**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!