**Chapter 3 Projects**

***Project 3-1: Formatting a Sales Letter***

Star Bright Satellite Radio will be sending sales letters to people who have just purchased new vehicles equipped with their radios. Add some finishing formatting touches to this letter.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***Letter*** document from the data fi les for this lesson.

**2. SAVE** the document as ***3-1 Sales Letter*** in the lesson folder on your flash drive.

**3.** Select the title of the company, **STAR BRIGHT SATELLITE RADIO.**

**4.** Apply the **Title** style and reduce the font size to **24** pt.

**5.** In the second paragraph of the body of the letter, select the first sentence, **Star Bright**

**Satellite....**

**6.** In the Font group on the Home tab, click the **Bold** button.

**7.** In the second paragraph, select the fifth sentence, **Star Bright also broadcasts....**

**8.** In the Font group, click the **Italic** button.

**9.** In the fourth paragraph, select the first sentence, **Star Bright is only $10.95 a month.**

**10.** On the Mini toolbar, click the **Bold** button.

**11.** In the third sentence of the fourth paragraph, select **Subscribe.**

**12.** In the Font group, click the Change Case **drop-down arrow,** and then click **UPPERCASE.**

**13.** With the word still selected, click **Bold,** and then deselect the text.

**14.** Change the view of the document to **100%,** if necessary.

**15. SAVE** the document in the lesson folder on your desktop, then **CLOSE** the file.

***Project 3-2: Formatting a Flyer***

You’ve been recruited to help find coaches for the local youth sports organization. Create a flyer that will attract attention.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Volunteer Coaches*** from the data files for this lesson.

**2. SAVE** the document as ***3-2 Volunteers*** in the lesson folder on your flash drive.

**3.** Select **We Need You!**

**4.** Click the **drop-down arrow** in the Font menu, and then click **Arial Black.**

**5.** Click the **drop-down arrow** in the Font Size menu, and then click **48.**

**6.** Select **Volunteer Coaches Needed For Youth Sports.**

**7.** Click the **drop-down arrow** in the Font menu, and then click **Arial Black.**

**8.** Click the **drop-down arrow** in the Font Size menu, and then click **18.**

**9.** Select **Sports include** and the four lines below it.

**10.** Click the **drop-down arrow** in the Font menu, and then click **Calibri.**

**11.** Click the **drop-down arrow** in the Font Size menu, and then click **18.**

**12.** Select the four sports listed, and then click the **Italic** button.

**13.** Select the three lines of contact information, beginning with *Contact Patrick Edelstein…*

**14.** Click the **drop-down arrow** in the Font menu, and then click **Arial Black.**

**15.** Click the **drop-down arrow** in the Font Size menu, and then click **11.**

**16.** Select **YMCA.** Click the **drop-down arrow** in the Font Color button, and then choose **red** From the Standard Colors section.

**17.** With the text still selected, click the **Bold** button.

**18.** Click the **drop-down arrow** in the Font menu, and then click **Arial Black.**

**19.** Click the **drop-down menu** in the Font Size menu, and then click **36.** Deselect the text.

**20. SAVE** the document in the lesson folder on your desktop, then **CLOSE** the file.

***Project 3-3: Creating a Flyer***

**The Grand Street Coffee Shop has decided to install a wireless Internet service for customers. To announce the news, create a flyer for distribution in the coffee shop.**

**1. OPEN *Wireless*** from the data fi les for this lesson.

**2. SAVE** the document as ***3-3 Wi-Fi at Coffee Shop*** in the lesson folder on your flash drive.

**3.** Select the first four paragraphs and change the Font to **Franklin Gothic Heavy,** size **48** pt., and change to **uppercase.**

**4.** Change the color for each of the four headings as follows:

**•** SIP, **Dark Blue, Text 2**

**•** SURF, **Aqua**, **Accent 5, Darker 50%**

**•** WORK, **Dark Blue, Text 2, Darker 25%**

**•** WIFI IS HERE, **Blue**

**5.** Select the paragraph beginning with *The Grand Street Coffee Shop…* and change the Font to **Franklin Gothic Book,** size **20.** Then select **Grand Street Coffee Shop,** set as **Bold,** and change the color to **Dark Blue**, **Text 2.**

**6.** Select the next paragraph and change the Font to **Franklin Gothic Book,** size **14** pt.

**7.** Select the last paragraph and change the Font to **Franklin Gothic Book,** size **16** pt. and **Bold.**

**8.** Change the document view to **One Page.**

**9. SAVE** the document in the lesson folder on your desktop, then **CLOSE** the file.

***Project 3-4: Formatting Nutritional Information***

Customers of the Grand Street Coffee Shop have asked about the nutritional makeup of some of the blended coffee items on the menu. Format a document you can post or make available for customers to take with them.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *Nutrition Info*** from the data fi les for this lesson.

**2. SAVE** the document as ***3-4 Nutrition*** in the lesson folder on your flash drive.

**3.** Change the view of the document to **100%.**

**4.** Select **Grand Street Coffee Shop.**

**5.** Click the **Font Color** menu and select **Purple, Accent 4, Darker 50%,** **bold,** and font size

To **48.**

**6.** Click the **Insert** tab, and in the Text group, select **WordArt Fill-Purple, Accent 4, Soft Bevel.**

**7.** Select **Nutritional Information** without selecting the paragraph mark.

**8.** In the Font group, click the **dialog box launcher.** In the Effects section, click the **Small**

**caps** box, change the font size to **16** , font color to **Purple**, **Underline words only** , and

**Bold Italic.** Click **OK.**

**9.** Select **Brewed Coffee** , **Caffé Latte** , **Caffé Mocha** , **Cappuccino** , and **White Chocolate**

**Mocha,** and then click the **Font dialog box launcher.**

**10.** Click the **All caps** box, change the font size to **14,** and make the text both **Bold** and **Italic,** and change the font color to **Purple.** Click **OK.**

**11.** Select the three lines of text under the *Brewed Coffee* heading. Click **Italic** on the Font

group.

**12.** Use the Format Painter to copy the format from the text under *Brewed Coffee* to the text under each heading.

**13. SAVE** the document in the lesson folder on your desktop, then **CLOSE** the file.