

Table of Contents

<u>Title Pages</u>	<u>Assignment</u>
Formatting Font, Clip Art, AutoShapes, Border, Page Setup, Saving, Printing, Internet Searches	1, 2, 3
Concrete Project Title Page	
Internet Searches, Landscape, Centering page, Print Preview	4
Letter of Transmittal	5
Letters	
Bullets, Indent, Footnotes, Tables, Header, Borders and Shading	6, 7, 8
Creating Charts or Graphs (Optional)	
Chart (Vertical Bar, Line, Titles, Legends, Data Labels, Fill AutoShape	9 -12
Ion Exchange Unit Schematic	
Draw Toolbar, Rectangles, Arrows, Circles, Shapes, Fill, Rotate	13
Paragraph Indent Exercise	
Copy, Paste, Indents (Left, Right, Hanging, First Line).....	14
Laboratory Report	
Multi page Documents, Subscript, Styles, Table of Contents, Index, Pages.....	15, 16, 17
Letter of Application	18
Resumes	
Resume using tables with no grid, Border Box.....	19
Resume using Indents	20
Letter/Exercise with Tab Set, Border	21, 22
Memos	
Tabs, Superscripts, Borders, Envelopes and Labels	23, 24
Newsletter	
Columns, Text Box, Shadow, Wrapping.....	25
Memorandum	
Mail Merge, Character Spacing Expanded.....	26
Letter of Application	
Mail Merge with Query, Envelopes for Merge	27
Sample database table with data	28
Insurance/Funding Application	
Check boxes form fields, Text form fields, Protecting Documents.....	29,30
Creating Business Cards	
Labels.....	31