# **EX16\_WD\_CH02\_GRADER\_CAP\_AS - College Placement 1.7**

## **Project Description:**

You are the administrative assistant for the college placement office and have been given a document on transitioning from college to a career. The document needs to be formatted and made into a visually attractive handout for the upcoming senior day on campus. In the following project, you will format the document in a two-column design, apply a document theme, apply and modify styles, include bullets, and view the document in Outline view.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Download and open the file named *exploring\_w02\_grader\_a1\_College.docx*, and save it as**exploring\_w02\_grader\_a1\_College\_LastFirst.docx**. Ensure that nonprinting characters is displayed. | 0 |
| 2 | Select the entire document, and change the font type to Times New Roman and font size to 12 pt. Justify all paragraphs and change the line spacing to 1.15. | 6 |
| 3 | Ensure that the insertion point is on the first paragraph of the document, *Transitioning from College to Career*. Create a paragraph style and name it **Impt\_Headers** with the following formats: center-aligned, 22 pt font size, and a font color of Blue, Accent 5, Darker 50% (ninth column, sixth row). Apply the new style to the first and last paragraphs of the document. | 10 |
| 4 | Select the second paragraph of the document, *Courtesy of the College Placement Office*, and apply the following formats: italics, align right, 14-pt font size, and Blue, Accent 5, Darker 50% font color. | 6 |
| 5 | Apply Heading 1 style to paragraph headings, including *Time Managemen*t, *Job versus Career*, *Professionalism on the Job*, *A Current and Accurate Resume*, and *Recognize that Grads Get Entry Level Jobs*.   Note: The Heading 1 style should be applied to the headings above each paragraph, NOT to the list using the same text at the beginning of the document. | 10 |
| 6 | Modify Heading 1 style to bold and Dark Red (first color under Standard Colors) font color. | 6 |
| 7 | Select the list of the five issues that are key to making a successful transition located near the beginning of the document, beginning with *Time Management* and ending with *Recognize that Grads get entry Level Jobs*. Apply the first numbered-list format (1., 2., 3.), bold, Small caps, and decrease the indent so the numbers line up with the left margin. | 10 |
| 8 | Select the list of three time management suggestions, starting with *Getting Sufficient sleep* and ending with *Avoid taking unnecessary time off*. Apply the black, closed circle bullet to the selected text. Change the color of the bullet to Dark Red (first color under Standard Colors). | 10 |
| 9 | Apply the same red, closed circle bullet from step 8 to the list of five resume tips. | 6 |
| 10 | Select the entire document, except the first two paragraphs and the last paragraph, and display the selected text in two columns. | 10 |
| 11 | Insert the picture file *exploring*\_*w02\_grader\_a1\_Professionals.jpg* to the left of the paragraph beginning with *Most seniors, although excited*. Change the height of the picture to 1”, and apply the Square text wrapping and the Soft Edge Rectangle picture style. Position the picture so that it aligned to the left margin. | 10 |
| 12 | Select the last paragraph in the document, *Let the College Placement Office Help You*. Apply an outside border using the default settings of single line, 1/2 pt, and Automatic color. Change the shading to Blue-Gray, Text 2, Lighter 80% (fourth column, second row). | 6 |
| 13 | Spell check and review the entire document. Only correct the misspellings. | 5 |
| 14 | Display the document in Outline view. Collapse all paragraphs so only paragraphs formatted as Heading 1 are displayed. Move the *Professionalism on the Job* section to above the *Job versus Career* section. Close Outline view. | 5 |
| 15 | Save the document and exit Word. Submit the file as directed. | 0 |

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| **Total Points** | **100** |