**Guided Practice: Page Formatting Instructions**

**Directions:** Use the **Guided Practice Page Formatting Excerpt** that has been sent to you **ELECTRONICALLY** by your teacher to follow along as your teacher demonstrates how to complete the tasks listed below.

1. Adjust the side margins to 1.5” left and 1” right
2. Format the page for landscape orientation
3. Set a header with your name on the left, Computer Applications I in the middle, and the current date on the right
4. Turn off widow orphan protection
5. Insert a manual page break after the phrase *Whereas, the average balance for college students with credit cards was . . . and*
6. Allow the computer to use word wrap instead of manually entering at the end of each line
7. Delete the manual page break
8. Format the entire document into two columns of equal width
9. Add a page border