**WordProcessing Basics**

Create a new document in Word 2007 and use your LastnameEDU2022 for a file name

Set the margins to: Left = 1.5”, Right = 1”, Top = 1”, and Bottom = 1”

Create a Return Address with your contact information:  
 Name, e-mail, phone or other address information (at least City/State/Zip)

Write a paragraph about your personal goals for becoming a teacher (content areas of interest, age children to tech, geographic location(s) preferred)  
 – set this to Font Arial, and Size 12

Create a Bullet List of Technology Skills you feel comfortable with. Include at least 8 items.

Create a Table with 3 Columns and at least 4 rows listing Courses you are taking currently (if less than four this fall, then list some from previous semesters). Have the columns be Course Name, Course Number, and Course Hours (credit hours)

Include a footer in the document which is FALL 2010 on the left, YOUR NAME in the center, and EDU 2022 on the right side

E-mail the completed and SAVED document to  
 [tsullivan@eiu.edu](mailto:tsullivan@eiu.edu) and include EDU2022 in the subject line.

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