

Project #: W-18

## Word Specialist

Level

Basic

Intermediate

Advanced



### Project Title **Hours of Operation Sign**

#### New Skills:

- Vertically aligning and centering text
- Creating a table
- Merging cells
- Shading cells
- Inserting rows
- Formatting cells



The Office  
**Specialist**.com  
The Microsoft Office Experts

Lettuce-Do-Lunch

Jazz My Wheels

College Concierge

Squeaky Clean

Lawn Enforcement

**Word Specialist**  
**Project #: W-18**

**Customer Name:** Lettuce-Do-Lunch

**Assigned to:** You, the MS Word Specialist

**Project Title:** Hours of Operation Sign

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

**Project Description**

Lettuce-Do-Lunch needs a sign to show its hours of operation. Every establishment should post its hours of operation in a highly visible area. Depending on the number of entrances, some establishments post more than one sign.

**Your Job**

As the Microsoft Word Specialist, you will create and design an Hours of Operation sign to be placed in a window or on a door to let customers know when Lettuce-Do-Lunch is open for business.

**Tips and Strategies**

1. The sign should be easy to read. The first line, Hours of Operation, should be able to be seen from 10 yards.
2. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
3. Read through all of the instructions before proceeding with the project.

### Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-18 Hours of Operation Sign** in your “Word Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high with a 1 inch margin on all sides.
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top center of the page, insert the Lettuce-Do-Lunch logo from the “Logos” folder as shown in **Document W-18**. Resize the logo so it is in proportion with the rest of your document. See icon **A**.
6. Double-space after the logo and key the title, center-aligned, all caps, using point size 36, and bold, as shown in **Document W-18**. See icon **B**.
7. Double-space under the title and insert a table center-aligned with two columns and seven rows.
8. Change each row height to 0.6 inch high with vertical alignment and select center.
9. In the table, key the text, left-aligned in both columns, using point size 20, and bold, as shown in **Document W-18**. See icon **C**.
10. Insert one row below the last row in the table. Merge the cells in this row and key the text using point size 20, bold, and center-aligned with one added space below the text, as shown in **Document W-18**. See icon **D**.
11. Format the table to display a border around the table, but not around each cell. There should be no borders between cells.
12. Shade every other cell to make the information easy to read. See icon **E**.
13. Carefully proofread your work for accuracy and format.
14. Resave the file.
15. Print a copy of the document if required by your instructor.

Document W-18

A



Lettuce-  
Do-Lunch

Healthy and Delicious

## B HOURS OF OPERATION

C

**Monday** 11 a.m. – 4 p.m.

**Tuesday** 11 a.m. – 4 p.m.

**Wednesday** 11 a.m. – 4 p.m.

E

**Thursday** 11 a.m. – 4 p.m.

**Friday** 11 a.m. – 4 p.m.

**Saturday** 10 a.m. – 3 p.m.

D

**Sunday** 10 a.m. – 2 p.m.

**Hours change during school vacations  
and summer.**

**Call 714-555-3381 for details.**