# **Word\_3F\_Dogs\_Newsletter**

## **Project Description:**

In the following project, you will format a newsletter by inserting pictures and screenshots, applying two-column formatting, and adding a border to a paragraph.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Open the file *Word\_3F\_Dogs\_Newsletter.docx* downloaded with this project. | 0 |
| 2 | Add the File Name to the footer of your document. Select the first three lines of the document that form the newsletter's nameplate, and then from the Font Color gallery, in the seventh column, click the next to last color. With the text still selected, display the Borders and Shading dialog box. Apply a 3 pt bottom border, and as the border color, click the Color arrow, and then in the second column, click the first color--Black, Text 1. | 13 |
| 3 | Click at the beginning of the newsletter title *University Medical Center*. From your downloaded files, insert the picture *w03F\_Logo.jpg*. If necessary, change the image Height to 1“.  Change the Brightness/Contrast to Brightness: 0% (Normal) Contrast: +40%. Change the Text Wrapping to Square. Change the Horizontal Alignment of the image to Left relative to Margin and the Vertical Alignment to Top relative to Margin. | 12 |
| 4 | Starting with the paragraph *Dogs for Healing*, select all of the text from that point to the end of the document. Change the Spacing After to **10** pt. Format the selected text in two columns and apply Justify alignment. Insert a Column break before the subheading *Cuddles*. | 13 |
| 5 | Click at the beginning of the sentence that begins *Brandy is a 6-year-old Beagle*. From the files downloaded with this project, insert the picture *w03F\_Dog.jpg*. Rotate the picture using Flip Horizontal. Change the width of the picture to 1" | 13 |
| 6 | Set the wrapping style of the picture to Square. Change the Horizontal Alignment to Right relative to Margin and the Vertical Alignment to Top relative to Line. Apply a Picture Border using the first color in the second column, Black, Text 1, and change the Weight to 2 1/4 pt. Save your file. | 13 |
| 7 | Open your web browser and if necessary, maximize the window. Navigate to *https://www.cdc.gov/healthypets/health-benefits/index.html* If the website is not available, choose another page on the www.cdc.gov website. Redisplay your *3F\_Dogs\_Newsletter*, click at the end of the paragraph below the *Dogs for Healing* subheading. Insert a Screen Clipping of the website—do not include the address bar at the top or the taskbar at the bottom. To the screenclipping, apply Picture Border using the first color in the second column—Black, Text 1—and set the Weight to 3 pt. If you are unable to create the Screen Clipping, instead insert the picture *w03F\_screenclipping.jpg* from your downloaded files. | 12 |
| 8 | Select the subheading *Dogs for Healing* including the paragraph mark. By using the Font dialog box, change the Size to 16, apply Bold, and apply the Small caps effect. Click the Font color arrow, and then in the seventh column, click the last color. Apply the same formatting to the subheadings *Benefits to Patients*, *Cuddles*, and *Brandy*. | 12 |
| 9 | Select the last paragraph in the newsletter including the paragraph mark, and then from the Borders and Shading dialog box, apply a 1 pt Shadow border using the first color in the second column, which is Black, Text 1. From the Shading tab, apply a Fill color—in the seventh column, click the second color. | 12 |
| 10 | Save and close the document, and then submit for grading. | 0 |

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| **Total Points** | **100** |