

Each Year in the Life of...

In this assignment you are going to create a Word document that lists each year in which you have been alive, a corresponding major world event that happened that year, and the *exact* website URL where this information can be found.

Step by Step Instructions:

1. Open a new Word document.
2. Go to [Page Layout / Orientation] Change Orientation to Landscape.
3. Go to [File / Help / Options / Proofing / AutoCorrect Options / AutoCorrect Options / AutoFormat As You Type], and uncheck the box that says: *Internet and network paths with hyperlinks*. This will turn off the auto-hyperlink function of Word for this document.
4. Change the line spacing single (1.0).
5. Your font should remain set at *Calibri 11* and black.
6. In the top left, type your 4-line MLA ID information.
7. On the line directly following, center the text and type the title: *Each Year in the life of _____* (where _____ is your name).
8. Go to [Insert / Table], and use the grid to create a table 3 columns wide. The number of rows is not important.
9. In the first column, type the year you were born. (Click 'Tab' to move between cells).
10. In the next column, type a major world event that happened that year which you have researched on the internet. USE COMPLETE SENTENCES to receive full credit – DO NOT COPY the headline.
11. In the final cell, type in the **full** URL of the website containing the information you found for the previous instruction.
12. Format your columns & page in a way that everything will fit on one page.
13. Continue this process for each year you have been alive, including this one. You may not get information from the same source more than once and each event should be unique (i.e. You may not simply list who won the World Series or the Oscar for each year. Be creative and search the news. There are a great diversity of events to report on.).