

Design and Page Layout Tab Quiz

Please *read the instructions all the way through* and create the page as described.

- 1) Put Your Name as the Watermark
- 2) Change the Page Color to **anything but black**.
- 3) Please give a Triple Line Page Border
- 4) Change the Orientation to Landscape
- 5) Please make the Margins Wide
- 6) Change the Size of the Paper to 8.5X14
- 7) Please create Two Columns
- 8) Make your Text Size 16
- 9) Write 3 Full Sentences about your favorite Show.
- 10) Indent the paragraph .25 from the left and .25 from the right.
- 11) Insert an Up Arrow (Insert Tab) and put it in the middle of your paragraph.
- 12) Wrap Text Tight around the Up Arrow.
- 13) Insert a Sun, A Cloud and a Lightning Bolt
 - a. For the Cloud, Bring Forward until it covers the Lightning Bolt.
 - b. Send the Sun Backwards until it is halfway sticking out from the Cloud.
- 14) Group your Cloud, Lightning Bolt and Sun.
- 15) SAVE AS DESIGN LAYOUT QUIZ.
- 16) Submit to Edmodo.

**ONCE YOU HAVE TURNED IT IN
PLEASE GO TO TYPING.COM LOG IN
AND DO SOME TYPING LESSONS.
THANK YOU!**