

Instructions to the MS Word Specialist

1.	Using Microsoft Word, open in a new document.
2.	Save the document as Project W6 List of Menu Items your COMP APPS Folder.
3.	Set the page size to 8.5 inches wide x 11 inches high with the top margin set at 0.5 inch. Set the left, right, and bottom margins at 1 inch.
4.	Unless otherwise noted, the font should be set to Arial 12 point.
5.	At the top of your document, insert a table with two-columns & 46 rows <i>as previously done in Project 2 (Lawn Enforcement)</i> . [Insert Tab – Table – Insert Table] → Ask for help, if needed.
6.	Set the width of the left column to 5 inches wide & set the width of the second column to 1.5 inches.
7.	Click View, check off <input checked="" type="checkbox"/> Ruler to display the Ruler. In row 1, highlight both columns, then you will merge both cells and set the left tab at 2 inches. To set the Tab to 2 inches, press the {CTRL + Tab} keys then key (type) the title as shown in Document W-6 , using point 16, bold and all caps font See icon (A)
8.	At the top of the left-hand corner of row 1, insert the Lettuce-Do-Lunch Logo. Resize the logo so it is sized in proportion with the text in that row. font See icon (B)
9.	In row 2, key in the text using point size 14, bold, all caps, & center-aligned. See icon (C)
10.	In row 3, merge the cells and key in the text using size 14 point, bold. See icon (D)
11.	Select rows 4 through 13, click the button to access the Paragraph Settings Window, click TABS. Set a left indent at 0.2 inch, click Set. Then set and a right tab with dot leaders at 4.9 inches, click Set and then set a TAB STOP at 0. Key the text as shown in Document W-6 . Tip: Use the CTRL + Tab key to tab within a cell.
12.	In row 14, merge the cells and key in the text using 14 point bold. See Icon (E) .
13.	Select rows 15 through 22 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 .
14.	In row 23, merge the cells and key the text using 14 point bold as shown in Document W-6 .
15.	Select rows 24 through 32 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 .
16.	In row 33, merge the cells and key in the text using 14 point bold as shown in Document W-6 .
17.	Select rows 34 through 37 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 .
18.	In rows 38 & 39, merge the cells in each row and key in the text as shown in Document W-6 .
19.	Select rows 40 through 42 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 .
20.	In rows 43 through 46, merge the cells and key in the text as shown in Document W-6 .
21.	Leave row 43 blank. Hide grid lines within the table by changing the Borders setting to None.
22.	In the footer, in point 10 font, key in your Name, Class Period and the current date.
23.	Proof read your work, make corrections, re-save and ONLY Print if you are instructed.