

HELP HOMESCHOOL

2008-2009 Academic Year

Practical Computer Skills, Assignment I

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All About _____!

In this assignment, you will use photos and information to create a professional document of someone or something in a word processor, such as Microsoft Word.



If you make it about *yourself*, tell us where and when you were born and your family. Describe your hobbies and interests, or you could describe your favorite vacation.

If about someone else, like a *politician* you really like...or *don't* like...provide the relevant information in the document to make a compelling argument.



If about some *thing*, like a hobby, toy, or place, use maps and diagrams to enhance your presentation.

Since the intent of this assignment is to teach you how to prepare professional looking documents, make sure that your final document contains all of the following:

- a. A variety of fonts and formatting;
- b. Photos;
- c. A drawing created on the computer;
- d. A graph
- e. A table
- f. A sound file, or movie

When your document is finished, we will show it to the whole class if you wish. This will allow us to give helpful suggestions and accolades, and give ideas to others to improve their documents.

Here are some tips that will make the experience more pleasant and fruitful:

- The **FIRST** thing you do after you open a new document is to decide what its name is going to be, and where you are going to store it;
- Save your document ***often***, and back it up somewhere at the end of each work session.
- Don't worry too much about formatting while you are gathering and inputting data and text. Just kind of smooch it all in...format it later. This is especially true during the research phase.
- When you are working in the word processor, don't worry too much about perfect grammar and spelling...just get the information and ideas down! You can clean it up later.
- Use the word processor formatting functions as much as possible. Resist the temptation to manually format everything. It makes re-formatting and editing a headache if you do!