



Homework #6

- ❑ Read this assignment sheet first, so you will know when you need to refer back to it. Next, read Lesson 6 of *Microsoft Office 2010 Digital Classroom*, pages 83-101.
- ❑ Follow the directions given in the text lesson. If you have difficulty understanding the directions in the text, try the Word 5 video tutorial at the Digital Classroom website – <http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
- ☞ Like to save time and steps? On page 86, while you're assigning styles to specified lines, note that you are repeating the same step multiple times. To simplify this, hold the Control key down while you triple-click on each of the lines to be assigned the same style. This will allow you to select them all at one time. Release the control key when you have selected all of the lines for Heading 1, and then click "Heading 1." Do the same thing for Heading 2. It's much faster! (Remember, that "☞" symbol means, "Be sure to note." In other words, you will be expected to know this skill, including for tests and quizzes!)
- ❑ When you get to page 88, open word0602.docx from your lesson files (it is listed as steps 1 & 2 on page 89, but you will need to have Word open to follow along on page 88).
- ❑ On page 93, where you perform the same, repetitious steps of applying the Strong Green 1 style to multiple words, you can use the shortcut again as described above (hold the Control key down while you select each of the words).
- ❑ Now, create a new document. Save it as "lists.docx." Create a multi-level list that starts with capital Roman numerals for the first level, capital letters for the second, and Arabic numerals for the third (this is the same format we used in class for the sample school paper outline). Make your own multi-level list. (Some ideas for your list: animals by biological category (kingdom/phylum/class); a research paper outline; your family tree by generations; etc.). You need to have at least three levels in your list, and at least two items per level.
- ❑ Then, start a new page in the same document (you can either click "Page Break" on the Insert tab of the Ribbon, or press Ctl+Enter to begin a new page). Create a bulleted, single-level list of at least three items. Customize your bullets to use a unique symbol or picture that is not in the current bullet library (by choosing "Define New Bullet"). Save and close your document.
- ❑ After you have completed the assignment, e-mail your entire homework assignment (attach **word0601_done.docx**, **word0602_done.docx**, **word0603_done.docx** and **lists.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put "Homework #6" and your first name in the subject line.