**Assignment #1**

1. Open a blank Word Document. Using font style “Arial” and font size “12,” type your heading in the top right corner:

Name

Teacher’s Name

Date

Assignment #1

1. Press “Enter” twice after your heading.
2. Turn on the “Caps Lock”.
3. Type the word **THANKSGIVING** vertically in all capital letters down the left hand side of your document. Type **T** and press enter, type **H** and press enter, type S and press enter , etc.
4. Turn off the “Caps Lock”.
5. Go back to the top and click to the right of the letter **T**.
6. With your neighbor, come up with a phrase that begins with R and has to do with responsibility. Type that phrase next to the letter T. Example: **Thankful for family**
7. Repeat this process for each letter of Thanksgiving.
8. Go back to the top again and highlight the letter **T**. Change its font size to **20** and make it **BOLD**. You can use **Ctrl + B** to make it bold.
9. Repeat step #9 for all the letters in **THANKSGIVING**.
10. Finally, go back to the letter **R** and the phrase. Highlight the entire line. Change the font into anything you like. Repeat this for all the phrases. You can make each line a different font or make them all the same. It’s your choice.
11. Be sure to spell check your document. If a word is underlined with a red squiggly line, you’ll need to **right click** it and find the correct spelling. If it is underlined in a green squiggly line, there is a grammar error. Many times it is because you have too many spaces between your words.
12. Now go to page layout and select “Page Borders.” Select a style of border that you like and then click OK.
13. Double check your entire document and make sure it looks right. Ask Mrs McGuire to check it and then he will print it out for you.