

Instructions

1. Open Word. Click on No Spacing in the Styles group.
2. Page Layout→Margins→Narrow
3. Page Layout→Page Borders. Choose an Art border.
4. Type what you see below.
 - a. Name is Right Aligned, size 11
 - b. Title is Centered, Size 16. Change the font
 - c. Sentences are Left Aligned, numbered. Odd sentences are size 10, Even sentences are size 14
5. Add a piece of ClipArt (or a picture from the web) about Career Planning. Remember to be able to move the picture, Right Click→Text Wrapping→Tight
6. Print to the B&W Printer. Will be 1 page.

Name
Period

Career Planning

1. If you don't know where you are going, don't be surprised if you don't get there.
2. If you don't have a plan or map for your life, don't be surprised if you end up somewhere you don't like.
3. 8th grade is a great time to start planning for college. If you choose the wrong classes in High School, you may not qualify for the college of your choice.
4. The requirements to graduate FROM High School are not always the same requirements to get INTO college. Make sure you know all the requirements to get into the college of your choice when you start 9th grade so you can start to prepare.
5. The average High School graduate earns \$25,000 per year. The average college graduate earns \$52,000 per year.
6. If you go to a library, you don't just choose the book closest to you. You look over all the books and choose what book you WANT to read. Careers are like libraries, there are so many choices! Now is the time to look over the wide range of choices available.
7. **Good manners, professional attire, and being on time** are important skills along with your education. No company is so desperate that they need to hire rude and unreliable workers.
8. Most people have to start at the bottom and work their way up. People do not get hired as executives their first time through. Those who work hard and have the skills and education necessary are the ones who move up.
9. Study hard in Middle School and High School to receive the necessary skills to succeed in College and eventually your future Career.

