Word Processing
Summative Assignment
Microsoft Word 2007

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 assignment in order to demonstrate your knowledge and understanding of this program in a practical manner. Follow all instructions carefully using the proper formatting or sequence of commands (do not "cheat" or mimic the function manually). Remember…you have the "Help" function available to you if you need assistance or clarification.

Instructions:

1.	Using the *"Bears"* handout provided by your teacher, type the document exactly as it appears (size-12, Times New Roman font; single spaced). Once finished, continue on to #2 below with the remaining instructions. [1 mark]

2.	Centre, bold and double underline the word "Bears" located at the top. Change the font to Lucida Handwriting and the font size to 20. [5 marks]

3.	Indent the first line of the first paragraph. [1 mark]

4.	Change the justification so that the 3rd paragraph (the paragraph starting with "The polar bear is a large…") is aligned right. [1 mark]

5.	Format the 4th paragraph (the paragraph starting with "The giant panda…") so that it is double-spaced and justified. [2 marks]

6.	In the first paragraph on the second line, italicize the word "Ursidae". Also italicize the words "omnivores" (2nd paragraph, first line) and "carnivore" (3rd paragraph, 2nd line). [1 mark]

7.	On the first line of the 5th paragraph (the paragraph starting with "The most common bear species in North America…"), format the words "North American black bear" so that they all appear as small caps. [1 mark]

8.	At the very end of the document, insert a happy face symbol (☺) after the word "honey!". [1 mark]

9.	In the last paragraph, insert a copyright symbol (©) after the name "Winnie the Pooh" and format the symbol so that it is superscript ("pushed up" a bit).
	[2 marks]

10.	Change the font colour of the last paragraph to blue. [1 mark]

11.   Create a hanging indent in the 5th paragraph (the paragraph starting with "The most common bear species…") [1 mark]

12.   After the second paragraph (the paragraph starting with "Most bears are…"), hit <Enter> to start a new line. Insert a checkmark bullet with a line that says "Grizzly bears eat other small animals" followed by another checkmark bulleted line that says "Black bears eat animals and berries". [1 mark]

13.   Go to the 4th paragraph (the paragraph starting with "The giant panda…") and indent both the left and right margins 1.0". [2 marks]

14.   Vertically centre the entire document. [1 mark]

15.   At the end of the document, skip one line and enter a 3 column x 3 row table (3x3 table) that looks like the one below. Make sure you change the font colour so that it is black. Also, bold and centre the top row. [3 marks]

Bear	Colour	Habitat
Polar	White	Arctic
Panda	Black and White	China

16.   Copy the last paragraph (the blue paragraph starting with "Although most bears…") and paste it at the end of the document, after the table (leave one space between the table and the pasted paragraph). [1 mark]

17.   Insert a header on the document that says "The Care Bears Rule!". [1 mark]

18.   Change the very first paragraph to 2 columns and insert a line between them.
       [2 marks]

19.   Insert page numbers on the bottom center of the document. [1 mark]

20.   Run a Spelling & Grammar check of the document. Ignore all suggestions except the one for the word colour (accept this change). [1 mark]

21.   Save your document as "Your Name_Bears" to your M: drive. Then drag and drop it into the HandIn folder on your desktop (in the "Word Summative Assignment" subfolder).

* BONUS

i)   How many words and characters (with spaces) are there in the entire document? Indicate your answer by typing it at the bottom of the document. [1 mark]

ii)   Insert a horizontal scroll shape at the end of the document and type in the phrase "Go Bears Go!". [1 mark]

iii)   Put a purple, 3-pt., shadowed page border around the document. [1 mark]