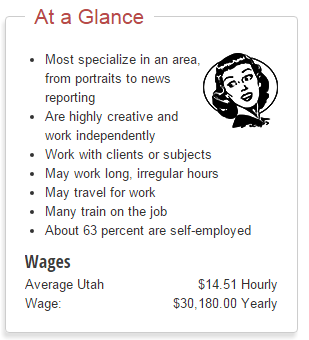
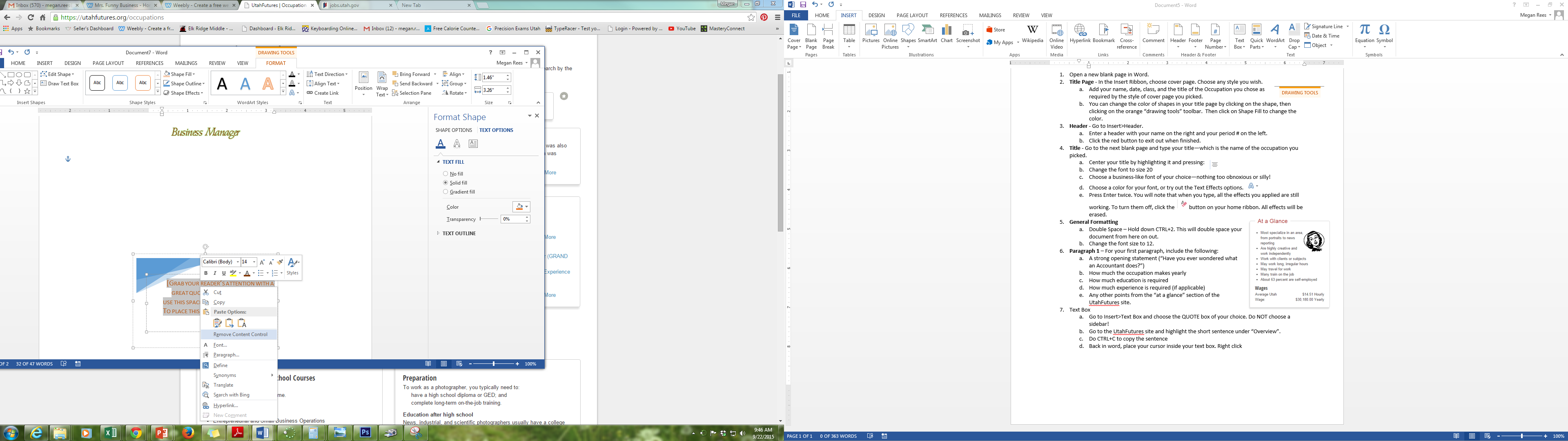
Career Report

*College & Career Awareness*

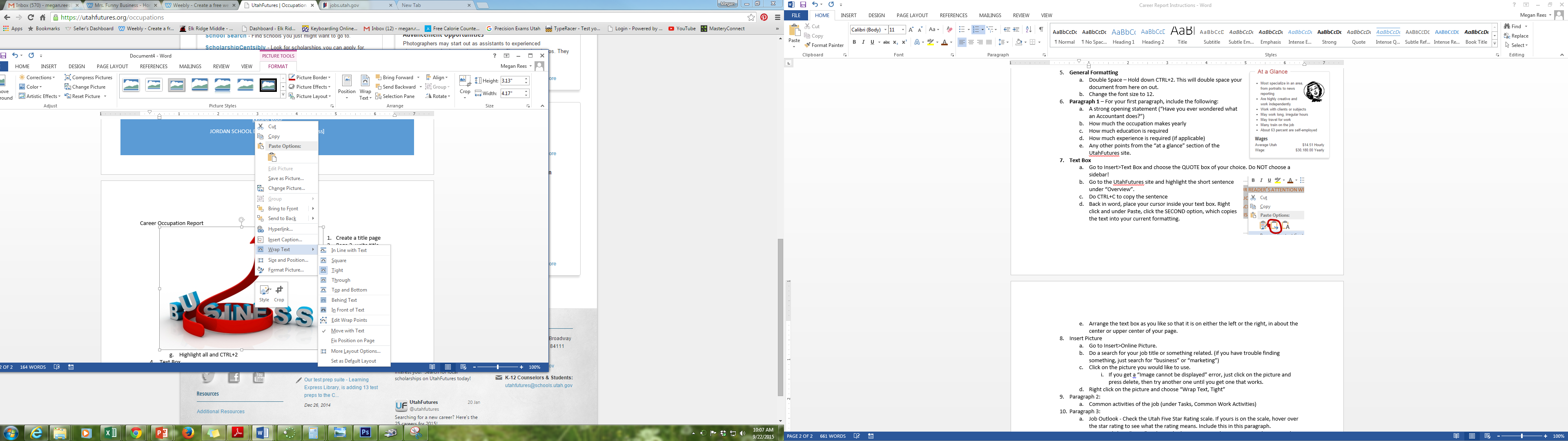
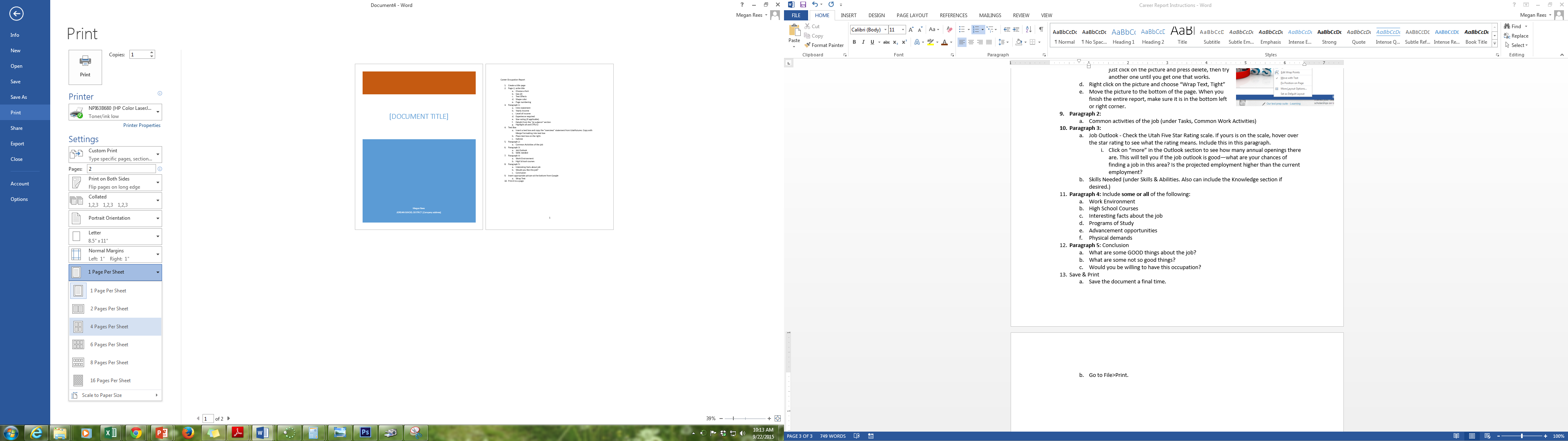
*Business Administration & Support*

After using UtahFutures.org to fill out your Research worksheet, open a new blank page in Word.

1. **Title Page** - In the Insert Ribbon, choose cover page. Choose any style you wish.
   1. Add your name, date, class, and the title of the Occupation you chose as required by the style of cover page you picked.
   2. You can change the color of shapes in your title page by clicking on the shape, then clicking on the orange “drawing tools” toolbar. Then click on Shape Fill to change the color.
2. **Header** - Go to Insert>Header.
   1. Enter a header with your name on the right and your period # on the left.
   2. Click the red button to exit out when finished.
3. **Title** - Go to the next blank page and type your title—which is the name of the occupation you picked.
   1. Center your title by highlighting it and pressing:
   2. Change the font to size 20
   3. Choose a business-like font of your choice—nothing too obnoxious or silly!
   4. Choose a color for your font, or try out the Text Effects options. 
   5. Press Enter twice. You will note that when you type, all the effects you applied are still working. To turn them off, click the button on your home ribbon. All effects will be erased.
4. **General Formatting**
   1. Double Space – Hold down CTRL+2. This will double space your document from here on out.
   2. Change the font size to 12.
   3. Go to Insert>Page #
      1. Choose any style, so long as it is on the bottom.
   4. Save the file in the appropriate place, giving it the name “Career Report” and your initials. Periodically, it’s a good idea to press CTRL+S to update your save.
5. **Paragraph 1** – For your first paragraph, include the following:
   1. A strong opening statement (“Have you ever wondered what an Accountant does?”)
   2. How much the occupation makes yearly
   3. How much education is required
   4. How much experience is required (if applicable)
   5. Any other points from the “at a glance” section of the UtahFutures site.
6. **Text Box**



* 1. Go to Insert>Text Box and choose the QUOTE box of your choice. Do NOT choose a sidebar!
  2. Go to the UtahFutures site and highlight the short sentence under “Overview”.
  3. Do CTRL+C to copy the sentence
  4. Back in word, place your cursor inside your text box. Right click and under Paste, click the SECOND option, which copies the text into your current formatting.
  5. Arrange the text box as you like so that it is on either the left or the right, in about the center or upper center of your page.

1. **Insert Picture**
   1. ****Go to Insert>Online Picture.
   2. Do a search for your job title or something related. (if you have trouble finding something, just search for “business” or “marketing”)
   3. Click on the picture you would like to use.
      1. If you get a “Image cannot be displayed” error, just click on the picture and press delete, then try another one until you get one that works.
   4. Right click on the picture and choose “Wrap Text, Tight”
   5. Move the picture to the bottom of the page. When you finish the entire report, make sure it is in the bottom left or right corner.
2. **Paragraph 2:**
   1. Common activities of the job (under Tasks, Common Work Activities)
3. **Paragraph 3:**
   1. Job Outlook - Check the Utah Five Star Rating scale. If yours is on the scale, hover over the star rating to see what the rating means. Include this in this paragraph.
      1. Click on “more” in the Outlook section to see how many annual openings there are. This will tell you if the job outlook is good—what are your chances of finding a job in this area? Is the projected employment higher than the current employment?
   2. Skills Needed (under Skills & Abilities. Also can include the Knowledge section if desired.)
4. **Paragraph 4:** Include **some or all** of the following:
   1. Work Environment
   2. High School Courses
   3. Interesting facts about the job
   4. Programs of Study
   5. Advancement opportunities
   6. Physical demands
5. **Paragraph 5**: Conclusion
   1. What are some GOOD things about the job?
   2. What are some not so good things?
   3. Would you be willing to have this occupation?
6. **Save & Print**
   1. Save the document a final time.
   2. Go to File>Print.
      1. In the Settings section at the very bottom, click on the “1 page per sheet” drop down menu and change it to 2 or 4, depending on how many pages your report is.
      2. It should now print all on one page.
   3. Staple your Research Worksheet on the back of this report and turn in to the basket.

