

LAWN ENFORCEMENT PROJECT W-2 PRICE LIST OF SERVICES: Lesson 8

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 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. *[Page Layout Tab – Margins – Custom Margins]*
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top left-hand corner, insert the Lawn Enforcement image [found on the webpage]. Resize the logo so it is in proportion with the rest of your document as shown in **Document W-2. See icon (A)**
6. At the top right-hand corner, create a Text Box 5.5 inches wide by 1 inch tall. Key in the title using the point size 16, bold, and underline. **See icon (B)** *[Insert Tab – Text Box – Draw Text Box]* → Ask for help, if needed.
7. 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)**
8. 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. *[Insert Tab – Table – Insert Table]* → Ask for help, if needed.
9. Change the border style of the table for the bottom of the first row to a double line. *[Highlight row, right click and select Borders & Shading, select style from the Menu]*
10. 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]*
11. 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.
12. Insert a footer that includes your Name, Class Period and the current date. *[Insert Tab – Footer Tool – key in data]*
13. Bold and center-align the contents of the right column. **See icon (D)**
14. Carefully proofread your work for accuracy. Ask a classmate to proof your work.
15. 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.