

Word Processing Summative Assessment

Facebook article

You have now had a chance to learn, practice and apply some of the various functions and features in Microsoft Word. You will now complete the following activity in order to demonstrate your knowledge and understanding of this program in a practical manner.

Follow all of the instructions carefully, using the proper formatting or sequence of commands (do not “cheat” or mimic the proper function manually). Complete all of the steps in the order they are listed and periodically re-save your work. Remember...you have the “Help” function available to you if you need assistance or clarification.

Instructions:

1. Go into the class HandOut folder and open the MS Word document file called “Facebook.docx”. Immediately save the file to your M: drive as “Facebook summative evaluation.docx”. [1 mark]
2. Change the font of the entire article to Arial and font size 12. [2 marks]
3. With the *WordArt* feature, create a title for the article using the first line (“Facebook easily infiltrated...”). Ensure the *WordArt* title is centered, font size 16 and text wrapped in front of all other text. Fill the title in blue. [4 marks]
4. Justify the text alignment of the 1st paragraph (the one starting with “Robots can easily...”). Double-space the 2nd paragraph (the one starting with “About a hundred...”). Format the 3rd paragraph (the one starting with “The fake profiles...”) into 2 columns with a line in between the columns. [3 marks]
5. Add a grey coloured, “Box” border around the entire document that has a 3 pt. width. [2 marks]
6. Place a custom watermark into the document that says “Facebook” and is positioned on a diagonal angle. [1 mark]
7. At the end of the document, enter an additional blank line and insert a table with 3 columns and 2 rows below the last paragraph (so there is a space between the last paragraph and your table). Enter the first names of 6 “friends” you have on Facebook, using a separate cell for each name (if you do not have a Facebook account, fill the table in with 6 made-up first names). Apply an available *Table Style* to add some visual appeal to your new table. [2 marks]
8. Give each of the last 4 paragraphs a First line indent of 2 cm (from “Matei Ripeanu...” to “Facebook explicitly bans...”). [2 marks]

9. Insert a page break between the last 2 paragraphs (“However, late last...” and “Facebook explicitly bans...”). [1 mark]
10. Add a Star Shape at the bottom of the first page that contains the text “Approved by Mark Zuckerberg”. Fill the shape in bright yellow and give it a red border with a dark grey shadow. [2 marks]
11. Directly underneath the 2nd line of the document (“CBC News – Nov. 7, 2011”), create a hyperlink that says “Click here to join Facebook!” and allows the viewer to connect directly to www.facebook.com. [2 marks]
12. Create a footer for the document that is right-aligned and says “Obtained from sync.sympatico.ca”. [2 marks]
13. Copy & paste the 1st paragraph of the article (“Robots can easily...”) to the end of the article (after the table you inserted earlier, with 1 space in-between). [1 mark]
14. Go to the 2nd last paragraph (the one that starts with “Facebook explicitly bans...”). Immediately after the first word in the paragraph (“Facebook”) insert a copyright symbol (©) that is formatted with the Superscript effect. [2 marks]
15. Go online and obtain a Facebook logo image. Add it at the very end of the document, below the last paragraph. Wrap the logo or picture so that it is “in front of text” and centered on the page. [2 marks]
16. Create indented 2” left and 2” right margins for the 3rd paragraph (the one earlier put into 2 columns that starts with “The fake profiles...”). [2 marks]
17. Insert a bright-coloured text box anywhere into the document. Within the text box, indicate how many words are in the document. [2 marks]
18. Add a customized bullet to the beginning of the 3rd last paragraph (the one that starts with “However, late last week,...”). Make the customized bullet a raised hand (✋). This bullet can be found in the Wingdings menu. [1 mark]
19. Add a double underline to the words “CBC News” at the top of the document. [1 mark]
20. Re-save your document to your M: drive and then drag & drop a copy to the appropriate HandIn folder.