

MIDTERM EXAM

- Login to the computer with your pvusd login.
- Use Google Image Search to find a picture that has profound meaning in your life. For example:
 - Home town
 - Special place
 - Hobby, activity, sport that brings you joy
 - Musician, Artist, etc.
 - Friends, relatives, etc.
- Save the picture on your computer.
- Open a new Word document and insert the picture in it.
- Use word art to create a title for the document.
- Change the font size to at least 16.
- Change the font to one that you like.
- Write a brief paragraph explaining the significance of the picture.
- Write your name somewhere on the document.
- Save the document on your computer with the filename “midterm.”
- Start Outlook and create a new e-mail message.
- Address the message to everyone in the class.
- Add your yahoo e-mail address as well.
- Write Midterm in the subject box.
- Attach the document that you just created to the message.
- Send the message.
- Open the e-mail messages with your classmates midterms attached.
- Open at least three of your classmates’ midterm documents and select all of the text (and picture).
- Copy and paste the three other documents into your document.
- Save the final document on your computer, it should have your paragraph and picture as well as the paragraphs and pictures of at least three of your classmates.
- E-mail this final document to my pvusd address (Dan_weiser@pvusd.net)

