  
Vision. Value. You.


# Introduction to Computers

## CGS 1100

Fall 2003  
Unit 2

Dr. Martin Hepp

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## Assignment for Next Class

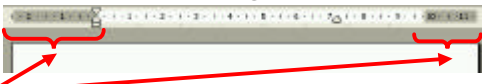
- Read project 3 + section "Creating Web Pages Using Word"
- Suggested: Have Word 2000 available while reading.

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## Margins



- Distance from the beginning of the page to the beginning of the text area
- Current margin settings are shaded in grey.
- Valid for the whole page

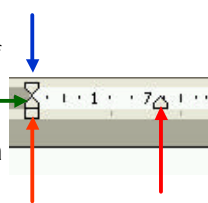
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## Indents

- **First-line indent:** Extra indent at the beginning of a paragraph.
- **Hanging indent:** Indent for the following lines of a paragraph.
- **Left and right indent**

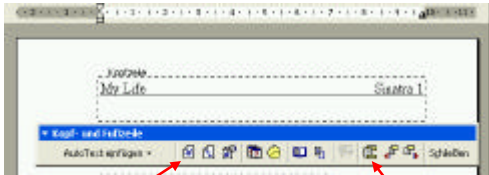


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## Headers and Footers




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## Click and Type



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## Footnotes and Endnotes

- References, explanatory notes etc. can either be located on the bottom of the same page or at the end of the document.
- The first option is called a **footnote**.
- The second option is called an **endnote**.


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## Manual Page Breaks

- Force Word to Begin a New Page
  - -> Insert -> Break -> Page break -> OK
  - or*
  - CTRL + Enter


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## Now... in the Lab

- Create the MLA style Web Publishing Paper by strictly following the instructions in chapter 2
- Prepare the Research Paper WD 2.57

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## Thank you!

The slides will be available on the internet at

<http://ruby.fgcu.edu/courses/mhepp/>  
(-> CRN80028)

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