

# Porchlights



Open the file in **H:\ Open\Tech Career\DataFiles\Word\Lesson 4** called **IW Project4-1**

Save it in your Tech & Career Folder as **Porchlights**

1. **Footer** -Create a *footer* to show Name, Date, and Filename, in Arial - 12 point font
2. **Margins** – Set Left, Right, Top & Bottom margins to 1.0” (File, Page Setup)
3. **Select Main heading** – Change case to ALL CAPS, in a **Serif** font, 18 point, and change the color of the font
4. **Select Subheading** – Change to a Decorative font and adjust the point size so the text can be read
5. **Select body text** – Click in front of *One-time Fee* and Shift+Click after last word of text to select all text in the body of the document. Under Format/Paragraph, adjust the spacing **after** paragraphs to 12 pt.
6. **Copy Format** – Select the **paragraph heading** (*One-time Fee*) of paragraph one and apply small caps, a color, and apply a double underline with color. (All under Format/Font)
7. Select paragraph heading (One-time fee) and **Paint** this format to remaining paragraph headings (format painter on the toolbar)
8. **SAVE DOCUMENT!!!**
9. Select the 8 reasons paragraph and **sort** (under Table menu) them into *descending* alphabetic order
10. Select the 8 reasons paragraph and apply **justified** alignment to those paragraphs
11. Select and apply **bullets** to the 8 reasons (customize your bullets)
12. Vertically align the document to Center (File/Page Setup/Layout)
13. **SAVE DOCUMENT!!!**
14. Add appropriate **clipart** from the clip art gallery, change the layout to a tight wrap under format/picture and size it accordingly so that the text flows nicely around it.
15. Add a **page border** to the document (Format/Borders & Shading/Page Border)
16. Make sure you can see your footer (you may have to adjust the footer margin to .75 in Page Setup under Layout)

