

# Lists and Outlines

Name: \_\_\_\_\_ Block: \_\_\_\_\_ Date: \_\_\_\_\_

1. Create the following lists and outlines that are in the table below.
2. Save all work in a folder called *Lists and Outlines*. Include footers on all work.
3. Before they are presented for marking, ensure that you have:
  - a. Reviewed the *requirements* of each assignment.
  - b. Proofread the content.
    - i. *Visually checked*.
    - ii. Used *spellcheck*.
    - iii. Used *Print Preview*.
  - c. Included a *footer* as discussed in class.
  - d. Followed all spacing rules.
  - e. Ensured that the space between the number or bullet and the text is appropriate and if it isn't, then change it.
4. Have each assignment marked one at a time. That way, I can monitor your progress and you don't make the same mistakes throughout.

**Don't lose this form. This is where your mark is being recorded. There are no other sources for this mark, so if you lose it, you START OVER AGAIN.**

ITEM	SAVE AS:	NOTES	MARK
1. Title page with a photo of you.	title_page.docx	Be creative. Include assignment name, date, block, teacher's name, your name, course name. Also include graphics.	/3
2. World Stock Markets	markets.docx	<b>Numbered list</b> - Include the short paragraph after the title.	/4
3. Import/Export list	trade.docx	<b>Multilevel Bulleted List</b> - Use bullets identical to those shown. <b>Note: the first level is indented once and there is a blank row between the first level items.</b>	/5
4. Business Education Department Meeting Minutes	dpt_meeting.docx	<b>Multilevel List</b> - Pay specific attention to detail on this one. Use size 11.5 font. Use a light shading on the heading area.	/7
5. An outline for building, making, or baking something.	Determine your own filename	Must be a <b>multilevel list</b> . Must be at least <b>12 lines long</b> and have at least <b>three levels</b> . Include a title. The format of the list is up to you.	/7
<b>Total</b>			<b>/26</b>

**Comments:**

## WORLD STOCK MARKETS

A **stock market** or **equity market** is a public market (not always a physical facility or discrete entity) for the trading of company stock (shares) and derivatives at an agreed price.

Below is a list of some of the world's leading stock markets, the stock market code, and the cities and countries where they are based.

1. Toronto Stock Exchange (TSX) – Toronto, ON, Canada
2. New York Stock Exchange (NYSE) – New York, NY, USA
3. Nasdaq (National Association of Securities Dealers Automated Quotations) – New York, NY, USA
4. TSX Venture Exchange (XTSX) – Calgary, AB, Canada
5. London Stock Exchange (LSE) – London, England
6. Hong Kong Stock Exchange (HKEX) – Hong Kong, China
7. Tokyo Stock Exchange (TSE) – Tokyo, Japan
8. Frankfurt Stock Exchange (FWB) – Frankfurt, Germany
9. Bombay Stock Index (BSE) – Mumbai, India
10. Australian Securities Exchange (ASX) – Sydney, Australia



Ensure that the list is **flush** with the left margin and **NOT** indented at all.

## Import/Export List

Canada trades goods with a number of countries around the world. Imports are goods that are brought into a country. Exports are goods that are made here and sold to other countries. When a country imports more than it exports, it is said to have a *trade deficit*. If a country exports more than it imports, it is said to have a *trade surplus*. The list below outlines some of the imports and exports that Canada has with some of its major trading partners. Generally, Canada has a *trade deficit*.

- Imports
  - China
    - Electrical equipment
    - Video games
    - Toys
  - United States
    - Fruits and vegetables
    - Machinery
    - Electrical machinery
    - Medical equipment
  - Japan
    - Electronics
    - Automobiles
  
- Exports
  - United States
    - Natural gas
    - Lumber
    - Automobile parts
  - United Kingdom
    - Timber
    - Minerals
    - Gas and oil
    - Uranium
    - Aircraft/aerospace
    - Telecom products
  - Japan
    - Fossil fuels
    - Foodstuffs
    - Chemicals
    - Other raw materials for industry
  - China
    - Lumber
    - Fish
    - Steel
    - Coal

Notice that the first level items are NOT flush with the margin... they are indented.

Notice that there is a blank row between first level items.

**MEETING MINUTES**  
**December 15, 2015**  
**Cariboo Hill Secondary School**

There is a **size 8 blank row** above and below the three line heading. All *five* lines are shaded with RGB colours of 234, 234, 234.

**Present: B. Beatty, B. Day, J. Loveday, K. Jackson, S. Thompson, P. Vossen**  
**Regrets: V. Dash**

Create one line that is *exactly* the same length as the shaded area. Then, copy and paste it. Zoom in a **LOT** and place the second line very close to the first.

All first level items are bolded.

**1) Instructional Funds**

- a) We have \$9500 available to Business Education.
  - i) This money can be used for any supplemental equipment such as videos, manuals, or any other material to make your job easier. This money can't be used for textbooks.
  - ii) You can apply for anything that you applied for with Casino Funds. If you are granted your Casino "wish" at a later time, this money **WILL** be yours and can be used for something else.
  - iii) Put your requests (along with costs and places to order from) into Bob ASAP. We'll discuss it in early January and make our decisions then.

**2) Videos**

- a) So that we can use Business Education money for other purposes, if you would like to order videos or other supplies, Bob will check first with Marian Learning Centre to see if they can order it. If not, we will get it from other sources such as Instructional Funds.

**3) Grade Distribution by Class**

- a) Results of term one are available if you are interested.

**4) Tech Plan – Business Education component**

- a) The Ed-tech committee has asked that all departments update their portion of the Tech plan. Karen graciously volunteered to help Bob complete this task. Others are welcome and encouraged to give their input. This is **NOT** an onerous task, but is required shortly after Christmas.

**5) Upcoming Marketing of Department Opportunities**

- a) Parent Night – January 25<sup>th</sup>. Karen and Sean will design a presentation. (Powerpoint Presentation). Bob will prepare brochures.
- b) The Circuit – January 23<sup>rd</sup> during block B. Bob and Sean to go around to grade 10 classes to promote our courses.
- c) Counsellor – Bob will look into arranging a time for the counsellors to visit us and we can educate them about our courses.

**6) Other:**

- a) Website – Jim will have two students create the website for Business Education. Jim has promised to give us two of his stronger students. Please forward any ideas for this page to Bob or Jim.
- b) Parent Teacher Night – if you have any feedback, please let Bob know.