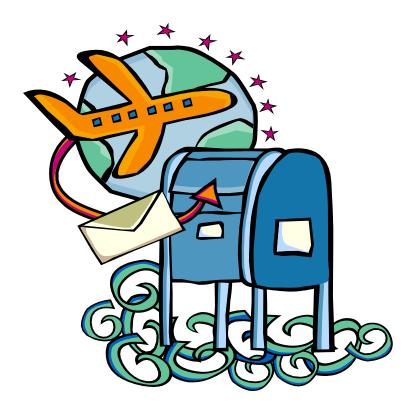
Overnight Shipping

Using the shipping document below, follow the directions to complete.

- 1. Press the enter key twice at the end of the document.
- 2. In the new paragraph, set left tabs at 1.75 inches, 3 inches, and 4.75 inches.
- 3. Type the headings **Company**, **Cost**, **Weight Limit**, and **Delivery Time**, using tabs to separate the four columns. Underline the headings.
- 4. Press the Enter key. In the new paragraph, **remove all of tab from the ruler** and turn off underlining.
- 5. Set a decimal tab at approximately 2 inches.
- 6. Set a center tab at 3.5 inches.
- 7. Set a right tab at 5.63 inches.
- 8. Open the Tabs dialog box. In turn, select each of the measurements in the Tab stop position list, click the 3 ---- option button, and then click Set. Click OK to close the dialog box after all three of the tab stops have been formatted with the dash line leader.
- 9. Using the tabs you just set, type the following information:

Swift	\$12.05	1 lb., 3 oz.	1:10 p.m.
Speedy	\$9.99	9 oz.	12:35 p.m.
Rapid	\$15.50	2 lbs.	10:45 a.m.
Fast Air	\$13.95	none	2:00 p. m.

- 10. Indent the first line of the paragraph under the Overnight Shipping heading one-quarter inch.
- 11. Change the spacing of the paragraph under the heading so that there are 6 points of space before it and 18 points of space after it.
- 12. Change the line spacing of the paragraph under the heading to 1.15 inches and change the line spacing of the paragraphs that make up the price list to 1.5 inches.
- 13. Create a new paragraph at the end of the document with 42 points of space before it. Type your name.
- 14. Save as username Overnight Shipping. Submit for grading.



Overnight Shipping

Please consult this table to determine which overnight shipping company would be most cost effective when you mail a document. Consider the weight of your package and necessary delivery time when making a decision. Packing labels and envelopes are located on the shelf next to the copier.