

## Student Directions - Word

1. In your H://drive on the server, create a **folder** and title it: Computer Literacy Test.
2. Locate and **open** the Microsoft Word document titled WordProcessingLiteracy.doc on the web <http://www.centralr3.org/lit8/lit8.html>
3. **Save** a copy of the document to the new folder you just created. Title the document: wordliteracy.doc.
4. Close the Internet browser and open the file in Microsoft Word.
5. Change the document **orientation** from landscape to portrait.
6. Set the **top margin** to 2" and the **left, right, and bottom** margins to 1".
7. With the **insertion point** next to the first line of text, press **ENTER** twice.
8. On the top line of the document, add the title TELECOMMUTING. The title should be typed in **bold** text using **capital** letters and should be **centered** on the page.
9. Leave one **blank line** between the title and body of the document.
10. Change the **font** of the entire document including the title, to **Times** (or Times New Roman) and the font size to **12**.
11. **Double space** the paragraphs in the body of the document.
12. Add a **header** and **footer** to the document.
13. In the **header**, type your full name. Use **right** justification so that your name appears on the right hand side of header.
14. In the **footer** of the document, add today's date. **Center** it. (Note: Use the MM/DD/YY format for the date)
15. **Indent** the first line of the first paragraph 1/2" by using the tab key.
16. **Find** the words "Ivy University" in the document and change the font style to **italics**.
17. Create a table with the information from the bottom of the document.
18. Modify the table, if necessary (i.e. bold titles, alignment of information, etc)
19. Use the spelling and grammar checker to **correct** any spelling **errors** in the document. (Note: all cities are spelled correctly)
20. Turn on your **formatting characters** and **show your screen to the teacher**.
21. **Save** the document.
22. **Check to be sure you followed all the directions.**
23. **Print** one copy after having your teacher look at the folder and document you created and mark your grading sheet.
24. **Staple** the grade sheet (on the back of this page) to the **front** of the page you printed and turn it in.

Student Name: \_\_\_\_\_ Section \_\_\_\_\_

**Computer Literacy Test**  
**Word Processing Grading Sheet**

**Show these to the teacher**

**Points**

- 1    0    Formatting characters on
- 1    0    Properly titled folder (Computer Literacy) with document inside
- 1    0    Document titled "wordliteracy.doc"

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**Points**

- 1    0    Portrait orientation
- 1    0    2" top margin, 1" left, right, and bottom margins
- 1    0    Title: **TELECOMMUTING**, centered at top of page
- 1    0    One blank line between title and body
- 1    0    Font: Times, 12 point
- 1    0    Paragraphs double spaced
- 1    0    Header: Full name with right justification
- 1    0    Footer: Date with center justification
- 1    0    First line of first paragraph indented 1/2"
- 1    0    "Ivy University" changed to italics
- 1    0    Correct spelling errors: (5 errors to be corrected)
- 1    0    Printed copy

Total points (out of 20): \_\_\_\_\_

(Need 16 pts. to pass)