# **CMPS 114 Week 1 - How Technology is Being Used 1.1**

## **Project Description:**

In this activity, you will use Microsoft Word to reflect on how technology is impacting the world as well as you, personally and professionally. Reflect on the content in Chapter 1 as you work through this exercise.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Microsoft Word and open the file TIA\_Ch1\_Start. Save the document as **TIA\_Ch1\_LastFirst**, using your own Last and First names. | 5 |
| 2 | Double-click the Title placeholder and type **Technology**, then double-click the Heading placeholder and type **Introduction**. Replace the remainder placeholder text with the following: **Political and global issues are showing that technology is accelerating change around the world and galvanizing groups of people in new ways. Technology is also allowing us to refine how we connect with each other. It also impacts our daily personal and professional experiences.** Press Enter | 10 |
| 3 | Type **How Technology Impacts** **Society**, press **Enter**, and then type a few sentences that describe how technology is impacting global events such as political revolutions, health care, the environment, and the digital divide. In addition, address how business is using social media. Press **Enter** | 15 |
| 4 | Type **How Technology Impacts Me Personally and Professionally,** press **Enter,** and then type a few sentences that describe how technology is impacting your personal life. You should address the importance of being computer literate. You should also address the kinds of technology that is being used in the industry of your current or desired career. | 15 |
| 5 | Click anywhere in the heading *Introduction*, then using **Format Painter,** apply the **Heading 1** format to the paragraph headers: Select *How Technology Impacts Society* and *How Technology Impacts Me Personally and Professionally.* | 10 |
| 6 | Change the Document Theme style to the **Slice Theme** | 10 |
| 7 | Select the title *Technology*, then format the font as **Small Caps**. **Center align** the title. | 15 |
| 8 | Insert a header to the document using the Whisp header. Click to add Today’s date in the Date header, and delete the Document Title header. Add a document footer and insert a File Path. Select the footer text, and change the font size to 8. Close the Header and Footer | 20 |
| 9 | **Save and submit** the document for grading. | 0 |

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| **Total Points** | **100** |