

TASK DT4 – CHEAT SHEET: SUGGESTIONS ON HOW TO TACKLE DT4 – PART 1

Note: This is not a “how to” but rather a recommendation for you if you want to break it down in manageable chunks for yourself and get traction on moving through the task. There are a few hints of general word processing, however;

1. **OVERALL:** I would start with the TP but you won’t be able to complete TP until you have your map of the various locations of you and your VG. So, if you are OK with remembering to go back and insert image;
2. **Word Doc:** Remember it is a Word document and you can expand it, highlight on it, or just about whatever you want but make a copy of it first so that you have a good copy to return to;
3. **Dividers:** I would leave a page blank after the TP or put a placeholder name there like “page 1” or something. Then I would create all 7 Dividers before I wrote anything;
4. **Appendix III:** I would do the World locations next and start with my own foreign location by filling in the table with my VG. Start with filling in the table with the details of your VG. When you are done, cut and paste it into your document on a clean blank page behind the correct Divider;
5. **Jamboard:** Once I have all the locations, I would create my Jamboard with the template of the world. I would start adding all my VG member locations that are in the table previously created. **Remember: Not everyone will have Toronto as a Canadian starting point. Adapt accordingly.** Once the Jam is created, share it with the instructor. Then I would download it into an image (works better than a PDF) and paste it onto another blank sheet you created in your document behind **Appendix II**;
6. **Title Page:** Now that you have got your World Map completed, you can place the correct sized version as an image on your title page.

A second Cheat Sheet will be issued tomorrow.