Real-world, Client-based Microsoft Office Projects

You're employed at TheOfficeSpecialist.com company where you'll take on the role of one or more of the following:

- Word Specialist
- Excel Specialist
- PowerPoint Specialist
- Access Specialist
- Desktop Publishing Specialist

Meet Your Clients!
This preview contains only some of the content of the actual textbook.

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Real-world, Client-based Microsoft Office Projects

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business establishment or real person.
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Introduction

Included in this section:

1.1 Welcome to The Office Specialist.com
1.2 Who Should Use This Workbook?
1.3 What You Will Need to Complete This Workbook
1.4 Prerequisite Skills
1.5 Your Role as the Microsoft Office Specialist
1.6 The Skills You Will Be Using in This Workbook
1.7 Table of Projects and New Skills Reinforced
1.8 A Note to the Instructor

This section provides the student with important background information about completing this workbook. It is recommended that you read this section before beginning this workbook.
1.1 Welcome to The Office Specialist.com

The Office Specialist.com is an integrated Microsoft Office project-based workbook. In this workbook, you will assume the role of a Microsoft Office Specialist for The Office Specialist.com, a company that designs and creates a wide variety of business documents for its clients. The Office Specialist.com consists of employees who know how to effectively create any kind of document a real-world business might need, from business cards and letterhead to an employee database and an informational slide show. For each project, you will receive a “work order form” from a client with instructions for creating a professional document that has a specific purpose for that company. You will use critical thinking and decision-making skills to plan, create, revise, and produce a wide variety of real-world documents.

1.2 Who Should Use This Workbook?

The Office Specialist.com is designed for middle or high school students who are enrolled in a computer applications course that includes one or more of the Microsoft Office software applications in its curriculum. This workbook is designed to allow students to use and apply their Microsoft Office knowledge and skills in an integrated, real-business setting.

1.3 What You Will Need to Complete This Workbook

To complete all of the individual projects in this workbook, you will need the following installed on your computer:

| ✓ | Any version of Microsoft Word |
| ✓ | Any version of Microsoft Excel |
| ✓ | Any version of Microsoft Access |
| ✓ | Any desktop publishing software such as Microsoft Publisher, Adobe InDesign, or QuarkXPress |
| ✓ | Any version of Microsoft PowerPoint |

Note: Some projects you will be completing in this workbook require you to include clip art that reflects the subject or purpose of the document. Use an instructor-approved source to find clip art for these projects.
1.4 Prerequisite Skills

The projects in this workbook are designed to be used as a reinforcement supplement for Microsoft Office students. Students should have a basic working knowledge of the following prior to completing any of the projects:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Publisher or an equivalent desktop publishing software

Important Note: The projects in this workbook are designed to be completed using any version of the Microsoft Office software applications. The instructions are provided in a generalized format and are not specific to any one version of the Microsoft Office software suite. Different versions of the Microsoft Office software applications may have slightly different options for you to choose from and the instructions may vary slightly from Mac to PC.

1.5 Your Role as the Microsoft Office Specialist

As the Microsoft Office Specialist, you will complete a series of real-world projects that will allow The Office Specialist.com to provide services to a wide range of clients. By using your Microsoft Office software skills, you will complete business and financial documents; organize data; and create and design marketing documents, databases, and promotional presentations.

The projects you will be completing in this workbook will contribute to the success of The Office Specialist.com and increase your competency and productivity using Microsoft Office applications. As you prepare for your future career, the skills you learn from this workbook will make you a more qualified candidate when seeking job opportunities.
### 1.6 The Skills You Will Be Using in This Workbook

The following is a list of skills you will be using throughout this workbook:

- Creativity and design skills to plan and produce business documents
- Technical writing skills to develop effective business documents
- Accounting skills to develop projected revenue and inventory spreadsheets
- Presentation skills to design slide shows
- Decision-making skills
- Organizational skills
- Integrating Microsoft Office software to complete comprehensive real-world projects

### 1.7 Table of Projects and New Skills Reinforced

<table>
<thead>
<tr>
<th>Project #</th>
<th>Client</th>
<th>Project Title</th>
<th>New Skills Reinforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-1</td>
<td>College Concierge</td>
<td>Acceptance Letter</td>
<td>Saving a document as a different name, Keying in content, Editing text, Changing line spacing, Using spell check, Formatting a block-style letter, Inserting a symbol</td>
</tr>
<tr>
<td>W-2</td>
<td>Lawn Enforcement</td>
<td>Price List of Services</td>
<td>Creating a table, Using a border style, Formatting columns, Inserting a logo</td>
</tr>
<tr>
<td>W-3</td>
<td>Squeaky Clean</td>
<td>Business Memo to Staff</td>
<td>Inserting a logo, Aligning text, Using superscript, Formatting a memo</td>
</tr>
<tr>
<td>Project #</td>
<td>Client</td>
<td>Project Title</td>
<td>New Skills Reinforced</td>
</tr>
<tr>
<td>----------</td>
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<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>W-4</td>
<td>Squeaky Clean</td>
<td>Address Labels</td>
<td>Creating a sheet of labels Editing text</td>
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<tr>
<td>W-5</td>
<td>Jazz My Wheels</td>
<td>Report in MLA Style</td>
<td>Formatting an MLA Style report Inserting page numbers Inserting page breaks</td>
</tr>
<tr>
<td>W-6</td>
<td>Lettuce-Do-Lunch</td>
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<tr>
<td>W-7</td>
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<tr>
<td>W-8</td>
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<td>Inserting headers and footers Creating business letterhead Inserting and resizing images Inserting and formatting text boxes</td>
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<td>W-9</td>
<td>College Concierge</td>
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<td>W-11</td>
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<td>Inserting a row Merging cells</td>
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<tr>
<td>W-12</td>
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<td>Detailing Overview</td>
<td>Inserting files into a document</td>
</tr>
<tr>
<td>Project #</td>
<td>Client</td>
<td>Project Title</td>
<td>New Skills Reinforced</td>
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</tbody>
</table>
| W-13      | Squeaky Clean      | Waiver and Release of Liability Form | Setting tabs  
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Inserting page breaks  
Inserting page numbers in a document  
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| W-14      | Jazz My Wheels     | Industry Trend Article          | Inserting bookmarks into a document  
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Inserting a drop cap |
| W-15      | Lawn Enforcement   | Employee Personnel Form         | Merging/splitting cells  
Aligning text  
Using shading |
| W-16      | Squeaky Clean      | List of Services Handout        | Using find and replace  
Creating and formatting tables  
Inserting a header/footerc  
Justifying text  
Inserting symbols  
Creating a bulleted list |
| W-17      | College Concierge  | Welcome Orientation Letter Mailing | Using mail merge  
Saving a document as a different name |
| W-18      | Lettuce-Do-Lunch   | Hours of Operation Sign         | Vertically aligning and centering text  
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Merging cells  
Shading cells  
Inserting rows  
Formatting cells |
| W-19      | Lettuce-Do-Lunch   | Grand Opening Flyer             | Creating and designing a flyer  
Using the fill color feature  
Selecting a shadow and dash style (if available)  
Customizing colors |
| W-20      | Jazz My Wheels     | Newsletter                      | Using and formatting with drawing tools  
Using a newsletter format  
Inserting a bullet symbol to separate text  
Inserting shapes and WordArt |
## Microsoft Excel Projects

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<th>Project Title</th>
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<td>Demographic Data</td>
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<td>Employee Roster</td>
<td>Formatting cells as text</td>
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<td>Top-Selling Products</td>
<td>Using the AutoFill feature to complete a number sequence</td>
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<td>Formatting cells</td>
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<td>Employee Productivity Report</td>
<td>Using the AutoSum function</td>
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<td>Using the AutoFill feature to complete formulas</td>
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<td>Displaying formulas in a spreadsheet</td>
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<td>Sorting data in a spreadsheet</td>
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<td>E-6</td>
<td>College Concierge</td>
<td>Event Budget</td>
<td>Using formulas to multiply, add, and subtract numbers</td>
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<td>E-7</td>
<td>Lettuce-Do-Lunch</td>
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<td>Formatting text direction</td>
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<td>Using text wrap within cells</td>
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<td>Formatting cells to currency</td>
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<tr>
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<td>Client</td>
<td>Project Title</td>
<td>New Skills Reinforced</td>
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<td>Lawn Enforcement</td>
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<td>E-11</td>
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<td>Sales Projection</td>
<td>Using absolute cell reference in a formula</td>
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<td>Using the AutoFill feature to complete a number sequence</td>
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<td>E-12</td>
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<td>Football Player</td>
<td>Dividing numbers in a formula</td>
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<td>Statistics</td>
<td>Increasing decimal places</td>
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<td>Using the SUM function</td>
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<td>E-13</td>
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<td>Most Popular Services</td>
<td>Creating a pie chart</td>
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<td>Sales History Chart</td>
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<td>Selecting cells using multiple ranges</td>
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<td>Using the fill effects feature in a chart</td>
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<td>Sales Forecast Chart</td>
<td>Creating a bar chart</td>
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<td>Aligning text in a chart</td>
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## Microsoft PowerPoint Projects

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<th>Project Title</th>
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<td>PPT-1</td>
<td>Lettuce-Do-Lunch</td>
<td>Favorites Menu</td>
<td>Changing line spacing&lt;br&gt;Adding slide transitions&lt;br&gt;Setting up a slide show to loop continuously</td>
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<tr>
<td>PPT-2</td>
<td>Jazz My Wheels</td>
<td>How to Detail a Car</td>
<td>Using WordArt&lt;br&gt;Changing background colors&lt;br&gt;Formatting text using an emboss effect (optional)&lt;br&gt;Formatting an action button</td>
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<tr>
<td>PPT-3</td>
<td>College Concierge</td>
<td>Laundry Service and More</td>
<td>Using text boxes&lt;br&gt;Inserting a graphic and resizing it&lt;br&gt;Running a slide show&lt;br&gt;Saving the presentation&lt;br&gt;Printing using handouts&lt;br&gt;Using bullets</td>
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<td>PPT-4</td>
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<td>Cleaning Demonstration</td>
<td>Creating a custom color scheme&lt;br&gt;Using text wrap&lt;br&gt;Using a numbered list&lt;br&gt;Formatting a numbered list&lt;br&gt;Formatting a bulleted list</td>
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<td>PPT-5</td>
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<td>Applying gradient backgrounds&lt;br&gt;Using the arrow tool&lt;br&gt;Grouping objects</td>
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<tr>
<td>PPT-6</td>
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<td>What Will You Be Doing in Ten Years?</td>
<td>Creating a color scheme&lt;br&gt;Using the arrow tool&lt;br&gt;Resizing graphic images&lt;br&gt;Using auto shapes&lt;br&gt;Adding a hyperlink text to a Web site&lt;br&gt;Formatting and inserting a table</td>
</tr>
<tr>
<td>PPT-7</td>
<td>Jazz My Wheels</td>
<td>Textbook Review</td>
<td>Creating a slide master&lt;br&gt;Using a gradient background</td>
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## Microsoft Access Projects

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<th>Client</th>
<th>Project Title</th>
<th>New Skills Reinforced</th>
</tr>
</thead>
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<td>A-1</td>
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<td>Employee Database</td>
<td>Creating a database&lt;br&gt;Naming and saving a database&lt;br&gt;Creating a table&lt;br&gt;Defining a database table structure&lt;br&gt;Saving a table&lt;br&gt;Adjusting column widths&lt;br&gt;Changing the page setup to landscape&lt;br&gt;Printing a table</td>
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<td>A-2</td>
<td>Lawn Enforcement</td>
<td>Equipment Orders</td>
<td>Formatting a number field&lt;br&gt;Formatting a date field&lt;br&gt;Sorting in ascending order</td>
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<td>A-3</td>
<td>Jazz My Wheels</td>
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<td>Adding a description property&lt;br&gt;Setting field properties&lt;br&gt;Setting a field size&lt;br&gt;Setting a field format&lt;br&gt;Setting a caption property</td>
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<tr>
<td>A-4</td>
<td>Lettuce-Do-Lunch</td>
<td>Market Research</td>
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<td>A-5</td>
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<tr>
<td>A-7</td>
<td>Squeaky Clean</td>
<td>Charitable Contributions</td>
<td>Creating a form using the Form Wizard&lt;br&gt;Using columnar form layout&lt;br&gt;Using standard form style</td>
</tr>
<tr>
<td>A-8</td>
<td>College Concierge</td>
<td>Target List</td>
<td>Saving a word processing file as plain text&lt;br&gt;Using the Get External Data option&lt;br&gt;Importing a text file into Access</td>
</tr>
<tr>
<td>A-9</td>
<td>Lawn Enforcement</td>
<td>Acquisition Prospects</td>
<td>Creating a report using groupings&lt;br&gt;Modifying a report in Design View</td>
</tr>
<tr>
<td>A-10</td>
<td>College Concierge</td>
<td>Incoming Students</td>
<td>Setting up a database to be used for mail merge</td>
</tr>
</tbody>
</table>
## Desktop Publishing Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Client</th>
<th>Project Title</th>
<th>New Skills Reinforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-1</td>
<td>Jazz My Wheels</td>
<td>Custom T-Shirt</td>
<td>Designing a custom T-shirt</td>
</tr>
<tr>
<td>P-2</td>
<td>Lawn Enforcement</td>
<td>Business Card</td>
<td>Designing a business card</td>
</tr>
<tr>
<td>P-3</td>
<td>Lettuce-Do-Lunch</td>
<td>Promotional Poster</td>
<td>Designing a poster</td>
</tr>
<tr>
<td>P-4</td>
<td>Squeaky Clean</td>
<td>New Customer Flyer</td>
<td>Designing a flyer</td>
</tr>
<tr>
<td>P-5</td>
<td>College Concierge</td>
<td>Event Invitation</td>
<td>Designing an event invitation</td>
</tr>
<tr>
<td>P-6</td>
<td>Jazz My Wheels</td>
<td>Bumper Sticker</td>
<td>Designing a bumper sticker</td>
</tr>
<tr>
<td>P-7</td>
<td>Squeaky Clean</td>
<td>Doorknob Hanger</td>
<td>Designing a doorknob hanger</td>
</tr>
<tr>
<td>P-8</td>
<td>Lawn Enforcement</td>
<td>Three-Panel Brochure</td>
<td>Designing a three-panel brochure</td>
</tr>
<tr>
<td>P-9</td>
<td>College Concierge</td>
<td>Greeting Card</td>
<td>Designing a greeting card</td>
</tr>
<tr>
<td>P-10</td>
<td>Lettuce-Do-Lunch</td>
<td>Promotional Punch Card</td>
<td>Designing a promotional punch card</td>
</tr>
</tbody>
</table>
1.8 A Note to the Instructor

With guidance and facilitation provided by the instructor, the projects in this workbook are designed to be completed by the student at an independent, self-guided pace. It is recommended that the instructor become familiar with the projects in this workbook prior to administering it to students in a classroom environment.

Many of the projects in this workbook are designed to allow students to exercise their own creativity and document-development skills. Although there are specific guidelines and instructions the student must follow in completing each project, the end result will be unique for each student. Hence, some of the samples provided in the workbook will vary from students’ documents.

The projects in this workbook are based on skills that correlate and align with the Technology Standards set by the National Business Education Association (NBEA) and the International Society for Technology Education (ISTE). The skills in this workbook also align with the Microsoft Office Certification Skills for Word, Excel, Access, and PowerPoint. The first page of each project includes a list of skills students will use to complete that project.
As the Microsoft Word Specialist for The Office Specialist.com, you will use Microsoft Word to create, format, and revise a variety of business documents. Each Word project includes an example of what your finished document should look like. Look for the letter icons in the step-by-step project instructions. Each icon directs you to a specific part of the finished sample.
Project #: W-7

New Skills:

- Formatting a press release
- Using word count
- Using the thesaurus lookup function
- Formatting and aligning text

Press Release
**Project Description**

Lettuce-Do-Lunch, a small local restaurant, is about to kick off three new menu items that have been submitted by a student group at the local high school. The new menu items were the result of the school’s recipe contest. Lettuce-Do-Lunch is excited about the new menu items and has decided to prepare a press release.

**Your Job**

As the Microsoft Word Specialist, you will prepare a press release to the local news media that will advertise the high-school students’ new additions to the menu.

**Tips and Strategies**

1. The local newspaper limits the number of characters that can be submitted to their paper to 2,500. Make sure you do not go over this number or they will eliminate your press release from consideration.

2. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.

3. Read through all of the instructions before proceeding with the project.
Instructions to the MS Word Specialist

3. Set the page size to 8.5 inches wide x 11 inches high with a 1 inch margin on all sides.
4. Unless otherwise noted, the font should be set to Times New Roman 12 point.
5. At the top right-hand corner of the page, insert the Lettuce-Do-Lunch logo from the “Logos” folder. Resize the logo so it is in proportion with the rest of your document as shown in Document W-7. See icon A
6. In the upper left-hand corner across from the logo, insert a text box and key the contact information, left-aligned, single-spaced, point size 10, and bold, as shown in Document W-7. See icon B
7. Double-space and key the heading, left-aligned, point size 12, bold, all caps, as shown in Document W-7. See icon C
8. Double-space and key the introduction, left-aligned, point size 12, bold, all caps, as shown in Document W-7. See icon D
9. Double-space and key the body of the press release as shown in Document W-7, left-aligned, point size 12, with a 0.5 inch tab indent at the beginning of each new paragraph (but do not indent the first paragraph beginning with the date). See icon E
10. Use the thesaurus tool to find alternative words for the following two underlined words:

   stage
   enormous

   Note: Select an alternative word and, in parentheses, insert the text.
11. Double-space and insert the symbols as shown to indicate the end of the press release. See icon F
12. Use the word count feature to verify that your press release is under 2,500 characters.
13. At the bottom line of your document, type the number of characters followed by the words "characters in the press release." See icon G
14. Carefully proofread your work for accuracy and format. Be sure to check the final character count and verify that your press release is under 2,500 characters.
15. Resave the file.
16. Print a copy of the document if required by your instructor.
FOR IMMEDIATE RELEASE

LETTUCE-DO-LUNCH ANNOUNCES THE ADDITION OF THREE NEW MENU ITEMS CREATED AS A RESULT OF A RECIPE CONTEST BY OUR NEIGHBORING SHORELINE HIGH SCHOOL STUDENTS

<current date> - James Hungry’s Lettuce-Do-Lunch Restaurant has added three new items to its menu, ranging from the classic to the original.

Lettuce-Do-Lunch is eager to share the reason why the three new items are being offered. During this past year, James Hungry has been getting lots of student requests and suggestions from the local Shoreline High School about adding more salad choices to its menu. At the beginning of the school year, a group of students met with Hungry about an idea they had that could help identify what would be the most requested salad by the school’s student body—a recipe contest.

Hungry was open to the idea and agreed to add the winning salad recipes to the menu starting in January for the New Year. Well, the idea was so appealing to the student body, they got local businesses near the café to contribute prizes for the first, second, and third place winners. Hungry agreed to offer a free lunch combo for every entry that made it to the second round of the competition.

The contest was off and running starting October 1st. The contest was open until October 12th. One hundred and ninety recipes were submitted. With a group of student representatives as judges, that number was narrowed to 50. These 50 contestants were asked to make the salad, submit a picture, and include a description of how it tastes. A booth was set up and the students
were encouraged to come by to vote on the salad they found the most appealing and would most likely buy at the café.

Nine lucky contestants moved on to the final stage of the competition—the taste test. It was decided that the student body officers; the captains of the football, baseball, volleyball, tennis, swimming, golf, and basketball teams; and the jazz band members would be the taste testers. There were three favorites among that group that received enormous raves and they are the following: Crazy Chopped Salad, Beca’s Signature Salad, and the Snowcrest Chicken Salad.

These amazing-tasting salads have proudly been added to the Lettuce-Do-Lunch menu and dedicated to the student winners who worked so hard at making sure their local eatery had something on the menu that represented their school’s requests. These salads will remain a tribute to the school for years to come. Come one, come all and taste for yourself!

# # #
As the Microsoft Excel Specialist for The Office Specialist.com, you will use Microsoft Excel to enter and format data in spreadsheets. Each project requires you to use specific Excel features and functions to format and calculate data. Keying data accurately and checking your work will be essential to your success on each Excel project. Review the Tips and Strategies section for shortcuts and tips to help you achieve accurate results. Check for hints in the step-by-step project instructions.

Excel Specialist

Included in this section:

Project E-1: Undergraduate Enrollment Demographic Data . . . . 131
Project E-2: Market Analysis . . . . . . . . 135
Project E-3: Employee Roster . . . . . . 139
Project E-4: Top-Selling Products . . . . 143
Project E-5: Employee Productivity Report . . . . . . . . . . . . 147
Project E-6: Event Budget . . . . . . . . . 151
Project E-7: Nutritional Facts . . . . . . 157
Project E-8: Dessert Takeout Menu . . . . 161
Project E-9: Accounts Payable . . . . . 165
Project E-10: Inventory Markup . . . . 171
Project E-11: Sales Projection . . . . . 175
Project E-12: Football Player Statistics . . . . . 179
Project E-13: Most Popular Services . . . . . 185
Project E-14: Sales History Chart . . . . 191
Project E-15: Sales Forecast Chart . . . . 197
Project Title
Sales Forecast Chart

New Skills:
☑ Creating a bar chart
☑ Aligning text in a chart

Important Note: Prior to beginning this project, Project E-11 must be completed.
Excel Specialist
Project #: E-15

Customer Name: Squeaky Clean
Assigned to: You, the MS Excel Specialist
Project Title: Sales Forecast Chart
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description
An account executive at Squeaky Clean has been using the sales forecast spreadsheet in presentations and planning meetings. However, she finds that some people digest information more easily if they see it in a more visually appealing format, such as a chart or a graph. She requests that The Office Specialist.com use the spreadsheet data to create a bar chart.

Your Job
As the Microsoft Excel Specialist, you will use the sales forecast spreadsheet to create a bar chart that displays Squeaky Clean’s percentage of sales.

Tips and Strategies
1. Read all of the instructions before proceeding with the project.
2. Charts and graphs can often tell a story more quickly than rows and columns of data in a spreadsheet.
Instructions to the MS Excel Specialist


2. Save the document as Project E-15 Sales Forecast Chart in the “Excel Projects” folder within the “Squeaky Clean Projects” folder.

3. Hide the formulas in the chart by using <CTRL>+` (if necessary).

4. Create a bar chart using the data in cells A6 – A16 and E6 – E16 simultaneously. 
   **Hint:** To do this, select cells A6 – A16, and then hold down <CTRL> and select cells E6 – E16. Both cell ranges should be selected.

5. Select Bar for the chart type and Clustered Bar for the chart sub-type.

6. Enter the chart title as “Services as Percentage of Sales,” the title for the horizontal axis as “Services,” and the title for the vertical axis as “Percentages.”

7. Rotate the vertical axis.

8. Display the legend to the right of the chart.

9. Show no data labels.

10. Save the chart as a new sheet. Name the new sheet Project E-15 Sales Forecast.

11. Format the style of the chart as follows:
    a. Change the font size of the services to 11 point.
    b. Change the font size of the chart title to 16 point bold.
    c. Change the text alignment of the services to 10 degrees.

12. When formatted, your chart should look similar to the one shown in Bar Chart E-15.2.

13. Carefully proofread your work for accuracy.


15. Print a copy of the spreadsheet and the bar chart if required by your instructor.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squeaky Clean</td>
<td>Annual Sales Forecast</td>
<td>PROJECTED SALES THIS YEAR</td>
<td>15% GROWTH NEXT YEAR</td>
<td>% OF SALES</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>29808.80</td>
<td>4471.32</td>
<td>34280.12</td>
</tr>
<tr>
<td>2</td>
<td>Weekly basic cleaning</td>
<td>21000.24</td>
<td>3150.04</td>
<td>24150.28</td>
</tr>
<tr>
<td>3</td>
<td>Bi-monthly basic cleaning</td>
<td>5280.56</td>
<td>792.08</td>
<td>6072.64</td>
</tr>
<tr>
<td>4</td>
<td>Monthly basic cleaning</td>
<td>12150.78</td>
<td>1822.62</td>
<td>13973.40</td>
</tr>
<tr>
<td>5</td>
<td>Bi-annual deep cleaning</td>
<td>5400.62</td>
<td>810.09</td>
<td>6210.71</td>
</tr>
<tr>
<td>6</td>
<td>Window cleaning</td>
<td>23700.52</td>
<td>3555.08</td>
<td>27255.60</td>
</tr>
<tr>
<td>7</td>
<td>Monthly basic cleaning</td>
<td>4050.07</td>
<td>600.12</td>
<td>4650.19</td>
</tr>
<tr>
<td>8</td>
<td>Bi-monthly basic cleaning</td>
<td>3600.78</td>
<td>540.12</td>
<td>4140.90</td>
</tr>
<tr>
<td>9</td>
<td>Window cleaning</td>
<td>3600.78</td>
<td>540.12</td>
<td>4140.90</td>
</tr>
<tr>
<td>10</td>
<td>Bi-annual cleaning</td>
<td>8280.25</td>
<td>1260.05</td>
<td>9660.30</td>
</tr>
<tr>
<td>11</td>
<td>Bi-monthly deep cleaning</td>
<td>1260.05</td>
<td>1950.08</td>
<td>3210.13</td>
</tr>
<tr>
<td>12</td>
<td>Total</td>
<td>143543.34</td>
<td>21531.50</td>
<td>165074.84</td>
</tr>
</tbody>
</table>

**Spreadsheets:** E-15.1
Services as Percentage of Sales

- Weekly basic cleaning
- Bi-monthly basic cleaning
- Monthly basic cleaning
- Bi-annual deep cleaning
- Window cleaning
- Move-in/move-out cleaning
- Carpet cleaning
- Laundry
- Oven cleaning (inside)
- Refrigerator cleaning (inside)

Percentages

SALES
As the Microsoft PowerPoint Specialist for The Office Specialist.com, you will use Microsoft PowerPoint to create and design effective slide show presentations that meet a variety of objectives. Look for the slide icon in the step-by-step project instructions to help you keep track of each slide and its content. Review the Tips and Strategies section for information to help you use the features and functions that are unique to PowerPoint. Refer to the PowerPoint presentation tips on page 204 to help you prepare and plan your presentations.
Project Title
What Will You Be Doing in Ten Years?

New Skills:

- ✓ Creating a color scheme
- ✓ Using the arrow tool
- ✓ Resizing graphic images
- ✓ Using auto shapes
- ✓ Adding a hyperlink text to a Web site
- ✓ Formatting and inserting a table

Level

Basic  Intermediate  Advanced

The Office Specialist.com
PowerPoint Specialist  
Project #: PPT-6

**Project Description**

A teacher from the local high school, Ted Stanton, has assigned a group project for his 10th grade students. They are to create a slide show presentation about what they think life will be like for them in 10 years. The students have challenged the teacher to share his own story as well. Since Mr. Stanton does not know Microsoft PowerPoint nor does he think he has time to create a presentation by the time it needs to be completed, he has come to College Concierge for help.

**Your Job**

As the Microsoft PowerPoint Specialist, you will develop a slide show that reflects the teacher’s thoughts and ideas about the proposed question. It needs to be clear and to the point, simple to follow, and interesting enough to keep the attention of the students. The client will provide the content. Graphics will play a big part in helping the students relate to the information on each slide, and you will have the final say on what and how much information is needed.

**Tips and Strategies**

1. Use no more than two font styles throughout the presentation.
2. Use future tense in your presentation.
3. Keep all of the headings (titles) the same font and point size; consistency is important.
4. The presentation should be easy to read, with a good balance of text and graphics.
5. Unless otherwise noted, the layout, design, point size(s), and style(s) for this project will be left for you to decide.
6. Read through all of the instructions before proceeding with the project.
### Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.

2. Using Microsoft PowerPoint, create a new blank presentation.

3. Save the presentation as **Project PPT-6 What Will You Be Doing in Ten Years?** in the “PowerPoint Projects” folder within the “College Concierge Projects” folder.

4. On **slide 1**, include the following:
   - In the heading text box, key the following title:
     
     WHAT WILL LIFE LOOK LIKE FOR YOU IN 10 YEARS?
   
   - In the body text box, insert a graphic image to enhance the text being presented on this slide. For example, choose an image that depicts Mr. Stanton 10 years from now—running a marathon, playing golf, married, moved to a bigger house, etc. Resize the image so that it is in proportion with the other elements on the slide.
   
   - In the body text box, key the following content:
     
     Presented by: Ted Stanton
     
     Project name: What will I be doing in ten years?
     
     Current date:
     
   - Select a color scheme that reflects the intent of the presentation and apply it to all of the slides.
   
   - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Graphic Image</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Body Text</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. On slide 2, include the following:
   - In the heading text box, key the following title:
     WHERE I WILL BE LIVING
   - In the body text box, key the following content:
     In 10 years, I see myself living in Palm Springs, California.
     The reason I see myself living there is because there is sun and golf.
   - Insert a graphic of a United States map. Use the arrow tool to point to the city with the state
     where Mr. Stanton will be living. Resize the image so that it is in proportion with the other
     elements on the slide.

6. On slide 3, include the following:
   - In the heading text box, key the following title:
     EDUCATION BACKGROUND
   - In the body text box, key the following content showing Mr. Stanton’s education:
     I graduated with a Bachelor of Arts Degree from University
     of Irvine and a Master of Arts Degree from University of
     Southern California.
   - Add hyperlinks that link to the Web sites of the schools Mr. Stanton attended.
7. On slide 4, include the following:
   - In the heading text box, key the following title:
     
     CAREER BACKGROUND
   
   - In the body text box, key the following content:
     
     I am a teacher at Shoreline High School.
     
     In this job, I am responsible for teaching 10th Grade Civics class.
   
   - Insert graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on the slide.

   **Tip:** Remember to keep the slide consistent regarding font color, point size, style, placement of text, and elements.
Instructions to the MS PowerPoint Specialist (Continued)

8. On slide 5, include the following:
   • In the heading text box, key the following title:
     FAMILY LIFE
   • In the body text box, list the family members’ names using Callouts in AutoShapes to identify
     the relationship of Mr. Stanton with his family. Key the following content:

     ![Family Life Diagram]

9. On slide 6, include the following:
   • In the heading text box, key the following title:
     HOBBIES AND INTERESTS
   • In the first body text box, key the following content:
     In my free time, I enjoy:
   • In the second body text box, key the following content using bullets:
     • golf
     • spending time with my family
     • traveling
10. On slide 7, include the following:

- In the heading text box, key the following title:
  
  TRAVEL

- In the body text box, insert a two column by five row table. Key the following content:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaii</td>
<td>2014</td>
</tr>
<tr>
<td>South of France</td>
<td>2017</td>
</tr>
<tr>
<td>England to Ireland</td>
<td>2020</td>
</tr>
<tr>
<td>Southern Italy</td>
<td>2022</td>
</tr>
</tbody>
</table>

- Shade the first row of the table to emphasize the column headings.
### Instructions to the MS PowerPoint Specialist (Continued)

11. Run the slide show and carefully proofread your work for accuracy, design, and format.

12. Resave the file.

13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.
As the Microsoft Access Specialist for The Office Specialist.com, you will use Microsoft Access to create databases for your clients. It is important that you input data in a consistent manner to ensure accurate results. Most projects include a sample database structure, which includes the field name and the data type. Use this information to set up the database table.
Project #: A-2

Access Specialist

Level
Basic Intermediate Advanced

Project Title

Equipment Orders

New Skills:

- Formatting a number field
- Formatting a date field
- Sorting in ascending order
Access Specialist  
Project #: A-2

Customer Name: Lawn Enforcement  
Assigned to: You, the MS Access Specialist  
Project Title: Equipment Orders  
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

<table>
<thead>
<tr>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>When the drivers on the Lawn Enforcement tree trimming crew return at the end of each day, they report any missing or broken tools by submitting a report to the office manager. The office manager will restock the driver immediately with tools from the equipment storage unit. Then the office manager places orders to replenish the equipment inventory. The office manager has been using a written log to keep track of the outstanding equipment orders. He wants to start recording the orders in a database.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>As the Microsoft Access Specialist, you will create a new database that the office manager can use to keep track of all of the outstanding equipment orders.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tips and Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.</td>
</tr>
<tr>
<td>2. Always close all open screens, one by one, before finally closing the Access program.</td>
</tr>
<tr>
<td>3. Read all of the instructions before proceeding with the project.</td>
</tr>
</tbody>
</table>
Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-2 Equipment Orders** in your “Access Projects” folder within the “Lawn Enforcement Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Text</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>Number</td>
</tr>
<tr>
<td>Order Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Note: Use the Date Format as shown in Figure A-2.*

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Orders**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in Figure A-2.
7. Adjust the Field Name column widths as necessary.
8. Sort the Description field in ascending order (A to Z).
9. Resave the table.
10. Carefully proofread your work for accuracy and format.
11. Print a copy of the **Orders** table if required by your instructor.
### Figure A-2

<table>
<thead>
<tr>
<th>Record # 1</th>
<th></th>
<th>Record # 6</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Grass Shears</td>
<td>Description</td>
<td>Hedge Shears</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>2</td>
<td>Quantity Ordered</td>
<td>6</td>
</tr>
<tr>
<td>Order Date</td>
<td>1/15/2011</td>
<td>Order Date</td>
<td>1/7/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record # 2</th>
<th></th>
<th>Record # 7</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Bar and Chain Oil</td>
<td>Description</td>
<td>Ratchet Pruner</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>12</td>
<td>Quantity Ordered</td>
<td>4</td>
</tr>
<tr>
<td>Order Date</td>
<td>1/3/2011</td>
<td>Order Date</td>
<td>12/29/2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record # 3</th>
<th></th>
<th>Record # 8</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Thorn Stripper</td>
<td>Description</td>
<td>Pole Saw</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>2</td>
<td>Quantity Ordered</td>
<td>1</td>
</tr>
<tr>
<td>Order Date</td>
<td>1/3/2011</td>
<td>Order Date</td>
<td>1/7/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record # 4</th>
<th></th>
<th>Record # 9</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Tool Spray</td>
<td>Description</td>
<td>Looper</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>10</td>
<td>Quantity Ordered</td>
<td>2</td>
</tr>
<tr>
<td>Order Date</td>
<td>1/12/2011</td>
<td>Order Date</td>
<td>12/28/2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record # 5</th>
<th></th>
<th>Record # 10</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Branch Puller</td>
<td>Description</td>
<td>All-Purpose Sharpener</td>
</tr>
<tr>
<td>Quantity Ordered</td>
<td>3</td>
<td>Quantity Ordered</td>
<td>4</td>
</tr>
<tr>
<td>Order Date</td>
<td>12/29/2010</td>
<td>Order Date</td>
<td>1/6/2011</td>
</tr>
</tbody>
</table>
As the Desktop Publishing Specialist for The Office Specialist.com, you will use Microsoft Publisher (or an equivalent desktop publishing software) to create a wide variety of business documents, including a business card, a poster, a greeting card, and even a T-shirt. Remember that good designers always plan on paper first. To assist you in planning the layout and design of each document, a “Document Planning Form” is available to be downloaded at the Web site www.theofficespecialist.com. Use this form to plan each document on paper before starting its design on the computer. Remember that although the content of each document is provided, you must use your own creativity and decision-making skills to create a document that effectively balances both the graphic images and the text.

NOTE: The “Document Planning Form” is available to be downloaded at the Web site www.theofficespecialist.com.
Project #: P-4

Desktop Publishing Specialist

Project Title
New Customer Flyer

New Skill:
☑ Designing a flyer
**WORK ORDER**

**Desktop Publishing Specialist**  
**Project #: P-4**

<table>
<thead>
<tr>
<th><strong>Customer Name:</strong></th>
<th>Squeaky Clean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assigned to:</strong></td>
<td>You, the Desktop Publishing Specialist</td>
</tr>
<tr>
<td><strong>Project Title:</strong></td>
<td>New Customer Flyer</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>(current date, 20xx)</td>
</tr>
</tbody>
</table>

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

<table>
<thead>
<tr>
<th><strong>Project Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Squeaky Clean has decided to offer its services at 40% off to new customers for a limited time. They will run a marketing campaign by distributing flyers that target homes and businesses in the communities where they are already servicing clients. The flyers will be posted inside local businesses, posted on telephone poles, stuck in doors, and placed on car windows throughout the targeted areas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Your Job</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>As the Desktop Publishing Specialist, you will design a flyer for Squeaky Clean to promote its services at 40% off for new customers. A flyer is used to communicate a simple message to an audience. It can take on a variety of formats and sizes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tips and Strategies</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Most readers view flyers as “light” reading material, so try to keep the word count and graphic images to a minimum while still keeping the reader’s attention.</td>
</tr>
<tr>
<td>2. Use a maximum of three fonts throughout your flyer.</td>
</tr>
<tr>
<td>3. Use a layout and design scheme that is easy to read. The most important information should be placed near the top and middle areas of the flyer.</td>
</tr>
<tr>
<td>4. Obtain some examples of flyers placed throughout your school and/or community to use as a guide as you design your own.</td>
</tr>
<tr>
<td>5. Download the “Document Planning Form” from the <a href="http://www.theofficespecialist.com">www.theofficespecialist.com</a> Web site to plan the layout and design of your flyer on paper first.</td>
</tr>
</tbody>
</table>
**Instructions to the Desktop Publishing Specialist**

1. In this project, you will be provided the content to include. The layout, design, and fonts for this document will be left for you to decide.

2. Using Microsoft Publisher or an equivalent desktop publishing software, create a new document.

3. Save the document as **Project P-4 New Customer Flyer** in the “DTP Projects” folder within the “Squeaky Clean Projects” folder.

4. Follow the Flyer Page Setup Instructions provided on page 334.

5. Include the following on your flyer:
   - A simple-to-read, eye-catching headline. For example:
     Full-service cleaning at 40% off the full price
   - The Squeaky Clean logo (from the “Logos” folder)
   - Information about the type of services Squeaky Clean provides:
     List of Cleaning Services:
     Kitchen
     Bathroom
     Bedroom
     Living Room
   - A “Call to Action” that indicates the promotion ends in 30 days:
     Call Now! Special Offer ends in 30 days!
   - Contact information, including a phone number and Web site address:
     888-555-1000
     www.squeakyclean.com
   - Additional text and/or graphic images that will help make the flyer achieve the objective of getting people to use the service. For example:
     Get your spring cleaning done today!

6. Format the size and placement of the text and other elements on the flyer so that they are in proportion with one another and project a professional image.

7. Carefully proofread your work for accuracy, format, spelling, and grammar.

8. Resave the document.

9. Print a copy of the document if required by your instructor.
**Flyer Page Setup Instructions:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Pages:</td>
<td>1</td>
</tr>
<tr>
<td>Dimensions:</td>
<td>8.5 x 11 inches</td>
</tr>
<tr>
<td>Margins:</td>
<td>0.75 inch on all sides</td>
</tr>
<tr>
<td>Orientation:</td>
<td>Portrait</td>
</tr>
<tr>
<td>Optional Materials:</td>
<td>Colored paper</td>
</tr>
</tbody>
</table>

Place the contents of the flyer here.

8.5”

11”