**GO16\_WD\_CH01\_GRADER\_1F\_AS - Fundraiser 1.1**

**Project Description:**

In the following project, you will edit a handout that describes fundraising opportunities available with Light Magic Studios.

**Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Word. Download and open the file named *go16\_wd\_ch01\_grader\_1f\_as.docx*. | 0 |
| 2 | Insert the File Name in the footer. | 3 |
| 3 | Change the Line Spacing for the entire document to 1.5. | 5 |
| 4 | Center the document title, *Light Magic Studios*, and then change the title Font Size to 24. | 5.5 |
| 5 | Change the top and bottom margins to 0.5. | 3 |
| 6 | Select the three paragraphs below the title and then apply a First line indent. | 5 |
| 7 | Select the entire document and then change the Spacing Before to 6 pt and the Spacing After to 6 pt. | 3 |
| 8 | Select the three paragraphs containing the photo options beginning with *Small Size Add-ons*. Apply filled square bullets. With the bulleted list selected, set a right tab with dot leaders at 6”. | 5.5 |
| 9 | Locate the paragraph that begins with *Light Magic Studios can provide.* Click at the end of the paragraph (after the colon) and press ENTER. Remove the first line indent from the new paragraph. Starting in the blank line that you inserted, create a numbered list with the following three numbered items:  **Earn 5% off of every order** **Free preview photos** **Photo packages and add-ons** | 5.5 |
| 10 | Position the insertion point after the period at the end of the document. Insert a SmartArt from the Process category—in the second to last row, the first layout—Equation. Select the outside border of the SmartArt, and then change the Height of the SmartArt to 1 and the Width to 6.5. | 5.5 |
| 11 | With the SmartArt selected, change the layout to Square, the Horizontal Alignment to Centered relative to the page, and the Vertical Alignment to Bottom relative to the Margin. | 3 |
| 12 | In the first circle, type **Quality** and in the second circle, type **Service** In the third circle type **Light** **Magic** | 3 |
| 13 | Change the SmartArt color to Colorful Range – Accent Colors 4 to 5. Apply the 3-D Polished style—under 3D, in the first row, the first style. | 3 |
| 14 | Click at the end of the paragraph below the title. Press ENTER, remove the first line indent, and then center the blank line. Insert an Online Video. In the YouTube search box, including the quotations marks, type **“GO Word Chapter 1 A2 Grader project”** and then insert the video of the street band (its title is *Light Magic A2 Video - Go Word Ch01 A2).* Change the height of the video to **1.5.**  Note, Mac users will need to insert the downloaded video file *Light Magic A2 Video - Go Word Ch01 A2.mp4*. | 0 |
| 15 | Save and close the document. Exit Word. Submit the file as directed. | 0 |

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| **Total Points** | **50** |