

Entry Form

OVERVIEW

When creating a business communication, often additions or deletions of text are necessary after a first draft is typed. Using the automatic numbering feature in Microsoft Word allows for easy editing of line numbered text. Lists can be restarted and lines can be inserted or deleted without having to readjust all line numbers manually.

STRATEGIES

1. Read through all instructions prior to completing the project.

INSTRUCTIONS

1. Using Microsoft Word, create a new document.
2. Save the document as Project WRD-11 Battle of the Bands Entry Form in your "Word" folder under "The Hub" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 11 points, unless otherwise noted.
5. Be sure your document's line spacing is set up using single spacing with no additional line spacing between paragraphs.
6. Key the following heading in 20 point bold and left-aligned:

Battle of the Bands Entry Form

7. Hit the enter key after the heading, change the font size to 11 point, and begin numbering the following entries single-spaced:

NOTE: Use copy and paste after creating the first blank underline to ensure that all lines are the same length.

1. Band Name _____
2. Contact Person _____
3. Other Band Members:

8. Hit the enter key and then the tab key once to begin a subset of numbering as shown in Figure WRD-11.1.

NOTE: Use copy and paste after creating the first blank underline to ensure that all lines are the same length.

your TASK

Your task is to create the Battle of the Bands Entry Form for bands to complete to enter into this semi-annual event. Use the automatic numbering feature and cut and paste when designing this form. The Hub will use completed forms to update the contact information in a Battle of the Bands spreadsheet.

the SKILLS

- Use AutoNumber feature
- Restart numbered lists
- Use copy and paste

Entry Form

1. _____
2. _____
3. _____
4. _____
5. _____

9. Hit the enter key and key the following entries single-spaced:

NOTE: Use copy and paste after creating the first blank underline to ensure that all lines are the same length.

4. Address _____
5. City _____
6. State _____
7. Zip _____
8. Phone Number _____
9. Email Address _____
10. Band Web Site _____
11. Genre of Music _____
12. Playlist: _____

10. Hit the enter key and then the tab key once and key the following song entry blanks single-spaced as shown in Figure WRD-11.1.

NOTE: Use copy and paste after creating the first blank underline to ensure that all lines are the same length.

1. Song # 1 _____
2. Song # 2 _____
3. Song # 3 _____
4. Song # 4 _____

11. Hit the enter key twice and key the following. Single-space after "RULES:" and restart numbering with the number 1., as shown in Figure WRD-11.1.

Entry Form

WRD
11

RULES:

1. Auditions must include a CD with an MP3 or WAV audio recording of your performance. A digital photograph of the entire band in performance costume/attire is also required.
 2. Audition CD will not be returned.
 3. Bands must have a 4-song set.
 4. Songs may not exceed 7 minutes.
 5. Two songs will be performed during each round.
 6. Bands must have a minimum of two band members and a maximum of six band members.
 7. Amplifiers, speakers, microphones, and lighting will be provided by The Hub. All other instruments are the responsibility of the band.
 8. Competing bands will be contacted via email two weeks prior to the scheduled show.
 9. Previous winners must wait one year before entering again.
- 12.** Carefully proofread your work for accuracy and format. The document should fit on one page.
- 13.** Resave the file.
- 14.** Print a copy of the document if required by your instructor

THE HUB

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