

Nameplate Assignment 07

Use Microsoft Word to design a nameplate for yourself.



On the Page Layout Tab

Use the *margins button, custom margins* to change the left and right margins to ½". Change the top margin to 3 ½".

On the Home Tab

Please type your name in as large a font as possible while still fitting on one line. Your class period # should be included in a much smaller font on the second line. You may change the font and use color but no WordArt, please.

Office Button, Save As

Save your work on your *H:drive* on the *server* with a good filename. I recommend "nameplate".

Office Button, Print, Print Preview

To see how your nameplate will look on paper use, *print preview*. If you like how it looks, leave it on your screen and I will be around to give you permission to save and print.

While you wait look around you to see if your neighbor could use any help.