

## 1. Making Report Covers

- ❑ Use Microsoft Word to make 4 covers,
  - English
  - Reading
  - Science
  - Social Studies
- ❑ Save as **Cover 1, Cover 2, Cover 3, and Cover 4**,  
(Or Cover English, Cover Reading, Cover Science, Cover Social Studies)

### \*Hint!

You can zoom in and out as often as necessary.

144% 

# of the BOOK

# History of the

## 2. Title of the Report

- ❑ Place at top of page.
- ❑ **Center** alignment.
- ❑ You choose the font.
- ❑ Large font size (30's, 40's or higher).
  - ❑ If this is a book review...
    - Underline book title only and,
    - Include author's name.

# ted States

# ry Gonick Jr.

## 3. Pictures for the Report (Insert, Illustrations, Clip Art)

- ❑ Place in middle of the page.
- ❑ One picture (no more than three).
- ❑ Relevant to the report or the subject.
- ❑ **Right-click on the picture**, click *Text Wrapping*, and click *In front of text* so you can easily move and resize the picture.

## 4. Your name, your section, subject and teacher name

- ❑ Place at very bottom of page,
- ❑ Align Text Right,
- ❑ Times New Roman font,
- ❑ Text Size 18.

## 5. A Page border

- ❑ Under the *Page Layout* tab, in the *Page Background* group...
- ❑ Click *Page Border*,
- ❑ Choose a style,
- ❑ In the Preview, use the diagram or buttons to apply the border to all four sides of the page.

Edward Gorey  
7K9  
Social Studies  
Mr. Norton



Delete any extra pages!