

Lab 2

1. Open the data file **Newsletter** and Save as **Library Newsletter**.
2. In the blank paragraph at the end of the document, insert a table with two columns and five rows.
3. Enter the following data in the table:

Area	Purchase
Technology	New computers for Teen Center
Book acquisitions	Books and magazine subscriptions
Paintings	Paint and supplies
Bulletin boards	Maps and posters
4. Insert a new last column, and then type Date in the first row in the new column.
5. Insert a new second column, and then enter the following data:
 - **Budget**
 - **\$8700**
 - **\$5500**
 - **\$750**
 - **\$125**
6. Insert a new row above the Paintings row with the following data in the first three cells:
 - **Supplies**
 - **\$600**
 - **Book rack, book plates, maps, and posters**
7. Delete the row containing Bulletin boards and the column labeled Date.
8. AutoFit all of the columns.
9. Increase the width of the first column to 1.5 inches, AutoFit the Budget column, and then increase the width of the Purchase column so the right border is at the 5-inch mark on the ruler. (Hint: Make sure no text in the table is selected before resizing the columns.)
10. Format the table with the Grid Table 4 - Accent 3 table style. Apply special formatting to the header row, remove special formatting from the first column, and use banded rows.
11. Center the table horizontally on the page, and then center the column labels Area and Purchase in their cells.
12. Format all the text from the Update and Replacement heading to the end of Be Quite! section of the document in two columns. Include a line between the two columns.
13. Balance the columns by inserting a Continuous section break before the Purchased Items heading at the end of the second paragraph. (Don't worry about the position of the table.) Then insert a Next Page section break before the Purchased Items heading, which has moved to the bottom of the first column.
14. Change the formatting of the last section in the document (the section containing the Purchased Items heading and the table) so that it is one column and in landscape orientation.
15. Insert a column break before the New Bulletin Board heading.
16. On page 2, use the Edit Header command on the Header button menu to insert a header, and then unlink the header on page 2 from the previous section.
17. In the header on page 2, type your name so that it is left-aligned, type Newsletter aligned under the Center Tab stop, and then type page 2 aligned under the Right Tab stop. Move the Right Tab stop to the 9.25-inch mark on the ruler, and then move the Center Tab stop to the 4.5-inch mark.

18. At the top of page 1, in the paragraph under the Update and Replacement heading, place the insertion point before Replacing, and then insert an online picture. Click Insert tab, select Online Pictures. Use the keywords book stack, and insert a photo of a stack of books. Make sure you select a photo, not a drawing, and select one that has a background (that is, not just a stack of books on a white background).
19. Crop the photo tightly around the stack of books, and then resize the cropped photo so it is approximately 1-inch high.
20. Format the photo using the Bevel Rectangle picture style.
21. Change the photo to a floating graphic using the Square wrapping option. Drag it so that it is positioned to the left of the first paragraph under the Update and Replacement heading and the top edge is aligned with the top of the paragraph and the left edge is aligned with the left margin.
22. Place the insertion point in the blank, first paragraph at the beginning (the very top) of the document. Insert a WordArt text box using the Fill - Aqua, Accent 3, Sharp Bevel style. Type Cypress Lake Library as the text in the text box.
23. Change the Text Outline color of the text in the WordArt text box to Blue. (Make sure the entire text box is selected.)
24. Apply the Deflate transform effect to the WordArt. Reposition the WordArt text box so it is centered above the Newsletter title.
25. Save the document.