**Digital Skills Readiness for Postsecondary Assessment 2021**

**Instructions for Students**

**MS Word Task: Version A – College Information**

**Overview**

* Follow the detailed instructions below to complete the task.
* Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
* You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
* **Remember to save your work frequently!**

**Create a Word File**

1. Open a new Word document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:

a) File name: **College Information[yourfirstname\_****yourlastname]**

b) Folder name: **Word\_Task\_VA\_[yourfirstname\_yourlastname].**

**Develop the Word Document**

 **Part A**

1. Type a title/heading named **My Folder**. Bold and underline it.
2. Take a screenshot showing the **Word\_Task**folder you created.
3. Paste the screenshot into the Word document under the heading.

 **Part B**

1. Type a title/heading named **Program Information.** Bold and underline it.
2. Using the **College Information**document you created above, answer the following questions. Use an alphabetical list (like the one below) to record your answers in the document you created. Point form answers are fine; full sentences are not required.
3. What college (or university) are you planning to attend?
4. What is the web address for that college/university? Make this a hyperlink.
5. What program are you planning to take?
6. What certificate, diploma or degree will you earn?
7. What is the web address you can use to find out information about that program? Make this a hyperlink.
8. How many semesters should it take you to complete the program and earn the certificate, diploma or degree?
9. Insert a page break.

**Part C**

1. Type a title/heading named **My College Plans**.Bold and underline it.
2. Copy the template from the file provided by your facilitator and paste it below the heading **My College Plans***.* Fill in the blanks with your own future college plans.

I am planning to go to \_\_\_\_\_\_\_\_\_\_\_ College/University in the city of \_\_\_\_\_\_\_\_\_. I will take the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ program. When I graduate, I will have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (certificate/diploma/degree – select one). It will take me \_\_\_\_\_\_\_\_\_ semesters to complete the program. It will be hard work, but I think it will be worth it because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I want to get a job as a \_\_\_\_\_\_\_\_\_\_\_\_ when I am finished the program. I would like to work in that position because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Replace the blanks with your own information.
2. Select a formatting option to emphasize the information you inserted in the paragraph.
3. Indent your paragraph.

 **Part D**

1. In the header, insert page numbers.
2. In the footer, insert the date.

**Final Steps**

1. Save your Word document as a PDF file (in the same folder).

2. Email the PDF file to your instructor from your college email address.

1. Include a suitable subject line in the email message.
2. Include a brief message to your instructor about why you are sending the PDF file.
3. Add a closing salutation.