**MS Word Assignments** \*Thanks to Ms. Fishley for development

**Research (1/4 Class)**

1. What are the shortcut keys for the following functions:

|  |  |
| --- | --- |
| **Function** | **Shortcut Keys** |
| Copy |  |
| Paste |  |
| Cut |  |
| Print |  |
| Save |  |
| Undo |  |
| **Terms** | **Define/Explain when you would use it** |
| clipboard |  |
| “Home” key |  |
| “End” key |  |
| “Copy” |  |
| “Cut” |  |
| “Delete” key |  |
| “Backspace” key |  |

Copy the chart. Make a new Word page called “MS Word Research” and save the page to Documents/Computers 9. Fill in the blanks as instructed and save.

**“A House Is Not A Home Without A Cat” (1/2 Class)**

Using the essay provided in the Computers 9 folder:

1. Remove the spacing between the lines of MLA information in the top left hand corner. Add your name, your computer teacher’s name, class, and date.
2. Centre the title using the “Centre” button.
3. Double space the essay, but not the title or MLA information.
4. Indent each paragraph using the Tab key.
5. Add page numbers.
6. Bold the thesis statement.
7. Italicize the topic sentence in each paragraph.
8. Strikethrough the closing statement.
9. Highlight your name with blue highlighter.
10. Save the finished piece into your Computers 9 folder in your documents.

**Super Mario (1/4 Class)**

Using the shapes in MS Word, draw a Super Mario Mushroom like the one below. You will have to change the colours and outlines, and work with ordering the layers. Group the eye and the pupil together. Make sure the shape outlines are black, and add some shadowing.

Save the finished figure on a new page titled “MS Word Figure” in your Documents/Computers9 folder.

**Poster (1 Class)**

Create a poster advertising a school event.

* Make sure it includes a picture, and word art.
* Change the margins to 0.5” on all four sides.
* Change the paper from portrait to landscape.
* Use a text box to give the information about the time and place of the event, and use bullets to list the important information.
* Use various font sizes, and change the font to something other than Calibri, but still readable.
* Provide a link for access to more information about the event (like the school web page).
* Insert the finished piece on a new page titled “MS Word Poster” in Documents/Computers 9 folder.

**MARKING**

**Research:** will be marked on whether or not you have the answers to the questions correct. Total mark is out of 10.

**“A House Is Not A Home Without A Cat”:** You will get one mark for each of the instructions, and one mark for changing “Your Name” to your actual name. Total mark is out of 10.

**Super Mario:** I will look at the overall design. You will get 2 marks if you have different colours, 2 marks for using the correct shapes and adding spots that are EXACTLY THE SAME, 2 marks for changing the outline of the shapes to black and adding a shadow, 2 marks for grouping the shapes, and 2 marks for putting them in the right order. Total mark is out of 10.

**Poster:** I will be looking for the overall presentation and how easy it is to read. You will get 1 mark for a picture, and 2 marks for using word art and changing the outline and fill colours. You will get 1 mark each for changing the margins and paper direction. Changing the font and size will earn you 1 mark each. The link to the school web page is worth 1 mark. The text box and bulleted list will each earn you a mark as well. Total mark is out of 10.