Activity Name	Demonstration Notes
Objective 9: Create a New Document and Insert Text	
3.13 Starting a New Word Document and Inserting Text	• Start Microsoft Word 2010. If needed, turn on the Show/Hide button. Click the View tab. Verify the Ruler check box is selected. • Type Learn to Golf and press Enter twice. • Type the following text, pressing the spacebar once after the ending punctuation of this sentence: Join us for beginning golf lessons to be held on our newly renovated and lighted driving range. Our own head golf professional will conduct these lessons. Press Enter. • Discuss the default document settings in a new document (font and font size, margins, line spacing, paragraph spacing, and the document view). • On the Insert tab, in the Text group, click the Object button arrow. Click Text from File. Select goaio_1e_05C_script_data1 and click Insert. • On the Quick Access Toolbar, click the Save button. Save in your folder named Chapter 5 All In One and save as Lastname_Firstname_5C_Golf_Lessons
Objective 10: Insert and Format Graphics	
3.14 Formatting Text Using Text Effects	• Click in the margin once to select *Learn to Golf*. Click the Home tab. In the Font group, click Text Effects. In the first row, click the second effect: Fill - None, Outline - Accent 2. • With the text still selected, make these changes in the Font group: Click the Font Size box, type 60 and press Enter. Click the Text Effects button and point to Shadow. Under

		Outer, in the second row, click the first style: Offset Right. Click the Font Color button arrow, and click standard color Light Green.
		• Center the text. Click outside the text to deselect it.
3.15	**Inserting and Resizing Pictures**	• In the paragraph beginning *Join us for*, click to position the insertion point at the beginning of the paragraph.
		• Click the Insert tab. In the Illustrations group, click Picture. Select goaio_1e_05C_script_data2 and click Insert.
		• Discuss an inline object. Point out the round and square handles and the difference in using them to resize an object.
		• Drag the lower right round sizing handle up, until the bottom of the graphic is aligned at about 4" on the vertical ruler. Click the Format tab. In the Adjust group, click the Reset Picture button arrow and then click Reset Picture & Size. In the Size group, use the Shape Height spin box to set the height to 4.5". Click Save.
3.16	**Wrapping Text Around a Picture**	• Verify the picture is selected. On the Format tab, in the Arrange group, click Wrap Text. Click Square. Point out the anchor symbol by the first paragraph.
3.17	**Moving a Picture**	• Hold down the Shift key and drag the picture so its right edge is at about 6.5" on the horizontal ruler. Point out that the picture moves in a straight line when you hold down the Shift key.
		• As needed, press the arrow keys to nudge the picture into the desired location.
3.18	**Applying Picture Styles and Artistic Effects**	• Verify the picture is selected. On the Format tab, in the Picture Styles group, click Picture Effects. Point to Soft Edges, and then click 5 Point.

		• In the Adjust group, click Artistic Effects and point to the second effect: Marker. In the fourth row, click the second effect: Texturizer.
3.19	**Adding a Page Border**	• Deselect the picture. Click the Page Layout tab. In the Page Background group, click Page Borders.
		• Under Setting, click Box. Under Style, scroll down about a third of the way and click the heavy top line with the thin bottom line. Point out the Preview area. Click the Color arrow, and click the standard color Light Green. Under Apply to, verify Whole document is selected. Click OK.
		• Press Ctrl + Home. Click Save.

Objective 11: Insert and Modify Text Boxes and Shapes

3.20	**Inserting a Shape**	• Press ↓ one time. Press Enter four times. Press Ctrl + End.
		• Click the Insert tab. In the Illustrations group, click Shapes. Under Rectangles, click the second shape: Rounded Rectangle.
		• Point just under the lower left corner of the picture. Drag down about 1" and drag over to the right edge of the picture.
		• Right-click the shape. Select Add Text. Right-click inside the shape. On the Mini toolbar, set the Font Size to 16 and verify Center is selected. Click inside the shape again. Type Learn the basic golf grip, stance, and swing.
3.21	**Inserting a Text Box**	• Press Ctrl + Home. On the Insert tab, in the Text group, click Text Box and click Draw Text Box. Position the insertion point below the *L* in *Learn* at about 1.5" on the vertical ruler. Drag down and to the right to create a text box approximately 1.5" high and 3" wide.
		• Type the following text, pressing Enter after each line:

		Tuesdays and Thursdays, 6-7 p.m. April 15 to May 15 Pimahiho Hills Driving Range
3.22	**Moving, Resizing, and Formatting Shapes and Text Boxes**	• In the text box, select all of the text. On the Mini toolbar, set the Font Size to 14, click Bold, and click Center. • In the Size group, use the spin arrows to set the Height to 1.2" and the Width to 4". • In the Shape Styles group, click Shape Effects and point to Shadow. Under Outer in the first row, click the second style: Offset Bottom. Click the Shape Outline button arrow. In the last column, click the first color: Orange, Accent 6. Click the Shape Outline button arrow again. Point to Weight and then click 3 pt. • Use the four-headed pointer to drag the text box to visually center it below the title. Use the arrow keys if needed. • Press Ctrl + End. Select the rectangular shape. In the Size group, set the Height to 0.8". In the Shape Styles group, click the Shape Fill button arrow and point to Gradient. Under Dark Variations in the third row, click the second gradient: Linear Up. In the Shape Styles group, click the Shape Outline button arrow. Select the standard color Light Green. Click the Shape Outline button arrow again. Point to Weight, and then click 2 1/4 pt. Deselect the shape.
Objective 12: Preview and Print a Document		
3.23	**Adding a File Name to the Footer**	• Click the Insert tab. In the Header & Footer group, click Footer and then Edit Footer. In the Insert group, click Quick Parts and then click Field. Use the scroll bar and point out items that can be inserted in a header or footer. Locate and click the FileName field. Click OK.

		• In the Close group, click Close Header and Footer.
3.24	**Previewing and Printing a Document**	• Press Ctrl + Home. Click the File tab. Click Print.
		• Use the Print Preview options to zoom in and out.
		• Click the Info tab. Click Properties. Click Show Document Panel. Replace the Author text with your name. For the Subject, type your course name and section number. For the Keywords, type beginning golf lessons Close the Document Information Panel. Click Save.
		• Print or submit electronically. Exit Word.