Word Processing Essentials Exercise

Practice Exercise 7 Instructions:

Copy the text for the following document and paste into a new Word document. You may also type the text into a new Word document.

Save in WP folder as Exercise7

Follow the directions that follow for formatting.

<Your Name>=s Notes for Temperature, Heat and Expansion
<Today=s Date>

Temperature :

- the quantity that tells how cold or warm an object is (with respect to some standard) is referred to as temperature
- temperature is measured with a thermometer which measures temperature by the expansion and contraction of a liquid such as mercury or coloured alcohol
- thermometers range from 0 for the temperature at which water freezes to 100 for the temperature at which water boils
- thermometers of this type are calibrated in equal parts called degrees and are centigrade thermometers
- temperature is proportional to the average kinetic energy of molecular motion Heat :
- the energy transferred from on object to another object because there is a temperature difference is called heat
- objects have molecular kinetic energy and sometimes potential energy but they do not have heat
- heat is energy in transit from one object of higher temperature to another object of lower temperature
- once energy is transferred it stops being heat Thermal Expansion :
- generally, when the temperature of an object increases, its molecules move faster and farther apart
- this results in an expansion of the object or substance
  with some exceptions, solids, liquids, gases and plasmas generally expand when heated and contract when they are cooled
- the exception is water or H2O which expands when it is at 0 degrees C; contracts as the temperature rises from 0 degrees C to 4 degrees C; with further increases in temperature it continues to expand until boiling point of 100 degrees C

Summary of Terms :

Temperature A measure of the average kinetic energy per molecule in an object or substance

Heat The energy that flows from an object of higher temperature to an object of lower temperature

Information, Technology, and Communications 401

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Format the document with the following features:

Title: Inserted in a 1 X 1 table. Text is Arial, Size 14, Bold. Insert a Shape under the title but still in the table and size appropriately.

Page Numbering: Insert page numbering, top right hand corner, Font style Arial Size 10

Footer: Create a footer, insert a horizontal line. Text is right justified and is:
Information, Technology, & Communications 401
Practice Exercise 7
Section <A or B>
Suppress the footer on page 2.

Main Text: Leave 2 blank lines between title table and first heading of main text.
Font is Arial, Size 12 for all main text.
Bold all the headings and underline (do not underline the colon :)
Replace the A - A with an appropriate bullet (keep the tab space as shown in the original) for all the text for each of the first three headings (temperature, heat and thermal expansion)
Leave 1 blank line between bullets.
Leave 2 blank lines between end of text and the next heading.
Justification of text : Full
If necessary, remove extra tabs or other unwanted codes
If necessary, use page break to keep text on the same page as its associated heading.
For the last heading (Summary of Terms): Use a tab to align the name of the term and then use 3 indents to align the definition of the term (create a Afalse column@ effect).Do this procedure for each of the terms.

Other Formatting: In last text for the heading Thermal Expansion:
Replace the A2" in H2O with the subscript 2.
Replace the word degrees with the superscripted symbol for degrees ¨ (try typographical for the symbol)