

Instructions for Sample Document Assignment

1. Start with a new document and then save as
Sample Document_YourName.docx
2. Create a header...
 - a. using the Annual header type
 - b. change document title to your name
 - c. change year to 2007
3. On the first line of the new document (not in the header), type the following =rand(5,3) and then hit the Enter key. Surprise!!
To the 5 paragraphs created, do the following instructions.
4. Paragraph #1 formatting
 - a. Style = Heading 2
5. Paragraph #2 formatting
 - a. Font = Andy
 - b. Italics
 - c. 18 pt.
 - d. 1.0 line spacing
 - e. 6 pt spacing before paragraph
 - f. Alignment = justified
6. Paragraph #3 formatting
 - a. 2" left and right margins
7. Paragraph #4 formatting
 - a. Font color: Orange Accent 6 Darker 25%
 - b. Bold
 - c. Underlined
 - d. 14 pt.
 - e. Alignment=centered
8. Paragraph #5 formatting
 - a. Font effects: small caps
 - b. Bold
 - c. 12 pt.
 - d. Highlight: yellow
 - e. Alignment=right

Save and upload to instructor through Assignment: Week 1 Assignment 2