Word 2010
Activity #2

Directions: This activity will have to do with Lessons 5 and 6. You will need to download the document from the website labeled, "Activity #2- Article." 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 <u>legible</u> style of your choice)
2. Center the title
3. Change the layout from **<u>portrait</u>** to **<u>landscape</u>** (Lesson 5)
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. You may save with the same document name already given (Activity #2- Article)
10. Print (Make sure to choose MS Lab 4200 printer)
11. Hand in