Microsoft Office Word 2013

Lesson 1

Poster

1. **Open a blank page in Word.**
	1. Save the document with Word 3 and your initials.
	2. Add a FOOTER with your name, period, and Filename (quickparts).
2. **Margins & Orientation**

IN THIS LESSON

* Margins
* Orientation
* Page borders
* Word Art
* Text Effects
* Text Wrapping
* Shapes
* Tables vs. Tabs
* Merging cells
* Shading
* Setting tabs
* Text Boxes
	1. Change the margins to .5 on all sides
	2. Change the orientation to landscape
1. **Page Border**
	1. In the Design tab, go to page borders
	2. Choose either an art border or a line border
		1. If you do an art border, change the thickness to 12 pt—you don’t want it too thick.
		2. You may change the color if you wish.
2. **Word Art vs. Text Effects**
	1. At the top of the page, type “Harristown”
	2. Press enter and type “4th Annual” and press enter
	3. Highlight both lines and center them.
	4. Change Harristown to size 24, and 4th annual to 18.
	5. Choose a font for both words—pick a clear, easily readable and bold font.
	6. Highlight Harristown again and use the text effects to alter the look to your taste. Just avoid using the “reflection” section because it will take up too much space.
	7. After 4th Annual, press enter and go to Insert>Word Art
	8. Create WordArt that reads “COMICON” in all caps. Make it size 72—or smaller depending on the font you use.
	9. Under the WordArt, type “Harristown Convention Center” and format paint it to look like “4th Annual.”
	10. Make sure there are no extra lines between the Comiccon title and the convention center text.
3. **Insert Picture**
	1. Insert the Comicon logo from the Lesson 3 file.
	2. Change the font to In Front of Text and place it in the empty space to the left of the title.
4. **Insert Shape**
	1. Insert a square shape that is roughly the same size as the logo, and place on the right side of the title.
		1. Remove the outline
		2. Change the color style as you plase
		3. Type “April 23, 2016” into the shape.
		4. Change the font to the same one you used in your title, and the size to about size 24 (depending on font you chose.)
		5. Add a glow to the shape
5. **Table**
	1. Press enter and clear all formatting
	2. Create the table below. Be sure to merge the cells correctly.
	3. In the Time section, make sure to space after 1:00 so that the colons line up all the way down.
	4. Make the font size of the inside text size 10, and the font arial.
	5. The titles are all size 14, an the times are size 10.
	6. *Shading*:
		1. Shade all guest speakers the same color.
		2. Shade all Panels another color
		3. Shade all photo ops a third color
		4. Shade the workshop and the board came contests a fourth color.
6. Tabs
	1. After the table, press the Clear Formatting button to clear out anything that may be lingering.
	2. Set the following tabs:
		1. Center tab at 1.75
		2. Center tab at 8
	3. Press tab and type “Photograph Pricing”
		1. Press tab and type “Featured Vendors”
		2. Format both titles the same as “Harristown Convention Center.”
		3. Press enter.
	4. Clear all formatting.
	5. Set the following tabs:
		1. Left tab at .5
		2. Decimal tab with dot leaders at 3
		3. Left tab at 6.3
		4. Left tab at 8.25
		5. Enter the information as shown.
		6. \*Remember—when entering tabs, enter ALL information HORIZONTALLY, not VERTICALLY.
7. **Text Box**
	1. Insert a simple text box and place it in the empty space between the tabs.
		1. Resize it to fit.
		2. Change the wrap to In Front of Text
	2. In the box, type the information show on the right.
	3. Make sure all tabs line up.
	4. Center the title, size 14, and the font you’ve been using for all your titles.
	5. Change the shading of the text box to a custom gradient of your own creation.
	6. Add a thick colored border to the box.
	7. Add a glow to the box.
	8. Add a bevel to the box.
8. **Save and Print**
	1. If you’ve done it correctly, it should easily fit on one page.
		1. If not, remove any extra lines that may be adding to the length and check your font sizes.
		2. If there are extra blank pages, go to the last line at the bottom of the first page and press delete until all blank pages are gone.
	2. Save the file again and print.