Creating a Flyer Template Exercise

Follow the directions below to create an invitation flyer. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **insertion point** (cursor) is blinking. Always make sure the **insertion point** is where you want the text to be entered. To move the location of the **insertion point**, move the mouse pointer and <u>click</u> or use the arrow keys on the keyboard.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** command on the <u>Quick Access Toolbar</u>. If you can't remember what a command does, move the mouse pointer over it and pause. A **ToolTip** appears describing the command's function.

In the instructions, the following terms will be used:

Click/Select- a single left mouse click
Command- a button displayed on a tab on the Ribbon.
Key – on the keyboard.

Part One: Entering the Text

1. Open a new blank Word document.
2. Click on the <u>Insert</u> tab. In the *Illustrations* group, click on **Clipart.**
3. In the dialog box that appears on the right, type "party champagne" in the *search for* box and click Go.
4. Click on the third picture option. The picture will appear in your document and you will notice that another tab is added at the top after *View* called **Format** which gives you editing commands for the picture.

5. In the <u>Format</u> tab look in the *Arrange* group and click **Wrap Text**. Choose the option "In front of text". Now you are able to move the picture freely around the page.

6. In the *Adjust* group, click on **Color** and change it to Aqua. You can see the names of the colors by moving your mouse onto an option and pausing. A box will pop up with the name of the color.

7. **Note:** The picture has a box around it with 4 circles in the corners. These will resize the picture's length and width at the same time. The 4 squares on the top, bottom, and sides will resize the picture's length and width individually.

8. Click on the <u>View</u> tab. In the *Show* group, click on **Gridlines** to turn them on.

9. Use the squares around the picture to stretch it to totally fill in the gridlined area.

10. Click on the <u>Insert</u> tab. In the *Text* group, click on **Text Box** and choose the Simple Text Box option.

11. Click on the <u>Home</u> tab. In the *Font* group, click on the arrow next to Font type and select High Tower Text from the drop down menu. (**Hint: the font types are in alphabetical order)**

12. Type **Please Join us for a**

13. Press the *Enter* key two times

14. Type **Holiday Mixer**

15. Press the *Enter* key two times

16. Type **Enjoy festive drinks, complimentary appetizers, and live music while networking with local business professionals and entrepreneurs.**

17. Press the *Enter* key two times

18. Type **Saturday, Dec. 12th, 2015**

19. Press the *Enter* key one time

20. Type **7:00pm – 10:00pm**

21. Press the *Enter* key two times

22. Type **The Art Cafe**

23. Press the *Enter* key one time

24. Type **4321 Portrait Ave.**

25. Press the *Enter* key one time.

26. Type **Paris, TX 09876**
27. Press the *Enter* key two times
28. Type **Hosted By Adam & Michelle Monroe**

Part Two: Formatting

29. Drag the text box inside of the picture then use the squares around it to make it big enough to fill up the middle portion of the picture.
30. Highlight all of your text and click on the **Center** command in the *Paragraph* group.
31. Then click on the Dialog Launcher in the *Paragraph* group. In the Spacing section, change the after number from 10 to 0, change the line spacing to Single, and checkmark the box that says Don't add space between paragraphs. Then click OK.
32. Click on the <u>Format</u> tab. In the *Shape Styles* group, click on the **Shape Fill** command and select No Fill. Click on the **Shape Outline** command and select No Outline. Click anywhere to unhighlight the text.
33. Highlight the first sentence *Please join us for a*. Click on the <u>Home</u> tab. In the *Font* group, click on the arrow next to the **Font Size** command and select 18 from the drop down menu.
34. Highlight *Holiday Mixer* and change the **font size** to 36 and the **font type** to Brush Script MT.
35. Highlight the rest of your text and change the **font size** to 18.
36. Click in between entrepreneurs and the date. In the *Paragraph* group, click on the arrow next to the **Borders** command and select Horizontal Line.
37. Click on the <u>View</u> tab. In the *Show* group click on the **Gridlines** command to turn it off.
38. Click on the <u>Page Layout</u> tab. In the *Page Background* group, click on **Page Borders**. In the window that comes up, click on the **Box** option under Setting on the left. In the Style menu scroll down till you see a pattern like this ▬▬ . In the Colors menu, select **Olive Green, Accent 3**. Then click OK.

Part Three: Spell Check, Previewing, and Saving

1. Click on the Review Tab, then click on the **Spelling & Grammar Check** command in the *Proofing* group. Pressing *F7* key on the keyboard will also launch the Spell Check.

2. Word will now check the invitation for errors. If an error is found, click on the *Change* button to accept the suggestion or click on one of the *Ignore* buttons to continue without accepting a change.

3. When the spelling and grammar check is complete, a dialog box stating this will appear on the screen. Click on the *OK* button to return to your invitation.

4. To see how your document will look when it's printed, click on the File Tab then click on **Print**. You will see the *Print Preview* for your document in the right hand side of the window.

5. Compare your document to the instructor's. Does the document look the same? If it does, proceed to saving your document on your flash drive. If not, return to your document by clicking on the Home Tab and see if you can make the necessary changes.

6. To save your invitation, click on the File Tab

7. Select **Save As**

8. The *Save As* dialog box appears. Scroll down in the Folders pane on the left side of the box until you see your flash drive (**Typically Drive F: on the Library computers**) and click on it to select it.

9. In the *File name* box, clear out what's there and type in **Flyer Template** as the new file name.

10. In the Save as type box, change the file type to Word Template.

11. Click **Save**.

12. To exit out of the Word program, click on the *X* button in the upper right corner of the screen.

Completed Exercise

Please join us for a

Holiday Mixer

Enjoy festive drinks, complimentary
appetizers and live music while
networking with local business
professionals and entrepreneurs.

Saturday, Dec. 12th, 2015
7:00pm – 10:00pm

The Art Café
4321 Portrait Ave.
Paris, TX 09876

Hosted by: Adam & Michelle Monroe