

Word Processing Task

Version 03

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 **WPV03Task**.
2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest.
3. Save the document to your **WPV03Task** folder, naming it **wp03_file**.
4. Change the margins to 1.75 left and right margins and 1.75 top and bottom margins.
5. Underline and center the title, Technology Opportunities for Teachers.
6. Put a 1 pt box around the last paragraph that begins with "Interested teachers. . . " and shade it 10%.
7. Make a bulleted list out of the existing paragraphs that list the 5 types of software offered.
8. Correct all spelling errors.
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 03** in the **footer** and make it centered, bold, using Arial 14 point font.
12. Save the document again.
13. Upload your file. **Your file must be named EXACTLY as specified.**