

## ACTIVITY 11: YEARBOOK

### New Skills Reinforced:

- In this activity, you will practice how to:
1. set tabs in a document with dot leaders.

### Activity Overview:

Dot leaders (rows of dots) are used to separate information that is presented in two or more columns, making it easier for the reader to visually “line up” text. You will commonly find dot leaders used in a table of contents, an index, or in a restaurant menu. Leaders may be square or round dots with varied spacing, dashes, lines, or other character combinations.

In this activity, you will set tabs with leaders for a table of contents in a yearbook.

### Instructions:

1. Open a NEW document in Word.

**Note:** Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Set the following tabs:
  - a. Left aligned tab at .5"
  - b. Right aligned tab with dot leaders at 5.5"

To set tabs, double click on the top ruler to open up the “Tab Dialog” box. Type in the desired tab measurements, chose alignment, then hit set.

#### NEW SKILL

4. Starting on the first line of the document, type the text as shown in **Figure 11-1**. Separate each column using the TAB key.

**Note:** Hit the TAB key before typing the text in the first column. When you hit the second TAB, the two columns should be separated by dot leaders.
5. Change the font size of the text “Times Like These - 2008 Yearbook” to 20 point and bold.
6. Change the font size of the remaining text to 14 point.
7. Select all of the text and center it vertically on the page.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as ‘ First & Last Name, YEARBOOK
10. | Email file to your instructor. Subject line should be the same as your document name.

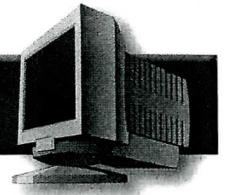


Figure 11-1

Times Like These - 2008 Yearbook

Table of Contents

<u>Tab</u> →	Editor's Note	<u>Tab</u> → (with dot leaders)	Page 2
	Seniors		Page 4
	Underclassmen		Page 80
	Faculty & Staff		Page 124
	Student Life		Page 134
	Clubs & Organizations		Page 146
	Sports		Page 162
	Sponsors		Page 180