

TEST: WORD PROCESSING SKILLS

1. Download & Save File:

- ◆ Word Processing Test
- ◆ Use Save As to save a copy into your DropBox folder

2. Page Layout:

- ◆ Orientation: Portrait
- ◆ Margins: Top=2", Bottom=1", Left/Right=1.25"
- ◆ Font: Arial; Size 12pt (hint – select all to set font)
- ◆ Add Page Border – Style = 3 line, Top/Bottom only, Width 3pt, You choose Color

3. Heading:

- ◆ Insert proper heading at the top of document
- ◆ Font size 10pt
- ◆ Indent to 4 1/4" using the Left Indent Control on ruler
- ◆ Line Spacing 1.15

4. Format Title:

- ◆ Bold, Center & Underline, Font Size 14pt
- ◆ CHANGE TO ALL CAPS
- ◆ Paragraph Spacing: 24pt before, 12pt after

5. Format Paragraphs (body):

- ◆ Justify alignment
- ◆ Line Spacing 1.5
- ◆ First line Indent - 1/2" using the first line indent control on the ruler
- ◆ Paragraph Spacing - After 6pt

6. Graphics:

- ◆ Insert Your Picture:
 - Text Wrapping = Square
 - Size 1.5" width
 - Align – left margin; middle page
 - Add 3pt border, any style and color you choose
- ◆ Insert One(1) Clipart: (choose something that goes with story, it must be an **irregular** shape)
 - Text Wrapping = Tight
 - Size 2" height
 - Align – right margin; bottom margin

7. Insert Footer:

- ◆ Text = Word Processing Test
- ◆ Format = Arial, 20pt, centered

8. Review Your Work:

- ◆ Check all formatting for page layout, text and graphics
- ◆ Spell Check: Use Right-Click to correct errors
- ◆ PROOF-READ to check for word-usage and other errors

9. Submit as email attachment when complete – follow proper email procedure

10. Print ONE copy only, using your default printer