

Instructions to the MS Word Specialist	
1.	Using Microsoft Excel, open in a new Spreadsheet
2.	Save the document as Project E17 Vocabulary List in your Excel Folder of the COMP APPS Folder.
3.	In Cell A1 type the Title <u>Vocabulary Words</u> . Bold and Underline this title.
4.	In Cell B1 type the Title <u>Definitions</u> . Bold and Underline this title.
5.	Unless otherwise noted, the font should be set to Times New Roman 12 point.
6.	In Column A, key in 10 to 15 Vocabulary Words you have found in Projects E-1 through E-15. Act as if you were a teacher creating a quiz.
7.	Search Google locating the definitions of the vocabulary words you chose. You WILL cite your resources at the end of the spreadsheet (Below row 17).
8.	In Column B Key in the definitions matching the correct vocabulary word.
9.	In cell A17 type in the Title <u>Resources</u> . Bold face and Underline this title.
10.	In Cell A18 and below paste all URLs (User Resource Links) that were used for the definitions of the vocabulary words.
11.	Add a footer that includes your Name, Class Period and the current date.
12.	You may adjust the font size to be larger, but the work MUST fit on 1 sheet. Use Print Preview to help you make these adjustments.
13.	Demonstrate your understanding of the Shading every other row, your choice.
14.	Adjust the row height and column width to suit the font size selection made.
15.	Save the file again. You should be saving as you work (CTRL+S).
16.	Carefully proofread your work for accuracy.
17.	Ask a classmate to proof your work. Make any corrections, if needed & Save.
18.	Before printing, see the instructor. This exercise should appear on 1 sheet.
19.	Print a copy of the document, then proofread one more time.
20.	Makes changes if necessary and re-print the document. Print a final copy & pass in as instructed.