

Project #: W-2

Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

Price List of Services

New Skills:

- Creating a table
- Using a border style
- Formatting columns
- Inserting a logo



The Office
Specialist.com
The Microsoft Office Experts

Lawn Enforcement

College Concierge

Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

Word Specialist
Project #: W-2

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

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

Project Description

Lawn Enforcement does more than just perform lawn care—they offer a full range of tree services as well. Most of their customers are not aware of the extensive list of landscape services they offer, nor do they realize how reasonable the prices are. A list of services with prices will help get the word out as they expand into new communities.

Your Job

As the Microsoft Word Specialist, you will create a list of services with prices that can be used in many different ways: as a handout, a worksheet, a flyer, and as an insert for mailings.

Tips and Strategies

1. 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.
2. The list will need to have specific services and pricing. There is a specific order to the list—it is categorized by type of service. This helps readers look at the list a little longer and with more interest as to how they could improve upon what they are currently receiving in services.
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 the document as **Project W-2 Price List of Services** in your “Word Projects” folder within the “Lawn Enforcement Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high with the top margin set at 0.5 inch. Set the left, right, and bottom margins at 1 inch.
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top left-hand corner, insert the Lawn Enforcement logo from the “Logos” folder. Resize the logo so it is in proportion with the rest of your document as shown in **Document W-2**. See icon **A**
6. At the top right-hand corner, create a text box 5.5 inches wide by 1 inch tall. Key the title using point size 16, bold, and underlined. See icon **B**
7. Directly under the title, key the subtitle using bold and italic. Center-align all text in the text box. See icon **C**
8. One line below the logo, insert a two-column, 38-row table. The left column should be 5 inches wide and the right column should be 1.5 inches wide.
9. Change the border style for the bottom of the first row to a double line.
10. In the first row, key the headings using point size 14, bold, and vertically and horizontally center-align the headings within the cells.
11. In the second row, key the text as shown in **Document W-2**. Use all caps and bold for the section headings and bold, initial caps only, for the section subheadings.
12. Bold and center-align the contents of the right column. See icon **D**
13. Carefully proofread your work for accuracy and format.
14. Resave the file.
15. Print a copy of the document if required by your instructor.

A


B Lawn Enforcement Price List
C *In Pursuit of Your Lawn's Order*

D

Services	Prices
LAWN CARE	
Standard care includes:	\$ 75.00 monthly
Mow	
Trim	
Fertilize	
Blower clear-up	
Extra care includes:	\$ 125.00 monthly
Mow with clean equipment (no cross pollination)	
Edge	
Quarterly pest control	
Sweep and wash down to clean up	
Garden tilling	
Premier care includes:	\$ 200.00 monthly
Custom lawn care	
Control weeds	
Pest management	
Detaching	
Use catch basket	
Seasonal plant and flower replacement	
Spot re-seed and re-sod	
ADD-ON SERVICES	
Disease control	\$ 25.00
Aeration	\$ 10.00
Fall leaf removal	\$ 35.00
Total lawn renovation	\$ 400.00
Landscaping and/or lighting	Will bid
Soil testing	\$ 20.00
Sprinkler repair	Will bid
Add sprinkler system	\$ 100.00-\$ 300.00
Yard clean up	Will bid
TREE & SHRUB SERVICE	
Trim trees and top Pines	\$ 75.00 per
Trim Palm and Yucca trees	\$ 50.00 per
Pruning	\$ 30.00 per
Trim bushes	Will bid
Remove stumps	\$ 250.00 per
Root control	Will bid