***Before you start, please:***

1. Insert the CIS125 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS125*** folder (unless the folder already exists)
3. Under ***CIS125***, create ***Week2-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS125\Week2-Files*** to store all week three files
5. Download ***Week2-Assignment.docx*** to ***Week2-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS125\Week2-Files\Week2-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

**Instructions (Total points: 10) Subtract one point for each missing step or error.**

1. Start Microsoft Word and Open Blank document. Save the document as Week2Assignment\_Lastname, using your own Last name.
2. Change the page orientation to Landscape.
3. Insert 7x7 Table on the document.
4. Type: **February** **2019** on the cell in the top left corner of the table.
5. Click in the cell below **February 2019**. Type: **Sunday**
6. Press the **tab key** to move to the next cell and type: **Monday**
7. Use the **Tab key** to type **Tuesday, Wednesday, Thursday, Friday,** and **Saturday** in the next 5 cells.
8. Click in the cell **below Friday** and type: 1.
9. Use the **tab key** to **fill in the rest of the calendar dates** (February 2019).
10. On the **Home tab**, click **select all** and change the font size to **20**.
11. Adjust the table bigger until the bottom row is near the bottom of the page.
12. Adjust the columns for the weekdays to be equal.
13. Highlight the **top row of cells** and click **Merge cells.**
14. Keep the top row highlighted and then **Center** the text, change the font size to 48 and change the font to Tempus Sans ITC.
15. Hold your cursor over the **line below Wednesday** and minimize the white space below the days of the week.
16. Highlight the **top row of the table** and change to **green** shading.
17. Highlight the **second row of the table** and change to **light green** shading.
18. Click in the white space below the table.
19. Set tabs: **Left, 3” Center and 8” Right with Dot Leaders**.
20. Type Date for Left Tab, Weekday for Center and Right for Holiday Name
21. On the next line, enter the following:
    1. Feb 2 Saturday Groundhog Day
    2. Feb 3 Sunday Super Bowl
    3. Feb 12 Tuesday Lincoln’s Birthday
    4. Feb 14 Thursday Valentine’s Day
    5. Feb 18 Monday President’s Day
22. Save the file and submit in Moodle.

