

Microsoft Word, 2016

Assignment #1

In this assignment you will be using Word to create a poster for the photography club. The poster will include details like when and where the club meets as well as a sample photograph. Once you place the photograph you will be using some of Word’s picture tools to modify the photograph to make it more eye-catching.

Set-up

- 1) Open a blank document and save it as “Club_Poster_LastName_FirstName” substituting the words “LastName” and “FirstName” with your name. The document should be saved in a location where you can find it and submit it via Blackboard once complete.
- 2) Turn on the “Show/Hide” option (¶) to display hidden characters.

Type the poster text

- 3) Type the following text hitting [ENTER] whenever you see a pilcrow (¶) and typing both the [SHIFT] key and [ENTER] key in the middle of the last sentence (replacing the words [SHIFT]+[ENTER]). Replace the words “FirstName LastName” with your name.

Photograph Your World!¶
¶
Do you want to take better pictures of;¶
People,¶
Architecture,¶
Food,¶
Sports?¶
Club Activities include:¶
Visiting photography shows in the area;¶
Discussing the art of still photography;¶
Trying out new hardware and software.¶
¶
For more information, call 240-555-CLUB [SHIFT]+[ENTER]and ask for FirstName LastName.¶

Add and adjust graphic elements

- 4) Format the title “Photograph the World” as Word Art using style “Fill-Blue, Accent 1, Outline-Background 1, Hard Shadow – Accent 1” (third row and third column of the pallet of designs.

- 5) Select the text (if necessary) and position the text in the top-center location on the page and the word-wrap to "Top and Bottom"
- 6) In the blank paragraph below the title inset the image "tracks.jpg".
- 7) Change the height to four inches, and let the width adjust automatically
- 8) Center align the picture and add a black border 1 pt. thick to the image.
- 9) Using the image corrections, set the brightness to -20 and the contrast to +40 (fifth row, second column); color saturation to 200%; and apply the artistic effect "Cement" (fourth row, first column).

Format text and finish the document

- 10) Select the text "People, Architecture, Food, and Sports." and make it a bulleted list using the checkmark style of bullet (✓).
- 11) Select the three lines of text following "Club Activities include:" and set them as a bulleted list (it should remember the checkmark style from the previous list).
- 12) Highlight the text between the picture and the last sentence and set the font to 16 points.
- 13) Highlight the last sentence and change the font to 24 points, center the paragraph, set the background to "Orange, Accent 2, Lighter 40%" with a 3 pt. solid border that is "Orange, Accent 2, Darker 50%" and wraps around the entire sentence.
- 14) Set the page margins to 0.5 inches top and bottom. Select the text "Do you want to take better pictures of;" and left-indent it 0.5", do the same for the text "Club Activities include:". Set each bulleted item to a left-indent of one inch.
- 15) Set the document title to "Photo Club Advert" and put in a comment with your name and today's date. Save your document and submit it following the instructions given to you by your instructor.