# **Word\_1B\_Internship**

## **Project Description:**

In Activities 1.17 through 1.28, you will format an information handout from Biz Intel Media that describes internships available to students.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the file *Student\_Word\_1B\_Internship.docx* downloaded with this project. Then, in your textbook, turn to Project 1B and complete all of the steps in Activities 1.17-1.28. | 0 |
| 2 | Complete Activity 1.17. | 7 |
| 3 | Complete Activity 1.18. | 12 |
| 4 | Complete Activity 1.19. | 5 |
| 5 | Complete Activity 1.20. | 8 |
| 6 | Complete Activity 1.21. | 8 |
| 7 | Complete Activity 1.22. | 10 |
| 8 | Complete Activity 1.23. | 9 |
| 9 | Complete Activity 1.24. | 10 |
| 10 | Complete Activity 1.25 and 1.26. | 13 |
| 11 | Complete Activity 1.27. | 8 |
| 12 | Complete Activity 1.28. | 10 |
| 13 | Save and close the file, and then submit for grading. | 0 |

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