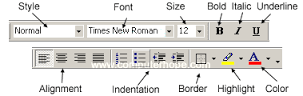
**Microsoft Word Assignment #1**

1. Open **Microsoft Word**
2. Open **New Document**
   1. Go to **File**
   2. Select **New**
3. Name your file “Assignment 1”
   1. Go to **File**
   2. Select **Save As**
   3. Click on **Student Drive**
   4. Open **your Computer Folder**
   5. Create a **New Folder** and name it **Word Documents**
   6. **Save** the file as **Assignment 1**
4. Your paper should be setup for **Landscape**
   1. Go to **Page Layout**
   2. Select **Orientation**
   3. Click on **Landscape**
5. Use **WordArt** to add your name to the document
   1. Click on **Insert**
   2. Select **WordArt**
   3. Change font of your name to **Comic Sans MS**
   4. Change size to **56**
6. Check to see if your name is **centered** on the page
   1. Using the **center** button located on the toolbar, center your name
7. Add **3 sentences** below your name.
   1. Click to the right of your WordArt and press enter twice.
   2. Change to **Comic Sans MS** font size **24**
   3. Add the following sentence: My birthday is **(add the date of your birthday).**
   4. Add the following sentence: My homeroom teacher is **(add your homeroom teacher’s name).**
   5. Add the following sentence: One thing I did this summer was (**add a detail about something you did this summer.)**
   6. Add the following sentence: In computer class I would like to learn how to **(add a detail about what you would like to learn).**
8. **Insert a background** 
   1. Click **Design**
   2. Select **Page Color**
   3. Select **Color, More Color, or Fill Effects**
   4. **Make the background whatever you would like it to be**
   5. **Click File, Save**
   6. **Double Check your work.** Did you capitalize your sentences? Did you use proper punctuation? Did you spell you teacher’s name correctly? If your paper is perfect you may print one copy to the **MSLabcolor printer**.