

Name: _____
Period: _____
Date: _____

Follow the directions below

_____1. Open *Trivia and Facts Iowa 2* document.

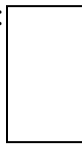
_____2 Save work as: *Period-Trivia and Facts Iowa 2-name*

(Example: 9B-Trivia and Facts Iowa 2-Nelson) **THIS IS WORTH 5 POINTS!!!**

_____3. At the top, **Replace** *Student name, Period, Date* with:
YOUR name, YOUR period and the CURRENT date.

_____4 Change the orientation of the page from Portrait to Landscape

****Hint** Portrait:



Landscape:



_____5. Set the page margins to the following

Top: .5 Bottom: .7
Left: 1 Right: 2

_____6. Bold name/period/date

_____7. Center Align your name/period/date

_____8. Center Align the title *Trivia and Facts Iowa 2*

_____9. Select # 1- Change font to **Magneto**

_____10. Select #2 - Font size 14 point

_____11. Fact #3 - Select the words East Okoboji and format them with a line through the words. Example: ~~East Okoboji~~

Hint: Use Format Menu / Fonts

_____12. Select #4 - Change color of font to Orange

_____13. Select #5 - Use Italics

_____14. Select #6 - Highlight in Bright Green



_____15. Select #7 - Right Align

_____16. Fact #8 - Select the word **oldest** and format it bold

_____17 Select #9 - Double Wavy Underline

Hint: Use Format Menu / Fonts

_____18 Fact #10 - Select the words **Fenlon Place Elevator** and format it bold

_____19 Fact #11 - Superscript the degree symbol in 32° and 212°.

_____20. Fact #12 - Subscript the 2 in H₂O.