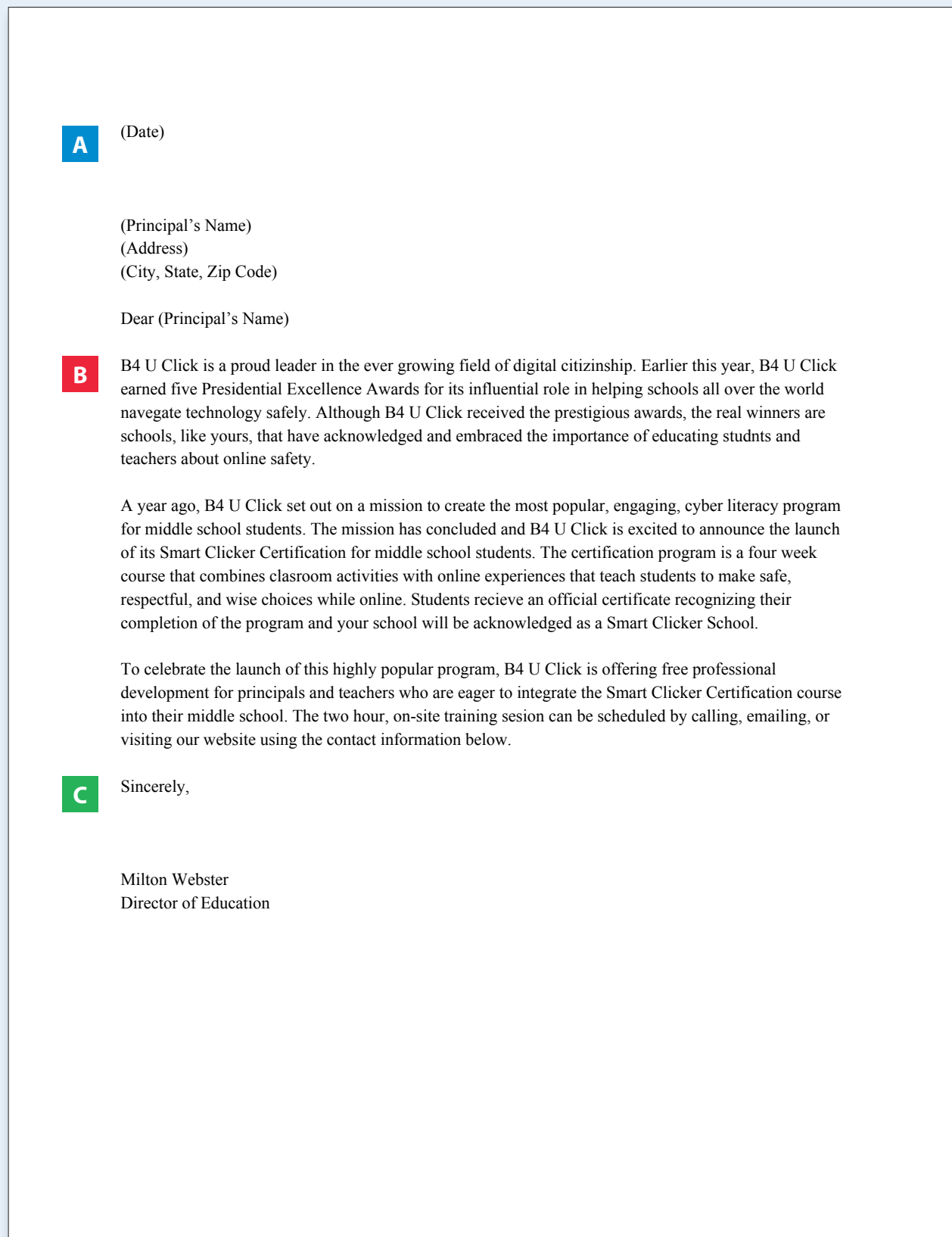


Figure 1.5



Project 1.6

Menu Items List

Project Description

Healthy Hut has added new items to its menu and would like to reflect the changes using a recently purchased menu board. The menu board will display the logo, menu items, and prices in an easy-to-read format. This board will be prominently displayed above the cash register at Healthy Hut.





Your Job

As the Google Docs Specialist, you will create a **menu items list** that is easy for customers to read and order from. This document will be sent electronically to the company that prints large menu boards.

Skills: Set margins • Change page color • Insert a table • Resize column width • Merge cells • Insert and resize an image • Align an image • Insert word art • Indent text in a table • Remove table borders

Instructions

1. Open the Healthy Hut folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.6 Menu Items List.
3. As you complete this project, refer to Figure 1.6 for content and visual guidance. 
4. Set the top and bottom margins at 0.5 inches and the left and right margins at 1 inch.
5. Change the page background color to light yellow 2.
6. Insert a 2 column by 20 row table, then insert two additional rows.
7. Change the table alignment to center.

Hint: Right-click the table and select *Table properties* to locate table alignment.

8. Resize the width of the left column to 5 inches and the width of the right column to .85 inches.

9. Merge the cells in row 1 and insert the Healthy Hut logo from the Logos folder.

10. Resize the logo to approximately 3.5" wide and 2" tall, then center align the logo as shown.

A

11. Below the logo in row 1, insert the text as word art with black fill color. Resize the word art in proportion to the logo as shown.

B

12. In row 2, merge the cells and key the text using bold and all caps as shown.

C

13. In rows 3 through 7, key the menu items in the left column and the prices in the right column as shown.

D

Hint: Use the Increase indent button to indent the text, and the period key to create the dot leaders.

14. In row 8, merge the cells and key the text using bold and all caps as shown.

E

15. In rows 9 through 12, key the menu items in the left column and the prices in the right column as shown.

16. In row 13, merge the cells and key the text using bold and all caps as shown.

F

17. In rows 14 through 18, key the menu items in the left column and the prices in the right column as shown.

18. In row 19, merge the cells and key the text using bold and all caps as shown.

G

19. In rows 20 through 22, key the menu items in the left column and the prices in the right column as shown.

20. Remove the borders of the table.

Hint: Change the table border width to 0 point.

21. Carefully proofread your work for accuracy and format.

22. Print preview the document. Your document should look similar to Figure 1.6.



23. Share or print your document if required by your instructor.

Figure 1.6



A

B LUNCH MENU

C SANDWICHES

Ham & Cheese	\$6.50
Turkey & Cheese.....	\$6.50

D

Vegetarian with Cheese.....	\$5.00
Chicken Salad.....	\$5.50
Tuna Salad.....	\$5.50

E SALADS

Garden Romaine.....	\$6.50
Asian Chicken.....	\$7.00
Crab & Avocado.....	\$7.50
Apple Crunch.....	\$6.50

F SMOOTHIES

Strawberry Banana.....	\$4.75
Kiwi Strawberry.....	\$4.75
Mango Pineapple.....	\$5.45
Triple Berry.....	\$4.75
Chocolate Banana.....	\$5.00

G BEVERAGES

Bottled Water.....	\$1.75
Soft Drinks.....	\$2.00
Sports Drinks.....	\$2.25



Project 1.7

Fax Cover Page

Project Description

Adrenaline Sports uses a fax machine to send out order forms, billing statements, and bids for team equipment. They would like to redesign the fax cover page to include a comment box and contact information to improve communication.








Your Job

As the Google Docs Specialist, you will create the company's new **fax cover page** to be used when faxing information to customers and vendors.

Skills: Insert a drawing • Insert word art • Insert a horizontal line • Insert and resize an image • Insert a table • Resize column width • Use bullets • Change shape fill color • Change shape line weight • Download as a PDF

Instructions

1. Open the Adrenaline Sports folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.7 Fax Cover Page.
3. As you complete this project, refer to Figure 1.7 for content and visual guidance. 
4. Insert a drawing that combines the text and the Adrenaline Sports logo as shown. 
5. Below the drawing, insert the text as word art with black fill color. Resize the word art in proportion to the document as shown. 
6. Below the word art, insert a horizontal line as shown. 
Hint: Use the Insert menu to locate the horizontal line.

7. One line below the horizontal line, insert a 4 column by 4 row table. Align the table to the center of the document.

Hint: Right-click the table and select *Table properties*.

8. Resize the width of the first and third columns to 1 inch. Resize the the width of the second and fourth columns to 2.25 inches.

9. In the first and third columns, key the text using Arial, font size 11 point as shown. D

10. Below the table, insert a 4 column by 1 row table. Resize the width of each column to 1.75 inches.

11. Key the text in each column using Arial, font size 11 point as shown. E

Note: Use a checkbox style bullet in front of each word.

12. Hide the gridlines of the table.

Hint: Change the table border width to 0 point.

13. Two lines below the table, insert a drawing. Use the Drawing feature located in the Insert menu to do the following: F

- a. Use the rectangle shape to draw a 20-grid square (tall) by 40-grid square (wide) rectangle (approximately).
- b. Change the fill color to light green 2 and the line weight to 3 px.
- c. On the first line within the rectangle, key the text as shown.

Hint: Use the Top align option to align the text at the top of the rectangle.

14. Horizontally center align the rectangle.

15. Carefully proofread your work for accuracy and format.


16. Print preview the document. Your document should look similar to Figure 1.7. 

17. Download the document as a PDF and email it to your instructor if required.

18. Share or print your document if required by your instructor.

Figure 1.7

A Adrenaline Sports
332 Stadium Street
Rushville, OK 73545
Tel: 405-555-3214
Fax: 405-555-1147



B **FAX**

C

To:		From:	
Phone:		Date:	
Fax:		Pages:	
Re:		CC:	

D

E Urgent Review Comment Reply

F **Comments**

Project 1.8

MLA Style Report

Project Description

When Milton Webster, the Director of Education for **B4 U Click**, visits with parents at community events, he often hears them asking, “How much screen time is too much?” To help educate parents about their screen time concerns, Milton would like to offer a report that B4 U Click can distribute at events and post on their website.






Your Job

As the Google Docs Specialist, you will create a **Modern Language Association (MLA) style report**. The report will provide readers with information about the importance of unplugging their devices and reducing screen time for children and teenagers.

Skills: Format an MLA style report • Insert page numbers • Align text • Change line spacing • Insert page break
Insert a header

Instructions

1. Open the B4 U Click folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.8 MLA Style Report.
3. As you complete this project, refer to Figure 1.8 for content and visual guidance. 
4. Change the font to Times New Roman, font size 12 point.
5. Follow the formatting steps below to set up the document as an MLA report.
 - a. Set the page margins at 1 inch on all sides.
 - b. Insert a header, and on the second line, include Milton Webster’s last name and the page number, right aligned as shown. 

c. Change the font of the header text to Times New Roman, font size 12 point.

6. Before you begin keying the text, on the first line of the document, change the font to Times New Roman, the font size 12 point, and the line spacing to double space.

B

7. Key the title of the report, then center align as shown.

C

8. Key the body of the report as shown. Indent each paragraph using the Tab key.

D

9. Insert a page break after the last paragraph in the report (before the Works Cited text).

10. Key the Works Cited page as shown.

E

11. Carefully proofread your work for accuracy and format.

12. Print preview the document. Your document should look similar to Figure 1.8.



13. Share or print your document if required by your instructor.

Figure 1.8

A Webster 1

B Milton Webster, Director of Education
 B4 U Click
 (current date)

C The Importance of Unplugging

D Over the last 15 years, technology has evolved greatly. One of the most notable changes is that technology is much more accessible to children and teenagers. With the introduction of mobile devices such as smartphones, tablets, and laptops, young tech users can bring their technology almost anywhere. As a result, children and teenagers are spending more time looking at a screen, or being “plugged in.”

The American Academy of Pediatrics says that children and teens should engage with screen time activities for no more than one or two hours per day. However, recent studies reflect an increased use in screen time. According to the online article, “Screen Time Statistics,” only 27% of kids ages 12-15 meet the recommended limit of two hours or less of screen time per day. The article also states that 7% of kids in the 12-15 year old age group reported watching five hours or more of TV per day. These statistics can be troublesome because spending more than the recommended on screen time can lead to health issues at an early age.

The importance of unplugging and turning off screened devices revolves around the health of children and teenagers. By unplugging, users will reduce the possibility of elevated blood pressure, high blood cholesterol, and being overweight or obese as a kid. Another negative health effect is related to too much screen time before bed. Spending more than two hours watching a screen prior to falling asleep can reduce the quality of sleep. Poor quality of sleep can then lead to trouble learning and staying awake during the school day.

THE
Google Docs
SPECIALIST

25

Figure 1.8

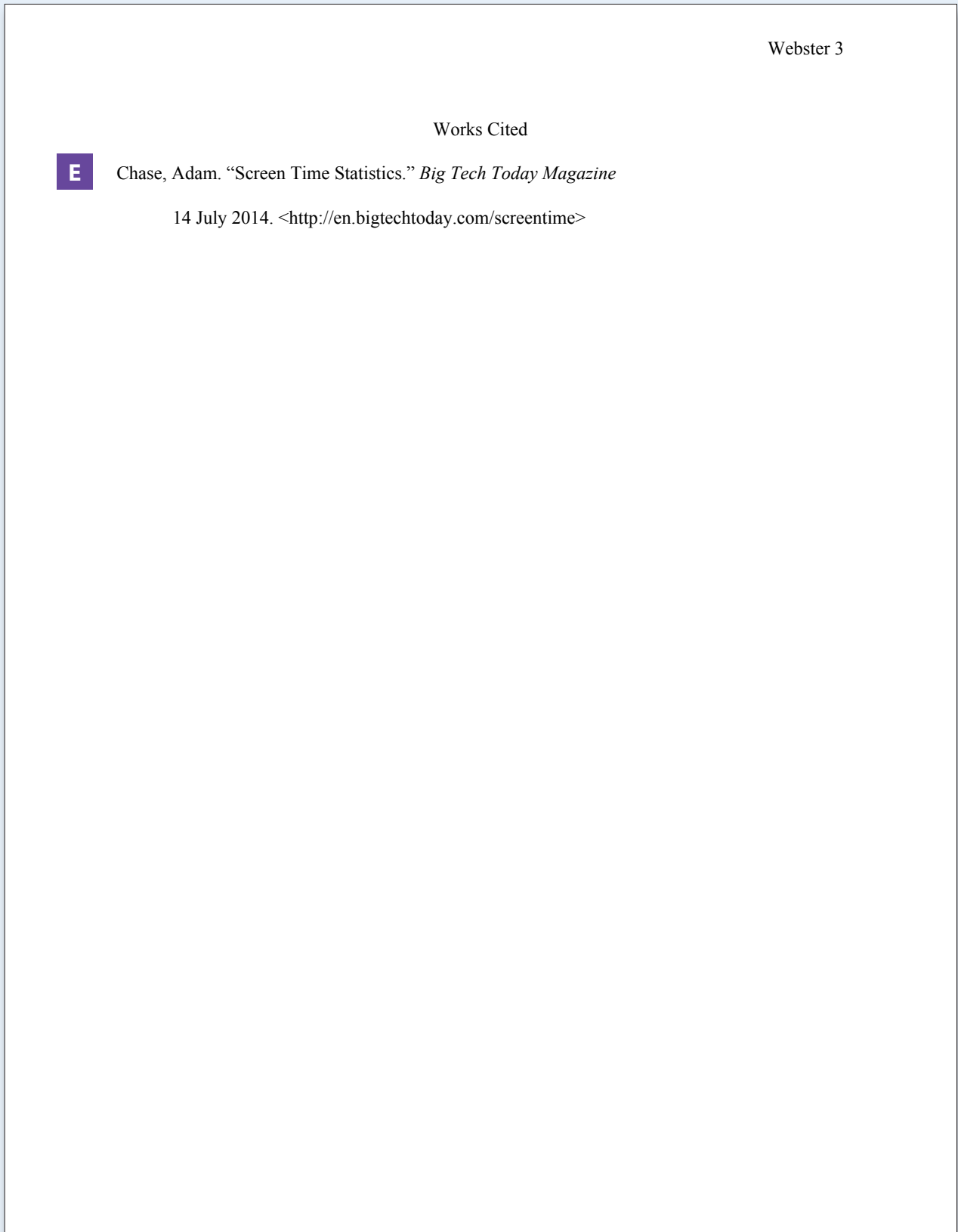
Webster 2

Once young users have unplugged, positive effects include spending quality time with family members and friends. Users may find it easier to focus on school work and completing projects. They may also feel motivated to participate in physical activities that will improve their physical and mental health.

Screen time habits can be tough to break for young people. To help reduce screen time, make it a gradual transition rather than cutting it out completely. Creating a screen time calendar can help with this transition, as well. Another tip is to use a list of activities to replace the time usually spent using a screen. Activities might include bike riding, shooting hoops, playing board games, and baking cookies. Joining after-school programs is another great way to avoid boredom, which can lead to more screen time use.

Screens and mobile devices are everywhere, and are very accessible to children and teens. There are many great aspects about having technology so easily accessible, but too much screen time has its downsides. Excessive use can lead to health problems in young children that may also lead to problems as an adult. Turning off the screens is not always easy, but with a few tools and commitment, it will lead to greater life experiences for young tech users.

Figure 1.8



Webster 3

Works Cited

E

Chase, Adam. "Screen Time Statistics." *Big Tech Today Magazine*

14 July 2014. <http://en.bigtechtoday.com/screentime>



Project 1.9

News Release

Project Description

Morgan and Melinda Bamboo, the owners of **Healthy Hut**, have decided to host a smoothie recipe contest to attract customers. The contest will also promote local farmers and the variety of tropical fruits that are grown in the area. Morgan has drafted a news release that will be submitted to local newspapers and radio stations to help spread the news of the contest.







Your Job

As the Google Docs Specialist, you will prepare the **news release** that has already been drafted. The radio station limits the number of words that can be submitted in a radio press release to 350, so the actual word count must be included in the document before it is considered for press.

Skills: Insert an image • Wrap text • Format and align text • Format a news release • Change line spacing • Use tab indent • Use find and replace • Use word count

Instructions

1. Open the Healthy Hut folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.9 News Release.
3. As you complete this project, refer to Figure 1.9 for content and visual guidance. 
4. At the top of the document, key the text using Arial, font size 12 point, left aligned, and bold as shown. 
5. Insert the Healthy Hut logo from the Logos folder.
6. Resize the logo and use Wrap text to move the logo to the right side of the document as shown. 

7. Two lines below the logo, key the heading, left aligned, bold, and all caps as shown. C

8. Two lines below the heading, key the headline, left aligned, bold, and all caps as shown. D

9. Two lines below the headline, change the line spacing to double.

10. Key the body of the news release left aligned as shown. E
Hint: Do not indent the first paragraph beginning with the date.


11. To indicate the end of the press release, insert the symbols as shown. F

12. Use the Find and Replace feature to replace the word “competition” with the word “contest.”
Hint: There should be 6 replacements.

13. Use the Word count tool to verify that your press release is under 350 words.

14. On the last line of the document, key the number of words, followed by the phrase “words in the press release” as shown. G

15. Carefully proofread your work for accuracy and format.

16. Print preview the document. 

17. Share or print your document if required by your instructor.

Figure 1.9

Healthy Hut
Morgan & Melinda Bamboo, Owners
123 Beachfront Street
Ocean View, Hawaii 96111
Phone: 808-555-4478
bamboom@healthyhut.com
www.healthyhut.biz



A

C

FOR IMMEDIATE RELEASE

D

HEALTHY HUT ANNOUNCES SMOOTHIE CONTEST TO FEATURE LOCAL FRUIT FARMERS IN THE OCEAN VIEW AREA

E

<current date> - Morgan and Melinda Bamboo, sisters and co-owners of Healthy Hut, are announcing their upcoming smoothie recipe competition to feature the local fruit farmers of the Ocean View community.

Healthy Hut, the healthiest food stand in the area, has announced its annual smoothie recipe competition. This year, the competition will require entrants to feature a fruit that is grown by one of the local farmers in Ocean View. Morgan and Melinda Bamboo have always believed that locally grown fruits make the best smoothies. Another reason for the competition is to promote a healthy relationship between farmers, businesses, tourists, and residents of the beachfront area. One of their business philosophies is “Strong relationships build strong communities.”

Entrants will have a variety of fruits to choose from when crafting their recipe. The commonly known fruits in the area include pineapple, mango, papaya, coconut, and bananas. However, there are many lesser known fruits that could be included to make a unique recipe and gain the attention of the judges. Possible fruits include: lychee, dragon fruit, surinam cherries, star fruit, and the Hawaiian native raspberry. Entrants are

Figure 1.9

encouraged to visit the farmer's market to taste the fruits and talk to the farmers about possible recipe ideas.

The winner of this year's smoothie recipe competition will receive \$100 cash and be featured in the local newspaper as well as the Healthy Hut website. Full details of the competition can be found at Healthy Hut, located at 123 Beachfront Street. The Healthy Hut website will also have information, as well as an online recipe submission form.

F ###

G _____ words in the news release



Project 1.10

Waiver and Release of Liability Form

Project Description

Adrenaline Sports is opening a golf simulator at their new store location. They will need a Waiver and Release of Liability Form, as well as an Equipment Rental Policy Form. Each customer who uses the golf simulator will have to sign the forms to relieve Adrenaline Sports of any responsibility if the customer is hurt or equipment is damaged.






Your Job

As the Google Docs Specialist, you will create a **Waiver and Release of Liability Form** and an **Equipment Rental Policy Form**. These forms will serve as legal documents to protect Adrenaline Sports from legal action against their company.

Skills: Change margins • Insert a header • Insert and resize an image • Align text • Set tabs • Use automatic numbering • Insert page numbers • Insert page break

Instructions

1. Open the Adrenaline Sports folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.10 Waiver and Rental Policy Forms.
3. As you complete this project, refer to Figure 1.10 for content and visual guidance. 
4. Set the page margins at 0.5 inches on all sides.
5. Change the font to Arial, font size 12 point.
6. In the header of the document, insert the Adrenaline Sports logo from the Logos folder.
7. Resize the logo to approximately 2" wide and 1" tall, then center align the logo as shown. 

8. On the first line of the document, key the title center aligned and bold as shown. B

9. Key the text left aligned as shown. C
Note: Use the automatic numbering feature as shown.

10. To align the text for the phone number, date of birth, and today's date section, add a left tab stop at 4.75 inches as shown. D

11. Insert a footer with the page number center aligned as shown. E

12. Exit the footer and insert a page break. On the second page of the document, you will see the Adrenaline Sports logo already inserted into the header. On the top line of the document (not in the header), key the title center aligned and bold as shown. F

13. Key the text left aligned as shown. G
Note: Use the automatic numbering feature when needed.

14. Confirm the page number has automatically been inserted in the footer of the second page as shown. H


15. Carefully proofread your work for accuracy and format.

16. Print preview the document. Your document should look similar to Figure 1.10.

17. Share or print your document if required by your instructor.

Figure 1.10

A



B **ADRENALINE SPORTS GOLF SIMULATOR**
Waiver and Release of Liability Form

C Adrenaline Sports and its management team require a physical examination from a doctor before using any golf equipment or participating in any playing activities in the Adrenaline Sports Golf Simulator. Physical exercise and the use of golf equipment can be subject to risk of serious injury.

You agree that if you engage in physical activity and use the Adrenaline Sports Golf Simulator, you do so at your own risk. Any recommendation of golf swing or practice method to improve your golf game are entirely your responsibility. You should consult a physician prior to undergoing any physical workouts with golf or changes in your swing. You agree that you are voluntarily participating in these activities and assume all risks of injury, illness, or death.

The Waiver and Release of Liability includes all injuries which may occur as a result of:

1. Your use of all equipment in the store and your participation in any activity related to the golf simulator;
2. Our instruction, training, or recommendations; and
3. You slipping and/or falling while in the golf simulator area, including adjacent sidewalks and parking areas.

You acknowledge that you have carefully read this Waiver and Release and fully understand that it is a release of liability. You agree to release Adrenaline Sports and all its employees from any claims. You agree to voluntarily give up or waive any right that you may have to bring any legal actions against Adrenaline Sports for personal injury or property damage.

By signing this release, I acknowledge that I understand its content.

SIGNED _____	PHONE # _____
PRINTED NAME _____	DATE OF BIRTH _____
ADDRESS _____	TODAY'S DATE _____

D

E PAGE 1

Figure 1.10



F **ADRENALINE SPORTS GOLF SIMULATOR
Equipment Rental Policy**

G You agree to the following policies in consideration of using our equipment:

1. You are responsible for golf equipment you use, and you agree to return the equipment in the same condition as we provided it to you.
2. You agree to leave your credit card with us in exchange for borrowing our equipment. We will return your credit card once the equipment has been returned in the same condition as we provided it to you. If any of the equipment is lost or damaged beyond normal wear and tear, you authorize Adrenaline Sports to charge your credit card the replacement cost of the equipment.
3. We do our best to provide high quality rental equipment, but you agree that the equipment is provided on an “As is” basis.
4. You agree that the terms and conditions of this Agreement shall continue in full force and effect, now and in the future, at all times during which you use our rental equipment.

By signing this, you agree to the terms of our Equipment Rental Policy to its full effect.

SIGNATURE _____

PRINTED NAME _____

TODAY'S DATE _____



Project 1.11

College Visit Schedule

Project Description

Winter is a busy season for **B4 U Click**. Every year, they visit 10 colleges in Washington and Oregon in hopes of attracting future college graduates to their growing company. The recruitment team at B4 U Click would like the college visit schedule organized in a table that is easy-to-read and provides convenient access to each college's homepage.






Your Job

As the Google Docs Specialist, you will create a document to organize the **college visit schedule**. The table will include the date of each visit, as well as the college's name formatted as a hyperlink.

Skills: Insert a table • Resize column width • Change fill color • Insert hyperlinks

Instructions

1. Open the B4 U Click folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.11 College Visit Schedule.
3. As you complete this project, refer to Figure 1.11 for content and visual guidance. 
4. Using Arial, font size 14 point and bold, key the title center aligned as shown. 
5. Below the title, insert a 2 column by 11 row table as shown.
6. Change the table alignment to center.
7. Resize the width of the left column to 1.5 inches and the width of the right column to 3.5 inches.

8. Change the text alignment of the entire table to left aligned.

9. Change the fill color of row 1 to yellow.

10. Using Arial, font size 14 point, key the text as shown.

B

Hint: You will hyperlink the text in column 2 in the next instruction.

11. Using the website addresses listed below, format each college name as a hyperlink.

C

Note: After formatting each link, open the link to confirm it navigates to the desired website.

Central Washington University	www.cwu.edu
Eastern Washington University	www.ewu.edu
The Evergreen State College	www.evergreen.edu
University of Washington	www.washington.edu
Washington State University	www.wsu.edu
Western Washington University	www.wwu.edu
Eastern Oregon University	www.eou.edu
Oregon State University	www.oregonstate.edu
University of Oregon	www.uoregon.edu
Western Oregon University	www.wou.edu

12. Carefully proofread your work for accuracy and format.

13. Print preview the document. Your document should look similar to Figure 1.11.

14. Share or print your document if required by your instructor.

Figure 1.11

A College Visit Schedule

B	Visit Date	College Name
	January 14th	Central Washington University
	January 15th	Eastern Washington University
	January 17th	The Evergreen State College
	January 19th	University of Washington
	February 10th	Washington State University
	February 15th	Western Washington University
	February 21st	Eastern Oregon University
	February 22nd	Oregon State University
	March 1st	University of Oregon
	March 3rd	Western Oregon University

C

Project 1.12

Employee Application

Project Description

Healthy Hut is preparing to hire additional staff to work during its busiest season of the year. In order to decide who will be interviewed for the seasonal positions, the owners would like to know each applicant's availability. This will require the creation of a new Healthy Hut Employee Application.






Your Job

As the Google Docs Specialist, you will create an **employee application** for Healthy Hut that includes sections for applicants to write their personal information, availability, and employment history.

Skills: Format and align text • Insert and resize an image • Insert a table • Merge cells • Change fill color

Instructions

1. Open the Healthy Hut folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.12 Employee Application.
3. As you complete this project, refer to Figure 1.12 for content and visual guidance. 
4. Change the font to Arial, font size 12 point, and bold.
5. Key the title center aligned and all caps as shown. 
6. Below the title, insert the Healthy Hut logo from the Logos folder.

7. Resize the logo to approximately 2" wide and 1" tall, then center align the logo as shown.

B

8. Use the following instructions to create the Personal Information section as shown.

C

- a. One line below the logo, insert a 2 column by 6 row table.
- b. In row 1, merge the cells and change the fill color to light green 3.
- c. In row 2, merge the cells.
- d. In row 3, merge the cells.
- e. In row 4, merge the cells.
- f. In row 6, merge the cells.
- g. Key the text left aligned and bold as shown.

9. Use the following instructions to create the Employment Desired section as shown.

D

- a. One line below the Personal Information table, insert a 2 column by 3 row table.
- b. In row 1, merge the cells and change the fill color to light green 3.
- c. In row 2, merge the cells.
- d. Key the text left aligned and bold as shown.

10. Use the following instructions to create the Availability section as shown.

E

- a. One line below the Employment Desired table, insert an 8 column by 4 row table.
- b. In row 1, merge the cells and change the fill color to light green 3.
- c. Key the text in row 1 left aligned and bold.
- d. Key the text in rows 2 through 4 center aligned and bold as shown.

11. Use the following instructions to create the Employment History section as shown.



- a.** One line below the Availability table, insert a 2 column by 5 row table.
- b.** In row 1, merge the cells and change the fill color to light green 3.
- c.** In row 2, merge the cells.
- d.** Key the text left aligned and bold as shown.

12. Carefully proofread your work for accuracy and format.


13. Print preview the document. Your document should look similar to Figure 1.12.



14. Share or print your document if required by your instructor.

Figure 1.12

A HEALTHY HUT
EMPLOYMENT APPLICATION

B 

	Personal Information							
	Name (Last, First)							
	Street Address							
C	City, State Zip							
	Home Phone				Cell Phone			
	Email Address							
	Employment Desired							
D	Desired Position							
	Date Available For Work				Permanent or Seasonal (circle one)			
	Availability							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
E	AM							
	PM							
	Employment History							
	Employer							
F	Supervisor's Name				Phone Number			
	Position(s)				Hourly Wage			
	Start Date				End Date			

Project 1.13

Newsletter Article

Project Description

B4 U Click sends out a monthly digital newsletter to parents, teachers, and principals who have subscribed to their website. Next month, the newsletter will focus on the digital trails users leave behind with every action they take online. The author of the article needs it to be prepared as a document containing bookmarks, which will make it easy to read in an online newsletter.








Your Job

As the Google Docs Specialist, you will use the provided article to create a **newsletter article** that includes the article text, as well as bookmarks and hyperlinks. You will use page numbers and page breaks for each section of the article.

Skills: Insert page numbers • Insert a page break • Insert bookmarks • Add hyperlink text to bookmarks

Instructions

1. Open the B4 U Click folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.13 Newsletter Article.
3. As you complete this project, refer to Figures 1.13A, 1.13B, and 1.13C for content and visual guidance. 
4. Insert a footer with the page number center aligned as shown. 
5. On the first line of the document, key the title using Arial, font size 18 point, center aligned, and bold as shown. 
6. Two lines below the title, key the text using Arial, font size 12 point, and left aligned as shown. 

7. Insert a page break into the document.

8. On the first line of page two, key the text left aligned as shown.

Hint: Key only the first paragraph of text as indicated.

Note: Bold the subtitle.

D

9. Insert another page break into the document.

10. On the first line of page three, key the text left aligned as shown.

Note: Bold the subtitle.

E

11. Insert another page break into the document.

12. On the first line of page four, key the text left aligned as shown.

Note: Bold the subtitle.

F

13. Insert another page break into the document.

14. On the first line of page five, key the text left aligned as shown.

Note: Bold the subtitle.

G

15. Insert another page break into the document.

16. On the first line of page six, key the text left aligned as shown.

Note: Bold the subtitle.

H

17. Select all of the text on page two of the document and insert a bookmark.

18. Go to page one and select the text Browser History. Insert a link, and from the Bookmarks drop down menu, select Browser History.

19. Select all of the text on page three of the document and insert a bookmark.

20. Go to page one and select the text Cookies. Insert a link, and from the Bookmarks drop down menu, select Cookies.

21. Select all of the text on page four of the document and insert a bookmark.

22. Go to page one and select the text Rewards Cards. Insert a link, and from the Bookmarks drop down menu, select Rewards Cards.

23. Select all of the text on page five of the document and insert a bookmark.

24. Go to page one and select the text Social Media. Insert a link, and from the Bookmarks drop down menu, select Social Media.

25. Select all of the text on page six of the document and insert a bookmark.

26. Go to page one and select the text GPS Technology. Insert a link, and from the Bookmarks drop down menu, select GPS Technology.

27. Go to page one and click on each of the links you created to be sure that they are all linked to the correct page within the document.

Hint: Use *Alt + Enter*.

28. Carefully proofread your work for accuracy and format.

29. Print preview the document. Your document should look similar to Figure 1.13C.



30. Share or print your document if required by your instructor.

Figure 1.13A

B Digital Trails: What You Leave Behind

C Think about what happens when you go hiking in the woods. Your boots leave impressions in the dirt. As you walk, you may accidentally drop something or step on plants. All of these things leave a trail that could be followed by someone who knows how to track.

The same thing happens with the actions you take while online: they leave a digital trail that can be followed. Some of your actions can be easily tracked by just about anyone who goes online. Other actions can be tracked by data brokers (companies that collect and sell data about consumers), marketers, and advertisers. Still other actions can be tracked only by people with certain levels of authority, such as law enforcement officials. Let's take a look at ways your digital footprints leave trails across the Internet.

Browser History
Cookies
Rewards Cards
Social Media
GPS Technology

A

1

Figure 1.13B

D **Browser History**
When you use a search engine to look for information, you type in keywords. The next time you start to type in a search, old searches might pop up. This can be a useful feature, but anyone using your device can see what you've searched for. Similarly, web browsers store user history. Again, this can be helpful, especially if you've forgotten a website address you've visited. You can counter these threats to privacy by clearing your browser history.

E **Cookies**
When you visit a website, you leave a digital trail of information. A cookie, a small file that identifies you as a unique user of a website, is downloaded to your computer. The next time you return to the site, the cookie allows the site to identify you as a user who has been there before. Cookies, which may contain account names and passwords, may make browsing the Web easier and faster. However, hackers can use the cookies stored on your device to gain information about you, and cookies make it easier for companies to sell you products.

F **Rewards Cards**
If you use a store rewards card at your local grocery store, the purchases you make are tracked, and the store shares that information with marketers. These companies send you coupons and other offers. Some people like these offers. Others feel that their privacy is violated, and they often decide not to use rewards cards.

G **Social Media**
On social media sites, anything you post, or that someone posts about you, is part of your digital trail. You might think that information can be deleted from the Web, but someone else may have already downloaded it and saved it to his or her own computer.

Some social networking sites allow marketers to gather information about their users. This information includes posts, photos, videos, websites, or articles that you have "liked" or "shared." Marketers can then use this information to show you targeted ads.

H **GPS Technology**
If you carry a mobile device, you leave a literal digital trail. Your location could be tracked through GPS or through your wireless signal. You can counter this by turning off your mobile device and by turning off the wireless technology when you're not using it.

Law enforcement officials, private investigators, and attorneys can follow your digital trail fairly closely. With a subpoena or written order made by a court, police officers can access a list of the phone numbers you called on your mobile device; where you were on a certain date; the Internet address of your computer; and the websites you have visited.

Figure 1.13C

