**Project 8-1: House for Sale**

In your position at Tech Terrace Real Estate, you were asked by the new home owners if a picture could be taken of them with their new home. The picture turned out so well that you asked them if Tech Terrace Real Estate could use this picture in a flyer for an advertisement. Your task is to create a new flyer that will be used for marketing.

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

**1. OPEN** a blank document.

**2. SAVE** the document as ***8-1 Marketing Flyer*** in the lesson folder on your fl ash drive.

**3.** Key the following information and change the font size to **18** pt.

**4. Look at who just purchase d their new dream home. Tech Terrace Real Estate agents can**

**assist you in finding your next home or dream home. We’ll take care of all the necessary**

**details for you and show you quality homes just like we did for our last clients**.

**5.** Press **Enter** twice.

**6.** Click the **Pictures** button from the Illustrations group on the Insert tab.

**7.** Locate the lesson folder and insert the ***Realtor with Couple outside House*** image; then

click **Insert** .

**8.** Resize the image height to **3.4”** .

**9.** In the *Picture Styles* group, convert the picture to the SmartArt graphic *Picture Accent*

*Process* . In the placeholder, key **We love our new home!**

**10.** Click the **More** button in the *SmartArt Styles* group and select **Metallic Scene** from the

*3-D* group.

**11.** In the SmartArt Styles group, click the **Change Colors** button then select **Colored Fill –**

**Accent 6** from the Accent 6 group.

**12.** Center the document vertically on the page.

**13. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the fi le.

**Project 8-3: House for Sale Flyer**

You need to make some additional changes to the flyer completed in Project 8-1.

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

**1. OPEN** the ***8-1 Marketing Flyer*** you completed for Project 8-1.

**2. SAVE** the document as ***8-3 House Keys*** in the lesson folder on your flash drive.

**3.** Under the first paragraph, add a new paragraph and key **Are you ready for us to hand**

**over the keys to your new home?**

**4.** Select the SmartArt graphic, and replace it with a new image, ***Handing Over House***

***Keys*** .

**5.** Select the **Reflected Bevel, Black** style from the *Picture Styles* group to apply a style to

the image.

**6.** Change the border and apply the **Orange, Accent 2, Darker 25%** *.*

**7.** Change the Picture Effects and select **Slope** from the *Bevel* group. Adjust the height

to **2.7”** .

**8.** Apply the **Square** style to wrap text only to the *right* .

**9. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the fi le.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-4: Creating a Chart**

In this exercise, you will create a 3-D pie chart to reflect quarterly sales.

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

**1. OPEN** a blank document.

**2. SAVE** the document as ***8-4 Expense Report*** in the lesson folder on your flash drive.

**3.** Insert the Pie chart from Figure 8-43 into your document and format as shown.

**4.** Enter the data (see Figure 8-43).

**5.** Insert a custom watermark and apply the image, ***Real Estate Folder with Data*** .

**6. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the fi le.

**PAUSE. LEAVE** Word open for the next project.