

Directions:

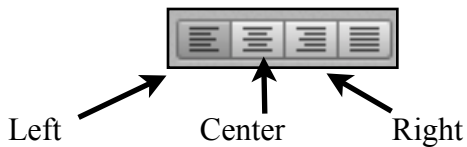
1. Save your document as **7-2 Last Name First Name**

2. Creating a Header

-Simply drag your cursor to the top of your page and click on the header when it appears.

3. Placing information in your header

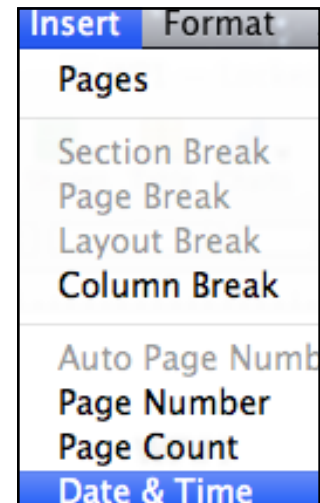
- Align your cursor to the center of your header by clicking on the center button.



- Type in 7-2 in the center of your header.
- Hit return and align your cursor to the right.
- Type in your name hit return then type in the period.

4. Inserting the Date

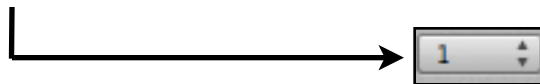
- You will insert the date by clicking on **Insert** then **Date & Time**.



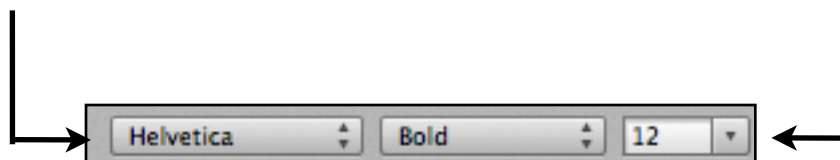
5. Click on the main body of your paper and make it double spaced.

6. Line Spacing

- click on the line spacing icon and make it **double spaced**

**7. Font & Size**

- Change the font to **times new roman** Change the size to **14**



8. Enter the following text

The first people to inhabit the Americas were the Indians. Their settlements ranged across the Western Hemisphere and were built on many of the sites where modern cities now rise. They hunted deer, buffalo, and other game and cultivated land where today crops are still grown. Their hunters, warriors, and traders used paths now followed by roads and railroads. Indian words dot the map of the United States. Twenty-seven states and large numbers of cities, towns, rivers, and lakes bear names from the languages of the first Americans.

9. Select Text and make text bold

- Select text by holding down the mouse button and dragging across the word **indians** in the first sentence.

The word will appear highlighted in blue, which means it has been selected

- Click the **Bold** button on the **button bar**. 

- Change any form of the word **indian** or **American** to bold anywhere in the paragraph.

10. Make Text Italic and Underlined.

- Select and highlight the words **Western Hemisphere** in the second sentence.

- Click the **Italic** and the **Underline** buttons on the **Button Bar**



- Make any capitalized word **italic** and **underlined** throughout the paragraph.

11. Deleting Text

- Highlight the words **and traders** in the fourth sentence.
- Press the **delete key** on your keyboard.
- Delete the second to last sentence of the paragraph.