Layout & Pagination
McAlpine Locks & Dam Problem

Topics

- Insert a cover page
- Create headers and footers
- Insert section breaks
- Adjust margins and orientation
- Create and format tables
- Use bulleted lists

Background Information

This project uses text and illustrations from the U.S. Army Corps of Engineers' history of the McAlpine Locks and Dam complex, *Triumph at the Falls: The Louisville and Portland Canal.*

Instructions

IMPORTANT: Complete the steps below in the order they are given. Completing the steps out of order may complicate the assignment or result in an incorrect result.

1. Download and extract the provided Data Files ZIP file. It contains the following file for use in this assignment:

   a. **mcalpine_pplp_mldp.docx** – Text from chapter of *Triumph at the Falls: The Louisville and Portland Canal* [1].

2. Open the **mcalpine_pplp_mldp.docx** document in Microsoft Word.

Insert a cover page

3. At the beginning of the document, insert a cover page using either of the built-in *Sideline* or *Whisp* styles. On the cover page, include the information noted below.

   a. **Company:** `Computer Science 101`

   b. **Title:** `McAlpine Locks & Dam`

   c. **Subtitle:** `Participation Project`

   d. **Author:** Your first and last name.

   e. **Date:** The current date.

4. We must apply formatting to the document.

Create headers and footers

a. We wish to add headers and footers to the document.

   i. In the right-hand corner of the header on all pages after the cover page, list your last name followed by the page number. The page number should begin at 1 on the first actual page of text (the page after the cover page).

   ii. In the right-hand corner of the footer on all pages after the cover page, display the text `McAlpine Locks & Dam`.

Insert section breaks

b. We wish to add section breaks so different parts of the document can have different formatting settings.

   i. Insert a blank line after the paragraph that begins "The Ohio like other rivers" at the end of the document.

   ii. On the blank line inserted in the previous step, insert a *Next Page* section break.

   iii. Insert an additional *Next Page* section break after the first section break created in the previous step.

      HINT: Enabling the SHOW/HIDE ¶ option on the **HOME** ribbon will allow you to view section breaks.

Adjust margins and orientation

c. For the whole document, use 1.25-inch margins on all sides.

d. Change Section 2 (the blank page between the two section breaks created in Step 4b) to use landscape orientation.

e. Vertically center-align the contents of Section 2 (the blank page between the two section breaks created in Step 4b).

Create and format tables

5. We wish to add a table to the document in Section 2 (the blank page between the two section breaks created in Step 4b).

a. Create a table which is 2 columns wide by 6 rows high.

b. Merge the two cells in the top row of the table.

   c.   Enter text into the table as indicated:

      i.   Row 1, Column 1: `Length of Lock Chambers`

      ii.   Row 2, Column 1: `Lock`

      iii.   Row 2, Column 2: `Length (Feet)`

      iv.   Row 3, Column 1: `1830 Locks`

      v.   Row 3, Column 2: `185`

      vi.   Row 4, Column 1: `Scowden`

      vii.   Row 4, Column 2: `360`

      viii.   Row 5, Column 1: `Lock 41`

      ix.   Row 5, Column 2: `600`

      x.   Row 6, Column 1: `McAlpine 1 & 2`

      xi.   Row 6, Column 2: `1200`

   d.   We will now format the table.

      i.   Apply the *Grid Table 4* table style.

      ii.   Horizontally center-align the table.

      iii.   Turn off the ***First Column*** option for the table.

      iv.   Bold the `Lock` and `Length (Feet)` heading cells.

      v.   AutoFit the size of the table to the contents.

Use bulleted lists

6.   We wish to add a bulleted list to the document in the introduction to list the illustrations included in the report.

   a.   Create bullets for the following items:

      i.   `Downstream view from Ohio Falls (Pennsylvania Railroad) bridge of the canal widening in 1960`

      ii.   `Concrete placed in the Boule sections converted the movable to a fixed dam with forms in place`

Grading Rubric

This assignment is worth 8 points. It will be graded by your instructor using this rubric:

Standard	Meets Requirements (8 points)	Does Not Meet Requirements (0 points)
Student made reasonable effort in correctly completing assignment.	Assignment is at least 70% complete and correct, or student contacted instructor for help on incorrect or incomplete items.	Assignment is less than 70% complete and correct, and student did not contact instructor for assistance on incorrect or incomplete items.

This rubric will be used for peer evaluation of this assignment:

Standard	Excellent	Satisfactory	Needs Improvement
Assignment is correct and complete.	Assignment is at least 90% complete and correct.	Assignment is 70%-89% complete and correct.	Assignment is less than 70% complete and correct.

References

[1] L. R. Johnson and C. E. Parrish, *Triumph at the Falls: The Louisville and Portland Canal*. Louisville, Kentucky: U.S. Army Corps of Engineers, Louisville District, 2007.