

Instructions for Students

MS Word Task: Version B – Employment Plan

Overview

- Follow the detailed instructions below to complete the task.
- Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
- You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
- **Remember to save your work frequently!**

Create a Word Document

1. Open a new Word document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:
 - a) File name: **Employment_Plan_[yourfirstname_yourlastname]**
 - b) Folder name: **Word_Task_VB_[yourfirstname_yourlastname]**.

Develop the Word Document

Part A

1. Type a title/heading named **My Folder**. Bold and underline it.
2. Take a screenshot showing the **Word_Task_VB** folder you created.
3. Paste the screenshot into the Word document under the heading.

Part B

1. Type a title/heading named: **Employment Considerations**. Bold and underline it.
2. Using the **Employment Plan** document you created above, answer the following questions. Use an alphabetical list (like the one below) to record your answers in the document you created. Point form answers are fine; full sentences are not required.
 - a) What position, and in which field, would you like to seek employment?
 - b) What is the web address of a business or organization that hires for this position? Make this a hyperlink.
 - c) What are the educational requirements required for the position you would like?
 - d) What are two other requirements you will likely need for this position?
 - e) What are two things you would have to consider before accepting a position in this field?
 - f) Do you have any contacts in this field you could speak to about the position? (Yes or no)
3. Insert a page break.

Part C

1. Type a title/heading named **My Future Employment**. Bold and underline it.
2. Copy the template from the file provided by your facilitator and paste it below the heading **My Future Employment**. Fill in the blanks with your own future employment plans.

I would like to work as a/an _____ in the _____ field in the city/region of _____. The educational requirement for this position is _____ and usually requires _____ job experience. I would like to apply to _____ (company/organization) because _____. The biggest thing I must consider when accepting this job position is _____ because _____.

3. Replace the blanks with your own information.
4. Select a formatting option to emphasize the information you inserted in the paragraph.
5. Indent your paragraph.

Part D

1. In the header, insert page numbers.
2. In the footer, insert the date.

Final Steps

3. Save your Word document as a PDF file (in the same folder).
4. Email the PDF file to your instructor from your college email address.
5. Include a suitable subject line in the email message.
6. Include a brief message to your instructor about why you are sending the PDF file.
7. Add a closing salutation.