

70 pts

Name: _____

Class Day / Time: _____

Due Date: _____

Assignment 1: Word Processing

Part I - 20 pts

Use the tutorial from the shrink-wrap, Word Help Menu or the Internet to find the definitions and explanations for the following terms. **BE SURE TO CITE YOUR SOURCE**

1. Word wrap
2. Insert mode/overtyping mode
3. Undo/redo command
4. Save As command
5. Clipboard

Single space your definitions and double space between definitions.

Part II - Start on a new page! - 50 pts

Use a Microsoft Word to type a paper with 4 sections. Each section should consist of at least 1 paragraph (**one sentence is not acceptable**) as described below:

Section 1: Discuss your academic history.

Section 2: Discuss your academic goals (your major, degree aspirations, etc.)

Section 3: Describe your previous experience with computer science.

Section 4: Discuss what you hope to learn in this class.

For each section use the following different fonts

(NOTE: If you do not have these fonts at home use the computers in the lab)

Section 1: Times New Roman

Section 2: Arial

Section 3: Bradley Hand ITC

Section 4: Comic Sans

Include a **section header** for each section that uses a **different font size** and **font style**. A header is a line of text that indicates a new section. For example, on this assignment I use headers for Part I, Part II, and “Turn In”.

Use each of the following appropriately within *Part 2* of your paper.

1. **Font styles:** use each of the following at least once underline, **bold**, and *italic*.
2. **Alignment of text:** (centered and justified)
3. **Header and Footer**
4. **Numbered list or bullet list**

Comments are often used in academic writing when reviewing or working jointly on papers. Comments will appear to the side of your text in a rounded box. Use MS Word’s help feature if you are not sure how to add a comment.

Example Comment:

Assignment 1: Word Processing

Comment [M1]: This is the first assignment for CS1A – this should help all students become more familiar with word processing.

First, print the paper without the comments. Then reprint the paper with the comments (your paragraphs will be condensed in this mode).

TURN IN:

- 1) Turn in the **FIRST PAGE ONLY** of this assignment as a cover sheet.
- 2) Turn in PART 1
- 3) PART 2 - without comments
- 4) PART2 - with comments

All of the above should be stapled in the order specified.