Formatting Assignment I Instructions

Open Microsoft Word

Save file
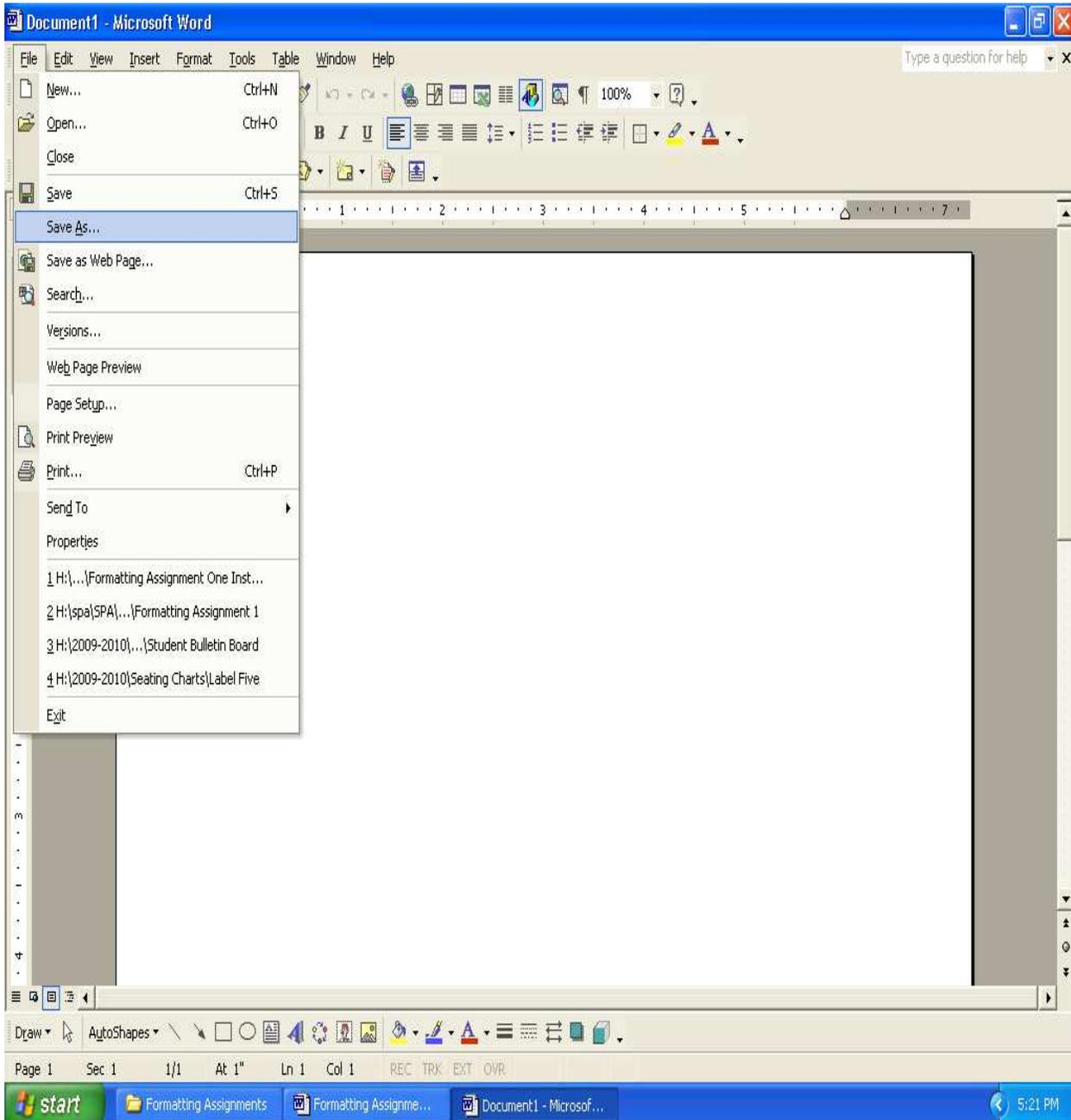
Click on down arrow and drag down to select Drive H
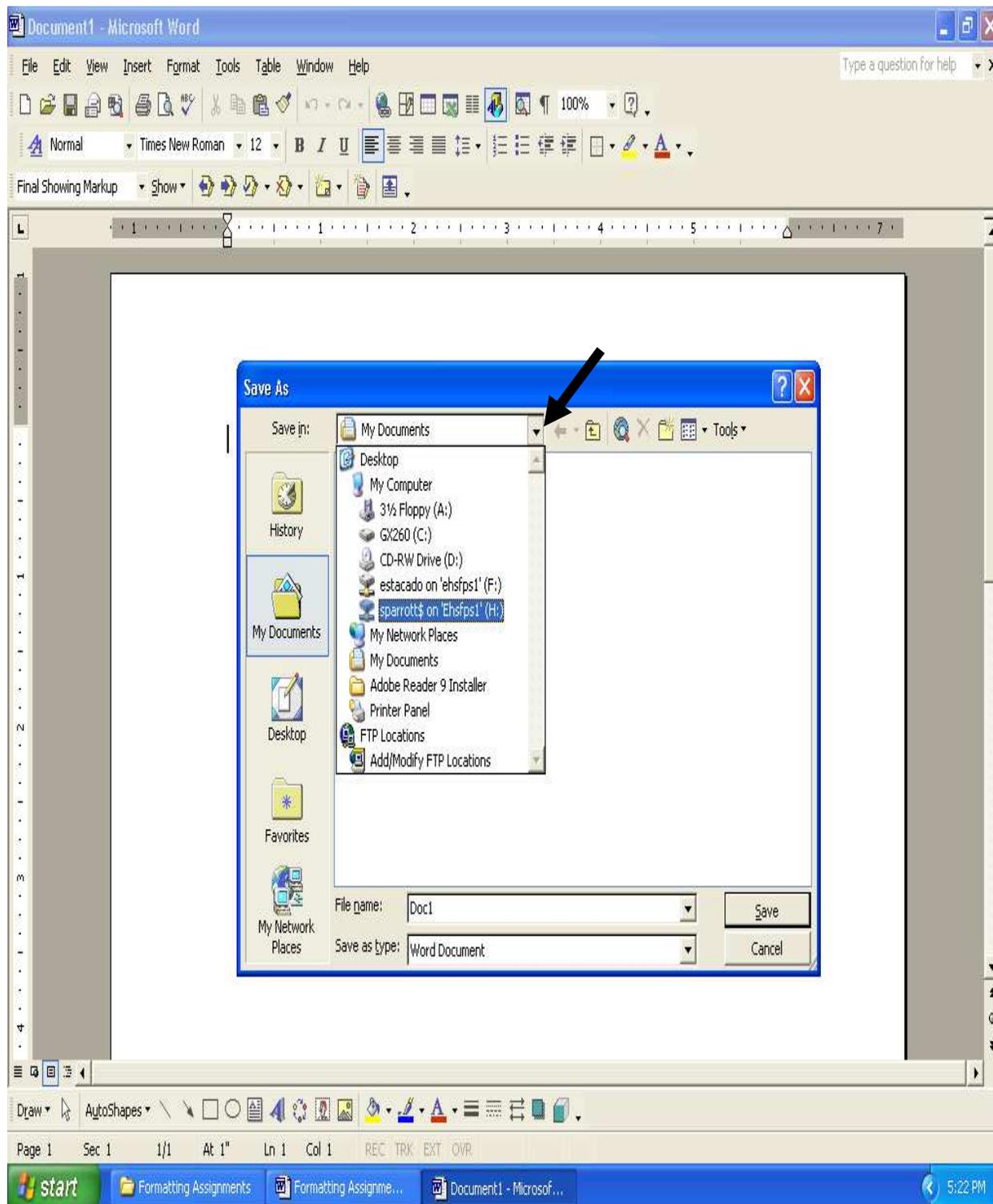
Double click on the file folder Word
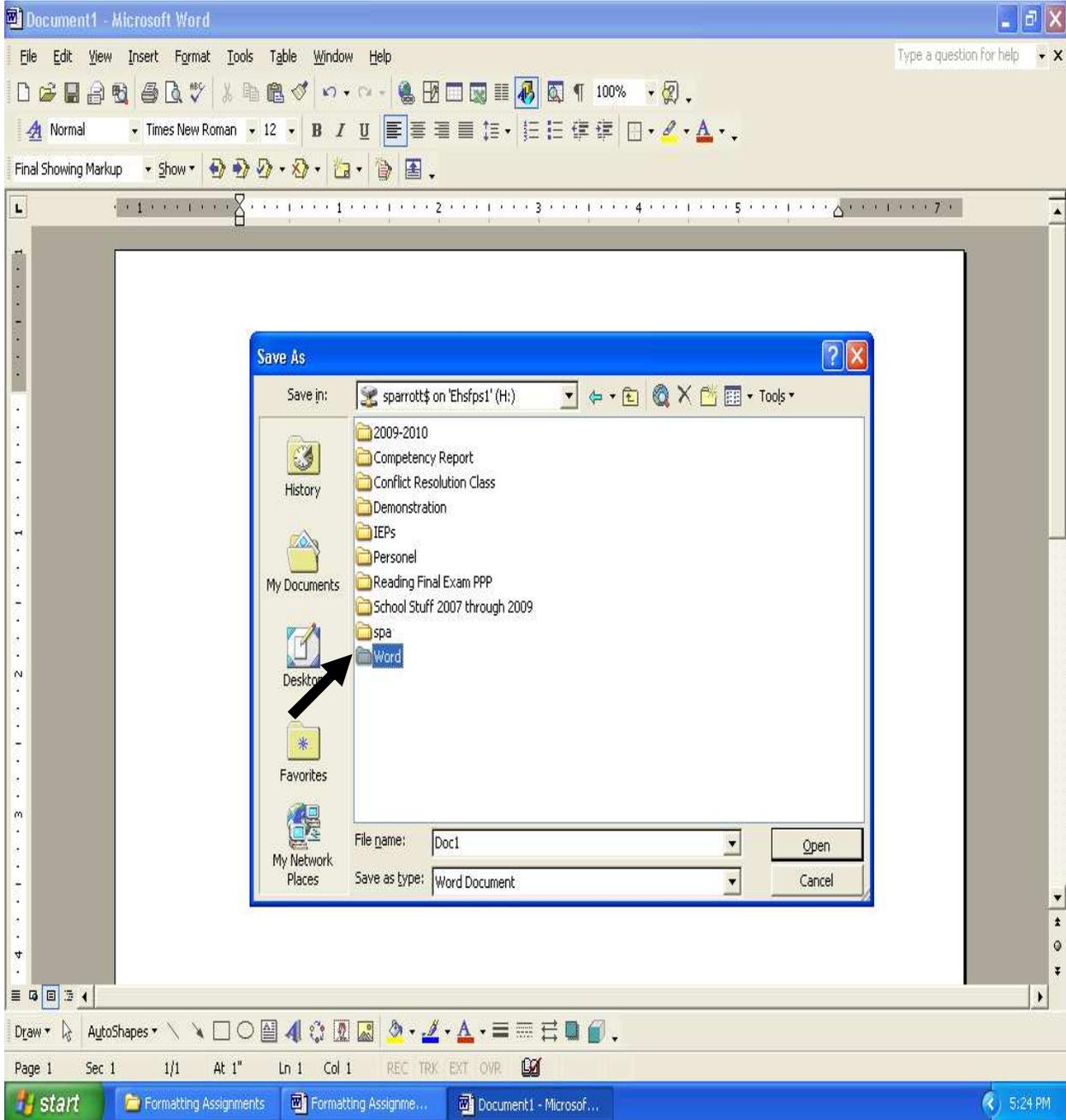
Type in the filename Formatting Assignment 1 and press the Save button
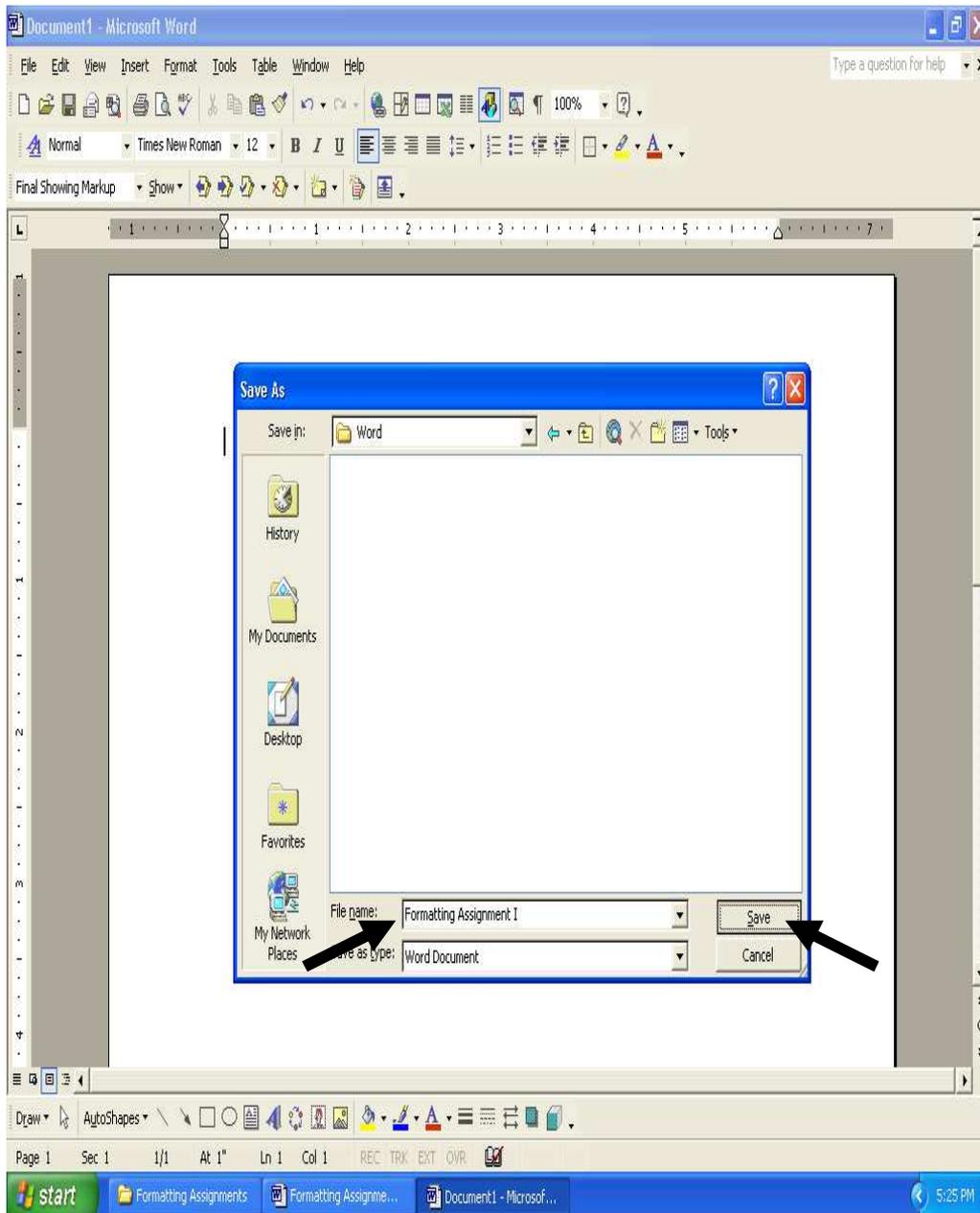
Create a header
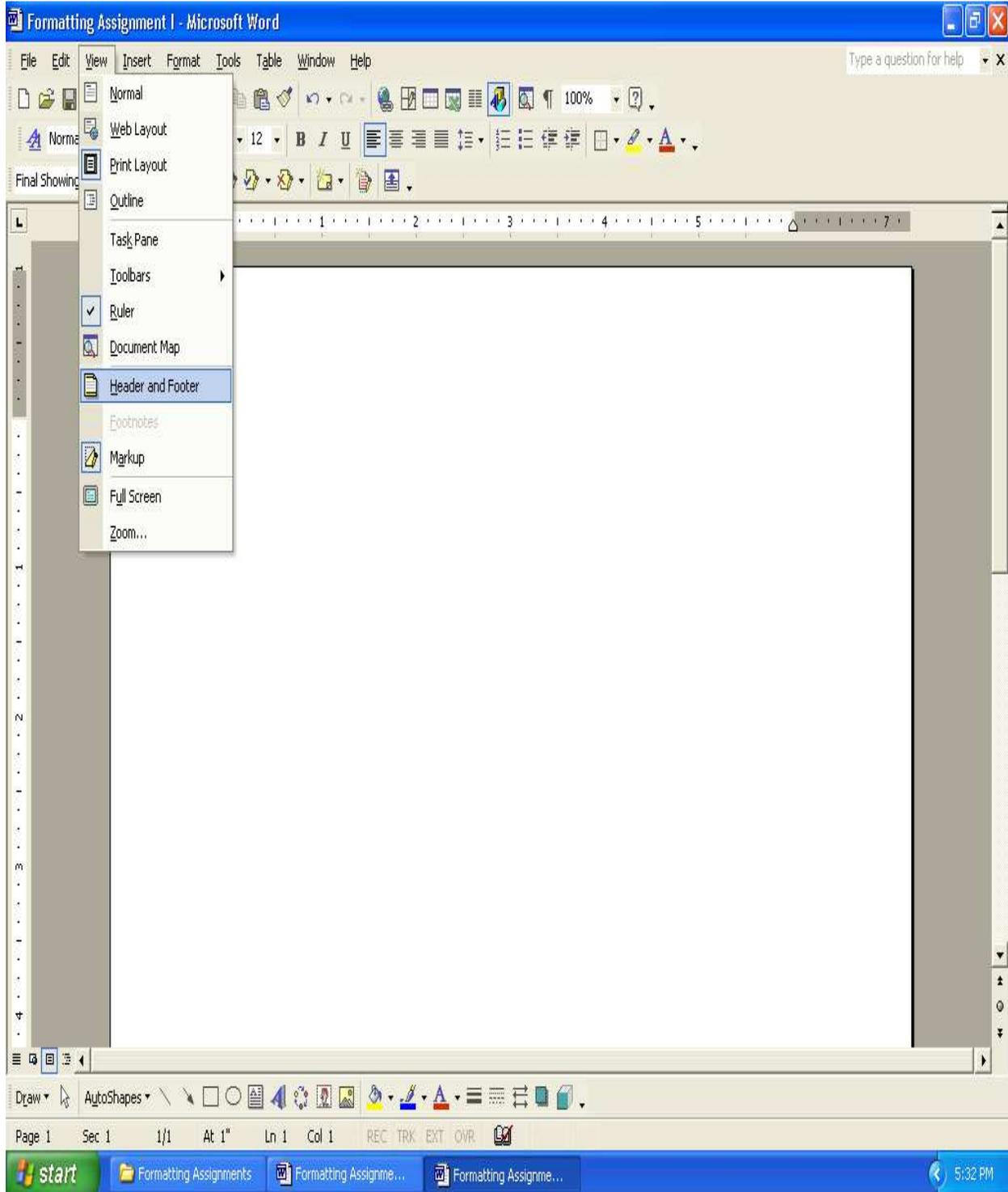
Type your name and the filename, press the Close button
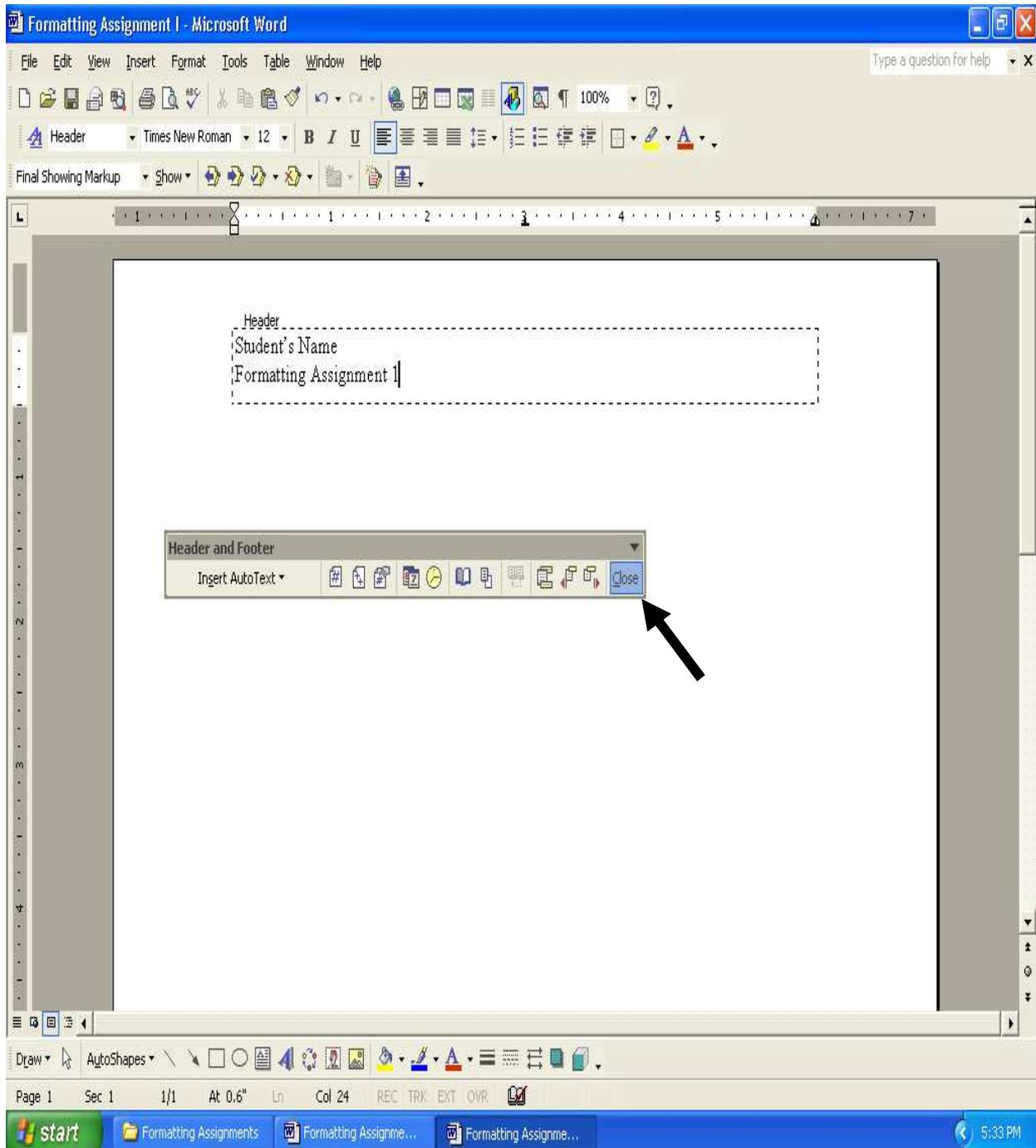
Change the font size to 36
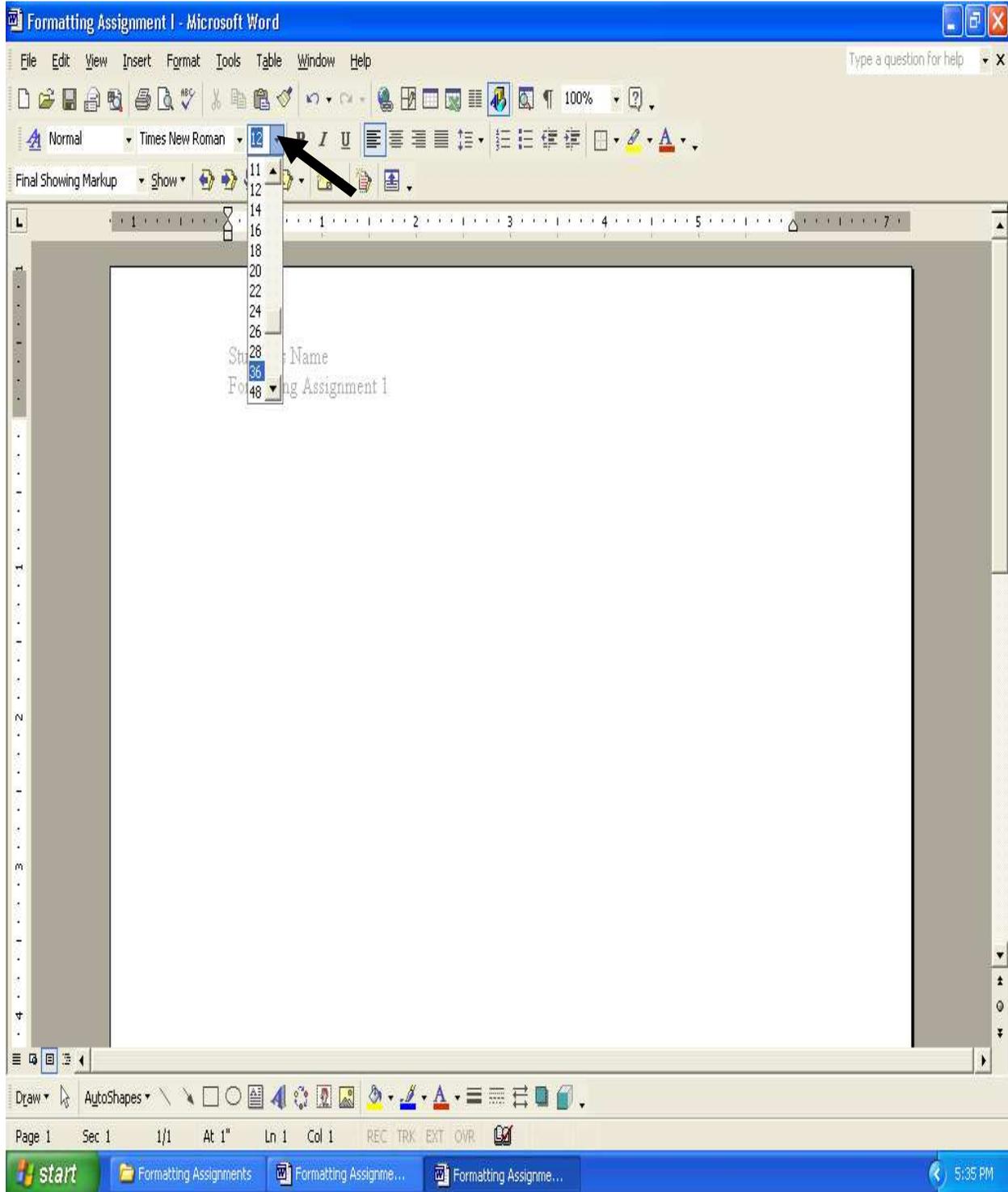
Change the font to Copperplate Gothic Bold
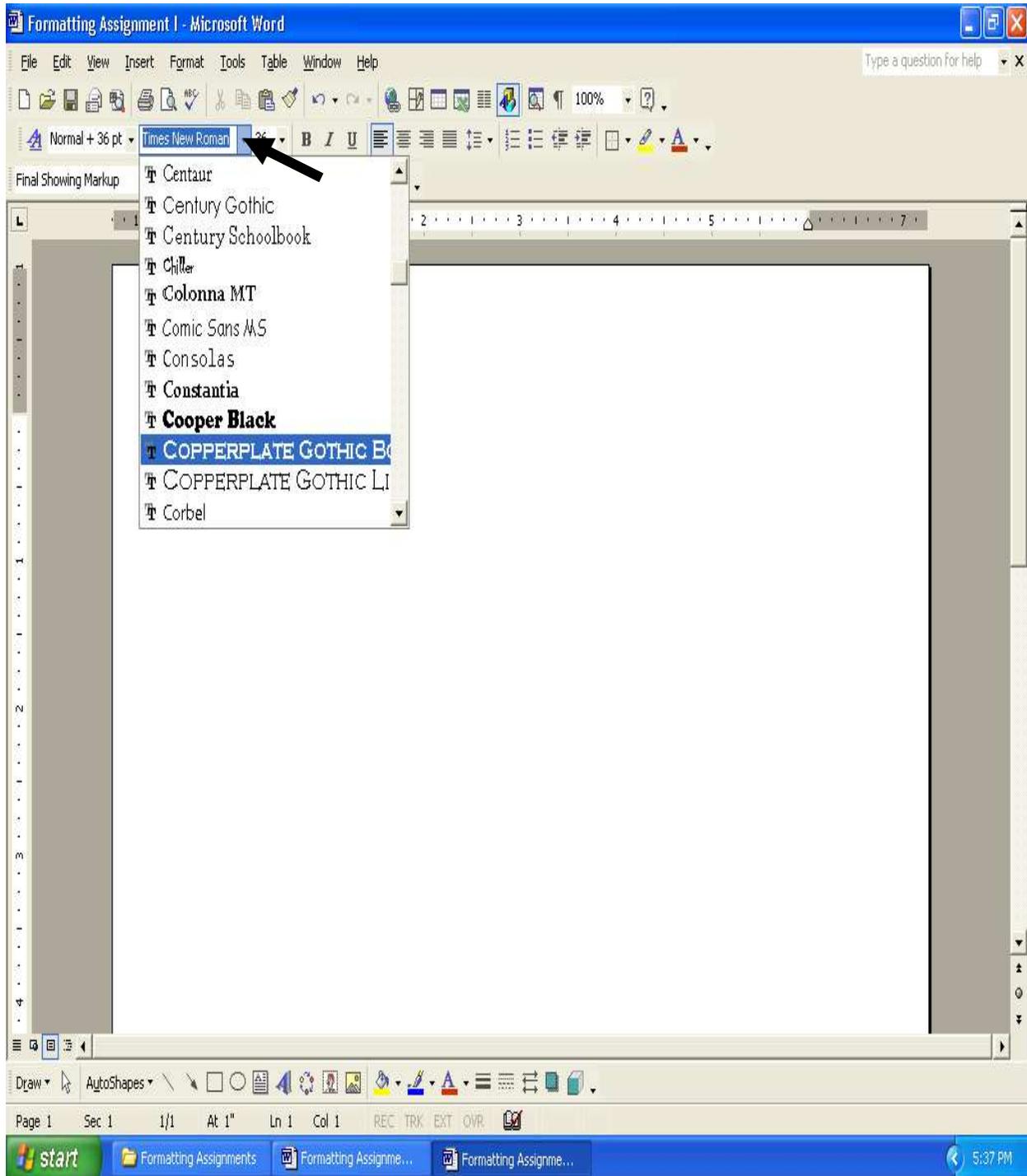
Type Play Auditions…

Press the Enter key

Press the tab key four times

Type …for Grease!

Press the Enter key twice

Insert the clip art
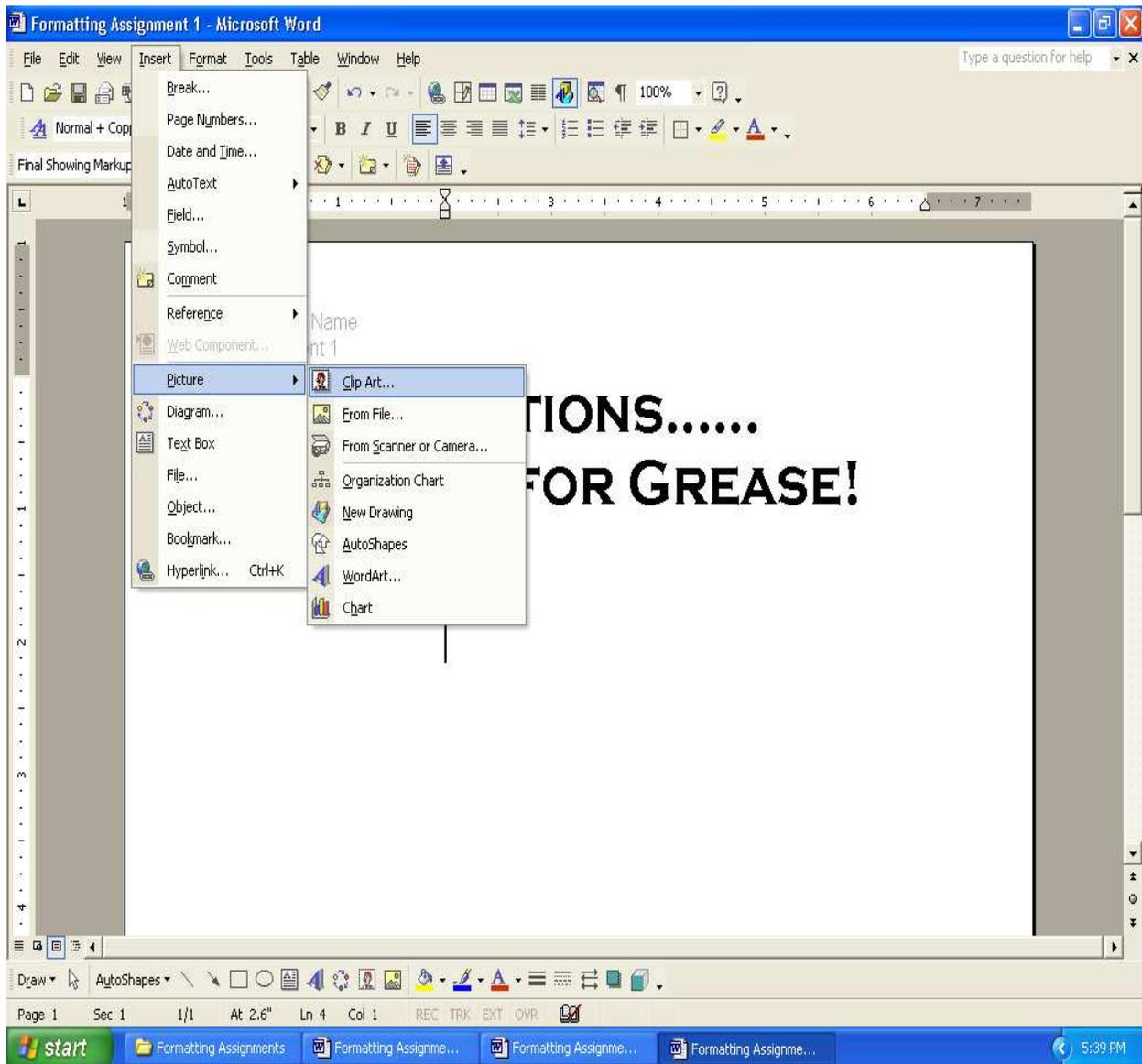
Type in mask and press the Search button
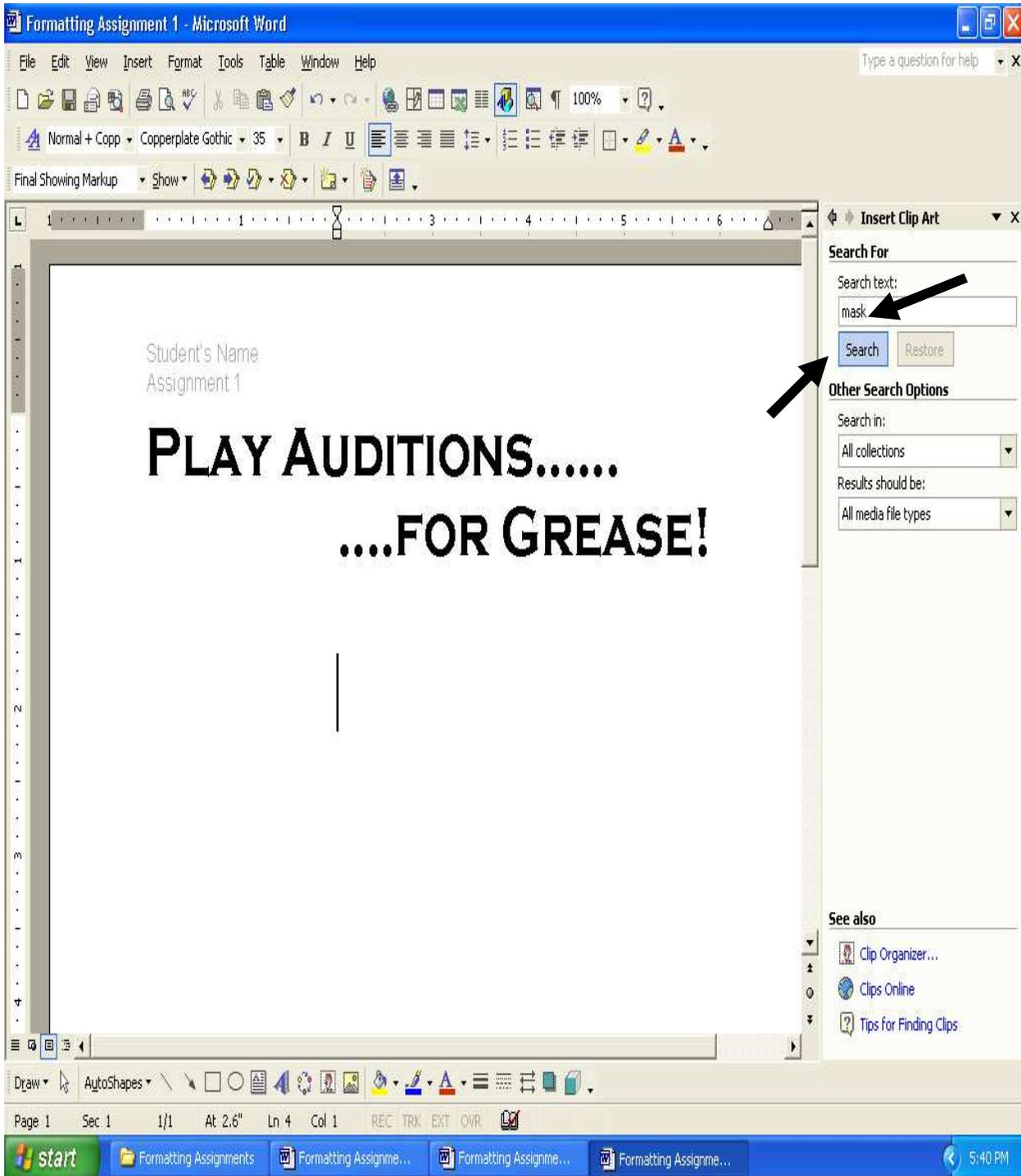
Pick any mask and click on it

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
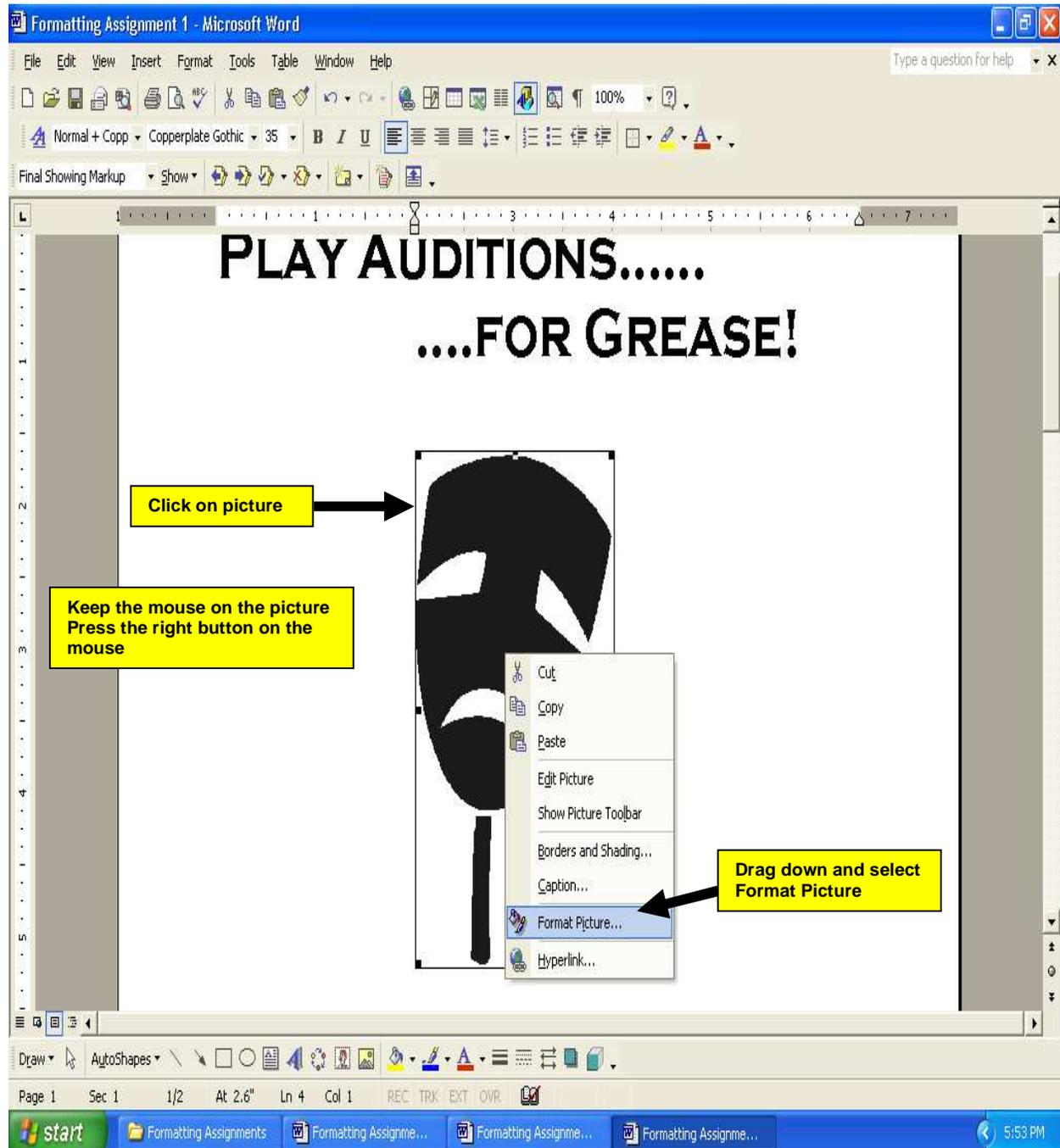
Click on Layout

Click on Tight

Click on OK
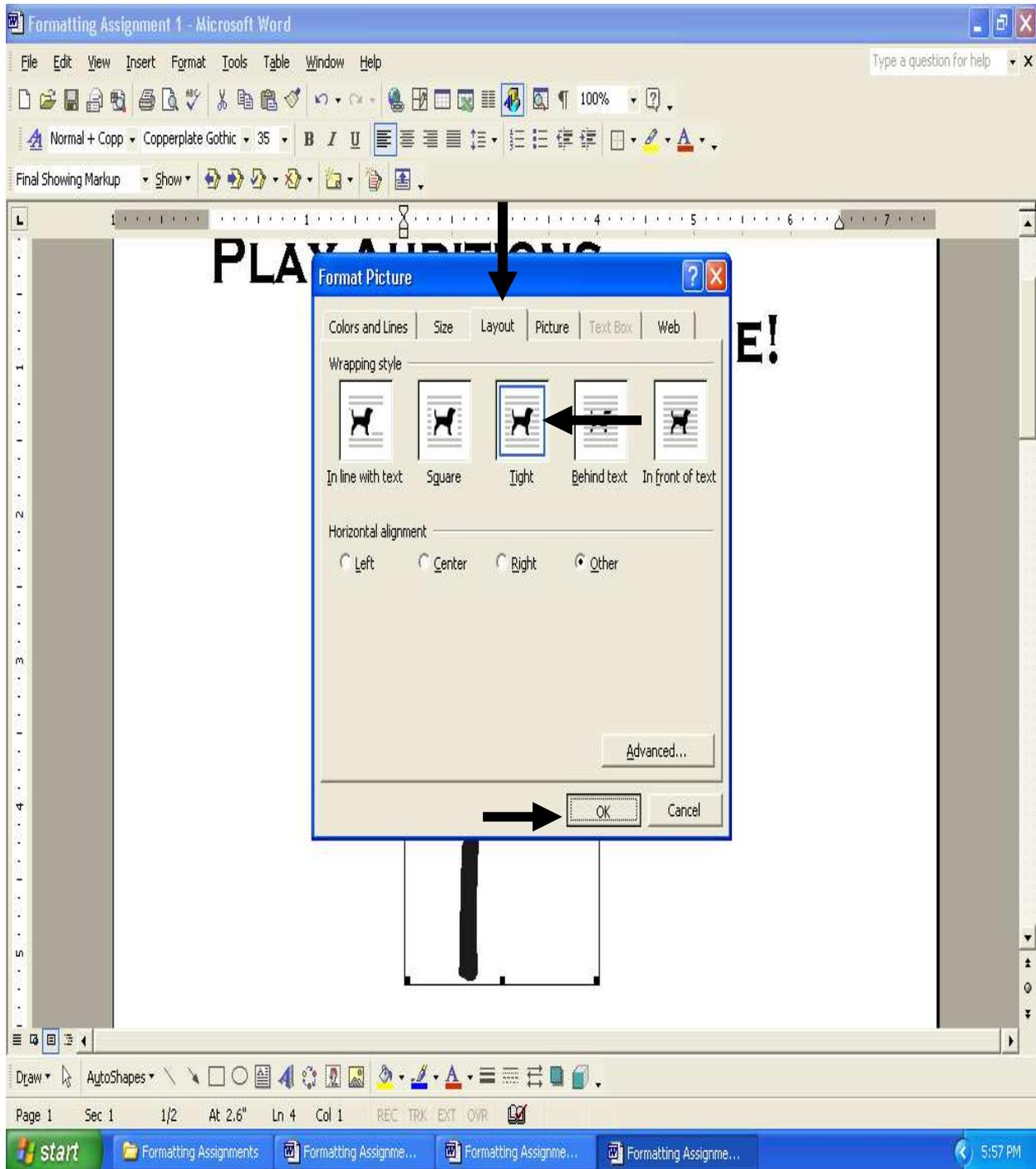
<u>Double click below the clip art</u>

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)
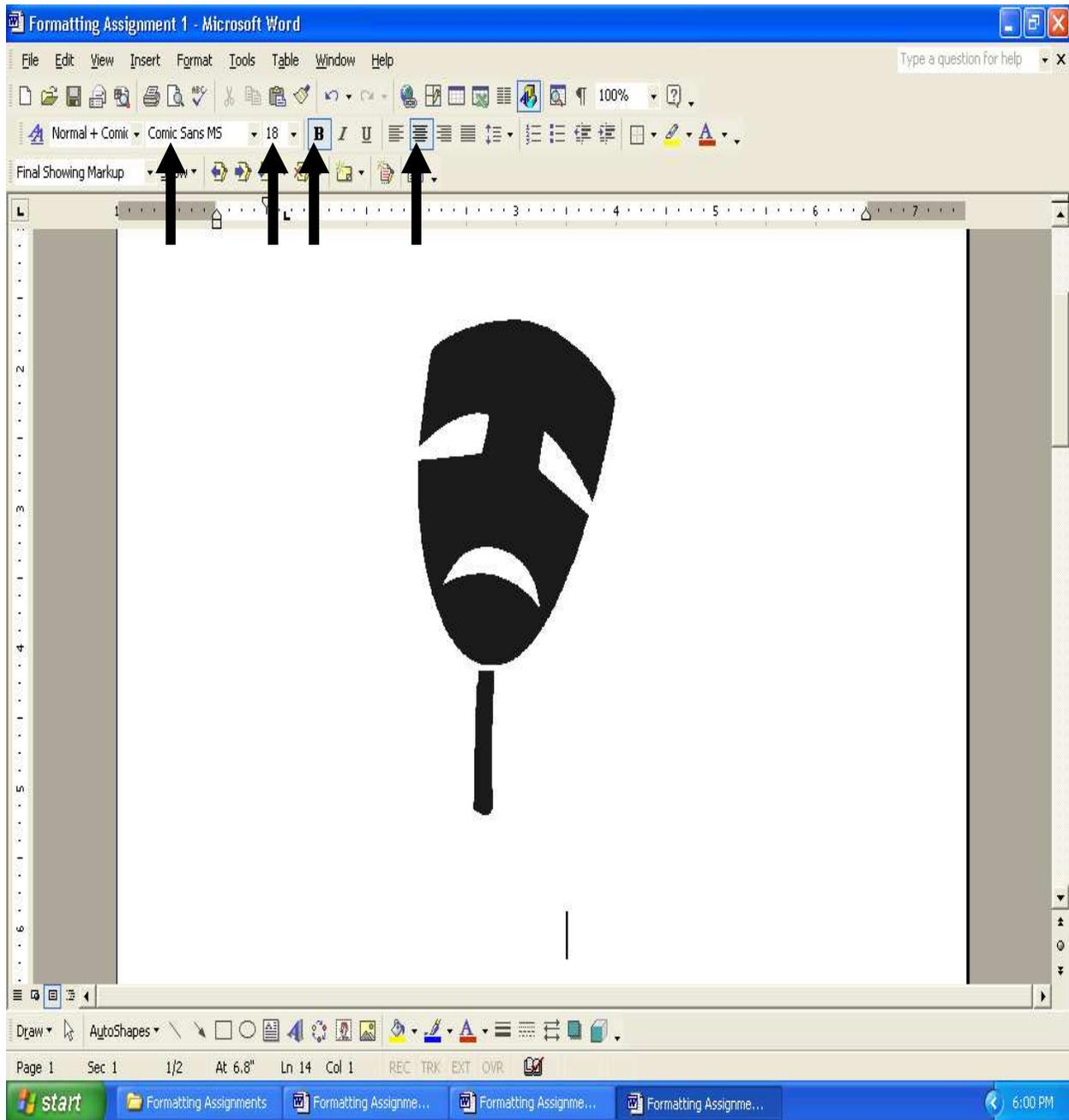
Type **HARBOR THEATRE COMPANY**

Press the Enter key twice

Set for 1 ½ line spacing
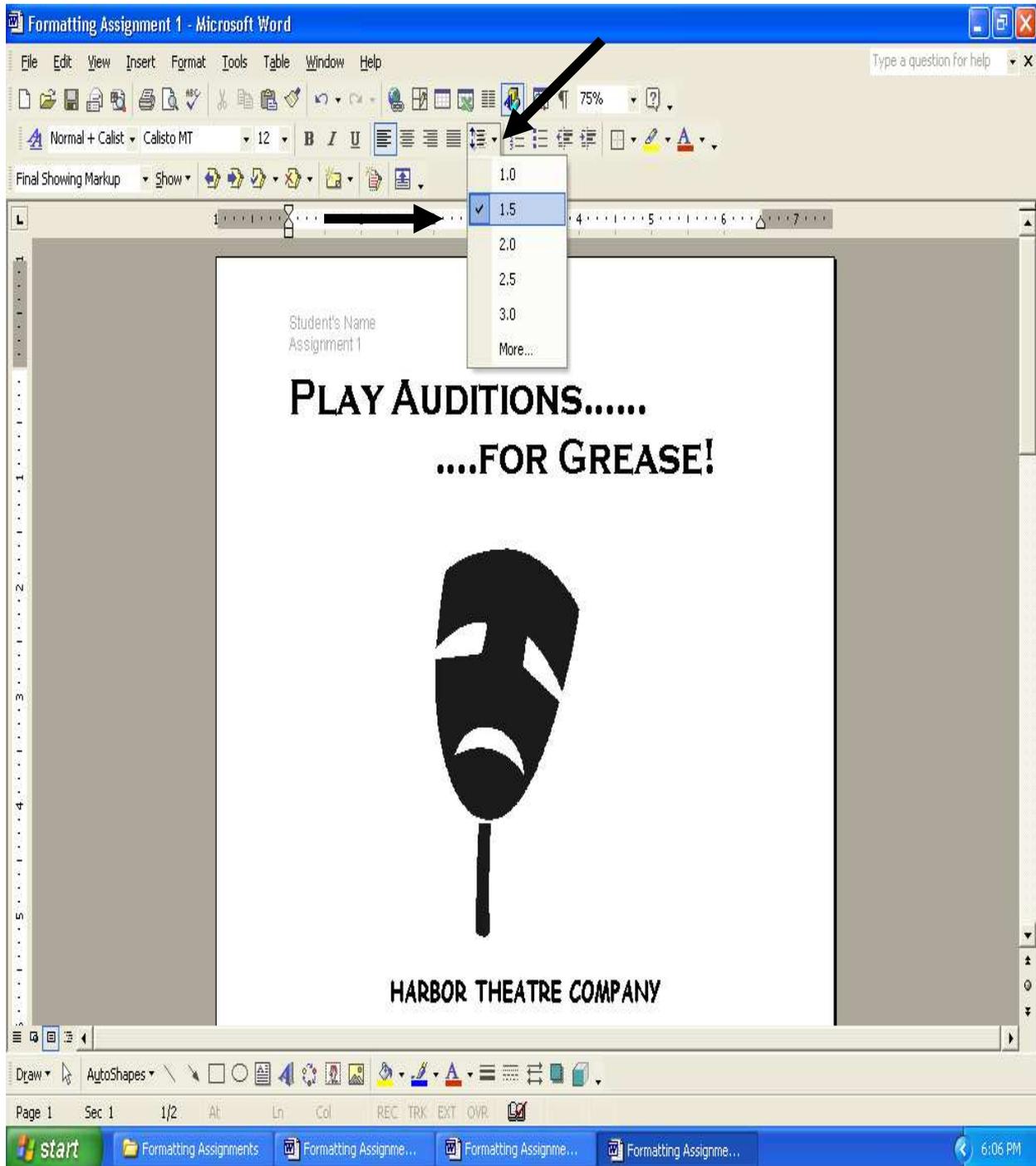
Press the Left Align

Change the font size to 12

Change the font to Calisto MT
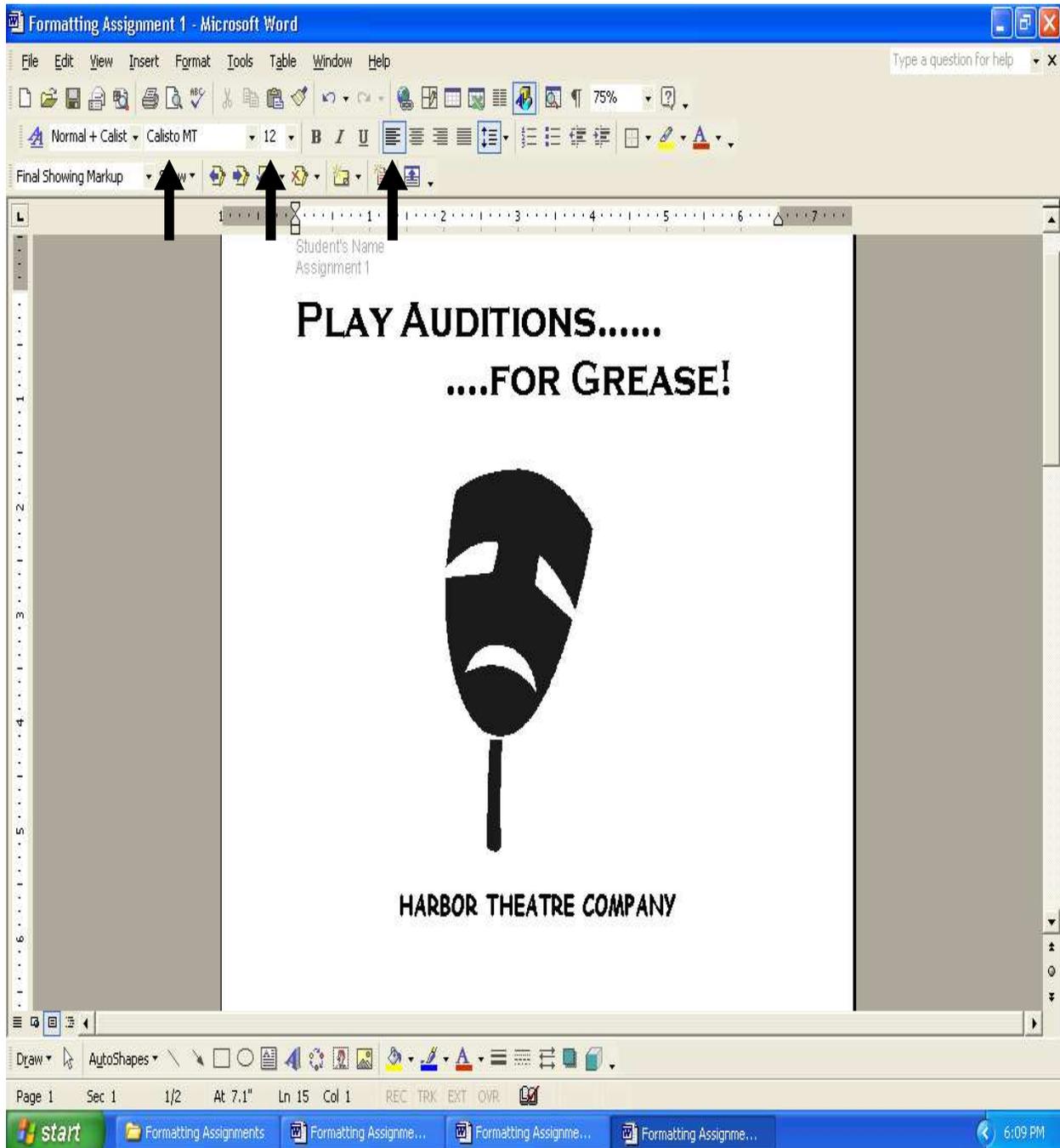
Type paragraph one. Be sure to put **_Grease_** in Italics. At the end of the paragraph, press the Enter key twice.

Type paragraph two. Be sure to underline **<u>Only Harbor College students</u>**. At the end of the paragraph, press the Enter key twice.
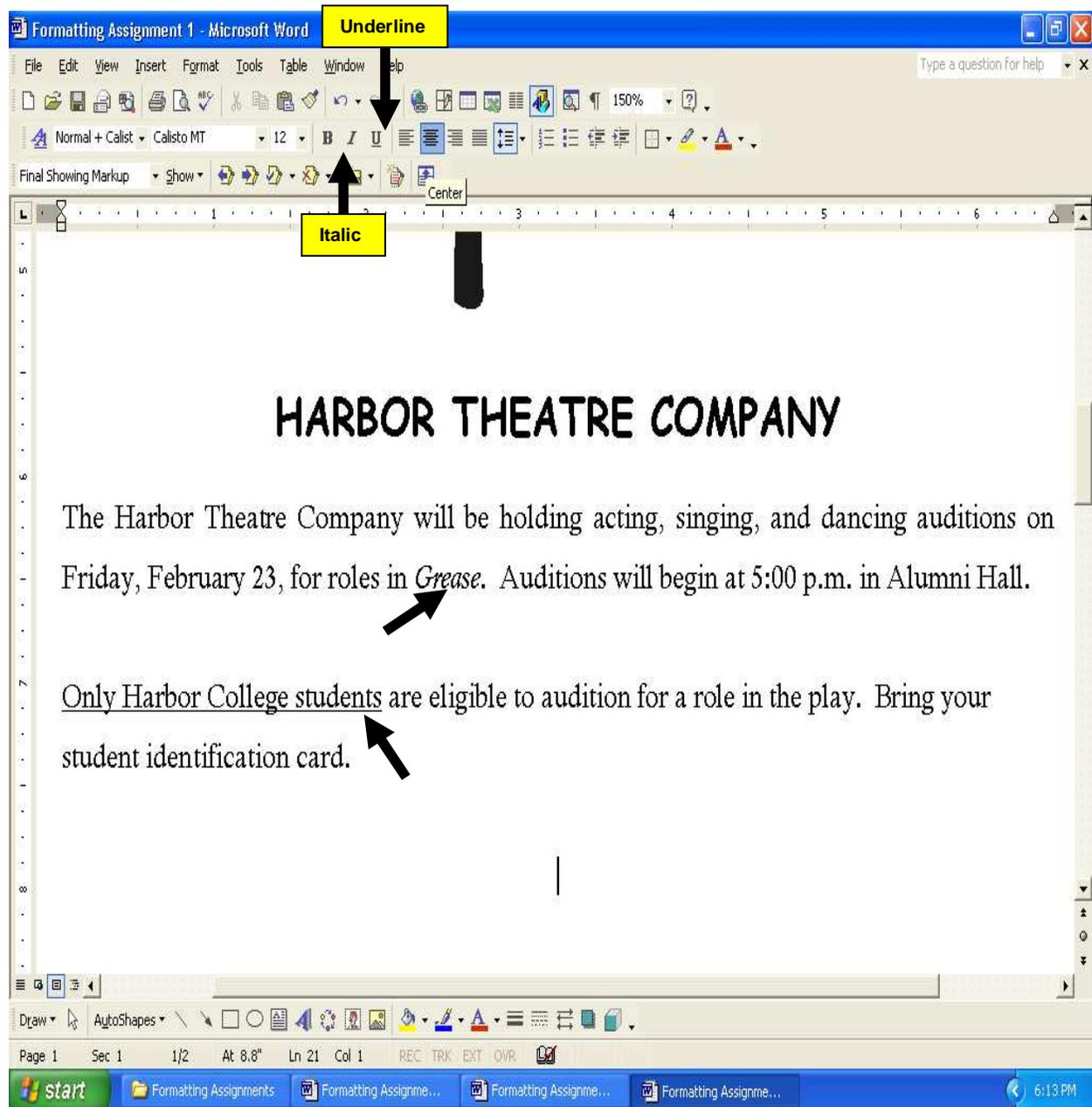
Press Center and then type the last line

Friday, February 23, for roles in *Grease*. Auditions will begin at 5:00 p.m. in Alumni Hall.

Only <u>Harbor College students</u> are eligible to audition for a role in the play. Bring your student identification card.
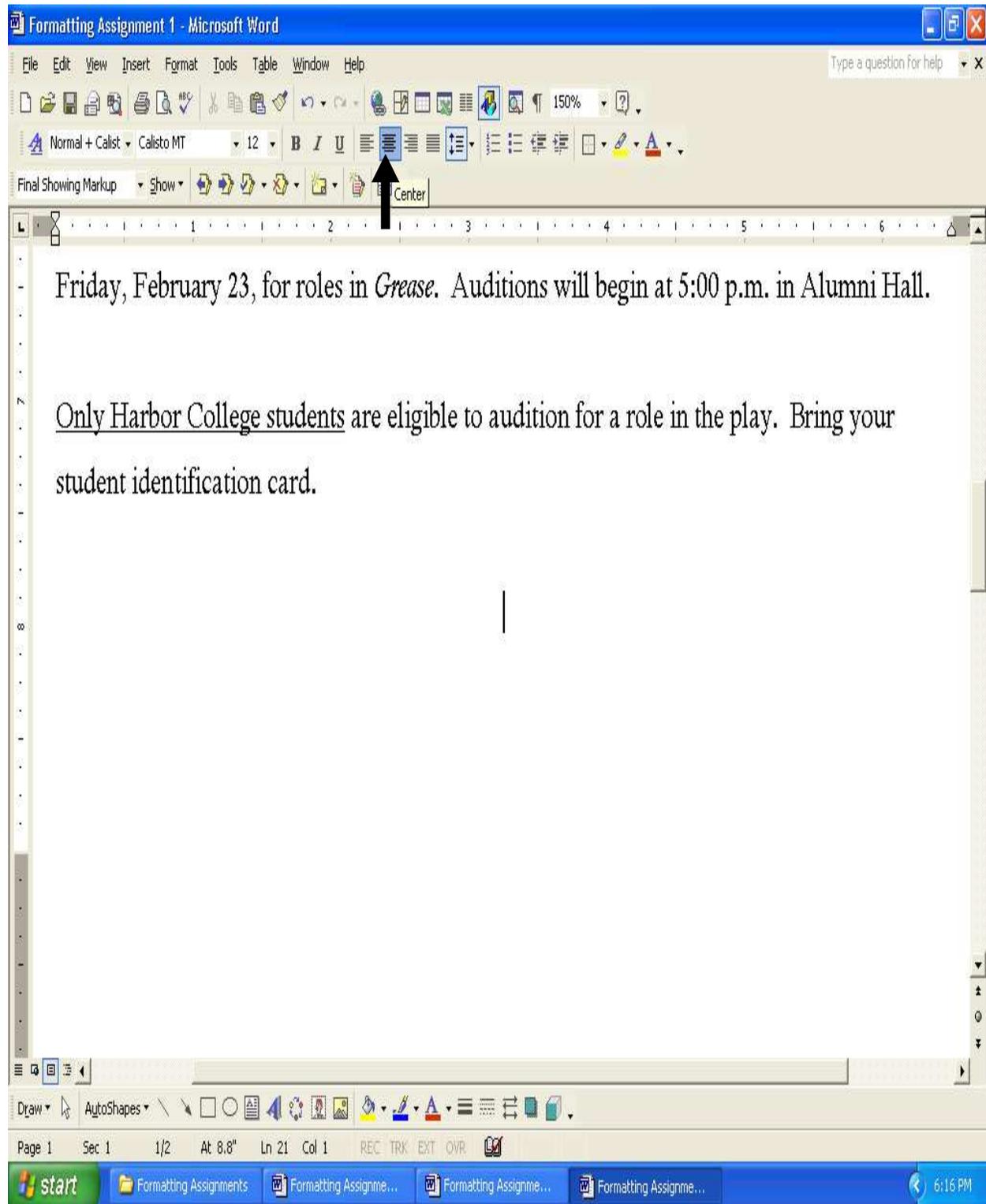
Change the right and left margin to 1 inch
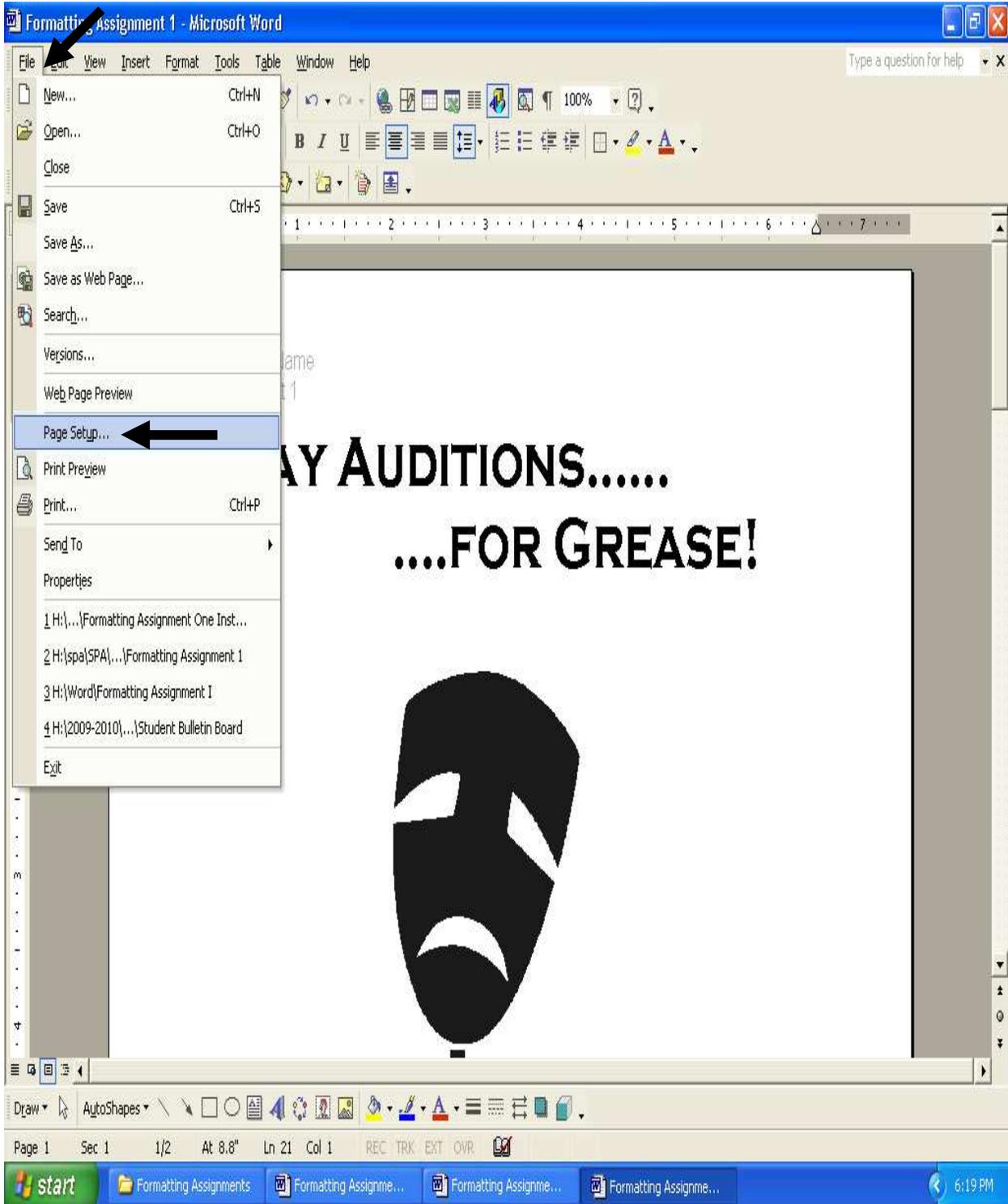
Change the left and right margin to 1 inch and press OK
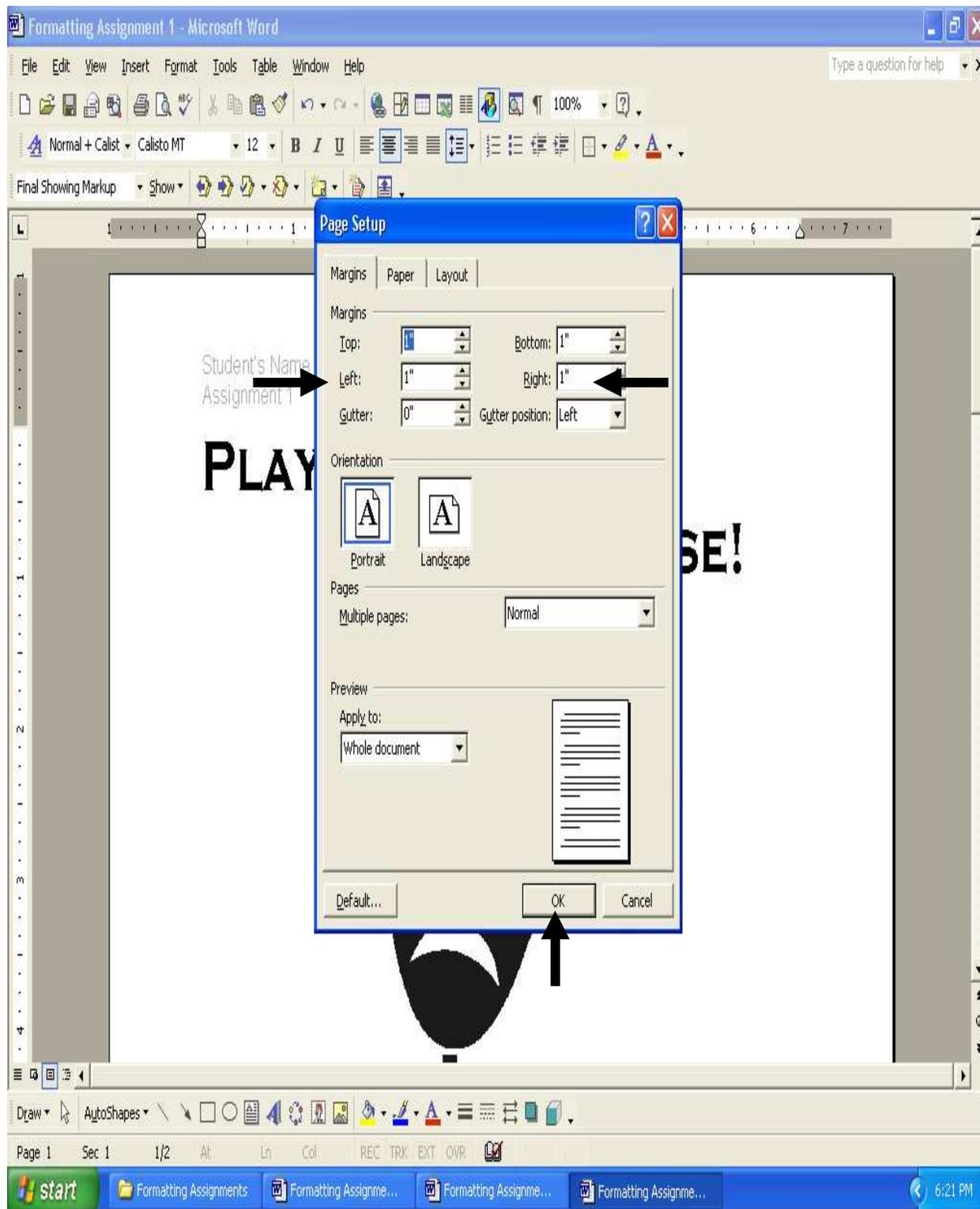
Print one copy on the Dell 1720
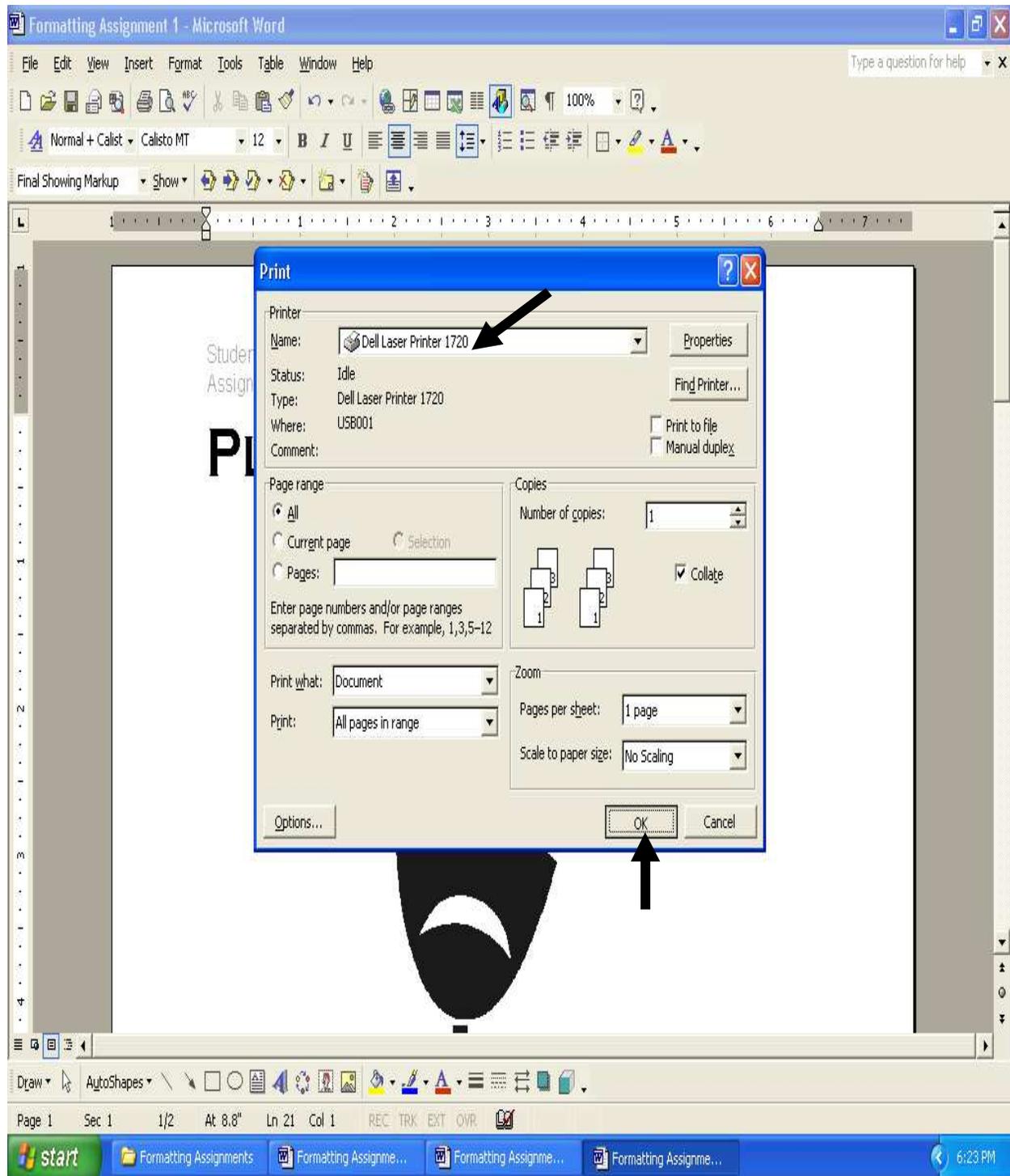
Close and save and turn in for a grade