

Press Release

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PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. After 19 years of service, her contributions to dendrology have been immeasurable.

Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens. There will be upwards of 150 guests.

The event will take place on March 29, 2013 from 6:30 – 9:00 pm. Maurice will be planning the event and highlights will include:

The San Francisco Quintessential Quartet

Vegan catering by A Moss Must

A performance by the Moment of Melody Children’s Choir

Challenge!

1. Open an existing Word 2013 document. If you want, you can use our[**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_FormatText_Practice.docx).
2. Change the **font style**of some text.
3. Change the **font size** of some text. If you are using the example, try changing the font size of the title.
4. Change the **font color** of some text. If you are using the example, change the color of the park's name.
5. **Highlight** some text.
6. Try **bolding**, **italicizing**, or **underlining** some text.
7. Change the **case** of some text. If you are using the example, change the case of the title.
8. **Center** align some text.
9. Insert a **symbol** in the text. If you are using the example, insert a registered trademark **symbol**, ®, after Sullie's Subs.

Challenge!

1. Open an existing Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_IndentsTabs_Practice.docx).
2. Practice using the **Tab** key to indent some text. If you're using the example, try indenting the second and third paragraphs of the thank-you letter.
3. Select a paragraph, and try creating a **hanging indent**.
4. Select some text, and use the **Increase** and **Decrease Indent** commands to see how they change the text. If you're using our example, practice increasing and decreasing the indent of the text in the "Summary" section of the resume.
5. Explore the **tab selector** and **tab stops**. If you're using our example, select the text in the "Experience" section of the resume and add a **Left tab stop** at 3 inches. Then align each of the cities to the tab stop.

Challenge!

1. Open an existing Word 2013 document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_LineSpacing_Practice.docx).
2. Change the **line spacing** of some text. If you're using the example, change the line spacing of the paragraph in the "Summary" section so it is **single-spaced**.
3. Change the **paragraph spacing**between two paragraphs. If you're using the example, add paragraph spacing after each paragraph in the "Experience" section.
4. If you are using the example, change the **line and paragraph spacing** so the entire resume fits on one page.

Challenge!

1. Open an existing Word 2013 document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_Lists_Practice.docx).
2. Insert a **new bulleted list** into the document. If you're using the example, add "Fundraising", "Chair's Report", and "Other business" to the bottom of the list.
3. Create a **new** **numbered list**.
4. **Restart the numbering** of the list so it begins with a number of your choice.
5. Use a **symbol**as a bullet. If you're using the example, change the open circles into a different symbol.
6. Modify the **color** of a bullet. If you're using the example, change the color of the green diamond bullets.
7. Change the **style** of the list. If you're using the example, change the bulleted list into a **numbered**list.
8. Use the **Tab** key to change the levels of some of the lines. If you're using the example, increase the level of the two bullets under the list item "International Arborists Association".

Challenge!

1. Create a **new** document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_Hyperlinks_Practice.docx).
2. Create a **hyperlink** that links to an **email address**. If you're using the example, add a hyperlink for Olivia Mayne's email address, omayne@vestainsurance.com, at the bottom of the letter.
3. Type or select some text (a **word or phrase**), and format it with a **hyperlink** of your choosing. If you'd like, you can use our URL www.gcflearnfree.org to practice with.
4. **Test** the hyperlink you created by clicking on it. The webpage should open in your web browser.
5. Open an existing Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_Breaks_Practice.docx).
6. Insert a **page break** somewhere in the document. If you're using the example, insert a page break to move the "Clients Overview" section to the next page.
7. Insert a **section break** in the document. If you're using the example, insert a **Next Page** section break to move the "Updated Chain of Command" section to the next page. Try changing the formatting of paragraph in that section.
8. Show the breaks using the **Show/Hide**command.
9. **Delete** a break. If you're using the example, delete the page break after the fourth paragraph on page 1 of the document to move the two paragraphs on page 2 onto page 1.

Challenge!

1. Open an existing Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_Columns_Practice.docx).
2. Select the **text** you want to format into columns. If you're using the example, select the two bulleted lists in the "New Online Resident Portal" section.
3. Format the selected text into **two columns**.
4. Add a **column break**. If you're using the example, add a column break before "Communicate with Lime Grove staff".

Challenge!

1. Create a **new** Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_HeaderFooter_Practice.docx).
2. Create a blank **header**. If you're using the example, **unlock** the header.
3. Add a name to the **header**. If you're using the example, type the name "Tom Shelby" after Professor.
4. Try inserting a **preset header or footer**.
5. Add today's date to the **header**. If you're using the example, add today's date below "Professor Tom Shelby".
6. Try adding a page number to the **footer**. If you're using the example, add a page number to the **bottom of the page**.
7. Try restarting the page numbering.

Challenge!

1. Create a **new** Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_TextWrap_Practice.docx).
2. Insert a **picture from a file** into the document.
3. Resize the picture.
4. Find a picture with **Bing Image Search** and insert it into your document. If you are using the example, search for  "computer" and insert it in the "New Online Resident Portal" section.
5. Change the **text wrapping setting** of one of the images. If you're using the example, change the text wrapping setting of the computer to "Through".
6. Try**moving** an image to a new location.

Challenge!

1. Create a **new** Word document. If you want, you can use our [**practice document**](http://content.gcflearnfree.org/topics/233/Word2013_FormatPictures_Practice.docx).
2. Insert an **image from a file**into the document.
3. **Crop** the image. If you're using the example, crop the image in the "Pool Re-Opening & Celebration" section into the shape of your choosing.
4. Experiment with different **image corrections** and **color settings**.
5. Add an **Artistic Effect** to the image. If you're using the example, add an artistic effect to the image in the "New Online Resident Portal" section.
6. Try**compressing**an image. If you're using the example, compress the image in "Memorial Day Barbecue" section.
7. **Remove the background** from the image. If you're using the example, remove the background of the image in the "Important Contact Info" section.