

Bullet and Numbering Assignment- Major Grade

Document 1

1. Make a list of eight names of people. Choose a creative bullet with a color (not same color as font).
2. Make a list of eight teams. Choose a creative bullet. Sort alphabetically.
3. Make a list of your tasks for the day (at least five). Use the numbering bullet.
4. Using tab stops, create a table of your class schedule for the day. You will have three tab stops and at least one should use a leader. You should have three columns, Class Period, Class Name, and Teacher Name. An example is below.

1 st	Biology-----	Freeman
2 nd	Algebra I-----	Hughes
3 rd	BIM-----	Berry
4 th	PE-----	Ruffin
5 th	English -----	Barker
6 th	PIT -----	Martin
7 th	Geography -----	Johnson
8 th	Speech-----	McMillan

5. Save as: "Bullets" in your BIM folder

Document 2

Create a cover sheet with your name, BIM – class period, Mrs. Berry, today's date. Each piece of information should be on a new line. All content should be both horizontally and vertically centered.

Save as: "Vertical centering" in your BIM folder