# **Word\_1F\_Social\_Media**

## **Project Description:**

In the following Mastery project, you will edit a document with information regarding the Biz Intel Media approach to assisting clients with their social media messaging.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Open the Word document *Student\_Word\_1F\_Social\_Media.docx* downloaded with this project. If necessary, at the top click Enable Editing. Display the rulers and verify that Show/Hide is active. | 0 |
| 2 | Insert the File Name in the footer, and then change the Line Spacing for the entire document to 1.5. Center the document title, and then change the title font size to 24. Change the Left and Right margins to **1**    Mac users, display the Footer. Then, in the Insert group, click Field, click Document Information, and then click FileName. | 25 |
| 3 | Select the paragraph below the title, and then apply a First line indent of 0.5". | 10 |
| 4 | Select the entire document, and then change the Spacing Before to 6 pt and the Spacing After to 6 pt. | 10 |
| 5 | Select the last three paragraphs containing the social media staff information, and then apply filled square bullets. With the bulleted list selected, set a Right tab with dot leaders at **6”** | 20 |
| 6 | Locate the paragraph that begins *The services that,* and then click at the end of the paragraph, after the colon. Press ENTER and remove the first line indent from the new paragraph. In the blank line you inserted, create a numbered list with the following three numbered items:  **Hashtag development** **Brand awareness** **Livestream and webcast creation** | 11 |
| 7 | Near the middle of the document, position the insertion point in the blank line following the paragraph that begins *Social Media is an effective tool*. Display the SmartArt gallery and the Relationship category. Select and insert the Converging Radial SmartArt. Select the outside border of the SmartArt, and then change the Height of the SmartArt to **2** and the Width to **6** | 10 |
| 8 | In the rectangle shape on the left, type **Your Content** and in the center rectangle, type **Our Team** In the last rectangle, type **Consistent Message** and then in the circle type **Social Media Success** | 4 |
| 9 | Change the SmartArt color—under Colorful, click the first color—Colorful – Accent Colors. Apply the Cartoon style. | 10 |
| 10 | Save and close the file, and then submit for grading. | 0 |

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