



# Create and Design an Hours of Operation Sign

**New Skills:** Using Tables • Merging Cells • Shading Cells • Inserting Rows • Formatting Cells



## TASK AND PURPOSE:

Create and design an Hours of Operation sign to be placed in a window or on a door to let customers know when Skateboards, Inc. is open for business.



## OVERVIEW:

Every establishment should post its hours of operation in a highly visible area. In some establishments, more than one sign should be posted, depending on the number of entrances.



## STRATEGIES AND TIPS TO CONSIDER:

1. Use a block style font to maximize the visibility of the sign.
2. 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-8 Hours of Operation Sign** 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 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. Double-space after the logo and key the following headline centered, all caps, 36 point bold:

HOURS OF OPERATION



## Project W-8: Create and Design an Hours of Operation Sign continued

- Under the headline, insert a centered table with two columns and seven rows.
- Select the table and, using table properties, change each cell height to .85 inches tall with the text centered vertically.
- Key the hours of operation shown below in the respective cells in 30 point bold.

Monday	3 pm – 10 pm
Tuesday	3 pm – 10 pm
Wednesday	3 pm – 10 pm
Thursday	3 pm – 10 pm
Friday	3 pm – 10 pm
Saturday	9 am – 10 pm
Sunday	9 am – 8 pm

- Insert one row below the last row in the table. Merge the cells in this row and key the following text in 20 point bold, centered:

**Hours change during school vacations and summer.  
Call 1-888-555-7245 for details.**

- Format the table to display a border around the table, but not each cell. There should be no borders between cells.
- Shade various cells to make the information easy to read (*optional*).
- Carefully proofread your work for accuracy and format.
- Resave the file.
- Print a copy of the document if required by your instructor.