

## 7<sup>th</sup> Grade Computer – Project 6C

### E-Learning Day 1

Instructions:

Follow the instructions for 6C. Complete the assignment, save the assignment; upload the assignment to your Google Drive account.

If you get stuck on an instruction, you will have time once you return to school to consult your instruction manual, or you can reach me by email [bmiller@ccsgoshen.org](mailto:bmiller@ccsgoshen.org).

Have a great E-Learning Day.

Mr. Miller

# Content-Based Assessments

## Skills Review | Project 6C Literacy Program (continued)

**1** Start Word to display a new blank document. If necessary, display the ruler and formatting marks. From **Backstage** view, display the **Save As** dialog box, navigate to your **Word Chapter 6** folder, and **Save** the document as **Lastname\_Firstname\_6C\_Literacy\_Blocks**. Insert the file name in the footer.

- a. On the **Insert** tab, in the **Text** group, click the **Text Box** button, and then locate and click **Simple Text Box**. On the **Format** tab, in the **Shape Styles** group, click the **More** button. In the fourth row, click the fifth style—**Subtle Effect – Purple, Accent 4**. If the **Size** group is visible, change the **Shape Width** to **6.5"**. Otherwise, to the right of the **Arrange** group, click the **Size** button, and then change the **Shape Width** to **6.5"**.

- b. Replace the placeholder text by typing **Lakefield Public Library**. Press **[Enter]**, and then type **Adult Literacy Program**. Select both lines of text, change the **Font Color** to **Purple, Accent 4**, and then apply **Center**. Set the **Font Size** of the first line of text to **24**. Set the **Font Size** of the second line of text to **36**.

- c. Click the outside edge of the text box to select it. On the **Insert** tab, in the **Text** group, click the **Text Box** button, and then click **Save Selection to Text Box Gallery**. As the **Name**, type **Literacy Heading**. As the **Description**, type **Use as the heading for all literacy documents**. Click **OK**.

**2** Click outside the text box to deselect it, and then point slightly under the lower left corner of the text box to display the **click and type pointer** **[I<sup>®</sup>]** at approximately **2.5 inches on the vertical ruler**. Double-click to insert three blank paragraphs under the text box. With the insertion point in the third blank paragraph, on the **Insert** tab, in the **Tables** group, click the **Table** button, point to **Quick Tables**, scroll down, and then click **Tabular List**.

- a. Select the text **ITEM**, and then type **Requirements**. Press **[Tab]**, right-click, and then click **Delete Cells**. In the displayed **Delete Cells** dialog box, select the **Delete entire column** option button. Click **OK**. Select the text in all the remaining cells of the table, and then press **[Del]**.
- b. Point slightly outside of the upper left corner of the table, and then click the **table move handle** **[+]** to select the entire table. On the **Insert** tab, in the **Tables** group, click the **Table** button. Point to **Quick Tables**, and then at the bottom, click **Save Selection**

to **Quick Tables Gallery**. As the **Name**, type **Job Information**. As the **Description**, type **Use for listing job requirements**. Click **OK**.

- c. With the table selected, move your pointer up to the left end of the horizontal ruler, and then point to the first **Move Table Column** marker. Drag the **Move Table Column** marker slightly to the right until the vertical dotted line aligns with the left edge of the text box, and then release the left mouse button.
- d. From **Backstage** view, display the **Document Information Panel**, and type your first and last names as the **Author**. In the **Subject** box, type your course name and section number, and in the **Keywords** box, type **literacy, building blocks**. Close the **Document Information Panel**. Click **Save**. Display **Backstage** view and **Close** the document but leave Word open.

**3** Press **[Ctrl] + [N]** to display a new blank document.

- a. On the **Page Layout** tab, in the **Themes** group, click the **Theme Colors** button, and then click **Concourse**. Click the **Theme Fonts** button, and then click **Aspect**. Click the **Theme Effects** button, and then click **Verve**. Click the **Themes** button, and then click **Save Current Theme**.

- b. Navigate to your **Word Chapter 6** folder, and save the theme as **Lastname\_Firstname\_6C\_Literacy\_Theme**. Display **Backstage** view and **Close** the document, without saving changes, but leave Word open.


**4** Press **[Ctrl] + [N]**. Save the document in your **Word Chapter 6** folder as **Lastname\_Firstname\_6C\_Literacy\_Program**. Insert the file name in the footer, and display rulers and formatting marks, if necessary.


- a. On the **Page Layout** tab, in the **Themes** group, click the **Themes** button, and then click **Browse for Themes**. Navigate to your **Word Chapter 6** folder, select your **Lastname\_Firstname\_6C\_Literacy\_Theme**, and then click **Open**. In the **Page Background** group, click the **Page Color** button, and then click **Fill Effects**. In the **Fill Effects** dialog box, click the **Texture** tab, and then in the fourth row, click the fourth texture—**Stationery**. Click **OK**.
- b. On the **Insert** tab, in the **Text** group, click the **Text Box** button. Scroll to the bottom of the list, and then under **General**, click your **Literacy Heading** building block. Click outside of the text box to deselect it, and

Project 6C Literacy Program continues on the next page)


# Content-Based Assessments


## Skills Review | Project 6C Literacy Program (continued)

then point slightly under the lower left corner of the text box to display the  pointer at approximately **2.5 inches on the vertical ruler**. Double-click to insert three blank paragraphs under the text box.

- c. On the **Insert** tab, in the **Text** group, click the **Object button arrow**, and then click **Text from File**. Navigate to your student files, click **w06C\_Literacy\_Information**, and then click **Insert**. At the end of the paragraph that ends *in the table below*, press  two times.

**5** On the **Insert** tab, in the **Tables** group, click the **Table** button, point to **Quick Tables**, scroll toward the bottom of the list, and then under **General**, click **Job Information**.

- a. On the **Design** tab, in the **Table Styles** group, click the **More** button, and then under **Built-In**, in the second row, click the fifth style—**Light List - Accent 4**.
- b. Point slightly outside of the upper left corner of the table, and then click the **table move handle**  to select the entire table. Move your pointer to the left end of the horizontal ruler, and then point to the first **Move Table Column** marker. Drag the **Move Table Column** marker slightly to the right until the vertical dotted line aligns with the left edge of the text box, and then release the left mouse button.

- c. Position the insertion point in the second row of the table. Type the following text in the table, pressing  after each line:

Possess a high school diploma or GED.

Pass a background check.

Be 21 years of age or older.



Attend all training sessions.

Tutor a minimum of two hours a week.

- d. Select the last three empty rows of the table. On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Rows**.

**6** Position the insertion point in the blank paragraph below the table, if necessary. On the **Insert** tab, in the

**Illustrations** group, click the **Clip Art** button. In the **Clip Art** task pane, search for **reading**. Be sure **All media file types** displays and the **Include Office.com content** box is selected, and then click **Go**. Locate the graphic shown in Figure 6.48, and then click to insert it—or select a similar graphic. **Close** the **Clip Art** task pane. On the **Format** tab, change the **Shape Height** to **1.8"**.

- a. With the picture selected, on the **Format** tab, in the **Picture Styles** group, click the **Picture Effects** button, point to **Glow**, and then in the fourth row, click the fourth effect—**Blue, 18 pt glow, Accent color 4**. In the **Arrange** group, click the **Wrap Text** button, and then click **In Front of Text**. Drag to position the graphic at the right margin, spaced evenly between the two paragraphs of text, as shown in Figure 6.48.
- b. Delete the blank paragraph at the end of the document, and then press  + . From **Backstage** view, display the **Document Information Panel**. In the **Author** box, type your first and last names. In the **Subject** box, type your course name and section number, and in the **Keywords** box, type **literacy program, volunteers**. **Close** the **Document Information Panel**.
- c. On the **Insert** tab, in the **Text** group, click the **Quick Parts** button, and then click **Building Blocks Organizer**. In the **Building Blocks Organizer** dialog box, in the upper left corner, click **Name** to sort the building blocks alphabetically by name. Locate your building block **Job Information**, click to select it, click the **Delete** button, and then click **Yes** to confirm the deletion. Using the same technique, scroll to locate your building block **Literacy Heading**, and then **Delete** it. **Close** the dialog box.

**7** Print your two documents—you cannot print a theme—or submit all three files electronically as directed by your instructor. **Exit** Word. In the dialog box regarding changes to building blocks, click **Save** to accept the changes.

**End** You have completed Project 6C