EDITING ASSIGNMENT INSTRUCTIONS

Business Administrative Support

College & Career Awareness

When you work as a support person in a business you may be asked to create, edit, and format documents. Follow the steps below:

1. Go to [www.gotbizskills.com](http://www.gotbizskills.com). Click on College and Career Awareness. Click on the picture called “Business.” Look at the Unit called “Administrative Support.” Open the file called **“Editing Assignment.”**
2. Save your file to your computer! Click on the FILE tab. Click on SAVE AS. Click on MY DOCUMENTS. Give your file a name and SAVE your file: Period number, Your Name, Etiquette. Example:

A3MoaniRevoirEtiquette

1. Change the left margin to 1.5 inches. (PAGE LAYOUT tab, Page Setup group, Margins, Custom Margins)
2. Center the title “Online Etiquette for Kids.” (HOME tab, Paragraph group, Center)
3. Put a blank line between the title and the body of the report. Use your ENTER key.
4. Change the font style and size (no larger than 14 pt. and no smaller than 8 pt.) for the entire document. (select the entire document, then choose HOME tab, Font group)
5. Put sub-titles on a line by themselves. Use your ENTER key. Apply an attribute to the sub-title such as bold, italics, underline or change the color (be sure to select the sub-title then apply the attribute). (HOME tab, Font group). Separate all paragraphs with a blank line by using the ENTER key.
6. Remove extra spaces and make the sentences look like sentences. Your document will be on several pages.
7. Spell check. (REVIEW tab, Spell Check)
8. Proof read!!!!!!!!!!!! The spell checker does NOT catch every problem. You must proof read.
9. Save your file again using the Quick Save button in the upper left corner of the screen. (Looks like a floppy disk.)
10. Upload for grading. Open your Google Chrome browser.

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| In the address box type in:dropitto.me/revoir | In the password box type in:revoircteChoose “Select file to upload.” Find your file and OPEN the file. Wait for the program to say the upload was successful. Great job! |