

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open in a new document.
2.	Save the document as Project W18 Hours of Operation Sign your COMP APPS Folder.
3.	Set the page size to 8.5 inches wide x 11 inches high and 1 inch margins on all sides (normal).
4.	Unless otherwise noted, the font should be set to Arial 12 point.
5.	At the top center of your page, insert the Lettuce-Do-Lunch Logo from the webpage as shown in Document W-18 . Resize the logo so it is in proportion with the rest of your document. See Icon (A)
6.	Double-space after the logo (Tip: Hit Enter Twice) and key in the title, center-aligned, all caps (not using Caps Lock, use Font Effects), using point 36 font and bold, as shown in Document W-18 . See Icon (B)
7.	Double-space under the title, and insert a table that is center-aligned (Ask for help if needed). The table should have 2 columns and 7 rows.
8.	Change each row height to 0.6 inch high with a vertical alignment and select center. This can be found in the Table Tools Context Tab under Layout. See Alignment tools, and/or ask for help.
9.	In the table, key in the text, left-aligned and both columns, using point size 20 and bold, as shown in Document W-18 . See icon (C)
10.	Insert one row below the last row in the table (ask for help, if needed). Merge the cells in this row and key in the text using point size 20, bold, and center-aligned with one added space below the text, as shown in Document W-18 . See icon (D)
11.	Format the table to display a border around the table, but not around each cell. There should be no borders between cells. Explore the Table Tools Context Tab, using the Design Menu Tab. (Ask for help, if needed).
12.	Shade every other cell to make the information easy to read. See icon (E)
13.	Insert a Footer containing your full name, class period and current date.
14.	Carefully proofread your work for accuracy.
15.	Ask a classmate to proof your work. Re-save.
16.	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.