# **Word\_2A\_Resume**

## **Project Description:**

Instructional project 2A - Resume

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the file *Student\_Word\_2A\_Resume.docx* downloaded with this project. | 0 |
| 2 | Complete Activity 2.01. | 10 |
| 3 | Complete Activity 2.02. | 10 |
| 4 | Complete Activity 2.03. | 10 |
| 5 | Complete Activity 2.04. | 5 |
| 6 | Complete Activity 2.05. | 10 |
| 7 | Complete Activity 2.06. | 10 |
| 8 | Complete Activity 2.07. | 6 |
| 9 | Complete Activity 2.08. | 10 |
| 10 | Complete Activity 2.09. | 15 |
| 11 | Complete Activity 2.10. | 12 |
| 12 | Complete Activity 2.11. | 2 |
| 13 | Save and close the file, and then submit for grading. | 0 |

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