Word Project – Shipping

Perform the following tasks:

1. Open the **Shipping** document from **Word Lesson 05** folder.
2. Save As: **Overnight Shipping**. (Make sure you are saving in **YOUR** folder).
3. Change the **Margins** to the following:
   a. Left = 1
   b. Right = 1
4. Center the heading ***Overnight Shipping***.
5. **Indent** the first line of the paragraph under the Overnight Shipping heading.
6. Move to the end of paragraph, press **Enter** to move to the next line.
7. Press the **Backspace** key to move back to the left.
8. Press Enter again. **Save** your work.
9. Open the Tabs Dialog Box, **set** the following at Tab stop position:
   a. Set a Left Tab = 1.75
   b. Set a Left Tab = 3
   c. Set a Left Tab = 4.75
10. Using the tabs you created, type the following headings **Company**, **Cost**, **Weight Limit** and **Delivery Time**.
11. Press **Enter** to move to the next line. **Save** your work.
12. Make sure you are on the line below the headings you just typed. Open the Tab Dialog Box, press **Clear All** to remove the tabs.
13. Set the following **new** tabs at Tab stop position:
    a. Set a **Decimal** Tab = 2, and select option 2…… for Dot Leader
    b. Set a **Center** Tab = 3.5, and Select option 2…… for Dot Leader
    c. Set a **Right** Tab = 5.75, and Select option 2…… for Dot Leader
14. Using the tabs you just set, **TYPE** the following information:

Zippy	**$20.50**	**2 lbs.**	**10:00 a.m.**
Lightning	**$15.75**	**1 lb., 4 oz**	**1:00 p.m.**
Speed Air	**$11.95**	**none**	**3:00 p.m.**

15. **Save** your work. **Bold** and **Underline** the headings and **Bold** the data above.
16. Insert a **Footer**. Go to the Insert Tab. Click on the Footer button.
17. Choose **Blank (Three Columns)**. Enter appropriate information.
18. **Save** your work.