

## First Graded Assignment

Throughout these first weeks of the semester, you have had several worksheets that introduced several new terms and features of the word processing software WORD. It is now time to demonstrate your level of understanding of these features.

I will be giving you a document to copy. On the left hand side of each section, there will be some notes and comments about the particular features of word. I EXPECT YOU TO DUPLICATE THE PARAGRAPHS, USING THE FEATURES THAT I LIST. I not only expect the section to look the same, but also to use the specific features you have been learning.

- Be sure that you check for spelling.
- **Save** this in your 'Documents' folder
- There will be a second part, **later**, of this assignment

The following are some of the features that have been introduced are:

Create a new document	save and save as	drag and drop
highlighting text	cut, paste and dragging text	undo changes and find & replace
spell check	Forced line break	indents and line spacing
Fonts: types, styles and changing	Tabs and rulers	align text

This assignment is due by the end of the period, Thursday, September 26. You may work on it the rest of class today. If you do not finish, you can use tutorial on Thursday or you may take it home [on a floppy disk] and work some with it. **REMEMBER – I am looking to see HOW you achieved the copy of my paper, not that it just looks the same!!!!**

**Now, you will turn this sheet over and follow the instructions. GOOD LUCK!**

<ul style="list-style-type: none"> <li>• Immediately save as [your name] 1<sup>st</sup> test</li> <li>• Set line spacing at 1.5 lines</li> <li>• Use Times or Times New Roman font, set at size 12</li> </ul>	<p><b>NOTE: Mr. Sovel will show you how to set your PAGE MARGINS up for this. They will have 1.75 inch margins on the left and the right.</b></p>								
<ul style="list-style-type: none"> <li>• Left &amp; right TAB justified</li> <li>• TITLE – centered, bold and underlined</li> </ul>	<p>[Your Name] <span style="float: right;">Period [your period]</span></p> <p style="text-align: center;"><b><u>First Graded Assignment</u></b></p>								
<ul style="list-style-type: none"> <li>• Indent paragraph 1/4 inch</li> <li>• Highlight [so much], increase to size 16 font and make bold</li> </ul>	<p>Hello. My name is [your name] and I am six years old. Today is going to be very exciting. I am going to purchase the first animals for my home zoo. I cannot wait. This is just so exciting. All of my neighbors are coming over to help me set everything up. This project has taken <b>SO much</b> planning and saving.</p>								
<ul style="list-style-type: none"> <li>• Indent paragraph 1/4 inch</li> <li>• No indent for list</li> <li>• Set up decimal TAB, with a dotted TAB leader</li> </ul>	<p>For example, I had to save a lot of money. I did not know that animals could cost so much. Here is a partial list of my first purchases:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Anteater.....</td> <td style="text-align: right;">\$42.15</td> </tr> <tr> <td>Elephant .....</td> <td style="text-align: right;">53.42</td> </tr> <tr> <td>Zebra.....</td> <td style="text-align: right;">17.89</td> </tr> <tr> <td>Canary.....</td> <td style="text-align: right;">156.90</td> </tr> </table>	Anteater.....	\$42.15	Elephant .....	53.42	Zebra.....	17.89	Canary.....	156.90
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Elephant .....	53.42								
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<ul style="list-style-type: none"> <li>• Indent paragraph 1/4 inch</li> <li>• Set Upper Indent marker at Ø; set Lower Indent marker at 1.0 inch.</li> </ul>	<p>As you can see, this all my allowance for many weeks. I also needed to learn many new words. Here are some of my new vocabulary words:</p> <p>BAIT       to put food in a trap or on a hook to lure animals or fish; to tempt; anything used as a lure.</p> <p>COMPATIBLE</p> <p style="padding-left: 40px;">capable of living together or getting along well together.</p>								
<ul style="list-style-type: none"> <li>• Indent paragraph 1/4 inch</li> </ul>	<p>Well, this is all for now. I will keep you informed about how my zoo develops. I hope you liked my story. As you can tell, I have lots of energy and work very hard. I cannot wait until I am much more mature. You know – seven years old!</p>								
<p><b>You have now completed this assignment. Save this to your ‘Documents folder’.</b></p>									