

Instructions to the MS Word Specialist
1. Using Microsoft Word, open in a new blank document.
2. Save the document as W3 Squeaky Clean Memo in your COMP APPS Folder.
3. Set the margins to Moderate found in the Margins Menu. [<i>Page Layout Tab – Margins – Moderate</i>]. *Top/Bottom = 1" and Left/Right = .75"*
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. In the top center of the document, insert the Squeaky Clean Logo image [found on the lesson webpage]. Resize the logo (Use Wrap Text, Through) and manipulate the logo so it is a similar size to that on your example document (As shown in Document W-3.) See icon (A)
6. Three lines below the logo (press enter 3 times), key the title. Make sure it is center-aligned, bold face and use CAPS LOCK (B) set it in ALL CAPS. After, go back and add one space between each letter. See icon (B) When done, turn CAPSLOCK Off. Now, set the document to Single-Space with Spacing set to 0 before and after. Ask for help if needed.
7. Three lines below the title (press enter 3 times), key the text in the top section, left-aligned and double-spaced, as shown, in Document W-3. Type To: and then press the TAB KEY twice. To achieve the indent seen on the example document. In the Subject line, use TAB KEY once only.
8. To create the initials for Joe's and Marie's names, you will first type (JW & MW). Then highlight the JW & MW, and choose a script-like font (Edwardian / Brush Script) styles. Set the initial to a font point size of 14 and then select the superscript feature (from exercise 4a). Make sure the text aligns as shown in Document W-3. See icon (C) Ask for help if needed.
9. After the Subject, insert a solid line that extends from margin to margin as shown in Document W-3. <u>How?</u> Hold the Left-Shift Key down and use the hyphen key to draw a line, or if you are confident, use the Border Tool, Horizontal Line feature or the Line Tool to create the line. Ask for help if needed. You should be saving as your work as you go. (CTRL+S).
10. Single-space and key the text for the body of the memo as shown in Document W-3. The body should be set to Left-Align. Skip a line <u>between</u> the paragraphs (Enter Key Twice). Press F7 to Spell Check . Ask for help if needed. See Icon (D)
11. Key in the footer as shown in Document W-3. Set the Font to size 11 point. Press enter and in the next line, add your Name, Day & Class Period. See Icon (E)
12. Highlight the MEMO Header Section from the word "To:" through the word "strategy". Then set Line Spacing to Double and spacing set before and after as "0".
13. Carefully proofread your work for accuracy. Ask a classmate to proof your work. Make any corrections, if needed. Save again.
14. If asked, 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.