

Considerations when looking for a new home:

Location Choose the best location for your needs.

Price Make sure the price fits your budget.

Floor plan Find a floor plan with enough space.

Activity 1a

Tom said, "Did you hire John?"

Mary has five red blocks.

I will ask her for a jar of peaches.

She hired a man to fix the desk last fall.

She wore a dark red dress to the dance.

Activity 1b

She had half a jar of red jam.

Ask Chen if he has a file for sale.

Felipe's ad is here at the lake.

Kellee has a new desk and file.

David heard a lark in his tree.

Activity 1d

if he is;

as if she is;

he had a fir desk;

she has a red jell jar;

he has had a lead all fall;

Activity 1e

had *had* sad *sad* her *her* lake *lake* dad *dad* has *has*

if *he* is; as *he* fled; risk a *lead*; has a red *sled*;

a *jade* fish; ask if *she* slid; *she* has asked a kid;

as if *he* did; *he* asked a lad; *his* aide has a sled;

he has a sled; if *he* has a jar; see if *he* is here;

Activity 1f

a **red** jar;

she said **half** a

she asked if **he** had;

a **red** desk; he fired **her**;

a **kid** led; **he** is fair; ask **her**

Activity 2

John F. Kennedy: *“And so, my fellow Americans: ask not what your country can do for you—ask what you can do for your country.”*

Dwight D. Eisenhower: *“Love of liberty means the guarding of every resource that makes freedom possible—from the sanctity of our families and the wealth of our soil to the genius of our scientists.”*

Franklin D. Roosevelt: *“I see a great nation, upon a great continent, blessed with a great wealth of natural resources.”*

Abraham Lincoln: *“Both parties deprecated war, but one of them would make war rather than let the nation survive, and the other would accept war rather than let it perish, and the war came.”*

Activity 3

Step 3. Move the insertion point to the desired location.

Step 2. Click **Cut** to remove text from the current location.

Step 4. Click **Paste** to place the cut text at the new location.

Step 1. Select text to be cut (moved).

Step 1. Select text to be cut (moved).

Step 2. Click **Cut** to remove text from the current location.

Step 3. Move the insertion point to the desired location.

Step 4. Click **Paste** to place the cut text at the new location.

The final show featured the Brooklyn **Orchestra** in concert at the Lincoln Center and the San Francisco **Band** at the Herbst Theatre in the Arts Center.

Activity 7

Margins are the white space left between the edge of the paper and the print. When the right and left margins are increased, the length of the line of text will be decreased. When the top and bottom margins are increased, the number of lines of text that can be placed on a page will be decreased.

Of course, increasing or decreasing the size of the font also changes the amount of text that appears on a page. You will understand this concept better when you learn about fonts later in the book.

Activity 8

1. Click the I-beam where you want the line spacing changed.
2. Access the Line Spacing feature.
3. Specify the line spacing.
4. Begin or continue keying.

5. Click the I-beam where you want the line spacing changed.
6. Access the Line Spacing feature.
7. Specify the line spacing.
8. Begin or continue keying.

Activity 9

Sheryl Ho

Hector Lopez

Pierre Pizarro

Janice Robinson

Moorcroft

Gillette

Upton

Sundance

Sheryl Ho

Hector Lopez

Pierre Pizarro

Janice Robinson

Moorcroft

Gillette

Upton

Sundance

Washington was a *Federalist*; **Lincoln** was a *Republican*.

Is the correct choice two, too, or to?

Is *Harry Potter and the Deathly Hallows* still on the bestseller list?

There was an article on her in the *Washington Post*.

Are the names to be **bolded** or underlined or **bolded and underlined**?

The underscore is being used less than *italic* or **bold**.

Activity 11

Theodore Roosevelt: *“Much has been given us, and much will rightfully be expected from us. We have duties to others and duties to ourselves; and we can shirk neither.”*

Woodrow Wilson: *“We have built up, moreover, a great system of government, which has stood through a long age as in many respects a model for those who seek to set liberty upon foundations that will endure against fortuitous change, against storm and accident.”*

Harry S. Truman: *“The American people stand firm in the faith which has inspired this Nation from the beginning. We believe that all men have a right to equal justice under law and equal opportunity to share in the common good. We believe that all men have the right to freedom of thought and expression.”*

Ronald Reagan: *“We are a nation that has a government--not the other way around. And this makes us special among the nations of the Earth. Our government has no power except that granted it by the people. It is time to check and reverse the growth of government, which shows signs of having grown beyond the consent of the governed.”*

Please invite the following individuals to be our guests at the July 15 reception:

Mr. and Mrs. Jason Beckett

Dr. Michelle White

Ms. Faye Culver

Ms. Maria Ortiz

Ms. Maxine Aguilar

Ms. Alexandra Harper

Mr. Ashton Schumann

Dr. Theodore Benning

Mr. Mitchell Parizo

Mr. and Mrs. Paul Sorrento

Mr. and Ms. Jay Becker

Mrs. Stephen Chen

Mrs. Alison Greenfield

Mr. Felipe Nolan

Dr. Janette Ramirez

Math Skills

2. **Answer:** Julian and Maria will collect \$290 in the first month.
3. **Answer:** Their gross profit for the first month will be \$115.
4. **Answer:** Each person will make \$23.
5. **Answer:** The average selling price is \$13.81.

Communications: Reading

3a. Pearl Buck was the first American woman to win what award?

Answer: Nobel Prize in Literature

b. What award did Pearl Buck win in 1932 for her novel, *The Good Earth*?

Answer: Pulitzer Prize

c. What country is the setting for *The Good Earth*?

Answer: China

d. Which award discussed in the document is an international award given to writers from many different countries and cultures?

Answer: Nobel Prize in Literature

e. Which award discussed in the document recognizes American authors?

Answer: Pulitzer Prize

f. What is the main topic of the first paragraph in the document?

Answer: Pearl Buck was the first American woman to win the Nobel Prize for Literature for her writings about peasant life in China, including her best-selling novel, *The Good Earth*.

Grammar and Writing: Capitalization

Juan read the book, *To Kill a Mockingbird*.

Mr. Hudson bought an American-made car.

When Sam visited California, he stayed with his Aunt Mary.

Taji asked, "What is the capital of Georgia?"

The President of the United States will visit a Japanese hospital.

Kara has an appointment with Dr. Hicks on Thursday, June 23.

Jorge and Maria will play tennis at the Madison Racquet Club.

"Patrick just got an English bulldog," Rachel said.

Math Skills

1. Ben uses his word processing software's built-in Help system to access the software manufacturer's Web site. He sees that there are a number of software updates that he can download for free. He selects a security update and sees that the application is 7.25 MB. He begins the download process. At one point, a message box opens that says the download is 40% complete. How much of the application has been downloaded?

Answer: Students should first convert 40% to a decimal (.40). Then, $7.25 \times .40 = 2.9$ MB.

2. If 1 megabyte (MB) equals 1,048,576 bytes, how many bytes is the security update? (*Hint:* When multiplying by a decimal, count the total number of decimal places in both factors and then insert a decimal point in the answer so that it has the same total number of decimal places as the factors.)

Answer: $7.25 \times 1,048,576 = 7,602,176$

3. After downloading the update, Ben wants to find out how much hard disk space he has left on his computer. The size of his hard disk is 148 GB and $\frac{3}{4}$ of the space is being used. How many gigabytes are still free?

Answer: Students should convert 148 to a fraction: $148/1$. Then, multiply the two fractions: $148/1 \times \frac{3}{4} = 444/4 = 111$ GB that are being used. $148 - 111 = 37$ GB that are still free.

4. Ben reviews the contents and properties of his main working folder on his hard disk. The folder contains a total of 256 files. Of the total, roughly $\frac{1}{3}$ are word processing documents; $\frac{1}{4}$ are presentation files; $\frac{1}{6}$ are picture files; $\frac{1}{8}$ are spreadsheet files; and the remaining $\frac{1}{8}$ are various other formats. How many of each type of file are in the folder? (Round to the nearest whole number.)

Answer: About 85 are word processing documents; 64 are presentation files; 43 are picture files; 32 are spreadsheet files; and 32 are other formats.