

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Date: \_\_\_\_\_

## INDEPENDENT PRACTICE: PAGE FORMATTING INSTRUCTIONS

**Directions:** Edit the excerpt from *Wild Woman's Guide to Etiquette*, Chapter 9, by Sharon A. Hill that has been sent to you **ELECTRONICALLY** by your teacher as directed below. Answer the questions on the next page.

1. Format the title, Chapter 9. Telephone Etiquette as follows:
  - Font size 16
  - Font style – Bold
  - Font – Arial
  - Font effect – Small caps
2. Set the left margin to 1.25”
3. Triple space after the title
4. Indent all paragraphs
5. Double space the entire chapter and delete any extra spaces between paragraphs
6. Format all side headings as paragraph headings in a sans serif font
  - Format the text as bold and initial caps
  - Insert a period after the text (do not bold the period)
  - The font size should correspond to that of the paragraph text, which is 12
  - The paragraph body begins on the same line as the paragraph heading
7. Cut the paragraph about placing a telephone call and paste it ahead of the section on leaving messages
8. Add a border around the title
9. Format the five paragraphs below **Cell phones and pagers** with bullets. Single space within and double space between each bulleted item
10. Format a page border around the entire document
11. Format a header with the chapter title 12 pt Arial font in the left-hand margin. Do not show the header on the first page
12. Format a footer with a page number in the bottom right hand margin in the same font and size as the header
13. Quadruple space at the end of the body of the chapter to key the reference in hanging indent format
14. Format the book title in italics
15. Protect against orphans and widows by using manual (hard) page breaks
16. Proofread the document before saving and submitting

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Date: \_\_\_\_\_

**INDEPENDENT PRACTICE: PAGE FORMATTING QUESTIONS****Directions:** Key the answers to the following questions in complete sentences.

1. What procedure did you use to format the title?
2. What effect did the format applied to the title have on the document?
3. Why do you think the title format was applied?
4. How many blank lines were left between the title and the body after you triple spaced?
5. What happened when you formatted the side headings?
6. How did you make sure that the period at the end of each paragraph heading was not bold?
7. What happened when you formatted the bulleted items?
8. What effect did the bulleted format style have on the text?
9. Which format (bullets or paragraph style) do you prefer and why?
10. What effect did rearranging the paragraphs have on the overall message?
11. What effect did the border have on the text you keyed?
12. What is the purpose of a paragraph heading?