

Summercore Exercises for Microsoft Word (Mac)

WHAT TO DO NOW? Click in this paragraph with the mouse. Then use the mouse to click the down arrow at the bottom of the vertical elevator shaft on the right side to move you down to the next screen. Clicking on the down arrow moves you DOWN so you can read the next few screens and eventually do the first few exercises.

Good Luck ...

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Reading problems on your computer? Highlight the text, then change the font size!

TIPS AND TRICKS FOR BEGINNERS

- Keep clicking the down arrow at the bottom of the vertical elevator shaft on the right side to move you down through the next few screens. Clicking on the down arrow moves you DOWN; this can strike some people as strange since when YOU move DOWN, the “paper” is moving up!
- The next thing to learn involves using the MENUS at the top of the screen. Move the mouse to one of the bold words at the top of the screen such as **FILE** or **EDIT** and hold the clicker button down. To make a choice from the menu (don't do this now) you can pull down the mouse to one of the choices without releasing the clicker button. Once positioned where you want it, releasing the clicker on that word makes that choice.
- Hold the mouse so that the tail is directly away from you. If the tail is at an angle, then left-right-forward-back will not be accurate on the screen and it will feel as if you are drawing on paper while watching in the mirror.
- If you get to the edge of your mouse pad, remember that you can lift up the mouse and put it down anywhere. Too many beginners make the mistake of wanting a bigger pad in this situation! When the mouse is in the air, nothing happens on the screen. If you need the clicker held down, just keep it down while you pick up the mouse.
- Four other ways to move through a document involve pushing the 4 ARROW BUTTONS on the keyboard. However the cursor must be in the document in

order for this to work; the cursor is the blinking vertical line that looks like this:
|. If the cursor is not blinking in the document, click with the mouse in the text before you push one of the 4 ARROW BUTTONS. Try it now. Click in this paragraph and then use the 4 ARROW BUTTONS on the keypad.

- As you begin these exercises, you might want to change the name of the file. If so, choose SAVE AS under the FILE menu. When you get the information box with the name of this file blackened, take your hand off the mouse and just type in a file name such as EXERCISES-BIRD (using your own last name, instead of LARRY's of course) and push RETURN.
- Many beginners have trouble with SAVE vs SAVE AS. When a document is NEW, both choices mean the exactly same thing. Once a document has been created, the SAVE choice means to STORE IT BACK on the same disk with same name and in same folder. In contrast, once a document has been created, the SAVE AS choice means to ALLOW THE USER TO CHANGE any of the BIG THREE: file name, disk location or folder location.

ONE TIP FOR INTERMEDIATE USERS

- The top of the vertical elevator lets you split the screen into two windows, each window having its own scroll bars. Just drag that top line down, the one directly below the upper right corner. The cursor will turn into a double headed arrow. Dragging it down splits the window. Moving it back there reunites the windows.

*

JV EXERCISE #1: ALIGNING TEXT LEFT, RIGHT, CENTERED or JUSTIFIED

(Task is to align each of the 8 BLACK sentences according to the hint or pun. Below are 8 sentences that need to be adjusted left, center, right or justified. Click the mouse anywhere in each sentence and then go up to the TOOLBAR above the RULER at the very top of the screen and choose the appropriate icon.



How do you know what to do with each sentence? Read it and decide by context or the silly pun; a useful tip is to click in the sentence, then align it. You do NOT need to highlight the sentence before you align.

1. RIGHT guard is a deodorant, so make it go right.
2. Bill Russell was a CENTER for the Celtics.
3. Dave Cowens once LEFT the Celtics to drive a taxi.
4. Could Bowie Kuhn really JUSTIFY his actions in telling Jim Bouton he could not publish the book Ball Four when in fact Bouton was merely trying to provide the country with a more rational understanding of what baseball players are really like?
5. It is surprisingly difficult to CENTER clay properly.
6. Martin Luther King stood up for the RIGHTS of many.
7. When Sherlock Holmes accused someone, it was unbelievable how he could JUSTIFY his action, sometimes by citing the color of the dirt on the bottom of

his shoes and sometimes by pointing out the discrepancy between the stains of his hat and the way the suspect combed his hair.

8. Bob Dylan LEFT his name Zimmerman in Hibbing.

JV EXERCISE #2: BASIC EDITING, GOBBLE & INSERT

Task is to edit the BLACK text, eliminating all typos by clicking mouse and using backspace. There are over 10 errors to fix. When done, insert a tab at the beginning of the paragraph. Make sure that there is just 1 space between sentences. One way to check involves using the right and left arrows to step through the characters one at a time.

- Basic skills? Move the mouse to directly AFTER each mistake and click once. This will make the vertical bar appear directly after your error. Move the mouse away and see if the vertical bar is right after the error you want to fix. If not, try again. Once at the correct position, push the DELETE button (some keyboards label it BACKSPACE) to GOBBLE up a letter at a time. Remember you are gobbling the letter or space to the left of the blinking cursor.

- Adding text? Move the mouse to wherever you need to add letters and click once. This will make the vertical bar appear. Move the mouse away and see if the vertical bar is where you want. If not, try again. Most word processors give you an automatic INSERT at the cursor whenever you type.

- The vertical bar is called the CURSOR; the I-beam you get when you move the mouse around might therefore be called the CURSOR-MAKER. In using any word processor, pushing TAB, RETURN or SPACE BAR in excess can be hazardous to your health. It is probably best to say that the alphabet consists of 29 letters: A-Z of course plus SPACE BAR, TAB and RETURN. These characters do not appear on the screen but function as if they do. To eliminate any of these characters, you click the mouse directly to the right of it and then gobble it up, just as if it were a letter from A to Z.

- Show (or hide) the invisible characters by clicking on the  on the button bar.


But if he is, liggght those canndles. Hey, we're talking number 19 here, and that isno sure thing, no ma tt er who you you take. Brian Oliver is a saffe secure pick, a typical mainstream Bosston rationale. But I'll tellyou this: between Dee Brown and Bimbo Coles, it's stricly NC, as in No Contest. The cookie cutter has dispensed innumerable Bimbo Coleses. A Dee Brown shows up in your life, you raise your eyese northward annd say, "Thanks, Big Guy." From Bob Ryan's column in t h e Boston Globe, the the day before the Celtics picked Dee Brown in the NBA draft.

JV EXERCISE #3: LEARNING A FEW SPECIAL CHARACTERS


The task is to change each X to be ¢ or © or • without messing up the columns. Read the facts below and put a ¢ if the fact now makes sense, a © if you are still confused and a • if you think the fact is dumb. Try to replace each X with ¢ or © or •, first by gobbling the X. If you do this well, your symbols will be in a column just the way the X symbols now are.

- Mac users get the ¢ by hold downing OPTION, then pushing the 4 button. To get the symbol ©, you hold down OPTION and push g. To get a bullet •, hold

down OPTION and push 8. Later in the varsity exercises, we will learn about KEY CAPS for exploring other special characters. Or go to the INSERT menu, choose INSERT SYMBOL.

- This exercise was done using the 2 left margin markers and the 1 right margin marker; when typing, we pushed the TAB button after each X
- You can see (or hide) the invisible characters by clicking the paragraph symbol on the TOOLBAR that looks like .

Facts you might know so far


- X the correct way to hold the mouse with tail away from you
- X using the COMMAND button to the left of the SPACE BAR as a keyboard shortcut
- X inserting text by typing at the position of the cursor
- X the Celtics have won 16 NBA championships and 8 in a row from 1959-1966
- X the OPTION button on the Mac is one way to get alternate characters such as ©, ¢ and •
- X the fact that the tool bar button  on the top row lets you show or hide invisible characters

JV EXERCISE #4: BETTER WAYS TO EDIT

- Tasks are numerous and described below in blue
- Now let's learn to edit in more sophisticated ways
- Try dragging the mouse over several letters that you want to change; this is called SELECTING or BLACKENING or HIGHLIGHTING. You move the mouse to the beginning of where you want to BLACKEN and then CLICK and DRAG over the letters so they turn BLACK. Do not release the mouse button until you have selected all the text you need to.
 - Be careful that you don't blacken too much or that you don't blacken spaces when not intended.
 - If you make a mistake when SELECTING, just click anywhere in the white and the BLACK part will go away. If you make a more serious mistake, choose UNDO under the EDIT menu.
 - Once a section is blackened or selected, you can do several things: push DELETE, choose CUT under the EDIT menu, type a word to replace it, change the font, size or style
 - Try to avoid using the basic method of GOBBLE and INSERT. Instead try to concentrate on the more sophisticated method of SELECTING and CHANGING. If you want to impress more experienced users, try double-clicking on a word to automatically select it! Then hold down the Command Key and double-click to select noncontiguous words.
 - Task#1: Change last names to first: Jordan becomes Michael, Russell becomes Bill, Pippen becomes Scottie
 - Task#2: Underline the 2 occurrences of Sports Illustrated and make the 3

occurrences of **Boston** be green by using the  icon on the toolbar, shadow



and italics by using the  icon on the toolbar (more advanced users might want to create a style or a macro or use the format painter)



- Make Jordan, now Michael, 18 point size
- Make Russell, now Bill, 24 point size (he is a few inches taller than Michael)
- When done with the paragraph, make sure there is exactly ONE space between each of the sentences and that the paragraph begins with ONE push of TAB. See the Summercore Primer for explanation and examples about the 1 vs. 2 spaces between sentences, always a topic needing clarity at Summercore.
- It is useful to note that 72 POINTS make up an inch. Therefore, 24 POINTS = 1/3 of an inch, 12 POINTS = 1/6 of an inch and so on; in fact, it may come as news to you, but Michael Jordan was once measured as 5544 POINTS

This parallel is a good read, cover to cover. The magazine arrived in the mail two days ago and there was Jordan on the cover of Sports Illustrated for the millionth time, looking sweaty and tired, with Pippen in profile behind him. I knew I'd seen this before. In 1969, there was Russell driving the lane on the Boston Garden parquet floor next to the headline "Boston's Old Guard/The Last Stand." Pretty neat. Like Jordan today, Russell was 35 years old (both born in February) when Sports Illustrated put him on its cover in 1969 to encapsulate the final quest of a great championship.
--From Dan Shaughnessy article, June 1998, Boston Globe--

JV EXERCISE #5: THE 27TH & 28TH LETTERS—SPACES & RETURNS

(Task is to learn to gobble a bunch of spaces quickly and to add spaces when necessary.)

- Here is the task for this next exercise. In the paragraph, the writer pushed RETURN and SPACE BAR mistakenly many times. Your mission — should you accept it — is to clean up the errors to make the writing into one nice looking paragraph
- When you're done, check that the paragraph begins with 1 TAB and that there is 1 space consistently between sentences.
- In using any word processor, pushing RETURN or SPACE BAR can be hazardous to your health. It is probably best to say that the alphabet consists of 28 letters, A-Z, SPACE BAR and RETURN.
- The SPACE CHARACTER doesn't appear on the screen but it functions as if it did. To eliminate the SPACE, you click the mouse directly to the right of it and then use BACKSPACE or DELETE to gobble it up, just as if it were a letter from A to Z.
- The RETURN button ends the current line and moves any remaining text to the next line. As a result, it appears catastrophic when you push RETURN in the middle of a line. Try it now, moving the mouse anywhere into the above paragraph, clicking once and pushing RETURN. Once the tear occurs, you can push BACKSPACE or DELETE once and you'll see the paragraph join together again. The procedure is the same for making two paragraphs into one—put the cursor at the front of the second paragraph and push BACKSPACE or DELETE

until they become one.

- In summary, we can say that there are 3 correct uses for RETURN: to end a paragraph: to skip blank lines, to end a short line (e.g. Dear Ms. Jones or lines of poetry)
- Use the Show/Hide icon to view the hidden characters.



Most Boston fans remember the fifth game of the Eastern playoff series against the Pistons in 1986. Detroit was up by one point and was throwing the ball in with 5 seconds left on the clock. Isiah

lofted the in-bounds pass to Laimbeer and Bird stole the pass. He counted in his head 5,4,3,2,1 just in time to pass to DJ who put in the layup to win the game. Without question, this was a truly amazing Celtic win! So where were you anyway when that fifth game took place and

Larry stole the ball? Were you watching the game on Sports Channel?

Were

you listening to Johny Most on the radio? Or perhaps were you ignoring the event altogether? I must confess, I was in an embarrassing spot, since I didn't decide to subscribe to Sports Channel until the following year.

My wife was out at a local PTA meeting and my 2 year old son was fast asleep. My 7 year old daughter and I were listening on the radio,

but as the drama unfolded, we wanted desperately to be watching the game. We spotted my neighbor's big screen TV tuned in to the Boston Garden. Yes, they had subscribed to Cable TV and we hadn't!

So

we took a portable radio into our backyard and walked to the corner of our yard. With our feet in the wood chips, we watched those last 5 unbelievable seconds on TV as Larry stole the ball, passed to DJ and the Celtics won the game.

Unbelievable!

JV EXERCISE #6: FINDING AND REPLACING TEXT

- Task is to use the REPLACE feature of Word under the EDIT MENU to change GEORGE to MARTHA. Eliminate the TWO SPACES between sentences; justify the paragraph to be fully justified (4th of the 4 icons)
- Unlike some other word processors, Microsoft Word lets you perform a FIND or REPLACE within a certain section; make sure you HIGHLIGHT the paragraph below (triple click)
- The REPLACE feature is great to change TWO SPACES to ONE.
- Make sure the paragraph begins with a TAB.

An important person in the history of the United States of America was George Washington. George helped guide the country through a difficult times, served as a role model for thousands of people and inspired many Americans. George was a person who will also be remembered for his famous peanut butter pudding, sometimes called George's Mush. His mixture consisted of peanut butter, vanilla, sugar and dried milk powder. Although George's exact proportions were never published, many cooks have duplicated George's Mush with remarkable accuracy. His recipe lives on!

JV EXERCISE #7: PRACTICE WITH DOUBLE-CLICKING & THE SHIFT-CLICK-TRICK

- Task is to make every other word in paragraph #1 underlined and each sentence in paragraph #2 a different font. In paragraph #3, each font is to be in different point size from 36 for the first * to 7 point size)
- To highlight a word quickly, double click on it. The word will light up automatically. To highlight an entire paragraph, triple click on it. To highlight a sentence, hold down COMMAND and then click anywhere in the sentence. To select noncontiguous words, double click on the first word, then COMMAND-double-click on each of the other words.
- To blacken a sentence or section of text that consists of more than one line, there is also a shortcut that we call the SHIFT-CLICK-TRICK. First, click the mouse directly to the left of the first character of the sentence you want to select. Do not hold the clicker down at this spot, just click and release. Then move the mouse to the end of the sentence. Hold down the SHIFT button with one finger and click the mouse directly after the period at the end of the sentence. This is called SHIFT-CLICKING and it means select from there to here. Without the SHIFT held down, the cursor would simply jump to the second spot you clicked on and abandon the first. But by SHIFT-CLICKING, you are telling the computer "from there to here."

Fonts are designed by human beings. This takes a good deal of artistic, geometric and computer skill. Some fonts are Public Domain. These include many fonts from Apple Corporation as well as others that have been made and released for general use. But like copying software, stealing fonts is just another form of 20th century electronic crime. When you purchase fonts, you are allowed to use them on one computer. Purchasing 1 copy of a special calligraphy font, for example, and then installing it on all 10 of your school's or company's hard disk drives is illegal. Becoming aware that fonts are created by human beings is helpful in understanding the implications of illegal copying and software piracy.

Why do we now say that there should be just one space between sentences? Well, in the old days of typewriters, the rule was 2 spaces between sentences, since the characters were monospaced. With Macs, most fonts are proportional and different letters take up variable amount of width. "Yes, this is a difficult habit to break, but it must be done" says Robin Williams from the

book *The Mac is Not a Typewriter*. “Take a look at any magazine or book on your shelf—you will never find two spaces between sentences. The only exception will be publications or advertisements produced on the Mac by someone who was still following typewriter rules.”

JV EXERCISE #8: CUTTING AND PASTING TEXT

- Task is to rearrange the paragraph so that the 5 sentences are in ALPHABETICAL ORDER by virtue of the first byte of each sentence. The 5 sentences begin with The, Natalie, An, Jerome, Set)
- Using the features for CUTTING AND PASTING TEXT, rearrange this paragraph found on the cover of *West Side Story* to be in alphabetical order, so that the 5 sentences are in the order of the first letter of each sentence. In order to MOVE text around, you must CUT out a sentence, click the mouse where you want it to go and then choose PASTE. Got it? Here are your steps.
STEP 1: Select or blacken the sentence to be moved, perhaps using the SHIFT-CLICK-TRICK to SELECT a sentence or Command-Click on the sentence.
STEP 2: Choose CUT under the EDIT menu. Once you CUT it, it is now on the clipboard >can think of as a hidden part of the computer chip.
STEP 3: Click the mouse where you want the sentence to appear.
STEP 4: Choose PASTE under the EDIT menu. The PASTE feature means to take what is on the clipboard and insert it at the position of the cursor. You can use the keyboard shortcuts of COMMAND + X for CUT and COMMAND + V (V for VELCRO) for PASTE. Or on the toolbar there are two icons, one that looks like a scissors for CUT and the icon that looks like a clipboard with a piece of paper on it for PASTE.



NOTE FOR VARSITY USERS: Instead of using CUT and PASTE, use the drag and drop method of selecting the sentence by Command-clicking, then releasing the mouse, then click and hold on the sentence until the cursor turns into an arrow, then drag the sentence to a new location and release the button.

- Make sure the paragraph begins with 1 push of TAB and that there is one space between all words and sentences. You might want to use the FIND/CHANGE feature that you learned previously to FIND each occurrence of TWO SPACES and CHANGE to one space.


The genius of Leonard Bernstein’s score makes this a musical and dramatic classic. Natalie Wood stars as Maria, who incites conflict by falling in love with the leader of her brother’s rival gang. An Academy Award winner ten times over, *West Side Story* is an extravaganza acclaimed for its musical and choreographic expertise. Jerome Robbins, one of the great names in modern dance, is credited with the conception, choreography and direction in cooperation with producer Robert Wise. Set in the late 1950’s, this New York Ethnic street gang expose is in reality an update of the classic *Romeo and Juliet* tragedy.

JV EXERCISE #9: COPYING AND PASTING TEXT

- When trying to improve one's writing, it is sometimes useful to make a copy a paragraph and then make changes in the duplicate one, leaving the original untouched as a comparison. Using the features for COPY and PASTE, we want you to do just that, editing the second one for errors.

STEP 1: Highlight the paragraph to be copied, perhaps TRIPLE clicking

STEP 2: Choose COPY, click the mouse where you want the duplicate paragraph to appear, choose PASTE. NOTE TO VARSITY USERS: Use the CONTROL Drag and Drop Method to copy the paragraph by selecting the paragraph and then hold down CTRL and then when the cursor turns into an arrow, click drag and drop to the new location.

STEP 3: Use the SPELLING CHECKER to correct all the spelling and grammatical errors in the second paragraph. To do so, blacken the second paragraph and then under the TOOLS menu choose SPELLING and GRAMMAR; this is the MENU equivalent of the  icon on the top row of the TOOLBAR

STEP 4: When done, please re-read the second paragraph. Your task is to fix any and all writing errors, the remembering that PRINT can be thought of as standing for ProofRead It Now Thoroughly. You as writer must take responsibility for your work. Don't let the power of the computer deceive you into thinking the computer is in charge! In summary, what you have when done is a BEFORE and AFTER scenario, very useful when working with students trying to use the word processor to improve their writing. Both the student and adult can see the paragraph before it was edited and after.

- Don't forget to begin the revised paragraph with a TAB and to deal with TWO SPACES between sentences.

The oppressive minutes Coach K.C. Jones asked his starters to play finally led to the undoing of the Celtics, who excelled during the regular season primarily because of the brilliance of Larry Bird and Kevin McHale. But they faltered in the conference finals against the the Pistons when they slowed to a labored walk and Bird go into a shooting slump. After the the season, Jones left and assistant Jimmmy Rodgers took over, promising to to develop a bench.

JV EXERCISE #10: CALCULATOR

- Task is to use the CALCULATOR, hopefully re-arranging windows so that CALCULATOR and this WINDOW are side by side
- Here are two math problems to solve. To do so, you will need the CALCULATOR.

Go to Applications Folder to find the calculator.

PROBLEM 1: In winning the 7th game of their series against the Piston on June 21, 1988, the Lakers made 43 out of 77 baskets. What was their shooting percentage? _____

PROBLEM 2: The 1979 Celtics won approximately 74.4% of their games. If they played a total of 82 games, how many did they win and how many did they lose that year? _____

End of JV Exercises • Varsity Exercises

Begin

VARSITY EXERCISE #1: SPANISH AND FRENCH SYMBOLS

Task is to re-type the sentence, using the special characters. Here is a summary of the OPTION keys for foreign character symbols. Most of these are independent of the font you are in. You might wish to take a look at the Summercore Primer for a summary of skills for Microsoft Word users.

HOW TO

TRY THIS

Type the Acute Accent ´	Push OPTION-e, then release and type the e or other letter you want to accent, e.g. école.
Type the Circumflex Accent ^	Push OPTION-i, then release and type the i or other letter you want to accent, e.g. maître.
Type the Grave Accent `	Push OPTION-`, then release and type the e or other letter you want to accent, e.g. lèvre.
Type the Spanish symbol ¿	Push OPTION-SHIFT down and then type ? whenever you want to get the upside-down question mark ¿ symbol.
Type the Spanish symbol ¡	Push OPTION down and then type 1 whenever you want to get the upside-down exclamation mark ¡ symbol
Type the Symbol ç (cedilla)	Push OPTION-c whenever you want to get the cedilla, for example— façade.
Type the Tilde Accent ~	Push OPTION-n, then release and type the n or other letter you want to accent, e.g. mañana.
Type the Umlaut Accent ¨	Push OPTION-u, then release and type the o or other letter you want to accent, e.g. Böblingen.


¿ Bostoñ Céltiçs sont tèrrible ¡

Type in and fix this challenge below this line so that it matches perfectly!

VARSITY EXERCISE #2: GAINING ACCESS TO MANY OTHER CHARACTERS

- Task is to use KEY CAPS: In System 10.2, go to applications folder, then Utility. In System 10.3, Go to System Preferences and click on International. Then click on the Input Menu. Check mark next to Character Palette and Keyboard Viewer and be sure "Show input Menu in menu bar" is checked. Close the window. An American Flag will appear in your menu bar. Choose " Show Keyboard viewer." This will give you a keyboard where you can hold down OPTION or OPTION plus SHIFT and try out different keys. Once you know a special key combination, you do not need to use KEY CAPS to access the symbols; KEY CAPS is just a reminder device. Try to also use the Insert Symbol feature under the INSERT menu to assess the preferable method. Or use the INSERT SYMBOL feature found under the Insert Menu so that you can re-type the challenge below (without the graphic, of course).
- For Varsity Exercise #2, we will investigate how to get the full range of special characters. The skills are similar to the final JV exercise in which you

went to a different location to find the Calculator (under the Apple on the Mac or back to the Program Manager on the IBM). Once you learn the skills below, the challenge is to type the silly poem below into your exercise set.

<p>So here is the exercise. You must re-type this silly four line poem!</p>	<p>This section is really a graphic to be</p>
<p>Jack and Jill went up an ∞ hill, but got shot by a • on the way. Jack fell down, ate some π and used his £ to pay. Jill lost all her € mañana and lost her desire to laugh. She wrote a book in école with Σ great finish to her final ¶.</p>	
<p>Your job is not to translate the silly poem but to retype it below so that it looks <u>exactly the same</u>! You must use the alternative keys!</p>	

- Type in the challenge below, beginning with Jack and Jill ...

Jack and Jill


VARSITY EXERCISE #3: ASSIGNMENTS OR STEP BY STEP DIRECTIONS

(Task is to study the paragraph structure, figuring out the TAB usage and RETURN usage. Answer the questions and type one additional sentence Learning to use the TAB button properly is a real mark of sophistication. A recent poll conducted by Coca Cola suggested that most Americans prefer the SPACE BAR to TAB in most situations. This is really an alarming statistic when we realize that 9 out of 10 doctors who use computers suggest that overuse of the SPACE BAR is the real cause of most computer headaches. In any case, here are the rules for proper use of the TAB button,

- Every time you push RETURN, you have indicated END OF PARAGRAPH. Regardless of what English Teachers say, a PARAGRAPH in word processing consists of all the text that precedes each RETURN PUSH. If you type a letter that looks like

December 7, 1989
Dear Larry Bird,
I hear you have just had your 33rd birthday. Congratulations. I knew there was a reason that you wore 33 on your shirt.

it is very important to observe that you have probably typed 4 paragraphs, since you pushed RETURN once after 1989, once after BIRD, once for a blank line and once after SHIRT.

- In each exercise below, you are being challenged to do two tasks. One is numeric -- to compute how many TABS and how many RETURNS were pushed. The other is to add ONE entry to the sample, mimicking the TAB structure. Remember that you can "study the tab structure" by clicking on the  button in the TOOLBAR.

- due Tuesday 11/1 Read pp 23-45 of Catcher in the Rye and discuss how Holden chooses to upset another member of his family.
- due Wednesday 11/2 Read pp 45-56 of Catcher in the Rye and try to explain where the ducks actually go in the Winter when they leave Central Park. Is Holden wrong about the ducks or is he just misguided?
- due Friday 11/4 Do research on where JD Salinger lived between 1960 and 1970 and whether or not any of his homes were the settings for his books.

IN VARSITY EXERCISE 3, THE TYPIST PUSHED THE TAB BUTTON ___ TIMES AND PUSHED THE RETURN BUTTON ___ TIMES. NOW MAKE SURE YOU ADD ANOTHER ENTRY FOR AN ASSIGNMENT DUE 11/7. POSITION THE CURSOR AT THE RIGHT SIDE OF THE LAST LINE AND PUSH RETURN TO MAINTAIN THE SAME FORMAT.

VARSITY EXERCISE #4: PLAY-WRITING STYLE OR FOR RESUME-WRITING

(Task is to study the paragraph structure, figuring out the TAB usage and RETURN usage.

- Earl of Kent I thought the king had more affected the Duke of Albany than Cornwall.
- Earl of Gloucester It did always seem so to us: but now, in the division of the kingdom, it appears not which of the dukes he values most.
- King Lear Meantime we shall express our darker purpose. Give me the map there. Know that we have divided in three our kingdom and 'tis our fast intent to shake all cares and business from our age;

IN VARSITY EXERCISE 4, THE TYPIST PUSHED THE TAB BUTTON ___ TIMES AND PUSHED THE RETURN BUTTON ___ TIMES. NOW MAKE SURE YOU ADD ANOTHER ENTRY FOR THE DUKE OF EARL THAT IS MORE THAN 1 LINE. POSITION THE CURSOR AT THE RIGHT SIDE OF THE LAST LINE. PUSH RETURN TO MAINTAIN THE SAME FORMAT.

VARSITY EXERCISE #5: USE OF TABS (CENTER & DECIMAL) IN SUMMARIZING DATA

Reggie Miller	Indiana Pacers	53	22	.42
Antoine Walker	Boston Celtics	7.46	29.0	2.389
Jason Kidd	New Jersey Nets	83	32.1	14.384

IN VARSITY EXERCISE 5, THE TYPIST PUSHED THE TAB BUTTON ___ TIMES AND PUSHED THE RETURN BUTTON ___ TIMES. NOW MAKE SURE YOU ADD ANOTHER ENTRY FOR KOBE BRYANT FROM THE LOS ANGELES LAKERS. POSITION THE CURSOR AT THE RIGHT SIDE OF THE LAST LINE AND PUSH RETURN TO MAINTAIN THE SAME FORMAT.

VARSITY EXERCISE #6: LEFT & RIGHT TABS FOR "END OF MOVIE" 2 COLUMN LOOK

(Task is to study the paragraph structure, figuring out the TAB usage and RETURN usage. Answer the questions and type one additional sentence; see instruction booklet for details and tips. Answers are in the back of the booklet!)

President Red Auerbach
General Manager Danny Ainge
Head Coach Doc Rivers
Assistant Coaches Lester Connor, Winston Bennett

IN VARSITY EXERCISE 6, THE TYPIST PUSHED THE TAB BUTTON ___ TIMES AND PUSHED THE RETURN BUTTON ___ TIMES. MAKE SURE YOU ADD ANOTHER ENTRY FOR THE TRAINER ED LACERTE. POSITION THE CURSOR AT THE RIGHT SIDE OF THE LAST LINE AND PUSH RETURN TO MAINTAIN THE SAME FORMAT.

VARSAITY EXERCISE #7: A WORD PROCESSING CHALLENGE IN WHICH YOU WILL NEED TO DEAL WITH BOLD, UNDERLINE, SUPERSCRIPITS, SINGLE & DOUBLE SPACING, MARGIN CHANGE

(Task is type in this section, making it look as close to the printed text as possible)

Another Fall for New England, Boston Red Sox, 1991

This has been a typical summer for Red Sox fans. Vaughn, Plantier and Morton have come up from the minors and shown promise. **The fight** between Vaughn and Greenwell brought tears of H2O to many fans' eyes.¹ To quote Reed:

It seems like every time we have three nails in the coffin we climb out of it. We play better with our backs against the wall. You've got to remember, we play in Boston. Every day is adversity for us.

And so life goes on. We traded away **Babe Ruth** in 1919 and have been cursed ever since. We have lost the 7th game of the World Series in 1946, 1967, 1975 and 1986. Who knows? Maybe this will be the year we break the curse!

Type in challenge #7 here in between the dotted lines. It is possible that the format painter icon can help you simplify formatting. Here are some tips on using the toolbar feature of format painter; this neat feature lets you copy character and paragraph formats!

- Select the text that has the formatting you want to copy.
- Click Format Painter Icon, and then select the text to be formatted.
- To copy the selected formatting to several locations, double-click Format Painter. Click the button again when you're finished.
- Also use the Insert footnote feature; and use the highlight feature to make Babe Ruth stand out (Remember that the highlight icon is the one next to the change font color icon) Also Right Mouse Click in the document to access a handy shortcut method for changing fonts.
- ... no, don't type the squiggly lines!

Another Fall for New England, Boston Red Sox, 1991

VARISITY EXERCISE #8: STYLES AND MACROS

- Using the instructions from class and the STYLE feature under FORMAT, create three new styles called Jordan, Rodman and Pippen. Create these styles so that you can use CTRL-J, CTRL-R and CTRL-P to execute them, even though this will override some existing keystrokes.

- Create a macro (using MACRO under TOOLS) that types the sentence The Lakers three-peated in 2002, but their run finally came to an end. using the 3 macros at 3 times within the sentence.

VARISITY EXERCISE #9: A WORD PROCESSING CHALLENGE IN WHICH YOU USE TABS AND MARGIN MARKERS IN WRITING A RESUME

(Task is type in passage, making it look as close to the printed text as possible in terms of TABS, not characters per line. If you want to be ambitious, try the exercise twice, but the second time use the Tables feature instead of tabs.)

1981	Larry Bird helped the Celtics come back from a 3-1 deficit to the 76ers, but he pushes the space bar 7 times before his name here and 18 times every line. On the right, he pushes RETURN every line. "Them words looked good on the screen" he mutters.
1984	Kevin McHale got nasty with Kurt Rambis in game 4 at LA but he pushes RETURN at the end of each line here and uses TAB on the left side of each line to bump over. His style seems fine until he tries to edit. When he adds or deletes words in line 1, he's in trouble.
1986	Robert Parish helped the Celtics win what might be their last 20th century championship. He types this entry perfectly, using TAB once before his name with no extra spaces or return pushes. Some days he adjusts the TAB ICONS before he types and other days he adjusts them afterwards, depending on Federal Express deliveries.

Type in challenge #9 here below this line...resume for Larry, Kevin and Robert

VARISITY EXERCISE #9a MORE TABS

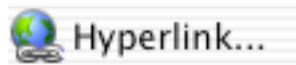
TASK: Below the line, set Tabs and type the text to duplicate the examples below. Then go to the Format Menu and choose Tabs, then format tabs to replicate the following examples by changing the tab leaders.

Name _____ Class _____

Hamlet..... Orson Welles

VARSITY EXERCISE #10 INSERTING HYPERLINKS

Task is to create hyperlinks to the web. First select the text, then Use the Insert Menu, Hyperlink, and type in the desired URL in the Link To: section (or you can use The Hyperlink icon on the toolbar).



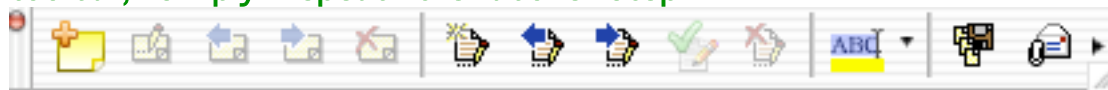
Go to the web and copy the URL to paste into the Link To section.

- Turn the word Google into a hyperlink
- Go to the web and find a Summercore recommended site in your subject area and then turn this sentence into a hyperlink to that site.

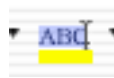
VARSITY EXERCISE #11 REVISING A FIRST DRAFT

Task is to use the Track Changes and Insert Comments feature to edit and revise writing.

- The skills you need to learn include: Using the Tools menu Track Changes feature, using the Insert Menu Comments feature, and using the View Toolbars Reviewing Feature.
- First, go to the Tools menu, and click on Track Changes, Highlight Changes, then click the check box next to Track Changes While Editing to turn this feature on. Clicking on it again will turn Track Changes off.
- Second, go to the View Menu, then toolbars, then select Reviewing toolbar. There should then be a checkmark next to that toolbar and it will appear as a separate toolbar. To remove the toolbar, simply repeat the above step.



- Third, edit the paragraph below. You might combine sentence one and two. Next edit the sentence that begins “By the time he changes...” to eliminate the words “it is too late.” Then insert a comment about the last sentence. To insert a comment, select the sentence, go to the Insert menu, choose comment, and then write a short comment about the conclusion.
- You might use the highlight tool on the toolbar to indicate a sentence that needs work.



- Be sure to turn Track Changes off when you finish this exercise.
- Now be the student and use the reviewing toolbar to either accept or reject changes. Click on the next arrow to move through and then the check mark is the accept changes tool.

Proctor calls Hale Pontius Pilate. Hale sees the injustice being done yet he is willing to go along with the will of the people (the court) in order to protect himself as the biblical figure allowed the crucifixion of Jesus. Hale is not acting in a just manner. By the time he changes his ways, it is too late for him to have any influence. If Hale is Pontius Pilate, the innocent victims of the tragedy are like Jesus. Christians believe that Jesus died to save future generations. Those who learn from the deaths in Salem are also saved. They are saved from repeating history and suffering another great loss of life.

VARSITY EXERCISE#13: CHANGING A GRAPHIC FROM INLINE TO FREEFLOATING

Task is drag an image from the web into the space below; then copy it and then paste it and then reformat it to be free floating. Your final product will be two separate graphics: one free floating and one inline with text wrap.

- The skills you need to learn include the following: finding an image on the web, dragging and dropping a graphic, reformatting an image.
- First open your web browser and go to www.google.com and click on the images tab. Search for any image. Then drag and drop the thumbnail view into the space below. Next select the image, copy and paste it next to the original. You will have two inline graphics. Now double-click on the second image. In the format picture dialog box, click on the layout tab. Choose the behind text option and click OK. You will now have a free floating image which can be rotated and dragged easily. To have text wrap, you can choose other options in the layout dialog box.

VARSITY EXERCISE#14: A FEW MORE WP CHALLENGES

Task One is to create a New document that can act as a front cover to the exercises. Be sure you use Word Art to create the text by choosing Insert Menu, then Pictures, then Word Art. Then include some bulleted text. If you are really ambitious, make one of your bulleted items a hypertext link to this document. Also create a border around some of the text by using the Insert border icon on the toolbar; then change its line color and fill using the Format

Menu, then Borders and Shading.

Task Two is to create a document that can be used in your class that has a variety of hypertext links to websites that are useful to your class; be sure to include a short description of the site and a suggested assignment for several of them.

Varsity Exercise#15: A Spreadsheets Challenge with Weighted Averages

- Task is to embed a spreadsheet within this word processing document that follows these specifications; Click an insertion point and then on the toolbar, click the Insert Excel Spreadsheet icon. Click and drag the number of rows and columns you desire on the spreadsheet grid and then an Excel worksheet opens. Enter your data and then close the worksheet so that the data will be entered into your word processing document.

- The skills you need to learn include: making a new spreadsheet, entering data, the use of $\sqrt{\quad}$ vs X , how to widen or narrow columns, the significance of the = sign for formulas, entering a difference formula such as $=C2-B2$, entering a projection formula such as $=B2*.93$ to find a 7% decrease, entering a projection formula such as $=C2*1.05$ to find a 5% increase, how to select a vertical strip and choose FILL DOWN, how to select a horizontal strip and choose FILL RIGHT or use the COPY-DRAW feature, how to blacken a data rectangle and use NUMBER or STYLE or ALIGNMENT under the FORMAT MENU to make those specific cells look uniform, how to find a SUM using a formula such as $=SUM(B2:B44)$, how to find an AVERAGE using a formula such as $=AVERAGE(C2:C33)$, how to insert rows at the top of the spreadsheet, how to insert columns, how to make and alter a GRAPH.

Use the data below to design a gradebook that has a column for standard average and a column for weighted average.

Students	Tests	Quizzes	Exam	Average	Weighted
Larry	87	76	88	-	-
Robert	66	77	88	weighted average is to be	
Kevin	86	88	81	50% Tests+30%	Quizzes+20% Exam
Class Ave	-	-	-	-	-

Varsity Exercise#16: A Spreadsheets Challenge Based on Rates of Change of Bacteria

- Task is to embed a spreadsheet within this word processing document that follows these specifications; Click an insertion point and then on the toolbar, click the Insert Excel Spreadsheet icon. Click and drag the number of rows and columns you desire on the spreadsheet grid and then an Excel worksheet opens. Enter your data and then close the worksheet so that the data will be entered into your word processing document.

- The 4th column is to be the difference (subtraction) between the 2nd and 3rd columns. Find the SUMS for each column at the bottom of the chart. Make all the numbers centered, and appear as whole numbers with commas. Use the Insert CHART feature under the Insert Menu to create a well-labelled SERIES GRAPH (type LINE) based on the changes over the 30 days for the 4% increase.

You are a scientist keeping track of 33,000 bacteria in each of 2 jars. Design a 4 column spreadsheet to show the changes in growth

over 30 days if the population in jar #1 decreases by 4% each day and that of jar #2 decreases by 8% each day.

VARSITY EXERCISE#17: A SPREADSHEET CHALLENGE BASED ON SCHOOL TUITION CHANGES

SPREADSHEET CHALLENGE #11: Design a spreadsheet to show the changes in a school's tuition from 1993 to 2013 if the increase is 5% or 10%. Assume the tuition is \$15,525 in 1993.

- Task is to embed a spreadsheet within this word processing document that follows these specifications; Click an insertion point and then on the toolbar, click the Insert Excel Spreadsheet icon. Click and drag the number of rows and columns you desire on the spreadsheet grid and then an Excel worksheet opens. Enter your data and then close the worksheet so that the data will be entered into your word processing document.
- The 4th column is to be the difference (subtraction) between the 2nd and 3rd columns. Find the SUMS for each column at the bottom of the chart. Make all the numbers centered, have commas and appear as currency with dollars and cents Use the Insert CHART feature under the Insert Menu to create a well-labelled SERIES GRAPH (type LINE) based on the changes over the 21 years for the 5% increase.

VARSITY EXERCISE#18: A SPREADSHEET CHALLENGE BASED ON POPULATION PROJECTIONS

Imagine you are playing a software game in which you control a city named French Lick in the year 2000 that has a population of 20,000 people. Design a spreadsheet to show the changes in population from 2000 to 2033 if the increase is 6% or 12%.

- Task is to embed a spreadsheet within this word processing document that follows these specifications; Click an insertion point and then on the toolbar, click the Insert Excel Spreadsheet icon. Click and drag the number of rows and columns you desire on the spreadsheet grid and then an Excel worksheet opens. Enter your data and then close the worksheet so that the data will be entered into your word processing document.
- The 4th column is to be the difference (subtraction) between the 2nd and 3rd columns. Find the SUMS for each column at the bottom of the chart. Make all the numbers centered, have commas and be whole numbers Use the Insert CHART feature under the Insert Menu to create a well-labelled SERIES GRAPH (type BAR) based on 3 rows: the last 2 and the average.

Selected Answers

ANSWER TO JV Exercise #11 with Calculator

PROBLEM 1: In winning the 7th game of their series against the Piston on June 21, 1988, the Lakers made 43 out of 77 baskets. What was their shooting percentage? 56%

PROBLEM 2: The 1979 Celtics won approximately 74.4% of their games. If they played a total of 82 games, how many did they win and how many did they lose that year? won 61 and lost 21

ANSWER TO Varsity Exercise #3 with Catcher in the Rye
 TYPIST PUSHED THE TAB BUTTON 3 TIMES & RETURN BUTTON 3 TIMES.

ANSWER TO Varsity Exercise #4 with Shakespeare Excerpt
 THE TYPIST PUSHED THE TAB BUTTON 6 TIMES AND RETURN BUTTON 3 TIMES.

ANSWER TO Varsity Exercise #5 with Tabs and Margin Markers/5 column Table
 THE TYPIST PUSHED THE TAB BUTTON 15 TIMES AND RETURN BUTTON 3 TIMES.

ANSWER TO Varsity Exercise #6 with Tabs and Margin Markers/End of Movie Look
 THE TYPIST PUSHED THE TAB BUTTON 8 TIMES AND RETURN BUTTON 4 TIMES.

ANSWER TO Varsity Exercise #15
 SPREADSHEET CHALLENGE to design a gradebook that has a column for standard average and a column for weighted average.

Students	Tests	Quizzes	Exam	Average	Weighted
Larry	87	76	88	--	--
Robert	66	77	88	assume we want weighted average as	
Kevin	86	88	81	50% Tests + 30% Quizzes + 20% Exam	
Class Ave	--	--	--	--	--

	A	B	C	D	E	F
1	Students	Tests	Quizzes	Exam	Average	Weighted
2	Larry	87.0	76.0	88.0	83.7	83.9
3	Robert	66.0	77.0	88.0	77.0	73.7
4	Kevin	86.0	88.0	81.0	85.0	85.6
5	Class Ave	79.7	80.3	85.7	81.9	81.1

Above is the finished spreadsheet; below is the same with the formulas!

	A	B	C	D	E	F
1	Students	Tests	Quizzes	Exam	Average	Weighted
2	Larry	87.0	76.0	88.0	=AVERAGE(B2..D2)	=(0.5*B2)+(0.3*C2)+(0.2*D2)
3	Robert	66.0	77.0	88.0	=AVERAGE(B3..D3)	=(0.5*B3)+(0.3*C3)+(0.2*D3)
4	Kevin	86.0	88.0	81.0	=AVERAGE(B4..D4)	=(0.5*B4)+(0.3*C4)+(0.2*D4)
5	Class Ave	=AVERAGE(B2..B5)	=AVERAGE(C2..C5)	=AVERAGE(D2..D4)	=AVERAGE(E2..E4)	=AVERAGE(F2..F4)
6						

ANSWER TO SPREADSHEET CHALLENGE #16:

You are a scientist keeping track of 33,000 bacteria in each of 2 jars. Design a 4 column spreadsheet to show the changes in growth over 30 days if the population in jar #1 decreases by 4% each day and that of jar #2 decreases by 8% each day.

Make sure you comply with all the **COMMON TASKS** described in next paragraph.

	A	B	C	D
1	DAY #	4% Decrease	8% Decrease	Difference
2	1	33,000.00	33,000.00	0.00
3	2	31,680.00	30,360.00	1,320.00
4	3	30,412.80	27,931.20	2,481.60
5	4	29,196.29	25,696.70	3,499.58
6	5	28,028.44	23,640.97	4,387.47
7	6	26,907.30	21,749.69	5,157.61
8	7	25,831.01	20,009.72	5,821.29
9	8	24,797.77	18,408.94	6,388.83
10	9	23,805.86	16,936.22	6,869.63
11	10	22,853.62	15,581.32	7,272.30
12	11	21,939.48	14,334.82	7,604.66
13	12	21,061.90	13,188.03	7,873.86
14	13	20,219.42	12,132.99	8,086.43
15	14	19,410.65	11,162.35	8,248.29
16	15	18,634.22	10,269.36	8,364.86
17	16	17,888.85	9,447.81	8,441.04
18	17	17,173.30	8,691.99	8,481.31
19	18	16,486.36	7,996.63	8,489.73
20	19	15,826.91	7,356.90	8,470.01
21	20	15,193.83	6,768.35	8,425.49
22	21	14,586.08	6,226.88	8,359.20
23	22	14,002.64	5,728.73	8,273.91
24	23	13,442.53	5,270.43	8,172.10
25	24	12,904.83	4,848.80	8,056.03
26	25	12,388.64	4,460.89	7,927.74
27	26	11,893.09	4,104.02	7,789.07
28	27	11,417.37	3,775.70	7,641.67
29	28	10,960.67	3,473.64	7,487.03
30	29	10,522	3,196	7,326
31	30	10,101	2,940	7,161
32	30 DAY AVERAGE	19,419	12,623	6,796
33	THE SUM	582,567	378,689	203,879