**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**.