

CS200 Assignment 2 – Named Styles

Due Monday May 25 2020, 11:59 pm

Readings and Resources

On the Web: **Typographic Information:**

<https://www.student.cs.uwaterloo.ca/~cs200/Adobe/main.html> ¹

Begin with the section “Type with Personality” and end with “Tips and Stuff”

Texts: **The Non-Designers Design Book 4th Ed.**, by Robin Williams: “Design Principles” Chapters 1 to 6

Other Resources: Word’s online documentation. Select Word Help from the Help menu and search for “Styles”.

Files

On Learn in **Week 2 / Assignment 2: Styles:**

WileECoyoteRaw, RoadRunnerRaw: You will be applying named styles to these files in questions 2 – 4.

Assignment Objectives

- To explore the interface of an application, in this case MS Word, by ‘poking’ around to discover additional features of the interface. This will help you to create a model of the application’s interface, apply it to other applications, and compare it with others.
- To format an unformatted word processing document using styles that you have created. This is to enhance the look of your documents as well as to increase your productivity.
- To explore the use of templates and attaching styles to documents.

Assignment Strategy

- Question 1 may be done independently or with a partner. If you do work with a partner, please add both of your names, username and student ID Numbers to the file and to the name of the file (username1_username2_a2q1.doc).
- Questions 2, 3, and 4 must be done independently.

Your Tasks

1. (40%) Recall the **Poke Pearl** from this week’s lecture. One of the things that make the Macintosh and Windows interfaces easy to learn and to use, is that many things are done “by direct manipulation.” That is, you click, or double-click, or click and drag, or option-click-drag, etc., on some piece of the interface to make something happen. This is almost always easier and more natural than selecting menu items and dialog boxes.

For example: If I triple-click on a word, Word highlights the entire paragraph.

Another example: if I option-click-drag the mouse across some text, I can select a rectangular block of text that can then be cut or copied in the usual way.

¹ All web references can be reached from CS 200 Course Resources / CS 200 Course Readings on Learn

- You may work with a partner on this question. If you do, please add both of your names, username and student ID Numbers to the file and add your username to the name of the file (username1_username2_a2q1.docx).
- See how many such things you can discover about MS Word's interface by clicking, double-clicking, triple-clicking, option-clicking, etc. on pieces of MS Word's interface. While you're experimenting, remember the undo command!
- Please omit discussion of simply selecting menu items, pressing the "accelerator keys" shown in menus (e.g. ⌘C for Edit → Copy), function keys (like F1), or clicking on tool bar buttons, unless something unusual happens. That is, it's a waste of your time to explain that clicking on the **B** tool bar button makes text bold, or that ⌘B makes text bold. But if shift-option-clicking on the bold button powered off your computer, that would be interesting!
- *At least half* of your discoveries must involve *direct manipulation of the interface with the mouse*, as opposed to manipulations using just the keys, and obvious items will be worth less.
- Hand in a nicely formatted (follow Robin Williams' guidelines) MS Word document containing a list of 15-20 interesting things you discover about MS Word's interface.
- It does not need to be in paragraph form, but must still be written in a clear way so that the marker can understand and would be able to copy all the manipulations you describe.
- Save your file as username_A2Q1.docx or username1_username2_A2Q1.docx.

Marking

75% of this question will be marked for substance and clarity of the topic.

25% of this question will be marked on overall visual appearance and the proper use of Word (as discussed in **The Mac is Not a Typewriter**). For example, you will lose points if the layout of your document is difficult to read or if you use spaces and the return key to format a paragraph instead of using proper paragraph attributes.

2. (40%) **Create a suitable set of named styles and apply them to the Wile E Coyote résumé,** which is in a document called WileECoyoteRaw.docx that you will also find in the Week 2 / Assignment 2 on **Learn**.
 - You may use either a single tree of styles, or a forest. (You may wish to create your own root style, on which to base other styles.)
 - Save this file as username_a2q2.docx
 - The result should look like the document at the end of the assignment. You don't need to be exact in line and page breaks, but the general appearance should be both similar and attractive. You may use any Sans Serif and Serif font you would like.
 - Don't forget to format the footnote found in the document, and add the footer to match the document.
3. (10%) Save the styles you have created in Question 2 in a template file, named username_a2q3_tem.dotx. Connect your template file to both username_a2q2_A2.docx (the file that you just formatted) and to RoadRunnerRaw.docx. The styles you developed for formatting WileECoyote, will now be linked to a template and available to RoadRunnerRaw and other future resums.
4. (10%) Apply the styles to RoadRunnerRaw. You may need to create some new styles as well. Add these to the template. Rename this file username_a2q4.docx.
 - As with WileECoyote.docx, don't forget to format the footnotes found in this document, and add the footer to match this document. (The necessary text for the footnotes of these tasks is at the bottom of each of the raw files).

Bonus: Add the image of each character into the résumés as shown in the attached assignments.

Submission Instructions

- Create a folder called username_Assign2.
- Move each of the assignments files (username_a2q1.docx or username1_username2_a2q1.docx, username_a2q2.docx, username_a2q3_tem.dotx, and username_a2q4.docx) to this folder.
- Compress this folder and name it username_Assign2.zip and submit it to the **Assignment 2 DropBox** on **Learn**.