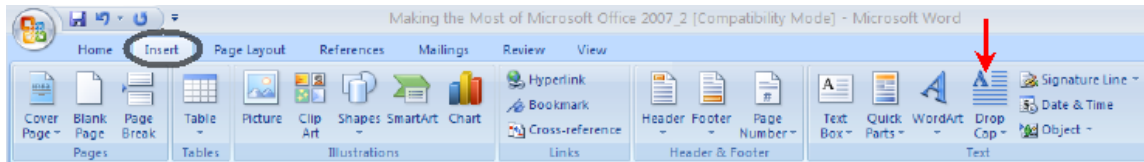


Drop Cap: A drop cap is a large capital letter that is “dropped” into text.

1. Click where in your document you want the drop cap to go
2. Click **Insert** tab, click **Drop Cap**. Choose where you want your dropped cap to go



Example:

George Washington (1789-1797): When the Constitutional Convention got around to discussing the power of Congress to raise an army, one of the delegates moved “that the standing army be restricted to five thousand men at any time.” Washington was amused by the motion, but as chairman could not offer a motion himself. Instead, he whispered to one of the delegates sitting near him that they had better amend the motion so as to provide that “no foreign army should invade the United States at any time with more than three thousand troops.”