

Creating Your Report

Step-by-step instructions for creating your word processing document

Create your document in Microsoft Word:

1. Double click on the hard drive icon to open the disk drive.
2. Locate and double click on the Applications folder.
3. Locate and double click on the Microsoft Office folder.
4. Locate and double click on the blue W icon labeled Microsoft Word Document.
5. With your cursor at the top of the document, enter the following title:

The Life and Times of Christopher Columbus

6. Hit the Enter key once.
7. Enter the following subtitle:

Researched by <your name>
8. Save your document by going to File > Save As. Save the file as "The Life and Times by <your name>." Click "Save."
9. Hit the Enter key three times.

Insert your picture of Christopher Columbus:

1. Open your word processing document, go to Insert > Picture > From File.
2. Select "Desktop" for the location of your file.
3. Locate and double click on the Columbus Fig.jpg.
4. Your picture will be inserted at the point where your cursor was in your word processing document.
5. Document the source of the picture by copying the Web address or URL and pasting it underneath the picture. Go to your Favorites and find the website that includes the picture. Select the URL and click Copy. Reselect your word processing document, place your cursor below the picture, and click Paste.