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

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| Due3-10-2019 |

**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)

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| 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\_YourNamee.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 colorRed => 196Green => 89Blue => 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**
 |  |

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| **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 informationType 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 informationType 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 informationDate => 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 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!!!***