

Name: _____

Date: _____

Word Processing Troubleshoot List Project (Microsoft Word)

Please note: You will have five classes to complete the project.

Checklist (Use the checklist to help keep you on track)

- You will need to start a **NEW** Microsoft Word file.
- You will need to **SAVE** your work.
- You will need a header.
- You will need a WordArt title.
- You will need a subtitle.
- Your WordArt title and subtitle should be centered.
- You will need numbered list.
- Your numbered list should contain at least three steps.
- Your numbered list should be spaced at 1.5 pt.
- You will need to include your name at the bottom.
- You will need to include one picture that relates to the subject of your letter.
- You will need to change the font face.
- You will need to change the font size.
- You will need to change the font color.

Proofread: Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

There are a total of 12 elements.

Header	
WordArt title	
Subtitle	
Centered sub-title	
Numbered List	
At least three steps	
Line spacing (1.5 pt)	
Name	
Image	
Font face	
Font size	
Font color	
Total:	


Mr. Salcedo Technology 10/8/14

Computer How-To Steps

How to Log Off:

1. Click on the Start button.
2. Click on the arrow next to Shut Down.
3. When the drop-down menu appears, choose Log Off.

By Edwin Salcedo



Mr. Salcedo Technology 10/8/14

Computer Troubleshooting Steps

Computer Does Not Turn On:

1. Make sure you pressed the power button hard enough.
2. Check to make sure the power cable is connected to the desktop and electrical outlet. If unplugged, plug in the power cable. Press the power button.
3. Make sure there is power running into the room by surveying other computers to see if they have power.
4. Finally, ask your teacher for help.
5. Your teacher will contact the IT department.

By Edwin Salcedo

