**Microsoft Word Assignment 3/3 – 25 Marks**

* Download the Word file saved in DC Connect under the Microsoft Word Assignment #3 named “Assignment #3 Data”.
* Using the provided document, you are going to follow the list of instructions in this document to modify the original file to make it look more like a research paper.
* How you implement each step is up to you.

Please complete the following:

1. Use styles to identify the following:
   1. Title of the paper
   2. Main Headings (introduction, Natural Splendor, Cultural Riches, Recreational Opportunities, Gastronomic Delights and Conclusion)
   3. Sub-Headings (Seafood Sensations, Farm-to-table Fare and Craft Beverage Culture) \*Hint: Use a different “Heading” option for these
2. Create two comments, create a reply to one of them, resolve the other.
3. Insert a Hyperlink to a website that will support the topic. Have text be displayed and NOT the URL. Provide a screen tip for the Hyperlink for the reader.
4. Create a link to another spot in your paper. Again, have text be displayed with a screen tip.
5. Use a system generated Cover page with all placeholders completed or deleted if not in use.
6. Create a Header that has the name of the paper on the left, date in the center, delete the right placeholder. Create a Footer that has your name on the right and the page numbering below your name. Use system generated options for all but your name. These should NOT be manually entered, nor should they appear on the Cover page.
7. Use the system generated the Table of Contents on its own page AFTER the Cover page but before the paper contents.
8. Add a relevant photo of your choice to the document.
   1. Using this photo, create a Table of Figures at the end of the document. Make sure this appears in the Table of contents.
9. Change the line spacing to 1.5.
10. Change any font that is not a heading, sub-heading, or title to Arial, 12pt.
11. Use page breaks and/or section breaks wherever possible.

When finished, upload your finished Word document to the assignment folder in DC Connect.