

- Margins: WD 3.8 – 3.9, Steps 1-4. File | Page Setup | Margins Tab
 - (5) 1 inch left margin
 - (4) 1 inch right margin
- Body and Title Line Spacing: WD 3.10 – WD 3.11. Right Click paragraph mark | Paragraph | Indents and Spacing | Line spacing
 - (4) Double: Course Information, Title, Body
- Header: WD 3.12 – 3.14. View | Header and Footer |
 - (2) Top header: Right-justified name “Porter” or own name.
 - (1) Space between name and page number. WD 3.13 Step 3.
 - (2) Page number following name. WD 3.13 Step 4.
 - (1) Set header Font Size to 12. WD 3.14 Step 6.
- Default Font Size: WD 3.15. Font Size box.
 - (4) 12 point. For all text other than the header.
- (2) Name and Course Information, WD 3.16
 - Double spaced, left-justified, 12 point (Will come out correct if other preceding items are correct.)
- Title
 - (5) “Computer Viruses”, 12 point, centered on its own line. WD 3.17 Step 1.
- Indent Paragraph: WD 3.18 – 3.19.
 - (5) Set the First Line Indent marker to 0.5 inches from left margin.
 - (3) No hanging indent.
- Paragraphs
 - Use word wrap rather than enter to start a new line. Check which words begin new lines. An alternate explanation for which word begins a new line is incorrect font size selected.
- AutoCorrect: WD 3.22 - 3.24
 - Paragraph 2, line 2: “the” rather than “teh” just before “boot program” using AutoCorrect. [Students who go to the end and type the final version miss out on the chance to learn about autocorrect.]
- Footnote: Insert | Footnote
 - (5) Insert footnote immediately after period, paragraph #3, line #3, after the words “particular date”. WD 3.25 – 3.26.
 - (5) Footnote appears at bottom of page, “A well-known time bomb is the Michelangelo virus, which destroys data on a user’s hard disk on March 6, Michelangelo’s birthday (Chambers and Peters 52-54).” WD 3.26 – 3.28.
- Modifying a Style: WD 3.26, Step 4 – WD 3.28, Step 9. Modify style of footnote. right-click footnote paragraph mark | Paragraph, or Format | Style | Modify Style | Footnote Text | Modify | Paragraph
 - Paragraph:
 - (2) Indent first line of footnote by 0.5 inches: Paragraph | Indentation | Special | First line (WD 3.27 Steps 5 and 6)
 - (1) Double space: Paragraph | Spacing | Double (WD 3.27 Step 6)
 - (2) Footnote font size 12 point: Modify Style | Format | Size | 12 (WD 3.28 Step 8)
- Page Break Automatically WD 3.29
 - No orphan lines.

- Insert a Table. WD 2.33 – 2.34.
 - (1) Table of 4 rows and 2 columns, on page 2 above last paragraph. Initially, only 2 rows inserted, but more are added before printing. WD 3.31 – 3.32.
 - (1) Enter data into table.
 - (1) AutoFormat table to Grid 8 format. WD 3.34 – 3.35.
 - (1) Change line spacing inside table to single spaced. WD 3.36
 - (1) Blank line above paragraph following table. CTRL+0. WD 3.37.

- Works Cited, References, Bibliography, Resources WD 3.38 – WD 3.44
 - (4) On separate page. Manual Page Break. WD 3.38 – 3.39.
 - (4) “Works Cited” title centered at top. WD 3.40, Top.
 - (4) Each entry begins at left margin. WD 3.40, To Create a Hanging Indent.
 - (4) Hanging indent of 0.5 inches on multi-line reference entries. WD 3.41.
 - (3) Book titles in italic font. WD 3.42.
 - (3) Hyperlink at end of *Word 97, Project 3* reference. WD 3.42. Hyperlink underlined, indicating it was changed to a hyperlink.
 - Paragraphs sorted alphabetically: WD 3.43 – WD 3.44.
 - (3) If indented portion is not matched, the student entered hard returns rather than using word wrap when entering data.
 - (4) Order:
 - top: Chambers
 - middle: Elmhurst
 - bottom: Reed

- Find and Replace: WD 3.46 – WD 3.47. Find “archive” (lines 3 and 7) and replace with “backup”. Because of word length differences, word wrap changes which words will begin a line.
 - (4) Page 2, paragraphs above table. “archive” should not appear. “backup” should appear twice.

- Finding a Synonym. WD 3.48. Right-click word.
 - (4) One or three words should appear in page 2, paragraph 2, line 1, at the beginning. This replaced the word “find”.

- Word Count. Tolls | Word Count.

- Grammar and spelling. WD 3.50.
 - (5) No spelling or grammar errors, or missing text.