

Instructions to the MS Word Specialist: Lesson 13	
1.	Open in a new blank document, in MS WORD. (Shortcut to Word on your desktop)
2.	Save this file to the COMP APPS/WORD Folder named <u>13 Price List of Services W2</u>
3.	PAGE SIZE: Set the page size to 8.5 inches wide x 11 inches high How? <i>Click Layout Tab, Click SIZE, click LETTER]. **New Skill**</i>
4.	PAGE MARGINS: Set the page margins to 0.5 inch (Narrow). How? <i>Layout Tab, click MARGINS, click NARROW</i>
5.	FONT SETTINGS: Set the font to Arial size 12 point.
6.	LOGO: At the top left-hand corner, insert the Lawn Enforcement image [Found on the lesson webpage] (Use the .jpg file) Resize the logo approximately (1.02h x 1.15w) using Picture Tools Menu. See Icon (A)
7.	In the top right-hand corner, create a Text Box with the dimensions 1.0 tall & 5.5 inches wide See icon (B) How? <i>Insert Tab – Text Box – Draw Text Box</i> <i>To resize the Text Box (1.0h x 5.5w) Use the Drawing Tools menu. → Ask for help, if needed.</i> Inside the Text Box, Key in the title using Arial Font , point size 16, bold , centered & <u>underline</u> .
8.	Directly, under the title (in the same text box) key in the subtitle using Arial Font, point size 14 bold & italics . Center-align text in the text box. See icon (C)
9.	One line below the logo, you will insert a two (2) column, 38-row table. How? <i>Insert Tab – Table – Insert Table → Ask for help, if needed.</i> The left column should be <u>5 inches wide</u> and the right column should be <u>1.5 inches wide</u> . How? Highlight both columns, right click, select Table Properties, Click the Column Tab to set Width.
10.	In the first row (<u>bottom line of row 1 only</u>), you will change the border style to a <u>double line</u> . How? <i>Highlight row, right click and select Border Styles, select (Double Style Lines 1/2pt) style from the Menu - Ask for help, if needed.</i>
11.	In the first row, key in the headings (Services & Prices) using Arial font, point size 14, bold , and vertically and horizontally center-align the heading within the cells. How? <i>Highlight row, right click and select Table Properties – in this window select Cell Tab, then Center Tool - Ask for help, if needed.</i> Now key in all the Services and Prices.
12.	Key in all the information found in the data sheet, re-create the table. In rows 2, 22 & 32, key in the text as shown in Document W-2 using ALL CAPS & BOLD . You can use CAPSLOCK to type these sub-headings.
13.	In rows 3, 8, & 14 these sub-headings should be boldface (CTRL + B).
14.	Footer: How? Insert, Footer, select Three Column Style. Left side: Full Name Middle: Class Day/Period Right: current date.
15.	Prices Column Only: Bold and center-align the contents of the right column. See icon (D)
16.	Proofread your work carefully and for accuracy. Ask a classmate to proof your work.

Document W-2



B Lawn Enforcement Price List

C In Pursuit of Your Lawn's Order

all caps →

all caps →

all caps →

Services	Prices
LAWN CARE	
Standard care includes:	\$ 75.00 monthly
Mow	
Trim	
Fertilize	
Blower clear-up	
Extra care includes:	\$ 125.00 monthly
Mow with clean equipment (no cross pollination)	
Edge	
Quarterly pest control	
Sweep and wash down to clean up	
Garden tilling	
Premier care includes:	\$ 200.00 monthly
Custom lawn care	
Control weeds	
Pest management	
Detaching	
Use catch basket	
Seasonal plant and flower replacement	
Spot re-seed and re-sod	
ADD-ON SERVICES	
Disease control	\$ 25.00
Aeration	\$ 10.00
Fall leaf removal	\$ 35.00
Total lawn renovation	\$ 400.00
Landscaping and/or lighting	Will bid
Soil testing	\$ 20.00
Sprinkler repair	Will bid
Add sprinkler system	\$ 100.00-\$ 300.00
Yard clean up	Will bid
TREE & SHRUB SERVICE	
Trim trees and top Pines	\$ 75.00 per
Trim Palm and Yucca trees	\$ 50.00 per
Pruning	\$ 30.00 per
Trim bushes	Will bid
Remove stumps	\$ 250.00 per
Root control	Will bid

O = Bold

Any orange highlighted text should be boldface print.