

Project #: W-5

Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

Report in MLA Style

New Skills:

- Formatting an MLA Style report
- Inserting page numbers
- Inserting page breaks



The Office
Specialist.com
The Microsoft Office Experts

Jazz My Wheels

Squeaky Clean

College Concierge

Lettuce-Do-Lunch

Lawn Enforcement

Word Specialist
Project #: W-5

Customer Name: Jazz My Wheels
Assigned to: You, the MS Word Specialist
Project Title: Report in MLA Style
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description
Jazz My Wheels wants to have small colleges and trade schools offer coursework to master the skills used in its business. Articles have been written about the growing popularity of these types of services with speculation that it would be perfect as a franchise offering. Schools are paying attention and are starting to structure coursework that can be offered for interested students.
Your Job
The owner of Jazz My Wheels is asking for a prepared report using Modern Language Association (MLA) style that he can provide to a few small colleges that are beginning to show interest in offering coursework in this field. Your job as the Microsoft Word Specialist is to create this report.
Tips and Strategies
<ol style="list-style-type: none">1. 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.2. Because the various colleges' Academic Committees will be closely reviewing what is submitted, use the MLA as a reference for formatting. This resource is the authority on how to prepare and format scholarly reports.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-5 Report in MLA Style** in your “Word Projects” folder within the “Jazz My Wheels Projects” folder.
3. Unless otherwise noted, the font should be set to Times New Roman 12 point.
4. Set up the document in proper MLA report-style format as follows:
 - a. Set the page margins to 1 inch on all sides.
 - b. Insert a header that includes the last name of the Jazz My Wheels owner and the page number, right-aligned, as shown in **Document W-5**. See icon **A**
 - c. Use only one space after periods and other punctuation marks.
 - d. Set up the document so that all text is double-spaced.
5. On the first line of your document, key the text as shown in **Document W-5**. See icon **B**
6. Center-align the title of the report exactly as shown in **Document W-5**. See icon **C**
7. Key the body of the text as shown in **Document W-5**. Indent each paragraph using the default tab setting of 0.5 inch. See icon **D**
8. Insert a page break after the last paragraph in the report (before the Works Cited text). Key the Works Cited page as shown in **Document W-5**. See icon **E**
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.

A Shine 1

B Robert Shine, CEO
Jazz My Wheels
<current date>

C Customize Your Life with Your Car

D Welcome to Jazz My Wheels, one of the Philadelphia area's top custom automotive shops. Our expertise is backed by over 15 years of experience in the industry, while our commitment to our customers is best described in three words: Quality, Service, and Pride. Our services include, but are not limited to, auto security, window tinting, custom audio/video systems, performance upgrades, wheel/tire packages, and auto detailing.

A custom car is a passenger vehicle that has been modified in either of the following two ways. First, a custom car may be altered to improve its performance, often by altering or replacing the engine and transmission. Second, a custom car may be a personal "styling" statement by the re-styler/re-builder, making the car look "unique" and unlike any car that might have been factory finished.

Additionally, our auto detailing centers are committed to complete customer satisfaction. Our professionally trained staff utilizes the most effective and proven systems to bring and maximize value to our customers' investment. Our auto detailing centers use proven methods and specific systems to ensure customer satisfaction and consistency in service.

One of our specialties is car restorations and customizations, which allow owners to pick and choose exactly how they want their car to look and feel. Auto restorations can be done by our professionally trained mechanics or by owners who want to rebuild their car in their own time. Our shops have a wide range of paint, floor mats, replacement parts, and accessories that customers can choose for their vehicle.

Shine 2

The duration of car restoration projects varies depending on how much work is required, what parts need to be ordered, and how much time a person has to do the work. Car owners who want to customize their cars on their own can visit several different auto stores to look at what interior and exterior parts and accessories they have for sale. Restoring automobiles at auto shops is another option owners have if they don't feel they can make the changes on their own. Mechanics order and install the parts and ensure that they are working properly. Working on bumpers, engines, transmissions, seat covers, and new exterior paint are common jobs required during auto restorations.

Shine 3

Works Cited

E

Carver, Ted. "Car Restoration at its Best." *Car and Driver Magazine*

9 October 2009. <<http://en.wiki.org/wiki/CarCare>>.