

Date: _____

Word – Static

(Skill Performance – 60pts.)

This assignment is based upon the skill you learned while formatting the static document over the last few days. **First**, Set the Margins of the page to 1 inch for all sides of the document. **Second**, “Select All” the text and change the font to Arial, size 12. **Third**, move the “Date” to the right side of the page and create a line for the user to write the date. **Fourth**, center the title “Word – Static” and subheading “(Skill Performance)”. Then bold “Word – Static” and increase the font size to 16.

This section needs to be converted into two columns. The following text has no meaning and is only meant to fill space: columns Skill Performance columns columns columns columns columns columns Skill Performance columns Skill

Performance columns columns Skill Performance columns columns columns columns columns columns columns Skill Performance.

This section needs to be formatted so that the background behind the paragraph is a light gray and is bordered on the right and left side by a line. The following text has no meaning and is only meant to fill space: border & shading, border & shading, border & shading, border & shading, border & shading, Skill Performance, border & shading, border & shading, Skill Performance, border & shading, border & shading, Skill Performance,

Create a Table

Please create a table that has a title “Table” and this line that you are reading in the upper cell. Bold and center the word “Tables”. Reduce the font size of this line you are reading to “9”. The two cells beneath it that will contain the following text. Please copy and paste the following text into the cells. Big hint, hit return and create a gap before you insert the table.

<ul style="list-style-type: none"> • Bullet Outline row 1 • Bullet Outline row 2 • Bullet Outline row 3 • Bullet Outline row 4 	<p><u>Copy and Paste</u></p> <p>This section of text should be copied and pasted into the right cell. Also, center the words “Copy and Paste” and underline it. You are doing just fine!!</p>
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Finally, it would be nice to have a picture inserted into this document. Insert the picture of the students that was provided to you. But notice how it just ruined your pages format. Go ahead and text wrap the photo “tight” and drag it to the bottom right corner of the page. The text should now float around the text.



You are finished.

Grade Sheet

(Word-Static Skill Performance – 60pts.)

Skill	Points
Margins	5pts.
Format Document Fonts	5pts.
Create Date Line	10pts.
Format Title	5pts.
Columns	5pts.
Border & Shading	5pts.
Create a Table	5pts.
Format Table Text	5pts.
Outline (bullets)	5pts.
Copy and Paste	5pts.
Insert Image (tight)	5pts.