Formatting Practice

Mrs. McCallie/Keyboarding

Your objective is to create a help wanted ad for Ann’s Super Special Hot Dogs.

1. Open a new Word document.
2. Create a header with your name.
3. Change the spacing after to 0 and the line spacing to single.
4. Change the margins to 2 inches for the top and 1.5 inches for both left and right.
5. Key the following information for the ad. Remember your line endings will not be the same as they are below.

Ann’s Super Special Hot Dogs is looking for energetic, motivated, team players for our new venture at AT&T Park. This is a fun, hourly position with good compensation and great fringe benefits.

Please email resumes to ann@specialdogs.com.

This is a part-time position based on your San Franciso Giants’ home baseball schedule.

1. Change the font size for all text to 16 points.
2. Change the font for all text to Tahoma.
3. Change the entire line “Please mail resumes” to Bold.
4. Center the entire line “Please mail resumes”.
5. Change the words “Ann’s Super Special Hot Dogs” to underline.
6. Change the text color for “AT&T Park” to red.
7. Highlight the words “San Francisco Giants” in yellow.
8. Spell check the entire document.
9. Proofread ALL text and make corrections.
10. Save as Ann’s Hot Dogs in your documents folder.
11. Print and turn in.