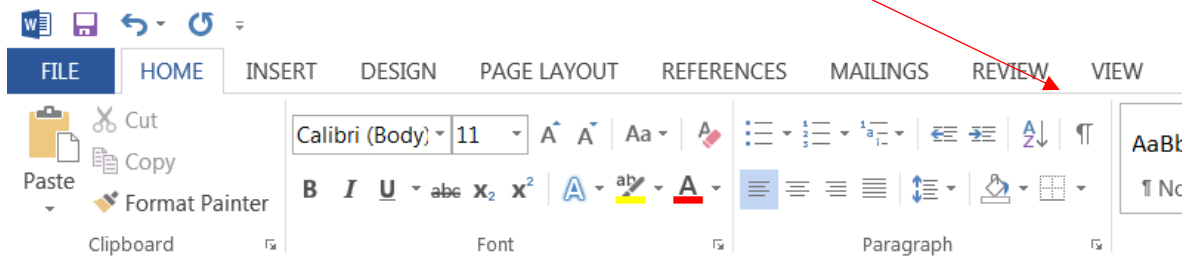


## Word Project 1 – Creating and Editing a Word Document

Follow the steps below.

1. Open MS Word
2. Save the file to OneDrive the name Ride Flyer
3. On the first line of the document, type Learn to Ride
4. Press ENTER once
5. Click on the Home Ribbon. Then click the Show/Hide ¶ button to show symbols. This button turns on and off the non-printing characters in a document.

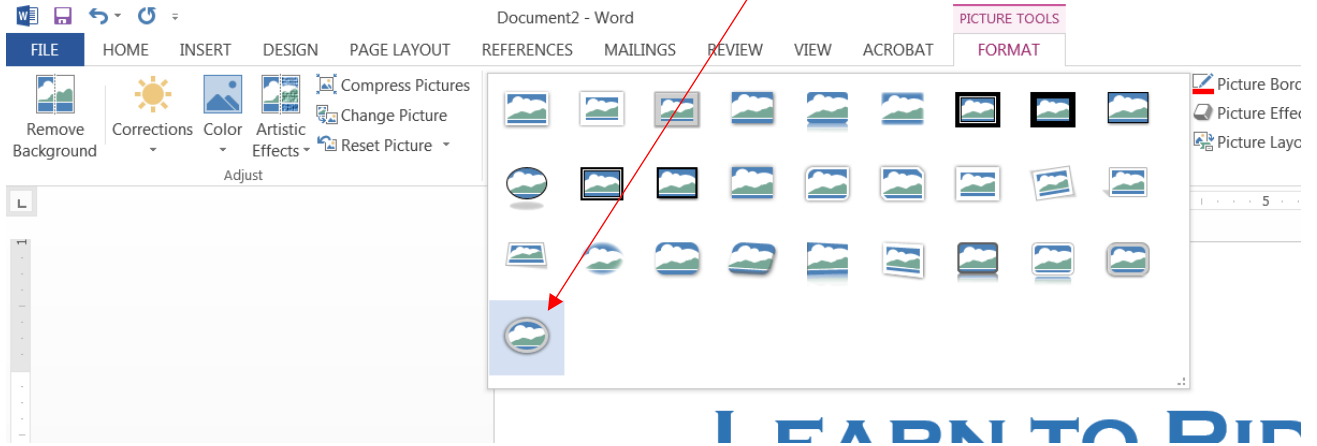


6. Type High-quality Western and English riding lessons, focusing on safety including instruction on horse care, saddling a horse, and other aspects of horsemanship.  
  
\*\*Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line. When the insertion point reaches the right margin, Word automatically positions the insertion point at the beginning of the next line.\*\*
7. Press ENTER twice.
8. Type Novice to advanced instruction for children and adults then press ENTER once
9. Type Indoor and outdoor arenas then press ENTER once
10. Type \$40 per hour for private lessons; \$25 for group lessons then press ENTER once
11. Type Call Tri-Valley Stables at 555-2030 today! *(the last line of text you just typed is called the signature line)*
12. Press CTRL + S to save your changes
13. Select the text Learn to Ride (on the first line of the document; this is called the headline)

14. Click Heading 1 in the Styles gallery on the Home Ribbon. With the text still selected, press CTRL + E to center the text. Change the font to size 48. Change the font to Copperplate Gothic Bold.
15. Select the last line of text in the document and then click Heading 2 in the Style gallery on the Home Ribbon. Center this line of text.
16. Select the middle four lines of text (Starts with “High-quality” and ends with “lessons”)
17. Change the font to size 16
18. Save changes (CTRL + S)
19. Select the middle 3 lines (Begins with “Novice” and ends with “lessons”)
20. Click the bullets button on the Home Ribbon to add 3 bullets
21. Select the phrase Western and English. Make these 3 words bold.
22. Select the Word and in the first bulleted sentence. Underline it.
23. Select the last line of text in the document. Make it italic. Change the font size to 20.
24. Click on the blank line after the first paragraph.
25. Click on the Insert Ribbon.
26. Click Online Pictures.
27. Type Horse and Rider in the search box
28. Insert an image similar to the one seen here:



29. With the picture selected, choose the last option for Picture Styles (metal oval)



30. Resize the picture so that it looks similar to the image below. Center align it. (Scroll to next page)

## LEARN TO RIDE

High-quality **Western and English** riding lessons, focusing on safety and including instruction on horse care, saddling a horse, and other aspects of horsemanship.



- Novice to advanced instruction for children and adults
- Indoor and outdoor arenas
- \$40 per hour for private lessons; \$25 for group lessons.

*Call Tri-Valley Stables at 555-2030 today!*

31. Save changes.
32. Click on the Design Ribbon. On the far right, click Page Border.
33. Click on Box
34. Change the color to orange and the width to 3 pt
35. Save changes.
36. Run spell check (Press F7 on your keyboard)
37. Save changes.
38. Submit for grading. Your flyer should look like the image below.

# LEARN TO RIDE

High-quality **Western and English** riding lessons, focusing on safety and including instruction on horse care, saddling a horse, and other aspects of horsemanship.



- Novice to advanced instruction for children and adults
- Indoor and outdoor arenas
- \$40 per hour for private lessons; \$25 for group lessons.

*Call Tri-Valley Stables at 555-2030 today!*



## Word Project 1 Lab 2

Using knowledge and skills gained in the first assignment, create the flyer below. If you can't find the exact font or images, use similar fonts or images. Use Online Pictures tool in Word for the image. Save as Word 1 Lab 2.

**Stone Bay Apartments**



**Two-Bedroom Apartment**

Stone Bay Apartments has a two-bedroom apartment available for rent. This upper-level unit has an eat-in kitchen, central air, and large living room with southern exposure.

Live the good life at Stone Bay Apartments. We provide *amenities galore*, including laundry facilities, garage parking, clubhouse, pool, and tennis courts. We are located close to Lake Park Mall, grocery stores, restaurants, and Victor Community College.

Other items of note:

- Rent is \$925.00 a month
- Utilities are *included* in rent
- Pets are welcome

[VISIT STONEBAY.COM TO ARRANGE A SHOWING.](http://www.stonebay.com)