Part 1

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Make and Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printer Make and Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hard Disk Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Random Access Memory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2

Paragraph 1: Follow the directions that has been supplied in the Unit 1 Individual Project to modify this document by following each step in the directions carefully. Once you have completed all of the assigned modifications to this document, you will save the document to your hard drive and then submit it using the Submissions area on the AI:U Virtual Campus under the Unit 1 IP assignment.

Paragraph 2: This document is created just so that you can make modifications to it. It have spelling and grammatical errors in it. By correcting these errors and manipulating the sentences and paragrphs following the directions for the Unit 1 IP assignment, you will learn how to do many of the most common types of operations in the Word program.

Paragraph 3: Word, which is a word processing computer program and much more, are an extremely powerful and full-featured business and personal tool for creating documents of all kinds, and Word is studied in Unit’s 1 and 2 in this course. PowerPoint, which is a software product for preparing slides for personal or business presentation, will be studied in Unit 3. Excel, which is an automated spreadsheet, will be studied in Units 4 and 5. The ubiquitus computer have much power when used for purposes of creating, modifying, and storing documents, for tracking and storing data in spreadsheet form, and for making personal and business presentations to convay information or to persuade thinking of others. Those are the Microsoft Office functions that are concerned in this course, called COMP101.

Paragraph 4: Be sure that you work on the intelli**path** part of the course while you are completing this IP assignment. The intelli**path** Learning Nodes for Unit 1 will show you how to modify and save Word documents on your computer, how to maneuver through the ribbons at the top of this page, and how to use the Help feature, how to check spellings and grammar and how to show the changes made to a docuemtn using Track Changes. You will learn how to modify fonts, spacing, margins, and other formatting featuers of Word. And, you will learn how to Cut, Copy, Paste, Find, and Replace words and phrases in any Word document in the intellipath Learning Nodes for Unit 1. In Unit 2, you will study how to use some of the more advanced featuers an functions of Word.

Paragraph 5: The more you use Microsoft’s Word program, the more you will find ways to use it. From professional looking resumes and essay papers to grocery lists, Word has features that will make your “written life and work” easier. There is so many features in Word that we will not be able to cover more than the basics during this course, but if you need to do something specific to a document that is not covered in this course, then you should use the robust Help features of Word.

Paragraph 6: In Unit 2, you will learn more of the fundamentl features and functions that Word have that can help to easily make your life and career easier. So, let’s get started with the directions for the Unit 1 IP assignment. Those directions are found on our course home page. Just click on the link provided in the Unit 1 IP assignment are on our course home page to download a .pdf copy of the Unit 1 IP directions. Read those direction carefully and follow them exactly to receive maximum grade for this Unit 1 IP assignment. If there is some assignment directions that you do not understand please ask your Instructor/Facilitator for this class.

Good luck!