JOURNAL C
Audience: Future Employer

Entry #13

Employability

Date

Create the following table:

FEEDBACK FORM		
	Linda Berlinner	Jason Kramer
Works Well With others		
Does not work Well with others		
Is honest		
Is dishonest.		

Final Choice:

Reasons for Choice:

1.

2.

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ENTRY 14

WORKING TOGETHER

DATE

In a paragraph of a minimum of 5 sentences, explain the benefits of working together to complete a project.

Entry 15
Setting Margins
Date
Complete the following Sentence;

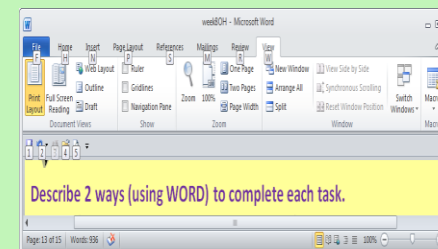I like to set Margins using the _____ method, because_____

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Entry #16/how to…/Date

Create the table. You will add to it as we learn.

Describe 2 ways (using WORD) to complete each task. (You can use screenshots to help you)

- **"Add a ruler" –method 2**

<table>
<tr><td colspan="3" align="center">How do I?</td></tr>
<tr><td align="center">Item</td><td align="center">Method 1</td><td align="center">Method 2</td></tr>
<tr><td>Add a ruler</td><td>Click on the ruler icon on the top right of the page.</td><td>Go to the view tab: Click in the box for ruler</td></tr>
<tr><td>Create a Margin</td><td></td><td></td></tr>
<tr><td>Align Text</td><td></td><td></td></tr>
<tr><td>Change spacing</td><td></td><td></td></tr>
<tr><td>Change the size of a font</td><td></td><td></td></tr>
</table>

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ENTRY #17/ Bullet list/Date

- CREATE A LIST OF AT LEAST 5 THINGS YOU plan to do DURING THE BREAK.
- MAKE A BULLET ICON FOR YOUR LIST
- ADD BULLETS TO YOUR LIST

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ENTRY # 18

HYPERLINKS

Date

My favorite _____is: _____

Choose a favorite: sports team, hobby, etc.

📷 Search for a web page about a favorite item

📷 Hyperlink the text you wrote to the site.

My favorite_____ is (text to hyperlink)

My favorite food is tacos.

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Entry 19

Print Options

Date

A. List 3 options for printing from the print preview page in MS Office.

B. In 3 sentences, choose one of the options you listed, and explain its use.