COMMUNITY COLLEGE OF SOUTHERN NEVADA
Department Of Computer Information Technology
IS-101

(Mr. Harden's Sections)

ASSIGNMENT #7

PURPOSE & OBJECTIVES:

The purpose of this assignment is to:

- Become familiar with features of Windows and Windows concepts and techniques by using an application that come with Windows, i.e., Wordpad (a rudimentary word processor).
- To learn to use Wordpad because:
  - It will lead to learning word processing concepts such as:
    - Page Setup;
    - Ruler Settings;
    - Indents;
    - Fonts (types, sizes, and styles);
    - Paragraph Alignments;
    - Saving & Retrieving Documents;
  - It is frequently used to write simple documents not requiring many special features;
  - It can produce a standard form of documents recognized by many computers such as *.rtf (rich text format) and *.txt (standard ASCII text file).

SPECIFICATIONS & INSTRUCTIONS:

PLEASE NOTE:

- To receive full credit, <u>all</u> specifications <u>must</u> be meet and fulfill the assignment as an individual effort;
- The assignment <u>must</u> be done with **Wordpad**, and no other text editor, word processor or other products (not Notepad, nor Word, nor Word Perfect, etc.);
- The following instructions are written for Microsoft's **Wordpad**;
- Read the **NOTES** at the bottom of the assignment before continuing;
- Learning how to do this assignment:
  - The following descriptions are the specifications for the assignment;
  - *They are <u>not</u> a tutorial on how to do the assignment*;
  - Discussion and demonstration on how to do the assignment will be given <u>in class</u> on the demonstration day for this assignment (please attend class that day for the demonstration);

Launch Window's **Wordpad** (by clicking *"Start-Programs-Accessories-Wordpad"*) and write a three paragraph paper on your activities (such as a vacation) during a previous Summer or Christmas break, family reunion or some memorable event which meets the following specifications:

1. Document:
   - The paper **must** take up a <u>minimum of one full page</u> of text from top margin to bottom margin.
   - Single space within each paragraph.
   - Doublespace between paragraphs.
2. Set WordPad's Document Settings as follows: (get to document settings through *"File-Page Setup..."*)
   - Set paper size to "Letter" (8.5" by 11").
   - Set the Margin Settings to:
     - Top: 1.00"
     - Bottom: 1.00"
     - Left: 1.25"
     - Right: 1.25"
   - Set the Orientation of the page to "Portrait".
3. Document Heading:
   - Set the font to Courier, 10 point.
   - Set the alignment to Right Aligned.
   - Enter you Name, ID#, Section#, and Assignment Number, each on seperate lines.
   - Date Stamp (*"Insert-Date and Time..."*; use a date format of your choice)
   - Time Stamp (*"Insert-Date and Time..."*; use a time format of your choice)
4. Document Title:
   - Set the font to Arial, 16 point.
   - Set the alignment to Center Aligned.
   - Turn <u>on</u> **bold** and *italics* features.
   - Enter the title of your document.
5. 1st Paragraph:

- Turn <u>off</u> the **bold** and *italics* features.
  - Set the font to Times-Roman, 14 point.
  - Set the alignment to Left Aligned.
  - Set the paragraph indents (*"Format-Paragraph"*, or, set ruler settings) to:
    - Left: 0.00"
    - Right: 0.00"
    - First Line: 0.50"
  - Write the first paragraph.
6. 2nd Paragraph:
  - Set the paragraph indents to:
    - Left: 1.00"
    - Right: 1.00"
    - First Line: 0.50"
  - Write the second paragraph.
7. 3rd Paragraph:
  - Set the paragraph indents to the same settings as the first paragraph, i.e.,:
    - Left: 0.00"
    - Right: 0.00"
    - First Line: 0.50"
  - Write the third paragraph.
  - Somewhere in the third paragraph, demonstrate <u>underlined text</u> by underlining one to ten words.
8. Save you document on two disks (for redundancy of backup) such as your student account on the campus network and a floppy disk. If working on the assignment off campus, save your document on the hard disk of that computer, and on a floppy disk. Bring the floppy to class so you have a copy of your assignment if you need to work on it on campus. IF have questions about your document, save your document on floppy disk and bring it with you to class so you can show it to the instructor.

ASSIGNMENT SUBMISSION:

Do the following:

1. <u>Print</u> your **Wordpad** document by:
   - Clicking *"File-Print"* from the **Wordpad** Menu Bar;
     or
   - Clicking the *"Print"* button in the **Wordpad** Tool Bar.
2. Submit the printout on the due date as your assignment.

NOTES:

- To receive full credit, all specifications must be met;
- You <u>must</u> use **Wordpad** for this assignment;
- Include your Name, ID#, Section#, and Assignment# on your assignment;
- To see if your document is one full page in length (i.e., text from top margin to bottom margin) before printing it, you may use the "Print Preview" feature to preview your document. This feature may be invoked by clicking the "Print Preview" icon in **Wordpad's** toolbar, or by clicking *"File-Print Preview"* from the menu bar. When done previewing your document, click the *"Close"* button in the "Print Preview" feature.

<u>Click Here To See Sample Document</u>

<u>Click Here To Return To Class Page</u>