

## Word Processing Practice Task

Practice until you can complete this task in 30 minutes.

You will utilize your Testing USB drive for this task. This USB drive will be referred to in this task as X: even though the actual drive letter for it will be different on your computer.

When you are finished, carefully check your answers against those located in your study materials at <http://didljumpstart.com>, resolving any discrepancies.

- 1) Create a folder on your X: drive in the root directory and name it WPpractice.
- 2) From Microsoft *Word*, open the document, **integration.doc** from the folder, X:\DIDL\ECfiles\Workfiles. Save the document to your WPpractice folder.
- 3) Change the margins to 1.6" left and right margins and 1.5" top and bottom margins.
- 4) Correct all of the spelling errors.
- 5) Bold, italics and center the first sentence, making it the title of the document. Also, change the font to 24 point and put a 3 pt border/box around the paragraph.
- 6) Insert a 2 column, 3 row table at the bottom of the document. Place the step titles and descriptions in the table as follows, utilizing *cut* and *paste*:

Develop a Philosophy of Integration	Teachers should develop a personal perspective on the role of technology in education and in their own classrooms after taking a look at where current technology fits in the history and scope of society.
Understand the Lingo	Teachers should understand technology-related terms and concepts in order to exchange information with other teachers and administrators.
Purchase Wisely	Teachers must be knowledgeable consumers of computer products and be able to select wisely among available alternatives.

- 7) Underline and bold the three step titles (Develop a Philosophy of Education, Understand the Lingo, and Purchase Wisely).
- 8) Change the line spacing of the paragraph that begins with "Because technology today..." to 1.5 line spacing.
- 9) Make sure there is only one blank line between the text and the table.
- 10) Put your name in the header of the document, right justified/aligned.
- 11) Convert the document to pdf format, naming it wp\_practicetask.pdf. Place it in your WPpractice folder. Print the document to compare to answers.