

Microsoft Word Assignment

You have learned or reviewed a number of the features that are available to enhance the appearance of documents that you create using Word.

Use the text below and format it using ten different formatting features (any ten of your choice - feel free to find new ones that we haven't specifically covered). Formatting features include, but are not limited to, bold, alignment, colour, tabs, highlight, font, font size, and font effects. Write a comment each time that you use a formatting feature to correctly identify the feature by its name.

Your assignment will be evaluated on your proper usage of formatting. Using a variety of different features will demonstrate a thorough understanding of word processing procedures.

Example:

Adam and Eve were created from an apple tree.

Minion Pro font with turquoise highlighting.

Noah's wife was called Joan of Ark.

Cooper Std Black, Outline font effect.

This list comes from a Catholic elementary school. Students were asked questions about the Old and New Testaments.

1. Moses led the Hebrews to the Red Sea, where they made unleavened bread which is bread without any ingredients.
2. The Egyptians were all drowned in the dessert. Afterwards, Moses went up on Mount Cyanide to get the ten amendments.
3. Moses died before he ever reached Canada.
4. The greatest miracle in the Bible is when Joshua told his son to stand still and he obeyed him.
5. David was a Hebrew king skilled at playing the liar. He fought with the Frankensteins, a race of people who lived in Biblical times.
6. Solomon, one of David's sons, had 300 wives and 700 porcupines.
7. When Mary heard that she was the mother of Jesus, she sang the Magna Carta.
8. When the three wise guys from the east side arrived, they found Jesus in the manager.
9. Jesus was born because Mary had an immaculate contraction.

10. Jesus enunciated the Golden Rule, which says to do one to others before they do one to you. He also explained, "A man doth not live by sweat alone."
11. The people who followed the lord were called the 12 decibels. The epistles were the wives of the apostles.
12. One of the opossums was St. Matthew who was also a taximan

	Level 1	Level 2	Level 3	Level 4
Knowledge/Understanding perform word processing tasks, using common software features. PS1.0	Performs word processing tasks with limited understanding of common software features.	Performs word processing tasks with some understanding of common software features.	Performs word processing tasks with considerable understanding of common software features.	Performs word processing tasks with a high degree of understanding of common software features.