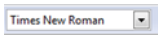
Greetings student! Report time!

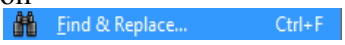
Before you panic, realize you do NOT have to write a report. However, you will be editing a report. In the process, you will learn a lot about word processing programs. You will be making graphs, tables, running special programs, and creating a bibliography. Don't panic – you will be walked through this practice report step by step. Learn how to work these features, because you will need them for your final report. Try these steps, but if you need Ms. Lowe, just call.

Open the practice report side-by-side with this document. Once it's open, you may begin.

BASIC CHANGES

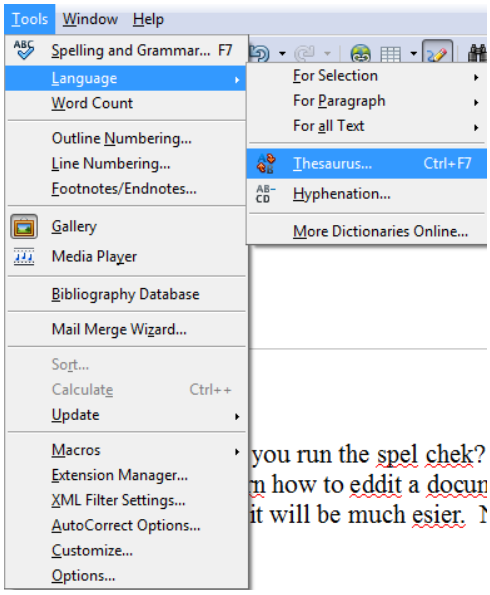
1. Change the name to your name.
2. Change the title to "Practice Report"
3. Center the title -
4. Change the font of the title - 

5. Highlight the title -
6. Make the title bold - B
7. Make your name italicized - *I*
8. Run a spell check and fix the errors. At the top, click "Tools" and then "Spelling and Grammar"
9. Use find and replace to change the word "ham" to "bacon"
   Click "Edit" and go down to "Find and Replace"
   In the box marked "Search for" enter "ham"
   In the box marked "Replace with" enter "bacon"
   Click "Replace All"



THESAURUS

A thesaurus helps you find words with the same meaning as your selected word. In this document, you need to replace the word "eat" with other words. The word "eat" occurs three times in the document. Replace each with a different word that means "eat."



10. To run the thesaurus, click on the word you want to change. Then at the top, click "Tools" and then "Language" and "Thesaurus". After this, you will be given some choices. For each "eat" replace it with an alternative word.

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it will be much esier.

LINE SPACING

11. Change all the spacing of the document to double. To do this, click and drag over the whole document, or click "Edit" "Select All". With everything selected, click "Format" and then "Paragraph." Under indents and spacing, change the line spacing to "double."

GO ON TO THE NEXT PAGE

TABLES

12. Insert a table into the document. To do so, find this button:
    Insert a table 5x4 into your document.

13. Move the left and right margins of the table in, so that the table is only half of the page. It may look like this:

14. Highlight the entire table. Then click "table" "autofit" and then "distribute columns evenly." Your table should look like this:

15. Highlight the top row only.
    The table toolbar should pop open. It looks like this:

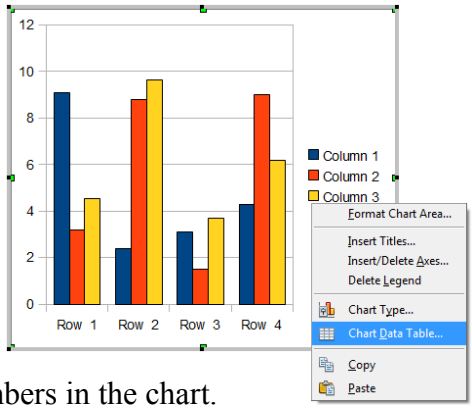
16. Click on the paint bucket on the top row. Select a color and color that row.
17. Highlight that row again, and then select the "center" button.
18. Number the columns 1-5. See below.
19. Select the three center boxes. The table toolbar should re-open. Click on this button:
20. Put a letter in each box that lacks a number. Color that center block a different color than the header. Your table should now look like this

1	2	3	4	5
A	B	C	D	E
F	G			H
I	J	K	L	M

KEEP GOING – MORE ON THE NEXT PAGE!!!!

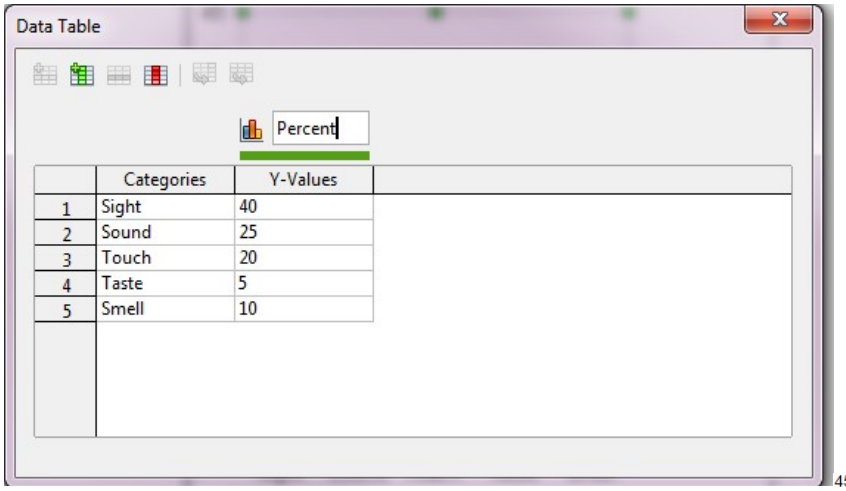
GRAPHS AND CHARTS

21. To insert a chart onto your document, click "Insert" then "Object" and "Chart"
A random chart will appear in your document. Double click on it. A line will appear around it. Right-click and select "Chart Data Table"

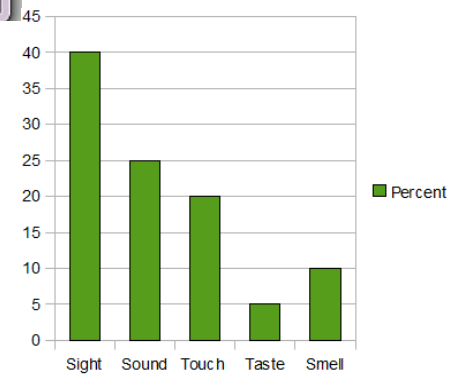


22. A table will open up. You can now change the words and numbers in the chart.
Click the green icons at the top to add a row. Use the red to delete columns. See below.

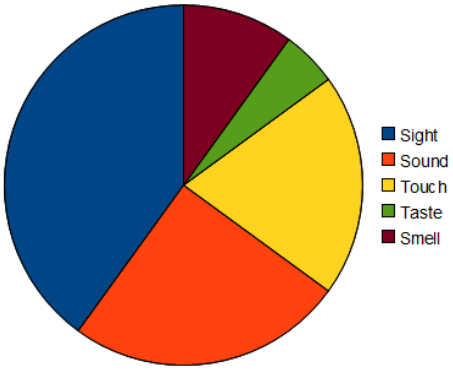
23. Change the words and numbers of your chart to match the following:



24. Click the "X" to close the data table. Your chart will now have a lot of bars, like this ==>



25. Double click on it again, and then right-click on the chart.
Click "Chart Type". Then change your chart to a pie chart. Your chart will then look like this: ==>



When you get this, you're done with the graphs and charts!

GO ON TO THE NEXT PAGE.

BIBLIOGRAPHY

You will need to make a bibliography (works cited) page. For now, you just need to know how to format a bibliography. For this class we will format it with APA style – which means we just need to follow some specific rules. First, bibliographies are alphabetized by the author's last name. They then have a very specific order. Here it is:

> Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

Note the parentheses ( ). And also the *italics*. These are important. The commas, periods, and other points are also important. Also realize that a URL is a web address.

Here's an example of a citation:

> Lowe, Debra. (August, 2012). *Computer Technology*. Retrieved September 17, 2012, from http://science.pageofmystery.com/comptech/

You need to add a citation to your document. This time, you only need to add one. Put this in the right order, and with the right punctuation and formatting.

INFO:

Web address: http://www.catspinners.net
Date retrieved: 24th of July in 2010.
Title of article: Dizzy Cats
Author name: Robert Ross
Date article was made: February 14, 2009.

26. Put the above information into the document as a bibliography.

WORD COUNT

27. Run a word count. Remember this number for when you send your practice report.
    How to run a word count:
        At the top of the page, click "Tools" and then "Word Count"
    Write down this number – you'll need it when you send your document.

MAKE A PDF

28. Save your document as practice.odt
29. Making a PDF is easy. At the top of the page, there is a small button that says PDF. This:
    Make sure you name your document practice.pdf

SEND YOUR DOCUMENT

Email your practice document to:

To:	dlowe@pageofmystery.com	
From:	(your email)	
Subject:	X8-Practice Report	
Body:	Your name	
	Your class period	
	Your word count	
Attach:	Your practice report in odt	practice.odt
	Your practice report in pdf	practice.pdf