

Word Project 2

Due November 27 by 11:59 pm

Create a **handout in Word**, attractively formatted, that would **provide beginner students with information on using Microsoft Word**. Include information on the following topics:

- What is Microsoft Word?
- How Does Microsoft Word differ from Microsoft Windows? (Be specific.)
- Define Common Terminology in Windows and Word
 - Desktop
 - Dialog boxes
 - Ribbons, groupings and buttons
 - Icons
 - Mouse clicking (left and right)
 - Tables
 - Task Bar
 - Formatting
- Give Instructions On How To Perform Basic Techniques in Word 2010
 - How to start Word
 - How to switch between programs that are running
 - How to save a file
 - How to format and align text
 - How to create a bulleted list
 - How to insert graphics and wrap text
 - How to create a table
 - How to change margins and page orientation
 - How to set tabs
 - How to access help
 - How to close or minimize the Word window

The length of this handout will be determined by the amount of detail and formatting included. Include **accurate and descriptive information in an attractive format**. Although there is no perfect length, include enough so that even a beginner computer user would be able to complete these basic tasks in Word with your handout as a guide. **You must use YOUR OWN WORDS in your techniques piece of this handout. No credit will be given for copied passages from any source, including your textbook or the Internet.**

The following formatting/techniques are **REQUIRED** in your final product. For easy reading, be sure to create a title/heading for each section and question. Also, **screen shots** are required to illustrate your explanations. **SAVE this file as WORD HANDOUT.docx.**

REQUIRED techniques that I would like to see in your handout include:

- ☐ A cover page
- ☐ A table of contents (following the cover page) and an index (at the end)
- ☐ Applied styles to titles and headings (you will create the titles/headings) with attractive colors
- ☐ A sidebar AND a quick part
- ☐ Images **with text wrap**
- ☐ **Multiple** section breaks to format sections (and section headers/footers) differently from each other
- ☐ Section headers and/or footers
- ☐ Two footnotes and citations where appropriate AND A bibliography
- ☐ Attention grabbing fonts, graphics AND screen shots

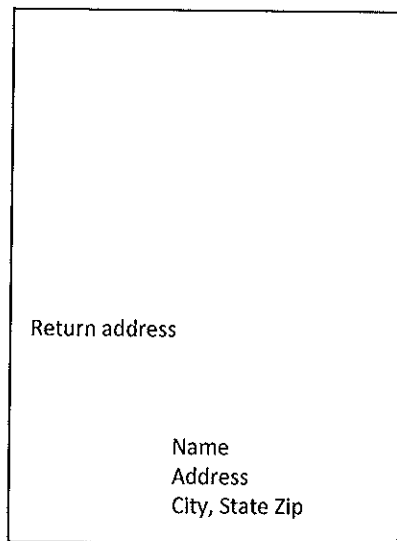
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Be sure you use ALL the space on your last page and that you keep the information balanced throughout your handout.

When you've completed your handout, save it again (WORD HANDOUT.docx) and perform the following:

- Create a BLANK page at the END of your Word handout.
- Make the BOTTOM half of this blank page look like an envelope (see below) by inserting database fields into the appropriate areas. YOU will be creating your own data source with FIVE people (names and addresses). (Save your data source as PROJECT 2.mdb.) Perform a mail merge with your data source. Save the MERGED document as WORD MAILING.docx.



- If you were actually printing this, you could fold the handout and this sheet in half (mailing label showing) and mail it to someone who may benefit from it!

SUBMIT your final results to the DROPBOX

TURN IN these files:

Word Handout.docx

Project 2.mdb

Word Mailing.docx