

## Word Final Instructions

### Whole Document:

- Set the document **Margins** to Top: 0.6", Bottom: 0.6", Left: 1.25", Right: 1.25".
- Check and correct the **spelling** and **grammar**. Do NOT correct the spelling of proper nouns such as Gandhian or Stokely.
- To start set all of the text to **single spaced**, and **get rid of all the extra paragraph space before and after**.
- **All the text** should be set to an **Oldstyle font** of your choosing at **11pts**.

### Title Page:

- Set the title to **"Title" style** and place one third of the way down the page.
- Type Your Name and Your Period along with the class and school names at the bottom of the page. This text should be a Sans Serif font of your choosing at 11pts, Bold. Place **TWO Next Page Section Breaks** at the end.

### Header (on the new blank page for the Table of Contents):

- Set a left **tab at 4.38. Left Justify** place the title text, type a TAB then type Your Name, Enter, TAB Your Period, Enter, TAB "Mt. Eden High School.
- No header or footer on the title page (check the **Different First Page** option)
- **Page numbering in Footer** is centered and starts at "ii" here (uncheck the **Link to Previous** option).

### Page 1:

- Set the report title to **"Title" style**.
- Set both headings to **"Heading 1" style**.
- Paragraphs are **Left Aligned, First Line Indented** by **0.2 inches** (remember that the first paragraph in a section is NOT indented).
- Insert the picture "MartinLutherKing.jpg", scale it to 2 inches square and rotate it slightly. Set **Text Wrapping** to **"Tight"** and place the picture according to the sample.
- The **ordered list** has two levels, and is set with paragraph spacing to **3pts after**.
- **Highlight** the first five words "King's notion of nonviolence had six key principles." Just before the ordered list. NOTE: this line is not indented.
- **Page numbering in Footer** is centered and starts at 1 here (uncheck the **Link to Previous** option).

### Page 2:

- Set the heading to **"Heading 1" style**.
- **Table** is **2 columns by 8 rows**; set to the **Colorful List style**. The cells in the first row are **merged** to fit the table header, which is set to bold and white and to "Align Top Center." In the main part of the table set the cell contents alignment of column one to **"Align Center Right;"** column two to **"Align Top Left."**
- All of the text in the table is your **Sans Serif font** set to **11pts**, except for the header text which is set to **14pts**.
- **Dates** in the first column are set to **bold**.
- Put a **Page Break** after the table.

**Page 3:**

- Set the headings to **“Heading 1” style**.
- Paragraphs are **Left Aligned, First Line Indented** by **0.2 inches** (remember that the first paragraph in a section is NOT indented).
- **Text box** is set with a **red fill** and **orange 2¼pt outline**; **Text Wrapping** for the text box is set to **“Top and Bottom.”** The text inside of it is centered, your 12pt Oldstyle font, white, bold and italic: change the case of the two quotes to UPPERCASE.
- Place a **Next Page Section Break** at the end of the “King’s Trip to India” section.

**Page 4:**

- The “In India” and “Back Again” sections are set into two columns. You will have to break this section off with section breaks. Place a **Next Page Section Break** at the end of the “Back Again” section.
- Note: “Back Again” is at the top of the second column: place a **Column Break** just before the B in “Back Again.”
- Set the two headings (“In India” and “Back Again”) to **“Heading 2” style**.
- Paragraphs are **Left Aligned, First Line Indented** by **0.2 inches** (remember that the first paragraph in a section is NOT indented).
- Insert the picture “MLK-India.jpg”, scale it to **3.5 inches in height**. Leave the **Text Wrapping** at **“In Line with Text”** and place the picture in the second column at the end of the last paragraph.

**Bibliography (page 5):**

- First you must define the two citations into word using the **“Create New Source” dialog** that appears by clicking the **“+” button** on the bottom of the **“Citations” tab** in the **Toolbox pallet**. The first citation is a “Book.” The second citation is an “Article in periodical.”
- Citation style is **MLA**.
- When you are done insert the citations inline into the document text. The three places for the citations to go are marked (on pages 3 and 4) with the authors name bracketed with two asterisks on either side, like so: **\*\*Reddick\*\***: you need to **replace** these with the proper citation reference.
- **Create the Bibliography** on page number 5, the last page of the document.
- For the citations in the Bibliography set **paragraph space after** to **10pts** and **hanging indent** of **.5 inches**.

**Table of Contents (page ii):**

- The Table of Contents (TOC) is now placed on the page between the title page and page 1 of the document.
- This page is numbered “ii” in the footer.
- The “In India” and “Back Again” sections in the TOC need to be **indented once**.
- The three instances of the word “Nonviolence” in the TOC are colored **dark red**—use the format brush.