



# Application

This portion of the module is to be accomplished outside class.

### Word Processing

1. **Check Practice Application for the method of creating your folder(s) for submission to the dropbox.**
2. Open **AppleWorks** and the **GraphLesson2.CWK** on either platform. Edit the file in the following manner.  
Create a header with your name and a footer with page # (no italics). Both should be right-justified respectively.  
Choose your favorite font and change the size to 13 point.  
Turn on “invisibles” and use proper use of tabs/spaces  
Use indent marker (NO tabs) to “hang” numbers.  
Choose appropriate clippings and place at least one inline and one floating graphic.  
Choose bold, underline, italics to properly enhance the document  
Save and name completed file **Graph.cwk**
3. **Create** a word processing file using **AppleWorks on the PC** which contains a information letter to parents (For example: Welcome to the School Year, Information concerning parent conferences, etc.)  
The letter should contain at least two paragraphs with a numbered list and **permission/volunteer “tear-off”** at the bottom using **“leader” tabs** for all blank lines. Be sure to use at least 2 fonts & 2 sizes of text and a picture of you in the form of a logo.  
Save as **PARENT.CWK**
4. **Create** a 5 question quiz based on your topic using **AppleWorks on the Mac**. The quiz should contain varied types of questions of your choice (T/F, Multiple choice, short answer, etc.) plus:  
A header with a left-justified name using a “leader” tab for the line and a right-just. date which will change each day the test is printed. In addition, add a footer with a right-justified page number  
For each question, indicate the section that would apply of Bloom’s Taxonomy (TechTactics pg. 8). Specify a line for each answer using “leader” tabs Use your choice of font, but 13 point, and bold where appropriate  
Save as **TEST.CWK**
5. **Remember this assignment contains two word processing document on either the Mac or the PC and a third on the alternate platform.**
6. Post your reflection concerning this module to the appropriate TeachNet folder (371 Word Pro). Follow the instructions in **How to Use this Folder**. Be sure your reflections indicate that you read Chapter 9. **This module is not complete nor will on time credit be given until this posting is accomplished.**