

1. Download the file “**Football Glossary**” from Canvas.
2. Save the file in the Unit 1 folder inside your Word folder.
3. Navigate to the bottom of the document.
4. Place the insertion point at the end of the last paragraph in the document and Press the ENTER key once.
5. Type: Holding. Penalty for illegal use of hands while blocking.
6. Navigate to the top of the document and place the insertion point to the left of the first character in the first paragraph.
7. Type the title of the document: **FOOTBALL GLOSSARY** (use all caps) and press Enter twice.
8. Triple click anywhere on the title to select it, then center and bold the title.
9. Click in the blank line below the title and type the subheading: *By (your name), Period #* (centered and in italics).
10. Click the Save icon in the Quick Access Toolbar. This will save the changes you have made to the Word document.
11. Save the document as a PDF file by clicking the File tab, Save As Adobe PDF. Leave the folders and file name the same. This will enable others to see your file on a variety of computer settings without having to open it in Microsoft Word.
12. Close the PDF file you just created.
13. Continuing in the Word file, select the Title of the document and delete the text.
14. Restore the document title using the Undo command (Ctrl Z).
15. Select the word “unusual” in the first paragraph and replace it with the word “common”.
16. Save the file in the Unit 1 folder with the name **Football 2**.
17. Add a page border to the file. (Design ribbon, Page Background group)
18. Use the Format Painter to bold and underline the terms.
 - a. bold and underline the first term (Touchdown) in the list
 - b. double click the Format Painter in the Clipboard Group of the Home Ribbon
 - c. drag the cursor across the remaining terms in the list
 - d. click once on the Format Painter to turn it off
19. Indent each term and definition by selecting them all and pressing Ctrl M. (Do not include the paragraph below the title.)
20. Select the definition ONLY of each term and format it using the font effect or style given in the box at the left. Access the font dialog box by using the font launcher button or by pressing Ctrl D.

Continued below...

Strike-through	→ <u>Touchdown</u> . Six points awarded after a team advances the ball past the opponent's goal line.
Highlight Yellow	→ <u>Extra point</u> . One point awarded for a successful placekick following a touchdown.
Underline	→ <u>Field Goal</u> . Three points awarded for a placekick that goes between the uprights of the goal post.
Change the text color to Purple	→ <u>Safety</u> . Two points awarded to the defensive team when they force their opponent to down the ball in their own end zone.
Bold	→ <u>Forward Pass</u> . A ball thrown toward the goal line by a player to a teammate.
Lowercase	→ <u>Hand off</u> . THE ACT OF ONE PLAYER (USUALLY A QUARTERBACK) HANDING THE BALL TO A TEAMMATE WHO WILL THEN RUN WITH IT.
Right align	→ <u>Line of Scrimmage</u> . The imaginary line at the start of a play that separates the offense and defense. The line is marked by the ball.
Arial Font	→ <u>Offside</u> . Penalty for crossing the line of scrimmage before the ball is snapped into play.
Dotted Underline	→ <u>Clipping</u> . Penalty for blocking a player from the rear.
Italics	→ <u>Pass Interference</u> . Penalty for illegal contact with a player who is trying to catch a pass.
Font Size 8	→ <u>Runback</u> . The return of a kick or interception.
Apply Intense Quote Style	→ <u>Trap</u> . A blocking maneuver by the offensive team in which the block to a defender is delayed until the player reaches a certain point.
Superscript	→ <u>Touchback</u> . Gaining possession of the ball behind your own goal line. The ball is then set at the twenty yard line.
Subscript	→ <u>First Down</u> . After a team has gained at least 10 yards in four plays or less, they are entitled to a new sequence of four downs to attempt to gain another 10 yards.
Small Caps	→ <u>Two-Point Conversion</u> . After a team has scored a touchdown, they have the option of going for two extra points either by a run or a pass.
Double Underline	→ <u>Holding</u> . Penalty for illegal use of hands while blocking.

21. The finished file should look similar to the Example image in Canvas.
22. Save the file and close the document window.
23. Submit 3 files in Canvas: Football Glossary (Word document), Football Glossary (PDF document), and Football 2.