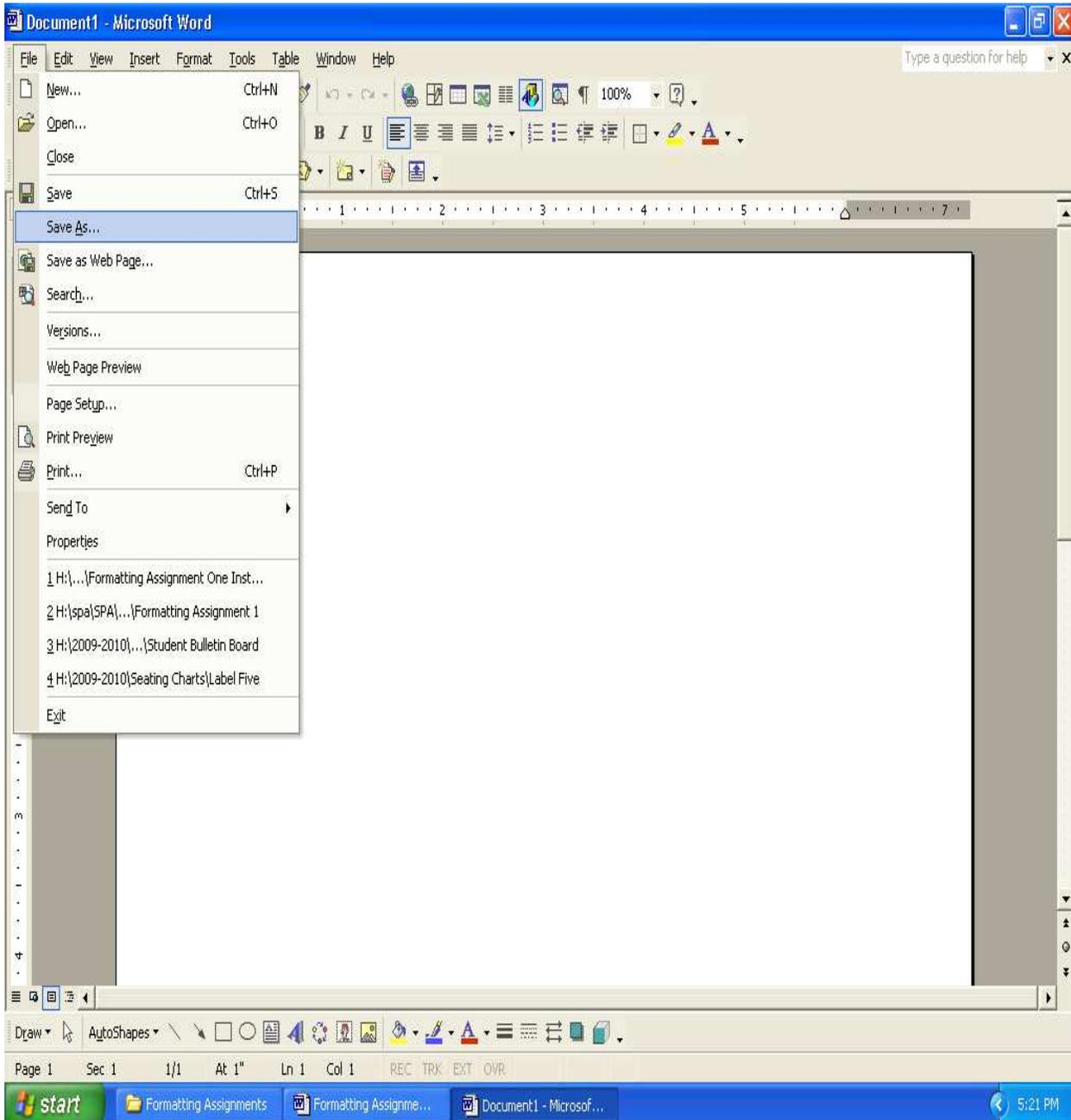


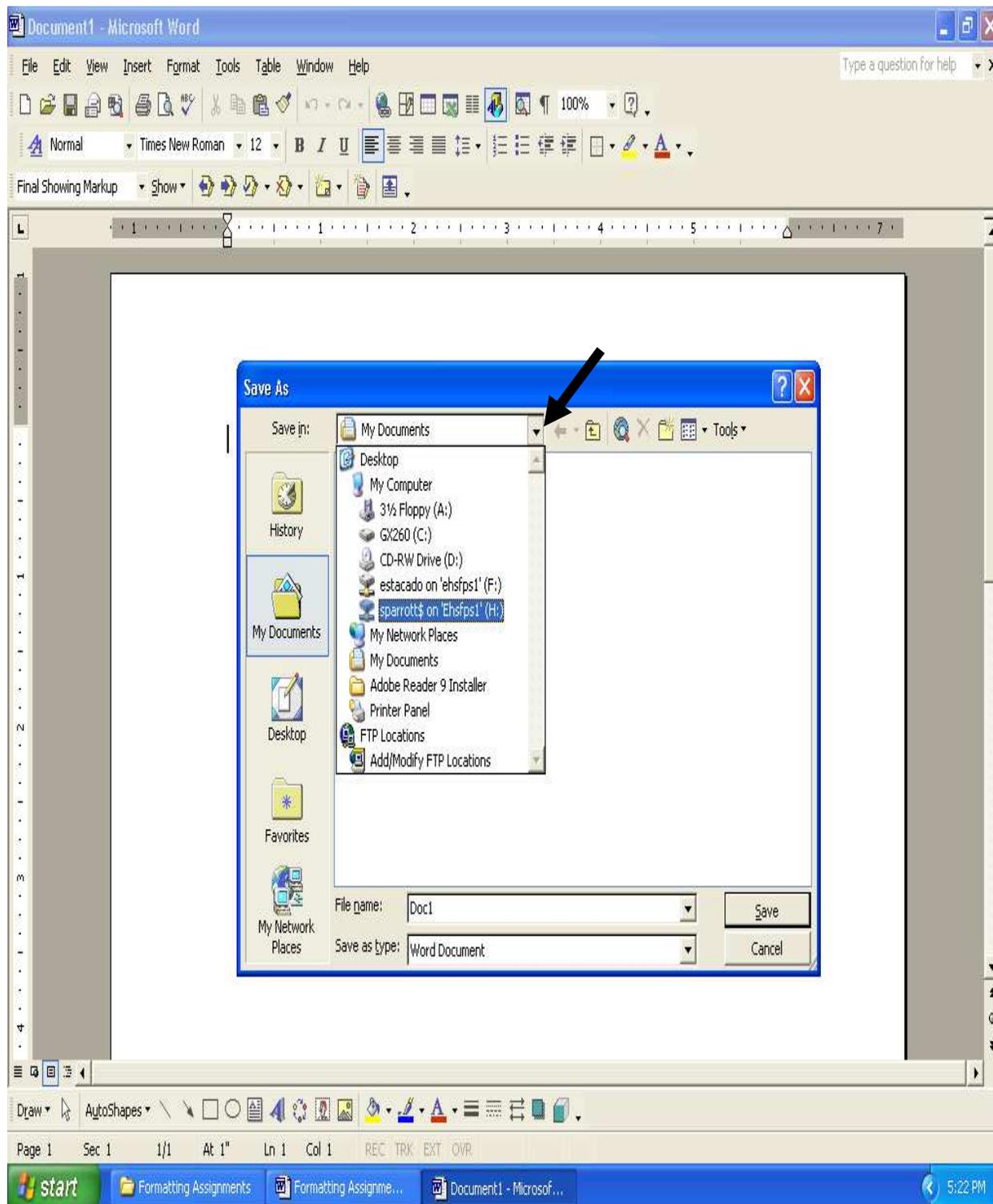
# Formatting Assignment I Instructions

Open Microsoft Word

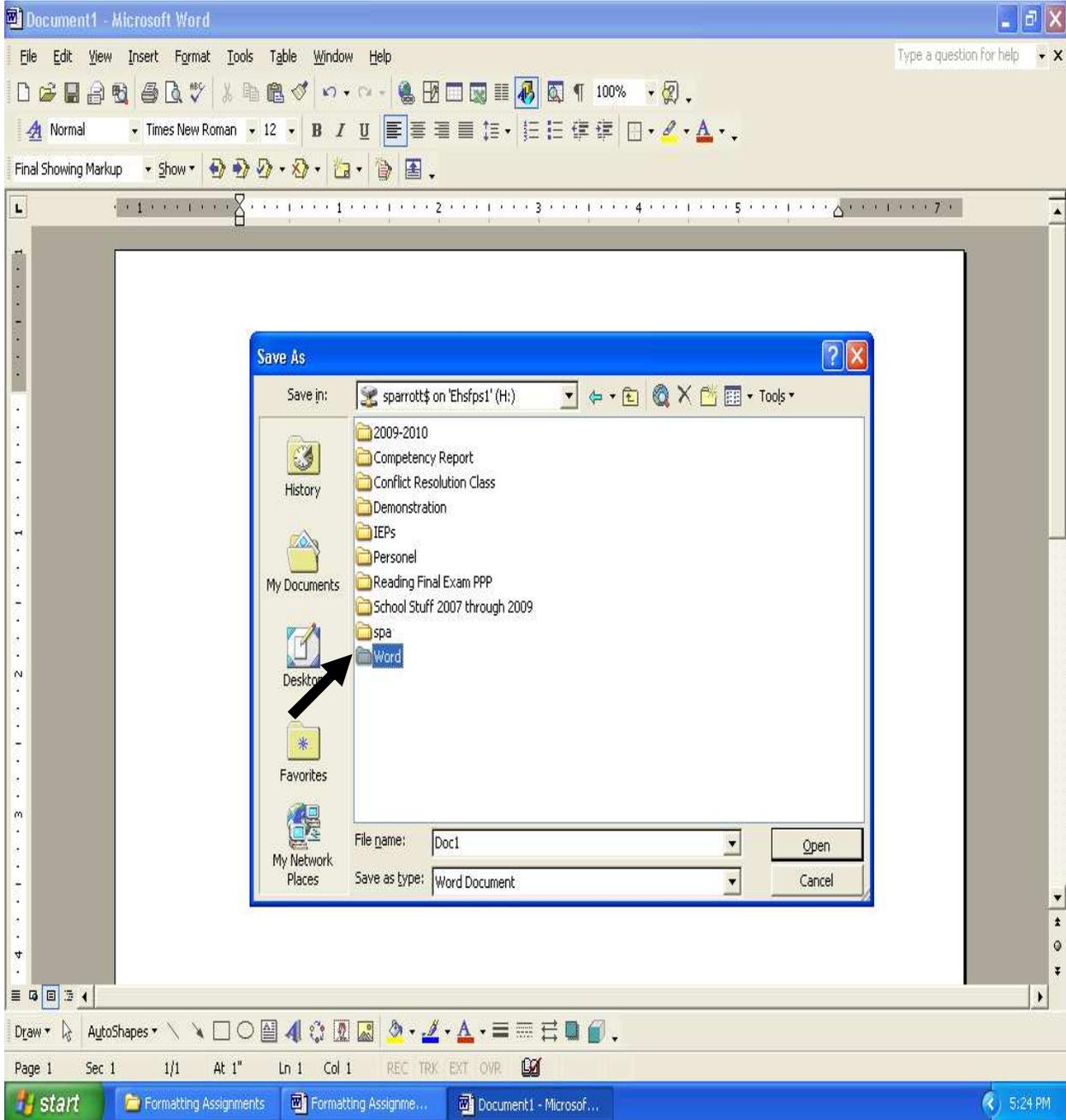
Save file



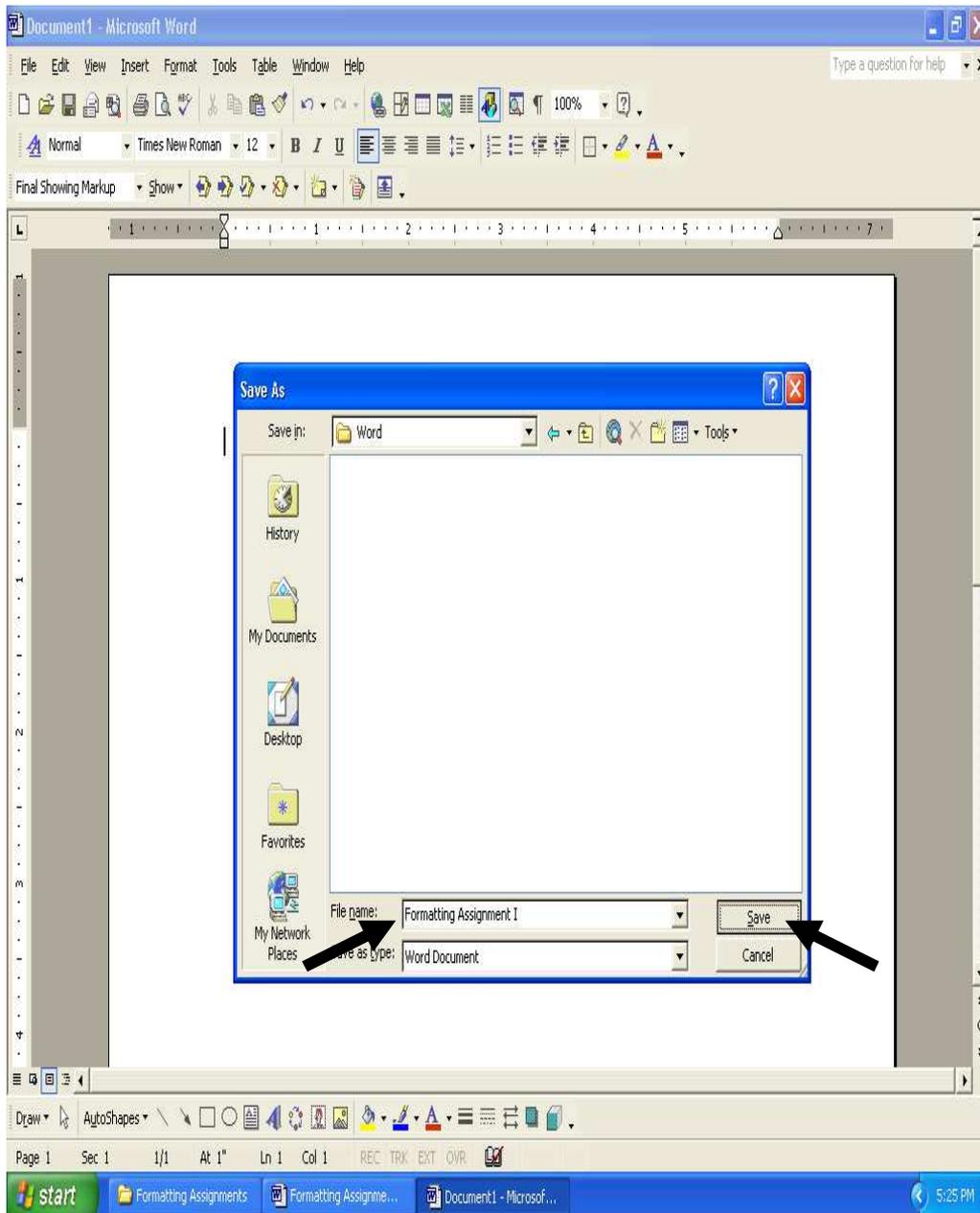
Click on down arrow and drag down to select Drive H



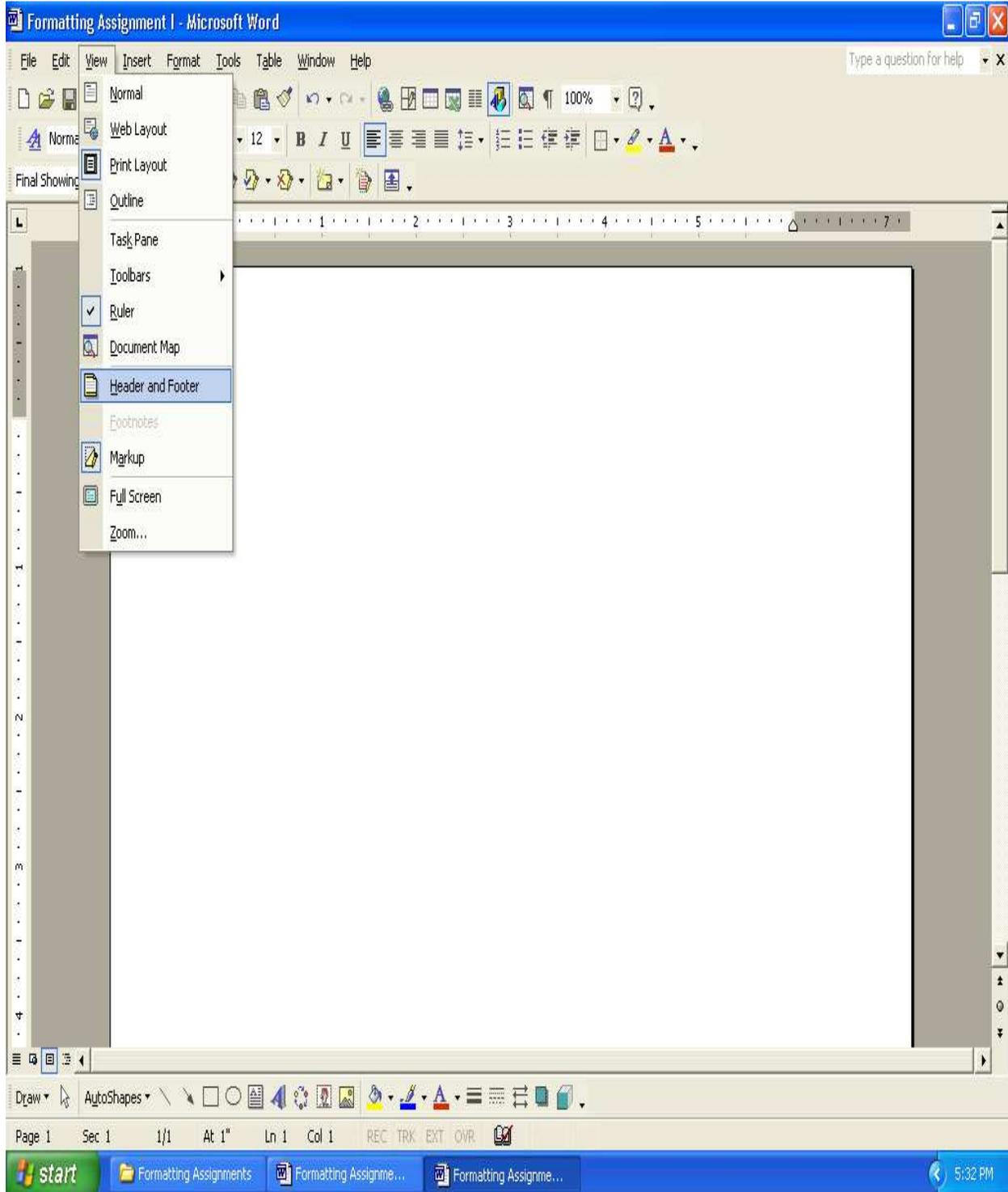
Double click on the file folder Word



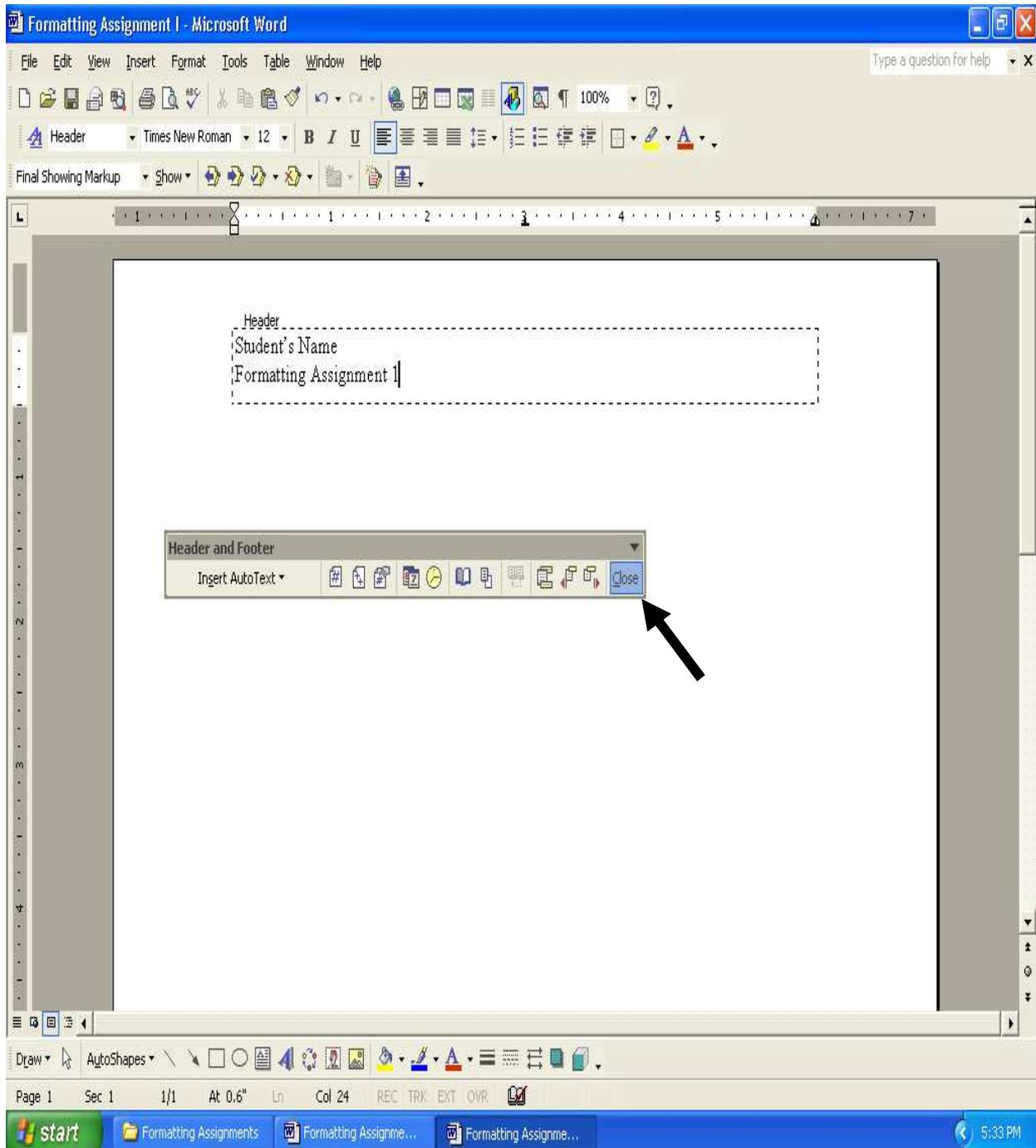
Type in the filename Formatting Assignment 1 and press the Save button



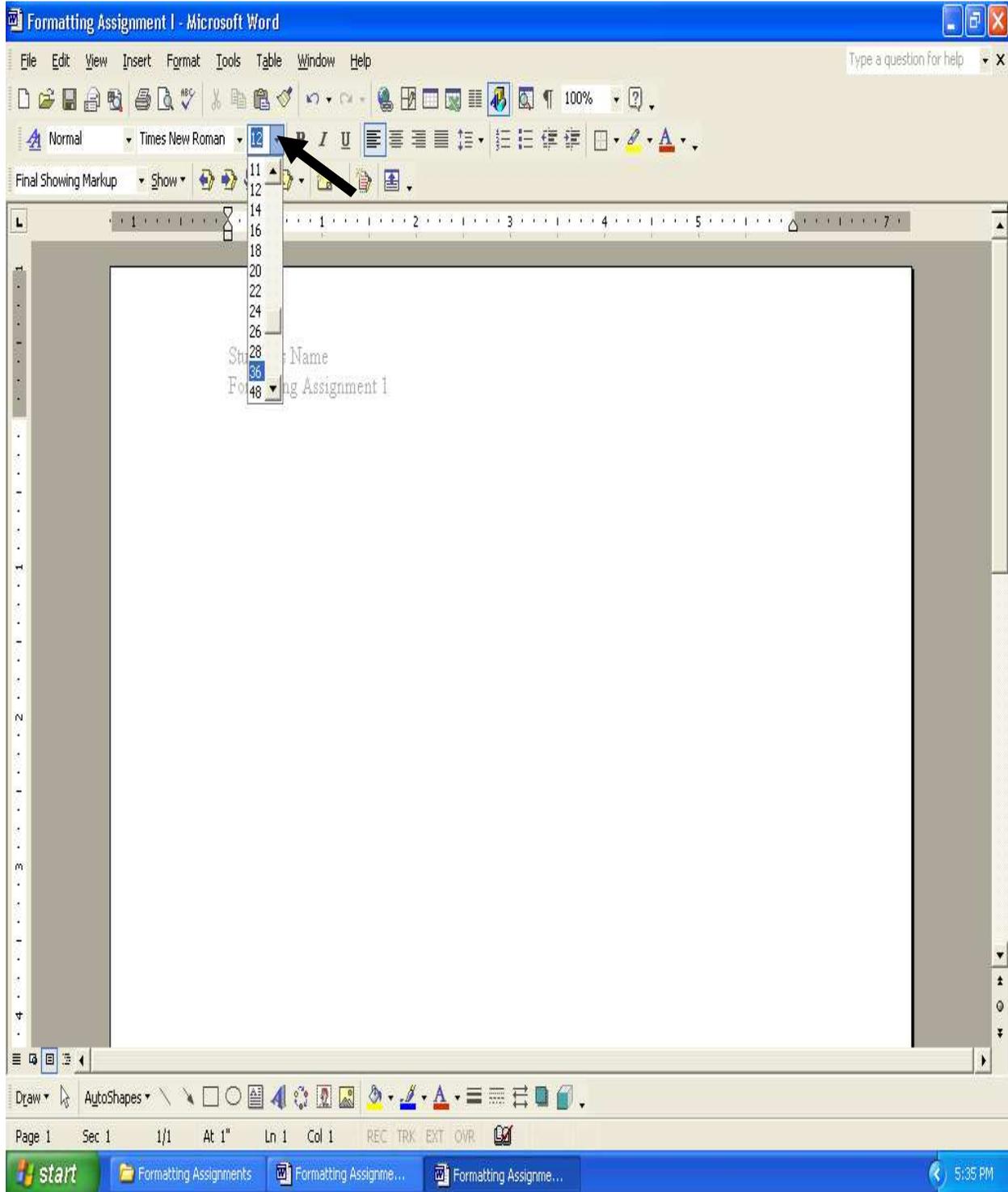
## Create a header



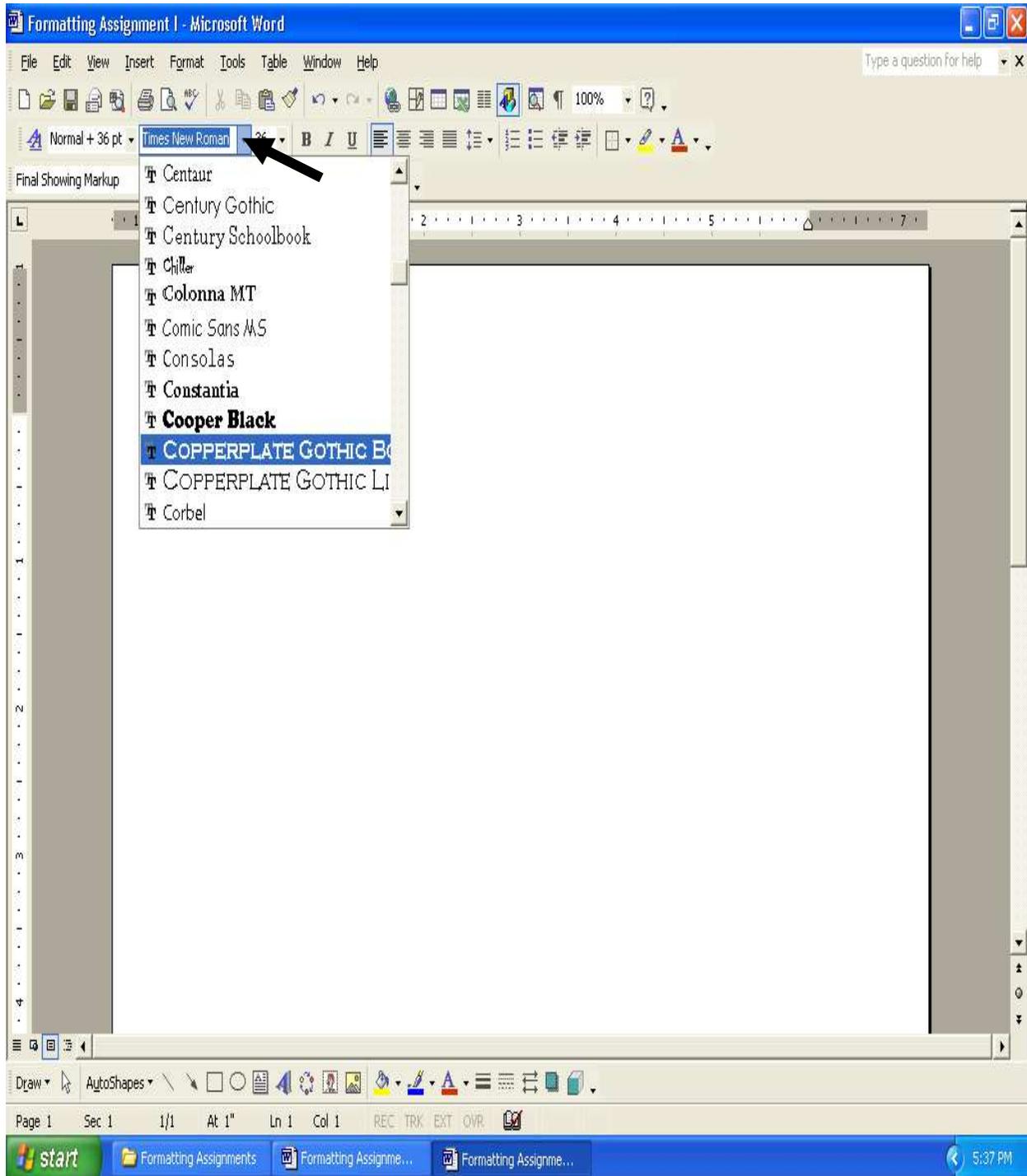
Type your name and the filename, press the Close button



Change the font size to 36



Change the font to Copperplate Gothic Bold



Type Play Auditions...

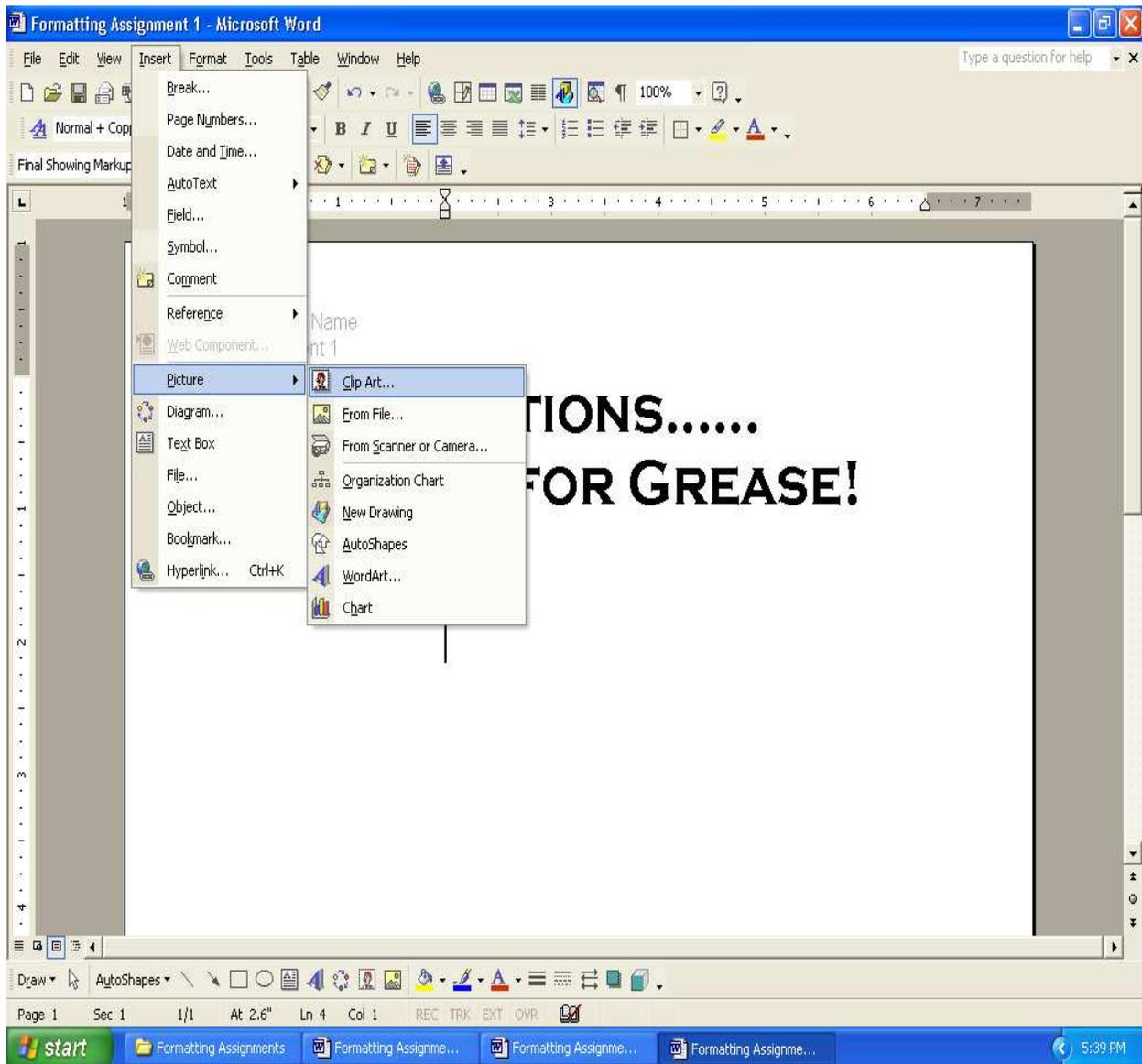
Press the Enter key

Press the tab key four times

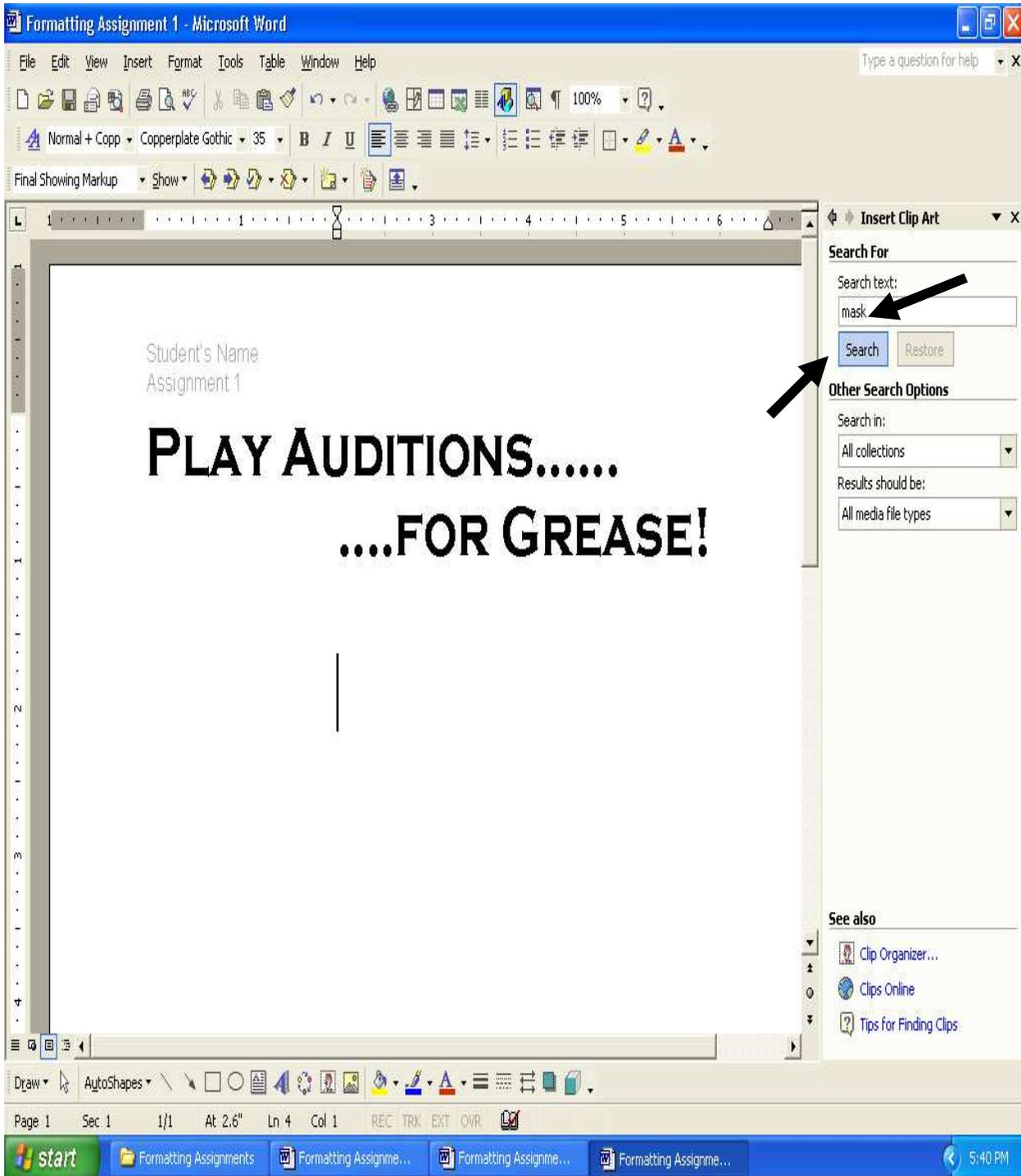
Type ...for Grease!

Press the Enter key twice

Insert the clip art



Type in mask and press the Search button



Pick any mask and click on it

The screenshot shows the Microsoft Word interface. The title bar reads "Formatting Assignment 1 - Microsoft Word". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Window", and "Help". The ribbon shows the "Format" tab with options for "Normal + Copp", "Copperplate Gothic", and "35". The text in the document is "Student's Name", "Assignment 1", "PLAY AUDITIONS.....", and "....FOR GREASE!". The "Insert Clip Art" task pane is open on the right, displaying a grid of clip art images. A black arrow points to a mask of a person's face with a white mask over it. Below the grid, the text "acting, comedy and tragedy..." and "146 (w) x 260 (h) pixels, 6 KB, ASPX" is visible. The task pane also includes a "Modify" button and a "See also" section with links to "Clip Organizer...", "Clips Online", and "Tips for Finding Clips". The status bar at the bottom shows "Page 1", "Sec 1", "1/1", "At 2\"", "Ln 3", "Col 2", "REC TRK EXT OVR", and the Windows taskbar with the "start" button and several open "Formatting Assignme..." windows.

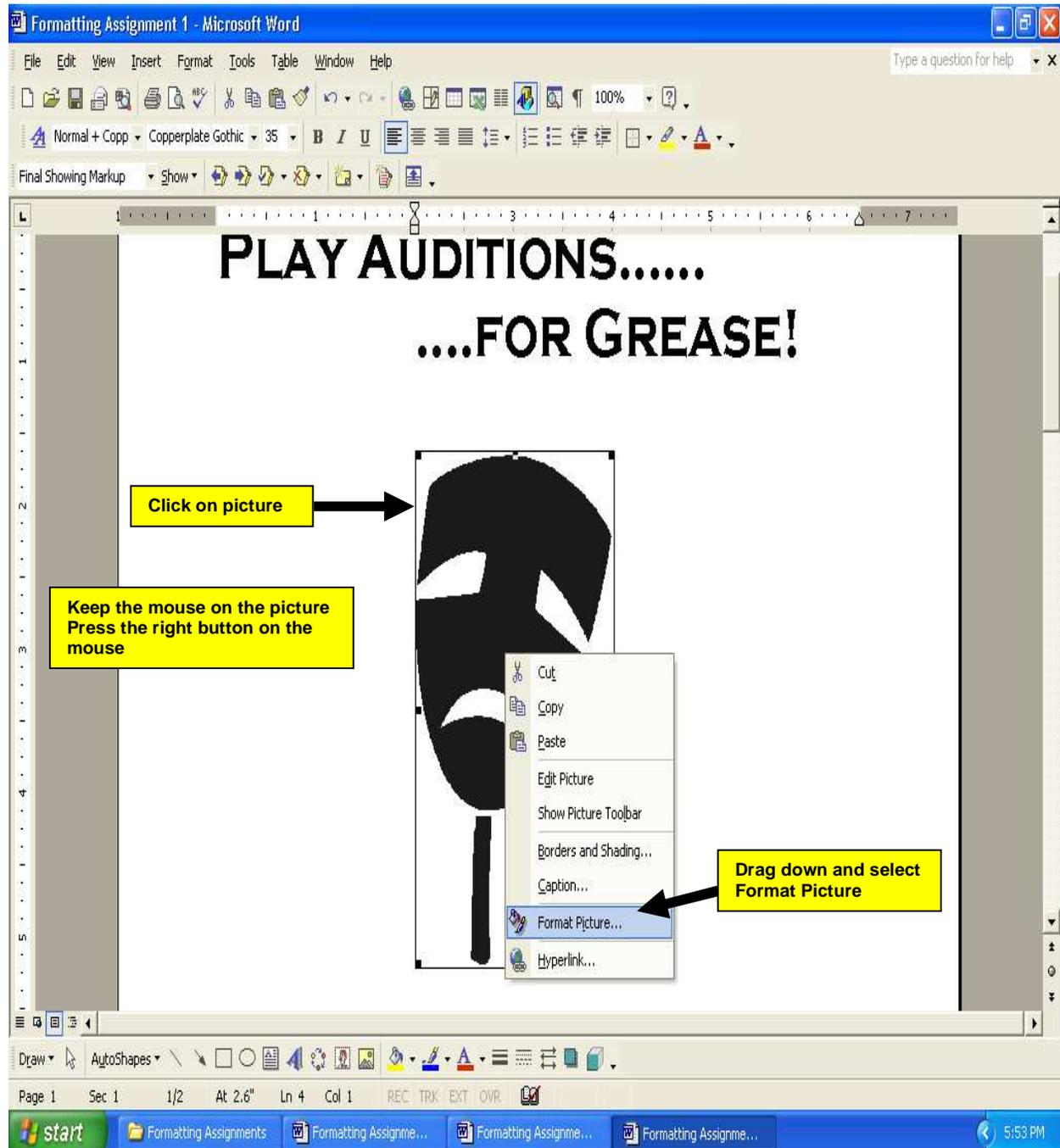
Close the Clip Art box



Format the picture by clicking one time on the picture

Press the right mouse button

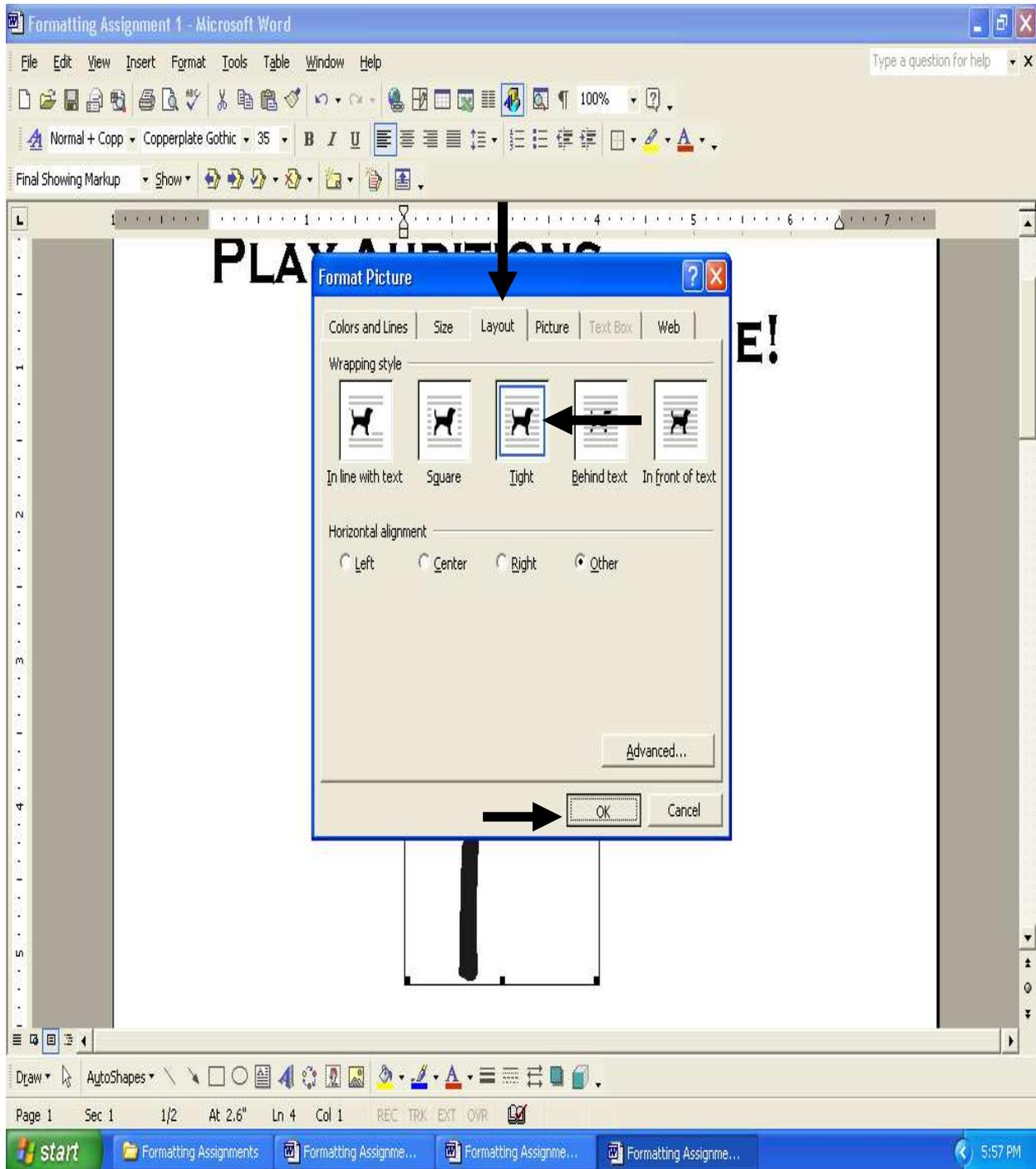
Drag down and select Format Picture



Click on Layout

Click on Tight

Click on OK

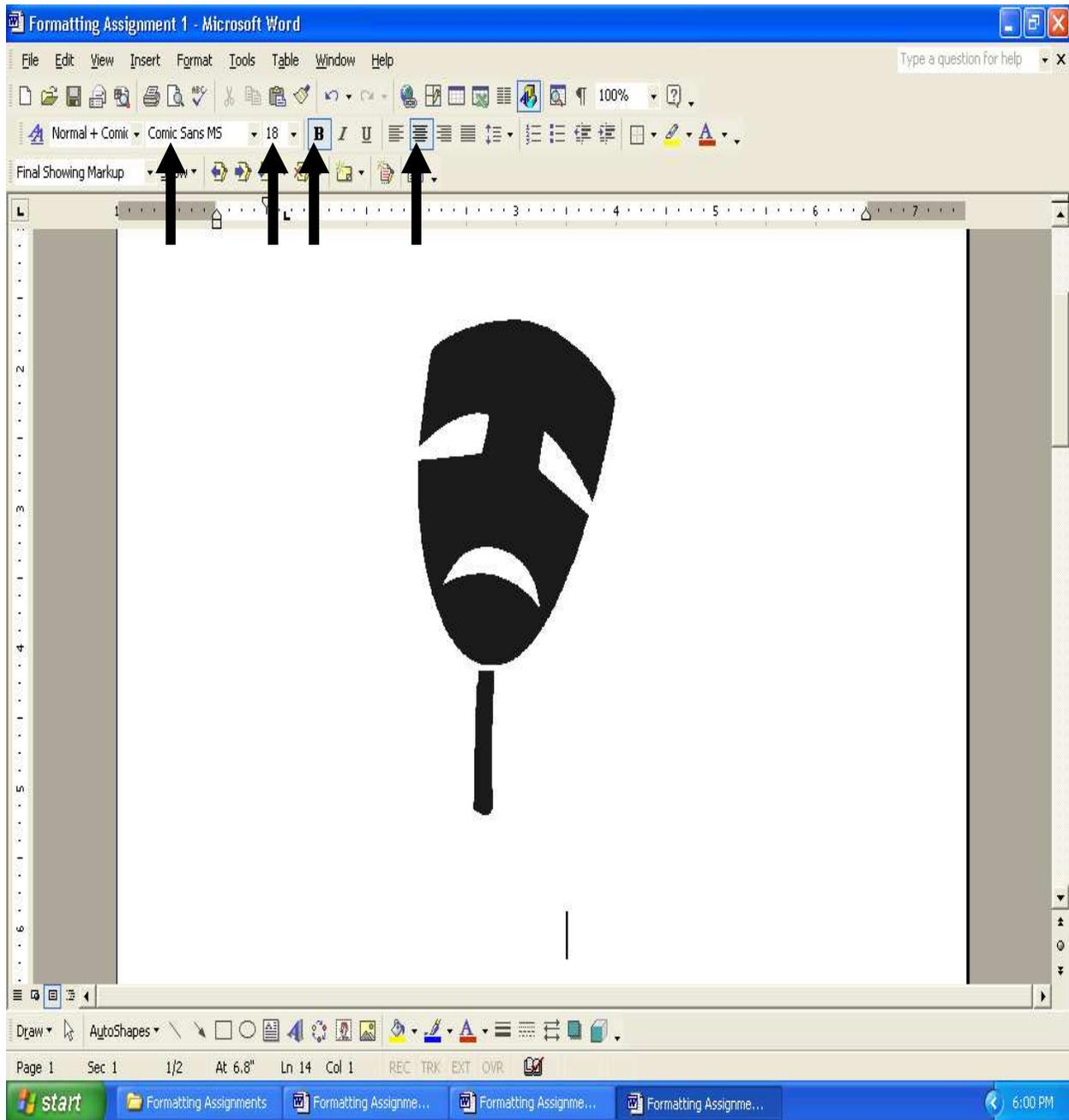


**Double click below the clip art**

Change the font size to 18

Change the font to Comic Sans MS

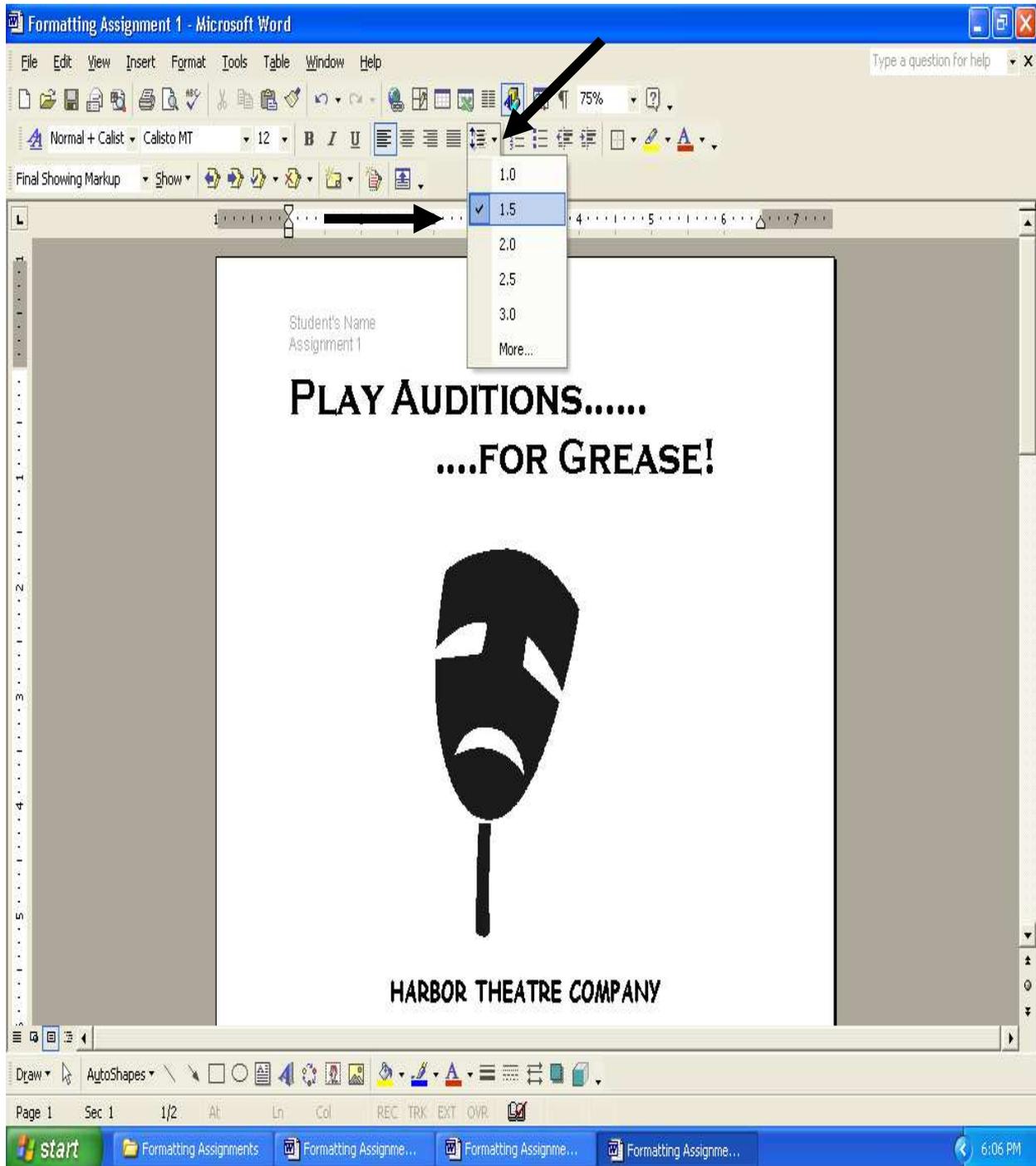
Press **Bold**, press **Center** and press the **Caps Lock** button (on keyboard)



Type **HARBOR THEATRE COMPANY**

Press the Enter key twice

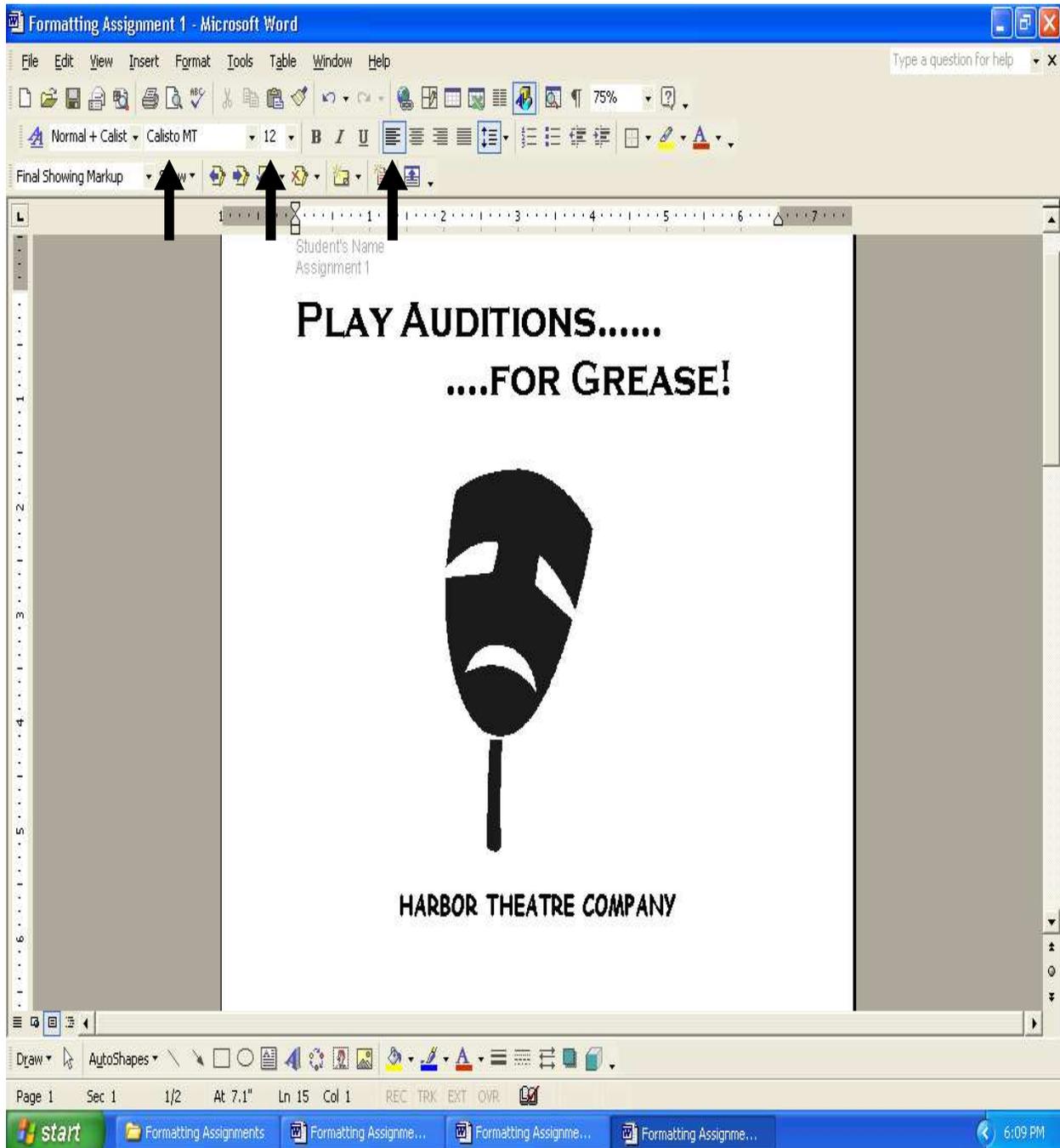
Set for 1 ½ line spacing



Press the Left Align

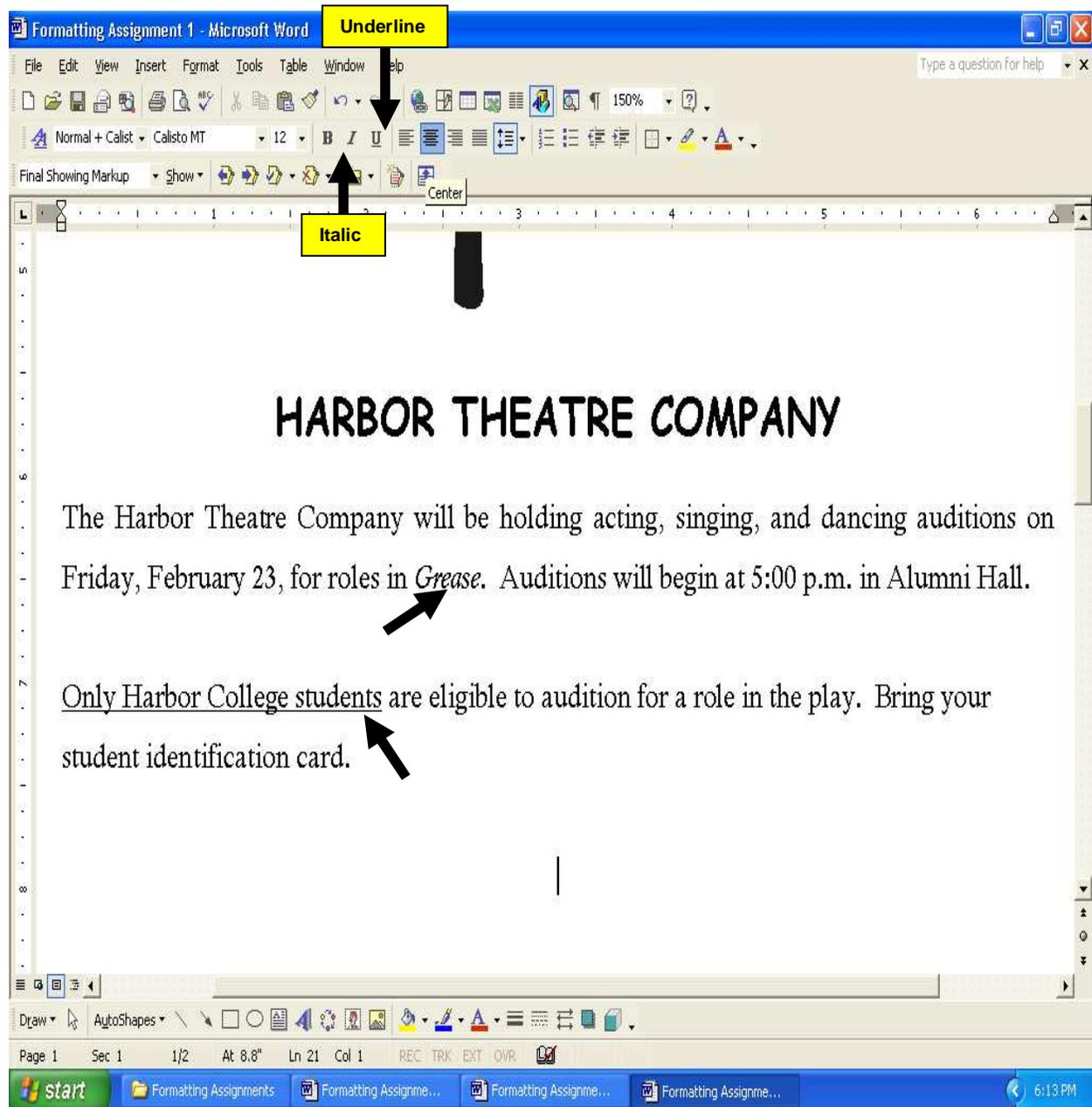
Change the font size to 12

Change the font to Calisto MT

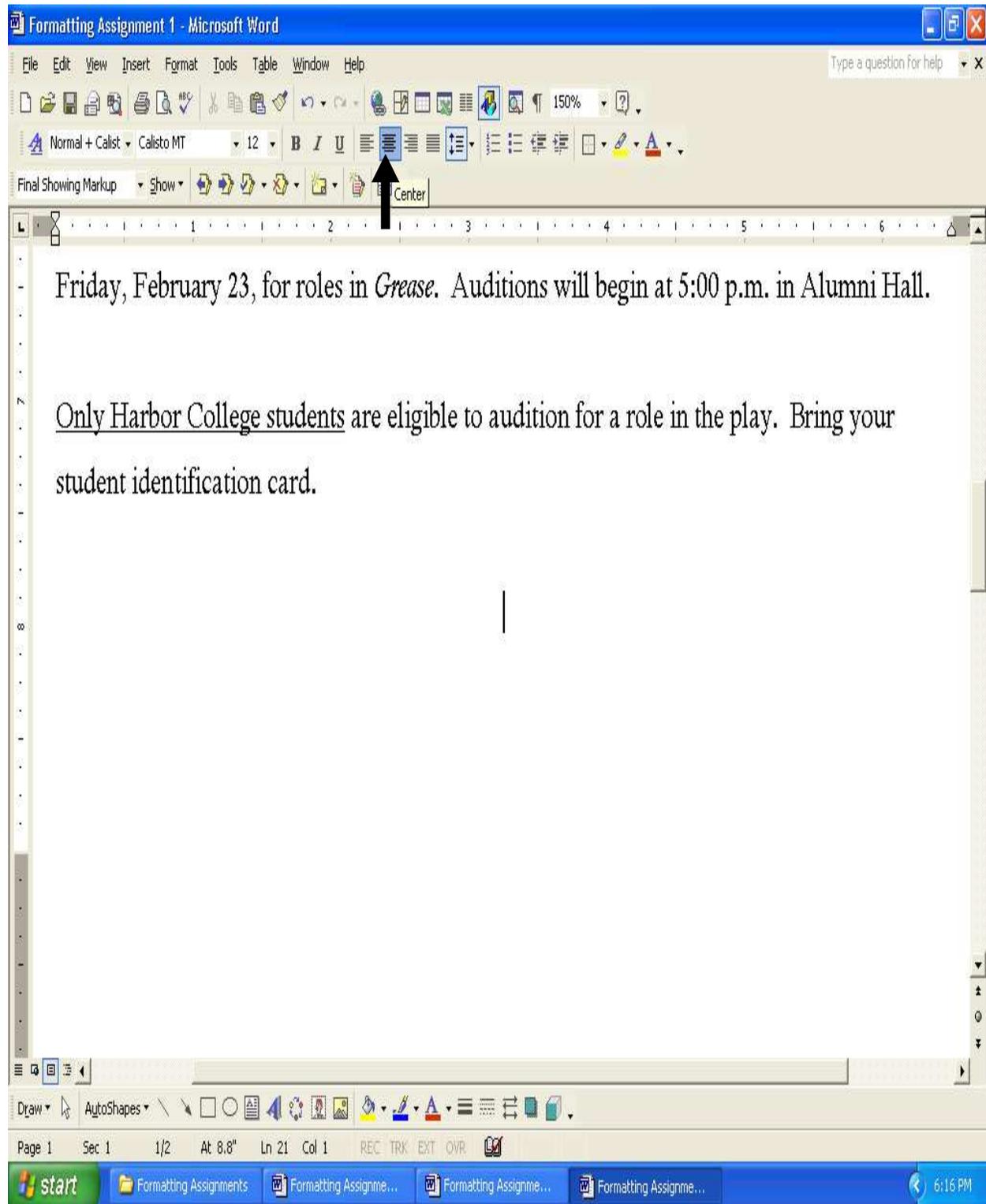


Type paragraph one. Be sure to put ***Grease*** in Italics. At the end of the paragraph, press the Enter key twice.

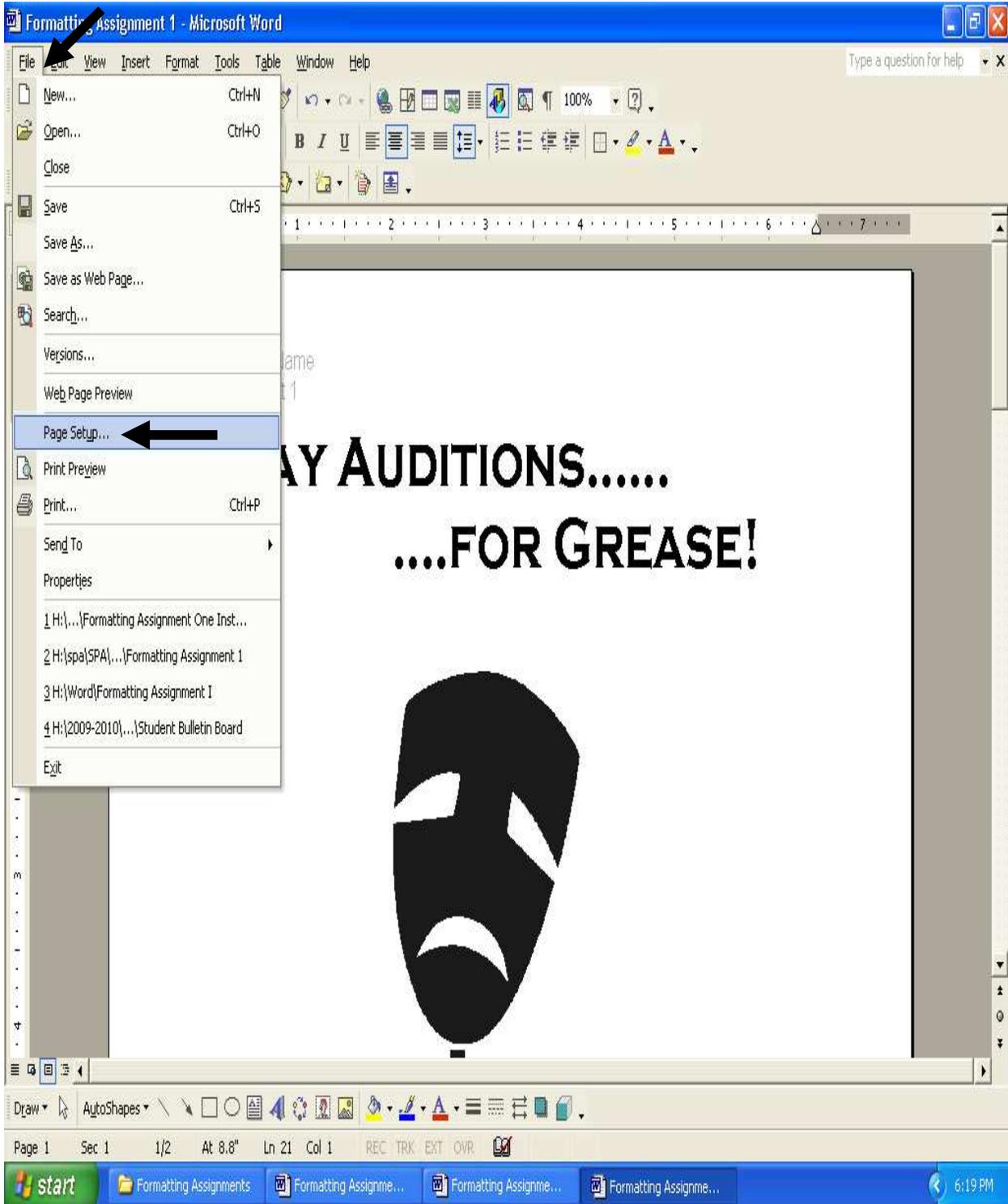
Type paragraph two. Be sure to underline **Only Harbor College students**. At the end of the paragraph, press the Enter key twice.



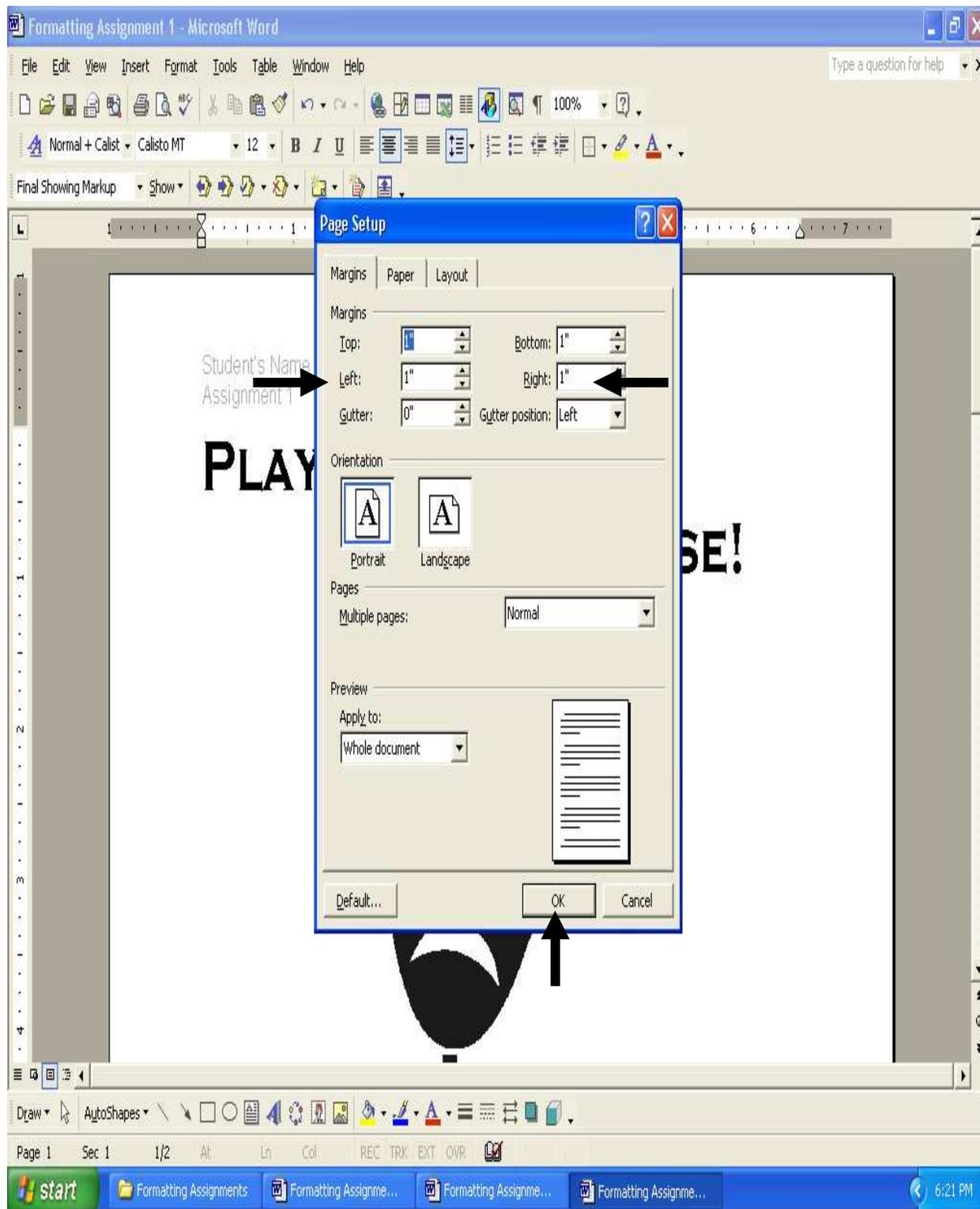
Press Center and then type the last line



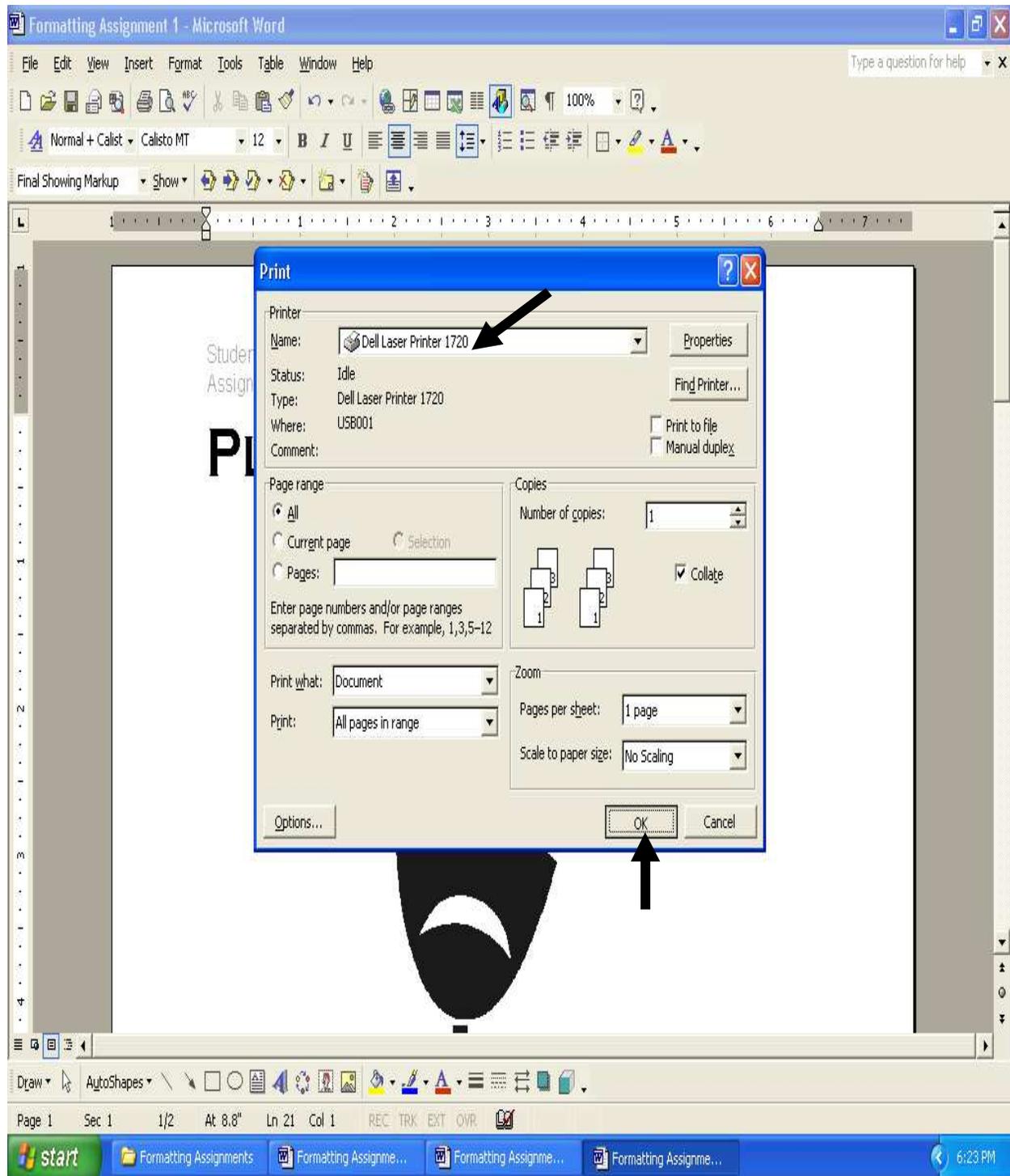
Change the right and left margin to 1 inch



Change the left and right margin to 1 inch and press OK



Print one copy on the Dell 1720



Close and save and turn in for a grade

