

Unit 3: Formatting Paragraphs & Editing Text

College To Do List

Applying Background Shading

New Skills

- Shading Background of Text

Lesson Overview

Applying to college can be one of the most stressful times in a young person's life. The key to helping reduce the amount of stress is organization. Breaking steps down into numbered list items lets you focus on doing one item at a time, rather than worrying about 10 items at once.

In this lesson, you will create a list of the 10 Things To Do When Applying to College. Adding numbers to this list is the first step to getting organized. Applying background shading to this list is one way to make the list easier to read.

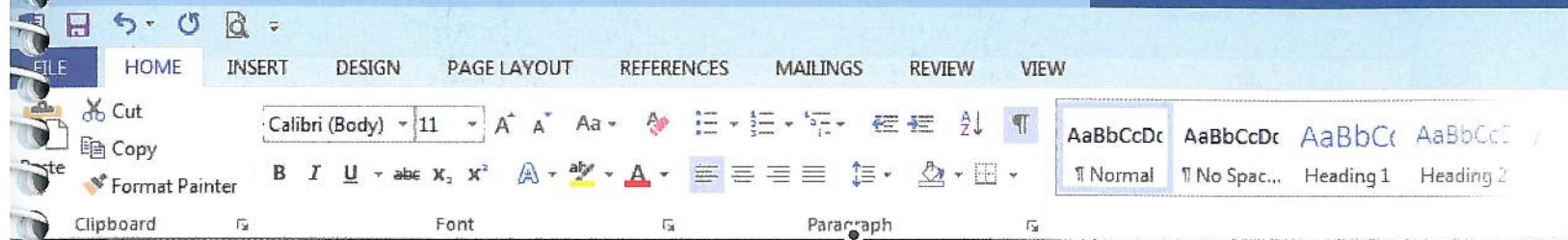
Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Shading:

Use this icon to change the color behind the selected text, paragraph, or table cell.



Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *3.5 College To Do List 1* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *3.5 Source Doc. A*.
4. From the **HOME** tab, **Paragraph** group, do the following:
 - a. Select the first list and create a numbered list
 Ⓡ *Hint: Do not select the title for this list*
 - b. Select the second list and create a numbered list
 Ⓡ *Hint: Do not select the title for this list*
 - c. Starting with the second item in each list, apply gray **shading** to every other row
5. Make the following formatting changes:
 - a. Center align the text [Preparing for College] and change the font size to 20
 - b. Change the font size of the title of each list to 16
 - c. Put a border underneath the text [Preparing for College]
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *3.5 Source Doc. B*.
8. Print a copy if required.



3.5 Source Doc. A, page 1

- Preparing For College
- 10 Things To Do When Applying To College
- Visit the campus
- Talk to current students
- Review transcript
- Get letters of recommendation
- Take entrance exams
- Research tuition and fees
- Apply for financial aid
- Complete all questions on applications
- Complete essay
- Prepare for admission interview

3.5 Source Doc. A, page 2

20 Things To Bring To College

- Laptop
- iPad
- Headphones
- Speakers
- iHome
- Television
- Microwave
- Refrigerator
- School Supplies
- USB Flash Drives
- Sheets
- Pillows
- Blanket
- Comforter
- Towels
- Wastebasket
- Storage Bins
- Iron
- Ironing Board
- Laundry Basket

Preparing For College

10 Things To Do When Applying To College

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2. Talk to current students
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19. Ironing Board
20. Laundry Basket