Intro To Computers
Word #13 – Wipeout

Objective: Format columns in a document. Justify text. Wrap text around an image

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_13*.

2. Open a NEW document in Word.

3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #13*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.

4. Save the document in your *first_last_word_13* folder as *Wipeout.docx*.

5. Make sure the page margins (not gutter) are set to 1" on all sides and make sure you are using 12 point Times New Roman font.

6. Set the indentation for left and right to be 0" and the first line by 0.5".

7. Paragraph spacing should be 0 pt both before and after each paragraph and the line spacing should be set to multiple at 1.15.

8. Starting on the first line of the document, type the handout "Wipeout" that was given to you in class. Save the file often so as not to lose your work.

9. Format the document as follows:

   a. Center align, bold, and change the font size of the title of the article to 48 point.

   b. Select the body of the article and justify the text.

   c. Select the body of the article and format it into columns using the following guidelines:

      i. Number of columns: 2

      ii. Width of columns: 3"

      iii. Space between columns: .5"

      iv. Equal column width

      v. No line between the columns

   d. Resave the document

   e. Search the Internet to find an image of someone participating in the "Wipeout" competition.

      i. Insert the image before the first sentence in the article as shown in the sample provided.

      ii. Format the image so that the text wraps around the image. Resize the image as needed so that the document looks good.

   f. Change the font size of the body of your document so that the article fits on one page. See the sample provided.

10. Carefully proofread the document for spelling errors. Be sure to check for capitalization.

11. Resave the document and exit out of Word.

12. Zip up your *first_last_word_13* folder. Turn in your *first_last_word_13.zip* file.