

Practice Assessment – Lists w/Hanging Indents: Directions

1. Please create a SINGLE COLUMN notice to post in an employee breakroom. Use margins of 1” (this should be your document default)
2. Begin with the title/heading at approximately 1” from the top of the page.
3. Use a large easy-to-read font for the title/heading, Arial Black, size 18 would be an example – you may choose another font and size it to approximate that.
4. For the remaining text, please use Times New Roman, size 14 or another font that will be readable and approximately that size. Please use the bold as shown in the lines of text you are formatting into an enumerated list.
5. Be sure your enumerations have a hanging indent at ½” left (for number 1-9) and ½” right. Adjust the space between the enumeration and first letter of the following word to 3/8” (three tick-marks) using the margin markers on the ruler
6. Be sure to adjust your hanging indent to align the periods of each enumeration (NOTE: By default, MS Word aligns by the number – this is not typically used)
7. Place your full name and title justified RIGHT at the bottom of your listing, double-spaced below item #10. You are the Director of Technology)

NOTE: *There are 211 “standard words” in the document you will create today.*

Notice to Employees Computer Network

Use Anti-virus Software. No employee authorized to suspend or pause any network software

Use Mozilla Firefox for all Web activities. Please do not use any other browser (including Chrome)

Don't Click Links In E-mails. No employee should ever send or click on an email link via. Share documents and links only through our network shared drive (H)

Know There is No Such Thing as Free. No purchases are authorized without prior approval, including “free” offers.

Don't Give Out Passwords. Protect your password and immediately notify IT if you see anything suspicious. Employees are responsible for the use of passwords.

Leave Your Workstation Turned ON every Tuesday after work. This is when IT updates software.

Don't Open Unknown E-mail Attachments. No attachments should be sent or opened on the company network.

Employees are prohibited from Disabling Our Network Firewall for Any Reason. Contact IT if there is any reason to disable the firewall to update any software.

Don't Share Company or Personal Information On a Public Site. All employees are prohibited from posting anything about our company or your work on any social media site, including FaceBook.

Ignore Pop-ups. Employees are prohibited from clicking on any pop-up from any site. If you are not sure, contact IT.

Summative Assessment: Listing with Hanging Indent

This summative assessment will be graded with our “mailability” standard which we have reviewed in class, is posted on the back bulletin board in our computer lab, and is summarized below:

- 4. Consistent Mastery.** (A) Correct format, “pleasing to the eye” (i.e. For this letter, this includes specified punctuation and consistent spacing for the document’s format) (B) Spell & Grammar checked; (C) Readable (please be careful how you use colors) (D). Concisely conveys original meaning or intent of the document
- 3. Mastery (inconsistent).** Meet 3 of 4 mailability standards above.
- 2. Partial Mastery.** Meets 2 of 4 mailability standards above.
- 1. Inconsistent.** Does not meet at least 1 mailability standard above.

Standards assessed in this project & integrated in the grading rubric above:

- **Benchmark 1** – Create solutions to real world problems
- **Benchmark 2** – Effectively read, write, and speak well in the context of business
- **Benchmark 3** – Use technology effectively in a business setting.