

Word Processing Task

Version 04

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 **WPV04Task**.
2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest.
3. Save the document to your **WPV04Task** folder, naming it wp04_file.
4. Change the margins to 1.5" left and right margins and 1.5" top and bottom margins.
5. Correct all spelling.
6. Change the line spacing of the first paragraph to 1.5 line spacing.
7. Bold and italicize the names of the five types of software.
8. Put **a single** 1 pt box (applied to the paragraph) that surrounds all five types of software.
9. Insert the date field that updates automatically (Format: Month Day, Year) at the beginning of the document, putting two blank lines between the date line and the title - Technology Opportunities for Teachers.
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 04** in the **footer** and make it centered, bold, using Arial 14 point font.
13. Save the document again.
14. Upload your file.