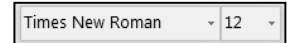


All Word Events

Your competition will consist of 3-4 jobs and you have 60-90 minutes to complete the test (60 minutes for FWP and IWP; 90 minutes for AWP, BOS, and AOS). It is important that you work quickly, but carefully on each of these jobs. Follow the steps outlined below when you are starting a new job for your competition:

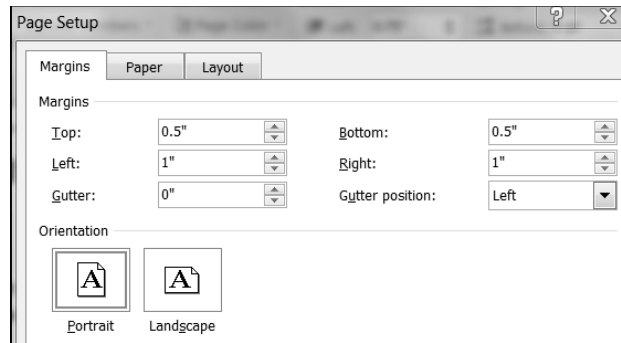
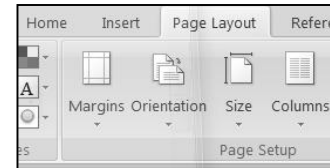
1. Once you open Word, you need to get your font and spacing correct:

- Select “**No Spacing**” in the “Styles” section of the ribbon
- Change the font to “**Times New Roman**” and change the size to “**12**”



2. Now you need to make sure the margins match what your particular job requires.

- Each of the types of documents (letter, memo, speech, report, etc.) has different requirements for margins. Look at the guidelines from the Style & Reference Manual and adjust the margins in your document. Go to “Page Layout” and “Margins” ... then select “Custom Margins” (bottom of list)



3. OK, now you can start typing your document. FOLLOW THE STYLE GUIDELINES EXACTLY. AND BE CAREFUL ABOUT TYPOS. In the AOS and BOS events they will try to trick you by misspelling words or using incorrect grammar. Be on the lookout for this!

4. ONE LAST NOTE: The instructions will tell you to put your contestant number and job number in the bottom left corner of the footer of EVERY page you submit. THIS IS IMPORTANT!!! From the ribbon, select “Insert” and then “Footer”. Select the first choice “Blank” and then type your contestant number and the job number. Then select “Close Header and Footer”. PUT YOUR CONTESTANT NUMBER AND JOB NUMBER ON SEPARATE LINES AND MAKE SURE THE FONT IS TIMES NEW ROMAN 12PT:



FWP##
Job #

AWP##
Job #

AOS##
Job #

BOS##
Job #

KYB##
Job #

YOU NEED TO BE PREPARED FOR EACH OF THE FOLLOWING DOCUMENTS:

- Letter (1 and 2 pages long)
- Report (1 and 2 pages long)
- Memo
- News Release
- Speech
- Table

Copies of the Style & Reference Manual pages for each of these documents are attached.