**Project 7-1: Creating Elevator Communications**

Montgomery, Slade & Parker uses elevator communications for in-house announcements, invitations,

and other employee-relations documents. In each elevator, a durable 8½0 3 140 clear plastic

frame has been installed in which announcements can be inserted and changed on a regular basis.

Create a draft document for approval that recognizes employee award winners and invites employees

to a reception to honor these award winners.

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

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

**2. SAVE** the document as ***7-1 Congratulations Reception*** in the lesson folder on your flash

drive.

**3.** On the Design tab, in the Page Background group, click the **Page Color menu**. In the

Theme Colors section, select **Olive Green, Accent 3, Lighter 80 %** .

**4.** Click the **Page Borders button**. In the *Borders and Shading* dialog box, click **Shadow** in

the Setting section. Click the **Width menu** and choose **3 pt**. In the Color section, select

**Olive Green, Accent 3, Darker 50%** . Click **OK** to apply the changes to the whole

document.

**5.** Launch the **Page Setup dialog box** and click the **Layout tab** to change the Vertical

Alignment to **Center** .

**6.** Select **Congratulations!** Change the font color to **Olive Green, Accent 3, Darker 50%** to

match the page border.

**7.** Click the **Watermark button** in the Page Background group on the Insert tab and select

**Custom Watermark** . The *Printed Watermark* dialog box opens.

**8.** Select the **Text watermark option** and then click the **drop-down arrow** next to *Text* .

Select **Draft** .

**9.** Customize the watermark by changing the color to dark red.

**10. SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

**Project 7-2: Page Formatting & Inserting Objects**

1. Open up the file **Bandwidth and Utilization** from the data files.
2. Save this file as “**Bandwidth Formatting**”.
3. Change the theme to “**Wood Type**”.
4. Change the Style to “**Lines (Simple)**”.
5. Select the title “**Bandwidth and Utilization**”, and place a **shadow border**, orange accent 1 darker 50%, 2 ¼ pt. width, and apply it to the paragraph.
6. **Center** the title “Bandwidth and Utilization”. Change the size to **24 point**.
7. Insert a **Copyright** sign next to Utilization (in the title).
8. Make the symbol **superscript**.
9. Select the **Numbered list** and format them so they are a **solid circle bullet**.
10. Select the **1st Paragraph** under the title “Bandwidth and Utilization” starting with “In addition to…apply”, and format it with **2 columns**.
11. Click on the **blank line** below your last bullet, and **insert the Excel document “file associations”** into this document that you are working on. ***(You cannot minimize this document and search for it. It must be inserted using the Insert tab.)***
12. After inserting the file, **center** the object horizontally on the page.
13. Click on the blank line after the last paragraph at the end of the document, and insert a **simple quote** text box.
14. Select the text “**The storage and distribution…prohibited**” sentence and **drag and drop** it in the text box.
15. Change the size of the text box to **Height 1.8” and Width to 1.3”**.
16. Format the color of the text in the text box to **white**.
17. Move the Text box so that it is directly below the last Paragraph ***(See image on next sheet for placement.)***
18. Change the **Page color to Tan, Background 2 Darker 10%**
19. Insert a **Custom Text Watermark**. The text should read “**FILES**”, arial black font, color is dark red, semi-transparent should be checked, and the layout needs to be diagonal.
20. **Press CTRL + Home** on the keyboard to go to the top of the document.
21. Insert a **Shadow Page Border**, orange accent 1 darker 50%, 6 pt. width, and apply it to **this section- First Page only.**
22. Insert a header with your first & last name, Project name, and class period. **Right Align.**
23. **Save this document and Raise your hand** so the teacher and check your project on the computer.