

Alexander Daniels

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Education

Marlborough High School, Class of 2007
Intel Math Adventures extracurricular math program, 2005 – 2007

School Activities

Marlborough High School Panther Tracks Newspaper
2006 – 2007 News Editor
2004 – 2006 Staff Writer
Marlborough Public Schools TV, Channel 98
Color commentator for Marlborough High School Football
National Honor Society
Track and Field
Drama Club
American Field Service
Junior States of America
Ski Club

Work Experience

2004 Lifeguard, City of Marlborough
2003 – 2004 Birthday Party Host, LazerZone, Marlborough, MA

Volunteer Experience

2006 – current Heritage Assisted Living Facility, Framingham, MA
2006 – current Office Worker, Marlborough Public Library
2006 Reelection campaign for State Representative
2006 Assabet River Annual Cleanup

Other Interests and Skills

Skiing, Kayaking, Ultimate Frisbee, Swimming, Biking, Reading
Red Cross Certification: Lifeguard Training, First Aid and CPR
Computer Skills: Microsoft Office

References available on request

CA1 Quiz #1 Review

For this review you will not have to type in a single character! You're welcome! All the text exists in the "starter file" you will download, and all you have to do is format the file. If you feel you need to type in a character to achieve a certain effect, then you aren't doing it the right way. Your task is to format the document to look exactly like the back side of this page.

Instructions

1. Download/open the unformatted starter file
`CA1_Quiz1_review_starter.docx` from the CA1 course web page.
2. Save the file. *I recommend that you save your work often... and note where you save it.*
3. The starter document already has single line spacing, and no spacing between paragraphs.
4. Unless otherwise specified, use 12-point Calibri font and default tab stops.
5. Name: 20-point Cambria (*not* Calibri), bold
6. Address and phone: 14-point Cambria, with a right tab at 6 inches. (You may need to first create the tab stop at less than 6 inches and then drag it over the Right Indent marker at 6 inches.) Leave 30 points of space after the phone number.
7. All section headings (like Education): 14-point Cambria, bold, leave 16 points of space before. (The format painter could come in handy here.)
8. All section bodies: 0.25 inch left indent
9. Section body of School Activities: left tabs at 0.5 inch and 1.75 inches
10. Section bodies of Work Experience and Volunteer Experience: left tab at 1.75 inches
11. Last line: centered, bold, underline, leave 30 points of space before
12. Spell check your document. Do not correct "LazerZone" or "Assabet." Do not worry about what Word says are grammatical errors.
13. Ask the instructor for a check mark.