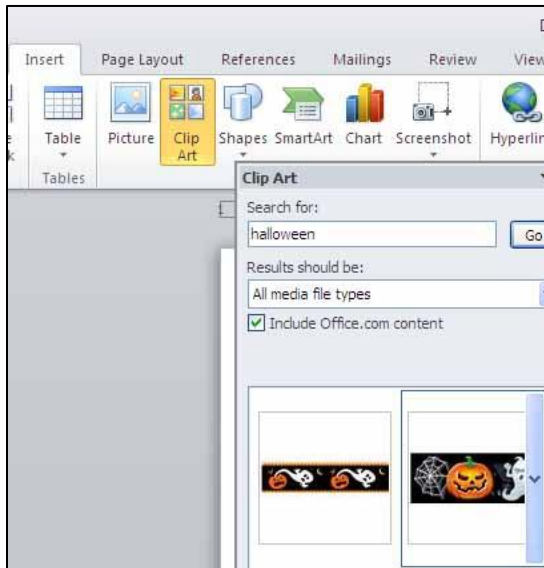


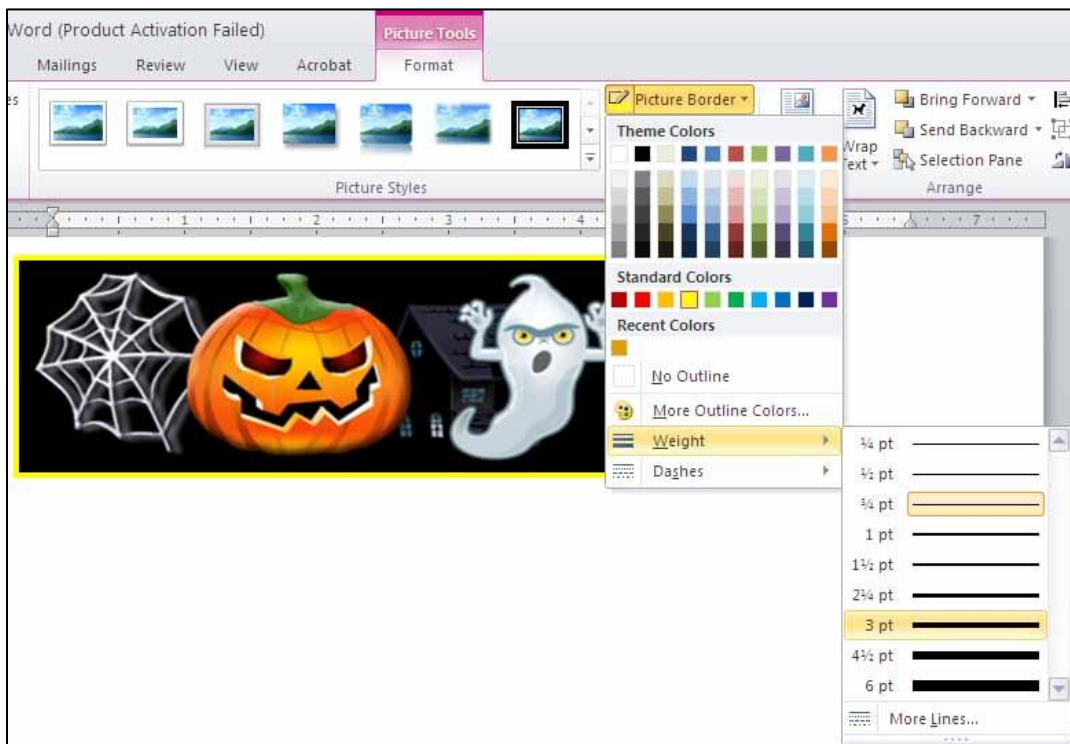
Objective: "I can insert and correctly position Clip Art and Word Art.)

Project 4 Instructions: **Create a 1-Page Flyer** (Working with Clip Art and Word Art)

1. Open a new Word document and click the Page Layout tab. **Choose Margins, Narrow.**
2. Click on the **Insert tab, choose Clip Art, and then, search "Halloween."** Scroll down until you find the following graphic (or download from class website).



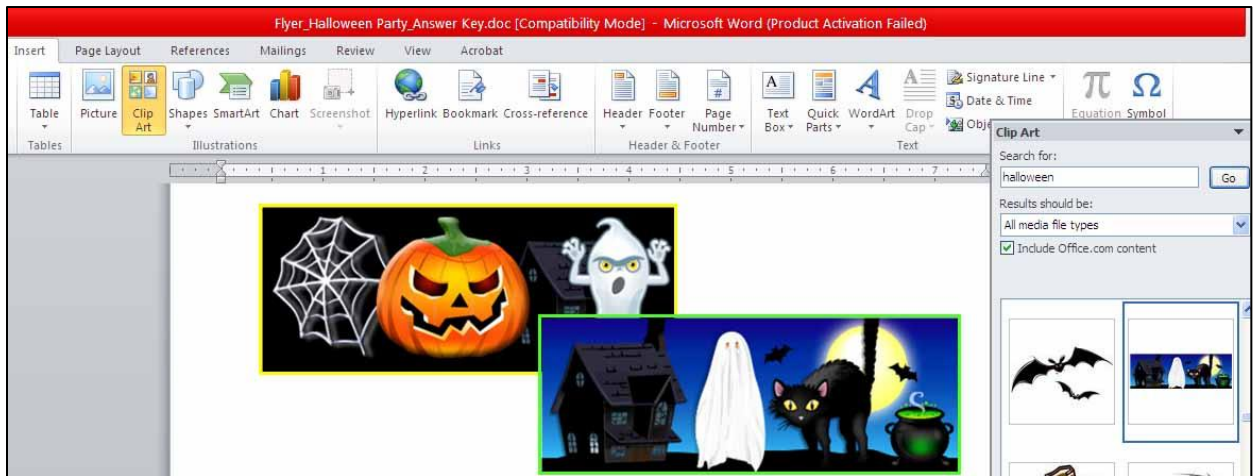
3. Move the graphic to the top left corner of the document and size it to be slightly larger. Right-click on the graphic and choose **Wrap Text, Behind Text.**
4. Click on the graphic and click the tab Picture Tools, click Format menu, **choose Picture Border, Color = Yellow, Weight = 3pt**



Objective: "I can insert and correctly position Clip Art and Word Art.)

Project 4 Instructions: **Create a 1-Page Flyer** (Working with Clip Art and Word Art)

5. Click on the **Insert tab again and choose Clip Art**, search "**Halloween**" again. Scroll down until you find the following graphic (or download from class website).



6. Right-click on the graphic and choose **Wrap Text, In Front of Text**. Move the graphic to the top right corner of the document and size it to be slightly larger.
7. Click on the graphic and click the tab **Picture Tools**, click **Format** menu, choose **Picture Border**, **Color = Bright Lime Green, Weight = 3pt**

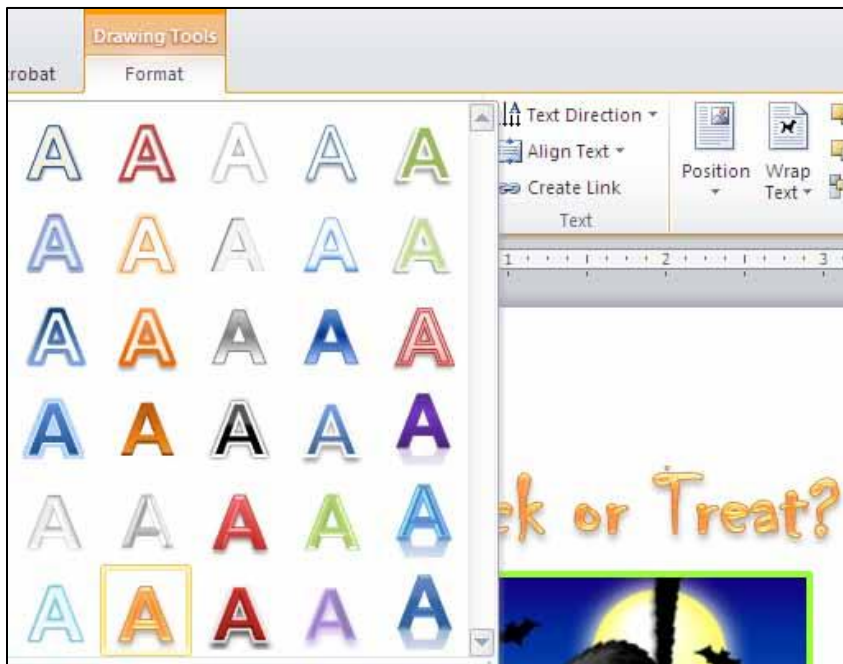


8. Save As, "**Project 4_Halloween Flyer.docx**"

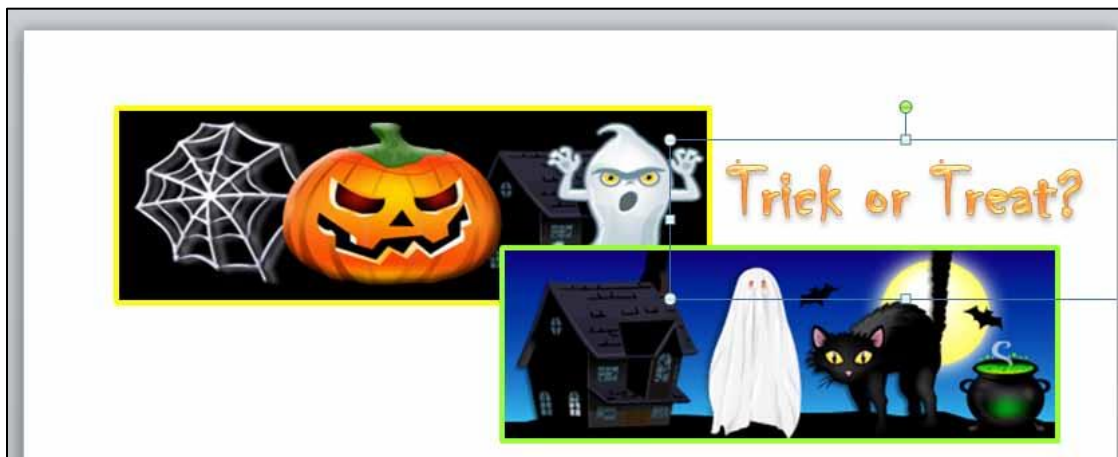
Objective: "I can insert and correctly position Clip Art and Word Art.)

Project 4 Instructions: **Create a 1-Page Flyer** (Working with Clip Art and Word Art)

9. Choose the "Chiller" font or a font of your choosing. **Insert, Word Art, Choose an Orange color. Type the Text "Trick or Treat?"** Click on the border of the Word Art. Then, **right-click on the Word Art and choose, Wrap Text, Through.**



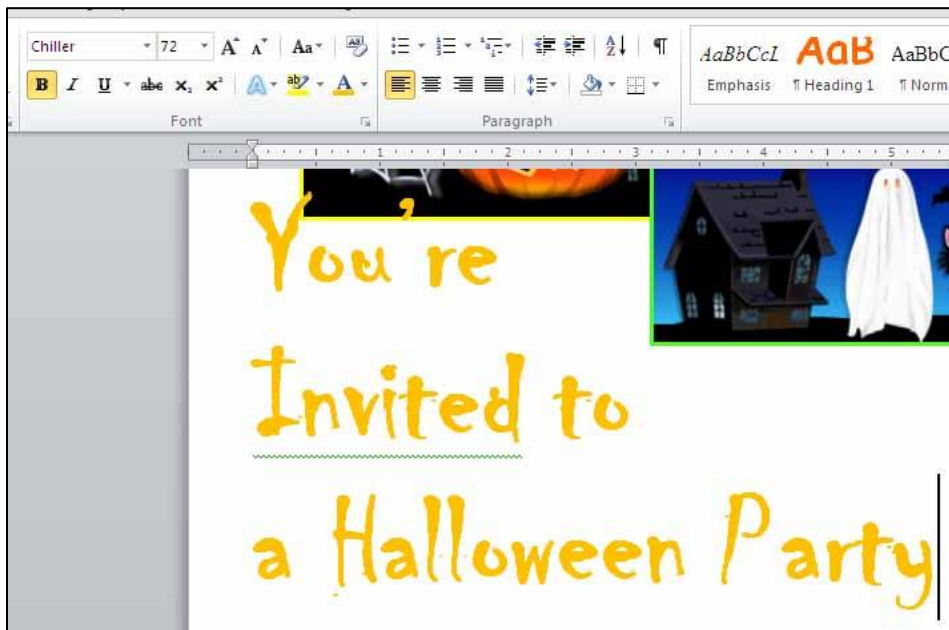
10. Move the Word Art to the top-right corner of the document as shown in the picture below:



11. Press enter and move the cursor so that it's below the picture on the left. Using the **Chiller Font, Size = 72, Color = Orange**, type the text "You're Invited to a Halloween Party"

Objective: "I can insert and correctly position Clip Art and Word Art.)

Project 4 Instructions: **Create a 1-Page Flyer** (Working with Clip Art and Word Art)



12. Continue to press the Enter key until it's halfway down the page. **Insert, Clip Art, Search for: pumpkin black cat** and insert the following picture. **Right-click on the picture, choose Wrap Text, Behind Text**



13. Click to the right of the graphic and insert a table. **Insert, Table, 2 columns, 4 rows. Choose the Chiller Font, Color = Red, Size = 24**

When	October 31
Time	7:30 pm - ???
Where	Troy White's House
RSVP	555-1212

14. Type the contents of the table as seen on the right. **Where** = (student's house).
15. Select the entire table again by clicking on the box on the top left corner of the table. Now, **click on the Table Tools, Design Tab, and scroll down to choose "Table List 8"** or choose a table design that compliments the colors you've chosen. Save (Cntrl-S) and pass off with your instructor.
16. The final flyer should look similar to the answer key on the next page:

Objective: "I can insert and correctly position Clip Art and Word Art.)
Project 4 Instructions: **Create a 1-Page Flyer** (Working with Clip Art and Word Art)



Trick or Treat?

You're

Invited to

a Halloween Party



When	October 31
Time	7:30 pm - ???
Where	Tony's House
RSVP	555-1212