

1. Before starting, Set the left and right page margins to 1.0 inch
2. Remember, you are not making tables and putting the material below in them. You are only going to follow the instructions from the left column and create the material in the right column.
3. Do not worry if each line does not end at the same spot as the example.

- Font size 18; font is Courier
- font size 12

How to Cite Various Works

MAGAZINES AND NEWSPAPERS

Create table with 2 rows and 2 columns;
font: Palatino; size 10; bold italics and regular style; DO NOT hit the Enter key to break lines – instead, adjust interior table borders so it looks like the model
set Borders to NONE

<i>Magazine Article</i>	Acquino, Corazon. "The Wonders of Xelaju." <u>National Geographic</u> August 1997: 29-38.
<i>Newspaper Article</i>	Cezanne, Paul. "Waltz Instructor Devoured By Gerbils." <u>Washington Post</u> , 4 June 1989, sec. A: 8

Set in font size 16
Indent the first line to 0.75

How can you understand someone else's story if you do not know your own? How can you know your own story if you do not know your past? And if you do not know your past, how can you imagine a future?

Set font size to 12
Use Format/Bullets and Numbering feature

- Definitions of **Paternalism**:
1. a policy or practice based on or characteristic of paternalism
 2. a governing system whose head is seen as a father figure

- Use Tables; use shading; use Align Right; font size 18
 - Font size 18
- Indent 1/4 inch; use font size 14

Activity One: Global War

INDIVIDUAL REPORT

There have been a variety of attitudes toward global warming throughout history, and even into more modern times. Describe and explain some of these attitudes have existed and continue to exist, and what your attitude is toward global warming after completing this activity. Do we or do we not have a problem with global warming? Justify your answer. Why the different attitudes?

Make font size 11; Set lower indent to 1.5 inches; hit TAB after typing 'Budget'

Set decimal tab to 4.0 inches; set tab leader to dots

Use Forced line Break, except for the last line, Hit return, remove tab leader, hit tab twice

Budget:	registration.....	\$160.00
	substitute [Friday, 25 Oct.]	90.00
	1.5 days lodging/food	185.00
	<u>mileage [160 miles round trip]</u>	<u>55.00</u>
		\$490.00