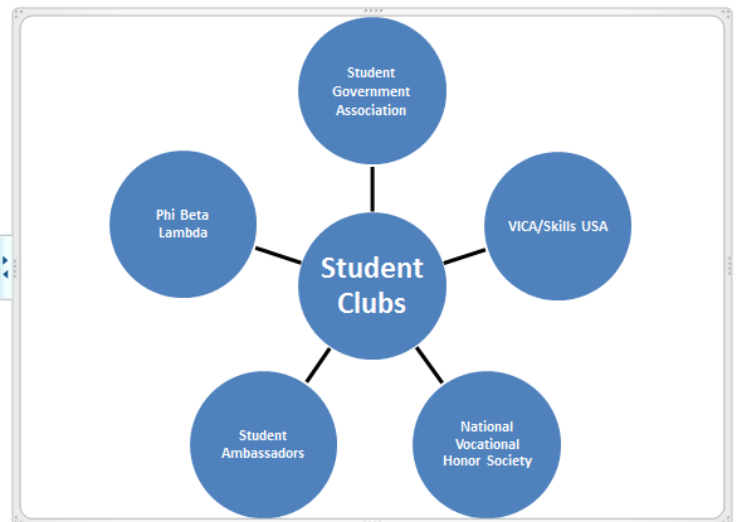


Word Assignment 6

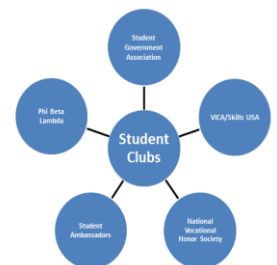
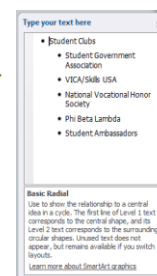
North State College needs a meeting handout!
Recreate a meeting handout that is similar in appearance to the key below.

1. Create a new document in Word.
2. “Save As” your document, title it: **Lastname.North State** in your My Documents folder or flash drive.
3. Insert a **Basic Cycle diagram** (Insert→Illustrations Group→SmartArt→Cycle→ Basic Cycle)
 - a. Insert the text as shown in the key below.

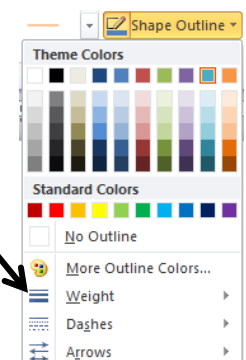
- b. You may need to add a fifth circle. Do to this, click on the SmartArt, and then click on the arrow on the side.



This will bring up an outline box where you can add another category to your SmartArt.

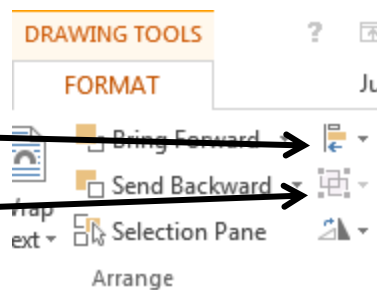


- c. The text in the large middle circle should be 20 pt. – Bold - Calibri Font (select the smart art then select the middle circle by clicking on it.
- d. The text in the smaller outside circles should be 9 pt. – Bold – Calibri Font
- e. Change the connection lines between the circles to a Weight of 3. (Select all the lines by using your CTRL Key, then go to the Format Tab →Shape Styles Group → Shape Outline → Weight → 3)

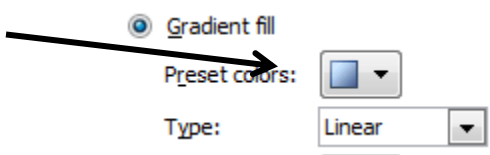
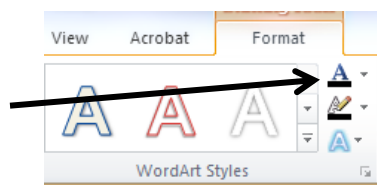


4. Change the color of your SmartArt – you choose your color preference.
(Select your SmartArt → Design Tab → Change Colors Menu)
5. Insert a **Circle Shape** and place it BEHIND your SmartArt.
(Insert → Shapes → Oval As you draw your circle, hold your SHIFT key down to create a true circle shape)
 - a) Your circle should be approximately 6 inches round.
 - b) You pick the colors of your circle – you must have a different fill and outline color.
(Select circle → Format Tab → Shape Styles Group → Shape Fill and Shape Outline)

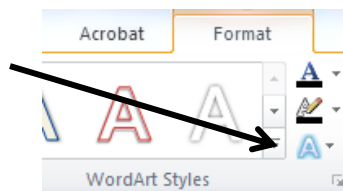
6. Select both your SmartArt and your circle by selecting you SmartArt then holding the Shift key while you select the circle.
7. Use the Align Objects tool in the Drawing Tools Format Tab to center the objects (choose Align Center and Align Middle).
8. With both items still selected, group them together using the Group Objects tool. Doing this makes them one object.
9. Create your Heading (North State College) using WordArt – Gradient Fill – Gray
(Insert → Text Group → WordArt → Gradient Fill – Gray)



- a) Change your WordArt colors to a gradient that matches your color scheme.
(Select the WordArt → Format Tab → click the Text Fill down arrow → Click on Gradient → More Gradients → Click on Preset Colors down arrow → Choose one you like.)



- b) Give your WordArt a Perspective Diagonal Upper Left shadow.
(Select your WordArt → Format Tab → Text Effects down arrow → Click Shadow → Perspective Diagonal Upper Left)



10. Create your Sub-title (Student Organizations 2010 – 2011) using a Rectangle shape.
(Insert → Illustrations Group → Shapes → Rectangle) Draw the rectangle.

- a) Change your rectangle to No Fill.
(Click on the rectangle → Format Tab → Shape Styles Group → Shape Fill down arrow → Choose NO FILL.
- b) Choose an Outline color and make it a 3 pt weight.
- c) Click in your rectangle to add text. Select a font, color, and appropriate size.

11. Insert clip art as shown - Compass.
(Insert → Illustrations Group → Online Pictures → Search For: compass → double click your choice)

12. Add a page border of your choice.
(Design → Page Borders)

13. Create a class header/footer.

14. Re-Save your document.

15. Save your document in a PDF file format.

