Introduction to Computers
CGS 1100
Fall 2003
Unit 2

Assignment for Next Class
• Read project 3 + section “Creating Web Pages Using Word”
• Suggested: Have Word 2000 available while reading.

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

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

Headers and Footers

Click and Type
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.

Manual Page Breaks

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

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

Thank you!

The slides will be available on the internet at
http://ruby.fgcu.edu/courses/mhepp/ (- -> CRN80028)