

Name: _____

Date: _____

Word Processing Project (Microsoft Word)





Please note: You will have three classes to complete the project. You will create a document using Microsoft Word proving you can utilize a table, WordArt, list, image, etc. in the appropriate way on a topic related to technology. You will demonstrate how to use a word processor's tools and perform formatting functions, so as to organize and present information. Using resources online is allowed.

Use the checklist below to help keep you on track. There are a total of 8 elements.

- You will need to start a **NEW** Microsoft Word file.
- You will need to **SAVE** your work. You will need to save your work to your "Word Project " folder located inside your teacher's folder.
- Please complete a project that contains:
 1. A table of information relating to a technology topic with the following items:
 - a. headers (preferably **bolded** or underlined AND "Center" aligned)
 - b. at least two columns
 - c. at least five rows
 2. You will need to change the font face.
 3. You will need to change the font color.
 4. You will need to change the font size.
 5. You will need a WordArt title.
 6. You will need to have a list of some sorts.
 7. You will need to change the table cell shading.
 8. Add an online image(s).

Proofread: Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

Computer Hardware By Edwin Salcedo

Computer Parts	Functions	Picture
Hard Drive	It stores saved files and applications.	
RAM (memory card)	It helps access and open programs.	
Processor	It helps the other computer parts complete tasks.	
Power Supply	It supplies power to the computer.	

Cyberbullying

Examples	Ways to Prevent Cyberbullying
Sending a mean text	<ul style="list-style-type: none">• Ignore the text.• Tell your parents/guardians.
Posting a hurtful picture	<ul style="list-style-type: none">• You can contact the app or social media platform to report offensive content and have it removed.• Take a screenshot as evidence.
Creating a mean webpage about someone else	<ul style="list-style-type: none">• Report it to the host website.• Notify your school.
Pretending to be someone else online in order to post false information about someone else	<ul style="list-style-type: none">• Contact the authorities.• Notify your school.

STOP
cyberbullying