

How They Communicate

Name: _____ Hour: _____

1. ☐ Do your Every Day Steps.
2. ☐ Go to Home – Editing – Select All
3. ☐ Do your New Assignment Steps.
4. ☐ Gadugi size 12.
5. ☐ Put all the paragraphs in the correct order
6. ☐ Indent anything that needs to be indented.
7. ☐ Remove the paragraph order number from in front of the paragraphs
8. ☐ Be sure to double space the paper.
9. ☐ Format the bibliography correctly (proper blank lines and 1.0)
10. ☐ Be sure to put your name, teacher, class and date on the paper.
11. ☐ The title is: How They Communicate
12. ☐ Justify the main paragraphs of the paper.
13. ☐ Be sure to include your header.
14. ☐ Replace the word “smurfs” with “address” using the search and replace tool. Make sure the word is capitalized if it is at the beginning of a sentence.
15. ☐ Spell check.
16. ☐ Underline the following things:
 - P2 – “A Common Language”
 - P3 – “DHCP Servers”
 - P4 – “IP Address”
 - P5 – “Putting it all Together”
 - Bibliography - Mr. Larson’s Online Classroom and www.eastminico.com
17. ☐ Bold the following words:
 - P2 – “**Apple Store**” -&- “**Android**”
 - P3 – “**DHCP**” (both of them in the actual paragraph)
 - P4 – “**IP address**” in the second sentence only
 - P5 – “**DHCP server**” in the first sentence only
 - P6 – “**brand-new**”
18. ☐ Italicize the following words:
 - P2 – “*PlayStation*”
 - P3 – “*Network Card*” -&- “*Wi-Fi Card*” -&- “*Network Switch*”
 - P4 – “*four sets of digits*” (the words, not the IP address digits)
 - P5 – “*IP address*” in the first sentence only
 - P6 – “*several weeks*”
19. ☐ Print on both sides, check your paper, and turn it in when ready.

Put this in your portfolio!