

ONLINE SOFTWARE SKILLS BUILDERS

Word Processing a Reader Rewards Chart

In this activity you will be creating a chart to track how many books your students read each month. Follow each of the steps below to complete this project.

1. Start your word processor.
2. Enter the text to the right:

Reader Rewards
For every book you finish reading and complete a report sheet, you will get a gold star. Whoever has the most gold stars at the end on the month, wins Reader Reward!

3. Change the font for all text to Arial.
4. Change the font size of the title, Reader Rewards to 26 pt.
5. Center and bold the title; Change the text color to red.
6. Change the font size of the remaining text to 14 pt and make the text bold.
7. Change margins to 1" top, bottom, right, and left.
8. Add a table with 22 rows and 2 columns.
9. Adjust and complete the table so that is similar to the one below.
Adjustments to the table include:
 - a. Bold and center column headers
 - b. Change size of columns
 - c. Add a double line border around header columns
 - d. Add a color shading to header columns

Students Name	Books Read with Finished Reports this Month
Andy	
Amy	
Betty	
Billy	
Charlie	
Connie	
Dakesha	
Denise	
Delucia	
Erin	
Frankie	
Jorge	
Jessinia	
Kevilia	
Lucia	
Maria	
Miguel	
Natalie	
Nathan	
Ramon	
Roberto	

10. Change line spacing inside the table to 1 ½ lines.
11. Bold and center the students' names.
12. Add a graphic of your choice to bottom of the document..
13. When completed, your document should look similar to the one below.
Graphics and border may differ.
14. Save the document as Reader Rewards Chart.
15. Print the document to hand in.

Sample Finished Document

Reader Rewards

For every book you finish reading and complete a report sheet you will get a gold star. Whoever has the most gold stars at the end of the month, wins Reader Reward!

Students Name	Books Read with Finished Reports this Month
Amy	
Amy	
Betsy	
Billy	
Channa	
Christina	
Dakenna	
Danica	
DeLicia	
Edin	
Francine	
Jorge	
Josanna	
Kayla	
Laura	
Maria	
Miguel	
Natalia	
Nathan	
Ramon	
Roberto	

