

Project #: W-11

Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

Inventory List of Equipment Per Truck

New Skills:

- Inserting a row
- Merging cells



The Office
Specialist.com
The Microsoft Office Experts

Lawn Enforcement

College Concierge

Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

Word Specialist
Project #: W-11

Customer Name: Lawn Enforcement
Assigned to: You, the MS Word Specialist
Project Title: Inventory List of Equipment Per Truck
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description

After the recent purchase of five new trucks, the owner of Lawn Enforcement has decided to create a list of tools each truck should have on it at all times. The driver assigned to each truck will use the list daily. Each morning, the driver will verify that everything on the list is present and in working order. This inventory check will be repeated again at the end of the day. If anything is missing or broken, it is to be reported with an explanation included.

Your Job

As the Microsoft Word Specialist, you will create the list of tools each truck will have. The form needs to include a line for the truck number, the name of the driver, and the date the inventory list is completed. The client will provide the list of items. The form will be used on a clipboard and kept in the trucks.

Tips and Strategies

1. The form should be easy to use.
2. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
3. Read through all of the instructions before proceeding with the project.

Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save it as **Project W-11 Inventory List** in your "Word Projects" folder within the "Lawn Enforcement Projects" folder.
3. Unless otherwise noted, the font should be set to Arial 12 point.
4. Set the top and bottom margins at 0.5 inch and set the left and right margins at 1 inch.
5. Insert the Lawn Enforcement logo from the "Logos" folder, center-aligned, and resized to 1 inch in diameter as shown in **Document W-11**. See icon **A**
6. Double-space and key the text using point size 11 as shown in **Document W-11**. See icon **B**
7. Insert a table with 3 columns and 22 rows.
8. In the first row, merge the cells and key the text using point size 14, bold, and center-aligned as shown in **Document W-11**. See icon **C**
9. For the remaining rows, set the width of column one to 5.25 inches and set the width of columns two and three to 0.5 inch. Center-align the text in columns two and three.
10. Key the text as shown in **Document W-11**, filling in the rest of the table. See icon **D**
11. To create space for a written explanation, merge the cells in the last three rows and key the text as shown in **Document W-11**. See icon **E**
12. Double-space below the table and key the text, left-aligned, as shown in **Document W-11**. See icon **F**
13. Double-space and key the text using point size 10, left-aligned, as shown in **Document W-11**. See icon **G**
14. Carefully proofread your work for accuracy and format.
15. Resave the file.
16. Print a copy of the document if required by your instructor.

A



B Directions: Use the inventory check list to circle YES or NO if equipment is broken or missing.

C

Inventory Equipment List

D

	Yes	No
Tree Pruners		
Electric Chain Saw		
Wood Chipper		
Pruning Saw		
Telescoping Pruners and Pole Saw		
Silky Zubat Curve Saw		
Folding Pruning Saw with Replacement Blades		
All-Purpose Sharpener		
High Limb Saw		
Tool Spray		
Hedge Shears		
Pointed Nose Bow Saw		
Branch Puller		
Grass Shears		
Thorn Stripper		
Axe		
Bar and Chain Oil		
Grafting and Pruning Knife		
E Explanation of Equipment Condition:		

F Driver's Name: _____ Truck #: _____ Date of Use: _____

G © Lawn Enforcement, Inventory Equipment List, <current date>