

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open in a new document.
2.	Save the document as <b>Project W16 List of Services Handout</b> to your <b>CompApps</b> Folder.
3.	Set the left, right margins at 1 inch. Set the top margin at 2 inch and the bottom to 0.5 inch.
4.	In the Page Layout Tab, Got to Custom Margins and Click the Layout Tab to set the header margin to 0.5 and the footer margin to 0.7. [Ask for help, if needed.]
5.	Unless otherwise noted, the font should be set to Arial 12 point.
6.	In the header of your document, key in the text in bold, point size 16 and a center-aligned, as shown in <b>Document W-16</b> . See icon <b>(A)</b>
7.	Directly below the company name, and phone number, insert the Squeaky Clean Logo. Resize the logo to be in proportion as displayed in <b>Document W-16</b> . See icon <b>(B)</b>
8.	Below the logo, key in the company's mission statement in italics [CTRL + I] and center-aligned [CTRL + E]. As shown in <b>Document W-16</b> . See icon <b>(C)</b>
9.	One line below the mission statement, key in the text left-aligned [CTRL + L], using point 12 font size and bold, as shown in <b>Document W-16</b> . See icon <b>(D)</b> Be sure to include standard bullets in your list. [Ask for help, if needed.]
10.	On the next line, insert a table with 4 columns and 4 rows. Change the width of the first and third columns to 2.6 inches and the width of the second and fourth columns to 0.43 inch. See icon <b>(E)</b>
11.	In row 1, split the cells into two columns and key in the headings using point size 12, bold and center-aligned. Key in the sub-headings using point size 10. Key in the text parenthesis using point size 10, italic, and center-aligned as shown in <b>Document W-16</b> . See icon <b>(F)</b>
12.	In the second row, key in the main text in the first and third columns using point size 12, left aligned for the room callouts. Use point size 10 for the remaining text and create a bulleted list. See icon <b>(G)</b>
13.	In the second and fourth columns of row 2, include the checkmarks center-aligned, where applicable, as show in <b>Document W-16</b> . <b>(Insert Symbols, locate check mark.)</b> Ask for help, if needed.
14.	Repeat steps 12 and 13 for rows 3 and 4.
15.	In the first line below the table, using point size 12, bold, center-aligned, key in the company's slogan as shown in <b>Document W-16</b> . See Icon <b>(H)</b>
16.	In the footer, key in the text at size 10 point font, key in your full name, the class period and the date.
17.	Carefully proofread your work for accuracy. Ask a classmate to proof your work. Re-save.
18.	Print a copy of the document and proofread again. Makes changes if necessary and re-print the document. Pass in the final copy as instructed.