

# Word Module 1

## In The Lab #1: Creating a Flyer with a Picture

Note: To complete this assignment, you will be required to use the Data Files which are located on the shared drive. [rm108shared\Classes\Computer Applications\Word\Module 1\Pictures](#)

*Problem:* Your boss asked you to prepare a flyer that advertises the company's commodity trading seminars. **First**, you prepare the unformatted flyer shown in Figure 1–75a, and then you format it so that it looks like Figure 1–75b. Use the steps on page 2 to complete your assignment.

Figure 1–75a

### Unformatted Text



Perform the following tasks:

1. Run Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in [Figure 1–75a](#), inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, **LastName Commodity Trading Flyer** to your user Word folder.
4. Center the headline and the signature line.
5. Change the theme colors to Green.
6. Change the font size of the headline to 48 point and the font to Franklin Gothic Heavy. Then apply the text effect called Fill - Dark Teal, Accent 4, Soft Bevel.
7. Change the font size of body copy (text between the headline and the signature line) to 24 point.
8. Change the font size of the signature line to 26 point.
9. Change the font of the body copy and signature line to Book Antiqua.
10. Bullet the four lines (paragraphs) of text above the signature line.
11. Italicize the word, *all*, in the paragraph above the bulleted list.
12. In the same paragraph, change the color of the words, Jansen Investments, to Dark Teal, Accent 4, Darker 25%.
13. Underline the word, and, in the third bulleted paragraph.
14. **Bold** the text in the signature line and change its color to Dark Teal, Accent 4, Darker 25%.
15. Shade the paragraph containing the signature line in Lime, Accent 2, Lighter 80%.
16. Change the zoom so that the entire page is visible in the document window.
17. Insert the picture called Harvest, which is on the website or in our SharedDrive. Center it on the blank line below the headline. Reduce the size of the picture to approximately 3.29" × 5.11".
18. Apply the Bevel Rectangle picture style to the inserted picture.
19. Change the spacing after the Headline paragraph to 0pt. Change the spacing above (before) the "Answer all..." paragraph to 12 pt.
20. Change the spacing above (before) the signature line to 18 pt.
21. The entire flyer should fit on a single page. If it flows to two pages, resize the picture if needed.
22. Add a ½-pt Lime, Accent 3, Lighter 40% double lined page border, as shown in [Figure 1–75b](#).
23. Change the word Jansen in Jansen Investments to your last name. If it moves to another line that is ok. Just make sure the flyer remains on one page.
24. Save the flyer again with the same file name. Double check your work to the document, shown in [Figure 1–75b](#) before submitting.

Figure 1-75b

Formatted Document

headline

# Commodity Trading?

picture



border

body copy

Answer *all* of your market questions at an expert-led seminar by **Jansen Investments!**

- Agricultural, energy, livestock, and metals commodities
- Risk management strategies
- Beginning and experienced investors
- Located at 1134 Cedar Road in Donner

bulleted list

signature line

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