Directions: Log onto a student laptop, open the folder titled “Computer Literacy Labs” and pull up the document titled “Unit 1 Part 1 Lab Assignment.” You should be looking at a one page document titled “The Wig.” This assignment will ask you to alter the story in a few different ways. Use your experience and knowledge from your readings of this unit to plan and complete each step successfully. Make sure you do each step and DO THEM IN ORDER. Skipping steps and coming back to them later may result in you doing something wrong, which WILL result in a lower grade. This assignment is worth 15 POINTS and counts toward a portion of your grade for this unit. Place a check mark next to each step when you have completed it. Good luck and make sure you complete ALL steps.

Step 1 Insert a clip art image of a wig, baseball, or bat by searching through your clip art. It can be placed anywhere in the document but do not cover the text. (3 pts)

Step 2 Use the Thesaurus function to replace the word “calmly” in the document. (2 pts)

Step 3 Delete the last two sentences of the document and insert a new ending of your own that is at least two sentences long. (2 pts)

Step 4 Move the first paragraph and make it the next-to-last paragraph in the document. (1 pts)
Step 5 Use the Find and Replace function to replace all instances of the name “Carla” with the name “Monica” and all of the words “wig” with the words “hair piece.” (3 pts)

Step 6 Use the Word Count function to check and type the number of words in the ENTIRE document on a line below the story. (1 pt)

Step 7 Conduct a Spelling check on your document and be sure to replace all misspelled words. There are three obvious mistakes and one word that the dictionary simply does not recognize and you need to add it to the dictionary. (1 pt)

Step 8 Save the document on your disk using the following title “Unit1Part1Lab_yourname”. Don’t forget to replace “yourname” with your first and last name. (1 pt)

Step 9 Print and turn in the document. (1 pt)

Total (15 possible points)