

Directions: Follow the steps below to create a report in Standard Format

Open “Report Test” from your data files

Save to your Chapter 10 folder in your home directory as “Report Test”

Correct margin settings

Correct line spacing

Space down and correct title

Correct all three side headings

Add header with page number to second page only

Add footer with full name and hour to second page only

Run Spelling Check and correct errors

Proofread document for errors that Spelling Check may have missed

Use Print Preview to overview your document before printing

Print document, staple both pages together, and turn in to the basket

This page is the document that the students must correctly format using Word.

Middle School Activities

The North Middle School students have been busy outside the classroom as well as inside the classroom. Three activities that deserve special attention are described in this report.

Walk for Better Health

Were you near our middle school this past month? If so, you may have seen students and their teachers walking around the track. They were taking part in an exercise program called the "Walk for Better Health." The program is the result of the concern that teachers have for the fitness of school-age children.

One purpose of the program is to show students that they can have a good time while they exercise. By the end of last month, Principal Morris says, the students had walked more than 2,500 miles. That is about the distance from our school to Disney World.

Share Hair to Care

More than a dozen of our students have donated a foot or more of their hair to the Share Hair to Care organization. This is a nonprofit organization that provides wigs made from human hair to school-aged children.

Kristy Young, a sixth grader, has a cousin who is suffering from long-term hair loss because of an illness. That cousin mentioned the program to her. Kristy decided that she would donate her hair when she cut it. She donated about a foot of hair. Many of Kristy's friends learned of her good deed and decided to do the same.

Operation Clean Sweep

The Science Club volunteered to adopt North Street for two blocks on each side of the school. Once each week, club members and their sponsor, Miss Halley, remove trash from this section of the street. They also post signs around the school asking people not to litter.

The next 2 pages are what the document should like after it has been reformatted with the circled words corrected.

MIDDLE SCHOOL ACTIVITIES

The North Middle School student have been busy outside the classroom as well as inside the classroom. Three activities that deserve special attention are described in this report.

Walk for Better Health

Were you near our middle school this past month? If so, you may have seen students and their teachers walking around the track. They were taking part in an exercise program called the “Walk for Better Health.” The program is the result of the concern that teachers have for the fitness of school-age children.

One purpose of the program is to show students that they can have a good time while they exercise. By the end of last month, Principal Morris says, the students had walked more than 2,500 miles. That is about the distance from our school to Disney World.

Share Hair to Care

More than a dozen of our students have donated a foot or more of their hair to the Share Hair to Care organization. This is a nonprofit organization that provides wigs made from human hair to school-aged children.

Kristy Young, a sixth grader, has a cousin who is suffering from long-term hair loss because of an illness. That cousin mentioned the program to her. Kristy decided that she would donate her hair when she cut it. She donated about a foot of hair. Many of Kristy’s friends learned of her good deed and decided to do the same.

Operation Clean Sweep

The Science Cab volunteered to adopt North Street for two blocks on each side of the school. Once each week, club members and their sponsor, Miss Halley, remove trash from this section of the street. They also post signs around the school asking people not to litter.

Assessment Scoring Guide

Points	Possible	Standard Format Report Criteria
	1	➤ Correct font throughout (Times-New Roman)
	4	➤ Correct margin settings <ul style="list-style-type: none"> • _____ (2) Side margins set at 1.25" • _____ (1) Top margin set at 1" • _____ (1) Bottom margin set at 1"
	3	➤ Correct line spacing <ul style="list-style-type: none"> • _____ (2) Double (2.0) spacing throughout • _____ (1) Double space between title and body
	3	➤ Correct title <ul style="list-style-type: none"> • _____ (1) Spaced down 2" • _____ (1) ALL CAPS • _____ (1) Centered
	3	➤ Correct three side headings <ul style="list-style-type: none"> • _____ (1.5) All bold • _____ (1.5) All left-aligned
	3	➤ Header <ul style="list-style-type: none"> • _____ (1) Right-aligned • _____ (1) Page number only • _____ (1) Only on 2nd page
	3	➤ Footer <ul style="list-style-type: none"> • _____ (1) Name • _____ (1) Hour • _____ (1) Only on 2nd page
	5	➤ Spelling check (# Corrected words _____ x <u>.5</u>)
	25	TOTAL POINTS TEST GRADE _____