**Project 5-1: Formatting the YMCA Newsletter**

Format some data for the YMCA into a two-column newsletter.

1. **OPEN *Y News*** from the data files.
2. **SAVE** the document as ***5-1 YMCA Newsletter*** in the lesson folder on your flash drive.
3. Click the **Show/Hide** button to enable.
4. Position the insertion point before the *M* in the heading, *Mother’s Day Out . . . .*
5. On the Page Layout tab, in the Page Setup group, click the **Breaks button** and select **Continuous** from the menu.
6. In the Page Setup group, click the **Columns button** and select **Two**. Notice that all the text under the section break is now in two columns.
7. Position the insertion point before the *F* in the *Fall Soccer . . .* heading.
8. Click the **Breaks button** and select **Column**. The heading and text move to the next column.
9. Click the **Columns button** and select **More Columns**.
10. In the Columns dialog box, click the **up arrow** on the Width box to change to **2.8**. The number in the Spacing box should adjust to **.9**
11. Click the **Line between box** and click **OK**. The column width is increased and a vertical line is placed between the columns.
12. Place the insertion point on the second paragraph mark under the box at the end of the document and type **The Get Movin’ Challenge!**
13. Select the text, and then click the **Columns button** from the Page Setup group and select **One**. With the text still selected, **center**, **bold**, increase the font size to **20** pt, and change the color to **dark red**. The document should fit on one page.
14. Select text in first column only and **justify**. Select the text in the red box and **justify**.
15. Add a **bullet** to the items under Fall Soccer Registration and **decrease indent.**
16. Add right aligned header with Name (enter), Period (enter) Date.
17. Click the **Show/Hide button** to turn off.
18. **Save and Print** the document.

**Project 5-2: Computer Use Policy**

You are updating First Bank’s computer use policy and you need to adjust the flow of text on the page.

1. **OPEN *Books Beyond*** from the data files for this lesson.
2. **SAVE** the document as ***5-2 Books Beyond.***
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click to select the **Widow/Orphan control box** and click **OK**. Turning on the Widow/Orphan control affects the whole document.
4. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** by Line Numbers and select **Continuous**.
5. Select lines **30** through **38**.
6. Open the **Paragraph** dialog box. On the Line and Page Breaks tab, click the **Keep with next** and **Keep lines together** check boxes, and then click **OK**. The paragraph is no longer split between pages, and the heading, *Introduction*, appears on the same page as the following paragraph.
7. Position the insertion point before the *G* in the *General Performance Expectation Guidelines* heading. You should be on line 56.
8. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Page break before check box** and click **OK**. The paragraph moves to the next page.
9. Press **Ctrl + Home** to move the insertion point to the beginning of the document.
10. Click the **Page Layout tab** and in the Page Setup group, click the **Hyphenation button**, and then click **Hyphenation Options**. Click to select the **Automatically hyphenate document check box**, with a consecutive hyphens limit of **3**.
11. Click **OK**.
12. Position the insertion point anywhere on the second page.
13. In the Page Setup group, click the **Line Numbers** button and select **Restart Each Page**.
14. Position the insertion point at the beginning of the *General Performance Expectation Guidelines* heading. In the Page Setup group, click the **Line Numbers** button and select **Suppress for Current Paragraph**.
15. **SAVE** the document in the lesson folder.



**5-4: Recipes**

Students will apply the section breaks, column breaks; then change the space between the columns and format the document to fit on one-page.

1. OPEN Recipes from the data files for this lesson.
2. SAVE the document as 5-4 Favorite Recipes in the lesson folder.
3. Position the insertion point in front of the M in Main Dishes. Add the text, Grandma.
4. Position the insertion point AFTER the s in Dishes and insert a trademark symbol ™.
5. Position the insertion point before the C in the Chicken Pot Pie heading and insert a **Continuous section break**.
6. Position the insertion point before the B in the Breads heading and insert a **Next Page section break**.
7. Position the insertion point before the B in the Banana Nut Bread/Chocolate Chip Muffins headings and insert a **Continuous section break**.
8. Position the insertion point anywhere within the Chicken Pot Pie recipe.
9. Format this and the other recipes in the Main Dishes section into two even columns with .90 spacing between columns and a line between.
10. Position the insertion point before the R in the Ranch Chicken heading and insert a **Column break.**
11. Position the insertion point anywhere within the Banana Nut Bread/Chocolate Chip Muffins heading.
12. Format this section into two even columns with .90 spacing between columns and a line between. 11. Insert a Column break before E in the Easy Pumpkin Bread/Muffins and C in the Chocolate Zucchini Bread headings.
13. Position the insertion point under Very Blueberry Coffee Cake/Muffins, and select the hidden space mark between the words cream and cheese for the second ingredient ½ (8 oz.) package of . . . and add **a nonbreaking space**.
14. Delete the two nonprinting paragraph marks above the Very Blueberry Coffee Cake/ Muffins heading.
15. In the ninth ingredient, select the hidden space mark between the words or and huckleberries, and add a **nonbreaking space**.
16. Click the Show/Hide button to hide formatting marks.
17. SAVE the document in the lesson folder.
18. Put header on document and print.