

Goal: To create a formatted document in MS Word.

**The purpose of this assignment is to gain familiarity with common basic features of a word processing program. The final product will utilize many of these common tools.**

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**Use the following items in Word to create a formatted document.**

- **Create a Blank Document**
- **Saving a Document (Save As: Word-Format)**
- **Cut, Copy, Paste**
  - **Copy & paste the following paragraph 3 times.**
  - **For cut use the 2nd line of the 1st paragraph, cut and paste it on the bottom of the document 3x**

The strategic hamlet program was started in 1962 and was modeled on a successful British counterinsurgency program used in Malaya from 1948 to 1960. The program aimed to bring the South Vietnamese peasants together in fortified strategic hamlets to provide security from Viet Cong attacks. Although much time and money was put into the program, it had several basic weaknesses. There was much animosity toward the program on the part of the South Vietnamese peasants, who were forcibly displaced from their ancestral lands. Also, the security afforded by the hamlets was inadequate and actually provided lucrative targets for the Viet Cong. Finally, the entire project was poorly managed. After the assassination of the program's sponsor, President Ngo Dinh Diem, in November 1963, the program fell into disfavor and was abandoned.

- **Bullets and numbering – Number the lines in the paragraph 1 & 2  
Use bullets points in paragraph 3**
- **Formatting Text (Font, size, color, Bold, Italics, Underline)  
Change the font, size and color for each paragraph add Bold to paragraph 1, italics to paragraph 2 and underline paragraph 3**
- **Align the first section to “ justified”, the second section to “ center”  
and the last section to “right”**
- **Page setup (change from portrait to landscape)**
- **Insert a tables (any number of columns or rows)**
- **Format two Columns**
- **Use the Spelling and Grammar Check**
- **Insert a Header and footer (write your heading)**
- **Insert page #s**
- **Insert an image**

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**Using Graphic Images from the Internet: Find a picture of a “ strategic hamlet”**

**Place a frame around it**