

Word Processing Task

Version 01

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 **WPV01Task**.
2. From Microsoft *Word*, open the document, **balford.doc** from the folder, X:\DIDL\ECmaterials\proftest.
3. Save the document to your **WPV01Task** folder, naming it **wp01_file**.
4. Change the margins to 2" left and right margins and 2" top and bottom margins.
5. Correct all spelling errors.
6. Bold all of the occurrences of the word, **Balford**.
7. 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 first line - Technology Opportunities for Teachers.
8. Put a 1 pt. border/box around the **text**, Technology Opportunities for Teachers.
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 01** 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.**