# **Module 3 Assignment Instructions - Weekly Dinner Specials 1.2**

## **Project Description:**

Indigo5 posts a flyer highlighting their dinner specials each day. You will enhance the starting document by adding the dinner specials into a SmartArt diagram. You will then format the SmartArt. You will also add a WordArt, picture, and tab stops to the document.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Word. Open the downloaded file named *w02ch03\_grader\_h1\_Specials.docx*. Save the file with the name **CMPS114\_Specials\_LastFirst**, replacing *LastFirst* with your name. Display non-printing characters, if not already visible. | 0 |
| 2 | Verify that the insertion point is at the top of the document. Insert the downloaded *funnycat.jpg* picture. | 10 |
| 3 | Select *Weekly Dinner Specials*, and then insert a WordArt using the Gradient Fill - Purple, Accent 4, Outline - Accent 4 style. Note, depending on the version of Office used, the WordArt style name may be Gradient Fill: Purple, Accent color 4; Outline: Purple, Accent color 4. Apply center-align on the page. | 12 |
| 4 | Apply the glow orange to the Weekly Dinner Specials. | 10 |
| 5 | Move the insertion point to the beginning of Indigo5. Modify the text to read: Point Perk is pleased to offer the following lunch specials for the week of September 30, 2019: | 10 |
| 6 | Choose the Shape Format, Change the theme with a solid color in the middle, change the font color to a more appropriate color that matches. | 5 |
| 7 | Take the text for Point Perk and use wrap text to place it on the right side of the image. Decrease the size of the image. | 5 |
| 8 | Select Smart Art and choose cycle, and list the first 5 things that you do in the morning. | 6 |
| 9 | Similarly, add three more shapes of your choice below, and edit them. Change the solid background color of these items to something else. Do not use the same color for each diagram | 7 |
| 10 | Add the insertion point at the bottom. Add the text The Weekly lunch specials include the following; Choose a heading 2 with bold and Arial font and font size of 22. | 10 |
| 11 | Belo the Weekly lunch specials. Type a column for Monday: Boneless Wings 20 cents each, Tuesday: The Dean Steve: Made with thick cut sourdough bread, American cheese, Applewood smoked bacon, sliced tomato: $10.99, Wed-Friday: Add your own information | 15 |
| 12 | Save the document, exit Word, and then submit the *CMPS114\_Specials\_LastFirst* document as directed. | 10 |

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