The situation:

I need your help. My mother and my girlfriend have been invited to my daughter's baby shower. It is in a small town, Calistoga, which is 25 miles away . Although each of them have been to her home, I have always done the driving. This time, the event is near her home, in a local community church. They need driving directions to Calistoga. Once there, they need a local road map to the location of the baby shower.

The objective:

You need to create a WORD document that does several things:

1. Gives driving direction from Casa Grande HS [333 Casa Grande Road, Petaluma, CA] to the location of the baby shower [1407 3rd Street, Calistoga].

2. You need to insert an actual map of the portion of Calistoga that the baby shower will be held at.

The Task

A. Open a WORD document

B. Introduce the function of the file [directions to….]

C. "Save As' [your name] directions and put into 'My Documents'

D. Open up EXPLORER and go to **www.mapquest.com**.

E. Click on the 'button' at the top that says DRIVING DIRECTIONS and enter the addresses

F. Next, click on PRINT ROUTE, highlight and copy the written directions [not the map] and paste them onto the WORD document

G. Note: Please adjust the upper and lower indents [see the ruler] so that the numbered lines wrap neatly [this is for my family, after all!].

H. Click on the browse's back button, then on the MAPS button [located near the top of page]

I. Enter the Calistoga address, click GET MAP, then zoom in and out until you have a map that you believe would be most useful to find your way to the baby shower location.

J. **Right Click on the map**, and highlight 'Save As'

K. Save the image as 'shower' and save to 'My Documents'

L. Go to 'My Documents', open the image, copy it and then paste it onto your Driving Directions WORD document

M. Place the picture in a nice location, making it an appropriate size for the document.

Hint: open the PICTURES toolbar (under View) and click the text wrapping icon

The Last Step is:

Put a header on the document that includes your name, station number and period.

Save the document, printing out a copy for Mr. Sovel