

# Word Processing Internet Hunt

<http://homepage.mac.com/cohora/ext/wp.html>

**Directions:** Use the links provided to find the answers to the questions. Hold down on the mouse with your cursor on the Back button. You'll get a menu that lets you drop back several pages to return to the hunt page. Use the linked number list to go to the next question.

1. Suppose you are working on a group project. You are in charge of word processing the paper. You want to draw attention to recent changes in the document for the rest of the group's review. List 4 ways to point them to the changes in Word.

---

---

---

---

---

2. Write the keyboard method for inserting copyrights and trademarks in your Word documents.

---

As you type your paper you notice that the person's first name stays at the end of one line (Cindy O'Hora) and their last name appears on the next line.

How do you get the first and last name of a person or all the parts of a date to stay together?

---

---

4. List the five ways to select text in a word processing document.

---

---

---

---

---

5. Halfway through your lengthy novel you decided to change the setting from your hometown to NYC. You could read through all 150 pages and change all the Smalltowns to NYC. What word processing feature can you harness to make this change much easier?

---

TAI (think about it) - give another time this would be handy. (hint: emails)

---

6. What is an advantage of using a soft return in a document?

---

---

---

7. Your boss directs you to drop a cap right there. She is pointing to the first paragraph of your newly made company newsletter. You promptly drop your soda bottle top on the floor. She gives you a funny look. What does she mean by the term drop cap?

---

---

8. As the treasurer of the Student Council you are creating the end of year report. This involves entering lots of currency figures. Which tab will help you align the figures beautifully in a column? On what symbol will the dollar amounts align?

---

---

9. A double return is too much space between your paragraphs. A single return too little. What is a wp'er to do?

---

---

TAI - How would this feature be the better choice if you are to double space a rough draft?

---

---

---

10. Your mom notices your are deleting the returns you used to force the start of a new page for the bibliography of your term paper. She wisely says you should have used a **page break** instead. How do you do make a page break and when should you use one?

---

---

---

Did you notice the typing error in question 10? I did spell check this. Why was it missed?

---

---

11. Word processing has changed many old "rules" of typing. According to the *MLA Style Handbook* and the *APA Publication Handbook*, how many spaces should you insert after punctuation?

---

12. Name two advantages of using Print Preview. \_\_\_\_\_

---

---

13. Review these tips for Word. Write one that is new to you. \_\_\_\_\_

---

---

---

14. You have finished the club's newsletter. You Print to PDF. You know PDF is a good choice for sharing newsletters and many other documents through the Internet. Why?

---

---

---

15. Bulleted lists help bring clarity to your document. List three examples of a situation to use a bulleted list in a document. (Do not use the ones on the linked page.)

---

---

---

---

- Draw the tool bar symbol for bulleted list.

Cool tip: To use special format bullets and numbering: Highlight your bulleted or numbered text. Go: Format > Bullets and Numbering. Change to the alternative you desire. Select Customize to use Picture bullets.

16. A header automatically appears at the top of each page in the document. How do you customize the alignment in the header?

---

---

---

When you are writing a book, you might desire the title of each chapter to appear in the header. This means the text in the header needs to change within the document. How do you do this?

---

---

---

17. A footer is way to have the computer automatically number the pages of your document. You begin with a title page. You do not want the page numbering to appear on the title page. You want it to begin on the second page of the document.

How do you achieve this? \_\_\_\_\_

---

---

---

To learn about adding footnotes and endnotes to Microsoft Word documents, do the online tutorial.