

## Instructions for Students

### MS Word Task: Version A – College Information

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#### Overview

- Follow the detailed instructions below to complete the task.
- Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
- You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
- **Remember to save your work frequently!**

#### Create a Word File

1. Open a new Word document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:
  - a) File name: **College Information**[yourfirstname\_yourlastname]
  - b) Folder name: **Word\_Task\_VA**[yourfirstname\_yourlastname].

#### Develop the Word Document

##### Part A

1. Type a title/heading named **My Folder**. Bold and underline it.
2. Take a screenshot showing the **Word\_Task** folder you created.
3. Paste the screenshot into the Word document under the heading.

##### Part B

1. Type a title/heading named **Program Information**. Bold and underline it.
2. Using the **College Information** document you created above, answer the following questions. Use an alphabetical list (like the one below) to record your answers in the document you created. Point form answers are fine; full sentences are not required.
  - a) What college (or university) are you planning to attend?
  - b) What is the web address for that college/university? Make this a hyperlink.
  - c) What program are you planning to take?
  - d) What certificate, diploma or degree will you earn?
  - e) What is the web address you can use to find out information about that program? Make this a hyperlink.
  - f) How many semesters should it take you to complete the program and earn the certificate, diploma or degree?
3. Insert a page break.

**Part C**

1. Type a title/heading named **My College Plans**. Bold and underline it.
2. Copy the template from the file provided by your facilitator and paste it below the heading **My College Plans**. Fill in the blanks with your own future college plans.

I am planning to go to \_\_\_\_\_ College/University in the city of \_\_\_\_\_. I will take the \_\_\_\_\_ program. When I graduate, I will have a \_\_\_\_\_ (certificate/diploma/degree – select one). It will take me \_\_\_\_\_ semesters to complete the program. It will be hard work, but I think it will be worth it because \_\_\_\_\_ . I want to get a job as a \_\_\_\_\_ when I am finished the program. I would like to work in that position because \_\_\_\_\_.

3. Replace the blanks with your own information.
4. Select a formatting option to emphasize the information you inserted in the paragraph.
5. Indent your paragraph.

**Part D**

1. In the header, insert page numbers.
2. In the footer, insert the date.

**Final Steps**

1. Save your Word document as a PDF file (in the same folder).
2. Email the PDF file to your instructor from your college email address.
3. Include a suitable subject line in the email message.
4. Include a brief message to your instructor about why you are sending the PDF file.
5. Add a closing salutation.