

Directions for the Iowa Facts and Trivia Formatting Assignment

Follow the directions below

____ 1. Open the *Iowa Facts and Trivia--1 Formatting.doc* word document which you will find at patriottech.weebly.com

____ 2 **Save work as: period-Iowa Facts Formatting-your name** on your desktop and on One Drive in your Technology Folder. (Example: 7B-Iowa Facts Formatting-Hill Brian)

____ 3. At the top, **Replace** Student name, Period, Date with: YOUR name, YOUR period and the CURRENT date.

____ 4. Right Align name/period/date

____ 5. Bold the title *Iowa Facts and Trivia #1*

____ 6. Center Align the title *Iowa Facts and Trivia #1*

____ 7. Select #1 - Underline

____ 8. Select #2 - Use *Italics*

____ 9. Select #3 - Change font to Arial

____ 10. Select #4 - Font size 8 point

____ 11. Select #5 - Center Align

____ 12. Select #6 - Highlight in Yellow

____ 13. Select #7 - Change color of font to Red

____ 14. Select #8 - Font size 16 point

____ 15. Select #9 - Change font to Jokerman

____ 16. Select #10 - Underline

____ 17. Use auto numbers to number the rivers.

____ 18. Use auto bullets to identify the three high schools.

____ 19. Check your work, resave your work and email the document to Mr. Hill at nmspatriottech@gmail.com

