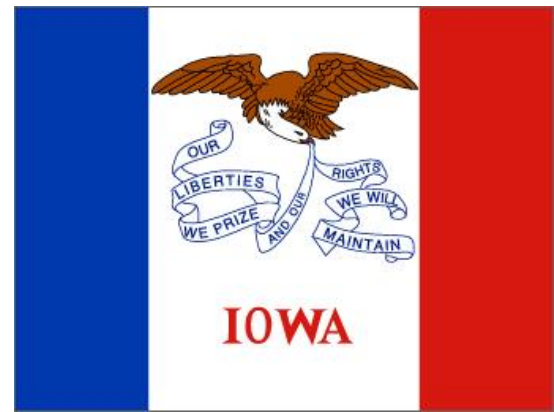


Name: _____
Period: _____
Date: _____

Follow the directions below



- _____ 1. Open *Iowa Facts and Trivia--1.doc* document.
- _____ 2. Save work as: **___OWF or ETR-Iowa 1-name**
(Example: lowf-Iowa 1-Nelson)
- _____ 3. At the top, **Replace** Student name, Period, Date with:
YOUR name, YOUR period and the CURRENT date.
- _____ 4. Right Align name/period/date
- _____ 5. Bold the title *Iowa Facts and Trivia #1*
- _____ 6. Center Align the title *Iowa Facts and Trivia #1*
- _____ 7. Select #1 - Underline
- _____ 8. Select #2 - Use *Italics*
- _____ 9. Select #3 - Change font to Arial
- _____ 10. Select #4 - Font size 8 point
- _____ 11. Select #5 - Center Align
- _____ 12. Select #6 - Highlight in Yellow
- _____ 13. Select #7 - Change color of font to Red
- _____ 14. Select #8 - Font size 16 point
- _____ 15. Select #9 - Change font to Jokerman
- _____ 16. Select #10 - Underline
- _____ 17. Use auto numbers to number the rivers.
- _____ 18. Use auto bullets to identify the four streets.
- _____ 19. Check your work and resave your work.