

Word Processing Task

Version 18

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 **WPV18Task**.
2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest.
3. Save the document to your **WPV18Task** folder, naming it as wp18_file.
4. Change the margins to 2.25" left and right margins and 2" top and bottom margins.
5. Correct all spelling errors.
6. Center the first line of text (Technology Opportunities for Teachers) and make the font 14 point bold. This will be the title of the document.
7. At the beginning of the document before the title, insert the date field that updates automatically in 12 point font (select the format: Month Day, Year) left justified/aligned. Put two blank lines between the date line and the title.
8. Indent the **paragraphs** (not just the first line) that name the software (paragraph 2 through paragraph 6) 1/2 inch.
9. Shade the **text** of each of the paragraphs you indented, selecting 10-15% shade.
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 18** in the **footer** and make it centered, bold, using Arial 14 point font.
13. Save the document again.
14. Upload your file.