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