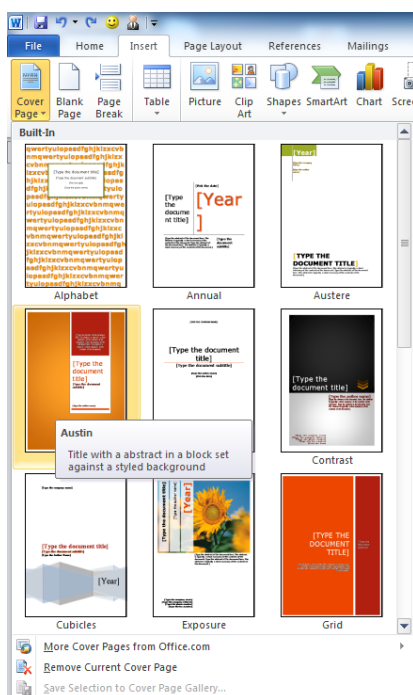


Microsoft Word Tutorial – Cover Sheet

Purpose of tutorial: To insert a cover sheet into the beginning of a Word document. A cover sheet should describe the document and provide a front for a professional looking presentation.

Accessing the commands: Insert (ribbon tab named Insert) >Pages grouping > Cover Page

Screenshot:



Step by step process:

1. Click the mouse pointer at the very beginning of the document to place the insertion point ready for the cover sheet (Ensure the insertion point is flashing before any character within the document and at the very beginning to enable the cover sheet to be the first page)
2. Click the “Insert” ribbon tab
3. Click the “Cover Page” drop down command button located within the Pages grouping
4. Choose from one of the preformatted cover pages and click on the one of choice
5. Click and type for each part of the cover sheet now located as page one of the document

Note: Additional cover page templates can be downloaded / obtained from Microsoft.com