***Before you start, please:***

1. Insert the CIS125 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS125*** folder (unless the folder already exists)
3. Under ***CIS125***, create ***Week1-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS125\Week1-Files*** to store all week one files
5. Download ***Week1-Assignment.docx*** to ***Week1-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS125\Week1-Files\Week1-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

**Instructions (Total points: 10) Subtract one point for each missing step or error.**

1. Start Microsoft Word 2016 and Open Blank document. Save the document as Week1Assignment\_Lastname, using your own Last name.
2. Select the entire document and change the Font to Times New Roman and Font size to 12.
3. Insert header select Whisp style and change Document Title to About Me.
4. Insert a picture of yourself after the document title, resize image and position the image on the left-hand side.
5. Start a new paragraph and title it Introduction. In this paragraph, introduce and describe yourself. Talk about where you were born, where do you live and hobbies/interests.
6. In the second paragraph, title it Professional Background. Write about your school and work history. What are your skills, especially computer skills?
7. In the third paragraph, title it Future Plans. Write about your future and what you hope to get out of this class. Please include how I can best help you learn in this class, feel free to include anything you feel would be beneficial for me to know about you.
8. Apply the Heading 1 format to the Introduction title. Use the Format Painter to apply it to Professional Background and Future Plans titles.
9. Add a file path to the document footer.
10. Save the document and submit the file in Moodle.

