

Assignment Guidelines: TABLE OF CONTENTS

General Instructions:

- **Deadline: Section A: Dec. 30, 2008, Section B and C: Jan. 2, 2009**
- **Send an email or 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:

Note: This is to show us you know how to make a table of contents. You can just use some samples of your other assignments as the contents. For your e-book, you may want to recompile the table of content properly later on.

- Copy and paste some of your previous assignments into the document to serve as the contents of this document.
- Use "Page Break" to divide your document into sections (i.e., one assignment per section)
- Set the headings (for the **first level**). You can set for the second levels if you find it necessary.
- Make a cover page on the first page (This page does not have to be very fancy.
- On the second page of this document, make a Table of Contents.
 - Type up the title "Table of Contents" and put a frame on the title (the title only, not for the whole page)
 - Indicate the pagination for the whole document.
- Work with Header and Footer:

- In the header, put your name on the odd page and your title on the even one.
- Use “English Department” as the header for the first page and insert the Date.
- Insert a text watermark 文字浮水印 on your document (such as “original” or “confidential”)