



Harper's Ferry Classic Car Show

COMPLETING A FLYER WITH A PICTURE

GETTING STARTED

- Open the file **SC_WD16_1b_FirstLastName_1.docx**, available for download from the SAM website.
- Save the file as **SC_WD16_1b_FirstLastName_2.docx** by changing the "1" to a "2".
 - If you do not see the **.docx** file extension in the Save As dialog box, do not type it. The program will add the file extension for you automatically.
- To complete this Project, you will also need to download and save the following support file from the SAM website:
 - **Support_SC_WD16_1b_Car.jpg**
- With the file **SC_WD16_1b_FirstLastName_2.docx** still open, ensure that your first and last name is displayed in the footer.
 - If the footer does not display your name, delete the file and download a new copy from the SAM website.

PROJECT STEPS

1. You are helping to organize a classic car show to raise money for charity and are creating a flyer for the event. Begin by changing the document theme colors to **Red Orange**.
2. Make the picture of the cars more eye-catching as follows:
 - a. Resize the picture to **3.0"** tall.
 - b. Apply the **Simple Frame, Black** picture style.
 - c. Apply the **Gold, 5 pt. glow, Accent color 2** Glow picture effect.
3. Draw attention to the flyer's headline paragraph "classic car show" as follows:
 - a. Change the Paragraph Spacing Before to **6 pt.**
 - b. Change the Paragraph Spacing After to **6 pt.**
 - c. Change the case to **Capitalize Each Word**.
 - d. Change the font size to **48 pt.**
 - e. **Center** the paragraph.
4. **Bold** the date "May 20" in the paragraph that begins "Saturday, May 20..." to emphasize the date.

5. Add the text **Cold Spring** to the beginning of the paragraph "Park | Harper's Ferry, West Virginia" so that the paragraph provides the correct location: "Cold Spring Park | Harper's Ferry, West Virginia".
6. Create a bulleted list beginning with the paragraph "Antique: Cars from the 1930s and earlier." and ending with the paragraph "Custom: Customized vehicles...Friday or Saturday."
7. Call attention to the bulleted list as follows:
 - a. Change the font of the text in the bulleted list to **Bookman Old Style**.
 - b. Change the font color of the text in the bulleted list to **Dark Red, Accent 6, Darker 25%** (10th column, 5th row of the Theme Colors palette).
8. **Italicize** the text "Special registration is required" in the paragraph beginning "Custom:" to emphasize it.
9. Delete the sentence "Register on Friday or Saturday." in the same paragraph.
10. Apply the Outline text effect **Dark Red, Accent 6** (10th column, 1st row of the Theme Colors palette) to the sentence "All proceeds go to the Harper's Ferry Charitable Foundation."
11. Apply the paragraph shading **Gold, Accent 2, Lighter 60%** (6th column, 3rd row of the Theme Colors palette) to the entire paragraph beginning "Registration is \$18...."
12. Insert a picture as follows:
 - a. In the blank line after the paragraph beginning "Registration is \$18....," insert the file **Support_SC_WD16_1b_Car.jpg** available for download from the SAM website.
 - b. Resize the picture so that it is **1"** tall.
13. Apply the **Center** vertical alignment to the entire page.
14. Finish the flyer by adding a page border as follows:
 - a. Select a border style of your choosing. (*Hint:* To match the Final Figure on the following page, select the 7th option from the border Style list.)
 - b. Change the width of the border to **1½ pt.**
 - c. Change the border color to **Dark Gray, Text 2** (4th column, 1st row of the Theme Colors palette).

Your document should look like the Final Figure on the following page. Save your changes, close the document, and then exit Word. Follow the directions on the SAM website to submit your completed project.

Final Figure

Harper's Ferry Auto Club



Third Annual Charity Event

Classic Car Show

Friday, **May 19** | 6:00 pm – 10:00 pm

Saturday, **May 20** | 8:00 am – 7:00 pm

Cold Spring Park | Harper's Ferry, West Virginia

Registration categories:

- **Antique:** Cars from the 1930s and earlier.
- **Vintage:** Cars and trucks from 1940 to 1960.
- **Modern Classic:** Limited-edition, luxury, and distinctive cars, trucks, and motorcycles from 1960 and later.
- **Custom:** Customized vehicles from all eras, including exotic vehicles such as racing cars. *Special registration is required.*

Registration is \$18 for custom vehicles and \$15 for all other vehicles. **All proceeds go to the Harper's Ferry Charitable Foundation.**

