Gradesheet
(Word – Static; 65 pts)

Students have been provided with an unformatted Word document and will learn to format it using Microsoft Word by transforming it into the Model document .

Preparation • Download the following folder from the in class server to your desktop: "RLS Multimedia Server" / Public / Prospectus / Word / 1.Static / A. Model Static. This folder contains both the Unformatted Word document and a photo of a Blue Devil. You are currently holding the Formatted Model Static Document (look at the other side of this handout). The Model is what you are going to recreate. • Open the Unformatted Word document by double clicking on it.	
Review Microsoft Word Interface (see video tutorial)	
Step #1: Margins Change the page margin to .5".	5 pts.
Step #2: Font "Select All" the text on the page and change it to "Arial."	5 pts.
Step #3: Tabs & Signature Line 3a. Use a tab to move "Date" to the right side of the page. 3b. Use Tabs to create a Signature Line.	10 pts.
Step #4: Font, Size, Bold, Center & Color Highlight the title: " Word – Static." Make it Bold, Center, Size 18 and Color Red.	5 pts.
Note: Each section that you will be applying a formatting skill is a Step-By-Step guide on how to apply the skill! Go ahead…read a section.	
Step #5 Columns Apply columns to the columns paragraph, with a line down the middle.	5 pts.
Step #6 Borders & Shading (Page Border) 6a. Apply a border to three sides of the paragraph. 6b. Apply a light grey shading to the paragraph.	10 pts.
Step #7 Tables Create the table seen in the Model shown above. Copy and paste the text into the corresponding cells.	5 pts.
Step #8 Outline or Bullets (indenting & customize) Apply an outline to the text in the left cell.	5 pts.
Step #9 Insert Picture & Text Wrapping 9a. Insert the image of the Blue Devil. Change its size. 9b. Have the text wrap around the image (tight).	10 pts.
Step #10: Headers & Footers Apply a Footer that reads: "Created by: Your Name."	5 pts.