

# Travel Flyer Part 1

## Getting Started & Format Words

### Objectives

- Change Page Setup - Margins
- Select words, lines, paragraphs
- Format text by changing alignment, font, font size, and font style
- Format text using the Format Painter

### Activity:

Use the document that has already been started for you in Teams. You will create an advertising flyer for a travel agency. You will cleverly use a large number of Word's buttons and commands to create an attractive document. The process is broken down into a number of steps, which also will introduce you to various methods of formatting your document. Follow all of the directions carefully. Save your document often!!

*World Travel Inc.*

#### Anniversary Specials

We have a flyer 10" and every one has arranged some very special trips. There are a variety of a limited number of four 10" and every one has arranged some very special trips.

10" - 7 days of special pricing  
New Orleans - 10 days of special pricing  
Call around for more information

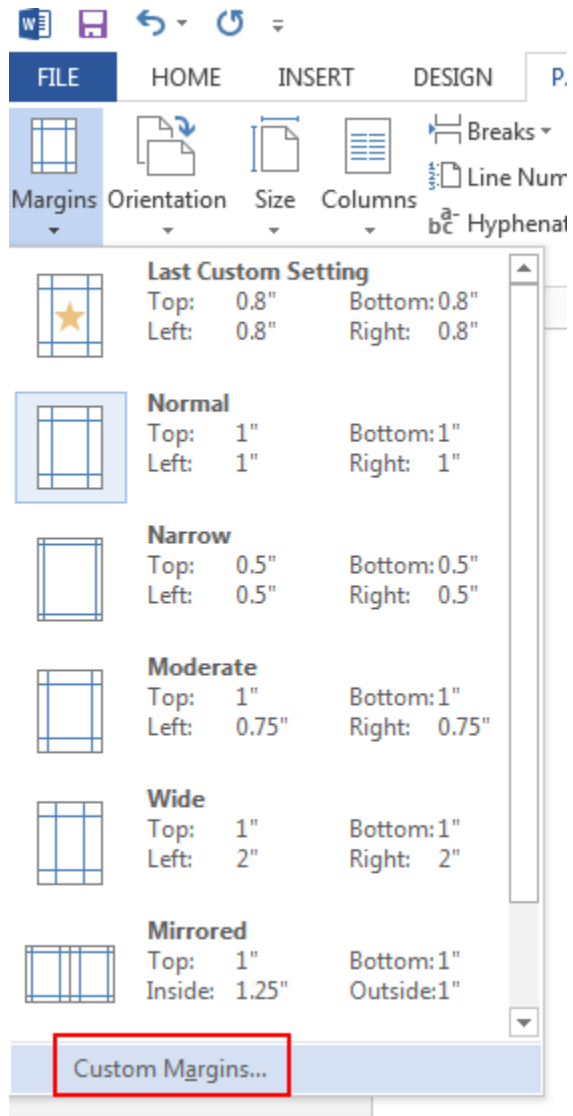
Call 555-6543 for our special pricing.

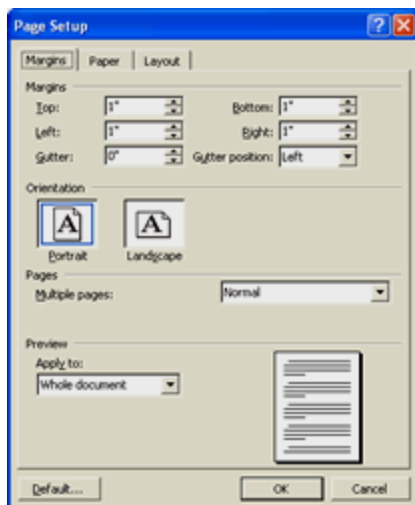
Don't be left out! Sign up now!

### 1. Change Page Setup - Margins

- Page Layout Tab - Margins - Custom Margins
- Change the **Left Margin = 1"** and the **Right Margin = 1"**
- Click OK

- **\*\*Notice\*\***  
Orientation - If you wanted your paper to go across you would select Landscape
- Keep Portrait for this assignment

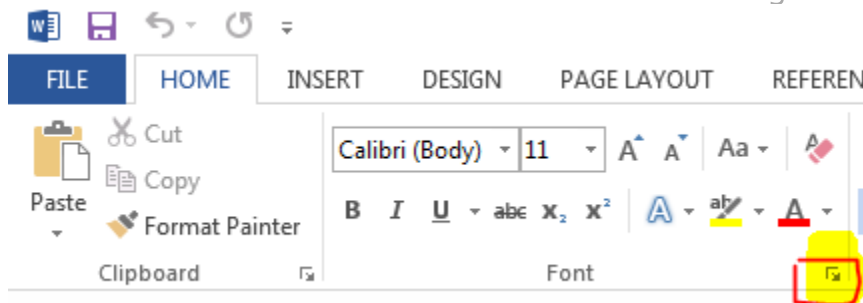




Save Changes (Ctrl + S)

## 2. Select and Format Text

- Select the first line: **World Travel Inc.**
  - You can click in the left margin
  - Click and drag to highlight words
  - Triple click on the sentence
- From the Home Ribbon click on the Small Dialog Box Launcher for the Font Group or CTRL + D



If you want it to look like example: Choose

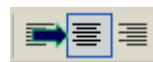
- **Comic Sans MS** in the Font list to change the font for the selected text.
- **Change** the Font style to **Bold Italic**
- **Change** the Size to **36** by scrolling in the Size control until you can click on the "36".



- **Change** the Color to **Green** by clicking the down arrow to open the list and click on "Green".
- **Click** in the box beside **Shadow** in the list of Effects.
- **Click** on **OK** to apply your changes.

- With the first line still selected **Center** the text

- Click on the Home Ribbon, Paragraph Group, Center Button



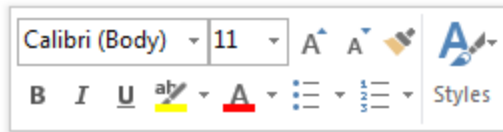
- Select the line 5 (look at status bar): **Anniversary Specials**
- This time change the font using the Font group on the Home ribbon



- **If you want it to look like example: Choose**
  - **Arial** in the Font list to change the font for the selected text.
  - **Change** the Size to **24** by scrolling in the Size control until you can click on the "24".
  - **Change** the Font style to **Bold, Italics, and Underline**
  - **Change** the alignment to **Centered** by clicking the center button
  - **Change** the Color to **Green** by clicking the down arrow next to the **A**

**\*You can also use the Mini Toolbar to format your text. This automatically appears when you**

select the text.



Hello



- Select Line 8 - 14 : **First Paragraph and 3 destinations**
- Choose:
  - **Font - Arial**
  - **Size - 10**
  - **Bold**

- Select the last 2 lines
- Choose:
  - **Font - Arial**
  - **Size - 20**
  - **Bold & Italicized**
  - **Centered**




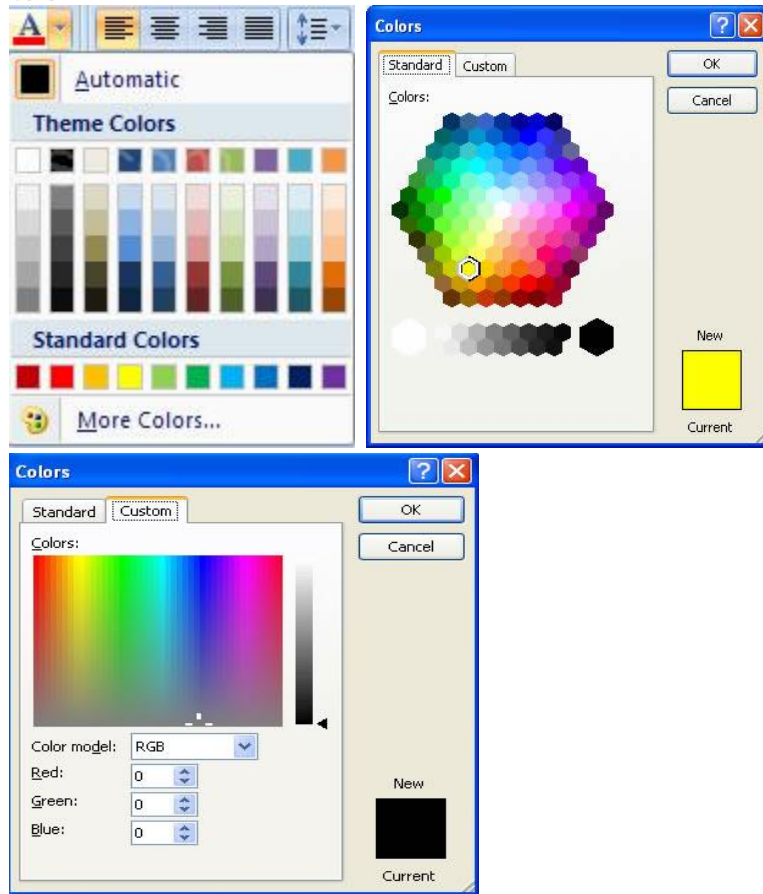
Save Changes (CTRL + S)

### 3. Format text using the Format Painter


- Select the word **Tahiti** - by double clicking on it

- Change the color to a Dark Red

- Use the Drop down in the font group 
- You can select from the colors show OR you can get more options by selecting More Colors and from there choose the Standard tab or Custom tab



Tahiti...7 days of tropical paradise¶  
 New Zealand...14 days of luscious sites¶  
 Sail around the world...as long as it takes!¶

- With the word Tahiti still selected click on the Paint Brush  in the Clipboard group on the Home Ribbon.
- Next highlight the words **New Zealand** notice the formatting is applied
- Click on the paint brush again
- Now highlight the words **Sail around the World**
  - \*\*Instead of clicking on paint brush you can use CTRL + Y on your keyboard



Save Changes (CTRL S)

Now you are ready to learn how to format the space in your document. Go to Travel Flyer Part 2.