






STORY BEHIND THE CANADA FLAG

BROAD-BASED TECHNOLOGY 10

INSTRUCTIONS:

Open the document called "[The Story Behind the Canadian Flag](#)". This document is located in the same folder as this assignment. Complete the following steps to the assignment to show your basic understanding of Microsoft Word.

1. Read and correct all the spelling and grammatical errors in this document. (5)
2. Set the title of the document as a "TITLE" preset style.
3. Set the section headings "Background" "Story" and "Conclusion" as "Heading 1" preset style.
4. Insert a preset cover page at the start of the document. And style it to fit the story.
5. Insert a blank page after the cover page and before the story. (Your document should now be 3 pages in length)
6. Set the line spacing as 1.5 for the story.
7. Insert the page number at the top right corner of each page with your last name in the page number.
8. Insert a footer in the document set as "Last Name 10 BBT"
9. Set the margins on the page to .75 all around.
10. Using the "Replace" feature, find and replace all of the words "Canadian" with "National"
11. At the bottom of the page create a table with 3 columns and 6 rows. The Headings for each column should be "Canadian Flag", "Years of Use" and "Flag Image". Set the column headings as "Heading 1" preset style.
12. The final table should look as such: (There is a folder with each of these Images – [CLICK HERE](#))

Canadian Flag	Years of Use	Flag Image
Royal Union Flag	1801-1965	
Red Ensign	1871-1921	
Canadian Red Ensign	1921-1957	
Canadian Red Ensign	1957-1965	
Canadian Maple Leaf	1965-Present	


13. Insert the Current Canadian Flag in the top right corner of your main story on Page 3 with a drop shadow. It should look like this:

The Story Behind the Canadian Flag

Background

George Stanley, a Calgary-born historian, educator and soldier, was Dean of Arts at the Royal Military College in Kingston when he submitted his maple leaf design during a nationwide search for a new flag in 1964.

Prime Minister Lester Pearson believed Canada needed a new flag as a symbol to unite its people, those of French and English ancestry and from everywhere else in the world.



Story

It was a dangerous venture. Governments had retreated hastily from previous attempts, 1925 and 1945, in the face of public opposition.

14. On your blank page 2, click on the top of it and using the built in function, have Microsoft Word create a table of contents for the document.
15. Publish as PDF in your Word folder
16. Save this in *User Drive/10 BBT/Word* as *Corrected Canadian Flag.docx*