

Type this exactly how you see it

This is Mr. Williams' computer & technical applications Exercise 1 practice lesson.

Type everything exactly as you see it typed here because we will edit, spell check, and format with this base document this base document as we experiment with the things that we can do with Microsoft Word 2010. The book may have some different views that what we have because it is 2007 version and we are doing 2010 version. There are many different fonts, colors, sizes. Take this document and save it as your first initial lastname-ex1 just like all the other documents you've saved so far. This will allow us to open the document in this view every time so that we may fix the original.

you will make some suggested changes to the document and save it again as a separate document with a given name, probably first initial lastname-ex1.2 or something. I hope that this is a good starter lesson to help you get the basic word tasks figured out.

Good luck and have fun with these lessons and again make sure that it is typed exactly like this document, MR. Williams

Send all solutions to [greg.williams@crooksville.k12.oh.us](mailto:greg.williams@crooksville.k12.oh.us)  
or save to flash drive to get to me



Mr. Williams'  
Comp App & Tech App Exercise 1

1. Open your first initial lastname-ex1 file you should have typed last week. If you didn't type it yet the sub will have it for you.
2. Spell check the document and make the suggested changes, some of the changes have many options so you will have to read them so that you know what to do or ask me if you are unsure because of the number of possible changes to that particular part.
3. Highlight the entire document then select the Paragraph dialog box launcher and on the Indent and Spacing tab set the Special drop down arrow to Hanging by 1".
4. Start a new paragraph at the sentence "Take this document and save it as..." and make other paragraph fixes shown below so that your paper is

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Take this document and save it as your first initial lastname-ex1 just like all the other documents you've saved so far. This will allow us to open the document in this view every time so that we may fix the original. You will make some suggested changes to the document and save it again as a separate document with a given name, probably first initial lastname-ex1.2 or something. I hope that this is a good starter lesson to help u get the basic word tasks figured out.

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document, MR. Williams

5. Put a Yellow 6 pt. border around just the last paragraph and shade it in Purple Accent 4
6. Save the new document in your U1L2 Lessons folder or at least your Lessons 2 Folder as first initial lastname-ex1.2

*send to greg.williams @Crooksville.k12.oh.us*

7. With the ex1.2 file still open make the entire document have the Font *Bradley Hand ITC* size 14

8. Make the first letter of each paragraph **Matura M7 Script**

**Capitals size 22; font color Orange, Accent 6, Lighter 40%; and have a Text Highlight color of black.**

9. Change the first letter of the remaining 6 sentences to **Snap ITC; size 18; font color Dark Blue, text 2.**

10. Change the line spacing for the entire document to 1.5

11. Type your name at the bottom of the document and decorate your name with any desired Font; Font Size; Font Color; Text Effects, if you like; and Text Highlight, if you want. After that make a bulleted list as shown with the First Line Indent at 1" and the Hanging & Left Indent at 1.5". Also select the bulleted list and insert a Left Tab at 2.75" so that you can tab after each option to type your choices there

- Font: Calibri
- Font Size: 11
- Font Color: black
- Text Effects: none
- Text Highlight: red

12. Save the new document as first initial lastname-ex1.3

## Info Tech Exercise 2

1. Open your exercise 1 document that should be saved as name.ex1.2
2. On the Home Ribbon go to the far right and click the Select option and Select All so that you can change the whole document.
3. Now go to the Style dialog box to open other style options and Clear All styles.
4. Now change the style to Subtitle on the Ribbon in the Style Group.
5. Write the Font, Font Size, & Color that the style Subtitle has the document in right now.
6. Change the Font Color to Purple Accent 4.
7. Change the Font to Brush Script MT size 16.
8. If your document still has the first letter of each paragraph with highlighted black behind it, clear it with the Text Highlight Color button on Font Group and select no color.
9. Using the Control button on the lower left of the keyboard, Ctrl, select the first letter of each sentence and change the Font to Lucida Calligraphy.
10. Change the 1 in the first row to a 2 and change the font color to black.
11. Select Info Tech in the first sentence and change the font size to 24, apply the Text Effect Outline Purple Accent 4, Shadow on Perspective Diagonal Upper Right, and Glow on Olive Green, 11 pt glow, Accent color 3.
12. Select Microsoft Word 2010 on the 3<sup>rd</sup> line and apply some Font changes of your own to it and write down anything that you did to it so someone else could do it also.
13. Highlight the last sentence and make it all caps, UPPERCASE, using the Change Case button on the Home Ribbon in the Font group.
14. While you still have that sentence highlighted, apply the Text Highlight Color option and use a black highlight.
15. Use the Format Painter to apply the same things that you did on #12 to Mr. Williams on the 1<sup>st</sup> line and write the steps needed to do that task

Mr. Williams'  
Info Tech Exercise1

1. Spell check the document and make all suggested changes, some of the changes have many options so you will have to read them so that you know what to do or ask me if you are unsure because of the number of possible changes to that particular part.
2. Highlight the entire document then select the Paragraph dialog box and on the Indents and Spacing tab go to Indentation and Special and select First line by .3"
3. Start a new paragraph at the sentence "Take this document and save it as..." So now you should have 2 only paragraphs, the one at the top and the new one you just started. Save document as name.ex1.1 and it should look like the document below minus the yellow background.

This is Mr. Williams' Info Tech Exercise 1 practice lesson. We will edit, spell check, and play around with this base document for a while learning the different things that can be done in Microsoft Word 2010. The book may have some different views than what we have because it is 2007 version and we are using the 2010 version. There are many different fonts, colors, sizes.

Take this document and save it as name.ex1 as soon as you open it the way it is so that you have the original saved to edit without having to type your own document. You will make some suggested changes to the document and save it again as a separate document as name.ex1.1. Then you will make some other suggested changes to the document and save it again as a third document as name.ex1.2. I hope that this is a good starter lesson to help u get the basic word tasks figured out. Good luck and have fun with the lesson, Mr. Williams

4. Open your document name.ex1.1 up from the library
5. Make the entire document have the Font *Bradley Hand ITC* size 14.
6. Make the first letter of each paragraph *Chiller* size 26, color to Red, & with a text highlight color of black.
7. Change the first letter of every other sentence, besides the paragraphs that you just changed, to *Magneto* size 20, color to *Aqua Accent 5*.
8. Go to the Paragraph Dialog Box and make the line spacing for the entire document to 1.5 lines
9. Type your name at the bottom of the document and decorate it any way you want with the different font options on the home page and type the steps used to create your name.
10. Save the document as name.ex1.2 and let me know you are done with your document.

# Info Tech

1. Do pages 57 - 61 in the book, some of you may have 57 - 58 already done so start on 59. You will need to go onto the website to open the data file that they want you to work on then save it the way that they tell you to save it. Make sure that you save it to your library so it won't be lost.
2. Type this document in Comic Sans MS font size 12 and save it as yournamequiz2:

Mr. Williams

Info Tech Periods 6 & 7

Crooksville High School

Dear Members,

Here is a list of the officers and there duties:

President: Mr. Noital

Run meetings

Assign duties to other members

Attend conferences

Make decisions for the committee

Vice-President: Mrs. Roboto

Run meeting when president is absent

Attend conferences

Run certain committees

Secretary: Mrs. Scriptit

Take notes at meetings

Take notes for president

Answer phones at office

Set up meetings for president

Keep president on task

Treasurer: Mr. Denero

Track profits & expenses

Write checks

Payroll

Bills

Collect union dues

Investment





## Project 16 Create an Autobiographical Presentation

### Solution File

BA\_Project\_16\_SF.pptx

### Skills Covered

- Applying design themes and background colors to a presentation.
- Adding text, graphics, and animation to a presentation

### Background

You are a newcomer in a small company where all the other employees know each other well. The company prides itself on its family-like atmosphere.

### Purpose

To help people get to know you, the company decides to have an employee get-acquainted date. They have asked you to create a six-slide autobiographical PowerPoint presentation that will help the other employees get to know you better.

### Procedures

1. Create a new PowerPoint presentation.
2. The six slide titles are listed below. Choose the **Title Slide** layout for the first slide. For the remaining slides, choose the layout that is most appropriate for the information you are presenting.
  - a. Slide 1 Name
  - b. Slide 2 Background
  - c. Slide 3 Hobbies
  - d. Slide 4 Music
  - e. Slide 5 Food
  - f. Slide 6 Goals
3. Add your name to Slide 1.
4. Add text to describe you in Slides 2 through 6. Use appropriate custom bullets for each slide.
5. Choose design themes and colors that reflect your personality.
6. Each slide must contain a relevant picture or graphic.
7. Each slide must incorporate bullets, font styles, and colors to emphasize and enhance key text without being distracting.
8. The color of the slide title and bulleted text must be the same.
9. Add animation with appropriate timing to each slide.
10. Time the presentation.
11. Save the presentation as **BA\_Project\_16-[first initial and last name]**.
12. Choose **View>Presentation Views>Slide Sorter**.
13. Choose **File>Print>Settings**. **b.** Under **Full Page Slides**, under **Handouts**, select **6 Slides Horizontal**. Just see how it would print but **Don't Print**.
14. Close your presentation.

# PowerPoint Projects

## Project 16 Rubric

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
<b>Background</b>	Choice of design theme and colors is appropriate for the topic and does not detract from text or other graphics.	Choice of design theme and colors does not detract from text or other graphics.	Design theme and colors somewhat detract from text or other graphics.	Design theme and/or colors make it difficult to see text or competes with other graphics on the page.	
<b>Layout and Use of Graphics</b>	The layout is pleasing and contributes to the overall message with appropriate use of space. All graphics, including bullets in Slides 2 to 6, are attractive (size and colors) and support the theme/content of the presentation.	The layout uses horizontal and vertical space appropriately. A few graphics are not attractive but all, including bullets in Slides 2 to 6, support the theme/content of the presentation.	The layout shows some structure, but appears cluttered or contains large gaps of unnecessary space. All graphics, including bullets in Slides 2 to 6, are attractive but a few do not seem to support the theme/content of the presentation.	The layout is cluttered, confusing. Several graphics, including bullets in Slides 2 to 6, are unattractive and detract from the content of the presentation.	
<b>Fonts and Color</b>	Fonts are easy to read (size, color, font choice, use of bold and italics); in Slides 2 to 6, title and bulleted text are the same color. Some fonts are easy to read, but the use of italics, bold, and color makes some text difficult to read.	In Slides 2 to 6, title and bulleted text are the same color. Overall readability is difficult with an overuse of font styles and/or color.	In Slides 2 to 6, title and bulleted text are not always the same color. The text is extremely difficult to read with small font sizes, inappropriate contrasting font and background colors, and a poor use of italic and bold.	In Slides 2 to 6, title and bulleted text are not always the same color.	
<b>Animation</b>	Animation and timing are appropriate for the content.	Animation and timing are appropriate for the content, with one exception.	Animation and timing are appropriate for the content, with two exceptions.	Animation is missing from one or more slides or timing is missing.	

**RUBRIC**