

Guided Project 1 -2

Sierra Pacific Community College District is a multi-campus community college district. In this project, you format an informational handout regarding online learning. ***This project has been adopted for the use in SIMnet.***

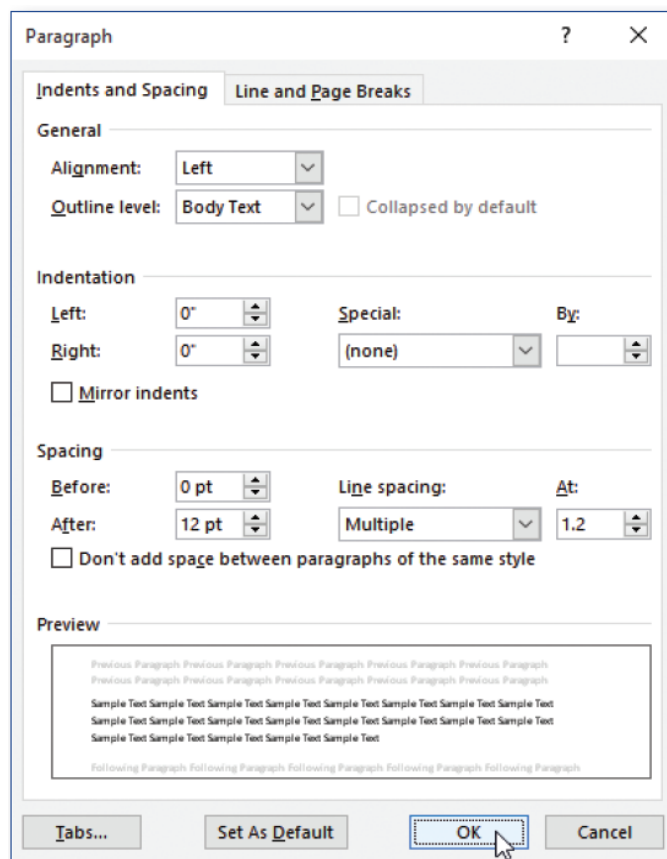
Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph spacing.
- Use Show/Hide.
- Change font size and apply color, styles, and effects.
- Cut and paste to move a paragraph.
- Use drag and drop to move a paragraph.
- Apply a shadow text effect.
- Use the Format Painter.
- Use spelling and grammar checker.
- Add document properties.

Step 1: Download start file

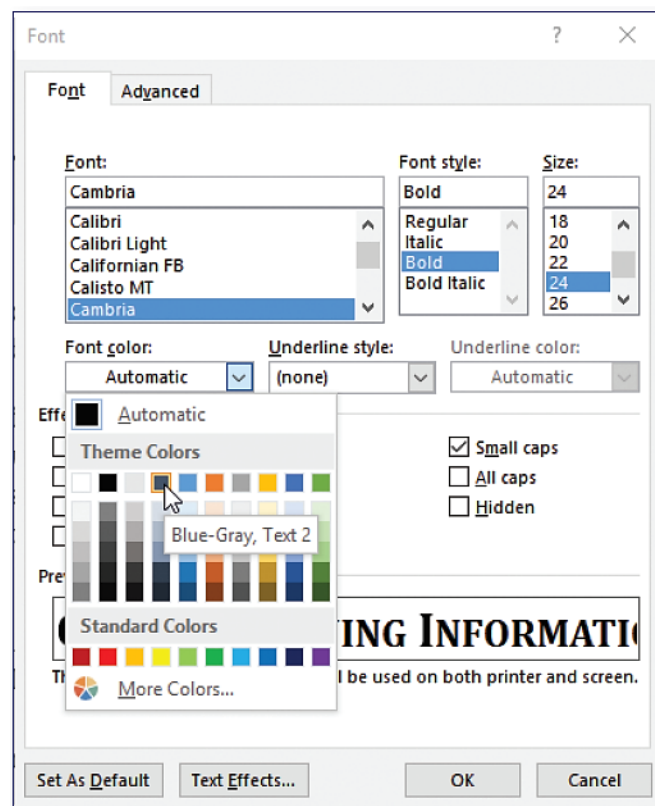
NOTE: Office 2013 users the *Layout* tab is named *Page Layout* tab in Office 2013.

1. Open the **OnlineLearning-01.docx** start file. If the document opens in *Protected View*, click the **Enable Editing** button so you can modify it.
2. The file will be renamed automatically to include your name. Change the *project file name* if directed to do so by your instructor, and **save** it.
3. Change the line and paragraph spacing of the entire document.
 - a. Press **Ctrl+A** to select the entire document.
 - b. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box (Figure 1-85).
 - c. In the *Line spacing* area, select **Multiple** from the drop-down list.
 - d. In the *At* area, type **1.2**.
 - e. Change the *After* paragraph spacing to **12 pt**.
 - f. Click **OK** to close the *Paragraph* dialog box.
4. Turn on **Show/Hide** [*Home* tab, *Paragraph* group] and delete the one extra blank line between each paragraph including after the title.
5. Change the font and font size of the entire document.
 - a. Select the entire document (**Ctrl+A**).
 - b. Change the font to **Cambria** [*Home* tab, *Font* group].
6. Change the paragraph spacing, alignment, font size, styles, effects, and color of the title.
 - a. Select the title of the document (**Online Learning Information**).
 - b. Click the **Layout** tab.
 - c. Change the *Before* spacing to **36 pt** and the *After* spacing to **18 pt**. [*Paragraph* group].
 - d. Click the **Center** button [*Home* tab, *Paragraph* group].



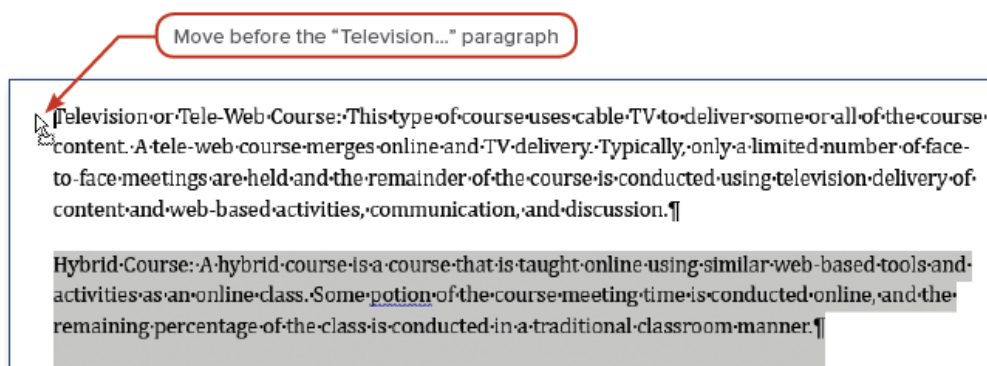
1-85 Change *Line spacing* and *After paragraph spacing*

- e. Click the **Font** launcher [Home tab, Font group]. The *Font* dialog box opens (Figure 1-86).
- f. Change the *Font* style to **Bold** and change the *Font* Size to **24**.
- g. In the *Effects* area, click the **Small caps** check box.
- h. Click the **Font color** drop-down list and choose **Blue-Gray, Text 2**, the 4th color from the left in the first row of the *Theme Colors*.
- i. Click the **Advanced** tab.
- j. Click the **Spacing** drop-down list and select **Expanded**. Change the *By* to **1.2 pt**.
- k. Click **OK** to close the *Font* dialog box.



1-86 Change font style, size, effects, and color

7. Move paragraphs in the document and insert a heading.
 - a. Select the last paragraph in the document, including the paragraph mark at the end of the document.
 - b. Click the **Cut** button [Home tab, Clipboard group] or press **Ctrl+X**.
 - c. Place your insertion point before the second line of the document ("Definition of Online Learning Modalities").
 - d. Click the top half of the **Paste** button [Home tab, Clipboard group] or press **Ctrl+V**.
 - e. Click at the beginning of the pasted paragraph and type **Where are we now with Online Learning?** and press **Enter**.
 - f. Select the paragraph that begins "Hybrid Course:," including the paragraph mark at the end of the paragraph.
 - g. Move this paragraph using the drag-and-drop method (click, hold, and drag) so it appears before the paragraph that begins with "Television or Tele-Web Course:" (Figure 1-87).



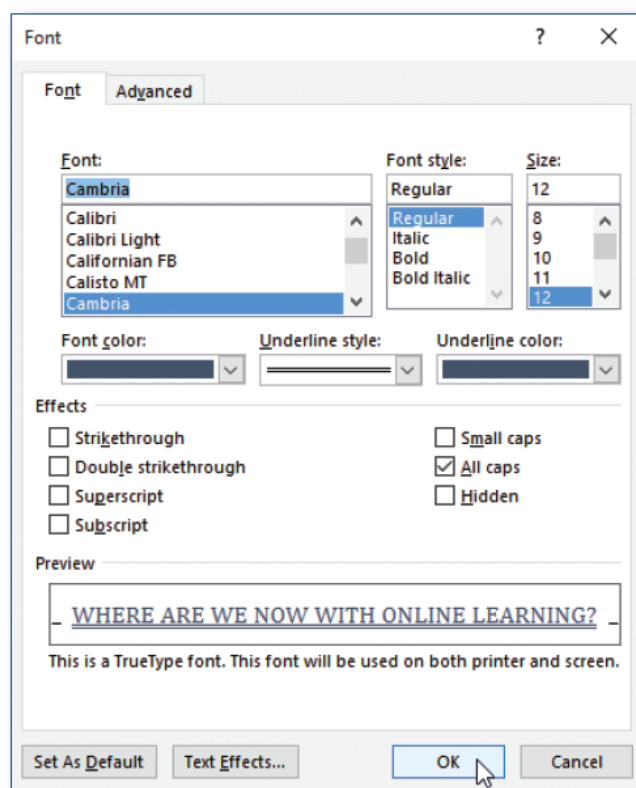
1-87 Move paragraph using drag and drop

8. Format section headings in the document and use the *Format Painter*.
 - a. Select the first section heading ("Where are we now with Online Learning?").
 - b. Click the **Font** launcher [Home tab, Font group] to open the *Font* dialog box and click the **Font** tab.
 - c. Change the font Size to **12 pt**.
 - d. Change the *Font* color to **Blue-Gray, Text 2**.
 - e. Change the *Underline* style to **Double underline**.

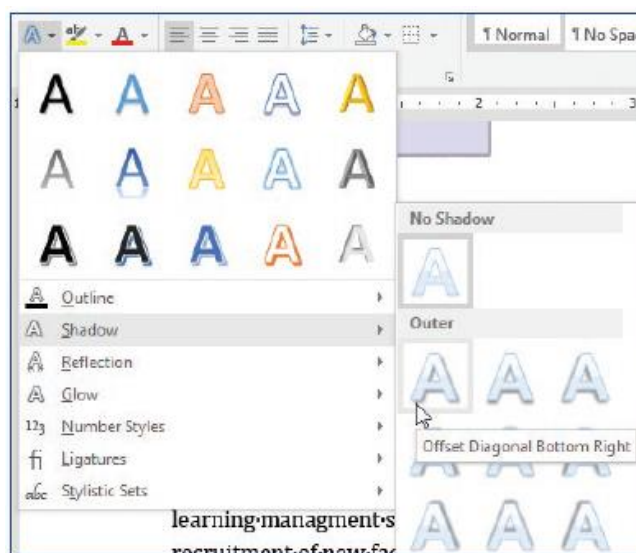
- f. Change the *Underline color* to **Blue-Gray, Text 2**.
- g. In the *Effects* area, click the **All caps** check box.
- h. Click **OK** to close the *Font* dialog box (Figure 1-88).
- i. Click the **Text Effects and Typography** button [*Home tab, Font group*].
- j. Place your pointer on **Shadow** and select **Offset Diagonal Bottom Right** (Figure 1-89).
- k. With the formatted heading still selected, click the **Format Painter** button [*Home tab, Clipboard group*].
- l. Select the next heading (“**Definition of Online Learning Modalities**”) to apply formatting.

IMPORTANT: If you used the **Ribbon** to apply the underline, the underline color may *appear* to be the correct color; be sure to check the setting under **Underline color:** and change it from **Automatic** to **Blue-Gray, Text 2** if needed.

9. Format paragraph headings in the document.
 - a. Select the first paragraph heading (“**Online Course:**”), including the colon.
 - b. Click the **Font** launcher [*Home tab, Font group*] to open the *Font* dialog box.
 - c. Change the *Font style* to **Bold**.
 - d. Change the *Font color* to **Blue-Gray, Text 2**.
 - e. In the *Effects* area, click the **Small caps** check box.
 - f. Click **OK** to close the *Font* dialog box.
10. Use the *Format Painter* to copy formatting to the other paragraph headings.
 - a. With the “**Online Course:**” heading still selected, double click the **Format Painter** button.
 - b. Select the other paragraph headings (“**Hybrid Course:**”, “**Television or Tele-Web Course:**”, and “**Web-Enhanced Course:**”) to apply the formatting.
 - c. Click the **Format Painter** button again to turn off the *Format Painter*.



1-88 Format heading using the *Font* dialog box



1-89 Apply *Shadow* text effect

11. Correct spelling and grammar in the document using the context menu.
 - a. Right-click the first misspelled word (“**managment**”) and choose the correct spelling from the list of options.
 - b. Repeat this process for “**potion.**”
 - c. Click **Ignore All** or **Ignore Once** if there are other words that are marked as potentially incorrect.
12. Select the sentence in parentheses at the end of the document, including the parentheses, and click the *Italic* button [*Home tab, Font group*] or press **Ctrl+I**.

13. Add document properties using the *Properties* dialog box.
 - a. Click the File tab to open the *Backstage* view and click the **Info** button if it is not already selected.
 - b. Click the **Properties** button on the right and choose **Advanced Properties**. The Properties dialog box opens. Click the **Summary** tab if it is not already selected.
 - c. In the *Title* area, type **Online Learning Information**.
 - d. In the *Subject* area, type **Online Learning**.
 - e. In the *Author* area, type **Tanesha Morris** as the author.
 - f. Click **OK** to accept changes and close the *Properties* dialog box.
 - g. Click the **Back** arrow in the upper left of the *Backstage* view to return to the document.
14. Save and close the document (Figure 1-90).
15. Upload and save your project file.
16. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project



ONLINE LEARNING INFORMATION

WHERE ARE WE NOW WITH ONLINE LEARNING?

SPCCD was a pioneer in online education and was one of the first community colleges in California to offer fully online courses in 1998. However, over the next few years there was limited growth in online offerings and only 15 course sections were taught online during Fall 2000. The adoption of a learning management system in Spring 2001, and the availability of training to teach online, and recruitment of new faculty interested in teaching online resulted in a rapid increase in online offerings.

DEFINITION OF ONLINE LEARNING MODALITIES

All online learning modes offered at SPCCD will be considered in the plan. Currently, these include the following: online, hybrid, television and tele-web.

ONLINE COURSE: An online course is a course that is offered over the Internet. Typically, content is presented through web pages and class discussions using a combination of email, mailing lists, bulletin boards, chat rooms, or newsgroups. All class meetings, assignments, lectures and assessments are online (with the exception of orientation meetings or other face-to-face examinations as determined by the professor).

HYBRID COURSE: A hybrid course is a course that is taught online using similar web-based tools and activities as an online class. Some portion of the course meeting time is conducted online, and the remaining percentage of the class is conducted in a traditional classroom manner.

TELEVISION OR TELE-WEB COURSE: This type of course uses cable TV to deliver some or all of the course content. A tele-web course merges online and TV delivery. Typically, only a limited number of face-to-face meetings are held and the remainder of the course is conducted using television delivery of content and web-based activities, communication and discussion.

WEB-ENHANCED COURSE: This type of course is taught face-to-face for 100% of the course meeting time, but classroom assignments and materials are supplemented with web-based activities. Examples are: online projects, hand outs and materials, online discussion, or online testing (*Note: this is a definition of a non-online learning course which uses online learning tools*).

1-90 Word 1-2 completed