**University Canada West – CPSC110 - 07**

**Take-Home Assignment**

**For the following essay you are required to:**

**For the page 3&4:**

1. Select a style and apply it in your content; (10%)
2. Select **Bell MT** as the Font; (10%)
3. Select 14 as Font Size; (5%)
4. Make the titles **Bold** and put **Underline**; (10%)
5. Find the word **“Boys & Girls”** in the content and replace it with **“People”**; (10%)
6. Change the color of fonts to **Green**; (5%)
7. Insert 1.25 line spacing between lines; (10%)
8. Centre align each **title** and left align each **paragraph**; (10%)
9. Indent first line of each paragraph; (10%)

**For the Page 5:**

1. Apply **hanging indent** on each paragraph; (10%)
2. For all the paragraphs line up the **dates** to the right of the page; (10%)

**Please Re-name your file with your Full Name and student ID**

Coronavirus Has Affected Us So Much

I am a member of a youth fraternity and a Boys & Girls Club member. Right now, in the

world, we are in a fight of our lives against the coronavirus. It has affected many people

including myself. I'm now at home every day and it really is affecting me socially. Not being

able to speak to friends and see people I see on a regular basis is hard for me. Also, now that

school is closed for the rest of the year it has really had an effect on my school life. I am not

used to being at home all the time and working on the computer. I'm usually in a classroom

surrounded by my peers. However, I am human so I will learn to adapt, but for now, it is

hard.

It has affected me personally in the social and educational aspect, but I know around the city

of Detroit it's affecting others as well. In Detroit, which is one of the cities around the country

hit hard by the virus, the pandemic has also affected the youth. Youth are now forced to stay

home instead of going to school and spending time with friends. Most kids need to be outside

and with people to release their energy and socialize. Now, this cannot happen, because the

virus has affected us so much. One thing we also see happening is food insecurities and social

distancing. Due to what is happening in the world, people are very much afraid and cautious

about food supply and interactions with people. People are afraid and are told to stay inside,

so we stock up supplies that will last them for about a month. Usually, people get stuff that

we will last them for about two weeks, but now we need to stay home as much as we can.

With social distancing, we now separate ourselves from other parts of society. This has made

me feel very much disconnected from my friends. Humans are made to be out and about and

socialize with beings on Earth. These unfortunate events have led many people to be

disconnected from society. This has allowed my mind to go to the dark side, where my fears

come out. My main fear is “How long will my life be on pause?” I’m afraid of how long I

will be stuck in the house and can’t see my friends. Will it be a couple more weeks or will it

be a couple of months?

The Boys & Girls Club has helped me a lot during this crisis. Just for a couple of hours, I’m

able to forget about the real world and have a good time. This is because the club has come to

us. The Virtual Club has helped me still talk to people and meet new people as well. BGCSM

has helped me through a lot of things in my life these past few years. So, I know for sure it

helps other kids through these tough times. This experience with BGCSM virtually is helping

lighten my heart, through my darkest time.

Executive Assistant II CHICAGO, IL

**Rev Development Group, June 2007 – Present**

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over $3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL

**Carter Taylor Investments, October 2001 – June 2007**

Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors’ schedules.

Administrative Assistant SPRINGFIELD, IL

**Icon Office Solutions, May 1997 – October 2001**

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of $350,000+.