Scenario One

Scenario One: I would like to display the company, city, and period of employment on the same line. The company name should be left aligned, the city and state should be center aligned and the period of employment should be right aligned.

Scenario Two: I have been required to paginate my document by chapter. For example, page 3 of chapter one should be 1.3 and page 3 of chapter 3 should be 3.3. The header should contain the title of my chapter on the left and the page number on the right. The footer should contain may last name on the left, the subject and course number in the center (ABCD 123) and the date on the right.

Scenario Three: My professor wants me to insert a table of contents at the beginning of my document. Each chapter should be listed. I am still in the process of writing may paper so I will need the page number to update automatically as I edit the paper.

Scenario Four: I need to enter the following data into Excel and use that data to insert a bar graph on the last page of my paper. The data set will grow as I continue my research.

|  |  |
| --- | --- |
| **Students' Favorite After-School Activities** | |
| **Activity** | **Number of Students** |
| Play Sports | 45 |
| Talk on Phone | 53 |
| Visit With Friends | 99 |
| Earn Money | 44 |
| Chat Online | 66 |
| School Clubs | 22 |
| Watch TV | 37 |

Scenario Five: I would like to change my default font to Times New Roman, the default font size to 12 the line spacing to double spaced and the paragraph spacing both before and after to 0 pt.