

1.5 Source Doc. B

All About Daylight Saving Time

What is Daylight Saving Time, and where did the concept originate? Daylight Saving Time (DST) is the practice of "shifting" one hour of daylight from the sleepy morning hours to the active evening hours in an effort to conserve energy and to provide an additional hour of daylight for outdoor activities in the evening.

Ben Franklin originally conceived the practice in 1784 in an effort to conserve candles. Over the decades, the concept was adopted by many different countries for various reasons, not the least of which was to conserve fuel needed to produce electric power during war time. In the United States, Daylight Saving Time was adopted in 1918, but underwent numerous changes in policy for many decades.

The most recent change was instituted by President George W. Bush (for the same reason as Ben Franklin - to conserve energy) when he signed the Energy Policy Act of 2005 that added a few more weeks to Daylight Saving Time. In 2011, DST began at 1:59 a.m. on the second Sunday in March (March 13) and reverted to standard time on the first Sunday in November (November 6).

"Spring forward" and "fall back" are phrases coined to help us remember to turn the clock forward one hour in the spring and back one hour in the fall.

The time change occurs at 1:59 a.m. to minimize disruption of schedules. At that hour, most people are home sleeping, most bars and restaurants are closed, and public transportation has ceased operating for the day.

Unit 2

Formatting Text

2.1 Texting 101

Formatting Text

- Changing Font and Font Size
- Changing Font Color
- Applying Bold, Italic, Underline, Strikethrough
- Clearing All Formatting

2.2 Algebra Homework

Enhancing and Formatting Text

- Increasing and Decreasing Font Size
- Applying Superscript
- Applying Subscript
- Changing Case
- Creating a Numbered List

2.3 School Rules

Formatting Text with Effects

- Changing Text Effects
- Applying Text Highlight Color
- Applying Format Painter

2.4 Top Baby Names

Reinforcement Lesson



Unit 2 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

Unit 2: Formatting Text

Texting 101

Formatting Text

Lesson Overview

Your younger brother just got his first cell phone. Before he can start to text, he needs to know the language of texting. He asks you to explain texting phrases and their meanings. Because of his young age, you decide to add some formatting to the list to make it more exciting for him to read.

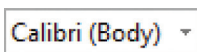
In this lesson, you will create a list of the most popular texting phrases and their meanings. You will also be introduced to some of the most common formatting options in Word.

New Skills

- Changing Font and Font Size
- Changing Font Color
- Applying Bold, Italic, Underline, Strikethrough
- Clearing All Formatting

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Font:**

Use the drop-down menu to select a new font for your text.

**Font Size:**

Use the drop-down menu to change the size of your text.

**Font Color:**

Use the drop-down menu to change the color of your text.

**Bold:**

Use this icon to make your text bold for emphasis.

**Italic:**

Use this icon to italicize your text.

**Underline:**

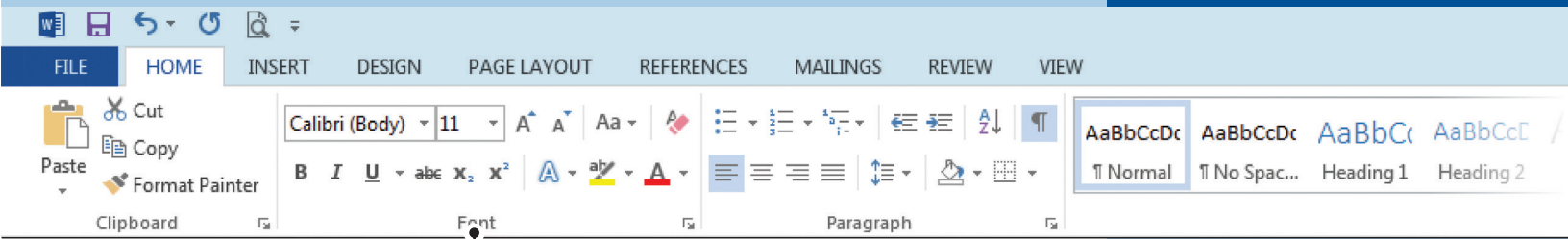
Use this icon to underline your text.

**Strikethrough:**

Use this icon to cross something out by drawing a line through it.

**Clear All Formatting:**

Use this icon to remove all formatting (such as bold, italics, underline, and strikethrough) from the selection, leaving only the normal, unformatted text.



Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *2.1 Texting 101* in your **My Word Projects** folder.
- At the top of the document, key the text as shown in *2.1 Source Doc. A*.

4. From the **HOME** tab, **Font** group, do the following:

a. Change the **font size** of the title [The Most Popular Texting Phrases and Their Meanings] to **20**



b. Change the font of [NP – No Problem] to **Times New Roman**

c. Change the font size of [LOL – Laugh Out Loud] to 16

d. Change the color of [TX – Thanks] to **Blue**

e. **Bold** [BRB – Be Right Back]



f. **Italicize** [OMW – On My Way]



g. **Underline** [LMK – Let Me Know]



h. Apply **Strikethrough** to [BFF – Best Friends Forever]



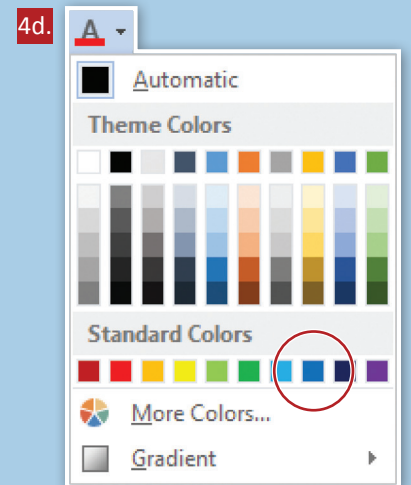
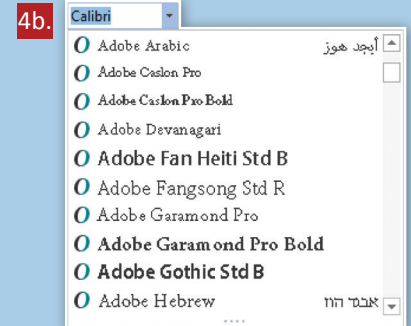
i. Change the color of [BFF – Best Friends Forever] to yellow

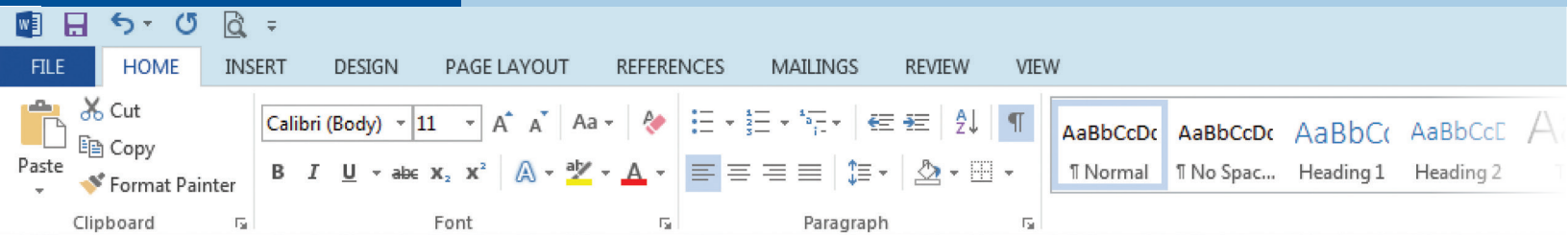
j. Using the **Clear All Formatting** tool, clear the previously applied formatting to [BFF – Best Friends Forever]



k. Apply strikethrough to [Too Much Information]

l. Change the font of [TTYL – Talk to You Later] to Comic Sans MS





- m. Change the font size of [B4 – Before] to 8
- n. Change [L8R – Later] to red
- o. Bold [IDK – I Don't Know]
- p. Italicize [TMRW – Tomorrow]
- q. Apply strikethrough to [BBL – Be Back Later]
 - r. Clear the previously applied formatting to [BBL – Be Back Later]
5. Proofread your document for accuracy and format, then resave the file.
6. Print preview. Your document should look similar to *2.1 Source Doc. B*.
7. Print a copy if required.

The Most Popular Texting Phrases and Their Meanings

NP – No Problem

LOL – Laugh Out Loud

TX – Thanks

BRB – Be Right Back

OMW – On My Way

LMK – Let Me Know

BFF – Best Friends Forever

TMI – Too Much Information

TTYL – Talk To You Later

WYWH – Wish You Were Here

B4 – Before

L8R – Later

IDK – I Don't Know

TMRW – Tomorrow

BBL – Be Back Later

2.1 Source Doc. B

The Most Popular Texting Phrases and Their Meanings

NP – No Problem

LOL – Laugh Out Loud

TX – Thanks

BRB – Be Right Back

OMW – On My Way

LMK – Let Me Know

BFF – Best Friends Forever

~~TMI – Too Much Information~~

TTYL – Talk To You Later

WYWH – Wish You Were Here

B4 – Before

L8R – Later

IDK – I Don't Know

TMRW – Tomorrow

BBL – Be Back Later

Unit 2: Formatting Text

Algebra Homework

Enhancing and Formatting Text

Lesson Overview

Each week, your algebra teacher gives you 13 extra-credit problems in order to improve your grade. These problems are optional, but if you choose to complete the assignment, it should only take you 15 minutes to finish.

In this lesson, you will create the 13 question extra-credit assignment. You will then learn how to enhance the text.

New Skills

- Increasing and Decreasing Font Size
- Applying Superscript
- Applying Subscript
- Changing Case
- Creating a Numbered List

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.


Increase Font Size:

Use this icon to make your text bigger in point size.


Decrease Font Size:

Use this icon to make your text smaller in point size.


Superscript:

Use this icon to make a letter or number smaller and then move it just above the line of text.


Subscript:

Use this icon to make a letter or number smaller and then move it just below the line of text.

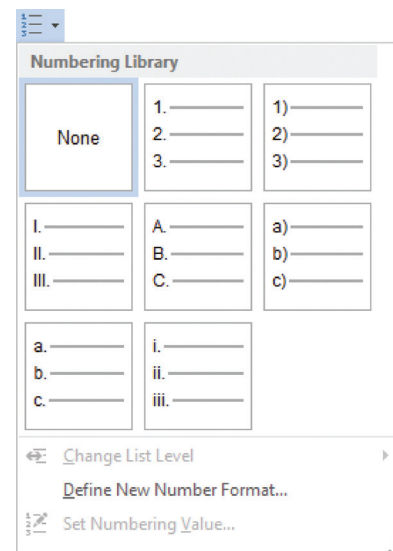

Change Case:

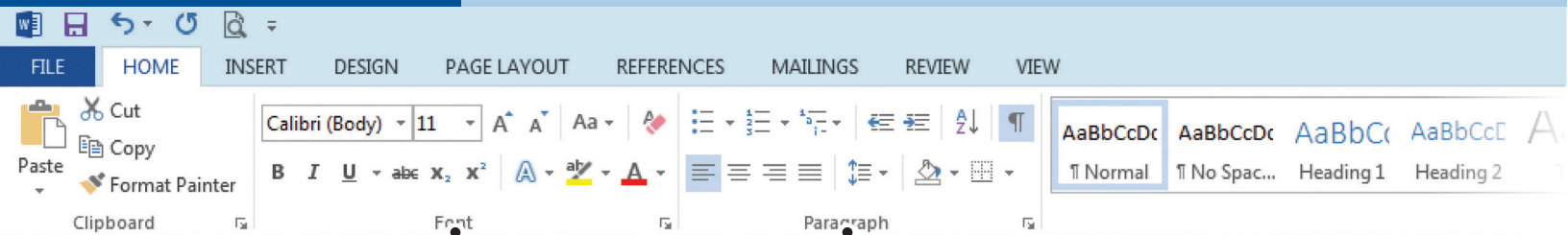
Use this icon to change the selected text to uppercase, lowercase, or other common capitalizations.


Numbering:

Use this icon to create a numbered list.

The drop-down menu provides more numbering formats to choose from.





5.

4.

Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *2.2 Algebra Homework* in your **My Word Projects** folder.
- At the top of the document, key the text as shown in *2.2 Source Doc. A*. After the text [Extra Credit], be sure to hit the Enter key two times at the end of each line as shown.

- From the **HOME** tab, **Paragraph** group, apply **Numbering** to the list of equations.



- From the **HOME** tab, **Font** group, do the following:

- Increase the font size of [Name] to 16



- Increase the font size of [Algebra Homework] to 14

- Decrease the font size of [Extra Credit] to 9



- Apply **Superscript** to the numbers [2, 3, and 4] in Problem 2



- Apply **Subscript** to the numbers [1 and 2] in Problem 3



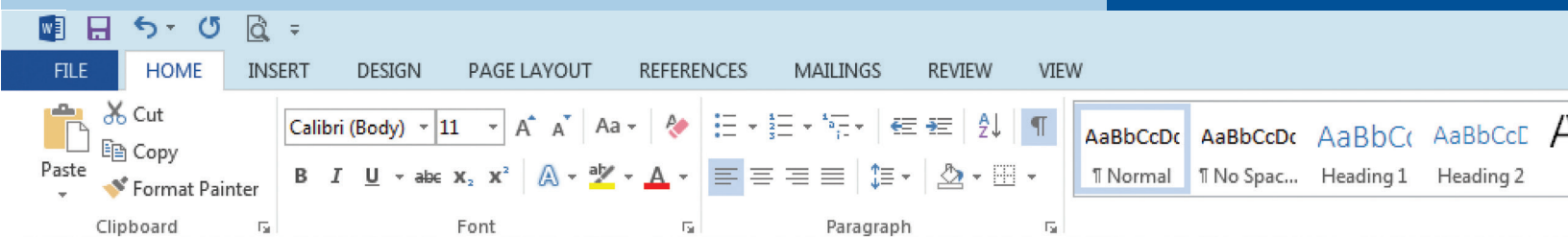
- Apply superscript to the number [2] in Problem 6

- Apply superscript to the number [2] in Problem 7

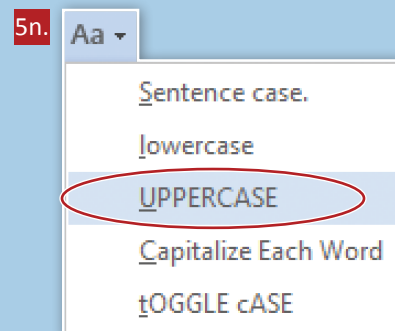
- Apply superscript to the numbers [2, 3, and 4] in Problem 8

- Apply superscript to the number [2] in Problem 9

- Apply subscript to the numbers [1 and 2] in Problem 10



- k. Apply superscript to the number [3] in Problem 11
- l. Apply superscript to the number [2] in Problem 12
- m. Apply superscript to the numbers [3 and -1] in Problem 13
- n. Change Case** of [Extra Credit] to **UPPERCASE**
 - o. Change all superscripts to Bold and the color red
 - p. Change all subscripts to Italics and the color blue
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to 2.2 Source Doc. B.
8. Print a copy if required.



2.2 Source Doc. A

Name: _____

Algebra Homework – Extra Credit

$$4y + 15 = 39$$

$$42 + 53 + 64 =$$

$$X1 = 3 \text{ and } X2 = 3$$

$$x + 5 = 20 - 2x =$$

$$2(6 + 10x) =$$

$$52 =$$

$$(3y + 8)2 =$$

$$(m^2n^3)^4 =$$

$$X2 - 64 =$$

$$X1 = 3 \text{ and } X2 = 3$$

$$(x + y)^3 =$$

$$4 + (5-1) * 82 =$$

$$A3b^{-1}/b =$$

Name: _____

Algebra Homework – EXTRA CREDIT

1. $4y + 15 = 39$

2. $4^2 + 5^3 + 6^4 =$

3. $X_1 = 3$ and $X_2 = 3$

4. $x + 5 = 20 - 2x =$

5. $2(6 + 10x) =$

6. $5^2 =$

7. $(3y + 8)^2 =$

8. $(m^2n^3)^4 =$

9. $X^2 - 64 =$

10. $X_1 = 3$ and $X_2 = 3$

11. $(x + y)^3 =$

12. $4 + (5-1) * 8^2 =$

13. $A^3b^{-1}/b =$

Unit 2: Formatting Text

School Rules

Formatting Text with Effects

New Skills

- Changing Text Effects
- Applying Text Highlight Color
- Applying Format Painter

Lesson Overview

The beginning of every school year also brings about an update to the school rules. Principal Davey has asked you to update the list of school rules before the students return for this school year. Making sure all students know all school rules from day one will ensure a smooth opening of school.

In this lesson, you will update the list of school rules for all students. Formatting these rules will then make it easier for students to read and understand the updated list of rules.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Text Highlight Color:**

Use this icon to make your text pop by highlighting it in a bright color.

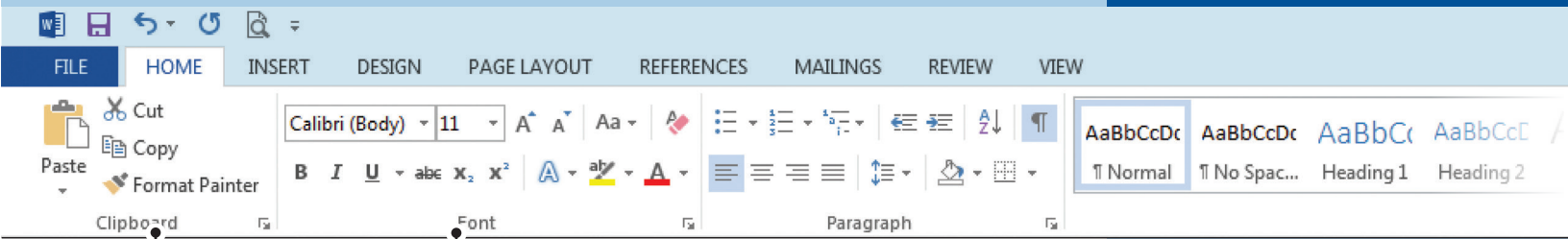
**Text Effects and Typography:**

Use this icon to add some flair to your text by applying a text effect, such as a shadow or a glow.



Format Painter:

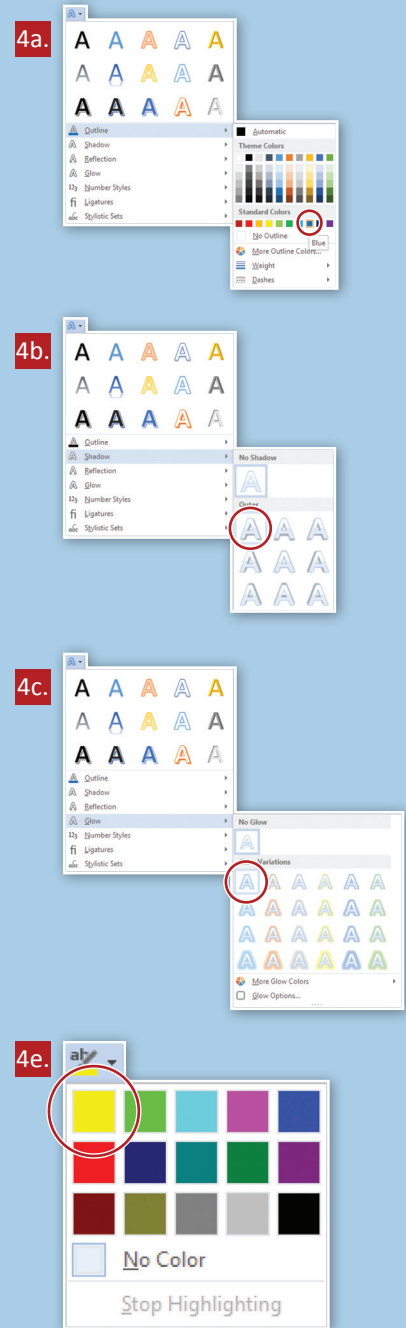
Use this icon to apply similar formatting from one particular selection to another.





Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *2.3 School Rules* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *2.3 Source Doc. A*.
4. From the **HOME** tab, **Font** group, do the following:
 - a. Change the font size of the title [School Rules and Policies for the 2014 School Year] to 18 and apply a blue **Outline** 
 - b. Change the font size of [Effective September 1, 2014] to 16 and apply a **Shadow** to line 2
 - c. Change the font size of [*Note: New rules are highlighted.] to 8 and apply a **Glow** to line 3
 - d. Change the case of the following text [Rule 1, Rule 2, Rule 3, Rule 4, Rule 5, Rule 6, Rule 7, Rule 8] to UPPERCASE
 - e. Apply the **Text Highlight Color yellow** to the text [RULE 2, RULE 4, and RULE 8]
 - f. Bold and underline the text [hats] in Rule 1
5. From the **HOME** tab, **Clipboard** group, do the following:
 - a. Using the **Format Painter** tool, apply the same format that was used on the text [hats] to the following text: 
 - [Cell phones] in RULE 2
 - [No texting] in RULE 3
 - [honor roll pass] in RULE 4
 - [school grounds] in RULE 5
 - [student parking lot] in RULE 6
 - [absent] in RULE 7
 - [Food or drink] in RULE 8.
 - b. Cut the text [* Note: New rules are highlighted.] and paste it following RULE 8
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *2.3 Source Doc. B*.
8. Print a copy if required.



2.3 Source Doc. A

School Rules and Policies for the 2014 School Year

Effective September 1, 2014

*Note: New rules are highlighted.

Rule 1: No hats in the building.

Rule 2: Cell phones are allowed in hallways and recreational areas only.

Rule 3: No texting during class sessions. Texting is allowed between class periods.

Rule 4: Students who are issued an honor roll pass may leave the building 10 minutes before the end of the school day.

Rule 5: Students may not leave school grounds without parental and office permission.

Rule 6: Seniors have preference for parking in the student parking lot. Once all senior parking passes have been purchased, there will be a lottery for juniors for the remaining parking spots.

Rule 7: Parents must call the school if student is absent for any reason.

Rule 8: Food or drink is allowed in the classroom at teacher discretion.

2.3 Source Doc. B

School Rules and Policies for the 2014 School Year

Effective September 1, 2014

RULE 1: No hats in the building.

RULE 2: Cell phones are allowed in hallways and recreational areas only.

RULE 3: No texting during class sessions. Texting is allowed between class periods.

RULE 4: Students who are issued an honor roll pass may leave the building 10 minutes before the end of the school day.

RULE 5: Students may not leave school grounds without parental and office permission.

RULE 6: Seniors have preference for parking in the student parking lot. Once all senior parking passes have been purchased, there will be a lottery for juniors for the remaining parking spots.

RULE 7: Parents must call the school if student is absent for any reason.

RULE 8: Food or drink is allowed in the classroom at teacher discretion.

*Note: New rules are highlighted.

Unit 2: Formatting Text

Top Baby Names

Reinforcement Lesson

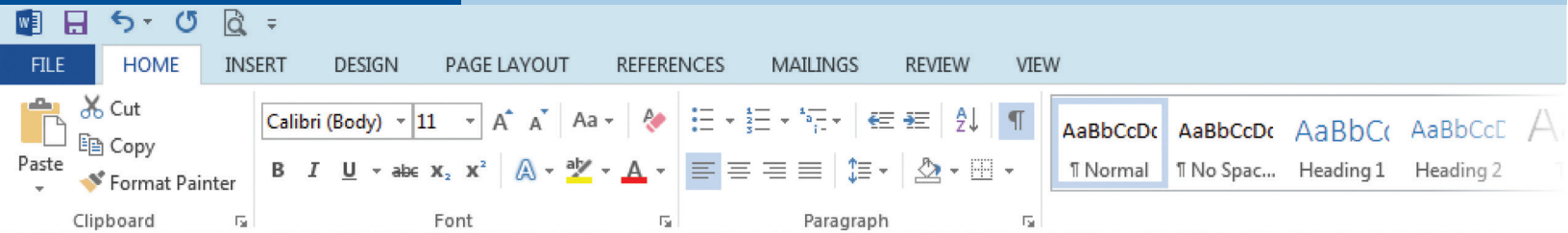
New Skills

There are no new skills being introduced in this lesson.

Lesson Overview

When compiling the list of potential graduates for your high school, you notice there are many students with the same first name. When researching baby names, you find that the Social Security website tracks popular baby names every year. After some research, you put together a list of the top male and female baby names for the year 2013.

In this lesson, you will type a list of top baby names and use your previously learned skills to format the text.




Instructions

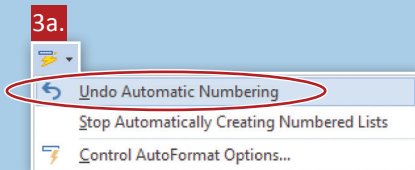
1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *2.4 Top Baby Names* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *2.4 Source Doc. A*. As you begin to key the numbered list, the **AutoCorrect Option** icon will appear.



- a. Click on the AutoCorrect Option drop-down menu, then select **Undo Automatic Numbering**
 - b. Continue to key the text exactly as shown (including numbers)

 *Note: You will need to use the AutoCorrect Option drop-down menu when keying both lists.*

4. Make the following formatting changes:
 - a. Apply superscript to the text [1] at the end of the text [20131] in the title line of the list of male names
 - b. Apply superscript to the text [2] at the end of the text [20132] in the title line of the list of female names
 - c. Apply superscript to the text [1] at the beginning of the text [1Social Security.gov] at the bottom of the page
 - d. Apply superscript to the text [2] at the beginning of the text [2Social Security.gov] at the bottom of the page
 - e. Change the font size of [Top 10 Male Baby Names for 2013¹] to 16
 - f. Change the case of [Top 10 Male Baby Names for 2013¹] to UPPERCASE
 - g. Change the font size of [Top 10 Female Baby Names for 2013²] to 16
 - h. Change the case of [Top 10 Female Baby Names for 2013²] to UPPERCASE
 - i. Change the font color of all male names to blue
 - j. Change the font color of all female names to purple
 - k. Apply bold to the last two lines of text
 - l. Apply the yellow text highlight color to your favorite male and female name
5. Proofread your document for accuracy and format, then resave the file.
6. Print preview. Your document should look similar to *2.4 Source Doc. B*.
7. Print a copy if required.



2.4 Source Doc. A

Top 10 Male Baby Names for 2013¹

1. Jacob
2. Mason
3. Ethan
4. Noah
5. William
6. Liam
7. Jayden
8. Michael
9. Alexander
10. Aiden

Top 10 Female Baby Names for 2013²

1. Sophia
2. Emma
3. Isabella
4. Olivia
5. Ava
6. Emily
7. Abigail
8. Mia
9. Madison
10. Elizabeth

¹SocialSecurity.gov

²SocialSecurity.gov

2.4 Source Doc. B

TOP 10 MALE BABY NAMES FOR 2013¹

1. Jacob
2. Mason
3. Ethan
4. Noah
5. William
6. Liam
7. Jayden
8. Michael
9. Alexander
10. Aiden

TOP 10 FEMALE BABY NAMES FOR 2013²

1. Sophia
2. Emma
3. Isabella
4. Olivia
5. Ava
6. Emily
7. Abigail
8. Mia
9. Madison
10. Elizabeth

¹SocialSecurity.gov

²SocialSecurity.gov

Unit 3

Formatting Paragraphs & Editing Text

3.1 Powderpuff Football

Changing Paragraph Line Spacing

- Changing Paragraph Line Spacing
- Using Show/Hide

3.2 Senior Prom Invitation

Applying Text Alignment

- Changing Text Alignment
- Adding Borders
- Using a Hard Return

3.3 25 Best iPhone Apps of 2013

Using Indents and Lists

- Changing Paragraph Indents
- Changing Spacing Between Paragraphs

3.4 Letter of Recommendation

Creating a Bulleted List

- Using Bullets

3.5 College To Do List

Applying Background Shading

- Shading Background of Text

3.6 Company Memo

Using Find & Replace

- Using Find & Replace

3.7 Homonyms

Proofing Your Document

- Using Spelling & Grammar Check
- Using the Thesaurus
- Using Word Count

3.8 Preschool Posters

Applying Text Styles

- Applying Text Styles

3.9 Ultimate Chocolate Chip Cookies

Reinforcement Lesson



Unit 3 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

Powderpuff Football

Changing Paragraph Line Spacing

New Skills

- Changing Paragraph Line Spacing
- Using Show/Hide

Lesson Overview

Fall brings the time-honored tradition of Powderpuff Football to Jackson High School. Each November, the girls from all four classes assemble to see who can look the best while winning the coveted flag football trophy. You are in charge of promoting the Powderpuff Football game this year; however, before you start planning, you have to do a little research about the history of Powderpuff Football.

In this lesson, you will type some background information about Powderpuff Football to help explain the concept to new participants. Once you have completed your research, you will change your paragraph line spacing for easier reading.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Line and Paragraph Spacing:**

Use this icon to choose how much space appears between lines of text or between paragraphs.

**Show/Hide:**

Use this icon to show/hide paragraph marks and other hidden formatting symbols.