



Lab 2: Word

1. Use MS Word to produce the Summit Peak flyer **exactly** like the sample file <http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab02/sample.pdf>. The following instructions are not complete, and serve only as a guide. **Hint:** Print the sample file out and compare your work with the sample under a bright light to make sure your work is exactly like the sample.

2. Set the page margins as follows:


- Top and Bottom margins: 1.1”
- Left and Right margins: 1”

Select from the menu File | Page Setup to change the margins.

3. Never use spaces to manually align the text. Always use either the alignment buttons  or tabs  to align text and picture objects.

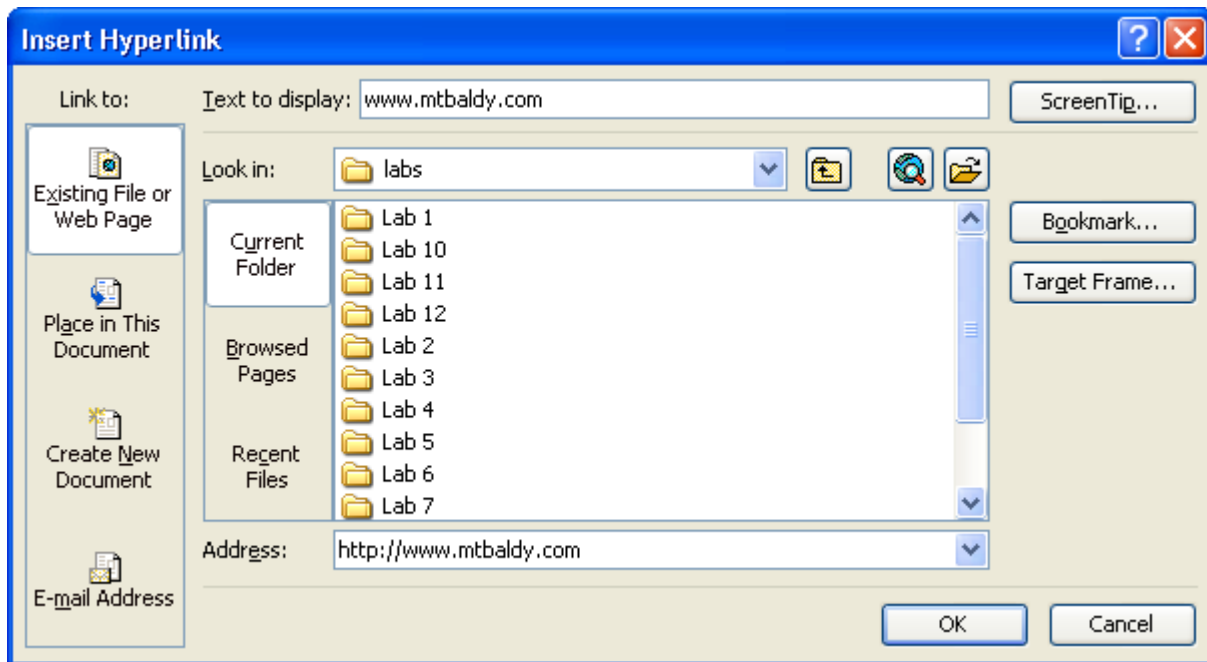
4. Put your name and date in the header area as shown in the sample. The date is aligned with the left margin and your name is aligned with the right margin. You need to use the Align Left button for the date and a Right Tab for your name by inserting a right tab stop at the right margin. Insert an automatic “Page X of Y” in the footer and align with the right margin. To access the header or footer area, select from the menu View | Header and Footer. The Header and Footer toolbar



will appear. Use the Insert Date button  in the Header and Footer toolbar to automatically insert today’s date.

5. The first two lines of the flyer are Arial Black, 28 points size. Remember not to use spaces to align the texts.
6. Use Edit Copy and Paste to insert the picture into the document. The picture is a file found in <http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab02/skier.gif> Download the picture to your computer. Insert the downloaded picture as a file into your document. To bring up the picture format options, right click on the picture, select the Format Picture option, and then select the Size tab. Change the picture size to be 105% of the original (you may have to set this to 95% if the picture doesn’t quite match the original). Make sure that there is a check mark next to **Lock aspect ratio**.
7. The Summit Peak title is Times New Roman 28 points bold.
8. The rest of the text is 16 points Times New Roman.
9. Indent the first line of the two paragraphs to ¼”.

10. The spacing between the picture and all of the paragraphs should not be an empty line, i.e. not by using the Enter key. It is done by formatting the paragraph spacing to be 18 points. Select from the menu Format | Paragraph, and put in the spacing that you want.
11. To insert the hyperlink, first select the text “www.mtbaldy.com,” then select from the menu Insert | Hyperlink... In the Insert Hyperlink window as shown below, type in the address “http://www.mtbaldy.com”. The text to display should be “www.mtbaldy.com”. Click OK when done.



To test the hyperlink, hold down the Ctrl key while you click on the link. This should bring up the webpage for Mt. Baldy.

12. Turn in a printed copy of the flyer, and also email a copy to me. Put in the subject line of your email the words “CPTG 104 Lab 2”.