

**Lesson 4, Project 4-1**

Description	Pts	Your Score
Document saved as <b>Employee Certificate</b> followed by student's initials	2	
Text changed to 20-point Bernard MT Condensed	2	
Text color changed to dark blue	2	
Emboss effect applied to text	3	
First line is changed to text that is 36 points and bold	3	
Quick Style is created named Certificate Heading	3	
The name <i>Joe Harrington</i> is changed to a new font and replaced with student's name	3	
Document is previewed, saved, printed, and closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 4, Project 4-2**

Description	Pts	Your Score
Document saved as <b>Checking Account Info</b> followed by the student's initials	2	
Theme changed to Civic	2	
Title Quick Style applied to the title <i>New Checking Account</i>	3	
Heading 2 style applied to the three headings in document	2	
No Spacing style applied to first three lines of bank's address	3	
Address highlighted with Gray-25%	3	
The text <i>the Customer Service Department</i> is replaced with student's name highlighted in yellow	3	
Document is previewed, saved, printed, and closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 4, Project 4-3**

Description	Pts	Your Score
Document saved as <b>Break Room Poster</b> followed by student's initials	1	
Title Quick Style applied to first line of text	2	
Engrave font effect applied to first line of text	2	
Book Title Quick Style applied to second line of text	2	
Text size changed to 16 points for second line of text	2	
Text in second line changed to dark blue	2	
Format Painter used to copy style of second line to sixth line	2	
List Paragraph Quick Style applied to text under both headings	2	
Font size for the text under headings changed to 14 points	1	
Theme changed to Verve	2	
Student's name appears at end of document in italics	1	
Document is previewed, saved, printed, and closed	1	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 4, Project 4-4**

Description	Pts	Your Score
Document is saved as <b>Employee Handbook</b> followed by student's initials	1	
All text is selected and formatting cleared	2	
In the first line, the Heading 1 Quick Style is applied and font size changed to 22 points	2	
Thick underline added to first line of text in same color as text	2	
New Quick Style called Handbook Title is created	2	
The Heading 2 Quick Style is applied to other four headings	2	
The heading <i>Regular Attendance</i> has a font size of 16 and a color of Dark Red, Accent 2, Darker 50%	2	

\_\_\_\_\_ Name

Heading 2 Quick Style is redefined to match <i>Regular Attendance</i> heading	<b>2</b>	
Specified word <i>Never</i> is italicized	<b>2</b>	
Students name appears in bold at end of document	<b>2</b>	
Document is previewed, saved, printed, and closed	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 4, Project 4-5**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Document saved as <b>Formatted Golf Tournament Notice</b> followed by student's initials	<b>2</b>	
Student chooses a different theme that fits the notes and colors in the image	<b>4</b>	
In the four lines at bottom, the format of the word before the colon is changed to a different font, color, style, and larger text size	<b>3</b>	
Title is underlined in different color than text (not single underline)	<b>3</b>	
Font effect applied to title	<b>3</b>	
The name <i>Robert Shade</i> is replaced with student's name	<b>3</b>	
Document is previewed, saved, printed, and closed	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	