Full Stack Developer
FSD-10

Foundations of Web Development
420-WA5-AB

May 25, 2023

Agenda – Class 7

Agenda:

1. Check in on the Class Forum on Lea

2. Review – Class 3 Exercise

3. Word

4. Lab Assignment 1 – Due May 29th

5. Looking Ahead

6. No Exit Quiz today

Class Forum on Lea

Check in on the Class Forum on Lea

Review - Class Exercise 3

Reminder:

Did you submit your css file for class exercise 3?

Word

Watch the following YouTube videos:

Business Report Writing: How to Design & Format the Formal Business Report (7:32)
https://www.youtube.com/watch?v=_L-auAHw0n0

Word: Applying and Modifying Styles (3:28)
https://www.youtube.com/watch?v=w2lES-5Ynbk

Word: Indents and Tabs (4:00)
https://www.youtube.com/watch?v=vJGYWVe52T4

Word: Breaks (3:21)
https://www.youtube.com/watch?v=78fvQ9Ks8DA

Word: Check Spelling and Grammar (3:39)
https://www.youtube.com/watch?v=uzrpa-gwN1A

Word

Recap of some of the features of Word:

- Tabs and Indents
- the Ruler
- Updating Styles
- Spacing Before/After
- Tables
- Spell Check

Reports in Word:

- Cover page
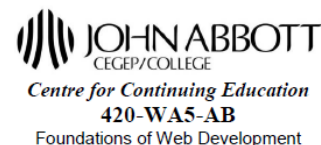- Table of Contents
- Page numbering
- Use of styles

Read Class7_Proofing and Class7_Tabs and Indents

Word – Lab Assignment 1 – Due May 29

Overview of the assignment:

- First is a step by step to practice some specific tasks in Word (Tabs, the Ruler, Updating Styles, Spacing Before/After, Tables, Spell Check). It requires attention to detail to follow the steps.

- Next is a multi-page report in Word. Search 3 jobs that are relevant for a Full Stack Developer. Decide the positive aspects of each of the jobs you select. Follow the steps to create a report of "Jobs for a Full Stack Developer".

The details and the files required are on Lea.

JOHN ABBOTT
CEGEP/COLLEGE
Centre for Continuing Education
420-WA5-AB
Foundations of Web Development

Lab Assignment 1   **Due: May 29, 2023**
Worth: 10%   *Late assignments are not accepted.*

Open the File_A document

- If your ruler isn't displayed, on the View tab, in the Show group, select the check box for Ruler.
- On the Home tab, in the Paragraph group, click the Show/Hide ¶ button to view the formatting marks.
1. Note the single tab between all of the list items and how the amounts don't align correctly. Place your cursor in one of the lines in the list and note the left manual tab stop in the ruler.

   TIP The list doesn't have additional formatted space between the list items. This is because the built-in No Spacing style has been applied to all paragraphs in the list.

2. To set a decimal tab and align the amounts, select the list headings and all employee information.

Looking Ahead

Class 8 on Friday, May 26, 2023

Excel

Meet in our class on Teams at
9:00am on May 26th

No Exit Quiz Today

No Exit Quiz Today

Continue working on Lab Assignment 1