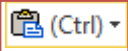


### 3-D Printers: Apply 2-1

1. Right click on the Normal style → Modify → Change to correct MLA format (Times New Roman, 12 pt, double space, remove extra space).
  - a. Highlight text and then click normal style.
2. 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*
3. Outside of the header and before the paragraph add in the name block with your information. (Student name, Teacher name, class, due date)
4. Create a title for the paper: Hint: read the paragraph and make a good title.
5. Copy the word, printers, from the second sentence and paste it in the third sentence after the underlined word, liquid.
6. 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.
7. Go in front of the first word of the paragraph and hit tab to indent the paragraph.
8. Use 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 synonyms 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. Create a footnote at the end of the sentence with **Prosthetics**. Add in the definition in the footnote from the internet. Make sure it is in **MLA format**. **Cite the source** using your reference tab.
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.