



## Step-By-Step

- 1 Open the data file **Hillside.docx**. Save as: **Hillside-[your first initial and last name]1**.
- 2 Click before **Band Tryouts on Tuesday**. Select **Page Layout>Page Setup>Columns>Two**.
- 3 Click before **Bike Week Continues** at the bottom of the left column. Select **Page Layout>Page Setup>Breaks>Page Breaks>Column**.
- 4 **!CHECK** Your screen should look like Figure 5.40.
- 5 Select the text **The Hillside High Gazette**. Choose **Insert>Text>WordArt**. Select **WordArt Style 9**.
- 6 Select the heading **Band Tryouts on Tuesday**. Choose **Home>Styles** and select **Heading 1**.
- 7 Repeat **Step 6** for the other two headings.
- 8 **!CHECK** Your screen should look like Figure 5.41. Save and close your file.

## 1. Insert Columns and WordArt

Follow the steps to complete the activity.

FIGURE 5.40 Text in two columns

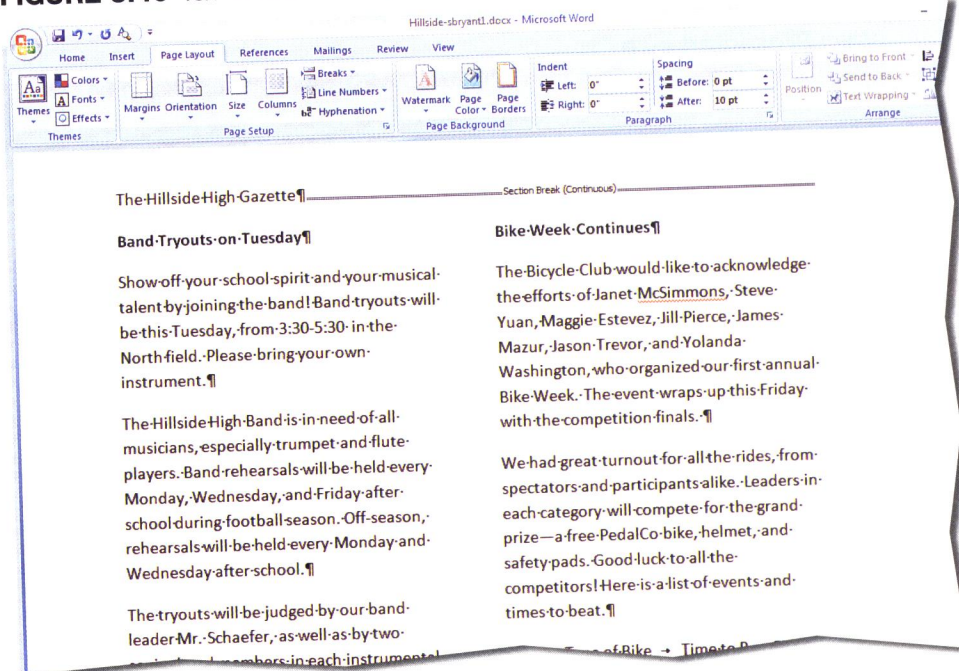
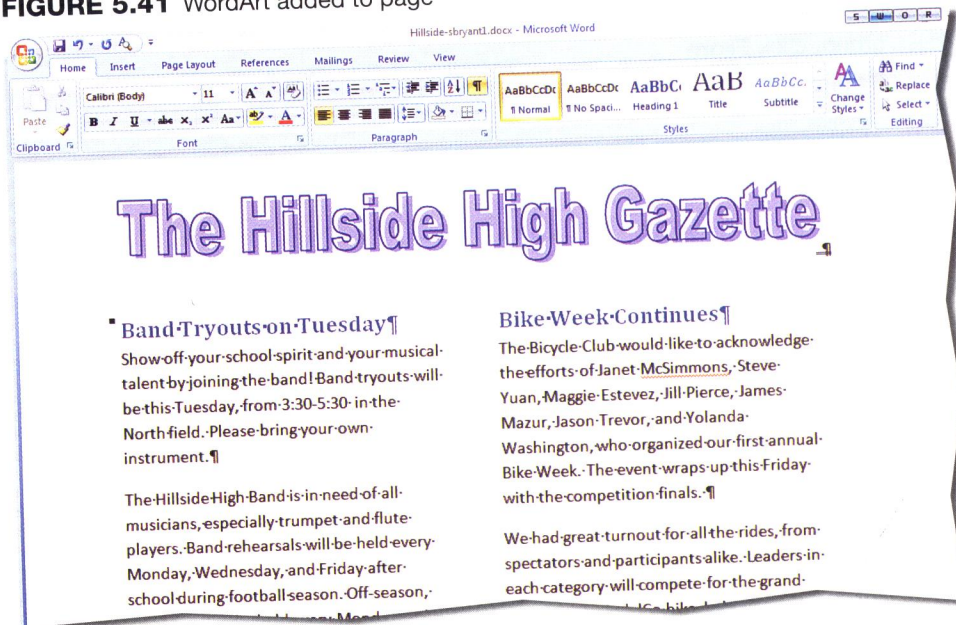


FIGURE 5.41 WordArt added to page



Step-By-Step

- 1 Open your **Hillside-1** file. Save as: **Hillside-[your first initial and last name]2**.
- 2 Select the text shown in Figure 5.42.
- 3 Choose **Insert>Tables>Table>Convert Text to Table**.
- 4 Under **Number of columns**, key: **3**. Under **AutoFit behavior**, click **AutoFit to contents**. Click **OK**.
- 5 In the **Table Tools** contextual tab, choose **Design>Table Styles>More**.
- 6 In the **Table Styles** drop-down menu, choose **Table Contemporary** (second column, third row).
- 7 In the first row of the table, change the font size to **14**. In the body of the table, change the font size to **12**.
- 8 **CHECK** Your screen should look like Figure 5.43.
- 9 Save and close your file.

2. Create a Table

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 5.42 Text to select

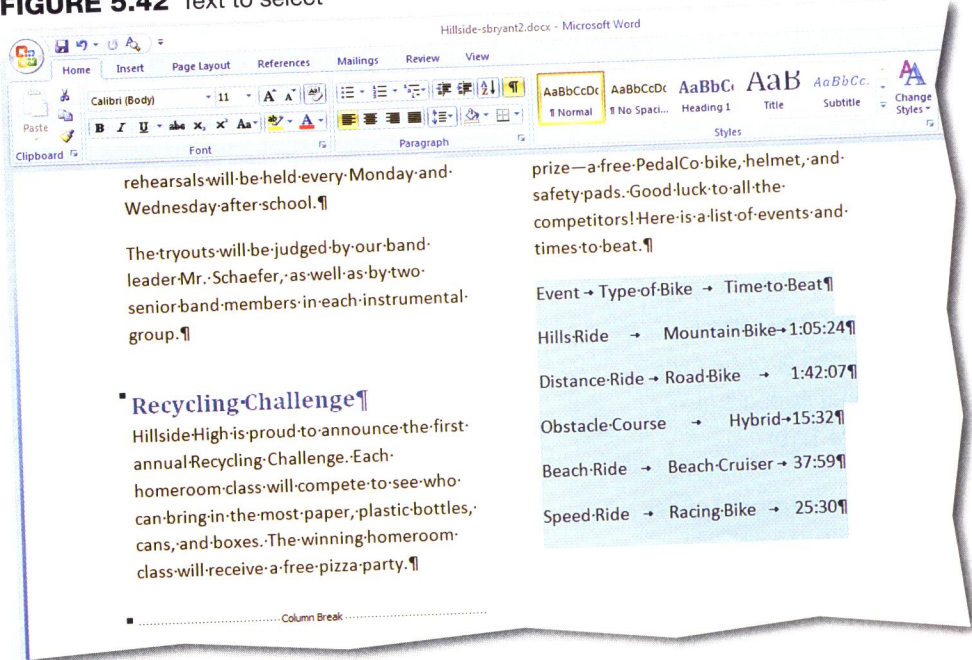
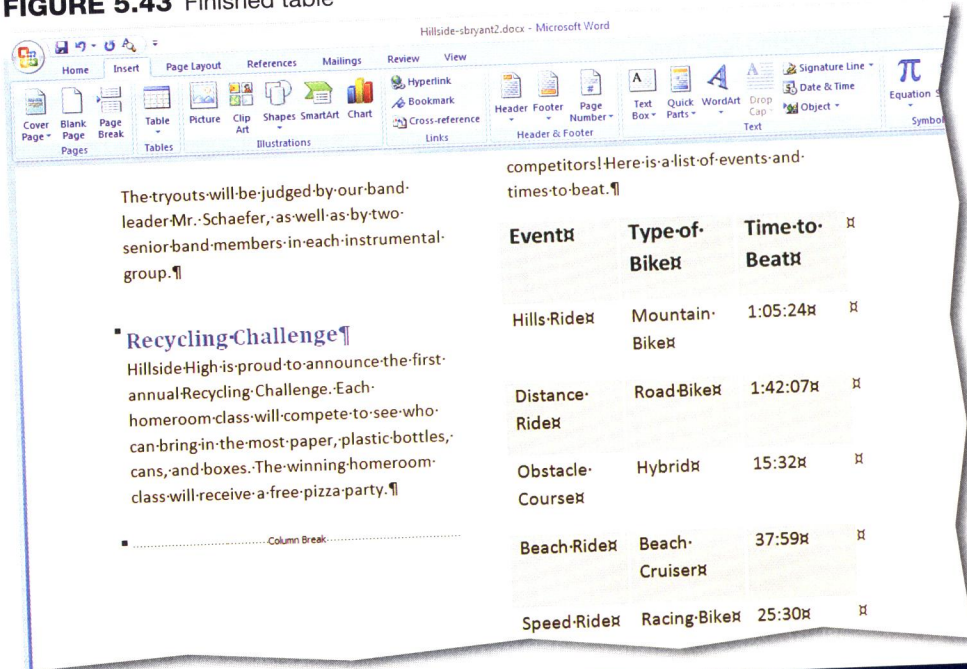


FIGURE 5.43 Finished table



Step-By-Step

- 1 Open your **Hillside-2** file. Save as: **Hillside-[your first initial and last name]3**.
- 2 Click before the text **The tryouts** (see Figure 5.44).
- 3 Choose **Insert>Illustrations>Clip Art**.
- 4 In the **Clip Art** task pane, in the **Search for** box, key: **band**. Click **Go**.
- 5 Select a clip like the one shown in Figure 5.44. Close the task pane.
- 6 Select the clip. Under the **Picture Tools** contextual tab, choose **Format>Arrange>Text Wrapping>Tight**.
- 7 Click the graphic and drag it to the left side of the second column. Use the sizing handles to resize the graphic as needed.
- 8 **CHECK** Your screen should look similar to Figure 5.45. Save and close your file.

3. Insert Clip Art

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 5.44 Clip Art task pane

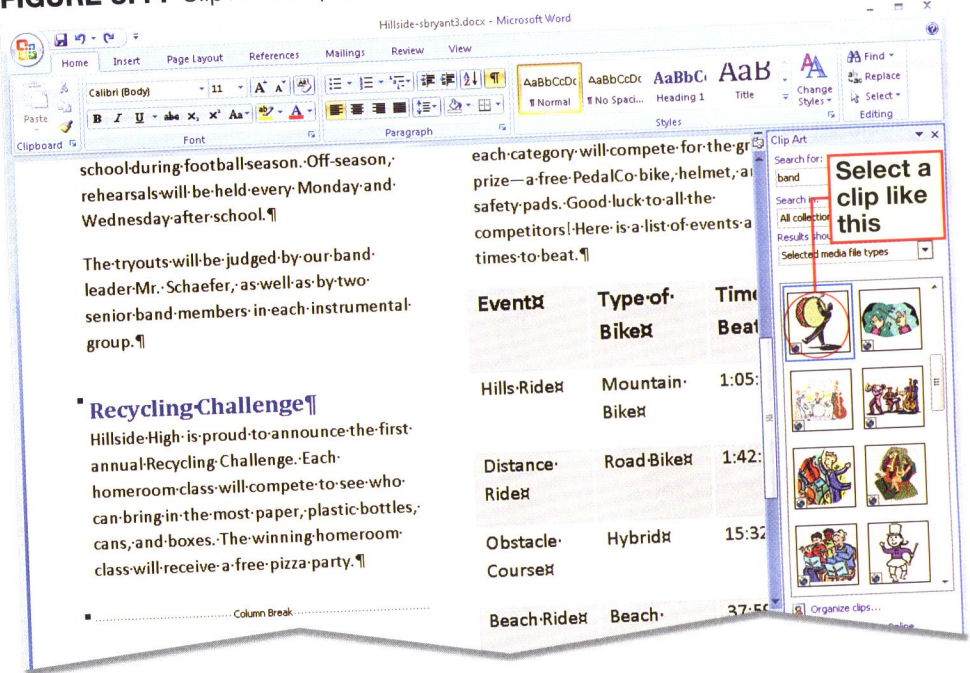
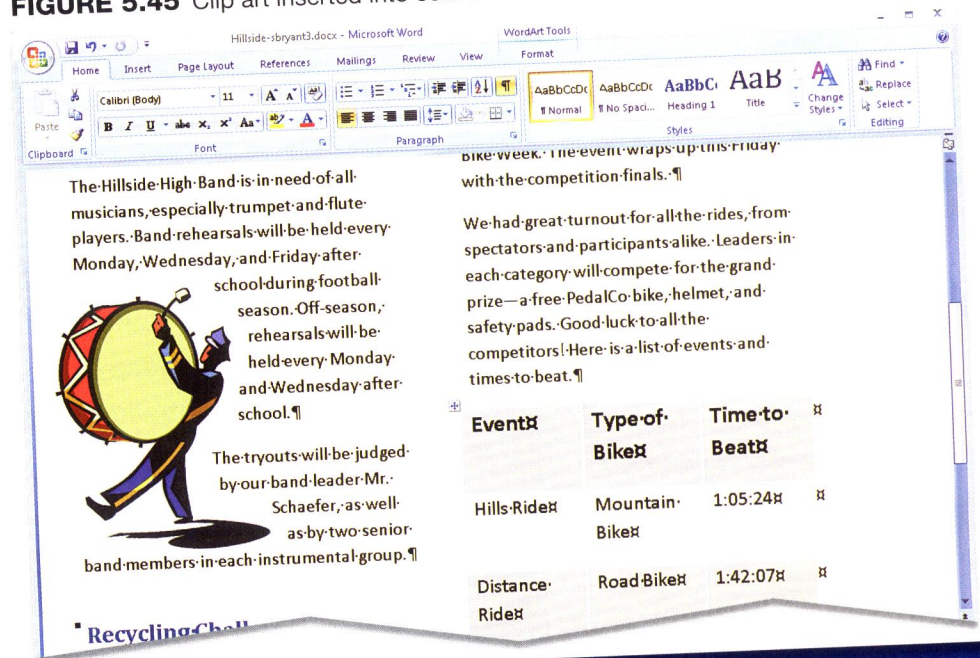


FIGURE 5.45 Clip art inserted into column



Step-By-Step

- 1 Create a new document. Save as: **w4rev-[your first initial and last name]4**.
- 2 Create a table with five columns and four rows.
- 3 Key the text as it is shown in Figure 5.46.
- 4 Insert a new row above the first row.
- 5 Merge the cells in the new row. Key the text: **Yearly Car Sales (in \$)** into the row.
- 6 Apply the style **Heading 1** to the first row.
- 7 Apply the style **Heading 2** to the second row. Center the text in both the first and second rows.
- 8 Use **Table Tools** to **Align Center Left** text in the remaining three rows.
- 9 **AutoFit** the table text to contents.
- 10 **CHECK** Your screen should look like Figure 5.47. Save and close your file.

4. Create a Sales Table

You are the sales manager at a car dealership and are responsible for presenting information to your boss on car sales for the year. You need to let her know the sales from each quarter for the three salespeople that you manage. You decide to display the information in a table.

FIGURE 5.46 Sales table

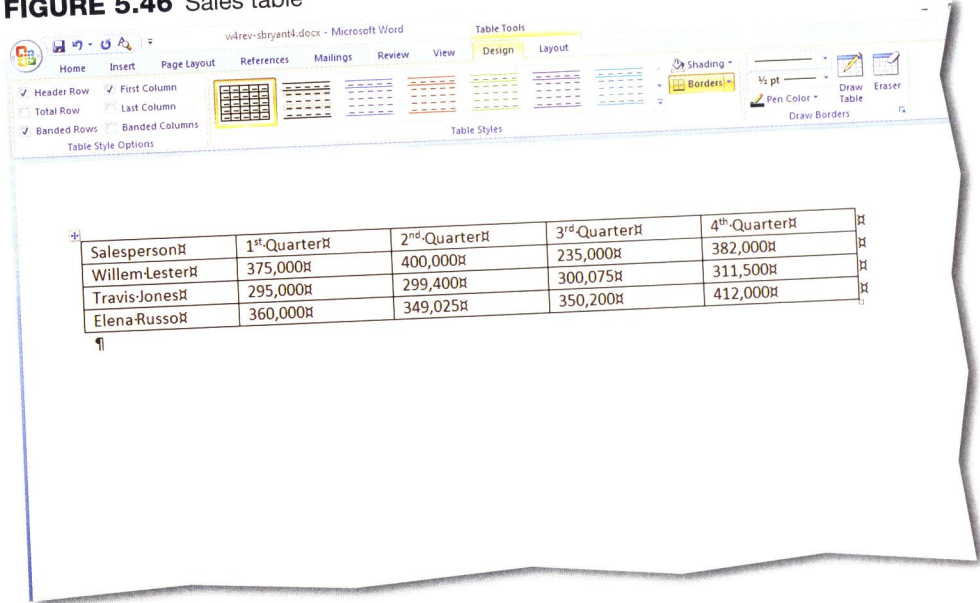
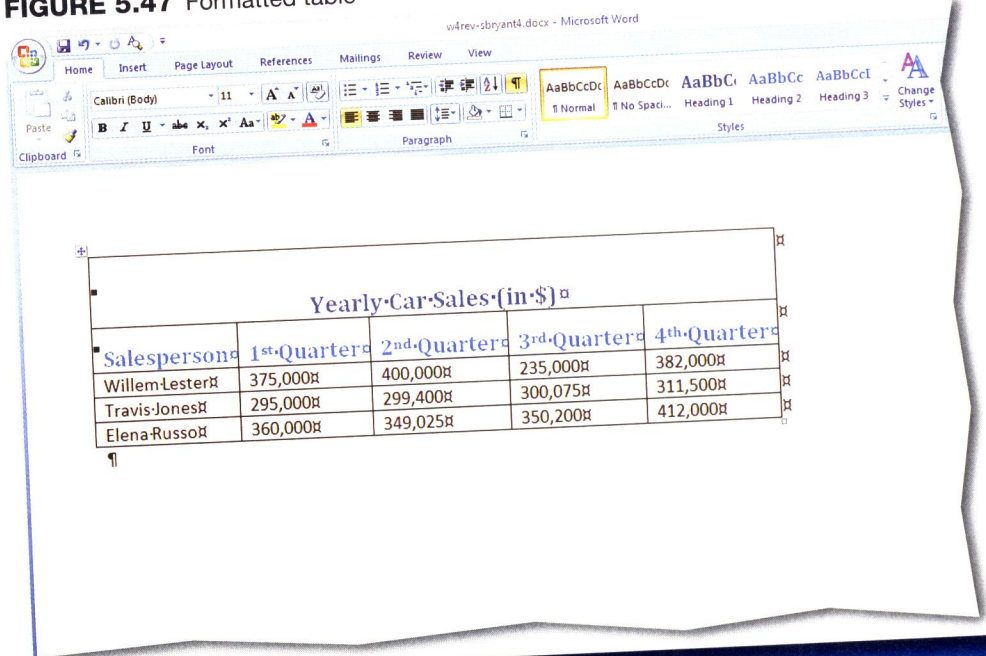


FIGURE 5.47 Formatted table



## Step-By-Step

- 1 Open your **Hillside-3** file. Save as: **Hillside-[your first initial and last name]5**.
- 2 Click after **party.** at the bottom of the first column. Press **ENTER**.
- 3 Insert a **Text Cycle** SmartArt graphic.
- 4 Delete two text boxes. Three arrows will remain.
- 5 Key the text shown in Figure 5.48 into the diagram.
- 6 On the **SmartArt Tools** contextual tab, choose **Design>SmartArt Styles**. Select **Intense Effect**.
- 7 Resize and reposition the diagram so that it fits at the bottom of column 1.
- 8 **CHECK** Your screen should look like Figure 5.49. Save and close your file.

## 5. Insert SmartArt

The Hillside High Gazette advisor likes your newsletter's design, but he thinks you should add another graphic. You decide to add a diagram to the Recycling Challenge story. You must complete Practice It Activity 3 before doing this activity.

FIGURE 5.48 SmartArt diagram

Hills-Ride	Mountain-Bike	1:05:24
Distance-Ride	Road-Bike	1:42:07
Obstacle-Course	Hybrid	15:32
Beach-Ride	Beach-Cruiser	37:59
Speed-Ride	Racing-Bike	25:30

FIGURE 5.49 Finished diagram

Hills-Ride	Mountain-Bike	1:05:24
Distance-Ride	Road-Bike	1:42:07
Obstacle-Course	Hybrid	15:32
Beach-Ride	Beach-Cruiser	37:59
Speed-Ride	Racing-Bike	25:30