1. Format Fonts

Data File

Follow the steps to complete the activity.

FIGURE 2.41 Modify fonts

Step-By-Step

1 Open the data file **Fonts. docx**. Save as: Fonts-[your first initial and last name]1.

2 Select the word **Typeface**. Change the **Font** to **Times New Roman**.

3 Select the word **Style**. Click **Italic**.

4 Select the word **Size**. Change the **Font Size** to **20**.

5 Select the word **Color**. Change the **Font Color** to **Red**. Deselect the text.

6 *i*CHECK Your screen should look like Figure 2.41.

7 Select the four words you just formatted. Click ▤.

8 Select the word **superscript**. On the **Home** tab, click x².

9 Select the word **highlighter**. Click ab✐.

10 *i*CHECK Your screen should look like Figure 2.42. Save and close the file.

FIGURE 2.42 Format a bulleted list

2. Format Paragraphs

Follow the steps to complete the activity.
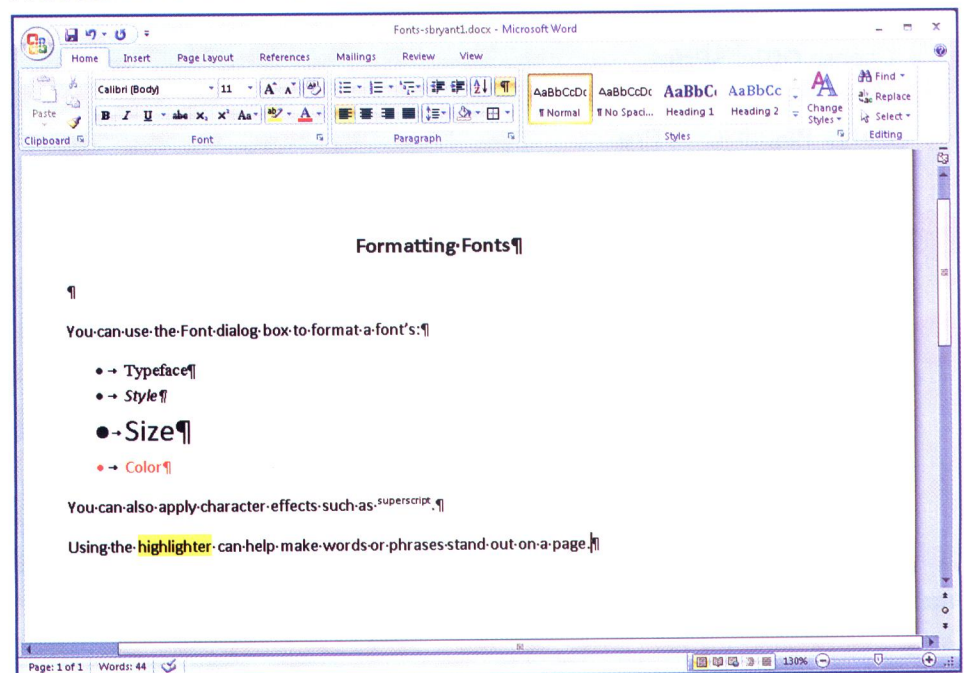
Step-By-Step

1. Open the data file **Paragraphs.docx**. Save as: Paragraphs-[your first initial and last name]2.

2. **Center** align the second paragraph.

3. **Right** align the third paragraph.

4. **Justify** the fourth paragraph.

5. **①CHECK** Your screen should look like Figure 2.43.

6. Select the title **Formatting Paragraphs**. Apply **Quick Styles Heading 2**. Change the color to a shade of **Red**.

7. Change the document's **Line Spacing** to **1.5**. Deselect the text.

8. Select the words **Align left** and click **Highlight**. Double-click 🖌.

9. Select the words **Center**, **Align Right**, and **Justify**. Click **Format Painter**.

10. **①CHECK** Your screen should look like Figure 2.44. Save and close the file.

FIGURE 2.43 Formatted paragraphs
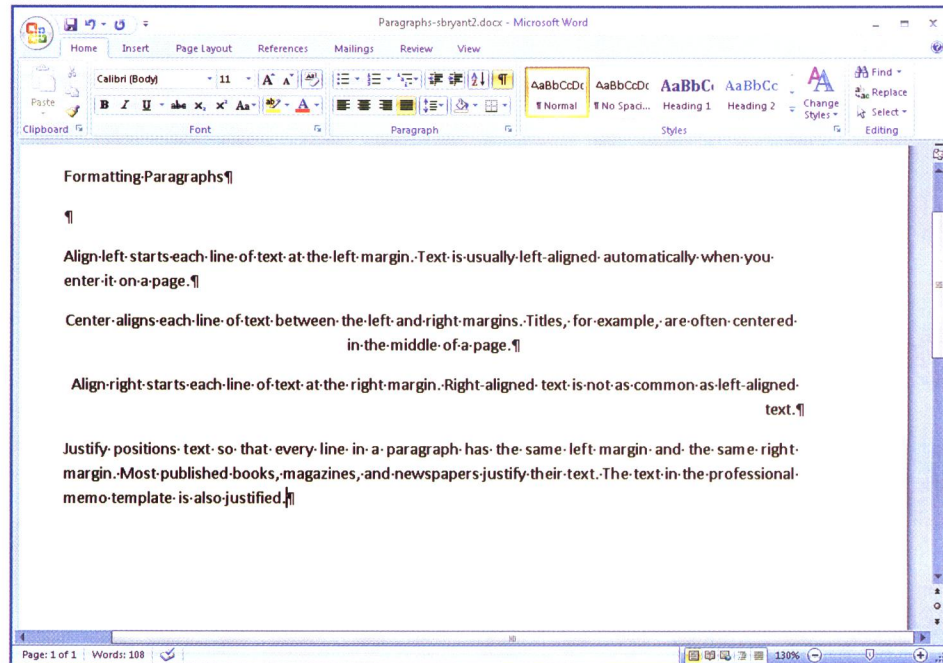
FIGURE 2.44 Paragraphs with copied formats

Lesson 2: Practice It Activities

Step-By-Step

3. Format a Memo

Follow the steps to complete the activity.

FIGURE 2.45 Formatted memo
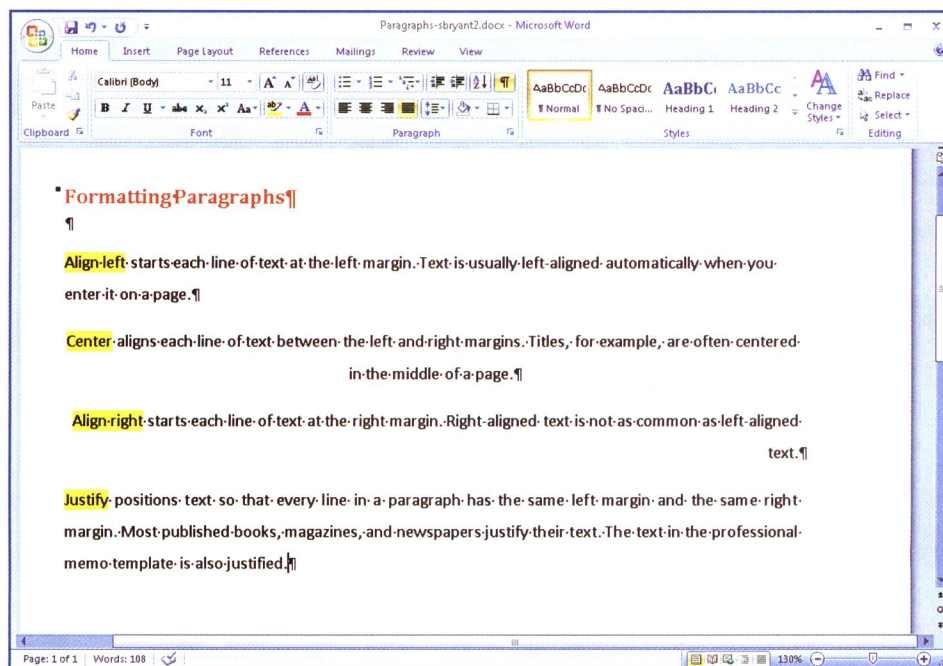
1 Open the data file **PI_Memo.docx**. Save as: PI_Memo-[your first initial and last name]3. Choose **Page Layout>Page Setup>Dialog Box Launcher**. Set the **Top** margin to **2″**. Set the **Left** and **Right** margins at **1″**. Click **OK**.

2 Select the five lines under **MEMORANDUM**. Launch the **Paragraph** dialog box. Select **Tabs**. Under **Tab stop position**, key: .75. Click **Set**. Click **OK**.

3 Click before **Product Team Development**. Key: TO:. Press TAB. Repeat to create the guide words: **FROM:**, **CC:**, **DATE:**, **SUBJECT:** (see Figure 2.45). Bold all five words.

4 Select the second paragraph in the memo body. Set the **First Line Indent**, **Hanging Indent**, and **Left Indent** to **1″**. Set the **Right Indent** to **4.5″**.
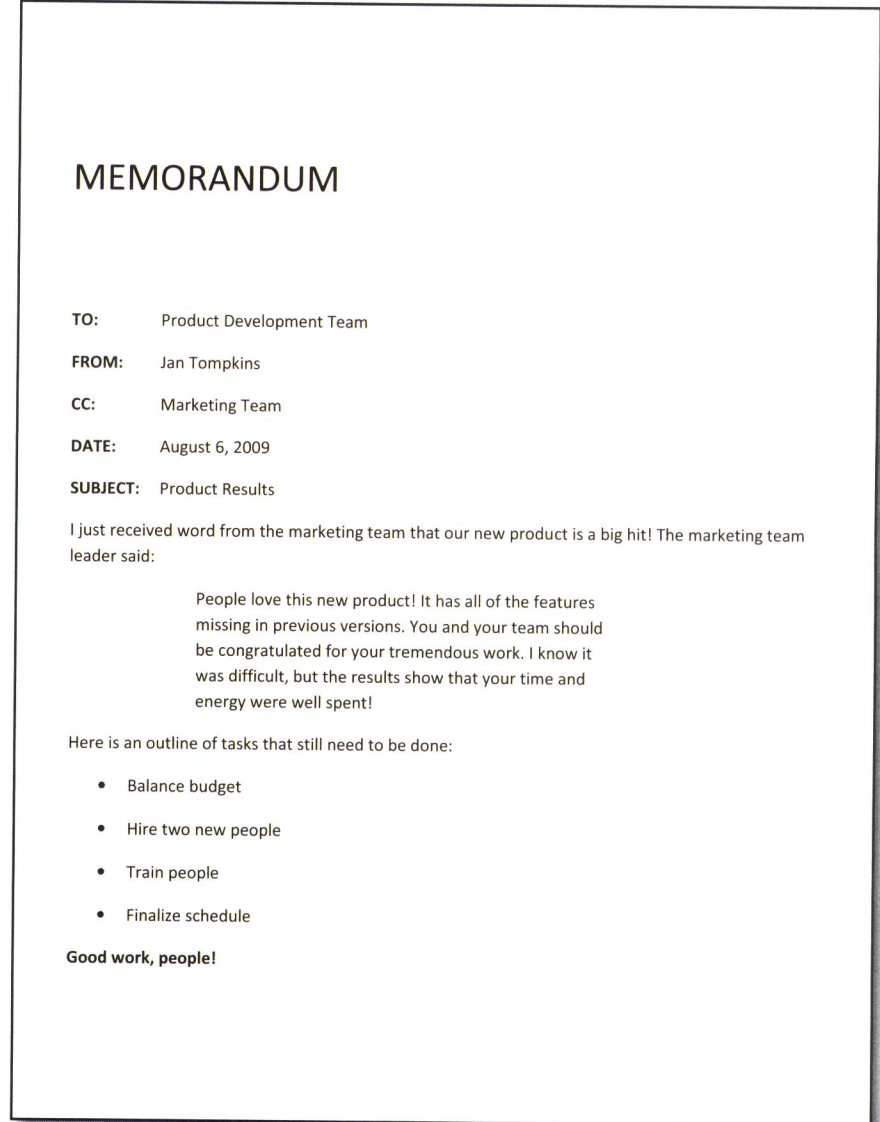
5 **CHECK** Your screen should look like Figure 2.45. Save and close the file.

MEMORANDUM

TO: Product Development Team

FROM: Jan Tompkins

CC: Marketing Team

DATE: August 6, 2009

SUBJECT: Product Results

I just received word from the marketing team that our new product is a big hit! The marketing team leader said:

> People love this new product! It has all of the features missing in previous versions. You and your team should be congratulated for your tremendous work. I know it was difficult, but the results show that your time and energy were well spent!

Here is an outline of tasks that still need to be done:

- Balance budget
- Hire two new people
- Train people
- Finalize schedule

Good work, people!

4. Create and Format a Memo

You are a member of your local Community Center's event planning committee. As fall approaches, you decide to create a memo to help coordinate the Center's many volunteers.

1. Open the data file **Volunteers.docx**. Save as: Volunteers-[your first initial and last name]4.

2. Set the memo's margins as shown in Figure 2.46.

3. Format the heading as shown. Use a 1″ tab stop. Add the guide words and format them bold.

4. Select the list of fall events. Create a numbered list as shown.

5. Format the first three lines in the memo's form as shown. (The form starts with **Name:** and ends with **Friday Saturday**.)

6. Use a **2″ Left** aligned tab stop to format the days of the week as shown.

7. Select the entire form. Set the **Right Indent** to **2.75″**. Add a border and shading as shown.

8. ⓘ**CHECK** Your memo should look like Figure 2.46. Save and close your file.

FIGURE 2.46 Community Center memo

Step-By-Step

5. Apply Styles to a Flyer

You are a member of your school's yearbook committee. Your job is to send a flyer to the sophomore class telling them when and where they will have their pictures taken.

1 Open the data file **Yearbook.docx**. Save as: Yearbook-[your first initial and last name]5.

2 Click **Change Styles**. Set the **Style Set** to **Manuscript**. Set the **Colors** to **Module**.

3 Format **Where?**, **When?**, and **What If I Miss the Date?** as shown.

4 Format the text under **Where?**, **When?**, **What If I Miss the Date?** as shown. Add bullets.

5 Format **It's Time for Pictures!** and **See you there!** in **Title** style.

6 Select **It's Time for Pictures!** Center align the text. Change the **Font Color** to **Red, Accent 6**.

7 Select **See you there!** Center align the text. Change the **Font Color** to **Red, Accent 6**. In the **Font** dialog box, select **Small caps**.

8 **iCHECK** Your flyer should look like Figure 2.47. Save and close your file.

FIGURE 2.47 Yearbook flyer

2˝

It's Time for Pictures! — Calibri 16 pt.

WHERE?

➢ The School Auditorium

WHEN?

Calibri 20 pt. Bold

➢ Last Names A–M: Tuesday, October 25

➢ Last Names N–Z: Wednesday, October 26

WHAT IF I MISS THE DATE?

➢ Make-up dates will be scheduled. Talk to Mrs. Allen for details.

SEE YOU THERE! — Cambria 30 pt. Small caps