

ORIENTATION TO TECHNOLOGY
Proficiency Test
Preparation Packet

STANDARD MEMORANDUM

STANDARD MEMORANDUM

Directions: Key a copy of the standard memorandum below in proper format. Insert memorandum parts with correct information where appropriate. Vertical lines mark the ends of lines. The ¶ is used to indicate the start of paragraphs.

To: Mr. Marcus | From: (Your name and hour) | Date: October 2, 2009 | Subject: Mid-project report on history paper ¶ Here is an update on my history paper about China. At first I had trouble finding information on my topic, but I've made this progress. (List these) ¶ 1. I went to the library, and Ms. Pate showed me how to use the computer for my search. 2. After researching both topics, I found several sources on Chinese wedding traditions, but only a few on dating practices. So I will write about present-day Chinese wedding customs. 3. I found a Web site with information about Chinese wedding traditions at <www.travelchinaguide.com>. ¶ I will finish my first draft by next Wednesday and will be on schedule for the deadlines I gave you in my project proposal. ¶

TO: Mr. Marcus
FROM: Sender Name 8-1
DATE: October 2, 2000
SUBJECT: Mid-project report on history paper

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1. I went to the library, and Ms. Pate showed me how to use the computer for my search.
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To: LJHS Students | From: Sender Name | Date: January 16, 2009 | Subject: Memos versus letters ¶ This memo outlines how to write an effective memo. A memo always begins with a statement of its purpose to help busy readers sort, prioritize, and file their correspondence. ¶ Use memos rather than letters to communicate within your organization, including members of your department, upper management, employees at another branch of your company, etc. ¶ Use a letter if you are preparing a document for someone several levels above you or in a formal situation. For example, an application for a leave of absence should be in letter form.

TO: LJHS Students
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SUBJECT: Memos versus letters

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sn

STANDARD MEMORANDUM RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Item	Yes	No
• Top margin two inches		
• Side margins one inch (File – Page Setup – Margins – Type 1 in 1 st four boxes)		
• TO: contains correct information/format		
• FROM: contains correct information/format		
• DATE: contains correct information/format		
• SUBJECT: contains correct information/format		
• Headings are bold		
• Headings all caps followed by colon		
• Headings double spaced		
• Headings keyed without errors		
• Headings are aligned properly		
• Text following headings is aligned properly		
• Body single spaced (SS) with double-space (DS) between paragraphs		
• Paragraph one keyed without errors		
• Paragraph two keyed without errors		
• Paragraph three keyed without errors		
• Reference initials included and correctly formatted (lowercase)		
Total points earned (a minimum of 12 of 17 points is passing)		

TABLE FORMATTING

TABLE DIRECTIONS

Directions: Create a table by setting tabs and NOT by using the Table feature using the following settings.

1. Use the default margins
2. Center the table vertically on the page.
3. Insert Table (*First - Figure out the # of Rows and Columns needed*)
4. Table title: Oceans (*Merge cells, 16, Bold, Centered, All Caps*) – hit enter to double space after table title
5. First row of column headings: Ocean, Area, Average Depth (*Center, Bold, 14*)
6. Second row of column heading: Name, square miles, feet (*Center, Bold, 12*)
7. All data that is **text** should Align Left
8. All data that is a **number** should Align Right
9. Key the following column data (Be sure to **double space**)

Pacific Ocean	64,186,000	15,215
Atlantic Ocean	33,420,000	12,881
Indian Ocean	28,350,000	13,002
Southern Ocean	7,848,300	16,400
Arctic Ocean	5,106,000	3,953

10. Key the following source note information (Beneath and align left)

Source: <http://www.enchantedlearning.com/subjects/ocean/>

OCEANS		
Ocean	Area	Average Depth
Name	Square Miles	Feet
Pacific Ocean	64,186,000	15,215
Atlantic Ocean	33,420,000	12,881
Indian Ocean	28,350,000	13,002
Southern Ocean	7,848,300	16,400
Arctic Ocean	5,106,000	3,953

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TABLE DIRECTIONS

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1. Use the default margins
2. Center the table vertically on the page.
3. Insert Table (*First - Figure out the # of Rows and Columns needed*)
4. Table title: TOP FIVE MOST POPULATED STATES (*Merge cells, 16, Bold, Centered, All Caps*) – hit enter to double space after table title
5. First row of column headings: State, Capital, Population (*14, Bold, Centered*)
6. Second row of column heading: Name, City, 2008 est. (*12, Bold, Centered*)
7. All data that is **text** should Align Left
8. All data that is a **number** should Align Right
9. Key the following column data (*Be sure to double space*)

California	Sacramento	36,756,666
Texas	Austin	24,326,974
New York	Albany	19,490,297
Florida	Tallahassee	18,328,340
Illinois	Springfield	12,901,563

10. Key the following source note information (*Beneath and align left*)

Source: <http://www.enchantedlearning.com/subjects/States>

11. Type your name and hour

TABLE RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Item	Yes	No
• Title formatted appropriately (e.g., bold, uppercase, 14 pt. font)		
• Title entered without errors		
• Row 1 column headings entered appropriately (e.g., initial caps, 12 pt. font)		
• Row 2 column headings entered appropriately (e.g., initial caps, underlined, 12 pt. font)		
• Row 1 column 1 heading: Tab set at correct location		
• Row 1 column 2 heading: Tab set at correct location		
• Row 1 column 3 heading: Tab set at correct location		
• Row 2 column 1 heading: Tab set at correct location		
• Row 2 column 2 heading: Tab set at correct location		
• Row 2 column 3 heading: Tab set at correct location		
• Row 1 column 1 heading keyed without errors		
• Row 2 column 1 heading keyed without errors		
• Row 1 column 2 heading keyed without errors		
• Row 2 column 2 heading keyed without errors		
• Row 1 column 3 heading keyed without errors		
• Row 2 column 3 heading keyed without errors		
• Column 1 data: Tab set at correct location		
• Column 1 data: Left tab		
• Column 1 data keyed without errors		
• Column 2 data: Tab set at correct location		
• Column 2 data: Right tab		
• Column 2 data keyed without errors		
• Column 3 data: Tab set at correct location		
• Column 3 data: Decimal tab		
• Column 3 data keyed without errors		
• Source note entered correctly		
• Table data double spaced		
• Table centered vertically on page		
Total points earned (a minimum of 19 points is passing)		

BLOCK BUSINESS LETTER

Source: <http://www.thewritesource.com/studentmodels/wi-busltr.htm>

BLOCK BUSINESS LETTER INSTRUCTIONS

Directions: Key a copy of the business letter below in block style with an appropriate punctuation style. Use proper formatting for the letter. Insert letter parts with correct information where appropriate. Vertical marks indicate the ends of lines. The ¶ is used to indicate the start of paragraphs.

The letter is from Your Name | 208 Broadway St. | Lincoln, IL 62656 | Today's Date
This letter is to Dr. Heidi Larson | Larson Veterinary Clinic | 9179 Highbury Ave. |
Flagstaff, AZ 86001-3862 ¶ Dear Dr. Larson ¶ Your accountant, Rusty Silhacek, is my
neighbor. He mentioned that your office stays very busy, so I wondered if you could use
some extra help. I would like to apply for a position as a part-time veterinary assistant. ¶
As far as animal care goes, I'm experienced in feeding, bathing, exercising, and cleaning
up after small and large animals. I truly love animals and have always given them special
attention and care. I would be available to help after school and on weekends. ¶ I would
be happy to come in for an interview at your convenience. You can contact me any
weekday after 3:00 p.m. at 523-4418. Thank you for reviewing my enclosed application. ¶
Sincerely

Sender Name
208 Broadway St.
Lincoln, IL 62656
April 2, 2000

Dr. Heidi Larson
Larson Veterinary Clinic
9179 Highbury Ave.
Flagstaff, AZ 86001-3862

Dear Dr. Larson

Your accountant, Rusty Silhacek, is my neighbor. He mentioned that your office stays very busy, so I wondered if you could use some extra help. I would like to apply for a position as a part-time veterinary assistant.

As far as animal care goes, I'm experienced in feeding, bathing, exercising, and cleaning up after small and large animals. I truly love animals and have always given them special attention and care. I would be available to help after school and on weekends.

I would be happy to come in for an interview at your convenience. You can contact me any weekday after 3:00 p.m. at 523-4418. Thank you for reviewing my enclosed application.

Sincerely

Sender Name

sn

Enclosure

BLOCK BUSINESS LETTER INSTRUCTIONS

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This letter is from Sender Name | 208 Broadway St. | Lincoln, IL 62656 | Today's Date | *This letter is to* Ms. Anne Cline, Head Cook | Bay High School | 4562 Birch Road | Pascoag, RI 02859 ¶

Dear Ms. Cline ¶ Last summer I became a vegetarian. After visiting my uncle's farm in Iowa, I couldn't bear the thought of eating meat anymore. ¶ When school started, I thought I could eat school lunches by simply staying away from meat dishes. My plan worked for a few weeks, but it got tough to eat peanut-butter sandwiches and applesauce every day. The school lunch program is great for most students, but it doesn't work well for vegetarians. ¶ After talking with other vegetarian students, I believe that the lunch program can work for everyone. Some options are to have a greater variety of side dishes and a salad bar every day that even non-vegetarians could enjoy. The school lunch program would then provide something for everyone. ¶ I was happy with the school lunches before I became a vegetarian, and I hope that now you will be able to offer meals that I can enjoy just as much. Please respond to my request via school mail, or e-mail sn@aol.com. ¶ Sincerely

Sender Name
208 Broadway St.
Lincoln, IL 62656
November 5, 2000

Ms. Anne Cline, Head Cook
Bay High School
4562 Birch Road
Pascoag, RI 02859

Dear Ms. Cline

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Sincerely

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Item	Yes	No
• Top margin <u>two inches</u>		
• Side margins <u>default</u>		
• <u>Date</u> placement correct (2 inches from top, Align left)		
• Block letter placement followed (No Indentation)		
• Letter <u>address</u> format/placement correct (Address is of person receiving letter)		
• <u>Salutation</u> format/placement correct (Greeting – Dear _____)		
• Preliminary parts keyed <u>without errors</u>		
• <u>Body single spaced</u> with <u>DS</u> between paragraphs		
• Paragraph one keyed in block style <u>without errors</u>		
• Paragraph two keyed in block style <u>without errors</u>		
• Paragraph three keyed in block style <u>without errors</u>		
• <u>Complimentary close</u> format/placement correct (Close with Sincerely, or Thank You,)		
• <u>Signature</u> format/placement correct		
• <u>Reference initials</u> included and correctly formatted (Both letters-lowercase)		
• <u>Enclosure</u> format/placement correct (Only put if other papers are enclosed)		
• Closing lines keyed <u>without errors</u>		
Total points earned (a minimum of 11 points is passing)		

UNBOUND RESEARCH PAPER

Source: <http://www.thewritesource.com/studentmodels/ws2k-hawaii.htm>

The Aloha State

More than any other state, Hawaii is world famous for its beauty and pleasant climate. This is probably why Hawaii, the “Aloha State,” is one of the most popular tourist attractions in the world, and why I would love to visit this state someday. Besides being a great place for tourists, though, Hawaii is also a great place to live and has over one million residents.

Hawaii is made up entirely of islands and is located in the mid-Pacific Ocean. The closest of its islands to the U.S. mainland is about 2,091 miles southwest of San Francisco.

Hawaii is the youngest of the 50 states; it joined the union in 1959.

The state of Hawaii has a mixed population of Japanese, Filipino, Polynesian, and Chinese. The people are proud that their state is a community with many different backgrounds. Many people are mixtures of several nationalities and races. More than four-fifths of its people live in urban areas, mostly in Honolulu on the island of Oahu. The climate in Hawaii is mild throughout the year with little difference between the hottest and coldest month. Honolulu, for example, has a normal daily temperature of 72 degrees in January and 80 degrees in July. Precipitation is uneven throughout the year because of the surrounding water. Usual precipitation for the year is about 480 inches of rainfall. However, Honolulu receives only 23 inches annually, most of it falling between November and March.

Tourism is the leading money maker in this beautiful state, with service industries accounting for 87 percent of Hawaii’s gross state product (the total value of goods and services produced in a state in a year). Each year, the islands attract over three million visitors. Oahu is the leading destination for most tourists. The state’s warm climate and its fine sand beaches are the leading attractions, as are the many top golf courses. There are also other attractions to visit in Hawaii, like Haleakala National Park on Maui and Hawaii Volcanoes National Park on the island of Hawaii.

Hawaii Volcanoes National Park contains two active volcanoes at the present time. In this park is Mauna Loa, the world’s largest volcano. This park is about 229,000 acres in area. It was created in 1961 and extends eastward from the summit of Mauna Loa to the Pacific Ocean, passing a 30-mile section of the coast. Mauna Loa is 13,677 feet above sea level. Its submerged portion rises 20,000 feet above the seafloor. Kilauea, the park’s other active volcano, rises from the eastern flank of Mauna Loa to an elevation of just over 4,000 feet.

Haleakala National Park boasts Haleakala Crater, the world’s largest inactive volcanic crater. It measures about 20 miles around and is about 3,000 feet deep. Another great thing to do in Hawaii besides sightseeing would be fishing. The fishing industry is very small in the state, although it is expanding. Some major types of fish caught there are yellowfin and skipjack tuna.

It would be easy to communicate while visiting Hawaii because almost all of the people speak English. But they frequently use some of the more musical words of the Hawaiian language in their speech. For example, they call tourists “malihini,” meaning newcomer. Another familiar Hawaiian word is “aloha,” which means love, greetings, welcome, and farewell. They also communicate through their “hula,” which means dance. These dances tell stories about the islands. Hawaiian music uses steel guitars and the ukelele, which means “leaping flea.”

One of Hawaii's only problems is transportation. Most goods have to be shipped by air or sea, so things are very expensive. Airlines are the quickest and easiest way to travel in Hawaii. But travel within the state is expensive because the islands are widely separated. The biggest airport is the Honolulu International.

Another problem is keeping the islands beautiful with all of the increased tourist business. Tourists spend over \$4 billion in Hawaii each year, but the people who live there don't want all of these people destroying the natural beauty of their homeland. Despite the problems of transportation and increased tourism, Hawaii is still a great place to visit or live because of the warm climate and the beauty of the islands. There are also many amazing things to do and see on this group of islands. Every American should visit Hawaii at least once in his or her life.

References

"Hawaii." Wikipedia.com, Wikimedia Foundation, Inc., Jan. 14, 2009.

<http://en.wikipedia.org/wiki/Hawaii>. January 16, 2009.

"Hawaii." The World Book Encyclopedia. 1990.

Armstrong, Robert W. Atlas of Hawaii. Honolulu: University Press of Hawaii, 1973.

Bates, John F., Jr. People and Cultures of Hawaii. Salt Lake City: Holt, 1973.

Student Name

Class - Assignment

Date

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REFERENCES

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<http://en.wikipedia.org/wiki/Hawaii>. January 16, 2009.

Mir Flies On for the Next Generation

Captain Kirk of the USS Enterprise beams you aboard. As your molecules come back together, he gives you a tour of the spotless flight deck. It's filled with clean crew members working on equipment that's all in perfect shape. That's TV. The Russian Mir space station is reality, and life there isn't glamorous. Mir astronauts are more like the early pioneers who risked their lives but kept going and made their mission a success. Mir's struggles begin with the space station itself. Mir is an 11-year-old laboratory that made its 69,560th orbit of the earth on May 1, 1998. That's 1.83 billion miles! In addition to having high mileage, Mir has a computer system that is ancient. Since Mir blasted off in 1986, astronauts have had to fix 1,500 problems on the ship. Most were small, but a few were big. In February 1997, a fire shut down an oxygen generator. Then in June 1997, a spaceship carrying supplies to Mir crashed into a solar panel (Chien 97). Many times, the crew sits in the dark because there isn't enough power to work the computers or do experiments.

Like the pioneers who headed west in covered wagons, Mir astronauts have learned to do the best they can with what they have. For example, Mir astronauts wear their cotton T-shirts, gym shorts, and socks for two weeks! The astronauts wear the clothes day and night and even exercise in them. After two weeks, astronauts just pitch the stinky stuff into space where it burns up in the earth's atmosphere (Hoversten).

Life on Mir isn't glamorous. In fact, it's not even healthy. The humid air makes mold grow, and the molds spoil the food. The crew can't wash well, and infections spread quickly, especially when new astronauts come on board. After their bodies are weightless for a long time, the bones in their lower hips and spines get weaker (Chien 99). Then, when astronauts go back to Earth, they have more problems. They have poor balance, weak muscles, and severe soreness (Covault 76).

The living conditions on Mir would make even Captain Kirk return to Earth. Fans hum nonstop. The smell of gasoline hangs in the air, and food is served up freeze-dried. Right now, the shower is broken, so the crew have to take sponge baths. Even sleeping is hard. Jerry Linenger is an astronaut who spent 132 days on Mir with these problems. He said, "There's something about it [life on Mir] that makes you feel, 'Yeah, I'm on the frontier'" (Hoversten).

Even though life on Mir isn't glamorous, and equipment often fails, the Mir astronauts have had lots of success. Like the pioneers, the astronauts have found many useful things that help explorers who follow them. But maybe Mir's greatest success is that astronauts from Russia and the U.S., two old enemies, have worked together as friends (Chien 99).

References

Chien, Phillip. "Space Jalopy." Popular Science May 1998: 96-99.

Covault, Craig. "Mir 'Lessons' Preview Future ISS Flights." Aviation Week and Space Technology 9 Mar. 1998: 76-78.

Hoversten, Paul. "Life on Mir, or, roughing it on the 'frontier'." Florida Today: Space Online. 20 Aug. 1997. 10 Sept. 1998 <http://www.flatoday.com/space/explore/stories/1997b/082097c.htm>.

Wolf, David. Interview. NASA Shuttle-Mir Web. 14 Nov. 1997. NASA. 10 Sept. 1998
[http://shuttle-mir.nasa.gov/shuttle-mir/mir24/
status/week14/wolf.html](http://shuttle-mir.nasa.gov/shuttle-mir/mir24/status/week14/wolf.html).

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Class - Assignment

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MIR FLIES ON FOR THE NEXT GENERATION

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REFERENCES

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Hoversten, Paul. “Life on Mir, or, roughing it on the ‘frontier’.” Florida Today: Space Online. 20 Aug. 1997. 10 Sept. 1998 <http://www.flatoday.com/space/explore/stories/1997b/082097c.htm>.

Wolf, David. Interview. NASA Shuttle-Mir Web. 14 Nov. 1997. NASA. 10 Sept. 1998 <http://shuttle-mir.nasa.gov/shuttle-mir/mir24/status/week14/wolf.html>.

UNBOUND REPORT RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Item	Yes	No
• Top margins: first page, approximately 2.0 inches (1.9"); succeeding pages, 1 inch		
• Bottom margins: not less than 1 inch; not more than 2 inches, except last		
• Side margins: 1 inch all pages		
• Double spacing throughout with .5 inch paragraph indentions		
• Page numbering in upper right; no number appears on first page		
• Main heading: Center, all caps, bold, use 14 point size		
• Double space (1 blank line) following main heading		
• Body: 12 point size		
• Internal citations: at end of reference; in parentheses, author's last name, page number		
• Double space (1 blank line) after last line of text		
• REFERENCES, all caps, centered, bold, 14 point size		
• Double space after REFERENCES		
• Reference list: single spaced, hanging indent style; author (last name first), article title in quotes, name of publication underlined or italicized, publisher, date, each references ends with a period.		
• Double space between references in list		
Total points earned (a minimum of 10 points is passing)		

UNBOUND RESEARCH PAPER SETUP INSTRUCTIONS

An Unbound Research Paper is a formal paper that follows very specific guidelines. Most papers that are written in high school and college will need to include the following components.

TITLE PAGE

1. The title page is its own document.
 - a. Type the title
 - b. All Capitals
 - c. Bold
 - d. Centered
 - e. Time New Roman
 - f. Size 12
2. After typing the title, hit enter 15 times - Type the following information:
3. by (Hit enter 1 time)
 - a. Student Name (Hit enter 15 times)
 - b. Instructor Name (Hit enter 1 time)
 - c. Subject - Hour (Hit enter 1 time)
 - d. Date Written (Usually the due date) (Hit enter 1 time)
4. Insert a Page Break to begin paper
 - a. Click Ctrl-Enter at the same time

PAPER

1. Insert page numbers
 - a. Insert
 - b. Page Numbers
 - c. Top of Page
 - d. Right Corner
 - e. Deselect "Show numbers on 1st page"
 - f. OK
2. Insert a Header
 - a. Click on View – Header
 - b. Align Right
 - c. Type your Last Name
3. Double Space the body of the paper
 - a. Format
 - b. Paragraph
 - c. Line Spacing: Double
 - d. OK

4. Set the margins for the paper

- a. File – Page Setup
 - b. Set all margins to 1 inch
 - c. The top margin should be 2 inches for first page only. (Hit enter 2 times to be 2 inches from the top margin)
5. Type your title
- a. All capitals
 - b. Size 14 font
 - c. Bold
 - d. Centered
6. Body of the paper
- a. Times New Roman font
 - b. Size 12 font
 - c. Justify (alignment)
7. Indent paragraphs (Use tab key to indent)

REFERENCES

1. This is a reference list of all sources used when writing the paper.
 - a. Title is “REFERENCES”
 - b. Centered
 - c. Bold
 - d. Text is Times New Roman font
 - e. Size 14
 - f. All Capitals
2. Use citationmachine.net to help create the cited source
 - a. Create the citation
 - b. Copy and Paste the citation in the References section of your paper
3. Setup of cited sources
 - a. The first line is on the left margin
 - b. Every other line of an entry is indented (click tab one time) – Hanging indent
 - c. Put an additional double-space between each entry
 - d. All entries must be in alphabetical order

POWERPOINT PRESENTATION INSTRUCTIONS

POWERPOINT PRESENTATION

Directions: Create a 5 slide PowerPoint Presentation titled, Eighth Grade Memories

1. Set up the Slides:
 - a. Log onto the computer
 - b. Click on Microsoft PowerPoint
 - c. Click on Slide One on left side and hit enter 4 times to get 5 slides
 - d. Put Titles on Each Page:
 - i. Slide 1 – 8th Grade Memories and Name
 - ii. Slide 2 –
 - iii. Slide 3 –
 - iv. Slide 4 –
 - v. Slide 5 –
 - e. Click on Format – Slide Design
 - f. Choose a layout from the right side and click on it – Apply to All Slides
 - g. Click on Animation Schemes (just above the design templates)
 - h. Choose a scheme that you like (Keep it simple to avoid distractions) – Apply to All Slides

2. Enter Information (MOST IMPORTANT – DO THIS FIRST)
 - a. Click inside of the text box
 - b. Type in the information
 - c. The information you type should be details about the title
 - d. Be sure your information is correct and readable

3. Put Pictures on Slides
 - a. Put the mouse arrow on the picture from the internet
 - b. Right click, then click on COPY
 - c. Go to your PowerPoint and the slide where you want the picture to go
 - d. Right click, then click on PASTE [Make sure that no box is highlighted!]
 - e. LABEL EACH PICTURE
 - f. Paste the address where you got the picture onto Slide 8 – Credits

4. Insert a Scanned Image
 - a. Put picture in scanner (line up at back of scanner in proper location)
 - b. Click on Insert – Picture – From Scanner or Computer
 - c. Click on Insert
 - d. To crop the picture you may need to get the crop tool
 - i. View – Toolbars – check Picture

5. Create Hyperlink Using an AutoShape
 - a. Click on AutoShapes
 - b. Click on Action Buttons
 - c. Click on the blank square

- d. Highlight the area you want to hyperlink
 - e. Click on the circle, “Hyperlink to”
 - f. Click on Slide (you will need to scroll down)
 - g. Choose the slide you want to link to
 - h. Click OK
 - i. Double click on the colored AutoShape
 - j. Change the color to “No Fill”
 - k. View show to make sure all links work
6. Slide Design – changes color scheme and background
 - a. Click on “Format”
 - b. Click on “Slide Design”
 - c. Choose a “Design Template” that you like by clicking on it
7. Slide Transition – adds movement to each slide
 - a. Click on “Slide Show”
 - b. Click on “Animation Schemes”
 - c. Choose an animation scheme that you like by clicking on it
 - d. Click on APPLY TO ALL
8. Custom Animation – adds movement to text and pictures
[HINT: Animation is fun, but too much is distracting!!!]
 - a. Click on the first slide
 - b. Click on “Slide Show”
 - c. Click on “Custom Animation”
 - d. Check the box of the item you want to animate [Choose only one box per slide]
 - e. Click on the tab that says “Add Effects”
 - f. To choose an action, there are 4 types to choose from
 - i. Entrance
 - ii. Emphasis
 - iii. Exit
 - iv. Motion Paths
 - g. Click on Play to see the action