Word Assignment Instructions

* Open a new Word document.
* Go to **File** and **Save As**.
* Find your file called **One Drive**
* Set up a **New Folder** and call it **Business Education 8**
* Double click to go into that folder and set up another **New Folder**.  Call this one, **Office 365**
* Save this document in your newly created **Office 365** folder, and title your document **Business Education Word Assignment**.
* Complete the following tasks and steps in your **New Document**that you already have open:
1. Type your **full name** and **centre** it at the top of the page. Change the font to **Bernard MT Condensed** and select font **size 20**.
2. Type a **fake address** underneath your name in font size 12. Change the **line spacing to 1.15**.
3. Insert an **online image** into your document. Find an image of your favourite celebrity and add it below your name and address.  Make sure the Creative Commons checkmark is ticked.
	1. Drag the image’s corner so it’s not too too big.
	2. Modify the style of your picture in the picture format menu.
	3. Arrange the “Wrap Text” options as “fix position to page” to make sure it stays in position.
4. Type a **full paragraph** and write, in a few sentences, your **Goal** for this school year in grade 8.  Begin the paragraph with **“My goal for grade 8 is…”**
	1. Select a **new font** of your choice for this paragraph and select an appropriate font size.
	2. Align your paragraph left.
	3. Select outside borders for this paragraph. (Home 🡪 Paragraph🡪 Borders)
5. Under your paragraph, **insert**a **table** that is **2 x9**.  In the first column on the top left, write “**My Schedule**”. In the left column, starting below your schedule title, write the numbers ascending from **1 to 8**.  In the right column, copy your **course schedule**(for example, left side will have 1, for period 1, and on the right side, you may have Math during that block).  The top right box will be blank.
	1. **Drag and highlight** the first row (the title row), **right click**, and **merge these cells**.  **Centre**your title in the middle. Add a light colour to the background of your title.
	2. **Drag and highlight only the left column** using your mouse, and **centre justify**the **numbers** .
	3. Please make sure the borders of the table align with the paragraph above by dragging the sides.
6. Under the Design tab select a page border for your document.
7. **Insert** a **Blank Footer** in your document.  On the **left side**, please put your **full name**.  In the middle, write **Word Assignment**.  Press **tab** again and go to the right hand and click on the **icon for date and time**, and it will automatically insert the date and time on the right-hand side.
8. Type your favorite quote in the **Castellar font and align it left**. Add the author in the next line and **align the text right**.
9. Make sure your assignment fits on one page. If necessary, adjust the margins under the layout tab.
10. Let your teacher know when you have finished and DOUBLE CHECKED all steps!!

Assessment:

|  |  |  |  |
| --- | --- | --- | --- |
| Emerging (1)  | Developing (2)  | Proficient (3)  | Exceeding (4)  |
| Struggled to finish any of the steps even with support. Most of the assignment is missing.   | Needed some support to finish the assignment. More than a few steps are missing.   | Was able to do most of the assignment on their own with some support. Was able to navigate most of the tools on Microsoft Word. Only a few steps are missing.  | Finished the entire assignment independently. Was able to navigate all of the tools on Microsoft Word confidently. There is only one or two steps missing, if any. |