Word Processing Task

Version 05

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 **WPV05Task**.

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

3. Save the document to your **WPV05Task** folder, naming it wp05_file.

4. Change the margins to 1.60 left and right margins and 1.60 top and bottom margins.

5. Bold, underline, and right justify/align the title, Technology Opportunities for Teachers.

6. Insert the date field that updates automatically (Format: Month Day, Year) on the line below the title and right justify/align it as well.

7. Skip a line after the date.

8. Create a 2 X 5 table under the first paragraph. Copy and paste the existing five types of software and descriptions as shown below:

Desktop Publishing Programs	Programs that are designed to integrate text and graphic in a document
Electronic Books	Books available on CD-ROM where students can click on words to get pronunciations, sound effects, syllable divisions, and explanations.
Drill and Practice Programs	Programs that consist of practice lessons on previously taught skills.
Educational Game Programs	Programs that give students experiences related to educational goals, as well as providing a degree of entertainment.
Hypermedia Programs	Allow students to put together various sounds, video, text and graphics in a nonlinear manner.

eMPOWERMENTCONCEPTS

9. Correct all spelling errors.

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

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

12. Put **Version 05** in the **footer** and make it centered, bold, using Arial 14 point font.

13. Save the document again.

14. Upload your file.