

## ENG 111 Computer Competency Assignment

**Directions: Modify the following five-paragraph essay as follows:**

1. Copy the text of the following essay, including the title, into a blank Microsoft Word document.
2. Save the document on your computer or on a flash drive. For the file name, use CCA, followed by your last name.
3. Highlight the document, and then set the page margins to one inch.
4. Highlight the document, and then change the font size to 12-point Times New Roman.
5. Create an automatic header for each page on the top right margin with your last name followed by the page number. This paragraph must be aligned on the top right margin of each page.
6. On the first page, place the following information at the top of the page above the title, with each item on a separate line: your name, the name of your instructor, your course number and section, today's date in this format: day month year
7. Center the title of the essay.
8. Change the line spacing of each paragraph of the essay after the title to double spacing and make sure these paragraphs are aligned on the left margin. Remove extra spacing between paragraphs. To do this, highlight the text, go to "layout" and "spacing" and make sure "before" and "after" is set to 0.
9. Indent the first line of each of the five paragraphs of the essay.
10. Use the spelling checker to locate the five misspelled words in your document and choose the correctly spelled word from the list given you by the spelling checker. (Before you complete this step, observe that in the next step you add bold facing to each word changed.)
11. Bold each word that you have corrected.
12. On the new page, create a bold heading with the title Essay Components. Left align the title, and then create an automatically bulleted list of each component of the five-paragraph essay: body or development paragraphs, conclusion, thesis, introduction, and title. (Select bold only for the list heading, not the list components. In addition, remember to continue to use 12-point Time New Roman as the font. Further, in this step, you are only making a simple list – not describing the essay below.)
13. On this same new page, create a new bold heading titled "Order," also aligned on the left margin. Under that heading, create an automatically numbered list on the left margin that shows the order in which each of those essay components would appear in an essay. (Select bold only for the list heading, not the list components.)
14. Be sure that you save your changes on your flash drive.

### The Legacy of the Family Trip

When I was twelve, my father, a member of the Air Force, was stationed on the coast of Southern California for three years. Since my grandparents lived in North Carolina, it became our family's summer tradition to drive across the United States for a yearly visit. As a child, I viewed the annual summer crossing with dread. Being cooped up in our old pink station wagon - with my parents, sister, and two brothers, for six days of monotonous travel - was not something that I anticipated with enthusiasm. At that time in my life, I was unable to understand the importance of those family trips. In hindsight, I realize they provided six days, which were void of life's daily distractions, filled with cherished family memories and opportunities to learn about life. Certainly, this was a legacy worth passing on.

Our summer trips always began in the same way. My siblings and I moped around the house whining about the injustice of being subjected to such a boring fate. In the hope of soliciting our interest, my father pulled out maps and brochures depicting an endless array of possible tourist attractions. My mother, choosing a different line of attack, spent a small fortune buying a myriad of snacks, games, and books, which were intended to entertain us for six days. Regardless of

their efforts, we spent most of our time endlessly fighting and bickering among ourselves. Usually, by the third day of our journey, even my mother was obliged to join us in this noisy pursuit. Today, my sister, brothers, and I laughingly agree one of our fondest trip memories is of our mother, leaning across the back of the front seat, flailing her arms wildly in an effort to smack us, while we cowered in the back of the station wagon. In recent years, my family has spent countless hours happily reminiscing about the once dreaded summer crossings. Amazingly, sometime during the passing decades, like a flower blossoming from a weed, recollections of arguments, boredom, and fighting, have evolved into cherished memories.

My father, who was doggedly determined to make his family enjoy their vacation, never tired of cheering us on. Invariably, he would begin reading the roadside signs for the coming attractions long before we were close to reaching them. I can still clearly picture him looking back over his shoulder, a giddy grin on his face. "Look! There's another sign. It's only one hundred miles to the home of the fifteen-foot alligator," he would declare. At the time, I thought that his unbridled enthusiasm, at the prospect seeing the fifteen-foot alligator, was undoubtedly part of his plot to annoy me. Now, looking back, I have a clearer understanding of my father's motives. He knew that neither the fifteen-foot alligator nor the two-headed snake, another favored roadside attraction, would have a profound effect on my future. Rather, he was teaching me to embrace the experiences of life, helping me to focus on the excitement of the adventure, instead of the discomfort of my surroundings. He knew then, something I wouldn't learn until many years later, that a fast-paced world left parents a limited number of chances to interact with their children. To him, those long hours of travel represented an invaluable opportunity to teach me some of life's most important lessons.

Next summer, when I buckle my headset-wearing, CD-toting, thirteen-year-old daughter into the backseat of the family van, planting her snugly among the snacks, books and games, I will reflect fondly on the memories of my childhood summer trips. When she looks at me with pleading eyes and pitifully whines, "Do I have to go?" I will draw strength from knowing how my own memories have enriched my life. As I smile at her and assure her of the boundless excitement that lies ahead, I might take a moment to envision a time in the not so distant future when, if I have been moderately successful as a parent, she will joyfully inflict a similar fate on her own children. In so doing, she will be insuring that the legacy of the family trip - a chance to create the memories that bond a family, and teach children life's deeper meaning - is continued.

My family ended up making the long trip across country seven times. The once dreaded summer crossings left me with a cache of cherished memories, broader insights into life, and a stronger connection with my family. Most importantly, they taught me the value of providing my family with an opportunity, free from life's distractions, to share the gift of each other's love. Today, living in a stressful, hurried world, where computers allow work to follow us into our homes, and our children travel on the information super highway, quiet times of family interaction are needed more than ever. Sometimes, when my husband, daughter and I seem to be pulled in every direction, I find myself wishing that we could squeeze into the back seat of that old pink station wagon, joining my family of the past on their adventurous journey, down a monotonous highway, in a simpler time. Since that isn't possible, we do the next best thing - pull out the atlas, brochures, and credit card - and begin planning the next family vacation. Its legacy secure, the family summer trip will continue to enhance our lives.