



Word Processing Summative Assignment #2 *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 “Canada” handout or file 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 underline the word “Canada” located at the top. Change the font to Arial Black, the font colour to red and the font size to 24. [6 marks]
3. Double-space the entire first paragraph and justify the text. [2 marks]
4. Change the justification so that the 2nd paragraph (the paragraph starting with “Canada is a very diverse country...”) is aligned right. [1 mark]
5. Change the font colour of the last paragraph to green. [1 mark].
6. On the 3rd line of the last paragraph, italicize the words “Tim Hortons”. [1 mark]
7. Indent the first line of the 4th paragraph (the paragraph starting with “Famous Canadians include...”). [1 mark]
8. Go to the 3rd paragraph (the paragraph starting with “Canada is home to a variety...”) and indent both the left and right margins 0.5”. [2 marks]
9. After the 4th paragraph (the paragraph starting with “Famous Canadians include...”), hit <Enter> to start a new line. Insert an arrow bullet with a line that says “Celine Dion is also Canadian” followed by another arrow bulleted line that says “Basketball was invented by a Canadian named James Naismith”. [1 mark]
10. In the last paragraph, insert a copyright symbol (©) after the name “Tim Hortons” and format the symbol so that it is subscript (“pushed down” a bit). [2 marks]
11. On the first line of the 1st paragraph, format the word “Canada” so that it appears as small caps. [1 mark]

12. Create a hanging indent in the last paragraph (the paragraph starting with “Iconic or stereotypical symbols of Canada...”). [1 mark]
13. Insert a header on the document that says “Oh Canada!”. [1 mark]
14. Copy the 2nd paragraph (the paragraph starting with “Canada is a very diverse...”) and paste it at the end of the document, after the last paragraph that starts with “Iconic or stereotypical symbols of Canada...” (leave one space between the last paragraph and the pasted paragraph). [1 mark]
15. At the end of the document, skip one line and enter a 2 column x 4 row table (2x4 table) that looks like the one below. Make sure you change the font colour so that it is dark blue. Also, bold and centre the top row. [3 marks]

City	Province
Montreal	Quebec
Toronto	Ontario
Vancouver	British Columbia

16. Vertically centre the entire document. [1 mark]
17. Change the very first paragraph to 3 columns and insert a line between them. [2 marks]
18. Insert page numbers on the bottom right of the document. [1 mark]
19. Run a Spelling & Grammar check of the document. Ignore all suggestions and accept the document the way it is. [1 mark]
20. Save your document as “Your Name_Canada” 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 callout shape at the end of the document and type in the phrase “We Stand on Guard for Thee!”. Fill in the colour so that the callout is red. [1 mark]
- iii) Add a custom text watermark that says “Top Secret” to the document. [1 mark]