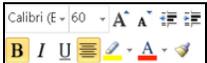
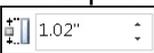


CSIS 572 - ADAPTIVE COMPUTER BASICS
PRACTICE EXERCISE 3 – FLYER

1. To begin a new document, click on the Microsoft Word icon or if Microsoft Word is already open, select the FILE Tab, click on New, Select the Blank Document and select Create.
2. Click on the INSERT Tab and in the Text Group, click the WordArt button, and choose a WordArt style. Type **Happy Halloween!** in the selected **Your Text Here** text box. On the Drawing Tools FORMAT Tab in the Arrange Group, click on the Align button  and set the horizontal alignment to Align Center.
3. To change the WordArt size, select the WordArt text & on the Mini Toolbar , change the Font Size or click on the HOME Tab & under the Font Group, click on the Font Size.
4. Select Enter several times to move the Insertion Point below the WordArt. If the WordArt moves, select it and rearrange the Happy Halloween! by dragging it around to where you want. On the HOME Tab under the Paragraph Group, click the Center button.
5. On the INSERT Tab in the Illustrations Group, click on the Clip Art button. In the Clip Art Task Pane, type Halloween or your topic in the **Search for: Text Box** and click on the Go button. Scroll through the Clip Art, choose one and Select Insert on the drop-down menu or just click on it.
6. When the Picture is **Selected**, there will be a small frame with boxes/circles around it. On the Drawing Tools FORMAT Tab in the Arrange Group, click on the Wrap Text button and click on Square to release the frame.
7. Resizing Picture: Under the Picture Tools FORMAT Tab (when the picture is selected) under the Size Group, click on the SIZE corner button to launch the Layout dialog box. Under the Size tab, change the height to 2" or greater and the width will automatically change and Select OK. When the **Lock aspect ratio** check box is selected; the picture will resize proportionally. Since the aspect ratio is locked as default, you can change the size easily by using the Shape Height  or Shape Width  spin box.
8. To SAVE the document, select the FILE Tab, and click on SAVE AS. Make sure you are saving your document on your Removable Storage Flash Drive (E: drive). Type the name of the document as FLYER and Select OK.

(To put your name on your document in the HEADER, select the INSERT Tab and select the Header button and click on the Blank Header. Type your NAME and hit enter and type the class CSIS 572 and click on the CLOSE button to close the Header & Footer toolbar.)

9. PRINT one copy and hand it into your instructor's box. EXIT Word.

It should look similar to this:

