**Tech Audit Readiness Assessment: Microsoft Word**

Follow the instructions below for each sheet to complete the Word portion of the Tech Audit Readiness Assessment.

**Part 1: Preparing a Word Document**

1. In Microsoft Word, set the style pane area width for Draft and Outline view to 1.5’

**Part 2: Modifying and Applying Styles**

1. Modify the Normal style to be Georgia font, size 12, black color, first line indentation: .4, 12pt after spacing, and single line spacing
2. Modify the Heading 1 style to be Georgia font, size 14, bold, black color, 12pt before spacing, 6pt after spacing, and single line spacing
3. Modify the Heading 2 style to be Times New Roman font, size 13, bold, black color, first line indentation: .4, 6pt before spacing, 6pt after spacing, and single line spacing
4. Apply the Heading 1 style to the following heading titles: Introduction, Summary of Events, Fact, Discussion, and Conclusion
5. Apply the Heading 2 style to the following heading titles: Issues, Relevant Statutes, and Case Law
6. Apply an automatic numbering scheme to the Heading styles

**Part 3: Cross-References**

1. Insert a Numbered item cross-reference to the Summary of Events heading to one of the paragraphs in the Discussion section. Make the reference by Paragraph text.
2. Insert Numbered item cross-references to Issues and Case Law headings to the paragraphs in the Conclusion section. Make the references by Paragraph number

**Part 4: Table of Contents and Numbering**

1. Insert a Section Break before Introduction; use the Next Page option
2. Unlink section 1 from section 2
3. Add page numbers to the bottom of the page.
	1. Make Section 2 start the numbering at 1
	2. Remove page numbers from Section 1
4. Add a Table of Contents to the first page (Section 1)

**Final Save**

Do a final “Save As” of the encrypted file and so that the file name is: LTA\_word\_myid.

(Where “myid” insert your personal uga my id) Save it with the extension pdf. Ex. **LTA\_word\_jtubinis.pdf**

**Upload & Submit**

Upload the finished document to [www.law.uga.edu/legal-tech-audit](http://www.law.uga.edu/legal-tech-audit) by March 27, 2015