

Instructions

Task 1. Setting page layout

- a. Margins: Narrow margins template + 1.4 inches from the top
- b. Page Size: A4

Task 2. Setting a page header and formatting it

Task 3. Overall paragraph formatting and styling

- a. Headers
 - i. Lab Guide 1: Heading 1
 - Adjust spacing
 - ii. This day in Technology, Sept. 30th, 1980.: Heading 2
 - Adjust spacing
 - iii. References: Heading 3
- b. Custom styles and editing default styles
 - i. Header styles
 - ii. Paragraph normal text style: Justified Calibri 11, 1.5 Line spacing
- c. Inserted Text and dates
 - i. Footer date
 - ii. Drop cap
- d. Pictures, layout settings cont'd.
- e. Table
- f. Inserting special characters
- g. Hyperlinks

Task 4. Setting page numbers

Task 5. Creating a custom list format

Task 6. Reviewing the document

Task 7. View modes

- a. Read Mode / Print Layout
- b. Zoom and included settings
- c. Window management

Task 8. Exporting as PDF