

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

