CSIS101 – MS Word – Take Home Lab 1 Prepare a 4-to-5-page document on a topic of your choosing that you are passionate about. If you do not wish to choose a specific topic, use the following topic: “The Role of Technology in [Your Major]”. Your document should include at least the following: 1. A cover page; includes your name, ID, AUK logo, course name, current semester, and the document title. 2. Add a border to the cover page only. 3. Create a custom style different than the default Microsoft Word one. Headings should be uniquely formatted and different than body text. Make sure your style is still professional looking. 4. Automatically create a Table of Contents in a similar way you learned in the class. This should be prepared when you complete the entire document and is up to date. 5. You must cite at least 4 references, Use Google to find relevant sources. 6. You must have a bibliography at the end of your document. Any professional citation standard is acceptable 7. Add page numbers to all the pages except the cover page. 8. Your document must include at least one example of each: 8.1. A table with several entries. 8.2. An image with a caption underneath it. 8.3. Some use of bullet points in a list. 9. Your document must have at least five H1 section headings. Use best formatting practices. 10. This is not an English class; however, your document is expected to be free of: 10.1. Grammatical mistakes. 10.2. Spelling mistakes. 10.3. Plagiarism. 10.4. And be generally readable. 11. Make your document as presentable as possible. A general rule of thumb: if it looks ugly/unprofessional, then it would lose points for being so. This does not mean adding a lot of color or images, it just means making it look neat with consistent formatting that is easy on the reader’s eye.