GRADING GUIDELINES

ORAL PRESENTATION	10 POINTS
10 LINE POEM TURNED IN	40 POINTS
EXTRA LINES (2 PTS. EACH)	10 POINTS
NEATNESS	20 POINTS
ALL DIRECTIONS FOLLOWED	10 POINTS
PICTURE/GRAPHIC	10 POINTS
CREATIVENESS (USE OF COLOR)	10 POINTS
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	110 POINTS POSSIBLE

USEFUL INFORMATION

TO COPY AND PASTE TEXT FROM NETSCAPE TO MS WORD:

* OPEN NETSCAPE COMMUNICATOR AND MS WORD
* LOCATE TEXT IN NETSCAPE WEBSITE
* HIGHLIGHT THE TEXT
* CLICK ON (EDIT, COPY)
* ON YOU TASKBAR, CLICK ON WORD
* PASTE THE TEXT INTO THE WORD DOCUMENT
* THROUGH FILE, CLICK ON SAVE AS AND NAME AND PLACE THE
    DOCUMENT IN   A:\NAME OF YOUR MATHEMATICIAN
* EDIT THE DATA, IF NECESSARY
* RETURN TO NETSCAPE AND HIGHLIGHT THE URL (WEB SITE WWW.)
* CLICK ON COPY
* ON YOUR TASK BAR, CLICK ON WORD
* PLACE THE URL AT THE END OF YOUR TEXT YOU HAD COPIED
* ALWAYS SAVE YOUR FILE AS YOU MAKE CHANGES

TO COPY AND SAVE A PICTURE FOUND IN NETSCAPE OR ENCARTA

* LOCATE THE PICTURE OR GRAPHIC YOU WISH TO USE
* RIGHT CLICK ON PICTURE OR GRAPHIC
* LEFT CLICK ON SAVE IMAGE AS   A:\PICT

TO INSERT A FRAMED PICTURE INTO A WORD DOCUMENT

* THROUGH INSERT, CLICK ON FRAME
* PLACE THE + (CROSSHAIR USED FOR DRAWING PURPOSES) WHERE
    YOU WISH THE FRAME TO APPEAR. HOLD DOWN THE LEFT MOUSE
    AND DRAG AT A DOWNWARD-OUT ANGLE. YOU WILL DRAW A
    RECTANGLE OR SQUARE WHICH CAN BE RESIZED LATER, IF
    NECESSARY.
* THOUGH INSERT, CLICK ON PICTURE
* RETURN TO PLACE WHERE YOU SAVED YOUR PICTURE (A:\PICT)
* CLICK ON THE FILE NAME OF THE PICTURE - THEN CLICK ON OK
* RESIZE , IF NECESSARY
* SAVE YOUR DOCUMENT