

Gradesheet

(Word – Dynamic - Model; 60 pts)

Students have been provided with an unformatted Word document and will learn to format it using Microsoft Word by transforming it into the Model document (*turn page over*).

<p>Preparation</p> <ul style="list-style-type: none"> Download the following folder from the in class server to your desktop: “RLS Multimedia Server” / Public / Prospectus / Word / 2.Dynamic / 1. Model Dynamic. This folder contains the text that and photos that will make up the page. You are currently holding the Formatted Model Dynamic Document. The Model is what you are going to recreate. Open the Unformatted Word document by double clicking on it. 	
<p>Step #1: New Document, Margins, Column & Column Break, Save. Change the page margin to .5”.Set up the Columns to match the model.</p>	5 pts.
<p>Step #2: Publishing Layout: Grid and Guides. Switch to Publishing Layout and set up the grids and guides.</p>	5 pts.
<p>#3 Extra: Page Breaks Good habit to know and do, but not necessary for this document.</p>	
<p>Step #4: Insert Images Insert the four images and text wrap all of them “In Front of Text.”</p>	5 pts.
<p>Step #5: Add Text Copy and paste the text into text boxes and arrange on the page.</p>	5 pts.
<p>Step #6: Banner: Line, Text Boxes, Arrange Objects & Group. Create the banner at the top of the page by utilizing lines & text boxes and aligning the page by relying on Grouping & Arrange Objects.</p>	10 pts.
<p>Extra: Text Flow Text Flow allows text that does not completely fit into one text box, to automatically flow into another...even though the other can be on another page.</p>	
<p>Step #7: Add Titles Create the titles at the top of each article.</p>	5 pts.
<p>Step #8: Line Up the Page & Grouping (Guides) This is where the page begins to resemble a professional document.</p>	20 pts.
<p>Step #9: Add Lines Add the 3 lines on the page</p>	5 pts.
<p>Step #10: Spelling, Punctuation & Grammar. Now time to check your document. Check to make sure your spelling, punctuation and grammar are perfect. (subtract 2 points off the overall grade for each error).</p>	