Welcome Word experts! Now that you have completed the Word portion of your lab, it is time to take a comprehensive look at using what you have learned. Below is the description of Class Project 1. This project is done using something called a “grader project” within Simnet. You can find the project under “To Do” or the “Projects” tab.

VERSION

Version 1.0 – Initial version

If updates to this document are required, the version number will be updated appropriately. It is the student’s responsibility to ensure his or her submitted document adheres to the latest version. Any changes to this document will be announced on the Canvas discussion board along with a description of the changes.

PURPOSE

The purpose of Class Project 1 is to bring together all the different activities you have learned in the Simnet simulations on Word. This is done by downloading the Word Class project from Simnet, executing the instructions associated with the project, and checking it back into Simnet to be graded. The key difference for the project from your lab assignments, is the project is not done inside the simulator. Instead, you will create the document(s) required by the instructions and submit them to Simnet.

We are giving you two chances for this project – you will be able to check in the document once, get your grade, fix it, check it in the second time, and receive a grade for the second attempt. We will take the higher of the two scores. Note: your grade is posted immediately after you submit – that is the time to check it. Both submissions MUST be in by the project due date. We also suggest that you DO NOT start the project until after you have passed the Word Chapter 3 lab – this class project requires the skills you learn in that lab.

REQUIREMENTS

The path to get to the Word Class Project in Simnet is as follows:

“To Do” >Word Class Project

Or

“Projects” >Word Class Project

Once you open the Word Class Project, you can download the appropriate files and submit your document once you have completed the instructions.

Download all files and save them to the computer in the same folder so that they are easy to access. BE SURE to either download the files one at a time into the folder, or to unzip them into the folder. If you do not unzip them, you will not be able to access a couple of the required files inside the project. If you do not know how to use unzip, simply create a folder on your desktop and download the files one at a time into that folder.
It is important that everyone do their own work – even the part of copying the files onto a shared machine. It is not acceptable to use any part of someone else’s work. If you use someone else’s downloaded files, you and they will get a zero on the project.

The instructions for the Word Class Project will be included in the documents that Simnet tells you to download, the title of the document is: **WD2013-Capstone-Level3-instructions**

After you’ve submitted your Word Class Project your grade should immediately show up. If it does not show up for some reason, go to Grades > Word Class Project > Drop down menu > View Results.

**HINTS**

Be sure you know where you’ve saved the document.

The program will take off for incorrect capital letters/lowercase letters.

Turn on paragraph markers before you begin. Ask TA’s if you don’t know how.

**For Mac Users:** If the project was completed on a Mac, it should be turned in on a Mac. If you try to turn it in on a PC from a Mac the following will be wrong:

4. Apply the Slice theme.

5. Apply Lines (Simple) style to the document.

26. Apply the Grid Table 4- Accent 1 Quick Style to the table.

33. Insert table of contents using Automatic Table 1 format.

41. Change the reference style for the document to APA.

43. Add a bibliography using the Reference style.

**Specific question hints**

2. Rename the file something you will remember and be able find later on.

5. The “Lines (simple)” style is the tenth style not the eleventh.

10. Fourth paragraph on the first page.

16. Make sure you have all 10 replacements.

17. Make sure to deselect the document before using the Autocorrect. Autocorrect dialog is under the file tab.

18. Be sure to include the parenthesis.

24. There is supposed to be a blank last row in the table, the example just does not show it.

26. Must be in the table to complete this question.

29. When you pick a random picture you might have to unlock the aspect ratio. Ask a TA for help.

32. The “Info” page is a part of the File tab.
35. Exit the header before moving on.

44. The spell check might not go in order of what the document says. It also might skip “PD” and “sociopathy”. You will not get counted off for this.