

Arthur the Seahawk--OneDrive Assignment - OneDrive Assignment

Overview

The purpose of this assignment is to illustrate how cloud storage is used. Specifically, in this assignment, you will use Microsoft Onedrive and the online versions of Word to create a Word document. You will then open the document in the desktop version of Word, edit it, and save it back to Onedrive.

Prior to Beginning

1. You must complete the first assignment, **Creating and Sharing - OneDrive Assignment** before beginning this assignment.
2. Before beginning this assignment, be sure you have reviewed **Opening and Editing Word Online Documents using the Desktop Microsoft Office Program** at [OneDrive Resources](#)
3. You must be using a PC or Macintosh computer with the desktop version of Word installed. You probably already did this when you installed Microsoft Office when you did the Excel assignments.
4. Remember, you should be using the "personal" Microsoft Account for this assignment. If you use your Lamarpa Microsoft account for these exercises, you will not get credit.

Assignment

1. In your yourname-classwork folder in OneDrive, using Word Online, create a Word document named **yourname-Arthur**. Insert a picture of Arthur, the LSCPA seahawk (find the pic on the web), along with two paragraphs explaining why you decided to attend LSCPA. Size the picture so that it is approximately 2 inches wide, and wrap the text around the picture so that the picture is to the left of the text.
2. Near the top of your document, you are to insert a textbox into your document and put the words **Go Seahawks!!!** in the textbox. **This should not be possible in the online version of Word**. Because the online version of Word is so limited, you cannot insert a textbox.. So, to accomplish this, while you are in Word Online, open the document to edit with the desktop version of Word. Be sure and [follow the handout](#) to do this. When you have the document open in the desktop version of Word, you can insert a textbox by clicking on the **Insert** tab, then **Textbox**, then **Simple Text Box**.
3. Wrap the text around the text box. To do so, click the border of the textbox to select the textbox. A button called **Layout Options** should appear. Click on **Layout Options** and you should see options for text wrapping. Click the button **Tight**. You can then position the textbox in your document by dragging the textbox border.
4. Save the document back to your OneDrive folder, yourname-classwork. **Remember**, when you look at your document in OneDrive, it might not display correctly. . This is because OneDrive and Word Online may not properly display all the features available in the full desktop version of Word (such as textboxes). However, all the features will be stored ok in OneDrive and, if you download and open in the desktop version of Word, it should display ok.
5. Download the yourname-Arthur document as a Word file and as a PDF.

Submitting Your Assignment

1. The OneDrive folder yourname-classwork should have previously been shared with me in the previous assignment. So, I should now be able to see your yourname-Arthur document in the folder.
2. In Blackboard, for Arthur the Seahawk - OneDrive Assignment, submit the following:
 - The yourname-Arthur documents you downloaded in step 5 (above). Submit both the PDF and the Word document.

- A link to the yourname-classwork folder (which you shared with me previously). Use **My OneDrive Folder** as the link text and be sure the folder opens in a new window.