INSTRUCTIONS FOR TYPING ENUMERATIONS

1.   Save document as *enum* under your O365 Keyboarding Folder.

2.   Set-up a Header (Insert – Header)
     ~   Always tab between words to line things up.

Name	Date	Enum

3.   Set your font to Courier New, font size 11.
     ~   Right click and select Font or select the Home Tab then
          select Courier New.

4.   Keep saving as you make changes to your document.
     ~   Control Key – S is a way to save your updates once you have
          already named it and saved it to your h drive.

5.   Change your left & right margins to 1 inch.
     (Page Layout Tab - Margins) (**NEVER** CHANGE THE GUTTER!)

6.   Use the tab key to insert your indents, don't just space over.
     ~   Remember, there are two spaces after a period at the end of a
          sentence.
     ~   However, when it is an enumerated list you should strike tab.

7.   Use a Page Break between documents.
     ~   Don't just strike enter, enter, enter (Insert Tab – Page Break).

8.   If you make an error click on undo arrow immediately and it will
     undo the command.

9.   ALWAYS BE SURE TO KEEP YOUR EYES ON THE COPY
     AND FOCUS ON YOUR PROPER TYPING POSTURE!

ROCHESTER'S LARGEST EMPLOYERS

1.   Eastman Kodak Company

2.   Wegmans Food Markets Inc.

3.   Xerox Corporation

4.   University of Rochester

5.   Greater Rochester Health System Inc.

6.   Delphi Automotive Systems

7.   Bausch & Lomb Inc.

8.   Rochester Institute of Technology

9.   Park Ridge Health System

10. Frontier Corporation

CHECKLIST WHEN PURCHASING A COMPUTER

Before you buy a computer, be sure you read the following list of
things to do:

1.   READ COMPUTER MAGAZINES and NEWSPAPER ARTICLES before you shop.

2.   TALK TO FRIENDS who own computers.

3.   ATTEND A LOCAL COMPUTER SHOW if possible.

4.   DECIDE FIRST WHY YOU WANT THE COMPUTER – for graphics, music,
      education, word-processing – then choose the one that does the
      job best or runs software to suit your needs.

5.   TRY IT BEFORE YOU BUY. Ask the salesperson to set up the entire
      computer system, including monitor, printer or other accessories.

PREPARING PLASTIC FOR RECYCLING

In order to make recycling easier, manufacturers of plastic are starting to use a standardized coding system on the bottom of the container. The code consists of a number surrounded by the arrows and letters underneath that tell individuals that recycle at a glance what kind of plastic was used to make the container. Presently, only the numbers 1, 2, and 6 can be recycled at the county recycling center.

1.   Here are some things to keep in mind when preparing plastics for recycling.

2.   Make your materials as flat as possible. Get the air out by crushing the plastic container.

3.   Keep the materials clean. Be sure to rinse out the container.

4.   Separate your materials. Put plastics in a separate container from your other recyclables.

5.   Precycle. If you can't recycle it, avoid buying it in the first place. That sends a loud and clear message to the manufacturer to get on the recycling bandwagon.

Instructions: Put the following information into appropriate enumeration format.

CAPITALIZE

1. The first word of every sentence and the first word of every complete direct quotation. 2. The first word after a colon if that word begins a complete sentence. 3. First, last and all other words in titles of books, articles, periodicals, headings, and plays, except words of four or fewer letters used as articles, conjunctions, or prepositions. 4. An official title when it precedes a name or when used elsewhere if it is a title of distinction. 5. Personal titles and names of people and places. 6. All proper nouns and their derivatives. 7. Days of the week, months of the year, holidays, periods of history, and historic events. 8. Geographic regions, localities, and names. 9. Street, avenue, company, etc., when used with a proper noun. 10. Names of organizations, clubs, and buildings. 11. A noun preceding a figure except for common nouns such as line, page, and sentence, which may be keyed with or without a capital. 12. Seasons of the year only when they are personified.

Instructions: Put the following information into appropriate enumeration format. Be sure to use Courier New font.

NUMBERS EXPRESSED AS WORDS

Numbers expressed in figures are precise and easy to read, but are less formal than numbers expressed as words. The following rules indicate instances when numbers should be expressed in words. 1. A number that begins a sentence should be used in word form even if figures are used later in the sentence. 2. Numbers ten and lower are expressed as words unless they are in the same set of (related) larger numbers, which are usually expressed as figures. 3. Express as words one of two adjacent numbers preferably the smaller of the two. 4. Isolated fractions and indefinite numbers are best expressed as words. 5. Spell out round numbers that can be expressed as words. 6. Numbers that precede o'clock (either stated or implied) should be spelled as words.