Word Processing Task

Version 12

You will have 30 minutes to accomplish this task.

The files for this task are located on your Testing USB drive. This drive will be referred to in this task as X: even though the actual drive letter for your Testing USB drive will be different on your computer.

1. Create a folder on your Testing USB drive in the root directory and name the folder **WPV12Task**.

2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest.

3. Save the document to your **WPV12Task** folder, naming it wp12_file.

4. Change the margins to 2.25 left and right margins and 2.25 top and bottom margins.

5. Correct all spelling errors.

6. Bold and center the text, Technology Opportunities for Teachers, and shade the **text**, selecting 25% shade.

7. Indent the **paragraphs** (not just the first line) that name the software (paragraphs 2 through paragraph 6)1/2 inch.

8. Find all occurrences of Balford and replace it with Grossman.

9. Make sure the document prints on one page. Do not make extra changes or add any features not called for in these directions.

10. Put your name in the **header**, right justified/aligned, bold, using Arial 14 point font.

11. Put **Version 12** in the **footer** and make it centered, bold, using Arial 14 point font.

12. Save the document again.

13. Upload your file.

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