and insert a column where ever you like.

Save the file.

Assignment 9.5 – Page 53

Continue with the Tables.doc file.

Continue with table #4 and adjust the width of the first column so that the text will fit on a single line.

Save the file and leave it open for the next assignment.

Assignment 9.6 – Page 54

Continue with the Tables.doc file.

Move to the #6 table and remove the column which contains the ISBN number.

Save the file.

Assignment 9.7 – Page 54

Continue with the Tables.doc file.

Move down to table #7 and merge all the cells in the top row so that they become one cell. Type something interesting in the top cell and center it.

Save the file and leave it open.

Assignment 9.8 – Page 55

Continue with the Tables.doc file.

We are going to make a few changes to the table #7. Change the line style of the bottom border of the large cell across the top. Your call.

Save the file and leave it open.

Assignment 9.9 – Page 55

Continue with the Tables.doc file.

Continuing with the #7 table, shade the large cell across the top one color and all the remaining cells a different color. Keep it light.

Save the file and leave it open

Assignment 9.10 – Page 56

Continue with the Tables.doc file.

Move down to table #10 and create a new table that has 3 columns and 4 rows. Type in a first name into the first column, last name into second, and an age in the third. Make sure all the cells are filled.

Now, sort the information according to last name (second column).

Save the file and leave it open for one more assignment.

Assignment 9.11 – Page 57

Continue with the Tables.doc file.

Move down to table #11. Insert the formulas that will SUM the first column, AVERAGE the second column, and COUNT the third column. The formula needs to go into the bottom row of each column.

Also, please right justify the numbers and format the first column for dollars, format the average for two decimal places.

Save the file as Tables.doc in the FPUWORD folder on your hard drive.

X. Working with Graphics

Assignment 10.1 – Page 64

Open the file Graphics.doc.

For this assignment, move the three objects around as well as add two more objects to make a design. Change the line thickness of at least two of the objects.

Save the file as Graphics.doc in the FPUWORD folder on your hard drive. Leave it open as we continue on with the next section.

Assignment 10.2 – Page 65

Continue with the Graphics.doc file.

Use the objects you modified and created in #1 and change the color of each line. Make sure you use the **More Line Colors...** to select additional color options.

Save the file and leave it open.

Assignment 10.3 – Page 65

Continue with the Graphics.doc file.

Use the objects from #1 and go to the **Custom Colors** and design a color all your own. Assign it to one of the objects.

Save the file and leave it open.

Assignment 10.4 – Page 65

Continue with the [Graphics.doc](#) file.

Select any of the objects from #1 and change one of the lines to a pattern. Modify both the **Background** and the **Foreground** color.

Save the file and leave it open.

Assignment 10.5 – Page 65

Continue with the [Graphics.doc](#) file.

Select the object you modified in #4 (patterned lines) and change the line thickness to 6 points.

Save the file and leave it open.

Assignment 10.6 – Page 66

Continue with the [Graphics.doc](#) file.

Continue using the objects created in #1 and select one of the lines you have and go to **More Lines...** on the line thickness button. Make the line quite thick, like 17 point.

Assignment 10.7 – Page 66

Continue with the [Graphics.doc](#) file.

Use the line you modified in #6 and make it a dashed line. Your choice.

Save the file and leave it open.

Assignment 10.8 – Page 66

Continue with the [Graphics.doc](#) file.

Use the line you modified in #7 and place an arrow at one end.

Save the file and leave it open for the next assignment.

Assignment 10.9 – Page 66

Continue with the [Graphics.doc](#) file.

Draw a brand new line somewhere in the #1 area. Make it thick, change the color and place a different arrow type at each end of the line.

Save the file and leave it open.

Assignment 10.10 – Page 67

Continue with the [Graphics.doc](#) file.

Move down to the #10 section. You will find four lines located there. Use the Arrow tool and drag a box around all four lines so that all are selected. Change the line thickness and color.

Save the [Graphics.doc](#) file and leave it open.

Assignment 10.11 – Page 67

Continue with the [Graphics.doc](#) file.

In the #11 area, holding down the shift key while you draw, use the rectangle tool to draw two squares and the oval tool to draw two circles.

Save the file and leave it open

Assignment 10.12 – Page 67

Continue with the [Graphics.doc](#) file.

Move to the section #12 and change the width of the square without changing the height and change the height of the circle without changing the width.

Save the file and leave it open.

Assignment 10.13 – Page 68

Continue with the Graphics.doc file.

You probably notices a small rectangle between the two objects in #12. Get rid of it.

Save the file and leave it open.

Assignment 10.14 – Page 68

Continue with the Graphics.doc file.

Use the graphics from #12 and change the fill of the rectangle (modified from a square) to one of the default colors. Your choice.

Save the file and leave it open.

Assignment 10.15 – Page 68

Continue with the Graphics.doc file.

Use the graphics from #12 and change the fill of the oval (modified from a circle) to **No Fill**.

Save the file and leave it open.

Anytime you need to take a break, feel free to save the file and close down the computer. You can always open the file back up as long as you open the Graphics.doc file found in the FPUWORD folder on your hard drive.

Assignment 10.16 – Page 69

Continue with the Graphics.doc file.

Move down to the section #16. Using the **Fill Effects**, change the fill of each three objects to a different gradient. Use several colors and change the shading styles.

Save the file and leave it open.

Assignment 10.17 – Page 69

Continue with the Graphics.doc file.

Move to #17 and give both objects a different **Texture** from the **Fill Effects**. Try the crumpled paper look.

Save the file and leave it open.

Assignment 10.18 – Page 69

Continue with the Graphics.doc file.

Not being very exciting, we skipped right by **Pattern**. Let's rumble. Move down to #18. Using the **Fill Effects**, select a picture from the **Picture** folder in the FPUWORD folder. There are some mighty fine images there.

Save the file and leave it open.

Assignment 10.19 – Page 70

Continue with the Graphics.doc file.

Move down to section #19 and draw several ellipses and circles in this area.

Save the file and leave it open.

Assignment 10.20 – Page 70

Continue with the Graphics.doc file.

Modify the line size and color as well as the fill of each of the ovals you drew in #19.

Save the file and leave it open.

Assignment 10.21 – Page 70

Continue with the [Graphics.doc](#) file.

Use one of the **Lines AutoShapes** and draw a line in the #21 area.

Save the file and leave it open.

Assignment 10.22 – Page 70

Continue with the [Graphics.doc](#) file.

Continue in the #21 **AutoShapes** area and select and insert two **Basic Shapes** graphic objects.

Save the file and leave it open.

Assignment 10.23 – Page 71

Continue with the [Graphics.doc](#) file.

Move down to the #23 area and draw several shapes. Play with the line size, color, and fill options with your new objects.

Save the file and leave it open.

Assignment 10.24 – Page 71

Continue with the [Graphics.doc](#) file.

Move to the #24 section and add a shadow to the first rectangle. Modify the fill of this object as well to give it a better look.

Save the file and leave it open.

Assignment 10.25 – Page 71

Continue with the [Graphics.doc](#) file.

Select the middle object (oval) in the #24 section and change the fill and add a different shadow than the first object on that section.

Save the file and leave it open.

Assignment 10.26 – Page 72

Continue with the [Graphics.doc](#) file.

Move down to the #26 section and draw two figures of your choice. Add shadows and play with the shadow depth and color.

Save the file and leave it open.

Assignment 10.27 – Page 72

Continue with the [Graphics.doc](#) file.

Move to the section #27 and add 3-D to the two objects you find there. Use a different 3-D setting for each. Don't worry if the tail flows off the side of the paper or your screen.

Save the file and leave it open.

Don't forget that you can quit at any time and start over tomorrow. Simply make sure your file is saved and ready to open.

Assignment 10.28 – Page 72

Continue with the [Graphics.doc](#) file.

Move into section #28 and draw several shapes and play around with the different 3-D options you have.

Save the file and leave it open.

Assignment 10.29 – Page 73

Continue with the [Graphics.doc](#) file.

Move to the #29 section and draw two simple figures. Play around with the **3-D Settings** until

you feel you have created a masterpiece. Be creative and play.

Save the file and leave it open.

Assignment 10.30 – Page 73

Continue with the [Graphics.doc](#) file.

Click on the text box tool and drag a small text box in the #30 area. Type in any text you can think of.

Save the file and leave it open.

Assignment 10.31 – Page 73

Continue with the [Graphics](#) file.

Continue in area #30 and draw any shape you like. Drag the shape so that a portion of the shape covers the text you just entered in #83.

Save the file and leave it open.

Assignment 10.32 – Page 74

Continue with the [Graphics.doc](#) file.

Move to the WordArt section #32 and click on the WordArt button on the **Drawing Toolbar**. Select a style of your choice and click the **OK** button

Move onto the next assignment...

Assignment 10.33 – Page 74

Continue with the [Graphics.doc](#) file.

Type in your first name, change the font size to 44, and click **OK**.

Move onto the next assignment.

Assignment 10.34 – Page 75

Continue with the [Graphics.doc](#) file.

Play around with the yellow diamond you find on your WordArt object. When you are satisfied with your creation, then move on.

Save the file and leave it open.

Assignment 10.35 – Page 75

Continue with the [Graphics.doc](#) file.

Move to the #35 section and create your own WordArt object. Open the WordArt Toolbar and play to your heart's content. Create something masterful.

Save the file and leave it open.

Assignment 10.36 – Page 76

Continue with the [Graphics.doc](#) file.

Move to the section #36 and play with the WordArt shapes. Try three rows of words.

Save the file and close it.

We are going to start a new file for graphics so this one doesn't get too large. I would recommend that you open a new file and play around with the WordArt. You really need to get familiar with this since it can add so much to not only Word documents but can be used in PageMaker and you can copy and paste them into ClarisWorks. Try it. You'll Like It!

Assignment 10.37 – Page 77

Open the [Graphics2.doc](#) file found in the [FPUWORD](#) folder.

At the top of the document, you will find the #1 section. Select the three rectangles to the left and group them into one object.

Save the file as Graphics2.doc in the FPUWORD folder on your hard drive. Make sure that from now on, you save it and open it from that folder.

I strongly recommend that you have a blank document open while you are completing the graphic assignments. This is the best way to really learn how to use the graphics that come with Word.

Assignment 10.38 – Page 77

Continue with the Graphics2.doc file.

Continue working in section #1 and group the three ovals to the right into a group. Then, select both objects and group them. Both groups should now be a single group and move together.

Save the file and leave it open.

Assignment 10.39 – Page 77

Continue with the Graphics2.doc file.

Move to the #3 section. You will find three rectangles numbered 1 through 3. Position the rectangles so that they overlap each other, displaying the fact that they are on different layers with the numbers visible.

Save the file and leave it open.

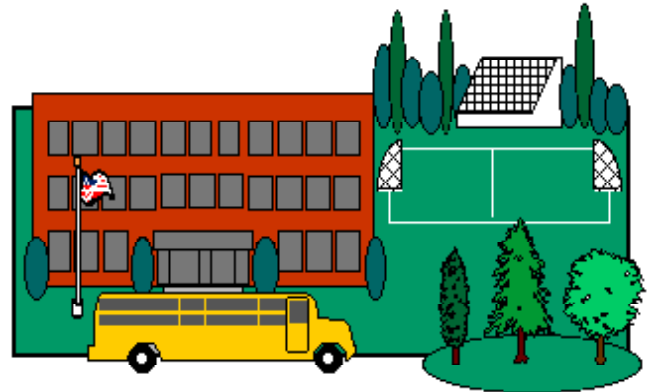
Assignment 10.40 – Page 78

Continue with the Graphics2.doc file.

Continue with the #3 section and click once on the Three square to select it. Move this object

to the back so that it is behind both One and Two.

Now for a tough one. I have included three graphics - a school bus, a school, and a clump of trees. You are to layer these objects correctly so the picture looks like this:



Save the file and leave it open.

Assignment 10.41 – Page 78

Continue with the Graphics2.doc file.

Move to section #5. Click on either the arrow or the brick wall and nudge the object so the arrow is right up against the brick wall.

Save the file and leave it open.

Assignment 10.42 – Page 79

Continue with the Graphics2.doc file.

Move to section #6, select all four objects found there and align them to the **Top**.

Save the file and leave it open.

Assignment 10.43 – Page 79

Continue with the Graphics2.doc file.

Move to section #7 and select the five objects you find there. Align them all horizontally by their middle and then distribute them horizontally. Check and see what happens. This is great for lining up your pictures and creating equal space between them.

Save the file and leave it open.

Assignment 10.44 – Page 80

Continue with the Graphics2.doc file.

Select the blue arrow at section #8 and rotate it 90° to the left. It should be pointing straight up.

Save the file and leave it open.

Assignment 10.45 – Page 80

Continue with the Graphics2.doc file.

In the same area as the arrow, you will find a school bus. **Free Rotate** the school bus so that it appears to be driving up the hill.

Save the file and leave it open.

Assignment 10.46 – Page 80

Continue with the Graphics2.doc file.

Move to the #10 section and select the right bus by clicking on it. **Flip** the bus horizontally so that it faces the other bus. **Nudge** the bus so that the bumpers touch.

Save the file and leave it open.

Assignment 10.47 – Page 81

Continue with the Graphics2.doc file.

Make sure your **Picture Toolbar** is displayed.

Move down to the #11 section of the file. Click on the **Insert Picture** button and navigate to the **Picture** folder in the FPUWORD folder on your **Desktop**. Find the FPUSign.jpg file and **Insert** the picture.

Save the file and leave it open.

Assignment 10.48 – Page 81

Continue with the Graphics2.doc file.

Resize the FPUSign.jpg picture so that it fits nicely on the page. It is quite small so make it a little larger, at least half the width of the page.

Save the file and leave it open.

Assignment 10.49 – Page 81

Continue with the Graphics2.doc file.

Change the FPUSign.jpg picture to **Grayscale** first to see what it looks like as a grayscale picture. This is what you want to do if you are going to print your document for xeroxing at a later date. Color just doesn't print well. Select your **Object** and click on the **Image Control** button to select **Grayscale**.

Save the file and leave it open.

Assignment 10.50 – Page 82

Continue with the Graphics2.doc file.

Now that you have changed the FPUSign.jpg to **Grayscale**, change it to **Watermark**. You now have a **Grayscale Watermark** image. If you left it color, the **Watermark** would be color. This feature is called **Washout** in Word 2007.

Save the file and leave it open.

Assignment 10.51 – Page 86

Continue with the Graphics2.doc file.

Move down to the #15 section of the document and add any clip art from the **Gallery** that you like.

Save the file and leave it open.

Assignment 10.52 – Page 86

Continue with the Graphics2.doc file.

Modify the colors of the clip art you inserted. Play around with this, even though it may make your image look mighty strange.

This may not work on your computer. A work around would be to **Ungroup** the object and select a single item and change the color. If it does not work, don't worry about it.

Save the file as Graphics2.doc in the FPUWORD folder on your hard drive.

XI. Working with Other Objects

Assignment 11.1 – Page 89

We are going to send another email. I would suggest you write this first in a Word document, such as the Journal file and then **Copy** and **Paste** into an email.

Please send the email to **richfpu@comcast.net**.





I would like you to identify two quotes from the short article you just read and respond to both with a short paragraph or two. Why did you select the quote you did and what is the importance as it relates to the education of our youth. Remember that the Journal is a significant portion of your grade so your response needs to be well thought out and indicative of graduate level work.

Assignment 11.2 – Page 90

Open the Chart.doc file found in the FPUWORD folder.

Place the cursor in the upper area of the #1 section and pull down **Insert to Object...** and select the chart option.

Enter the following information into the **Datasheet**.

		A	B	C	D
		March	April	May	June
1	 IBM	78	77	68	67
2	 Delta	66	64	72	75
3	 Microsoft	88	89	77	78
4	 Chevron	45	44	53	58

Once you have entered the data into the **Datasheet**, click on the **View** button to move to

the actual chart.



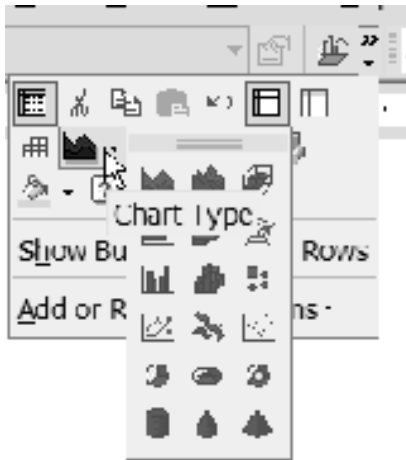
Save the file Chart.doc in the folder FPUWORD on your hard drive. Leave the file open for the next assignment.

Assignment 11.3 – Page 91

Continue with the file Chart.doc.

You should still have the chart active on your document. If not, double-click on the chart **object** to open the charting program.

The chart should be displayed as a vertical bar chart. You probably are aware that the chart is not very clear. It does not display the data in a form that is easily interpreted. We need to change the type of chart so that meaning can be gained more easily. Change the type of the chart to a **Line Chart**.



Now the graph makes a lot more sense. It is much easier to interpret and understand the trends.

To take this a step further, try the 3-D line chart just to the right of the **Line Chart** option shown above. This type does not do well either. The message is too muddled with graphics.

Now the real test. What can you read from the chart? This was an experiment I did with a group of 8th grade students. I showed them the data and asked if they could tell me anything

about the numbers. Dead silence. So we charted the data into a line graph and the students were quickly able to tell me that something happened between April and May. IBM and Microsoft dropped and Delta and Chevron suddenly surged upward. Something happened between those two months. It was the start of the Gulf War. Delta was carrying troops and making megabucks. Chevron's profits soared because of the oil shortage and resulting anxiety.

Truth is, I lost my original numbers so I recreated the activity with erroneous numbers and dates. I just wanted you to get the jist of how charting can be used to gain knowledge.

Pull down **File** to **Quit and Return to Chart** and then **Save** the file. You can leave it open for the next assignment.

Assignment 11.4 – Page 93

Use the file Chart.doc to complete this assignment.

We are going to make this as simple as possible. This is a course on Word and not Excel so we will get to the meat of this charting business and move on. But, you must understand the importance of placing charts in your word processing to communicate meaning. Move down to the **Assignment 3** area and click in the upper portion of that section.

Pull down **Insert** to **Object...** and select the **Chart** option. The way we are going to make this simple is the fact that we will use the data that is provided in the default **Datasheet**. Sound reasonable?

Toggle over to the chart view and pull down **Chart** to **Chart Type...** Play around with some of the options here. Try most of the **Standard Types** making sure to hold down the button in the bottom right to **View the Sample** so you can see what it would look like with that chart type.

Click on the **Custom Types** tab and try some of those options. Your job for this assignment is to find one that you like and that easy to read and interpret.

Pull down **File** to **Quit and Return to Chart** and **Save** the document. Leave it open for the next assignment. If you do have to close it, make sure you double-click on the chart next time to open the charting program.

Assignment 11.5 – Page 95

Continue to use the Chart.doc file.

Your job here is to go just a little wild. Move to the **Chart Options** menu and add titles, change the gridlines, and modify the **Data Labels** option.

Pull down **File** to **Quit and Return to Chart** and **Save** your document. Leave it open for the next assignment.

Assignment 11.6 – Page 95

Continue to use the Chart.doc file.

Go back to the chart that you created in **Assignment 21.1**. Double-click on the chart to open the chart in the charting program. Click very carefully so that the chart background is selected. You should see **Handlers** (the little black boxes in each corner of the backdrop) on the plot area. Pull down **Format** to **Selected Chart Area**. If it says **Plot Area** or **Walls**, you have not gotten the larger area.

Select a fill color among the options to the right of the **Format** dialog box.

Pull down **File** to **Quit and Return to Chart** and **Save** your document. Leave it open.

Assignment 11.7 – Page 95

Continue using the Chart.doc file.

Move down to the chart you created in **Assignment 21.3** and double-click on the chart to open the charting program. Select the **Chart Area** on this one as you did in **Assignment 21.5**. Pull down **Format** again and this time click on the **Fill Effects...** button and select a **Gradient** of your choice. Play with this until it looks spectacular.

Pull down **File** to **Quit and Return to Chart** and **Save** your document. Leave it open.

Assignment 11.8 – Page 95

Continue to use the Chart.doc file for one last assignment.

Move to the chart created in **Assignment 21.3** and carefully select the **Plot Area**. Pull down **Format** to **Plot Area** and click on the **Picture** tab. Click the **Select Picture** button and go to the FPUWORD folder and select any picture from the **Picture** folder. Insert it and take a look.

Pull down **File** to **Quit and Return to Chart** and **Save** your document. You may close the document since we are finished with this section.

Assignment 11.9 – Page 96

Open the file Chart from the FPUWORD folder. DO NOT OPEN IT FROM THE CD. You will lose all the work you did in the last section if you make this mistake.

Move to the section designated for **Assignment 22.1** and pull down **Insert** to **Object...** and select an **Organizational Chart**.

Pull down **File** to **Quit and Return to Chart** making sure you save your changes. **Save** the file Chart.doc and leave it open for the next assignment.

Assignment 11.10 – Page 96

Continue to use the Chart.doc file.

Add some meat to the org chart you created in **Assignment 22.1**. If you closed the org chart program, double-click on the org chart to start it. Once the org chart is open, add names and duties to the chart for your school, your church, the federal government, your choice.

Save the Chart.doc file and leave it open.

Assignment 11.11 – Page 96

Continue to use the Chart.doc file.

Move down to **Assignment 22.3** and add some subordinates under my chart. Double-click on the chart to open the org chart program. Your call. Add at least three folks to the chart in one area or another. Be creative.

Save the Chart.doc file and leave it open.

Assignment 11.12 – Page 98

Continue to use the Chart.doc file.

Move down to section #23 at the bottom of the document. I want you to play around with the **Diagrams** we have just discussed. Do at least two images of a different type at the bottom of the document. Add what ever text you like.

Save the Chart.doc file and you may close it. We are finished with it.

XII. Working From an Outline

Assignment 12.1 – Page 101

Start a new document in Word.

I am going to give you a little heads up so you are not blindsided when you get to **Assignment 24.3**. I am going to have you create a simple outline. We will work with the outline for a little bit and then you are to write against that outline. So, think about a topic that you could discuss, that you know some things about.

In your new Word document, click on the **Outline View** button and create your outline. Make sure to use the **tab** key to indent to the proper level for each item.

Remember that **tab** moves you in one level and **shift+tab** moves you back one level.

I am not looking for a large outline but at least three main elements and at least three subtopics under each of the main items.

Save the file as Outline.doc in the FPUWORD folder on your hard drive. Leave it open for the next section.

Assignment 12.2 – Page 102

Continue using the Outline.doc file.

Modify the numbering and indent of your outline. This will be done in Styles but you should be able to modify the Outline Numbered easily.

Save the Outline file and leave it open.

Assignment 12.3 – Page 102

Continue using the Outline.doc file.

Write against the outline you created. Move to the **Normal View** and start adding text to your document. Don't forget to click at the end of the **Outline** entry and press **Enter**. Every once in awhile, go back to the **Outline View** and notice that it is still there and available for your modification.

I want to let you know how I intend to evaluate this exercise. I will open the file and move directly to the **Outline View**. I will click on the 1 and 2 level buttons to find out if you were able to accomplish the task. It will be very obvious with those two mouse clicks. So be very careful here. Don't try and trick me with a bogus outline. Once you move to the **Outline View** it is obvious. That is also why I have suggested that you go there and make sure it looks right.

Save the file as Outline.doc. Make sure it is in the FPUWORD folder on your hard drive. We are finished with this file.

XIII. Working with Footnotes and Endnotes

Assignment 13.1 – Page 104

Open the file Short History.doc from the FPUWORD folder on your hard drive. You created this file a long time ago and we are going to resurrect it so we do not need an additional document in our folder.

You are going to have to use your imaginations here. I want you to add three **Footnotes** to the document. Pick any places in the file that you want and add any type of information you desire. I simply want you to know how to add a **Footnote**.

Save the file as Short History.doc and leave it open for one more exercise.

Assignment 13.2 – Page 105

Continue using the Short History file.

Customize the **Footnotes** in one way or another. One of the easiest would be to modify the **Number** format as well as the starting number. Just make a few changes here and all will be well.

Save the file and close it.

XIV. Working with Captions and Cross-References

Assignment 14.1 – Page 106

Open the file Short History.doc to complete the next two assignments.

Insert a clip art image and add a **Caption** to it. You can place it where ever you like in the document and you can put any caption you like. Keep the label as a **Figure**.

Save the file and leave it open.

Assignment 14.2 – Page 107

Continue using the Short History.doc file.

Add two more graphics or pictures to this file and insert **Captions** on both. Make sure to **Group** the **Object** with the **Caption** so that they move together.

Save the file as Short History.doc in the FPUWORD folder and close the file.

XV. Working with Indexes and Tables of Contents

Assignment 15.1 – Page 109

Open the file TOC.doc.

This file is one from my computer as I was creating this course. I wrote from an outline so we will take the time to peek into how that worked. We are not going to get involved with the creation of indexes. It is simply too complicated and would be beyond the scope of this course. - You're welcome!

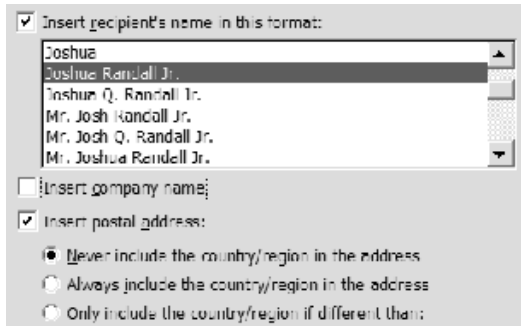
First of all, when you get the file opened, click on the **Outline View** and pick 1, 2 and 3 to see how the outline unfolds. This outline is extremely important when you are creating a **Table of Contents** because it is based on this outline that the contents are automatically identified.

Take it back to **Normal View** and click directly under the title of the document. Pull down **Insert to Index and Tables...**, click on the **Table of Contents** tab and notice that it is set to display the top three levels in the table. Click **OK** and take a look at what happened.

Save the file as TOC.doc in the FPUWORD folder on your hard drive. You may close the file.

We are actually going to use both of them as we move through this exercise.

So, move both palettes off to the side so we have plenty of room for our work. Click on the **Address Block** option on the **Mail Merge Task Pane**. Set the options as shown below:



Make certain to take off the company name option. Check the **Preview** area to make sure it looks correct. Click **OK** and press the **Enter** key several times to move down the document.

Now, enter “Dear” and then a space and click on the **More Items** option on the **Task Pane**. From the list that pops up, select **First Name**, click **Insert** and then enter a comma. Your page should look like this:

««AddressBlock»»

Dear «First_Name»,

|

It is now time to save this word processing file. Pull down **File** to **Save As** and save it as **Merge.doc** in the **FPUWORD** folder on your hard drive.

Now click on the **Preview your letters** option which will take you to Step 5. You can now click on the right and left arrows to see exactly what will be printed. You can also click on the **Edit Recipient** option to add, delete, correct, or modify any information in your list.

If you click to Step 6, you could print the letters but for now, close the **Task Pane** by clicking on the **X** in the upper right corner and simply **Save** the document and leave it as it is for the next assignment. Please leave the **Mail Merge** tool palette open.

Assignment 16.5 – Page 115

We are now going to play around with our records. In fact, we are going to select only certain records. Hopefully, you followed instructions and used no more than 3 city names in your **Address List**.

Click on the **Mail Merge Recipient** button on the **Mail Merge** tool palette.



Now click on **Edit** button and click on the **Filter and Sort** option on the next screen. You are now ready to select the records you want to pick. Select the **City** field in the first column, leave the next column as **Equal to**, and enter the name of one of the cities you entered in the final column.

Click **OK** on all buttons until you get back to your word processing document. You can now click forward and back on the **Mail Merge** tool palette and notice that only those folks that live in the town you selected are available. To print to all, you must go back in and opt for the **Select All**.

Again, **Save** the **Merge.doc** file just to be safe.

Assignment 16.6 116

Go back into the **Recipient List** option and click on the **Edit** button. Choose **Filter and Sort** and click on the **Clear all** and click on the **Sort Records** tab at the top.

Let's sort them by **Zip Code** since this is the most common sort for addresses. When you do bulk mail, you must take them to the Post Office in sorted bundles. Click **OK** and **Close** to get back to the word processing screen. If you were to print your letters, they would be printed in **Zip Code** order.

Save the Merge.doc file and close it. We are finished with the Merge.doc file.

Assignment 16.7 – Page 117

I am not going to make this assignment mandatory since I do not want you to waste paper nor do I want you to have to send me a stack of merged documents. For now, practice printing specific or sorted letters and also know that you can add as many additional fields as you like.

Assignment 16.8 – Page 117

Open a new word processing file.

Pull down **Tools** to **Letters and Mailings** and over to **Mail Merge Wizard**. On Step 1, select the **Labels** option.

On Step 2, change the option to **Change Document Layout** and click on **Label options**. Please select Avery labels 5160 which is the most common standard mailing label. Click **OK** and you should see the results on your screen in the background.

Go to Step 3 and click on **Use an existing list** and click on the **Browse** button to go and find your My Data.mdb file in the FPUWORD folder on your **Desktop**.

Once you have the recipients identified, go back and continue to Step 4 where you configure the label. Do exactly what we did earlier with the **Address Block**. Remove the company name and select an appropriate mail label option.

Go to Step 5 and you will see the results.

Click to Step 6 and **Close** the **Mail Merge Wizard** pane.

This page should have as many labels at the top of the page as you have entries in your **My Data** database. The rest of the page will be empty.

Save this document as Labels.doc in the FPUWORD folder on your hard drive. You may close this file.

XVII. Working in Collaboration with Others

Assignment 17.1 – Page 122

Open the Short History.doc file found in the FPUWORD folder on your hard drive.

Add three **Comments** to this document. Highlight three portions of text and say whatever you like. Make sure the computer is set for your name. If not, pull down **Tools** to **Preferences/Options** and make sure the **User Information** is set with your name. This is going to be one way of checking to make sure YOU did the work so make absolutely sure it is set correctly. Otherwise, I will be calling.

Save the file and leave it open for the next assignment.

Assignment 17.2 – Page 122

Continue using the Short History.doc file.

Protect this document for **Tracked changes** and give it a password so that I cannot mess with it when I get it.

Save the file and close it.

Assignment 17.3 – Page 123

Open the file Sample.doc from the FPUWORD folder on your hard drive.

I want you to protect this document using the **Preferences/Options Save** dialog box. Set the **Password to open:** to FPU and set the **Password to modify:** to whatever you wish. I will be able to open it but I should not be able to mess with it.

Save the file and close it.

XVIII. Working with Media

No assignments for this chapter since there are too many variables to this working correctly on each computer.

XIX. Working Online

Assignment 19.1 – Page 127

Open the file OnLine.doc found in the FPUWORD folder.

At the top of the document you will find six items listed which represent major sections of the document. You are going to create **Bookmarks** in this activity and then come back in the next activity and insert **Hyperlinks** to those bookmarks.

I have actually helped you out here by already **Bookmarking** the first three. Pull down **Tools to Preferences/Options**, click on the **View** tab, and check the **Bookmark** option so that they are displayed. You will find the first three items **Bookmarked** down in the document. You are to find the final three, highlight each and pull down **Insert to Bookmark**.

Use shortened names for each with no spaces. Word will not accept things it doesn't like so keep trying. Name it something logical.

Save the file as OnLine.doc in the FPUWORD folder on your hard drive. Leave it open for the next exercise.

Assignment 19.2 – Page 128

Continue with the OnLine.doc file.

You are now going to create the **Hyperlink** that will connect the list of items to the appropriate section of the document. Highlight each item at the top of the document and pull down **Insert to Hyperlink**. Click the bottom **Select** button and chose the appropriate **Bookmark**.

When you are finished, go back to the **Preferences/Options** and turn off the

Bookmark display. Try these out before you save the file.

Save the file OnLine.doc in the FPUWORD folder. You will use this file again in the next assignment.

Assignment 19.3 – Page 129

Continue using the OnLine.doc file.

At the very bottom of the document, I have entered the name of the district from which I retired. You are to highlight the entire name, pull down **Insert to Hyperlink**, and insert the following URL in the top portion of the **Hyperlink** window:

<http://www.fresno.k12.ca.us>

Save the file in the FPUWORD folder. You may close the file.

Assignment 19.4 – Page 130

Open a new document.

You are going to make a simple web page. I don't want anything fancy, I just want you to see that it can be done in Word.

First of all, go to the **Page Setup** and turn the document to **Landscape** and not **Portrait**. Web pages are that way.

I will let you put whatever you like on the page. Insert a few pieces of **Clip Art** from the **Gallery**, add some text, maybe a picture. Keep it very simple.

When you are finished, pull down **File to Save as HTML...** and before you save the file, use the **Save As...** window to create a new folder inside the FPUWORD folder on your hard drive. Name the folder **WEB**, make sure it is open, and then **Save** the document. Word will create separate image files for each of the graphics. You can

name the file anything you want. I will be looking for an HTML page inside a **WEB** folder.

XX. Working with Desktop Publishing

Assignment 20.1 – Page 132

Open the file History.doc.

I want you to add two pieces of clip art to this document. The easiest would be to select two items from the **Clip Art Gallery**. Click on each image and set the text **Wrapping** to **Tight**.

Save the file as DTP.doc in the FPUWORD folder on your hard drive. Leave it open since we will be using it a number of times in the next assignments.

Assignment 20.2 – Page 133

Continue with the DTP.doc file.

Find a logical place for a **Callout** and add one. Insert some text from the local paragraph.

Save the file and leave it open.

Assignment 20.3 – Page 134

Continue with the DTP.doc file.

You will have to get rid of the numbering at the beginning of the paragraph before you can do this. Remove the number, the period, and the extra space. Click anywhere in the first paragraph of this document and add the **Drop Cap**.

Save the file DTP.doc and leave it open.

Assignment 20.4 – Page 135

Continue with the DTP.doc file.

Draw a good oval anywhere on the page (not too large) and add a quote from the document. Set the text wrap so that it all works.

Save the file and leave it open.

Assignment 20.5 – Page 136

Continue with the DTP.doc file.

Click in the line just under the word “History” at the very top of the document. Add two **returns/enter** to separate the title from the first paragraph of the text.

We want to create a document with two columns. Click just before the first word of the text and pull down **Format** to **Columns**. Set it for two and make sure it says from this point forward.

Go back and make sure all the text is justified.

Save the file and leave it open.

Assignment 20.6 – Page 137

This assignment is a little tough but the results are impressive. I would invite you to try it at the very bottom of this document but it is not a required assignment. Try drawing two shapes and display text flowing from one to the other. Use the DTP.doc file. Again, this will not count against you if it is not there but you will certainly earn bonus points if it is there and you get it right.

Assignment 20.7 – Page 138

Continue with the DTP.doc file.

We are going to try our hand at **Text Rotation**.

Create a nice **Text Box** and add some text, give it a nice light fill color, and then change the direction of the text. Set it to the side of one of the pages. You will probably have to set the **Wrapping** option to keep the other text away from it.

Save the file and leave it open.

Assignment 20.8 – Page 140

Continue with the DTP.doc file.

We are going to create a **Watermark** behind your document. This is quite easy to do and awesome in its appearance.

Pick any picture from the Picture folder in the FPUWORD folder. There are some really nice pictures there. Your call. Change the image first to **Grayscale** and then to **Watermark**. If you need help here, refer back to the graphics section.

Save the file DTP.doc and close it.

XXI. Working with Specialized Documents

Assignment 21.1 – Page 141

Just a real quick experience. Pull down **File** to **New** and click on the **Letter and Faxes** tab and select the **Letter Wizard**. Create a simple letter to one individual. Make it very simple. Just a few words. Put in a phony name and address.

Save the file as Letter.doc in the FPUWORD folder on your hard drive.

XXII. Automating Your Work

Assignment 22.1 – Page 143

Take any document you have written. First go to the **Options/Preferences** and set the **Grammar** to make sure the **readability** statistics will be displayed.

Pull down **Tools** to **Language and Grammar** and have Word check the entire document.

Open the Journal.doc file in the FPUWORD folder on your hard drive, move down to the bottom, type **#34**, and add a short comment about how this tool could be useful in your classroom or office.

Save the Journal.doc file and close it.

Assignment 22.2 – Page 145

Open a blank new document. We are going to try and create a very simple **Macro** so that you can understand the power you have here.

Following the instructions in the manual, start recording a **Macro** and do something like I did in the book. Do a copy and paste thing, boldface something, italicize something, then stop the recording. **Name** the **Macro** as **REPEAT**.

Sometimes this can get a little dicey so if it doesn't work perfectly, do not spend extra time here.

Save the file as Macro.doc in the FPUWORD folder and leave it open for the next exercise.

Assignment 22.3 – Page 146

Continue using the Macro.doc file.

Pull down **Tools** to **Macro** and run the **REPEAT Macro**. See if it works.

Save the file as Macro.doc and close it.

XXIII. Using Word in Education

Assignment 23.1 – Page 147

This is a time for reflection and thought. In the next six assignments, I am going to ask you to think about the features of Word and how they can be used in the classroom at almost any grade level. Consider the standards you are required to address. I do not expect you to write pages and pages but I do want you to spend a few moments in thought and put some of these thoughts in your Journal document.

Open the Journal.doc document from your FPUWORD folder on your hard drive, move down to the bottom, type **#36.1**, and enter your thoughts about the following:

Why do students need the power of word processing? Why is it such an important tool for teachers? How might it be used to address standards, both in achieving and management.

Save the file and leave it open.

Assignment 23.2 – Page 147

Continue with the Journal.doc file.

Type **#36.2** and respond to the following:

How can you use the editing tools in Word to help your students become better writers and communicators?

Save the file and leave it open.

Assignment 23.3 – Page 148

Continue with the Journal.doc file.

Type **#36.3** and respond to the following:

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?

Save the file and leave it open.

Assignment 23.4 – Page 148

Continue with the Journal.doc file.

Type **#36.4** and respond to the following:

What are your thoughts about how Word can contribute to the process of writing? Select a standard you are responsible for teaching, identify how writing impacts that standard, and how you might use Word to help your students gain mastery.

Save the file and leave it open.

Assignment 23.5 – Page 148

Continue with the Journal.doc file.

Type **#36.5** and respond to the following:

What is the value of publishing student work? How do you figure the Web will play into this scenario?

Save the file and leave it open.

Assignment 23.6 – Page 148

Continue with the Journal.doc file.

Type **#36.6** and respond to the following:

Select one academic achievement standard that is appropriate for your grade level and describe how the use of sound on the computer could help contribute toward mastery of that standard. Also, how might sound contribute toward literacy?

Save the file and leave it open

Assignment 23.7 – Page 148

Continue with the Journal file for this assignment. Go all the way to the bottom and enter “23.7.”

Run the **Spell Check** and **Readability Level** on your Journal. Enter the **Readability Grade Level** at the end of your Journal.

Save the file and close it.

XXIV.Course Conclusion

Assignment 24 – Page 149

This should be quite simple. I want you to locate a Word file that you have created over the years that you feel best demonstrates your ability to utilize Word in the classroom. Try and find something that shows off your expertise.

Save this file as Project.doc in the FPUWORD folder.

Final Note

The content of this course is so rich and a load of work. I considered requiring some type of curricular project as well as a staff development exercise but that would add simply too much work. The course is enough as it stands. So -

You are finished!