

INTRODUCTION TO WORD

DAY 3

For this assignment, you will copy text from this document and paste it into a new Microsoft Word document for revision and editing, as directed in the Assignment Instructions below:

Dress for Success

Whether you are heading to a job interview, your first day on the job, or your company has started a “casual Friday” policy, it is important to understand the type of clothing you should wear. Selecting appropriate attire shows your supervisor and your co-workers that you are professional, responsible, and worthy of respect.

Three levels of business attire:

Traditional

Suit and dress shirt for men and women Tie and dress shoes for men
Hosiery and closed-toe shoes for women

General

Not limited to suits
Sport jacket with tailored slacks
Dress, skirt, or tailored slacks for women

Casual

Chinos or khakis Collared shirt Sweaters

When businesses offer a “casual Friday” policy, you should know what the boundaries are. Clean jeans with no holes and fresh sneakers may be acceptable. Jogging attire, t-shirts with graphics, and shorts are usually not appropriate.

The Bottom Line

You will be judged by your appearance. Keep the following tips in mind when dressing for success:

Keep yourself clean and well-groomed
Don't show too much skin
Make sure your clothing fits properly
Tone down hair color, makeup, and piercings
When in doubt, ask a co-worker or someone in human resources

ACTIVITY INSTRUCTIONS:

- 1) Copy and paste the text provided into a Microsoft Word document
- 2) Make the following changes to the title "Dress for Success."
 - a) Make the font bold
 - b) Center the text horizontally
 - c) Change the font to "Calibri"
 - d) Set the font size to 14 point
 - e) Change the font color to a color of your choice
- 3) Change the line spacing to 1.5 lines for the entire document the margins to "Moderate"
- 4) Use Find and Replace to replace all instances of ". " [a period followed by two spaces] with ". " [a period followed by one space], which is correct for electronic documents.
- 5) Create a Smart Art Relationship image 'Converging Radial' to outline the different levels of business dress.
 - a) In the center write the title "different levels of business dress:
 - b) Create three shapes around with the different headings: "Traditional, General and Casual".
 - c) Within each shape write the list of items which correspond to each heading..
 - d) Bold the headings "Traditional, General, and Casual"
 - e) Resize the image to ensure it fits to one page.
- 6) Bold the text reading "The Bottom Line"
- 7) Make a bulleted list from the last five lines shown in blue, then change the font color to black
- 8) Indent the first line of the first two paragraphs to 0.5"
- 9) Insert a Header with your name at the left margin
- 10) Insert a Page Number at the bottom center
- 11) Insert an image of a well-groomed individual (man or woman) to the bottom right of the page.
- 12) Wrap text around image.
- 13) Perform a Spelling and Grammar Check: make sure all spelling and grammar errors are corrected.
- 14) Save your completed Word document as "Dress Code" to your documents to USB.