Activity 3: VACATION DESTINATIONS

## Activity Overview:

Whether you are creating a to-do list for yourself or typing

an outline for a school project, adding bullets or numbering to the list can be helpful. A list is much easier to read if each item is separated by a bullet or a number. Word allows you to easily add

New Skills Reinforced:

**In this activity, you will practice how to**:

1. create a bulleted list.
2. customize a bulleted list.
3. create a numbered list.
4. increase and decrease indent.
5. set paragraph and line spacing.
6. display show/hide codes.

customized bullets and numbers so that you can enhance the look of any list in a document. In this activity, you will insert bullets and numbering into a “Top 5 Vacation Destinations” list.

Instructions:

* 1. **Create** a NEW blank document in Word.

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

* 1. Insert a **header**: Name Vacation Date
	2. Set **spacing after** to **0 pt** and **line spacing** to **single**.
	3. Starting on the first line of the document, **type** the **text** shown below. Leave one space between the title and the list as shown. Also press enter after the last word “Nevada” to begin a new line.

Top 5 Vacation Destinations Caribbean

France

Rome, Italy Hawaii

Las Vegas, Nevada

* 1. **Select** the title **Top 5 Vacation Destinations** and format to **Arial**, **16** point, and **bold**.
	2. **Select** the **remaining text** and format to **Arial**, **12** point.
	3. Turn on the **Show/Hide** codes to view paragraph marks and other hidden formatting symbols in your document.
	4. Select all the text and **copy** and **paste** it **three times** on your page. This will give you a total of four duplicate “Top 5 Vacation Destinations” on your page. See Figure 4-1 as a guide.
	5. **Separate each** of the lists with **three blank lines** (ENTER) ¶ as shown in Figure 4-1.
	6. Select only the list portion of the **second** “Top 5 Vacation Destinations” (beginning with the word Caribbean and ending with Nevada). Format it as a **numbered list** using the numbering feature. **Decrease Indent**. See Figure 4-1.
	7. Select only the list portion of the **third** “Top 5 Vacation Destinations” and format it as a bulleted list using the bullets feature. Use the **standard bullet style** (). **Decrease indent**. See Figure 4-1.

**NEW SKILL**

**NEW SKILL**

* 1. Select only the list portion of the **fourth** “Top 5 Vacation Destinations” and format it as a bulleted list using the bullets feature. Use a **bullet style of your choice**. **Decrease indent**. See Figure 4-1.
	2. Carefully **proofread** the document for spelling, grammar, and accuracy.
	3. **Save** the document as class\_lastname\_VACATIONActivity3to your desktop and drop in blue folder.

15. **Print** the document if required by your instructor.

## Figure 4-1

**Top 5 Vacation Destinations**¶

¶ Caribbean¶ France¶ Rome, Italy¶ Hawaii¶

Las Vegas, Nevada¶

¶

¶

¶

# Top 5 Vacation Destinations ¶

¶

1. Caribbean¶
2. France¶
3. Rome, Italy¶
4. Hawaii ¶
5. Las Vegas, Nevada¶

¶

¶

¶

# Top 5 Vacation Destinations ¶

¶

Caribbean¶ France¶ Rome, Italy¶ Hawaii ¶

Las Vegas, Nevada¶

¶

¶

¶

# Top 5 Vacation Destinations

¶

Caribbean¶

France¶

Rome, Italy¶

Hawaii ¶

Las Vegas, Nevada¶