WORD: TOP 10
Formatting Paragraphs

{New Skills}:
- **A. Home>Paragraph:** Bullets, Numbering
- **B. Home>Paragraph:** Align Left, Center, Align Right
- **C. Home>Paragraph:** Shading, Borders

Procedure:

You are going to create 3 top ten lists of your choice. For your lists, you will bold and underline the list title and create a bulleted and numbered list ranking your items. To complete the assignment, follow these steps:

1. Open a Blank Word document.
2. Insert a header with the title **Top 10**. Change the header to a font of your choice (legible)
3. Save As Last Name First Initial Top10.
4. Change the font to **Bookman Old Style**, **12 pt**.
5. Create your first list title [Top 10…] and **Bold** and Underlined, hit Enter.
6. Turn off **Bold** and Underline and key your top 10 list.
7. Select your list (not the title) and create a **numbered list**. {A}Do not worry if #10 is not lined up.
8. With your cursor at the end of #10, hit Enter two times.
9. Repeat step 5 to create the title for your second list.
10. Before you create your list, create a **Bulleted List**. {A} Hit the dropdown arrow and choose a bullet style of your choice and key your list.
11. Repeat step 5 to create the title for your third list. This list will be a **Numbered List**. (Different style from list 1)
12. Format your 2nd list as follows:
    a. Font to a style of your choice. Must be legible and in English.
    b. Center the list {B}
    c. Select the title and apply **Shading**. {C} (Make sure text is visible)
13. Format your 3rd list as follows:
    a. Change the font to a color of your choice
    b. Change text alignment to **Align Right**. {B}
    c. Select your numbered list and apply **All Borders**. {C} (Click the dropdown arrow)
14. Select your top choice for each category and Italicize.
15. Select your list titles and change the font size to 16.
16. Save

List Ideas:

You may choose your own list categories if you wish:
- Favorite foods
- Favorite movies or music
- Ten new sucker flavors to introduce to a candy company
- Favorite stars or athletes/teams
- Favorite restaurants
- Favorite cars
- Favorite games
- Favorite animals/pets
- Favorite place to visit
- Favorite colors

Mr. Kurtz's Example

Top 10 Movies

1. *Old School*
2. Super Troopers
3. Step Brothers
4. Usual Suspects
5. Van Helsing
6. Anchorman
7. Sleepy Hollow
8. Underworld
9. Three Amigos
10. Spaceballs

TOP 10 FOODS

- ➤ *BULLWINKLES RIBS*
- ➤ ITALIAN CHICKEN
- ➤ ROOSTERS WINGS
  - ➤ LASAGNA
    - ➤ STEAK
  - ➤ FROZEN CORN
- ➤ BAKED POTATO
- ➤ MOM'S MEATLOAF
  - ➤ SEAFOOD
  - ➤ BEEF JERKY

Top 10 Football Players

1) Barry Sanders
2) Walter Peyton
3) Dan Marino
4) Jerry Rice
5) Steve Young
6) Anthony Munoz
7) Steve Largent
8) John Elway
9) Ray Lewis
10)   Dick Butkus