

Intro To Computers

Word #9 – World Series Team Roster

Objective: Sorting a list alphabetically.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_9*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be WORD #9. Right aligned in the header should be your FIRST LAST names.
4. Save the document in your *first_last_word_9* folder as *WorldSeriesTeamRoster.docx*.
5. Set the page margins (not gutters) to 1" on all sides.
6. The paragraph line spacing should be Multiple at 1.15 with 0 points before and after each paragraph.
7. Set the following tab stops:
 - a. Left aligned tab at 1.25"
 - b. Left aligned tab at 2.25"
 - c. Left aligned tab at 3.25"
 - d. Left aligned tab at 4.25"
 - e. Left aligned tab at 5"
8. Starting on the first line in the document, type the document passed out to you in class. Separate the text in the columns using the TAB key.
*** Hit the TAB key **before typing** the text in the first column.*
9. The first 3 lines should be centered and bold.
10. Make sure the last line (containing the source of the information) is correct and that the link is **not** underlined and is **black**.
11. The column headings (Number, First Name, Last Name, Position, and Age) should be underlined and bold.
12. Resave the document.
13. Select the text in all columns and sort in ascending (A to Z) order by the Last Name column.
14. Carefully proofread the document for spelling errors. Be sure to check for capitalization.
15. Resave the document and exit out of Word.
16. Zip up your *first_last_word_9* folder. Turn in your *first_last_word_9.zip* file.