

Last Name First Name
Hour #
Assignment Name
Admin (or MacServer) UserName

Lesson 15 6th Grade

Name _____ Hour _____ Username _____

1. _____ Read and do pages 55 – 68. Remember the Trail Markers tell you **WHAT TO DO** and the Apply It sections tell you **HOW TO DO** it.

_____ You need to *download, open, and save as* the file “Seven Wonders” from the Computer App Page on usd417.net

Last Name. L 15 #1 seven wonders. 1

Remember some of the directions in the book may not match our Tech Lab version of Microsoft Word. You may have to search for a similar icon or drop down word to get the result the book directions are giving you.

IF YOU FIND SOMETHING NOTABLE, tell the instructor so we can let everyone know. I’ve tried to find as many changes as I could in the time I had – see pages below as you do the assignment.

This assignment will take more than one day to do – you should mark where you left off each day on this sheet.

➤ **Page 56**

- bottom – skip 3 and 4 unless you can find “Change Case”.
- #6 - **QS** means hit Enter 4 times

➤ **Page 57**

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- #8 [There is no Page Setup] Instead go to Page Layout to Margins way down to Custom Margins

- **Page 60** Remember don't try to DO the instructions yet; just read the page.

- **Page 61**

- #1 It's the 3rd sentence under the *Statue of Zeus at Olympia*
- Skip #3 and #4.
- #5 remember there is no Page Setup – Go to Page Layout
- #6 there is not “This Section” – choose “This Point Forward.”
- #8 If you end up with the 2nd page blank like I did, put your cursor at the top, make that a 1” margin and then click delete to pull the information up to the 2nd page.

- **Page 62**

- #5 Skip (there is no show number on first page that I could find).
- #6 There will be a page number on each page on the right.

- **Page 63**

- #4 Remember Margins are in Page Layout

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- #5 If your 2nd page margin changes to 2 inches also, don't worry about it. I'll try to figure it out later.

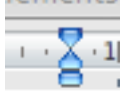
➤ **Page 64**

- #1 Make sure you are in Print Layout View (1st icon of the 5 on the left at the bottom right of the page)
- #2 and 3 and 4 Do NOT follow the directions. Instead choose Reference Tab, go to Insert Endnote

➤ **Page 65**

- #1 Type the first endnote after the superscript i – ⁱ
- #4 and #5 Remember you go to the References Tab and Insert Endnote instead.
- Skip #7, #8, #9 (I couldn't find any Endnote Separator)

➤ **Page 66**

- #2 Remember the first line indent is the top upside down triangle in  the ruler.

➤ **Page 67**

- #2 The Spelling and Grammar button is under the Review Tab

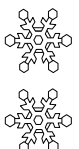
➤ **Page 68**

- Okay as is

_____ When you finish the seven wonders assignment, because it is 3 pages long, DO NOT PRINT, just tell your instructor that your file is in the locker (or on the server) ready for a grade.



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2. _____ Go to page 69 and open a new Microsoft Word document. Check to make sure you can find all but the first item in the list of 7 items. Remember: the directions may not be exact – just make sure you can DO all ones on the left column. (You may do this with a partner, if you like). If you ever find Change Case, PLEASE let me know.



3. _____ Work on MATH VPL.



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