

1. Before starting, Set the left a page margins to 2.25 inch and the right page margin to 1.25 inch; set the upper and lower margins to 0.7 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 exact spot as the example.

- Font size 18; font is Courier
- font size 12; Go to Format → Fonts and use small caps

How to Cite Various Works

MAGAZINES AND NEWSPAPERS

Create table with 2 rows and 2 columns, and Borders set to NONE
 Set font to Palatino; size 10; no small caps
 use bold & italics in column 1;
 DO NOT hit the Enter key to break lines [in column 2] – instead, adjust interior table borders and Lower Indent so it looks like the model

<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
[ignore this line]	

Set font to Comic Sans, 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 20
- Indent 1/4 inch; use font size 12

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 Times, size 11;
 Set line spacing to 1.5 spaces
 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 [\$55.00];
 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 mileage [160 miles round trip]..... 55.00 <div style="text-align: right; margin-top: 10px;">\$490.00</div>
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