

Word Processing Diagnostic Exam Revised 11/11/08
Google Docs
EDM 310

You MUST use Firefox and not Explorer

You MUST always Print by Going to File WITHIN Google Docs (not the browser menu) and go to Page Settings... PRINT from that menu!

If GOOGLE is slow to respond, BE PATIENT

First:

1. Create a Title Page with this Title: My Paragraphs.
Increase the font size of the title page to 18 points and make the title **BOLD**.
2. On a new line type *by* in italics in 12 point type.
3. On the next line type your name in 14 point type.
4. Center the text on the Title Page both horizontally and vertically
5. Print using the File/Print Settings... from within Google Docs.

Next:

1. Create a new document.
2. Write two paragraphs on any subject you choose. Select both paragraphs. Change the font to Georgia. When you have completed that, copy these two paragraphs and paste consecutively until you have a document that is approximately 3 pages long.

Then do the following:

3. Create a Header that says Wine and Food justified right (ONLY use the justify button. DO NOT use tabs or spaces!) and make the font Georgia 12 pt **BOLD**.
4. Indent the 6th paragraph TWICE to indicate that the paragraph is a quotation using the appropriate procedure when using Google Documents.
5. Insert a footnote after the third paragraph of the document. The footnote should read: Word Processing Exam, *EDM 310 Fall 08*
6. Insert a footnote after the first paragraph of the document. It should read: EDM 310, **Word Processing Exam**.
7. Check spelling and correct as needed
8. At the end of the paper type the following:
The British cost of an average bottle of wine ranges from £ 4 to £ 11.
H₂O and E=MC²
8. Create this table

| | | |
|------------|-----------|-------|
| Gundlach | USA | Red |
| DePez | France | White |
| Tomlinsons | Australia | Red |

9. Print your paper using the File/Print Settings.. method described above..
10. Attach the Title Page.
11. Invite strange.john@gmail.com OR YOUR PROFESSOR "To Edit" both documents.