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Project 2-2: Editing a Job Description

Star Bright Satellite Radio is hiring. Edit the job description so that it can be sent to the human resources department for processing and posting.

GET READY. LAUNCH Word if it is not already running.



1. Click the **File** tab and choose **Open**.
2. Click **Computer**, and then click **Browse**.
3. Navigate to location of the data files for this lesson. Locate and click **Job Description** one time to select it.
4. Click **Open**.
5. Click the **File** tab, and then click **Save As**. In the File name box, type **2-2 Updated Job Description**.
6. In the second line of the document, position the I-beam before the *D* in *Date* and click to place the insertion point.
7. Beginning at the *D*, click and drag down and to the right until *Date Posted* and the line below it, *5/15/10*, is selected.
8. Press **Backspace** to delete both lines.
9. In the *Duties & Responsibilities* heading, position the insertion point before the **&**.
10. Press **Shift + Right arrow** to select **&**.
11. Type **and**. The **&** is replaced with the word *and*.
12. Position the mouse pointer in the left margin beside the line in the first bulleted list that reads *Define the web site's look and feel*. Click to select the line.
13. Press the **Delete** key to delete the line.
14. In the *Education and/or Experience* heading, position the I-beam to the right of the letter *r* in *or*.
15. Press **Backspace** three times to delete the *r*, *o*, and *.*.
16. In the first line of the bulleted list that begins *College degree required*. . ., click to position the insertion point after *master's degree*.
17. Press the **spacebar** and type **preferred**.
18. Click the **View** tab. In the Zoom command group, click **Zoom**, click **75%**, and click **OK**.
19. On the Zoom command group, click **Page Width**, and then click **100%**.
20. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.