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|  | **Instructions to the MS Word Specialist: Lesson 6** |
|  | Using Microsoft Word, open in a new document. |
|  | Save & Name file as 6 - **W2 Price List of Services** in the COMP APPS/WORD Folder. |
|  | Set the page size to 8.5 inches wide x 11 inches high *[Layout Tab, Click SIZE, click LETTER]*. \*\*New Skill. |
|  | Set the page margins to 0.5 inch (Narrow).**How?** [*Layout Tab, click MARGINS, click NARROW.]* \*\*New Skill. |
|  | Set the font to Arial size 12 point.  |
|  | http://www.fontscape.com/pictures/fontsite/CombiNumeralsPro.gifAt the top left-hand corner, insert the Lawn Enforcement image [found on the lesson [webpage](http://www.theofficespecialist.com/student/)]. Resize the logo so it is in proportion with the rest of your document as shown in **Document W-2. See Icon** |
|  | http://www.fontscape.com/pictures/fontsite/CombiNumeralsPro.gifIn the top right-hand corner, create a Text Box with the dimensions 5.5 inches wide by 1 inch tall. **See icon** **How?** *[Insert Tab – Text Box – Draw Text Box] Resize the Text Box using the Drawing Tools menu.* 🡪 Ask for help, if needed. \*\*New Skill. Inside the Text Box, Key in the title using the point size 16, **bold**, and underline. |
|  | http://www.fontscape.com/pictures/fontsite/CombiNumeralsPro.gifDirectly, under the title (in the same text box) key in the subtitle using bold and italic. Center-align text in the text box. **See icon** |
|  | One line below the logo, insert a two column, 38-row table. The left column should be 5 inches wide and the right column should be 1.5 inches wide. **How?** *[Insert Tab – Table – Insert Table]* 🡪 **Ask for help, if needed.** |
|  | In the first row (bottom line only), you will change the border style to a double line. *[Highlight row, right click and select Border Styles, select (Double Style Lines 1/2pt) style from the Menu]* |
|  | In the first row, key in the headings using point size 14, bold, and vertically and horizontally center-align the heading within the cells. *[Highlight row, right click and select Table Properties – in this window select Cell Tab, then Center Tool]* |
|  | In the second row, key in the text as show in **Document W-2.** Use all caps and bold for the section headings and bold, all caps only, for the sections sub-headings. It is okay to use the CAPSLOCK KEY to complete this task. Complete the Table as pictured. |
|  | Insert a footer that includes your Name, Class Day/Period and the current date. *[Insert Tab – Footer Tool – key in data] –* Three Column Style Footer is recommended. |
|  | http://www.fontscape.com/pictures/fontsite/CombiNumeralsPro.gifBold and center-align the contents of the right column. **See icon** |
|  | Carefully proofread your work for accuracy. Ask a classmate to proof your work. |
|  | Triple check that this file is saved to your WORD folder in the COMP APPS Folder and is named as instructed (see # 2 above). |

