Homework #2 Tips

To indent the first line of a paragraph by 0.3 inches, select that paragraph, click on Format, Paragraph and use the Special option to indent the 1st line.

For double spacing, select text, click on Format, Paragraph, and then change Line spacing to Double.

To draw a box around one or more paragraphs, select those paragraphs, click on Format, Borders and Shading, and then click on Box.
Select 2-column format here after moving cursor to 2nd section.

To insert a continuous section break, position the cursor to the desired location, click on Insert, Break, and then click on Continuous Section break.

Use 2 sections for Option 3

Place title in first section

Continuous Section Break here

Place text in 2-column format in second section

1-column format here

2-column format here