**Microsoft Word 2010**

**Assignment 2**

Go to page 79 of your textbook and do the following:

1. Using the Microsoft word 2010 or 2007, you have to type the document that starts with “Computer Ethics for computer professionals” and finishes with the phrase “**a patient monitoring in hospitals” (Figure F).**
2. Create your own style like we did in class: this style should take the first heading as (using the multilevel list located in paragraph)

**1- Computer Ethics for Computer Professionals**

**1.1- THE ACM CODE OF CONDUCT**

 **1.1.1- CODE OF CONDUCT FOR THE INSTITUTE FOR CERTIFICATION OF COMPUTING PROFESSIONALS**

**1.2 – SAFETY FIRST**

1. The text should include the same format as in the book, i.e. the main title should be in BLUE and bold, and it should be a heading1
2. The others should have the same color (Green) and heading two; and the rest of the text in black.
3. As you can see the ACM Code of conduct includes numbers, so I need the same structure with indent.
4. Then copy and paste the **ACM Code of conduct** text, and under it paste it then modify the title so it becomes **the ACM Code of conduct CSC201** but this time with a heading level 3; then change the numbers into bullets. (when changing it to heading 3 the code of conduct for the institute for certification of computing professionals should change to 1.1.2
5. In the paragraph **safety first,** add superscript on the word (**Figure F**) then strikethrough, then small caps.
6. Add two more lines to this assignment at the end of the document telling me what is the purpose of thesaurus, and how to add a page break.
7. Use the spelling& grammar to check the mistakes.
8. Save the file as CSC201 Assignment 2.
9. Add at the top of the page the table of content.
10. Then save it again as CSC201 Assignment 2 adding your name.
11. In the second file, I want you to divide the text as newspaper column.
12. Made the first letter of the paragraph a drop cap
13. Change the left margin of the text to 1.8
14. Add a water mark called CSC201 and then change the page orientation to landscape
15. And add to it a header and footer; in the header I want your name and in the footer I want the page number.
16. Save both files and send them by email.