**Orientation Word Skills Worksheet**

*Please follow along with the presentation and complete the numbered tasks below.*

Section I.

1. Change the font type and size in this document to Century Schoolbook, 12-point font, and set this as your new default font type and size for new documents based on the “Normal” template.
2. Change the line spacing in this document from 1.5 to double-spaced, and make that your new default spacing for the “Normal” template.
3. Insert page numbers into this document at the center of the footer, with no number on the first page.
4. Format your page numbers to match the rest of the document.
5. Complete the citation to this Ninth Circuit case and disable superscript for ordinals [BB Rule 10.4]:

Cooper v. Dupnik, 924 F.2d 1520, 1530 (\_Cir. 1991), rev’d en banc, 963 F.2d 1220 (\_Cir. 1992).

1. Complete this citation by inserting two section symbols [BB Rule 12]:

Robinson-Patman Act, 15 U.S.C. \_\_ 13-13b, 21a (2012).

1. Now insert a third section symbol and remove it using the “Back Button” (Undo Typing”) on your Quick Access Toolbar.

Section II.

1. Ensure your ruler is visible by checking the “Ruler” box on the View tab ribbon.
2. Reformat the paragraph below into a single-spaced, fully justified block quote [BB Rule 5.1].

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

U.S. Const. pmbl.

1. Add the “Speak” function to your Quick Access Toolbar, highlight “We the People of the United States” with your cursor and select the “Speak” option on the toolbar.

Section III.

1. Insert an ellipsis: [space].[space].[space].[space] to indicate omitted words in the paragraph below [BB Rule 5.3].

1. Underline Id. in the passage below, including “Id” and the period only [BB Rule 4.1].

When Marsh was decided, in 1983, legislative prayer had persisted in the Nebraska Legislature for more than a century, and the majority of the other States also had the same, consistent practice. 463 U.S. at 788-90. “In light of th[is] unambiguous and unbroken history\_\_\_, there can be no doubt that the practice of opening legislative sessions with a prayer has become part of the fabric of our society.” Id. at 792.

Town of Greece v. Galloway, 134 S. Ct. 1811, 1819 (2014) (citing March v. Chambers, 463 U.S. 783 (1983)).

Tutorial videos demonstrating these and other skills on Microsoft Word 2016 for PC and Mac are available at: <http://research.lib.buffalo.edu/word>. **Please bookmark this link!**

For additional assistance, please contact Student Services Librarian Brian Detweiler at [briandet@buffalo.edu](mailto:briandet@buffalo.edu) or Associate Director Terry McCormack at [cormack@buffalo.edu](mailto:cormack@buffalo.edu).