The Backbone

Name:_____ Hour:_____

1. ☐ Do your Every Day Steps.
2. ☐ Go to Home – Editing – Select All
3. ☐ Do your New Assignment Steps.
4. ☐ Calibri size 12.
5. ☐ Put all the paragraphs in the correct order
6. ☐ Remove the paragraph order number from in front of the paragraphs
7. ☐ Indent anything that needs to be indented.
8. ☐ Be sure to double space the paper.
9. ☐ Be sure to put your name, teacher, class and date on the paper.
10. ☐ The title is: The Backbone
11. ☐ Justify the main paragraphs of the paper.
12. ☐ Be sure to include your header.
13. ☐ Format the bibliography correctly
14. ☐ Replace the word "businesses" with "companies" using the search and replace tool.
15. ☐ Spell check.

16. ☐ Bold the following words:
    o P2 – **Fiber optic cables** –&– **satellites**
    o P3 – **binary**
    o P4 – **avoid**
    o P5 – **phone books**
    o P7 – **peering agreements**

17. ☐ Italicize the following words:
    o P2 – *backbone* (both of them)
    o P3 – *laser beams*
    o P4 – *connect*
    o P5 – *web address*
    o P7 – *network switches*

18. ☐ Underline the following things:
    o All the side headings and indented side headings
    o Bibliography – The Backbone

19. ☐ Print on both sides, check your paper, and turn it in when ready.

Put this in your portfolio!