

**Lesson 7, Project 7-1**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Document saved as <b>Correspondence Guidelines</b> followed by the student's initials	<b>1</b>	
Header created using Conservative style. Title and date inserted in appropriate controls.	<b>2</b>	
Stacks footer inserted	<b>2</b>	
Header and footer not displayed on first page	<b>2</b>	
Properties updated as indicated	<b>2</b>	
Accent Bar 2 page number style inserted	<b>2</b>	
Page break inserted before <i>Check Spelling</i> heading	<b>1</b>	
Words selected, research pane opened, research source changed	<b>2</b>	
Copy and paste Web Page URL into document	<b>1</b>	
Words are added to list of misspelled words and are sorted in ascending order	<b>2</b>	
Document formatted with continuous page breaks and columns as indicated	<b>2</b>	
Document is previewed, saved, printed, and closed	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 7, Project 7-2**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Document saved as <b>References Formatted</b> followed by student's initials	<b>1</b>	
Text converted into table with two columns	<b>2</b>	
Merge cells	<b>2</b>	
Enter first and last row of information from Figure 7-24	<b>2</b>	
Format table as shown in Figure 7-24	<b>2</b>	
Columns resized to widths shown in Figure 7-24	<b>2</b>	

\_\_\_\_\_ Name

The name <i>Wayne Parks</i> is changed to students name and then the document is printed	<b>2</b>	
Borders and shading removed, text in first row changed to black, and file saved as <b>References Unformatted</b>	<b>2</b>	
First row is deleted, and second row text changed to black if needed	<b>2</b>	
Style cover page inserted and filled out as indicated	<b>2</b>	
Document is previewed, saved, printed, and closed	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 7, Project 7-3**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Document is saved as <b>Sales Leaders</b> followed by student's initials	<b>2</b>	
Row inserted at top of table with headings added	<b>2</b>	
Cells with first and last name merged	<b>2</b>	
Paragraph mark removed after each first name and space added	<b>2</b>	
Fourth column is widened	<b>2</b>	
Table formatted in new style and special formatting added to header row	<b>2</b>	
Table sorted by year-to-date sales in descending order	<b>2</b>	
Table centered horizontally. Column headings and everything in last column is centered	<b>2</b>	
Student's name appears in memo header in place of <i>All Employees</i>	<b>2</b>	
Document is previewed, saved, printed, and closed	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	