Pinder computer literacy assignment

Technology, Computer

In the areas below marked Paragraph, add a half-inch paragraph indentation for the first line of the paragraph. Do not make any other changes. References De.). Philadelphia, PA: Welters Keller. Paragraph: This paragraph is part of this assignment. Refer to item number 15 for instructions. You may need to return to the tutorial to determine how to set the paragraph indentation. Self-Evaluation: Challenges (See Rubric for specifics.) Question: What were your greatest challenges in completing this assignment? Provide specific details. Answer: The greatest challenge for me when completing this assignment was changing the URL into a hyperlink.

Every time I tried to add the hyperlink a box would pop up and I could not figure out how to link the hyperlink to the web address. The web address would turn blue as if it was right but when I clicked on the hyperlink it would take me to a blank document. Figuring out how to change the URL to a hyperlink took me many failed attempts before I discovered how to correctly do it. This is the only thing that I had difficulty with as all of the other instructions I have done many times before in previous papers. None the less it was a very time consuming process that I found to be very informative.

Self-Evaluation: Strategies (See Rubric for specifics.) Question: How will you (or did you) overcome these challenges? Provide specific details. Answer: I was able to overcome the challenge of creating a hyperlink by first trying multiple different ways to not only attach the hyperlink but also settings within the Hyperlink box. There are several ways to add a hyperlink. One way is to go to the insert tab at the top of the page and click on hyperlink or by highlighting the web address and right clicking over the URL and choosing the hyperlink option as well.

Once in the screen it gives several options for files, document, folders, and web page. I clicked on each of them including the weapon but wasn't unsure of how to add the web address to the hyperlink. Unsuccessful, I decided to search Google for the answer. I was able to follow step by step instructions and was able to create a properly working hyperlink. I also found a video on how to change a URL into a hyperlink. I found them both to be very helpful as I could not figure it out on my own.