

Word Processing Proficiency Task

Version 01

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.

At the end of the task you will upload the file you create to the task page. The file name will begin with your username, which is your login name.

You will have 30 minutes to accomplish this task.

1. Create a folder on your Testing USB drive in the root directory and name the folder **WPV01Task**.
2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest. Save the document to your **WPV01Task** folder, naming it username_wp_file1.doc or username_wp_file1.docx (depending on your version of Word).
3. Change the margins to 2" left and right margins and 2" top and bottom margins.
4. Correct all spelling errors.
5. Bold all of the occurrences of the word, **Balford**.
6. Insert the date field that updates automatically (select the format: Month Day, Year) left justified/aligned at the beginning of the document, putting two blank lines between the date line and the title - Technology Opportunities for Teachers.
7. Put a 1 pt border/box around the **text**, Technology Opportunities for Teachers.
8. Put your name in the **header**, right justified/aligned, bold, using Arial 14 point font.
9. Put the following in the **footer**, centered, bold, using Arial 14 point font: **Version 01**.
10. Save the document again. Upload it to the page and then submit the email.