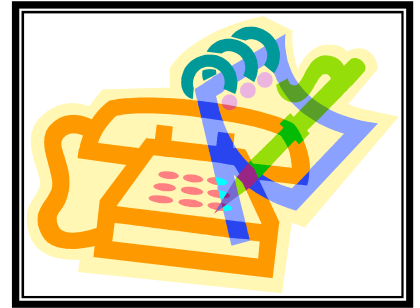


M.S. WORD

Addresses and Phone Numbers



Instructions:

1. Open MS Word
2. Save this blank document like the example below

Example: 1OWF-phone-nelson

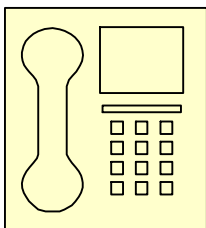
3. Type your **Name / Period / Current Date** at the top (three lines / right aligned)
4. Use a TABLE to create your own personal address/phone list
(6 columns and at least 5 rows)
5. Include the following information:
 - Header (top line of table): name / address / city / state / zip / phone
 - Must have at least 4 people on your list
 - Format the table to make it look “Pretty” (and readable)
6. Add appropriate Word Art. This could be your name or some other appropriate phrase
7. Add an appropriate Clip Art

Use the sample below as your guide for this project

Sample:

John Doe
Period 1
Oct. 1, 2009

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>
<i>John Doe</i>	1234 Main st.	Any Town	Iowa	51100	987-654-3210
<i>Suzy Que</i>	9876 liberty St.	Nowhere	Nebr.	99966	123-456-7890



Sample Word Art