

MICROSOFT OFFICE WORD PROJECT 1

CREATING AND EDITING A WORD DOCUMENT

ASSIGNMENTS

APPROXIMATE COMPLETION TIME 3 CLASS PERIODS

STUDENTS WILL HAVE MASTERED THE MATERIAL IN CHAPTER ONE WHEN THEY CAN:

- Start and quit Word
- Describe the Word window
- Enter text in a document
- Check spelling as you type
- Save a document
- Format text, paragraphs, and document elements
- Undo and redo commands or actions
- Insert a picture and format it
- Print a document
- Change document properties
- Open a document
- Correct errors in a document
- Use Word's Help

Student Work Habits – Promptness in getting started; efficient use of class time; persistence in working toward goals; attention to and following of directions; absence of disruptive behavior. 20 POINTS

File Management - Saves Files with the Correct Names to the Correct Unit 3.00 Folder. 20 POINTS

Read and Complete Word Chapter 1 “Creating and Editing a Word Document”

WD2 – WD62 Save as *Horseback Riding Lessons Flyer* to your Unit 3.00 Folder. The graphic you will use is located in the public share folder. Put your name, date, and class period in the header of the document before printing. Print the document as indicated on WD54. 22 POINTS

Approximate time – 1 class period

Apply Your Knowledge

WD 63 – WD 64 – Open up *Apply 1 –1 Autumn Fest Flyer Unformatted* from the public share folder. Save it to your Unit 3.00 folder as *1-1 Autumn Fest Flyer Formatted*. Follow the steps to complete the assignment. Resave the document to your Unit 3.00 folder. 20 POINTS

Extend Your Knowledge

WD 65 – WD 66- Open up *Extend 1-1 Baseball Sign Ups Flyer* from the public share folder. Save the file as *1-1 Baseball Sign Ups Flyer* to your Unit 3.00 folder. Perform the tasks outlined in the book to change the flyer. Do not change the document properties in step #8. Resave the document to your Unit 3.00 folder. 18 POINTS

Make it Right

WD66 – Open the document *Make it Right 1-1 New York Tour Flyer* from the public share folder. Save the document as *1-1 New York Tour Flyer* to your Unit 3.00 folder. Follow the directions in the book to correct spelling and grammar errors. Do not change the document properties. Resave the document to your Unit 3.00 folder.

5 POINTS



105
Points

In the Lab 1

WD 67 – WD 68 – **Complete “In the Lab 1: Creating a Flyer with a Picture.”** Save as *Lab 1-1 Airplane Rides Flyer* to your Unit 3.00 folder. The graphic is located in the public share folder. Do not change the document properties. Resave to your Unit 3.00 folder. 15 POINTS



120
Points

Approximate time – 1 class period

In the Lab 2

WD 69- WD70 **Complete “In the Lab 2: Creating a Flyer with a Picture and a Border”.** Save as *Lab 1-2 Nursery Expansion Flyer* to your Unit 3.00 folder. The graphic is located in the public share folder. Do not change the document properties. Resave to your Unit 3.00 folder. 15 POINTS



135
Point

WD 70 – WD 71 – **Complete “In the Lab 3: Creating a Flyer with a Picture and Resized Border Art”.** Save as *Lab 1-3 Cabin Rentals Flyer*. The graphic is located in the public share folder. Do not change the document properties. Resave to your Unit 3.00 folder. Put your name, date and period in the header of the document. Print the flyer. 15 POINTS



150
Points

Approximate time – 1 class period

150 Total Points Possible

150 – 139 points = A

138 – 127 points = B

126 – 115 points = C

114 – 105 points = D

Below 105 points = F

When your instructor asks turn in the grade sheet attached with your name, the date, and your block. Staple any assignments that were printed out to the grading sheet in order they were completed.

For additional extra credit assignments see the class assignments page on the class webpage. Put completed extra credit assignments in the yellow extra credit assignments folder on my desk.

The following items should be printed and attached to your grading sheet everything else should be saved with the correct file name to the correct unit folder:

Horseback Riding Lessons Flyer

Lab 1-3 Cabin Rentals Flyer

Name _____ Date _____ Block _____

GRADING CRITERIA

Chapter 1 - Horseback Riding Lessons Flyer – Printed and stapled to this sheet

Description	Pts	Your Score
Document theme colors should be changed to Aspect.	3	
Key words in the announcement are in bold for emphasis.	3	
The headline should be centered and size changed to 48 points.	3	
A border should be added around page.	3	
Bullets should be added to the paragraphs of the body copy.	3	
Relevant clip art is inserted and centered and Metal Oval picture style applied	5	
Printed the flyer and stapled to this sheet	2	
TOTAL POSSIBLE POINTS:	22	

YOUR SCORE: _____

1-1 Autumn Fest Flyer Formatted - Saved to your unit folder

Description	Pts	Your Score
Font should be changed to 48-point Cooper Black and Civic theme colors applied to document.	3	
The word "Creek" should be inserted into the document.	2	
The picture should be inserted and centered and Snip Diagonal Corner, White style applied.	3	
A border should be added to the picture.	3	
The word "and" should be underlined.	3	
The three lines should be bulleted.	3	
Entire Flyer should fit on one page.	3	
TOTAL POSSIBLE POINTS:	20	

YOUR SCORE: _____

1-1 Baseball Sign Ups Flyer - Saved to your unit folder

Description	Pts	Your Score
The size of the headline should be increased.	3	
The color and width of the border should be changed.	3	
Font color of all body text should be changed to color other than automatic or black.	3	
Drop shadow should be deleted from picture and glow effect added.	3	
Solid underline should be changed to a decorative underline.	3	
Bullets should be replaced with different bullet style.	3	
TOTAL POSSIBLE POINTS:	18	

YOUR SCORE: _____

1-1 New York Tour Flyer – Saved to your Unit folder.

Description	Pts	Your Score
All spelling and grammatical errors should be corrected.	5	
TOTAL POSSIBLE POINTS:	5	

YOUR SCORE: _____

Lab 1-1 Airplane Rides Flyer – Saved to your Unit folder.

Description	Pts	Your Score
Heading 1 style should be applied to the headline, and headline should be centered.	2	
All body copy should be changed to 22 points.	2	
The picture should be inserted and centered.	2	
The three lines of text should be bulleted.	3	
Heading 2 style should be applied to the signature line, and line should be centered.	3	
The entire flyer should fit on a single page.	3	
TOTAL POSSIBLE POINTS:	15	

YOUR SCORE: _____

Lab 1-2 Nursery Expansion Flyer – Saved to your Unit folder.

Description	Pts	Your Score
The text “recently expanded...” should be bold.	2	
The picture should be inserted and centered, and the Soft Edge Oval picture style should be applied.	2	
Heading 1 style should be applied, 48 points, underlined, and centered.	2	
A graphic border should be added.	3	
The three lines of text should be bulleted.	3	
Heading 2 style should be applied to the text, and the line should be centered and underlined.	3	
TOTAL POSSIBLE POINTS:	15	

YOUR SCORE: _____

Lab 1-3 Cabin Rentals Flyer – Save to your Unit folder and Printed and Staped to this sheet.

Description	Pts	Your Score
Art cabin border with a width of 25 points should be added.	3	
Heading 1 style should be applied, 48 points, centered with Ravier font.	3	
The Bevel Rectangle picture style should be applied to the picture.	3	
Bullets applied to list and “All...” underlined.	3	
Heading 2 style, 26 points, centered and italicized should be applied.	3	
TOTAL POSSIBLE POINTS:	15	

YOUR SCORE: _____

WORK HABITS POINTS _____

FILE MANAGEMENT POINTS _____

EXTRA CREDIT POINTS _____

TOTAL POINTS _____

GRADE _____

150 Total Points Possible

150 – 139 points = A

138 – 127 points = B

126 – 115 points = C

114 – 105 points = D

Below 105 points = F