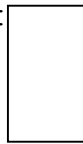


Name: _____
Period: _____
Date: _____

Follow the directions below

- _____ 1. Open *Trivia and Facts Iowa 2* document.
- _____ 2 Save work as: ___OWF or ETR-*Trivia and Facts Iowa 2*-name
(Example: lowf-Trivia and Facts Iowa 2-Nelson)
- _____ 3. At the top, **Replace** *Student name, Period, Date* with:
YOUR name, YOUR period and the CURRENT date.
- _____ 4 Change the orientation of the page from Portrait to Landscape

****Hint** Portrait:



Landscape:



- _____ 5. Set the page margins to the following
Top: .5 Bottom: .7
Left: 1 Right: 2
- _____ 6. Bold name/period/date
- _____ 7. Center Align your name/period/date
- _____ 8. Center Align the title *Trivia and Facts Iowa 2*
- _____ 9. Select # 1- Change font to **Magneto**
- _____ 10. Select #2 - Font size 14 point



- _____ 11. Fact #3 - Select the words East Okoboji and format them with a line through the words. Example: ~~East Okoboji~~

Hint: Use Format Menu / Fonts

- _____ 12. Select #4 - Change color of font to Orange
- _____ 13. Select #5 - Use Italics
- _____ 14. Select #6 - Highlight in Bright Green

_____ 15. Select #7 - Right Align

_____ 16. Fact #8 - Select the word **oldest** and format it bold

_____ 17 Select #9 - Double Wavy Underline

Hint: Use Format Menu / Fonts

_____ 18 Fact #10 - Select the words **Fenlon Place Elevator** and format it bold

_____ 19 Fact #11 - Superscript the degree symbol in 32° and 212°.

_____ 20. Fact #12 - Subscript the 2 in H₂O.