**A computer with a microsoft word and checklist

Description automatically generated with medium confidence**

**Solve This Project Chapter 7**

**Home Networking Guide**

You write a newsletter, **The Everyday Technologist**, which specializes in technology tips and tricks for the casual everyday technology user. Your current newsletter is a guide to home networks. The basic document has been created, and now using Microsoft Word you need to add formatting and images to make the guide more visually appealing.

|  |  |
| --- | --- |
| You will use the following skills as you complete this activity: | |
| •   Apply Text Effects | •   Insert Column Break |
| •   Insert Word Art | •   Insert Images |
| •   Insert Columns | •   Apply Text Wrapping |
| •   Insert Section Breaks | •   Use Custom Margins |

**Instructions:**

**1.**  Open[TIA\_Ch7\_Start.docx](https://bb-montgomerycollege.blackboard.com/bbcswebdav/pid-9100401-dt-content-rid-176087541_1/xid-176087541_1), and save as **TIA\_Ch7\_ LastFirst.docx.**

**2.**  Select the title Home Networking Guide and convert the text to a **Word Art Object** using **Fill : Gold, Accent color 4; Soft Bevel**.

**3.**  With the WordArt object still selected, click **Layout Options**, and select **Top and Bottom**. Then, click **See more**… at the bottom of the Layout Options window, and in the Layout dialog box, in the Horizontal section, select **Alignment**, and then choose **Centered** from the dropdown box.

**4.**  Apply the **Fill: Blue, Accent Color 2, Shadow** **Text Effect** to the three headings: Hardware, Wireless vs. Wired, and Powerline Adapters. Increase the font size of each heading to 18.

**5.**  Create **custom margins** so all margins are **.7”**.

**6.**  Position the cursor before the heading Hardware. Insert a **Section Break (Continuous)**, and then apply **Two Column** formatting.

**7.**  Place the cursor at the end of the second bullet point paragraph in the Hardware section. Insert the image *[TIA\_Ch7\_Modem Router.jpg](https://bb-montgomerycollege.blackboard.com/bbcswebdav/pid-9100401-dt-content-rid-176087542_1/xid-176087542_1)*. Change the Layout Option of the image to **Square**. Resize the image so the height is **.9”** and the width is **1.2”**, then move the image so that the two top lines of the Router paragraph display above the image, and the left side of the image is flush with the left margin.

**8.**  Place the cursor at the beginning of the Powerline Adapters paragraph. Insert the image *[TIA\_Ch7\_Powerline.jpg](https://bb-montgomerycollege.blackboard.com/bbcswebdav/pid-9100401-dt-content-rid-176087543_1/xid-176087543_1)*. Change the Layout Option to **Tight**. Change the height of the image to **1”**, and then move the image so the right side is flush with the right margin of the document and centered vertically in the Powerline Adapter paragraph.

**9.**  Place the cursor at the beginning of Current Wireless (Wi-Fi) Standards. Insert a **Column Break**. Format the heading with **Bold** and **Italics**.

**10.** **Save** and submit for grading.

11.Here is a student example: Also see .jpg file on Blackboard

[SolveCh7\_example.jpg](https://bb-montgomerycollege.blackboard.com/bbcswebdav/pid-9100401-dt-content-rid-176087544_1/xid-176087544_1)