Instructions for Assignment #2

1. Download the Assignment #2 from “Mr. Pileggi’s notes on the CTE homepage

2. Create a header in Calibri, 12pt, Bold. The header should include your name, name of the assignment and the date each on separate lines.

3. Change the page orientation from landscape to portrait.

4. Change the page margins to 2” on the top and bottom and 1” on left and right.

5. Create a page border around the text of your choice.

6. Change the font to a more easily readable one (Cambria, Arial, …) and make it 14pt.

7. Make the title a font of your choice, 24 pt, underlined and leave a blank line between it and the chapter title.

8. Make the Chapter title the same font as the body of the text but 16pt, bold and leave a blank line between it and the rest of the text

9. Create paragraph breaks after the phrases “deeply interested in the matter.” And “hitherto classified in science” and indent the paragraphs of text with a 1” tab. Make the line spacing double-spaced.

10. The Title should be center aligned, the Chapter should be left aligned and the body of the text should be justified.

11. Insert a clip art picture that’s appropriate to the story. Insert it IN the text so that the text wraps around the picture.

12. Save the file as YOURNAMEWord#2 on your H: drive and print out a copy to turn in