

BMT II

Advanced Document Processing

Program

PROJECT DESCRIPTION:

Meadowland College is hosting a statewide conference for business educators. You have been to create the program for this event.

ADDITIONAL INFORMATION AND INSTRUCTIONS:

- In this project, you will create a program for a convention that Meadowland College is hosting.
 - A **program**, like an agenda or an itinerary, lists the times and details of planned activities. They are often used for plays/performances, presentations, or similar events.
 - An example of a finished program is shown on the back of this page. Font styles and sizes are labeled but you are not required to use the same font choices.
1. Open a new blank document and apply the following settings:
 - a. Use single spacing with no spacing before or after each paragraph.
 - b. Choose fonts that add some visual appeal; however, more than two or three font styles can be visually confusing.
 - c. Choose font sizes that seem to work well – font sizes may vary in different parts of the document.
 2. Save the file in your own directory. Call it *program*.
 3. Create the program shown in the example – a table with four columns and approximately 40 rows will help create a similar look, and make it easier to line up and organize the information.

NOTE: Do not merge the cells, as shown, until all table data is entered in their appropriate rows, columns, and cells.
 4. Enhance the visual look of the document by doing the following:
 - a. Adjust column widths to appropriate sizes – use the following information as a guideline:
 - Column 1 – approx. ½ inch
 - Column 2 – approx. 1 ½ inch
 - Column 3 – approx. 1 inch
 - Column 4 – approx. 3 ¾ inches
 - b. Merge the cells as shown in column 1.
 - c. Rotate the Meadowland College text and apply similar alignment and font style as used in the previous exercise.
 - d. Apply a dark shade with light colored text in column 2.
 - e. For columns 3 and 4, merge and shade cells as necessary to achieve a similar look.
 - f. Remove all table gridlines before printing.
 - g. Center the table horizontally and vertically on the page.
 5. Spell check and proofread your document, place your name on the page so it would print and save the document.
 6. E-mail a copy as an attachment. Be sure to put an appropriate description in the subject line of the e-mail. If e-mail is not available, print in color.