

Part 1 – Using Microsoft Word

Due Friday, October 19, 2012

Writing and formatting a paragraph.

PARAGRAPH DIRECTIONS:

You will write **1 paragraph** about yourself with **cover page**. Please address the following questions:

What is your name?

Where are you from?

What is your favorite color?

What is your favorite animal?

If you had 1 wish, what would it be?

What is your favorite thing to do?

Double space your paragraph.

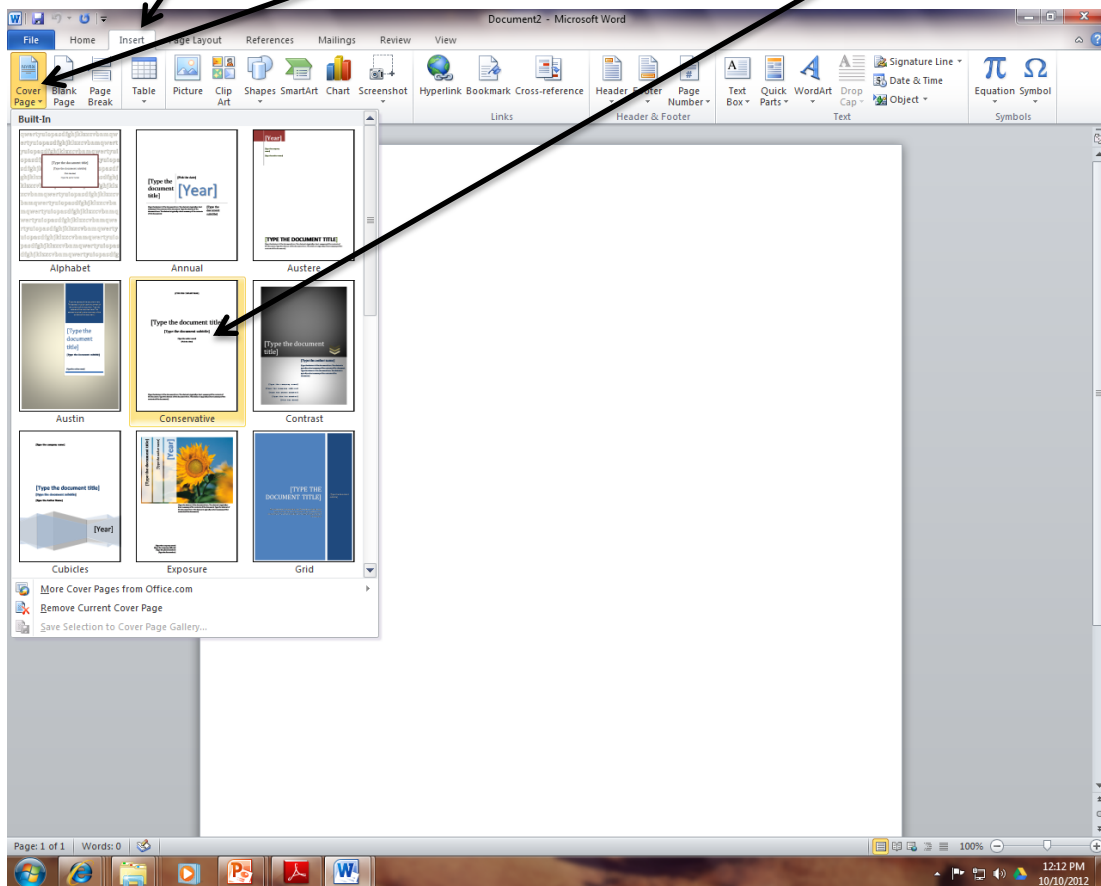
Turn in your paragraph and cover page on Edmodo.

See www.mrwilkerson.com/me.pdf for a sample paragraph.

COVER PAGE DIRECTIONS:

Under the INSERT tab, click on “Cover Page”

Choose the “Conservative” option.



Open an internet browser. Go to www.mrwilkerson.com/me.pdf.

Create a coversheet for your report like the one you see.

You will be graded according to the following rubric.

Technology Standard	4	3	2	1
Uses Electronic Resources Effectively	Is able to find and use necessary information easily, without help from teacher.	Needs little help finding or using information after class explanation.	Needs help finding and using information, even after class explanation	Is unable to find or use information
Produces Quality Work	Quality of work exceeds expectations Accomplishes all tasks, work is neat and easy to understand. Formatting is attractive. Great care is given to make sure understanding is clear.	Quality of work meets expectations. Accomplishes most tasks, work is neat and easy to understand. Formatting is attractive.	Quality is below expectations. Accomplishes some of the tasks, work difficult to understand. Formatting is distracting, lack of care is obvious.	Quality is clearly below expectations. Unable to accomplish any tasks. Work shows a clear and disturbing lack of care and understanding.
Technology Effort	Student sits at computer quietly, works diligently, behavior is exemplary and worthy of praise. Behavior and effort shows a maturity level above grade level.	Student sits at computer quietly, is on task, behavior is good and student does not disrupt others. Behavior and effort shows a maturity level at grade level.	Student may get out of seat, require redirection, and may disrupt others. Behavior and effort shows a maturity level slightly below grade level.	Student gets out of seat, requires reprimand, and disrupts others. Behavior and effort shows a maturity level clearly below grade level.