Open the practice document on page 1 of the GCF Learn Free link. Save the document as "Indents and Tabs" in your student folder or a flash drive.

Assignment Directions

**1.) Indent Paragraphs**

* Use the **Tab key** to indent the beginning of each paragraph in the body of the cover letter. These start with **I am exceedingly interested** in, **While working toward**, and **Enclosed is a copy**.

​**2.) Enable the Ruler**

* Using the View tab in the Ribbon click on the box next to “Ruler” to turn it on.

**3.) Place a Right Tab on the Ruler**

* Scroll to page 2
* Select all of the text below **Training and Education**
* Place a **right tab** at the 6” (15.25 cm) mark.

**4.) Tab text**

* Insert your cursor before each date range, then press the **Tab key**. The dates are:
	+ 2008
	+ 1997-2001
	+ 1995-1997

**5.) Move an Indent**

* Select each job description under the **Experience** section and move the **Left Indent** to the 0.25” (50 mm) mark.

**6.) Change Spacing of a Paragraph**

* Scroll to page 1
* Select the date and the address block. This starts with **April 13, 2016** and ends with **Trenton, NJ 08601**.
* Change the spacing **before** the paragraph to **12 pt** and the spacing **after** the paragraph to **30 pt**.

**7.) Change Line Spacing**

* Select the body of the letter, I **am exceedingly…..your consideration**.
* Change the **line spacing** to 1.15

**8.) Add a Page Border to the whole document**

* Setting: 3D
* Color: Aqua, Accent 5 Darker 25%
* Width: 1 PT

**9.) Add a Drop Cap**

* On Page 1 Highlight the letter “S” from the word “Sincerely”
* Insert a “Dropped” drop cap for the letter.

**10.) Change Document Theme**

* Change the Theme of the document to “Dividend”

**11.) Apply Font Style**

* On page 1, select the text *April 13, 2016*
* Apply the “Book Title” font style to the text

**12.) Add a Symbol**

* On Page 2
* Add a new blank line
* Add 3 smiley face symbols ☺☺☺

**\*\*\*When you are done save your assignment and turn it into Edmodo!\***