

Student Practice 5.8

1. Create a bullet list for the following using the default bullet.

- Basic computer (Windows)
- Word Processing
- Typing
- Filing
- Works well with others
- Organizational skills
- MS Word
- Powerpoint
- Access

2. Change the bullet above to be a checkmark with a font size of 12

3. Change the list to numbers.

4. In between the items in the list *MS Word* and *Powerpoint*, insert *Excel* as a numbered item.

5. In between *Typing* and *Filing*, insert *Phone Skills*.

6. At the top of the list, add a Title called "Job Skills". This should NOT be numbered. Format the title to Center, Bold, and Font Ariel 14.

8. Change the numbered list to Ariel 12.

9. Below, type a list of job skills and previous job experience you have and bullet them with a bullet of your choice.

10. Create a title for the list called "Job Skills and Experience" Create a double underline for the Title.

-----Insert your Job Skills below-----