|  |
| --- |
| Formatting with Word |
| Homework Instructions |
| SPD101 |

|  |
| --- |
| Due  3-10-2019 |

**MS Word Formatting Exercise – Homework Assignment**

1. Follow the steps below to create and format a MS Word document
2. Email your finished document via Blackboard (instructions located at the end of the document)

|  |  |  |
| --- | --- | --- |
| Check Box | Steps | Questions/Comments |
| **Setting up your document** | | |
|  | 1. Log into Blackboard 🡪 Navigate to **Weekly Learning Units** folder |  |
|  | 1. Go to **Week 6** - **Working with Word** |  |
|  | 1. Download **Art Of Patience** file from **Week 6 Course Materials section** |  |
|  | 1. Select **File, Save As** - rename file using following naming convention  ArtofPatience\_YourName e.g. **ArtofPatience\_Virginia** |  |
|  | 1. Click **Save** |  |
|  | 1. Click the **Layout** tab |  |
|  | 1. Select **Margins => Moderate Margin** |  |
|  | 1. Click the **Home** tab |  |
|  | 1. Go to **Editing** section (toward the end of **Home** ribbon) |  |
|  | 1. Click **Select**=>**Select** **All** |  |
|  | 1. From the **Styles Gallery** select **Normal** |  |
|  | 1. **KEEP DOCUMENT SELECTED!!!!** |  |
| **Using Fonts and Formatting your paragraphs** | | |
|  | 1. Click the **Home** tab |  |
|  | 1. Go to **Font** section |  |
|  | 1. Click **Font** arrow(teeny-tiny arrow in bottom right corner) The **Font** dialog box will appear |  |
|  | 1. Make the following changes –  Font => **Cambria**  Size => **12** |  |
|  | 1. Click **OK** |  |
|  | 1. Go to **Paragraph** section |  |
|  | 1. Click the **Paragraph Settings** dialog box (tiny arrow bottom right corner) |  |
|  | 1. Make the following changes –  Alignment => **Justified** Special => **First Line** Line Spacing =>**1.5** |  |
|  | 1. Click **OK** |  |
|  | 1. Click anywhere on page to deselect document |  |
| **Using the Find and Replace feature** | | |
|  | 1. Click the **Home** tab |  |
|  | 1. Go back to **Editing** section |  |
|  | 1. Select **Replace** |  |
|  | 1. Type the name ‘Chad’ in the **Find what** field |  |
|  | 1. Type the name ‘Chris’ in the **Replace with** field |  |
|  | 1. Click **Replace All** *(13 replacements will be made)* |  |
|  | 1. Click **Close** |  |
| **Using advanced features for Find and Replace** | | |
|  | 1. Select **Replace** again |  |
|  | 1. First, type the word ‘stress’ in the **Find What** field |  |
|  | 1. Select **More** button ***NOTE*** – Be sure the cursor remains in the **Find what** field |  |
|  | 1. Check **Match Case** checkbox |  |
|  | 1. Check **Find whole words only** checkbox |  |
|  | 1. Next, type the word ‘stress’ in the **Replace with** field |  |
|  | 1. Select **Format=> Font** from the bottom of dialog box |  |
|  | 1. Make the following changes –  Font Style => **Bold Italic**  Font Color => **Blue** Underline style => [select a double underline style] |  |
|  | 1. Click **OK** |  |
|  | 1. Click **Replace All** *(10 replacements will be made)* |  |
|  | 1. Click **Close** |  |
| **Using Styles** | | |
|  | 1. Select the **Home** tab **NOTE** – We will be applying two Headings styles from the Styles Gallery |  |
|  | ***Applying Heading Style 1 to Main Headings*** |  |
|  | 1. Locate the text ‘Feelings of Stress, a Precursor to Impatience’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 1** style |  |
|  | 1. Next, locate the text ‘Strategies for Promoting Patience’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 1** style |  |
|  | 1. Now, locate the text ‘Summary’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 1** style |  |
|  | ***Applying Heading Style 2 to subheadings*** |  |
|  | 1. Locate the text ‘State the Expected Time of the Delay’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 2** style |  |
|  | 1. Locate the text ‘Provide ongoing information as individuals wait’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 2** style |  |
|  | 1. Locate the text ‘Maintain a sense of humor and cheerfulness’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 2** style |  |
|  | 1. Locate the text ‘Provide Diversional Activities’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click **Heading 2** style |  |
|  | 1. Save your changes |  |
| **Inserting Headers & Footers** | | |
|  | 1. Click the **Insert** tab |  |
|  | 1. Select **Header** => **Blank** |  |
|  | 1. Select the text **[Type Here]** |  |
|  | 1. Press **Delete** key |  |
|  | 1. Type the heading ‘The Art of Promoting Patience’ |  |
|  | 1. Using the mouse, **triple-click** to select this text |  |
|  | 1. Click the **Home** tab |  |
|  | 1. Click **Font** arrow(teeny-tiny arrow in bottom right corner) The **Font** dialog box will appear |  |
|  | 1. Make the following changes –  Font => **Kristen ITC**  Font Style => **Bold** Size => **22** Font Color => **Orange\***  \*Bonus (if you feel daring) => Customize the text color Red => 196 Green => 89 Blue => 17 |  |
|  | 1. Click the **Header & Footer Tools** **Design** tab |  |
|  | 1. Click **Close Header and Footer** |  |
|  | 1. Click the **Insert** tab |  |
|  | 1. Select **Page Number**=> **Bottom of Page**=> **Plain Page Number 2** option |  |
|  | 1. Click **Close Header and Footer** |  |

|  |  |  |
| --- | --- | --- |
| **Inserting a Citation** | | |
|  | 1. Locate the text “A crisis is temporary, has a sudden onset, and evokes emotional tensions that need to be resolved.” |  |
|  | 1. Place cursor between the period (.) and the quotation mark (“) symbol |  |
|  | 1. Click the **References** tab |  |
|  | 1. Set the Style for **APA** |  |
|  | 1. Select **Insert Citation**=> **Add New Source**… |  |
|  | 1. Enter the following information Type of Source => **Journal Article** Author => **Rachel Tempelaar** Title => **Explaining quality of life with crisis theory** Journal **=> Emergency Nurse** Year => **2002** Pages => **419-425** |  |
|  | 1. Click **OK** |  |
|  | 1. Locate the text “bearing of suffering, provocation, delay, tediousness with calmness and self-control”. |  |
|  | 1. Place cursor between the period (.) and the quotation mark (“) symbol |  |
|  | 1. Select **Insert Citation**=> **Add New Source**… |  |
|  | 1. Enter the following information Type of Source => **Book** Author => **Vaughn Neufeldt** Book Title => **Webster's New World Dictionary** Year => **1988** City => **New York** Publisher => **Prentice** |  |
|  | 1. Click **OK** |  |
|  | 1. Save your changes |  |
| **Inserting a Bibliography, Table of Contents & Cover Page** | | |
| ***Inserting a Bibliography*** | | |
|  | 1. Press **Ctrl+End** to navigate to the end of the document |  |
|  | 1. Press **Enter** key on keyboard |  |
|  | 1. Click the **Layout** tab |  |
|  | 1. Select **Breaks** => **Page** |  |
|  | 1. Click the **References** tab |  |
|  | 1. Select **Bibliography** => **Bibliography** |  |
| ***Inserting a Table of Contents*** | | |
|  | 1. Press **Ctrl+Home** to navigate to the beginning of the document |  |
|  | 1. Click the **Layout** tab |  |
|  | 1. Select **Breaks** => **Page** |  |
|  | 1. Press **Ctrl+Home** once more to navigate to the beginning of the document |  |
|  | 1. Click the **References** tab |  |
|  | 1. Select **Table of Contents** => **Automatic Table 2** |  |
| ***Inserting a Cover Page*** | | |
|  | 1. Click the **Insert** tab |  |
|  | 1. Select **Cover Page** => **Whisp** |  |
|  | 1. Enter the following information Date => Select from the dropdown menu-**10/28/2018** Document title => **My Word Assignment** Document subtitle => **How to best utilize various tools and techniques in Microsoft Word** Author => **Type in** **your full name** Company => **College of Staten Island** |  |
|  | 1. Save your changes |  |

**Email Instructions via your College of Staten Island email account**

1. Log into your CSI email account
2. Select **New**
3. Enter [Chandra.cherry@csi.cuny.edu](mailto:Chandra.cherry@csi.cuny.edu) email address in the **To:** field
4. Enter ‘MS Word Homework Assignment’ in the **Subject** line
5. Click **Attach**
6. Select **Computer**
7. Navigate to the completed homework file
8. Click **Open** (This will attach the file to the email)
9. Enter an appropriate message in the body
10. Click **Send**  
    ***You will only receive credit upon receipt from your College of Staten Island email account!!!***