

***Print This Three-Page Document by Clicking on the Adobe Print Icon  
on the Adobe Toolbar of this Website  
You will need to refer to these pages to do the assessment found at  
[www.cesu.k12.vt.us/profdevelopment/basicskillsforteachers/index.html](http://www.cesu.k12.vt.us/profdevelopment/basicskillsforteachers/index.html).***

## **Basic Computer Skills Mastery: Word Processing (Practice Assessment)**

**Directions:** Reformat a given text (found at [www.cesu.k12.vt.us/profdevelopment/basicskillsforteachers/index.html](http://www.cesu.k12.vt.us/profdevelopment/basicskillsforteachers/index.html) - Download practice text for word processing) so that it looks like page 2 of this document. Use page 3 of this document to see the specifics of the formatting. *Be sure to spell-check the document.*

### **Skills**

- Set paper orientation to portrait or landscape
- Set different fonts
- Set different font sizes
- Set bold, italics and underlined
- Set 1.5 or double spacing
- Set bullets or numbering
- Cut, copy and paste
- Use ctrl c,v,x,z
- Set justification (left, right, centered or justify)
- Insert automated page number and date
- Set margins
- Set tabs
- Insert graphics

## Snowbound Begin to Rebound

(CBS News)



The Northeast began digging out of snowdrifts several feet high Tuesday following a crippling President's Day blizzard that will go down as one of the worst storms in decades.

With snowfall tapering off early Tuesday, snowplows scrambled to clear roads in anticipation of a difficult commute for millions of people in the eastern United States.

*"It's no man's land out there," said Paul McIntyre, state highway supervisor for Maryland's Garrett County, which received 49 inches of snow. "It looks more like Siberia than Maryland."*

The storm left a devastating toll across the East. At least 35 deaths had been blamed on the storm system since it charged out of the Plains during the weekend, and more than 250,000 homes and businesses were without power.

Snowdrifts were piled high from the Ohio Valley to New England, mudslides and floods wreaked havoc in the southern Appalachians, and layers of ice snapped trees and power lines.

- "It's by far the worst ice storm that we've had in decades. It's a nightmare down here," said Kimberly Carver, director of the Scioto County Emergency Management Agency in Ohio. "It's just crippled us."
- For the region as a whole, it was the worst snowstorm since the blizzard of 1996, when at least 80 deaths were blamed on the weather.
- By early Tuesday, New York City recorded 19.8 inches of snow, Boston's Logan International Airport had 23.6 inches, and Washington Dulles International Airport received 24.2 inches.

Wednesday, October 27, 2004

Orient sheet to landscape (sideways)

Size 18, Bookman Font, Bold, Centered

# Snowbound Begin to Rebound

Insert clip art of your choice



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Left Indent at 1.5" on ruler, 1<sup>st</sup> line indent at 2", Right indent at 8"

1.5 Spacing

Italicized

- "It's by far the worst ice storm that we've had in decades. It's a nightmare down here," said Kimberly Carver, director of the Scioto County Emergency Management Agency in Ohio. "It's just crippled us."
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Bulleted, Arial Font

Size 12, Times New Roman Font

Wednesday, October 27, 2004

Auto-Date  
Size 12,  
Times New Roman Font,

***Remember to Spell Check***

Auto Page Number