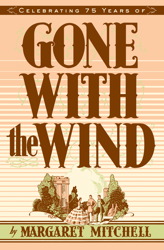
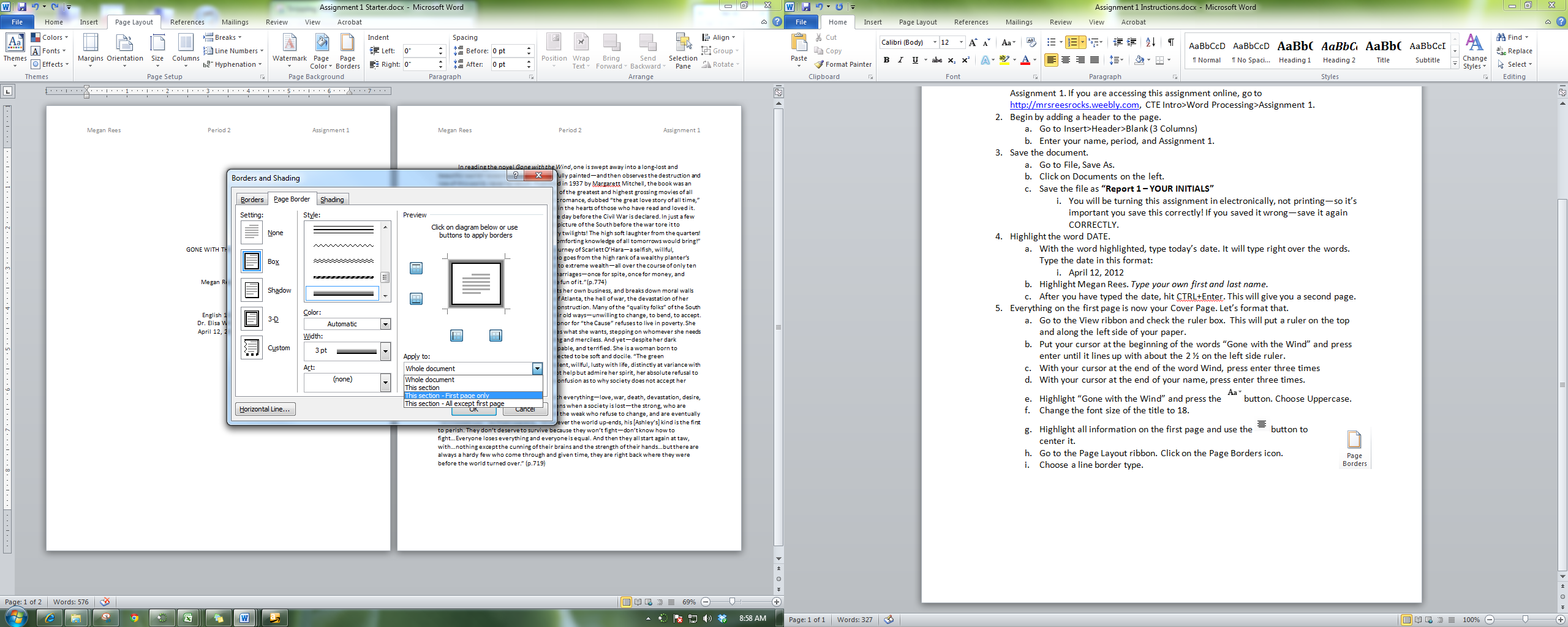
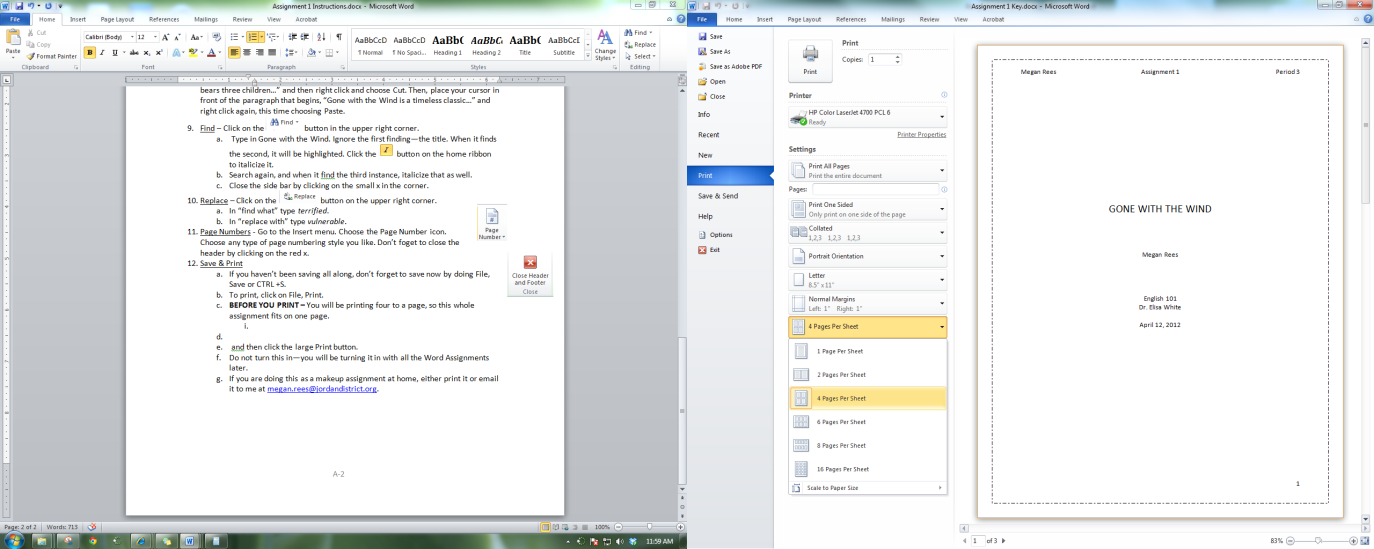
CTE Intro

*Microsoft Word 2010*

Assignment 1

Formatting – Basic Reports

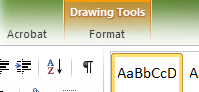
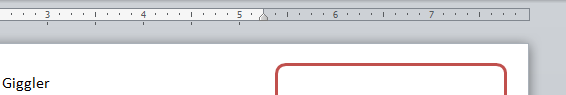
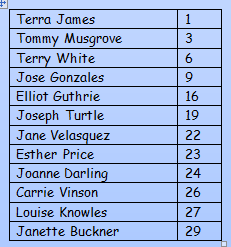
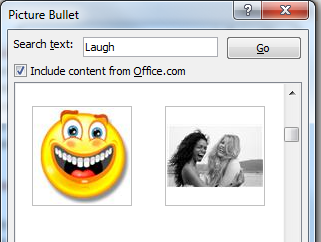
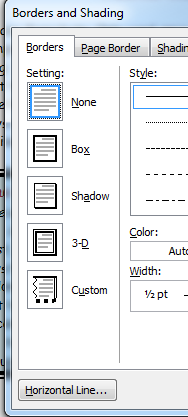
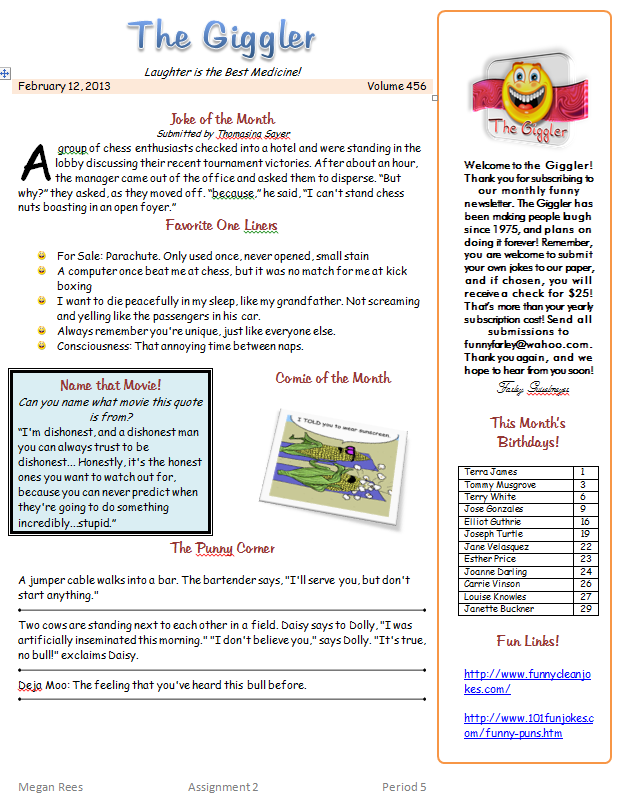
1. Go to CTE Intro>Student Common>Rees CTE Intro>Word Processing and open Assignment 1. If you are accessing this assignment online, go to <http://mrsreesrocks.weebly.com>, CTE Intro>Word Processing>Assignment 1.
2. Begin by adding a header to the page.
   1. Go to Insert>Header>Blank (3 Columns)
   2. Enter your name, period, and Assignment 1.
   3. Close the header by clicking on the red x.
3. Save the document.
   1. Go to File, Save As.
   2. Click on Documents on the left.
   3. Save the file as **“Report 1 – YOUR INITIALS”**
4. Highlight the word DATE.
   1. With the word highlighted, type today’s date. It will type right over the words. Type the date in this format:
      1. April 12, 2012
   2. Highlight Your Name Here. *Type your own first and last name.*
   3. After you have typed the date, hit CTRL+Enter. This will give you a second page.
5. Everything on the first page is now your Cover Page. Let’s format that.
   1. Go to the View ribbon and check the ruler box. This will put a ruler on the top and along the left side of your paper.
   2. Put your cursor at the beginning of the words “Gone with the Wind” and press enter until it lines up with about the 2 ½ on the left side ruler.
   3. With your cursor at the end of the word Wind, press enter three times
   4. With your cursor at the end of your name, press enter three times.
   5. Highlight “Gone with the Wind” and press the button. Choose Uppercase.
   6. Change the font size of the title to 18.
   7. Highlight all information on the first page and use the button to center it.
   8. Go to the Page Layout ribbon. Click on the Page Borders icon.
   9. Choose a line style. You may also change the color and size if you want.
   10. Go to the “Apply to” box and pull down the arrow. Choose “First page only.”
6. Formatting - On Page 2, highlight the whole report.
   1. Press CTRL+2. This will double space your document.
   2. Change the font to Size 12, Times New Roman
   3. Currently, the report is formatted in *Block Format*, which means there are no tabs and the paragraphs are separated by a blank line. Change it so that there is no blank line between each paragraph, and tab in each paragraph.
7. Spellcheck—right click on each red underlined word. A list of possible corrections will appear. Pick the one that is correct. There are 8 errors.
8. Cut & Paste – Switch two paragraphs. Highlight the paragraph that begins, “Scarlett bears three children…” and then right click and choose Cut. Then, place your cursor in front of the paragraph that begins, “Gone with the Wind is a timeless classic…” and right click again, this time choosing Paste.
9. Find – Click on the button in the upper right corner.
   1. Type in Gone with the Wind. Ignore the first finding—the title. When it finds the second, it will be highlighted. Click the  button on the home ribbon to italicize it.
   2. Search again, and when it find the third instance, italicize that as well.
   3. Close the side bar by clicking on the small x in the corner.
10. Replace – Click on the  button on the upper right corner.
    1. In “find what” type *terrified*.
    2. In “replace with” type *vulnerable*.
11. Page Numbers - Go to the Insert menu. Choose the Page Number icon. Choose any type of page numbering style you like. Don’t foget to close the header by clicking on the red x.
12. Save & Print
    1. If you haven’t been saving all along, don’t forget to save now by doing File, Save or CTRL +S.
    2. To print, click on File, Print.
    3. **BEFORE YOU PRINT – You will be printing four to a page, so this whole assignment fits on one page.**
       1. **In the print menu, on the very last setting, change it from 1 Page Per Sheet to 4 pages Per Sheet.**
    4. Then click the large Print button.
    5. Do not turn this in—you will be turning it in with all the Word Assignments later.
    6. If you are doing this as a makeup assignment at home, either print it or email it to me at [megan.rees@jordandistrict.org](mailto:megan.rees@jordandistrict.org).

CTE Intro

*Microsoft Word 2010*

Assignment 2

Formatting – Newsletters

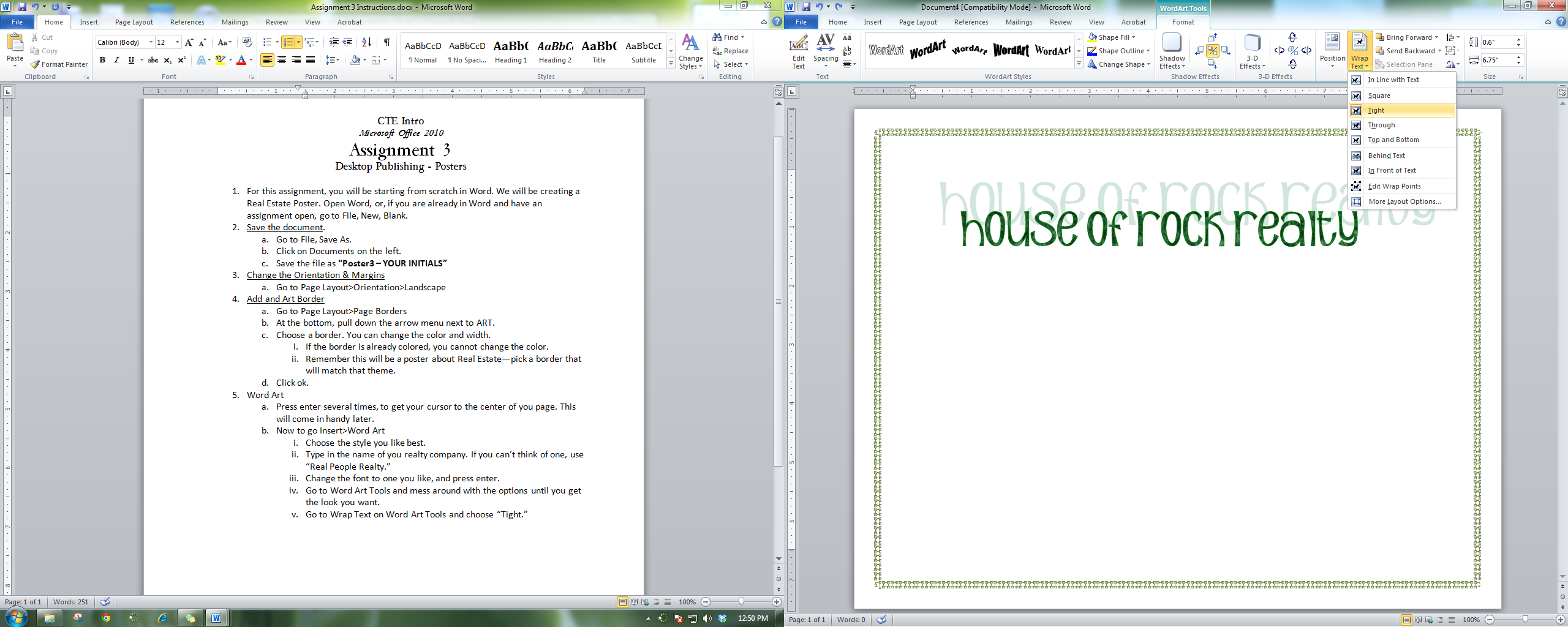
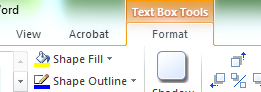
1. Go to CTE Intro>Student Common>Rees CTE Intro>Word Processing and open Assignment 2. If you are accessing this assignment online, go to <http://mrsreesrocks.weebly.com>, CTE Intro>Word Processing>Assignment 2.
2. Add a Footer
   1. Go to Insert>Footer>Blank (3 Columns)
   2. Enter your name, period, and Assignment 2.
   3. Close the header by clicking on the red x.
3. Save the document.
   1. Go to File, Save As.
   2. Click on Documents on the left.
   3. Save the file as **“Newsletter2 – YOUR INITIALS”**
4. Turn on your ruler – You will need this many times for this assignment!
   1. Go to View, and check the Ruler box.
5. Change the Margins
   1. Do CTRL+A to ensure you change the whole document evenly.
   2. Go to Page Layout>Margins>Custom Margins
   3. Change the Top and Bottom margins to .3, and the Left and Right margins to .5.
6. Change the font and size
   1. With the whole document still highlighted, go to the Home Ribbon and change the font to Comic, Size 10.
   2. **DO NOT SKIP THIS STEP**! It will be very hard to fix it later if you missed it!
7. Insert a Text Box Sidebar
   1. Make sure your cursor is at the very top of the page.
   2. Go to Insert, Text Box, and choose the ***Mod Sidebar***.
   3. Click on the edge of the Text Box, so your cursor is a four sided arrow, and move the text box to the right side of your page.
   4. Re-adjust the size -Putting your cursor on the bottom edge, drag the text box up so it ends before your header.
   5. Click on Drawing Tools at the top of your screen to open up the Drawing Tools menu.
      1. Choose a shape style you prefer—preferably something light.
8. Adjust Ruler
   1. Drag the right ruler edge to the left, so that it ends just before your text box begins. This will make things easier when we start working with columns.
      1. Your text box may move a little. If it does, re-adjust it back.
9. Copy and Paste
   1. Scroll down to the bottom of your page. Find the words “Welcome to the Giggler.” Highlight everything from there down.
   2. Right click on Cut. (Or, do CTRL +X, or choose Cut from the Home ribbon menu)
   3. Place your cursor inside your text box and paste. (Ctrl +V, right click, or home ribbon menu.)
10. Insert a picture
    1. Place your cursor at the very top of the text box, before all writing.
    2. Go to Insert>Picture
    3. The Giggler logo is saved in Desktop>CTE Intro>Student Common>Rees CTE Intro>Word Processing>GigglerLogo-Assignment2
11. Formatting and Tables
    1. Highlight all of the Welcome message in the text box. Change the font to Futura and Bold it. Center it.
    2. Highlight Farley Guiselmeyer and change the font size to 16, and choose a cursive looking font.
    3. Highlight all the names and birthdays.
       1. Go to Insert>Table>Convert to Table. It will automatically say 2 columns. That’s fine. Press ok.
       2. Make sure your table is not highlighted. Place your cursor on the line between the two columns, and drag the center line over to adjust the width of the cells.
       3. Change the font size of the birthdays to 8.
12. Title Formatting
    1. Highlight “The Giggler” (it will also highlight your text box, but don’t worry about it.)
       1. Change the font to Tabitha, size 36.
       2. Go to the Text Effects pull down menu and choose a style. 
       3. Highlight “Laugher is the Best Medicine!” and Italicize it by clicking on the button.
       4. Highlight “Submitted by Thomasina Sayer” and italicize that as well, changing the font size to 8.
    2. Highlight “Joke of the Month”
       1. Change the font to Tabitha, Size 14. Change the color by clicking on the button.
    3. Now, with “Joke of the Month” still highlighted, click on the  button on your Home ribbon.
       1. Your cursor is now a paintbrush. Drag your paintbrush across the words “Favorite One Liners.” You have copied the formatting!
       2. Click the format painter again, and do this for all the other titles in the document—Name that Movie, Comic of the Month, The Punny Corner, This Month’s Birthdays, and Fun Links.
13. Table and Borders & Shading
    1. In your title, highlight the date and volume.
    2. Go to Insert, Table, Insert Table.
    3. Now it’s in a table. With it still highlighted, right click and go to Borders and Shading.
       1. On the Borders tab, click “None” on the left side bar.
       2. Click on the shading tab and choose a color.
    4. Highlight the date and change the justification to Left
    5. Highlight the volume and change the justification to the Right.
14. Bullets
    1. Highlight the One-Liners section, not including the title.
    2. Go to Home, and click the arrow next to the bullets button. 
       1. Go to Define New Bullet>Picture
       2. Make sure the checkbox is checked, and type “laugh” into the search bar. Scroll down until you find a suitable picture for a bullet. (you can search for something else if you want!)
15. Insert Picture
    1. Place your cursor on the blank line between comic of the month and The Punny Corner.
       1. Go to Insert>Picture>Desktop>CTE Intro>Student Common>Rees CTE Intro>Word Processing>Comic-Assignment 2
       2. Re-adjust the size so it’s smaller. You may need to re-adjust it again after step 17.
       3. Click on the comic, and press the  button.
       4. Click on Picture Tools and choose the style that is on the third row, fifth column. Grab the green tool handle on the picture and tilt it slightly.
16. Shaded Box
    1. Highlight Name that Movie and the quote. On your home ribbon, click on the arrow next to your borders button and go to the very bottom to Borders and Shading.
       1. We’ve been here before. This time, change the borders on the borders menu to your choice of style and color.
       2. Click on shading and choose a light color as your background.
    2. Highlight “Can you name what movie this quote is from?” in your box and center and italicize it.
17. Columns - This step can be tricky—make sure you are following these instructions exactly! Also, make sure you have adjusted your ruler as explained in Step 8, or this will not turn out right!
    1. Put your cursor at the beginning of the Name that Movie title and highlight that section all the way down to your comic, stopping BEFORE The Punny Corner.
    2. Go to Page Layout>Columns>Two. If you have done it right, the Punny Corner should still be centered.
    3. If your Comic of the Month title is still at the bottom of the left column, re-size your picture smaller until it goes over the right side.
18. Cut and Paste from Internet
    1. At the bottom of your text box there are two links. Hold down the CTRL key and click on the very bottom link. This will open up a website with a lot of puns on them.
    2. Choose one pun you like and highlight it. Do not highlight the number—just start with the pun. Then right click and Copy.
    3. Go back to your document and place your cursor on the line below Punny Corner. Right click and press Paste.
    4. Press enter and do this two more times so you have three puns.
19. Format Painter – Now we will use the Format Painter again, to ensure that what we have copied from the internet matches the rest of our document.
    1. Highlight the joke of the month. (Not the title, just the joke)
    2. Click on the format painter
    3. Paint the puns you just brought in.
20. Horizontal Lines
    1. Place your cursor at the end of your first pun. Click on the Borders icon—the one you used to change the borders on Name That Movie.
    2. Note that in the lower left corner is a Horizontal Line button. Press it, and choose a line from the list.
    3. Do the same for each of your puns until you have three lines. If you have time, you are welcome to add more puns if you have enough room at the bottom.
21. Drop Cap
    1. Go to Joke of the Month and put your cursor at the beginning, in front of the word A.
    2. Go to Insert>DropCap>Dropped.
22. Save & Print
    1. If you haven’t been saving all along, don’t forget to save now by doing File, Save or CTRL +S.
    2. To print, click on File, Print and then click the large Print button.
    3. Do not turn this in—you will be turning it in with all the Word Assignments later.
    4. If you are doing this as a makeup assignment at home, either print it or email it to me at [megan.rees@jordandistrict.org](mailto:megan.rees@jordandistrict.org).

CTE Intro

*Microsoft Word 2010*

Assignment 3

Desktop Publishing - Posters

1. For this assignment, you will be starting from scratch in Word. We will be creating a Real Estate Poster. Open Word, or, if you are already in Word and have an assignment open, go to File, New, Blank.
2. Save the document.
   1. Go to File, Save As.
   2. Click on Documents on the left.
   3. Save the file as **“Poster3 – YOUR INITIALS”**
3. Change the Orientation & Margins
   1. Go to Page Layout>Orientation>Landscape
4. Add and Art Border
   1. Go to Page Layout>Page Borders
   2. At the bottom, pull down the arrow menu next to ART.
   3. Choose a border. You can change the color and width.
      1. If the border is already colored, you cannot change the color.
      2. Remember this will be a poster about Real Estate—pick a border that will match that theme.
   4. Click ok.
5. Word Art
   1. Press enter several times, to get your cursor to the center of you page. This will come in handy later.
   2. Now to go Insert>Word Art
      1. Choose the style you like best.
      2. Type in the name of you realty company. If you can’t think of one, use “Real People Realty.”
      3. Change the font to one you like, and press enter.
      4. Go to Word Art Tools and mess around with the options until you get the look you want.
6. Wrap Text
   1. Go to Wrap Text on Word Art Tools and choose “Tight.”
      1. You will need to change the wrap for every picure and clipart in this assignment!
7. Clip Art
   1. Go to Insert>Clip Art.
   2. Make sure the box is checked. Type in something like “house” or “home”
   3. When you find the one you want, click on it to bring it in to your document.
   4. Click on the inserted picture and change the wrap to In Front of Text.
   5. Make it much smaller, and place it on one side of your Word Art.
   6. With the picture highlighted, right click and copy. Then right click and paste. You now have a second one. Place the second on the other side of your title.
      1. If you want to switch it’s direction, click on the side handle and drag it across itself to flip the direction.
8. Shape Text Box
   1. Now press enter so that your cursor is just below your title. Go to Insert>Text Box
   2. Choose the first option—Simple Text Box.
   3. Type the slogan for your business. If you can’t think of one, type “Real Homes for Real People at a REAL price.”
   4. Center it, and change the font to a readable font of your choice.
   5. Highlight your slogan and click on the Home ribbon. Click the button to enlarge your font to the size you want.
   6. Click on the Text Box Tools toolbar (which will appear if you have your text box highlighted) and change your options.
      1. Select a new box style. Try changing your shape fill and outline as well.
      2. Choose Change Shape and choose a new shape.
         1. Drag your shape across the page. You may want to select a shape that isn’t too obnoxious or weird, or this won’t work well.
         2. Look at the example at the end of these instructions to see how it should look.
9. Content
   1. Press enter twice. Type “Property of the Week”
   2. Press enter twice.
   3. Type in YOUR home address. If you don’t know your address, make one up.
      1. Do not include state and zip, just street address and city.
   4. Below that, type the cost of your home. You make this up as well—keep it between $200,000 to $500,000.
10. Plain Bullets
    1. Place your cursor after the price of the house and press enter twice.
    2. Click on the  button to create basic bullets.
    3. Next to each bullet, list a feature about either your house or a house in general. You might want to list things like:
       1. How many square feet the house is (between 1000 – 3500)
       2. Number of bedrooms/bathrooms
       3. Recently remodeled rooms
       4. Size of property
       5. Location—where it is, kind of neighborhood, nearby parks, etc
       6. Size of property (how many acres)
       7. Finished basement
       8. Amenities such as swimming pools, patios, decks, gazebos, etc.
    4. You can list things about your real house, or make them up. You must have at LEAST five bullets.
11. Formatting
    1. Go back to Property of the Week. Change the size to 22, and underline it with the button. Change the font to the same font as either your title or your slogan.
    2. Highlight the sale price of the house. Bold it, and change it to size 16 font.
12. Text Box Business Card
    1. Go to Insert>Text Box and choose a style that is a shape—not one of the side bars. I suggest simple, braces, or mod. But it is your choice.
    2. In the text box, type your first and last name. On the next line, “Realtor”, then your phone number and email address.
    3. Change your name to a larger font and size.
    4. Change “realtor” to a larger size.
    5. Italicize your email address.
    6. Place it on the right side of your document. Widen your text box to make room for your picture.
    7. If you like, you can go to Text Box Tools, Shape outline, and choose “no outline” and also change your shape fill to no fill. This will make your text box “invisible.”
13. Insert Your Picture
    1. Go to Insert>Picture>Desktop>Student Common>Rees CTE Intro>Student Photos>Your Period. Find your photo. If you do not have a photo, find a random picture of someone on the internet.
    2. Right click on your photo and change the wrap to “In Front of Text.”
    3. Add a border to your photo in the style menu under Picture Tools.
    4. Place your photo on top of your text box, so it looks like it is inside. It should look something like this:
14. Screenshot
    1. Go to the internet. Go to Google, and click on Maps. Type in your home address.
    2. If you don’t want to use your house, or your house is not on google maps, just find a random house to use. Keep double clicking on the map until you are zoomed into a neighborhood. Then drag the orange man to where you want to go.
    3. Once you have found your house (you should be in street view so you can see a picture of it) you will use screenshot to take a picture and bring it in to your document.
       1. Go back to your Word document.
       2. Click on Screenshot. It will show you all the windows open on you desktop. Choose the one that shows the Google maps page you were just on.
       3. The entire page has been imported into you document—we need to crop it!
15. Cropping
    1. Click on the picture you just imported. Click on the crop tool.
    2. Drag in the sides until you have just the house.
    3. Add a border style to the picture.’
    4. Change the wrap to Tight or In Front of Text.
16. Copy & Paste Pictures from Internet
    1. Before you mess around too much with where to put the picture, pull in at least two more.
    2. Go to the internet. Do a search in Google Images for things like kitchen, backyard, pool, bathroom, etc. These of course will not be from your actual house, but are meant to show the interior of this house.
    3. When you find a picture, click on it to get the larger version. Right click and COPY.
    4. Go back to your document and right click and PASTE. Change the wrap and the border.
    5. You should have at least 3 pictures when done—one screenshot of the house, and two interior shots. You do more if you have room.
    6. Arrange the pictures on your page however you like. You will need to mess around with your wrap and sizes to get them to look the way you want.
17. Save & Print
    1. If you haven’t been saving all along, don’t forget to save now by doing File, Save or CTRL +S.
    2. To print, click on File, Print and then click the large Print button.
    3. Turn this in with your other two Word Assignments. Attach them together and turn them into the basket.
    4. If you are doing this as a makeup assignment at home, either print it or email it to me at [megan.rees@jordandistrict.org](mailto:megan.rees@jordandistrict.org).

