

Soccer Sign-up

What you will do	type in text select font, font size and alignment add shading and borders create bulleted list change default bullet add a part and resize it create a header do pre-print steps print
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Start with a blank Word document.

City Soccer League ¶

Team Sign-ups ¶

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Aug. 1 in the City Hall at 10:00 am ¶

Skills clinics by professional players ¶

Free uniforms and equipment ¶

Lots of fun! ¶

Free soccer ball to first 50 to sign up ¶

Teams will be arranged by Aug. 15 with practice to start Aug. 21. ¶

A schedule of practice and game dates will be mailed to each team member. ¶


Membership in the City Soccer League is required. \$30 per player. ¶

See you there! ¶

a Type in all the words and the blank lines as shown above. To have a paper copy to type from, click [here](#) and from the browser menu select File | Print. Use the Back button to return to this page.

b Format line 1 with Font = **Impact**, Size = **28**, **Center**, **Shadow**

c Line 2: Font = **Impact**, Size = **20**, **Center**

- d Line4: Font = **Impact**; Size= **22**. **Center**, SpaceAfter = **24** pt
- e Lines5- 8: Font = **Calibri**; Size= **18**.
- f Lines9-11: Font = **Calibri**; Size= **14**.
- g Line12 (last lined text): Font = **Calibri**; Size= **28**, **Bold Italics center**, SpaceBefore= **18** pt.
- h Select lines1 and2 and apply **shading** of White Background1, Darker 15% applied to the paragraph. Apply an **Outside Border** with the default settings
- i Select line4 and apply a **shading** of White Background1, Darker 15% applied to the paragraph. Apply an **Outside Border** with the default settings
- j. Make lines5- 8 a **bulleted list** with a checkmark for the bullet shape. **Double space** the list.
Select the list and click the  **Indent** button twice to indent the list two tabs.
- k. Insert a **picture** on line3 - search on "soccer" - rank kicking a soccer ball. If you can't find this picture, use another soccer-related picture
- l. **Center** the image
- m. **Size** the image to be about as wide as the title, but keep all the text on one page (Use the bottom corner handles. If you drag the upper handles, the picture may move above the title lines)
- n. Create a **header** with your name, two spaces, the date, tab twice, type **Exercise Word 4**.
- o **Spell check**.
- p. Introduce the formatting features so as to make your document as attractive as possible
- q. Check the **Print Preview** and make any necessary changes to keep the document as **1 page**. You may need to size the image smaller.
- r. **Save** as City Soccer League Reg N.docx
- s. **Close** the document once you have checked that it printed successfully.

City Soccer League

Team Sign-ups



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- ✓ Free uniforms and equipment
- ✓ Lots of fun!
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