


FLYER

1. Create a new Word document.
2. **DO NOT TYPE YOUR HEADING LINES** (or use your macro). You will be typing in your name and class later in the document.
3. Save the document in your Computer folder. Call it **(Your Last Name) Flyer**.
4. Type the text shown in the box below (YOU DO NOT NEED TO MAKE THE BOX AROUND THE WORDS!!)
 - a. Use Times New Roman font and 12 point.
 - b. CENTER all of the words.
 - c. Press Enter where indicated («¶»).
 - d. Insert the current year in place of the two hyphens (20— means to type 2014).
5. Save your work often!!
6. When you have finished typing, continue to make changes to the document (Step 7).

Annual Awards Assembly «¶»
«¶»
«¶»
«¶»
June 10, 20-- «¶»
«¶»
«¶»
1:30 p.m. «¶»
«¶»
«¶»
Main Auditorium «¶»
Arthur Treacher Middle School «¶»
221 Fish and Chips «¶»
Whitefish Bay, WI 53122 «¶»
«¶»
«¶»
«¶»
Academic Achievement «¶»
«¶»
«¶»
«¶»
Outstanding Citizenship «¶»
«¶»
«¶»
«¶»
Athletic Excellence «¶»
«¶»
«¶»
Parents, friends, and relatives of ATMS students are cordially invited to attend. «¶»
«¶»
Come! Help Us Celebrate a Great Year! «¶»
«¶»
Created by: (type your first and last names) «¶»
Period (?) Day (?)

Insert the last two digits of this school year in place of the '-s.

Type in your name and your Period and Day numbers here.

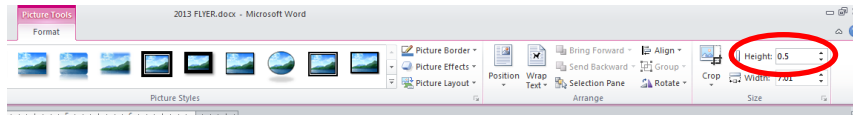


8. Make the following changes to your text:

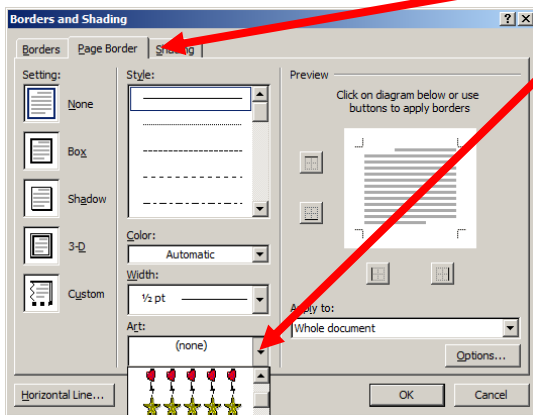
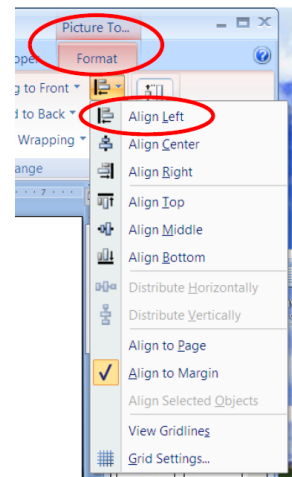
- “Annual Awards Assembly” should be changed to
 - Impact font
 - 24 point
 - Bold
 - Blue
- Insert TWO bell symbols (🔔)
 - Put one at the beginning of the Annual Awards Assembly line.
 - Put one at the end of the Annual Awards Assembly line.
 - Use the Insert tab, Symbols group, Symbols button, and change to Wingdings font.
- June 10, 20—should be changed to Arial Black font and 20 point.
- Use the Format Painter button to change these lines:
 - Click anywhere on June 10, 20--
 - Click on the Format Painter button.
 - Run the I-beam of the pointer over the 1:30 p.m. line to change it to the same font and size as the date line.
 - Make sure 1:30 p.m. is still blocked out. Click on the Format Painter button again.
 - Run the I-beam of the pointer over the Main Auditorium line to change it to look like the other two lines.
- Arthur Treacher Middle School should be changed to Arial font and 14 point.
- The two address lines below Arthur Treacher Middle School should be changed to Arial font and 12 point.
- Academic Achievement should be changed to Arial font, 16 point, bold, and red.
- Outstanding Citizenship should be changed to Arial font, 16 point, bold, and light blue.
- Athletic Excellence should be changed to Arial font, 16 point, bold, and light green.
- The Parents, friends and relatives... line should be changed to times New Roman font and 14 point size.
- The entire line “Come! Help Us Celebrate...” should be changed to Times New Roman font, 22 point, blue, and bold.
 - Insert a symbol of this arrow (➡) at the beginning of the line (Insert Symbol, Wingdings font).
 - Insert a symbol of this arrow (⬅) at the end of the line.
 - Both arrows should be blue.
- Insert Clip Art images in the following locations:
 - Use In Front of Text as a text wrapping option for all three.



- Place a diploma to the left of the word Academic.
- Place a trophy to the left of the word Outstanding.
- Place a medal to the left of the word Athletic.
- Block out all three clip arts (Shift + Click).
 - Use the Picture Height button on the Size dialog box to make all three clip arts ½” (0.5”) tall.



- Click on the diploma.
 - Slide it directly to the left of the words Academic Achievement.
- Do the same for the other two clip art pictures (trophy to the left of Outstanding Citizenship and medal to the left of Athletic Excellence).
- Select all three clip arts again (Shift + click).
 - Click on the Picture Tools tab and then the Format tab.
 - Select Align Left to put all three clip arts in a straight line with the left sides of the graphics in a line.
- Format the page so that you have a page border of stars.
 - Page Layout—Page Borders button.
 - Be sure you click on the Page Border tab (not the Borders tab).



- Click on the drop down next to the Art box.
- Choose any of the star options given.
- Make the size of the stars 20 point.

9. When you are finished making all changes, proofread carefully, correct any mistakes, double check directions, and drag your assignment in to the correct drop box folder. Be sure your document name includes your last name.