

# Assignment 1

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*Word Processing*

*100 Points*

This is a two part assignment. First you will research a technology topic, and then write a paper on that topic. Follow the instructions below.

## Part 1. Research

*20 points*

Begin by finding an interesting article (technology-related) from one of the news resources listed below to act as the topic for your paper. This will act as your "primary source". The article you choose must be recent published within the last four months. Make note of the title, publication, publication date, author, and URL to use in your citations.

- <http://www.wired.com>
- <http://www.arstechnica.com>
- <http://news.cnet.com/>
- <http://www.computerworld.com> (recommended for CGS2100 students)

**PAPERS SUBMITTED WITHOUT A PRIMARY SOURCE FROM THE ABOVE NEWS RESOURCES WILL RECEIVE A ZERO (0).**

Once your primary source and the topic for your paper has been established, use the resources available at the FSU Libraries Web site (<http://www.lib.fsu.edu/>) and elsewhere on the Web, to find at least four additional sources of information on your topic:

- One source must be another Web site published by an authority on the topic.
- There must be at least two recent database articles (published within the last year) from databases provided at the FSU Library's database index (<http://www.lib.fsu.edu/>).
- At least one book published within the last 6 years (we will only look at the year of publication) - you can use the search feature at the top of the Libraries page to help find appropriate titles.

Note that you may need to use different, but related, keywords to find all five resources. For example, you could find thousands of Web pages with a Google search on keywords "online dating", but the same search at FSU Library's card catalogue may turn up zilch. In such a case, you might try keywords like "virtual relationships" or something more general like "Impact of the Internet on Society" in order to find a book related to your topic.

Learn as much as you can about your topic from the sources. You needn't quote directly from your resources (except where instructed in part 2), although if you do, you need to include quotation marks and a footnote.

There are several citation styles used for varying types of research. **For this paper, you are required to use the APA (American Psychological Association) style.** Go to <http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm> and [http://campusgw.library.cornell.edu/newhelp/res\\_strategy/citing/apa.html](http://campusgw.library.cornell.edu/newhelp/res_strategy/citing/apa.html) to find out details on how to use this style.

#### **Reminders:**

1. Your topic must be technology-related. If it is not, you will **receive a grade of 0** for the paper.
2. Your primary source of information must come from one of the primary URLs cited above or you will **receive a grade of 0** for the paper.
3. The requirements for sources are absolute. Locate all of your sources first, **before** you finalize your topic, and before you write your paper! (Remember, your paper is based on what you learn from your sources).
4. The citations for your sources must follow the APA style, or no points will be allocated for them.

#### **Grading Criteria:**

1. [15 points] Every source is worth 3 points. You should have at least five sources: your primary source and four others. Your primary source should be the first one listed. There is no extra credit for additional sources of information.
2. [5 points] Correct use of the APA style.








## Part 2. Word Processing

80 points







This assignment uses the **Watch-Practice-Apply** approach. These topics are available in the "In A Flash" CD included in your course material pack. We have broken the important aspects of Microsoft Word into two modules:

1. Navigating in Office 2007
2. College-level Word Processing.

**1** **Navigating in Office 2007:** Use the "In A Flash" video on Microsoft Word to learn about the following topics:

-  The Microsoft Office Button
-  Ribbons and Tab
-  Contextual Tab
-  The Mini Toolbar
-  Galleries and Live Preview
-  The Quick Action Toolbar
-  An example of a completed Assignment.

**2** **College-level Word Processing:** Use the "In A Flash" video on Microsoft Word to learn about the following topics:

-  Applying Styles
-  Footnotes and Citations
-  Paragraph and Page Formatting
-  Table of Contents Object
-  Bibliography Objects
-  Insert Pictures and Captions

### Assignment to Submit for Grade

For this assignment, you will format the contents of a document according to the steps below. Note that words in italics indicate that the use of a command is required. Commands are found in tabs and ribbons. Your document will end up looking similar to the document created in the **College-level Word Processing** "In a Flash" video.

Open the provided document and save it in Word 2007 format, using your FSU username as the file name. This is the portion of your email address to the left of the @ sign. For example, if your email address is **kjb04c@fsu.edu**, you would save your file as **kjb04c**. Make sure in the "Save As Type" box, you select "Word Document ( \*.docx)". In the above example, the full filename would be "**kjb04c.docx**". This is Word 2007 format. (Mac users -- Word 2008 can save in the same format).

**NOTE:** If you choose "Word 97-2003 Document (\*.doc)", your file will be saved in what is called "Compatibility Mode". While this can be opened and viewed with Word 2007, it will not end up saving any formatting based on NEW features in Word 2007! **Make sure to save in the latest format!**

**Grading Criteria:**

1. [20 points] Begin by typing the content of your paper, without any formatting. Type the title of the paper, followed by your name, followed by **no less than 1,000 words** on your topic (use word count). Organize your paper under at least three headings (for example: Introduction, Main Information, and Conclusion). Use the example research paper shown in the **College-level Word Processing "In a Flash"** video as a guide.
2. [2 point] Somewhere in your paper, **include a direct quote** from one of your sources. This should be a sentence or two that defines your topic or that you found interesting. **Enclose the quote with quotation marks.**
3. [2 points] Below your name, **Insert the Date** using the **Insert Date & Time ribbons**. Use the following date format: **MM/DD/YYYY**.
4. [4 points] Use *Styles* to identify each component of the paper. Use **Title** for the paper title, and **Subtitle** for the subtitle, name and date. Use **Heading 1** for the subdivisions within the actual text (introduction, conclusion, etc.) and **Normal** for the rest of the document.
5. [3 points] Select from the *Style Set* some other Style besides the default Word 2007. This is located in the *Change Styles* menu. If you are using a MAC, there is no default Word 2007 style. Go to View and bring up the Formatting Palette. Choose Document Theme and select an appropriate Theme for your document.
6. [4 points] **Insert an updateable Table of Contents** object below the date, using the *References* ribbon. It should list correct page numbers and link to all of the headings in the paper.
7. [2 points] **Insert a Page break** after the date and another one after the table of contents.
8. [3 points] **Change the line spacing of page three and the pages that follow page three to 1.5.**
9. [4 points] Set all quoted text that you added in step 2, **apart from the surrounding text**, by putting it in its **own paragraph** with right and left **margins indented by 0.5"** and without any first line indent. Insert a blank line prior to, and after, the quoted text. **Change the line spacing for the quote to 1.**

10. [2 points] **Cite the source of your quotations with a *Footnote*** using the format for sources shown in the previous section on research (APA). Use the default footnote settings. The basic format for the footnote is footnote number, Author's last name, title of work, and page number you quoted from.
11. [3 points] ***Insert a table*** (as many lines and columns as are appropriate, but with at **least 2 columns and at least 2 rows**) in your report (anywhere that is appropriate) to organize some lists of related information. Include column labels in the first row. One of the rows must be the header row. For example, if your paper was about human cloning, you might have a two column table listing the top five pros and cons of human cloning.
12. [3 points] **Change the *background color* of the first row** of the table containing the column headings to some agreeable color. Change the headings font to ***bold*** and center them in their cells.
13. [5 points] **Insert all of your sources** (the five required in part 1 of this assignment) **using the *Manage Sources* tool** on the *References* ribbon. Make sure each source is identified as the correct type of source, and enter all appropriate information for each source.
14. **Use *Insert Citation*** to credit parts of your paper taken directly from your sources. It is required that your paper contain citation references to all five sources.
15. [4 points] **Insert a *Bibliography*** at the end of your document - using the ***References Bibliography* tool, and the *APA Style***.
16. [3 points] ***Insert a clip art or picture*** and center the object on the title page above the **date**.
17. [2 points] **In the *Header* of the document add your name to the right side, and the title of your paper on the left side.** Set the header so the information **does not show on the first page**.
18. [2 points] ***Insert page numbers* in the center of the *Footer* of all pages EXCEPT the first** (title page).
19. [3 points] ***Insert at least one other small pictures in your paper***, and center the image on the paper using the *Position* option.
20. [3 points] **Add captions using the *Insert Caption* tool** to all pictures **except** for the picture on the cover page.

21. [2 points] At the end of your document, **type (or copy and paste) the following text:**

*I certify that I started this assignment as a new blank document, and the work herein is all my own. I understand that if it is discovered that I copied another student's work, or made my work available to another student (knowingly or unknowingly), I will be charged with cheating and subject to the consequences as put forth in the class syllabus.*

22. [2 points] **Type your name below the paragraph as your signature, certifying the validity of the statement.**

23. [2 points] **Check your paper** for spelling and grammatical errors and correct any that are indicated.

24. Use the View menu to view your paper at **Zoom level 29%**.

25. Save, close, and submit your work for grading.

26. Go onto Blackboard and download the document you just submitted and try to open it. If you are not able to open the document, email [2100@cs.fsu.edu](mailto:2100@cs.fsu.edu) or [2060@cs.fsu.edu](mailto:2060@cs.fsu.edu) and notify them of the problem.

27. Email the document to yourself as proof that it was submitted on time.

## Assignment Submission

From our course Web site, click **Assignments**, then click the link for [Instructions for Submitting and Storing Assignment Files](#).

Assignments will take approximately two weeks to grade. You will be able to view your assignment grade, along with comments from your recitation instructor, by clicking **View Grades** on the Course menu, then clicking on the assignment. Once graded, assignments cannot be re-submitted.

## Late Submission Policy

Assignments are due by 11:59:59 PM on the given date. Any assignment submitted after the deadline will be subject to penalties as described in the chart below:

Days past deadline	Penalty
<b>3 days</b>	-20 points
<b>5 days</b>	-40 points
<b>7 days</b>	-60 points
<b>10 days</b>	-80 points
<b>12 days</b>	-100 points

*\*Weekend counts as one day.*