

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**Department of Computer Information Technology**  
**IS-101**

(Mr. Harden's Sections)

**ASSIGNMENT #8**

**OBJECTIVES & PURPOSE:**

The purpose of this assignment is to become familiar with special word processing formatting techniques including:

- Document (Page (Setup)) Formatting, including:
  - Margin settings (top, bottom, left, and right);
  - Header, footer, and gutter settings;
  - Orientation (portrait and landscape);
  - Paper settings (size and source).
- Section Formatting;
- Paragraph Formatting including:
  - Ruler settings, including:
    - Indents (1st line indent, left (hanging) indent, and right indent);
    - Tabs;
  - Alignment/Justification (left, center, right, and full).
- Character Formatting, including:
  - Font Settings (typeface, typesize, typestyle, and typeweight).

**SPECIFICATIONS AND INSTRUCTIONS:**

PLEASE NOTE:

- To receive full credit, all specifications must be met and fulfill the assignment as an individual effort;
- Read the **NOTES** at the bottom of the assignment before continuing;
- Learning how to do this assignment:
  - The following descriptions are the specifications for the assignment;
  - *They are not a tutorial on how to do the assignment;*
  - Discussion and demonstration on how to do the assignment will be given in class on the demonstration day for this assignment (please attend class that day for the demonstration);
- Do not use Wordpad. The specifications below cannot be fulfilled with Wordpad. If any other word processor other than **WORD** is used, it may not behave in the same manner as demonstrated with **WORD**.

Use Microsoft's **WORD** to prepare a one page resume on yourself. The resume must be:

1. Original (not a copy of the sample);
2. Of the same format shown in the sample;
3. Contain and demonstrate the following features:
  - A. Page Setup of (click *File-Page Setup...*):
    1. Top margin of 1.00 inches;
    2. Bottom margin of 1.00 inches;
    3. Left margin of 1.25 inches;
    4. Right margin of 1.25 inches;
    5. Header margin of 0.00 inches;
    6. Footer margin of 0.00 inches;
    7. Gutter margin of 0.00 inches;
    8. Orientation set to Portrait;
    9. Paper size set to Letter (8 1/2 x 11 inches).

B. Ruler Settings (indents and tabs) (set the ruler (with indents and tabs settings) directly, or click *Format-Paragraph*):

1. Ruler settings for the headings are:
  - a. Left "First Line" Indent is set to 0 inches;
  - b. Left "Hanging" Indent is set to 0 inches;
  - c. Right Indent is set to 0 inches (NOTE: the Right Indent is set on the 6 inch mark on the ruler, but is considered to be "0 inches" from the Right Margin setting);
2. Ruler settings for the body of the resume (from "PERSONAL" and beyond) are:
  - a. Left "First Line" Indent is set to 0 inches;
  - b. Left "Hanging" Indent is set to 2 inches;
  - c. Right Indent is set to 0 inches (NOTE: the Right Indent is set on the 6 inch mark on the ruler, but is considered to be "0 inches" from the Right Margin setting);
  - d. A Tab Stop is set at 1 inch;
  - e. A Tab Stop is set at 4 inches;
  - f. A Tab Stop is set at 5 inches;
3. Font settings in the body (not the titles) must be Typesize of 10 points (set in the Tool Bar).

C. Resume is to be a minimum of one full page in length from top to bottom margins and from left to right margins as defined above;

D. Centered titles (click the "center" alignment tool in Tool Bar, or click *Format-Paragraph* and set "General" "Alignment" "Center");

E. Fully aligned/justified paragraphs (click "Justified" alignment tool in Tool Bar, or click *Format-Paragraph* and set "General" "Alignment" "Justified");

You must have at least one paragraph with at least Five (5) lines demonstrating a fully aligned/justified paragraph);

F. Demonstrate font (typeface+typesize+typestyle) usages (set typeface, typesize, and typestyle from tools on the Tool Bar) with:

1. At least two typefaces (such as *arial*, *courier*, *times-roman*, etc.);
2. At least two typesizes:
  - a. Headings & Titles may be upto 14 points maximum;
  - b. Body of text is to be 10 points
3. Demonstrate the following typestyles of text:
  - a. Some **bold** text;
  - b. Some *italics* text;
  - c. Some underlined text.

4. Must be realistic and have substantive information. No indecent information is allowed;

#### ASSIGNMENT SUBMISSION:

1. Submit a hardcopy printout of your resume, prepared and printed by the word processor;
2. Write, by hand, your Name, ID#, Section#, and Assignment# in the top right corner of the printout of the resume.

#### NOTES:

1. All specifications must be met to receive full credit;
2. If you feel that certain information shown in the example is an invasion of privacy (weight, height, etc.,) you may omit it.
3. Use Microsoft's **WORD**. Do not use Wordpad.
4. Remember, the resume must be a minimum of one full page from top to bottom margins and from left to right margins. If your educational and work experience is insufficient to fill a full page, you may create information, as long as, it is realistic and not non-sense.

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