Create a Skateboard Terms and Definitions Two-Column List

New Skills: Formatting Text into Columns

TASK AND PURPOSE:

Create a two-column list of skateboarding terms and definitions to be used by the instructors during skateboard lessons to help patrons become familiar with skateboarding terms.

OVERVIEW:

Patrons of Skateboards, Inc. need to become familiar with skateboarding terms, especially if they will be competing in events. You will be creating a one-page, two-column list of terms and definitions. The list will be handed out to every patron of Skateboards, Inc. when they have completed their Waiver of Liability Form (which you will create in Project W-9 of the simulation).

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-7 Two Column 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 a .5 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 11 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. Double-space after the logo and key the following heading centered, all caps, 14 point bold:

   SKATEBOARDING TERMS AND DEFINITIONS

7. Double-space and key the following information left-aligned, 11 point, and double-spaced between terms as shown:
    Note: Bold each term, not its definition.
    Example: **180 Flip** - a 180 degree boardslide varial kickflip

180 Flip - a 180 degree boardslide varial kickflip

360 Flip - a 360 degree boardslide varial kickflip

50-50 - both trucks grinding on an object

5-0 - only the back truck grinding on an object

Backside - turns or rotations in the direction your toes point toward, so that your back is facing the outside of the arc

Boardslide - a trick where you lift your front truck over the lip, coping, rail, ledge, or whatever it is that you desire, and slide

Fakie - skating backwards

Frontside - turns or rotations in the direction your toes point toward, so that your front is facing toward the outside of the arc

Goofy-foot - riding with the right foot forward

Grind - moving along an edge with your trucks, scraping your trucks against the object being grinded as you skate

Heelflip - ollie, front foot goes to the toe side of the board, flicking the board with the ball of your foot, board flips, lands

Kickflip - ollie, front foot goes toward the heel side of the board, flicking the board with your toes, board flips, lands

Mongo-foot - a style of pushing where the back foot is kept on the board, and the pushing is done with the front foot

Nollie - ollie off of the nose of the board where you pop the nose with your front foot and slide your back foot towards the tail to lift the board

Nollie Heelflip - ollie off the nose (nollie), kick the board with the heel toward the toe side of the board with your back foot

Nollie Kickflip - ollie off the nose, kick the board with the toes toward the heel side of the board with your back foot

Nose - the front end of the board, from the front two truck bolts, to the tip of the deck

Nosegrind - only the front truck grinding on an object

Noseslide - sliding the underside of the nose on the deck onto a rail, curb, ledge, lip, coping, or whatever you want

Ollie - a jump performed by taping the tail of the board by which the rider becomes airborne

Switch-stance - skateboarding in the opposite stance than accustomed to, and passing it off as "normal"

Tail - the back end of the board, from the back two truck bolts, to the tip of the deck

Tailslide - sliding the underside of the tail on the deck onto a rail, curb, ledge, lip, coping, or whatever it is that you want to slide

Varial - rotation of board or body

8. Select the list of terms, and using the columns feature, format the terms and definitions into a two-column list with a line between the columns (the equal column width box should be selected). The width of the columns will be automatically calculated.
    Tip: Be sure you apply the columns to selected text only.

9. Carefully proofread your work for accuracy and format.

10. Resave the file.

11. Print a copy of the document if required by your instructor.