Unit 3 – MS Word Assignment 1

Due: Midnight **Sunday** of **Unit 3**.

1. Click on the **Blackboard** icon to log into Blackboard, and go to your course. You should go to the week's unit and then the assignment.

Instructions on Downloading the File

You will see the following screen, which lists two documents. You are to click on the **_Assignment_File_Word1.docx_** file. After clicking on this document, it will begin downloading in your Downloads folder on your computer. If it opens, then simply close it. If you are prompted to save the file, then save it.

Unit 3 Assignment

Availability: Item is not available. It will be available after Jul 9, 2017 11:59 PM.
Attached Files: Assignment_File_Word_1.docx (120.146 KB)
CIS112 Unit 3 Assignment and Rubric.pdf (400.506 KB)

MS Word Assignment 1 - Unit 3 Instructions

Remember to select "Edit in Browser" before making the edits below.

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Complete the following tasks in MS Word

1. Open the MS Word file and perform the following tasks that you learned in the unit exercises.

2. Please change the "For Immediate Release" text at the top of the document • Apply center alignment to the "For Immediate Release" text at the top of the document. Format the text by making it BOLD and changing the font size to 20.

3. In the first paragraph, apply italics to the following sentence: *Newly remodeled conference room available at The Landon Hotel San Francisco for conferences seating 35 people and special gatherings standing up to 70 guests.*

4. . Using Search & Replace:

   - Change the number of people from 35 to 50 people in all instances.
   - Change 70 guests to 100 guests in all instances.

5. Use Spellcheck to correct all of the spelling errors in the entire document. Jon Perfington's name is spelled correctly. When prompted, ignore the spelling of his name.

6. Using Search & Replace, change all phone numbers in the document from 555-555-5555 to (444) 444-4444

7. Please change the line spacing from double line spacing to single line spacing in the first paragraph under About the Landon Hotel section of the document. The paragraph begins with *The Landon Hotel was founded in 1952*.

8. Please review all of the hyperlinks and find the one (1) incorrect link. Please make sure that this link displays as www.landonhotel.com and actually links to www.landonhotel.com.

9. Save your file with the following file name: ***Your Initials_Assignment_File_Word1.docx*** (for example: S Powers would save the file as SP_ Assignment_File_Word1.docx.

   In Office 365, Select **File**, then **Save As**. Choose **Download a Copy** to your Desktop. When uploading file in Blackboard, choose your Desktop folder and find the file to upload for grading.

   After correcting the formatting and errors, please review and make sure that you have made all of the necessary corrections to this document. Please save the document in MS Word format to your computer. Please upload corrected file to your assignment submission for the unit.

Students: Be sure to read the criteria, by which your paper/project will be evaluated, <u>before</u> you write, and again <u>after</u> you write.

Evaluation Rubric for *Unit 3* Assignment

Criteria	**Below Expectations**	**Needs Improvement**	**Meets Expectations**
	0-14 points	*15-22 points*	*23-25 points*
Formatting	No formatting completed correctly.	Some text formatting completed correctly.	All text formatting completed correctly and title is centered
	0-14 points	*15-22 points*	*23-25 points*
Search & Replace	No text has replaced and spelling check has not completed.	Some text is replaced and some spelling errors were corrected.	All searched text is replaced and spelling errors have been corrected.
	0-14 points	*15-22 points*	*23-25 points*
Hyperlink	Hyperlink has not been edited and linked to correct URL.	Hyperlink is edited and linked to incorrect URL.	Hyperlink is edited and linked to correct URL.
	0-14 points	*15-22 points*	*23-25 points*
Document Name	The File name is incorrect.	File name is correct, but saved in improper format.	The File is named correctly.