

Instructions to the MS Word Specialist

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1.	Using Microsoft Word, open in a new document.
2.	Save the document as Project W15 Employee Personnel Form to your CompApps Folder.
3.	Set the left, right and top margin to 0.5 inch and the bottom to 0.6 inch.
4.	Unless otherwise noted, the font should be set to Arial 12 point.
5.	At the top-center of your document, insert the Lawn Enforcement Logo, as seen in Document W-15 . Resize the logo so it is in proportion with the rest of the document. Tip: Under the Picture Tools Context Tab, use the Position Object Tool for assistance. Ask for help, if needed. See icon (A)
6.	Directly below the logo, center-aligned, bold key in the company's name using a point 16 font size as shown in Document W-15 . See icon (B)
7.	Press the Enter Key twice to move the cursor beneath the company title. Then insert a table with 3 columns and 22 rows.
8.	In the first row, specify the height of the row to be 0.4. To do this go to the Table Tools Context Tab and click the Tab for Layout. Use the <i>cell size grouping</i> to set the 0.4 height setting.
9.	Merge the cells in row 1 and key in the text as shown in Document W-15 . See icon (C)
10.	In row 2 to row 22, specify the row height to be 0.3 inch.
11.	Merge the cells in row 2 and then split the row into two columns. To do this highlight the row, right click and select merge. Then right click again and select the split cells tool and key in the number 2 for columns. Key in the text as show in Document W-15 .
12.	Merge the cells in row 3 and then split the row into two columns. To do this highlight the row, right click and select merge. Then right click again and select the split cells tool and key in the number 3 for columns. Key in the text as show in Document W-15 .
13.	Merge the cells in row 4 and key in the text as shown in Document W-15 .
14.	Key in the text as shown in rows 5 and 6 as shown in Document W-15 .
15.	Merge the cells in row 7.
16.	Merge the cells in row 8 and key in the text as shown in Document W-15 .
17.	Continue this process row by row to prepare the form and key in the text so it replicates the example in Document W-15 .
18.	To allow more space for the employer's signature in row 22, hit the Enter key one time before keying in the text and hit Enter one more time. See Icon (D)
19.	Use the Borders & Shading feature to shade row 1 with a light gray color fill. Ask for help, if needed.
20.	In the footer, key in the text at size 10 point font, as shown in Document W-15 . Include your name, class period and the date. See Icon (E)
21.	Carefully proofread your work for accuracy. Ask a classmate to proof your work. Re-save.
22.	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.