Lab 1: Word

1. Use MS Word to produce the Grand Prix flyer exactly like the sample. The following instructions are not complete, and serve only as a guide.

2. Set the page margins as follows:
   - Top and Bottom margins: 1.1”
   - Left and Right margins: 1”

   Select from the menu Page Layout | Margins 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 right margin and your name is aligned with the left 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 a page number in the footer and align with the right margin. To access the header or footer area, select from the menu Insert | Header or Footer.

5. The first two lines of the flyer are Cooper Black, 36 point size. Remember not to use spaces to align the texts. Use the Left Align, Center and Right Align buttons to align the text to the left, center and right respectively.

6. Insert the race car clip art. Under the Insert | Clip Art menu, search for “race car.” The size of the clip art should be exactly 2.3” tall and 5” wide. To enter the dimensions, right-click on the image and select Format Picture. Click on the Size tab, and then enter the appropriate height and width.

7. The Grand Prix line uses Arial Black and 24 point size.

8. The rest of the text is 22 points Times New Roman.

9. 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 30 points. Select from the menu Page Layout. Adjust the value for either Spacing before or Spacing after to what you want.

10. To insert the hyperlink, first select the text “Beacon Travel,” then select from the menu Insert | Hyperlink. In the Insert Hyperlink window as shown below, type in the address “http://www.beacontravel.co.uk/”. The text to display should be “Beacon Travel”. 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 Beacon Travel.

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 1”.