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

1. Insert the CS120 class USB Thumb drive
2. On the USB root folder/directory, create the ***CS120*** folder (unless the folder already exists)
3. Under ***CS120***, create ***Week5-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CS120\Week5-Files*** to store all week five files
5. Download ***Week5-Assignment.docx*** to ***Week5-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CS120\Week5-Files\Week5-Assignment.docx*** file,answer all questions, save the changes to the ***MSWord File-1.docx*** file, and upload to Moodle.

Q1) (5 points – subtract 1 point for each error) Start MS Word:

1. On the ***New/Templates*** screen, click on ***Blank document***
2. Create a file that is identical to the one below
3. NOTE: Do not copy the document. In your own words, write a paragraph about formatting text, indents and tabs, line paragraph and spacing with a conclusion, which you learned in week 5.
4. Document guidelines:
   1. For document Header, select ***Whisp*** from ***Header*** gallery
   2. For document Footer, select ***Semaphore*** from ***Footer*** gallery
   3. Font = Times New Roman for all
   4. Font color and size:
      1. Document header (Title, name and date): Times New Roman Font, size = 12, Bold
      2. Document text (i.e. In this assignment …etc.): color = black, size = 12
      3. Document category headers (i.e. Introduction, Formatting Text, etc.): color = Blue, Accent 5, size = 14, Bold
   5. Use Portrait Orientation
5. Save as ***MSWord File-1.docx*** in ***Week5-Files*** folder
6. Upload the ***MSWord File-1.docx*** file into Moodle

