

## **Intro To Computers**

### **Word #17 – NFL Players**

Objective: Insert a watermark behind text.

1. In your *Intro to Computers* folder, create a folder titled *first\_last\_word\_17*.
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 #17*. 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\_17* folder as *NFLPlayers.docx*.
5. Set the page margins as follows: 2" on Top, 1" on Left, Right, and Bottom.
6. Set left-aligned tabs at 1.5" and 4".
7. Set paragraph line spacing to single with 0pt before the paragraph and 3pt after.
8. 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.
  - a. The first line is centered and all caps
  - b. The To/From/Date/Subject are all caps
  - c. A sample of the date field is: January 15, 2009. Write today's date in this format.
  - d. The column headers *Player* and *Room* are bold and underlined
9. When you have finished typing the document, go back and sort the Player and Room columns by the name of the Room. Use the Word sort functionality to do this.
10. Now, create a custom text, diagonal watermark with the text FOR YOUR EYES ONLY.
11. Carefully proofread your text for spelling, grammar, and accuracy.
12. Resave the document and exit out of Word.
13. Zip up your *first\_last\_word\_17* folder. Turn in your *first\_last\_word\_17.zip* file.