

Party Invitation Exercise

Follow the directions below to create an invitation flyer. Read through each individual direction before performing it, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the insertion point (cursor) is blinking. Always make sure the insertion point is where you want the text to be entered. To move the location of the insertion point, move the mouse pointer and click or use the arrow keys on the keyboard.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the Undo command on the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A ToolTip appears describing the command's function.

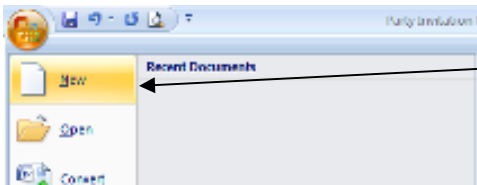
In the instructions, the following terms will be used:

Click – a single left mouse click.

Command - a button displayed on a tab on the Ribbon.

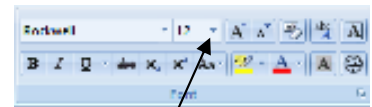
Key - on the keyboard.

Part One: Entering the Text



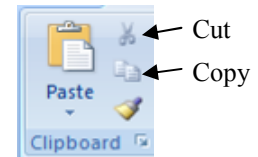
1. To get a clean “sheet of paper” if you need one, click on the *Office* button at the top left of the screen and on the drop down menu, click on *New*. Click on *Blank Document* in the middle of the dialog box and then on the *Create* button.

2. Once you have a blank sheet, change the font size to 18 by clicking on the *Font Size* command in the *Font* group on the *Home* tab on the *Ribbon* and selecting 18 from the drop down menu.



3. Press the *Enter* key once.
4. Type **Invitation**
5. Press the *Enter* key three times.
6. Type **Please Come to our Open House!**
7. Press the *Enter* key once.
8. Type **Steve and Jane Mann**
9. Press the *Enter* key two times.
10. Type **We've moved to a new house and are having a party to celebrate!**
11. Press the *Enter* key three times.
12. Type **Saturday, May 17, 2008**
13. Press the *Enter* key once.
14. Type **5:00-9:00pm**
15. Press the *Enter* key two times.

16. Type **Address:**
17. Press the *Tab* key once.
18. At the top of the page, select **Steve and Jane Mann** by moving the mouse pointer (which should look like an "I") to the left of that phrase and clicking before the **S** in **Steve**. Hold the left mouse button down and drag to the right until the whole phrase is highlighted.
19. Click on the *Copy* button in the *Clipboard* group on the *Home* tab on the *Ribbon*.
20. Move back down to the word **Address:** and click so that the insertion point appears to the right of the word.
21. Click on the *Paste* button in the *Clipboard* group on the *Home* tab on the *Ribbon*.
22. Press the *Enter* key once, if necessary. If you are already on a new line after pasting the names, skip this step.
23. Press the *Tab* key twice.
24. Type **1596 Howard St.**
25. Press the *Enter* key once.
26. Press the *Tab* key twice.
27. Type **Seattle, WA 98115**
28. Press the *Enter* key once.
29. Type **Telephone:**
30. Press the *Tab* key once.
31. Type **(206) 329-9996 (Regrets Only)**
32. Press the *Enter* key once.



Part Two: Formatting

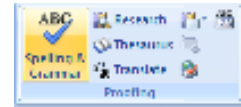
1. Scroll to the top of the document and select the word **Invitation**. You can select it either by double-clicking on the word or by moving the mouse pointer to the left side of the screen until it becomes a right-pointing arrow and clicking once.
2. In the *Font* group on the *Home* tab, select the Font *Lucida Handwriting*. To do this, click on the down arrow (▼) to the right of the current font name and click on *Lucida Handwriting* to select it from the drop-down menu.
3. Select Font Size **36**. To do this, click on the down arrow (▼) to the right of *18* in the *Font* group and click on **36** to select it from the drop-down menu.
4. With the word still selected, underline **Invitation** by clicking on the *Underline* button in the *Font* group.
5. Click anywhere on the page to deselect the word **Invitation**.
6. Select the first mention of **Steve and Jane Mann** by moving the mouse pointer to the left side of the screen until it becomes a right-pointing arrow and clicking once.
7. Select Font *Lucida Handwriting* by following the instructions given in Step 2 above.
8. Click anywhere on the page to deselect the phrase **Steve and Jane Mann**.
9. Scroll down to **5:00-9:00PM**. Click to the right of **PM** and, while still holding the left mouse button down, drag up to the top of the document. Everything from **Invitation** through **5:00-9:00PM** should now be selected.

10. In the *Paragraph* group of the *Home* tab, click on the *Center Align* button.
11. Click anywhere on the page to deselect the currently selected text.
12. Select everything from **Address:** through **(Regrets Only)** by following the same process you did in Step 9. Choose Font Size *14* following the instructions given in Step 3 above.
13. Click anywhere on the page to deselect the currently selected text.
14. Scroll up to the middle section of the document. Move the mouse pointer to just before the word **and** in the phrase **and we are having a party to celebrate**. Click so that the insertion point appears there. Press the *Enter* key to move the second half of the sentence down to a new line.



Part Three: Spell Check, Previewing, and Saving

1. Click on the *Review* tab on the *Ribbon*. Click on the *Spelling & Grammar* check command in the *Proofing* group. Pressing the *F7* key on the keyboard will also launch the Spell Check.
2. Word will now check the invitation for errors. If an error is found, click on the *Change* button to accept the suggestion or click on one of the *Ignore* buttons to continue without accepting a change.
3. When the spelling and grammar check is complete, a dialog box stating this will appear on the screen. Click on the *OK* button to return to your invitation.
4. To see how your document will look, open the *Print Preview*. You can do this by clicking on the *Office Button* and clicking on *Print* and then on *Print Preview*, or you can add a shortcut button for *Print Preview* to the *Quick Access Toolbar* by clicking on the down arrow and choosing it from the menu.
5. Compare your document to the one pictured on the next page. Does the document look the same? If it does, click on the *Close Print Preview* command in the ribbon at the top of the page and proceed to save or print the document. If not, click on the *Close Print Preview* button in the *Ribbon* at the top of the page and see if you can make the necessary changes. Ask a PC Center staff person for assistance if you need help.
6. To save your invitation, click on the *Save* button on the *Quick Access toolbar*.
7. Click on the down arrow (▼) at the end of the *Save in:* area and select from the drop down menu the place you would like to save your invitation.
8. Click in the *File name:* area at the bottom of the *Save As* dialog box, erase the name currently in there if necessary, and type a name for this file.
9. Click on the *Save* button in the lower right corner of the dialog box.
10. You will know the save has been completed when the new file name appears in the *Title bar* at the top of the screen.
11. To exit out of the Word program, click on the *X* button in the upper right corner of the screen.



Invitation

Please Come to Our Open House!

Steve and Jane Mann

We've moved to a new house
and are having a party to celebrate!

Saturday, May 17, 2008

5:00-9:00pm

Address: Steve and Jane Mann

1596 Howard St

Seattle, WA 98115

Telephone: (206) 329-9996 (Regrets Only)