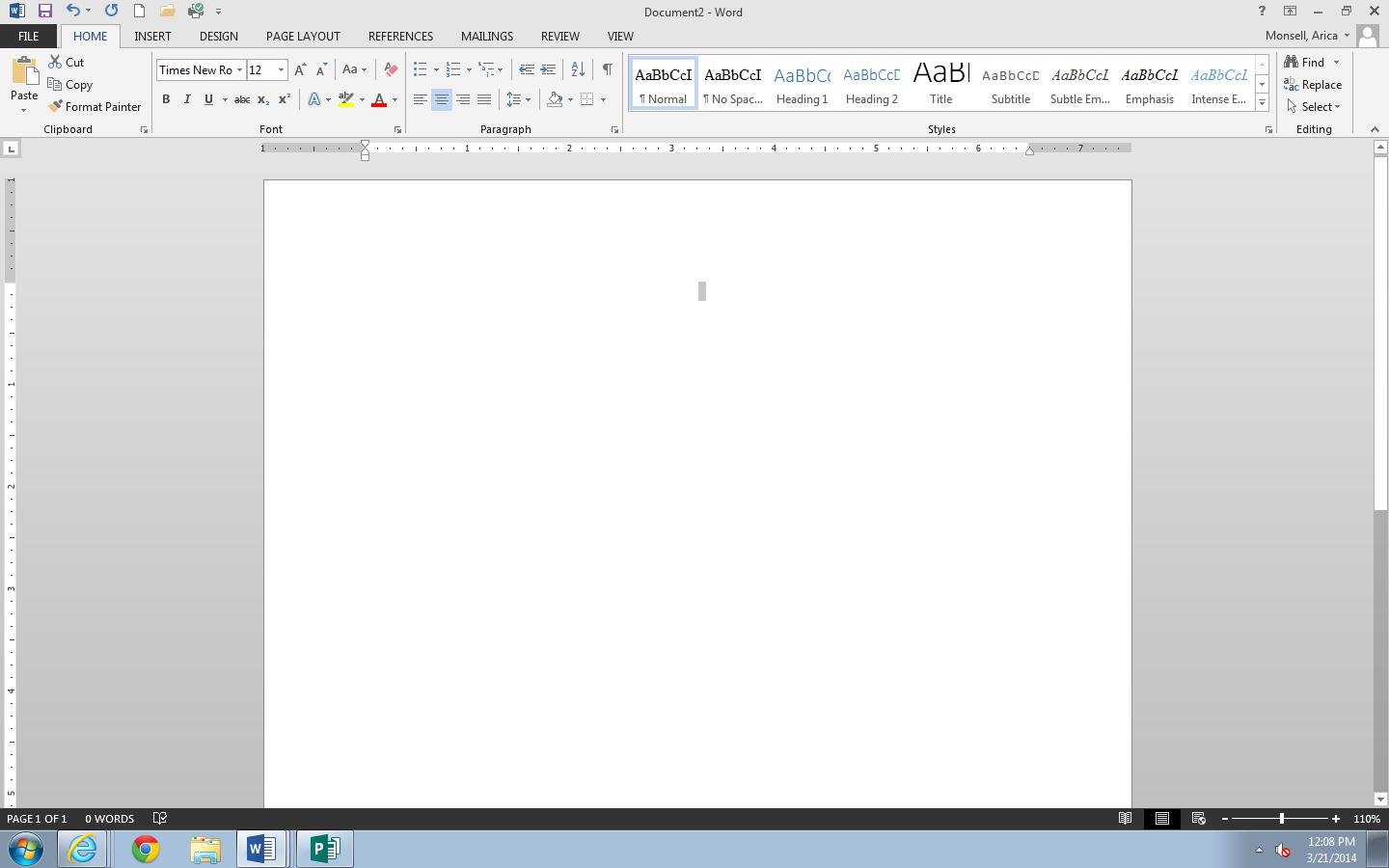
**Cover Page (Vertical Center)**

In the HOME tab > In Paragraph > Click Center

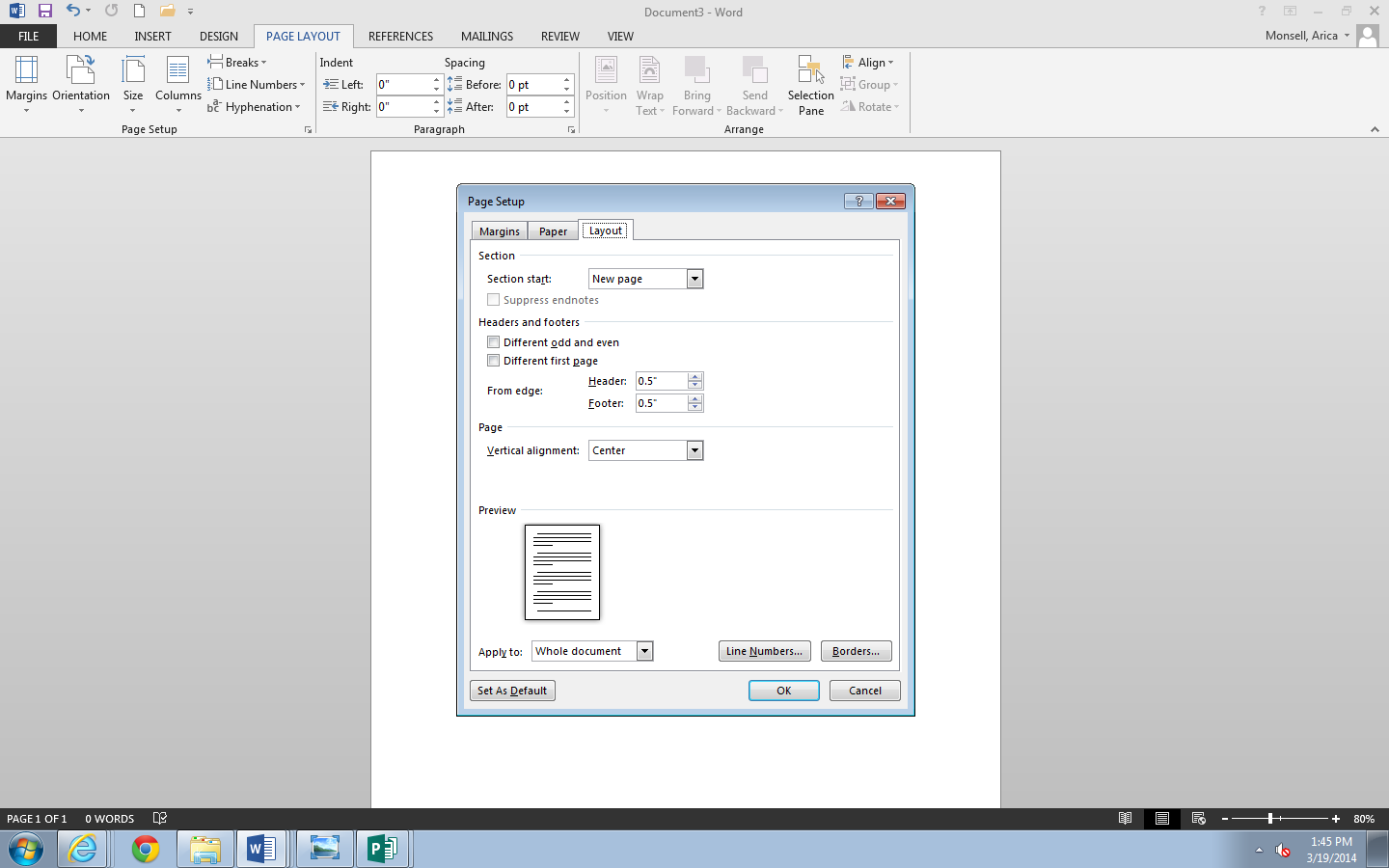


Go to the PAGE LAYOUT tab > click Page Setup corner arrow > click Layout tab

Change Vertical alignment to Center > Click OK

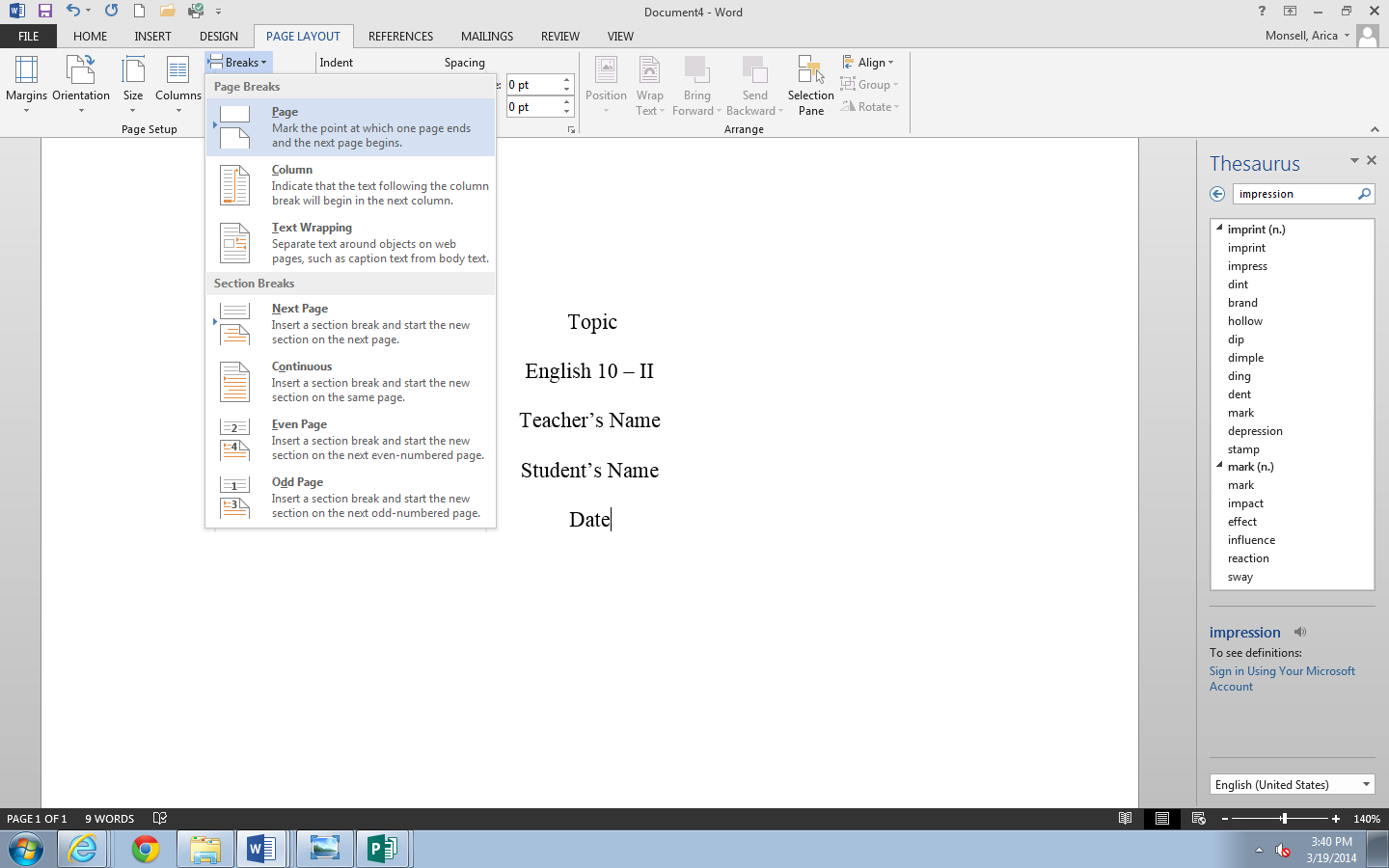
Type information teacher requested.

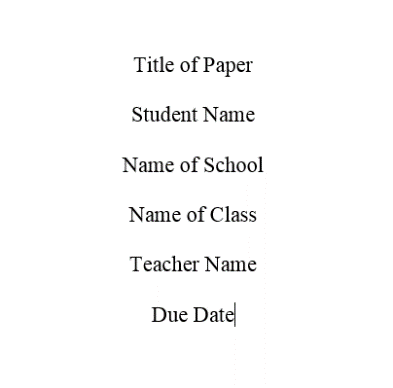
After the information is typed,…



… keep cursor on the last line. Do **NOT** hit Enter

Go to PAGE LAYOUT > Breaks > Page. Cursor should jump to next page





Still in PAGE LAYOUT > Click Page Setup corner arrow > In Layout tab

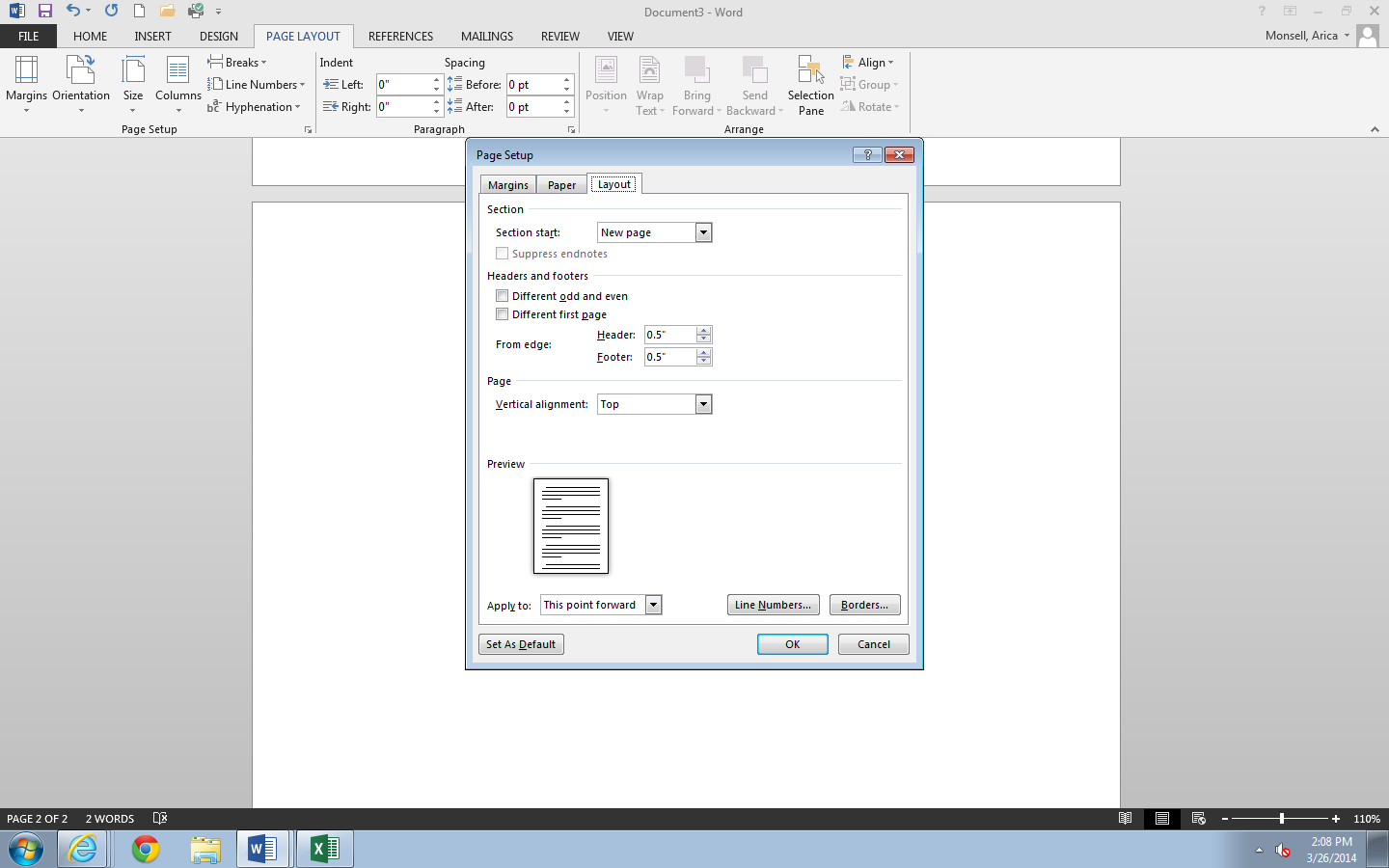
Change Vertical alignment to: Top

Apply to: This point forward

Click OK

Cursor will jump to the top of the page

Click the Save icon



SAVE!