**FBLA Instructions**

Make the following changes to the FBLA document:

1. Change the left and right margins to 1 inch.
2. Center the title, “Future Business Leaders of America”, in all capital letters, bold, and size 16-point font. Also add 12 pt. paragraph spacing AFTER the heading and 6 points paragraph spacing BEFORE.
3. Use the Replace command to change all occurrences of Fbla to FBLA in all capital letters and **bold**. (click MORE button – Format – Font)
4. Place a .5 inch *first line* indent on the first three paragraphs.
5. All side headings need to be changed to italic, underlined, 6 points BEFORE and 12 spaces AFTER, Palatino Linotype font in size 14. The side headings are *Professional, Leadership, Community,* and *Service*. (use the format painter after you change the first one)
6. Change the *line spacing* for the paragraphs after each side heading to 1.5 spacing.
7. Insert a manual page break before the words, “How does FBLA benefit you?” (on the bottom of page 1) This should move it to page 2.
8. Select “How does FBLA benefit you?” and apply the Heading 1 Style to it with 6 points *paragraph spacing* BEFORE and 12 points AFTER.
9. Change the alignment of all of the paragraphs (except the title) to Justify align.
10. Select the list that starts with “Career opportunities” and ends with “Pledge.” Make this a numbered list.
11. “See Mr. Fagler . . .” should be centered in bold, 26 point, Arial font.
12. Insert a ***Continuous Section break*** before the very first paragraph in the document.
13. Insert another ***Continuous Section break*** before the Professional heading.
14. Go to Section 2 on Page 1 and make it have 2 columns.
15. Place the insertion point before the Professional heading and hit Shift+Enter to move it down a little bit.
16. Insert a page number (bottom right) then type your name before that in the footer.
17. Run Spelling / Grammar check. Add FBLA to the computer’s dictionary and make all the other necessary changes.
18. Hit Control+End to get to the end of your document and hit Enter twice.
19. Insert a Table with 3 rows and 3 columns and type the following making sure to AutoFit the contents – merge row 1 – shade black, font white:

|  |
| --- |
| FBLA |
| Future | Business  | Leaders |
| Of  | America | WOW! |

1. Double click **below** the table.
2. Go to this Web site: <http://www.nebraskafbla.org/>
3. Right click and copy the FLBA copy the logo from that web page and paste it below the table.
4. Position the logo in the Bottom Center with Square Text Wrapping (use Position button)
5. Save the file as *FBLALastName* to your Word folder.
6. Upload to Docushare for credit.