

Microsoft WORD

TEC 920

Assignments



Author: Dennis Funk

Instructor: Dr. Richard Kriegbaum

Fresno Pacific University

Version: Word 2010

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.

To begin with, find the FPUWORD 2010 (FPUWORD for earlier versions) folder on the CD 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.

You are going to keep all files in the FPUWORD 2010 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 role player 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 7

Save the document entered in Assignment 2.1 as Short History.docx in the FPUWORD 2010 folder.

Save this same 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 **Save as type:** list from which you can select file type. Locate the Plain 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.dot

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

All these files should be in the FPUWORD 2010 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 Ribbons

There are not assignments here as well. But again, make sure that you are comfortable with **Ribbons** before moving on. Your knowledge of **Ribbons** will be assumed as we move through the course.

V. Working with Pages and Documents



Assignment 5.1 - Page 20

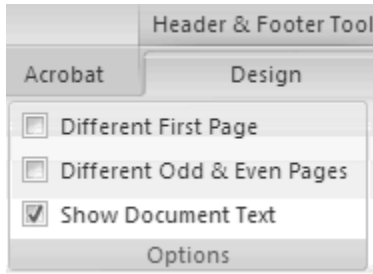
Open the file Vision.docx from the FPUWORD 2010 folder on your hard drive.

We are going to create a **Header** and **Footer** for this document. Begin by clicking on **Insert** and click on **Header**. Move down to **Edit Header** and type in "Creating a Vision", add a space or two and click on the **Date and Time** button. Choose the "1/31/11" option. Now center this text (you will have to go back to the **Home Ribbon** for that.) If you want to get out of **Header** at this time, double-click in the body of the document.

Move to **Footer** and **Edit Footer**. Click on the **Page Number** option, over to **Current Position**, and move down quite a ways to find "Page 1 of 1". Make sure to center this as well.

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

Your **Header** may appear on each page but there is a strong possibility that your **Footer** will not. While you are in the **Footer** and **Header** area, look up at the top of the screen and you will find an **Options** portion on your **Ribbon**. Say no more.



Truth is, there are times you do not want the **Header** on the first page. We do not want a **Header** on the first page of this document so make certain to click the box **Different First Page**.

Save the file. It should be titled Vision.docx and should be located in the FPUWORD 2010 folder on your hard drive. Leave it open for the next exercise.



Assignment 5.2 - Page 22

Open the file Vision.docx 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 before the 'W' of When at the beginning of the first paragraph of the essay. Set **Columns** at this point to **Two** and make sure you **Apply**: it from **This point forward**. You will have to go to the **More Columns** at the bottom of the pull-down to get there.

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.docx and should be located in the FPUWORD 2010 folder on your hard drive. You may close this document for now.



Assignment 5.3 - Page 22

Open the CivilRights.docx file.

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

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



Assignment 5.4 - Page 23

Continue to use the Civilrights.docx 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.docx.

VI. Working with Text



Assignment 6.1 - Page 26

Open the file History.docx from the FPUWORD 2010 folder. Delete paragraphs 22 and 23.

Save it in your FPUWORD 2010 folder as Sample.docx. Leave the file open to complete the next several assignments



Assignment 6.2 - Page 27

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

Save the file and leave it open



Assignment 6.3 - Page 27

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

Save the file and leave it open.



Assignment 6.4 - Page 27

Using the Sample.docx 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.

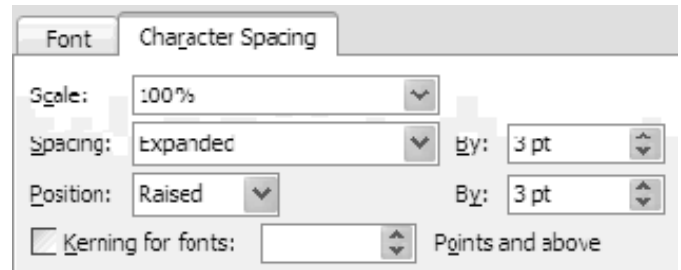
If you need to take a break at any time during these exercises, you can certainly save the file, quit Word, and come back tomorrow and continue where you left off.



Assignment 6.5 - Page 28

Continuing to use the Sample.docx 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 6.6 - Page 30

Continue to use the Sample.docx 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 6.7 - Page 31

Continue with the Sample.docx 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 6.8 - Page 32

Continuing to use the Sample.docx file, establish paragraph 10 for **AutoText**.

Highlight the paragraph (10) and click on the **AutoText** option in the **Quick Parts** section of the **Insert Ribbon**. Select the **Save to Gallery** option at the bottom. Now, move all the way to the bottom of the document and click in the next empty line after the bottom paragraph. Click on the **AutoText** button and select the text you just copied.

Viola!

Save the file Sample.docx. Make sure it resides in the FPUWORD 2010 folder on your hard drive. You may close the file for now. We will open it again in 17.3.



Assignment 6.9 - Page 33

Open the file Had a Lamb.docx found in the FPUWORD 2010 folder. You 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.docx in the FPUWORD 2010 folder on your hard drive.



Assignment 6.10 - Page 33

Open the file Crypto.docx. You will find it in the FPUWORD 2010 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 and correct it automatically. Type in two more words incorrectly. If the word is not in its dictionary, you will need to add it yourself.

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



Assignment 6.11 - Page 35

Open the file Spelling.docx found in FPUWORD 2010 folder.

Use the spell check feature to fix all the errors you find on that page. The best way is to right click on the identified words.

Save the file as Spelling.docx in the FPUWORD 2010 folder on your hard drive. You may leave it open for the next assignment.



Assignment 6.12 - Page 35

Continue using the corrected Spelling.docx file from the FPUWORD 2010 folder on your hard drive. Click on the **Office Button** and go to **Word Options** and then **Proofing**. Make certain a check is in front of the **Show Readability Statistics**.

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

You must run the Grammar/Spellcheck in order to find the Readability Statistics Box.

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.docx in the same location and you can close it.



Assignment 6.13 - Page 36

Open the file Thesaurus.docx from the FPUWORD 2010 folder.

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

Save the file as Thesaurus.docx in the FPUWORD 2010 folder on your hard drive.

VII. Working with Paragraphs



Assignment 7.1 - Page 39

Open up the file History.docx from the FPUWORD 2010 folder.

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

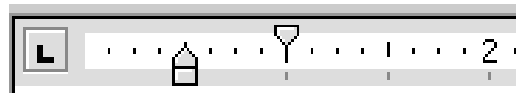
Save the file as Paragraph.docx in the FPUWORD 2010 folder on your hard drive. Leave the file open since we are going to use it for several assignments.



Assignment 7.2 - Page 40

Continue with the file Paragraph.docx.

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 7.3 - Page 40

Continue with the Paragraph.docx 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 7.4 - Page 41

Continue using the [Paragraph.docx](#) 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 7.5 - Page 42

Continue using the [Paragraph.docx](#) 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 7.6 - Page 43

Continue using the [Paragraph.docx](#) 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. There is a button on the **Home Ribbon** which is used to

change **Line Spacing**. Change the line spacing on paragraph 8 to 24 points.

Save the file and leave it open.



Assignment 7.7 - Page 43

Continue using the [Paragraph.docx](#) 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 7.8 - Page 44

Continue with the [Paragraph.docx](#) 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.docx](#) file for now. Make certain it is saved in the [FPUWORD 2010](#) folder on your hard drive.



Assignment 7.9 - Page 46

Open the [Tabs.docx](#) file found in the [FPUWORD 2010](#) 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.docx in the FPUWORD 2010 folder on your hard drive. Leave the file open for the next section.



Assignment 7.10 - Page 47

Continue using the Tabs.docx 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 7.11 - Page 48

Open the file titled Vision.docx from the FPUWORD 2010 folder.

Highlight the first paragraph (before the beginning of the body of text) and apply a border. You may get fancy here if you like by adding flair to the border.

Save the file as Vision.docx in the FPUWORD 2010 folder on your hard drive. Leave the file open for the next exercise.



Assignment 7.12 - Page 48

Continue using the file Vision.docx.

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.

VIII. Special Text Formatting



Assignment 8.1 - Page 49

Open the file List.docx from the FPUWORD 2010 folder.

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

Save the file as List.docx in the FPUWORD 2010 folder on your hard drive. Leave it open for the next assignment.



Assignment 8.2 - Page 50

Continue using the List.docx 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.docx file.



Assignment 8.3 - Page 51

Continue with the [List.docx](#) file.

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

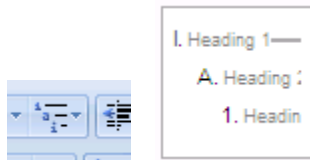
Save the file and leave it open.



Assignment 8.4 - Page 52

Continue with the [List.docx](#) file.

I have provided a small outline on the lower portion of the [List.docx](#) document. Highlight the entire colored outline section and select an **Outline Numbering** option on the **Home Ribbon**.



Save the file and leave it open.



Assignment 8.5 - Page 52

Continue using the file [List.docx](#).

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.docx](#) in the [FPUWORD 2010](#) folder and close it.



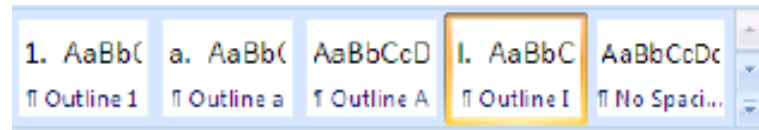
Assignment 8.6 - Page 53

Open a the file [Outline.docx](#).

Find an outline somewhere in a book or table of contents. Type in the outline without any numbering and use the tab to indent levels. Type about 10 lines.

I have created four levels of **Outline Styles** (seen below) in this document and if you are of a like mind, I would suggest you create this for your system as well.

Apply the appropriate level **Outline Style** by clicking on the line or section of text you typed and indented with tabs and then selecting the correct **Outline Style**.



Save your file as [Styles.docx](#) in the [FPUWORD 2010](#) folder. Leave it open for the next assignment.



Assignment 8.7 - Page 55

Continue using the [Styles.docx](#) 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.docx and close the file. Make sure it is saved in the FPUWORD 2010 folder on your hard drive.

IX. Working with Tables



Assignment 9.1 - Page 57

Open the file named Tables.docx from the FPUWORD 2010 folder.

Create a 3x3 table under the line with the instructions for #9.1.

Save the file as Tables.docx in the FPUWORD 2010 folder on your hard drive. Leave it open for the next few exercises.



Assignment 9.2 - Page 58

Continue with the Tables.docx file.

Move to 9.2. Create a table by clicking on **Table** and moving down 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 58

Continue with the Tables.docx file.

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

Type whatever you like into a few of the cells.

Save the file as Tables.docx and leave it open.



Assignment 9.4 - Page 61

Continue with the Tables.docx file.

Move to the #9.4 table and insert a column where ever you like.

Save the file.



Assignment 9.5 - Page 62

Continue with the Tables.docx file.

Move to the #9.5 table and remove the column which contains the ISBN number.

Save the file.



Assignment 9.6 - Page 62

Continue with the Tables.docx file.

Go back to table #9.4 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 9.7 - Page 63

Continue with the Tables.docx file.

Move down to table #9.7 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 65

Continue with the Tables.docx file.

We are going to make a few changes to the table #9.7. 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 65

Continue with the Tables.docx file.

Continuing with the #9.7 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 66

Continue with the Tables.docx file.

Move down to table #9.10 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 68

Continue with the Tables.docx file.

Move down to table #9.11. 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. To get COUNT to work properly, you may need to enter the following in the bottom cell of that column: =COUNT(C2:C4).

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.docx in the FPUWORD 2010 folder on your hard drive.

x. **Working with Graphics**



Assignment 10.1 - Page 76

Open the file [Graphics.docx](#).

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.docx](#) in the [FPUWORD 2010](#) folder on your hard drive. Leave it open as we continue on with the next section.



Assignment 10.2 - Page 77

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

Use the objects you modified and created in 10.1 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 77

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

Use the objects from 10.1 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 78

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

Select any of the objects from 10.1 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 78

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

Select the object you modified in 10.4 (patterned lines) and change the line thickness to 6 points.

Save the file and leave it open.



Assignment 10.6 - Page 78

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

Continue using the objects created in 10.1 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.

Save the file and leave it open.



Assignment 10.7 - Page 78

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

Use the line you modified in 10.6 and make it a dashed line. Your choice.

Save the file and leave it open.



Assignment 10.8 - Page 79

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

Use the line you modified in 10.7 and place an arrow at one end.

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



Assignment 10.9 - Page 79

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

Draw a brand new line somewhere in the 10.1 area. Make it thick, change the color and place a different arrow type at each end of the line.

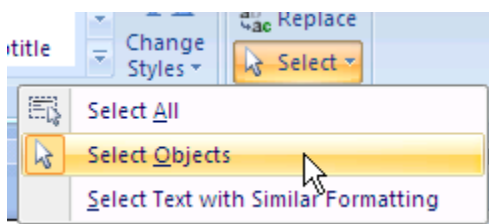
Save the file and leave it open.



Assignment 10.10 - Page 79

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

Move down to the 10.10 section. You will find four lines located there. Here is where there is a major difference between earlier versions of Word and Word 2007. In earlier versions the **Arrow** tool is right on the Tool Palette. In 2007, you will need to select the **Select Objects Arrow**. You will find it on the right end of the **Home Ribbon** under **Select**.



Once you have the **Arrow** selected, it will work just like we said in the Manual. 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.docx](#) file and leave it open.



Assignment 10.11 - Page 80

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

In the 10.11 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 80

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

Move to the section 10.12 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 81

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

You probably noticed a small rectangle between the two objects in 10.12. Get rid of it.

Save the file and leave it open.



Assignment 10.14 - Page 81

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

Use the graphics from 10.12 and change the fill of the rectangle (modified from a square) to one of the available colors.

Save the file and leave it open.



Assignment 10.15 - Page 81

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

Use the graphics from 10.12 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.docx](#) file found in the [FPUWORD 2010](#) folder on your hard drive.



Assignment 10.16 - Page 82

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

Move down to the section 10.16. 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 82

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

Move to 10.17 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 83

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

Not being very exciting, we skipped right by **Pattern**. Let's rumble. Move down to 10.18. Using the **Fill Effects**, select a picture from the **Picture** folder in the [FPUWORD 2010](#) folder. There are some mighty fine images there.

Save the file and leave it open.



Assignment 10.19 - Page 83

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

Move down to section 10.19 and draw several ellipses and circles in this area.

Save the file and leave it open.



Assignment 10.20 - Page 84

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

Modify the line size and color as well as the fill of each of the ovals you drew in 10.19.

Save the file and leave it open.



Assignment 10.21 - Page 84

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

Use one of the **Lines AutoShapes** and draw a line in the 10.21 area.

Save the file and leave it open.



Assignment 10.22 - Page 84

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

Continue in the 10.21 **AutoShapes** area and select and insert two **Basic Shapes** graphic objects.

Save the file and leave it open.



Assignment 10.23 - Page 85

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

Move down to the 10.23 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 85

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

Move to the 10.24 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 86

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

Select the middle object (oval) in the 10.24 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 86

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

Move down to the 10.26 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 87

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

Move to the section 10.27 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 87

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

Move into section 10.28 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 88

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

Move to the 10.29 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 88

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

Click on the text box tool and drag a small text box in the 10.30 area. Type in any text you can think of.

Save the file and leave it open.



Assignment 10.31 - Page 88

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

Continue in area 10.30 and draw any shape you like. Drag the shape so that a portion of the shape covers the text you just entered in #10.30.

Save the file and leave it open.



Assignment 10.32 - Page 90

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

Move to the WordArt section 10.32 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 90

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

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

Move onto the next assignment.



Assignment 10.34 - Page 90

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

Play around with the yellow diamond you find on your WordArt object. If your WordArt does not have a yellow diamond, you will need to do

the following in order to get it. Right-click on the **WordArt Object** and select **Format WordArt** at the bottom of the list. Click on the **Layout** tab and select **In Front of Text**. This makes it an independent graphic and not an inline graphic Object.

When you are satisfied with your creation, then move on.

Save the file and leave it open.



Assignment 10.35 - Page 90

Continue with the Graphics.docx file.

Move to the 10.35 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 92

Continue with the Graphics.docx file.

Move to the section 10.36 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 93

Open the Graphics2.docx file found in the FPUWORD 2010 folder.

At the top of the document, you will find the 10.37 section. Select the three rectangles to the left and group them into one object.

Save the file as Graphics2.docx in the FPUWORD 2010 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 93

Continue with the Graphics2.docx file.

Continue working in section 10.37 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 93

Continue with the Graphics2.docx file.

Move to the 10.39 section. You will find three rectangles numbered 1 through 3. Position the rectangles so that they overlap each other, displaying the numbers and the fact that they are on different layers.

Save the file and leave it open.

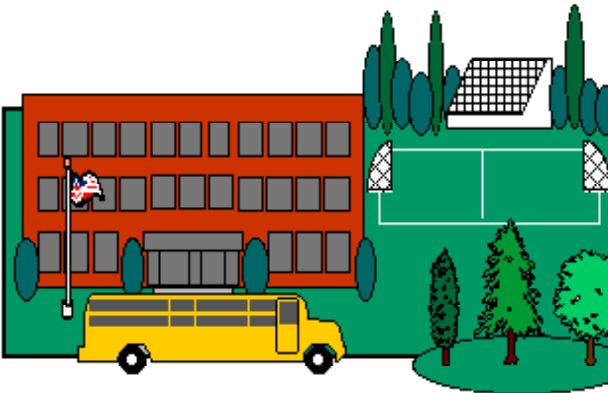


Assignment 10.40 - Page 94

Continue with the [Graphics2.docx](#) file.

Continue with the 10.39 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 94

Continue with the [Graphics2.docx](#) file.

Move to section 10.41. 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 95

Continue with the [Graphics2.docx](#) file.

Move to section 10.42, select all four objects found there and align them to the **Top**.

Save the file and leave it open.



Assignment 10.43 - Page 95

Continue with the [Graphics2.docx](#) file.

Move to section 10.43 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 96

Continue with the [Graphics2.docx](#) file.

Select the blue arrow at section 10.44 and rotate it 90° to the left. It should be pointing straight up.

Save the file and leave it open.



Assignment 10.45 - Page 96

Continue with the [Graphics2.docx](#) 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 96

Continue with the [Graphics2.docx](#) file.

Move to the 10.46 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 97

Continue with the [Graphics2.docx](#) file.

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

Move down to the 10.47 section of the file. Click on the **Insert Picture** button and navigate to the **Picture** folder in the [FPUWORD 2010](#) folder on your **Desktop**. Find the [FPUSign.jpg](#) file and **Insert** the picture.

Save the file and leave it open.



Assignment 10.48 - Page 98

Continue with the [Graphics2.docx](#) 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 98

Continue with the [Graphics2.docx](#) file.

Change the [FPUSign.jpg](#) picture to **Grayscale** first to see what it looks like as a grayscale picture. You will find this feature on the **Picture Tools Format** in the **Adjust** section under **Recolor**. 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.

Save the file and leave it open.



Assignment 10.50 - Page 98

Continue with the [Graphics2.docx](#) 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 is called **Washout** in Word 2010.

Save the file and leave it open.



Assignment 10.51 - Page 101

Continue with the Graphics2.docx file.

Move down to the 10.51 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 102

Continue with the Graphics2.docx 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.docx in the FPUWORD 2010 folder on your hard drive.

XI. Working with Objects



Assignment 11.1 - Page 104

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 107

Open the Chart.docx file found in the FPUWORD 2010 folder.

Place the cursor in the upper area of the 11.2 section, move to the **Insert Ribbon** and click on **Chart**. From the **Charts Types**, select the first **Pie Chart** (the most simple). If it is tiled, just resize the window.

Your screen should become split with the graph on one side and the **Datasheet** on the other. Enter the following information on the **Datasheet**:

	A	B
1	Expenses	Amount
2	Rent	725.00
3	Food	315.29
4	Car Payment	249.52
5	Car Insurance	89.64
6	Sears	49.67

Close the split screen by clicking anywhere off the chart and **Save** the document. Leave it open for the next assignment.



Assignment 11.3 - Page 107

Continue using the Chart.docx file.

Show the **Datasheet** and change some of the numbers. Watch the graph change as you enter the new data. Leave some of your changes. When you are done, close the **Datasheet** like you did before.

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



Assignment 11.4 - Page 108

Continue using the Chart.docx file.

Remain on the **Chart Design Ribbon** and in the **Charts Layout** section choose a different **Layout**, one that makes sense to you. Don't forget the **Scroll**. There are about 10 different **Layouts** to choose from.

Save the file and leave it open.



Assignment 11.5 - Page 109

Continue using the Chart.docx file.

Click once on the **Pie Chart** and then select one of the smaller pieces of pie and click on it a second time. Make sure you do not click on the text and make sure that only the one slice has **Handlers**.

Now, move to the **Chart Tools Format Ribbon** and look for the **Format Selection** at the far left. Click on that and modify the **Point Explosion** to a 75% distance.

Pretty cool, eh?

Save the file and leave it open.



Assignment 11.6 - Page 109

Continue using the Chart.docx file.

Remain on the **Chart Tools Format Ribbon**. Select one piece of the pie and modify the **Fill** using the **Format Selection** button on the left.

Fill 1 pieces with different colors

Fill 1 piece with a texture

Fill 1 piece with a gradient

Fill the largest piece with a picture. Feel free to use one from the FPUWord folder.

Save the file and leave it open.



Assignment 11.7 - Page 109

Continue using the Chart.docx file.

You may have to go back and change the **Background** color for this to work especially if you happen to select the **Layout** with a black **Background**.

Click once on the **Pie Chart** to select the entire thing. Now, on the **Format Selection Dialog Box**, add **Shadow** to the **Chart**.

Save the file and leave it open.



Assignment 11.8 - Page 109

Continue using the Chart.docx file.

And now, finally, we are going to modify the **Background** of our **Chart**. Click once on the

Background to select it. You should see little **Handlers** on the four corners. Now, using the **Format Selection Dialog Box**, select a **Textured Fill**.

Save the file and close it. We are now finished with the **Pie Chart**.



Assignment 11.9 - Page 110

Open the Chart.docx file.

Move to the 11.10 section.

Go to the **Insert Ribbon** and click on the **Chart** button. Select the first **Column** chart, **Clustered Column**.

In the **Datasheet** section, enter the following information:

	A	B	C	D
1		March	April	May
2	IBM	78	77	
3	Delta Airlines	66	64	
4	Microsoft	88	89	
5	Chevron	45	44	

Once you have entered this information, **Close** the **Datasheet**.

Save the file and leave it open.



Assignment 11.10 - Page 110

Open the Chart.docx file.

You should still have the chart active on your document. If not, click on the chart **object** to select it and open the **Chart Ribbons**.

The chart should be displayed as a vertical bar chart. You probably are aware that the chart is not very clear as it appears. 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. On the **Chart Tools Design Ribbon**, click on **Change Chart Type** at the far left of the **Ribbon**. Select the first **Line Chart** option. Make sure the entire **Chart** is selected and not just one piece.

The **Chart** still does not make much sense. We need to change the data to read in rows instead of columns. Click on the **Switch Row/Column** button. Now that is more like it. Remember that you must click **Edit Data** to open the **Datasheet** for the **Switch Row/Column** to work.

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 only (Ddatasheet) 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.

Feel free to make some modifications to the chart such as modifying the **Background**.

Save the file and leave it open.



Assignment 11.11 - Page 110

Open the Chart.docx file.

Move down to 11.12 on the document.

Insert a **Column** chart. Now I want you to play. I want you to modify the **Layout** and **Style** so it looks like you want it to. You can use the data that is provided in the default **Datasheet** if you like or you can change it. Modify parts. Modify **Gridlines**. Modify **Backgrounds**.

Save the file and close it for now.



Assignment 11.12 - Page 112

Open the file Chart.docx from the FPUWORD 2010 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 11.13** and move to the **Insert Ribbon**, click on **Smart Art** and choose the **Hierarchy** section. Pick the second one with the white boxes.

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



Assignment 11.13 - Page 113

Continue to use the Chart.docx file.

Move down to **Assignment 11.15** and add some subordinates under my chart. Use the **Text Pane** to add some. Use the **Add Shape** button on the **Ribbon** to add others.

If you have Word 2003 or XP, you may not be able to complete this. You must have the Org Chart software installed.

Save the Chart.docx file and leave it open.



Assignment 11.14 - Page 113

Continue to use the Chart.docx file.

Move down to section 11.16 at the bottom of the document. I want you to play around with the **Smart Art** we have just discussed. Do at least two images of a different type at the bottom of the document, like one **Cycle** and one **Pyramid**. Add what ever text you like.

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

XII. Working From an Outline



Assignment 12.1 - Page 117

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 12.3**. 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 within that outline. So, think about a topic that you could discuss, that you know something about.

In your new Word document, go to the **View Ribbon**, click on the **Outline View** and create your outline. Make sure to use the **tab** key or arrow buttons 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 include at least three main elements and at least two or three subtopics under each of the main items.

Save the file as Outline.docx in the FPUWORD 2010 folder on your hard drive. Leave it open for the next section.



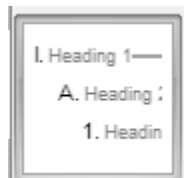
Assignment 12.2 - Page 119

Continue using the Outline.docx file.

Close the **Outline View** by clicking on the **Close Outline View** button on the **Ribbon**. Go to the **Home Ribbon**, select all the text, and locate the **Multilevel List Numbering** button in the **Paragraph** section.



Choose the one in the bottom row that shows a Roman Numeral, etc.:



Don't worry about text color, etc.

Save the Outline file and leave it open.



Assignment 12.3 - Page 119

Continue using the Outline.docx file.

Write within the outline you created. You will most likely have to click after each Outline item and press return to get a new line on which to type. This is what I want you to do. The point here is the power of this feature to assist teachers and students in their writing. In fact, I often gave students an outline to which they needed to add the meat. This is how we teach students to write in a logical sequence covering a topic before moving on to the next.

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.docx. Make sure it is in the FPUWORD 2010 folder on your hard drive. We are finished with this file.

XIII. Working with Footnotes and Endnotes



Assignment 13.1 - Page 121

Open the file Short History.docx from the FPUWORD 2010 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.docx and leave it open for one more exercise.



Assignment 13.2 - Page 122

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 123

Open the file Short History.docx 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 124

Continue using the Short History.docx file.

Add two more graphics or pictures to this file and insert **Captions** on both.

Save the file as Short History.docx in the FPUWORD 2010 folder and close the file.

XV. Working with Indexes and Tables of Contents

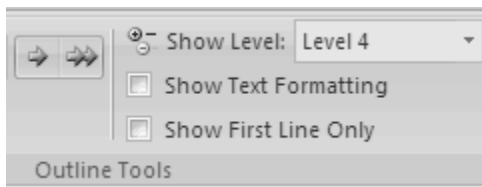


Assignment 15.1 - Page 126

Open the file TOC.docx.

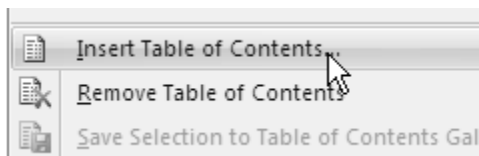
This file is one from my computer as I was creating this course. I wrote from an outline so we will take the time to peek into how that worked. We are not going to get involved with the creation of indexes. It is simply too complicated and would be beyond the scope of this course. - You're welcome!

First of all, when you get the file opened, click on the **Outline View** and opt to show 4 levels:



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 **Print Layout View** and click directly under the title of the document. Click on the **Reference Ribbon** tab and locate **Table of Contents** to the left. Click on the button and move all the way down to **Insert Table of Contents**.



Save the file as TOC.docx in the FPUWORD 2010 folder on your hard drive. You may close the file.

XVI. Working with Merged Information



Assignment 16.1 - Page 129

Create a new Word document and leave it open for the next several assignments.

When your new document has opened, move to the **Mailings Ribbon** tab and find the **Start Mail Merge** and go down to the **Step by Step Wizard** option.

On the **Mail Merge Task Pane** on the right you will see your options. For this exercise, select the **Letter** option, click **Next** at the bottom of the **Pane** and select Use **Current Document**. Click **Next** at the bottom to go to Step 3.

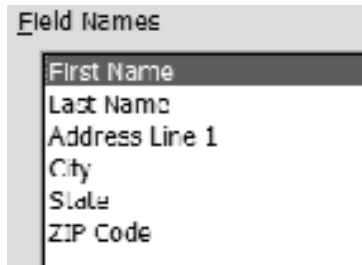
Stop. Don't do anything. Don't close it and don't save it. Move to the next assignment.



Assignment 16.2 - Page 130

You are now at the **Select Recipients Pane**. (It really should be called a Pain) Select **Type a New List** and click on the blue **Create** button mid way down the **Pane**. Do not go to the next **Step** at the bottom.

You now have a place where you can enter data. But, we have too much information. Click on the **Customize** button on the window that appears. Remove all **Field Names** but the following:



Click the **OK** button and enter at least three names into the **Address List**. Hit the **Tab** key to move to the next field. You will need to click on the **New Entry** button to add each new entry or hitting **Tab** after the last field will take you to the next entry. Just make up some names and addresses if you like. Also, please restrict the cities to no more than three cities. Do not make each entry the same city but do not enter more than three different city names. You will find out why in an upcoming assignment.

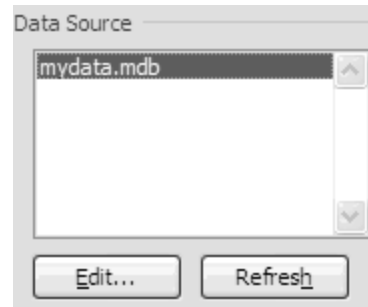
When you click the **Close** button after completing at least three entries, you are going to have to save your data source. It will be saved as an .mdb file which is a Microsoft **Address List** file. **Save** the file as My Data.mdb in the FPUWORD 2010 folder on your hard drive. That way you know where it is located.

Once you save the **Address List**, a window will open that shows you the **Recipients** you have entered so far. Leave it exactly like it is for the next assignment.



Assignment 16.3 - Page 131

Click on the **Edit Recipient List** button. A window will open that should show you the MyData.mdb information. In the bottom left of the window, you will see a **Datasource** section and you need to click on MyData.mdb and click on the **Edit** button.



This takes you back to the screen we saw before and you can now add at least three more addresses so that you have a minimum of 6 total.

Click on the **OK** button and make sure you get back to your document and the **Mail Merge Task Pane** still at Step 3. Leave everything as it is and move to the next assignment.



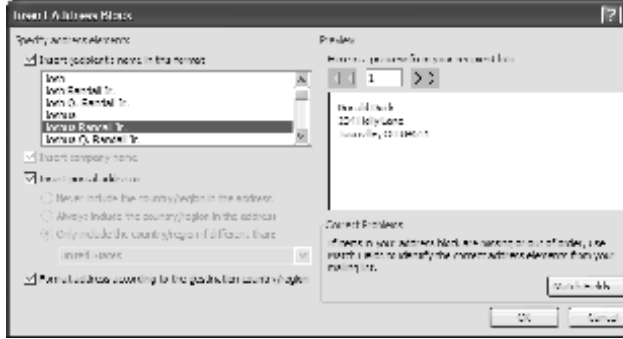
Assignment 16.4 - Page 133

We are going to cover a lot of territory in this single assignment.

First of all, we need to click **Next** at the bottom of the pane so that we move to Step 4 where we begin the process of writing our letter.

You are now ready to type in your letter.

To begin with click on the **Address Block** option on the **Mail Merge Task Pane**. Set the options as shown below:



Let's just choose the default option because it is what we want. 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. Press a couple of carriage returns to move down the page. 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.docx in the FPUWORD 2010 folder on your hard drive.

Now click on the **Next: 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 **Mailings Ribbon** open.



Assignment 16.5 - Page 134

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

Click on the **Edit Recipient List** button on the **Mailings Ribbon**.

Click on the **Filter** 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. I sometimes like to use **Contains** instead of **Equal to** so that I do not have to type the entire name. If the city name is Fresno, all I have to type is Fres and I will get it.

Click **OK** on all buttons until you get back to your word processing document. You can now click forward and back on the **Preview Results** section of the **Ribbon** and notice that only those folks that live in the town you selected are available. To print to all, you must go back to the **Select Recipient** button to **User Existing List** and select the MyData.mdb file once more. (Rather cumbersome)

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



Assignment 16.6 - Page 134

Go back and make sure you have all of your entries displayed in the **Recipient** list.

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.docx file and close it. We are finished with the Merge.docx file.



Assignment 16.7 - Page 136

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.



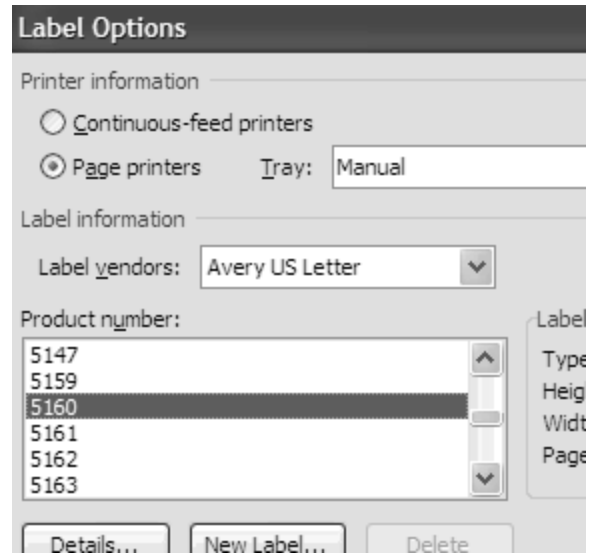
Assignment 16.8 - Page 137

Open a new word processing file.

We are going to do this one without using the Wizard. You may want to go back when we are done and use the Wizard to see the difference but for now, let's plow through it the hard way.

Click on the **Mailings Ribbon** and click on the **Start Mail Merge** button and select **Labels**.

Please select **Avery US Letter** and move down and select labels **5160** which is the most common standard mailing label.



Click **OK** and you should be taken back to your word processing document.

Go to **Select Recipients** and click on **Use an existing list** and go and find your My Data.mdb file in the FPUWORD 2010 folder on your **Desktop**.

Now we need to be very careful that we do this step by step.

Click on the **Address Block** button on the **Ribbon**. Go ahead and okay the **Label** options. Then click on the **Update Labels** on the **Ribbon**. The output will be an 8.5 x 11 sheet with as many labels as entries you entered into MyData. The remainder of the page will be blank.

Save this document as Labels.docx in the FPUWORD 2010 folder on your hard drive. You may close this file.

XVII. Working in Collaboration with Others



Assignment 17.1 - Page 141

Open the Short History.docx file found in the FPUWORD 2010 folder on your hard drive.

Add three **Comments** to this document. Highlight three portions of text and say whatever you like.

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



Assignment 17.2 - Page 142

Continue using the Short History.docx file.

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

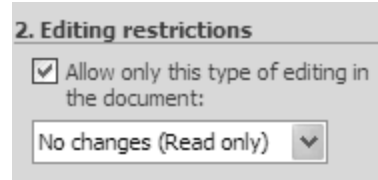
Save the file and close it.



Assignment 17.3 - Page 142

Open the file Sample.docx from the FPUWORD 2010 folder on your hard drive.

I want you to protect this document by clicking on the **Review Ribbon**. Click on the **Protect Document** at the far right. Set **Editing Restrictions** section on the **Pane** to **Read Only**.



Click on the **Start Enforcement** button on the **Pane** and set the **Password** to FPU.

Save the file and close it.

XVIII. Working Online

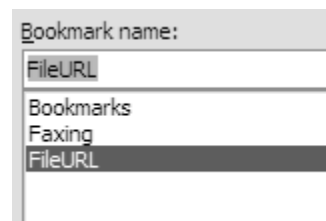


Assignment 18.1 - Page 145

Open the file OnLine.docx found in the FPUWORD 2010 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. Go to the **Insert Ribbon** and click on the **Bookmark** button.



You are to find the final three (D, E, and F), highlight each and click on **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.docx in the FPUWORD 2010 folder on your hard drive. Leave it open for the next exercise.



Assignment 18.2 - Page 145

Continue with the OnLine.docx 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 click on the **Hyperlink** button. On the window that opens, click on the **Place in This Document** button to the far left and then find the **Bookmarks** in the listing. Select the correct one and go back and do the next one. The text should turn blue when you have done it correctly.

Try these out before you save the file. Use the Control key and click on any of the blue links.

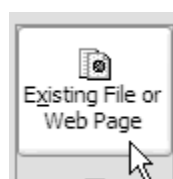
Save the file OnLine.docx in the FPUWORD 2010 folder. You will use this file again in the next assignment.



Assignment 18.3 - Page 146

Continue using the OnLine.docx 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, click on the **Hyperlink** button on the **Ribbon**, then click on the **Existing File or Web Page** button on the left.



You are now ready to type in the following URL in the **Address** portion of the **Hyperlink** window:

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

Save the file in the FPUWORD 2010 folder. You may close the file.



Assignment 18.4 - Page 147

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 Layout** 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 the **Office Button** to **Save as** and over to **Other Formats**. On the **Save As** window, select the **Webpage html** option.



Before you save the file, use the **Save As...** window to create a new folder inside the FPUWORD 2010 folder on your hard drive. Name the folder **WEB**, make sure it is open, and then **Save** the document (No spaces in the filename). 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.

XIX. Working with Desktop Publishing



Assignment 19.1 - Page 150

Open the file History.docx.

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**. Move them to a logical place in the document.

Save the file as DTP.docx in the FPUWORD 2010 folder on your hard drive. Leave it open since we will be using it a number of times in the next assignments.



Assignment 19.2 - Page 153

Continue with the DTP.docx file.

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

Save the file and leave it open.



Assignment 19.3 - Page 155

Continue with the DTP.docx file.

You will have to get rid of the numbering at the beginning of the first 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.docx and leave it open.



Assignment 19.4 - Page 155

Continue with the DTP.docx 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 19.5 - Page 156

Continue with the DTP.docx 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 on the **Page Layout Ribbon**, change the **Columns**. Set it for two and make sure it says from this point forward.

Go back and make sure all the text is **Justified**. Remember, this is the far right option and renders the text in a block format with straight right and left edges.

Save the file and leave it open.



Assignment 19.6 - Page 157

This assignment is a little tough, but the effect is 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.docx](#) file. Again, this will not count against you if it is not there, but you will not only earn bonus points if you get it correct, you will win many brownie points from your colleagues.



Assignment 19.7 - Page 158

Continue with the [DTP.docx](#) 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 19.8 - Page 159

Continue with the [DTP.docx](#) file.

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

Click on **Watermark** on the **Page Layout Ribbon**. Move down to **Custom Watermark**. Feel free to use any of the pictures I have in the [Pictures](#) folder in the [FPUWORD 2010](#) folder. There are some really nice pictures there. Your

call. Also, make sure the **Washout** option is checked.

Once you have done this, you will need to go to **Print Preview** in order to see what you have done. Click on the **Office Button**, down to **Print** and over to **Preview**.

Save the file [DTP.docx](#) and close it.

XX. Working with Specialized Documents



Assignment 20.1- Page 161

Just a real quick experience. Click on the **Office Button** and move to **New**. Click on Letters and opt for a **Personal** letter. Modify the text but keep it very simple. Just a few words. Put in a phony name and address.

Save the file as [Letter.docx](#) in the [FPUWORD 2010](#) folder on your hard drive.

XXI. Automating Your Work



Assignment 21.1- Page 164

Take any document you have written. First go to the **Word Options** under the **Office Button** and go to the **Proofing** section to make sure the **readability** statistics will be displayed.

Remember you must turn on the **Readability** feature and run the **Spelling and Grammar** before you will be presented with the grade level. Just remember – this is powerful stuff for both teacher and student.

Click on **Spelling and Grammar** and have Word check the entire document.

Open the Journal.docx file in the FPUWORD 2010 folder on your hard drive, move down to the bottom, type **#22.1**, and add a short comment about how this tool could be useful in your classroom or office.

Save the Journal.docx file and close it.

XXII. Using Word in Education



Assignment 22.1 - Page 165

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.docx document from your FPUWORD 2010 folder on your hard drive, move down to the bottom, type **#23.1**, 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 22.2 - Page 165

Continue with the Journal.docx file.

Type **#23.2** 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 22.3 - Page 166

Continue with the Journal.docx file.

Type **#23.3** 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 22.4 - Page 166

Continue with the Journal.docx file.

Type **#23.4** 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 22.5 - Page 166

Continue with the Journal.docx file.

Type **#23.5** 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 22.6 - Page 176

Continue with the Journal.docx file.

Type **#23.6** 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 22.7 - Page 176

One last assignment. Please run **Spelling and Grammar** on your Journal. And, while we are at it, run the **Readability** level. Include that as the very last Journal entry.

Save and close the file.

XXIII. Course Conclusion



Assignment 23 - Page 168

Your Project

You will be submitting a major project as one of the final assignments. You should note that you can work with something you have already created in Word, or you can create a new Word document. The goal is to demonstrate a wide variety of things you can do with Word. I will be looking for at least 10 different Word functions, such as: bold, centered, justified block style, different font, different font size, table, columns, graph, chart, SmartArt, WordArt, drop cap, tab changes, style, hyperlinks, etc. Each function counts just once no matter how many times that function is repeated. Show me at least ten different things you can do with Word to enhance communication effectiveness.

Remember, this is worth 10% of your grade. **Save** this file as Project.docx in the FPUWORD 2010 folder.

One Last Email

Please send me an email and let me know you have finished the course and will be sending in your materials. As part of this email, I would like you to reflect on the course - What did you learn that was most valuable? What had the least relevance to your teaching situation? Please make any recommendations for modifications to the coursework.

Send this to Richard Kriegbaum at richfpu@comcast.net.

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!

Files on CD

All the files you need to complete the assignments should be found in the FPUWORD 2010 folder which you were to drag to your computer **Desktop**. You do not need to send the Pictures and Sound folders which take up a lot of room.

Files to be Created During the Class

The following files are to be submitted for evaluation. The best way is to send them on a CD. The second best would be to Zip them and attach that file to an email. I have included the Assignment/Chapter numbers where these files are either created or used during the coursework.

<u>Filename</u>	<u>Assignment #</u>
Chart.docx	11
Civil Rights.docx	5
Crypto.docx	6
DTP.docx	19
Graphics.docx	10
Graphics2.docx	10
Journal.docx	11, 21, 22
Labels.docx	20
Letter.docx	21
List.docx	8
Merge.docx	16
My Data.mdb	16
OnLine.docx	18
Outline.docx	12
Paragraph.docx	7
Project.docx	23
Sample.docx	6, 17
Short History.docx	2, 13, 14, 17
Short History.dotx	2
Short History.htm	2
Short History.rtf	2
Short History.txt	2
Spelling.docx	6
Styles.docx	8
Tables.docx	9
Tabs.docx	7
Thesaurus.docx	6
TOC.docx	15
Vision.docx	5, 7
Web Folder	18

The best way to return these files is to burn them onto a CD. If you do not have a burner, you will need to resort to creating a Zip file which you attach as an email attachment.

All materials are to be sent to:
Richard Kriegbaum, Ph.D.
1550 Kamm Ave. Unit 131
Kingsburg, CA 93631-1148

or emailed to:
richfpu@comcast.net

If you have any questions regarding the procedure, either email the address above or call **(559) 283-2915**