

Intro To Computers

Word #14 – Months

Objective: Use advanced features of drop cap; change the case of text.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_14*.
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 #14*. 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_14* folder as *Months.docx*.
5. Make sure the page margins (not gutter) are set to 1" on all sides.
6. The paragraph spacing should have 0 points before and after each paragraph. The line spacing should be Multiple at 1.15.
7. Starting on the first line of the document, type the handout that was given to you in class. Save the file often so as not to lose your work. You will type a blank line to separate the information about each month.
8. Format the document as follows:
 - a. Select all the text in the document and change the font to **11 point Arial**.
 - b. Center align, bold, and change the case of the title "How the Months of the Year were Named" to all caps.
 - c. Change the first letter of each month to a drop cap, dropped two lines.
 - d. Change each original month name (in parentheses) to all caps.
 - e. Bold the name of each month.
9. Use the spell checker to check your spelling. Some of the words in this document are in Latin and you should not change them. Be very, very careful.
10. Carefully proofread the document. Be sure to check for capitalization. Make sure it matches the handout.
11. Resave the document and exit out of Word.
12. Zip up your *first_last_word_14* folder. Turn in your *first_last_word_14.zip* file.