Oslo

**DIRECTIONS**

1. Save file as LastName\_Oslo to your Word folder on Cobra.
2. Insert a Header
   1. Left – Your Name
   2. Right – File Name
3. Insert a Footer
   1. Left – Today’s Date
4. Select all text (Using Ctrl + A). Change the font to Cambria, size 12.
5. Change the margins to 1.25 (left & right)
6. Select “Oslo, Norway”
   1. use the change case button to make it UPPERCASE.
   2. Change it to bold, size 16, and center it.
   3. Click the Text effects button, and change it to an effect of your choice (on the Font Group).
7. Select “History”
   1. Click the “Heading 1” style, underline it, change text to dark red, apply a light colored shading
   2. Use the format painter to apply this style to the remaining headings
      1. “Population”, “Commerce and Industry”, “Climate”, “Holiday, Sport & Leisure” and “Sightseeing Tours”.
8. Select the last sentence “All tours by boat…” and change it to small caps (font dialog box)
9. Select Tour 1… and press F4 (this works like the format painter)
10. Select Tour 2… and press F4
11. Select Tour 3… and press F4, and Do the same with Tour 4.
12. Change all paragraphs to
    1. justified alignment.
    2. left indent of .5
    3. line spacing of 1.5
13. Use the Replace command to find “period” and replace it with “era”. Whole words only
14. Replace “city” with “township”. Match case (so that “City Hall” doesn’t get changed at the end).
15. Use the find command to find remnants. Use the thesaurus to replace it with a synonym.
16. Click Ctrl + End to go to the end of the document. Hit enter two times
17. Type your name and insert a symbol of your choice after it (Insert Tab > Symbols Group > Symbol)
    1. Right align this line of text.
18. Run Spell Check. Ignore names that are Places.
19. Change Document Properties. Title🡪 Oslo; Tags 🡪 indents, spacing, formatting
20. Save again & copy in to your “To Be Graded” folder for credit.