


### 3-D Printers: Apply 2-1

1. Switch to the header so that you can edit it. Change the header to represent proper MLA format. Your last name and page number. *Do not forget to put the page number in with the page number button.*
  - a. *Right Align the header*
2. Outside of the header and before the paragraph add in the name block with your information.
3. Create a title for the paper
4. Copy the word, printers, from the second sentence and paste it in the third sentence after the underlined word, liquid.
5. Select the underlined word, liquid, in the third sentence. **Use the drag-and-drop editing** to move the selected word, liquid, so that it is before the word, polymer, in the last sentence.
  - a. Click the Paste Options button that displaces to the right of the  moved word, liquid. Remove the underline format from the moved word by clicking **Keep Text Only** on the Paste Options menu.
6. Display the ruler (Use the View Tab to find the Ruler button)
  - a. Use the ruler to indent the first line of the paragraph ½ inch.  
(top triangle on the ruler)
7. Change the line spacing of the paragraph to double.
8. Use the **Navigation Pane** (*Hint:* The ‘Find’ Button on the Home Tab) to find all occurrences of the word, printer. How many are there? (**Answer the question in your properties under the file tab**).
9. Use the **Find and Replace** dialog box to replace all occurrences of the word, 3D, with the word, 3-D. How many replacements were made? (**Answer the question in your properties under the file tab**).

10. Use Word to find the word, finished. Use Word' s thesaurus to change the word, finished, to the word, complete. (*Hint*: Right click on the word and use your synonyms). What other words are in the list of synonyms?
11. **SAVE**. Use the **Insights task pane (Found on the Review tab: Smart Look Up)** to look up the word, prosthetics. Click the Explore tab in the Insights task pane. Click the define tab in the Insights task pane.
  - a. Create a footnote at the end of the sentence with Prosthetics. Add in the definition in the footnote. Make sure it is in MLA format. Cite the source.
  - b. *Hint: Alt and click on the word to find the research button or if the smart look up works.*
12. Make sure you have answered the questions posed in #8, #9, #10 in your comment section.
13. Put your cup on the table. Save. Minimize. Until Mrs. Kratky comes to Grade. Start on assignment two while waiting for Mrs. Kratky.