

Assignment Guidelines: AUTOBIOGRAPHY

General Instructions:

- **Deadline: before our next class (Section A: Oct. 28, Section B and C: Oct. 31)**
- **Use GSpace to upload your file to our class Gmail account**
 - please name them as "section_number_name_type" with underlines between each word.
 - You can produce the document using Word 2003 or 2007, but please save it as ".doc"
- **Give me printouts (leave them in my mailbox) if you want feedback in writing.**
- **Late assignments will not be accepted!**

Specific Requirements:

- Line Spacing: Double spacing
- Paragraph Spacing: add extra space (half line) after paragraphs
- Alignment: Justify
- Apply a different set of font type, font size, and font color to each paragraph
- Enlarge the first word of your writing
- Show me somewhere you know how to set text effects (use at least three effects) and animate your text
- Indentation:
 - Indent the first line of each paragraph (by pulling the indicator on the ruler 0.5 inch)
 - For one paragraph, show me you know how to indent the whole paragraph.
- Insert two funny/special symbols
- Show me somewhere you know how to use bullets and numbered lists