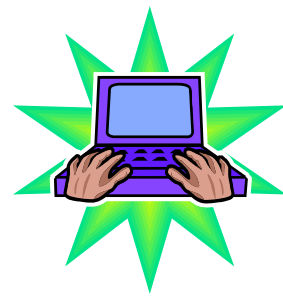


WORDPROCESSING FORMATTING REVIEW



Open The Following: h:\templates\MSOffice 2002\DataFiles\Word\Lesson3\IWStep 3-1
Save As: Diet in your h: in your Word folder.
Save Often!!!

- Insert a header with your last Name and page # at the right
- Delete date at the top of the file.
- Select all text (CTRL+A)
 - change text to Times New Roman, 12 pt.
 - Set alignment to justified
- Select heading (Reducing Fat . . .). Apply a sans serif font, 16 pt, Bold, Center Align, Color of your choice
- Save
- Select side heading (Introduction). Apply a 12-pt sans serif font, bold, color.
- Paint this formatting to the remaining 3 side headings (Format Painter)
- Apply Indention: First-line indent for all paragraph (do not indent 7 items under Seven Dietary Guidelines).
- Select paragraphs under Dietary Guidelines for Americans and apply a hanging indent: first line begins at left margin; remaining lines indented .5.
- Select the 7 items under 7 Dietary Guidelines for Americans and apply bullets using either the toolbar icon or customize by going to Format, Bullets, Customize, Character, Webdings and choose a bullet of your choice. Apply by clicking OK
- While still selected, go to Format, Paragraph, Spacing and set Spacing After to 3 to open up the linespacing for easier reading.
- Save
- Do Ctrl+Home--top of document. Go to Edit, Replace and Find fat and replace with Ctrl+B **fat** to bold all the instances of the word fat in one sweep.
- Ctrl+home. Type your Name (Enter) Tech/Career (Enter), Teacher's last name (Enter), Insert date military style (day/month/year) (Enter). This is an MLA heading
- Remove (suppress) header from first page. File, Page Setup, Layout, Header/Footers, click box for Different first page.
- If a heading or one line of text appears alone at bottom of page, click in front of line and create a page break—Ctrl+Enter or Insert, Break, Page Break. Takes text to next page.
- Add healthy graphic in middle of page one and wrap text tightly around picture.
- Find and insert graphic of runners or exercises (see below) at bottom of page 2. Tightly wrap text. Click picture, and copy by using Ctrl+drag to make multiple copies of this picture at bottom of page. (See below)
- Save and preview

