



## Create a Skateboards Bullet List

**New Skills:** Formatting Using Bullets and Numbering • Sorting Text • Customizing Bullets



### TASK AND PURPOSE:

Create a bulleted, alphabetized list of various skateboards to be hung in the Pro Shop at Skateboards, Inc. The document will let customers know the types of skateboards that are for sale.



### OVERVIEW:

The Pro Shop needs a list of skateboards they carry in stock to be hung in various spots throughout the shop. Your task is to create a bulleted list, then sort it in alphabetical order.



### STRATEGIES AND TIPS TO CONSIDER:

1. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-6 Skateboards Bullet List** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with 1 inch margins on the top and bottom and .5 inch margins on the left and right.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.
6. Four lines below the logo, key the following heading centered, all caps, 26 point bold:

**SKATEBOARDS FOR SALE AT SKATEBOARDS, INC.**



## Project W-6: Create a Skateboards Bullet List continued

7. Double-space and key the following information left-aligned, 14 point, single-spaced:
  - Kryptonics Eagle
  - Maple Bronze Series
  - Chase CAB
  - World Series Gas Chamber
  - Birdhouse Completes
  - Worldhouse Detention Deck
  - Flip Appleyard
  - Charger
  - Ocean Pacific Longboards
  - Sector Nine
  - Tony Hawk
  - G-Board
8. Select (highlight) the entire list, and using the sort feature, sort the list in ascending order alphabetically.
9. With the list still selected, change the spacing between each line to double-space.
10. With the list still selected, add bullets using the bullets and numbering feature. (You may choose any bullet.)
11. Carefully proofread your work for accuracy and format.
12. Resave the file.
13. Print a copy of the document if required by your instructor.