Activity #1

Complete the activity below.

1. Open **PF – Resume 1 MS Word Formatting Documents**.
2. Change the font for all the text in the document to **Arial**.
3. Change the font size for all the text in the document to **12 point**.
4. Apply the following formatting changes to the resume author's name:
   a. font size = **20 point**
   b. font style = **Century Schoolbook**
   c. text = **bold**
5. Change the text in each section header to **Bold** and **All caps** (capital letters).
6. Change each job title to **Bold**.

Activity #2

Complete the activity below.

1. Change the line spacing for the entire document to **Single**.
2. Change the alignment to **Left** (except for the resume author's name, phone #, and email address).
3. Create a numbered list for each item listed in the **Skill** section (be sure to delete the commas).
4. Create a bulleted list for each job responsibility (make sure to delete the commas and add upper-case letters when appropriate).
5. Insert a **Bottom Border** below each section name.
6. Make sure the spacing is consistent between each section.
7. Delete **REFERENCES AVAILABLE UPON REQUEST**.

Activity #3

Complete the activity below.

1. Open **PF – Resume 2 MS Word Formatting Documents**.
2. Determine what changes need to be made to fix the formatting issues and make the changes.