


WORD PROCESSING

ASSIGNMENT # 1 ~ FILENAME: FONTS

1. Open Word
2. Click on the **Office Button** 
Choose **OPEN** or click on the open folder icon
Navigate to the folder where your teacher has put the Word Processing Unit Files.
Open the file called **Fonts**.
3. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.

Your Name

Period #

Current Date


4. Follow the directions on the LINE/FONT APPEARANCE sheet that appears on your screen. **It must fit on one page.**
5. Save the File
 1. Click on **The Office Button** and then **Save As:**
 2. Navigate to the folder where your teacher has shown you to save the files.
 3. Name the file: **Fonts** and click on the **Save** button.
6. **Print** click on the printer icon or **the Office Button** and then **Print**.
7. **Close** the File.

WORD PROCESSING

ASSIGNMENT # 2 ~ FOOD ALLERGY

Open Microsoft Word.



By editing this file you will learn how to put spaces between paragraphs, select and use the bold key to emphasize a paragraph heading and make the right margin even using full justification.

1. Click on the **Office Button** 
Choose **OPEN** or click on the open folder icon
Navigate to the folder where your teacher has put the Word Processing Unit Files.
2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.

Your Name

Period #

Current Date



3. Select the title (FOOD ALLERGIES) - change the font size to 16. Change **ONLY** the font size for the title.
4. Select the title again – Press **Ctrl D** - and select “shadow” from the right set of choices. Then click “OK.”
5. Separate the paragraphs by pushing ENTER two times when you see a paragraph heading (a heading is a little introduction to the paragraph. In this case it is followed by a “?” at the first of a paragraph) Push the ENTER key two times between all paragraphs. There are 5 paragraphs.
6. Select everything after the Title of the page. Change the way the lines will look by justifying their alignment. To use Justify Alignment, press **Ctrl J** or click the Justify button from  the Home ribbon. You will see that both the right and left sides of each paragraph, except for the last line, become straight, and are aligned with the right and left margins of the page.
7. Select each paragraph heading (the beginning sentence of each paragraph that ask a question), and **BOLD** each heading. You may press **CTRL “B”** or you may click on the **“B”**  button on the Mini Formatting Toolbar.
8. **Save as: FOOD** in the folder where you save your files.
9. **Print**
10. **Close file**

WORD PROCESSING

ASSIGNMENT # 3 ~ FILENAME: CAREERS

Open Word


This file will teach you how to cut and paste paragraphs, put text into columns, how to center and bold the headings of each medical career and how to full justify the paragraphs.


11. Click on the **Office Button** 
Choose **OPEN** or click on the open folder icon
Navigate to the folder where your teacher has put the Word Processing Unit Files.
12. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin. 

Your Name

Period #

Current Date

13. **Center** the **title (CTRL E)**, make it **bold** with **shadow** and change the **font size** to **16**.
(Remember how to do this? The keyboard shortcut is **CTRL + D**)
14. Cut and Paste medical career paragraphs and arrange them in alphabetical order:
 - a. There are 7 medical career paragraphs.
 - b. Select the paragraph that needs to be first (hint: the 1st one is Admitting Clerk or Officer, the 2nd one is Genetic Counselor)
 - c. Select the desired paragraph (all of it)
 - d. Click on the scissors Icon  on the **Home Ribbon** or press **CTRL + X** - This removes (or cuts out) the paragraph and temporarily saves it to the paste function.

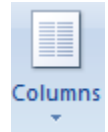
Move the cursor where you want this paragraph to be - then right click - then click on past (the icon that looks like a clipboard or **CTRL+ V**) and Voila! There is your paragraph. 
 - e. Continue to move all medical career title paragraphs until they are in alphabetic order.

- f. Be sure you push **ENTER** if you need spaces between paragraphs or **BACKSPACE** if you need to remove spaces.

Don't even think of printing this activity yet because there's a lot more to do.

15. Start **below** the **title "Connection to Careers"** and select all of the text that should be in columns. (See Answer Key) Make sure your selected text does **NOT** include the title, just everything below it.

16. Click on the "**Page Layout Ribbon**" and click on the "columns" icon. Choose 2 columns from the popup menu.

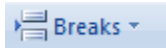



17. Center and bold each **medical career title** within the columns.

1.

18. Put the cursor on the first line after the Admitting Clerk or Officer title (the first paragraph) and press ENTER to provide a double space after the title and before the text of the paragraph. Do the same after each medical career title – there are seven titles.

19. After the 3rd paragraph (Medical Records Administrator), go to the "Page Layout Ribbon" and find the "Breaks" button. Click on it and choose a column break. This should send the next paragraph to the second column.



20. Highlight both columns (**not the title**) and Justify all of the paragraphs. You can do this by the keyboard shortcut **CTRL + J** or by clicking on Justify on the **Home Ribbon**. 

21. From the View Menu be sure to look in the zoom (magnifying glass icon) and choose Full Page and make sure it your document fits on **ONE** page...

22. If your document on the screen looks like the KEY then; **SAVE** as **Careers**


23. **Click on the Print Preview Button and Print the Document.**

24. **CLOSE** THE FILE.

WORD PROCESSING

ASSIGNMENT #4 ~ FILENAME: EXERCISE

This exercise will teach you how to change size of font for entire document, change the ♥ symbol for another symbol (your choice), and put a border around the document.


1. Click on the **Office Button** 
Choose **OPEN** or click on the open folder icon
Navigate to the folder where your teacher has put the Word Processing Unit Files.
Open the file called “Exercise”
1. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the **Header** icon on the **Insert Ribbon**) or double click the top margin.

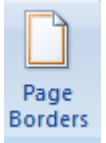


Your Name _____ Period # _____ Current Date _____

4. **Center** the title - Benefits of Daily Exercise- put it in **bold** and **shadow** and change the **font size** to 16.
5. Change the **font size** of the rest of the document to 10 pts. It makes quite a difference. Select the entire document (**Ctrl A**) then change the font size to 10. If the text doesn't all fit on ONE PAGE - then you will need to make the bottom or top margin smaller. (Page Layout – Margins)
6. To select a new symbol -
 - a. Double Click on the 1st ♥ symbol OR delete it and click on the “Symbol” button on the **Insert Ribbon** to Insert a new one.
 - b. You may select another symbol from the “symbols” subset or any subset (other good Fonts to use include “Webdings” and “Wingdings”) and insert it. Remember, this article is on exercise, so find an appropriate symbol. (Examples: _☺√☼)
 - d. Click on the symbol you want and click on “insert” then on “close”. That's all there is to it!
 - e. Change all of the heart symbols to **different** symbols. Try to find a symbol that corresponds with that paragraph.



- f. When all of the ♥ symbols are replaced then click on **CLOSE**.
 - g. If all of the text in the document isn't indented, push the TAB key to get it lined up.
7. Now for the border which will surround this document.
 - a. Go to **Page Layout Ribbon** and click on Page Borders.
 - b. Make sure the "**Page Border**" Tab is selected.
 - c. Choose the border you would like to use. Change the Border Style/Color, and Size then when you're satisfied click OK.
 - f. There's your border!
8. If you don't like that border - click on **Undo**  (It's in the Upper Left corner next to save) or press **Ctrl + Z** and that will delete it....and then choose another border.
9. Save your file as **Exercise**. **Print and Close** the file.



WORD PROCESSING

ASSIGNMENT #5 ~ MEDICAL SPECIALISTS

1. **Open** Word



Click on the **Office Button**

Choose **OPEN** or click on the open folder icon

Navigate to the folder where your teacher has put the Word Processing Unit Files.

Open the file called **MEDSPEC**

2. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the **Header** icon on the **Insert Ribbon**) or double click the top margin.




Your Name

Period #

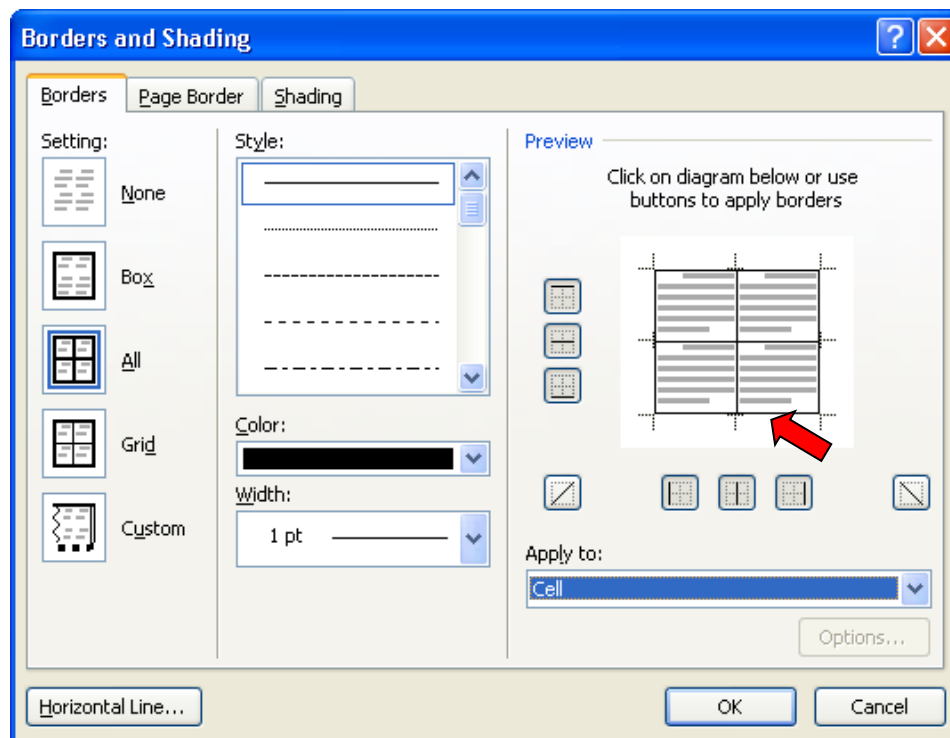
Current Date

This file will teach you how to work inside of a table, how to sort the 1st row alphabetically, how to use the border/fill, how to center and bold the 1st row in the table - and hopefully a little about medical specialists.

3. Make the title look different:
- Put it in **bold** (Ctrl + B) and **center** it. (Ctrl + E)
 - Select the title - Type **Ctrl D**
 - Then....choose **Small Caps**
4. Select the first row of the table with your mouse - (Name-Degree-Specialty) - drag mouse across (until it turns black) then bold and center this row

5. **Sort** the first column alphabetically . . .
 - a. **Select** the entire table including the column headings. (Click on this symbol  which will appear in the upper left corner of the table) The whole table will be selected.
 - b. With the Table selected go to the **Layout Ribbon** then click Sort.
 - c. Under “My list has” select header row. This is at the bottom of the sort box.
 - d. First Sort by (Column 1) and by Text in **ascending** order.
 - e. Then click on **OK**.
 - f. You will see now that the table has changed and the medical specialists are now arranged alphabetically.

6. To put a **border** around the first row and shade it in:
7. Select the entire first row; which is the Column Headings.
8. Right click on the 1st row and choose “Borders and Shading” from the pop up menu.
9. Make sure you are on the “Borders” tab and **not** the “Page Borders” tab.
10. Select “Custom” from the Settings column.
11. Scroll through the style box until you find a style that is two horizontal lines.
12. Change the point size to $\frac{3}{4}$ (if it is something else).
13. Click on the bottom border of the preview cell (see below). You should see the bottom of this preview cell now have a double line.



14. Make sure the “**Apply to**” box has the word “cell” in it. If not, click on it and change it to “cell”
15. While you’re still in this borders/shading box, click on the “**shading**” tab at the top

- of the box.
16. Find the "Patterns" area near the bottom left of the box. Select 5% **Shading** from the "**Styles**" pull down box. Right now, it is "clear."
 17. Then.....Click on **OK**.
 18. **Center** the middle column (the Degree column)
 - a. Select the Middle Column. (Drag your mouse down the middle column)
 - b. Go to Layout and in the Alignment Tools choose Align Center.
 19. Look in the whole page view. (View – Zoom – Whole Page) Make certain that the table stays on **ONE PAGE**.
 20. If this activity goes on two pages, delete some spaces (where there is no text) until the text fits on just one page.
 21. **Save** as: **Medspec**
 22. **Print Preview** and then **Print**
 23. **Close** the file and close **Word**