

TYPE ME!

Name: blank

Date: blank

Period: blank

Directions: Duplicate this paper exactly, including all directions. Replace the word “blank” with the word that belongs there. Remember to proofread and spell check before turning this document into the “Drop Box.”

Type 6 words that only use the letters “asdfjkle”:

Blank, blank, blank, blank, blank, blank

Type some underlined text:

Blank, blank, blank, blank, blank, blank

Change the margins of this paper to 1” by clicking on the “Page Layout” tab and selecting “Margins” from the “Ribbon.” Choose the “Narrow” option and watch your document as it changes.

Misspell a word like gose, then right click on it and choose the correct spelling.

Center this text.

Choose the color of your choice for this text.

Insert a “Watermark” by selecting the “Page Layout” tab and selecting “Watermark” and “Custom Watermark.”

Choose a page color by selecting the “Page Layout” tab and selecting “Page Color.” Be sure to choose a color that allows you to read all the text on the page.

Explore the “Page Borders” button and make a border that looks as wonderful as mine.

Once you have typed this paragraph EXACTLY how it looks on this page, go back and spell check your document and carefully proofread. Remember that you will **lose points** for turning in a paper with errors. When you are sure that your paper is **PERFECT**, tell your instructor what a great teacher he is and turn in your work to the drop box.