

Find an article about a computer related subject in print or on the Internet. The article should be at least 600 words long (approximately 3 pages double spaced). Using MS Word 2010, produce a cover page for the article followed (in the same file) by the text of the article.

### ***Project Constraints:***

#### **ENTIRE DOCUMENT:**

- Page Layout Orientation: Portrait
- Margins: 1.5" (top, bottom, left, and right).
- Font: Times New Roman, 12 points, regular, with enhancements (eg. Boldface, italics) as necessary to match the article being copied.
- Must be free of spelling mistakes and “garbage” characters (excess tabs, returns, breaks, etc.).
- Filename: WORDPROJ.DOCX. (Be sure that your Folder options do NOT hide filename extensions.)

#### **COVER PAGE ( [See example of an acceptable project](#) )**

- Line Spacing: Single space.
- Set a custom left-aligning tab position at 3.6” to align each line of the title block in the upper right-hand corner. (Do not confuse this with using “paragraph indents”.)
- Show the following information in the title block as shown in the example: Your name and student number, our course number and reference number, the words “Prof. Randy Gibson” and “Word Project”, the total word count, and a “field code” that causes the current date to appear.
- The document’s title should be centered horizontally between the margins and should be positioned vertically such that it sits 5.5” down from the top edge of the paper. It should be followed by a *hard* return and then a “*section page*” break.
- The font size for the centered document title line should be 14 points. It should also be boldface.

#### **NARRATIVE PAGES ( [See example of an acceptable project](#) )**

- Length: 600 words as counted by the Statistics feature in Word (File, Properties, Statistics). If the article that you find is too short, then repeat its text, but note that you did so where it starts to repeat.
- Line Spacing: Double space.
- Justification: Full
- Turn on Automatic Hyphenation (see the Hyphenation button on the Page Layout ribbon).
- Set a “first line” paragraph indent (not a tab) of 0.5”.
- Spell check your document and correct any errors before you print it.
- Make sure that your document does not contain any split tables, “widows” or “orphans”.
- Define a right-aligned header (see example) containing your last name followed by an automatically produced page number. This page number must not appear on the cover page and should appear as “1” on the first page of narrative text and increase automatically on successive pages.

### ***Tips:***

- To create a header, use the command choices: Insert (Tab), Header (Button), Edit Header (Menu item). A new toolbar should appear containing buttons to insert and format page numbers. It will also contain a button to control the use of headers and footers within multiple “sections” of a document.
- Save your work frequently and be sure that you save it on your diskette, not the hard disk.
- **Do not remove or swap storage media while editing a document in Word!**

### ***Submission:***

[Login](#) to the IRSC Online (Angel) Server and use the “Word 2010 Project” drop box under the “Lessons” tab to attach your document file “wordproj.docx” as described on the step-by-step directions at: [http:// www.gibsonr.com/classes/howto/onlineubm.html](http://www.gibsonr.com/classes/howto/onlineubm.html)