

W#6 Goal: Edit W#1, Drop Cap, Insert shapes, format shapes

ACTIVITY:

1. Use the same “W#1” file in Microsoft Word; with margin 1” all around.
2. Do “Drop Cap”: highlight first letter of the first paragraph, then click Insert Tab; then click on “Drop Cap”. Edit size so the letter occupies two spaces.
3. Do “Drop Cap” to the three next paragraphs and change the text color.
4. Insert a double ended arrow after the 4th paragraph: click INSERT, then SYMBOL; then select the Double Arrow.



5. Edit “Format Shape” the thickness of the arrow into 2.75 pts. & color RED.
6. Draw a line using autoshapes - then double click on it (or format auto shape), and in the style dropdown box you can select the type you want (thickness, color, ends etc)



7. Insert a Triangle, Format Shape: thickness 2.75 pt., color blue line, no fill.



8. Copy paste the 6th paragraph inside the triangle & fix to fit.
9. Insert a text box; format box: No Line
10. Copy past the last paragraph into the text box.
11. Save file as W#6 Last name- first
12. Attach to email to instructor and bring a printed copy to class next meeting
13. Update your checklist & records

Please see example below..... thank you.

When I came to college I realize how easy high school was and how much I took it for granted. After all, you are tested on material from a free given textbook. If you do the reading assigned then you are basically given the answers.

My study method depends on the subject. I take-down notes; although I have a photographic memory. I use process of association; I always look for easy ways to remember something. I try to find real life application and I practice it a lot.

A planner and color coding are my time management secrets. I can NEVER leave home without my planner, ever! I write everything down and never make a plan without consulting it. I also, as crazy as it may sound, make hour-by-hour schedules for the day.

Overall, I am a massive study block person. Just studying for an hour here and there won't do anything for me because I want to excel and get in the groove of things. I see to it that I the lesson becomes a part of me and use it at all times forever!



How I've overcome an initial bad grade: Talking to the teacher about a low grade is overlooked a lot. I think that communicating with the teacher is very helpful because not only can they tell you where you went wrong but you are also letting the teacher know you care about the class and are working hard. Teachers don't forget things like that.



My strategies for written assignments:
Know yourself well enough to know how long it will really take you. If you know it is a 5 page paper and you can't do papers fast then budget more than enough time otherwise you will have lots and lots of late nights.

Here are my final words of wisdom for students who want to get better grades in college: Time management is the key! Get a planner because college is the best investment ever.