



Homework #7

- Read Lesson 7 of *Microsoft Office 2010 Digital Classroom*, pages 103-118.
- Follow the directions given in the text lesson. If you have difficulty understanding the directions in the text, try the video tutorial at the Digital Classroom website – <http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
- Keyboard shortcut: on page 117, Step 4, the text tells you how to update a field using the Ribbon. You can do the same thing by pressing the function key “f9”. You have to remember to do this whenever you change a number in your table! (I use this function in your grade sheets.)
- Download the KCaps font included with your homework and install it on your computer as demonstrated in class.
- Create a new Word document and save it as `Homework_7_Extra.docx`.
- Create the title, “Computer Textbook”, at the top, center of the page, using the new KCaps font. Make it large enough so that it is easy to read (remember to use uppercase letters).
- Below that, at the left margin, type “Contents” using Heading 1 style with a regular font.
- Below that, add three lines of text (using “Normal” style), either from your book or make-up your own “contents” to reflect the contents of a computer textbook.
- Add a right-justified tab with a dotted-line leader at 6” on the ruler.
- Using the tab, add “page numbers” (real or made-up) for each line of “contents.”
- Choose one word that you frequently mistype or that you would like to abbreviate (e.g. “ty”= “thank you”). Edit your Auto-corrections to automatically make your desired change (as demonstrated in class). Save it. Add a sentence to the end of your document describing the auto-correction you created. Use it in your sentence (e.g. type “ty” so that it makes the correction). In your sentence, you will want to use your original word that you want Word to replace (such as the “ty”) in order to describe what you did. Remember the “Undo Auto-correction” tool will let you leave it as you typed it for that use.
- Save and close the document.
- After you have completed the assignment, e-mail your entire homework assignment (attach **word0701_done.docx**, **word0702_done.docx**, **word0703_done.docx** and **Homework_7_Extra.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put “Homework #7” and your first name in the subject line.