

**Word Processing Final Exam Spring 09**  
**Google Docs**  
**EDM 310**  
**Dr. John H. Strange**

**You MUST use Firefox and not Explorer**

**If GOOGLE is slow to respond, BE PATIENT**

First: open a New Document

Save as Title Page of Your Real Name (Substitute YOUR name for Your Real Name)

Share with [strange.john@gmail.com](mailto:strange.john@gmail.com) as a collaborator

1. Create a Title Page with this Title: Why I Want To Be A Teacher
2. Increase the font size of the title page to 18 points and make the title **BOLD**.
3. On a new line type *by* in italics in 12 point type.
4. On the next line type your name in 14 point type.
5. Center the text on the Title Page both horizontally and vertically
6. **Using the appropriate Print menu, Print**

Next:

1. Open a New Document
2. Save as Why Teach by Your Real Name

Share with [strange.john@gmail.com](mailto:strange.john@gmail.com) as a collaborator.

2. Write two paragraphs on why you want to be a teacher. Change the font to Georgia. When you have completed this, copy the 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 Your Names's Why I Want to Teach justified right and make the font Georgia 12 pt **BOLD. REMEMBER – substitute your name!**
4. Indent the 6<sup>th</sup> paragraph 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: Footnotes can be used for many things in a document.
6. Insert a footnote after the first paragraph of the document. It should read: **EDM 310 Word Processing Diagnostic of YOUR NAME.** (yes, bold, red and substitute your name!)
7. Check spelling and correct as needed
8. At the end of the paper type the following:

Due to the downturn in the economy Air Canada is now offering some round trip flights from Newark to London for 337.04£ via Montreal. This is equivalent to \$479.33 at the exchange rate offered on June 1 at 6 am. British Air has non-stop flights round trip to Newark at 343.49£ which is equivalent to \$562.62 (same time on exchange rate).

9. Type H<sub>2</sub>O<sub>2</sub> (Hydrogen Peroxide), 2<sup>4</sup>=16, E=MC<sup>2</sup>, H<sub>2</sub>O (water)

10. Create this table and **justify** each element in the table as shown below. **NOTE: In Google the spacing between the elements of a given row may not match exactly with this table. What you must concentrate on is the alignment of each COLUMN!**

Taft	Arthur	Hayes
Wilson	Lincoln	Johnson
Cleveland	Roosevelt	McKinley

11. Save your document

12. **Using the appropriate Print menu**, make sure that the page numbers will print in the center of the bottom of the page. Then Print.

NOTE: Google has been known to “hang” at this point. If so, be patient. If that does not work after two minutes, click Save. Then quit Firefox. Reopen Firefox and go back to Google Documents. Your document should be there and Google should now work correctly.

13. Combine with your Title Page, staple and submit to me.