

Word Assignment #2

Directions: This activity will have to do with Lessons 8 and 9. You will need to get the article from your teacher to type this. This is an article on Hurricane Sandy that you will need to modify.

Changes to the Sandy article:

1. Change the Title to a 24 pt bold font (you may use a legible style of your choice)
2. Center the title
3. Change the layout from **portrait** to **landscape**
4. Click on the **Page Layout** Tab
5. Click on the small arrow in the lower right of the **Page Setup** dialog box
6. Change the margins as follows:
 - a. Top: 1.5
 - b. Bottom: 1.5
 - c. Left: .5
 - d. Right: .5
7. Now correct all grammar and spelling errors
8. Add a header- Date, Name, and Hour
9. Save the document as "Word #2" in your "6th Grade Word" folder
10. Print (Make sure to choose MS Lab 4200 printer)
11. Hand in