Billboard HOT 100

Directions:

1. Set the LEFT and RIGHT margins each to .75". Leave the top and bottom at 1".
2. Set the following TABS:

   Right Tab at 0.25"   Center Tab at 5.75
   Left Tab at 0.5"   Center Tab at 6.75
   Right Tab at 5"

3. Type the following information as you see it. For each line, be sure to hit TAB before you type the No. DO NOT try to type the No.'s entire column first, then all the Artists, etc. You should type each row out in its entirety before starting the next line, hitting TAB to make the columns.

TOP 20 BILLBOARD HOT 100 HITS
WEEK OF February 16, 2009

No.	Artist	Song Name	Peak Position	Wks On
1	Eminem, Dr. Dre & 50 Cent	Crack A Bottle	1	4
2	Kanye West	Heartless	2	14
3	Lady GaGa Feat Colby O'Donis	Just Dance	1	14
4	Kelly Clarkson	My Life Would Suck Without You	1	4
5	Beyonce	Single Ladies (Put A Ring On It)	1	17
6	The All-American Rejects	Gives You Hell	6	13
7	Taylor Swift	Love Story	4	22
8	The Fray	You Found Me	7	12
9	T.I. Featuring Justin Timberlake	Dead and Gone	9	10
10	Jason Mraz	I'm Yours	6	43
11	Britney Spears	Circus	3	10
12	Lady GaGa	Poker Face	12	8
13	T.I. Featuring Rihanna	Live Your Life	1	20
14	Ne-Yo	Mad	14	10
15	Lil Wayne	Prom Queen	15	2
16	The Pussycat Dolls	I Hate This Part	11	11
17	Pink	Sober	16	11
18	Kevin Rudolf Featuring Lil Wayne	Let It Rock	5	24
19	Katy Perry	Hot N Cold	3	28
20	Beyonce	Diva	20	8

Now:

1. Change the Song Name that you DO like to Green or Blue or a different font (your choice but keep it at size12).
2. Change the Song Names that you DON'T like to Brown or Purple.
3. Put a BOX border around the chart.
4. Fill the box with a light color.
5. Use a Heading Style from the Ribbon to format the title, "Billboard HOT 100".
6. Insert a Header with your name.
7. Upload your file to Moodle in the"Tab Practice" link.