

Assignment EP-6 Instructions - Registration Form. Use examples below as guides:

MS Word skills learned – Create a document – Enter and Format Text  
Insert and Format a Table - Insert and Format Symbols. Using Borders and Shading - Header and Footer – Insert and Automatically update the Date.

1. Open Word and create a new blank document. Press Enter 2 times.
2. Save as > “EP-6 Registration Form”.
3. Insert > Table > Choose a 3x8 Table.
4. Select entire table > Right Click > Insert > Rows Below. Repeat this step.
5. Select First Row > Right Click > Merge Cells > Type “Registration Information” > Change to 48 Font, Bold, Left Alignment
6. Skip 1 Row.
7. Type information in cells as shown in next 3 cells: “By Phone, 1-800-555-0100” ... > Change Headings to size 16, Bold, Center Alignment as shown.
8. Skip 1 Row.
9. Insert > Symbols > Find Symbols shown in “Wingdings” > Insert in each cell as shown and change size to 48, Center Alignment
10. Skip 2 Rows.
11. Select entire row > Right Click > Merge Cells > Insert > Symbols > Find Scissors as shown, size 16, Bold, Left Alignment
12. After scissors > type hyphens (-) to the end of the line as shown.
13. Save the document.
14. In next row type “Please Print” as shown.
15. Skip 1 Row.
16. Type information in next rows/cells as shown: Name, Address, etc., size 16 font, left alignment. Add rows if necessary.
17. Select entire table (move pointer to top left of table, click on cross)
18. Go to Borders icon drop down arrow in Paragraph Section of Home Tab > click to open menu > Click on No Border > all lines should disappear.
19. Place pointer outside left border next to Name > Click to select row > in Borders menu choose Bottom Border.
20. Repeat Step 17 for all other rows below, Company, Mailing Address, City,ST,Zip, Telephone, and Email Address.
21. Save the document.
22. Place pointer outside left border next to “Registration Form” > Click to select row > Right Click > Borders and Shading > Select “Solid” Style > Select “3 pt” Width > Click “Bottom Border” button in Preview Window at Right.
23. Place pointer outside left border next to “Registration Form” > Click to select row > Right Click > Borders and Shading > Select Shading Tab > Choose any color > Choose Style “LT Trellis” > Click OK.
24. Change Spacing as necessary to center your form vertically on the page.
25. Insert > Footer > Blank
26. In left text box > Insert Date > Click Adjust Automatically box > Press Tab key > Type your name > Press Tab key > type “EP-6 Registration Form”
27. Save > Print Preview > Proofread and Revise as necessary > Save again

[Type text]



# Registration Information

**By Phone**  
1-800-555-0100

**By Mail**  
Creative Seminars  
P.O. Box 3800  
Boise, ID 83702-0100

**By Fax**  
1-208-555-0121



**Please Print**

Name:

Title:

Mailing Address:

Company:

City, ST Zip:

Telephone:

Ext.:

Email Address:

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