Shelly Cashman Word 365/2021 | Module 1: SAM Project 1a

# Avery University

## Completing a flyer with a picture

### GETTING STARTED

* Save the file **SC\_WD365\_2021\_1a\_*FirstLastName*\_1.docx** as **SC\_WD365\_2021\_1a\_*FirstLastName*\_2.docx**

Edit the file name by changing “1” to “2”.

If you do not see the **.docx** file extension, do not type it. The file extension will be added for you automatically.

* To complete this Project, you will also need the following files:

Support\_WD365\_2021\_1a\_Graduation.png

* With the file **SC\_WD365\_2021\_1a\_*FirstLastName*\_2.docx** open, ensure that your first and last name is displayed in the footer.

If the footer does not display your name, delete the file and download a new copy.

### PROJECT STEPS

1. You work in the Financial Aid Department of Avery University and are creating a flyer to advertise upcoming financial aid workshops.

Begin by making the following changes to the document theme and the theme colors to match other documents from the Financial Aid Department:
	1. Change the document theme to **Office**.
	2. Change the document theme colors to **Red**.
2. Change the margins to **Narrow** to fit more content on the page.
3. Make the picture of the students more eye-catching and suitable for the layout as follows:
	1. Resize the picture to a height of **2.5"**.
	2. Apply the **Center Shadow Rectangle** picture style.
	3. Apply the **Glow: 5 point; Brown, Accent color 6** Glow picture effect.
4. Draw attention to the flyer's headline paragraph "financial aid workshops" as follows:
	1. Change the Paragraph Spacing Beforeto **12 point**.
	2. Change the Paragraph Spacing After to **6 point**.
	3. Change the case to **UPPERCASE**.
	4. Change the font size to **28 point**.
5. Copy the text "Avery University" from the heading paragraph beginning "Financial Aid Department" at the top of the page, and then paste it in the blank paragraph after the "FINANCIAL AID WORKSHOPS" headline.
6. **Bold** the date "Monday, November 8" in the paragraph that begins "Monday, November 8…" to use the same formatting as with other dates in the document.
7. Create a bulleted list beginning with the paragraph "Monday, November 8…at 7:00 pm" and ending with the paragraph "Individual meetings…to 4:00 pm" to make the date paragraphs easier to read.
8. Add the words **requesting the** to the paragraph beginning "The workshops present…" so that it reads "The workshops present guidelines for requesting the following types of financial aid:".
9. **Italicize** the text "often with interest" in the paragraph beginning "Loans…."
10. Delete the unnecessary sentence "Jobs are usually available on campus." in the paragraph beginning "Work study…".
11. Emphasize the workshop list from the paragraph beginning "Grants…" to the paragraph beginning "Work study…" as follows:
	1. Change the font of the text in the workshop list to **Trebuchet MS**.
	2. Change the font color of the text in the workshop list to **Dark Red, Accent 1, Darker 25%** (5th column, 5th row in the Theme Colors palette).
12. Draw attention to the web address in the paragraph beginning "Complete financial aid guidelines…" as follows to make that information easy to find:
	1. Remove the hyperlink from the web address "www.avery.cengage.edu".
	2. Apply the text effect **Orange, Accent 2** (6th column, 1st row in the Outline section of the Text Effects and Typography gallery) to the web address "www.avery.cengage.edu".
13. Format the paragraph beginning "Complete financial aid guidelines…" as follows to make it stand out:
	1. **Center** the paragraph.
	2. Apply the paragraph shading **Dark Red, Accent 1, Lighter 80%** (5th column, 2nd row in the Theme Colors palette) to the entire paragraph.
14. Insert a picture as follows to balance the layout of the page:
	1. In the blank line at the bottom of the page, insert the file **Support\_WD365\_2021\_1a\_Graduation.png**.
	2. Resize the picture to a height of **1"**.
15. Finish the flyer by adding a page border as follows:
	1. Select a **dotted** page border (the second border in the Style list).
	2. Change the border color to **Brown, Accent 5** (9th column, 1st row in the Theme Colors palette).
	3. Change the width of the border to **1½ point**.

Your document should look like the Final Figure on the following pages. Save your changes, close the document, and then exit Word. Follow the directions on the website to submit your completed project.

### Final Figure

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