









Part B: Creating an Announcement with Resized Clip Art, a Bulleted List, and a Page Border




Problem: You are the secretary of The Computer Club at your school. One of your responsibilities is to announce the monthly meetings. For the current month meeting, you will prepare the announcement shown: [see sample copy]. **Hint:** Remember, if you make a mistake while formatting the announcement, you can click the Undo button on the Standard toolbar to undo your mistake.


Instructions:

-  Change the font size from 10 to 18
-  If they are not already showing, displaying formatting marks
-  Create the Announcement [see sample copy]. Enter the document first without the clip art and unformatted; that is without any bulleted, bold, underline, italicized, right-aligned, or centered text. Check spelling as you type
-  Save the document on a floppy diskette in the WP folder with the current month Announcement as the file name: ex: **February Announcement**
-  Format the two lines of the headline to 28-point Arial Rounded MT Bold or a similar font

-  Right-align the second line of the headline
-  Center the body title line. Format the body title line to 22-point Courier New bold or a similar font

-  Add bullets to the three paragraphs of body copy. A **bullet** is a symbol positioned at the beginning of a paragraph. In Word, the default bullet symbol is a small darkened circle. A list of paragraphs with bullets is called a **bulleted list**. Hint: Use Help to learn how to add bullets to a list of paragraphs

-  Bold the date in the first paragraph of the body copy
-  Italicize the phrase, Word XP, in the third paragraph of the body copy
-  Insert the graphic of the computer between the headline and the body title line. Search for the graphic image, using the keyword(s): computer or computer training in the Clip Gallery to locate the graphic

-  Enlarge the graphic image (*if necessary*). If you make the graphic too large, the announcement may flow onto two pages. If this occurs, reduce the size of the graphic so the announcement fits on a single page

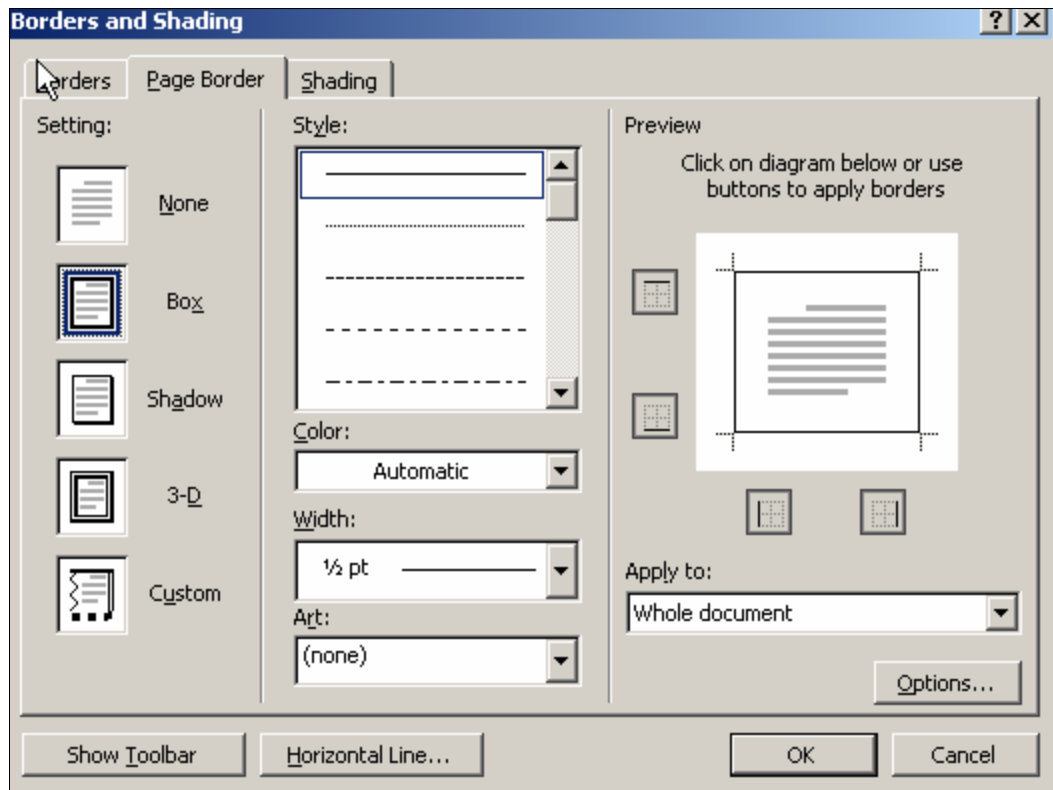
- 🔗 Center the graphic image
- 🔗 Save the announcement again with the same file name

Create a Page Border for the Announcement

- 🌈 Borders, shading, and graphic fills can add interest and emphasis to various parts of your document. You can add borders to pages, text, tables and table cells, graphic objects, and pictures.




To add a page border complete the following steps:

1. Select **Format** from the menu bar
2. Select the Borders & Shading option. The Borders & Shading dialog window appears.



3. Activate the **Page Border** tab. Locate and click on the drop-down arrow from the Art window, click on the scroll bar and select a page border of your choice – do not use the Globe Art Border in this assignment.

- 🔗 Save the document using the same name

-  Request Print Preview to ensure that the announcement fits on one page
-  Print the announcement. **Note:** some printers will not print the border at the bottom of the page – *do not attempt to waste paper.*
-  Attach Announcement to Evaluation Sheet – Word Processing