**Project 4-1: Creating an Expense Report for Blue Yonder Airlines**

You are employed in the financial department at Blue Yonder Airlines and have been asked to create a document to show expenses for fiscal years 2009–2012.

GET READY. LAUNCH Word if it is not already running.

1. OPEN a blank document.

2. SAVE the document as *4-1 Expense Report* in the lesson folder on your flash drive.

3. Type BLUE YONDER AIRLINES, and **press Enter**.

4. Type Expense Report, and **press Enter**.

5. Set a center tab using the ruler at the 2 “, 3 “, 4 “, and 5 " marks. Then at the left margin, press the Tab key.

6. Type the following text: at the 2", type 2009, and **press Tab**; at the 3", type 2010, and **press Tab**; at the 4", type 2011, and **press Tab**; and at 5", type 2012, and **press Enter**.

7. Remove the center tab settings by dragging them off the ruler.

8. Select the paragraph mark, and then change the tab selector to Decimal. Set decimal tabs at the 2 “, 3 “, 4 “, and 5 " marks.

9. Type the following text and values:

Corporate Contracts, **press Tab** $316.00 **press Tab** $396.00 **press Tab** $368.00 **press Tab** $393.00 **press Enter**

Sky Diving, **press Tab** $17.00 **press Tab** $17.00 **press Tab** $16.00 **press Tab** $65.00 **press Enter**

Charter Flights, **press Tab** $22.00 **press Tab** $24.00 **press Tab** $24.00 **press Tab** $27.00 **press Enter**

Flight School, **press Tab** $63.00 **press Tab** $61.00 **press Tab** $59.00 **press Tab** $55.00

10. Center the title, BLUE YONDER AIRLINES. Change the font size for the title to 26 pt. Bold, and apply the font color Blue-Gray, Text 2, Darker 50%.

11. Center the subtitle, Expense Report. Change the font size for the subtitle to 18 pt., bold, and apply the font color B lack, Text 1.

12. Select the years beginning with 2009 . . . 2012, bold, and underline only words.

13. Use the multi-selection to select Corporate Contracts, Sky Diving, Charter Flights, and Flight School, and bold.

14. Select the Page Setup dialog box launcher from the Page Layout tab, and then click the Layout tab. In the Page group, change the vertical alignment to Center.

15. SAVE the document with the same filename in the lesson folder and CLOSE the file.

**Project 4-2: General Performance Expectation Guidelines**

In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Guidelines*** from the data fi les for this lesson.

**2. SAVE** the document as ***4-2 Handbook Guidelines*** in the lesson folder on your flash drive.

**3.** In the third paragraph, select the two lines that begin *Verbal discussion . . .* and *Written warning . . .* .

**4.** On the Home tab, in the Paragraph group, click the drop-down arrow next to the Bullets button and select the solid circle.

**5.** Place the insertion point after the second item in the bulleted list and press **Enter.**

**6.** Type **Termination** as the third bulleted item.

**7.** Select the five double-spaced paragraphs beginning with *abuse, misuse . . .* and ending with *falsification, misinterpretation . . .* .

**8.** C lick the drop-down arrow next to the Bullets button and click **Define New Bullet.**

**9.** Click the **Symbol** button, and then click the drop-down arrow in the Font box and select **Wingdings.**

**10.** Scroll to the top of the Wingdings menu and select the solid diamond (character code 116).

**11.** Click **OK** to close the *Symbol* dialog box, and then click **OK** to close the *Define New Bullet* dialog box.

**12.** Select the remaining paragraphs beginning with *insubordination, willful disregard . . .* and ending with *engaging in conduct . . .* .

**13.** C lick the drop-down arrow next to the Bullets button and click **Define New Bullet.**

**14.** Click the **Picture** button, and then type **handbook** in the Search box for Office.com.

**15.** Select the first picture and then click **Insert;** click **OK** to close the *Define New Bullet* dialog box.

**16.** Select the image and change the font size to **2 0** pt.

**17.** Select the first, second, third, and last paragraph in the document. Avoid selecting the bulleted lists.

**18.** On the Home tab, in the Paragraph group, click the **Justify** button.

**19.** With the paragraphs still selected, apply the first-line indent by launching the *Paragraph* dialog box.

**20.** Under Special, select the drop-down arrow and select **First Line**.

**21.** Click **OK** to close the *Paragraph* dialog box.

**22. SAVE** the document with the same filename in the lesson folder and **CLOSE** the fi le.

**Project 4-4: Phone List**

Open a partially completed list of committee members. Your task is to type the phone numbers by the committee members’ names, sort in ascending order, format using tabs, and save as a Word document.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Phone List*** from the data files for this lesson.

**2. SAVE** the document as ***4-4 Committee P hone List*** in the lesson folder on your flash drive.

**3.** Select the whole document and create a **Right** tab setting at **6.5 "** with **dot leaders** , and then type the phone number beside each name. The phone numbers should align evenly between the left and right margins. Maintain a balanced look for your document.

**4.** Type the following phone numbers next to each committee member:

Ted Bremer **555-9999**

Hao Chen **555-8888**

Alice Ciccu **555-7777**

Josie Camacho **555-1111**

Gioff Grisso **555-4444**

Jose Lugo **555-3333**

Naomi Solis **555-5555**

**5.** Change the spacing after to **12** pt., font to **Times New Roman,** and font size to **12** pt. to the whole document.

**6.** Sort on the first column by text.

**7. SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

**Project 4-5: Developer Job Description**

You are a content specialist at a software development company. Your supervisor asks you to format the job description for the developer position.

GET READY. LAUNCH Word if it is not already running.

**1. OPEN *Developer*** from the data fi les for this lesson.

**2. SAVE** the document as ***4-5 Developer Description*** in the lesson folder on your flash drive.

**3.** Use the skills you learned in this lesson—such as alignment, line spacing, shading, borders, tabs, and bulleted lists—to format the document as shown in Figure 4-37.

**Be sure to follow these guidelines:**

**a.** Display the **Show/Hide.**

**b.** Delete all of the paragraph marks (¶) in the document where a blank line appears.

**c.** For the title, apply the shading: **Orange, Accent 6, Lighter 40%** and set the paragraph Spacing After to **24** pts.

**d.** Select the headings: **Position Title,****Position Objective,** and **Reports To** and apply the shading **Orange, Accent 6, Lighter 80%.**

**e.** Select the headings, **Principle Accountabilities and Essential Duties of the Job** and **Qualifications** and apply a paragraph border with the **Shadow setting;** Width: **2¼ “;** Color: **Orange, Accent 6, Darker 50%.**

**f.** Set the paragraph Spacing After to **12** pts. After the paragraph headings: *Position Title* and *Position Objective.*

**g.** For the *Reports To* heading, set the paragraph Spacing After to **24** pts. After *Director of Development.*

**h.** Under the headings, Principle Accountabilities and Essential Duties of the Job and Qualifications, apply the solid diamond bullets to the paragraphs.

**i.** At the beginning of the first bulleted item under Principle Accountabilities and Essential Duties of the Job and Qualifications, set the paragraph Spacing Before to 12 pts.

**j.** After the last bulleted item under Principle Accountabilities and Essential Duties of the Job, set the Spacing After to 18 pts.

* SAVE the document with the same filename in the lesson folder and CLOSE the fi le.