

Module #3: Word Processing

For background suggestions about Word procedures that are particularly helpful for economists, see the *Word Tip Sheet* (E270WORD).

		Due Dates: Basic	Advanced and Master
3	Word Processing (Word)	Feb 12	none
4	Word Processing (cont.)		Feb 19

Choose your own level. You must complete the basic step by February 12th even if you are going to do the Advanced level. If you decide to do the Advanced and Master levels, and I hope you will, you will find it more efficient to do the whole project by Feb 12th; but you may have until February 19th to complete the Advanced and Master assignments.

Please submit your work for this exercise as Hard Copy – Not as Email!

Basic Level: You are to prepare a mock term paper. That is to say, your document should be in term paper format but the content can be anything, even an old term paper.

At the basic level you should:

1. Specify the word processor you are using
2. If you are using Word, use Times New Roman Font.
3. Center the Title, using a font of at least 14 points.
4. Include at least two footnotes in a smaller font than the body of the paper..
5. The header on the second page should include your name, the page number, and the date in 8-point font..
6. There should be at least three references at the end. They should be in the same style as those in the list of references at the back of Wonnacott and Wonnacott, p 782 or in an economics journal. Use hanging indents.
7. Spell-check carefully
8. Include at least one table of data. (This may be copy-pasted from an electronic source, such as the net)
9. Insert as many as possible of the following symbols: α β δ ϵ μ ρ \leq \geq ∞ ∂ \cup Σ .
10. Construct \bar{R}^2 , \bar{S} and \bar{X} with the equation editor.
11. Create the following compound characters: á, é, ó, è, ö, ü (Check “Type International Characters” in Help)
12. Double-space one paragraph in your document; the rest of the document should be single-spaced.

ADVANCED LEVEL:

1. Prepare a Résumé appropriate for applying for a summer or an after-Wesleyan job. You can use Word’s Wizard if you like (Checkout “Résumé” in Word’s Help — note the effective use of the table).
2. Add to your Basic Level Document or in a separate document the following
 1. Try double columns on one section of your paper
 2. Create a neat table containing interesting data

MASTER LEVEL:

1. Equation Editor: Use the equation editor to generate equation 4-25 on page 132 of Wonnacott and Wonnacott; also equation 12-1 on page 373.
2. Divide your paper into sections and subsections; use an appropriate style to number your sections.
3. Add a second table and use the Insert/Caption procedure for numbering your tables.
4. Use the Insert/Cross Reference procedure to refer to Table 1 in a sentence in the text of your paper.
5. Prepare a Table of Contents at the front of your paper and a List of Tables at the end..
6. Embellish your manuscript with additional fancy features, perhaps from Word Art!