WORD PROCESSING

 ASSIGNMENT # 1 ~ FILENAME: FONTS

1. Open Student Common\C Nielsen\CTE Intro\Word\Fonts
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (**Find the Header icon on the Insert Ribbon**) or double click the top margin.

Your Name Period # Current Date

1. Follow the directions on the LINE/FONT APPEARANCE sheet that appears on your screen.
	1. **It must fit on one page.**
2. **Save** the File.
	1. Click on **File** and then **Save As:**
	2. Make sure you are in your own folder on your student drive.
	3. Name the file: **Fonts** and click on **Save**.
3. **Print** the document.
4. **Close** the File.

WORD PROCESSING

 ASSIGNMENT # 2 ~ TREE

1. Open: Student Common\C Nielsen\CTE Intro\Word\Tree
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.

Your Name Period # Current Date

1. Center the lines of the file so that it looks like a tree
	1. Select all the lines **(CTRL + A)** – Then, choose the center button from the mini formatting toolbar that pops up (bottom row third icon from left). You can also just use (**CTRL + E)** as a keyboard shortcut for centering one or more selected lines.
2. Save the File.
	1. Click File – Save As
	2. Make sure you are in your own folder on your student drive.
	3. Name the file **Tree** - in the File name box, and Save.
3. Print the document.
4. Close the file.

WORD PROCESSING

ASSIGNMENT # 3 ~ FOOD ALLERGY

1. Open: Student Common\C Nielsen\CTE Intro\Word\Food
2. Create a Header with: your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.

Your Name Period # Current Date

1. Select the title (FOOD ALLERGIES) - change the *font size* to 16. Change ONLY the font size for the title.
2. Select the title again – Press **Ctrl D** - and select “shadow” from the right set of choices. Then click “OK.”
3. Separate the paragraphs by pushing ENTER two times when you see a paragraph heading (a heading is a little introduction to the paragraph. In this case it is followed by a “?” at the first of a paragraph) Push the ENTER key two times between all paragraphs. *There are 5 paragraphs*.
4. Select everything after the Title of the page. Change the way the lines will look by justifying their alignment. To use Justify Alignment, press **Ctrl + J** or click the Justify button from the Home ribbon. You will see that both the right and left sides of each paragraph, except for the last line, become straight, and are aligned with the right and left margins of the page.
5. Select each paragraph heading (the beginning sentence of each paragraph that ask a question), and **BOLD** each heading. You may press **CTRL + B** or you may click on the **B** button on the Mini Formatting Toolbar.
6. **Save as**: **FOOD** in your student drive.
7. **Print** the document.
8. **Close** file.

WORD PROCESSING

ASSIGNMENT # 4 ~ FILENAME: CAREERS

1. **Open:** Student Common\C Nielsen\CTE Intro\Word\Careers
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.

Your Name Period # Current Date

1. **Center** the **title (CTRL + E)**, make it **bold** with **shadow** and change the **font size** to **16**.
(Remember how to do this? The keyboard shortcut is **CTRL + D**)
2. Cut and Paste medical career paragraphs and arrange them in alphabetical order:
	1. There are 7 medical career paragraphs.
	2. Select the paragraph that needs to be first (hint: the 1st one is Admitting Clerk or Officer, the 2nd one is Genetic Counselor)
	3. Select the desired paragraph (all of it)
	4. Click on the scissors Icon  on the **Home Ribbon** or press **CTRL + X** - This removes (or cuts out) the paragraph and temporarily saves it to the paste function.
3. Move the cursor where you want this paragraph to be - then click on paste (the icon that looks like a clipboard, right click and select paste or **CTRL+ V**) and Voila! There is your paragraph.
4. Continue to move all medical career title paragraphs until they are in alphabetic order.
5. Be sure you push **ENTER** if you need spaces between paragraphs or **BACKSPACE** if you need to remove spaces.

*Don’t even think of printing this activity yet because there’s a lot more to do.*

1. Start **below** the **title** “**Connection to Careers”** and select all of the text that should be in columns. Make sure your selected text does **NOT** include the title, just everything below it.
2. Click on the “**Page Layout Ribbon”** and click on the “columns” icon. Choose 2 columns from the popup menu.
3. Center and bold each **medical career title** within the columns.
4. Put the cursor on the first line after the Admitting Clerk or Officer title (the first paragraph) and press ENTER twice to provide a double space after the title and before the text of the paragraph. Do the same after each medical career title – *there are seven titles.*
5. After the 3rd paragraph (Medical Records Administrator), go to the “Page Layout Ribbon” and find the “Breaks” button. Click on it and choose a **column break**. This should send the next paragraph to the second column.
6. Justify all of the paragraphs (**NOT** the title or paragraph titles). You can do this by the keyboard shortcut **CTRL + J**) or by clicking on Justify on the **Home Ribbon**. 
7. From the View Menu be sure to look in the zoom (magnifying glass icon) and choose Full Page and make sure it your document fits on **ONE** page...
8. **SAVE** as: **Careers** to your student Drive.
9. **Print** the document.
10. Close the file

WORD PROCESSING

ASSIGNMENT # 5 ~ FILENAME: CODE

1. **Open** Student Common\C Nielsen\CTE Intro\Word\Code
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the **Header** icon on the **Insert Ribbon**) or double click the top margin.

Your Name Period # Current Date

1. Be sure your cursor is at the top of the screen - before any text–on a blank line above the letter “Q”.
2. Click on **Replace** at the far right side of the **Home Ribbon**(or you can press **Ctrl + H)** – You will then get the find and replace dialog box.
3. Type the number “1" in the box across from **Find what**...Press the TAB key.
4. Type the letter “a” in the box across from **Replace with**.
5. Click on “**Replace All**” and then **OK**. Replace All will search your document for all number “1’s” and replace them with the letter “a”
6. Use the above directions (3-7) as you find and replace the following numbers with the correct letter in the box below:

|  |  |
| --- | --- |
| 2 | e |
| 3 | l |
| 4 | r |
| 5 | s |
| 6 | w |
| 7 | p |
| 8 | h |
| 9 | i |

1. **Correct the capitalization as necessary!**
2. **SAVE AS**: **Code** on your student drive.
3. **Print** the document.
4. **Close** the file.

WORD PROCESSING

ASSIGNMENT #6 ~ FILENAME: EXERCISE

1. **Open** Student Common\C Nielsen\CTE Intro\Word\Exercise
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the **Header** icon on the **Insert Ribbon**) or double click the top margin.

Your Name Period # Current Date

1. **Center** the title - Benefits of Daily Exercise- put it in **bold** and **shadow**.
2. Change the **font size** of the document to 10 pts. It makes quite a difference.
	1. Select the entire document **(Ctrl + A)** then change the font size to 10. If the text doesn’t all fit on ONE PAGE - then you will need to make the bottom or top margin smaller. (Page Layout – Margins)
3. Replace each symbol on the document with a new symbol
	1. To select a new symbol - Double Click on the 1st ♥ symbol OR delete it and click on the “Symbol” button on the **Insert Ribbon** to insert a new one.
		1. You may select another symbol from the “symbols” subset or any subset and insert it. Remember, this article is an exercise so try find an appropriate symbol. (Examples: \_☺√🏵)
	2. Click on the symbol you want and click on “insert.” That’s all there is to it!
	3. Change *all* of the heart symbols to **different** symbols. Try to find a symbol that corresponds with that paragraph.
	4. When all of the ♥ symbols are replaced then click on **CLOSE**.
4. If all of the text in the document isn’t indented, push the TAB key to get it lined up.
5. Now for the border which will surround this document.
	1. Go to **Page Layout** **Ribbon** and click on Page Borders.
	2. Make sure the “**Page Border**” Tab is selected.
6. Choose the border you would like to use. Change the Border Style/Color, and Size then when you’re satisfied click OK.
7. If you don’t like that border - click on **Undo**  (It’s in the Upper Left corner next to save) or press **Ctrl + Z** and that will delete it....and then choose another border.
8. Save as: **Exercise** on your student drive.
9. **Print** the document.
10. **Close** the file.

WORD PROCESSING

ASSIGNMENT #7 ~ MEDICAL SPECIALISTS

This file will teach you how to work inside of a table, how to sort the 1st row alphabetically, how to use the border/fill, how to center and bold the 1st row in the table - and hopefully a little about medical specialists.

1. **Open** Student Common\C Nielsen\CTE Intro\Word\MedSpec
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the **Header** icon on the **Insert Ribbon**) or double click the top margin.

Your Name Period # Current Date

1. Make the title look different:
	1. Put it in **bold** (Ctrl + B) and **center** it. (Ctrl + E)
	2. Select the title - Type **Ctrl** **D**
	3. Then....choose **Small Caps**
	4. Add your own style after that (shadow, strikethrough, outline,…)
2. Select the first row of the table with your mouse - (Name-Degree-Specialty) - drag mouse across (until it turns blue) then **bold** and **center** this row.
3. S**ort** the first column alphabetically . . .
4. **Select** the entire table including the column headings. (Click on this symbol  which will appear just above the upper left corner of the table) The whole table will be selected.
5. With the Table selected go to the **Table Tools**, **Layout Ribbon** *(it’s yellow)*, then click **Sort**.
6. Under “My list has” select header row. (This is at the bottom of the sort box.)
7. First Sort by (Column 1) and by Text in **ascending** (that means A-Z) order.
8. Then click on **OK**.
9. You will see now that the table has changed and the medical specialists are now arranged alphabetically.
10. To put a **border** around the first row and shade it in:
11. Select the entire first row; which is the Column Headings. (Name, Degree, Specialty)
12. Right click on the 1st row and choose “Borders and Shading” from the pop up menu.
	1. Make sure you are on the “Borders” tab and **not** the “Page Borders” tab.
	2. Select “Custom” from the Settings column.
	3. Scroll through the style box until you find a style you like.
	4. Change the point size to 2 ¼ pt (if it is something else).
	5. Click on all the outside borders of the preview cell (see below). You should now see your border, on the preview.
	6. Make sure the “**Apply to**” box has the word “cell” in it. If not, click on it and change it to “cell”
	7. While you’re still in this borders/shading box, click on the “**shading**” tab at the top of the box.
	8. Create your own shading pattern by changing the fill (and/or the pattern), but make sure the text can still be read.
	9. Then.......Click on **OK**.
13. C**enter** the middle column (the Degree column)
14. Select the Middle Column. (Drag your mouse down the middle column)
15. Go to Layout and in the Alignment Tools choose Align Center.
16. Look in the whole page view. (View – Zoom – Whole Page) Make certain that the table stays on **ONE PAGE.**
17. If this activity goes on two pages, delete some spaces (where there is no text) until the text fits on just one page.
18. **Save** as: **Medspec**
19. **Print** the document.
20. Open the **CTE Intro** folder and open the **MedSpec Crossword Puzzle**
21. Complete the puzzle using your copy of this activity. The Crossword Puzzle is your final Word Processing Activity.
22. Save the Crossword Puzzle as **MedSpecPuzzle**
23. **Print**  the puzzle.
24. **Close** both documents.

**Put printouts in order, Staple together, and turn in to basket!**

**Congratulations you are done!!**