



Job #9

Annual Report



Directions: EP Clothing is having an annual report given out to all employees. Mr. Boss typed up the report himself, but he is not very good with computers and he forgot to save the document. This is where you come in. The report he originally typed is in the 7th Grade handout box. You need to type up the report yourself and fix the spelling errors in the report. You should have a total of five spelling errors.

Mr. Boss is satisfied with the wording of the document, but he wants you to make some formatting changes. Below is a list of what needs to be done:

- 1) Use a fancier, but legible font for the title
- 2) Bold and center the title
- 3) Use Cambria font for the rest of the document
- 4) Double space the entire document (within and between paragraphs)
- 5) Indent new paragraphs
- 6) Put the company logo somewhere on the page
 - a. Common drive
 - b. Minger Folder
 - c. EP clothing folder
 - d. Open “EP Clothing Logo” document and copy logo