|  |  |
| --- | --- |
| Steps to PerformName\_\_\_\_\_\_\_\_\_\_\_\_\_ | Done |
| 1. On the Review Tab toggle on the Track Changes Button.
 |  |
| 1. On the Review Tab, Tracking Group Select “All Markup”.
 |  |
| 1. On the Review Tab, Tracking Group, Click Show Markup Drop-down-arrow box and Click Balloons and check Show Revisions in Balloons.
 |  |
| 1. Select the Title Internet and insert a comment: “Students may use the internet for research use and school use only.”
 |  |
| 1. Select the entire document and change the document into landscape orientation.
 |  |
| 1. Select your first Paragraph (Technology) to the last word in the last Paragraph (future) and double-space.
 |  |
| 1. Select your first Paragraph (Technology) to the last word in the last Paragraph (future) and place the Selected Text into 2 columns spaced evenly with a line between the columns.
 |  |
| 1. Place the insertion point in front of the Title “Internet” and Replace the words Internet with the words Information Super Highway throughout the entire document (even the title).
 |  |
| 1. (Center, Bold, point 20, Broadway font) the title of the report. (Hint: Should now be Information Super Highway)
 |  |
| 1. Place a Black Shadow border around the title only (Apply to Text) with a 3 point width and shade orange.(Apply to Text)
 |  |
| 1. Insert a computer related graphic from online pictures (clipart) into the middle of your document on the first page so that the words wrap around it.
 |  |
| 1. Resize the graphic (picture) so that the Picture is approximately 2 in.x2 in dimensions.
 |  |
| 1. Select page borders and select pencils ART border with a 13 pt. width.
 |  |
| 1. Insert Page numbers (simple plain number 2) (bottom of page)
 |  |
| 1. Place an Insertion Point after “America Online Inc……….685,000 new U.S. Members” and insert a footnote. (Enter in the footnote notation; I use A.O.L. for my internet provider.)

(example: America Online Inc……….685,000 new U.S. Members1) |  |
| 1. Select the Green Bulleted text CPU (Central Processing Unit), Monitor, Mouse, Printer, Keyboard, CD Drive, A Drive, Scanner and change them to a number sequence using the numbering button.
 |  |
| 1. Select the Green text (It may change to red after formatting question #16) CPU (Central Processing Unit), Monitor, Mouse, Printer, Keyboard, CD Drive, A Drive, Scanner and change the font color to black.
 |  |
| 1. Select the text 1st Period through Practice Data and convert text to table.
* accept the number of columns,
* Auto-fit to contents,
* Separate Text at Tabs.
 |  |
| 1. Select the first row of your table and insert row above.
 |  |
| 1. Merge the row that you created so that it makes one cell instead of 3 cells, and type in Class Schedule, and then use the Align Top Center button.
 |  |
| 1. Select the second Column and delete the text. Enter in what classes YOU HAVE for your 5 periods.
 |  |
| 1. Delete the 7th and 8th row of your table.
 |  |
| 1. Select your table and change the Table Style to “Plain table 5”.
 |  |
| 1. Center the table horizontally on the page.
 |  |
| 1. Place your Insertion Point in front of the word “References” and Insert a page break.
 |  |
| 1. Select the 2 references and use a hanging indent to a .5.
 |  |
| 1. Select the title Information Super Highway and Hyperlink it to www.ic3plan.weebly.com
 |  |
| 1. Select *America Online Inc…………..685,000 new U.S. Members1* and drag-and-drop it after your table.
 |  |
| 1. Select America Online Inc………..685,000 new U.S. Members1 and Highlight in yellow.

(example: America Online Inc………..685,000 new U.S. Members1) |  |
| 1. Insert a Blank Header (First & Last Name(press enter), Insert date(press enter), Class Period) Right Align
 |  |
| 1. Save document as Proficiency 1. Print out a Hard copy for the teacher! Staple this sheet on top of your Proficiency 1 document.
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