

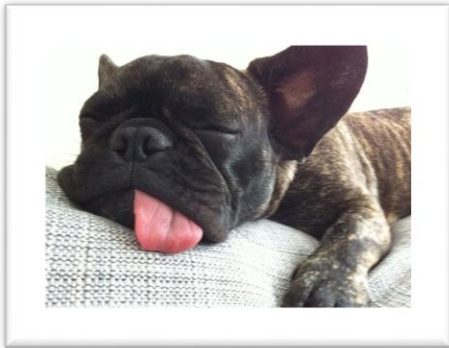
WORD REVIEW AND FOLLOWING DIRECTIONS

1. Open a WORD document. EVERYTHING must fit on this one page.
2. Save your document as: **[today's date] Following Directions**
3. Change your margins (Page Layout → Margins → Narrow)
4. Make a text box in the upper right-hand corner. Center align your cursor. Type your first and last name, class, and today's date - change your text to size 24, font to **Diamond Script**
5. Go online and find **12 pictures** of adorable puppies (be sure to use your "Text Wrapping" → "In Front of Text" in order to move pictures around). Everything must fit on one page.
6. Find a different picture style for each picture (look on your Format tab)
7. Make a text box, type the following: **"The best way to improve the team is to improve yourself. ~John Wooden"**
8. Make a text box... inside the text box make a list of 10 of your favorite foods to eat (it could be main meal, side dish, appetizer, dessert, snack, etc.)
9. Go to my website (mrsdriscol.weebly.com). Click on the **"Keyboarding"** page. Click on the **"Typing Test"** link. Complete **5 1-minute timings** (you decide which ones). Use your snipping tool to screen shot your results. Copy-and-paste the results onto your page. Resize as needed.
10. Save one last time before printing
11. Print and turn in to your class **turn-in folder**
12. Find something QUIET at your own seat once you are finished. GREAT JOB!! 😊

First and Last Name, Class, Date

“The best way to improve the team is to improve yourself. ~John Wooden”

Typing Speed 27 WPM	Errors 0 mistyped words	Adjusted Speed 27 WPM
136 chars in 1:00 min.	Accuracy 100%	0 errors deducted
Typing Speed 33 WPM	Errors 0 mistyped words	Adjusted Speed 33 WPM
168 chars in 1:00 min.	Accuracy 100%	0 errors deducted
Typing Speed 27 WPM	Errors 0 mistyped words	Adjusted Speed 27 WPM
136 chars in 1:00 min.	Accuracy 100%	0 errors deducted
Typing Speed 23 WPM	Errors 1 mistyped words	Adjusted Speed 22 WPM
118 chars in 1:00 min.	Accuracy 95%	1 errors deducted
Typing Speed 27 WPM	Errors 1 mistyped words	Adjusted Speed 26 WPM
135 chars in 1:00 min.	Accuracy 96%	1 errors deducted



1. Tater tot casserole
2. Wheaties cookies
3. Puppy chow
4. Bubble bread
5. Triple chocolate meltdown
6. Lasagna
7. Pickle dip/pickle wraps
8. Mashed Potatoes
9. Pringles with almond

