

FORMATTING YOUR WRITING PROMPT

1. Open your Writing Prompt on a scholarship that you created this morning.
2. In your Ribbon bar click the File Tab > Save As and correctly re-name it to A1_Lastname_Firstname_FormattedPrompt
3. Starting in the Home Tab of your Ribbon make **FIVE** changes to your writing prompt from any of the menus you choose – Font, Paragraph, Styles, Editing. Create a list at the bottom of your writing prompt telling me each of the changes you made (i.e. Font you used, Colors you changed, etc.)
4. Move to the Insert Tab of your Ribbon. Make **FIVE** changes to your writing prompt from any of the menus you choose – Pages, Tables, Illustrations, Links, Header & Footer, Text, Symbols. One of your 5 changes SHOULD be a Header with your Name, the Date, and your Class period. Be sure to add these to your list at the bottom of your page telling me each of the changes you made.
5. Move to the Page Layout Tab of your Ribbon. Make **FIVE** changes to your writing prompt from any of the menus you choose – Themes, Page Setup, Page Background, Paragraph. Be sure to add these to your list at the bottom of your page telling me each of the changes you made.