

## Activity 4: VACATION DESTINATIONS

### New Skills Reinforced:

In this activity, you will practice how to:

1. create a bulleted list.
2. customize a bulleted list.
3. create a numbered list.
4. increase and decrease indent.
5. set paragraph and line spacing.
6. display show/hide codes.

### Activity Overview:

Whether you are creating a to-do list for yourself or typing an outline for a school project, adding bullets or numbering to the list can be helpful. A list is much easier to read if each item is separated by a bullet or a number. Word allows you to easily add customized bullets and numbers so that you can enhance the look of any list in a document.

In this activity, you will insert bullets and numbering into a “Top 5 Vacation Destinations” list.

### Instructions:

1. **Create** a NEW blank document in Word.
2. Insert a **header**: Name    Vacation    Date
3. Set **spacing after** to **0 pt** and **line spacing** to **single**.
4. Starting on the first line of the document, **type** the **text** shown below. Leave one space between the title and the list as shown. Also press enter after the last word “Nevada” to begin a new line.

Top 5 Vacation Destinations

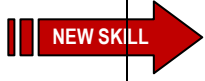
Caribbean  
France  
Rome, Italy  
Hawaii  
Las Vegas, Nevada

5. **Select** the title **Top 5 Vacation Destinations** and format to **Arial, 16 point**, and **bold**.
6. **Select** the **remaining text** and format to **Arial, 12 point**.
7. Turn on the **Show/Hide** codes to view paragraph marks and other hidden formatting symbols in your document.
8. Select all the text and **copy** and **paste** it **three times** on your page. This will give you a total of four duplicate “Top 5 Vacation Destinations” on your page. See Figure 4-1 as a guide.
9. **Separate each** of the lists with **three blank lines** (ENTER) ¶ as shown in Figure 4-1.
10. Select only the list portion of the **second** “Top 5 Vacation Destinations” (beginning with the word Caribbean and ending with Nevada). Format it as a **numbered list** using the numbering feature. **Decrease Indent**. See Figure 4-1.

## Activity 4: VACATION DESTINATION Continued



11. Select only the list portion of the **third** “Top 5 Vacation Destinations” and format it as a bulleted list using the bullets feature. Use the **standard bullet style (•)**. **Decrease indent.** See Figure 4-1.



12. Select only the list portion of the **fourth** “Top 5 Vacation Destinations” and format it as a bulleted list using the bullets feature. Use a **bullet style of your choice**. **Decrease indent.** See Figure 4-1.

13. Carefully **proofread** the document for spelling, grammar, and accuracy.

14. **Save** the document as **VACATION** to your Computer 6 folder.

15. **Print** the document if required by your instructor.

## Activity 4: VACATION DESTINATION Continued

Figure 4-1

### Top 5 Vacation Destinations ¶

¶  
Caribbean¶  
France¶  
Rome, Italy¶  
Hawaii¶  
Las Vegas, Nevada¶

¶  
¶  
¶

### Top 5 Vacation Destinations ¶

¶  
1. Caribbean¶  
2. France¶  
3. Rome, Italy¶  
4. Hawaii ¶  
5. Las Vegas, Nevada¶

¶  
¶  
¶

### Top 5 Vacation Destinations ¶

¶  
• Caribbean¶  
• France¶  
• Rome, Italy¶  
• Hawaii ¶  
• Las Vegas, Nevada¶

¶  
¶  
¶

### Top 5 Vacation Destinations

¶  
☞ Caribbean¶  
☞ France¶  
☞ Rome, Italy¶  
☞ Hawaii ¶  
☞ Las Vegas, Nevada¶