


# Business Interest Report Supporting Items

*Directions:*

1. Open the *Business Interest Report Supporting Items Template Student File* by clicking on the name of the file and downloading it and then clicking “Enable Editing”. This Microsoft® Word document will be used to complete the tasks detailed in the *Project*.
2. Once you have the document open, save the document as Your Name- Template. For example, if your name is Martin Gonzales the file would be named Martin Gonzales- Template.
3. Complete the following edits to the document:
  - A. Move the Element Marketing Firm’s logo to the header of the document
  - B. Center align the logo in the header
  - C. Below the logo in the header, type the following text in Trebuchet MS 14-point font and make sure it is center-aligned
    - The Element Marketing Firm 602 Einstein Circle Atomsville, YS 57985
  - D. In the footer of the document, type the following text in Trebuchet MS 14-point font and make sure it is center-aligned
    - Phone: 555-777-1023 Fax: 555-777-1123
  - E. On the first line of the document, right-align the insertion point and insert a Date Picker Content Control
    - change the Content Control Properties of the control to:
      - Title- Date
      - Date should be displayed like this: MMMM d, yyyy
4. Save the file as a template by saving the file as the Word Template file type.
5. Submit the Microsoft® Word document to your instructor.
6. Show your instructor the saved template in Microsoft® Office Word by viewing the personal templates stored in the program.

**\*To see a sample of how your files should look, view the next pages. Keep in mind these files have been edited and will appear smaller than a real document.\***

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The Element Marketing Firm 602 Einstein Circle Atomsville, YS 57985

Date  
Click or tap to enter a date.

Phone: 555-777-1023 Fax: 555-777-1123

# Rubric

Description	Points	Your Score
The submitted file is correctly named. (Student Name- Template)	5	
The logo is centered in the header of the document.	15	
The appropriate text appears in the correct font, font size and alignment in the header of the document.	15	
The appropriate text appears in the correct font, font size and alignment in the footer of the document.	15	
The Date Picker content control has been added and has the specified properties set.	25	
The template appears as an option in Microsoft® Word in the personal templates.	25	
<b>Total Points</b>	<b>100</b>	

**Comments:**