**Word Processing**

**Purpose**: The word processing assessment is a tool used to determine the educator’s ability to meet minimum word processing standards as set by the International Society for Technology in Education. If completing this assignment from home, you will have to access the network in MISD for certain requirements.  Any computer in any MISD building will grant access.  If you cannot physically be at an MISD campus within a reasonable time, include that information as a note in the body of the email when sending this assignment.

**Assessment:**

**Create** a folder on your network share called **METCA**

**Open** Microsoft™ Word.

**Create** a New Document

**Set** the margins to 0.5” top, bottom, and 0.25” on both sides.

**Create** a header with the following: date and time using the format Date = MM/DD/YYYY HH:MM AM/PM

**Create** footer with the page number centered

**Insert** a clipart image (that represents your content area)

**Download** a copy of the Millsap Bulldog Logo from the District Website (http://www.millsapisd.net)

**Save as** MillsapLogo.jpg in the **METCA** folder on your network share

**Insert** the MillsapLogo.jpg

**Create** a table: no borders, contains the Clipart image (that represents your content area) on 1 side, and the Millsap Bulldog on the other approximately equal in height and width.

For example

|  |  |
| --- | --- |
|  | BigLogo.jpg |

**Create** a Title for the page “Meet the Teacher Sign-in Sheet” **Centered, Bold, Arial 20**

**Add** an additional cell to the table you created. Inside it, **enter** your title (i.e. Ms., Mrs., Mr., or Dr.) and Last Name in the center cell. **Edit** the text, so that it is **Bold, Arial 18**

**Set** line spacing to 1.0.

**Set** Tabs at 1” and 7” only.

Create a table with the following headings: Student Name, Parent Name, Contact Number/Email, Bold, Arial 14, Centered (in table cells).

Add Blank Lines to fill the page.

**Print** 3 – 4 copies using the networked copier.

Using your millsapisd.net email account,

**Create** a **New Message**

**To:**  METCA@millsapisd.net

**Subject:** Lastname\_Firstname\_2015WP example: Doe\_Jane\_2015WP

**Attach:** This document as .pdf and .docx document.