

Computer Applications I Word

AP 2- Project 2: Creating a Research Paper



Name _____
 Period _____
 Date Started _____
 Date Completed _____

DoDEA Standards

◆ Previously used standards from Word Project 1 apply plus the following standards

◆PT2b Employ technology in the development of strategies for solving problems in the real world.

◆PT5e Abide by and apply the principles of law as a citizen of a global community.

Objectives

- ◆ Describe the MLA documentation style for research papers
- ◆ Change the margin settings in a document
- ◆ Adjust line spacing in a document
- ◆ Use a header to number pages of a document
- ◆ Enter text using Click and Type
- ◆ Apply formatting using shortcut keys
- ◆ Indent paragraphs
- ◆ Use Words AutoCorrect feature
- ◆ Add a footnote to research paper
- ◆ Modify a style
- ◆ Insert a symbol automatically
- ◆ Insert a manual page break
- ◆ Create a hanging indent
- ◆ Create a hyperlink
- ◆ Sort selected paragraphs
- ◆ Go to a specific location in a document
- ◆ Find and replace text
- ◆ Move text
- ◆ Find a synonym for a word
- ◆ Count the words in a document
- ◆ Check Spelling and grammar at once
- ◆ Display the Web site associated with a hyperlink
- ◆ E-mail a copy of a document

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(S): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Creating and Editing a Word Document

Time Frame 9 hours

Introduction

Project 1 introduced you to starting Word and creating a document. Before entering any text in the document, you will learn how to change the font size, save and print a document, use Word's check spelling, format paragraphs

and characters, insert and resized clip art, move the insertion point so you can insert, delete, and modify text and use Word Help.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed.

Turn in completed activities as directed by instructor.

- _____ **Read:** p. WD 2.1 Objectives for the Microsoft Word 2000 project 2
- _____ **Read:** pp. WD 2.2 Elvis and Aliens Abound
- _____ **Read:** pp. WD 2.4 -2.16
- _____ **Read and Complete:** pp. WD 2.16- 2.55
- _____ **Complete:** p. WD 2.56 Apply Your Knowledge
- _____ **Complete:** pp. WD 2.57- 2.60 select 1 of the 3 *In The Lab problems*
- _____ **Complete:** pp. WD 2.63-2.64 from *Cases and Places* select one case study from each difficulty level

Self Assessment - "I can . . . "

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Please ask instructor for additional instructions or assessment materials