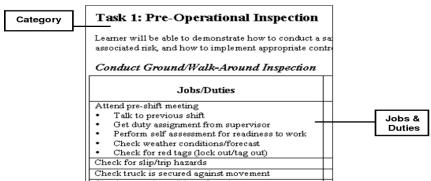## Working with the MS Word Worksheet

There are several features within MS Word that have been used to create this worksheet. These features will assist you in making your group's revisions to the worksheet.

> **NOTE:** *DO NOT adjust lines separating the columns or the lines making up the edges of the table. If you do, you may end up with extra pages of garbage when printing.*

Using the Worksheet

The job worksheet is made up of a listing of jobs and duties within the overall job step category.

1. Open the file titled *MasterHaulTruckWorksheet.doc* (this should have already been provided to you by MSHA).

2. Save the document under a new name. Be sure to take the equipment name into consideration when naming this new document.

3. Make revisions as determined by the group. **SAVE OFTEN**.

4. When your group has completed their revisions of the worksheet, save it to a floppy disk and print a copy. Provide both these items to the mine manager.

Adding Jobs and Duties

If you wish to add a completely new job to the table, simply add a new row, type in the new job, and set the appropriate style (see below). The following graphic identifies the styles used within the worksheet: