Microsoft Word: Editing and Formatting a Document

For this assignment, you will copy text from this document and paste it into a new Microsoft Word document for revision and editing, as directed in the Assignment Instructions below.

Copy the following text into a new Word document (from the title until you reach the **Assignment Instructions**):

Dress for Success

Whether you are heading to a job interview, your first day on the job, or your company has started a "casual Friday" policy, it is important to understand the type of clothng you should wear. Selecting appropriate attire shows your supervisor and your co-workers that you are professional, responsible, and worthy of respect.

Three levels of business attire:

Traditional
Suit and dress shirt for men and women
Tie and dress shoes for men
Hosiery and closed-toe shoes for women

General
Not limited to suits
Sport jacket with tailored slacks
Dress, skirt, or tailored slacks for women

Casual
Chinos or khakis
Collared shirt
Sweaters

When businesses offer a "casual Friday" policy, you should know what the boundaries are. Clean jaens with no holes and fresh sneakers may be acceptable. Jogging attire, t-shirts with graphics, and shorts are usually not appropriate.

The Bottom Line

You will be judged by your appearance. Keep the following tips in mind when dressing for success:
Keep yourself clean and well-groomed
Don't show too much skin
Make sure your clothing fits properly
Tone down hair color, makeup, and piercings
When in doubt, ask a co-worker or someone in human resources

Assignment Instructions:

1. Copy and paste the text provided into a Microsoft Word document

2. Make the following changes to the title "Dress for Success."
   a. Make the font bold
   b. Center the text horizontally
   c. Change the font to "Calibri"
   d. Set the font size to 14 point
   e. Change the font color to a color of your choice

3. Change the line spacing to 1.5 lines for the entire document

4. Change the margins to "Moderate"

5. Use Find and Replace to replace all instances of ". " [a period followed by two spaces] with ". " [a period followed by one space], which is correct for electronic documents.

6. Insert a 3 X 5 table below the first paragraph

7. Text for the table is shown in red (cut and paste into the table)
   a. Merge and Center the top row of the table
   b. Title for top row is: "Three levels of business attire:"
   c. Bold and center the title
   d. Carefully cut and paste the rest of the table content into the table in appropriate columns
   e. Change the font color to black (entire table)
   f. Bold the column headings "Traditional, General, and Casual"
   g. Apply an appropriate table style (coordinate with the font color in the page title)

8. Bold the text reading "The Bottom Line"

9. Make a bulleted list from the last five lines shown in blue, then change the font color to black

10. Indent the first line of the first two paragraphs to 0.5"

11. Insert a Header with your name at the left margin

12. Insert a Page Number at the bottom center

13. In the Header design tools, check the box in front of "Different first page"

14. Insert a Cover Page of your choosing with the information below as the design:
    a. For the Title type "Dress for Success"
    b. For the Subtitle type your name
    c. For the Abstract copy the first paragraph

15. Perform a Spelling and Grammar Check: make sure all spelling and grammar errors are corrected.

16. Save your completed Word document as your last name in all lowercase letters. (For example, Janet Learner would save her file as "learner.docx") Attach your completed file to the appropriate spot in MyHills and **submit by the due date provided in the Course Schedule**.

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