***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week7-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week7-Files*** to store all week seven files
5. Download ***Week7-Assignment.docx*** to ***Week7-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week7-Files\Week7-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (5 points – subtract 1 point for each error) Start MS Word, on the ***New/Templates*** screen, click on ***Blank document*** and create a file that is identical to the one below (minus the SAMPLE background):

 Guidelines:

1. Font = Times New Roman for all
2. Font size:
	1. Text, in black = 12
	2. Category headers, in blue= 14
	3. Page header and footer, in purple = 14
3. Category headers, Header and Footer are bold
4. No space between category headers and text



1. Save as ***MSWord File-1.docx*** in ***Week7-Files*** folder
2. Snip the file content (including header and footer)
3. Save as ***snip-1.jpg*** in ***Week7-Files*** folder.

Paste-snip-1-here

Q2) (5 points – subtract 1 point for each error) Start Google Docs and produce the same doc as above with same guidelines:

HINT: Feel free to copy-n-paste.

1. Save as ***MSWord File-1 in*** ***LBCC\CIS101*** folder
2. Snip the file content (including header and footer)
3. Save as ***snip-2.jpg*** in ***Week7-Files*** folder.

Paste-snip-2-here