

Intro To Computers

Word #10 – TV Show Summary

Objective: Use the word count feature of Word.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_10*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #10*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.
4. Save the document in your *first_last_word_10* folder as *TvShowSummary.docx*.
5. Think of your favorite TV show.
 - a. On the first line of your document, type, center align, and bold the title of the show.
 - b. Hit the enter key once and write a summary that tells the main points of the show's storyline in your own words. The summary should be no less than 250 words and no more than 300 words. (Let Word count for you.) (This summary should not be centered but should be left aligned. It also should not be bold.)
 - c. At the end of your summary, hit the Enter key twice and then type the number of words in the **summary** followed by the text " words in summary." Note: the actual number of words in the document will change. What should be contained in your last sentence is the number of words in the summary **only**. Do **not** count the number of words in the title at the top of the page or the last sentence you wrote.
 - d. Select the entire document and change the line spacing to double space. There should be 0 points before and after each paragraph.
6. Carefully proofread the document for spelling errors. Be sure to check for capitalization.
7. Resave the document and exit out of Word.
8. Zip up your *first_last_word_10* folder. Turn in your *first_last_word_10.zip* file.