Gradesheet

(Word – Static; 65 pts) Students have been provided with an unformatted Word document and will learn to format it using Microsoft Word by transforming it into the Model document (*turn page over*).

Preparation • Download the following folder from the in class server to your desktop: "RLS Multimedia Server" / Public / Prospectus / Word / 1. Static / A. Model Static. This folder contains both the Unformatted Word document and a photo of a Blue Devil. You are currently holding the Formatted Model Static Document (look at the other side of this handout). The Model is what you are going to recreate. • Open the Unformatted Word document by double clicking on it. Review Microsoft Word Interface (see video tutorial) Step #1: Margins Change the page margin to .5". Step #2: Font "Select All" the text on the page and change it to "Arial." Step #3: Tabs & Signature Line. 3d. Use a tab to move "Date" to the right side of the page. 3b. Use Tabs to create a Signature Line. 10 pts. Step #4: Font, Size, Bold, Center & Color Highlight the title: "Word – Static." Make it Bold, Center, Size 18 and Color Red. Note: Each section that you will be applying a formatting skill is a Step-By-Step guide on how to apply the skill! Go aheadread a section. Step #5 Columns Apply columns to the columns paragraph, with a line down the middle. 5 pts. Step #6 Borders & Shading (Page Border) 6a. Apply a light grey shading to the paragraph. 6b. Apply a light grey shading to the paragraph. 6b. Apply a light gre		
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	9b. Have the text wrap around the image (tight).	10 pts.
Apply a Footer that reads: "Created by: Your Name."5 pts.	Step #10: Headers & Footers	
	Apply a Footer that reads: "Created by: Your Name."	5 pts.