

Word Processing Unit - Editing

Part 1: Type in the jumbled list of rules below. It must look moderately like the mess in the example.

cOMPUTER lab RULEZ

1. Only use the Internet with permission. 2. Take my **ASSIGNED SEAT**. 3. Use hand sanitizer. 5 Always ask to leave the room. 6, No Eatting Or Drinking in the lab. 7. No tampering with any lab equipment including plugs or cables. 8. Harassing the teacher is not allowed! 9. Back up your work. 10. Printing in the lab is allowed only with permission. 11. I should never download any files off the internet. 12. No αβυσινγ the PC. 13³. Headsets allowed only after instruction is completed.

14151617 When leaving the lab I **must push in my chair**. 18... Help your neighbour if they are stuck. 19. I *might help* to ask! 20. No swearing.

www.google.ca

Call me over and show me once you have typed out this file. (10 marks) Bonus 2 marks if you decipher the pink word!

Part 2: DO NOT RE-TYPE THIS INFORMATION; USE THE EDITING FEATURES OF YOUR WORD PROCESSOR TO CHANGE IT TO REGULAR PARAGRAPH TEXT!

10 marks (1 mark for each, no part marks given)

After you complete part 1 edit it using your word processor to accomplish the following

1. The title is centered, bold, Book Antigua (or Arial) font, 18, blue and in title case
2. All numbers are aligned to a decimal tab located at the 1.5 cm mark
3. All text is aligned at a left to a 2 cm margin
4. All text is in Calibri, 12
5. All numbers are in Times New Roman, 12
6. All spelling mistakes must be eliminated
7. Remove the link from the web address
8. Make up your own rules from 15 to 17 to complete the list. (no funny business!)
9. Your name and block should be on 2 lines in the upper right corner and aligned right.
10. Save the file as "Grade __ your full name A1" (i.e. Grade 10_PeggySueAllan A1) and copy into the Hand-in folder. See the white board at the front of the class for the due date.

Hints:

Abuse of any equipment will not be tolerated.

Select list items and add a decimal tab before proceeding.

| | Worth | Your Mark |
|----------------------------|--------------|------------------|
| Part 1 completed | 10 | |
| Bonus word | 2 | |
| Title | 1 | |
| Decimal tab 1.5 cm | 1 | |
| Margin 2 cm | 1 | |
| Text Calibri, 12 pt. | 1 | |
| Numbers Times New Roman | 1 | |
| Remove link | 1 | |
| Own rules | 1 | |
| Name aligned in upper rt. | 1 | |
| File named correctly | 1 | |
| Placed in correct drop box | 1 | |
| Spelling errors | -2 ea | |
| Total | 20 | |
| Comment: | | |