

6. Beyond the Classroom Activity



Language Arts: Create an Outline You are a student tutor in the computer lab. You need to teach other students how to use tools to create reports. Review the topics covered in this lesson. Then use **Outline View** to create a skills outline.

- Divide the outline into two main heads: **Formatting Documents** and **Viewing Documents**.
- Under **Formatting Documents**, list at least four lesson skills you would use to format a report.
- Under **Viewing Documents**, list at least four lesson skills you would use to view a report.

Save your outline as: **w4rev-[your first initial and last name]6**.

7. Standards at Work Activity



Microsoft Certified Application Specialist Correlation

Word 1.2 Lay Out Documents



Create Headers and Footers Your supervisor has completed a report on how to resolve conflict in the workplace. Before he submits the report, he wants you to insert a header and footer into the document.

Open the data file **Conflict.docx**. Save as: **Conflict-[your first initial and last name]7**. Insert a header that contains the name of the report and the page number. Insert a footer that contains today's date. Format the header and footer content so they align right. Use **Page Setup** to make sure the report's title page contains no header or footer information.

8. 21st Century Skills Activity

Analyze Your Decision-Making Skills To make a good decision, you have to gather information, evaluate your choices, and predict what the outcome of your decision will be. Think about an important decision that you recently made. Then, key one or two paragraphs. In your paragraphs:

- State what decision you had to make.
- Describe the process you took to make that decision.
- Evaluate the outcome of your decision. Did you make a good decision? Why or why not? How might you change your decision-making process to make better decisions in the future?

Save your file as: **w4rev-[your first initial and last name]8**.



Go Online **e-REVIEW**

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Go to the **Online Learning Center** to complete the following review activities.

Online Self Check

To test your knowledge of the material, click **Unit 1 > Lesson 4** and choose **Self Checks**.

Interactive Review

To review the main points of this lesson, click **Unit 1 > Lesson 4** and choose **Interactive Review**.

Do

