

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.