


## Lab 1: Creating a Flyer with Multiple Pictures

*Problem:* Your boss at Gingham Travel has asked you to prepare a flyer that promotes the business. Prepare the flyer shown in Figure 1-76. Hint: Remember, if you make a mistake while formatting the flyer, you can use the Undo button on the Quick Access Toolbar to undo your last action. To make your flyer, perform the following tasks:

1. Open Microsoft Word. Type the flyer text, unformatted. If Word flags any misspelled words as you type, check their spelling and correct them.
2. Change the theme colors to the Aspect color scheme.
3. Add bullets to the four lines shown in the figure. Center all paragraphs, except the paragraphs containing the bulleted list.
4. Change the font size of both lines in the headline to 48 point.
5. Change the font of the first line in the headline to Rave, or a similar font, and the second line in the headline to Arial Rounded MT Bold, or a similar font.
6. Apply the following text effect to the first line in the headline:
  - a. Fill - Dark Purple, Accent 1,
  - b. Outline - Background 1, Hard Shadow - Accent 1.
7. Shade the second line of the headline to the Dark Green, Accent 4 color, and change the font color to White, Background 1.
8. Save the document using the file name, Lab 1-2 Spring Break Flyer.
9. Change the font of all text below the headline to Arial Rounded MT Bold. Change the font size of the company name to 28 point, the company address to 24 point, and the bulleted list and phone number line to 22 point.
10. Change the color of the company name and address to Dark Green, Accent 4, Darker 25%. Underline the company name.
11. Italicize the word, "and", in the first bulleted paragraph.
12. Bold the word, "Discounted", in the second bulleted paragraph. Change the color of this same word to Dark Purple, Accent 5.
13. Shade the phone number line to the Dark Green, Accent 4 color, and change the font color to White, Background 1.
14. Change the zoom so that the entire page is visible in the document window.
15. Insert two pictures on the same blank line below the headline. The pictures are called Spring Break – Florida and Spring Break - New York. You can download these pictures from the [Lab 1 Image Files](#) directory on the web site.
16. Resize the top picture so that it is approximately 2.4" x 3 ".Apply the Simple Frame, White picture style to both pictures. Apply the Perspective Right 3-D Rotation picture effect to the picture on the left and the Perspective Left 3-D Rotation to the picture on the right. Resize the pictures, if necessary, so that they fit on the same line. Add space as necessary between the two pictures.
17. Change the spacing before and after the paragraph containing the company name to 0 pt, the spacing after the company address to 12 pt, and the spacing before the phone number line to 12 pt. The entire flyer should fit on a single page. If it flows to two pages, resize the pictures or decrease spacing before and after paragraphs until the entire flyer text fits on a single page. DO NOT USE "fit to page".
18. Add the 6-point page border shown in Figure 1-76, using the color Dark Purple, Accent 5.
19. Change the company name to your last name.
20. Insert a footer with the full file path on the left and your initials on the right.
21. Save the flyer again with the same file name.
22. Submit this file on myCourses for CS-105/Content/Lab Assignments/Lab 1-2 Spring Flyer

**Spring Break**

**Trips on a Budget**



Gingham Travel  
578 Park Street in Jonner

- Packages include airfare, rental car, accommodations, *and* dining
- **Discounted** attraction tickets
- Destinations around the country
- Fund-raising tools for you to use on Facebook, Twitter, or via email

Call us at 605-555-6000 or stop by today!

Labels: headline, page border, bulleted list, signature line, body copy

Figure 1-76