

	Instructions to the MS Word Specialist
1.	Using Microsoft Word, open in a new document.
2.	Save the document as W2 Price List of Services in your COMP APPS/WORD Folder.
3.	Set the page size to 8.5 inches wide x 11 inches high [<i>Layout Tab, Click SIZE, click LETTER</i>]. **New Skill.
4.	Set the page margins to 0.5 inch (Narrow) [<i>Layout Tab, click MARGINS, click NARROW.</i>] **New Skill.
5.	Set the font to Arial size 12 point.
6.	At the top left-hand corner, insert the Lawn Enforcement image [found on the lesson webpage]. Resize the logo so it is in proportion with the rest of your document as shown in Document W-2 . See icon (A)
7.	In the top right-hand corner, create a Text Box with the dimensions 5.5 inches wide by 1 inch tall. See icon (B) [<i>Insert Tab – Text Box – Draw Text Box</i>] 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 <u>underline</u> .
8.	Directly, 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 (C)
9.	One line below the logo, insert a two column, 38-row table. The left column should be <u>5 inches wide</u> and the right column should be <u>1.5 inches wide</u> . [<i>Insert Tab – Table – Insert Table</i>] → Ask for help, if needed.
10.	In the first row (bottom line only), you will change the border style to a double line. [<i>Highlight row, right click and select Border Styles, select (Double Style Lines 1/2pt) style from the Menu</i>]
11.	In the first row, key in the headings using point size 14, bold, and vertically and horizontally center-align the heading within the cells. [<i>Highlight row, right click and select Table Properties – in this window select Cell Tab, then Center Tool</i>]
12.	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, initial caps only, for the sections sub-headings. It is okay to use the CAPSLOCK KEY to complete this task. Complete the Table as pictured.
13.	Insert a footer that includes your Name, Class Day/Period and the current date. [<i>Insert Tab – Footer Tool – key in data</i>]
14.	Bold and center-align the contents of the right column. See icon (D)
15.	Carefully proofread your work for accuracy. Ask a classmate to proof your work.
16.	Ask if you should print or not. If the teacher asks, print a copy of the document and proofread another time. Makes changes if necessary and re-print the document. Print a final copy & pass in as instructed.