Project 1: **Creating a Postcard**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** Create a custom document with a size height of 5.50” by 4.25” wide.

**3.** Change the document setup to **landscape** orientation with narrowmargins.

**4. SAVE** the document as ***NAPC Postcard*** in the lesson folder on your flash drive.

**5.** Insert a header from *Office.com* and select **Element.**

**6.** Select the Title placeholder text and type **NAPC PROFESSIONAL CONFERENCE.** Change the font size and style to 14 pt **bold.**

**7.** Double-click the body of the postcard, and then type the following text:

**September 14–16**

**Lakeview Towers in South Lake Tahoe, California**

**Early Bird Registration $329; Regular Rate $389**

**Admission to all keynotes, seminars, and breakout sessions**

**Ticket to Saturday night banquet**

**All meals included**

**Early Bird Deadline is August 1, 20XX**

**Register online at www.napc20XX.com or call 800-555-5678**

**8.** Do *not* press Enter after the last line of typed text.

**9.** Select **September 14–16,** change the font size and style to **20** pt, **bold,** and **center.**

**10.** Select the **Lakeview Towers** line of text, and then change the font size to **14** pt and **center** the text.

**11.** Insert a first line indent of **0.25** ” before the *E* in **Early Bird Registration.**

**12.** Select the three lines of text under the registration costs information and format them as a bulleted list by selecting the solid circle.

**13.** Select **$329.** Change the font color and style to **Blue, Accent 1, Darker 50%,** and then **bold.** Change the font size to **13.**

**14.** Use the Format Painter to copy the format of **$329** and apply it to **$389, August 1, 20XX, www.napc20XX.com,** and **800-555-5678.**

**15.** Select the last two lines and **center.**

**16.** Insert a **1½** pt wide box page border, using the color **Dark Blue.**

**17.** Adjust the header by dragging it below the page border. Make sure it fits on one page.

**18.** Create a custom diagonal watermark with the text **SAVE THE DATE** using the **Times New Roman** font, and then select the **Blue-Gray, Text 2, Darker 25%** color.

**19. SAVE** the document as ***NAPC Postcard Draft*** in the lesson folder on your flash drive.

**20.** Apply a page color and select **Gray-50%, Accent 3, Lighter 80%.**

**21.** Adjust the watermark and change the size to **30.**

**22.** Your document should look similar to Figure 1. Make any necessary adjustments

Project 8-4**: Creating a Chart**

In this exercise, you will create a 3-D pie chart to reflect quarterly sales.

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** a blank document.

**2. SAVE** the document as ***8-4 Expense Report*** in the lesson folder on your flash drive.

**3.** Insert the Pie chart from Figure 8-43 into your document and format as shown.

**4.** Enter the data (see Figure 8-43).



**5.** Insert a custom watermark and apply the image, ***Real Estate Folder with Data.***

**6. SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.