

Computer Exercise #2  
Computer Literacy Macintosh / Windows Series

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- STEP 1: Start up the Microsoft Word application.
- STEP 2: Retype the attached document exactly the same.  
Base Font Name: Times  
Base Font Size: 12
- STEP 3: Edit the document to be sure that it is 100% error free of all mistakes  
- spelling - punctuation - grammar  
- proof read the document on the monitor. *{do not waste paper by printing test copies}*
- {WYSIWYG : what you see on the screen is exactly what you'll get in print.}*  
*{do NOT use the Spell or Grammar Checker unless you're already familiar with these tools}*
- STEP 4: Save the file on your network volume with the file name **ScreenName - Ex. 2**
- STEP 5: Print out the document and hand in.
- STEP 7: Put a copy of this file {Last Name - Ex. 2} in the correct network sub-directory.

**Courses** Network Directory  
**Computer Literacy** sub-directory  
**Summer Session** sub-directory

You will be graded on both the printed copy and the copy submitted to the network sub-directories.

- NOTE(s):** Be sure your name is typed on the document {not hand written}.  
Make sure the document margins are 1".  
Use the default font.  
Font size will vary depending on the section of the document.

**LIFE IS A PARTY**  
**&**  
**EFFECTIVE LISTENING**

SAMPLE

Name  
Date  
Class

Experts assure us that we're all boring every now and then. And being judged makes most people more upset than being judged incompetent! To avoid putting everyone to sleep at a social gathering, give these conversational tips a try:

Always try to involve the other person in the conversation. Make it clear to the other that he/she is as valuable as you.

Ask enough questions to find out what she/he wants to talk about. In this way you can quickly find a topic that interests her/him.

Gain insight into the other person's feelings by asking how he/she feels about a specific topic.

Be natural; always be yourself. Don't attempt to be witty and clever if that's really not you.

Probably the most important {but most often neglected} of the basic communication skills is listening. It is a fact that the average person spends 9 percent of his or her time reading, 16 percent writing, 30 percent speaking, and 45 percent listening. It stands to reason that most of us would benefit from adopting the following listening tips:

Concentrate all energies on listening. Show genuine and sincere interest in what the speaker is saying.

Always let the speaker finish her/his communication. Then give some kind of feedback to the speaker.

When you feel confident that you have totally understood the speaker's message, only then should you attempt to evaluate the message.