Word - Sample Activity File

We will make a visually appealing assignment following these steps:

1. Save file under a new name
	* File
	* Save as
2. Turn on autosave
* Top left in shortcuts bar
1. Use keyboard shortcuts
* Ctrl + C = Copy
* Ctrl + V = Paste
* Ctrl + X = Cut
* Ctrl + D = Duplicate
* Ctrl + Z = Un-do
* Ctrl + Y = Re-do
1. Set margins
* Layout
* Margins
* Custom margins
1. Automatic table of contents
* Set desired section titles to "Heading 1" style.
* References
* Table of Contents
1. Page numbers
* Need to make a page break to start the numbers from the Introduction page
* Insert
* Page Number
* Delete numbers from first 2 pages if not needed
* Update Table of Contents
1. Inserting one page landscape
* Insert
* Page break
* Change orientation of that page:
* Layout
* Orientation
* Go back to insert page number and select ‘format’
* Choose to ‘continue from previous page’
1. Line spacing
* Home
* Paragraph section
1. Insert a dropped capital
* Insert
* Text
* Drop cap
1. Format painter tool
2. Insert a table
* Insert
* Table
1. Insert an image
* Insert
* Pictures
1. Spelling & Grammar check
* Review
* Editor
1. Bibliography
* References
* Bibliography
* Need to input sources first:
* References
* Insert citation
1. Sharing documents
* File
* Share
* 'Share with people' - allows you to get link or put in email addresses
1. Making notes & comments
* Highlight text and select 'Add Comment'
* To Delete a comment:
* Review
* Delete