Computer Technology
Microsoft Word 2010
Lesson 3

Lesson 3:

In this lesson you will master the following concepts in Word:

- Memo formatting
- Horizontal line
- Alphabetical sort
- Columns
- Table formatting
- Shading
- Merge
- Redistribute cells
- Shrink to page

Pull up a blank page in Word.

1. Save & Add a header
    a. Save the document with your initials in the file name.
    b. Add a triple header with your name on the left and your period on the right.
    c. In the center, add the file name. Do this by going to Header&Footer>Quickparts>Field and choose filename from the list.
2. Setting up the Memo
    a. At the top of the page, type "Memorandum"
    b. Enter Twice
    c. Enter the proper formatting from To, From, Date, and Subject.
    d. The memo should be filled out as follows:
        i. To: Webster District Business Educators
        ii. From: Melissa Davis, Spring City Youth Entrepreneurship Chaiman
        iii. Date: November 3, 2014 *(or current year)*
        iv. Subject: Student SCYE Acceptance List, 2014-2015 *(or current school year)*
    e. **Make sure you format the above as instructed in the video!!**
    f. Format Memorandum to size 20, Times New Roman font. Do NOT center.
3. Horizontal Line
    a. Enter a PLAIN horizontal line after the subject.
4. Alphabetize
    a. Highlight the student names and sort by 4th word and then by the second word. If you have done it correctly, it should group them by high school and then alphabetize the names within each school.
    b. Change the font size of all student names to 10.
    c. **If you only show "Field 1" and not Words 1-4 in the paragraph pull down menu**

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        i. Click on Options, then make sure the box next to "other" is blank. Press ok and try again.
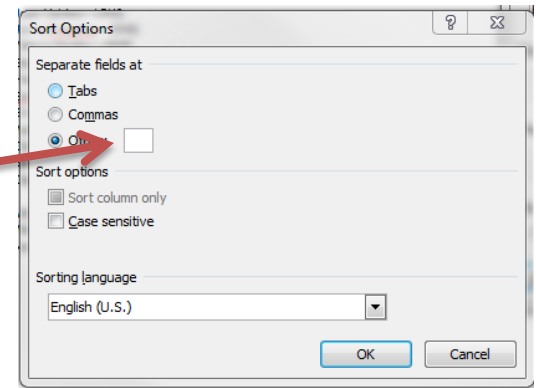
5. Columns
   a. Put the student names in three columns—make sure the columns are only for the student names and do not continue in the section below it.

6. Tables
   a. Create a table exactly like the one shown below. WARNING: It will not fit on one page at first!
      i. Start with a table that is 5 columns and 11 rows
         1. Insert>Table>Insert Table
      ii. Resize the column so that the margins of the table are at about a half inch from each side.
      iii. Resize the first column small, then redistribute the other four columns to even sizes
      iv. Make sure to change the shading where needed
      v. Use the spacebar to ensure that the colons in the time column all line up
      vi. Use bold and italics where shown
      vii. Change the font size of everything except the title to size 11. Make the title size 14.
      viii. Merge where needed
      ix. On the keynote speaker line, choose Cell Alignment to center the words in the middle of the cell

7. Add the Shrink to One Page command to your Page Layout ribbon, and ensure that the document fits on one page.

8. Save, print, and turn in to the basket.

Spring City Entrepreneurship Conference *November 28, 2014*				
8:00 a.m. 9:00 a.m.	*Keynote Speaker: Ellen Grites, Founder of Fountaincrest Associates*			
	Breakout Sessions			
	Auditorium	Room 419	Rm 411	Rm 415
10:00 a.m	Computer Skills for the 21st Century *Gary Schlipp*	Networking and You *Tiffany Grint*	Starting a Home Business *Greg Talbott*	Expanding Horizons *Josh Taylor*
11:00 a.m.		International Business *Rory Higgins*	How to Hire and be Hired *Minerva Wink*	Managing Teams *Nancy Grayson*
12:00 p.m.	Lunch Provided			
1:00 p.m.	Computer Skills for the 21st Century *Gary Schlipp*	Networking and You *Tiffany Grint*	How to Hire and be Hired *Minerva Wink*	Expanding Horizons *Josh Taylor*
2:00 p.m.		International Business *Rory Higgins*	Starting a Home Business *Greg Talbott*	Managing Teams *Nancy Grayson*
3:00 p.m.	Networking and Refreshments			

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